

House District 14

Senate District 8

THE TWENTY-NINTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: 'Āina Ho'okupu o Kilauea

Db: 'Āina Ho'okupu o Kilauea

Street Address: 3000 Kilauea Rd.

Mailing Address: PO Box 165 Kilauea, HI 96754

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name YOSHITO L'HOTE

Title Executive Director

Phone # (808) 937-8646

Fax # \_\_\_\_\_

E-mail yoshitol@yahoo.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FUNDING FOR AN ADMINISTRATIVE ASSISTANT, TWO INTERN POSITIONS, AND A PORTION OF THE EXECUTIVE DIRECTOR'S SALARY FOR 'ĀINA HOOKUPU O KILAUEA

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 134,760.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 134,900

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 9,000

PRIVATE/OTHER \$ 37,500

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

YOSHITO L'HOTE, EXECUTIVE DIRECTOR  
NAME & TITLE

JAN. 18, 2017  
DATE SIGNED



RECEIVED

1/19/17 *na*

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

'Āina Ho'okupu o Kīlauea (AHK) is a community-based group that was created to assist the County of Kaua'i in developing 75 acres of the Kīlauea Agricultural Park, now known as the Kīlauea Community Agricultural Center (KCAC). AHK is the continuation of the Kīlauea Agricultural Association (KAA) created in the late 80's and discontinued in 2006, with many of the original board members still on the board of AHK. The community of Kīlauea has been trying for over 30 years to develop this parcel but was unsuccessful in achieving this goal until AHK entered in the stewardship agreement with the County of Kaua'i (March 2014). AHK received its 501c3 status (September 2015) with the help of Congresswoman Tulsi Gabbard's office, and has been successful in raising over \$460,000.00 from the community and over \$56,000 in in-kind donations. With the support of Mayor Carvalho and the County of Kaua'i, AHK was successful in changing the mindset of the community ("this is never gonna happen") by initiating Phase I. AHK has now accomplished Phase I; cleared 12 acres of lands, created two acres of a community-run farm and individual gardening plots, developed five acres of commercial farm plots with access road, planted a 1,000 foot privacy berm with 400 edible, flowering, and hardwood trees, installed approximately 4'000 feet of fencing, a potable water system, and electrical power to service a temporary office and storage shed, constructed a pedestrian entryway, and completed plans to relocate the County sunshine market.

2. The goals and objectives related to the request;

Our goal is to increase AHK capacity as we have been challenged to find operational monies. The objective is to provide a sense of security for the executive director's position as well as hire an administrative assistant to organize and manage office functions and support the executive director in the newly-built temporary office. A secondary goal is to mentor youth for management positions. To achieve that goal, we are also asking support for two intern positions. This

operational support will allow AHK to focus donations and other funds on Phase II objectives and infrastructure.

3. The public purpose and need to be served;

An administrative assistant is a critical asset in providing necessary support with their professional qualities of communication skills, initiative, time management, honesty and discretion, and ability to organize documents. They provide the information necessary for reporting, budgeting, and other needs the organization requires to move forward with its mission.

A need exists for leaders in the community. A hands-on training for youth in the growth of a newly formed organization will bring about the desire to be excited about future perspectives, to recognize financial opportunity and develop the skills necessary in making that opportunity grow. The ability to be compensated while developing management skills in a non-profit organization helps employ a sense of working for something beyond themselves in their attempt to become successful and mindful adults, and hopefully groom them to become the organization's future leaders.

4. Describe the target population to be served;

The KCAC will support populations that are both distinct and overlapping. These populations are:

- a. The residents of the Kīlauea area (2600 residents in census tracts 401.03 and 401.04)
  - b. Several family farms and commercial farms and food entrepreneurs
  - c. 372 north shore families who have an annual income under \$35,000 (21% of families in census tracts 401.03 and 401.04)
  - d. 1,465 native Hawaiians who reside in census tracts 401.03 and 401.04
  - e. Regional food consumers which include 7,828 north shore residents and hundreds more that work on the north shore.
  - f. Visitor food consumers which include national and worldwide visitations to the island, as much as 1.2 million per year.
  - g. Agricultural and/or management-minded youth that desire training in this field
5. Describe the geographic coverage.

The core coverage area begins with the agricultural district of Moloa'a continuing through the communities of Kīlauea, Kalihiwai, Anini, Princeville, Hanalei, Wainiha and Hā'ena (Senate District #8, House District #14, Census Tracts 401.03/401.04)

## II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

The scope of work for the administrative assistant position is to

- Build and manage an administrative and marketing team, with volunteer positions to start.
- Develop and manage operations and project budgets for KCAC. Prepare and present budget reports to the ED and Board.
- Support ED in KCAC Capital Development project fundraising tasks, including donor and donation tracking
- Support ED in providing data for capacity building and other grants
- Recruit and support a strong volunteer team
- Direct, manage and oversee the implementation of the KCAC projects, with priorities to be discussed and set in partnership with ED
- Create and manage tracking systems and procedures for annual campaign giving
- Oversee, manage, schedule and provide support to all KCAC staff and volunteers
- Install and manage all office equipment and software
- Provide regular reporting to ED, Board of Directors as needed
- Coordinate and assist in producing annual reports

One intern will assist and provide support for the administrative assistant.  
Another intern will assist and provide support for the executive director.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

1<sup>st</sup> and 2<sup>nd</sup> quarter:

- set up and organize the office
- write capacity-building grants
- organize a donor list
- contact potential sources of funding as defined in the strategic plan
- move forward with the management strategy for the overall site and farmers market.

3<sup>rd</sup> and 4<sup>th</sup> quarter:

- develop and manage the website
- develop outreach
- create the food hub
- organize on-site farmers with a farm-focused Intelligent Technology system.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

The Executive Director of KCAC will work directly with the different employees to ensure good inner workings and implementation. It will be his responsibility to complete the evaluations through monthly reports to the board and County. He will make those reports available to the expending State on a quarterly basis. The AHK board, as well as the County of Kaua'i's Office of Economic Development (OED) will be evaluating and monitoring the implementation of the project, and will be charged with suggesting ways to improve the results.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Quarter 1:

- Creation of job descriptions for each position
- Creation of contracts

Quarter 2:

- Proof of application for grants
- Map management strategy for overall site and farmer's market

Quarter 3:

- Creation of framework for farmers to access a comprehensive computer system

Quarter 4:

- Providing website updates
- Creation of map of the food hub concept with a 3-year strategy

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Executive director: 50% of \$75,000 is \$37,500

Administrative Assistant: \$20/hr at 40 hr week is \$42,000/yr

Administrative Intern: \$15/hr at 20 hrs a week is \$16,400/yr

Executive Director Intern: \$15/hr at 20 hrs a week is \$16,400/yr

Total is \$112,300 not including administrative costs of 20% of salary

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$33,690.00	\$33,690.00	\$33,690	\$33,690	\$134,760

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Atherton Family Foundation  
 Castle Foundation  
 Cooke Foundation  
 Hawai‘i Community Foundation  
 Other private individuals

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

County of Kaua‘i, initial grant: \$100,000. Second grant for \$50,000. Third grant for \$90,000 towards infrastructure.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.  
 \$30,847.87

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

‘Āina Ho‘okupu o Kīlauea has received stewardship of the 75-acre parcel from the County of Kaua‘i for the express purpose of developing the project space as a regional agricultural park for the Kīlauea and north shore communities. The fact

that the County of Kaua'i has engaged with this non-profit organization demonstrates reasonable due diligence by local governmental agencies. The Executive Director has been implementing management plans for Waipā Foundation for six years and has demonstrated his ability to engage with the community, government, private foundations, and federal agencies to not only create 'Āina Ho'okupu o Kīlauea's 501c3 status but also plan, budget, and implement Phase I of the project including initiating movement on the parcel with fencing, site cleaning, and clearing of 12 acres. In year one, 'Āina Ho'okupu o Kīlauea has managed \$440,000 in grants and donations, and has fully implemented Phase One. It is now ready to implement Phase II (\$2.1-million development) to create the farmers market area and the water systems for the 75-acre site. It has developed a strategic plan as well as a business plan that has determined the need for a retail outlet to manage the site that it is currently developing as a food hub.

**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Site facilities now exist with a nearly-completed temporary office space and storage as well as a one-acre community farm providing CSA (Community Supported Agriculture) boxes and food for the community (seniors, and volunteers). The site is fully fenced, has a County water system, an access road for the community farm, five acres of commercial lots, a pedestrian path and walled entryway.

**V. Personnel: Project Organization and Staffing**

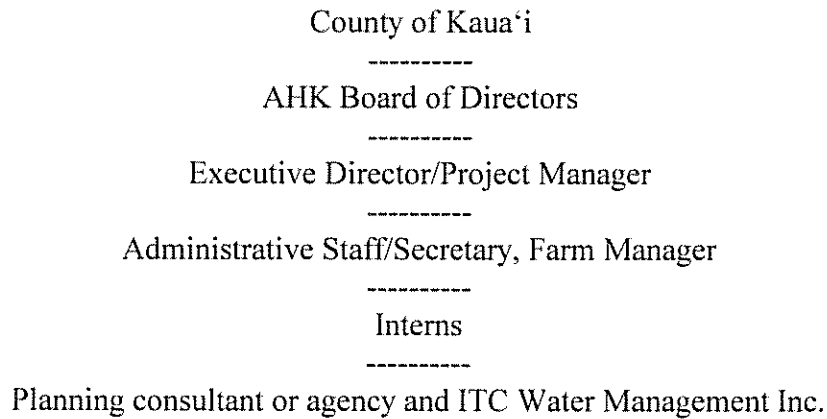
**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The proposed staff includes an Executive Director/Project Manager, an administrative assistant, and two interns. The Executive Director is currently managing all aspects of this project from planning, fundraising, outreach, and implementation as well as construction, staff, project, and contract management. A full time administrative assistant with extensive experience and skills is needed to provide support for administrative aspects of the organization for this request and other non-profit needs.

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

- Executive Director - \$75,000
- Administrative Assistant- \$35,000
- Farm Manager – \$35,000

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable

**B. Licensure or Accreditation**



The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Certified Organic (for five acres of commercial farm plots)

**C. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not Applicable

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but  
The site will have the farmers market infrastructure to start providing income, the food hub development will pay for the administrative costs of the site, and the CSA boxes will pay for the community farm.
- (2) Not received by the applicant thereafter.  
If the grant is not received AHK will look for other agencies and private donations to increase its capacity. Being in a critical implementation phase for this multi-million-dollar development, lack of funding is very likely to postpone and delay the project if funding is not available.

**E. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

See Attachment.



**GOVERNMENT CONTRACTS AND / OR GRANTS**

Apr

'Āina Ho'okupu o Kīlauea

Contracts Total: 360,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	Initial clearing and site development (through fi	FY 2015	Office of Economic Dev	Kaua'i County	100,000
2	Clean up rubbish and cars onsite	FY 2016	Office of Economic Dev	Kaua'i County	50,000
3	Farmers market site prep and permitting	FY 2017	Office of Economic Dev	Kaua'i County	90,000
4	County water system & pedestrian entry (throug	FY 2015	ADC	State of Hawai'i	120,000
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**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

'Āina Ho'okupu o Kilauea

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

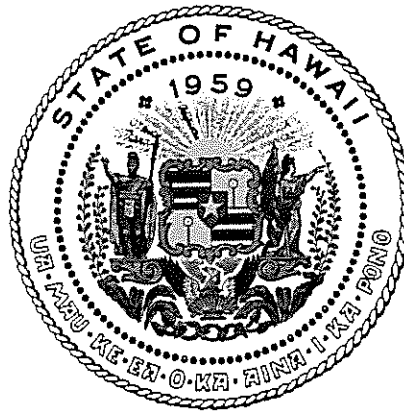
1/18/2017

\_\_\_\_\_  
(Date)

Yoshito L'Hote, Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

‘AINA HO‘OKUPU O KILAUEA

was incorporated under the laws of Hawaii on 10/29/2014 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed the seal of the  
Department of Commerce and Consumer  
Affairs, at Honolulu, Hawaii.

Dated: January 16, 2017

Director of Commerce and Consumer Affairs



March 19, 2016





Kilauea Farm  
Dec. 2016

© Bob Wright

# *Aloha from Kilauea*

The Board, Executive Director, Farm Manager, and volunteers from 'Āina Ho'okupu o Kilauea wish you a Happy New Year.

2016 has been a wonderful year for the Kilauea Community Agricultural Center, located on the way to the Kilauea Point National Wildlife Refuge, Home of Daniel K. Inouye Kilauea Point Lighthouse, as we have moved great strides and accomplished the implementation of Phase 1. We have opened 12 acres, fenced the site, constructed an interior road, county water system, developed five acres of commercial farm lots, seven of which are already being farmed and three have commitments in place. The two acres of Community farm have been developed and are now providing hundreds of pounds of produce to the Kilauea Community.

The stonewall that frames the pedestrian entry is completed and awaiting the arbor that will crown it. The individual plots are being created and 1,000 feet of edibles, hardwoods and flowering trees/privacy berm has been planted. We have finalized the plan for the 2.5 acre Farmers Market/fruit stand/public bathroom area.

Buildings are being engineered and we are hoping to go in front of the Planning commission to get our special use permit in a couple of months

We want to express a special mahalo to our donors and supporters for making our vision come to life. It has been an incredible opportunity to work with the state, county, neighbors, and other organizations, to shape what we believe is a truly special project. This is a project that will create economy, provide a community space, make organic produce available to all in the community, and address our food dependency on the mainland, while keeping our beautiful island's rural character