

House District 4

Senate District 1

**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:
Arts & Sciences Center (ASC)

Dbas:

Street Address: 15-1397 Homestead Rd, Pahoa, HI – NO USPS delivery

Mailing Address: PO Box 2091, Pahoa, HI 96778

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name **Gail Clarke**

Title President

Phone # 808-938-2933

Fax # 808-965-3733 (HAASPCS)

E-mail ascpuna@gmail.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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ASC – Replace Fire Alarm System

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 28,456

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 1261

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

 Gail Clarke – president ASC

NAME & TITLE

 1/19/2017

DATE SIGNED



RECEIVED
 1/20/17 *ma*

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;**

Arts and Sciences Center (ASC) is a 501(c)3 organization formed in 2003, *to provide outstanding support and infrastructure for community based learning* rooted in Puna, Hawaii. Puna communities have limited infrastructure, educational and economic opportunities. ASC originally developed in response to the need for facilities for a local charter school. The primary efforts of the organization have been focused on building infrastructure and organizational capacity dedicated to the acquisition, construction, and regulatory requirements associated with providing a place for safe, community-based education, suitable for all ages. ASC currently provides a facility equipped with 6 buildings and a modular kitchen on a 10 acre property situated adjacent to Pahoia town, off State HWY 130. The campus serves 670+ k-12 students and 90+ staff (FT and PT) of the primary tenant, Hawaii Academy of Arts and Science Public Charter School (HAASPCS). ASC also serves as a venue for various community meetings/events including our Spring *Tropical Living Festival* and Fall *Art is Life Festival*, both launched and well attended in 2016. Food, energy, entrepreneurial and workforce development are facilitated to the extend resources are available to pass through our organization.

The 2014 Lava Flow that came within a mile of our facility caused various strains on the community. ASC stayed in service and continues in spite of ongoing challenges including natural disasters and inclement weather. ASC often has over 300 people onsite and is working with the local American Red Cross to develop as additional shelter in Pahoia should it be needed. For the past two years, with the aid of grants from Hawaii County, ASC has built the capacity to hire a part time Program Specialist whose activities focus largely on programs for the general public and along with the volunteer board of ASC, on Fund Development and Organizational Capacity Building to continue serving our diverse, wide-spread community. This Grant funding request will support ASC's ability to continue providing safe learning environments and facilities in this geographically isolated, economically disadvantaged community.

2. The goals and objectives related to the request;

Goal: ASC will take actions to maintain and improve community facility infrastructure to serve community-based learning in Puna.

Objective: Replace the often repaired, still dis-functional fire alarm system at the facility.

3. The public purpose and need to be served;

East Hawaii communities, according to research, rank among the poorest in health status outcomes and highest health disparity rates in the state for socioeconomic risks, poverty, unemployment, household financial aid, and low birth weight rates. Additionally, research indicates that children living in this area are at risk for a number of social determinants of educational and social failure, with minimal access to healthcare services, and living within communities that have high incidence of crime, drug and alcohol abuse, violence, and child abuse and neglect. These problems may be exacerbated by a lack of employment opportunities and the unpredictable impacts such as hurricanes and lava flows. Families living in this area face challenges in accessing public services including transportation and education. ASC's capital improvement request aims to provide effective, safe facilities to educate, enrich and inspire our community to thrive.

4. Describe the target population to be served; and

According to the 2015 Hawaii County Data Book, Puna grew from 20,781 in 1990 to 45,326 in 2010, more than doubling in size in two decades. Conservatively, according to the same report, ASC serves 12,000 households in lower Puna (Puna Ma`kai). Current enrollment data of ASC's tenant HAASPCS indicates that at minimum ASC is facilitating educational service for 678 k-12 students in East Hawaii. Afterschool, evenings and weekends, several community groups regularly meet at the facility and ASC has hosted HCC Running Start and adult continuing education classes. Further, ASC's main campus serves as the office space for the faculty and administration of HAASPCS which has a nearly 5 million dollar payroll per year serving more than 90 employees. The requested Capital Improvement projects will enable ASC to continue safely and effectively serving students, faculty, staff and the community.

5. Describe the geographic coverage.

ASC is located in and serves Hawaii County, mainly Puna communities (2010 Census for zipcodes 96778 Pop=14,409, 96749 Pop=17,647). The community is comprised of residents living in widespread subdivisions sprawling from Kalapana, Seaview, Opi`ikau, Leilani Estates, Nanawale, Black Sands, Hawaiian Paradise Park, Orchidland Estates, Ainaloa, Hawaiian Beaches, Kapoho, Wa`awa`a, Papaya Farms Lots to Keaau & Mt.View. This area is geographically isolated, becoming more populated and remains subject to the unpredictable path of Lava. ASC works diligently to continue to provide services for this area.

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;

ASC will fairly hire a Project Manager (PM) to oversee CIP projects to prepare an RFP, secure bids, engage, monitor and report on progress to the board, other entities and the state as required. A preliminary proposal has been attached, secured for budgeting purposes. ASC's board president will work with the PM and our weekly bookkeeper will track fiscal actions using Quickbooks.

Objective: Replace the often repaired, still dis-functional fire alarm system at the facility. Proposal attached, limited companies provide this service in our district and plan is to switch from unsatisfactory one to new one. An unanticipated, important, hopefully long lasting investment.

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

Receipt of funding Anticipated: July 2017

FY July 2017-2018: ASC plans to maintain operations and continue to provide and improve infrastructure and facilities for community based learning.

Quarter 1: July-September 2017- Engage a part-time project manager (PM) for projects. Objective: PM to review proposal, refine RFP, secure bids as needed to replace fire alarm system. PM oversees installation and testing.

Quarter 2: Oct-Dec-

Objective: PM to report on fire alarm system installation.

Quarter 3: Jan-Mar:

Objective: pau

Quarter 4: Apr-Jun:

Objective: pau

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

ASC president and Project Manager will ensure compliance with the terms of the GIA grant, closely monitor progress per the timeline, reporting to the board and others as required on the project. Fair hiring, health and safety standards will be met.

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.**

Measures of effectiveness:

1. Number of days facility is available for occupancy (target 365/year).
2. Number of public served by tenant public charter school and our wider community. (target with improvements – facility that can accommodate 400+ safely at any time)
3. Completed capital improvements within the projected timeline.

Objective: Reliable fire alarm system at the facility.

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. See appendix**
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.**

Project	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
Fire Alarm System	27,195	1261	0	0	28,456

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.**
 - a Grants from Private foundations for programs and organizational capacity – tbd \$25-125k
 - b Donations
 - c Rental fees for community events
 - d See 5 below
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.**
 - a \$141,680 Rental income from public partner HAASPCS.
 - b \$7250 (16-17FY) Grant- County of Hawaii

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.**

Arts & Sciences Center Unrestricted Current Assets 12/31/2016		
Current Assets		
Bank of Hawaii Checking	33,087	
Bank of Hawaii Savings	8142	
First Hawaiian Checking	1662	
First Hawaiian Maximizer	90,000	
ASC Paypal	98	
Hope for HAAS Paypal	4101	
Petty Cash	170	
Total Cash		137,259
A/R County Grant FY16-17	3625	
Contributed assets	4265	
Kawasaki Mule farm vehicle	8750	
Total Other Assets		
Total Current Assets		153,899
Minus Temp. Restricted	9041	
Unrestricted Current Assets		<u>144,858</u>

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.

Since 2003, ASC has experience developing and making capital improvements to its community learning facility, valued in 2016 at \$3.96 million. ASC has maintained all the requirements for 501c3 status and has audited financial statements since 2006. ASC will use open bid and contract qualified service providers for the capital improvement projects. ASC has also managed improvements to the property with private grant funds restricted to specific projects. A long time general contractor and a retired architect are advisors to ASC.

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.

ASC received zoning changes in the form of a Special Permit to allow educational activities from the County of Hawaii Windward Planning commission and currently provides a facility equipped with 6 buildings and a modular kitchen on a 10 acre property situated adjacent to Pahoa town off of State HWY 130. Facilities include a pavilion suited for community meetings, 13 classrooms, gardens, a greenhouse, playing fields, a mac nut orchard and office space. Improving existing facilities and having a workable plan to expand are ongoing needs to serve in our community.

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.

As CIP projects are funded, ASC will seek and hire a Project Manager with skills to facilitate RFPs, communicate effectively, oversee and report on assigned projects. ASC has established fiscal management practices including a contracted bookkeeper and annual external auditor. ASC has expanded capacity for project coordination with the part-time Program Specialist position. The board and staff understand and have experience with public procurement and construction project management as evidenced by our beautiful facility in Pahoa. Advisors include a licensed contractor and retired architect. ASC contracts via fair hiring processes for labor and professional services as needed to meet requirements for health and safety at our facilities.

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.

Currently ASC operates primarily upon the work of a Volunteer Board of Directors:
List of Current Directors – *all may be reached via ASC PO Box and email, all are residents of Hawaii County. Updated: July 2016 (2 year staggered terms, renewed each May)

Name	Position	Occupation
Gail Clarke	Director / President since 2003	Resource Developer, HAASPCS
Heidi Hanza	Director (2013) / Secretary	Teacher, HAAS PCS
Gail Loeffler	Director (2004)/ Treasurer (2014)	Retired Teacher, entrepreneur, Founder of HAAS PCS
Suzette Ridolfi	Director	Language teacher, entrepreneur and community volunteer
Jacqueline Benton Ching	Director	Pre-school specialist, educator and community volunteer
Ronda Henry	Director	Retired, event planner and community volunteer
P. McLean Eames	Director	Activities and Athletics Coordinator, HAASPCS, active community volunteer

There is one paid employee working as follows;

- Leah Gouker PT Program Specialist, Grant Proposal Developer & Consultant Program Specialist performs various organizational tasks including research and development for program development. No supervisory responsibilities at this time. Reports to ASC Board of Directors.

- Patricia Lightcap provides weekly contracted bookkeeping services.
- Annual audit by Carbonaro CPA and Associates

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.

Current annual salary for PT Program Specialist Position: \$6600.00 per year with a 20 hour per month at \$20.00/ hr compensation rate. Additional hours are compensated as needed to meet demands of funding and funded proposals including Project Development and Coordination.

All other Directors perform their duties without compensation.

The proposed salaries for the personnel requests in the GIA application will follow the Fair Compensation Rates Developed by the State for similar positions.

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. ASC has no pending litigation.

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.

ASC has since 2003, maintained an IRS determination as a 501 c 3 not-for-profit organization providing infrastructure and support for community based learning.

Evidenced by:

- Bylaws, Articles of Incorporation

- IRS Determination Letters (2003, 2008)
- Audited Financial Documents

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 – ASC works closely with HAAS, a Public Charter School

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**
- (2) **Not received by the applicant thereafter.**

ASC will provide routine repairs and maintenance from general funds and develop a plan for fee for service opportunities and support the development and use of the modular kitchen, classrooms and offices. This requested project will be complete with the funding requested or supplemented with general funds as needed.

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, 2015.

Attached: January 19, 2017 See appendix

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Apponances Center - Replace Fire Alarm System

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				875
2. Payroll Taxes & Assessments				62
3. Fringe Benefits				25
TOTAL PERSONNEL COST				961
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
Indirect costs - <=10%	2,200			300
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	2,200			300
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL - contract	24,995			
TOTAL (A+B+C+D+E)	27,195			1,261
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	27,195	Gail Clarke 808 938-2933		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	[REDACTED] 1-19-17		
(d) Total Private/Other Funds Requested	1,261	Signature of Authorized Official Date		
TOTAL BUDGET	28,456	Gail Clarke, president / eo Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: _Arts & Sciences Center - Fire Alarm_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager - 3 - 4 months, approx 35 hr total - Temp contract	<0.01	na	100.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				
ASC will engage a Project Manager for approx 35 hours @ \$25./hr for less than 20hr/wk. PM will confirm plan, bids and oversee installation.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Arts & Sciences Center - Fire Alarm

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
fire alarm system included in contract w installation			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: ___Arts & Sciences Center - Fire Ala

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT install fire alarm	4500	4500	27195	1261	0	0
TOTAL:			27,195			
JUSTIFICATION/COMMENTS:						
existing fire alarm has had major repairs every year and ASC seeks a reliable system that involves replacing existing one.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Arts & Sciences Center - Fire Alarm System

Contracts Total: 7,250

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Non-profit grant for Community Education	FY 2016-17	Arts & Sciences Center	Hawaii County	7,250
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					



Advanced Protection Network, Incorporated

180 Kinoole st. # 207

Hilo, HI 96720

(808) 935-8489 Office

(808) 935-8498 Fax

License C-25335

HAAS

December 16, 2016

The following proposal is for work to be performed. APN will provide all necessary wire, equipment, hookup, testing, programming, and training. We will be replacing the current Simples Grinnell Panel with a Honeywell Firelite Panel as well as the fire sensors and pull stations as requested. Trouble shot the wire between the upper campus and the lower campus to fix the grounding issue. We will then certify that the system is in full working order.

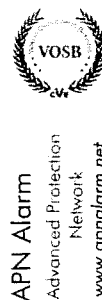
(1)	Firelite MS9200 Intelligent Fire Alarm Control Panel		
(1)	6 APM power supply		
(1)	Remote LCD annunciator		
(2)	Intelligent Addressable heat/smoke detectors w/ sounder base		
(16)	Addressable Manual Pull Station		
(14)	Horn Strobe		
(13)	Strobe Light	Retail Price	\$ 24,995.00
		Discounted Price	<u>\$ 18,795.00</u>
		Monthly Monitoring	<u>\$ 75.00</u>
		Annual inspections	<u>\$ 895.00</u>

- We do offer financing or a lease to own option which the monthly rate depends on the credit of the school. Expecting the credit report to come out good so the rate will be around \$400 per month for the lease option. About \$ 4800 per year to allot from allotted budget for 5 yrs

Thank you for reviewing this proposal. All prices are plus state excise tax of 4.167%. If you have any questions, please do not hesitate to call.

Kevin Van Ness
General Manager- Big Island
APN Alarm Company
808-861-3260

Nelson Enos
Security Professional
APN Alarm Comp
808-854-1277



Kevin Van Ness



General Manager
Big Island

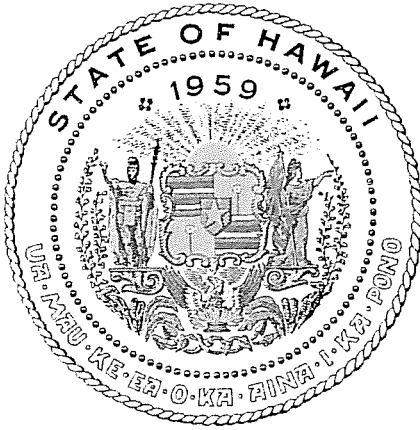
kevin@apnalarm.com

180 Kinoole Street, Suite 207
Hilo, HI 96720
www.apnalarm.com



lic # C-25335

(808) 935-8489
(808) 935-8498 Fax
(808) 861-3260 Cell



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

ARTS & SCIENCES CENTER

was incorporated under the laws of Hawaii on 07/30/2003 ; 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 19, 2017

Director of Commerce and Consumer Affairs

