

House District 2

Senate District 1

THE TWENTY-EIGHTH 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:  
Hilo Bayfront Trails, Inc.

Dbas:

Street Address: 505 Kilauea Avenue, Hilo Hawaii 96720

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Peter Kubota

Title Board Chair

Phone # (808) 935-2422

Fax # N/A

E-mail peter@kubotalaw.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:

FOR CONSTRUCTION OF PHASE II OF THE HILO BAYFRONT TRAILS MASTER PLAN TO BUILD A SHARED USE PATHWAY THROUGHOUT HILO ALLOWING INCREASED ACCESSIBILITY AROUND PUBLIC PARKS AND BAYFRONT AREAS, AS WELL AS CONNECT THE LOCAL COMMUNITY AND VISITORS ALIKE TO SOME OF HILO'S MOST SCENIC, RECREATIONAL AND HISTORIC RESOURCES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$500,000

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 \$0  
 FEDERAL \$0  
 COUNTY \$0  
 PRIVATE/OTHER \$300,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

PETER KUBOTA, BOARD CHAIR  
NAME & TITLE

*1/20/17 in*  
1/20/16  
DATE SIGNED



RECEIVED  
1/20/17  
*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;  
**Hilo Bayfront Trails, Inc. is a non-profit organization, incorporated in 2012 and comprised of volunteer community members dedicated to the implementation of a complete trail network and its supporting elements as envisioned in the Hilo Bayfront Trails Master Plan.**
2. The goals and objectives related to the request;  
**We are building a Trail that will make our town proud... for locals to enjoy and visitors to admire! The Hilo Bayfront Trails project will transform and beautify our town by providing a recreational and scenic trail system in the heart of Hilo's uniquely open and public spaces. We envision the trail as a pathway ... to not only showcasing the natural beauty of our Hilo hometown, but also to improve the health, fitness, historic preservation, cultural celebration and sense of pride of our community.**

**The Trail will provide over 6 miles of a variety of multimodal paths, pedestrian sidewalks, dedicated bicycle lanes, and shared roads for bicycles that will function as a cohesive trail system for pedestrian and non-motorized transportation between Hilo Harbor and Downtown Hilo.**

**It will complement and highlight the outstanding attributes of the Hilo Bayfront area: the dramatic views of Hilo Bay and Mauna Kea, Farmer's Market, Mo'ohau Bandstand, the soccer fields, Wailoa State Park, Lili'uokalani Park, Reed's Bay, Banyan Drive, Suisan Marketplace.. and beyond. It will create increased accessibility and connectivity to our beaches, the downtown area, parks and recreational spaces, points of historical interest, and venues for cultural and community events. It will also enhance opportunities for more recreational activities in and throughout these scenic areas. Aside from the trails themselves, the project will include new parking areas and interpretive signs and displays denoting areas of historical and cultural interest.**



4. Describe the target population to be served; and  
**Recognizing the important role of physical activity in promoting healthier lifestyles, the idea for the Hilo Bayfront Trails project began as a dream in 2006. Ten years later, it is becoming a reality through an innovative partnership with Hawaii County, local business leaders and the community to create a safe path that makes physical activity something everyone can access and enjoy.**

**The trails are designed for walking, cycling and jogging. Once completed, they will provide physical activity for the widest range of people, including persons with disabilities, children and youth, the elderly and others who are known to be less physically active.**

5. Describe the geographic coverage.  
**The 6 plus miles of trail will connect over 700 acres of land throughout the Hilo Bayfront Area and eventually to Hilo Harbor.**

## **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;  
**Phase II will cost approximately \$1,000,000 and will include trails from Pauahi Street through Wailoa State Park to Kilauea Avenue and to Kamehameha Avenue.**  
**A local contractor will be hired to manage the project and to lay the trail. The trail will connect to Phase I of the trail which was completed in 2016.**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;  
**Construction on this Phase is expected to begin in early 2018 and take 24-36 months to complete.**
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and  
**Hilo Bayfront Trails board will work closely with a general contractor to establish milestones, and regularly report progress to ensure that Phase II is constructed according to specifications, timeline and budget.**

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.

**The Hilo Bayfront Trails Board will review the specific and measurable quality goals of the planning and construction phases, and will meet regularly with the general contractor to determine major milestones, as well as evaluate the progress and financial costs associated with completion of Phase II of the Trail.**

### 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 Attached**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
125,000	125,000	125,000	\$125,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017. **A community wide campaign is already underway to raise additional funds for the project that will help to match a 1:1 Ed Olson Trust challenge grant of \$250,000.**
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. **Phase I, approximately 1 mile long, was completed in 2016 with a \$511,000 grant from the National Park Service and remaining funds of approximately \$450,000 paid by the County of Hawaii.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016. **Unrestricted Net Assets total: \$17,000.**

#### **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.

**Hilo Bayfront Trails has completed Phase I of the project which includes one mile of trail from Mooheau Park to Pauahi Street and from Pauahi Street to the Hilo Bayfront Park canoe sheds and then to the Kumu Street terminus around the soccer fields to Pauahi Street.**

**Construction of Phase I was completed in December, 2016.**

##### **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.

**There will not be any facilities, however over 6 miles of 12 foot wide concrete multimodal trail will be laid once all phases of the project have been completed.**

**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.

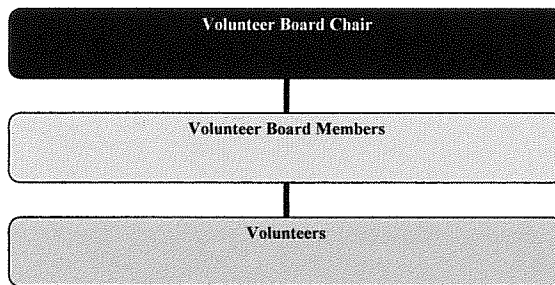
**An all-volunteer board led by attorney and business owner Peter Kubota will be in charge of the project.**

**In addition, Dr. Ron Terry who is an environmental, planning and land use consultant is overseeing the trails project. Dr. Ron Terry earned his BA in geography at UH Hilo in 1980, and went on to earn a PhD in 1988 from Louisiana State University. He was an associate professor at UH Hilo from 1989-1992, developing a reputation for excellence as a teacher in geography and environmental sciences.**

**Other members of the volunteer board include realtors, a Captain in the Hilo Fire Department and urban planners. Community stakeholders include the Hilo Downtown Improvement Association, County of Hawaii, Hawaii Public Health Institute and the Blue Zones Project.**

**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. **See Below Organizational Chart**



**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. **There are no paid staff or officers. In the future, a part time manager may be hired, if needed.**

**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. **None**

**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. **None**

**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:

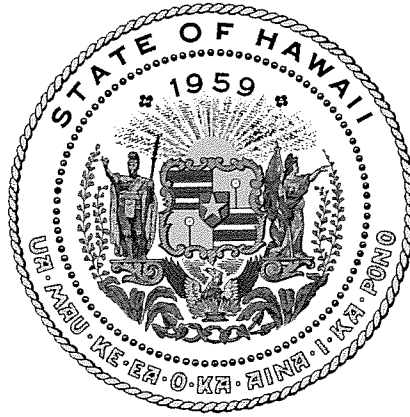
- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

**This is a one-time request to help complete funding for Phase II of the Hilo Bayfront Trails project. Additional state funding will not be needed to complete this Phase.**

**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 Attached**





## 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

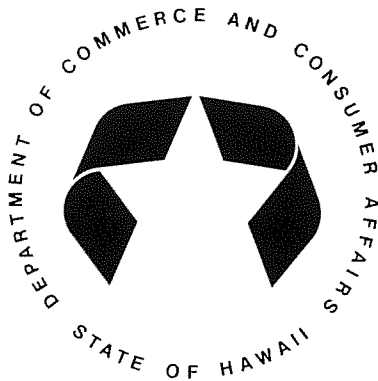
HILO BAYFRONT TRAILS, INC.

was incorporated under the laws of Hawaii on 11/10/2011 ; 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 18, 2017

Director of Commerce and Consumer Affairs



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant

Hilo Bayfront Trails

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	500,000	0	0	500,000
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Peter Kubota (808) 935-2422		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	[REDACTED]		
(d) Total Private/Other Funds Requested	500,000	Signature of Authorized Official Date 1/17/2017		
<b>TOTAL BUDGET</b>	<b>1,000,000</b>	Peter Kubota, Board Chair Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Hilo Bayfront Trails

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Non Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Hilo Bayfront Trails

NOT APPLICABLE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Hilo Bayfront Trails

### 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		\$50,000.00	\$50,000.00			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		\$250,000.00	\$400,000.00	\$200,000.00		
EQUIPMENT			\$50,000.00			
<b>TOTAL:</b>		<b>\$300,000.00</b>	<b>\$500,000.00</b>	<b>\$200,000.00</b>		

JUSTIFICATION/COMMENT Funds will be used for planning, construction of the trail, wayfinding signage and other trail enhancements such as cultural signage and pet friendly fountains.

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Apf

Hilo Bayfront Trails

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	None				
2					
3					
4					
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6					
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**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

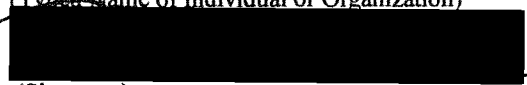
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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, Hawai'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, Hawai'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, Hawai'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.

**Hilo Bayfront Trails**

(Typed Name of Individual or Organization)



(Signature)

1/19/17

(Date)

**Peter Kubota**

(Typed Name)

**Board Chair**

(Title)