



## Application for Grants

*Please check the box when item/section has been completed. 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;

The Mauna Kea Watershed Alliance (MKWA), a project of the Big Island Resource Conservation and Development Council, is one of ten watershed partnerships across *Hawaii Pae 'Aina* spanning almost every high mountain in Hawaii, known as the Hawaii Association of Watershed Partnerships (HAWP). The HAWP comprises ten island-based Watershed Partnerships that work collaboratively with more than 74 public and private partners on five islands to protect over 2.2 million acres of vital forested watershed lands. The Mauna Kea Watershed Alliance includes the Department of Land and Natural Resources, Department of Hawaiian Home Lands, Hakalau Forest National Wildlife Refuge, Kuka'iau Ranch, and Kamehameha Schools. The affiliate partners include Pacific Islands Fish and Wildlife Office, The Nature Conservancy, and USDA Forest Service Institute of Pacific Islands Forestry. The partnership lands span 343,000 acres most of which are on the eastern slope of Mauna Kea. The Alliance staff provides for watershed management activities on Mauna Kea on behalf of the partnership but also conducts environmental education activities that include place-based transformative experiences, workforce development, and community outreach. Indeed, we have developed relationships with schools and communities including local K-12 schools such as Kanu O Ka 'Aina Public Charter School in Waimea, Pacific Internships Program for Exploring Science for undergraduates, Hawaii Youth Conservation Corp for young conservation professionals, and Kama'aina Kids After School Programs for K-6, to name a few. Our Environmental Education Program links communities to place and our natural resources through a deeper understanding of our interdependence and cultural connection with our native places and forest.

2.  The goals and objectives related to the request;

The Mauna Kea Watershed Alliance (MKWA) seeks to restore and maintain our Environmental Education Program that provides opportunities for students of all ages to have a relationship with the mountain of Mauna Kea and for local communities to interact directly with the Mauna Kea landscape. The MKWA Environmental Education Program consists of school visits, community engagement and support, field/service learning trips providing deeper connections to 'aina for all ages, teacher workshops, and mentoring.

For example we examine traditional relationships with native forests, the impact of weeds on ecosystems and how that affects human health, and the need for ecological restoration to restore balance across broad landscapes. The MKWA is able to access the broader Mauna Kea landscape (partnership lands) that represent two thirds of the total land area from 2,000 feet elevation to the peak of Mauna Kea. The MKWA is the only program that can provide this type of access to Mauna Kea. The current restoration and education sites where MKWA conducts watershed management and outplantings of native trees is located along saddle road and at several work sites; Kanakaleonui in the ahupua'u of Humu'ula spanning the upper eastern slopes of Mauna Kea from 6-8,000 feet elevation and at the Waipahoehoe Management Unit located in the upper part of ahupua'a Pi'ihonua at approximately 5,200 feet.

3.  The public purpose and need to be served;

The MKWA will facilitate access to Mauna Kea watershed partnership land for all ages and provide opportunities to strengthen environmental literacy through hands on activities and transformational experiences. For our younger students we will provide school visits and bring native forest on campus and discuss the positive benefits of forests as it applies to individual health and well being. We will participate in local community events such as the Hawaii County Fair, Wildfire Awareness, and Earth Day events to stay connected to local communities. We will provide field and service trips for children and community groups to different locations on Mauna Kea highlighting native forests and watershed management with middle and high school students as well as provide hands in the ground experiences such as outplanting native trees. We will provide teacher workshops to show local teachers current restoration techniques and provide them with educational resources. We will also mentor at least one intern and host a HYCC team in watershed management. It is through these diverse approaches that we increase participants environmental awareness and transform communities through aloha (love) and malama (care for) 'aina (place relationships).

4.  Describe the target population to be served; and

The MKWA environmental education program builds on current relationships with Keaukaha and Honokaa Schools as well as Ka Umeke Ka'eo, Ke Ana La'ahana, Laupahoehoe, and Kanu o ka 'aina Public Charter Schools to name a few. MKWA currently works closely with the USDA Forest Service (More Kids in the Woods), Pacific Internship Programs for Exploring Sciences (PIPES), and Three Mountain Alliance to provide opportunities and resources for students and teachers to interact with the Mauna Kea environment and for watershed education. In the past, there has been environmental education collaboration with Hawaii Community College, the University of Hawaii, Na Pua No'eau, and Keaholoa Scholars Program. Generally, MKWA's Environmental Education Program engages schools local to Mauna Kea. However, programs can be expanded into other communities to broaden the positive impact of place based environmental education. The MKWA is soft funded and we apply for federal, state, and private grants and have garnered support, to date we have received and managed over 2.3

million dollars to conduct watershed management and education supporting over ten on the ground projects including ecological restoration and forest protection. We have mentored six PIPES interns, 24 HYCC KUPU interns, and hosted 30 service learning groups at our restoration site, the Kanakaleonui Bird Corridor. Additionally, we are part of the 21st Century Conservation Service Corps members supporting young men and women to gain experience and skills in land management and we provided training and experience to two young adults, so they would be more competitive in conservation careers. It is clear that we provide an invaluable role in our community and as an active partnership we provide opportunities to connect to place and develop relationships with each other and our natural environment.

5.  Describe the geographic coverage.

Our services are on Mauna Kea, Hawaii and we service the Island of Hawaii though special emphasis is placed on communities that live near Mauna Kea.

## **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 MKWA will apply the educational concepts developed initially in the USDA Forest Services' "Starts with a Seed" Program. These concepts include school visits, community engagement and support, field/service learning trips providing deeper connections to 'aina for all ages, and teacher workshops to develop ecological restoration skills and provide teachers with environmental education resources. Additionally we will mentor at least one intern and one HYCC team. The "Starts with a Seed" Program provides the impetus to connect broad partnerships and networks and incorporates diverse field-based experiential learning and workshops for educators and students. Additionally, this Environmental Education Program will infuse cutting edge science as well as traditional forest practices to present a holistic view of native Hawaiian forests and their functional role both locally and globally. Outcomes include increased "grow" literacy for all participants and a stand alone program that incorporates watershed education, field based learning, community engagement, workshops, and mentoring.

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

September 2018 – conduct six school visits/field trips/community engagement events with the Big Island Community. Mentor one Hawaii Youth Conservation Corps team.

December 2018 – conduct four school visits/field trips/community engagement events and two teacher workshops with the Big Island Community.

May 2019 – conduct eight field/service learning trips with the Big Island Community, mentor one local college student.

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

We will provide before and after test surveys of all participants and volunteers and provide a summary report of methods and 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.

We will conduct 10 school visits/field trips/community engagement events; coordinate two teacher workshops, complete 400 volunteer service learning hours, mentor one local college student and one HYCC team.

**III. Financial**

**Budget**

- 1.  The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))

- 2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$10,000	\$20,000	\$10,000	\$7,000	\$47,000

- 3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

We have none currently for environmental education, however, we have a proposal to Dorrance Foundation for \$11,000 for plants to out-plant, and will submit a County GIA proposal for \$15,000 to support the Environmental Education Program.

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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

Please see Spreadsheet 9 and attached detailed listing for reference.

6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

Mauna Kea Watershed Alliance: \$648,000 – Please see attached detailed listing for reference.

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

1.  **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.

Our services are on Mauna Kea, Hawaii. The Coordinator, Cheyenne Perry, has hosted 30 service learning groups and over 30 outreach events as well as three teacher workshops while working as the Coordinator for the Mauna Kea Watershed Alliance. The Coordinator has worked in native forests for over sixteen years and on Mauna Kea for ten years. He has a Master's degree in Tropical Conservation Biology and Environmental Sciences and has developed environmental education programs with Na Pua Noeau, the US Forest Service, Pacific Islands Programs for Exploring Science, and Kamehameha Schools. Additionally, he conducted Public Outreach and Education with the Office of Hawaiian Affairs including public meetings, media development, and field trips and educational work trips. While working with the US Forest Service he served on the Education Committee and helped to develop their education program.

2.  **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.

Facilities are provided by our watershed partner, the USDA Forest Service Institute of Pacific Islands Forestry located at 60 Nowelo Street, Hilo, Hawaii 96720

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

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

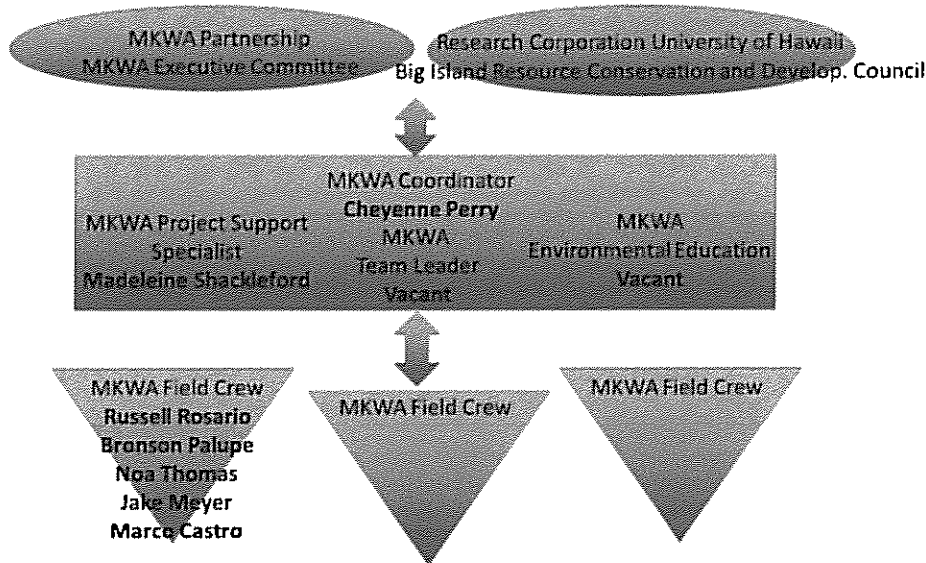
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative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

Cheyenne Perry, Program Coordinator, has organized and developed field based learning programs since the early 1990's and utilized those skills in the military over a sixteen-year career teaching various technical tasks. Since then he has worked in native forests since 2002 and earned a Masters in Science Degree in Tropical Conservation Biology and Environmental Sciences from University of Hawaii at Hilo. During his graduate studies he mentored several interns and developed several place based transformative experiences for Na Pua Noe'au and the USDA Forest Service including summer and day trip environmental education programs. At that time he realized an appreciation for sharing what he has learned about native ecosystems with children and community while in these native forest based settings. These included teaching about how *papala kepau*, a native tree provides a sticky gum to catch native birds to make feather cloaks or how the fruit from *'uki'uki*, a Hawaiian lily makes a purple/blue dye for printing on *kapa*. It is through connecting with these traditional relationships that we as a community develop stronger connections to our native landscapes and to each other as Hawaii communities.

2.  **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.

## MKWA Structure and Organization



MKWA Field Crew (Project based)=Senior Field Assistant, two-four Field Assistants, KUPU intern

### 3. 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.

MKWA Coordinator – Cheyenne Perry - \$5,000/month  
MKWA Senior Field Assistant – Russell Rosario - \$2,900/month  
MKWA Field Assistant – Bronson Palupe - \$2,500/month

## VI. Other

### 1. 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

### 2. 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.

Not Applicable.



3.  **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

4.  **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

The plan is to use these funds to jump start our environmental education program and as seed funds to leverage/in-kind more funds (federal/county/private). With this State of Hawaii seed money, I plan on making sure we complete deliverables and hire a MKWA Education and Outreach Specialist who will also be able to write grants (similar to what I do). I plan on applying for the Hawaii County GIA, EPA's Environmental Education (EE) Local Grants Program, Kamehameha Schools, and Hawaii Community Foundation grants this year to support this position. I am also looking for any local talent so when the time comes I can ask them to apply for the position.

I should also mention that when I first started in 2011 we had a Mauna Kea Watershed Alliance Environmental Education Program for the first three years, but our Kamehameha Schools funding was cut after our first year with them (was supposed to be three years of funding). At that time, we couldn't maintain the EE program and the watershed management, so I focused on the management. We have about 1 ½ years of watershed management funding right now so in pretty good shape there, trying to resurrect our Environmental Education program.

5.  **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, 2017.

Please see attached.

6.  **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Please see attached.

7.  **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

The Mauna Kea Watershed Alliance (MKWA) seeks to restore and maintain our Environmental Education Program that provides opportunities for students of all ages to have a relationship with the mountain of Mauna Kea and for local communities to interact directly with the Mauna Kea landscape. The MKWA Environmental Education Program consists of school visits, community engagement and support, field/service learning trips providing deeper connections to ‘aina for all ages, teacher workshops, and mentoring.

The MKWA will facilitate access to Mauna Kea watershed partnership land for all ages and provide opportunities to strengthen environmental literacy through hands on activities and transformational experiences. It is through these diverse approaches that we increase participants environmental awareness and transform communities through aloha (love) and malama (care for) ‘aina (place relationships).

The MKWA Environmental Education Program builds on current relationships with Keaukaha and Honokaa Schools as well as Ka Umeke Ka'eo, Ke Ana La'ahana, Laupahoehoe, and Kanu o ka 'aina Public Charter Schools to name a few. To date we have received and managed over 2.3 million dollars to conduct watershed management and education supporting over ten on-the-ground projects including ecological restoration and forest protection. We have mentored six PIPES undergraduate interns, 24 HYCC KUPU interns, and hosted 30 service learning groups. Additionally we are part of the 21st Century Conservation Service Corps members supporting young men and women to gain experience and skills in land management and we provided training and experience to two young adults so they would be more competitive in conservation careers. It is clear that we provide an invaluable role in our community and as an active partnership we provide opportunities to connect to place and develop relationships with each other and our natural environment.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Big Island Resource Conservation and Development  
Council as fiscal sponsor for Mauna Kea Watershed  
Alliance

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	31,000		11,500	
2. Payroll Taxes & Assessments				
3. Fringe Benefits	9,000		3,500	
<b>TOTAL PERSONNEL COST</b>	<b>40,000</b>		<b>15,000</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	1,500			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	4,000			11,000
7. Telecommunication	1,500			
8. Utilities				
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>7,000</b>			<b>11,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>47,000</b>		<b>15,000</b>	<b>11,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	47,000	<div style="background-color: black; width: 100px; height: 40px; margin: 0 auto;"></div>		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested	15,000			
(d) Total Private/Other Funds Requested	11,000			
<b>TOTAL BUDGET</b>	<b>73,000</b>	Signature of Authorized Official: <u>Larry M. Komata, President</u> Name and Title (Please type or print)		
		Phone: 808-937-5170 Date: 1/13/2018		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Big Island Resource Conservation and Development Council as  
fiscal sponsor for Mauna Kea Watershed Alliance

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

JUSTIFICATION/COMMENTS: Not Applicable

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

JUSTIFICATION/COMMENTS: Not Applicable

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Big Island Resource & Development Council as  
Fiscal Sponsor for Mauna Kea Watershed Alliance

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST <span style="float: right;">Not Applicable</span>	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> Not Applicable						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Big Island Resource Conservation and  
Development Council as fiscal sponsor for

Applicant: Mauna Kea Watershed Alliance

Contracts Total: 654,129

	<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	Waipahoehoe Management Unit CIP	1/1/16-3/31/18	Department of Land and Natural Resource	State	140,000
2	Watershed Partnerships Program FY17	1/1/17-4/30/18	Department of Land and Natural Resource	State	153,000
3	DHHL Project Management Assistance	3/15/16-6/15/18	Department of Hawaiian Home Lands	State	66,000
4	HFNWR Ungulate Management	7/1/17-6/30/18	Hakalau Forest National Wildlife Refuge	Federal	114,500
5	Natural Resource Management & Monitoring	7/1/17-6/30/18	US Fish and Wildlife Service	Federal	70,629
6	Pacific Islands Fish and Wildlife Office	6/1/15-6/30/18	US Fish and Wildlife Service	Federal	110,000
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Mauna Kea Watershed Alliance

List Federal, State, and County contracts, grants, and grants-in-aid  
From January 2015 through December 2018

State of Hawaii – Total of \$1,211,460

- 1 Watershed Partnerships Program FY18 - \$135,500
- 2 Watershed Partnerships Program FY17 - \$153,000
- 3 Watershed Partnerships Program FY16 - \$70,000
- 4 Watershed Partnerships Program supplemental weed control FY16 - \$20,000
- 5 Watershed Partnerships Program projects management FY16 - \$20,000
- 6 Watershed Partnerships Program FY15 - \$65,000
- 7 Watershed Partnerships Program Arc Survey FY15 - \$10,000
- 8 Watershed Partnerships Program FY14 - \$200,000
- 9 Department of Hawaiian Home Lands Project Management Assistance FY16&17-  
\$66,000
- 10 Department of Hawaiian Home Lands Project Management Assistance FY15 - \$78,722
- 11 Department of Hawaiian Home Lands Project Management Assistance FY14 - \$58,238
- 12 Division of Forestry and Wildlife Hilo Forest Reserve - \$195,000
- 13 Waipahoehoe Management Unit Capital Improvements Project - \$140,000

Federal – Total of \$455,129

- 14 Pacific Islands Fish and Wildlife Office - \$110,000
- 15 Mauna Kea Natural Resource Monitoring and Management - \$70,629
- 16 Hakalau Forest National Wildlife Refuge FY17 - \$114,500
- 17 Hakalau Forest National Wildlife Refuge FY16 - \$114,500
- 18 Invasive Species Strike Team Weed & Ungulate Surveys - \$9,500
- 19 Invasive Species Strike Team English Holly Control - \$36,000

County - none



**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 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 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 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 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.

Big Island Resource Conservation and Development Council

()

01/13/2018

(Signature)

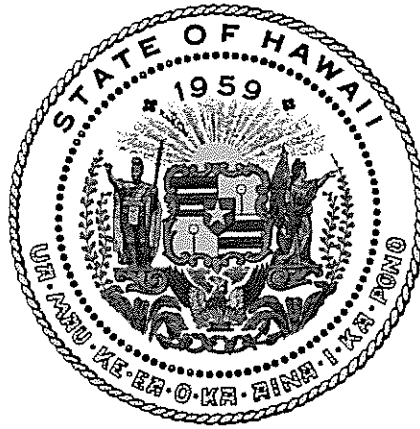
(Date)

Larry M. Komata

President

(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

**BIG ISLAND RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

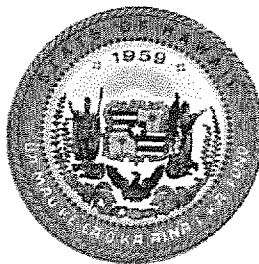
was incorporated under the laws of Hawaii on 10/12/1989 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.

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 10, 2018

Director of Commerce and Consumer Affairs





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name:** **BIG ISLAND RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

**DBA/Trade Name:** **Big Island Resource Conservation and Development Council,**

**Issue Date:** **01/10/2018**

**Status:** **Compliant**

Hawaii Tax#:



New Hawaii Tax#:

FEIN/SSN#:



UI#:



DCCA FILE#: 77190

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAY 10 1994

BIG ISLAND RESOURCE CONSERVATION  
AND DEVELOPMENT COUNCIL  
PO BOX 2975  
KAMUELA, HI 96743-2975

Employer Identification Number:  
99-0279188  
Case Number:  
954108041  
Contact Person:  
CAROLYN TSCHOPIK  
Contact Telephone Number:  
(213) 725-7002  
Our Letter Dated:  
October 17, 1990  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

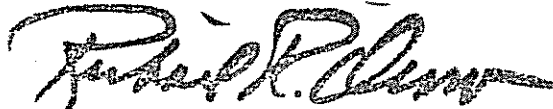
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco  
District Director



Big Island Resource  
Conservation & Development Council

January 10, 2018

To Whom It May Concern,

I, Larry M. Komata, do certify that this financial statement is a true reflection of the Big Island Resource Conservation and Development Council's finances to the best of my knowledge.



Larry M. Komata  
President  
Big Island RC&D Council

The Big Island Resource Conservation and Development Council is a non-profit, tax exempt 501(c) 3 corporation organized to assist communities of Hawaii to promote the conservation of natural resources, support economic development and enhance our environment and standard of living, with community capacity building. The Big Island Resource Conservation and Development Council is an Equal Opportunity Provider.

**Big Island RC&D  
2017 Operating Budget**

Description	Budget	Remarks
<b>Income</b>		
Admin Fees	\$25,000.00	Projected
Sponsor's Dues	\$2,300.00	
Interests from HFS Account	\$10.00	
Lease/MPU Reefer Truck	<u>\$9,600.00</u>	
<b>Total</b>	<b>\$36,910.00</b>	
<b>Non Personnel Expenses</b>		
Web Hosting/Internet	\$808.00	
Business Phone	\$505.00	
Postage	\$245.00	
Box Rental	\$195.00	
Office Supplies	<u>\$435.00</u>	
<b>Total</b>	<b>\$2,188.00</b>	
<b>Personnel/Professional Fees</b>		
One Employee	\$13,000.00	\$1800 for Comp/\$1500 for Tax Prep
Bookkeeper	\$4,000.00	
CPA	\$3,300.00	
Payroll Taxes	<u>\$5,000.00</u>	
<b>Total</b>	<b>\$25,300.00</b>	
<b>Insurance</b>		
D&O	\$1,000.00	
General Liability	\$750.00	
Workman Comp Insurance	<u>\$310.00</u>	
<b>Total</b>	<b>\$2,060.00</b>	
<b>Other Expenses</b>		
Computer Upgrades	\$200.00	National RC&D Dues/Pac Rim Dues DCCA and efile 990 w/State
Equipment	\$400.00	
Dues	\$650.00	
State Filings	\$340.00	
State GE Taxes	\$400.00	
<b>Total</b>	<b>\$1,990.00</b>	
<b>Travel/Meetings</b>		
Meeting Expenses	\$300.00	
NARCDC Nat'l Conf (7/20/16)	\$2,600.00	
NARCDC BOD	\$1,800.00	
Mileage	\$200.00	

Conferences Total	\$1,000.00 \$5,900.00	
<b>Total Operating Expenses</b>	<b>\$37,438.00</b>	

**BIRCD**  
**Balance Sheet**  
As of December 31, 2017

	Dec 31, 17
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash In Bank	
1010 · Cash in bank - unrestricted	73,334.00
1011 · Cash in Bank-restricted	127,522.27
1000 · Cash In Bank - Other	346.00
Total 1000 · Cash In Bank	201,202.27
1050 · CASH IN BANK HSF	
1051 · HFS-Unrestricted	1,025.00
1053 · HFS Savings	4,461.50
Total 1050 · CASH IN BANK HSF	5,486.50
1060 · Bank of Hawaii	8,342.74
Total Checking/Savings	215,031.51
Total Current Assets	215,031.51
<b>TOTAL ASSETS</b>	<b>215,031.51</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3010 · Unrestrict (retained earnings)	169,588.65
3100 · Fund Balance Restricted	75,485.69
Net Income	-50,042.93
Total Equity	215,031.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>215,031.51</b>



**BIRCD Restricted Funds**  
**Income & Expense**  
 January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Project Revenues	
4010 · Indiv/business contribution	24,231.86
4110 · Other Project Revenues	
41101 · Vendor Fees	100.00
41102 · Ticket Sales	-1,860.00
41104 · Registration Fees	-81.00
41105 · Other	775.00
41107 · T-Shirt Sales	1,954.04
41108 · Ribbon Sales	-1,185.00
41109 · Food Booth	-1,321.00
41110 · Vehicle Rental	2,969.30
41111 · Truck Lease Payments	70.00
	1,441.34
Total 4110 · Other Project Revenues	
4230 · Foundation/trust grants	
42304 · Wild Life Society	1,000.00
42313 · Kaimas Foundation	35,000.00
	36,000.00
Total 4230 · Foundation/trust grants	
4530 · State grants	
4531 · HTA/CPEP	20,000.00
4532 · HTA Other	49,802.38
4533 · Fish and Wildlife	30,000.00
4537 · Aloha Aina	37,200.00
	131,002.38
Total 4530 · State grants	
4540 · Local government grants	
4541 · County of Hawaii	
45415 · Other Supplemental Funding	47,169.50
45418 · Contingency Fund	33,150.00
	80,339.50
Total 4541 · County of Hawaii	
Total 4540 · Local government grants	80,339.50
Total 4000 · Project Revenues	273,015.08
4700 · Carry Over Balances	20,202.63
4800 · Refunds	1,284.10
4900 · Donations-Non-Project	59.30
5000 · Earned revenues	
5100 · Program service fees	2,250.00
	2,250.00
Total 5000 · Earned revenues	2,250.00
<b>Total Income</b>	<b>296,811.31</b>
<b>Gross Profit</b>	<b>296,811.31</b>
<b>Expense</b>	
7000 · Grant & contract expense	
7010 · Supplies-Program Related	277,496.21
7011 · Administrative Fee	35,007.94
7012 · Permits & Licenses	60.00
7014 · Transportation	300.00
7020 · Professional Fees	
7023 · Bookkeeper	150.00
7020 · Professional Fees - Other	14,103.25
	14,253.25
Total 7020 · Professional Fees	
7028 · Entry Fees	2,000.00
7030 · Petty Cash	
7000 · Grant & contract expense - Other	405.21
	329,522.61
Total 7000 · Grant & contract expense	329,522.61

**BIRCD Restricted Funds**  
**Income & Expense**  
 January through December 2017

	Jan - Dec 17
8100 · Non-personnel expenses	
8140 · Postage, shipping, delivery	58.80
8170 · Printing & copying	1,175.09
<b>Total 8100 · Non-personnel expenses</b>	<b>1,233.89</b>
8300 · Travel & meetings expenses	
8310 · Travel	
8311 · Lodging	6,202.93
8312 · Meals	1,911.33
8313 · Airfare	4,162.00
8310 · Travel - Other	729.10
<b>Total 8310 · Travel</b>	<b>13,005.36</b>
8320 · Conference, convention, meeting	325.00
8300 · Travel & meetings expenses - Other	1,830.09
<b>Total 8300 · Travel &amp; meetings expenses</b>	<b>15,160.45</b>
8500 · Misc expenses	
8520 · Insurance	2,768.23
8570 · Advertising expenses	2,681.75
8580 · Donations	931.00
<b>Total 8500 · Misc expenses</b>	<b>6,380.98</b>
8600 · Business expenses	
8610 · Bank Charges	
8615 · NFS Checks	
8620 · Excise taxes	99.08
<b>Total 8600 · Business expenses</b>	<b>99.08</b>
<b>Total Expense</b>	<b>352,397.01</b>
<b>Net Ordinary Income</b>	<b>-55,585.70</b>
<b>Net Income</b>	<b>-55,585.70</b>

**BIRCD Unrestricted Funds**  
**Income & Expense**  
 January through December 2017

	Jan - Dec 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4000 · Project Revenues	
4010 · Indiv/business contribution	97.25
<b>Total 4000 · Project Revenues</b>	97.25
4800 · Refunds	43.00
5000 · Earned revenues	
5100 · Program service fees	35,262.46
5220 · Dues-Organizations	
5222 · Dues-Kau SWCD	200.00
5223 · Dues-Kona SWCD	200.00
5225 · Dues-Puna SWCD	200.00
5226 · Dues-Waikeā SWCD	200.00
5227 · Dues-County of Hawaii	1,500.00
<b>Total 5220 · Dues-Organizations</b>	2,300.00
5310 · Interest-savings/short-term inv	6.15
<b>Total 5000 · Earned revenues</b>	37,568.61
<b>Total Income</b>	37,708.86
<b>Gross Profit</b>	37,708.86
<b>Expense</b>	
7000 · Grant & contract expense	
7012 · Permits & Licenses	3.50
7020 · Professional Fees	
7023 · Bookkeeper	3,750.00
7024 · Web Manager	350.00
<b>Total 7020 · Professional Fees</b>	4,100.00
<b>Total 7000 · Grant &amp; contract expense</b>	4,103.50
7200 · Salaries & related expenses	
7220 · Salaries & wages - other	13,512.40
7250 · Payroll taxes	
72501 · FICA	4,054.46
72502 · State	865.84
72503 · Unemployment	51.87
<b>Total 7250 · Payroll taxes</b>	4,972.17
<b>Total 7200 · Salaries &amp; related expenses</b>	18,484.57
7500 · Other personnel expenses	
7520 · Accounting fees	
7522 · Tax Preparation	1,560.00
<b>Total 7520 · Accounting fees</b>	1,560.00
7500 · Web Hosting	364.42
<b>Total 7500 · Other personnel expenses</b>	1,924.42
8100 · Non-personnel expenses	
8130 · Telephone & telecommunications	
8131 · Internet Access	515.02
8130 · Telephone & telecommunications - Other	557.52
<b>Total 8130 · Telephone &amp; telecommunications</b>	1,072.54
8140 · Postage, shipping, delivery	458.81
8190 · Office Supplies	
8191 · Computer Software	93.59
8192 · Bank Checks	57.95
8190 · Office Supplies - Other	586.65
<b>Total 8190 · Office Supplies</b>	738.19
<b>Total 8100 · Non-personnel expenses</b>	2,269.54

**BIRCD Unrestricted Funds**  
**Income & Expense**  
 January through December 2017

	Jan - Dec 17
8300 · Travel & meetings expenses	
8310 · Travel	
8312 · Meals	250.54
8314 · Mileage	230.00
Total 8310 · Travel	480.54
8320 · Conference, convention, meeting	
8321 · Pacific Rim Conference	1,403.66
Total 8320 · Conference, convention, meeting	1,403.66
Total 8300 · Travel & meetings expenses	1,884.20
8500 · Misc expenses	
8520 · Insurance	
85201 · General Liability	2,216.20
85203 · Workman's Comp.	229.00
Total 8520 · Insurance	2,447.20
Total 8500 · Misc expenses	2,447.20
8600 · Business expenses	
8610 · Bank Charges	92.25
8650 · Taxes - other	1,050.00
Total 8600 · Business expenses	1,142.25
Total Expense	32,255.68
Net Ordinary Income	5,453.18
Net Income	5,453.18