	-
House District(s)	4
Senate District(s)	2

THE TWENTY-NINTH LEGISLATURE

Log N	o:		

APPLICATION FOR GRANTS Senate District(s) 23 Chapter 42F, Hawaii Revised Statutes			Log No:
	Jim Tall Tall , I'm	For Legislature's Use Only	
Type of Grant Request:			*
☐ GRANT REQUEST - OP	ERATING	☐ GRANT REQU	JEST - CAPITAL
"Grant" means an award of state fun activities of the recipient and permit	ds by the legislature, it the community to bene	by an appropriation to a specified efit from those activities.	recipient, to support the
"Recipient" means any organization	or person receiving a	grant.	
STATE DEPARTMENT OR AGENCY RELATED TO T	HIS REQUEST (LEAVE BLANK	IF UNKNOWN):	
STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKN	IOWN):		
APPLICANT INFORMATION: Legal Name of Requesting Organiza Waialua Community Association	tion or Individual:	2. CONTACT PERSON FOR MATTERS IN Name LEIF ANDERSEN	VOLVING THIS APPLICATION:
Dba: Same		Title President	
Street Address: 66-434 Kamehameh	a Highway	Phone # 808-637-4606	_
Mailing Address: 66-434 Kamehame		Fax # None	<u> </u>
Haleiwa, Hawaii 9	6/12	E-mail wca96712@hawaii.rr.co	<u>m</u>
3. TYPE OF BUSINESS ENTITY: NON PROFIT CORPORATION INCO FOR PROFIT CORPORATION INCO LIMITED LIABILITY COMPANY SOLE PROPRIETORSHIP/INDIVIDU OTHER	RPORATED IN HAWAII	6. DESCRIPTIVE TITLE OF APPLICANT'S CAPITAL IMPROVEMENT REQUEST TO M INSTALL NEW GYM FLOOR	
f. FEDERAL TAX ID #:		7. AMOUNT OF STATE FUNDS REQUESTE	ED:
5. STATE TAX ID#:		FISCAL YEAR 2019: \$ 76,000	
8. STATUS OF SERVICE DESCRIBED IN THIS REQUESTED IN THIS REQUEST. NEW SERVICE (PRESENTLY DOES NO EXISTING SERVICE (PRESENTLY IN OR	PERATION) SF FE	PECIFY THE AMOUNT BY SOURCES OF THE TIME OF THIS REQUEST: TATE \$ 0.00	
EXISTING SERVICE (PRESENTLY IN O	ST FE CC PF	TATE \$ 0.00	12/18/2018 Date search

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".

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 public purpose and need to be served;
- 4. Describe the target population to be served; and
- 5. Describe the geographic coverage.

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;
- 2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
- 3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
- 4. \(\sum \) 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.

- 1

III. Financial

Budget

- - a. Budget request by source of funds (Link)

1

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

- 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. NONE NOT Applicable

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.

2. X 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.

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.

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. SEE ATTACHED

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.

VI. Other

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

2. \(\sum \) 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 REQUIRED – 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 <u>Article X, Section 1</u>, of the <u>State Constitution</u> for the relevance of this question.

3

4. X 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.

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. SEE ATTACHED

6. Declaration Statement

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

7. National 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 WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community."

I. BACKGROUND AND SUMMARY

1. Background:

The Waialua Community Association was founded in 1934 for the purpose of operating a community center in the district of Waialua to accommodate recreational activities, youth clubs, arts and crafts programs, educational classes, community meetings and other welfare and recreational activities. The Waialua Community Association provides a venue for community groups and works in conjunction with other groups and agencies that further the improvement and life of the residents in the Waialua District.

While the needs of the community have changed over the years, the Waialua Community Association still maintains its initial purpose in the community.

2. Goals and Objectives of Request:

The main goal of this request to modify and improve the facilities to better meet the current and future needs of the community as well as maintain a safe environment for those using the facilities.

3. Public Purpose and Need to be Served:

The purpose of this request is the modification of our commercial kitchen and replacement of our gymnasium floor to better accommodate the needs of our community users. Both are Capital Improvement projects.

In early 2017 the Waialua Community Kitchen was permanently shut down due to problems that would have been too costly to fix. It was the only commercial kitchen available for community use, aside from the WCA, in the North Shore area. The Waialua Community Kitchen was used by various Food Truck vendors in the area. When that kitchen closed, the Food Truck vendors and other groups sought another support kitchen in the area. The WCA commercial kitchen was the only other one available. In an effort to assure that these businesses and groups were able to continue, the WCA made available to them the use of their commercial kitchen.

The kitchen, however, is relatively small but can be modified to better serve its users. The intent in requesting this grant is to modify the existing kitchen to better accommodate the needs of these businesses. It is not the intent of

the WCA to duplicate the Waialua Community Kitchen but to do some modifications that will make the existing kitchen more efficient for these users.

The WCA gym floor has been repaired and refinished over the course of 80 years. The facility is a multipurpose use facility and is used for sports, parties, community classes and community meetings. Use over the years has taken a toll on the floor. Refinishing and repair is no longer the best option and we seek to replace it with a flooring system more compatible to its multipurpose use.

4. Target Population:

The Waialua Moku is comprised of three census tracks – 100, 99-02 and 99-04. The population of the Moku O Waialua is approximately 12, 722 with 4074 households (2016 Census). It ranks 16 of 42 in population and 22 of 42 in population density of Hawaii's county subdivisions.

Area Demographics:

Data from: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Census Tract	99.02	99.04	100	Total or % of Pop.
Population	3232	5874	3616	12722
Households	1007	869	1248	3124
Median Household Income	\$59,556	\$74,489	\$53,750	150
Veterans	256	365	461	8.5%
Those on Food Stamps	187	133	61	3.0%
Employed	2584	4818	2839	80.5%
People with Disabilities	519	690	291	11.8%
Families in Poverty Status	656	1222	1020	22.8%

5. Geographic Coverage

The Waialua Community Association services the Moku O Waialua which encompasses 78 square miles and is the second largest Moku on Oahu. It includes 15 ahupua'as extending from the ahupua'a of Kaena to the ahupua'a of Kapaeloa at Waimea. Waimea was annexed to the Moku in 1887. This area of service is part of the Waialua Community Association's original Charter service area and continues to be.

II. SERVICE SUMMARY AND OUTCOME

1. Scope of Work

Commercial Kitchen Modification (See attached sketch)

- a. Prepare Permit Drawings and obtain permit
- b. Purchase and install stainless steel work tables
- c. Electrical (relocate light fixtures, purchase and install new light fixtures/outlets/switches)
- d. Purchase and install new reach-in freezer
- e. Relocate existing Refrigerator
- f. Purchase and install new gas range
- g. Purchase ramp materials including door and construct

Gym Floor

- a. Solicit proposals and choose flooring contractor
- b. Prep existing floor to receive new flooring
- c. Install new flooring

2. Annual Timeline

Commercial Kitchen Upgrade:

2018-2019 (Fiscal Year 2019)			20	19-2020 (F	Iscal Year 2	020)	
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Design and Permit submission Request for Bids	Permit Processing Order Equipment Review blds and select contractor	Begin Construction	Complete Construction Install Equipment				

Gym Flooring

2018-2019 (Fiscal Year 2019)			20	19-2020 (Fisc	al Year 2020)		
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
	Request for Proposals	Choose flooring contractor Order Materials	Prep Floor Install flooring				

3. Quality Assurance

The WCA has on staff and on its Board, a retired licensed Architect and a Board Member currently in Construction Management who have agreed to over see the work and perform quality assurance for the project.

4. Measures of Effectiveness

The ultimate aim for these improvements is to create a more efficient, safe and usable space for those who currently use or will use the facility. The effectiveness of these modifications and improvements may not be immediately evident.

It is expected, however, that use of the facilities will increase over the next five years. The kitchen modification will create a separate entry to the kitchen and open

time slots for more users. Currently the Kitchen is limited to times that the gym is not in use. The time slots will be more flexible for users.

The new floor coupled with plans to install movable partitions will also allow more time slots for smaller groups such as exercise, hula and marshal arts. More indoor sport activities will be possible because the floor currently is not suitable because of its age to maximize active sport activities such as basketball or volleyball. It is expected that the new floor will attract both youth groups and community sports groups to use of the facility.

The new floor will also attract families and groups wishing to hold graduation, wedding or retirement parties at the facilities. There is currently very few large indoor spaces that are reasonably priced for such activities.

The effective of these modifications and improvements can be measured by an increase in users.

V. FINANCIAL

1. Budget

2. Anticipated Quarterly Funding for fiscal year 2019

Quarter 1	Quarter 2	Quarter 3	Quarter 4
\$ 4,180	\$9,880	\$42,180	\$19,760

3. Other Sources of Funding

Major funding sources for the Waialua Community Association comes from rentals of the facility which include both long-term leases and monthly rentals.

- 4. Federal and State Tax Credits: NONE
- 5. Listing of government contracts/grants

The Waialua Community Association has no current government contracts or grants.

- 6. Unrestricted Current Assets as of December 31, 2017: \$42, 550.00
- IV. EXPERIENCE AND CAPABILITY
- 1. Necessary Skills and Experience

The skills necessary for this project is review and administration of contracts for construction. The Office manager, while retired from the construction industry, continues to hold an active Architectural License and had approximately forty years experience both as an Architect and General Contractor. She will oversee the project along with a Board Member currently in Construction Management.

2. Facilities

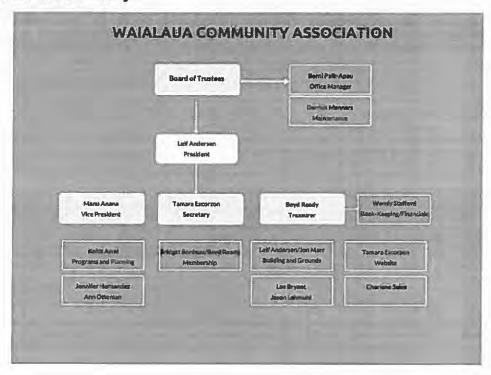
Existing facilities are comprised of a Gym with offices and Commercial Kitchen and ancillary buildings housing offices, day-care, police rest area and Chamber of Commerce.

V. PERSONNEL

- 1. The Waialua Community Association employs two part time personnel, an office manager and maintenance manager. The Board Members receive no salaries.
- 2. The Waialua Community Association does not anticipate an increase in staff in during fiscal years 2018 and 2019. Since this is a capital improvement project, no additional staff is anticipated. It is anticipated, however, that the hours worked by current staff positions will be increased after project completion since use of the facility is anticipated to increase.

3. Organization Chart

A Board of Trustees voted in by the membership heads the Waialua Community Association. The executive Board is comprised of a President, Vice President, Treasurer and Secretary.



4. Compensation

Current Annual Compensation are for two employee positions of the Waialua Community Association as follows:

Office Manager:

\$16,500

Maintenance Manager:

\$18,800

No member of the Board receives compensation.

VI. OTHER

1. Litigation

There are currently no litigation or anticipated litigation against the Waialua Community Association.

2. Licensure or Accreditation

There are no license or accreditation requirements for the Waialua Community Association

3. Private Educational Institutions

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

It is anticipated that it will take one year to complete the project, which falls within the fiscal year 2018 – 2019. Without funds, The Waialua Community Association will put these projects on hold until the funds can be acquired through fund raising efforts or other means.

Maintenance of gym floor will be done daily and restriping and major surface maintenance to be done every four years. Cost for this will be budgeted for those years from funds received form facility rentals.

Commercial Kitchen Maintenance is done daily and any repairs will be budgeted into our annual maintenance budget from funds received from facility rentals.

- 5. Certificate of Good Standing (SEE ATTACHED)
- 6. Declaration Statement (SEE ATTACHED)
- 7. Public Purpose: This grant will be used for public purpose pursuant to Section 42F-102 of the Hawaii Revised Statute.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App

Waialua Community Asociation

	BUDGET	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	3,530			
	Payroll Taxes & Assessments	3,530	-		
	3. Fringe Benefits				
	TOTAL PERSONNEL COST	3,530	0	0	0
В.	OTHER CURRENT EXPENSES				
	1. Airfare, Inter-Island	0	A		
	2. Insurance	0			
	3. Lease/Rental of Equipment	0			
	4. Lease/Rental of Space	0		- 1	
	5. Staff Training	0			
100	6. Supplies	0			
	7. Telecommunication	0			
	8. Utilities	0			
	9				
	10				
	11				
	12				
1	13				
	14				
	15 16				
	17			-	
	18				
	19				
	20				
	TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C.	EQUIPMENT PURCHASES	8,500	0	0	0
D.	MOTOR VEHICLE PURCHASES	0	0	0	0
E.	CAPITAL	63,970	0	0	0
то	TAL (A+B+C+D+E)	76,000	0	0	0
so	OURCES OF FUNDING (a) Total State Funds Requested	76,000	Budget Prepared I		(808) 837-4808
	(b) Total Federal Funds Requested	0	Name (Please type or n	(trip)	Phone
	(c) Total County Funds Requested	0			January 18 2018
	(d) Total Private/Other Funds Requested		Signature of Authorized		Date
	(5) Total Filtera Ottor Failes (Nequested				47.6
то	TAL BUDGET	76,000	Lelf Andersen, Presiden Name and Title (Please		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Waialua Community Association

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Office Manager	0.625 FTE	\$16,500.00	10.00%	\$ 1,650.00
laintenance Manager	.875 FTE	\$18,800.00	10.00%	\$ 1,880.00
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TOTAL:				3,530.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Waialua Community Asociation

DESCRIPTION EQUIPMENT	NO. OF	COST PER	TOTAL	TOTAL BUDGETED
Stainless Steel Work Tables	2.00	\$1,250.00	\$ 2,500.00	2500
Reach In Freezer	1	\$4,500.00	\$ 4,500.00	4500
Gas Stove	1	\$1,500.00	\$ 1,500.00	1500
			\$ -	
			\$ -	
TOTAL:	4		\$ 8,500:00	8,500

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL		TOTAL BUDGETED	
None			\$	(4)	0	
			\$	-	0	
			\$	•		
			\$	4	C	
			\$	4	0	
TOTAL:					C	

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Waialua Community Association

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES 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			3300			
LAND ACQUISITION				1	-	
DESIGN						
CONSTRUCTION			64200		· ·	
EQUIPMENT			8500			
TOTAL:			76,000	0	0	(

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apr

Waialua Community Association

Contracts Total:

76,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY {U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT
1	Design/Permit	7/1/18 - 10/30/18	*	State	3,300
2	Equipment Purchase	9/1/18 - 10/30/18		State	8,500
3	Construction	1/1/19 - 6/30/19	9 9 3 3 4 4 9 4 4 4 4 4 4 4 4 4 9 9 9 9	State	64,200
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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:

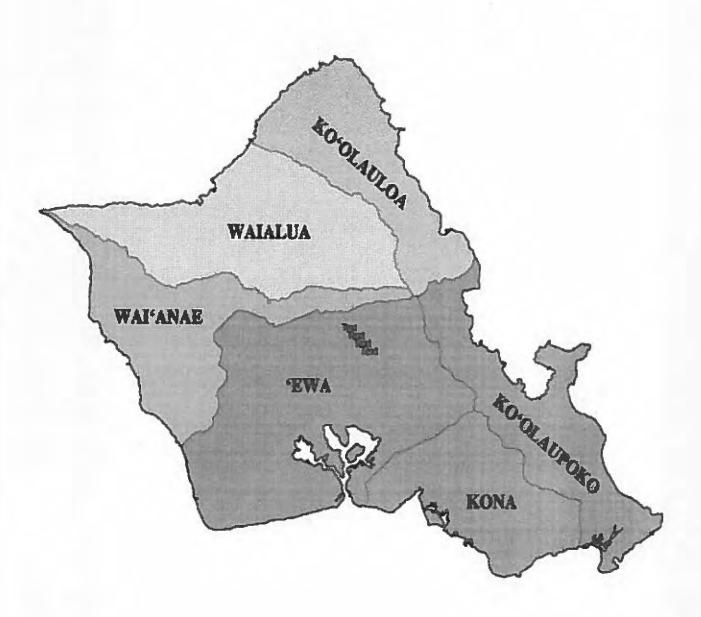
- The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes;
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the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

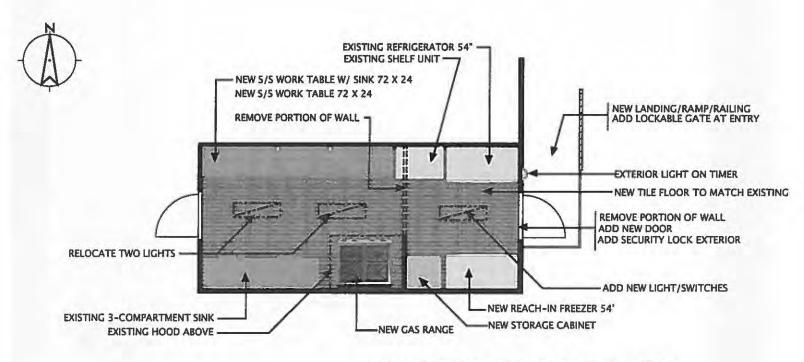
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Waialus Community Association	tion)	
	January 18, 2018	
(Signature)	(Date)	
Leif Andersen	President	
(Typed Name)	(Title)	

MOKU O WAIALUA



WCA Commercial Kitchen Modification



ADD 2 - GFI ELECTRICAL OUTLET + 12" FOR REFRIG AND FREEZER ADD THREE GFI OUTLETS 48" ABOVE S/S WORK TABLES



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

WAIALUA COMMUNITY ASSOCIATION

was incorporated under the laws of Hawaii on 04/07/1937; 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, 2018

Cathinit aval Call

Director of Commerce and Consumer Affairs

Internal Revenue Service

District Director

Vojelne Communitus

Waialua Community Association, Inc. 66 434 Kamehameha Hwy. Haleiwa, Hi. 96712-1468 Department of the Treasury

P.O. Box 2350, Los Angeles, Caiff. 90053

Person to Contact J. Teague

Telephone Number: (213) 894-2336

Refer Reply to: EO (0221) 96

Date: April 18, 1996

EIN:

Dear Taxpayer:

This letter is in response to your request for a copy of the determination letter for the above named organization.

Our records indicate that this organization was recognized to be exempt from Federal income tax in September 1950 as described in Internal Revenue Code Section 501(c)(3). It is further classified as an organization that is not a private foundation as defined in Section 509(a) of the Code, because it is an organization described in Section 509(a)(2).

The exempt status for the determination letter issued in September 1950 continues to be in effect.

If you need further assistance, please contact our office at the above address or telephone number.

J. Teague Disclosure Assistant