

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba: N/A
Big Island Resource Conservation and Development
Council as Fiscal Sponsor for BIISC

Amount of State Funds Requested: \$330,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

This project will remove hazardous albizia from public roads and infrastructure corridors to prevent power failures and road closures, protect lives and homes, reduce long-term roadside maintenance costs, and thereby increase community resiliency to natural disasters. This project will be carried out by the Big Island Invasive Species Committee (BIISC), a project under the University of Hawaii, Manoa, as a fiscally sponsored project of Big Island Resource Conservation and Development Council (BIRCDC). All grants and contracts mentioned in this proposal are specific to BIISC.

Amount of Other Funds Available:

State: \$ 99,705 (applied for)

Federal: \$ 0

County: \$ 353,763 (applied for)

Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ GIA: \$200K, All State Grants: \$4.8M

Unrestricted Assets:

\$ 0

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

200 Kanoelehua Avenue
PMB 285

City:

Hilo

State:

Hawaii

Zip:

96720

Contact Person for Matters Involving this Application

Name:
Brandi Milare

Title:
Program Manager

Email:
bircd1@gmail.com

Phone:
808-217-7234

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Larry M. Komata, President

Name and Title

01-15-2019

Date Signed

received
1/17/19 10:02 am JR

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



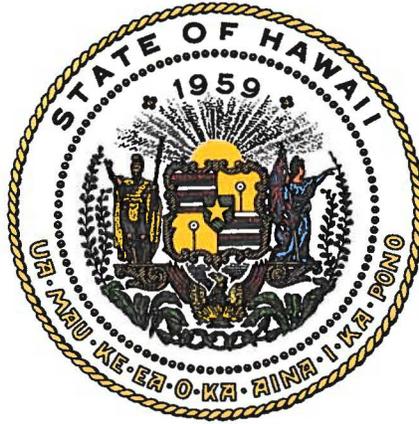
LARRY M. KOMATA, PRESIDENT

01-15-2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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 13, 2019

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: **01/15/2019**

Status: **Compliant**

Hawaii Tax#: W40435414-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9188

UI#: XXXXXX8741

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 for Gov. Contract)	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

**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
(Typed Name of Individual or Organization)


(Signature)

01/15/2019
(Date)

Larry M. Komata
(Typed Name)

President
(Title)

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

Letter 1050 (DO/CG)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2018.

Please see attached.

2. Declaration Statement

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

Please see attached.

3. 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](#))

This grant shall be used to serve a public purpose in securing the safety of publicly owned roads in the county of Hawaii through the removal of a hazardous invasive species, pursuant to Section 42F-102.

II. 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 Big Island Invasive Species Committee (BIISC) has worked since 1996 to address high-risk, newly arrived invasive species threats to Hawaii's environment, economy, and way of life. BIISC's core operations use an early detection, rapid response approach to eradicate new invasive pests before they become costly, widespread problems. Since 2013, our project has also focused on community engagement, training, and support to manage widespread

invasive species, like little fire ants and albizia, which cause significant and direct harm to the residents of the island of Hawaii.

BIISC is a research project of the Pacific Cooperative Studies Unit (PSCU) of the University of Hawaii. For this project, BIISC is sponsored by the Big Island Resource Conservation and Development Council (BIRCDC), a 501(c)3 non-profit organization. Big Island RC&D Council originated with the NRCS in the 1960's to address rural poverty and help rural communities generate sustainable natural resource-based economies. BIRCDC continues to serve Hawaii in this tradition.

2. The goals and objectives related to the request;

This project will remove hazardous albizia from public roads and infrastructure corridors to protect lives and homes, reduce long-term maintenance costs, prevent power failures and road closures, and increase community resiliency to natural disasters.

Funds are requested to implement two shovel-ready albizia removal projects prioritized in the Hawaii Albizia Emergency Mitigation Plan (2015-2020): Kahakai Boulevard in the Puna District, and the Hospital Corridor in Hilo District. If funded, they will be the 13th and 14th projects completed, of eighteen projects in the plan. These projects are consistent with the recommendations of the statewide Albizia Strategic Plan passed by the Hawaii Invasive Species Council in 2018. These projects were selected as priorities by the Hawaii County Department of Public Works, Highways Division, in 2015 and 2018, and Hawaii County Councilmembers are currently working to secure half of the cost of these two projects in the FY20 County budget.

Project History: After the albizia damage caused by Tropical Storm Iselle, the Albizia Task Force produced a multi-agency hazard mitigation plan to deal with the invasive albizia, which caused the lengthy power outages and road obstructions along priority public highways, major roads, and powerlines.

Eighteen priority projects were selected as priority hazard mitigation sites by HELCO, the Hawaii Department of Transportation, and Hawaii County Department of Public Works. Objectives include the treatment of hazardous and non-hazardous albizia encountered within 100 meters of State and County Highways and electrical transmission lines to create safe transportation and energy corridors. Each route was mapped, assessed for cost, and prioritized in the five-year plan.

To date, 12 of the 18 projects are complete, or very nearly so. Two of the largest were funded by HDOT and this State Grant in Aid program in FY17-18 and are in the final wrap-up stage as of the close of 2018.

3. The public purpose and need to be served;

Prior to implementation, damage resulting from Tropical Storm Iselle was catastrophic in albizia-infested neighborhoods—far beyond what is expected in similar storms where albizia is not a factor. Disruption of electrical service and tree falls across highways has been associated with every windstorm to surpass 35 mph in East Hawaii. Costly overtime work by HELCO, HDOT, and County response crews, loss of power, communications, and water service to residences and businesses, and lengthy commuter and emergency services delays were the norm. This work focuses on the highest-volume public routes and infrastructure, and has, and will continue to, significantly reduce the frequency and duration of power/utility outages and road blockages, and public overtime costs, caused by fallen albizia.

1. Kahakai Boulevard is the sole access route for over 4,200 residents in the Hawaiian Beaches and Hawaiian Shores Subdivisions. In this neighborhood, power went out and roads and access to emergency shelters were blocked by falling albizia that fell in rising gusts, several hours before the official landfall of Tropical Storm Iselle.

2. Hospital Corridor: Waianuenue Avenue and Rainbow Drive service East Hawaii's only fully staffed surgical hospital and the majority of other medical facilities in East Hawaii, all in one corridor. The road is bordered at each end by 100-foot-tall stands of albizia.

Both routes are County-owned roads and are major public thoroughfares.

4. Describe the target population to be served; and

The Hazard Mitigation Plan serves all residents, businesses, and visitors on Hawaii Island by preserving infrastructure and reducing long-term maintenance costs to tax and rate payers. The proposed projects for FY20 will most directly serve:

1. Residents of Hawaiian Beaches/Hawaii Shores where median household income was \$28,467 during the last census. Up to 28% of the population and 38% of minors live below the poverty level. This neighborhood was not directly impacted by the lava flow, and all roads and homes are currently intact. Keonepoko Elementary School is at one end of this road and serves as the emergency shelter for the area, with albizia stands in between the school and most homes.

2. Those needing access to Hilo Medical Center (i.e. all of East Hawaii), Hospice of Hawaii, and the Piihonua neighborhood, during and after a storm event; and visitors to Rainbow Falls.

5. Describe the geographic coverage.

The proposed projects are in the Puna and Hilo districts on the Island of Hawaii. Kahakai Boulevard runs 6 miles north from Highway 130 to the ocean. Waianuenue Avenue and Rainbow Drive are in the Piihonua area of Hilo, along the Wailuku River and services most of the city's medical facilities.

III. 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 objective is to remove all hazardous and non-hazardous albizia growing within 100 m of the subject roads. BIISC staff will secure private property access permission, contract the proposed hazard removal work to licensed, certified arborists, and carry out the safe and effective chemical treatment of the remaining non-hazardous trees to create a safety buffer in accordance with the planning document. Signs are posted in treated areas to alert residents not to enter the stand until it has decayed.

Hawaii County is working toward creating a budget line item to cover half of the project costs. Once established, these funds will be administered annually by the County Department of Public Works, Highways Division, to continue the remaining albizia removal projects in the plan, and consider new areas of concern. County funds will primarily be used to contract certified arborists to cut down albizia immediately threatening Kahakai Blvd and Waianuenue Avenue, leaving behind only those "non-hazardous" trees that can safely and cheaply be treated with herbicide by BIISC.

Hawaii County has proven itself a valuable partner by taking up the authority granted by the Legislature under HRS § 194-5 (2017); to enforce the removal of invasive species from private property. Seventeen absentee landowners were served notice of entry by the County under the last project funded by this Grant-in-Aid program, so that BIISC could complete the albizia control along two miles of Maku`u Drive, removing albizia from 84 properties in all. Previously, absentee landowners who failed to respond to voluntary requests for entry were obstacles to removing these hazards, leaving residents in danger. Additionally, the County facilitated entry to remove the largest albizia known in all of Hilo, a tree that threatened 12 homes and businesses!

To extend the value of the project, BIISC will continue our Albizia Assassins program, holding semi-monthly community training sessions to encourage private

landowners to identify and safely address albizia before they become hazards to neighbors and public infrastructure. This program was launched in 2014 using Hawaii County funds.

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

- FY20 Quarter 1: Receive notification of award. BIISC begins process to secure private property access permissions.
- FY20 Quarter 2: Complete all paperwork to secure the grant funds (Sept-Dec 2019).
- FY20 Quarter 3 (Jan-March 2020): Funds are released. Arborists to initiate and complete hazard tree removal work before the summer Hawaiian Hawk and Hawaiian Bat nesting season. BIISC work begins immediately behind the work of the arborists.
- FY20 Quarter 4 through FY21 Quarter 2 (March 2020 through Dec 2020): BIISC herbicide control work continues and is completed.

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

Island-wide albizia maps were created using satellite imagery, followed by roadside surveys by experienced botanists and detailed cost assessments by certified arborists licensed in the state. This provided a comprehensive foundation by which to prioritize roads and powerlines for hazardous albizia control. State and County agency staff have reviewed and confirmed the priority projects described in this grant.

The tree-trimming work for each project is planned out during on-site walk throughs with the contracted arborists, and specifications are documented in writing to ensure that there is no miscommunication about the extent of the tree removal needed to remove all hazards without incurring unnecessary costs. Throughout the project, the BIISC project coordinator will be on site regularly to ensure that the work is done to specifications.

The chemical treatment method developed by the University of Hawaii was field tested extensively by BIISC and the USDA Forest Service prior to use in inhabited areas and is nearly 100% effective when applied by trained staff. The herbicide used (Milestone™ by DowAgro) is a next-generation, reduced risk herbicide, applied by incision point injection directly into the tissue of each albizia, so there is no spray or drift onto non-target plants.

One quality control issue on each albizia project is completeness, i.e. whether any trees were missed. This is monitored by regular site visits conducted by the field supervisor in the three months following the treatment. Trees that were

skipped or under-treated are readily apparent within 4 weeks and can safely be re-treated.

Annual surveys have been repeated to assess progress of control efforts and the spread of new albizia populations. Follow up surveys of the 12 completed projects have demonstrated very low rates of regeneration of albizia in well-vegetated sites (most areas) with some follow up maintenance needed along cliffs, graveled roadsides, and highly disturbed sites.

In the past, the other difficulty was the requirement that private landowners voluntarily allow access to do the work. This issue has been partially addressed with the passage of Act 182 in 2017, granting authority to the counties to enforce access to private land to control invasive species. Gaps in the removal effort affect quality by leaving hazardous stands that can continue to disrupt power or road access or fall on neighboring homes. The County has taken up this authority, successfully posting entry to 18 properties in 2018, to complete projects 11 and 12 of the plan.

- 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.**

- Number of properties treated (up to 400, depending on matching funds)
- Number of acres treated (293 acres anticipated)
- Number of trees treated (BIISC typically treats 50,000-60,000 trees per year in the hazard routes, when fully staffed).
- Expenditure by County of Hawaii on hazard tree removal at the two sites
- Volunteer participation in Albizia workdays

IV. Financial

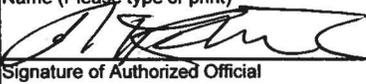
Budget

- 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](#)) NA
 - c. Equipment and motor vehicles ([Link](#)) NA
 - d. Capital project details ([Link](#)) NA
 - e. Government contracts, grants, and grants in aid ([Link](#))

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to December 31, 2020

Applicant: Big Island Resource Conservation and Development Council as Fiscal Sponsor for BIISC

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			35,000	70,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits			7,350	14,700
TOTAL PERSONNEL COST			42,350	84,700
B. OTHER CURRENT EXPENSES				
1. Arborist Services	294,000		300,000	
2. Materials and Supplies	2,244		2,000	2,000
3. Postage	400			
4. Repairs			2,400	
5. Insurance	356			
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19. 15% Direct/Indirect Rate (Univ. of Hawaii)			7,013	13,005
20. 10% Fiscal Sponser Indirect Rate (BIRCDC)	33,000			
TOTAL OTHER CURRENT EXPENSES	330,000		311,413	15,005
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	330,000		353,763	99,705
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	330,000	Springer Kaye 808-933-3340		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	353,763			
(d) Total Private/Other Funds Requested	99,705	1/15/2019		
		Signature of Authorized Official Date		
TOTAL BUDGET	783,468	Larry M. Komata, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to Dec 31, 2020

Applicant: Big Island Resource Conservation and Development Council as Fiscal Sponsor for BIISC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
No Salary included in this grant request: all salary costs assigned to other grants.				
BIISC Program Manager	1	\$93,000.00	9.00%	\$ 8,370.00
BIISC Fiscal and Program Associate	1	\$40,000.00	9.00%	\$ 3,600.00
Albizia Program Coordinator	1	\$58,963.84	50.00%	\$ 29,481.92
Albizia Field Leader	1	\$41,664.00	50.00%	\$ 20,832.00
Invasive Species Field Associate 1	1	\$31,604.00	50.00%	\$ 15,802.00
Invasive Species Field Associate 1	1	\$31,604.00	50.00%	\$ 15,802.00
Invasive Species Field Associate 1	1	\$31,604.00	50.00%	\$ 15,802.00
Early Detection Technician (Biologist)	1	\$41,616.00	20.00%	\$ 8,323.20
Public Outreach Specialist	1	\$58,771.00	10.00%	\$ 5,877.10
Public Outreach Assistant	1	\$31,604.00	10.00%	\$ 3,160.40
				\$ -
				\$ -
				\$ -
TOTAL:				127,050.62
JUSTIFICATION/COMMENTS: Salary budget is entirely assigned to other grants, not the GIA.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to Dec 31, 2020

Applicant: Big Island Resource Conservation and Development Council as Fiscal Sponsor for BIISC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Big Island Resource Conservation and Development Council as Fiscal Sponsor for BIISC

FUNDING AMOUNT REQUESTED						
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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Big Island Resource Conservation & Development Council
as Fiscal Sponsor for BIISC

The following agreements are held by the Big Island Invasive Species Committee in FY19

Total:	1,905,838
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Avail in 2019:	1,437,838
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	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2	Invasive Species Control on HI Army National Guard Training Areas (Keaukaha Military Reserve)	1/1/19-12/31/19	HIARNG	State	\$ 90,000
3	Hawaii Invasive Species Council 2018: Island-wide Eradication Projects	1/1/19-12/31/19	HISC	State	\$ 670,838
4	Forest Health Protection Program: Rapid Ohia Death	1/1/19-12/31/19	DLNR-DOFAW	State	\$ 360,000
5	Invasive Plant Control in Natural Area Reserves	1/1/19-12/31/19	DLNR-DOFAW	State	\$ 100,000
6	Invasive Species Control in Hawaii County	1/1/19-12/31/19	HTA	State	\$ 50,000
7	Little Fire Ant and Albizia Control	1/1/19-12/31/19	Hawaii County R&D	County	\$ 25,000
8	Biological Monitoring of Invasive Species on Mauna Kea	1/1/19-12/31/19	TMT Corporation	Private	\$ 142,000
9	Proposed Grants:				
10	Continuing control of invasive pests on Hawaii Islar	1/1/19-12/31/19	HDOA	State	\$ 115,000
11	Little Fire Ants Community Trainng	1/1/19-12/31/20	Change Happens Found'n		
12					
13	Proposed 2020 Albizia Matching Funds in County Budget (Tree Trimming)	1/1/20-12/31/20	Hawaii County DPW	County	\$ 300,000
14	Proposed 2020 Albizia Matching Funds (Salary)	1/1/20-12/31/2020	Hawaii County GIA	County	\$ 53,000
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

BIG ISLAND INVASIVE SPECIES COMMITTEE
Fiscal Year 2015-19 Operating Budget and Funding Sources

Description	Operating Budget 2015*	Operating Budget 2016*	Operating Budget 2017*	Operating Budget 2018*	Operating Budget 2019*
Object of Expense:					
Personnel Costs - Salaries and Wages	\$ 608,502	\$ 910,705	\$ 866,494	\$ 923,904	\$ 958,436.18
Personnel Benefits	\$ 158,692	\$ 259,205	\$ 264,258	\$ 286,087	\$ 206,941.03
Professional Services (IT, ROD helicopter surveys, paid internships)	\$ 83,433	\$ 114,337	\$ 56,669	\$ 99,603	\$ 21,840.00
Consumable Supplies (including community training incentives)	\$ 80,211	\$ 110,055	\$ 51,147	\$ 99,387	\$ 77,280.00
Travel D&F	\$ 24,395	\$ 31,527	\$ 19,888	\$ 29,569	\$ 19,000
Marketing Expenses/Printing	\$ 3,153	\$ 2,401	\$ 1,490	\$ 7,700	\$ 2,240
Utilities, Communications	\$ 8,651	\$ 14,973	\$ 17,945	\$ 13,828	\$ 14,190.00
Equipment (2 4WD Used Vehicles in 2015, UTV in FY18)	\$ 26,600	\$ -	\$ -	\$ 61,579	\$ -
Rentals-(building and facilities, vehicles)	\$ 27,000	\$ 43,838	\$ 39,926	\$ 40,575	\$ 36,113.00
Other Operating Expense-Repair of vehicles and equipment	\$ 16,304	\$ 20,439	\$ 23,305	\$ 21,210	\$ 23,275.00
Other Operating Expense-Training and misc	\$ 12,753	\$ 41,265	\$ 10,453	\$ 29,913	\$ 20,848.00
PCSU Overhead (tracked in 2018)				\$ 65,526	\$ 69,008
Indirect	\$ 104,881	\$ 148,787	\$ 158,855	\$ 187,459	\$ 138,016.32
Total Object of Expense	\$ 1,164,676	\$ 1,697,634	\$ 1,610,431	\$ 1,866,340	\$ 1,687,188
Method of Finance					
Hawaii Invasive Species Council	\$ 922,000	\$ 617,650	\$ 658,392	\$ 511,839	\$ 677,535
HISC Carry Over	\$ (155,000)	\$ 155,000	\$ 37,350	\$ 61,000	\$ 159,000
US Forest Service Forest Health Protection Program (Early Detection)	\$ 115,000	\$ 120,000	\$ 94,230	Fed Program not available	
US Forest Services State & Private Forestry Program (Albizia Emergency)	\$ 96,500	\$ -	\$ -		
US Forest Service FHP (Albizia Ecological Monitoring)	\$ 27,000	\$ 55,000	\$ 55,000	\$ 28,000	Project completed
Hawaii County Council Contingency Funds (Albizia Emergency)	\$ 30,000	\$ -	\$ -		
State Noxious/Invasive Plant Program (HDOT)		pending	45,956	Project completed	
Office of Hawaiian Affairs (Wao Kele O Puna Forest Reserve)	\$ 83,000	\$ 44,000	Project completed		
Hawaii National Guard Natural Resources Office	\$ 68,761	\$ 71,500	\$ 75,700	\$ 83,280	\$ 90,000
USFWS INV SPEC STRIKE TEAM (Hakalau National Wildlife Refuge)	\$ 7,000	\$ 34,000	\$ 63,000	Fed Program not available	
Hawaii Invasive Species Council (Hakalau National Wildlife Refuge)	\$ 30,000				
Hawaii Invasive Species Council (Deer)		\$ 86,000	Project completed		
Hawaii Division of Forestry and Wildlife (Deer)	\$ 110,000		Project completed		
Hawaii Division of Forestry and Wildlife (Rapid Ohia Death)			\$ 340,000	\$ 275,000	\$ 370,830
US Dept of Interior: Service First Grant (Rapid Ohia Death)			Fed Program not available		
USFWS Invasive Species Programs	\$ 10,000		Project completed		
21st Century Conservation Corp	\$ 9,800	\$ 34,000	\$ -	Fed Program not available	
State Watershed Partnership Program	\$ 20,000	\$ -	\$ 19,800		
Hawaii Tourism Authority (Little Fire Ants)		\$ 78,000	\$ 46,500	\$ 25,000	
National Fish and Wildlife Foundation (Pulling Together Initiative)		\$ 149,000	\$ 10,000	Project Completed	
National Fish and Wildlife Foundation (Next Generation Grant)				\$ 48,573	
Thirty Meter Telescope Corp (Biological Monitoring Construction Site)	\$ 100,100			\$ 134,535	\$ 134,535
United Way (Community based Albizia control)		\$ 10,000			
HCF THINK Fund	\$ 2,500		\$ 15,872		\$ 20,000
Hawaii County Council Contingency Funds (Little Fire Ant)			\$ 16,200		
Hawaii County Research and Development (LFA, Strategic Planning)				\$ 44,585	\$ 25,000
US Forest Service: Special Technology Innovation Grant (UAVs)				\$ 50,182	Project completed
Natural Area Reserves (Federal)			\$ 87,000	\$ 100,000	\$ 100,000
Hawaii Department of Agriculture (Inv. Plants, LFA)				\$ 115,000	\$ 115,000
Hawaii State Legislature Grant In Aid				\$ 155,000	\$ 45,000
Hawaii Department of Transportation (Albizia)				\$ 497,000	State funding ended
Total Method of Finance (secured funds)	\$ 1,478,661	\$ 1,464,150	\$ 1,668,000	\$ 2,128,994	\$ 1,736,900

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0	\$110,000	\$110,000	\$110,000	330,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.**

Please see attached.

- 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 2020 for program funding.**

Please see attachment "Operating Budget" and GIA Page 10 Spreadsheet

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.**

Big Island Resource Conservation and Development Council: \$80,634
BIISC: Less than \$1,000

V. 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.

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.

The BIISC manager has worked in invasive species management in Hawaii since 1996. BIISC albizia-control supervisors have been on staff since January 2015, and each is a state-certified pesticide applicator, with over 4,800 field hours of experience in albizia control. The BIISC Albizia Coordinator has trained at least 600 Hawaii residents in the safe and effective treatment method, and to evaluate the safety of each individual tree encountered prior to treatment. Staff are closely supervised until able to demonstrate understanding of pesticide handling, treatment methods, plant identification, and mastery of BIISC standard operating procedures.

BIISC's final report for 2017 and 2018 work on the hazard mitigation plan is attached for reference. Please refer to the Operating Budget document for a listing of related projects and contracts over the past three years.

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.

BIISC facilities are *just* adequate for the job. The project rents a small commercial building and base yard in the Hilo industrial area. The base yard includes washing and sanitary facilities, secure storage for vehicles, equipment, and herbicides, and an office with computer work stations, phone, internet and electricity. BIISC has a small fleet of aging University of Hawaii vehicles, two of which are assigned to this project, a 2007 F150 and a 1999 Chevy Tahoe.

VI. 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.

The project will be overseen by the BIISC Manager and assisted by a part-time fiscal associate and GIS (mapping) technician. Human Resources services are provided by the University of Hawaii. All BIISC field staff are required to pass the state exam to obtain an HDOA Commercial Pesticide Applicator certification. This project was developed with the assistance of experts in weed science, arboriculture, and forest ecology at the USDA Forest Service, University of Hawaii, Hawaiian Electric Light Company, and state and county Highways Divisions.

Albizia Coordinator: Bill Buckley, the current coordinator, has been with the project for four years, holds a degree in Environmental Studies, and MSc in Forestry, and has over 10 years of related experience in Oregon and Hawaii.

Environmental Planner: Dustin Swan assists the coordinator with UAV (drone) and ground surveys to monitor progress and compliance, while coordinating with landowners to secure access to private properties. He has been with the project for more than 1 year and has a background with the US Forest Service and in Information Technology.

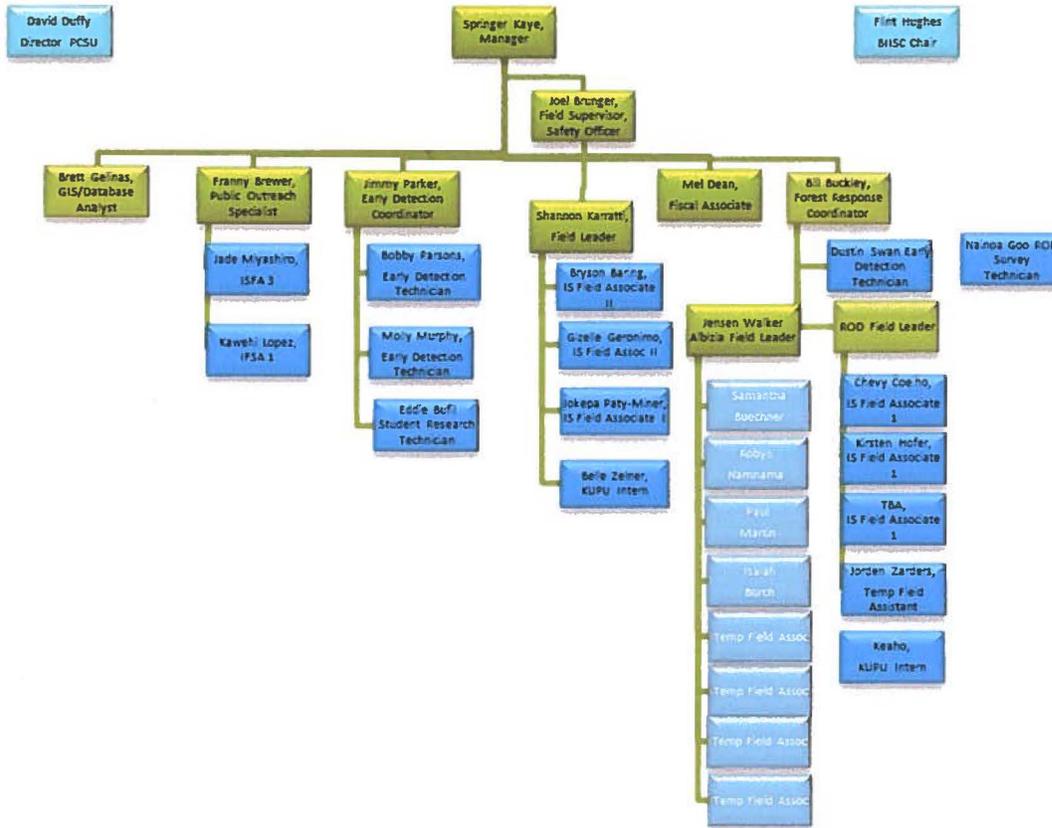
Public Outreach Specialist: Franny Brewer is a former HDOE science teacher and former director of the Hawaii Island Humane Society. She is responsible for publicizing the project to ensure affected landowners understand the purpose and engage as willing participants. Franny also leads the monthly community training program to teach community members to be responsible for managing albizia on their lands and in their neighborhoods.

Field Staff: Field staff vary in level of experience, from interns just learning the job to field biologists with up to five years field experience in invasive plants management in Hawaii. Inexperienced staff are closely supervised and are formally trained before conducting field tasks. BIISC maintains an active safety program.

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.

BIISC Organization Chart: Please Note, Albizia program is expected to hire back just 4 of the 9 field staff shown.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Manager: \$93,000
 Field Supervisor: \$64,215
 Public Outreach Specialist: \$58,771

VII. 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.

None is required. All supervisors and full-time staff are, however, licensed pesticide applicators in the state of Hawaii.

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 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

This project directly addresses liabilities for the power infrastructure and roads of the County of Hawaii and is framed in discrete projects to allow a clear sense of progress and completion of each route. After the initial expensive tree removal effort, annual maintenance cost is quite low, and should be done as part of normal roadside maintenance duties. It is our hope that work on this highway project will be funded by the Hawaii Legislature and Hawaii County, for the remaining two years of the planned work, and eventually expanded to include additional state and county roadways as part of the normal duties of the Highways Divisions. In discussions with the County Council and Highways Division, it is clear we are not quite there yet. The Hawaii County Council is currently considering a line item in their budget for the County Highways Division to continue take on more of this work.

The recent adoption of a Statewide Albizia Management Plan by the six agencies that make up the Hawaii Invasive Species Council may raise the priority level for funding this work through the HISC or agency budgets.

The Hawaii Emergency Management Agency has expressed support for facilitating an application for FEMA funding for a portion of this in the future.



**Big Island Resource
Conservation & Development Council**

January 15, 2019

To Whom It May Concern,

I, Larry M. Komata, 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.

A handwritten signature in black ink, appearing to read 'Larry M. Komata', with a long, sweeping underline.

**Larry M. Komata
President
Big Island RC&D Council**

Please Note: The information contained in these documents is confidential, privileged and only for the information of the intended recipient and may not be used, published or redistributed without the prior written consent of Big Island Resource Conservation and Development Council, unless required by law.

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 RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL
2018 PROJECTED BUDGET**

Description	Budget	Remarks
INCOME		
Admin Fees	\$25,000.00	
Sponsor's Dues	\$2,300.00	
Interest from HFS Account	\$10.00	
Lease/MPU Reefer Truck	\$9,600.00	
Refunds	\$0.00	
Donations	\$0.00	
TOTAL INCOME	\$36,910.00	
NON-PERSONNEL EXPENSES		
Web Hosting/Internet	\$808.00	
Business Phone	\$505.00	
Postage	\$275.00	
Mail Box Rental	\$195.00	
Bank Fees	\$50.00	
Office Supplies	\$500.00	
TOTAL	\$2,333.00	
PERSONNEL/PROFESSIONAL FEES		
Employees	\$17,800.00	
Bookkeeper	\$4,000.00	
CPA	\$3,300.00	
Web Manager	\$350.00	
Payroll Taxes	\$5,000.00	
TOTAL	\$30,450.00	
INSURANCE		
D&O	\$1,309.00	
General Liability	\$909.00	
Workman's Comp	\$229.00	
TOTAL	\$2,447.00	
OTHERS EXPENSES		
Computer Upgrades	\$200.00	
Equipment	\$400.00	
Dues (Redirected to Conferences)	\$0.00	
State Filings	\$350.00	
State GE Taxes	\$400.00	
TOTAL	\$1,350.00	
TRAVEL/MEETINGS		
Meetings	\$300.00	
NARCDC National Conference	\$2,600.00	
NARCDC BOD	\$1,800.00	
Mileage	\$200.00	
Conferences	\$1,650.00	
TOTAL	\$6,550.00	
TOTAL OPERATING EXPENSES	\$41,130.00	

BIRCD
Balance Sheet
 As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash In Bank	
1010 · Cash in bank - unrestricted	75,147.39
1011 · Cash in Bank-restricted	122,429.94
1000 · Cash In Bank - Other	-328.12
Total 1000 · Cash In Bank	197,249.21
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	211,078.45
Total Current Assets	211,078.45
TOTAL ASSETS	211,078.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Funds Held For Others	1,071.00
Total Other Current Liabilities	1,071.00
Total Current Liabilities	1,071.00
Total Liabilities	1,071.00
Equity	
3010 · Unrestrict (retained earnings)	133,012.39
3100 · Fund Balance Restricted	75,485.59
Net Income	1,509.47
Total Equity	210,007.45
TOTAL LIABILITIES & EQUITY	211,078.45

BIRCD RESTRICTED FUNDS
INCOME & EXPENSE
 January through December 2018

Jan - Dec 18

Ordinary Income/Expense	
Income	
4000 · Project Revenues	
4010 · Indiv/business contribution	21,035.76
4110 · Other Project Revenues	
41101 · Vendor Fees	1,750.00
41102 · Ticket Sales	4,438.06
41104 · Registration Fees	9,442.30
41105 · Other	780.00
41108 · Ribbon Sales	1,440.00
41110 · Vehicle Rental	860.00
41111 · Truck Lease Payments	7,946.94
Total 4110 · Other Project Revenues	26,657.30
4530 · State grants	
4531 · HTA/CPEP	30,000.00
4532 · HTA Other	32,000.00
4537 · Aloha Aina	9,292.92
4538 · GIA	160,000.00
Total 4530 · State grants	231,292.92
4540 · Local government grants	
4541 · County of Hawaii	
45412 · Research & Development	31,500.00
45413 · County Council Discretionary	3,400.00
45417 · Nonprofit Grant	
454171 · Nonprofit Grants 2018	3,650.00
45417 · Nonprofit Grant - Other	2,562.50
Total 45417 · Nonprofit Grant	6,212.50
45418 · Contingency Fund	20,171.34
Total 4541 · County of Hawaii	61,283.84
Total 4540 · Local government grants	61,283.84
Total 4000 · Project Revenues	340,269.82
4600 · Other Project Revenues	170.00
4700 · Carry Over Balances	
4800 · Refunds	200.00
4900 · Donations-Non-Project	-25.00
Total Income	340,614.82
Gross Profit	340,614.82
Expense	
7000 · Grant & contract expense	
7010 · Supplies-Program Related	92,741.39
7011 · Administrative Fee	27,701.16
7012 · Permits & Licenses	335.00
7014 · Transportation	1,250.00
7020 · Professional Fees	
7023 · Bookkeeper	750.00
7020 · Professional Fees - Other	172,184.82
Total 7020 · Professional Fees	172,934.82
7028 · Entry Fees	1,300.00
7029 · Returned Funds	20,653.69
Total 7000 · Grant & contract expense	316,916.06
8100 · Non-personnel expenses	
8140 · Postage, shipping, delivery	61.17
8170 · Printing & copying	126.75
Total 8100 · Non-personnel expenses	187.92

BIRCD RESTRICTED FUNDS
INCOME & EXPENSE
 January through December 2018

	Jan - Dec 18
8300 · Travel & meetings expenses	
8310 · Travel	
8311 · Lodging	3,109.43
8312 · Meals	3,559.13
8313 · Airfare	2,919.97
Total 8310 · Travel	9,588.53
8320 · Conference, convention, meeting	375.00
8300 · Travel & meetings expenses - Other	2,735.79
Total 8300 · Travel & meetings expenses	12,699.32
8500 · Misc expenses	
8520 · Insurance	2,901.13
8530 · Membership dues - organization	383.00
8570 · Advertising expenses	4,745.23
8500 · Misc expenses - Other	3.20
Total 8500 · Misc expenses	8,032.56
8600 · Business expenses	
8610 · Bank Charges	
8615 · NFS Checks	
Total 8600 · Business expenses	
Total Expense	337,835.86
Net Ordinary Income	2,778.96
Net Income	2,778.96

BIRCD UNRESTRICTED FUNDS
INCOME & EXPENSE
 January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
4600 · Other Project Revenues	400.00
4800 · Refunds	116.89
5000 · Earned revenues	
5180 · Program service fees	27,551.81
5220 · Dues-Organizations	
5223 · Dues-Kona SWCD	400.00
5225 · Dues-Puna SWCD	200.00
5226 · Dues-Waikea SWCD	200.00
5227 · Dues-County of Hawaii	1,500.00
Total 5220 · Dues-Organizations	2,300.00
Total 5000 · Earned revenues	29,851.81
Total Income	30,368.70
Gross Profit	30,368.70
Expense	
7000 · Grant & contract expense	
7010 · Supplies-Program Related	
7011 · Administrative Fee	
7012 · Permits & Licenses	30.50
7020 · Professional Fees	
7023 · Bookkeeper	2,725.00
7024 · Web Manager	50.00
Total 7020 · Professional Fees	2,775.00
Total 7000 · Grant & contract expense	2,805.50
7200 · Salaries & related expenses	
7220 · Salaries & wages - other	16,986.29
7250 · Payroll taxes	
72501 · FICA	5,112.60
72502 · State	1,290.84
72503 · Unemployment	348.39
Total 7250 · Payroll taxes	6,751.83
7200 · Salaries & related expenses - Other	789.52
Total 7200 · Salaries & related expenses	24,527.64
7500 · Other personnel expenses	
7520 · Accounting fees	
7522 · Tax Preparation	1,560.00
Total 7520 · Accounting fees	1,560.00
7580 · Web Hosting	220.82
Total 7500 · Other personnel expenses	1,780.82
8100 · Non-personnel expenses	
8110 · Supplies	88.29
8130 · Telephone & telecommunications	
8131 · Internet Access	234.10
8130 · Telephone & telecommunications - Other	230.82
Total 8130 · Telephone & telecommunications	464.92
8140 · Postage, shipping, delivery	356.00
8190 · Office Supplies	
8191 · Computer Software	279.00
8192 · Bank Checks	107.49
8190 · Office Supplies - Other	234.31
Total 8190 · Office Supplies	620.80
Total 8100 · Non-personnel expenses	1,530.01