

**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 The Marine Mammal Center

Amount of State Funds Requested: \$ 150,000

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

A request for operating support to expand and enhance Nā Kōkua o ke Kai: a project-based, STEM, marine science and ocean conservation education program for middle-school youth and teachers.

Amount of Other Funds Available:

State:              \$ 0  
Federal:            \$ 0  
County:            \$ 0  
Private/Other:    \$ 90,317

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

\$ 100,000 (Pending)

Unrestricted Assets:

\$ 7,213,599

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:                      State:                      Zip:  
Hilo                      Hawaii                      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#: [REDACTED]	State Tax ID# [REDACTED]
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\_\_\_\_\_  
Authorized Signature

Larry M. Komata, President  
\_\_\_\_\_  
Name and Title

01-15-2019  
\_\_\_\_\_  
Date Signed

**received**  
1/17/19 10:00am JR

## 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](#))

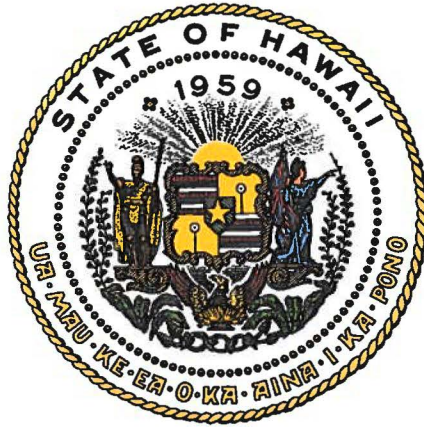
Please see attached proposal, specifically item #3 under "Background and Summary" for more information. This grant will be used for a public purpose, as detailed in the proposal, pursuant to Section 42F-102.

### **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;**

Our ocean is in trouble. From declining fish stocks to increasing ocean temperatures and rising sea levels, the marine ecosystems that are vital to the health of all life on earth need our help. But it is not too late. When communities, businesses, and organizations work together, we can ensure a healthy planet for marine mammals and humans alike. For more than forty years, The Marine Mammal Center has been contributing to ocean conservation through marine mammal rescue, science, and education. While our headquarters are in California, our impact is global.



## 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.

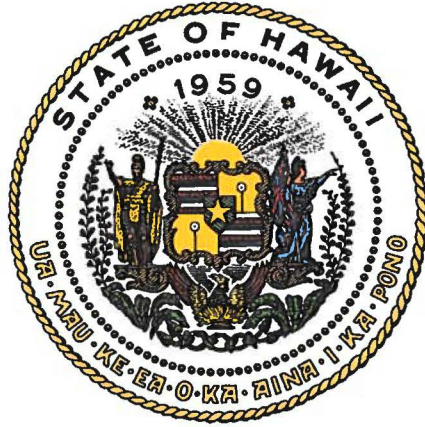


IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed the seal of the  
Department of Commerce and Consumer  
Affairs, at Honolulu, Hawaii.

Dated: January 13, 2019

*Catherine P. Awai-Cole*

Director of Commerce and Consumer Affairs



## 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

**THE MARINE MAMMAL CENTER**

incorporated under the laws of California

was duly registered to do business in Hawaii as a foreign nonprofit corporation on 12/24/2013 , and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporation Act, regulating foreign 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 11, 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:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
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:**

<b>Status</b>	<b>Description</b>
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 REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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 President  
(Typed Name) (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 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



Learning from every animal we respond to and rehabilitate, our researchers identify novel diseases and pathogens, support endangered species conservation and partner with scientists around the world on collaborative research that utilizes samples and data collected by the Center. With a supportive community, the Center responds to more stranded marine mammals each year than any other organization in the world. We bring our decades of experience to the conservation of endangered species, including the Hawaiian monk seal. In 2014, we opened Ke Kai Ola in Kona dedicated to saving this seal, found only in Hawaii's waters, from extinction.

From diagnosing new diseases to sharing innovative rescue and disentanglement techniques, we contribute what we learn to increase understanding of the changing health of our ocean. In fact, since the 1990s, our veterinary and scientific staff have been primary investigators or collaborators on nearly half of all peer-reviewed articles on marine mammal health and disease in North America. Marine mammal health, ocean health, and human health are inextricably linked, and our work advances knowledge of all three to benefit us all.

As a teaching hospital, the Center serves as a training ground for veterinary professionals from across the globe, expanding the collective understanding and application of marine veterinary science and conservation. Our school and public education programs build a sense of responsibility through a connection to marine mammals and the marine environment, inspiring future ocean stewards and promoting action to protect the ocean. Each year, these education programs and hands-on training reach more than 100,000 children and adults. Through our evidence-based middle-school and other education programs, students and teachers gain access to our world-class educators, researchers, and scientists. With your support we can inspire youth whose actions will determine the future of our ocean and environment; and strengthen the ability of teachers to engage students in science, science careers and environmental stewardship.

## **2. The goals and objectives related to the request;**

The health and welfare of our communities and our planet will depend on youth who are knowledgeable in science and who grow up to care about their community and the environment. Our goal is to provide marine science educational opportunities to middle-school students and teachers through our new marine science and ocean conservation program, Nā Kōkua o ke Kai. The program increases knowledge of and interest in science, with an emphasis on the biodiversity, natural history, and unique conservation challenges of Hawaii's marine wildlife and ecosystems and inspires efforts to protect them. Nā Kōkua o ke Kai also supports teachers and helps them inspire the next generation of informed and engaged citizens who will care for the health of the oceans and environment.

We received support from the Grant in Aid program for the first time last year, which enabled us to launch the first full year of the program last year, reaching 500 middle-

4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

The Marine Mammal Center will report to the State expending agency quarterly, or as otherwise requested. During the first three quarters, we will report on program progress according to the planned timeline of activities and numbers of schools, teachers, and students served. After the conclusion of the fourth quarter, we will report evaluation data on the completed school year and plans for incorporating this data and any lessons learned in the next year of the program.

Output (activity and participant numbers) measures will include indicators such as numbers of enrolled students, teachers, and schools, number of hours students spend in the program, including classroom, field trips, and independent project time, number of hours of teacher professional development, hours, and percent of new and returning schools and teachers.

Outcome (program impact/how students, teachers, schools, communities changed as a result of their participation in the program) measures of the program's success include:

**Outcome #1: Students report increased knowledge of science concepts, ocean literacy principles, and science-based career opportunities.**

Indicator	Example survey question	Measure of Success
Students know more about ocean literacy principles.	"I know more about X, Y, and Z than I did before participating in Nā Kōkua o ke Kai."	80%+ of students report knowing more about X, Y, Z because of Nā Kōkua o ke Kai
Students know more about science.	"Since participating in Nā Kōkua o ke Kai, I know more about science."	80%+ of students report knowing more about science because of Nā Kōkua o ke Kai.
Students are more aware about science-based career opportunities.	"I am more aware of careers in science from participating in Nā Kōkua o ke Kai."	80%+ of students report being more aware of science-based careers because of Nā Kōkua o ke Kai.

**Outcome # 2: Students demonstrate increased confidence in their ability to engage in science now and in the future.**

Indicator	Example survey question	Measure of Success
Students feel confident using the techniques they learned in Nā Kōkua o ke Kai	"I feel confident using X to do science activities in Nā Kōkua o ke Kai."	80%+ of students feel confident doing X in Nā Kōkua o ke Kai.

**Outcome #3: Students express intent to take kuleana (responsibility) for stewardship of their local marine wildlife and coastal environment**

Indicator	Example survey question	Measure of Success
Students want to participate in activities that support local marine wildlife.	"The conservation projects we do in Nā Kōkua o ke Kai are important."	80%+ of student feel the Nā Kōkua o ke Kai conservation projects are important.
Students demonstrate pono practices aligned with conservation.	"How can you positively impact marine mammals and their ocean environment? (check all that apply)" (X, Y, Z, etc. - a mix of good and bad actions)	80%+ of students can identify at least two conservation strategies they personally can do after participating in Nā Kōkua o ke Kai.
Students feel a sense of kuleana for the local marine wildlife.	"My actions can impact local marine wildlife in my community."	80%+ of students understand how their actions can impact local marine wildlife.
Students are more likely to see themselves pursuing a science-based career.	"Since participating in Nā Kōkua o ke Kai, I feel more prepared to think about getting a job in science someday."	80%+ of students report they are more prepared to consider a science-based career after participating in Nā Kōkua o ke Kai."
Students identify as scientists.	"When I'm in Nā Kōkua o ke Kai, I feel like a scientist."	80%+ of students report identifying as scientists while in Nā Kōkua o ke Kai.

**Outcome #4: Students identify Papahānaumokuākea Marine National Monument as well as the main Hawaiian islands as part of Hawai'i, a connected archipelago.**

Indicator	Example survey question	Measure of Success
Students know how to access resources about other islands along the entire archipelago.	"Because of Nā Kōkua o ke Kai, I feel more connected to the whole archipelago of Hawai'i."	80%+ of students report Nā Kōkua o ke Kai makes them feel more connected to marine wildlife and the coastal environment.
Students feel a sense of connection to more islands in the Hawaiian archipelago.	"How many islands did you have a connection to before/after Nā Kōkua o ke Kai."	80%+ of students report feeling like the coastal habitats are a part of their community.
Students have awareness of Papahānaumokuākea Marine National Monument	"I know about islands beyond Kauai"	80%+ of students report increased awareness of Papahānaumokuākea Marine National Monument

**Outcome #5: Teachers demonstrate an expanded skill set and increased confidence in teaching science.**

What does this look like?	Example survey question	Measure of Success
Teachers feel more prepared to teach science lessons.	“Nā Kōkua o ke Kai has made me feel more prepared to teach science.”	90%+ of teachers feel more prepared to teach science because of their participation in Nā Kōkua o ke Kai.
Teachers plan to use skills they learned from Nā Kōkua o ke Kai in other science lessons they teach.	“I learned skills from the Nā Kōkua o ke Kai program that I will apply to other teaching opportunities.”	90%+ of teachers report learning skills from Nā Kōkua o ke Kai that they will apply to other teaching opportunities.
Teachers feel more knowledgeable about how to access science resources to support their teaching.	“I am more knowledgeable about how to seek out other science curriculum and resources because of my work with the Nā Kōkua o ke Kai program.”	90%+ of teachers say they are more knowledgeable about how to seek out other science curriculum and resources because of Nā Kōkua o ke Kai.
Teachers feel more prepared to use project-based learning.	“I am more skilled at leading project-based learning because of my participation in Nā Kōkua o ke Kai.”	90%+ of teachers report being better at leading project-based learning because of Nā Kōkua o ke Kai.

**Outcome #6: Teachers report increased ability to connect local ocean conservation issues and marine science to student interests.**

Indicator	Example survey question	Measure of Success
Teachers know how to respond to student inquiries or interests related to ocean conservation and marine science.	“Nā Kōkua o ke Kai has helped me feel more prepared to respond to student inquiries related ocean conservation and marine science.”	90%+ of teachers feel more prepared to respond to student inquiries related ocean conservation and marine science because of Nā Kōkua o ke Kai.
Teachers know how to make ocean conservation and marine science relevant to students.	“I am better at engaging youth with ocean conservation and marine science topics because of my participation with Nā Kōkua o ke Kai.	90%+ of teachers are better at engaging youth with ocean conservation and marine science because of Nā Kōkua o ke Kai.
Teachers can explain how local ocean conservation and marine science issues impact their students.	“Since participating in Nā Kōkua o ke Kai, I am better at explaining how local ocean conservation and marine science issues impact my students.	90%+ of teachers can better explain how local ocean conservation and marine science issues impact their students after participating in Nā Kōkua o ke Kai.

## **IV. Financial**

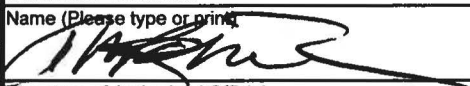
### **Budget**

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](#))  
Please see attached.
  - b. Personnel salaries and wages ([Link](#))  
Please see attached.
  - c. Equipment and motor vehicles ([Link](#))
  - d. Please see attached.
  - e. Capital project details ([Link](#))
  - f. Please see attached.
  - g. Government contracts, grants, and grants in aid ([Link](#))  
Please see attached.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Big Island Resource Development and Conservation Council, Fiscal Sponsor for The Marine Mammal Center

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	44,181			47,568
2. Payroll Taxes & Assessments				
3. Fringe Benefits	13,000			9,937
<b>TOTAL PERSONNEL COST</b>	<b>57,181</b>			<b>57,505</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	4,569			431
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	6,000			2,000
5. Staff Training	1,500			
6. Supplies	8,000			1,000
7. Telecommunication	6,000			3,000
8. Utilities	5,000			2,000
9. Substitute Teachers	2,250			
10. Teacher PD Stipends	3,000			1,200
11. Videography Services	2,500			2,500
12. Evaluation Services	5,000			2,500
13. Student Bus Transportation	16,000			2,000
14. Conferences & Travel	2,000			10,000
15. Intern Stipends (4)	6,000			2,000
16. Shade Structure	10,000			
17. Indirect Rate for Fiscal Sponsor (10%)	15,000			4,181
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>92,819</b>			<b>32,812</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>150,000</b>			<b>90,317</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Jennifer Morrow (415) 754-4033		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	90,317	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>240,317</b>	Larry M. Komata, President		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2019 to June 30, 2020

Applicant: Big Island Resource Conservation & Development Council as Fiscal Sponsor for The Marine Mammal Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Education and Guest Experience	0.05	\$135,241.00	5.00%	\$ 6,762.05
Education Programs Assistant	0.025	\$45,419.00	2.50%	\$ 1,135.48
School and Youth Programs Manager	0.2	\$74,984.00	20.00%	\$ 14,996.80
School and Youth Programs Coordinator	0.1	\$56,650.00	10.00%	\$ 5,665.00
Marine Science Program Specialist	0.6	\$46,983.00	60.00%	\$ 28,189.80
Marine Science Educator (new in FY20)	1	\$45,000.00	100.00%	\$ 45,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				101,749.13

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Big Island Resource Conservation and Development Council as Fiscal Sponsor for The Marine Mammal Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
<b>Not Applicable</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
<b>Not Applicable</b>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS: Not Applicable**



## 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 The Marine Mammal Center

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						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <b>Not Applicable</b>						

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

Applicant: Big Island Resource Conservation and Development Council  
as Fiscal Sponsor for The Marine Mammal Center

Contracts Total: 100,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Hawaii Grant in Aid (Funds not yet received)	1/19 to 12/19	DAR	State of Hawaii	100,000
2					
3					
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**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
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

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

To date, we have received funding to launch the pilot and the first full year implementation from the Hawaii Community Foundation STEM/Career Connected Initiative, the Bill Healy Foundation, the Cooke Foundation, and the National Marine Sanctuary Foundation. We will seek funding from the following sources:

1. Hawaii Community Foundation Career Connected Learning Initiative
2. Bill Healy Foundation
3. McInerny Foundation
4. Individual Donors

We also will continue to build creative, strategic partnerships to minimize the cost of operating the program (such as pro bono transportation) and keep program quality high.

**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.**

This program received notification of an award of \$100,000 from the Hawaii State Grant in Aid program in 2018. Receipt of funding is still pending.

**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  
The Marine Mammal Center: \$7,630,972

## **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.

Founded in California in 1975, The Marine Mammal Center is a 501c3 nonprofit organization and a member of the West Coast and Pacific Islands Regional Marine Mammal Stranding Networks. Over the last five years, the Center has responded each year to an average of 979 stranded marine mammals in California. In Hawaii, the Center has responded to approximately 12 Hawaiian monk seals each year since opening its facility in 2014. The Center's workforce comprises 79 staff and 1,200 active volunteers, nearly 100 of which are in Hawaii. Our volunteer corps contributes enough hours annually to equal another 70 full-time staff members. There are currently four full-time and two part-time positions at Ke Kai Ola; however, many staff in California also support the center's operations.

Annually, the Center reaches over 100,000 people through a suite of education programs offered at its headquarters in Sausalito, California, throughout California, and more recently Hawaii Island. Serving 40,000 students and their teachers from throughout California and now Hawaii, our education programs have supported grade-level science standards and included engaging hands-on activities for more than 30 years. Our middle-school marine science program is guided by years of practical experience and expertise working with middle-school audiences, using educational best practices as we connect to NGSS standards, Hawaii State Standards, Nā Honua Maui Ola (Hawai'i Guidelines for Culturally Healthy and Responsive Learning) and Ocean Literacy Principles.

After we completed a successful pilot of the program for 200 students at two schools in spring 2017, we incorporated lessons learned from the pilot into the first full year of the program. For example, based on lessons learned from the pilot, we custom designed the field trip experience to the Mokupāpapa Discovery Center in tandem with their staff, as they were also exploring new program options for their new space. We learned that not only middle-school teachers and students but also the field trip partners, needed a considerable amount of logistical support, especially when taking large numbers of students on field trips. We adjusted our field trip resources and planning materials and we will continue to do so as we learn what kinds of experiences and resources teachers and schools need to take large numbers of students on field trips.

From the pilot to the first full year, last year, we expanded from serving two schools to three and grew to serve approximately 500 students. Students averaged 40-50 hours of participation time over the school year, including classroom work, field trips, and

preparing and presenting their pono projects. Teachers each received 15 hours of professional development throughout the school year. To support the program, we recruited interns from the University of Hawaii, Hilo Marine Options Program. Interest and demand for the program grew and we are now serving 700 students at five schools. Our goal is

We are pleased to share that we just learned that our middle-school program specifically designed for California students was just awarded a 2019 Superintendent's Award for Excellence in Museum Education. We launched this program in 2014 and it is now serving 4,000 students. Our goal is to expand across the state and to be serving 12,000 students across the State by 2030.

\*\*\*

The Marine Mammal Center has satisfactorily completed multiple government grant contracts for its work in California and in Hawaii through NOAA's Prescott and NOAA PIRO Hawaiian Monk Seal Community Outreach Award programs. A few recent contracts include:

June 1, 2014 – May 31, 2015 (CA \$98,828) NOAA Award #0312.14.045301  
August 1, 2014 – July 31, 2015 (HI \$99,448) NOAA Award #NA14NMF4390204  
June 1, 2015 – August 31, 2015 (CA \$66,506) NOAA Award #0312.15.049836  
August 1, 2015 – July 31, 2016 (HI \$99,465) NOAA Award #NA15NMF4390051  
August 1, 2016 – July 31, 2017 (HI \$99,730) NOAA Award #NA16NMF4390159  
August 1, 2016 – July 31, 2017 (CA \$90,971) NOAA Award #NA16NMF4390148  
Oct. 1, 2017 – Sept. 30, 2018 (HI \$98,951) NOAA Award #NA17NMF4390076

We also are about to complete our second contract with the Hawaii Tourism Authority.

## **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.

Nā Kōkua o ke Kai occurs in school classrooms, in the field, and at field trip locations. Our staff travel to teachers, their classrooms, and the field trip and partner sites. Our Hawaiian monk seal facility Ke Kai Ola, which opened in 2014, serves as one of the field trip locations for the program. With four in-ground pools, the facility can care for as many as 10 Hawaiian monk seals at one time. There are also offices, a laboratory, a treatment room, an education pavilion, and outdoor educational exhibits for visitors. We selected the location at the Natural Energy Laboratory of Hawaii Authority because it was a safe and secure location and had some existing infrastructure and permitting for access to ocean water for the monk seal patient pools. The site was also chosen for its proximity to the Kona airport and harbor which helps with bringing animals into care and returning them home. Because Ke Kai Ola is a working marine mammal rescue,

rehabilitation, and science center, the children, and youth who visit are inspired by the stories of the real patients in our care as well as by the scientists who are working to understand seals and the changing conditions of their open home.

By learning about science at a working marine mammal hospital, children and youth immediately connect science to the real world. At the same time, by witnessing what happens to marine mammals when their habitat is impacted by human action, children learn lifelong lessons about how they can make a difference as environmental stewards and more.

## **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.

#### **Project leaders:**

1. Rachel Bergren, Director, Education and Guest Experience. (5% FTE)
2. Jennifer Walker, Manager, School and Extended Learning Programs. (20% FTE)
3. Sara Smith, Coordinator, School and Extended Learning Programs. (10% FTE)

**Rachel Bergren, Director, Education and Guest Experience** came to the Center in 2013 from the Lincoln Park Zoo where she served as Vice President for Education. While there, she helped establish the zoo as a leader in conservation education and informal science learning. Prior to that, she was the Director of Conservation Awareness at the renowned John G. Shedd Aquarium in Chicago for 10 years. Rachel is involved with national and international associations that shape the environmental education community such as the International Zoo Educators Association (where she is on the Board, serving as Secretary/Treasurer for the association) and the Association of Zoos and Aquariums (where she has chaired several committees). Rachel holds a B.S. in Marine Biology and an M.S. in Biology.

**Jennifer Walker, Manager, School and Extended Learning Programs** began at the Center four years ago and was previously the National Director of Teaching and Learning at SPARK, where she established and supported SPARKS's collaboration with 31 middle-school partners nationwide as well as multiple district and community site partners. Jennifer has years of partnership development, teaching, and curriculum development experience in diverse communities across the United States and has her M.A in Education, Curriculum, and Instruction and is participating in climate communication/education training via the National Ocean and Climate Change Interpreters.

**Sara Smith, Coordinator, School and Extended Learning Programs** has a Master's Degree in Zoology/Animal Biology from Miami University and a BS in Environmental Science from the University of Colorado, Boulder. She has worked at The Marine Mammal Center for three years and previously served as a Child and Family Programs Specialist at the Denver Zoo and on the Adjunct Faculty of Miami University's Global Field Program.

The team above leads and implements the project. They are assisted by a full-time Education Programs Assistant (2.5), who assists with program scheduling as well as a full-time Marine Science Educator who devotes 60% of her time to the project, a website specialist (4%), who ensures the teacher portal and other classroom materials and resources are available online and who maintains and updates the education pages on the website; and 1-2 college interns a semester.

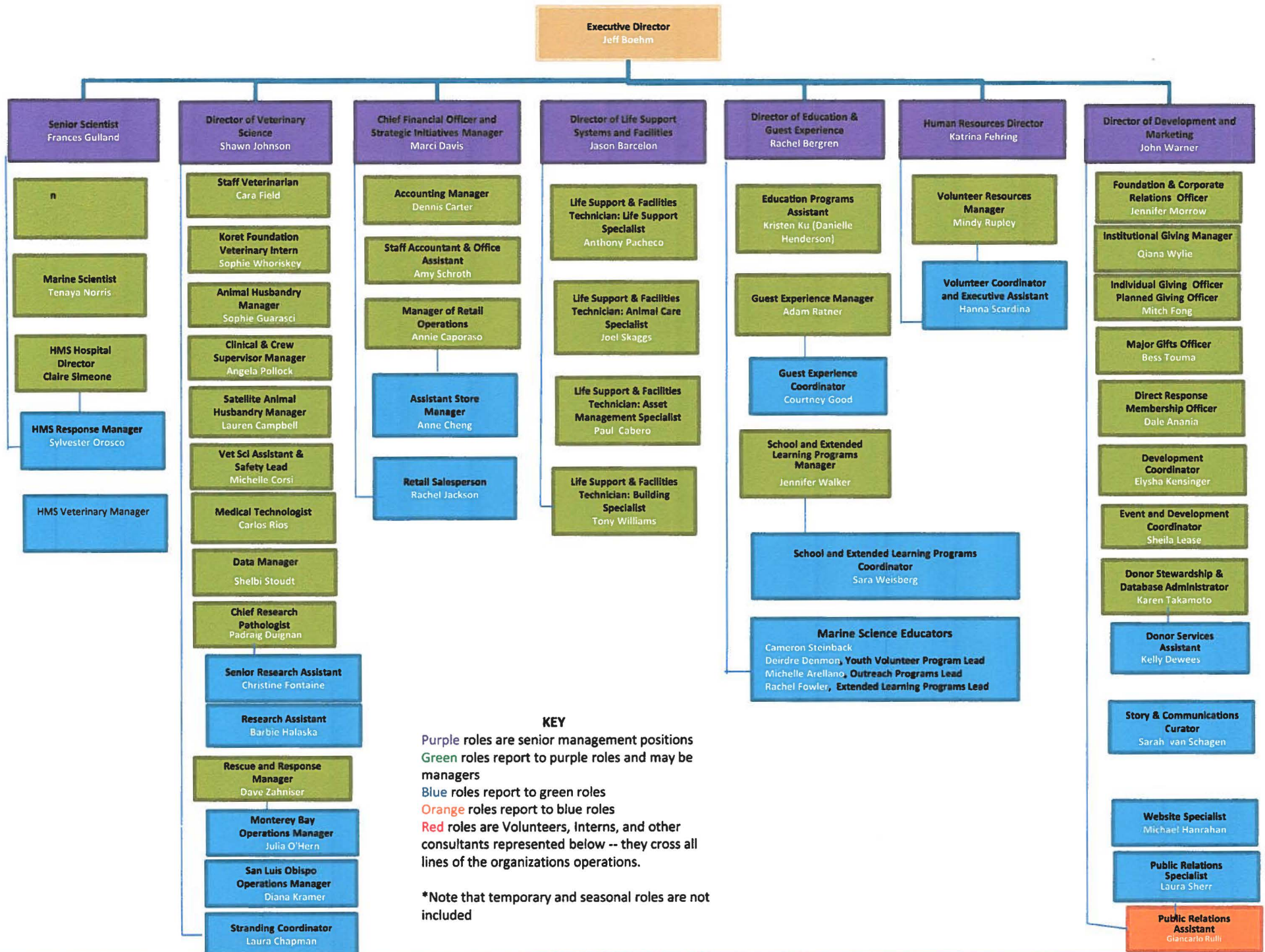
Our staff have been sharing our program model with a network of peer organizations, including the Society of Marine Mammalogy, the American Association for the Advancement of Science, Pacific Division, the National Marine Educators Association, and the Hawai'i Environmental Educators Association.

In addition, nearly half of our staff members are in STEM fields or have STEM degrees, including 17 veterinary and marine scientists and researchers, 11 STEM educators, and a science communications officer. Our science team publishes about 20 papers annually in peer-reviewed journals. More than half of our staff are women and our marine science educators represent the diversity of the students we reach.

## **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.

Please see attached.

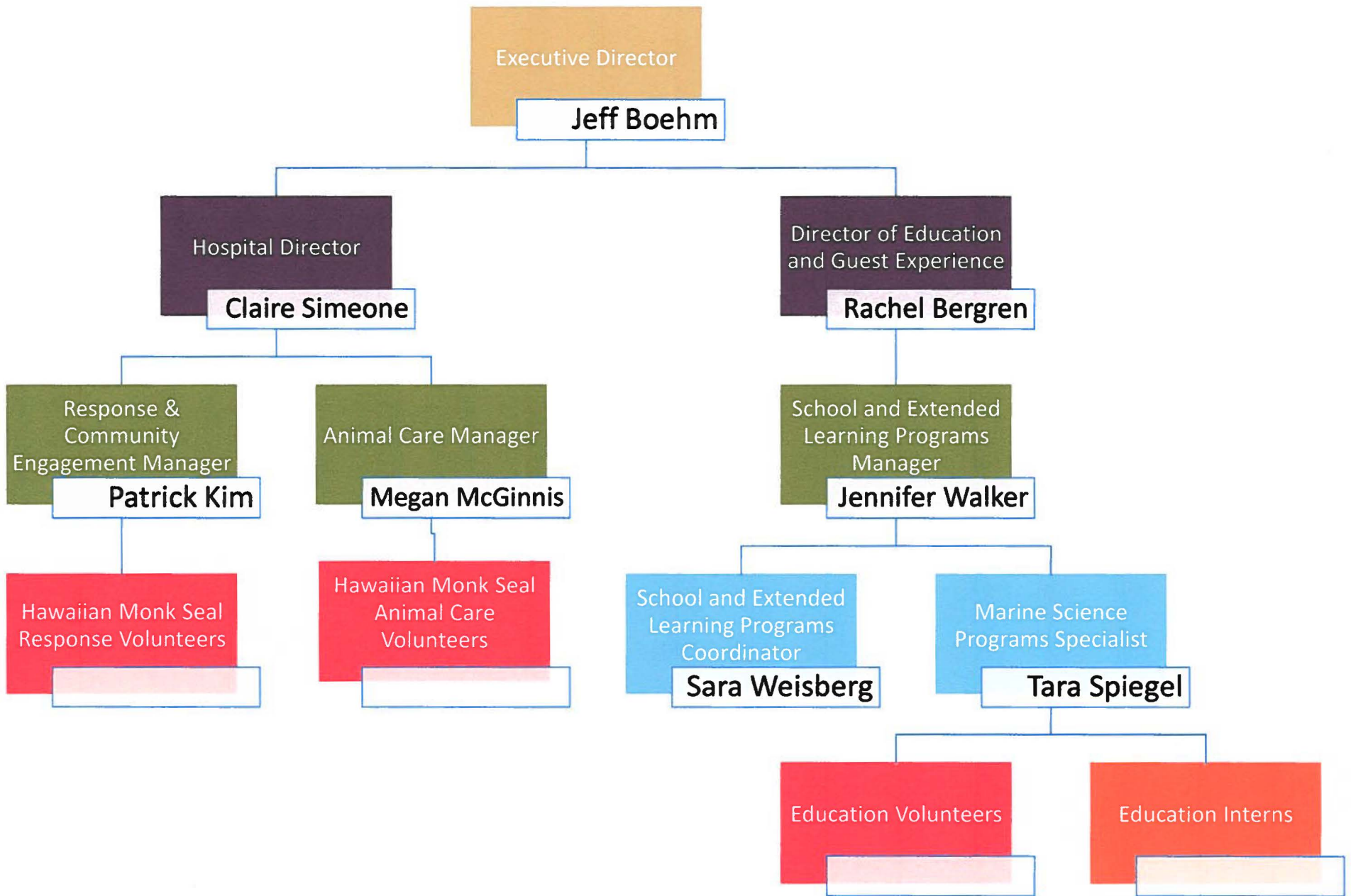


**KEY**

Purple roles are senior management positions  
 Green roles report to purple roles and may be managers  
 Blue roles report to green roles  
 Orange roles report to blue roles  
 Red roles are Volunteers, Interns, and other consultants represented below -- they cross all lines of the organizations operations.

\*Note that temporary and seasonal roles are not included





### **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.

1. Executive Director, \$230,000
2. Director of Development & Marketing, \$170,000
3. Chief Financial Officer, \$134,000

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. 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 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.

Should we be awarded funding in the fiscal year 2019-20, but not after we will continue to support Nā Kōkua o ke Kai through a combination of private individual donations,

foundation, corporate, and government grants and unrestricted earned and contributed revenue.

Nā Kōkua o ke Kai is a core program and one which we plan to provide and grow for many years. The Marine Mammal Center has a long history of developing, launching, growing, and sustaining programs. The Center also maintains strong relationships and partnerships with individuals, businesses, agencies, and other organizations, working closely with the communities we serve and collaborates frequently to ensure efficient use of community resources. We reduce costs while maintaining mission and quality through high quality, sustained pro bono partnerships. We also have a successful history of launching and sustaining programs. Over the years, we have developed strong community awareness of and support for our mission and vision. This year, we are developing ambitious initiatives for the future, which will further maximize the impact of work. To ensure the success of these initiatives, our robust development and marketing team is building a strong pipeline for earned and contributed revenue. While requesting participation fees from schools may provide some earned revenue to Ocean Ambassadors, it is core to our mission that our programs be accessible and even modest fees pose a barrier to some schools. As we work with school districts and education department; however, we will explore many options.

With your support, Nā Kōkua o ke Kai is inspiring the next generation of informed and engaged citizens who will care about marine mammals and the health of our ocean; and strengthening the skills and capacities of teachers to engage students in science and ocean conservation.



**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', written in a cursive style.

**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
<b>INCOME</b>		
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	
<b>TOTAL INCOME</b>	<b>\$36,910.00</b>	
<b>NON-PERSONNEL EXPENSES</b>		
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	
<b>TOTAL</b>	<b>\$2,333.00</b>	
<b>PERSONNEL/PROFESSIONAL FEES</b>		
Employees	\$17,800.00	
Bookkeeper	\$4,000.00	
CPA	\$3,300.00	
Web Manager	\$350.00	
Payroll Taxes	\$5,000.00	
<b>TOTAL</b>	<b>\$30,450.00</b>	
<b>INSURANCE</b>		
D&O	\$1,309.00	
General Liability	\$909.00	
Workman's Comp	\$229.00	
<b>TOTAL</b>	<b>\$2,447.00</b>	
<b>OTHERS EXPENSES</b>		
Computer Upgrades	\$200.00	
Equipment	\$400.00	
Dues (Redirected to Conferences)	\$0.00	
State Filings	\$350.00	
State GE Taxes	\$400.00	
<b>TOTAL</b>	<b>\$1,350.00</b>	
<b>TRAVEL/MEETINGS</b>		
Meetings	\$300.00	
NARCDC National Conference	\$2,600.00	
NARCDC BOD	\$1,800.00	
Mileage	\$200.00	
Conferences	\$1,650.00	
<b>TOTAL</b>	<b>\$6,550.00</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$41,130.00</b>	

**BIRCD**  
**Balance Sheet**  
As of December 31, 2018

	Dec 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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
<b>Total 1000 · Cash In Bank</b>	197,249.21
<b>1050 · CASH IN BANK HSF</b>	
1051 · HFS-Unrestricted	1,025.00
1053 · HFS Savings	4,461.50
<b>Total 1050 · CASH IN BANK HSF</b>	5,486.50
1060 · Bank of Hawaii	8,342.74
<b>Total Checking/Savings</b>	211,078.45
<b>Total Current Assets</b>	211,078.45
<b>TOTAL ASSETS</b>	211,078.45
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
2200 · Funds Held For Others	1,071.00
<b>Total Other Current Liabilities</b>	1,071.00
<b>Total Current Liabilities</b>	1,071.00
<b>Total Liabilities</b>	1,071.00
<b>Equity</b>	
3010 · Unrestrict (retained earnings)	133,012.39
3100 · Fund Balance Restricted	75,485.59
Net Income	1,509.47
<b>Total Equity</b>	210,007.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	211,078.45

**BIRCD RESTRICTED FUNDS**  
**INCOME & EXPENSE**  
 January through December 2018

Jan - Dec 18

Ordinary Income/Expense	
<b>Income</b>	
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
<b>Total 4110 · Other Project Revenues</b>	<b>26,657.30</b>
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
<b>Total 4530 · State grants</b>	<b>231,292.92</b>
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
<b>Total 45417 · Nonprofit Grant</b>	<b>6,212.50</b>
45418 · Contingency Fund	20,171.34
<b>Total 4541 · County of Hawaii</b>	<b>61,283.84</b>
<b>Total 4540 · Local government grants</b>	<b>61,283.84</b>
<b>Total 4000 · Project Revenues</b>	<b>340,269.82</b>
4600 · Other Project Revenues	170.00
4700 · Carry Over Balances	
4800 · Refunds	200.00
4900 · Donations--Non-Project	-25.00
<b>Total Income</b>	<b>340,614.82</b>
<b>Gross Profit</b>	<b>340,614.82</b>
<b>Expense</b>	
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
<b>Total 7020 · Professional Fees</b>	<b>172,934.82</b>
7028 · Entry Fees	1,300.00
7029 · Returned Funds	20,653.69
<b>Total 7000 · Grant &amp; contract expense</b>	<b>316,916.06</b>
8100 · Non-personnel expenses	
8140 · Postage, shipping, delivery	61.17
8170 · Printing & copying	126.75
<b>Total 8100 · Non-personnel expenses</b>	<b>187.92</b>

**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

	<u>Jan - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
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
<b>Total 5220 · Dues-Organizations</b>	<u>2,300.00</u>
<b>Total 5000 · Earned revenues</b>	<u>29,851.81</u>
<b>Total Income</b>	<u>30,368.70</u>
<b>Gross Profit</b>	30,368.70
<b>Expense</b>	
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
<b>Total 7020 · Professional Fees</b>	<u>2,775.00</u>
<b>Total 7000 · Grant &amp; contract expense</b>	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
<b>Total 7250 · Payroll taxes</b>	<u>6,751.83</u>
7200 · Salaries & related expenses - Other	789.52
<b>Total 7200 · Salaries &amp; related expenses</b>	<u>24,527.64</u>
7500 · Other personnel expenses	
7520 · Accounting fees	
7522 · Tax Preparation	1,560.00
<b>Total 7520 · Accounting fees</b>	<u>1,560.00</u>
7580 · Web Hosting	220.82
<b>Total 7500 · Other personnel expenses</b>	<u>1,780.82</u>
8100 · Non-personnel expenses	
8110 · Supplies	88.29
8130 · Telephone & telecommunications	
8131 · Internet Access	234.10
8130 · Telephone & telecommunications - Other	230.82
<b>Total 8130 · Telephone &amp; telecommunications</b>	<u>464.92</u>
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
<b>Total 8190 · Office Supplies</b>	<u>620.80</u>
<b>Total 8100 · Non-personnel expenses</b>	<u>1,530.01</u>