

Application Submittal Checklist

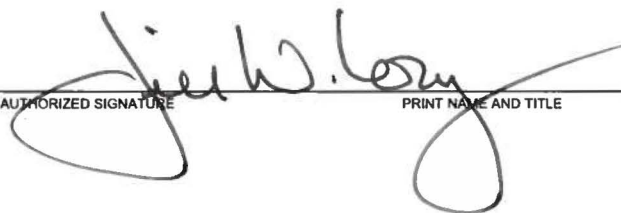
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



1-15-20

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

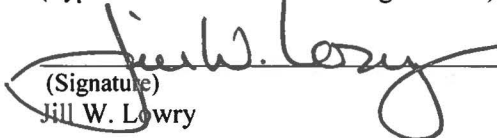
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Anaina Hou Community Park

(Typed Name of Individual or Organization)


(Signature)
Jill W. Lowry

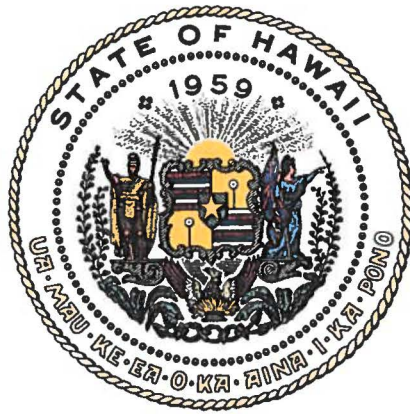
1-15-20

(Date)

Executive Director

(Typed Name)

(Title)



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

ANAINA HOU COMMUNITY PARK

was incorporated under the laws of Hawaii on 04/11/2012 ; 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.

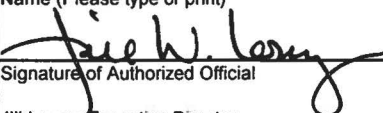
Dated: January 15, 2020

Director of Commerce and Consumer Affairs

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Anaina Hou Community Park

| 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 | 62,400 | | | |
| 2. Payroll Taxes & Assessments | 6,240 | | | |
| 3. Fringe Benefits | 9,360 | | | |
| TOTAL PERSONNEL COST | 78,000 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
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| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 78,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 78,000 | Amy Meharg, Controller 808-639-6435 | | |
| (b) Total Federal Funds Requested | 0 | Name (Please type or print) Phone | | |
| (c) Total County Funds Requested | 0 |  1-15-20 | | |
| (d) Total Private/Other Funds Requested | 0 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 78,000 | Jill Lowry, Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: _____

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Anaina Hou Community Park

| FUNDING AMOUNT REQUESTED | | | | | | |
|--------------------------------|--|---------------|-----------------------|--------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS | | STATE FUNDS REQUESTED | OF FUNDS REQUESTED | FUNDING REQUIRED IN SUCCEEDING YEARS | |
| | FY: 2018-2019 | FY: 2019-2020 | FY:2020-2021 | FY:2020-2021 | FY:2021-2022 | FY:2022-2023 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Anaina Hou Community Park

Contracts Total: 70,000

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|---|------------------------|--------------------------|--|-----------------------|
| 1 | HTA contract for Social Awareness Film Festival | 1/1/20-12/31/20 | Hawaii Tourism Authority | | 10,000 |
| 2 | HTA contract for Community Enrichment 2019 | 1/1/19-12/31/19 | Hawaii Tourism Authority | | 10,000 |
| 3 | Hawaii Legislature Grant In Aid for playground capital improvements | 1/1/19-12/31/19 | Hawaii State Legislature | Haw | 50,000 |
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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, 2019. – See Attachment.

2. Declaration Statement

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

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](#))

Yes, the grant will be used for a public purpose. The Facilities Manager is tasked with maintenance of Anaina Hou Community Park’s public spaces, including the Anaina Hou Playground (“Playground”).

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;

Anaina Hou Community Park (“Anaina Hou”) is a registered 501(c)(3) non-profit organization located on the beautiful north shore of Kaua’i. We were founded in 2010, by Bill and Joan Porter, to provide a gathering place for our kama’aina community and serve the needs of the thriving visitor market.

When Joan Porter and her late husband, Bill, relocated to Kauai, they were moved to give back to our community. They met with countless members of the community to discuss ideas about how to protect the highway frontage from industrial development and to identify the needs of our diverse population. Bill and Joan purchased the land that became our 15-acre campus, along with the

adjoining 500-acre Wai Koa Plantation, and founded Anaina Hou as a gift to our community.

The Mission of Anaina Hou is to provide a gathering place in Kilauea rooted in the values, history and culture of our diverse island community. The Vision of Anaina Hou is to enrich the lives of the members of our community and the many guests of our island who visit our campus. Today, the Anaina Hou campus proudly offers: Kaua'i Mini Golf and Botanical Gardens; a Café and Gift Shop specializing in locally sourced products; Wai Koa Loop Trail; weekly farmer's markets; community classroom and meeting room facilities; the Porter Pavilion (a 4,000 sq ft multipurpose community event space); and our newest addition- the Anaina Hou Playground.

The Anaina Hou Playground is a community-inspired and driven project and is not your average playground. It was designed by the same company who designed the beloved Kamalani playground in Lihue, Kaua'I and promises to be a north shore landmark for many years to come. The community demonstrated great support for the project, with more than \$600,000 raised through private donations, grants, and in-kind donations. The community even helped construct the playground under the guidance of experienced Leathers & Associates contractors, with more than ___ volunteers participating in community-build days in August, 2018. Anaina Hou was able to open the Playground to the public on October 28, 2018 and a steady flow of visitors and residents visit daily to enjoy the culturally-inspired equipment. Through the Playground's features, local and visiting children can explore the story of our Islands through a volcano climbing structure, replica of a sailing canoe, multi-level ahupua'a-themed structure, and replica of a sugarcane train. The Playground has been well-supported and extremely well-received by the community and has been in continuous use since its opening, with some closures in 2019 for the additional improvements made possible by the GIA grant of \$50,000 in 2019.

2. The goals and objectives related to the request;

This proposal seeks support for a Facilities Manager to maintain the public spaces at Anaina Hou Community Park, including the Anaina Hou Playground.

3. The public purpose and need to be served;
The Facilities Manager will make it possible to maintain the public spaces in the best way possible to ensure a clean, beautiful and safe experience for the public.
4. Describe the target population to be served;
On average each year since the Porter Pavilion opened in mid 2018, over 40,000 visitors and 13,000 local residents have enjoyed time at our mini golf course and educational botanical gardens. In addition, more than 1,000 community members visited the campus to enjoy free movie nights at Anaina Hou. At least 26,000 community members visit the

campus for the local farmers' market each year. Anaina Hou also partnered with a number of local organizations, such as Hanalei Rotary, Kauai North Shore Community Foundation, and individuals this past year to bring the community together to host non-profit fundraisers, and concerts.

5. Describe the geographic coverage.

Kilauea is a central point connecting the north shore (spanning 15 miles to the west) with the population hub of Kapa'a on Kaua'i's eastern shore (17 miles to the east). This area is home to approximately 25,000 people, with 51% of that number representing families with children (6% higher than the State average). Additionally, Anaina Hou is proud to say that residents come from around the entire island to enjoy Kama'aina Sundays (free mini golf) on the mini golf course, the Anaina Hou Playground, and events at the Porter Pavilion. Beyond Island residents, visitors from a multitude of countries and geographic origin also enjoy the campus events and 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;

A. Scope of Work

Anaina Hou Community Park is seeking grant-in-aid support to provide for a Facilities Manager in order to ensure a safe and quality experience for the public on its campus.

B. Tasks

The Facilities Manager will execute and/or oversee the following tasks:

- Maintenance of the Anaina Hou Playground
- Maintenance of the Mini Golf and Botanical Gardens
- Maintenance of the Public Spaces including the lower campus around the Porter Pavilion and the upper campus Farmers Market

C. Responsibilities

The Facilities Manager will be responsible for the maintenance of the entire Anaina Hou campus, and will be supervised by the Executive Director, Jill Lowry.

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

The Facilities Manager is a new position as of January 1, 2020.

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

The Facilities Manager will attend weekly Leadership Meetings with the Executive Director and the management staff. During these meetings, goals for the week are discussed and the previous week is reviewed. In addition, the Facilities Manager will attend regular performance reviews with the Executive Director.

- 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.

Results of performance reviews and task lists will be submitted to the grantor on a quarterly basis.

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](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| | | | | |

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
- 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.

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 2021 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

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.

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.

The Facilities Manager will be responsible for maintenance of the entire campus. Anaina Hou owns the equipment needed for maintenance. The Facilities Manager will be given a budget for 2020 expenditures needed for regular maintenance. Any new equipment or repairs needed will be subject to ED approval.

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 Facilities Manager was hired at the end of 2019 to replace a contracted position. Anaina Hou believes that the campus will be best served by an employee instead of a contractor. This will ensure the best experience for visitors on the campus. Since its inception, Anaina Hou has demonstrated its ability to supervise, train and provide administrative direction to its staff, throughout a wide range and type of events.

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.

The Facilities Manager will report directly to the Executive Director.

Reporting to the Executive Director:

- Resources Manager
- Food & Beverages Manager
- Facilities Manager (new position 2020)
- Controller

Reporting to the Food & Beverages Manager

- Assistant Manager
- Food & Beverages Staff

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.

Three highest paid officers, directors or employees:

- Executive Director \$90,000
- Facilities Manager \$78,000
- Resources Manager \$60,000 (est at \$25/hr)
- Food & Beverages Manager \$60,000 (est at \$26/hr)

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.

N/A

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.

N/A

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The Facilities Manager position will be absorbed by the Annual Budget or via other funding sources after 2021.