

Applicant Hawaii Island Humane Society

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

Elizabeth Jose, DVM; CEO

PRINT NAME AND TITLE

01/15/2020

DATE

received
1/17/20 20

11:26 am

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 1

2. Declaration Statement

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

See Attachment 2

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.

- 1) Name of the requesting organization or individual: Hawaii Island Humane Society
- 2) The public purpose for the grant: The Animal Community Center will be a community resource, benefitting residents from all parts of Hawaii Island as well as students from public, private and charter schools. The veterinary clinic will provide veterinary medical and surgical care to the public at reduced cost, as part of our health care and spay/neuter initiatives. There will be increased employment opportunities during construction and beyond, as we anticipate expanding current programs.
- 3) The services to be supported by the grant: The veterinary clinic will provide free and low cost spay neuter surgeries as well as low cost veterinary health care to the public. Advanced diagnostic services will also be made available to island veterinarians, which will elevate the level of care that can be provided on the Big Island of Hawaii compared to what is presently available.
- 4) The target group: Services provided by the Animal Community Center and associated veterinary clinic will be available to all Big Island residents.
- 5) The cost of the grant is \$900,000. See Attachment 3 for the Budget Summary.

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 mission of the Hawaii Island Humane Society is to prevent cruelty to animals, eliminate pet overpopulation and enhance the bond between humans and animals. Founded in Hilo in 1963, our organization began providing animal control services to East Hawaii in the 1970's. In 1990, animal control services were expanded to include the entire island, giving our Animal Control Officers the opportunity to promote compassionate and humane treatment of animals throughout our community. All of our shelters are open-admission, which means we do not turn away any pets that come through our doors. Our organization is continually working toward ways to decrease the number of animals that need to be relinquished, often by owners who would prefer to keep their beloved pets, but cannot due to circumstance. Decreasing overpopulation by spaying and neutering, and providing people tools to help them keep their pets rather than giving them up is tireless goal.

2. The goals and objectives related to the request

The Hawaii Island Humane Society is entering Phase 3 of construction of our Animal Community Center on a 12-acre parcel of land located in Keauhou. Much more than a shelter, this is a community-based public project that hopes to engage all members of our community. Phase 3 of construction includes construction of a veterinary clinic, a large animal barn and additional animal housing to expand our ability to accommodate unwanted pets. Our request for this grant is to provide equipment for our veterinary clinic, which will provide free and low-cost spay/neuter surgeries and free and low-cost veterinary care to those in need. In addition to providing services to the public, we anticipate being able to generate income from specialty procedures and diagnostics that grant-funded equipment would allow us to provide. This income would be used to sustain and expand our free and low cost services.

3. The public purpose and need to be served

Approximately 30% of the pets that are turned into our shelters each year are either relinquished because they are injured or sick or in need of long term medical care. The ability to address those injuries, illnesses and medical needs is paramount to decreasing our need to euthanize. In many cases, having a veterinary facility on-site at our shelter that can assist people with fulfilling the medical needs of their pets will keep those pets in their homes instead of being relinquished. Having on-site veterinary services will also allow us to address the

injuries and illnesses of pets in our care, and allow rehabilitation for those pets to find forever homes.

4. Describe the target population to be served

There are already many facets to the Animal Community Center, with two dog parks for dog enthusiasts already open, a cat barn with a Kupuna sitting room for people to lounge with cats and a robust Humane Education Program for students set to open in 2020. The target population to be served by this grant for veterinary equipment will be pet owners across the Big Island who need veterinary medical care, both basic and advanced.

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

HIHS Chief Executive Officer, Elizabeth Jose and the Board of Directors will work with the contractor to ensure that all construction milestones are completed within budget and according to specifications and according to the predetermined schedule. Grant-in-Aid funds will be used toward the purchase of veterinary clinic equipment, under the direction of CEO, Elizabeth Jose, who is a licensed veterinarian.

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

Projected start date: June 2020
Projected completion date: December 2021

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

The Chief Executive Officer will work with the Project Manager and the Contractor to identify and establish key construction milestones to evaluate the progress of the project and to ensure that it stays within budget. The CEO will provide the HIHS Board of Directors with regular report and updates so the construction project may be monitored on an ongoing basis.

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 Hawaii Island Humane Society will report to the State quarterly progress toward its construction milestones.

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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid

See Attachments 4-8

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
\$0.00	\$300,000	\$300,000	\$300,000	900,000

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

Private Individual Anonymous Donor: \$2,500,000

Individual Donors, Community Groups and Foundations: \$ 2,600.000

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.**

This does not apply.

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.**

Animal Control Contract, effective 7/1/2019-3/31/2020: \$ 1,561,212
Fiscal Year 2019 Grant-In-Aid: \$300,000.

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.**

\$122,995.00

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 Hawaii Island Humane Society has been promoting the compassionate and humane treatment of animals throughout the Big Island for over 50 years, and has been the sole provider of animal control services for the entire island since 1990. In 2001, HIHS employed its first part-time staff veterinarian. Since then, veterinary services have expanded considerably. Today, HIHS employs two full time and one part time staff veterinarian to manage shelter and community surgeries and shelter healthcare across the island. In late 2019, Elizabeth Jose took the helm as Chief Executive Officer. Dr. Jose is an internship-trained veterinarian who has built two veterinary hospitals over the last twenty years and is currently the owner of a successful five-doctor veterinary practice that provides advanced diagnostics and specialty care to clients across the island.

For over 10 years, HIHS has administered a county-funded spay/neuter program that currently provides over 2700 free surgeries to the public each year as part of our Animal Control Contract. In addition to the county-funded program, private donations fund an additional 2000-3000 surgeries each year. Our staff veterinarians predominantly perform spay and neuter surgeries but are trained to perform advanced surgical procedures and diagnostics that would be possible with a well-equipped veterinary clinic.

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 Hawaii Island Humane Society currently owns an expansive shelter located in Keaau, with 32 dog kennels, a separate cat house with two cat “condos,” a spay/neuter surgery suite and a dog acquaintance yard. In 2002, HIHS secured a lease with Parker Ranch to continue shelter operations at a facility in Waimea, which currently has 18 dog kennels, a cattery and an acquaintance yard. In Kona, the county contract offers our organization use of a county-owned facility, which also has 32 dog kennels, a cat area with 2 condos and an acquaintance yard. We are currently still operating from the county-owned facility, but plan to move our Kona shelter operations to the new Animal Community Center in late March, 2020.

Once completed, facilities constructed as part of the Animal Community Center will be ADA compliant and accessible to both young children and Kupuna alike, and will serve as a model in the United State for the campus style of sheltering animals. Once constructed, the veterinary clinic will expand our capacity to provide spays and neuters and we will be able to provide medical diagnostic procedures that are not currently available to the public or private veterinary sector on the Big Island.

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.

Elizabeth Jose, DVM took the helm at the Hawaii Island Humane Society in December of 2019, after serving on the Board of Directors for over 18 years. She was born on the Big Island, attended the University of Hawaii at Hilo and received her doctorate in veterinary medicine from Oregon State University in 1996. Dr. Jose have overseen the construction of two veterinary hospitals and managed between 12-19 staff over the last 20 years. She is uniquely qualified to guide Phase 3 of our Animal Community Center, with the construction of the veterinary clinic, additional housing and large animal barn as well as the selection and application of equipment used therein.

Once built, our current HIHS West Hawaii Regional Veterinarian, Kelly Korth, will be the veterinarian in charge of shelter medicine and surgeries at the new veterinary clinic. We currently have a staff of three animal care technicians, who will transfer to the new facility. To increase staffing, we expect to recruit students trained through the Windward Community College Veterinary Technician

Program. Our Kona shelter has worked with the Palamanui extension of the WCC Tech Program over the last few years, with Dr. Korth assisting in the training of Palamanui's Veterinary Assistant Program participants.

Discussions are already underway with board certified specialist veterinarians who currently live in West Hawaii and those who visit yearly for several months at a time. With state-of-art diagnostic capabilities and a fully equipped surgical facility, we anticipate being able to host specialized services that specialists are currently unable to provide.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See Attachment 9

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.

Community Programs Director	\$ 70,000
East Hawaii Regional Veterinarian	\$ 70,000
West Hawaii Regional Veterinarian	\$ 70,000

Note: Elizabeth Jose accepted the position of Chief Executive Officer on the condition that she be hired at minimum wage. This is why the CEO position is not listed above.

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.

No pending litigation.

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.

A valid veterinary license is required to purchase medical equipment.
Elizabeth Jose, DVM is licensed in the State of Hawaii
DCCA License VE-391

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.

This does not apply.

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.**

We plan to continue fundraising through private donations, foundations and corporations. We plan to generate income from providing specialized veterinary diagnostic and procedural services, then use income to sustain our free and low-cost veterinary programs. We plan to start an endowment fund to support ongoing operational expenses.



**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: HAWAII ISLAND HUMANE SOCIETY S.P.C.A.

DBA/Trade Name: HAWAII ISLAND HUMANE SOCIETY S.P.C.A.

Issue Date: 01/15/2020

Status: Compliant

Hawaii Tax#: W20605526-01
 New Hawaii Tax#: GE039300096001
 FEIN/SSN#: XX-XXX9437
 UI#: No record
 DCCA FILE#: 11402

Status of Compliance for this Vendor on Issue date:

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

Status Legend:

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

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

The undersigned authorized representative of the applicant certifies the following:

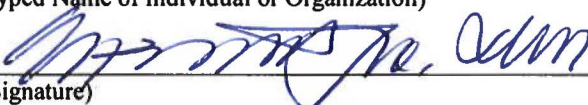
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

Hawaii Island Humane Society

(Typed Name of Individual or Organization)

 1/15/2020
(Signature) (Date)

Elizabeth Jose, DVM Chief Executive Officer

(Typed Name)

(Title)

Hawaii Island Humane Society – Attachment 3

Hawaii Island Humane Society – Equipment Schedule Veterinary Clinic			
Item	Unit Cost	Quantity	Total
Surgery - Tables	2340	3	7020
Surgery - Light – double	8382	3	25146
Surgery - Table Warmers	800	3	2400
Surgery – Dual IV pumps	2795	3	8385
Surgery – Patient monitors	4992	3	14,976
Surgery – Anesthesia machines	4750	3	14,250
Surgery – Waste Gas Evacuation System	2000	1	2000
Surgery – Oxygen Generator	29000	1	29000
Surgery - Oxygen Delivery	8000	1	8000
Surgery – Surgical Instruments, Soft Tissue	650	32	20800
Surgery/Treatment – Oxygen Generator	10750	1	10750
Surgery Prep – Autoclaves	6300	2	12,600
Surgery Prep – Ultrasonic Instrument Cleaner	3122	1	3,122
Surgery Prep – Commercial Washer/Dryer	4000	1	4000
Kennels – ICU/Surgery Prep/Treatment	1152	12	13824
Kennels – Recovery	Varied	28	54728
Kennels – Infectious Disease Wards	Varied	29	59808
Treatment - SPO2 Monitors	783	4	3132
Treatment – Exam Lights	2103	4	8412
Treatment – Tub/Exam/Prep Table	4000	1	4000
Treatment - Electric Lift Tables	2732	3	8196
Treatment - Kennels	2732	2	5464
Dental – Light	2103	1	2103
Dental – Tub/Table	10139	1	10139
Dental Unit/Compressor/Low speed	8085	1	8085
Dental - X-ray/Reader/Sensor	20477	1	20477
Diagnostics - CT scanner	295000	1	295000
Diagnostics - Ultrasound	88000	1	88000
Diagnostics - X-ray	30000	1	30000
Diagnostics – Radiograph Digital Reader	50000	1	50000
Diagnostics – Cytology Microscope	2000	1	2000
Diagnostics – Parasitology Microscope	1500	1	1500
Diagnostics – CBC Machine	16995	1	16995
Diagnostics – Chemistry Analyzer	11995	1	11995
Diagnostics – Urine Analyzer	10995	1	10995
Diagnostics - High Speed Centrifuge	1859	1	1859
Diagnostics – Fecal Centrifuge	959	1	959
Exam Rooms – Exam Tables	1009	2	2018
Exam Rooms/Treatment– Otoscope/Ophthalmoscope	941	4	3764
Exam Rooms/Treatment – Small Scales	494	4	1976
Computer Workstations	2000	11	22000
Total			899,878

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Island Humane Society

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	900,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	900,000			5,100,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Elizabeth Jose, DVM 808-329-8002		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Elizabeth Jose, DVM</i> 1/15/2020		
(d) Total Private/Other Funds Requested	5,100,000	Signature of Authorized Official Date		
TOTAL BUDGET	6,000,000	Elizabeth Jose, DVM Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Island Humane Society

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Veterinary Clinic Equipment	177.00	varied	\$ 899,878.00	900000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	177		\$ 899,878.00	900,000
JUSTIFICATION/COMMENTS:				

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

Hawaii Island Humane Society – Attachment 6

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Island Humane Society

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	2909484	2500000				
EQUIPMENT		300000	900000	5100000		
TOTAL:	2909484	2800000	900,000	5,100,000		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Island Humane Society

Contracts Total: 1,561,212

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Animal Control Contract	7/1/19-3/31/20	Hawaii Police Dept	Hawaii	1,561,212
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Hawaii Island Humane Society – Attachment 8

