

West Hawaii Parks & Athletic Corp.

74-5146 Haleolono Place
Kailua-Kona, Hawaii 96740

email...bokahui65@gmail.com
Phone.....808-896-2252

January 17, 2020

Senate Committee on Ways and Means
State Capitol, Rm. 208
Honolulu, HI 96813


Attn: GIA- Operation Grant

To whom it may concern,

On behalf of the residents and community stakeholders of West Hawaii, Big Island, West Hawaii Parks and Athletic Corporation is 501C-3 nonprofit and we are please to submit the attached Grant-In Aid Operation grant proposal for your consideration

Please feel free to contact me anytime if you have any questions at 896-2252.

Sincerely,


Craig "Bo" Kahui
WHIPAC, President

CC: WHIPAC Board

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)

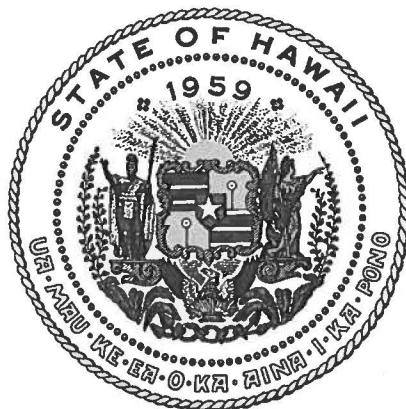
West Hawaii Parks and Athletic Corporation (WHIPAC) is a 501C-3 nonprofit and has attached one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs dated January 8, 2020, **See Attached**. In addition, WHIPAC has submitted the State Certificate of Vendor Compliance, **See Attached**.

2. Declaration Statement

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

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. **See Attached Statement**



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

WEST HAWAII PARKS AND ATHLETIC CORPORATION

was incorporated under the laws of Hawaii on 02/13/2012 ; 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 08, 2020

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: WEST HAWAII PARKS AND ATHLETIC CORPORATION

Issue Date: 10/19/2019

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#: GE190102323201

FEIN/SSN#: XX-XXX3280

UI#: No record

DCCA FILE#: 235321

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.

West Hawaii Parks & Athletic Corporation

(Typed Name of Individual or Organization)



(Signature)

Craig "Bo" Kahui

(Typed Name)

January 17, 2020

(Date)

President

(Title)

Application for Grants

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

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 West Hawai'i Parks and Athletic Corporation (**WHIPAC**) is an established, 501(c)(3) non-profit organization that is actively involved in the planning of the Kealakehe Regional Park. The genesis of this organization began about 10 years ago during development of the master plan for Maka'eo/ Old A – Kailua Park. During a three-day public planning workshop in May 2009, participants agreed to retain the existing open space and beach park area at Maka'eo. Rather than building more playing fields at Maka'eo, it was agreed by the charette participants and general community that further expansion of recreational facilities would be more appropriate at a future Kealakehe Regional park.

West Hawaii Parks and Athletic Corporation (WHIPAC) a non-profit corporation whose mission includes the establishment of recreational facilities, led the initiative to establish a regional park in the Kealakehe *ahupua'a*. The group initiated a petition drive with area residents and local schools..

In February 2010, the Kealakehe Regional Park Advisory Committee (KRPAC) was established, comprised of regional recreational stakeholders committed to creating, planning, designing and constructing a regional park for West Hawai'i residents. Soon thereafter, WHIPAC and KRPAC petitioned the Board of Land and Natural Resources to establish a regional park in Kealakehe, and in April 2011, Governor Neil Abercrombie executed Executive Order 4354 & 4355 (**Exhibit A**) establishing the regional park as a "public use" on 193 acres of State-owned land (**Exhibit B**- TMK Map: 3-7-4 020:007) near the West Hawai'i Civic Center in Kailua Kona.

2. The goals and objectives related to the request;

WHIPAC is requesting \$100,000 to meet its goals and objective to begin the campaign to work with the community and sports related organizations to engage the Army Corp of Engineers to bring its equipment and manpower to assist the County of Hawaii and West Hawaii community residents to construct the proposed Kealakehe Regional Park estimated to cost \$78M.

First, it's important to note that in July 2013, the County of Hawaii, WHIPAC and Community Stakeholders accepted a "preferred design" for the regional park plan (**Preferred Plan Exhibit C**). The immediate next step shall be to conduct the environmental assessment (EA). In 1990, Dr. Rosenthal conducted the initial environmental impact statement (EIS). The "environmental assessment" will update the 1990 EIS and set the stage to initiate the next step in the planning process to implement and execute the environmental, social, and cultural requirements of the Environmental Assessment, which is currently under review.

Water!, Under the current Executive Order, the Kealakehe Regional Park will be required to mitigate the issues of "treating" the effluent sewage water to be used at the Regional Park for irrigation, which requires upgrading the County sewage facility. A common practice and a requirement of the Governor's Executive Order, WHIPAC and the County of Hawaii, will need to make this a "priority" as water resources in Kona are limited and reclaiming Kona's effluent sewage water is a best practice conservation effort and better for our environment.

WHIPAC is committed to ensuring the Kealakehe Regional Park "preferred plan" is executed with a deliberate course of action to include but not limited to, initiating a strategic plan, the completion of the EA, mitigating and planning the recycling of Kona's effluent sewage water, and seeking the necessary funding with the County of Hawaii to bring the Kealakehe Regional Park from vision to reality.

Most important, This grant proposal of \$100,000 will assist WHIPAC to engage itself, County of Hawaii, and Community Stakeholders to seek the Army Corp of Engineers to utilize its vast resources to serve the Kona community to bring the Kealakehe Regional Park to fruition.

3. The public purpose and need to be served;

WHIPAC is committed to partnering with the County of Hawai'i, State Legislature, federal agencies, business community, and all civic-minded and sports organizations and individuals to bring to fruition a regional park in West Hawaii. This regional park will offer open space, dire needed recreational fields, pedestrian and bike paths, and healthy opportunities for exercise in order to improve the quality of life for the *Ohana of West Hawaii*.

The planned Kealakehe Regional Park complex is based on the premise that vital and necessary recreational and sports infrastructure should be determined and in place as part of the region's overall comprehensive development, rather than well after the fact. While the initiative for this project has come from the native Hawaiian residents of Kaniohale (a.k.a. Villages of La'i'Ōpua) and the immediate surrounding Kealakehe communities, upon its completion the Kealakehe Regional Parks complex will serve the entire population of the Kailua-Kona, North Kona regions and West Hawaii residents from Kohala to Ka'u.

The County of Hawai'i has identified Kealakehe Regional Park as a priority and projects that the population of North Kona will increase by about 28% to 42,275 by the year 2020 (assuming a moderate rate of growth.) This growth will include a significant number of Hawaiians living in DHHL's new housing developments and low- and moderate-income families living in Hawaii Housing Finance and Development Corporation's (HHFDC) affordable housing development. When fully built out, the Villages of La'i'Ōpua and HHFDC's development will include about 4,100 homes and approximately 20,000 residents. Currently, DHHL is constructing the civil infrastructure for Village IV Phase 1- Akau for 117 homestead units.

This population increase drives the "essential need" for the Kealakehe Regional Park complex. Although the County of Hawai'i has long sited a regional park as part of its original regional master plan for North Kona, the area has no large public parks, and the nearest public recreational facility is at least five miles distant from the ahupua'a of Kealakehe. The planned Kealakehe Regional Park complex's recreational facilities are being planned and developed in partnership and support of Kealakehe High School, and the County of Hawai'i Department of Parks and Recreation, Villages of Laiopua Homestead Association, and area residents.

While the dire goal of this project is to bring much needed health, and recreational facilities, ***the added economic benefit is the creation of new jobs through both the construction and operations of the future recreational facilities.*** Most significant, the planned Kealakehe Regional Park could have a significant economic impact on sports tourism offering new opportunities to host State and National Tournaments.

4. Describe the target population to be served

The County of Hawai'i projects that the population of North Kona will increase by about 28% to 42,275 by the year 2020 (assuming a moderate rate of growth.) This growth will include a significant number of Hawaiians living in DHHL's new developments and low- and moderate-income families living in State Public Hawaii Housing Finance and Development Corporation's (HHFDC) affordable housing development. When fully built out, the Villages of La'i'Ōpua and HHFDC's Forest City development will include about 4,100 homes and approximately 20,000 residents. Currently, DHHL is constructing the civil infrastructure for Village IV Phase 1- Akau for 117 homestead units.

This population increase drives the need for the Kealakehe Regional Park complex, and while the goal of this project is to bring much needed health, and recreational facilities, ***the added economic benefit is the creation of new jobs through both the construction and operations of the future facilities.*** More significant, the planned Kealakehe Regional Park could have a significant economic impact on sports tourism offering new opportunities to host State and National Tournaments.

5. Describe the geographic coverage

The Kealakehe Planned Regional Park service area consists of census tract 213 and 214. Estimated 2017 population is 12,000. The entire West Hawaii Community service area, stretches approximately eighty miles along the coast and 6 miles inland with a West-side geographic population of about 70,000 people.

The planned Kealakehe Regional Park Complex is located within the Villages of La'i'Ōpua - a master-planned community covering approximately 980 acres on the mid-level and lower slopes of Hualalai in the ahupua'a of Kealakehe, along the North Kona coast. The conceptual plan for the area, as originally designed by the State- Hawai'i Housing Finance and Community Development Corporation (HHFDC), consists of 14 villages encompassing single and multi-family residences, recreational facilities, community facilities, commercial complexes, several parks, and cultural preserve sites.

DHHL is developing four of 14 villages for native Hawaiian homesteaders. To date, 225 homes in Village Three (the Kaniohale homestead) and 50 homes in Village Five have been completed. In addition, Village 4-117 units will be available for occupation in three years. Village of La'i'opua Master Association, (formally Kaniohale-Village 3) which was completed in 1998, includes a small 750 square-foot community center. DHHL is currently under construction or planning the construction of about 350 single-family additional residential units in Villages Four and Five. When completed, the numbers of Hawaiian homesteads in the region will more than triple.

Although the majority of users of the complex's services and programs will come from the immediate surrounding neighborhood and West Hawaii region, it is anticipated that the Kealakehe regional park facilities will draw residents from around Hawaii Island.

III. Service Summary and Outcomes

1. ***Describe the scope of work, tasks and responsibilities;***

This request of \$100,000 is an operational grant to hire an Executive Director who will oversee the WHIPAC through the following WHIPAC Board and Community outreach activities

- Search & Hire an Executive Director (see Exhibit D- ED Job Description)
- Build a Community Network for the development of the regional park
- Establish a Sports Organizational Network
- Conduct a Strategic Plan to address Organization’s sustainability with stakeholders
- Work with the County of Hawaii agencies to implement the planning, design, and implementation of the park construction
- Seek stakeholder support to include community, State, Federal, and sports group to engage the Army Corp of Engineers to assist the West Hawaii residents to develop, and construct the Kealakehe Regional Park
- WHIPAC host quarterly community meetings and participate in related stakeholders meetings such as the Alliance for a Sustainable Ahupua’a.
- WHIPAC Board to meet monthly to review grant reports and updates

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

Task	2020		2021		Responsible Entity
	Qtr 3	Qtr 4	Qtr 1	Qtr 2	
Hire an Executive Director	X				
-Build Community Base Network					
- Establish a Sports Org Base Network					
-Host Community Engagements/Meetings	1	1	1	1	WHIPAC
Conduct WHIPAC Strategic Planning		X			
Conduct Meetings with COH Agencies	1	1	1	1	WHIPAC
-Design & Review (Completed)					
-Entitlements: EA, PER report					County
-Permitting:					County
-WHIPAC to host 2 Community wide meetings					WHIPAC
WHIPAC & Army Corp Engagement					
Bid Solicitation & Contracting					County
Grading & Grubbing					Army Corp
Underground Utilities					Army Corp
Pad Preparation					Year 2022
WHIPAC to hold monthly meetings	3	3	3	3	
Green denotes start and end of Task					

3. **Describe its quality assurance and evaluation plans for the request.**

WHIPAC will monitor and complete substantive reports and assessments of its activities to include Board, Community and Agency meetings. Detail and descriptive reports to include attendance, minutes, evaluation reports, and summary outcomes.

Executive Director's detail monthly Board report shall include task updates associated with the grant proposal.

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.**

WHIPAC measure of effectiveness is addressed by a standard and objective way in the measurable task listed below to include essential time to complete each task and objective. For example, WHIPAC has projected to hire an Executive Director one month after taking receipt of the proposed GIA operating grant. Once hired, the Executive Director will initiate the goals and objectives set below in the table with measurable deadlines. Executive Director reports will include list of stakeholders and network partners, meeting minutes, strategic planning outcomes, inter agency reports. He Executive Director shall submit to the WHIPAC Board a monthly fiscal report of expenditures at every WHIAC Board meeting.

Measures of Effectiveness	Quantity	Time
Hire Executive Director	1-Position	Month 1
Community Base Network List	< 50	Month 1-2
Sports Base Network Partners	< 25	Month 1-2
WHIPAC Strategic Planning initiative (Participants) with directives.	6-15	Month 6
WHIPAC & County of Hawaii Agencies (Host meetings with Agencies)		Month 2-12
- County Parks & Recreation	6	Month 2-12
- Environmental Management	6	Month 2-12
- Dept of Water Supply	6	Month 2-12
WHIPAC & Army Corp Engagement	4	Month 3-12
ED Reporting and WHIPAC Board Monthly	12	Month 1-12
- Monthly Fiscal Reports	12	Month 1-12

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](#)) see page 11
 - b. Personnel salaries and wages ([Link](#)) see page 12
 - c. Equipment and motor vehicles ([Link](#)) see page 13
 - d. Capital project details ([Link](#)) see page 14
 - e. Government contracts, grants, and grants in aid ([Link](#)) see page 15
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
25,000	25,000	25,000	25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
 - a. WHIPAC intends to apply for a County of Hawaii grant to match the State Operation grant by 20% or \$25,000
4. WHIPAC had not qualified or received any State or Federal Tax Credits
5. WHIPAC had not received any contracts, grants, and grants in aid within the prior three years and will not be receiving any grants for fiscal year 2021 for program funding.
6. The applicant has no "unrestricted funds".

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.

During the last 15 years, former Laiohua Executive Director Craig Bo Kahui and current WHIPAC President has managed the La'i'Ōpua project to include a team of staff and volunteers comprised of, board members, community residents, and various technical consultants. Within this time period, Mr. Kahui has managed to raise \$12,657,109 million dollars and completed all of the conceptual design and entitlements for the West Hawaii Community Health Center for the medical center –pre entitlement and construction phase.

As the former Executive Director of La'i'opua 2020, WHIPAC President Kahui has demonstrated its development and construction abilities and experience through the construction of a multi-media technology center on the grounds of Kealakehe High School. Former L2020 ED Kahui secured a federal grant for nearly \$1 million to construct the center. Mr. Kahui oversaw the design, planning, and construction of a 1500 sq. ft. facility called "Kau I Ka Malie" (KIKM) - Multi-Media Cultural Learning Center. The project was completed in seven months and on budget. It was dedicated in December 2011 and has offered and instituted education programs within the Kealakehe High School and to residents in the surrounding communities. According to Kealakehe High School Principle Wilfred Murakami, the Kau I Ka Malie construction was efficient and effectively managed by La'i'opua 2020 ED Kahui to the DOE State of Hawaii standards. In addition, through community outreach, Former L2020 Executive Director had secured in-direct and in kind contributions that brought the construction costs to under \$112.00 per sq. ft.

Through the construction of the technology center, WHIPAC President Kahui has developed experience with procurement procedures, construction management, regulatory compliance, financial management, progress reporting, community outreach, and volunteer coordination. In addition to Mr. Kahui's qualifications, the WHIPAC board includes an, a cultural specialist, and community leaders. This diversity of skills and capacity will ensure that the project is run professionally and in accordance with governmental regulations and standards.

2. Facilities

Currently, West Hawaii Parks and Athletic Corporation (WHIPAC) has no facilities. WHIPAC currently operates out of WHIPAC's President's Home office. This grant proposes to seek an office space at a nominal rate of \$ 300/ month lease rent.

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.

Fiduciary oversight will be provided by West Hawaii Parks and Athletic Corporation board of directors. Monthly board meetings will be held to evaluate and monitor the progress of the project and deal with any delays or obstacles inhibiting the success of the project. WHIPAC Board members provide various skills and oversight for the project.

WHIPAC BOD- President- Craig “Bo” Kahui, formerly La’i’Ōpua 2020’s Executive Director, will provide overall management of the project. He will be responsible for communication and coordination of activities among the partners and contractors, he will also oversee procurement, community outreach, public information, project reporting, and fundraising. Mr. Kahui has served as President of the Villages of La’i’opua Master Association, formally Kaniohale Community Association and he has garnered significant experience in the field of community planning and development. Prior to La’i’ōpua 2020, he was a small business owner, and has held supervisory positions in both the public and private sector.

WHIPAC BOD- Chairman Walter Kunitake is a retired Educator and Director of the Hawaii Community College- West Hawaii. Mr. Kunitake has broad community outreach and educational background. Mr. Kunitake is the Chairman of the Daniel K Inouye Task Force for the Saddle road development. Owner of a Coffee farm and retail store;

WHIPAC BOD- Robert Fitzgerald, former County of Hawaii Parks & Recreation Director of West Hawaii will serve as the Liaison of WHIPAC ensuring governmental and inter agency compliance between the State and County of Hawaii, Mr. Fitzgerald also serves as the WHIPAC Chair on Public Relations.

2. Organization Chart

See Exhibit E WHIPAC Organizational Chart

3. Compensation

WHIPAC has no paid officers, directors, or employees of the organization. This grant, if approved will establish one paid position for an Executive Director. A job description is attached. **See Exhibit D- ED Job Description**

VII. Other

1. Litigation X

WHIPAC does not have any pending litigation to which they are a party, or any outstanding judgement.

2. Licensure or Accreditation X

WHIPAC has no special qualifications or required accreditation.

3. Private Educational Institutions X

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

4. Future Sustainability Plan

WHIPAC will establish a sustainability plan with its Board and community stakeholders through the proposed strategic planning session which will include a long range financial forecast and sustainability future.

5. List of Exhibits

- A. Executive Order 4354, 4355**
- B. Kealakehe Regional Park TMK- Site Map**
- C. Kealakehe Regional Park "Preferred Plan"**
- D. Executive Director Job Description**
- E. WHIPAC Organizational Chart**
- F. Support Letters**

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: West Hawaii Parks and Athletic Corporation

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	55,000			
2. Payroll Taxes & Assessments (33%)	18,150			
3. Fringe Benefits				
TOTAL PERSONNEL COST	73,150			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island- 6 RT	750			
2. Insurance	1,200			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	3,600			
5. Staff Training	0			
6. Supplies/ Office	3,000			
7. Telecommunication- Cell Phone	1,200			
8. Utilities	1,200			
9. Consultant - Strategic Plan	8,500			
10 Web Site Annual Fees	400			
11 Airfare - Washington DC- 2	3,000			
12 Accomodations - Washington DC	4,000			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	26,850			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Craig Bo Kahui		
(b) Total Federal Funds Requested		Name (Please type or print) 808-896-2252		
(c) Total County Funds Requested		Signature of Authorized Official Jan. 17, 2020		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	100,000	Craig Bo Kahui - President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: West Hawaii Parks and Athletic Corporation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	FULL TIME	\$73,150.00	100.00%	\$ 73,150.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				73,150.00
JUSTIFICATION/COMMENTS: Executive Director's annual salary is \$73,150 which includes 33% Payroll Taxes and Benefits of \$18,150				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: West Hawaii Parks and Athletic Corporation

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: West Hawaii Parks and Athletic Corporation

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: ICABLE- WHIPAC had not received any pr						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: West Hawaii Parks and Athletic Corporatin

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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14						
15						
16						
17						
18						
19						
20						
21						
22	West Hawaii Parks & Athletic Corporation had not receive any State, Federal, County, or Private grants to date					
23						
24						

Exhibit A

Executive Order 4354, 4355

WHEREAS, by that certain unrecorded Governor's Executive Order No. 4061 dated August 17, 2004, certain abutter's rights of vehicle access were withdrawn from Governor's Executive Order No. 3665 dated July 18, 1995; and

WHEREAS, the Board of Land and Natural Resources at its meeting held on November 22, 2010, approved the cancellation of Governor's Executive Order No. 3665 dated July 18, 1995.

NOW, THEREFORE, I, NEIL ABERCROMBIE, Governor of the State of Hawaii, by virtue of the authority vested in me under Section 171-11, Hawaii Revised Statutes, as amended, do hereby order that Governor's Executive Order No. 3665 dated July 18, 1995, be and the same is hereby cancelled and declared of no force and effect.

SUBJECT to disapproval by the Legislature by two-thirds vote of either the Senate or the House of Representatives or by majority vote of both, in any regular or special session next following the date of this Executive Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Hawaii to be affixed. Done at the Capitol at Honolulu this 28th day of January, 2011.



NEIL ABERCROMBIE
Governor of the State of Hawaii

APPROVED AS TO FORM:



COLIN G. LAU
Deputy Attorney General

Dated: 1/10/11

STATE OF HAWAII

Office of the Lieutenant Governor

THIS IS TO CERTIFY That the within is a true copy of Executive Order No. 4354 cancelling land from the operation of Executive Order No. 3665, the original of which is on file in this office.

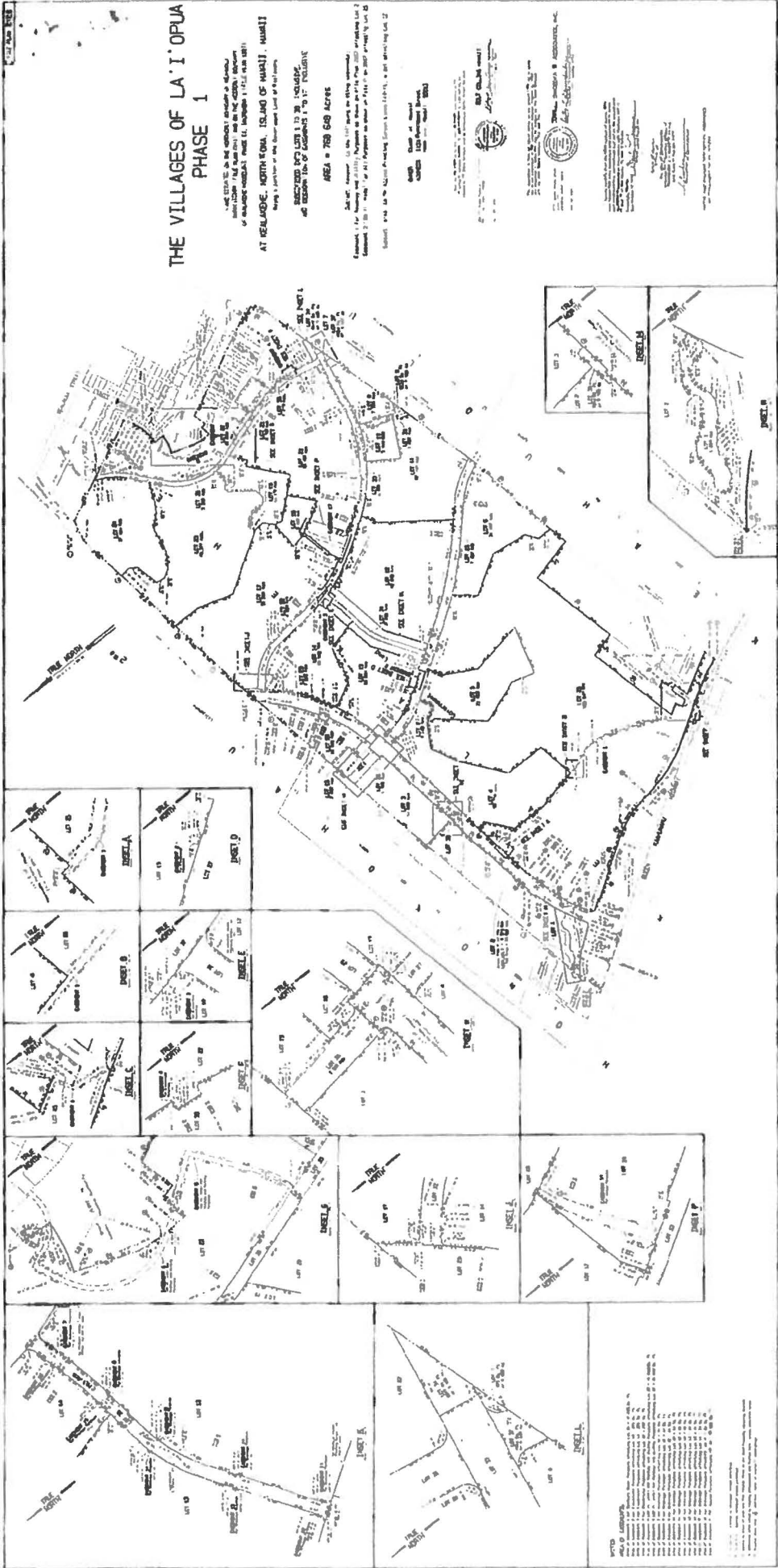
IN TESTIMONY WHEREOF, the Lieutenant Governor of the State of Hawaii, has hereunto subscribed his name and caused the Great Seal of the State to be affixed.



BRIAN SCHATZ
Lieutenant Governor of the State of Hawaii

DONE in Honolulu, this 11th day of
March, A.D. 2011





CANCELLATION OF GOVERNOR'S EXECUTIVE ORDER 3665

REDUCED NOT TO SCALE

EXHIBIT "A"



identified as "Kealakehe Wastewater Reclamation Field, North Kona Golf Course and/or Public Park," containing an area of 193.547 acres, vehicle access shall not be permitted into and from Queen Kaahumanu Highway over and across Courses 1, 2 and 4 to 19, inclusive, subject however to perpetual non-exclusive sanitation easement, perpetual non-exclusive access and utility easement, portion of perpetual non-exclusive access and utility easement, and perpetual non-exclusive slope easement, more particularly described in Exhibit "A" and delineated on Exhibit "B," both of which are attached hereto and made parts hereof, said exhibits being respectively, a survey description and survey map prepared by the Survey Division, Department of Accounting and General Services, State of Hawaii, being respectively designated C.S.F. No. 25,022 and H.S.S. Plat 321-A both dated December 13, 2010.

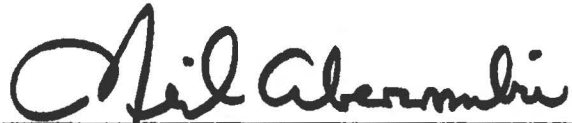
SUBJECT, HOWEVER, to the condition that upon cancellation of this executive order or in the event of non-use or abandonment of the premises or any portion thereof for a continuous period of one (1) year, or for any reason whatsoever, the County of Hawaii shall, within a reasonable time, restore the premises to a condition satisfactory and acceptable to the Department of Land and Natural Resources, State of Hawaii.

SUBJECT, FURTHER, to disapproval by the Legislature by two-thirds vote of either the Senate or the House of Representatives or by majority vote of both, in any regular or special session next following the date of this Executive Order.

SUBJECT, FURTHER, that the County of Hawaii shall indemnify, defend, and hold the State of Hawaii, Department of Land and Natural Resources harmless from and against all actions, suits, damages, and claims by whomsoever brought or made relating to or arising out of: (i) that certain Development Agreement for Construction and Operation of a Golf Course in North Kona, Hawaii dated February 20, 1991, made by and between the County of Hawaii and Kealakehe Associates, Inc.; and (ii) that certain Agreement for Lease of Real Property Set Aside to the County of Hawaii by the State of Hawaii dated February 20, 1991, made by and between the County of Hawaii and Kealakehe Associates, Inc. covering the premises.

This executive order does not authorize the recipient of the set aside to sell or exchange or otherwise relinquish the State of Hawaii's title to the subject public land.

IN WITNESS WHEREOF, I have hereunto set my hand and
caused the Great Seal of the State of Hawaii to be affixed.
Done at the Capitol at Honolulu this 28th day of
January, 2011.



NEIL ABERCROMBIE
Governor of the State of Hawaii

APPROVED AS TO FORM:


COLIN J. LAU
Deputy Attorney General

Dated: 1/10/11



STATE OF HAWAII

Office of the Lieutenant Governor

THIS IS TO CERTIFY That the within is a true copy of
Executive Order No. 4355 setting aside land for public
purposes, the original of which is on file in this office.

IN TESTIMONY WHEREOF, the Lieutenant
Governor of the State of Hawaii, has
hereunto subscribed his name and caused
the Great Seal of the State to be affixed.



BRIAN SCHATZ

Lieutenant Governor of the State of Hawaii

DONE in Honolulu, this 11th day of
March, A.D. 2011





STATE OF HAWAI'I
SURVEY DIVISION
DEPT. OF ACCOUNTING AND GENERAL SERVICES
HONOLULU

C.S.F. No. 25.022
H.S.S. Plat 321-A

December 13, 2010

KEALAKEHE WASTEWATER RECLAMATION FIELD,
NORTH KONA GOLF COURSE
AND/OR PUBLIC PARK

Kealakehe, North Kona, Island of Hawaii, Hawaii

Being a portion of the Government Land of Kealakehe.

Being also all of Lot 25 of The Villages of La'i'opua, Phase 1, File Plan
2128.

Beginning at the southwest corner of this parcel of land and on the northeast side of Queen Kaahumanu Highway, the coordinates of said point of beginning referred to Government Survey Triangulation Station "KAILUA (NORTH MERIDIAN)" being 6805.92 feet North and 4907.82 feet West, thence running by azimuths measured clockwise from True South:-

1. 155° 45' 161.67 feet along the northeast side of Queen Kaahumanu Highway;
2. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the left with a radius of 4055.00 feet, the chord azimuth and distance being:
152' 35' 29.6" 446.84 feet;

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Department of the
Attorney General

3. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the left with a radius of 4055.00 feet, the chord azimuth and distance being:
148° 52' 04.1" 80.02 feet;
4. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the left with a radius of 4055.00 feet, the chord azimuth and distance being:
148° 09' 04.5" 21.41 feet;
5. 148° 00' 465.29 feet along the northeast side of Queen Kaahumanu Highway;
6. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the right with a radius of 1985.00 feet, the chord azimuth and distance being:
158° 54' 02.5" 750.76 feet;
7. 169° 48' 05" 195.00 feet along the northeast side of Queen Kaahumanu Highway;
8. 259° 48' 05" 11.00 feet along a jog on the northeast side of Queen Kaahumanu Highway;
9. 169° 48' 05" 92.59 feet along the northeast side of Queen Kaahumanu Highway;
10. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the left with a radius of 1566.00 feet, the chord azimuth and distance being:
163° 51' 22.5" 324.40 feet;
11. 67° 54' 40" 5.00 feet along a jog on the northeast side of Queen Kaahumanu Highway;
12. Thence along the northeast side of Queen Kaahumanu Highway on a curve to the left with a radius of 1561.00 feet, the chord azimuth and distance being:
152° 57' 20" 269.69 feet;
13. 148° 00' 420.43 feet along the northeast side of Queen Kaahumanu Highway;

14. 58° 00' 10.00 feet along a jog on the northeast side of Queen Kaahumanu Highway;
15. 148° 00' 425.00 feet along the northeast side of Queen Kaahumanu Highway;
16. 238° 00' 10.00 feet along a jog on the northeast side of Queen Kaahumanu Highway;
17. 148° 00' 139.31 feet along the northeast side of Queen Kaahumanu Highway;
18. Thence along the east corner of the intersection of Queen Kaahumanu Highway and Kealakehe Parkway on a curve to the right with a radius of 50.00 feet, the chord azimuth and distance being:
193° 29' 03.7" 71.31 feet;
19. Thence along the south side of Kealakehe Parkway on a curve to the right with a radius of 2730.00 feet, the chord azimuth and distance being:
239° 04' 26.7" 10.04 feet;
20. Thence along the south side of Kealakehe Parkway on a curve to the right with a radius of 2730.00 feet, the chord azimuth and distance being:
243° 01' 23.7" 386.05 feet;
21. 337° 04' 40" 10.00 feet along a jog on the south side of Kealakehe Parkway;
22. Thence along the south side of Kealakehe Parkway on a curve to the right with a radius of 2720.00 feet, the chord azimuth and distance being:
250° 08' 40" 291.03 feet;
23. 343° 12' 40" 10.00 feet along a jog on the south side of Kealakehe Parkway;
24. Thence along the south side of Kealakehe Parkway on a curve to the right with a radius of 2710.00 feet, the chord azimuth and distance being:
256° 16' 40" 289.96 feet;



- 25. 169° 20' 40" 10.00 feet along a jog on the south side of Kealakehe Parkway;
- 26. Thence along the south side of Kealakehe Parkway on a curve to the right with a radius of 2720.00 feet, the chord azimuth and distance being:
260° 44' 40" 132.91 feet;
- 27. 262° 08' 40" 313.18 feet along the south side of Kealakehe Parkway;
- 28. 352° 08' 40" 10.00 feet along a jog on the south side of Kealakehe Parkway;
- 29. 262° 08' 40" 100.00 feet along the south side of Kealakehe Parkway;
- 30. 172° 08' 40" 10.00 feet along a jog on the south side of Kealakehe Parkway;
- 31. 262° 08' 40" 381.97 feet along the south side of Kealakehe Parkway;
- 32. 352° 08' 40" 130.21 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 33. 51° 45' 40" 399.90 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 34. 0° 46' 40" 490.00 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 35. 348° 14' 40" 580.07 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 36. 259° 57' 40" 527.95 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 37. 180° 58' 40" 555.00 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 38. 232° 22' 40" 717.07 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
- 39. 243° 57' 40" 394.71 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;



40. 301° 32' 40" 359.55 feet along Lot 4 of The Villages of La'i'opua, Phase 1, File Plan 2128;
41. 13° 03' 40" 124.00 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
42. 41° 44' 40" 720.00 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
43. 340° 53' 40" 611.00 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
44. 16° 26' 40" 321.00 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
45. 286° 26' 40" 675.00 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
46. 170° 50' 40" 745.78 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
47. 208° 45' 40" 474.28 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
48. 240° 18' 40" 205.91 feet along Lot 5 of The Villages of La'i'opua, Phase 1, File Plan 2128;
49. 326° 38' 40" 695.03 feet along the southwest side of Ane Keohokalole Highway;
50. Thence along the southwest side of Ane Keohokalole Highway on a curve to the left with a radius of 5060.00 feet, the chord azimuth and distance being:
324° 34' 40" 364.95 feet;
51. 40° 45' 40" 350.00 feet along Lot 6 of The Villages of La'i'opua, Phase 1, File Plan 2128;
52. 329° 20' 40" 594.00 feet along Lot 6 of The Villages of La'i'opua, Phase 1, File Plan 2128;
53. 7° 55' 40" 502.00 feet along Lot 6 of The Villages of La'i'opua, Phase 1, File Plan 2128;

54. 54° 05' 40" 191.51 feet along Lot 6 of The Villages of La'i'opua, Phase 1, File Plan 2128;
55. 359° 20' 40" 207.98 feet along Lot 6 of The Villages of La'i'opua, Phase 1, File Plan 2128;
56. 78° 40' 40" 270.00 feet along Lot 2-B-1 of Keahuolu Subdivision, File Plan 2041;
57. 166° 50' 40" 626.56 feet along the remainder of the Government Land of Kealakehe;
58. 76° 50' 40" 1257.87 feet along the remainder of the Government Land of Kealakehe;
59. 166° 50' 40" 350.00 feet along Kona Police Station, Governor's Executive Order 3381;
60. 76° 50' 40" 1316.95 feet along Kona Police Station, Governor's Executive Order 3381;
61. 331° 47' 30" 163.05 feet along Kona Police Station, Governor's Executive Order 3381;
62. 61° 47' 30" 96.57 feet along Grant S-15545 to Hawaii Electric Light Company, Inc.;
63. 331° 47' 30" 90.57 feet along Grant S-15545 to Hawaii Electric Light Company, Inc.;
64. 256° 50' 40" 221.53 feet along Grant S-15545 to Hawaii Electric Light Company, Inc. and along Kona Police Station, Governor's Executive Order 3381;
65. 346° 50' 40" 80.00 feet along Kona Police Station, Governor's Executive Order 3381;
66. 76° 50' 40" 200.00 feet along the remainder of the Government Land of Kealakehe and along Propane Fuel Tank Site;
67. 331° 47' 30" 621.32 feet along Propane Fuel Tank Site and along Terminal Freight Site, Governor's Executive Order 2565;

68. 76° 50' 40" 153.49 feet along Lot 2-B-1 of Keahuolu Subdivision, File Plan 2041 to the point of beginning and containing an AREA OF 193.547 ACRES.

Vehicle access shall not be permitted into and from Queen Kaahumanu Highway over and across Courses 1, 2 and 4 to 19, inclusive of the above-described parcel of land.

SUBJECT, HOWEVER, to the following easements as shown on plan attached hereto and made a part hereof:

1. Perpetual Non-Exclusive Sanitary Easement (Easement 1 of File Plan 2128) covered by Grant of Easement: State of Hawaii to County of Hawaii dated April 25, 1997 and recorded as Document No. 97-080503 (Land Office Deed S-28196).
2. Perpetual Non-Exclusive Access and Utility Easement (Easement 2 of File Plan 2067) covered by Grant of Easement: State of Hawaii to County of Hawaii dated April 25, 1997 and recorded as Document No. 97-080503 (Land Office Deed S-28196).
3. Portion of Perpetual Non-Exclusive Access and Utility Easement, Governor's Executive Order 3381.
4. Perpetual Non-Exclusive Slope Easement, Easement S-2 covered by Grant of Easement: State of Hawaii to County of Hawaii dated April 14, 2010 and recorded as Document No. 2010-052752 (Land Office Deed S-28974).

SURVEY DIVISION
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
STATE OF HAWAII

By: Glenn J. Kodani
Glenn J. Kodani
Land Surveyor ry

Compiled from CSF 22250
and other Govt. Survey Records.



PRELIM. APPR'D.
Department of the
Attorney General

REDUCED NOT TO SCALE

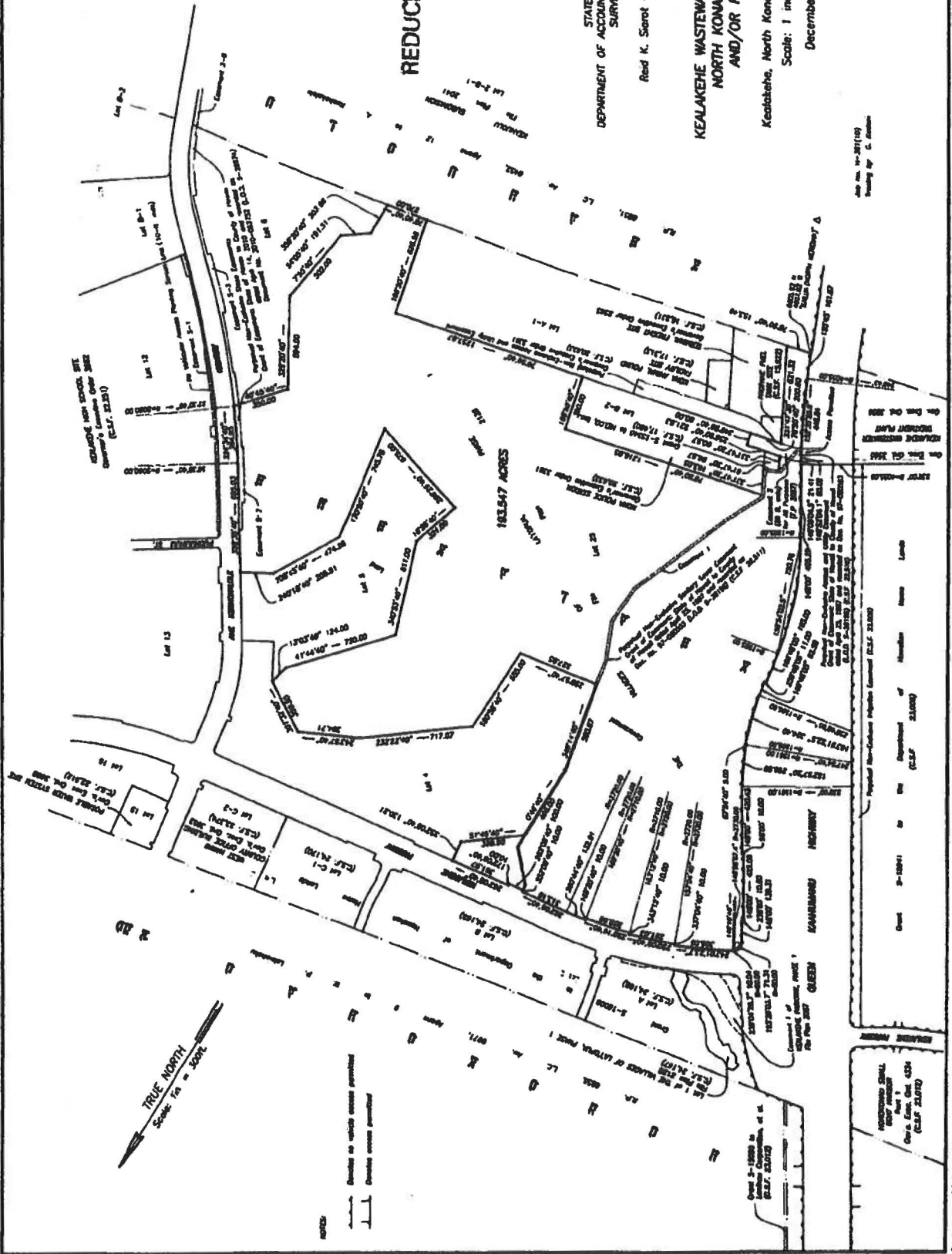
STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
SURVEY DIVISION

Read K. Sarot - State Land Surveyor

KEALAKEHE WASTEWATER RECLAMATION FIELD,
NORTH KONA PUBLIC COURSE
AND/OR GOLF COURSE

Kealahou, North Kona, Island of Hawaii, Hawaii
Scale: 1 inch = 300 feet
December 13, 2010

For Description See C.S.F. No. 23,022
H.S.S. PLAT 321-A



TRUE NORTH
Scale 1" = 300'

EXHIBIT "B"

PLAT 321-A

The Map No. C3 2-A-2007

Exhibit B

**Kealakehe Regional Park
TMK- Site Map**

Exhibit C

**Kealakehe Regional Park
“Preferred Plan”**



Exhibit D
Executive Director
Job Description

West Hawaii Parks & Athletic Corp
Job Description
Executive Director

Job Title: Executive Director

Reports To: West Hawaii Parks & Athletic Corp Board of Directors (WHIPAC B.O.D.)

FLSA Status: Exempt

Prepared By: Craig Bo Kahui

Prepared Date: 01-03-2020

Summary Directs and manages the overall operations of West Hawaii Parks & Athletic Corp by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- I. Community Relations
 - a. Actively participates in various groups and attends events within the community.
 - b. Represents the West Hawaii Parks & Athletic Corp community center within the community and interacts with partners, clients and general community members in a positive and professional manner.
 - c. Maintains positive relationships with community officials and opinion leaders.
- II. Financial Management
 - a. Presents monthly financial reports and annual budgets to WHIPAC B.O.D. for final review and approval.
 - b. Provides recommendations to WHIPAC B.O.D. such as financial policies, corrective measures to align financial performance with budget projections, and effective long-term financial strategies to ensure financial sustainability.
 - c. Ensures that financial operations and procedures are conducted according to accounting principles.
 - d. Develops and manages effective programs for grant applications and systems for managing West Hawaii Parks & Athletic Corp cash flow.
 - e. Oversees an effective set of insurance plans and policies to ensure reasonable protection of the West Hawaii Parks & Athletic Corp assets.
- III. Human Resources/Personnel Management
 - a. Develops and oversees effective systems of recruitment, hiring practices, wages, benefits, employee performance appraisals, personnel records and files, etc.
 - b. Assists WHIPAC B.O.D. in developing, maintaining and communicating personnel policies.
 - c. Develops and maintains an ongoing, effective system of written and verbal employee communication (i.e., staff meetings).
 - d. Maintains positive and professional working relationships with subordinates.
 - e. Resolves employee conflicts and grievances in a timely manner.
- IV. Planning and Marketing
 - a. Assists, develops, and implements marketing plans, promotional activities, strategic plans, goals, and operating objectives with the WHIPAC B.O.D.
 - b. Assists WHIPAC B.O.D. with identifying key trends and developments in the community and assessing the needs of the community and developing plans which addresses all needs that are not met particularly within the Kealakehe and Keolu ahupua'a.
- V. Board of Directors
 - a. Implements policies, plans, decisions, and directives issued by WHIPAC B.O.D.
 - b. Provides written and verbal reports that address various issues and recommendations to the WHIPAC B.O.D. and its committees in a timely manner.
 - c. Educates WHIPAC B.O.D. on issues and trends in its mission and programming to ensure effective planning and decision making.
 - d. Assists WHIPAC B.O.D. in all areas of Board development and performance improvement which includes recruitment and selection of new board members, board orientation, and meeting management.

VI. Professional Relationships and Networking

- a. Maintains professional relationships with partners, community organizations in the region, and regulatory agencies along with their respective representatives.
- b. Represents West Hawaii Parks & Athletic Corp by attending outside professional meetings and events.

VII. General Leadership Factors – the Executive Director is expected to continuously strive to attain satisfactory levels of leadership qualities and performance including:

- a. Leadership – Effectively directs the activities of others as a member and leader of the WHIPAC Board, gaining respect and confidence of staff, inspiring others and developing leadership effectiveness in others so leadership is effectively shared among the staff and sets the tone and personal example to help realize an organizational culture that is positive and healing in nature.
- b. Judgment – Makes sound decisions after obtaining and evaluating pertinent information and weighing alternatives.
- c. Reliability – Ensures performance, advice, information, behavior, and follow through is consistent, dependable, and timely.
- d. Job Knowledge – Possesses practical, technical, and strategic knowledge of the job.
- e. Initiative – Possesses the ability to identify issues and opportunities and resolve matters in a timely manner.
- f. Interpersonal Relationships – Demonstrates the ability to cooperate, work, and communicate respectfully and professionally with subordinates and members within the community and neighboring communities.
- g. Organizing and Planning – Demonstrates effective time management by establishing priorities and goals for self and others and delegating activities and assignments for West Hawaii Parks & Athletic Corp community and surrounding neighborhoods.
- h. Communications – Demonstrates effective verbal and written communication skills and abilities and provides accurate and timely reports.

VIII. Human Resources, Payroll, and Benefits Administration

- a. Assists and supports the Executive Director with recruitment, staff selection and orientation.
- b. Develops and maintains company policies and procedures.
- c. Maintains employee handbook and personnel files.
- d. Manages payroll, payroll taxes, and employee benefits.
- e. Coordinates staff appreciation events.
- f. Maintains contracts, leases, and memorandum of agreement.

Supervisory Responsibilities

Directly supervises 3+ employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B. A.) from four-year College or university in community development, relations, and business; five years management experience; or five years related experience and/or training; or equivalent combination of education and experience.
- **Language Skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of QuickBook Accounting software; Database software; Human Resource systems; Internet software; Payroll systems; Project Management software; Microsoft Outlook, Excel Spreadsheet and Word Processing software.
- **Certificates, Licenses, Registrations:** Current driver license preferred but not required.

Other Skills and Abilities

- Must be able to demonstrate abilities in program development and operation, employee and community relations, grants, financial management and public speaking.
- Must be familiar with public policy, financing trends and issues within the industry and operating environment with particular emphasis on community based development which includes medical, dental, and behavioral health services, and social, educational, recreational, and cultural programs.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk; sit and taste or smell. The employee is occasionally required to stand. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Exhibit E
WHIPAC
Organizational Chart

**West Hawaii Parks & Athletic Corporation
Organizational Chart**

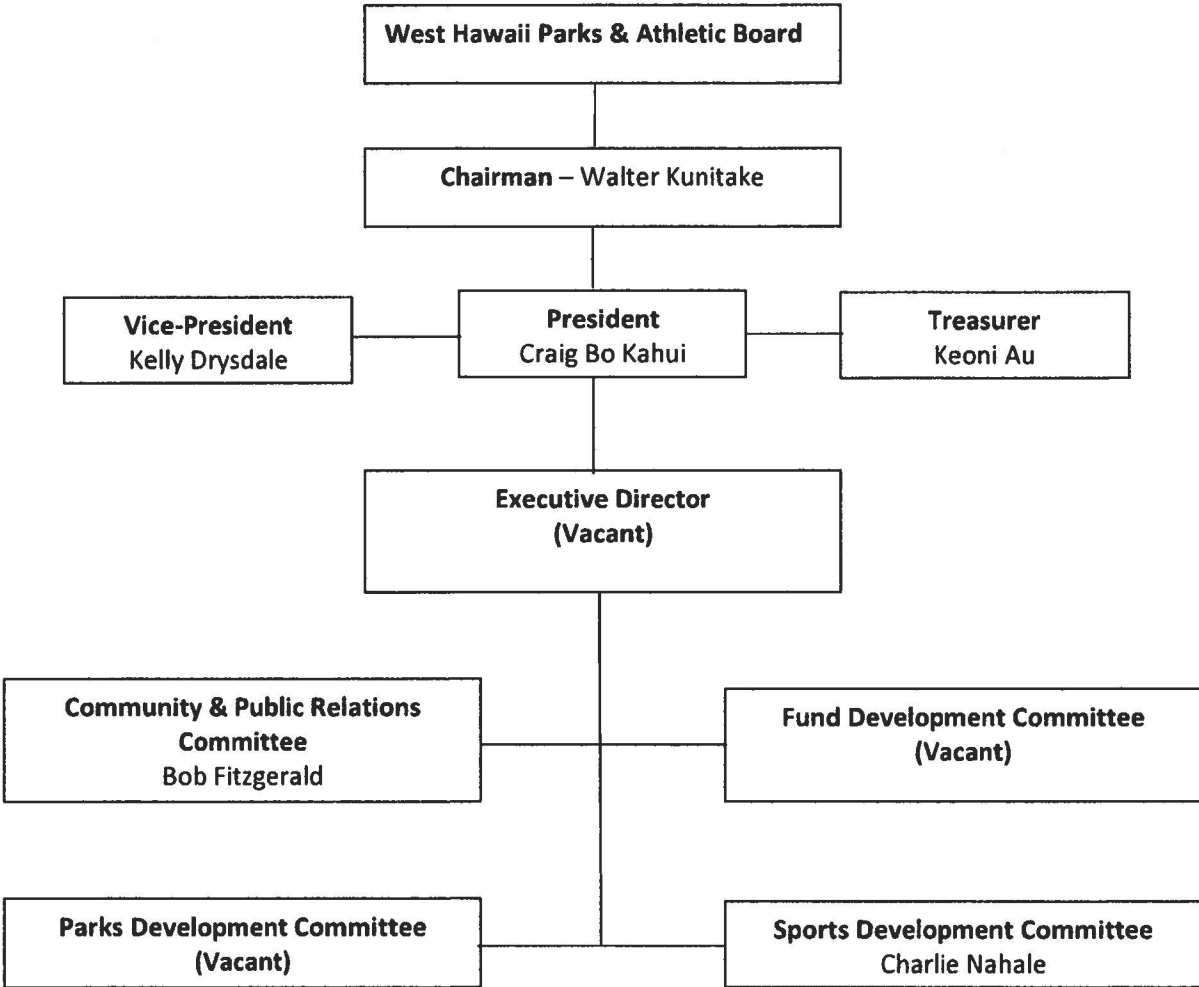


Exhibit F
Support Letters



The Villages of La 'i'opua Association
74-5100 Haleolono St. Kailua-Kona HI, 96740
Office 808-355-8696

January 17, 2020

To: House Finance and Senate Ways & Means Committees

From Dora Aio, President,
Villages of Laiopua Association

Dear House Finance and Senate Ways & Means Committees,

West Hawaii Parks and Athletic Corporation (WHIPAC) is a 501-C3 federally designated non-profit whose is organized to provide the residents of West Hawaii recreational facilities, and open spaces for social, educational, sports and health programs and services; and to plan, design, and construct recreational facilities for West Hawaii communities. In addition, WHIPAC is established to implement and manage the charitable, religious, educational, and scientific programs as part of its program objectives.

The Villages of Laiopua Association is a 1200 single unit Hawaiian homestead development in Kealakehe, Hawaii Island. In addition, the State Public Hawaii Housing Development Corporation has a 2300 unit development next to Hawaiian Homeland development. West Hawaii residents need recreational facilities that would support the growing housing planned for Kealakehe and Keahuolu.

On behalf of Laiopua Homestead Association, we support WHIPAC and seek your support and endorsement for WHIPAC's State Grant in Aid that would offer WHIPAC the necessary capacity and opportunity to work with the County of Hawaii to plan, design, and seek solutions to construct much needed recreational facilities for West Hawaii residents. We seek your favorable consideration for WHIPAC.

Mahalo Nui,
Dora-Leamons Aio,^{DLA}
President

CC: WHIPAC Board