



## 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



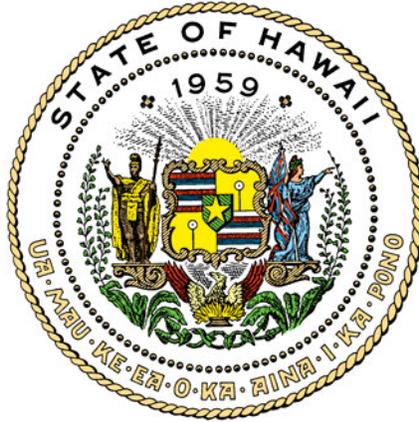
AUTHORIZED SIGNATURE

LARRY M. KOMATA

PRINT NAME AND TITLE

01-20-2022

DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

**BIG ISLAND RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

was incorporated under the laws of Hawaii on 10/12/1989 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



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

Dated: January 20, 2022

Director of Commerce and Consumer Affairs



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name:** **BIG ISLAND RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL**

**DBA/Trade Name:** **Big Island Resource Conservation and Development Council**

**Issue Date:** **01/20/2022**

**Status:** **Compliant**

Hawaii Tax#: 40435414-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9188

UI#: XXXXXX8741

DCCA FILE#: 77190

**Status of Compliance for this Vendor on issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

<b>Status</b>	<b>Description</b>
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
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.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

DEPARTMENT OF THE TREASURY

Date: MAY 10 1994

BIG ISLAND RESOURCE CONSERVATION  
AND DEVELOPMENT COUNCIL  
PO BOX 2975  
KAMUELA, HI 96743-2975

Employer Identification Number:  
99-0279188  
Case Number:  
954108041  
Contact Person:  
CAROLYN TSCHOPIK  
Contact Telephone Number:  
(213) 725-7002  
Our Letter Dated:  
October 17, 1990  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Richard R. Orosco  
District Director

## 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, 2021.

Please see attached.

#### **2. Declaration Statement**

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

Please see attached.

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a **public purpose** pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

This grant shall be used to serve a public purpose by providing workforce development for the community affected by COVID-19, pursuant to Section 42F-102.

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

The Mauna Kea Watershed Alliance (MKWA), a project of the Big Island Resource Conservation & Development Council Inc (BIRCDC), is one of ten Watershed Partnerships across *Hawaii Pae 'Āina* spanning almost every high mountain in Hawaii. The collective is known as the Hawaii Association of Watershed Partnerships (HAWP). The HAWP comprises ten island-based Watershed Partnerships that work collaboratively with more than 74 public and private partners on five islands to protect over 2.2 million acres of vital forested watershed lands.

The Mauna Kea Watershed Alliance (MKWA) includes the Department of Land and Natural Resources, Parker Ranch, Department of Hawaiian Home Lands, Hakalau Forest National Wildlife Refuge, Kuka'iau Ranch, Queen Lili'uokalani Trust, and Kamehameha Schools. The affiliate partners include the USFWS Pacific Islands Fish and Wildlife Office, The Nature Conservancy, and USDA Forest Service Institute of Pacific Islands Forestry. Partnership lands span over 416,000 acres on Mauna Kea, Island of Hawaii. The Alliance staff conducts watershed management activities; natural areas fence installation and maintenance, weeds and feral ungulate management, monitoring, environmental education, ecological restoration including planting native trees to capture and store fresh water for Hawaii communities, and workforce development on Mauna Kea on behalf of the Watershed Partnership. These place-based approaches and actions support local communities at a grass roots level.

Since March 2020 COVID-19 has impacted watershed management operations including higher operational costs from things such as reduced camping (more trips required to do work), more repairs and maintenance required for vehicles and equipment, and a diminished to no volunteer capacity to conduct field and service learning that includes planting native trees at field sites. The MKWA is entirely soft-funded and reliant on grants to complete our watershed projects objectives. The cumulative impact of COVID-19 over time is now stressing our operational capacity as most of our planning for funds are one to two years in advance, at this time we seek support to hire temporary staff locally and make sure they have the equipment needed to complete the work successfully.

MKWA would like to continue to engage our local community through providing workforce development opportunities. For this proposal we would like to hire *kama'aina* (native born) participants to supplement our current field crew (MKWA will utilize non-state match/leverage), purchase a field vehicle, and conduct watershed management (primarily ecological restoration) to meet projects goals and objectives. Our projects links communities to place and our natural resources through a deeper understanding of our interdependence and cultural connection with our native places and forest.

2. The goals and objectives related to the request;

The MKWA goal is to utilize funds to employ a small field team and support the field team to successfully complete watershed management projects goals on Mauna Kea. The community benefits are threefold; **hiring local** and providing work opportunities keeping our community in Hawaii and supporting local people impacted by COVID-19, providing participants with **skills and experience (training, networking, mentorship)** to be competitive in conservation careers, and completing our overall **projects objectives** supporting healthy forests, waters, and communities.

The three project objectives are to first provide employment for three *kama'aina* who have been impacted by COVID-19; second is to provide training for our participants such as helicopter safety, chainsaw use, ATV/UTV operation, and first aid/AED/CPR and other trainings; and third is to meet our projects objectives on 1,625-acres of protected management unit areas and on Partnership lands (primarily ecological restoration).

3. The public purpose and need to be served;

The MKWA will employ *kama'aina* jobseekers negatively impacted from COVID-19 providing training, skills, and work experience to be competitive in conservation careers. The workforce development includes watershed management training, networking, and mentoring for participants and will assist our organization with meeting projects goals. Project goals for the upcoming year include creating new management units and planting at the 1,100-acre Waipahoehoe Management Unit to protect forests from Rapid Ohia Death at the headwaters of the Wailuku River as well as reforesting the 525-acre Kanakaleonui Bird Corridor providing habitat connectivity for native forest birds threatened by mosquitoes and avian disease at lower elevations, it is anticipated with climate change the mosquito line will continue to move to higher elevations due to warming and currently native forest birds are capped by pasturelands at 6,000 feet. This wildlife corridor provides a protected and forested area for native forest birds to migrate to higher, safer elevations across introduced grasslands between 6,000-8,000 feet elevation on the eastern slope of Mauna Kea. The MKWA is also working with federal partners to plant native trees at the Hakalau Refuge that neighbor State of Hawaii Forest Reserves and Department of Hawaiian Home Lands.

4. Describe the target population to be served; and

The MKWA workforce development builds on current models and relationships with our Watershed Partners and we have provided opportunities for undergraduate and graduate students, entry level positions, summer internships, and temporary to permanent positions here on the Island of Hawaii. For the purposes of this grant our target population to be served are those participants seeking temporary to permanent employment, experience, and skills leading to conservation careers, and were impacted by COVID-19. Participants may be young to older adults (~20-50 years old) with some conservation work experience and be local to Hawaii Island.

5. Describe the geographic coverage.

Our services are on Mauna Kea, Hawaii and we service the Island of Hawaii though special emphasis is placed on communities that live near Mauna Kea.

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

The MKWA will apply workforce development concepts cultivated over the past 10 years that include providing training to improve professionalism across the conservation field, networking participants with our Watershed Partnership and other conservation groups, and mentorship from our watershed management team.

The funded proposal will support work experiences for three *kama'aina* participants that includes training, networking, and mentorship. Training includes first aid/CPR/AED, helicopter safety, OSHA chainsaw safety, GPS and compass/map reading, hunter education course, ATV/UTV safety, etc. Networking includes working with our partnership made up of ten organizations and other agencies on watershed management activities. Mentorship is working with our field team that have a combined conservation work experience representing over 40 years of watershed management work. The participants work closely with our team to accomplish Watershed Partnership goals to protect and restore native forests on Mauna Kea the source for our aquifers in Hilo generally north of the Wailuku River. The scope of work will be conducting watershed management at MKWA management units and Partnership lands benefiting more than 1,625-acres. Tasks include natural areas fence installation and maintenance, management of weeds and feral ungulates, monitoring, and ecological restoration. Most of the work will be prepping and planting native trees at our protected management units or on Partnership lands. Responsibilities are for participants to come to work on time and prepared to learn and conduct watershed management, the MKWA staff will provide the necessary operational support and training to complete projects objectives.

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

September 2022 – purchase field vehicle and plan work for three participants  
December 2022 – hire and train three participants in conservation work  
December 2022 to May 2023 – Participants conduct watershed management  
May 2023 – monitoring and reporting; summarize ecological restoration, fence installation, etc. completed.

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

The participants will be imbedded within our current field team providing opportunities for networking and mentoring from our regular staff. The MKWA Coordinator will monitor participants skills and experiences via weekly meetings. There will be an initial orientation where we determine skills and experience, and then a post experience evaluation to monitor growth of each participant in conservation skills. The participants will be responsible for completing work as well as tracking what they have accomplished utilizing field notes, this info will be used to complete weekly reports which will be checked by leadership, and used for interim and final reports to the State of Hawaii. There will also be a MKWA workforce development program evaluation to improve our capacity to develop these types of opportunities.

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 MKWA will provide conservation skills and training for three *kama'aina* participants. The participants will conduct watershed management on 1,625-acres of managed lands and on Partnership lands.

## **IV. Financial**

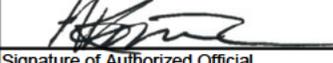
### **Budget**

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)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Big Island Resource Conservation and Development Council (as Fiscal Sponsor for MKWA)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	20,500	90,000		24,000
2. Payroll Taxes & Assessments	1,160	3,600		960
3. Fringe Benefits	8,440	25,200		6,720
<b>TOTAL PERSONNEL COST</b>	<b>30,100</b>	<b>118,800</b>		<b>31,680</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	6,000	4,000		2,000
7. Telecommunication	1,800	1,200		1,000
8. Utilities				
9. Repairs	6,000	4,000		3,000
10. Services (nursery contract)	2,600	12,000	10,000	2,320
11				
12				
13				
14				
15				
16				
17				
18				
19				
20 Fiscal Sponsor Admin Fee (10%) BIRCD	8,500			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>24,900</b>	<b>21,200</b>	<b>10,000</b>	<b>8,320</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>30,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>85,000</b>	<b>140,000</b>	<b>10,000</b>	<b>40,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	85,000	Cheyenne Perry, Project Manager      808-937-5170		
(b) Total Federal Funds Requested	140,000	Name (Please type or print)      Phone		
(c) Total County Funds Requested	10,000			
(d) Total Private/Other Funds Requested	40,000	Signature of Authorized Official      Date		
<b>TOTAL BUDGET</b>	<b>275,000</b>	Larry M. Komata, President Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Big Island Resource Conservation and  
Development Council (as Fiscal Sponsor for  
MKWA)

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Heavy Duty 4-Door 4 Wheel Drive Truck	1.00	\$30,000.00	\$ 30,000.00	30000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 30,000.00</b>	<b>30,000</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Big Island Resource Conservation and Development Council (as Fiscal Sponsor for MKWA)

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
Not Applicable						

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

Applicant: Big Island Resource Conservation and Development Council (as Fiscal Sponsor for MKWA)

Contracts Total: 523,716

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Watershed Partnerships Program FY21	1/2021-3/2022	DLNR	State	135,959
2	Project Management Assistance FY22	7/2021-6/2022	DHHL	State	40,000
3	Waipahoehoe fence retrofit CIP	1/2019-12/2022	DLNR	State	200,357
4	Partners feral ungulate exclusion CIP	7/2019-6/2023	DLNR	State	140,000
5	Hawaii County	7/2021-6/2022	Grants in Aid	Hawaii	7,400
6					
7					
8					
9					
10					

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$40,000	\$15,000	\$0	\$85,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

Watershed Partnerships Program of \$162,500; State of Hawaii CIP of \$182,500; Landscape Scale Restoration of \$100,000; DHHL Project Management Assistance of \$40,000; NRCS Alternative Funding Arrangement \$40,000; Hawaii County \$10,000

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.

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

Please see Spreadsheet 9 and attached detailed listing for reference.

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

Mauna Kea Watershed Alliance (current operating grants as of 12/31/2021): \$270,876 - Please see attached detailed listing for reference.

Big Island Resource Conservation and Development Council: \$60,090 (Unrestricted)

## **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 Mauna Kea Watershed Alliance services are on Mauna Kea, Hawaii. The Coordinator, Cheyenne Perry, has managed watershed management work for the past ten years as the Coordinator for the Mauna Kea Watershed Alliance. Cheyenne has worked in native forests for over 20 years and on Mauna Kea for 15 years and has a Master's degree in Tropical Conservation Biology and Environmental Sciences from UH Hilo. He has developed workforce and environmental education programs with the Office of Hawaiian Affairs, Na Pua Noeau, USDA Forest Service, Pacific Islands Programs for Exploring Science, and Kamehameha Schools. While working with the USDA Forest Service he served on the Education Committee and helped to develop their education program. The MKWA field crew supervisor, Nicholas Wilhoite, has worked in conservation for over five years and has a Masters degree from UH Manoa in Natural Resources and Environmental Management. The combined experience of the regular staff is over 40 years in watershed management. In our workforce development efforts, we work with the KUPU Conservation Leadership Development Program and Hawaii Youth Conservation Corps, UH Hilo Tropical Conservation Biology and Environmental Sciences for graduates and Pacific Internship Programs for Exploring Science for undergraduates, Hawaii Community College Forest TEAM, Alu Like Inc., and providing work experiences via contracts, temporary, intermittent, and regular hires.

The MKWA is soft funded and we apply for federal, state, and private grants and have garnered support, to date we have received and managed over 4.3 million dollars to conduct watershed management and education supporting over ten on the ground projects including ecological restoration and forest protection. MKWA staff have mentored nine PIPES interns, over 30 HYCC KUPU interns and five KUPU CLDP (some of which have regular jobs now in the conservation field), and hosted over 40 service learning groups at one of our restoration sites, the Kanakaleonui Bird Corridor. Additionally, we are part of the 21st Century Conservation Service Corps members supporting young men and women to gain experience and skills in land management. It is clear that we provide an invaluable role in our community and as an active watershed partnership we provide opportunities to connect to place and develop relationships with each other and our natural environment.

Related projects for the past three years include the construction and management of the 1,100-acre Waipahoehoe Management Unit and continued management of the 525-acre Kanakaleonui Bird Corridor on Department of Hawaiian Home Lands, remote resource surveys and historical research at Honohina with the Queen Lili'uokalani Trust, and other Watershed Partnership lands projects that included fence installation and ecological restoration.

## **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.

Facilities are provided by our Watershed Partner, the USDA Forest Service Institute of Pacific Islands Forestry located at 60 Nowelo Street, Hilo, Hawaii 96720. They include a secure base yard area with shipping containers for storage, parking for project and personal vehicles, and office space for the MKWA Coordinator and Field Team.

## **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.

Cheyenne Perry, the Watershed Projects Coordinator, has organized and developed field-based programs since the early 1990's and utilized those skills in the military over a sixteen-year career teaching various technical tasks. Since then he has worked in native forests since 2002 and earned a Masters in Science Degree in Tropical Conservation Biology and Environmental Sciences from University of Hawaii at Hilo. During his graduate studies while working on Mauna Kea with the Department of Hawaiian Home Lands he mentored several interns and employees, and developed several place-based transformative experiences for Na Pua Noe'au and the USDA Forest Service including summer and day trip programs. At that time, he realized an appreciation for sharing what he has learned about native ecosystems with the community while in these native forest-based settings. It is through connecting with these traditional relationships that we as a community develop stronger connections to our native landscapes and to each other as Hawaii communities. He has been the Coordinator for the Mauna Kea Watershed Alliance for over ten years.

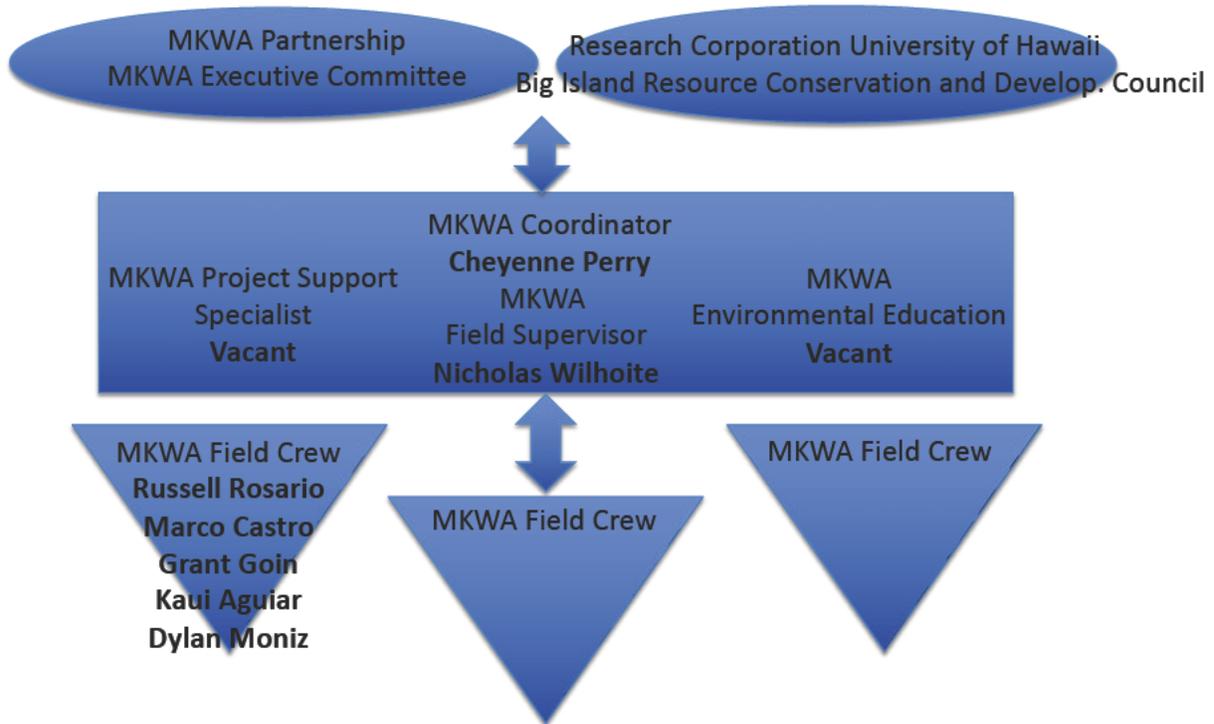
The MKWA has several required trainings for doing watershed management work and believe in investing in people creating a more professional and effective conservation workforce. The skill set of the MKWA team includes fence installation in natural areas, weed and feral ungulate management, monitoring, and ecological restoration. These skills and experience are the foundation of our on-the-ground management actions. The staffing pattern is para-military with a chain of command and we have four permanent staff to provide leadership in the field.

## 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.

# MKWA Structure and Organization

Updated: 1/15/2022



MKWA Field Crew (Project based)=Senior Field Assistant, two-four Field Assistants, KUPU intern

## 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.

MKWA Coordinator: \$5,801/month  
MKWA Field Crew Supervisor: \$4,400/month  
MKWA Senior Field Assistant: \$3,386/month

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable

### **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not Applicable

### **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Not Applicable

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

(a) Received by the applicant for fiscal year 2022-23, but

Funds will be utilized to hire three *kama'aina* participants, field operations, and to purchase a field vehicle. The MKWA will provide matching/leveraged funds for the participants hiring, training, and experiences. Requested funds will be utilized locally to combat unemployment due to COVID-19 while completing MKWA projects deliverables. The small field team support over a fairly short duration (~6 months) will greatly improve our ability to successfully complete all projects at this critical time following two years of COVID-19 impacts.

(b) Not received by the applicant thereafter.

The plan is to use these funds which we will match/leverage to increase our operational capacity to conduct watershed management in the upcoming year and as seed funds to leverage/in-kind more funds (federal/county/private) for future work. Planning and grant proposals is more closely reflecting our projects

ability to complete work after accurately incorporating time lost from COVID-19 impacts, although this is a thin line to balance (cost vs. work completed) for soft funded projects to be competitive our intention is to continue to provide cost effective watershed management for our community and for Hawaii *nei*.



Big Island Resource  
Conservation & Development Council

January 20, 2022

To Whom It May Concern,

I, Larry M. Komata, President of Big Island Resource Conservation and Development Council (BIRCDC), do hereby certify that to the best of my knowledge, this is a true reflection of BIRCDC's current finances through December 31, 2021. Our financial report is prepared by Elizabeth De Roche, an independent bookkeeper. She may be contacted via email at [thederoches2@gmail.com](mailto:thederoches2@gmail.com) with any questions regarding this financial statement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry M. Komata', written over a horizontal line.

Larry M. Komata  
President  
Big Island RC&D Council

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

The Big Island Resource Conservation and Development Council is a non-profit, tax exempt 501(c) 3 corporation organized to assist communities of Hawaii to promote the conservation of natural resources, support economic development and enhance our environment and standard of living, with community capacity building. The Big Island Resource Conservation and Development Council is an Equal Opportunity Provider.

**BIRCD**  
**Balance Sheet**  
As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Cash In Bank	
1010 · Cash in bank - unrestricted	69,060.53
1011 · Cash in Bank-restricted	234,630.78
Total 1000 · Cash In Bank	303,691.31
1040 · Petty cash	300.00
1050 · CASH IN BANK HSF	
1051 · HFS-Unrestricted	1,025.00
1053 · HFS Savings	4,482.21
Total 1050 · CASH IN BANK HSF	5,507.21
1060 · Bank of Hawaii	3,133.85
Total Checking/Savings	312,632.37
Total Current Assets	312,632.37
<b>TOTAL ASSETS</b>	<b>312,632.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Funds Held For Others	1,071.00
Total Other Current Liabilities	1,071.00
Total Current Liabilities	1,071.00
Total Liabilities	1,071.00
Equity	
3010 · Unrestrict (retained earnings)	449,519.94
3100 · Fund Balance Restricted	75,485.59
Net Income	-213,444.16
Total Equity	311,561.37
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>312,632.37</b>

**BIRCD RESTRICTED**  
**Income & Expense**  
 January through December 2021

Jan - Dec 21

<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Project Revenues		
4010 · Indiv/business contribution	8,847.28	
4110 · Other Project Revenues		
41105 · Other	100.00	
41107 · T-Shirt Sales	564.31	
Total 4110 · Other Project Revenues	664.31	
4230 · Foundation/trust grants		
42308 · Hawaii Community Foundation	20,000.00	
Total 4230 · Foundation/trust grants	20,000.00	
4250 · Nonprofit organization grants		
4254 · American Forests	40,000.00	
4256 · One Tree Planted	16,000.00	
Total 4250 · Nonprofit organization grants	56,000.00	
4520 · Federal grants		
4521 · USDA-NRCS	3,007.75	
Total 4520 · Federal grants	3,007.75	
4530 · State grants		
4531 · HTA/CPEP	17,615.00	
4538 · GIA	323,000.00	
Total 4530 · State grants	340,615.00	
4540 · Local government grants		
4541 · County of Hawaii		
45417 · Nonprofit Grant		
454173 · 2020 Nonprofit Grants	25,400.00	
454174 · 2021 Nonprofit Grants	18,200.00	
Total 45417 · Nonprofit Grant	43,600.00	
45418 · Contingency Fund	2,500.00	
45420 · Eruption Recovery Grant	150,000.00	
Total 4541 · County of Hawaii	196,100.00	
Total 4540 · Local government grants	196,100.00	
Total 4000 · Project Revenues	625,234.34	
Total Income	625,234.34	
Gross Profit	625,234.34	
<b>Expense</b>		
7000 · Grant & contract expense		
7010 · Supplies-Program Related	479,437.47	
7011 · Administrative Fee	61,244.44	
7013 · Repairs and Maintenance	9,500.00	
7020 · Professional Fees	301,884.82	
Total 7000 · Grant & contract expense	852,066.73	
Total Expense	852,066.73	
Net Ordinary Income	-226,832.39	
Net Income	-226,832.39	

**BIRCD UNRESTRICTED**  
**Income & Expense**  
 January through December 2021

	Jan - Dec 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
5000 · Earned revenues	
5180 · Program service fees	38,146.38
5220 · Dues-Organizations	
5222 · Dues-Kau SWCD	200.00
5225 · Dues-Puna SWCD	200.00
5226 · Dues-Waikea SWCD	200.00
5227 · Dues-County of Hawaii	1,500.00
Total 5220 · Dues-Organizations	2,100.00
Total 5000 · Earned revenues	40,246.38
<b>Total Income</b>	40,246.38
<b>Gross Profit</b>	40,246.38
<b>Expense</b>	
7000 · Grant & contract expense	
7012 · Permits & Licenses	15.50
7020 · Professional Fees	
7023 · Bookkeeper	3,000.00
Total 7020 · Professional Fees	3,000.00
Total 7000 · Grant & contract expense	3,015.50
7200 · Salaries & related expenses	
7250 · Payroll taxes	
72501 · FICA	2,851.04
72502 · State	953.46
72503 · Unemployment	220.92
Total 7250 · Payroll taxes	4,025.42
7200 · Salaries & related expenses - Other	18,736.40
Total 7200 · Salaries & related expenses	22,761.82
7500 · Other personnel expenses	
7580 · Web Hosting	300.00
Total 7500 · Other personnel expenses	300.00
8100 · Non-personnel expenses	
8140 · Postage, shipping, delivery	256.60
8190 · Office Supplies	
8192 · Bank Checks	48.25
8190 · Office Supplies - Other	147.65
Total 8190 · Office Supplies	195.90
Total 8100 · Non-personnel expenses	452.50
8300 · Travel & meetings expenses	
8310 · Travel	
8312 · Meals	98.71
Total 8310 · Travel	98.71
Total 8300 · Travel & meetings expenses	98.71
8500 · Misc expenses	
8520 · Insurance	
85203 · Workman's Comp.	229.62
Total 8520 · Insurance	229.62
Total 8500 · Misc expenses	229.62
<b>Total Expense</b>	26,858.15
<b>Net Ordinary Income</b>	13,388.23
<b>Net Income</b>	13,388.23