

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:

Orchidland Neighbors

Amount of State Funds Requested: \$ 296,000

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

Orchidland Neighbors, a 501 (c)(3), nonprofit corporation is requesting \$296,000 in State of Hawai'i Grant-in-Aid funding to complete Phase I and Phase II of the site preparation and construction of a multi-purpose community complex in Orchidland Estates Subdivision, Island of Hawai'i. The requested funds are for the services of a General Contractor to oversee the purchase and placement of grading operations, fencing and gravelling on the four-acre site for the project.

Amount of Other Funds Available:

State:            \$ 0

Federal:        \$ 0

County:        \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 0

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

HC2 Box 5688

City:

Keaau

State:

HI

Zip:

96749

Contact Person for Matters Involving this Application

Name:  
Virginia Aste

Title:  
President

Email:  
orchidlandneighbors@gmail.com

Phone:  
808-854-1225

Federal Tax ID#:

██████████

State Tax ID#

██████████

*Virginia Aste*

Authorized Signature

Virginia Aste, President

Name and Title

*January 15, 2023*

Date Signed

## Application Submittal Checklist

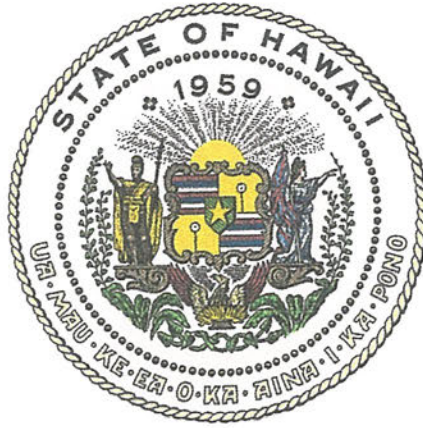
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

*Virginia Aste*  
AUTHORIZED SIGNATURE

VIRGINIA ASTE PRESIDENT  
PRINT NAME AND TITLE

*January 15, 2023*  
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

#### ORCHIDLAND NEIGHBORS

was incorporated under the laws of Hawaii on 03/11/2015 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 13, 2023

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISSED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'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, Hawaii'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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii'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.

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

*Virginia Aste*  
\_\_\_\_\_  
(Signature)

*January 15, 2023*  
\_\_\_\_\_  
(Date)

Virginia Aste \_\_\_\_\_  
(Typed Name) President \_\_\_\_\_  
(Title)



## 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, 2022.

Attached is a copy of a certificate of good standing from the Director of Commerce and Consumer Affairs dated January 13, 2023, for Orchidland Neighbors (ON), a 501 (c)3 nonprofit organization.

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

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

Attached is the declaration statement from Orchidland Neighbors affirming compliance with Section 42F-103, Hawaii Revised Statutes.

#### **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](#).

Orchidland Neighbors verifies that the project for which funds are requested is for a public purpose. Funds will be used for the grading, fencing and gravelling of a site for a multi-purpose complex which will be open to the public. Our Special Permit, PL-SPP-2002-000013, dated December 1, 2022, has been granted on the basis that our project serves a much-needed public purpose.

### **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;

**Vision/Mission:** Orchidland Neighbors (ON) was founded in order to design and build a multi-purpose community complex in Orchidland Estates to house and develop community capacity through recreation, education and agricultural opportunities for Orchidland and surrounding communities.

### **Applicant's Background**

Orchidland Neighbors (ON) was created in 2015, as a 501 (c)3 organization in order to fulfill the mission of establishing a multi-purpose community complex on a four-acre parcel of land in Orchidland Estates subdivision. The complex will include a multi-purpose community meeting space, kitchens, offices, emergency supply storage, an open market, food basket distribution site, soccer field, playground and skate park.

ON directors have diverse and extensive backgrounds in administration, education, accounting and community organizing. ON will continue to call upon experienced contractors to design the project to carry out the planned scope of work.

Each month, ON collaborates with the Food Basket and two churches to provide food to 200 families. ON supports the Orchidland Neighborhood Watch and the Orchidland Community Emergency Response Team.

In 2016, ON purchased a four-acre site in Orchidland in order to accomplish its vision.

On December 1, 2022, ON received a Special Permit from the Hawaii County Windward Planning Commission to proceed with its project.

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

The entire project will be built in Phases and this request is for Phase I and Phase II.

### **PHASE I**

#### **Goal 1**

- Complete a plan for the grading, fencing and gravelling for this project.

#### **Objectives**

- Retain a qualified general contractor to develop grading, fencing and gravelling plans.

- Meet with general contractor to develop the grading, fencing and gravelling plans.
- Review and approve the general contractor's plans for grading, fencing and gravelling.

**Goal 2**

- Grade the lot according to general contractor plans and topographical survey. (The topographical survey has been completed.)

**Objectives**

- Select a qualified earth-moving company to grade the property.
- Meet with earth-moving company to establish a time line for the grading.

**Goal 3**

- Erect a fence and gates on the property.

**Objectives**

- Select a qualified fencing company.
- Meet with the fencing company to put up a fence and gates.

**PHASE II**

**Goal 1**

- Spread gravel on the entrance, parking, walking path, open market areas and site for the storage shipping containers for the project.

**Objectives**

- Select a qualified gravel hauling company.
- Meet with gravel hauling company to develop a time table and method for spreading the gravel.

**3. The public purpose and need to be served;**

The public purpose for the grant is to prepare a physical site for the construction of a multi-purpose community complex which will provide buildings and spaces for services and activities for residents of Orchidland Estates and surrounding subdivisions.

The services and activities to be supported by this grant are grading, fencing and gravelling the 4-acre site under the supervision of the general contractor.

Once the walking path and area for the open market are graveled it will provide access to the site for the public.

4. Describe the target population to be served; and

The target population to be served are the residents of Orchidland Estates Subdivision (2,400 lots) with a current population of approximately 4,000 people. The multi-purpose community complex will serve residents of all ages, one-third of whom are under 18 years of age. The multi-purpose community complex will also serve the residents of surrounding subdivisions which lack facilities.

5. Describe the geographic coverage.

The geographic coverage includes Orchidland Estates and surrounding subdivisions: Ainaloa, Tiki Gardens, Hawaiian Paradise Park, Hawaiian Acres, Fern Forest and Fern Acres.

**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;

Scope of Work

The scope of work for this project will be for Phase I and Phase II and include development of a general contractor’s plan, for grading, fencing and gravelling of the 4-acre site prior to construction of a multi-purpose community complex.

Project Tasks

Project Tasks included in the scope of work will be developed when the general contractor has been selected.

Project Responsibilities

Project responsibilities reside with the general contractor selected to develop the project plan and the Orchidland Neighbors Board of Directors who will meet and confer with the general contractor for the development and execution of Phase I and Phase II of the project.

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



Projected annual timeline for accomplishing the results for Phase I and Phase II:

Annual timeline:

1<sup>st</sup> Quarter After the bid process, the applicant will select the general contractor for developing plans for grading, fencing and gravelling.

2<sup>nd</sup> Quarter The general contractor will solicit estimates from grading, fencing and gravel companies.

Appropriate companies will be selected from estimates received by the general contractor.

3<sup>rd</sup> Quarter Work will be completed for the grading, fencing and gravelling according to the general contractor's plan. The ON Board will inspect the work.

4<sup>th</sup> Quarter The ON Board will notify vendors of availability of the open market.

Three shipping storage containers will be placed on the site.

The walking path will be open.

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

Quality assurance and evaluation plans for the request:

The ON Board will monitor, evaluate and improve results as needed, working with the general contractor to follow the quarterly timeline and assure satisfactory completion of the tasks specified in each contract by comparing the work done by the contractor to the contract.

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.

Measure(s) of effectiveness that will be reported to the State expending agency and that will provide a standard and objective way for the State to assess the program's achievement or accomplishment. The applicant notes that if the level of appropriation differs from the amount included in this application, the measure (s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of effectiveness include:

- Measures of effectiveness for the general contractor will be the production of a general plan for grading, fencing and gravelling.
- Regular meetings will be held to monitor all progress of selected contractors involved.
- The general contractor will prepare monthly reports and certify that each phase has been completed in accordance with plans and specifications.
- Grading of the four-acre site will be completed according to the plan and quarterly timeline.
- Fencing and installation of gates will be completed as specified in the contract and quarterly timeline.
- Spreading of gravel will be completed as specified in the contract and quarterly timeline.

## **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)

The applicant is submitting a budget utilizing the enclosed applicable budget forms to detail the cost of the request,

- a. Budget request by source of funds (Link) Submitted as attachment
- b. Personnel salaries and wages (Link) Submitted as Not Applicable
- c. Equipment and motor vehicles (Link) Submitted as Not Applicable
- d. Capital project details (Link) Submitted as attachment

e. Government contracts, grants, and grants in aid (Link) Submitted as attachment

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024 below.

The applicant provides its anticipated quarterly funding requests for the year

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
74,000	74,000	74,000	74,000	296,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

The applicant will seek funding from other sources for the fiscal year 2024.

USDA – Rural Development Grant  
Private Donations

- 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 2024 for program funding.

County: \$1,987 from County of Hawai`i for 2020/2021  
County: \$3,000 from County of Hawai`i for 2022/2023

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

**Response:** The unrestricted current assets of Orchidland Neighbors as of December 31, 2022 totals \$0

**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 applicant has retained or hired individuals with the necessary skills, abilities, knowledge of and experience relating to the request.

Orchidland Board of Directors has accomplished all previous tasks by selecting contractors with sufficient expertise, experience and appropriate licenses.

The applicant has retained attorneys for the consolidation of the lots. The applicant has hired surveyors for the topographical survey, for the consolidation of lots survey, and for archeological site survey. Architect was hired for conceptual drawings.

The applicant has used the Order of Magnitude developed by Peter Walburn, Senior Construction Manager of TWA and Associates, LLC (Construction managers and consultants to the construction industry) as a guide for this request.

The proposed complex is designated as a Level One Resilience Hub by Vibrant Hawai'i, County of Hawai'i, which provides training and support for nonprofit organizations that serve the community.

## **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.

Orchidland Neighbors currently has no facilities in which to hold programs and activities for Orchidland residents and residents of surrounding communities.

Orchidland Neighbors has been operating out of a home office in Orchidland Estates. The ON Food Basket distribution program takes place from a church venue in Orchidland Estates. The Neighborhood Watch program currently meets in a private home and the Orchidland Community Emergency Response Team (CERT) meets in a church, both meeting in Orchidland Subdivision.

After Phase I and Phase II are completed with this grant, the applicant will be able to set up the area for the Open Market to allow the community to sell their items and products.

## **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.

Orchidland Neighbors currently has no staff. Once Phase I and Phase II are completed, we will enlist volunteers to supervise activities.

## **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.

Orchidland Neighbors Board of Directors:

Virginia Aste, President  
Barbara Arthurs, Treasurer  
Sharon McCartin, Recording Secretary  
Sherri Carden, Corresponding Secretary  
Katie Madison Soltys, Member

15-20 Community Volunteers

## **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.

Directors and Officers currently serve in a volunteer capacity.

## **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.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution per Article X, Section 1, of the State Constitution.

**4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

If funds are received by the applicant for fiscal year 2023-24 and not received thereafter, the applicant will apply to additional grant resources such as the USDA Economic Development Fund. The applicant will also develop a capital fund campaign.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Orchidland Neighbors \_\_\_\_\_

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</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				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>296,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>296,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	296,000	Barbara Arthurs <span style="float: right;">808-990-4841</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Virginia Aste</i> <span style="float: right;"><i>January 15 2023</i></span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>296,000</b>	Virginia Aste, President		
		Name and Title (Please type or print)		



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Orchidland Neighbors \_\_\_\_\_

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Orchidland Neighbors \_\_\_\_\_

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: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS					180000	
LAND ACQUISITION						
DESIGN					220000	
CONSTRUCTION			296000			828000
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>296,000</b>		<b>400,000</b>	<b>828,000</b>
JUSTIFICATION/COMMENTS:						



