

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) Hawaii Compliance Express Certificate (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

ANNA NEUBAUER, PRESIDENT AND CEO

PRINT NAME AND TITLE

JANUARY 19, 2024

DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Hawaiian Humane Society

Amount of State Funds Requested: \$ 400,000

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

Hawaiian Humane Society is requesting State Grant-in-Aid funds to acquire hurricane screens/sheeting to disaster proof/protect the animal shelter. The organization has embraced animal welfare best practices for shelter design, which maximize natural light and ventilation to improve animal health and wellbeing, and minimize the spread of disease. These designs do, however, make our facilities vulnerable to inclement weather. Hurricane screens/sheeting would allow for the preservation of this design, while keeping animals and people safe in the event of powerful storms.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 1,350,000

Unrestricted Assets:

\$ 8,819,140 (Current Assets)

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:

2700 Waiialae Avenue

City: Honolulu State: HI Zip: 96826

Contact Person for Matters Involving this Application

Name:
Anna Neubauer

Title:
President and CEO

Email:
aneubauer@hawaiianhumane.org

Phone:
808-356-2221

Federal Tax ID#:

██████████

State Tax ID#



Authorized Signature

Anna Neubauer, President and CEO

Name and Title

January 19, 2024

Date Signed



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 (DCCA).

Vendor Name: HAWAIIAN HUMANE SOCIETY

DBA/Trade Name: HAWAIIAN HUMANE SOCIETY

Issue Date: 01/15/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3490

UI#: XXXXXX2760

DCCA FILE#: 1368

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
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:

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	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

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its 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](#).

If awarded funding, State Grant-In-Aid funds will be used for a public purpose as described below in **Section II. Background and Summary – 3. Public purpose and needs to be served**. Funds will be used to acquire hurricane screens to improve shelter disaster preparedness. This will include the manufacture and installation of hurricane screens on site to increase the protection of the animals in our care in the event of a hurricane/storm.

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;

Hawaiian Humane Society was established in 1883 and have been serving Oahu's animals and people for 140 years. The organization is Oahu's largest animal welfare organization that shelters, protects, rescues, reunites and rehomes animals. The organization's mission is to promote the human-animal bond and the humane treatment of all animals. Throughout its long history, Hawaiian Humane has been dedicated to creating a more compassionate community for animals and people on Oahu.

The organization welcomes all pet animals in need regardless of age, breed, species or condition, and provides services for more than 30,000 animals annually and thousands more in communities across O'ahu through field service programs and community outreach. In May 2023 we opened a second campus in West O'ahu to improve access for communities West of Honolulu's urban core and provide previously underserved groups with our full range of lifesaving services.

As the official pet lost and found for the island of O'ahu and a safe haven for all pet animals, our organization experienced 12,524 animals coming into our two shelters from July 2022 to June 2023 and conducted 31,721 animal health examinations. The organization spayed and neutered 15,584 animals, fostered 3,684 pets, created new families through adoption for 7,227 pets and reunified 1,860 pets with their families. Through the outreach program, the organization served 244 people and 11,264 animals and distributed 52,396 pounds of pet food to struggling pet owners. Our Pet Visitation program experienced a boom, with 188 visits and an increase of 129.3%. A total of 3,998 people were served by the Pet Visitation Program, an increase of 191.4%. The organization experienced a continued demand for our educational programs and the number of programs increased by 22.7%. In fiscal year 2023, our field services team prioritized education in working with the public to address animal welfare issues which helped to foster a more informed and responsible community. This strategy reduced animal-related issues, enhanced public safety and ultimately improved the overall well-being of animals in our community.

2. The goals and objectives related to the request;

It is vital that animal facilities prepare for disasters, both to protect the animals housed there, the people caring for the animals, and to safeguard the facility.

Goals and Objectives

Goal 1: To install hurricane screens to mitigate damages to the facility

Objective 1: To make the shelter hurricane-safe by eliminating or minimizing the impact of disasters caused by hurricanes, strong winds or storms.

Goal 2: To protect animals housed at the facility from injuries

Objective 2: To create a safe space to house animals already in our care as well as the ones in the community that will need safehousing.

3. The public purpose and need to be served;

With continued high shelter populations due to increased animal intake and longer stays Hawaiian Humane and shelters across the state are vulnerable to emergent events like

natural disasters. The recent Maui wildfire tragedy resulted in a flood of lost and injured animals in need, and highlighted the importance of disaster planning for facilities that house animals.

As the official pet lost and found for the island of O'ahu and the largest animal care facility in the community, many will look to Hawaiian Humane Society for care for animals in and out of our shelter. The organization will play a key role in the safehousing of animals during a disaster. Hawaiian Humane Society is committed to the safety and well-being of animals on O'ahu. Aligned with this commitment, a major part of our disaster planning includes disaster preparedness.

Windstorms, which include hurricanes, make up 22 percent of all disasters and are the deadliest type of disaster after floods. According to a hurricane risk assesment report published by Geore Pararas-Carayannis, hurricanes present the greatest risk for the Hawaiian islands with serious impacts on public health and safety. The report indicates that while O'ahu has never had a direct hit by a hurricane, the potential risk of a tropical storm or hurricane cannot be ignored. O'ahu and other Hawaiian islands are potentially vulnerable to hurricane and hurrican storm surge flooding. Strong hurricane winds and surges have the potential to disastously impact O'ahu and result in extensive destruction on the island.

Hawaiian Humane has embraced animal welfare best practices for shelter design, which maximize natural light and ventilation to improve animal health and wellbeing, and minimize the spread of disease. These designs do, however, make our facilities vulnerable to inclement weather. As such, a key priority for Hawaiian Humane Society is to set up our facility to mitigate windstorm damage. The organization aims to install hurricane screens, a common commercial storm damage mitigation barrier that will keep debris and rain propelled by strong hurricane-force winds out of the shelter. The hurricane screens will help the shelter withstand the strong winds and storms, and allow for the preservation of the benefits of this design, while allowing animals and people to be kept safe in the event of powerful storms.

4. Describe the target population to be served; and

The island community will look to Hawaiian Humane Society to provide care for animals in and out of our shelters in the event of a disaster. The target population that will be served by the hurricane screen project will be all animals already in our care and animals that will be lost and injured as a result of the disaster and will need safehousing.

5. Describe the geographic coverage.

Hawaiian Humane Society plans to install the hurricane screens at the Mō'ili'ili campus in Honolulu and at the Kosasa Family Campus in Ewa Beach as a safety measure to minimize windstorm damage to the shelter, protecting people and animals. The

Honolulu shelter will present a hurricane safe place for animals in the Honolulu and surrounding area, as well as animals island wide if able to get to the shelter.

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;

Hurricanes and windstorms pose a major threat to Oahu. If a hurricane should make landfall on the island or pass closeby, it could have devastating effects for the entire island. Setting up our shelter for windstorm prevention will help mitigate damages to the facility and keep animals and people safe.

Installing hurricane screens will help the shelter withstand strong winds and storms by mitigating severe damage and protecting the animals housed in the shelter in the event of a major storm. Fitting the shelter with hurricane screens will reduce property damage and prevent costly repairs. Mitigating shelter damage will prevent possible injuries to animals and people, and provide a safer environment for the animals in our care.

Hurricane screens are a common commercial storm damage mitigation barrier frequently used. This hurricane fabric is a piece of trampoline-like material that will help protect the shelter from flying debris and rain propelled by strong, hurricane-force winds. These large pieces of mesh fabric are much stronger than standard door and window screens. The hurricane screens can be stretched over glass doors and windows, as well as other openings, such as carport entrances and porches.

Hawaiian Humane Society will employ the services of a contractor for the manufacture/construction and install of the hurricane screens.

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

The installation of the hurricane screens is projected to be completed during the course of fiscal year 2025. Hawaiian Humane Society will track project progress to keep on schedule and budget.

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

To ensure the project is completed on time and within budget, the project timeline will be managed by our facilities and operations leadership team. Additionally, the Hawaiian Humane Society will hire a local contractor to provide and manage the installation of the hurricane screens.

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.

Hawaiian Humane Society will report progress to the State on a quarterly basis.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See attached Budget Forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

The anticipated budget for this project is \$400,000 to cover the cost of hurricane screens for both the Mō'ili'i campus in Honolulu and the Kosasa Family Campus in Ewa Beach.

Hawaiian Humane Society utilizes various fundraising activities to support its operations and capital improvement projects. The organization continues to seek contributions from private donors and foundations to support its mission and efforts.

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 2025 for program funding.

Not Applicable

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

Balance of unrestricted current assets as of December 31, 2023: \$8,819,140

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.

Hawaiian Humane Society has been O'ahu's leader in animal welfare issues since our establishment in 1883. The organization's programs and services have received national recognition and have been replicated by other humane organizations across the country. The organization partnered with American Humane and Honolulu Department of Emergency Management to host a 2-day training on "Animal Disaster Response" from August 4 to August 5, 2023, a 4-hour virtual training on "Introduction to a Coordinated Response for Animals Impacted by Disasters" on November 2nd, 2023, and a 3 day in person training on "Basic Animal Emergency Response and Disaster Animal Sheltering" from November 29 to December 1, 2023.

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.

Hawaiian Humane moved to the Mō'ili'ili campus in 1942, expanding the facility over the years with the construction of our admissions, shelter veterinary services and animal holding building, dog adoption houses and cat house in 2016. These buildings were designed to improve the overall experience for people who visit, while optimizing behavioral, psychological and socializations of animals in our care. Many of these buildings are open air enclosures and susceptible to damage from inclement weather. In 2018, we opened the Ginny Tiu Community Spay/Neuter Center, a specialized high quality, high- volume spay/neuter clinic that increases the availability of affordable cat and dog spay/neuter services for our community.

Our recent expansion includes construction and opening of a second campus in West O'ahu to make a greater impact on animal overpopulation on O'ahu and improve access to services for underserved communities west of Honolulu's urban core. The West O'ahu campus includes a 20,745-sf two story building, an adoptions lanai with six adoption pavilions for dogs, cats, and small animals and a spacious off-leash community dog park. The new campus features a new generation shelter, providing a safe space for animals, veterinary care, spay/neuter services, adoptions, foster care, education and volunteer opportunities for the community.

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.

Hawaiian Humane Society has been O'ahu's leader in animal welfare issues for 140 years. Anna Neubauer has been President & CEO of the Hawaiian Humane Society since October of 2019 and leads a dedicated team of more than 100 staff and more than 1,000 volunteers in caring for O'ahu's animals in need. Prior to joining Hawaiian Humane Society, Neubauer served as vice president of operations at the Dumb Friends League of Denver, Colorado, an open-admissions shelter regarded as one of the country's most progressive and best-run animal shelters. Before joining the Dumb Friends League, Neubauer was a co-founder and clinic director of the Fort Collins Cat Rescue & Spay/Neuter Clinic in Fort Collins, Colorado. Neubauer has her MPA degree and is a certified veterinary technician, a certified animal welfare administrator, and was an instructor in Shelter Leadership at Colorado State University from 2016-2019.

2. Organization Chart

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

See attached Organization Chart

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.

President and CEO	\$265,000
Chief Veterinarian	\$180,000
Director of Operations	\$155,000

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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

Hawaiian Humane Society will seek additional sources to fund the maintenance costs of the hurricane screens in future years. These funds will include government and private philanthropic sources. Hawaiian Humane will continue to monitor and evaluate efforts to best serve the community and ensure operational sustainability. We align our efforts and resources based on the Strategic Plan, which integrates strategy, operations and financial planning to direct the way in which the organization serves the community.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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 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 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 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 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.

Hawaiian Humane Society

(Typed Name of Individual or Organization)

January 19, 2024

(Signature)

(Date)

Anna Neubauer

President and CEO

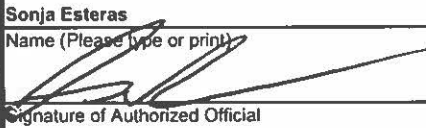
(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaiian Humane Society

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL (Moiliili & Kosasa Family Campus)	400,000	0	0	0
TOTAL (A+B+C+D+E)	400,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Sonja Esteras 808-356-2234		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official 1/19/2024		
		Date		
TOTAL BUDGET	400,000	Anna Neubauer, President and CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaiian Humane Society

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaiian Humane Society

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION (Moiliili & Kosasa Family Campus)			400000			
EQUIPMENT						
TOTAL:			400,000			
JUSTIFICATION/COMMENTS:						
Construction cost will include the manufacture and installation of the hurricane screens at the two campuses						

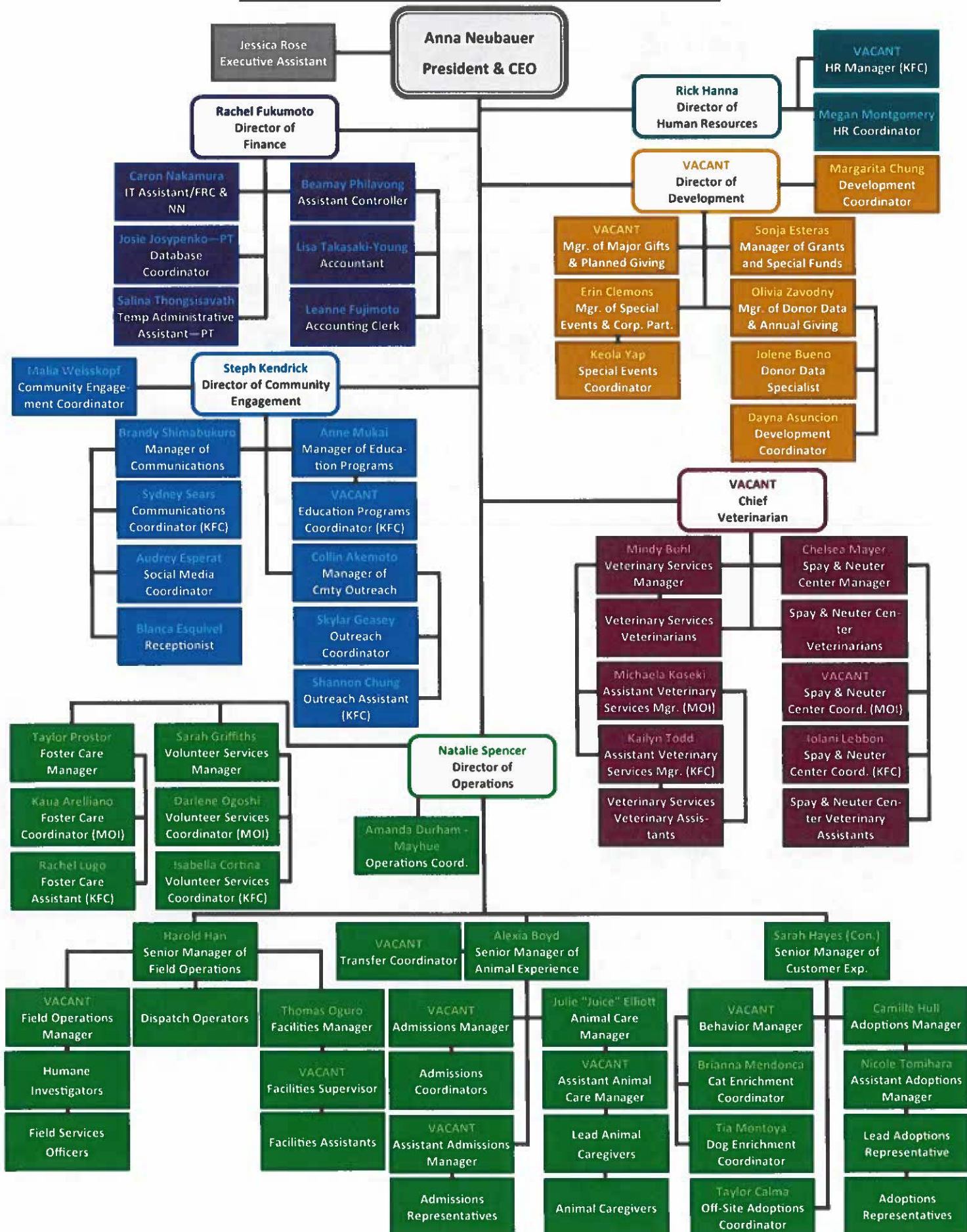
GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaiian Humane Society

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
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Hawaiian Humane Society Organizational Chart



Hawaiian Humane Society Organizational Chart

