

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

Nicole Schefer Executive Director
PRINT NAME AND TITLE

01/19/2024
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: Db:

The Kaua'i Humane Society

The Kaua'i Humane Society

Amount of State Funds Requested: \$ 541,000

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

As the only open-admission animal welfare organization on the island of Kaua'i, the Kaua'i Humane Society (KHS) is often the last resort for thousands of homeless cats and kittens. At this time, KHS is seeking funding to replace and expand the kennels in our Kitten Adoption Room and replace the kennel doors in our Cat Adoption Room. With this request we are intending on reducing the kittens and cats length of stay all while meeting their health and behavioral needs by offering enrichment and healthy stimulation while they are at the shelter.

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:

\$ 223,000

Unrestricted Assets:

\$ 742,000

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:

PO Box 3330

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:

Nicole Schafer

Title:

Executive Director

Email:

nicole@kauaihumane.org

Phone:

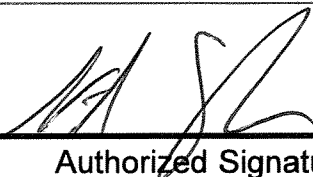
808-632-0610 X 106

Federal Tax ID#:

██████████

State Tax ID#

██████████



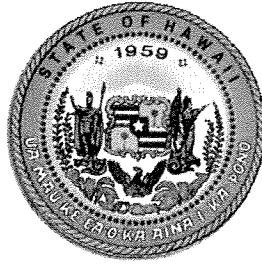
Authorized Signature

Nicole Schafer Executive Director

Name and Title

01/19/2024

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: KAUAI HUMANE SOCIETY

DBA/Trade Name: KAUAI HUMANE SOCIETY

Issue Date: 01/10/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX9250
UI#: No record
DCCA FILE#: 4745

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

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

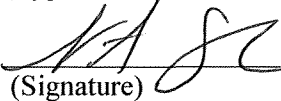
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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; and
- 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.
- 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, 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.

Kauai Humane Society
(Typed Name of Individual or Organization)


(Signature)

01/19/2024
(Date)

Nicole Schafer
(Typed Name)

Executive Director
(Title)

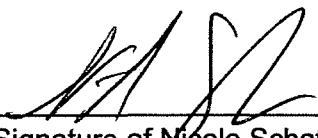


Declaration Statement

I hereby declare that the information I am submitting is true and complete to the best of my knowledge. I understand that this information is subject to review and verification.

I verify that The Kaua'i Humane Society meets the requirements to apply for a Grant In Aid through the State of Hawai'i and is in compliance with Section 42F-103, Hawaii Revised Statutes.

Nicole Schafer
Printed Name


Signature of Nicole Schafer
Executive Director
The Kaua'i Humane Society

01/19/2024
Date

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.

Attached

2. Declaration Statement

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

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.

Attached

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 Kaua'i Humane Society (KHS) is a local, independent 501(c)3 non-profit organization. Since 1952, we have served the County of Kaua'i as the only open-admission animal shelter on the island. Our average annual intake is over 2,700 animals. We work tirelessly to support pet owners in our community by educating our community about responsible pet ownership, including the importance of spaying and neutering and pet ordinances, while saving the lives of our shelter animals through

adoptions and transfers. We work hard to keep animals with their owners through free or low-cost programs.

KHS runs a variety of programs to serve both two and four-legged island residents, including public low-cost spay and neuter, a limited Spay and Neuter Assistance Program (SNAP) for low-income residents, monthly low-cost vaccination and microchip clinics, a Shelter Dogs on Field Trips Program, an A.L.O.H.A. Transfer Program, Critter Camp for kids, Direct Release & Quarantine for Rabies prevention, emergency boarding for pets (e.g. victims of domestic violence and house fires), cremation services, and more.

KHS currently has 10 board members, 41 staff members (this includes full-time, part-time, and seasonal), and 110 active volunteers. We are in the process of hiring additional employees to better serve our community and care for our animals.

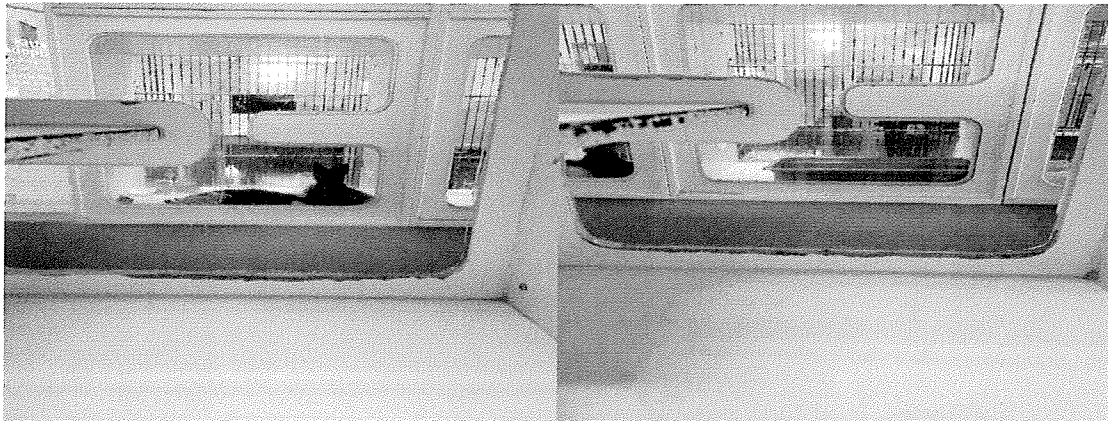
2. The goals and objectives related to the request;

We have many goals related to our request that all lead to the single objective of reducing the number of felines that reside in the shelter for extended periods all while meeting their health and behavioral needs by offering enrichment and healthy stimulation while they are at the shelter.

1. Restructure the current housing for felines to enable potential adopters to have more interaction while meeting adoptable cats and kittens. This includes removing the current kennels, which are becoming a disease risk for our cats and the public that come to visit them, and replacing them with new kennels made of impermeable material.
2. Meet the felines' mental and physical needs while in the shelter. The new kennels will offer enrichment space that permits the hanging of toys, scratchers, etc. allowing cats to perform natural behaviors, and will be larger permitting more exercise.
3. Meet or exceed The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters and Animal Shelter Best Practices on cat housing.
4. Demonstrate a positive indoor feline environment for the public to be used as an example of indoor cat housing and discourage outdoor cat housing reducing the outdoor cat population, and reducing the impact outdoor cats have on endemic wildlife.

The current kennel system (pictured below) that is in place in our Kitten Adoption room limits the number of animals that we can humanely house and find positive outcomes for. In 2023, KHS took in 1,506 felines of which 839 were under eight weeks of age and

most remained at the shelter for months. This was 322 more kittens than the prior year showing that our current housing needs to grow with the demand. They are also in a state of degradation that is posing a health risk and increasing the number of kittens that are getting sick and staying in the shelter longer as they are not able to be adopted while receiving veterinary care.



3. The public purpose and need to be served;

Kaua`i has been dealing with a homeless pet population epidemic for decades and while the Kaua`i Humane Society has been trying to meet those needs, some areas need to be improved on. The Kaua`i Humane Society shelter was not designed (in the

mid-1990s) to house cats when it was originally built. Modifications to former puppy and small dog kennels have been made over the years to make space for cats, but those spaces do not meet the physical or mental health needs of cats. This limits the access that potential adopters and the general public have to view cats and kittens while also contributing to the mental stress and physical weight gain of long-stay cats in KHS's care.

Kaua'i County has the most strict practices concerning outdoor and feral cats than any other island in the State in an effort to protect native wildlife. The Kaua'i Humane Society is working to educate and advocate for pet owners to keep their cats indoors to support the legislation and reduce the number of outdoor cats that could be causing harm or nuisances. Renovating the current cat housing within the shelter would enable KHS to demonstrate a positive indoor environment, enrichment opportunities, and positive indoor cat interactions while promoting feline socialization. KHS would also be able to host enhanced environmental educational programs such as students reading to cats programs, school visits, and more.

4. Describe the target population to be served; and

The Kaua'i Humane Society serves the roughly 75,161 residents of Kaua'i and their pets. We do not discriminate based on any demographics, including financial status.

That being said, the population we serve most frequently includes residents with limited incomes. Due to extraordinarily high living costs, people working multiple jobs to get by, and an 11.2% poverty rate according to the United States Census Bureau, many residents on Kaua'i struggle to provide food and care to their pets.

5. Describe the geographic coverage.

KHS is the only open-admission animal shelter on the island of Kaua'i. Our immediate geographic coverage is island-wide, however, we also facilitate transfers and adoptions for our shelter animals to locations on the mainland.

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 Kaua'i Humane Society is in the planning stages of the renovation of the existing Kitten Adoption Room. KHS is currently seeking bids for the kennels required which range from \$350,000 to \$600,000 with shipping.

Once the kennels arrive the renovation of the actual space will commence, which will include:

- Removal and disposal of current kennels
- Painting and repairing damage to the walls and doorways in the Kitten Adoption Room
- Removal and installation of new windows, doors, fans, and vents
- Cleaning and sealing the concrete flooring and clearing drains used in cleaning
- Constructing framework for new Cat Adoption kennel doors

KHS will also be replacing the doors on the kennels in the Cat Adoption Room with easier-to-clean and more hygienic doors that can be used with our existing kennel space and structure.

The work will be overseen by our Executive Director, Director of Operations, and Facilities Manager to ensure timely and safe renovations.

Most of the work can be done by our in-house staff and volunteers (painting, cleaning, etc.) with any structural repairs being done by our Facilities Manager or licensed contractors.

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

July 2024 (or upon release of funds) - Order kennels and kennel doors with an estimated arrival time of 4-6 months.

January 2025 - Begin the movement of cats to open space in the Kitten Adoption Room to start with cleaning and repair work, with renovations completed within 90 days.

March 2025 - Install the new kennels.

April 2025 - Welcome kittens back into the Kitten Adoption Room.

May 2025 - Begin the replacement of kennel doors in the Cat Adoption Room as kennels become empty.

By June 2025, the renovations should be completed and the felines can be in their new spaces and the public can be welcomed back into the cat areas.

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

Executive Director, Nicole Schafer, will measure the effectiveness of the Capital Improvement Project using several benchmarks and will report on these benchmarks to the state agency:

- Staying within the outlined project budget
- Meeting timelines listed in this application as much as possible (shipping times may alter the timeline)
- Completing renovation activities as listed.

5. 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.

Appropriate measures of effectiveness for the proposed project include:

- Equipment procured from reputable sources that specialize in the highest standards of animal sheltering.
- Equipment installed following manufacturer specifications and within the timeline proposed.
- Project results will be offered to other Animal Welfare Agencies to leverage experience and lessons learned.
- Adoptions and the health of the cats and kittens will be monitored to see if length of stay and overall health have benefited.

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](#))
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
456,000	20,000	25,000	40,000	541,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
 - Donations from new and existing supporters for general operating expenses
 - Grey Muzzle for Senior Dog Dental Care
 - Petco Love Foundation for general operating expenses
 - Grant In Aid, State of Hawai'i, Spay & Neuter support/subsidies/services/financial assistance
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.

N/A

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.

Grant In Aid, FY2023
 County of Kaua'i Service Contract, FY 2024, FY 2023, FY 2022

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

\$742,000

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 Kaua`i Humane Society Executive Director has overseen several expansion and renovation projects during their time with a variety of animal welfare organizations, including, but not limited to, the construction of cat social rooms, the construction of outdoor catios capable of housing 130 cats, as well as kennel renovations

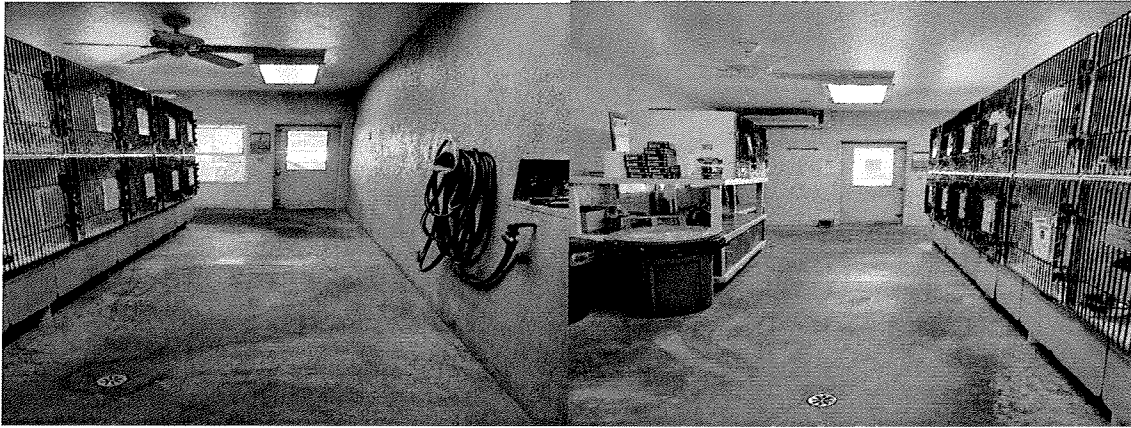
The Director of Operations has been with the organization for 12 years and supervises the Facilities Manager. The Director of Operations has overseen all of the renovation projects the shelter has experienced in that time, including the installation of a new incinerator, alarm system, and generator which involved an extensive overhaul of the electrical system in the building. He has also assisted with kennel renovations and repairs as needed to accommodate the needs of the animals.

2. Facilities

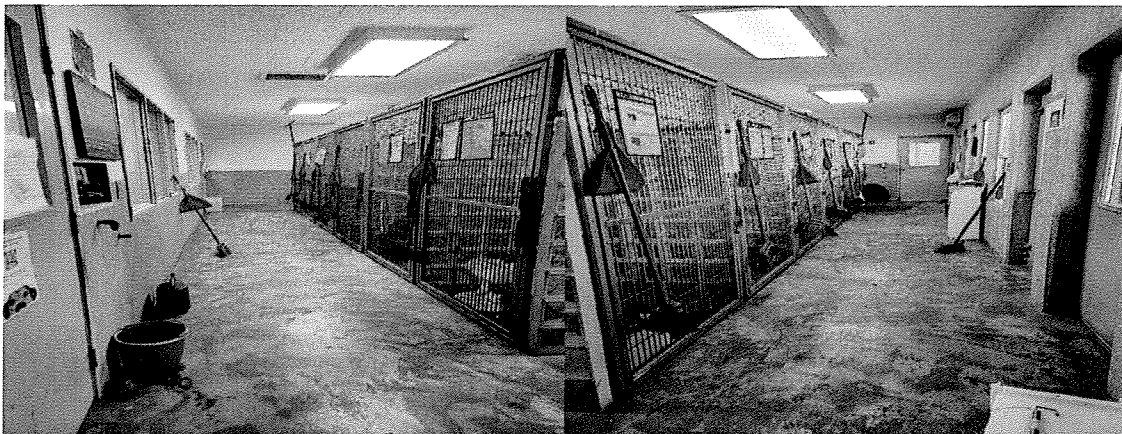
The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Kaua`i Humane Society was built in 1999 and was fully occupied and functioning in 2000. The current Kitten Adoption room (pictured below) is 594.3 square feet with two outdoor fully enclosed catios attached. The room has two rows of six kennels as well as two stand-alone kennels on large platforms that can safely and humanely house forty-two kittens. There is running water, access to fresh air, and lighting.

With the new kennels, the housing for cats will more than double our kitten capacity and meet welfare standards by offering a double portaled kennel permitting the separation of food and litter box.



The Cat Adoption room (pictured below) is 888 square feet with an additional four outdoor fully enclosed catios. The room has twelve kennels with a wire front door that has been retrofitted to house cats rather than small dogs, which can lead to disease spread and difficulty in cleaning.



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.

All aspects of the proposed project will be overseen and coordinated by the Executive Director and Director of Operations.

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.

Attached

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.

1. Executive Director - \$130,000
2. Director of Finance - \$92,000
3. Lead Veterinarian - \$90,000

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.

KHS has no pending litigation or outstanding judgments to which we are a party.

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.

There is no license or accreditation required to operate an animal shelter.

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.

KHS does not support or benefit any sectarian or non-sectarian private educational institutions.

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.

No additional funds will be needed. This is a one-time capital project and does not require sustaining funds.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: The Kaua'i 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	25,800			
2. Payroll Taxes & Assessments	4,200			
3. Fringe Benefits				
TOTAL PERSONNEL COST	30,000			
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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20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	511,000			
TOTAL (A+B+C+D+E)	30,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	541,000	Nicole Schefer 8086320610		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Nicole Schefer Executive Director		
TOTAL BUDGET	541,000	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: The Kaua'i Humane Society

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Kennels for Kitten Adoption Room (incl. Doors, latches, caste	48.00	\$6,000.00	\$ 288,000.00	
Kennel Doors for Cat Adoption Room	12	\$4,000.00	\$ 48,000.00	
Shipping of Kennels and Doors			\$ 120,000.00	
			\$ -	
			\$ -	
TOTAL:	60		\$ 456,000.00	

JUSTIFICATION/COMMENTS Kennels to replace existing deteriorating Kitten Adoption kennels, Kennel Doors to replace existing deteriorating Cat Adoption doors, shipping from mainland to Kauai

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: The Kaua'i 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			85000			
EQUIPMENT			456000			
TOTAL:			541,000			
JUSTIFICATION/COMMENTS: Funds will be used to purchase Kennels and Kennel Doors to replace existing equipment and will also be used for the removal of existing windows & doors, vents, repair or replace existing air conditioning units, refinish flooring and provide salary to the Facilities Manager.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The Kaua`i Humane Society

Contracts Total: 1,100,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Enforcement, Animal Care, and Licensing	7/1/2023-6/30/2024	County of Kaua`i	Kaua`i	1,100,000
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KHS Organizational Chart

