

## 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

LEIF ANDERSEN, PRESIDENT

PRINT NAME AND TITLE

JANUARY 17, 2024

DATE





## Waialua Community Association

*"The WCA serves the entire North Shore Community with meaningful educational and recreational programs. The WCA is a gathering place where children, teens, adults and seniors are encouraged to engage in meaningful social activities that stimulate and support individuals and community."*

### I. BACKGROUND AND SUMMARY

1. The Waialua Community Association was founded in 1934 for the purpose of operating a community center in the Moku of Waialua to accommodate recreational activities, youth clubs, arts and crafts programs, educational classes, community meetings and other welfare and recreational activities. The Waialua Community Association provides a venue for community groups and community members and works with other groups and agencies that further the improvement and life of the residents in the Waialua Moku and beyond. It has been used as a distribution point during emergencies and disasters and for food distribution for the needy.

While the needs of the community have changed over the years, the Waialua Community Association still maintains its initial purpose in the community. The WCA has become an integral part of the North Shore Community, offering a wide range of programs and activities for children, teens, adults, and seniors. The association provides a variety of educational and recreational programs, including hula classes, yoga classes, youth drama class, sewing classes, youth dodgeball and martial arts. The WCA is used by community members to hold graduation, birthday and other parties as well as events such as Kid Boxing, Concerts on the lawn and Community market days. The WCA also sponsors, at no cost to community members, a seniors program, an annual Thanksgiving Luncheon for the less fortunate, an annual Disaster preparedness fair as well as a venue for the North Shore Food Bank and Institute for Human Services. Additionally, the facility offers a commercial kitchen for use by local food vendors, further contributing to the community's economic growth. The WCA's commitment to enriching the lives of its members through these meaningful activities makes it a vital hub for social interaction and personal growth.

2. Goals and Objectives of the Request:

The main goal of this request is to modify and improve the facilities to better meet the current and future needs of the community as well as maintain a safe environment for those using the facility.

3. Public Purpose and Need to be Served:

This is a Capital Improvement (CIP) project. The purpose of this request is the replacement of vinyl jalousie windows in the main gym facility to better accommodate the needs of our community users.

Over time, these windows have deteriorated, with more than 50% of the hardware broken and many slats missing. This poses a safety hazard for the community members who frequent the facility for various activities. The broken jalousies are also inefficient in regulating temperature and preventing dust and dirt from entering the building, compromising the overall hygiene of the space. Furthermore, the deteriorating jalousies affect the overall aesthetics of the WCA building, creating a negative impression on visitors and potential users of the facility. The proposed grant aims to replace the jalousie windows at the WCA facility. By doing so, the association will create a safer and more appealing space for community members to engage in social activities and pursue their interests. The replacement jalousies will not only enhance the aesthetics of the building but also improve its energy efficiency and overall functionality.

The implementation timeline for this project is estimated to be no more than twelve months barring any delays. The WCA will collaborate with a reputable contractor to ensure the quality and efficiency of the window replacement. There are a total of forty eight (48) windows to be replaced of size 36"x 68" each.

4. Target Population:

The Waialua Moku is comprised of four census tracks – 100 (Kawailoa), 99.02 (Haleiwa), 99.05 (Waialua) and 99.06 (Mokuleia). The population of these areas is approximately 13,566 with 4,460 Households.

Area Demographics of Waialua Moku (2020 Decennial Census):

Population: 13,566  
Housing Units: 5,179  
Households: 4,460 (86% of housing)  
Median Income: 81, 850  
Employment Rate: 51.4%  
Average Family Size: 3.39

5. Geographic Coverage:

The Waialua Community Association services the Moku o Waialua which encompasses 8 square miles and is the second largest Moku on Oahu, It includes 15 ahupua'as extending from Kaena Point to the ahupua'a of Kapaeloa at Waimea. Waimea was annexed to the Moku in 1887. This area of service is part of the Waialua Community Association's original Charter service area and continues to be.

II. SERVICE SUMMARY AND OUTCOME

1. Scope of Work

The scope of work includes purchase of new vinyl jalousie windows, delivery of windows, the removal and disposal of the existing 40 vinyl jalousie windows and hardware and the installation of 40 new vinyl jalousie windows and hardware.

2. Annual timeline:

Fiscal Year 2024 - 2025				Fiscal Year 2025 - 2026			
Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
-	-	Design and Permit Order Material	Remove existing and Replace with New	-	-	-	-

3. Quality Assurance

The Waialua Community Association has on staff a retired Architect with an active license who has agreed to oversee the work and perform quality assurance.

4. Measures of Effectiveness:

The ultimate aim for this improvement is to create a more efficient, safe and usable space for those who currently use or will use the facility. It is also intended to reduce dust and rain intrusion into the facility as well as secure the facility at night. The effectiveness of this project would be immediate in terms of dust and rain intrusion and security. This will immediately reduce the cleaning requirements and break-in possibilities. Users will immediately recognize the ease of closing the windows after facility use and thus securing the facility.

IV. FINANCIAL

1. Budget

The project cost is estimated at \$135,000.00 which includes any design/permitting fees and taxes.

2. Anticipated Quarterly Funding for Fiscal year 2024

Quarter 1	Quarter 2	Quarter 3	Quarter 4
-	-	\$ 53,194	\$ 81,806

3. Other Sources of Funding

Major sources of funding for the Waialua Community Association comes from rentals of the facility which includes both long-term leases and monthly rentals.

4. Federal and State Tax Credits: NONE
5. Listing of government contracts/grants

The Waialua Community Association has no current government contracts/grants.

6. Unrestricted Current Assets as of December 31, 2023: \$0.00

## V. EXPERIENCE AND CAPABILITY

1. Necessary Skills and Experience

The project will be done by a licensed contractor. The skills and experience required from the WCA will be review and administration of the contract for construction. The Office Manager, while retired from the construction industry, continues to hold an active Architectural License and had approximately forty years' experience as an Architect, General Contractor and Project Manager. She will oversee the project.

2. Facilities

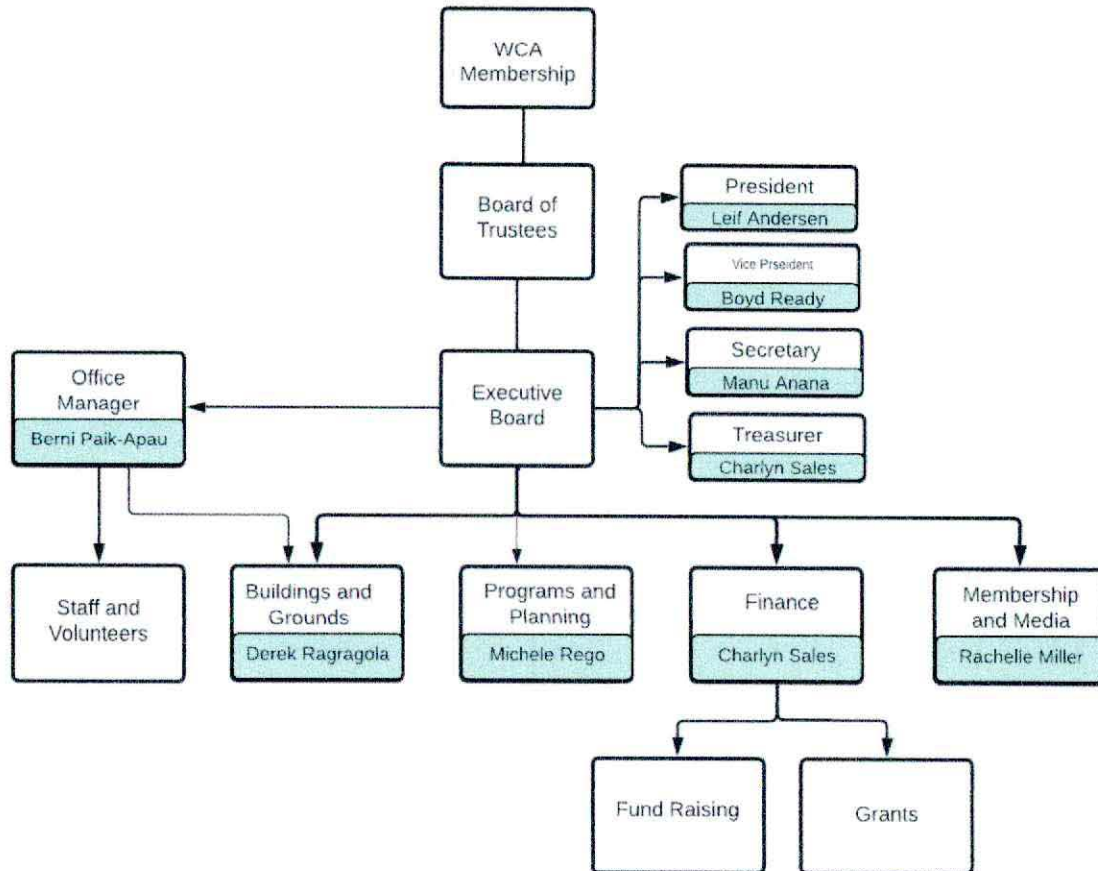
Existing facilities are comprised of a gym facility with office, a commercial kitchen and ancillary buildings housing day-care, security office, meeting room and Chamber of Commerce.

## VI. PERSONNEL

1. The Waialua Community Association is run by an eleven-member volunteer Board of Trustees voted into office by its community members. The WCA employs three part-time personnel – an office manager, maintenance personnel and custodial personnel. The Building and Grounds Committee handles all maintenance repairs and improvements to the facilities and will oversee the overall project and progress.
2. The Waialua Community Association does not anticipate an increase in staff in the near future. Since this is a capital improvement project, no additional staff is anticipated. It is anticipated, however, that hours worked by current staff will be increased during the duration of the project.
3. Organization Chart

A Board of Trustees, voted in by its membership, heads the Waialua Community Association. The membership is open to any resident or Business of the Waialua Moku and those interested to the objectives and goals of the Waialua Community Association. The Executive Board, elected by the Board of Trustees, is comprised of a President, Vice President, Secretary and Treasurer.

## WAIALUA COMMUNITY ASSOCIATION ORGANIZATIONAL CHART



#### 4. Compensation

No member of the Board of Trustees or Executive Board receive compensation.

Current Annual Compensation for employees of the Waialua Community Association:

Office Manager: \$ 22,105

Maintenance: \$ 32,752

Custodial: \$ 5,004

#### VI. OTHER

##### 1. Litigation

There are currently no litigations or anticipated litigations against the Waialua Community Association.

2. Licensure or Accreditations

There are no license or accreditation requirements for the Waialua Community Association.

3. Private Educational Institutions

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

4. Future Sustainability Plan

It is anticipated that the project will take approximately six months to complete barring any permit or material delivery delays, which falls into the fiscal year 2024-2025. Without funds, the Waialua Community Association will put this project on hold until the funds can be acquired through fund raising efforts or other means.

5. Certificate of Good Standing: (see attached)

6. Declaration Statement (see attached)

7. Public Purpose: This grant will be used for public purposes pursuant to Section 42F-102 of the Hawaii Revises Statutes.

## VII. EXPERIENCE AND CAPABILITY AND PROJECT STAFFING

1. Office Manager Bernadette Paik-Apau holds a current Architectural License in the State of Hawaii. Until her retirement from her company, she also held a General and Painting Contractor's License. Her experience includes the design and project management for the design and construction of the Honolulu Interisland Terminal, Design and management for Airline tenant spaces on all islands, Architect for the Kapalua West Maui Airport, Signage Design for Honolulu international Airport, oversaw construction of various projects on US Military bases, Designed and managed construction of new homes as well as renovations. Received several awards. Most recently oversaw construction of the Waialua Community Association's Restroom addition, Commercial Kitchen Renovation and Replacement of Gym Flooring.
2. The project will be done by a sub-contractor and work will be overseen by the Bernadette Paik-Apau and the WCA Building's and Grounds Committee.



**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.

WAIALUA COMMUNITY ASSOCIATION

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

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

17 JAN 24  
\_\_\_\_\_  
(Date)

LEIF ANDERSEN

PRESIDENT

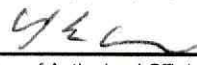
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(Typed Name)

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(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Waialua Community Association

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	4,388			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>4,388</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				
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<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>130,612</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>4,388</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	135,000	Bemi Paik-Apau	808-637-4606	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>135,000</b>	Leif Andersen, President		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Waialua Community Association

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
<b>TOTAL:</b>				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
<b>TOTAL:</b>				0

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Waialau Community Association

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			3500			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			131500			
EQUIPMENT						
<b>TOTAL:</b>			<b>135,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Waialua Community Association

Contracts Total: 135,000

	<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	Design/Permit	7/1/24 - 8/31/24			3,500
2	Material Order/Delivery	8/13/24 - 9/21/24			45,000
3	Setup/Staging	9/23/24 - 9/25/24			2,500
4	Phase 1 - Remove existing/Install 12 windows	9/26/24 - 9/28/24			18,781
5	Phase 2 - Remove existing/Install 12 windows	9/30/24 - 10/2/24			18,781
6	Phase 3 - Remove existing/Install 12 windows	10/3/24 - 10/5/24			18,781
7	Phase 4 - Remove existing/Install 12 windows	10/10/24 - 10/11/24			18,781
8	Clean-up/Inspection	10/10/24 - 10/11/24			4,488
9	Project Management	7/1/24 - 10/11/24			4,388
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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:** WAIALUA COMMUNITY ASSOCIATION

**DBA/Trade Name:** WAIALUA COMMUNITY ASSOCIATION

**Issue Date:** 01/15/2024

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX4142  
UI#: XXXXXX3642  
DCCA FILE#: 2754

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