

House District 47

Senate District 23

THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 155-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

WINDWARD COMMUNITY COLLEGE

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kualoa-Heeia Ecumenical Youth Project

Db: **KEY Project**

Street Address: **47-200 Waihee Rd., Kaneohe, HI**

Mailing Address: **47-200 Waihee Rd., Kaneohe, HI 96744**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN REPPUN

Title Executive Director

Phone # 239-5777

Fax # 239-3902

e-mail jreppun@keyproject.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

UPGRADE/RENOVATION OF RESTROOMS/RELATED INFRA-STRUCTURE FOR KAHALU'U MULTI-PURPOSE FACILITY.

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009: **\$325,000**

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

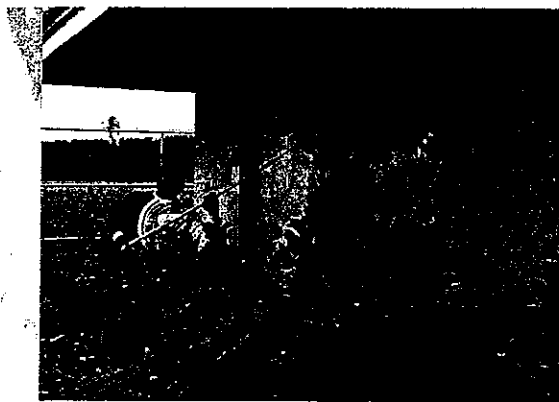
TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

VICTORIA PHILLIPS
NAME & TITLE

1/30/2008
DATE SIGNED



Kualoa-Heeia Ecumenical Youth Project



Capital Improvement GIA 2008



©2008 Ecumenical Youth Project
Image ©2008 GIA (GIA)

©2008 GIA



Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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. Include the following:

1. A BRIEF description of the applicant's background; **KEY Project is a 501(c)(3) non-profit agency that has served its primary constituency (Kualoa-to-He`eia) since its founding in 1968. The community-organized agency continues with its original purpose of serving youth in the context of family and community through a wide array of programs that replicate the intergenerational family setting. "The mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He`eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse, multi-cultural community."**
2. The goals and objectives related to the request; **The facility that KEY occupies and operates from was built with the agency in mind, owing to displacement from its original site by State-County-Fed flood control in the late 70's. The agency's long term lease, actually a sub lease (City lease from State) requires a threshold of maintenance and repair (\$5K), annually, that we more than exceed every year. Major capital improvements, such as those in this application are beyond our capacity, yet relate directly to the health and safety of all users, from program participants to the general public. The current facility is now nearing 30 years in age and requires substantial improvements, as described, in order to meet both current facility demands and those anticipated as programs, facility use, and surrounding park use increase on-site activity. The septic system and associated amenities are basic to daily function.**
3. State the public purpose and need to be served; **KEY's ADA compliance, adhered-to in original plans, is an asset to program and community activity accessibility for all ages, including long-standing senior meal site activity and a growing early childhood program component. Evening meetings and teen drop-in programs serve a wide array of individuals at this recognized "family center"; clubs, community meetings and organizations that are essential threads in the fabric of our "prevention" and "civic**

engagement” model are among frequent users, along with weekend family events, weekly/monthly food distributions to those in need and an increasing presence of early childhood and continuing education programs. All make steady use of classrooms, labs, the main hall and the surrounding grounds adding to the urgency for providing an upgrade to basic amenities as project by this application.

4. Describe the target population to be served; and **The population to be served includes, but is not limited to, our primary service area – families and individuals from the Kualoa-He`eia area of northern Ko`olaupoko**
5. Describe the geographic coverage. **See preceding relating to service area.**

II. 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.

1. Describe the scope of work, tasks and responsibilities; **The scope of capital improvements involves reconstruction of both men’s and women’s restrooms, incorporating appropriate ADA-compliant facilities and restoration of below-slab plumbing drain lines. Within this scope, the existing men’s restroom would be demolished and relocated, in its entirety, to restore open space in the ground floor entry area for improved circulation, light, and ventilation. New men’s and women’s restrooms would be configured within a two-story building element placed where the current, first-floor women’s restroom and abutting storage room are currently located, thereby expanding the existing building area by ~450 square feet. One (1) ADA-compliant toilet stall and lavatory would be provided in each of the reconstructed men’s and women’s restrooms. Restoration of below slab plumbing drain lines involves installation of PVC linings within the existing cast iron piping that is degraded from normal aging, as evidenced by 2007 agency-contracted video inspection.. Design and construction costs for the work described are estimated at \$325,000**
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service; **Capital improvements would be completed within a year of release of funding, to accommodate the need to work around continued program and community use of overall facility.**
3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and **KEY’s Board of Directors includes an architect, contractors and other professionals with capacity to assist Executive Director and**

Fiscal Officer in monitoring progress, as part of Board-authorized standing committee to oversee Physical Plant.

4. The applicant shall 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. **KEY Project, its Board and Administration have extensive experience with management of capital improvements and effective communication with State agency listed (Cover Page) as "expending agency" (previously released CIP funding for KEY, routed through Windward Community College, has been handled by University of Hawaii Community College's Physical Facilities, Planning & Construction section).**

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **See Scope of Work, describe above.**
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
85000	85000	85000	70000	325000

IV. Experience and Capability

A. 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. **KEY Project, its Board and Administration have recent, continuing experience with management of a wide array of capital improvements to this and abutting community facilities/parklands. Its Board includes those with**

requisite credentials for management of the project that is anticipated with this application, as previously mentioned, including professional-level architectural & drafting skills, expertise in construction, building-related fiscal oversight and extensive government-related administration. (see attached list: Current Board of Directors/Terms (revised January 2008). The agency's Executive Director, along with its standing "Physical/Virtual Plant" committee, has overseen or been directly involved in monitoring various physical improvements at or in relation to KEY: private and government funded CIP project to extend office and classroom space; improvements to the commercial-level kitchen; development of a computer lab; infrastructure connections to surrounding parklands; parking lot/drainage improvements & restoration etc.

B. 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. Also describe how the facilities meet ADA requirements, as applicable. The complex includes the following kinds of usable spaces: a pavilion with capacity for over 175 persons; an attached, 460 square foot kitchen area that is slated for major renovation in 2007, including the addition of commercial grade food preparation equipment and infrastructure to support same; an administrative building with staff offices, a receiving area, copy and computer equipment; an attached two-story structure originally with eight (8) classroom areas, some of which has since been converted to provide additional office space, service staging areas, meeting rooms etc. A new back patio area was recently enclosed (barriers installed to prohibit vehicular access and restrain children in a safe setting, along with a temporary computer lab, already heavily used, and a permanent lab under construction. The total area, under roof (as calculated by adding square footage of all individual spaces that are utilized) amounts to 10,740 square feet. We are situated on a property that is ½ acre in size, in the midst of an emerging regional park, to be opened in 2008, that will encompass over 40 acres of passive and active areas. A special City-funded project has just been completed, with significant KEY input, providing a smooth transition and ADA compliant pathways connecting the community center to surrounding park amenities (makai). Access to other park areas (mauka fields and courts) is in the design stage. The entire complex at KEY and surrounding park is ADA compliant – a real plus for the intergenerational programs that consistently occur at KEY. Seniors use our pavilion as a meal site supported by Lanakila. The second floor classrooms are also ADA accessible via elevator. Finally, we are situated immediately below Kahalu`u Community Park and the Kahalu`u Elementary School, with our entire civic center campus adjacent to the Kahalu`u Fire Station. The latter is very important for "first response" in emergencies. The entirety of the Kaneohe Bay is protected from tsunami owing to the barrier reef from the vicinity of Mokoli`i Islet to Mokapu, with only two narrow channels to the open ocean. KEY's proximity to readily accessible resource areas, both makai and mauka, are an asset we find appropriate to list in the facility category, here.

V. Personnel: Project Organization and Staffing

A. 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. **Not applicable, beyond previously described Administrative/Board oversight, described above.**

B. 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 organizational chart that illustrates the placement of this request.

VI. Other

A. 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.**

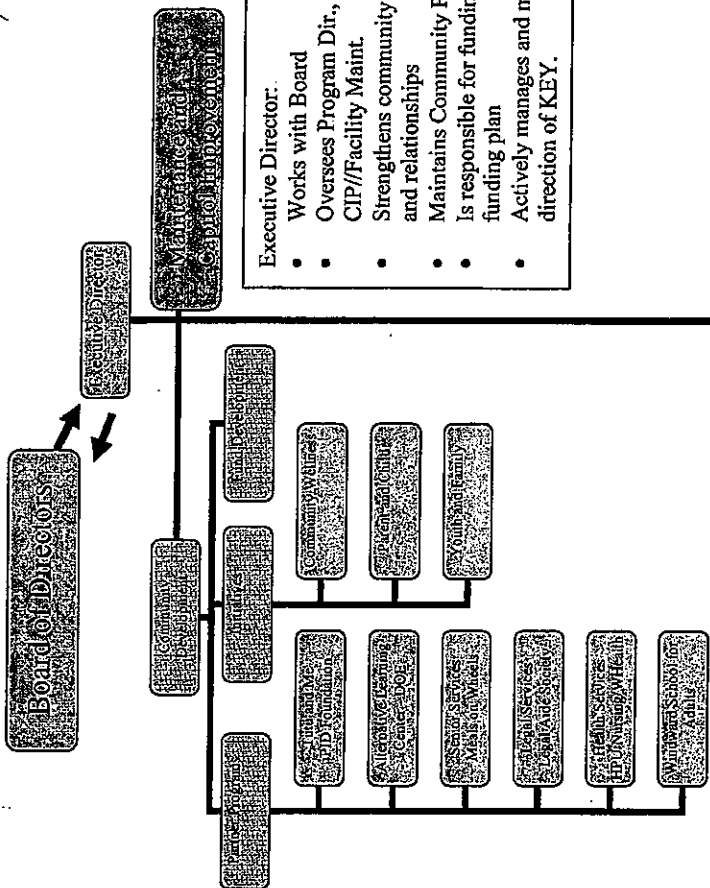
B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request. **Not applicable.**

2008 BOARD OF DIRECTORS

	NAME	ADDRESS	E-MAIL	PHONES	TERM
	BOARD OFFICERS				
1	Charles Toguchi President	47-640 Hui Ujili St. Kaneohe, Hi. 96744	ctoguchi@aol.com	R: 239-6650 C: 221-0327 F: 239-1271	1-22-2007 to 12-31-2008 First elected: 3-28-2005
2	Jacqueline "Snookie" Mello Vice President	P.O. Box 4941 Kaneohe, Hi. 96744	smello@hawaiiantel.net	B: 234-7770 (1) C: 271-4721 (2)	1-22-2007 to 12-31-2008 First elected: 1-1-1981
3	Carol Chang Secretary	47-577 Halemanu St. Kaneohe, Hi. 96744	carolc@hawaii.rr.com	R: 239-7865 B: 235-6881 x341 F: 247-7246	1-22-2007 to 12-31-2008 First elected: 1-1-1998
4	Gary Masuda Treasurer	47-601 Lamaula Rd. Kaneohe, Hi. 96744	garym@dlinc.com	R: 239-5923 B: 951-1713 F: 949-1927	1-22-2007 to 12-31-2008 reelected 8-1-2004
	BOARD MEMBERS				
5	Daniel Bender	47-450 Ahuimanu Pl. Kaneohe, Hi. 96744	hashimoto001@hawaii.rr.com	R: 239-9533 B: 523-4814	1-22-2007 to 12-31-2008 Reelected 3-28-05
6	Iris Catalani	47-638 Hui Ujili St. Kaneohe, Hi. 96744	catalani001@hawaii.rr.com	C: 284-6420	First elected: 2-28-07
7	David Knox	850 Milliani St. Honolulu, Hi. 96813	davidk@knoxfoversland.com	R: 239-7670 (3) B: 524-2244 (1) C: 351-9701 (2) F: 528-2244	1-22-2007 to 12-31-2008 First elected: 2-23-2004
8	Robin Makapagal	P.O. Box 1341 Kaneohe, Hi. 96744	robinmak@hawaii.rr.com	R: 263-5608 (3) B: 293-8577 (1) C: 542-4856 (2) F: 263-5635	1-22-2007 to 12-31-2008 First elected: 1-29-2004
9	Antoinette "Toni" Marth	45-327 Mealele St. Kaneohe, Hi. 96744	toni-marth@hawaii.rr.com	R: 235-1140 B: 236-9150 C: 255-5756	1-22-2007 to 12-31-2008 First elected: 1-1-2000
10	Elwin Spray		espray@honolulu.gov	B: 527-5756	1-22-2007 to 12-31-2008 First elected: 1-23-2006
11	Ted Talbott	47-479 Lulani St. Kaneohe, Hi. 96744	ted.talbott@hawaiiantel.net	R: 239-9133	1-22-2007 to 12-31-2008

	NAME	ADDRESS	E-MAIL	PHONES	TERM
				B: 235-4835 F: 236-7101	First elected: 6-28-2004
12	Richard Vermeesch	47-320 A Hui Iwa St. Kaneohe, HI. 96744	calabash@hawaii.rr.com	R: 239-9344 B: 544-0262 C: 383-2072	1-22-2007 to 12-31-2008 First elected: 1-29-2004
13	Richard A. K. Lum	2860 Waitalee Ave. #301 Honolulu, HI 96826	kalipo@hekkii.com	B: 256-7581	1-22-2007 to 12-31-2008 First Elected: 8-29-2005
14	Richard Towill	47-460 Waihee Place Kaneohe, HI. 96744	ricktowill@hawaii.rr.com	R: 239-8857 B: 239-5947 C: 479-5947 F: 239-8944	1-22-2007 to 12-31-2008 First elected: 1-1-2000
16					
17					
18					
19					
20					
21					
	<p>BY LAWS [Section 3.02 (a)]: "The Board of Directors consists of no more than 21 Directors..." MISSION STATEMENT: "The mission of KEY project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kua'loa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community." 01-Jan-07</p>				



Executive Director:

- Works with Board
- Oversees Program Dir., Fiscal, and CIP/Facility Maint.
- Strengthens community visibility and relationships
- Maintains Community Partnerships
- Is responsible for funding and funding plan
- Actively manages and monitors the direction of KEY.

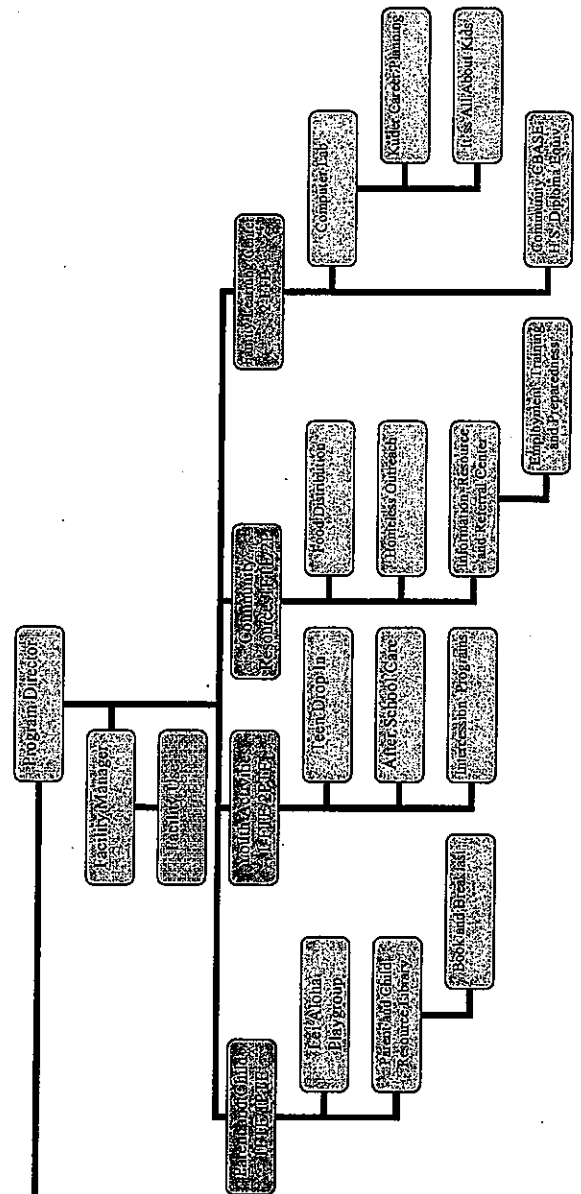
Program Director

- Oversees Office Manager and Program Staff.
- Monitors program deliverables
- Anticipates funding deadlines and opportunities
- Is responsible for staff and program evaluations
- Reports to ED
- Prepares reports and program data as required.

Fiscal Officer

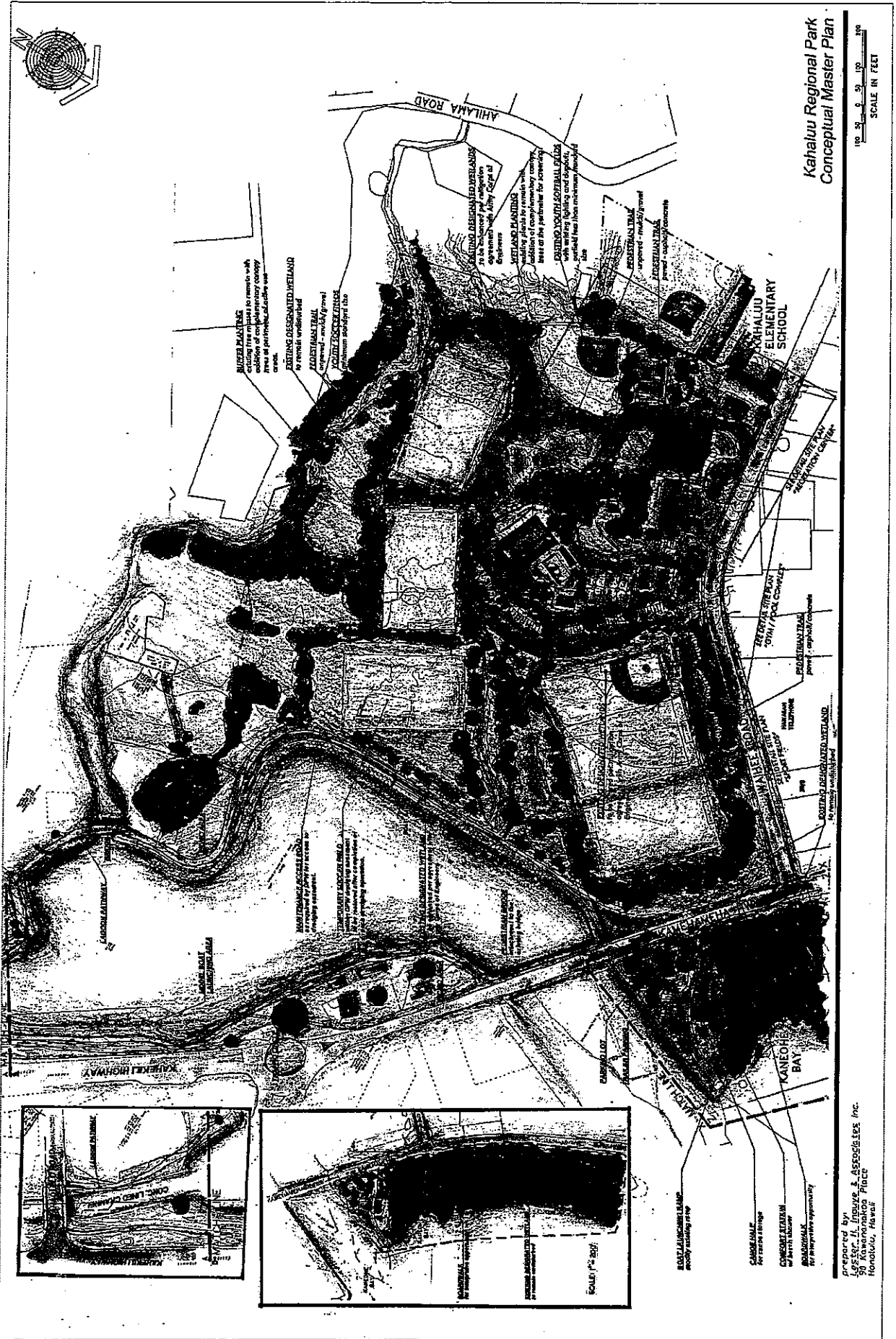
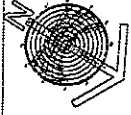
Manages fiscal funds and budget. Teams with Bookkeeper and Executive Director to create a Fund development plan. Prepares all fiscal reports and other reports as required by E.D. or B.O.D. Monitors, coordinates and makes recommendations to the E.D. and B.O.D. on fiscal matters.

New Programs



KUALOA-HEEIA ECUMENICAL YOUTH CENTER

Organization and Programs Chart



Kahaluu Regional Park Conceptual Master Plan

100 50 0 50 100
SCALE IN FEET

BUFFER PLANTING
Planting trees and shrubs to screen the park from adjacent residential areas and provide a natural buffer zone.

EXISTING DESIGNATED WETLANDS
To remain undisturbed.

ADJUTANT BAY
Open area - multi-use

ADJUTANT BAY
Open area - multi-use

ADJUTANT BAY
Open area - multi-use

ADJUTANT BAY
Open area - multi-use

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Open area - multi-use

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Open area - multi-use

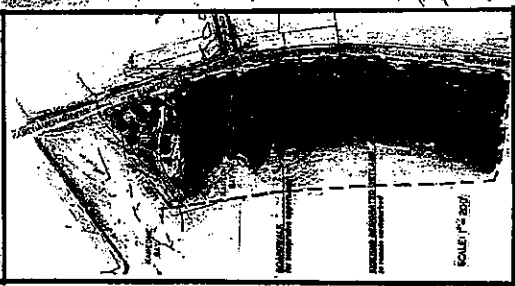
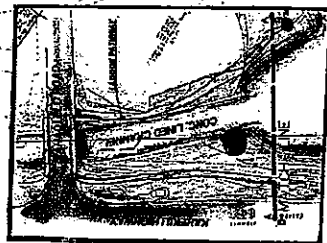
ADJUTANT BAY
Open area - multi-use

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Open area - multi-use

ADJUTANT BAY
Open area - multi-use

ADJUTANT BAY
Open area - multi-use

ADJUTANT BAY
Open area - multi-use



Scale: 1" = 200'

Prepared by:
Lester H. Inouye & Associates, Inc.
50 Kawarawakoa Place
Honolulu, Hawaii

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2008 to June 30, 2009)

Kualoa Heeia Ecumenical Youth Project

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(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				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	325,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	325,000	Victoria Phillips 808-239-5777		
(b)		Name (Please type or print) Phone		
(c)				
(d)		Signature of Authorized Official 1/30/2008 Date		
TOTAL REVENUE	325,000	Victoria Phillips Fiscal Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _Kualoa Heeia Ecumenical Youth Proje Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
		\$ -	-	0
		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
		\$ -	-	0
		\$ -	-	
		\$ -	-	
		\$ -	-	
		\$ -	-	
TOTAL:				0
JUSTIFICATION/COMMENTS:				
No equipment purchases needed for construction. Supplied by contractor.				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Kualoa-Heeia Ecumenical Project

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS				0		
LAND ACQUISITION				0		
DESIGN and PLANS				5000		
CONSTRUCTION				320000		
EQUIPMENT				0		
TOTAL:				325000		
JUSTIFICATION/COMMENTS:						
This is the total amount quoted by designer and contractors. Possible adjustments on timing due to weather.						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:


- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Kualoa Heeia Ecumenical Youth Project _____
(Typed Name of Individual or Organization)

 _____ 1/30/08
(Signature) (Date)

Victoria Phillips Fiscal Officer _____ (Title)
(Typed Name)