



West Kauai Business & Professional Association

a 501(c)(6) Organization

January 25, 2013

Roderick Becker
Senate Ways & Means Committee
State Capitol, Rm 215
Honolulu, HI 96813

RE: Grant-In-Aid Request

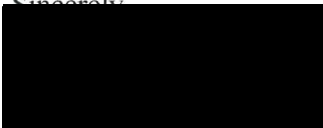
Dear Roderick:

Please accept the enclosed completed Grant in Aid Application, on behalf of the West Kauai Business & Professional Association, in consideration towards an equipment purchase acquisition, to facilitate the ability of our project volunteers to more effectively and efficiently maintain the Visual Prominence Restoration we have accomplished for the Waimea Russian Fort Elisabeth State Park on Kauai.

Should you have any related questions or concerns, please don't hesitate to contact me, at (808) 651-3368.

Mahalo!

Sincerely,



Mark Nellis,
1st Vice President

C: D. Moses, WKBPA Board President
R. Kouchi, Senator – Kauai District 7
D. Morikawa, Representative – Kauai District 16

House District 16

Senate District 7

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

West Kauai Business & Professional Association

Dbas:

Street Address: 9691 Kaumualii Hwy, Waimea, HI 96796

Mailing Address: PO Box 903 Waimea, HI 96796

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARK NELLIS

Title 1st Vice President

Phone # 808 651-3368

Fax # 808 245-4146

e-mail mdnellis1@hotmail.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

WAIMEA RUSSIAN FORT PROJECT EQUIPMENT ACQUISITION

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 12,000

8. 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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 1,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MARK NELLIS, 1ST VICE PRESIDENT

NAME & TITLE

1/25/2013
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

1. A brief description of the applicant's background;

The West Kauai Business & Professional Association (WKBPA) has been in existence since 1964. It's mission has been to promote and increase business in West Kauai, particularly the communities of Kaumakani, Pakala, Makaweli, Waimea, Kekaha, Mana and Kokee; to foster closer cooperation among the businesses and professional representatives of West Kauai; to instill in its membership the feeling of responsibility for the welfare of the community, its public possessions and civic institutions and to assist in the development of the material resources of the community and to promote civic improvements.

We have entered into a five year "Curator" Agreement, with the Department of Land and Natural Resources, to allow us ready access to maintain the grounds of the Fort property.

2. The goals and objectives related to the request;

The WKBPA has undertaken to restore the Visual Prominence of the Waimea Russian Fort Elisabeth, under the guidance of the Hawaii State Parks Division, and, to this end, we secured nearly \$60,000 in State and private grants to clear away the numerous non-native invasive trees and shrubbery, which had obscured the Fort view planes from the south, west and north. Such tree removal involved the donated use of several heavy cranes and other large equipment.

We have utilized volunteer labor and services, for over three years, to maintain the cleared areas, prevent regrowth of the invasive trees, and to enhance the appearance of the Fort grounds within its park-like setting.

We currently utilize a fleet of three self-propelled push mowers, and three walk-behind weed trimmers, to maintain the grounds within and near the Fort.

The ground crew from the nearby Pioneer Seed Waimea Research Center utilize their large brush mower to clear three larger areas, to the south and east of the Fort, three times a year.

Our goal and objective of this \$12,000 Grant in Aid request, is to secure funds to purchase a commercial riding mower, and an accompanying trailer, to expedite our monthly and semi-monthly efforts to maintain the Fort grounds appearance.

3. The public purpose and need to be served;

The Waimea Russian Fort is a State Park under the jurisdiction of the Department of Land and Natural Resources. Budget limitations have minimized the areas of the Fort grounds which can be mowed and maintained by the State. We believe our efforts have achieved several purposes:

- a.) Made the Fort property and premises more inviting and welcoming to the public, and particularly to tourists, who often looked for the Fort but couldn't find it hidden behind the overgrowth
- b.) Eliminated the dumping of vehicle carcasses in areas around the Fort previously obscured by overgrowth

- c.) Minimized nefarious lifestyle activities which used to frequently occur on the Fort premises due to the previous overgrowth conditions
 - d.) Involved numerous community entities in the voluntary effort to mow and maintain the improved Fort grounds – such groups include members of the West Kauai Lions, Rotary Club of West Kauai, agricultural businesses such as BASF, Dow, Pioneer and Syngenta, and the many individual WKBPA business members who have volunteered their support for this ongoing project
4. Describe the target population to be served; and
The target population includes all the visitors to the Island who include a stop at the Waimea Russian Fort Elisabeth within their itinerary; as well as the nearby communities of Waimea, Kekaha, Pakala and Kaumakani.
5. Describe the geographic coverage.
The geographic coverage is focused upon the grounds of the Fort property.

II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;
- a. Scope – Seek quotations for the acquisition of the mower and trailer
 - b. Tasks – pursue and secure various grant funds and in-kind donations to support the ongoing Fort maintenance project
 - c. Responsibilities – schedule the monthly/ semi-monthly project work days to maintain the grounds with the assistance of various community volunteers.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
- In the months of April through October (dry season) we schedule one Saturday each month to maintain the grounds at the Fort.
- In the months of November thru March (rainy season) we schedule two Saturdays each month to maintain the grounds at the Fort.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
- Each project work day is measured by the amount of regrowth that is inhibited, trimmed or mown, relative to the overall grounds of the Fort property.
- We believe the acquisition of the riding mower and accompanying trailer will allow our volunteers to maintain larger areas of the Fort property more effectively and efficiently.
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).
- a.) Acreage maintained each project work day
 - b.) Number of volunteers present each project work day
 - c.) Expansion of the cleared areas maintained over time, as grassy lawn or as cleared visibility of the rock walls from which the Fort is constructed.

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 attached
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$12,000			

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

Atherton Family Foundation - \$3,000 Cook Family Foundation - \$3,000
 A & B Foundation - \$2,000 KIUC Aloha Fund - \$600
 Waimea Education and Cultural Association - \$600

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years.

Does not apply.

IV. Experience and Capability

A. Necessary Skills and Experience

The WKBPA has coordinated the Waimea Town Celebration for 37 years, the Waimea Lighted Christmas Parade for 17 years and managed the Historic Waimea Theater for 11 years. We have conducted and managed various civic projects, such as the clean-up and creation of the Waimea Menehune Park, the greening of curbsides from the Waimea Bridge to the Waimea Mill Site, the installation of a Welcome Wall and performance stage at Hofgaard Park and the visual prominence restoration of the Waimea Russian Fort Elisabeth.

B. Facilities

Not Applicable

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Mark Nellis, CFO for Ho’ola Lahu Hawaii and 1st Vice President of the WKBPA, has been the Fort Project facilitator and coordinator since 2008.

Volunteers reliably available to assist with the Fort Project, at least six project days each year, include:

Blaise Boyle – Employee – BASF

Mike Faye – Owner – Kikiaola Construction Company

Craig Hudson – Proprietor – Hudson Trading Company

Steve Lupkes – Kauai Site Manager - BASF

Eric Nordmeier – Manager - Kauai Workwise

David Somers – Employee – Pioneer Waimea Research Center

Susan Somers – Administrative Assistant – Gay & Robinson, Inc.

Dave Walker – retired Kauai Fire Fighter

B. Organization Chart

Rather than an organization chart, please accept the below list of voluntary WKBPA Board Members, as the guiding entity for our organization:

President – Don Moses, Owner – Suzuki Outboard, Kauai

1st Vice President – Mark Nellis, CFO – Ho’ola Lahui Hawaii

2nd Vice President – Leland Ibara, Pharmacist – Papalina Pharmacy

Treasurer – Robert Westerman, Fire Chief – County of Kauai

Secretary – Esther Estes, Retired

Directors: Michael A. Faye, Owner – Kikiaola Construction Company

Carol Hart, Owner – Hart Felt Massage Academy

Frank Hay – Range Manager - PMRF

Susie Somers, Industrial Relations Assistant – Gay & Robinson, Inc.

David Walker, Retired

Penny Young, Retired

VI. Other

A. Litigation

Not applicable

B. Licensure or Accreditation

Not applicable

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: **West Kauai Business & Professional Association**

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	12,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	12,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	12,000	Mark Nellis 808 651 - 3368		
(b)		[REDACTED]		
(c)				
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	12,000	Mark Nellis, 1st Vice President Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: **West Kauai Business & Professional Association**

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Coordinator	0.25	\$0.00	100.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				
The manpower dedicated to the Waimea Russian Fort maintenance project is all volunteer				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: **West Kauai Business & Professional Association**

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Tiger Cat 48: Velocity Plus, 26 HP Briggs Twin Lawn Tractor	1.00	\$8,700.00	\$ 8,700.00	\$ 8,700.00
5 ' x 12 ' Trailer w/ Ramp	1	\$3,300.00	\$ 3,300.00	\$ 3,300.00
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 12,000.00	\$ 12,000.00

JUSTIFICATION/COMMENTS:

We believe the acquisition of the proposed riding mower and accompanying trailer will allow our volunteer work crew to maintain larger areas of the Fort property more effectively and efficiently.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: West Kauai Business & Professional Association

Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT	1,000	2,000	12,000	500	300	300
TOTAL:	1,000	2,000	12,000	500	300	300
JUSTIFICATION/COMMENTS:						
<p>These past two years, we have acquired three new self-propelled lawn mowers, two walk-behind weed trimmers, one new hand-held weed eater, two garden rakes and three sets of loping shears. The proposed new riding mower and trailer will allow our volunteer work crew to maintain larger areas of the Fort property more efficiently and effectively.</p>						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 or subsidy 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 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 ensuring the proper expenditure of the grant or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

West Kauai Business & Professional Association

(Typed Name of Individual or Organization)



(Signature)

11/25/13

(Date)

Mark Nellis

(Typed Name)

1st Vice President

(Title)