

House District(s) 9

Senate District(s) 5

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

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:
Tri-isle Resource Conservation and Development Council, Inc.
Dba:

Street Address: 244 Papa Place, Ste 101, Kahului, Hawaii 96732

Mailing Address: P.O. Box 338, Kahului, Hawaii 96733

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN H. TOMOSO

Title Executive Director

Phone # 808-871-1010

Fax # 808-871-1055

E-mail Tomoso@tri-isle.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 58,356.00

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 \$2016-96,661.00, 2015-153,634.00

JOHN A.H. TOMOSO, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 19, 2018
DATE SIGNED

JAN 19 2018

[Handwritten Signature]
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Application for Grants

Please check the box when item/section has been completed. 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. Please include the following:

1. A brief description of the applicant's background;
Tri-isle Resource Conservation and Development Council, Inc. (TIRCD) has been in existence on Maui since 1971. We are a 501-C-3 formerly attached to the Federal USDA-NRCS-CD and, as of 2012, a fully independent agency, one of some 375 RC & D's throughout the country. Our mission statement is "to protect, preserve, develop and serve island communities with a focus on Maui County through the implementation, management and fiscal sponsorship of agricultural, civic, cultural, economic and environmental projects. Our vision is of a community where partnerships address problems, needs, opportunities and solutions that enrich the lives of all it's members."
2. The goals and objectives related to the request;
TIRCD sees itself as an "economic engine", as it generates grantsmanship and grants management for Maui County and brings in new public and private grant and charitable monies to the economy.
3. The public purpose and need to be served;
To efficiently and cost-effectively manage grant funds, especially publicly-funded grants, so that we, as a grant-management non-profit, remain in full-compliance with funder rules, regulations and reporting factors, and to be prepared, through our Grants Management and Fiscal Manual, to file our Annual Audit and form 990 in a timely manner. TIRCD also strives to minimize its "intrusion" into grant budgets with its indirect costs (IDC) which necessarily decreases the availability of direct cost (program) funding.
4. Describe the target population to be served;
Our target population are those projects and organizations, who need our 501-C-3 status in order to accept public donations and publicly and privately grant funds, to then serve our community through programs and services that affect the quality of life in the communities of Maui County.
5. Describe the geographic coverage.
Maui County, islands of Maui, Moloka'i and Lana'i.

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. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
TIRCD, as a grants management agency, accepts donated and grant funds, from both public and private funders, for the delivery, reporting, evaluation and completion of projects as cited in our mission statement. We have detailed Grants Management and Fiscal Manuals that describe our Invoice / Billing/ Draw Down, Accounts Receivable, Accounts Payable, Reporting and Annual Audit Engagement.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service; **January 1st of each year = Beginning of Operating Budget Year, March 31st of each year = Closing of Accounts / Books, April 1st of each year = beginning of Annual Audit Engagement, May 31st of each year = Delivery of Annual Audit, On-going monthly each year = accepting of Public and Private Grants, with compliance factors and dates tracked by Grants Management Staff, On-going monthly each year = funds draw-downs, according to each Funder's process and procedure, that is embedded with our Accounts Receivable and Accounts Payable process and procedure.**
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; **As a 501-C-3. Non-profit, whose 2016 Annual Audit was clean, with no Management Letter, and with specific and detailed Grants Management and Fiscal / Accounting Manuals, TIRCD is fully compliant with its governmental partners (Federal, State and County) and also with all of its private foundation and philanthropic partners.**
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.
 - **Financial P&L Reports that can be produced and delivered monthly, quarterly, bi-annually or annually, according to the expending agency's process and procedure.**
 - **Necessary and appropriate State Filings, from which TIRCD applies for and receives its current HCE Certificate**

- **Production and delivery of necessary and appropriate Grant Reports, to all Private and Public Sector Funders, including any delivery and effectiveness measures the expending agency requires.**
- **Annual IRS, DCCA, and State Attorney General-TAC filings.**

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. Refer to ensuing pages
 - 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 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$14,589.00	\$14,589.00	\$14,589.00	\$14,589.00	\$58,356.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019. **Not applicable**

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 2019 for program funding. **TIRCD does not receive any public funding for its own use. As a 501-C-3, TIRCD accepts, administers, manages and reports out on public funds for the Maui County projects and programs under its 501-C-3 umbrealla.**

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

IV. 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. **TIRCD has received and has been managing Public Sector Grants since 1992. It's last year of required Federal Single Audit was 2014, after which the threshold for Federal Monies awarded and held by a recipient increased to \$750,000. TIRCD does not anticipate an increase its awarded federal monies that would take it over this threshold in 2018.**

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. **TIRCD is in a long-term lease of its offices, which is located at 244 Papa Place, Suite 101, Kahului, Hawai'i. This space includes its Conference Room and space for its Archives.**

V. 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.

The Executive Director, John A.H. Tomoso is a Social Worker with 40 years of experience. This includes 15 years as both Public and Private Sector Program Administration.

The Project Manager, Nadine Awana Chase, has over 30 years of experience in Private Sector Accounting, HR experience including 11 years grants administration and program delivery.

The Administrative Clerk, Evelyn Peterson, has been with TIRCD since 2005. She came to this Non-profit with 16 years of Private Sector Office Management experience.

The Accounting Clerk, Marie Kupo Biga, has over 30 years of experience in Private Sector Accounting and Administration.

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**

3. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

John A. H. Tomoso, Executive Director, \$62,005.20

Nadine Awana Chase, Project Manager, \$50,000.00

Evelyn Peterson, Administrative Clerk, \$10,816.00

Marie Kupo Biga, Accounting Clerk, \$14,040.00

VI. 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. **TIRCD is not licensed or accredited but is an active member of the National Association of Resource Conservation and Development Councils, The Hawai'i Farm Bureau and the Maui Non-Profit Directors Association.**

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.

None of the projects, organizations and grants under TIRCD'S 501-C-3 umbrella, administration and management benefit a sectarian or non-sectarian private educational institution.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

TIRCD has a Schedule of Administration Fees for which it projects, from which it projects, in 2018 FY, a total of \$215,022.00 in income. In 2017, it projected \$309,850.00 in Administrative Fees Income, of which it brought in \$173,265.00. TIRCD promulgated a new expanded Schedule of Administrative Fees for its 2018 FY. In 2015, it started a new TIRCD Investment Account, into which cost savings are now deposited.

5. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017. **See attached.**

6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#)) **See attached.**

7. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Pursuant to section 43F-102, HRS, TIRCD attests that this grant, should it be awarded will be used for Public purposes, reflective of its mission statement, as a 501-C-3 non-profit registered to do business in the State of Hawaii. It's target group are community-based projects who have been earmarked as sub-recipients of Public and / or Private grants awarded to TIRCD. TIRCD will administer and certify compliance with each grant's scope of service and deliverables.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: _____

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	49,856			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	49,856			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	2,500			
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Fund Development	5,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	8,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	58,356			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	58,356	John A.H. Tomoso	808-871-1010	
(b) Total Federal Funds Requested	0			Phone
(c) Total County Funds Requested	0			1/19/18
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
TOTAL BUDGET	58,356	Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Tri-Isle Resource Conservation and De

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOTE: TIRCD is not applying for equipment and/or motor vehicles			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Tri-isle Resource Conservation & De

FUNDING AMOUNT REQUESTED NOTE: TIRCD is not applying for a capital project						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Tri-isle Resource Conservation and Development Council, Inc.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	2016 TIRCD received and administered grants totaling \$1,411,419.45 from which it took 10 to 15% Admin from each grant				
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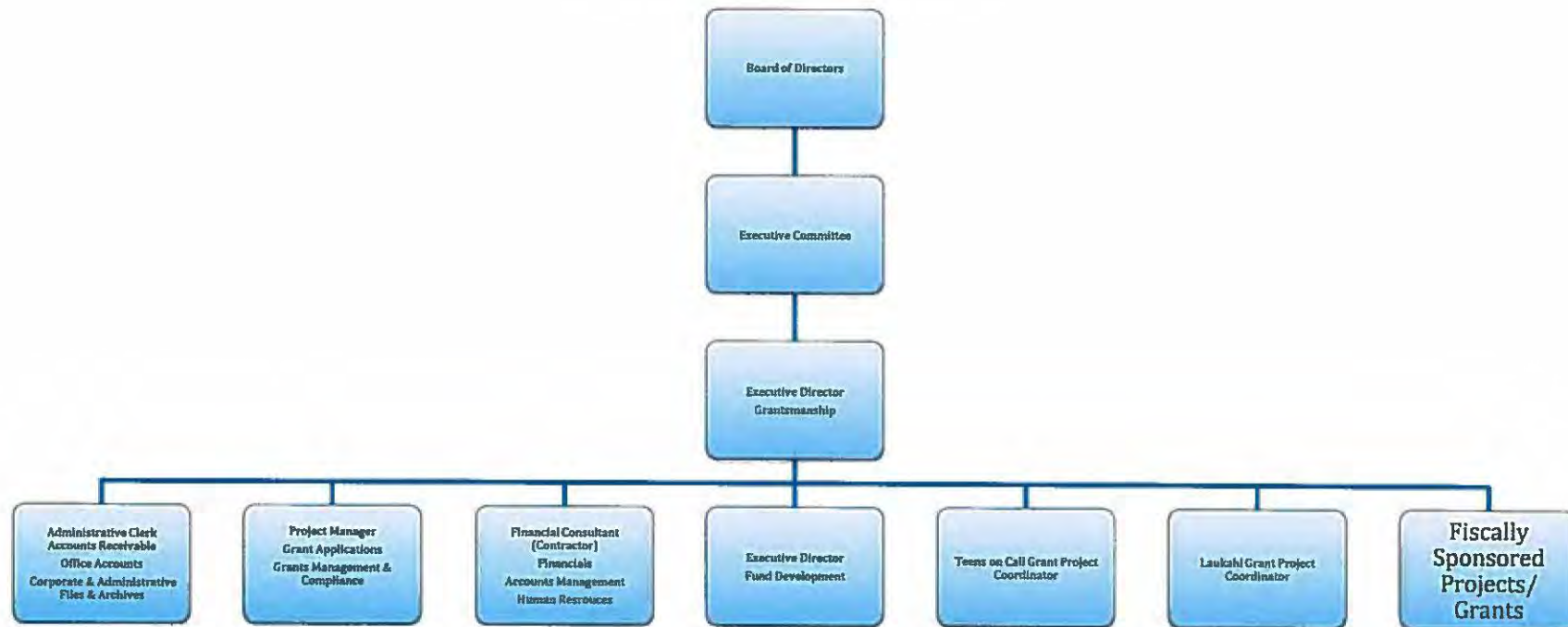
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Accrual Basis

Tri-Isle Resource Conservation & Development Council, Inc.
Balance Sheet - Unaudited
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
1001 · BOH Securesweep Chkg	118,956.84
1009 · BOH Securesweep Money Mkt	521,337.71
1014 · Maui Federal Credit Union	
1015 · MFCU - Share account	102.19
1021 · MFCU - 18 mo SP 028	175,847.89
1022 · Maui Federal Credit Union 01	71,766.58
Total 1014 · Maui Federal Credit Union	247,716.66
1019 · Petty Cash, LHWRP, Dorcy 17	500.00
1023 · Petty Cash, Pu'u Kukui	2,000.00
Total Checking/Savings	890,511.21
Accounts Receivable	
1200 · Accounts Receivable	
1210 · A/R - County of Maui	73,578.08
1243 · A/R - State of Hawaii	17,414.16
1251 · A/R - HI Tourism Authority	13,714.75
1260 · A/R - Miscellaneous/Other	100.00
Total 1200 · Accounts Receivable	104,806.99
Total Accounts Receivable	104,806.99
Other Current Assets	
1300 · Prepaid Expenses	
1303 · Prepaid Worker's Compensation	197.60
1305 · Prepaid Insurance	5,974.42
Total 1300 · Prepaid Expenses	6,172.02
1600 · Security Deposit	1,248.24
Total Other Current Assets	7,420.26
Total Current Assets	1,002,738.46
Fixed Assets	
1500 · Fixed Assets	
1506 · Office Equipment	1,040.00
1550 · Accumulated Depreciation	-416.01
Total 1500 · Fixed Assets	623.99
Total Fixed Assets	623.99
TOTAL ASSETS	1,003,362.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	92,080.82
Total Accounts Payable	92,080.82
Other Current Liabilities	
2030 · Deferred Revenue	268,778.16
2130 · Vacation Accrual	10,698.62
Total Other Current Liabilities	279,476.78
Total Current Liabilities	371,557.60
Total Liabilities	371,557.60
Equity	

Tri-Isle Resource Conservation & Development Council, Inc. Organizational Chart





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

TRI-ISLE RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL, INC.

was incorporated under the laws of Hawaii on 04/26/1990 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 19, 2018

Director of Commerce and Consumer Affairs

**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.
- 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.

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.

Tri-isle RC&D Council, Inc.
(Typed Name of Individual or Organization)


(Signature)

01/19/18
(Date)

John A.H. Tomoso, MSW, ACSW, LSW
(Typed Name)

Executive Director
(Title)