

**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:   
Anaina Hou Community Park    Anaina Hou Community Park

Amount of State Funds Requested: \$34,000

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

Anaina Hou Community Park is in it's 9th year of hosting the Saturday Kilauea Farmers Market attended by roughly 250-300 customers and 30-35 farmers and vendors weekly. The market has outgrown it's current location and creates tremendous impact on the traffic flow on Kuhio Highway fronting the community park. To better serve our local farm economy and growing number of customers, both visiting and resident- we plan to move the market to a larger, more accessible location on the upper plateau of our campus. We are requesting funding to assist in the planning, design, and

Amount of Other Funds Available:

State:                    \$ \_\_\_\_\_  
Federal:                \$ \_\_\_\_\_  
County:                \$ \_\_\_\_\_  
Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$50,000

Unrestricted Assets:

\$ \_\_\_\_\_

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:

5-2723 Kuhio Hwy  
City:    Kilauea

State:    HI    Zip:    96754

**Contact Person for Matters Involving this Application**

Name: Robyn Petterson	Title: Resource Coordinator
Email: Robyn@anainhou.org	Phone: 808-977-8543

Federal Tax ID#:  
██████████

State Tax ID#  
██████████

  
Authorized Signature

Jill Lowry, Executive Director

Name and Title

1/12/2020

Date Signed

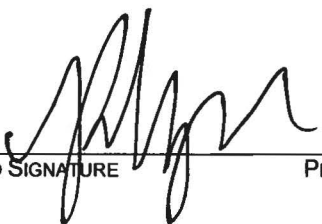
**received**  
1/17/2020 *zc*

10:45 am

## 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) Certificate of Good Standing (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

 Robyn Peterson 1/14/2020  
AUTHORIZED SIGNATURE                      PRINT NAME AND TITLE                      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. 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, 2019.

Attached

#### **2. Declaration Statement**

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

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. ([Link](#))

Yes, this grant will be used for a public purpose to provide an accessible location for the public Farmers Market.

### **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;

Anaina Hou Community Park ("Anaina Hou") is a registered 501(c)(3) non-profit organization located on the beautiful north shore of Kaua'i. We were founded in 2010, by Bill and Joan Porter, to provide a gathering place for our kama`aina community and serve the needs of the thriving visitor market.

When Joan Porter and her late husband, Bill, relocated to Kauai, they were moved to give back to our community. They met with countless members of the

community to discuss ideas about how to protect the highway frontage from industrial development and to identify the needs of our diverse population. Bill and Joan purchased the land that became our 15-acre campus, along with the adjoining 500-acre Wai Koa Plantation, and founded Anaina Hou as a gift to our community.

The Mission of Anaina Hou is to provide a gathering place in Kilauea rooted in the values, history and culture of our diverse island community. The Vision of Anaina Hou is to enrich the lives of the members of our community and the many guests of our island who visit our campus. Today, the Anaina Hou campus offers: Kaua'i Mini Golf and Botanical Gardens; a Café and Gift Shop specializing in locally sourced products; Wai Koa Loop Trail; weekly farmer's market; a certified kitchen, classroom and meeting room facilities; the Porter Pavilion and the Anaina Hou Playground that was supported in part by this fund in 2019

2. The goals and objectives related to the request;

Our goal is to relocate, improve access and build permanent infrastructure to support the existing Farmers Market

The objectives are:

- increase accessibility to locally grown food
- promote community resilience
- increase farming economy

3. The public purpose and need to be served;

The purpose of this project is to increase the capacity of the Farmers Market for the community we serve, including the farmers selling produce and the customers purchasing.

4. Describe the target population to be served; and

The Farmers Market serves residents, both farmers and customers in the local community of Kilauea, as well as visitors to the island

5. Describe the geographic coverage.

The Farmers Market is used by farmers and customers from the areas of Kilauea, Moloaa, Anahola, Kapa'a, Hanalei, Wainiha and Ha'ena on the island of Kauai. Due to increased flooding and road closures- many farmers are seeking a vending space away from Hanalei as are customers.

### **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;

- Design layout and access points to existing upper plateau
  - Grade plateau and fill with gravel
  - Improve access road with gravel
  - Improve fence line along highway adjoining plateau
  - Construct signage
  - Design and construct small Farmers Market and EBT office

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

May-June 2020

- hold a community forum for farmers and customers to assess needs
- survey market goers and vendors on market access issues

July 2020

- begin layout design with survey company
- request bids for grading of plateau road improvement

August 2020

- at the start of our dry month, begin work on improving access road
- complete grading of plateau
- lay gravel on access road and plateau
- construct simple market office structure

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

Design and construction will be overseen by members of the board with vast experience in construction, development, and business management. Progress will be monitored and evaluated weekly by the project manager.

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.

- increase number of farmers vendors at market
- increased customers at market
- resiliency benchmarks met

**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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
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.

**None**

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 2021 for program funding.

HTA Community Enrichment Program- \$10,000 (2019) for farmers market marketing  
 Legislative GIA- \$50,000 (2019) for playground completion

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

## **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.

Anaina Hou has successfully hosted the Farmers Market for nine years, expanding to allow for more Farmers to sell their produce. The Market Manager has years of experience both as a market manager and vendor at Hawaii Farm Bureau markets.

### **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 upper grass plateau is located through the main entrance of Anaina Hou, located just past the café courtyard. Located within the courtyard area are restrooms, seating areas and shade. This location is perfect as it has visibility from the road, ample parking, restrooms and rest areas.

## **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.

Robyn Petterson, Resource Coordinator has managed the Anaina Hou market for just over a year, with over 10 years of experience as a market manager and vendor with Hawaii Farm Bureau selling local produce and won ton. Her role will continue in new location, supervised by Jill Lowry, Executive Director.

## **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.

The Market Manager will report directly to the Executive Director.

Reporting to the Executive Director:  
Resources Manager/Market Manager  
Food & Beverages Manager  
Facilities Manager (new position 2020)  
Controller

## **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.

Three highest paid officers, directors or employees:  
Executive Director \$90,000  
Facilities Manager \$78,000  
Resources Manager \$60,000 (est at \$25/hr)  
Food & Beverages Manager \$60,000 (est at \$26/hr)

## **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.

NA

### **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.

NA



**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.

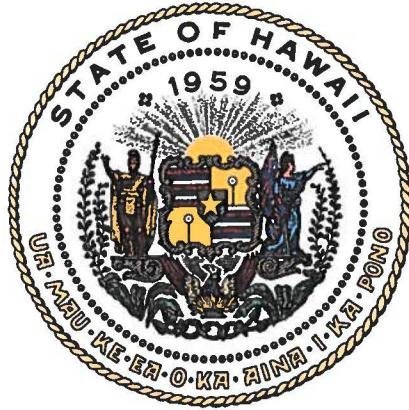
NA

**4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The expenses related to Farmers Market will be absorbed by the Annual Budget or via other funding sources after 2021.



## 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

ANAINA HOU COMMUNITY PARK

was incorporated under the laws of Hawaii on 04/11/2012 ; 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 15, 2020

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.

Anaina Hou Community Park

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

1/14/2020

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

(Date)

Jill W. Lowry

Executive Director

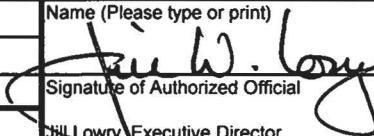
\_\_\_\_\_  
(Typed Name)

(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</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				
9				
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20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>34,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>34,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Robyn Petterson, Resource Coordinator      808-977-8543		
(b) Total Federal Funds Requested		Name (Please type or print)      Phone		
(c) Total County Funds Requested		 1-15-20		
(d) Total Private/Other Funds Requested		Signature of Authorized Official      Date		
<b>TOTAL BUDGET</b>	<b>34,000</b>	Jill Lowry, Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NA				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN			4000			
CONSTRUCTION			30000			
EQUIPMENT						
<b>TOTAL:</b>			<b>34,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Anaina Hou Community Park

Contracts Total: 70,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	County/ OED contract for Social Awareness Film Festival	1/1/20-12/31/20	Hawaii Tourism Authority		10,000
2	HTA contract for Community Enrichment 2019	1/1/19-12/31/19	Hawaii Tourism Authority		10,000
3	Hawaii Legislature Grant In Aid for playground capital improvements	1/1/19-12/31/19	Hawaii State Legislature	Haw	50,000
4					
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