

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:
Orchidland Neighbors

Amount of State Funds Requested: \$ 80,000

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

This request is for funds to finish grading, fencing, and graveling, including a walking path on a four-acre parcel of land, the future site of a multi-purpose complex in Orchidland.

Grading	\$ 22,000
Fencing	\$ 31,000
Gravel for walking path	\$ 7,000
Consultant	\$ 20,000

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 10,000

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

\$ 0

Unrestricted Assets:

\$ 4,192

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:

HC2 Box 5688

City:

Keaau

State:

HI

Zip:

96749

Contact Person for Matters Involving this Application

Name:
Virginia Aste

Title:
President

Email:
info@orchidlandneighbors.org

Phone:
808-854-1225

Federal Tax ID#:
[REDACTED]

State Tax ID#
[REDACTED]

Virginia Aste
Authorized Signature

Virginia Aste, President
Name and Title

received
1/19/22 RKG

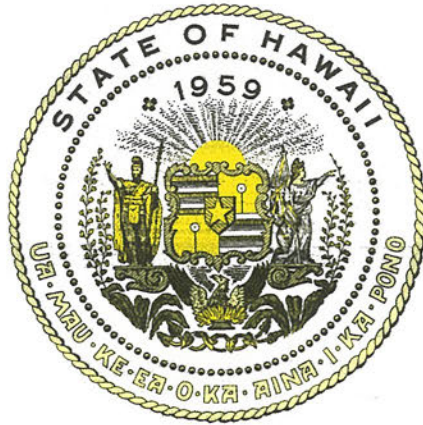
1/17/2022
Date Signed

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

Virginia Aste Virginia Aste, President 1/17/2022
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE



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

ORCHIDLAND NEIGHBORS

was incorporated under the laws of Hawaii on 03/11/2015 ; 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 17, 2022

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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.

<u>Orchidland Neighbors</u> (Typed Name of Individual or Organization)	
<u>Virginia Aste</u> (Signature)	<u>1/17/2022</u> (Date)
<u>Virginia Aste</u> (Typed Name)	<u>President.</u> (Title)

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, 2021.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

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.

Orchidland Neighbors verifies that the project for which funds are requested is for a public purpose: The grading and fencing of a site for a multi-purpose complex open to the public.

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;
Vision/Mission: Orchidland Neighbors (ON) was founded in order to design and build a multi-purpose community complex in Orchidland Estates to house and develop community capacity through recreation, education and agricultural opportunities for Orchidland and surrounding communities.

Applicant's Background

Orchidland Neighbors (ON) was created in 2015, as a 501 (c)(3) organization in order to fulfill the mission of establishing a community complex on a four-acre parcel of land and in Orchidland Estates subdivision. The complex will include a multi-purpose community center with a meeting space, kitchens, offices, emergency supply storage, a market, a food basket, and recreation areas. ON

directors have diverse and extensive backgrounds in administration, education, accounting and community organizing. ON will continue to call upon experienced contractors to design the project and carry out planned scope of work.

Each month, ON collaborates with the Food Basket and two churches to provide food to 200 families. On supports the Orchidland Neighborhood Watch and the Orchidland Community Emergency Response Team.

In 2016, ON purchased a four-acre site in Orchidland in order to accomplish its vision. We are in the process of grading and fencing and retaining a consultant to assist with the project.

There are multiple programs available through County, State and private agencies including distribution of food and emergency supplies which ON is qualified to undertake. However, there is no suitable facility available to accommodate this option.

2. The goals and objectives related to the request;
ON's goal for the request is to continue with the site development prior to construction of a multi-purpose building by grading and fencing the site.

Our objectives are:

To finish grading the 4-acre site.

To grade a walking path around the site and cover it with gravel.

To finish fencing and gating the site.

To select and work with a consultant to produce a preliminary plot plan, timeline and tasks to design our multi-purpose community building.

3. The public purpose and need to be served;
ON's purpose is to request funding to finish grading and fencing of the four- acre site. In addition, ON is requesting funds to work with a consultant to design a multi-purpose building to house programs and activities requested by residents. The building will accommodate up to 250 people and will contain a commercial kitchen, office, and storage space for emergency supplies.

There is no facility of this type in Orchidland which can serve as a communication hub, Food Basket, and emergency supply depot. ON has performed these tasks by using a parking lot and a church parking lot.

4. Describe the target population to be served; and
The target population to be served is the more than 4,000 people living in Orchidland Estates. Proposed build out is 7,000 people.
5. Describe the geographic coverage.
The geographical coverage of the project goes beyond Orchidland Subdivision. The proposed multi-purpose complex and meeting spaces would be used by these subdivisions: Hawaiian Paradise Park, Ainaloa, Tiki Gardens, Hawaiian Acres, Keaau, Fern Forest and Fern Acres. The buildings and facilities in Orchidland would be open to anyone who requests the use of the facilities.

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;
To complete the scope of work for grading the four-acre site, ON will hire a qualified contractor who will clear and grade the entire site. Included in the scope of work is the creation of a walking path, (about four-feet wide), around the property. The path will be covered with gravel.

To complete the scope of work of fencing, ON will hire a qualified contractor who will put up fencing and gates as specified in the contract.

To complete the scope of work of the consultant, ON will hire a qualified contractor to develop a plot plan and preliminary plans for a building, as specified in the contract.

Contractors will be selected on the basis of complete and comprehensive bids, demonstrated expertise, and sufficient experience.
It will be ON's responsibility to assure that scope of work specified in the contracts has been completed.

Scope of work will be adjusted, depending on availability of funds.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
Our timeline is to have grading, fencing, pathway, and services of a consultant completed in the First Quarter.

Outcomes for grading, fencing and consulting can be completed within the First Quarter if funding is available.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
The applicant plans to monitor, evaluate and improve results by comparing the scope of work, contract and the work done by the contractor.

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.

Measures of effectiveness include completion of scope of work, completion of grading of the four-acre site according to contract, completion of fencing and gates as specified by contract, grading of walking path as specified by contract, and spreading of gravel on path as specified by contract.

Measures of effectiveness for the consultant will be the production of a plot plan and preliminary plans for a meeting hall as specified in the contract.

Volunteers will spread the gravel on the pathway.

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)

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$80,000				

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023. Private/Other \$10,000
- 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. N/A
- 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 2023 for program funding. 2020 County Contingency Relief Fund \$7,665, 2021 County Contingency Relief Fund \$1,987
- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021. \$4,192

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.

ON Board of Directors has accomplished all previous tasks by selecting contractors with sufficient expertise and experience and appropriate licenses.

We have hired attorneys for consolidation of lots. We have hired surveyors for the topographical survey, consolidation of lots survey and archeological site survey and a planning consultant for conceptional drawings.

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.

ON has been operating out of a home office within Orchidland Estates. The Food Basket program distribution takes place from a church venue located in Orchidland Subdivision. The Neighborhood Watch program currently meets in a home, and the CERT Program meets in a church, both meeting in Orchidland Subdivision.

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.

ON currently has zero staff. Once the facility is complete, we will staff accordingly.

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.

Board of Directors:

Virginia Aste, President

Barbara Arthurs, Treasurer

Sharon McCartin, Recording Secretary

Sherri Carden, Corresponding Secretary

15-20 Community Volunteers

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.

Currently, all volunteers.

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.

Zero

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.

None

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.

Zero support or benefit of a sectarian or non-sectarian private educational institute.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

ON will continue to work on grants, fundraising, and solicit other private donations as we have in the past. Our sustainability plan for once the complex is completed will generate funds from renting out the two commercial kitchen bays and concessions in our recreational area.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Orchidland Neighbors

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0	0	0	0
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. Consultant				
10. Administrative Costs			2,500	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES			2,500	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	80,000		50,000	10,000
TOTAL (A+B+C+D+E)	80,000	0	52,500	10,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Barbara Arthurs (808) 996-4841		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	52,500	<i>Virginia Aste</i> 1/17/2022		
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official Date		
TOTAL BUDGET	142,500	Virginia Aste, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Orchidland Neighbors

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Orchidland Neighbors_____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Orchidland Neighbors

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS					100000	
GRADING, FENCING AND GRAVEL FOR WALKING PATH			80000	62500		
DESIGN						
CONSTRUCTION						
EQUIPMENT						400000
TOTAL:			80,000	62,500	100,000	400,000
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Orchidland Neighbors

Contracts Total: 9,652

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	2019/2020 County Contingency Relief Fund	7/1/2019	COH Finance	Hawaii County	7,665
2	2020/2021 County Contingency Relief Fund	7/1/2020	COH Finance	Hawaii County	1,987
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