

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) Hawaii Compliance Express Certificate (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


AUTHORIZED SIGNATURE

LISA LABRECQUE, CEO
PRINT NAME AND TITLE

1/17/2024
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: MAUI HUMANE SOCIETY*

Issue Date: 01/02/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX0953
UI#: XXXXXXX1191
DCCA FILE#: 10221

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

ATTACHED

2. Declaration Statement

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

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](#).

This project will be used for a public purpose pursuant to Section 42-F-102 as detailed below in the following narrative responses to questions.

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;

The Maui Humane Society ("MHS"), a 501 (c)(3) non-profit organization, has been serving the community of Maui for 71 years. We are the only open admission animal shelter on the island, which means we welcome all animals regardless of age, health, or temperament and serve as the central hub for all companion animal related matters. Each year we help thousands of animals and pet owners with programs and services directed at saving animal lives and advocating for the human-animal bond, which we feel is critical to the emotional well-being and

resilience of our community. In addition, we provide animal management services for the County of Maui as well as education and support for the 167,730 residents of Maui, of whom over 100,000 are pet owners.

In FY23 we took in 4,787 animals to our shelter and served many times that number through our community outreach programs. Since the August Wildfires, the challenges faced have significantly increased in number and complexity. In addition to core programs and services, our efforts have included addressing the unprecedented challenges faced by fire-impacted pets and community members. Between August 8, 2023, and January 1, 2024, MHS has taken in 757 live animals from Lahaina and Kula. Of these, 188 have been reunited with their owners, 24 were surrendered, 26 were euthanized due to injuries, 122 were adopted, 4 died in care, 135 have been transferred out, 371 were DOA, and 254 remain in our care. In addition to caring for fire impacted animals, we have been caring for our normal daily animal intake which has totaled 1592 non-fire animals during the five-month period. The sad reality is that the total destruction of Lahaina town and negative fire-related financial impacts affecting the entire Maui Community have translated into an increased need for MHS programs and services, a need we anticipate will last for years to come.

MHS Fire Response has included the following:

- Saved every treatable pet, reunited lost pets with their families, and provided unwavering support for fire-impacted pets so owners can avoid having to relinquish the animals they love. Tragically many pets were lost in the fires, but hundreds of animals, mostly cats, have been saved and trapping continues daily with successful pet and owner reunions happening on a regular basis. For displaced fire zone pets not reclaimed by an owner, MHS and partners have provided gold standard veterinary care, love, enrichment, and long-term sheltering, boarding and fostering options to ensure the best possible outcome for every animal.
- MHS Pet Food Bank and 4EverPets Outreach program reached out to 6,222 families or pets distributing 881,958 pounds of food, 22,900 pounds of hay and farm products, 24,900 essential pet supply items such as kennels, containment items, cat litter, pet beds, enrichment items, and 1,902 doses of flea and tick treatments, recognizing that the impact of the fires extends far beyond the burn zone and has impacted pets and people throughout the Maui community.
- MHS, acting as the designated animal agency with jurisdictional authority, has partnered with government agencies, non-government organizations and animal disaster experts to coordinate resources and lead the animal disaster response and recovery efforts in the burn zone and beyond.
- Provided volunteer and foster opportunities so that members of our community and visitors from the mainland have been able to join in the recovery efforts with over 3,341 “drop-in” volunteers supplementing our regular MHS volunteer force and working an incredible 22,272 hours from August 8th through December 31, 2023.
- For animals that did not survive, MHS is identifying animal remains using microchip scans and offering free cremation services to bring comfort and closure to grieving owners.

- Offered pet rental deposits, insurance, and pet training scholarships to pet owners who lost their homes and have been forced to relocate to rental housing, thus removing barriers to continued pet ownership.
- Financial incentives are being provided to foster caregivers and rescue groups who can house or take animals to ensure MHS can maintain an adequate capacity for care for all animals in need.
- For pet owners forced to move off the Island due to the fires and associated impacts, MHS pays for pet airfare and provides health certificates so pet relinquishment can be avoided and pets can stay with the families that love them.

MHS also provides the following Core Programs and Services:

Veterinary Services provide accessible low-cost veterinary care including spay/neuter surgeries to shelter animals, community cats, and owned pets whose owners cannot afford veterinary care.

Community Outreach/4EverPets Program/Pet Reunification: reach out to financially disadvantaged & underserved pet owners to provide support including a Pet Food Bank, subsidized veterinary care, pet supplies, assistance to help lost pets find their way home, resources to prevent pet relinquishment and preserve families by providing Maui's pet owners with the resources needed to keep pets in home with the people who love them.

Wings of Aloha relocation program transfers homeless animals to adoption-guaranteed shelters and rescues on the mainland, giving these animals a second chance at life.

Sheltering and Enrichment: MHS takes in on average more than 13 animals each day, with a total of 4,787 animals in FY23. In addition to sheltering, these animals receive food, veterinary care, spay/neuter surgeries, and enrichment.

Adoption Programs promote finding new homes for homeless animals, collaborating with the Cat Café in Kahului, and managing a satellite cat adoption center at Kahului Petco.

Volunteer & Foster programs offer volunteer and fostering opportunities to enable the community to join in MHS' lifesaving work. In FY23, 581 volunteers worked 23,312 hours and 945 Foster Families donated a total of 91,879 foster care days to 3,616 homeless animals.

Humane Enforcement Officers enforce animal related laws and investigate cases of animal cruelty and neglect while focusing on education and delivering services that support the community and keep animals in their homes.

Disaster Preparedness: MHS partners with the Red Cross and Maui County Emergency Management Agency (MEMA) to staff pet-friendly shelters during natural disasters and educate Maui pet owners about disaster preparedness for their pets. Thanks to grant funding, over the next 12 months MHS will build a local Disaster Animal Response Team (DART). A lesson

learned from the fires has been the need to create a formal response network for future emergencies, which includes credentialed staff and pre-existing MOUs with the Maui Emergency Management Agency and FEMA that recognize Maui Humane Society as the declared emergency responder for animal-related emergencies and rescue in Maui County

Animal Management Services: MHS provides animal sheltering and humane enforcement services for the County of Maui.

2. The goals and objectives related to the request;

Purchase and install a modular building to provide desperately needed office space for the significantly expanded Maui Humane Society workforce. The existing MHS Facility was built in 1986 when there were less than 20 staff members. Over the years the staff has grown to the current number of 78 FT employees and 19 fire-response employees (7 of the fire-response team are long term). Unfortunately, office space capacity has not kept pace with personnel growth and the use of an off-site leased office space has not proved conducive to staff morale or maximal organizational effectiveness.

A major objective is to bring all of our staff members back from off-site locations to the main shelter location in Puunene. This is important for several reasons including the fact that our entire staff, including those who have daily animal care responsibilities and those whose jobs do not require interacting with animals, are inspired and motivated by observing and being part of the work we do to help these animals. Animal contact is important for organizational success. One example – the Development Department needs to know about happy endings like pet reunifications and be onsite to develop ongoing relationships with new and existing donors who occasionally drop by the front office to make a donation. The opportunity to begin personally connecting with new donors is lost when development staff is not available onsite.

Another reason we need to have all staff on-site is that our work requires constant collaboration between departments. Teamwork is critical. This reality became even more apparent during the recent wildfire disaster response when the unprecedented needs of pets and owners in our community demanded that every staff member be present and immediately available to help address the unprecedented challenges we faced.

The need for additional office space is critical. More than 25% of our workforce do not have permanent individual workspaces. They are dependent on sharing workstations with co-workers and moving laptops from place to place to get their work done. Equally problematic is the severe deficiency of private offices and meeting space. Currently on the main MHS campus there are 61 workstations for 85 staff members (not including 12 short term fire response staff). There are only 11 private offices, of which three are shared by two or three people, and just one small conference room called the “huddle room”, a reference to its small size. More private offices are urgently needed so that senior leadership team including the CEO, COO, departmental directors, and managers can have space to hold private meetings.

These workspace numbers do not include the off-site leased space, which we plan to eliminate for the reasons outlined above.

Addition of the proposed new modular building will add six private offices and 12 individual work cubicles thereby ensuring that the CEO, COO, and Directors all have private offices and most other staff will have individual workstations.

This project will require construction of a new individual wastewater system (IWS) and a secure parking area. The IWS will support two additional restrooms (each with toilet and sink) included in the new modular plans and which will enable MHS to comply with County regulations regarding the ratio of employees/visitors to bathrooms. The new parking expansion will provide secure parking for the MHS mobile veterinary clinic vehicle and our fleet of Humane Enforcement vehicles, by replacing secure spaces that will be lost when the new modular is placed in what is now a secure parking area.

Finally, securing an additional modular for office space will enable us to make other major changes in the way our existing buildings are used. Such changes will make operations more efficient and enable better adherence to best practices in animal welfare. For example, the current Humane Enforcement Building will be repurposed to create an “adoption and outcomes” center which will house our adoption, transfer, and foster teams. Cat intake, currently located in the customer service building, will be moved to the Cat Building thus making it possible to separate cats from barking dogs, an animal welfare best practice, which reduces feline stress levels.

3. The public purpose and need to be served;

Maui County is estimated to have more than 100,000 pet owners, many of whom own more than one pet. Maui Humane Society is committed to being the primary resource for companion animal related matters, able to respond to all pet and owner needs. This commitment involves not only protecting and preserving animal health and welfare, but also protecting the human-animal bond, which is essential to the emotional health and resilience of our community. Countless studies have demonstrated the mental and physical benefits of owning a pet. A recent study showed slower cognitive decline in people over 50 who live alone but own a pet.

MHS is dedicated to saving animal lives and making pet ownership possible for as many people as possible on Maui. In order to fulfill these responsibilities and serve the public, our entire staff needs to be able to do their work effectively. Having a place to work that includes adequate office space and individual workstations is essential to those goals. Also, having our entire staff on-site rather than housed in remote locations will give the public better access to MHS personnel and to the full range of programs and services we provide.

4. Describe the target population to be served; and

An estimated 100,000 of the 167,730 residents of Maui County are pet owners. MHS programs and services target companion animals—owned pets, homeless shelter animals, and community cats—as well as pet owners, particularly those who cannot afford to care for their pets. This target population of pet owners includes fire victims, vulnerable or underserved owners faced with financial insecurity from job loss and other causes, residents experiencing homelessness, seniors, low-income families, the disabled, people suffering from domestic or substance abuse, and other marginalized and underserved communities, particularly those with language or cultural barriers or distance/transportation challenges that make it difficult to access animal welfare services. In addition, a collaboration between MHS and the Maui Police Department MMEU (Medical and Educational Mobile Unit) has brought increased support, pet supplies, and basic veterinary care to unsheltered pet owners on Maui. MHS also partners with Lanai Cat Sanctuary, works with Molokai Humane Society to help with spay/neuter services and assists MPD in providing animal control services to support pets and people on Molokai.

5. Describe the geographic coverage.

The geographic coverage area for this grant is Maui County. Historically, Maui Humane Society has primarily served the island of Maui including underserved and difficult to access locations such as Hana. Recently, MHS has responded to the need for increased support for Molokai and Lanai by expanding geographic coverage and partnering with those islands to provide new programs and services. For Molokai this has meant MHS becoming involved in Humane Enforcement services for homeless dogs with planned construction of humane dog housing, and by assisting Molokai Humane Society with spay/neuter services. For Lanai it has meant the establishment of a new partnership between Lanai Cat Sanctuary and Maui Humane Society to improve cat outcomes for both organizations.

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

Maui Humane Society is requesting funding for a new 36"x60" modular building to serve as much-needed office space for MHS staff. The project building, which contains two restrooms, will also necessitate the installation of an additional Individual Wastewater System (IWS), an ADA ramp, shirting, and possibly a pad.

The Maui Humane Society facility in Puunene was built in 1986 and despite the addition of a Cat Building and expansion of the Veterinary Clinic, minimal office space was added until 2009

when a 24'x60' modular office building was purchased. However, that modular only added six private offices, some now shared, and a conference room, which has since been converted into cubicles. With additional programs and staff, this modular is not adequate to meet our current needs.

The existing septic systems and rest room count is also inadequate for the significantly increased number of staff, volunteers, and visitors who are on-site every day.

Our approach to securing increased office space and adequate septic facilities is as follows:

1. A committee made up of members of the Board of Directors, staff, and volunteers has been formed to manage the Modular Project in concert with the Chief Executive Officer, Dr. Lisa Labrecque. The committee and the CEO will work with the chosen modular vendor to ensure that milestones including design, construction, shipping, and installation are completed within budget and an agreed upon timetable.
2. Preliminary work by the committee has already begun, with three modular companies contacted to investigate the best type of building design to meet our needs. We have concluded that a 36'x60' modular containing five private offices, 12 cubicles, a conference room, kitchenette, and two small restrooms is what is needed.
3. Preliminary estimates were obtained to get a ballpark idea of the cost of such a project and this information has been presented to the Board of Directors which has approved moving forward with the project.
4. We have identified the major milestones involved in this type of project and the type of expert consultants that need to be hired. A Civil Engineer and a Planning Facilitator for this project have been identified and preliminary discussions have been held with them to help us set project milestones.
5. Once a grant is awarded, a project manager/contractor will be hired.
6. Project milestones include:
 - The CEO and Modular Committee to work with consultants to create design specifications and finalize plans.
 - Competitive bids to be obtained from at least two modular vendors based on desired design specifications.
 - Vendor to be selected based on price, reputation, and that architectural services are available including a set of stamped plans.
 - A project manager/contractor will be hired to work with modular vendor to oversee installation of the modular building, interact with consultant engineers, ensure that IWS and utility hook-ups are completed according to code, supervise construction of a building skirt and ADA ramp, and address fire protection and parking.
 - The project manager/contractor will also oversee construction of a bridge that connects the new modular to the existing modular so they are considered a single building that will meet County set back requirements. If this approach is not approved by the permit department, the building will be moved to an alternate location, which will require construction of a pad.

- Expert consultants to be hired include a Civil Engineer, Mechanical Engineer, and a Planning Facilitator.
- The Planning Facilitator will ensure that the design meets County permit requirements, facilitate the permit process as it navigates the County approval system and advise on the parking plan to satisfy parking requirements for the permit.
- The Civil Engineer and his team will provide wastewater system (IWS) design, including all work required to prepare the IWS report, submit it to DOH, obtain permit for construction of system and obtain final approval for system from DOH. That team will also do wastewater flow calculations, prepare construction plans and distribution system, and Site Plan.
- Hire a State of Hawaii approved IWS installer to install the system designed by the Civil Engineer and team.
- Hire Mechanical Engineer to oversee the heating/cooling systems, refrigeration, piping, and plumbing of the building
- Obtain fire protection specifications and install fire hydrants as required, sprinklers and alarm.
- The contractor or if indicated Electrical Engineer will work with Hawaiian Electric Company and oversee location of an IECC box and installation required per the stamped plans.
- Data cable installation design to be determined in consultation with IT advisor.
- A Security plan will depend upon final location of the building and whether or not it's within the already fenced and secure footprint of the existing shelter grounds.
- If the new modular is located at the preferred site on the existing asphalt parking lot, storage containers will be moved to provide a location for new septic system.
- Skirt and ADA ramp will be built, and A/C installed.
- Furniture will consist of usable existing desks/chairs/tables from our off-site leased location, but cubicles for the bull pen will need to be purchased, equipped, and installed.

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

Once funding is confirmed and a permit has been obtained, construction of building will begin. Per vendor estimates, this will take five to six months, shipping will take one month, and installation will require two weeks to complete. Additional time will be needed for utility, water, electrical, and data cable hook-ups. We anticipate a one year timetable for project completion.

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

Quality assurance and evaluation of plans for this request include the following:

- The CEO and Modular Committee will work with the COO and Project Manager/Contractor to identify construction milestones and track these milestones to monitor progress of project and ensure it stays on track and within budget.
- Monthly reports of the project's progress will be generated and shared with the CEO and Modular Committee. Progress reports will also be presented to the Board of Directors monthly. Reporting to the state will be as required by the grant contract. Once the modular building is delivered, the project manager will oversee all aspects of installation as outlined in the timeline and with reporting as outlined above.
- The CEO and Board Committee will make frequent site visits to evaluate progress related to installation of the building, connection of utilities, and construction and installation of the building skirt and ADA ramp.
- Progress of the septic system installation will be monitored by the committee and the design, construction, and installation of IWS done by the Civil Engineer, Jake Freeman, and his team.

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.

Reports to State agency will be generated according to schedule defined in the grant award contract and will include:

- Details regarding % expenditure of funds thus far
- Percent of construction milestones completed so far
- Detailed narrative of program progress for the quarter including major milestones, achievements, challenges encountered, and plans for dealing with any setbacks that may occur
- Relevant photographs
- Final report will detail the number of workstations in place, how many are being shared, how many private offices are available for use, how these numbers compare to counts prior to installation of the new modular including the number of staff who have a workspace and no longer need to work remotely.

- Final report will also contain narrative regarding the overall impact that the additional number of designated workstations will have on organizational pathways and efficiency and how the addition of new septic system with two new toilets/restrooms has impacted the organization.

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](#)) ATTACHED
 - b. Personnel salaries and wages ([Link](#)) ATTACHED
 - c. Equipment and motor vehicles ([Link](#)) ATTACHED
 - d. Capital project details ([Link](#)) ATTACHED
 - e. Government contracts, grants, and grants in aid ([Link](#)) ATTACHED
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Funding of the amounts listed below has been requested for fiscal 2025 ongoing annual contracts with the County of Maui:

- Animal Sheltering \$2,236,000
- Humane Enforcement \$1,142,000
- Spay & Neuter Program \$165,000
- Molokai Animal Services \$140,000

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.

Tax credits were applied for and received under the Internal Revenue Service's Employee Retention Credit program, with totals of \$358,068 for calendar 2020, and \$1,124,431 for calendar 2021.

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 2025 for program funding.

Fiscal 2022 (July 1, 2021 – June 30, 2022):

- County of Maui, Animal Sheltering \$1,598,468
- County of Maui, Humane Enforcement \$991,650
- County of Maui, Spay & Neuter Program \$100,000

Fiscal 2023 (July 1, 2022 – June 30, 2023):

- County of Maui, Animal Sheltering \$1,848,000
- County of Maui, Humane Enforcement \$1,130,000
- County of Maui, Spay & Neuter Program \$100,000

Fiscal 2024 (July 1, 2023 – June 30, 2024):

- County of Maui, Animal Sheltering \$2,033,000
- County of Maui, Humane Enforcement \$1,111,000
- County of Maui, Spay & Neuter Program \$125,000

Fiscal 2025 (July 1, 2024 – June 30, 2025):

CONTINUATION FUNDING ONLY

- County of Maui, Animal Sheltering \$2,033,000
- County of Maui, Humane Enforcement \$1,111,000
- County of Maui, Spay & Neuter Program \$125,000
- County of Maui, Molokai Animal Services \$140,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

- \$5,945,142 (audit 6.30.23)
- Analysis of Wildfire Donations is in progress; external audit scheduled and will be done when internal analysis completed.

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.

The Maui Humane Society animal shelter was built in 1986. Expansion projects over the years have included:

- 2001 - construction of the Cat Adoption Center aka Cat O'Hana
- 2009 - addition of 24'x60' modular office building purchased from Hawaii Modular Space
- 2011 - upgrade of Dog Kennels
- 2013 - construction of carport to support photovoltaic solar panels
- 2016 - construction to expand the Veterinary Clinic from 700 to 1440 sq feet
- 2019 - addition of new IWS (Engineering Dynamics)

All of these projects were done under the supervision and oversight of the MHS CEO and Board of Directors with assistance from the MHS Facilities Department and various contractors, engineers, and other consultants

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.

Maui Humane Society is a full-service animal shelter, built in 1986 and located in Central Maui on 3.5 acres adjacent to Veterans Highway (Route 311). The land is owned by and leased to MHS by the State of Hawaii; and managed by the County of Maui. The main structures include a Welcome/Intake/Adoption/Retail building, Humane Enforcement building, Cat 'Ohana, Dog Kennels, and MHS Spay/Neuter & Veterinary Clinic. In 2009 a 24'x60' modular building was added, which originally contained six private offices and a large conference room. Due to lack of office space throughout the facility, that modular has been reconfigured and a large conference room was converted to five cubicle-type workspaces; one private office was converted to a small conference "huddle" room, and some of the private offices were converted to shared spaces to accommodate two to three staff members each. In 2020, an approximately 3.0-acre land parcel adjacent to the MHS shelter and located in Mehamaha Loop was leased long-term to MHS by Mahi Pono. Currently we have two rented off-site facilities, one an office space rental in Kihei which will be vacated once new modular building is in place and the second, a temporary location in Wailuku to house cats that survived the wildfires. We anticipate that the Wailuku rental will end 3 months from now.

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.

Proposed staffing and qualifications of personnel involved in the MHS Modular Project include the following:

Lisa Labrecque, DVM, Chief Executive Officer, Maui Humane Society, 30 years' experience as manager, director, business owner; president of a successful publishing company before becoming a veterinarian; over 20 years' experience in animal welfare industry, recently as Senior Director of Veterinary Services at two mainland animal shelters and since returning to Maui last July, CEO of Maui Humane Society.

Board of Directors Modular Committee members: Judith Aikawa, MD, Immediate Past Board Co-Chair and former Chair, 14 years serving on the BOD, Retired Emergency Medicine Physician; Kalani Nakao, Board Vice Chair, past Board Secretary, three years on the BOD, Retired Hospitality Executive now in retail; Shan Tsutsui, CEO Mahi Pono, former Lt. Governor State of Hawaii, MHS Board Member; Staff Members and Volunteers (see descriptions below) Nikki Russell, James Young, Gene Gay.

Nikki Russell, Chief Operating Officer, six years of experience at MHS including roles as Foster Coordinator, Transfer Coordinator, Director of Outreach, and now COO. Previously worked for 16 years as office manager of a cardiology practice and has a Bachelor of Science degree in Nursing.

James Young, MHS Facilities Manager, 20 years' experience in construction and maintenance, five years of experience as Supervisor, now leads a three person facilities team at MHS.

Gene Gay, retired Director of Facilities for three Universities, Director of Engineering for three major resorts/hotels (two on Maui), Volunteer Facilities Oversight Manager.

Civil engineer Jake Freeman, Principal Engineer of CDF Engineering.

Project Manager/Contractor to be hired

Mechanical Engineer to be hired.

Electrical Engineer to be hired if needed.

Michelle Crockett, Vision Consultation Services, Planning Facilitator.

WillScot Modular Company, Edie Nakoa, Territory Sales Manager.

WillScot Modular Company, Architectural Team.

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.

ATTACHED

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.

Highest Paid Annual Salaries	
<i>Chief Executive Officer</i>	<i>\$170,000.</i>
<i>Veterinarian</i>	<i>\$152,496.</i>
<i>Veterinarian</i>	<i>\$146,548.</i>

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.

N/A

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.

N/A

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

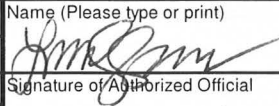
We are confident that MHS's excellent financial health will ensure that we are able to fund any additional project expenses that arise after awarded grant funds are fully expended. We base this confidence on our excellent donor base, investment income, funding from the Maui County Animal Management Contract, event income, and revenue from our income generating services (adoption fees, fees from Hawaii Quarantine Direct Release Service, end of life services, agility training class tuition, veterinary medical fees, merchandise sales) which have enabled MHS to maintain a balanced budget during significant organizational growth. In addition, we have worked diligently and successfully in recent years to secure additional funding and resources from grants and donations to sustain and expand programs and services to achieve our lifesaving goals. Future funding support is assured by both the afore-mentioned efforts and the MHS long-term fiscal growth strategy, which includes:

- Fundraising events including the Fur Ball gala, MHS Wags & Riches Event, Charity Walk, MHS Calendar contest & sales, virtual auctions, and other smaller events.
- Continued growth of fundraising efforts to reach both individual & business donors.
- Improving grant writing capability and success by enlarging the pool of grant writers and utilizing advanced data collection techniques to enhance the quality of our applications.
- Ongoing revenue from MHS investments.
- Continuing to provide Animal Management Services for the County of Maui.
- Continued implementation and expansion of our robust MHS Legacy Program.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Maui Humane Society

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	0			11,811
2. Payroll Taxes & Assessments	0			1,691
3. Fringe Benefits	0			937
TOTAL PERSONNEL COST	0			14,439
B. OTHER CURRENT EXPENSES				
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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	0			40,000
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	1,200,000			287,766
TOTAL (A+B+C+D+E)	1,200,000			327,766
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,200,000	Tom Bellerue, Director of Finance 808-877-3680 x217		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	327,766	1/18/24		
		Signature of Authorized Official Date		
TOTAL BUDGET	1,527,766	LISA LABRECQUE, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Maui Humane Society

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Chief of Operations	1.00	90,000.00	5%	\$ 4,500.00
Facilities Manager	1.00	73,112.00	10%	\$ 7,311.00
TOTAL:				11,811.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Maui Humane Society

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Office cubicles			\$ 40,000.00	40000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ 40,000.00	40,000
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Maui Humane Society

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			1,200,000	287,766		
EQUIPMENT				40,000		
TOTAL:			1,200,000	327,766		
JUSTIFICATION/COMMENTS: Includes Willscot modular \$838,600, decking \$40,000, ADA ramp \$47,000, sprinklers and alarm \$270,000, digging and leach field \$60,000, general contractor \$65,000, HVAC \$20,000, parking asphalt & fencing \$131,000 and miscellaneous materials and services \$16,166						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Maui Humane Society

Contracts Total: 3,701,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Animal Sheltering	7/1/2024-6/30/2023	Department of Housing and Human Concerns	County of Maui	2,033,000
2	Humane Enforcement	7/1/2024-6/30/2023	Department of Housing and Human Concerns	County of Maui	1,111,000
3	Spay & Neuter Program	7/1/2024-6/30/2023	Department of Housing and Human Concerns	County of Maui	125,000
4	Molokai Animal Services	7/1/2024-6/30/2023	Department of Housing and Human Concerns	County of Maui	282,000
5	Grant In Aid	7/1/2024-6/30/2023	Department of Agriculture	State of Hawaii	150,000
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