

House District \_\_\_\_\_

Senate District   V  

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

Log No: 39-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Dba: Community Work Day Program

Street Address: Old Puunene School Cottage  
Puunene, HI 96784

Mailing Address: P.O. Box 757  
Puunene, HI 96784

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name Jan Dapitan

Title Executive Director

Phone # (808) 877-2524

Fax # (808) 873-7762

e-mail cwdkhhb@pix.com

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

Working together to keep the Hawaiian Islands beautiful - CWD  
*(Maximum 300 Characters)*

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 299,300

**9. 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 \$ 250,412.41  
 FEDERAL \$ 57,438.04  
 COUNTY \$ 202,591.69  
 PRIVATE/OTHER \$ 22,200

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Signature]  
AUTHORIZED SIGNATURE

Jan Dapitan / Executive Director

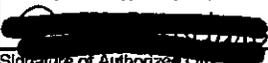
NAME & TITLE

1/30/08

DATE SIGNED

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: COMMUNITY WORK DAY PROGRAM

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	92,400			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	14,000			
<b>TOTAL PERSONNEL COST</b>	<b>106,400</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	8,000			
2. Insurance   AUDIT	8,000			
3. Lease/Rental of Equipment	4,500			
4. Lease/Rental of Space	12,000			
5. Staff Training	6,000			
6. Supplies	40,000			
7. Telecommunication	5,000			
8. Utilities	4,500			
9. MANLAND AIRFARE	9,400			
10. VOLUNTEER RECOGNITION	10,000			
11. PUBLICATIONS / WEB / INTERNET	4,000			
12. PROFESSIONAL SERVICES	29,500			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>10,000</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>42,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	299,300	JAN DAPITAN / CWD STAFF		
(b)		Name (Please type or print)	Phone	
(c)			1-30-08	
(d)		Signature of Authorized Official	Date	
<b>TOTAL REVENUE</b>		JAN DAPITAN, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Community Work Day Program Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
COMPUTERS / ELECTRONIC EQUIP			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				10,000

JUSTIFICATION/COMMENTS:  
 4 NEW AFFILIATES : SUPPER SETUP @ 2500 per station  
 [Computer, monitor, printer, copier, desk/chair]

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
FLATBED TRUCK W/LIFT	1	40-55,000	\$ -	42,000
			\$ -	
			\$ -	
			\$ -	
TOTAL:				42,000

JUSTIFICATION/COMMENTS:  
 NANI O WAIANAE : REQUEST VEHICLE FOR TIRE, APPLIANCE, BULK ITEM PICK UP (LEGAL DUMPING PROJECT)

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

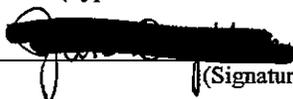
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Jan Dapitan - Community Work Day Program

(Typed Name of Individual or Organization)

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

Jan Dapitan

(Typed Name)

1-30-08

(Date)

Executive Director

(Title)

## Application for Grants and Subsidies

### 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. Include the following:

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

Community Work Day Program (CWD) is an independent private, non-profit 501(c)(3) corporation dedicated to educating people about clean, beautiful environments. This includes – but is not limited to – litter pickups, recycling programs, graffiti education and removal programs, park and roadside improvements, classroom demonstrations, and native plant restoration.

Through the execution of the current contract funded through state general funds, CWD has proved it has the capability to assume an increased statewide presence in issues and projects relating to environmental education, solid waste initiatives, and other programs concerning health of our environment. CWD currently holds a dual position as both an affiliate of Keep America Beautiful representing Maui, Molokai and Lanai, and the KAB state leader for Hawaii. CWD regularly partners with other KAB affiliates in Hawaii, specifically Oahu's affiliate (Nani O Waianae), Big Island's affiliate (Keep Hawaii Beautiful), and the pre-certified affiliate on Kauai (Ho`olokahi) to support and coordinate over ten thousand volunteers in the state. By networking in the environmental protection and preservation community, CWD has identified several potential affiliates that would be ready to join the statewide network within the next six to twelve months, strengthening our impact throughout the state.

2. The goals and objectives related to the request;

Until this past grant year, affiliates, both state and local, have not had financial support from the state since 1995 when the Office of Litter Control was disbanded within the State Department of Health. Without funding, this network of environmental organizations has continued to provide programs, education and training in Hawaii for community based projects and cleanups. In order to build upon the capacity building and expansion of the statewide network that was enabled by the current contract funded by the state, CWD humbly requests funding to achieve the following goals in 2008.

- A. Continued outreach and certification of additional island and community affiliates throughout the state, including Oahu, the Big Island, Kauai, Lanai and Molokai.
  - B. Provide on-going training and workshops covering information on capacity building and sustainability, volunteer coordination, project systems management, and government, business, and community interfacing for current and new affiliates.
  - C. Dissemination of newly developed curriculum and educational materials for schools, communities, and the public at large addressing litter and solid waste behaviors, enlisting affiliates in the preparation and distribution on community centric collaterals throughout the state.
  - D. Incremental upgrading of technology and equipment and assistance in development of on-line linkages and communication systems for all affiliates.
  - E. Facilitation and oversight of the statewide hotline planned and developed in 2007 to monitor and respond to problems, requests, and issues of illegal dumping, litter and beautification and subsequent mobilization of volunteers.
  - F. Continuous recruitment, training, maintenance, and retention of thousands of "career" and episodic volunteers from the private and public sectors in keeping with current trends and developments in 21<sup>st</sup> century volunteerism. Facilitating a statewide network of recognition activities and awards from state leadership level.
3. State the public purpose and need to be served;

Hawaii's economic vitality and long-term economic stability depends upon a clean and healthy environment. Tourism, public health and quality of life issues are directly linked to the health of the environment. Public behaviors towards litter and illegal dumping have deteriorated since the demise of the state Office of Litter Control. Lack of funding for this network of environmental community-based organizations has resulted in a sharp decline in environmental education, statewide coordination of cleanup events, and a noticeable increase in litter throughout the state. There is a very sincere need for a sustainable, coordinated statewide effort to turn the tide and get the general public involved in caring for the land again. CWD and local affiliates can utilize the Keep America Beautiful system of turn-key programs designed to tackle community issues such as graffiti removal and prevention, waste reduction, cigarette litter prevention, and beautification. Studies have shown a direct

correlation between pride in community and civic responsibility. The network of community-based affiliates takes a grass-roots approach to solving community problems and taking responsibility for our actions, promoting a sense of ownership of the community.

4. Describe the target population to be served;

The target population for environmental education and preservation activities includes all residents, businesses, government organizations and visitors in the State of Hawaii, as both beneficiaries and participants. Through the affiliates, the KAB system, coordinated and facilitated by the state leader, supplies a wide variety of models to provide services to meet the needs of the varied stakeholders in our population. This includes 4<sup>th</sup> and 5<sup>th</sup> grade environmental educational curriculum, hands-on environmental preservation experiences for both middle and high school students, service learning opportunities for college students, valuable volunteer experiences for elderly and retired citizens, and the general collaboration of business, government, and communities.

5. Describe the geographic coverage; and

The geographic coverage extends throughout the state of Hawaii, including the northwestern Hawaiian islands of the City and County of Honolulu.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

Community Work Day Program/Keep Hawaii Beautiful received a First Place National Award for Beautification at the annual Keep America Beautiful conference in December 2007 in Washington, DC. The award recognized CWD's efforts in the Road to Hana Clean-up, a partnership between private business, community, the State of Hawaii Department of Transportation and the County of Maui Department of Public Works. This significant cleanup of the historic road to Hana yielded an impressive 635 tons of scrap metal (including appliances and abandoned vehicles), household trash and litter, beautifying the 37-mile stretch of road over the three phases of the cleanup. The Road to Hana Clean-up was also nominated for recognition by the Hawaii Tourism Authority. Projects such as this benefit the State of Hawaii as a whole – contributing to the health of the environment and consequently the health of the people, as well as saving the government a tremendous cost by supplying over 150 volunteers to facilitate the cleanup. The cleanup itself also provides a very obvious benefit to the visitor industry, as the road to Hana is frequently

regarded as the second most visited tourist attraction in Hawaii. Undeniably derelict vehicles, abandoned appliances, and litter spoil the magnificent beauty of that road.

Water quality issues and marine conservation are also areas where CWD partners again with government, community, and other environmental organizations. Land-generated litter pollutes streams, shorelines, and the ocean causing irreparable damage to reefs, plant and animal life. CWD has a history of programs implemented for the health and safety of the community, having facilitated projects such as the mosquito breeding ground inspection and clean up program implemented during the dengue fever outbreak on Maui. Affiliates statewide are involved in cleanup efforts focusing on the removal of tires, batteries, and appliances dumped in the environment.

A clean and beautiful Hawaii is of utmost importance to the overall economic sustainability of the state as a tourist attraction, and the general health of its residents. The unsightly nature of litter impacts the experience of tourists on our beaches and at our frequently visited sites. Of perhaps greater importance are the quality of life issues faced by residents in areas with extreme dumping and littering. Cigarette butts and glass should not interrupt the play nor threaten the safety of young children. The cleanliness of the environment may be an important consideration for prospective residents (or even former residents contemplating moving home) particularly as our state strives to diversify its economic drivers into the technological and professional arenas and recruit the best and brightest talent abroad. Potential residents who have choices regarding where to live and work will consider livability in relocating. Permanent residents of our state deserve a healthy and clean home, free from threats of disease, pests, and threats resulting from polluted and unclean environments.

CWD and the local affiliate activities are considered to be both recycling education and demonstration projects for purposes of the beverage container deposit special fund. CWD's preservation and protection of the environment and all related initiatives are synonymous with the hope for sustainability of natural resources, and the greening of Hawaii to reduce global warming.

CWD and local affiliates are powered by volunteers, numbering more than 10,000 statewide. The tremendous economic and social value of their participation can never be exactly calculated, although the cost-benefit analysis does capture some financial benefits, yielding an average ratio of \$11 of service for every dollar contributed by government. The sense of community pride, ownership and participation in caring for the environment are additional compliments to the dollars saved by

government, the economic contributions to sustainability of tourism, and the increased health of our people.

Similarly, the Judiciary and Department of Labor benefit by the use of quasi-volunteers for alternative sentencing and welfare-to-work type programs that send individuals to CWD. With the high cost of incarceration and the lack of adequate prison space in Hawaii, it is more beneficial for non-violent offenders to work off their sentences by performing community service. In this way they can gain work experience in a supportive setting while doing something good for the environment.

Sustained support of the identified statewide leader for statewide implementation of additional programs, certification of additional affiliates, coordination and solicitation of additional revenues from local, federal, and private sources, and a consistent educational message aligns with the above goals and outcomes and guarantees continuity, reliability, direction and consistency of programming.

## **II. Experience and Capability**

### **A. 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.

Jan Dapitan has served as the Executive Director of Community Work Day Program since 1983. She has served as Hawaii State Leader for the local affiliates of Keep America Beautiful since 1995 when the State Office of Litter Control was disbanded. Ms. Dapitan is the retired director of the Maui County Department of Parks and Recreation and holds a masters degree from the University of Hawaii. She helped to foster the initial concept of CWD as a strong working partner with county and state governments while sustaining the linkage with Keep America Beautiful. She maintained her dedication and commitment, volunteering her time to direct the volunteer program. Through her efforts, CWD, has received significant state, county, foundation, and corporate recognition. Recent contracts include a \$250,000 grant from the EPA toward the cleanup and restoration of the Old Maui High School at Hamakuapoko. In 2007, the County of Maui's awarded over \$500,000 through various grants in support of CWD's volunteer coordination, countywide cleanups yielding over 200,000 pounds of litter annually, and an abandoned appliance program picking up nearly 200 illegally dumped appliances each month.

Katy Kok is the Director of Nani o Waianae – Oahu's leeward coast affiliate. She has led her organization for over 15 years promoting a clean environment and healthy communities. Her volunteer coordination has incorporated Waianae's considerable homeless population, gaining successful participation from this often overlooked demographic of Hawaii's population.

Mable DeSilva is the Director of Keep Hawaii Beautiful on the island of Hawaii. For over 15 years she has worked extensively with veterans and seniors to organize environmental cleanups for communities across the very large island of Hawaii.

Gail P. Gnazzo, hired as Director of Development to implement the demonstration project for the state leadership model, has over twenty years experience as Chief Executive Officer of a large multifaceted non-profit in Hawaii, based on Maui, with a presence on four islands and serving a statewide constituency. She has managed local, state and federal contracts in excess of 7 million dollars a year, served as the principal investigator in a 3.5 million dollar SAMHSA grant and implemented capital improvement projects totaling 2 million. She served as president and treasurer of the Maui Non-profit Directors Association, as president for three years of a statewide network of non-profits (as well as various other offices as a twenty year member), as vice president for public policy and secretary for a regional network of non-profits for five years and on the steering committee for the Hawaii Association of Non-profit Organizations (formerly the Hawaii Community Services council).

Ms. Gnazzo received a Weinberg Fellows Award for Excellence in Non-profit Management in 2006 and was the state of Hawaii's National Association of Social Workers overall Social Worker of the year in 2007. She has a master's degree in Community Organization and Planning from Columbia University.

Francine Yamamoto, is a graduate of Molokai High School. She provides administrative support for the facilitation of the current grant-in-aid contract funded by the state. She has worked in various secretarial and office management capacities in Maui County while raising her family. She has experience as a volunteer leader with the Maui County Girl Scout Council.

Funds for other affiliate leaders and support personnel come from a variety of sources. These sources include foundation grants, fund-raising activities, county grants, private donations, and the current grant-in-aid. CWD and its affiliates statewide have active and dedicated Boards of Directors and Program Committees. Each organization has numerous collaborative relationships with other non-profit agencies, businesses, and

community volunteers who participate in projects statewide. Members of the Boards of Directors come from diverse backgrounds and assist to ensure all segments of the community are represented. Each board has participated in capacity building opportunities made possible through the grant-in-aid and are eager to continue to raise their organizations to higher levels under the continued direction of CWD.

**B. Quality Assurance and Evaluation**

The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate and improve their results.

As part of the KAB certification, affiliates must submit annual reports and statistical data to state leaders and the national organization. Affiliates must also include a study of annual comparisons of litter on a year-to-year basis (Litter Index). A statistical tracking of projects is completed into a cost-benefit analysis at the end of each project in order to develop a cost-benefit ratio at the end of each year. This cost-benefit ratio illustrates the dollar benefit of service provided to the community through the project. For over 12 years CWD has maintained an annual average of \$11 of service to the community and the environment for ever government dollar contributed. Each of the three currently certified affiliates was recognized at the annual Keep America Beautiful conference in December 2007 with the President's Circle Award for excellence in reporting and meeting the requirements of good standing.

CWD undergoes an independent audit performed annually by an outside accounting firm. Approved internal accounting procedures are in place to perform project tracking and fund reporting. While the smaller affiliates have not hit the previous threshold for a mandatory audit, recent legislation will require each to do so in subsequent years and to file a 990 with the Internal Revenue Service. Fiscal matters and systems of internal control have been a focus of the current grant-in-aid's capacity building strategies and will be increased to assist each to comply with Sarbanes Oxley and other requirements of non-profits.

CWD has operated as fiscal agent for several programs, including the National Park Service (RTCA), NOAA (Hawaiian Islands Humpback Whale National Marine Sanctuary), and the Pearl Harbor Historic Trail organization until they were able to achieve capacity to become independent. CWD is currently the umbrella for a potential affiliate on Oahu, pursuing both its 501(c)(3) non-profit status and certification as a Keep America Beautiful affiliate under the Community Work Day Program/Keep Hawaii Beautiful state leader.

CWD is in compliance with county, state, and federal reporting requirements and laws regarding non-profits. Reports and audits are reviewed by contracting agencies, foundations, and the Board of Directors. Affiliates are assisted in building their capacity to maintain compliance with new regulations and requirements.

**C. 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. Also describe how the facilities meet ADA requirements, as applicable.

CWD operates out of the old Puunene School Campus. In exchange for renovating buildings for reuse (instead of demolition) CWD is allowed to occupy a free standing building and have access to a neighboring building as an additional class room space for meetings and educational programming. Worksites are available for additional staffing and expansion. The building meets ADA requirements with regard to ramping access. Other affiliates are housed in either donated space or government provided facilities.

**III. Personnel: Project Organization and Staffing**

**A. 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.

Oversight of this grant would come from the Executive Director CWD. One full time staff person with experience in secretarial and office management would be requested to support the coordination of materials and implementation of statewide programs supported by this grant. Support staff will also be needed to augment the affiliates and build their administrative strength and capacity as individual organizations to maximize their volunteer coordination. Each organization has sought candidates who have appropriate skills and experience as dictated by the duties of their positions as well as familiarity with environmental issues.

Contractual staff will be required to maximize the potential of each affiliate within the grant year. A professional grant writer could be hired to seek

out and apply for appropriate grants that would increase the capacity of the organization while reducing the organization's direct dependency on government funding. Through obtaining greater support, affiliates would be better able to obtain and retain staff as well as maximize their organizations reach into the community. When a more established presence is noted the organizations would then begin to fundraise to become self sustaining.

**B. 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 organizational chart that illustrates the placement of this request.

The organization chart reflects reporting relationships within the statewide network of affiliates. The Executive Director of CWD reports to the Board of Directors directly.



**IV. 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 or outcomes from this request.

**A. Describe the scope of work, tasks and responsibilities.**

CWD will continue to support the statewide network in their coordination of business, government and community to implement volunteer driven programs of litter control, environmental education, recycling programs, graffiti education and removal programs, park and roadside improvements, solid waste initiatives and native plant restoration.

CWD and the network of statewide affiliates seek to change behavior and attitudes toward the environment by fostering a sense of collective efficacy and mutual responsibility for the health of our communities and the environment as a whole.

CWD will continue to process and respond to calls generated by the Statewide Litter Hotline. These calls address not only the actions of littering and illegal dumping witnessed by concerned citizens, but also whenever possible can offer assistance in organizing a cleanup effort in a particularly heavily littered area.

The dissemination of environmental education curriculum will continue throughout the grant year. Under the current contract funded by the state, for the first time teachers now have access to environmental curriculum that is specifically aligned with the DOE's required benchmarks and standards enabling the curriculum to enter the classrooms without detracting from benchmarks that need to be achieved. In this way students finally have access to learning about the about the importance of a healthy environment and are encouraged to think critically about waste reduction and responsibility to our communities. The curriculum is designed for 4<sup>th</sup> and 5<sup>th</sup> grade classes. The message is unchanging and the curriculum can be taught consecutively - making a difference in the lives of thousands of Hawaii's children each year.

CWD will continue the work begun in the first eight months to increase the number of island affiliates throughout the state. This would include the addition of two programs statewide expanding the impact that the collective network has in reaching into the various communities within the state of Hawaii. The funds will also be utilized to provide training and capacity building (directly or through community resources and referral), education (both preventive and in model programs), equipment and technology upgrades as well as to support the continued recruitment, retention and recognition volunteers.

- B. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.

By October 2008, CWD will conduct at least two meetings of the statewide affiliates and solicit continuing grant applications for program operations that meet established application criteria. Meetings and activities will be documented as well as memoranda of agreements with each for sub-grant awarded.

By October 2008, CWD will identify two potential affiliates and prepare them for certification, making training available to them and the established affiliates. Meetings will be documented.

By December 2008, CWD will make a variety of capacity building resources available to affiliates in topics such as volunteer coordination, partnerships with business, government, community, and general non-profit organizational structure and accountability.

By January 2009, a statewide network gathering will be conducted and awards and recognition of statewide leadership made. Local or county affiliates will be supported to hold events to recognize local volunteers, partnerships and leadership. CWD will report on activities.

On-going: Technology and equipment will be monitored and upgraded as needed; the statewide computer and communications system will be expanded to include some form of teleconferencing linkage.

The Statewide Litter Hotline will be monitored and processes will be modified/improved as need indicates.

The educational curriculum will be available to schools throughout the State of Hawaii. CWD will be available to answer any questions teachers may have as well as to reward individual classes for outstanding projects or participation through the process of recognition outlined in the educational packet.

CWD will continue to assist and support the affiliates to recruit and train volunteers of all ages from the private and public sector and support a Statewide Advisory Committee as re-constituted. CWD will report activities.

## **V. Financial**

### **Budget**

The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

CWD maintains its fiscal records on an accrual basis, utilizing QuickBooks 2007. It is audited by an independent auditor according to the GAAP. CWD follows the State of Hawaii Accounting and Cost Allocation Principles which incorporate Federal requirements. Internal controls are maintained. Affiliates are building their capacity in fiscal matters with technical assistance and support from CWD. The enclosed budget reflects the detailed cost of the request.

## **VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

CWD is not a party to any outstanding litigation or legal action.

**B. Licensure or Accreditation**

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Keep America Beautiful affiliates CWD, Keep Hawaii Beautiful, and Nani 'O Wai'anae have been continuously certified by KAB since March of 1993. Ho'olokahi on Kauai was pre-certified and a new affiliate on Oahu has initiated its pre-certification this year. In keeping with the goal of the grant for the development of the network, Molokai and Lanai will be establishing leadership committees in March of 2008. As noted above, all Hawaii affiliates of Keep America Beautiful merited inclusion in the President's Circle at the national conference in December 2007. There are six additional environmental organizations identified as potential local affiliates on Kauai, Oahu, Big Island and Maui.

Since it has taken the leadership role within the state, CWD has led the effort to identify and garner resources to train leadership in existing and new affiliates throughout the state. All reporting requirements for both the state and local affiliates to the national organization have been filed in compliance with on-going certification requirements. CWD has met or exceeded all reporting requirements of the Office of Community Service in the Department of Labor.