

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Homestead Community Development Corporation Homestead Housing Authority

Amount of State Funds Requested: \$ 275,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
The request is to purchase a solar system including batteries for installation on a nonprofit owned certified kitchen that serves Kauai residents to produce food products on Kauai.

Amount of Other Funds Available:
State: \$ _____
Federal: \$ _____
County: \$ _____
Private/Other: \$ 25,600

Total amount of State Grants Received in the Past 5 Fiscal Years:
\$ -0-
Unrestricted Assets:
\$ 79,145

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:
PO Box 646
City: State: Zip:
Anahola HI 96703

Contact Person for Matters Involving this Application	
Name: Robin Danner	Title: CEO
Email: robin@hawaiianhomesteads.org	Phone: 808-652-0140

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Robin Danner, CEO

Name and Title

Jan 18, 2019

Date Signed

received
1/18/19 2:55p JP

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



AUTHORIZED SIGNATURE

ROBIN DANNER, CEO
PRINT NAME AND TITLE

01/18/ 2019
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

HOMESTEAD COMMUNITY DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 06/05/2009 ;
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 18, 2019

Director of Commerce and Consumer Affairs



**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

Vendor Name: HOMESTEAD COMMUNITY DEVELOPMENT CORPORATION

DBA/Trade Name: HOMESTEAD COMMUNITY DEVELOPMENT CORPORATION

Issue Date: 01/18/2019

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2662

UI#: No record

DCCA FILE#: 226440

Status of Compliance for this Vendor on Issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	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	The entity is compliant with DLIR requirement
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

I. Certification – Please attach immediately after cover page

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

Certificate of Good Standing Attached.

2. Declaration Statement

Declaration Attached.

3. Public Purpose

Homestead Community Development Corporation is a tax exempt nonprofit organization. This request for GIA funding is for a public purpose, to install solar panels on its nonprofit certified kitchen, that serves all residents on the island of Kauai. The HCDC certified kitchen located in Anahola, serves Kauai resident entrepreneurs and micro enterprise to meet Department of Health requirements in food preparation to sell products on the island of Kauai. The target service population is any Kauai resident that is starting up or operating a micro enterprise defined as a small business of 5 or less employees. The cost estimate is \$275,000 to fully install solar panels and a battery system for the certified kitchen, which will lower facility use costs to the public.

II. Background and Summary

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

HCDC is an incorporated Hawaii nonprofit, founded in 2009 to address affordable housing and economic development on or near Hawaiian Home Lands, for all Hawaii residents, as is allowed under the Hawaiian Homes Commission Act, Section 207. It is governed by a 5 member board of commissioners and a 5 member elder council.

2. The goals and objectives related to the request;

The goal of HCDC is to reduce the cost of utilities for its certified kitchen, to further reduce the cost of operating the certified kitchen for the benefit of the public.

3. The public purpose and need to be served;

The public purpose of this project, is the availability and accessibility of Kauai residents to a certified kitchen to produce food products and grow the economic development of the micro enterprise, small family owned business on Kauai. Currently, there are too few certified kitchens that provide affordable access.

4. Describe the target population to be served;

The target market of this project is to serve Kauai residents and micro-enterprises that are in need of a certified kitchen, to either start a micro-enterprise business or expand an existing one.

5. Describe the geographic coverage.

The HCDC certified kitchen is located in northeast Kauai in the community of Anahola, a rural area between Kapaa and Kilauea. The certified kitchen currently serves residents from Lihue to Kilauea.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

The scope of work is the acquisition of a solar panel system for installation on the rooftop of the certified kitchen, and a battery back up system, to reduce the utility costs of the certified kitchen. If funded, the CEO of HCDC will procure local solar companies, select the best bidder, and oversee the installation of the solar system.

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

HCDC projects no more than 180 days of project time, from funding to installation. The outcome of the project will reduce annual costs for utilities current at \$30,000 a year, to less than \$5,000 a year, resulting in further reduction of costs to the public to access and use the certified kitchen.

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

HCDC will begin tracking and comparing utility costs once the project is implemented, and track the growth in Kauai residents able to access the certified kitchen, as well as the economic impact of entrepreneurs on Kauai.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

Measure 1. Compliance with State regulations and timelines in fund deployment.
Measure 2. Documented procurement of solar contracts and selection process.
Measure 3. Solar System installation.
Measure 4. Tracking system and comparison reports developed.
Measure 5. Increase in public use of the certified kitchen at the reduced rates.

IV. Financial

Budget

1. Budget, Personnel, Equipment, Capital and Government Contract Listing all Attached.
2. HCDC anticipates quarterly spend downs as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	75,000	172,500	27,500	275,000

3. HCDC intends to apply for Ohana Zone Capital to develop permanent transitional housing on the island of Kauai to serve homeless, overcrowded low income individuals and families.
4. HCDC has not applied for any tax credits.
5. HCDC has attached a listing of government grants it has been awarded in the last 3 years.
6. The HCDC Unrestricted Current Assets at of December 31, 2018 totals \$79,145

V. Experience and Capability

1. Necessary Skills and Experience

HCDC is 10 years old, has developed facilities that include the certified kitchen, a youth center, a community center, and a nonprofit camp ground. HCDC has a 10 year record of experience and successful deployment of capital to build facilities in the hundreds of thousands of dollars, or in the tens of thousands. Installation via a solar contractor is well within the capacity of the nonprofit. This project has a direct service to Kauai residents, and in supporting local families to reach economic self sufficiency through micro enterprise. HCDC has managed projects awarded by the County of Kauai, CDBG program and its Economic Development Office over the last 3 years.

2. Facilities

HCDC owns and operates its facilities that include the certified kitchen, a youth facility, an open air marketplace with a dozen retail spaces for Kauai residents, and a community center, all on the island of Kauai. The facilities are located in Anahola and Kekaha.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

HCDC's Operations Manager will lead this project of managing funds, conducting an open procurement to select a solar contractor, reporting and compliance with state regulations. The Operations Manager is a 30 year local Kauai resident, with 10 years in finance and project management, and another 10 years in executive management of human resources and project goals for major corporations.

2. Organization Chart

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.

- A. CEO - \$65,000 - \$83,000
- B. General Project Manager - \$40,000 - \$62,000
- C. Operations Manager – \$40,000 – \$62,000

VII. Other

1. Litigation

No Litigation.

2. Licensure or Accreditation

HCDC does not have any relevant special qualifications to report.

3. Private Educational Institutions

HCDC is not a private educational institution. Not Applicable

4. Future Sustainability Plan

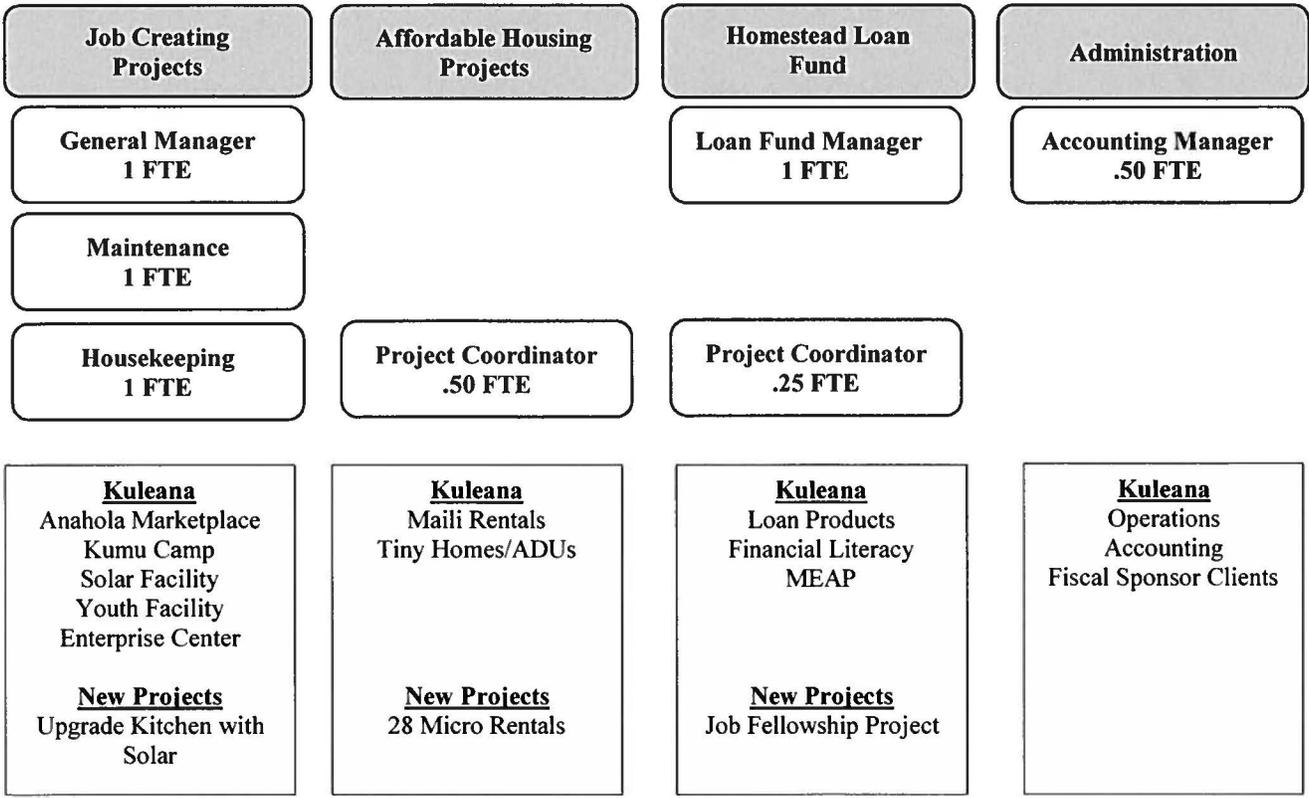
This project is a one-time support request that will install a cost savings to the operation of the HCDC nonprofit Certified Kitchen. No additional funding is necessary to sustain the certified kitchen. This project improves the sustainability of the certified kitchen by lowering utility costs, enabling the certified kitchen to be accessed by more Kauai residents.

HCDC/HHA
 Homestead • Community •
 Development • Corporation
Homestead • Housing • Authority

Organizational Chart: 2019 – 2020

5 Board of Commissioners & 5 Kupuna Council Members

CEO
Hired by Board



HCDC is organized into 4 basic Divisions to execute on its mission of creating jobs and affordable housing on or near Hawaiian Home Lands. 3 divisions are staffed with a division manager, with the 4th division (affordable housing), led by the CEO.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Homestead Community Development Corporation

(Typed Name of Individual or Organization)


(Signature)

January 18, 2019

(Date)

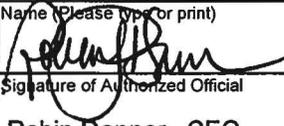
Robin Danner
(Typed Name)

CEO
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Homestead Community Development Corporation

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				20,000
2. Payroll Taxes & Assessments				5,600
3. Fringe Benefits				
TOTAL PERSONNEL COST				25,600
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				
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20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	275,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	275,000			25,600
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	275,000	Robin Danner		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	25,600	Signature of Authorized Official		
		808-652-0140		
		Phone		
		1/18/2019		
		Date		
TOTAL BUDGET	300,600	Robin Danner, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: _Homestead Community Development

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Solar Panels and Battery System	1.00	\$275,000.00	\$ 275,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 275,000.00	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Homestead Community Developme

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT			275000			
TOTAL:			275,000			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Homestead Community Development Corporation

Contracts Total:

167,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Micro Enterprise Assistance Program	2016	CDBG Office	Kauai	92,000
2	Farmers Market	2018	Economic Office	Kauai	43,000
3	Small Homes for Local Families	2019	CDBG Office	Kauai	32,000
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