

KATHY L. KAOHU
County Clerk



JAMES G.M. KRUEGER
Deputy County Clerk

OFFICE OF THE COUNTY CLERK

COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov/county/clerk

RECEIVED
2021 MAR 11 AM 10:00
OFFICE OF THE
COUNTY COUNCIL

January 19, 2021

Honorable Kelly T. King, Chair
Climate Action, Resilience, and Environment Committee
Council of the County of Maui
Wailuku, Hawaii 96793

Dear Chair King:

By letter dated January 7, 2021 (County Communication No. 21-8), the Director of Finance transmitted 190 contracts/grants for filing with the County Clerk.

At the January 15, 2021 Council meeting, the foregoing communication was filed; however, Grant G5098 was referred to your Committee at your request. Transmitted is a copy of the grant.

Respectfully,

A handwritten signature in cursive script that reads "Kathy L. Kaohu".

KATHY L. KAOHU
County Clerk

/jym

Enclosures

cc: Director of Council Services

GRANT AGREEMENT CERTIFICATION

I, **SCOTT K. TERUYA**, Director of Finance of the County of Maui, State of Hawaii,
do certify that there is available appropriation or balance of an appropriation over and above all
outstanding contracts, sufficient to cover the amount required by the foregoing contract, i.e.

Appropriation
Index

Title

Amount Required

919730B ✓

EP&S RECYCLING

(6317)

✓ \$ 20,000.00

GRANT AGREEMENT

G 5098

GRANTS CENTRAL STATION

Dated this 4 day of DECEMBER 2020

Grant Period: NTP through June 30, 2021



SCOTT K. TERUYA
Director of Finance

Trailer of Trash for DEM
ORDINANCE #5099 (FY2021)

FY 2021

jh

*ang 12/10
8223*

ji

GRANT OF COUNTY FUNDS
GRANT NO. G5098

Department: Environmental Management

Project Title: The Trailer of Trash

Certification Requested from County: \$20,000.00

THIS GRANT OF County FUNDS ("Agreement"), made this 10th day of December, 2000, by and between GRANTS CENTRAL STATION, a Hawaii nonprofit corporation, whose mailing address is 1215 South Kihei Road, Suite O-840 Kihei, Hawaii 96753, hereinafter called the "Grantee", and the COUNTY OF MAUI, a political subdivision of the State of Hawaii, whose principal place of business is 200 South High Street, Wailuku, Maui, Hawaii 96793, hereinafter called "County", collectively referred to as the "Parties".

Availability of Funds. The availability of the funds for this Agreement shall be as set forth in the Funds Certification signed by the Director of Finance of the County of Maui on or before the effective date of this Agreement. Funds Certification shall be on file in the office of the Director of Finance of the County of Maui.

W I T N E S S E T H :

WHEREAS, the County desires to provide grant funds for The Trailer of Trash ("Project"); and

WHEREAS, the County has reviewed and approved the Grantee's proposal for a grant of County funds in furtherance of this goal;

NOW, THEREFORE, the Parties, in consideration of the mutual promises hereinafter set forth, hereby agree as follows:

1. General Conditions. In consideration of a grant of County funds, the Grantee shall agree to and complete its Project in accordance with the General Terms and Conditions, attached hereto as Exhibit "A" and made a part hereof.
2. Scope of Project. Grantee shall use the funds for the Project as described in Exhibit "B", attached hereto and made a part herein.
3. Project Budget. Subject to the terms of this Agreement, the County agrees to make available as a grant to the Grantee, a sum not to exceed the total amount of certification requested as set forth above, subject to appropriation. The County shall review and approve the following prior to any grant funds being released:

GRANT OF COUNTY FUNDS
GRANT NO. G5098

- a. All documentation related to other funding sources for the Project;
 - b. Final Budget (sources and uses) for the Project; and
 - c. Other items as deemed necessary by the County of Maui.
4. Performance Schedule. The duration of this Agreement shall begin on the County's Notice to Proceed and end June 30, 2021, provided that the Parties may extend the term by written Agreement.
5. Conflict. In the event of any conflict between or among this Grant and other documents that are attached hereto or incorporated herein by reference or both, the terms of this Grant shall control first, the County's General Conditions second, other documents prepared by the County third, and documents prepared or submitted, or both, by the Grantee last.
6. Notices. Any written notice required to be given by a party to this Agreement shall be (a) delivered personally, or (b) sent by United States first class mail, postage prepaid. Notice required to be given to the County shall be sent to:

Department of Environmental Management
Solid Waste Division
County of Maui
200 South High Street
Wailuku, Maui, Hawaii 96793

Notice to the Grantee shall be sent to the Grantee's address as indicated in this Agreement. A notice shall be deemed to have been received three (3) days after mailing or at the time of actual receipt, whichever is earlier. The Grantee is responsible for notifying the County in writing of any change of address.

7. Officer-in-Charge. The Director of the Department of Environmental Management, or an authorized representative, shall be the Officer-in-Charge for all matters related to this Agreement, and shall have the right to oversee the successful completion of Grantee's obligations, including monitoring, coordinating and assessing Grantee's performance and approving completed work/services with verification of same for Grantee's invoices or requests for payment. The Officer-in-Charge also serves as the point of contact for the Grantee from award to Project completion.

GRANT OF COUNTY FUNDS
GRANT NO. G5098

8. Entire Agreement. This Agreement and the exhibits and attachments hereto set forth all of the covenants, provisions, Agreements, conditions, and understandings between the parties and there are no covenants, promises, Agreements, conditions or understandings, either oral or written, between the Parties other than herein set forth.
9. Severability. If any provision of this Agreement is held invalid, the other provisions of this Agreement shall not be affected thereby. If the application of the Agreement or any of its provisions, to any person or circumstance is held invalid, the application of the Agreement and its provisions to other persons or circumstances shall not be affected thereby.
10. Amendments. This Agreement shall not be amended, modified or otherwise changed in any respect except by a writing duly executed by authorized representatives of the parties.
11. Counterparts and Electronic Signatures. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same instrument. The parties agree that they may utilize and shall be bound by their electronic signatures, pursuant to Chapter 489E, Hawaii Revised Statutes.
12. Authority and Effective Date. The undersigned represent and warrant that they are authorized to execute this Agreement, which is effective on the date of the last signature hereto.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day, month and year first above written.

[EXECUTION PAGES TO FOLLOW]
[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

GRANT OF COUNTY FUNDS
GRANT NO. G5098

GRANTEE'S EXECUTION PAGE

I hereby represent and warrant that I have the legal right and authority to execute this Agreement on behalf of the Grantee.

Grantee:

GRANTS CENTRAL STATION

By Ernestine Ramirez
(Signature)

Print Name: Ernestine Rameriz

Its Executive Director
(Title)

GRANT OF COUNTY FUNDS
GRANT NO. G5098

COUNTY'S EXECUTION PAGE

COUNTY OF MAUI

By Michael P. Victorino
MICHAEL P. VICTORINO
Its Mayor

APPROVAL RECOMMENDED:

Eric A. Nakagawa
ERIC A. NAKAGAWA
Director of Environmental Management

Michele Yoshimura
MICHELE YOSHIMURA
Budget Director

APPROVED AS TO FORM
AND LEGALITY:

Richelle M. Thomson 2020.12.04
09:31:56 -10'00'

RICHELLE M. THOMSON
Deputy Corporation Counsel
County of Maui
LF2020-0965
2020-07-13 G5098 Primary.docx

GRANT OF COUNTY FUNDS
GRANT NO. G5098

EXHIBIT "A"

GENERAL TERMS AND CONDITIONS

In consideration of the grant of County funds, Grantee covenants and agrees to the following terms and conditions in the use and administration of County funds. In the event the following conditions conflict with any term, provision, condition and/or covenant contained in the body of the Agreement and any subsequent amendments, the terms, provisions, conditions and/or covenants contained in said body shall prevail.

- 1) **RECORD KEEPING.** Grantee shall keep records and prepare reports, including detailed, separate financial records relating to all grant funds received from the County. All accounts shall be prepared and maintained according to generally accepted accounting principles and as otherwise provided by law to ensure the effective administration of the grant. Grantee shall maintain such accounts and documents in a manner as to permit an expeditious determination to be made at any time of the status of funds within the award, including any disposition of all funds received from County and the nature and amount of all charges claimed to be against such funds. To facilitate the auditing process, Grantee's general ledger shall be organized to reflect the separation of County grant funds and expenses from other funds of the Grantee. Grantee shall maintain in its files, at all times, documentation certifying that the work described in any invoices, executed contracts or reimbursement requests submitted to the County are complete, correct, and in accordance with the terms of this Agreement. Grantee and any subcontractors shall maintain the files, books, and records that relate to the Grant, for at least three years after the date of final payment under the Grant.
- 2) **QUARTERLY REPORTS.** Grantee shall provide County with written, narrative, quarterly status reports within thirty (30) calendar days of the end of each report quarter (excluding the final quarter). These reports shall contain the following information:
 - a. Summary of program status in relation to goals, objectives and scheduled actions steps outlined in the grant application;
 - b. Contact information and all other relevant information regarding people or businesses served;
 - c. Financial status of County funds used; and
 - d. If appropriate, a report regarding progress towards meeting performance standards and economic self-sufficiency.
- 3) **FINAL REPORT.** Within 30 (thirty) days of the expiration of the Performance Schedule or completion of the Project, or termination of the Agreement, whichever is sooner, Grantee shall submit to County a final project report, in a form satisfactory to the County agency administering this grant. This report shall document Grantee's efforts toward meeting the requirements of this Agreement, and contain the following:
 - a. An inventory of all equipment costing \$250.00 or more acquired with funds provided under this Agreement;
 - b. A list of expenditures incurred in the performance of this Agreement;
 - c. A summary of program status in relation to goals, objectives, and scheduled action steps outlined in the grant application;
 - d. Contact information and all other relevant information regarding people or businesses served;
 - e. Financial status report of County funds used; and
 - f. If appropriate, a narrative report regarding progress towards meeting performance standards and economic self-sufficiency.
- 4) **FINANCIAL AUDITS.** Grantee shall supply County with a copy of its annual financial statements that shall be prepared by a Certified Public Accountant. Grantee shall allow County to audit Grantee's

GRANT OF COUNTY FUNDS
GRANT NO. G5098

records, report books, and other financial records upon request of County to determine compliance with the terms of this Agreement. Grantee shall cooperate fully and assist County in such an audit.

- 5) NONPROFIT STATUS. If Grantee is a nonprofit organization, Grantee shall establish and be governed by bylaws or policies that shall include provisions relating to nepotism and management of potential conflict of interest situations, as required by Section 3.36.040(c), Maui County Code.
- 6) INSURANCE. During the term of this Agreement, Grantee shall maintain at all times or cause to be maintained commercial general liability insurance coverage for Grantee and its employees. The insurance policies shall be issued by a company or companies authorized to do business in Hawaii and approved by the County, with combined single limits of not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence and TWO MILLION DOLLARS (\$2,000,000) in the aggregate for, or such greater amount as may be required from time to time by the County. The insurance policies shall provide for "NO EROSION OF LIMIT BY PAYMENT OF DEFENSE COSTS." Grantee shall provide County not less than thirty (30) days' notice prior to any cancellation or material change or reduction in coverage. No such material change or reduction may be made without approval from the County. The County shall be listed as an additional insured on all policies. Prior to the commencement of this Agreement, Grantee shall provide the County with a certificate of insurance. Thereafter, prior to the expiration of each policy period, Grantee shall provide the County with certificates of insurance evidencing the foregoing coverage and provisions. The County reserves the right to request and receive a copy of the policies. Grantee shall also carry workers' compensation insurance for Grantee's employees in the amounts required by applicable law. Failure to maintain the necessary insurance in accordance with the provisions set forth herein shall constitute a material breach of this Agreement and the County shall thereafter have the options of pursuing remedies for such breach and/or immediate termination of this Agreement.

Other Insurance Provisions. For any claims related to this Agreement, Grantee's insurance coverage shall be primary insurance as respects County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by County, its officers, officials, employees, and volunteers shall be excess of Grantee's insurance and shall not contribute with it. The submission of insurance documentation to and acceptance by County that does not meet the requirements herein shall not be considered a waiver of Grantee's obligations or County's rights under the terms of this Agreement.

- 7) INDEMNIFICATION. To the extent permitted by law, Grantee shall indemnify, defend, release, and hold harmless the County, its officers, agents, and employees from and against any and all manner of action and claim arising, either directly or indirectly, out of or resulting from the errors, omissions, or acts of Grantee, its officers, its employees, or its agents occurring during, or in connection with, the performance of the Grantee's services under this Agreement. The Grantee's obligations under this section shall survive and shall continue to be binding upon Grantee notwithstanding the expiration, termination or surrender of this Agreement.
- 8) SUBCONTRACTS. The Grantee shall not procure or subcontract any part of the services under this Agreement without the prior written consent of the County. All subcontracts entered into by the Grantee shall be in writing.
- 9) EMPLOYEE COMPENSATION. Grantee shall not compensate its employees more than the wages then prevailing in the State of Hawaii for employees with similar skills and abilities. Grantee shall not pay any commissions, bonuses or similar to its employees.
- 10) COUNTY RECOGNITION. Grantee shall give the County and State of Hawaii, if applicable, appropriate recognition in all grant-funded programs and printed materials. All such printed materials must be approved by the County prior to printing and/or use.
- 11) GRANTEE COMPLIANCE. Grantee shall strictly comply with its articles of incorporation and/or bylaws

GRANT OF COUNTY FUNDS
GRANT NO. G5098

and all relevant County, State and Federal rules and regulations concerning Grantee's policies and operations.

- 12) NO DISCRIMINATION. Grantee shall not discriminate in the hiring of staff, compensation, terms or conditions of employment of individuals, use of volunteers, or delivery of client services on the basis of sex, sexual orientation, national origin, age, race, color, religion or disability. Grantee shall comply with all applicable Federal and State laws prohibiting discrimination.
- 13) MODIFICATION OF AGREEMENT. Any modification, alteration or change to this Agreement, including, but not limited to, modification of the services to be performed, modification of the scope of services to be performed, extension of time of performance, or changes to the approved budget, shall be made by written supplemental Agreements executed by the County and Grantee.
- 14) DEFAULT, SUSPENSION, OR TERMINATION OF AGREEMENT. Grantee shall be deemed to be in default of the Agreement if:
- a. Any of Grantee's representations or warranties made to the County with respect to this Grant shall have been false in any material aspect when made;
 - b. Grantee fails to faithfully and timely perform any of the promises, terms, or conditions of this Agreement;
 - c. Grantee abandons or discontinues its operations for a period in excess of thirty (30) days; or
 - d. Grantee (i) files a petition in bankruptcy, reorganization, or similar proceedings under the bankruptcy laws of the United States, (ii) has filed against it a petition in bankruptcy, reorganization, or similar proceedings under the bankruptcy laws of the United States which petition is not dismissed within sixty (60) Days, (iii) is adjudicated bankrupt under the bankruptcy laws of the United States, (iv) has a receiver, permanent or temporary, appointed for it by a court of competent jurisdiction, (v) requests the appointment of a receiver, (vi) makes a general assignment for the benefit of creditors, (vii) has its bank accounts, property or receivables attached and such attachment proceedings are not dismissed within sixty (60) Days, or (viii) is dissolved or liquidated.

Should the default or noncompliance continue for thirty (30) days after written notice thereof is delivered to Grantee or mailed to its last known address, County may, at its sole discretion:

- a. Suspend or terminate, wholly or partially, this Agreement by giving written notice to the Grantee of such suspension or termination;
- b. Withhold grant fund payments pending correction of the noncompliance;
- c. Disallow all or part of the cost/expense of the activity or action not in compliance;
- d. Withhold additional award(s) to Grantee; and
- e. Terminate this Agreement without service or notice or legal process and without prejudice to any other remedy or right of action for breach of contract.

Further, the County may suspend or terminate this Agreement without cause by giving written notice to the Grantee thirty (30) calendar days before the effective date of such suspension or termination. Upon termination of this Agreement, all finished or unfinished documents, data, studies, and reports purchased or prepared by the Grantee pursuant to this Agreement shall be transferred to the County.

- 15) COSTS INCURRED DUE TO SUSPENSION OR TERMINATION. The County shall not reimburse the Grantee for any costs incurred by the Grantee during suspension or after termination of this Agreement unless the County authorizes such costs in the Notice of Suspension or Termination issued to the Grantee.
- 16) WITHHOLDING OF PAYMENTS. County may withhold any and all payments to Grantee if the costs set forth in a reimbursement request are, in the County's determination, unreasonable, or if Grantee fails to comply with the terms of this Agreement in any manner whatsoever.

GRANT OF COUNTY FUNDS
GRANT NO. G5098

- 17) PROSELYTIZATION PROHIBITED. Grant funds shall not be used to recruit or convert a person to a new faith, institution, or cause.
- 18) ENTERTAINMENT OR PERQUISITES PROHIBITED. Grantee shall not use any grant funds for purposes of entertainment or perquisites. For purposes of this Agreement, "perquisites" means a privilege provided or service rendered by Grantee to an employee, officer, director, or member of Grantee to reduce that individual's personal expenses.
- 19) LOBBYING PROHIBITED. Grantee shall not use grant funds for lobbying purposes or activities.
- 20) REVERSION OF ASSETS. The Grantee is prohibited from disposing any real or personal property acquired with County funds received under this Agreement, without first receiving prior written consent of the County. Should the Grantee cease to use any real or personal property acquired with County funds for the purposes described in this Agreement, the Grantee shall either:
- a. Pay the County the current fair market value of the asset; or
 - b. Transfer control of the asset to the County.
- Unless instructed otherwise by the County in writing, within thirty (30) days of the expiration or termination of this Agreement, the Grantee shall transfer to the County:
- a. Any County funds on hand at the time of expiration or termination of this Agreement;
 - b. Any account receivables attributed to the use of County funds; and
 - c. Any real and/or personal property acquired or improved in whole or in part with County funds.
- 21) PRODUCTION OF INFORMATION. If applicable, Grantee shall comply with all requests of the State of Hawaii for information and reports regarding the project and Grantee's operations.
- 22) COMPLIANCE WITH LAWS. Grantee shall comply with all applicable Federal, State and County laws, rules, regulations, licensing requirements, applicable accreditation and other standards of quality generally accepted in the field of Grantee's activities.
- 23) METHOD OF PAYMENT. Disbursements shall be made in accordance with the purposes of the Grant, at the sole discretion of the Officer-in-Charge.
- a. REIMBURSEMENT. Grantee shall submit on its company/agency's letterhead written reimbursement requests to the County for payment of grant funds. Payment shall be made as work is performed and the required invoices, billing statements, or other documents are submitted. Each reimbursement request shall:
1. Identify the Project, the nature of the work or materials provided, and the specific Phase of the Project for which the work or materials were provided;
 2. Be signed by an authorized representative of Grantee as to its accuracy and verified by a designated County official;
 3. Include a certification by Grantee that the work for which payment is requested was performed in accordance with the terms of this Agreement;
 4. Include copies of receipts, canceled checks, certified payroll records for the applicable time period or phase for which payment is requested, vendor Agreements, and/or other documents providing verification of work completed in accordance with this Agreement; and
 5. Be presented in duplicate, with two (2) complete sets of all items submitted.

The County will reserve 10% of the grant award as a final payment. Final payment on this Agreement shall be available upon completion of Grantee's program, receipt by County of a final report which County finds to be acceptable, and if applicable receipt of a certified copy of a State of Hawaii Tax Clearance Certificate for the Grantee validated by the State of Hawaii Department of Taxation and the Internal Revenue Service or other forms of documentation that meet the requirements of County policy

GRANT OF COUNTY FUNDS
GRANT NO. G5098

and are deemed acceptable by County.

b. **ADVANCED DISBURSEMENT.** At the discretion of the Officer-in-Charge, advance disbursement of twenty-five (25) percent or more of grant funds may be issued to Grantee. Such advanced disbursements must be directly related to the Program, and Grantee shall submit on its company/agency's letterhead written documentation to the County for expenditure of such funds, in accordance with subsection (a), above, within 30 days of such advance disbursement(s).

If advance disbursement totals less than ninety (90) percent of the total grant funds, the County will reserve 10% of the grant award as a final payment. Final payment on this Agreement shall be available upon completion of Grantee's program, receipt by County of a final report which County finds to be acceptable, and if applicable receipt of a certified copy of a State of Hawaii Tax Clearance Certificate for the Grantee validated by the State of Hawaii Department of Taxation and the Internal Revenue Service or other forms of documentation that meet the requirements of County policy and are deemed acceptable by County.

Grantee shall maintain in its files, at all times, documentation verifying that work described in any contract, bill, invoice, purchase order, or request for payment sent to the County is correct, complete, and in accordance with the terms of this Agreement. Initial and final payment under this Agreement shall be subject to receipt by the County or original tax clearance certificates for the Grantee from the State of Hawaii.

- 24) **PROGRAM INCOME.** "Program Income" means gross income received by Grantee generated from the use of County funds. In no event shall any of the income, earnings, or assets of the Program, including any and all grant funds, surplus funds, or Program Income as described herein, be distributed by Grantee to, or for the benefit of, its corporate directors, officers, members, employees, or consultants. Discretionary use of Program Income by Grantee is strictly prohibited.
- 25) **PROCUREMENT.** If Grantee contracts for the design and/or construction of any structure, defined for purposes hereof as any construction involving a load-bearing wall, Grantee shall comply with the Hawaii Public Procurement Code, Chapter 103D, Hawaii Revised Statutes, any County procurement policies for the procurement of contracts for design and/or construction of any structures as defined herein. Grantee shall ensure that all procurement transactions for construction of non-structures, as defined herein, and all procurement transactions for goods and services are conducted in a manner to provide, to the maximum extent possible, open and free competition.
- 26) **INSPECTIONS AND MONITORING.** Grantee shall permit the County or its duly authorized agent free access to any and all Grantee programs, facilities, event or activities without advance formal notification or appointment when such access is for the express purpose of monitoring, investigation, researching or formulating programs, services or related policies and procedures or when County is otherwise in the pursuit of any official business relative to any aspect of this Agreement.
- 27) **PERSONNEL REQUIREMENTS.**
- a. The Grantee shall secure, at the Grantee's own expense, all personnel required to perform this Agreement.
 - b. The Grantee shall ensure that the Grantee's employees or agents are experienced and fully qualified to engage in the activities and perform the services required under this Agreement, and that all applicable licensing and operating requirements imposed or required under Federal, State or County law, and all applicable accreditation and other standards of quality generally accepted in the field of the activities of such employees and agents are complied with and satisfied.
 - c. The Grantee and the Grantee's employees and agents are not by reason of this Agreement, agents or employees of the County for any purpose, and the Grantee and the Grantee's

GRANT OF COUNTY FUNDS
GRANT NO. G5098

employees and agents shall not be entitled to claim or receive from the County any vacation, sick leave, retirement, workers' compensation, unemployment insurance, or other benefits provided to the County employees.

- 28) COUNTERPARTS. This Agreement may be executed in any number of counterparts with the same effect as if all of the parties had signed the same document. Such executions may be transmitted to the parties by facsimile or electronically and such facsimile or electronic execution and transmission shall have the full force and effect of an original signature. All fully executed counterparts, whether original executions or facsimile or electronic executions or a combination thereof shall be construed together and shall constitute one and the same Agreement.

In the event Grantee fails to adhere to any of the conditions of this Grant, including the general and special conditions (if any), County may withdraw any part or all of the grant at the County's sole discretion and without advance notice. Grantee shall be held liable for any grant funds expended in a manner inconsistent with this Agreement, including any attachments incorporated therein.

END OF GENERAL TERMS AND CONDITIONS



**APPLICATION FORM
RECYCLING GRANT FISCAL YEAR 2021**

COUNTY OF MAUI, DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
ENVIRONMENTAL PROTECTION & SUSTAINABILITY DIVISION

Complete only if requested by Grants Manager

This form is fillable. Please remember to SAVE AND PRINT BEFORE CLOSING!

Software will not save your input.

FISCAL YEAR ENDING: JUNE 30, 2021

Date: 5/11/2020

Grant Application for: The TRailer of Trash

Project Name

Legal Name of the Organization: Grants Central Station

Mailing Address: 1215 South Kihei Road, Suite O-840, Kihei, HI 96753

Fax: Website: www.fcaebook.com/thetrailerofttrash

Project Manager: Nicole Huguenin

Phone: 633-4811 / 650-279-1662 E-mail: nicolehuguenin@gmail.com

Contact Person (Grant writer): Nicole Huguenin

Phone: same E-mail: same

Amount of Request for County Grant Funds: \$20,000

Total annual budget of Organization: \$28,500

Has the applicant applied for other funds from the County for this fiscal year? ☐ YES ☒ NO

If yes, source/department:

In one (1) sentence, for each program or project, DESCRIBE THE PROGRAM OR PROJECT for which funding is being requested:

The Trailer of Trash is working with individuals, households, and small local businesses to divert waste from the landfill by creatively engaging them in redistribution and upcycling practices.

REMEMBER: Submit a copy of this Application page with each of the five copies of the Narrative and Budget Sections.

NARRATIVE GUIDELINES

INSTRUCTIONS

1. Provide narrative responses in each of the topical categories listed below on a separate sheet.
2. Place name of agency and program on the first page of the narrative (Executive Summary).
3. Answer the questions in the order in which they appear.

PROGRAM / SERVICE DESCRIPTION

A. Executive Summary:

Provide a comprehensive overview of the proposed program(s) or service(s) to be delivered. Please limit executive summary to one or two paragraphs for a maximum of 150 words.

B. Need:

What is the problem/need the proposed program is designed to meet?

C. Goal(s) and Objectives:

Clearly state the goal(s) of the program and the specific objectives to be achieved. Goals must be specific and have measurable results (i.e. outputs and/or outcomes).

D. Delivery Plans:

Please provide a clear and specific description of the proposed delivery of service. Detail the strategies, activities, and timeline in such a way that a clear linkage is shown with program goals and objectives.

E. Evaluation:

Describe how you will evaluate the program to ensure that goals and objectives are met and that the desired outcome will be provided.

F. Budget:

Describe how the requested funds will be utilized to achieve the proposed goals and objectives. Explain any deviations from prior year grant budget. This narrative section should dovetail with the budget tables.

REMEMBER:

- ☞ Original signature(s) must be affixed on the application form (pp. 3-7).
- ☞ Attach the first page of grant application to the narrative and budget pages and submit five (5) copies with the original (See: Supporting Documents Checklist.)

COUNTY OF MAUI – DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
RECYCLING GRANT (FY 2021)

I. QUALIFYING STANDARDS FOR APPLICANTS

Applicants must meet ALL of the following standards. *(Please check off, as applicable):*

- ☐ Be a profit organization incorporated under the laws of the State of Hawaii, or a nonprofit organization determined to be exempt from federal income tax by the Internal Revenue Service
- ☐ In the case of a nonprofit organization, have a governing board whose members have no material conflict of interest and serve without compensation
- ☐ Have bylaws or policies which describe the manner in which business is conducted. Such bylaws or policies shall include provisions relating to nepotism and management of potential conflict of interest situations
- ☐ Be licensed and accredited in accordance with applicable requirements of federal, state and county governments, as necessary

II. GRANT CONDITIONS

The applicant agrees to accept the following terms and conditions prior to receiving a grant award. *(Please check off, as applicable):*

- ☐ Be current in all state, federal and local tax payments.
- ☐ Have written policy statements, signed and dated, describing the applicant's policies complying 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, disability or physical handicap, marital status, parental status, arrest and court record, National Guard participation, or AIDS/HIV infection.
- ☐ Have written policies establishing non-discrimination in hiring and client services, sexual harassment, financial audit requirements and fiscal procedure and the applicant's program compliance standards for maintaining an alcohol, tobacco and drug free workplace environment.
- ☐ Comply with all grant budget revision conditions as specified in DEM/EPS/Recycling budget revision implementation and reporting policies and procedures.
- ☐ Applicants based outside of Maui County that propose program services within Maui County must establish a local advisory committee to meet regularly to provide planning and operational input to the County funded program. A designated representative of that committee must also meet regularly with and report directly to the applicant's board of directors.
- ☐ Meet applicable insurance requirements. Submit a Certificate of Liability Insurance from a Carrier rated no less than "A-" as established by "AM Best" or "Standard & Poor ratings," with the County of Maui named as "Additional Insured, providing the following minimum coverage of:
 - No less than a Combined Single Limit ("CSL") of liability coverage of \$1,000,000.
 - No erosion of limit by payment of defense costs, and
 - Minimum annual aggregate limit of \$2,000,000.
 - Notification to County 30 days before cancellation prior to scheduled expiration date.

Note: Please have Insurance Carrier use the attached sample, with specific attention to the "Description of Operations."

- ☒ Employ/contract persons qualified to engage in the activity to be funded in whole or in part by the County;
- ☒ Agree not to use County funds for purposes of entertainment perquisites (including food), or any other expenditure not directly related to the approved objectives of the project; and
- ☒ Allow DEM/EP&S/Recycling staff and/or County auditors full access to records, reports, files and other related documents to ensure that the program, management, administrative and fiscal practices of the recipient may be monitored and evaluated for the proper and effective expenditure of public funds. Records must be kept for five years.

III. CONTRACTS

Upon successful execution of a Grant Agreement of County Funds contract by all parties – incorporating the terms of this grant application, signatures, certification of funds, notarizations, and the inclusion of corporate and County seals – contracts will be awarded and grant funds disbursed only by the County Director of Finance.

Each grant agreement shall expressly state that the recipient or provider is not an employee of the County, but rather an independent contractor that will indemnify and hold harmless the County, the appropriate contracting applicant, involved officers, employees and agents from and against all claims, damages, or costs arising from, or in connection with, acts or omissions of the recipient or provider.

IV. RECORDS AND REPORTS

If applicable, applicant will provide DEM/EP&S/Recycling Section with a copy of the most recent management letter from the organization's CPAs; if none was issued, explanatory documentation must be provided. The applicant must keep separate financial records and prepare reports – according to generally accepted accounting principles and as otherwise prescribed by law – detailing the use of County grant funds so that the status of these funds may be quickly determined at any time.

Reporting Requirements: At the end of each quarter of the fiscal year, each recipient of County funds must submit Quarterly Reports (unless otherwise indicated) WITHIN TWO (2) WEEKS OF THE CLOSE OF THE QUARTER to the EP&S/Recycling Section, according to the provisions specified below, and containing the following information:

- **Quarterly Allotment Request Report (QAR):** request for payment form
- **Quarterly Financial Report (QFR):** financial report pertaining to County funds received and expended or encumbered to date
- **Quarterly Narrative Reports (QNR):** program activities, staffing and overall program status;
- **Any other information,** statistics or documentation as may be specified in the Grant Agreement of County Funds or as requested or required by the DEM/EP&S/Recycling Section for the purposes of grant management and/or program performance evaluation.

V. QUARTERLY ALLOCATION OF FUNDS

Grant funds will be disbursed to Grantees through a quarterly allocation process (unless otherwise indicated) which must include documentation as specified in "Quarterly Reports" (above). Allowable expenses include those itemized in the grant application budget and expenses approved by the Grants Manager. The fund's disbursement schedule is based on the conditions for payment as specified in the Grant Agreement of County Funds.

VI. RECOGNITION

The grant recipient shall ensure that the County receives appropriate recognition in all publicity and/or advertising materials, for activities and/or events funded in full or in part by the County.

VII. GRIEVANCE PROCEDURE

The applicant will adopt and maintain a grievance procedure to assure proper accounting for any concerns and complaints about its programs or services that may arise from its members, employees, clients or members of the public.

VIII. DISCLOSURE OF INFORMATION

All information, data, and/or any other material provided to the County by virtue of this application, shall be subject to the Uniform Information Practices Act (UIPA), Chapter 92F, Hawaii Revised Statutes. All such material is deemed government record, open to the public, and may be provided to other public and/or private funding sources.

IX. CONTINUED ELIGIBILITY

Any applicant or recipient who withholds or omits any material facts or deliberately misrepresents such facts to the County of Maui shall: 1) immediately be disqualified from consideration for DEM/EP&S/Recycling Grant funding; or 2) be in violation of the terms of the Grant Agreement of County Funds. In either case a grant agreement may be terminated by the County and the recipient or provider may be liable to reimburse all or a portion of any funds received from the grant.

Such recipient or provider shall be prohibited from receiving any grant, subsidy or purchase of service agreement from the County of Maui for a period of up to five years.

X. ACKNOWLEDGMENT

Grants Central Station

(Legal Name of Organization)

Here by agrees to administer the The Traller of Trash

(Program Title)

In accordance with the regulations, policies and procedures prescribed by the DEM/EP&S. Distribution of DEM Recycling grant funds is limited solely to grantees in full compliance with DEM/EP&S/Recycling regulations, policies and procedures. DEM/EP&S/Recycling Section reserves the right to withhold grant distributions at any time the grantee is deemed not to be in compliance.

XI. AMENDMENTS TO THE APPLICATION/EVALUATION

Prior to the execution of any changes, additions, amendments or deletions to any portion(s) of the grant application or duly executed Grant Agreement of County Funds, the applicant must submit a written request and justification for those changes to the DEM/EP&S/Recycling Section for prior review and approval by the Grants Manager.

The applicant must cooperate and assist the DEM/EP&S/Recycling Section in any effort to evaluate, inspect or otherwise monitor any and all practices, policies, procedures or activities pursuant to this application or any grant designation or allocation received as a result of this application.

XII. AUTHORITY AND CAPACITY OF APPLICANT

The undersigned hereby certify that the applicant has read and understands all terms, conditions and specifications subject to this application for Recycling Grant funding and that it has the authority and capacity to develop and submit this application, and to fully administer the program(s) pursuant to this application.

Tina Ramirez

Print Name of Board President/Chairperson

Tina Rameriz

Signature of Board President/Chairperson

Date 5/11/2020

Nicole Huguenin

Print Name of Executive Director/Manager

Nicole Huguenin

Signature of Executive Director/Manager

Date 5/11/2010

UNSIGNED APPLICATIONS WILL NOT BE ACCEPTED.

Organization: Grants Central Station

Program: The Trailer of Trash

Executive Summary:

At the Trailer of Trash, we are engaging, connecting, and promoting what people are already doing to reduce consumption and divert waste from the landfill, possibly without knowing it. We work with three distinct groups, individuals who upcycle or fix things or are interested in doing so, households/small businesses who are moving/closing, and small business owners who fix/repair or sell an upcycled product to shorten the gap in a local circular economy for Maui. We are working towards becoming a cooperative incubator business that takes on the risks of starting small repair service and upcycled product-based businesses together and where we can fully close the gap in a circular economy of goods on the island.

Need:

The central Maui County landfill is ahead of its capacity schedule and is slated to expand by 2022. Maui does not have a centralized process to redistribute non-recyclable household waste beyond individuals donating to second-hand stores and very limited knowledge about where to go to fix products. Goodwill Industries of Hawai'i estimates that it sends at least one, if not two, dumpsters a day to the landfill on Maui, largely filled with things like t-shirts, sheets, and broken household items.

Even before the public health Covid-19 emergency, our local small businesses who repair and fix things or upcycle products were struggling to compete with large retailers, like Walmart and Target, prices. Post, Covid-19 it is estimated that up to 25% of small retail businesses will close nationwide with even more reducing staff.

Goal(s) and Objectives:

Waste Re:Mover Project:

- 1) Create a central map of waste redistribution/donation options; from second-hand stores to Facebook groups and small business manufacturers, to be easily accessible and usable by the general public.
- 2) Train 6 community members as Waste Re:Movers to keep 7 tons of waste out of the central Maui landfill. Waste Re:Movers are available to take the last load of items from households that are moving out of state or small businesses that are closing and moves those items into other households, nonprofits, or small businesses that can use them.
- 3) Host 10 community based learning events that educates attendees how to upcycle or reuse the products most thrown out by Maui secondhand stores and results in attendees pledging to take on a new waste reduction or redistribution practice.

Small Business Highlight Project:

- 1) Create a central map of all Maui small businesses that fix, repair, upcycle, or utilize more than 85% zero waste practices, to be easily accessible and usable by the general public.
- 2) Highlight at least 10 small businesses on a social media storytelling campaign that fixes, repairs, upcycles, or utilize more than 85% zero waste practices to increase awareness of their products and services.

Delivery Plans:

July-August:

Overall Program: Create tools for listening and tracking community response and engagement to inform next steps and organizations iterations

Waste Re:Mover Project:

- Recruit and train 4 Waste Re:Movers
- Create a Waste Warrior pledge card for waste redistribution/zero waste practices
- Develop a draft of central waste redistribution map

Small Business Highlight Project:

- Meet with Akaku Maui Community Media Radio, Ka 'Ohana Carter, and Trailer of Trash to finalize storytelling program
- Create interview schedule and finalize with initial small business owners
- Create a draft map of small business that fix, repair, upcycle or utilize zero waste practices

September-June:

Overall Program: Review community engagement and response and coordinate small iterations to respond and deepen community involvement.

Waste Re:Mover Project:

- Ongoing: Coordinate with households that are moving and small businesses that are closing to remove the last load of their things and then sort, clean, and redistribute those things into the community.
- Ongoing: Promote usage of Waste Redistribution Map on social media and with community partners
- Host a monthly community-based class on a waste redistribution practice and have attendees sign the Waste Warrior pledge

Small Business Highlight Project:

- Ongoing: Interview and publish small business stories on social media
- Ongoing: Promote usage of small business Map on social media and with community partners
- Host quarterly gatherings of small business owners to coordinate storytelling and share best practices in manufacturing, fixing/repair and promoting their work.

Evaluation:

- 1) We will collect Waste Warrior pledges from each family, business and individual that attend our events and utilize our services. Pledges will record one thing they learned about waste diversion and asks them to commit to one or more new

- practices. We will use those pledges to inform our storytelling, specifically who to highlight in the community as a model individual, household or small business
- 2) We will weigh all the waste we collect for the Waste Re:Mover program and record where each item was redistributed to.
 - 3) We will document how many unique visitors access our waste maps and keep a record of how many people submitted new additions to those maps
 - 4) We will engage in informal evaluation practices like listening, talking story, relationship building, and create structures to allow those practices to inform our next steps as a community-driven organization.

Budget:

Personnel:

1. We will be hiring 8 part-time contractors on a project basis. Six will be contractors for the Waste Re:Mover project and 2 for the Small Business Highlight project.
2. We will be moving our Founder from the Waste Re:Mover project into a contract Coordinator role that will give 5-12 hours a week for the duration of the year.

Occupancy:

1. Our partners, Maui Makers, have offered us ample space to rent with access to shared materials and supplies as well as room to sort and store waste.
2. Other partners, like Malama Maui Nui and Akaku Community Media, have offered to host classes and we pay them and others a small fee for their space.

Supplies:

1. We anticipate needing ongoing supplies to clean and fix waste items we collect in the Waste Re:Mover program.
2. We anticipate needing to purchase classroom sets of scissors and other similar items for our monthly community learning events.

Promotion:

1. We will be purchasing Facebook ads and Google Ads to promote our Small Business stories and the usage of our maps over the course of the year.

Insurance:

1. Pyramid Insurance has quoted us \$550, we rounded up in our budget for additional event insurance needs throughout the year.

Travel & Auto:

1. Our current trailer that hauls our Waste Re:Mover items undergoes a quarterly check for safety and maintenance. Our coordinator will use the gas allotment to go to and from partners, small businesses, and households.

Other:

1. Our Fiscal Sponsor, Grants Central Station, charges a 5% administrative fee

Organization: Grants Central Station

Program: The Trailer of Trash

Grant Review Committee Follow Up 6/5/2020

1. Updated Budget & Decrease in Contractors - Attached & noted below

- a. The hiring of contractors feels like a fluid thing. Most of the deduction in the budget came from Contractors and we will work to seek additional funding to support their time, skills, and contributions. Our intention is for this program to be a model for localized action connected to a centralized space for processing and redistribution. The easiest way to accommodate this shift is to start small in a few areas like Kahului, Kihei, Lahaina & Wailuku and then expand to the North Shore and Upcountry if additional funding for contractors in those areas is raised. This year is an experiment in going from one person to a handful of people in operations. We are committed to being in relationship and support with our people, hired or volunteers, while also balancing the environmental impacts of our work. We will document thoroughly and iterate for the greatest human and environmental goods possible.

2. Covid-19 Contingency Plan

a. Waste Re:Mover Project:

- i. All contract Waste Re:Movers will be trained in CDC guidelines related to sanitation and personal safety measures. We will develop a 1-page safety handout with steps that homeowners and business owners can take to sanitize their items and maintain safety when we arrive at their location. If Maui returns to a Shelter-In-Place status we will switch over to a drop-off program, utilizing our shared space at Maui Makers or Maui Rapid Response (see #3) or we will pause operations until it is safe. Additionally, all other safety and sanitation CDC guidelines outlined here will be followed:

<https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

- ii. All community classes will be limited to 10 people in-person and a social distancing and personal hygiene plan will be communicated to all participants. If Maui returns to a Shelter-In-Place we will move our community classes onto an online learning platform.

- b. Small Business Highlight Project: While we find it ideal to visit and conduct interviews at the small businesses we are partnering with, we are ready to move this project to Facebook Live or Youtube if a Shelter-In-Place order is given. Either way, all involved will follow the CDC guidelines outlined for businesses here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

3. Maui Makers & Space

- a. Maui Makers: Paul Sable, Board Secretary confirmed by phone on 6/4/2020 that while the organization has downsized there is still room for The Trailer of Trash to rent space at the \$300/month rate at their current location. He also confirmed that if they do move within the year that The Trailer of Trash will continue to have space as long as the program continues to pay it's dues and space rental.
- b. Maui Rapid Response: As a backup plan, The Trailer of Trash has already been partnering with the collaboration of nonprofits that formed in response to COVID-19 and supporting the homeless. The founder of The Trailer of Trash is also the Maui Rapid Response HUB coordinator and can coordinate space in that same location for these operations for the same \$300/month that Maui Makers was offering.

COUNTY OF MAUI - FY 2021
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT RECYCLING GRANT
PROGRAM BUDGET SUMMARY

This form is fillable. Please remember to SAVE AND PRINT BEFORE CLOSING!

Software will not save your input.

Organization Name: Grants Central Station Original Date: 5/12/2020
 Program: Trailer of Trash Revision No.: 2
 Budget Period: FY 2020-21

EXPENSE CATEGORY	AMOUNT REQUESTED	OTHER* RESOURCES	TOTAL BUDGET
A. Personnel (Salaries, Taxes & Benefits)	11100	8000	\$ 19100 -
B. Occupancy	4200		\$ 4200 -
C. Equipment	0		\$ 0 -
D. Supplies	400	200	\$ 600 -
E. Promotion, Printing	500	300	\$ 800 -
F. Insurance	1500		\$ 1500 -
G. Shipping, Freight	0		\$ 0 -
H. Travel/Auto Expense (staff travel, gas)	1300		\$ 1300 -
I. Other	1000		\$ 1000 -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL GRANT REQUEST:	\$ 20,000	\$ 8500	\$ 28500 -

*Breakdown of Other Resources	
SOURCE	AMOUNT
Personal Fundraising	7500
Sale of Products	1000
TOTAL:	\$ 8500 -

**RECYCLING GRANT FY 2021
BUDGET SCHEDULES**

Organization Name: Grants Central Station Original Date: 6/26/2020
 Program: Trailer of Trash Revision No.: _____
 Budget Period: FY 21

A. PERSONNEL

SCHEDULE OF PERSONNEL (Include % of 40 hr. week)	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
Contract Re:Movers	6100	2000	\$ -
Contract: Coordinator	5000	6000	\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL PERSONNEL COST	\$ 11100	- \$ 8000	- \$ 19100
Justification: We will be hiring 8 contract positions. 6 for the Re:Mover project and 2 for the			
Small Business project. Our Founder will be moving from daily operations to coordination.			

B. OCCUPANCY

SCHEDULE OF OCCUPANCY	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
Maui Makers Office Space	3600		\$ 3600 -
Classroom Rental	600		\$ 6000 -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL OCCUPANCY COST	\$ 4200	- \$	- \$ 4200
Justification: Maui Makers is partnering with us to provide office, storage and supply sharing.			
To meet the community where they are at we will be renting space in communal areas			
for our monthly events.			

**RECYCLING GRANT FY 2021
BUDGET SCHEDULES**

Organization Name: Grants Central Station
 Program: Trailer of Trash
 Budget Period: FY 21

Original Date: 6/26/2020
 Revision No.: _____

C. EQUIPMENT

SCHEDULE OF EQUIPMENT	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL EQUIPMENT COST	\$ -	\$ -	\$ -
Justification:			

D. SUPPLIES

SCHEDULE OF	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
General Supplies	400	200	\$ 600 -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL SUPPLIES	\$ 400	\$ 200	\$ 600 -
Justification: General supplies for cleaning, fixing, and organizing upcycled materials and classroom materials.			

**RECYCLING GRANT FY 2021
BUDGET SCHEDULES**

Organization Name: Grants Central Station
 Program: The Trailer of Trash
 Budget Period: FY 21

Original Date: 6/26/2020
 Revision No.: _____

E. PROMOTION, PRINTING

SCHEDULE OF PROMOTION, PRINTING	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
Grassroots Marketing	500	300	\$ 800 -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL PROMOTION, PRINTING COST	\$ 500 -	\$ 300 -	\$ 800 -
Justification: Purchase of Facebook and Google Adds to promote our projects.			

F. INSURANCE

SCHEDULE OF INSURANCE	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
Liability Insurance	1500		\$ 1500 -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL INSURANCE COST	\$ -	\$ -	\$ -
Justification: Required insurance by County for funding.			

**RECYCLING GRANT FY 2021
BUDGET SCHEDULES**

Organization Name: Grants Central Station
 Program: Trailer of Trash
 Budget Period: FY 21

Original Date: 6/26/2020
 Revision No.: _____

G. SHIPPING, FREIGHT

SCHEDULE OF SHIPPING, FREIGHT	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL SHIPPING, FREIGHT COST	\$ -	\$ -	\$ -
Justification:			

H. TRAVEL, AUTO EXPENSE

SCHEDULE OF TRAVEL, AUTO EXPENSE	AMOUNT REQUESTED	OTHER RESOURCES	TOTAL BUDGET
Re: Mover Car/Trailer Registration	300		\$ 300 -
Re:Mover Trailer & Car Maintenance	400		\$ 400 -
Coordinator Gas	600		\$ 600 -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL TRAVEL, AUTO COST	\$ 1300	\$ -	\$ 1300 -
Justification: Quarterly safety & maintenance checks for car/trailer as well as County			
DMV fees. Coordinator gas allotment for travel to and from partners, small businesses, and			
Re:Mover project households.			

QUARTERLY ALLOTMENT REQUEST (QAR)
COUNTY OF MAUI, DEPARTMENT OF ENVIRONMENTAL MANAGEMENT, ENVIRONMENTAL
PROTECTION & SUSTAINABILITY DIVISION, RECYCLING GRANT
FY 2021: JULY 1, 2020–JUNE 30, 2021

Grant No.:	FOR OFFICE USE ONLY
Date of Request:	
Organization Name and Address:	Index Code(s):
	Vendor No.
Program:	

(a) Grant Amount	(b) Previous Payment(s)	(c) This Request	(d) Year-to-Date (b+c)	(e) Grant Balance (a-d)
	\$ -		\$ -	\$ -

I certify that work for which payment is being requested was performed in accordance with the terms of the current fiscal year grant agreement of county funds.

Name/Title (Please type or print)	Signature	Date
-----------------------------------	-----------	------

Approved by:		FOR OFFICE USE ONLY	
EP & S DIVISION MANAGER	Date	RECYCLING GRANTS MANAGER	Date

TO BE COMPLETED BY ORGANIZATION:

√	Quarter	Pmt No.	Description	Amount Requested	Cumulative Amt Received	For Office Use Only
	0	1	25% advance payment*		\$	
	1st	2	25% or cumulative payments not to exceed 50% of grant*		\$ -	
	2nd	3	25% or cumulative payments not to exceed 75% of grant*		\$ -	
	3rd	4	15% or cumulative payments not to exceed 90% of grant*		\$ -	
	4th	5	10% or cumulative payments not to exceed 100% of grant*		\$ -	

*The amount or percentage of a recipient's quarterly allotment payments may vary in accordance with expenditures reported in the QAR. The EP & S Division Manager may make adjustments to the amount paid in advance and/or quarterly payments pursuant to the conditions for payment specified in the Grant Agreement of County funds.

Comments:	FOR OFFICE USE ONLY	
	1. Grant Amount	
	2. Year-to-Date Expenditures (Total on column "C", pg. 2)	
	3. Previous Payments Received (Should equal to Previous Payments; see above)	
	4. Difference (Line 2 minus line 3, if amount is negative, reflect as "+")	
	5. 10% of Line 1	
	6. Allotment Payment (Line 4 or line 5, whichever is less)	
	7. Amount of funds to be lapsed	

QUARTERLY FINANCIAL REPORT

**COUNTY OF MAUI, DEPARTMENT OF ENVIRONMENTAL MANAGEMENT, ENVIRONMENTAL
PROTECTION & SUSTAINABILITY DIVISION, RECYCLING GRANT
FY 2021: JULY 1, 2020-- JUNE 30, 2021**

Organization: _____ **Advance Payment #1** _____ **July - September (#2)**
Program: _____ **Oct.-Dec. (#3)** _____ **Jan. - March (#4)**
Grant No.: _____ **April - June Final Payment (#5) Attach HCE Tax Clearance Certificate**

Category		THIS COUNTY GRANT				
		Grant Amount	Expenditures Previously Reported	Current Quarter Expenditures	Y-T-D Expenditures (columns B+C)	Y-T-D balance
OPERATING EXPENSES		(a)	(b)	(c)	(d)	(e)
A	Personnel - Salaries				\$ -	\$ -
	Payroll Taxes				\$ -	\$ -
	Personnel Benefits				\$ -	\$ -
B	Occupancy				\$ -	\$ -
C	Equipment				\$ -	\$ -
D	Supplies				\$ -	\$ -
E	Promotion, Printing				\$ -	\$ -
F	Insurance				\$ -	\$ -
G	Shipping, Freight				\$ -	\$ -
H	Travel/Auto Expense				\$ -	\$ -
I	Other (Specify)				\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
					\$ -	\$ -
TOTAL OPERATING EXPENSES		\$ -	\$ -	\$ -	\$ -	\$ -

The County of Maui reserves the right to request any documentation and/or verification of expenses stated.

Date _____

Narrative Section (If there are any deviations, please answer the following questions on a separate sheet of paper)

1. Explain any deviations (+/-15%) in year-to-date expenditures from the commensurate year-to-date quarterly proration, i.e. If 3rd. Quarter "y-t-d" expense amount to only 50%, explain -25% deviation in expenditure.
2. How will the deviation in expenditure rate be adjusted in subsequent quarter(s)?
3. Explain any other significant fiscal or budgetary matters; impacts to overall agency operations and/or delivery of services

COUNTY OF MAUI
DEPARTMENT OF ENVIRONMENTAL
MANAGEMENT RECYCLING GRANT (FY 2021)

SUPPORTING DOCUMENTS AFFIDAVIT

Form is fillable on the computer. However, PRINT COMPLETED FORM BEFORE CLOSING as software may not save input.

SUBMIT this form if:

- **Applicant is currently receiving a Recycling Grant for FY2020** or Line Item funding and the Applicant agency's contract is currently administered by the DEM/EP&S Recycling Section; and,
- **There have been NO changes** within the past year in the Applicant agency's Bylaws, Articles of Incorporation or Nonprofit 501(c)(3) or (4) status and an agency audit or financial statements have been submitted and accepted in accordance with the requirements specified in the Supporting Documents Checklist.

Do NOT use this form if:

- **Applicant agency is submitting a DEM Recycling Grant Application for the first time.** If you are applying for a DEM Recycling grant for the first time, you must submit all of the documents specified in the Supporting Documents Checklist.

Please check all that apply

- ☒ Applicant agency is currently a valid 501(c) (3) or (4) organization. There has been no change in the non-profit status of this agency within the past year.
- ☒ There have been no changes, additions, deletions or amendments to the existing and lawfully executed Bylaws of the Applicant agency within the past year.
- ☒ There have been no changes, additions, deletions or amendments to the existing and lawfully executed Articles of Incorporation of the Applicant agency within the past year.
- ☒ This agency has submitted and received approval of a valid Audit and/or Financial Statement(s) in accordance with the requirements specified in the Supporting Documents Checklist.

I hereby certify that the information provided above is true and correct to the best of my knowledge.

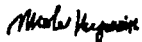
Grants Central Station

1215 S. Kihei Rd Ste. 0-840

Kihei, HI 96753

Name of Agency


Address



5/11/20

Executive Director-Signature

Date



5/11/21

Board President/Chair-Signature

Date

**COUNTY OF MAUI
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
RECYCLING GRANT (FY 2021)**

SUPPORTING DOCUMENTS CHECKLIST

*Please Note: This form is fillable on the computer. However, PRINT AND SAVE BEFORE CLOSING!
Software may not save your input.*

Please submit the following documents or items in the order listed below:

- ☒ **One (1) complete ORIGINAL Grant application**, signed and dated, with all supporting documents.
 - ☐ **Five (5) copies of ONLY:** The first page of the application form and the completed narrative and budget sections.
- I. ONE (1) EACH OF THE FOLLOWING DOCUMENTS:**
- ☒ Attach to only the ORIGINAL grant application document.
 - ☒ **ORGANIZATION FLOWCHART** – show placement of proposed program within the organization.
 - ☒ **LIST OF CURRENT BOARD OF DIRECTORS** and Officers to include:
 - ✦ Dates of expiration of terms of office,
 - ✦ Addresses and phone numbers of board members,
 - ✦ Board of Directors meeting schedule for FY 2020 - 2021.
 - ☒ **ANNUAL FINANCIAL STATEMENTS** - Applicant's past two (2) years' annual financial statements:
 - ✦ Prepared by a qualified accountant and approved/signed by the Executive Director; OR
 - ✦ Prepared and signed by a Certified Public Accountant (CPA).
 - ☐ **CURRENT AUDIT** - All nonprofit and profit organizations **must** have an audit prepared by an independent CPA at least every **three (3)** years.
 - ☒ **IRS FORM 990** - Most current document for fiscal or calendar year.
 - ☐ **CERTIFICATE OF LIABILITY INSURANCE** – From an authorized Insurance Carrier with County of Maui as Additional Insured meeting County minimum requirements.
 - ☐ **SUPPORTING DOCUMENTS AFFIDAVIT** - Signed by the Executive Director and Board Chairperson. *(See: Instructions to determine if this document applies to your application).*
- II. IF YOU ARE A NEW AGENCY OR IF YOU HAVE NOT SUBMITTED A RECYCLING GRANT APPLICATION WITHIN THE PAST THREE (3) YEARS, YOU MUST SUBMIT ALL OF THE ABOVE DOCUMENTS AND ALSO SUBMIT THE FOLLOWING:**
- ☒ **INTERNAL REVENUE SERVICE (IRS) LETTER** - Verification of agency's nonprofit tax-exempt status; OR, verification of current tax status for profit organizations (whichever applies).
 - ☒ **ARTICLES OF INCORPORATION** - Must be signed and dated.
 - ☒ **BYLAWS** - Must contain specific clauses regarding nepotism and conflict of interest and must be signed and dated.

COUNTY OF MAUI
DEPARTMENT OF ENVIRONMENTAL
MANAGEMENT RECYCLING GRANT (FY 2021)

SUPPORTING DOCUMENTS AFFIDAVIT

Form is fillable on the computer. However, PRINT COMPLETED FORM BEFORE CLOSING as software may not save input.

SUBMIT this form if:

- Applicant is currently receiving a Recycling Grant for FY2020 or Line Item funding and the Applicant agency's contract is currently administered by the DEM/EP&S Recycling Section; and,
- There have been **NO** changes within the past year in the Applicant agency's Bylaws, Articles of Incorporation or Nonprofit 501(c)(3) or (4) status and an agency audit or financial statements have been submitted and accepted in accordance with the requirements specified in the Supporting Documents Checklist.

Do NOT use this form if:

- Applicant agency is submitting a DEM Recycling Grant Application for the first time. If you are applying for a DEM Recycling grant for the first time, you must submit all of the documents specified in the Supporting Documents Checklist.

Please check all that apply

- ☐ Applicant agency is currently a valid 501(c) (3) or (4) organization. There has been no change in the non-profit status of this agency within the past year.
- ☐ There have been no changes, additions, deletions or amendments to the existing and lawfully executed Bylaws of the Applicant agency within the past year.
- ☐ There have been no changes, additions, deletions or amendments to the existing and lawfully executed Articles of Incorporation of the Applicant agency within the past year.
- ☐ This agency has submitted and received approval of a valid Audit and/or Financial Statement(s) in accordance with the requirements specified in the Supporting Documents Checklist.

I hereby certify that the information provided above is true and correct to the best of my knowledge.

Name of Agency

5/11/20

Executive Director-Signature

Date

Address

5/11/20

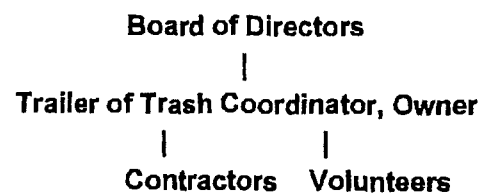
Board President/Chair-Signature

Date

Organization: Grants Central Station

Program: Trailer of Trash

Organizational Chart



GRANTS

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
BUSINESS REGISTRATION DIVISION

335 Merchant Street
Mailing Address: Annual Filing, P.O. Box 40, Honolulu, HI 96810

DOMESTIC NONPROFIT CORPORATION ANNUAL REPORT AS OF April 1, 2020

CORPORATION NAME AND MAILING ADDRESS

GRANTS CENTRAL STATION
1215 S KIHEI RD SUITE O-840
KIHEI HI 96753

Principal Office Address

1215 S KIHEI RD SUITE O-840
KIHEI HI 96753

1. Nature of Activities

THE CORPORATION IS ORGANIZED AND OPERATED FOR EDUCATIONAL PURPOSES FOR THE
ADVANCEMENT OF EDUCATION TO NON-PROFITS; (SEE AM FILED 7/13/09 FOR MORE) AND THE
FACILITATION OF GRANTS, DONATIONS AND OTHER FUNDS BENEFITING THE COMMUNITY

2. The name of the registered agent and the registered agent's street address of the place of business in Hawaii of the
person to which service of process and other notice and documents being served on or sent to the entity represented by it
may be delivered to.

RJK, LLC
1215 S KIHEI RD SUITE O-840
KIHEI HI 96753

3. List all officers and directors.

Officer Held	Full Name	Address
P/D	RAMIREZ, ERNESTINE	1215 S KIHEI RD SUITE O-840, KIHEI HI 96753
T/S/D	KEHOE, RICHARD	1215 S KIHEI RD SUITE O-840, KIHEI HI 96753
D	FRANCIS, LEONARD	480 KENOLIO RD 26-201, KIHEI HI 96753
D	FOSTER, JACKIE	228 KAMAKOI LOOP, KIHEI HI 96753



NO CHANGES

Checking this box means there are no changes reported. The Department will not be held responsible for any changes in
report.

CERTIFICATION

I certify under the penalties of Section 414D-12, Hawaii Revised Statutes, that I have read the above, the information is true and
correct, and I am authorized to sign this report.

April 6, 2020

Date

RICHARD KEHOE

Signature of authorized officer, attorney-in-fact for an officer, or
receiver or trustee (if the corporation is in the hands of a receiver or
trustee)

RICHARD KEHOE

Print Name

FILE NO. 211687 D2
Rev. 10/2013

2020 1118
1122
1154



Internal Revenue Service
P.O. Box 1000
Washington, D.C. 20540

Date: **JUNE 1 1963**

Internal Revenue Service
P.O. Box 1000
Washington, D.C. 20540

EMPLOYMENT OF THE EMPLOYEE

Employer Identification Number:
07-0000779

SSN:

1700-100101000

Contact Person:

LENN VON

DOB 0401

Contact Telephone Number:

(077) 077-0000

Accounting Period Ending:

December 31

Public Charity Status:

170 (b) (1) (B) (v)

Form 990 Required:

Yes

Effective Date of Exemption:

February 15, 1960

Contribution Deductibility:

Yes

Additional Copies:

00

Dear Applicant:

We have pleasure in informing you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 511(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible expenses, services, transfers or gifts under section 5060, 5100 or 5102 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 511(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see our recent Publication 4301-7C, Compliance Guide For 511(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 907 (06/03)

FILED 11/21/2005 06:00 PM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

STATE OF HAWAII
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
Business Registration Division
335 Merchant Street
Mailing Address: P.O. Box 40, Honolulu, Hawaii 96810

Internet FORM LLC-1
1121200555341 1/2005


ARTICLES OF ORGANIZATION FOR LIMITED LIABILITY COMPANY

(Section 429-203 Hawaii Revised Statutes)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

The undersigned, for the purpose of forming a limited liability company under the laws of the State of Hawaii, do hereby make and execute these Articles of Organization:

I

The name of the company shall be:
EJR Mortgage Services L.L.C.

(The name must contain the words *limited liability company*, *limited liability law company*, or the abbreviation *L.L.C.*, *L.L.L.C.*, *L.L.C.*, or *L.L.C.*)

II

The mailing address of the initial principal office is:
325A Kaupaa Street, Makawao, HI 96768 USA

III

The company shall have and continuously maintain in the State of Hawaii an agent and street address of the agent for service of process on the company. The agent may be an individual resident of Hawaii, a domestic entity, or a foreign entity authorized to transact business or conduct affairs in this State, whose business office is identical with the registered office.

- a. The name of the company's initial agent for service of process is:
EJR, Inc.

213888 D1

Hawaii

(Name of Registered Agent)

(State or Country)

- b. The street address of the initial registered office in this State is:
325A Kaupaa St, Makawao, HI 96768 USA

IV

The name and address of each organizer is:

Eric Roberts

325A Kaupaa Street, Makawao, HI 96768 USA

11/21/2005-5341

The period of duration is (check one):

☒ At-will

☐ For a specified term to expire on: _____

(Month Day Year)

The company is (check one):

☒ Manager-managed, and the names and addresses of the initial managers are listed below.
(Number of initial members: 1)

☐ Member-managed, and the names and addresses of the initial members are listed below.

Eric Roberts

325A Kaupae Street, Makawao, HI 96768 USA

The members of the company (check one):

☒ Shall not be liable for the debts, obligations and liabilities of the company.

☐ Shall be liable for some or all, as stated below, of the specified debts, obligations and liabilities of the company, and have consented in writing to the adoption of this provision or to be bound by this provision.

I certify, under the penalties set forth in the Hawaii Uniform Limited Liability Company Act, that I have read the above statements and that the same are true and correct.

Signed this 21 day of November 2005

Eric Roberts

(Type/Print Name of Organizer)

Eric Roberts

(Signature of Organizer)

(Type/Print Name of Organizer)

(Signature of Organizer)

11/21/2005 15:34:11

Grants Central Station

EIN 47-0959779

BYLAWS
OF
GRANTS CENTRAL STATION

ARTICLE I

Activities

Section 1.1 The activities of this Corporation shall be those necessary and appropriate to accomplish the purposes of the Corporation as stated in the Charter of Incorporation.

ARTICLE II

Offices

Section 2.1 Principal Office. The principal office of the Corporation shall be at such place in the State of Hawaii, as the Board of Directors shall from time to time determine. The initial principal office of the Corporation is 50 Kuilima Place, Kihei, Maui, Hawaii and the mailing address is P.O. Box 1115, Puunene, HI 96784.

Section 2.2 Other Offices. The Corporation may have such other offices within the State of Hawaii as the Board of Directors may designate.

ARTICLE III

Members

Section 3.1 Membership. There shall be two types of membership in Grants Central Station, voting and non-voting.

Section 3.2 Voting Membership. The voting membership of Grants Central Station shall consist of those persons serving on the Board of Directors for the Corporation.

Section 3.3 Non-voting Membership. Any person or family participating in Grants Central Station program.

Section 3.4 Dues. Annual dues shall be determined by the Board of Directors of the Corporation.

ARTICLE IV

Meeting of Voting Members

Section 4.1 Annual Meeting. The annual meeting of voting members shall be held each year at such time and place as the Board of Directors determines for the purposes of electing directors and transacting such other business as may come before the meeting. The voting members may dispense with annual meeting by unanimous written consent.

Section 4.2 Special Meeting. Special meetings of the voting members of any purpose or purposes may be held at any time upon the call of the Chairman, upon the call of any two directors, or upon the written request of one-fourth (1/4) of the members entitled to vote thereat.

Section 4.3 Place of Meeting. The Board of Directors may designate any place as the place of meeting for any annual meeting or any special meeting of the voting members. If no designation is made, the place of meeting shall be the principal office of the Corporation. The Directors shall have the authority to conduct meetings using telephone conference calls or e-mail should a majority of the members agree.

Section 4.4 Notice of Meetings. Notice of all meetings, annual or special, stating the place, day and hour of the meeting and whether it is annual or special, and in case of a special meeting stating the purpose or purposes thereof, shall be given personally or by mail. If by mail, such notice shall be postage prepaid to each voting member at his/her address as it appears on the membership roll of the Corporation at least three (3) days before the meeting.

Section 4.5 Adjourned Meetings and Notice Thereof. Any meeting of the voting members, annual or special, whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the voting members present, but in the absence of a quorum no other business may be transacted at any such meeting.

When any voting members' meeting, either annual or special, is adjourned notice shall be given as in the case of an original meeting. Otherwise it shall not be necessary to give any notice of an adjourned meeting other than by announcement at the meeting at which such adjournment is taken.

Section 4.6 Voting. At all meetings of voting members, every member entitled to vote shall have the right to vote in person or by written proxy.

Section 4.7 Quorum. A majority of the voting membership shall be necessary to constitute a quorum for the transaction of business.

ARTICLE V

Board of Directors

Section 5.1 Number and Qualification of Directors. The authorized number of directors of the Corporation during each year shall be such number, not fewer than three (3), as shall be fixed by the voting members at the annual meeting. Candidates for the Board of Directors need not be members of the Corporation.

Section 5.2 Election. Except for the initial directors, the directors shall be elected at each annual meeting of the voting members of the Corporation or at any special meeting of voting members held for that purpose.

Section 5.3 Term of Office. All the directors shall hold office until their respective successors are elected.

Section 5.4 Vacancies. Permanent vacancies on the Board of Directors caused by death, resignation, removal or other cause may be filled by a majority vote of the remaining directors, though less than a quorum, or by a sole remaining director, and each director so elected shall hold office until his successor is elected at an annual or a special meeting of the members. In the case of a temporary vacancy due to the absence of any director or the sickness or disability of any director, the remaining directors, or director, may appoint some person as a substitute director who shall be a director during such absence or disability and by the remaining directors, as shown by the minutes, of the fact of such absence or disability and the duration thereof shall be conclusive as to all persons and the Corporation.

Section 5.5 Removal. The entire Board of Directors or any director may be removed from office without cause by a majority of the members entitled to vote at any meeting called for such purpose. In case any vacancy so created shall not be filled by the members at such a meeting, such vacancy may be filled by the Board of Directors.

Section 5.6 Reduction. No reduction of the authorized number of directors shall have the effect of removing any director prior to the expiration of the term of office.

ARTICLE VI

Meetings of the Board of Directors

Section 6.1 Regular Meetings. A regular meeting of the Board of Directors shall be held immediately after, and at the same place as, the annual meeting of members. No notice other than this Bylaw need be given. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings. No notice other than such resolution need be given.

Section 6.2 Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the Chairman or any two directors. The person or persons authorized to call special meetings of the Board of Directors may fix any place within the State of Hawaii as the place for holding any special meeting of the Board of Directors called by them.

Section 6.3 Notice. The Secretary shall give notice of each meeting of the Board of Directors in writing by mailing the same not less than three (3) days before the meeting or by giving notice personally, by telephone or by telegraph not less than one (1) day before the meeting, or as otherwise prescribed by the Board. The failure by the Secretary to give such notice or by any director to receive such notice shall not invalidate the proceedings of any meeting at which a quorum of the directors is present. Notice need not be given to any director who shall, either before or after the meeting, submit a signed waiver of notice or attend such meeting without protesting, prior to or at its commencement, the lack of notice to him. Except as otherwise provided by law, the Charter of Incorporation or by these Bylaws, a notice or waiver of notice need not state the purposes of such meeting.

Section 6.4 Quorum and Adjournment. The majority of the directors shall constitute a quorum. No action taken, other than the appointment of directors to fill temporary vacancies, shall bind the Corporation unless it shall receive the concurring vote of a majority of the quorum of all the directors. In the absence of a quorum, the presiding officer of a majority of the directors present may adjourn the meeting from time to time without further notice until a quorum is present.

Section 6.5 Presumption of Assent. A director of the Board who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless the dissent or refusal to vote is entered in the minutes of the meeting or unless the director either files a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or forwards such dissent by certified mail to the Secretary of the Board immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

ARTICLE VII

Powers and Duties of the Board of Directors

Section 7.1 Powers. The corporate power of this Corporation shall be vested in the Board of Directors to the fullest extent permitted by the laws of the State of Hawaii. The Board of Directors shall have the power to expel any member of the Board or remove any director of the Board from office without cause.

Section 7.2 Duties. It shall be the duty of the directors to conduct, manage and control the affairs and business of the Board and to promulgate and enforce rules and regulations therefore not inconsistent with law, the Charter of Incorporation or the Bylaws of the Corporation.

ARTICLE VIII

Officers

Section 8.1 Number. The officers of the Board shall be the President, the Vice President, the Secretary, the Treasurer and, in the discretion of the Board of Directors, such other officers as the Board of Directors shall from time to time elect with such duties as from time to time may be prescribed by the Board of Directors or the Bylaws; provided that the Board shall have not fewer than two persons as officers.

Section 8.2 Election and Term of Office. All officers shall be elected by the Board of Directors and shall serve until their successors are elected. One person may hold more than one office. All officers shall be subject to removal at any time without cause by the Board of Directors. The Board of Directors may, in its discretion, elect acting or temporary officers and may elect to fill vacancies occurring for any reason whatsoever, and may limit or enlarge the duties and powers of any officer elected by it. Officers need not be directors of the Corporation.

Section 8.3 President. The President of the Board shall preside at all meetings of the voting members and the Board of Directors. The President shall have general charge and supervision of the Executive Director. The President shall perform such other duties as are incident to the office or are required by the Board of Directors.

Section 8.4 Vice President. In the absence or disability or refusal to act by the President, the Vice President shall, in the order designated by the President or the Board of Directors, perform all of the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall have such powers and perform such other duties as from time to time may be prescribed by the President, the Board of Directors or the Bylaws.

Section 8.5 Treasurer and Assistant Treasurers. The Treasurer shall be the chief financial officer of the Board and exercise general supervision over the receipts, custody and disbursement of corporate funds. The Treasurer shall perform all other duties assigned by the President or the Board of Directors. The Assistant Treasurer or assistant treasurers, if elected, shall, in the order designated by the President or the Board of Directors, perform all the duties and exercise all the powers of the Treasurer during the absence or disability of the Treasurer or whenever the office is vacant and shall perform all the duties assigned by the President or the Board of Directors.

Section 8.6 Secretary and Assistant Secretaries. The Secretary shall keep the minutes of all meetings of the voting members and the Board of Directors. The Secretary shall keep or cause to be kept a register showing the names of the members, directors and officers with their addresses. The Secretary shall give notice in conformity with the Bylaws of all meetings of the voting members and the Board of Directors.

The Secretary shall also perform all other duties assigned by the President or the Board of Directors. The Assistant Secretary or assistant secretaries, if elected, shall, in the order designated by the President or Board of Directors, perform all the duties and exercise all the powers of the Secretary during the absence or disability of the Secretary or whenever the office is vacant, and shall perform all the duties assigned by the President or the Board of Directors.

ARTICLE IX

Disbursements and Contributions

Section 9.1 Disbursements. Disbursements of the funds of the Corporation, for the purposes for which it is organized, shall be made by the Board of Directors in its discretion.

Section 9.2 Limitations on Disbursements. The Board of Directors shall not make any disbursements or contributions of the funds or assets of the Corporation to or for the benefit, directly and indirectly, of any members, director or officer of the Corporation, except for reasonable payments for services actually rendered to the Corporation by such member, director or officer as an employee of the Corporation.

ARTICLE X

Miscellaneous

Section 10.1 Inspection of Board Records. The books of account and minutes of proceedings of the members and directors shall be open to inspection upon the written demand of any members, at any reasonable time, and for purpose reasonably related to his/her interests as a member, and shall be exhibited at any time when required by the demand of a majority of the members. Such inspection may be made in person or by an agent or attorney, and shall include the right to make copies. Demand for inspection may be made in writing upon the President, Secretary or any assistant secretary of the Board.

Section 10.2 Handling of Funds. All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Corporation shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

Section 10.3 Execution of Contracts. The Board of Directors may authorize any officer or officers, agent or agents to enter into any contract or execute any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Grants Central Station

EIN 47-0959779

Section 10.4 Inspection of Bylaws. The Corporation shall keep in its principal office the original or a copy of the Bylaws as amended, certified by the Secretary, which shall be open to inspection by the members' at all reasonable times during office hours.

ARTICLE XI

Seal

Section 11.1 The Corporation may have a seal of such form as the Board of Directors may from time to time determine.

ARTICLE XII

Audits

Section 12.1 The Board of Directors may have an audit performed by a Certified Public Accountant when it is deemed necessary.

ARTICLE XIII

Nepotism, Conflict of Interest, and Non-Discrimination

Section 13.1 Nepotism. No two or more members of a family or kin of the first or second degree (parents, children, grandparents, grandchildren, brothers, sisters) shall be employed or under contract by the Corporation or serve on the Board of Directors unless specifically permitted in writing by the Board of Directors.

Section 13.2 Conflicts of Interest. No Director or Officer of the Corporation shall engage in any course of conduct that may result in a conflict of interest with the Corporation, or take any public position inimical to the best interests of the Corporation, without the prior written approval by the Board of Directors.

Section 13.3 Non-Discrimination. It is the policy of the Corporation to provide equal employment opportunities to all persons regardless of race, physical disabilities, color, religion, sex, sexual preference, age or national origin as mandated by the Federal Civil Rights Acts, as amended, and any other Federal and State laws relating to equal employment opportunities.

Grants Central Station

EIN 47-0959779

CERTIFICATE

The undersigned Secretary of GRANTS CENTRAL STATION hereby certifies that the foregoing bylaws were duly adopted by the Board of Directors of GRANTS CENTRAL STATION at a meeting duly called and held for such purpose on April 30, 2005, and that the same remain in full force and effect.

DATED: Kihei, Hawaii, April 30, 2005


Anna K. Ribucan
Secretary

Grants Central Station

EIN 47-0959779

**DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS
BUSINESS REGISTRATION DIVISION**

STATE OF HAWAII

P.O. Box 40

Honolulu, HI 96810

FILED 04/13/2005 10:24 AM
Business Registration Division
DEPT. OF COMMERCE AND
CONSUMER AFFAIRS
State of Hawaii

**Articles of Incorporation of
Grants Central Station**

The undersigned, desiring to form a nonprofit corporation under the laws of the State of Hawaii, certifies as follows:

I

The name of the corporation shall be Grants Central Station

II

The mailing address of the corporation's initial principal office is:

P.O. Box 1115, Puunene, HI. 96784

III

The corporation shall have and continuously maintain in the State of Hawaii a registered office and a registered agent. The agent may be an individual resident of Hawaii, a domestic entity or a foreign entity authorized to transact business in the State, whose business office is identical with the registered office.

- (a) The name (and state or country of incorporation, formation or organization, if applicable) of the corporation's registered agent in the State of Hawaii is Anna K. Ribucan.
- b. The street address of the corporation's initial registered office in the State of Hawaii is: 50 Kulima Place, Kihel, HI. 96753

IV

Section 1. The corporation is organized for the purposes of: (a) Education and services to non-profits, individuals and government, and (b) transacting any or all lawful activities permitted nonprofit corporations pursuant to Hawaii Revised Statutes Chapter 414D.

Grants Central Station

EIN 47-0959779

Section 2. In furtherance of said purposes, the corporation shall have all powers, rights, privileges and immunities, and shall be subject to all of the liabilities conferred or imposed by law upon corporations of this nature, and shall be subject to and have all the benefits of all general laws with respect to corporations.

Section 3. The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal code.

V

The incorporator(s) name and address:

Anna K. Ribucan
50 Kullima Place
Kihel, HI. 96753

VI

The corporation has no members.

VII

Section 1. The corporation is nonprofit in nature, and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation.

AKR

Section 2. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 3. Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Grants Central Station

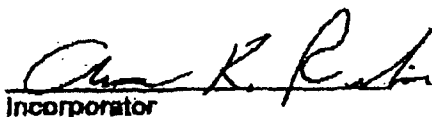
EIN 47-0959779

VIII

Upon the dissolution of the corporation, the existing assets of the corporation shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Circuit Court of the Second Circuit of the State of Hawaii, or any other court of competent jurisdiction, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

The undersigned certifies under the penalties of Section 414D-12, Hawaii Revised Statutes, that the undersigned has read the above statements and that the same are true and correct.

DATED: March 29, 2005, Hawaii, 96753


Incorporator

Anna K. Ribucan
50 Kullima Place
Kihei, HI. 96753
Phone: 808-280-1060



TRAI0FT-01

WHILO1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pyramid Insurance Centre, Ltd. Honolulu Branch 420 Waiakamilo Road, Suite 411 Honolulu, HI 96817	CONTACT Rick Nomura	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS: rick.nomura@pyramidins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Burlington Insurance Company	
INSURED Grants Central Station 1215 S Kihel Rd Ste O-840 Kihel, HI 96753	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			087B011536	7/1/2020	7/1/2021	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPROP AGG \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	OTHER:						
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"This insurance contract is issued by an insurer which is not licensed by the State of Hawaii and is not subject to its regulation or examination. If the insurer is found insolvent, claims under this contract are not covered by any guaranty fund of the State of Hawaii." --HULL & COMPANY, INC. -- Honolulu (Surplus Lines Broker) License# 338242, 3375 Koapaka Street, Suite D136, Honolulu, HI 96819

PROOF OF INSURANCE

CERTIFICATE HOLDER

CANCELLATION

Grants Central Station 1215 S Kihel Rd Ste O-840 Kihel, HI 96753	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



**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: GRANTS CENTRAL STATION

DBA/Trade Name: GRANTS CENTRAL STATION

Issue Date: 06/25/2020

Status: Compliant

Hawaii Tax#: W09876927-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9779

UI#: No record

DCCA FILE#: 211687

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	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	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