

House District 21

Senate District 12

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

Log No: 241-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

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

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

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

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

DEPT. OF LAND & NATURAL RESOURCES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

**Waikiki Community Center**

Db/a:

Street Address: **310 Paoakalani Avenue  
Honolulu, HI 96815**

Mailing Address:

**Same as above**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOAN NAGUWA

Title Executive Director

Phone # 923-1802

Fax # 922-2099

e-mail joan@waikikicommunitycenter.org

3. TYPE OF BUSINESS ENTITY:

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

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

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

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

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**ELECTRICAL IMPROVEMENT PROJECT - PHASE I**

(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 425,500

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 425,500

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 8,800

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]  
AUTHORIZED SIGNATURE

JOAN NAGUWA, EXECUTIVE DIRECTOR  
NAME & TITLE

01-30-08  
DATE SIGNED



## **Application for Grants and Subsidies**

### **Electrical Improvements for Waikiki Community Center Phase I**

The Twenty-Fifth Legislature  
Hawai'i State Legislature 2008-2009  
Application for Grants & Subsidies

#### **I. Background and Summary**

##### **1. Description of Waikiki Community Center**

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to enrich and improve the physical, social, emotional and spiritual needs of the diverse people of Waikiki through multigenerational on-site and outreach programs and social services.

WCC, located in the heart of Waikiki, is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and others. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

*A. Senior Program* – WCC provides a continuum of services for Waikiki's older adults. More than 1,200 full-time and part-time Waikiki residents, ages 60 and older, participate in educational, physical, and social and wellness activities at WCC which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Over 125 adult education, recreation, social, health and wellness activities and classes for older adults are conducted each year, including aerobics, tap dancing, yoga, nutrition life skills, safe driving, and health screenings. WCC seniors also participate in the community as active volunteers, such as tutoring in public schools. In addition, through its Malama Seniors in Waikiki program, WCC provides case management and counseling services for elders who need support services in order to remain living independently in the community.

*B. Community Programs* - The Waikiki Community Center Serves as a 'one-stop' resource for health and human services, spiritual and social support, counseling and therapy sessions, lifelong education, wellness, and community building for Waikiki's children, families and elderly. WCC also provides English as a Second Language classes for immigrants, a Thrift Shop, Farmer's Market and an Emergency Food Pantry for the homeless and needy. Through WCC's programs and those of WCC's 34 nonprofit and faith based partner agencies, over 2,000 individuals utilize

our facilities each week and provide our community members with a safe place to meet and gather.

C. *Early Education Center* – Each year, over 120 infants, toddlers and preschoolers receive quality early childhood education to enhance their developmental skills needed for kindergarten. Eighty percent (80%) of our parents work in Waikiki’s hotels, retail establishments and other visitor-related industries. Nearly 70% of WCC’s families live on low to moderate incomes. Twenty-five (25%) percent of our children receive government subsidies or tuition scholarships. WCC has one of Oahu’s few affordable infant-toddler programs for children under the age of 2, and the only early education center, for children ages 2 to 5 years old, in Waikiki.

## **2. Goals and Objectives Related to the Request**

The overall goal of this project is to upgrade WCC’s current electrical system and wiring in order to comply with local and national electrical and fire codes, replace system components that no longer can be supported, replace deteriorating electrical equipment, and ADA (Americans with Disabilities Act) requirements. The overall planned electrical upgrades will be implemented in three (3) phases: 1) Phase I: Electrical Infrastructure improvements and rewiring of Bldg. A; 2) Phase II: Connection to new transformer and distribution panel and rewiring of Bldg. E; 3) Phase III: Connection to new transformer and distribution panel and rewiring of Bldg. H.

This funding request to address the above issues is for Phase I - Electrical infrastructure improvements and rewiring of Bldg. A:

### **Objectives:**

- (1) To upgrade the electrical transformer from single phase, 3 wires, 50kVA system to a three phase, 4 wire, 120kVA system.
- (2) To replace and relocate distribution switchboard to rear of property; install permanent bollards.
- (3) To replace and relocate circuit panels.
- (4) To correct and comply with National Electric Codes.
- (5) To replace wiring, energy efficient lighting fixtures and devices.
- (6) To replace and add exterior energy efficient lighting fixtures and devices to improve security and safety for users.
- (7) To upgrade fire alarm system to comply with current fire codes and ADA requirements.

## **3. Public Purpose and Need to be Served**

The Waikiki Community Center (WCC) is comprised of 3 – two story buildings on a 1.1 acre parcel in Waikiki on the site of the former St. Augustine’s School. The buildings were originally erected incrementally from 1955 to 1964. In 1981, after the school had been closed for several years, the State of Hawaii purchased the property for the purpose of a multipurpose community center and to house nonprofit agencies serving the people of Waikiki. The property was originally leased to the Waikiki Community Center, as the master lessee, in 1982. WCC’s lease with the State of Hawaii was renewed in April 2007 by the Dept. of Land & Natural Resources and will expire in 2037.

The Waikiki Community Center Complex is available for public use 7 days a week, year-round, except for Federal Holidays. Five (5) major nonprofit and faith-based agencies, the Waikiki Health Center, United Self Help, Coalition for a Drug Free Hawaii, Hope Chapel Waikiki, and Waikiki Beach Chaplaincy have their administrative offices at WCC and provide services to the community from this site. In addition, many community groups, such as Waikiki condominium associations, Alcohol Anonymous, Waikiki Residents Association, Waikiki Neighborhood Board, and other conduct monthly meetings at WCC. Other community classes are also held at WCC in addition to WCC's own programs and services.

The Waikiki Community Center serves as a "one-stop" center for health and human services, spiritual and social support, counseling, lifelong education and wellness, and community building for Waikiki's children, families, and elderly as well as a community gathering place. It is the only affordable and accessible meeting place in Waikiki. Approximately 15,000 people utilize WCC's facilities each year.

However, since initial repairs and renovations were completed in 1985, no other major improvements were made due to lack of funding sources. Consequently, most of the original electrical system, wiring and devices are still in place and in need of replacement and repair to meet today's facilities demands and improve public access and safety.

A property assessment conducted in 2001 by six local firms determined that while the buildings are structurally sound, several improvements were critically needed for safety and accessibility to the community. This assessment included a report on the structural, electrical, mechanical, ADA compliance issues and environmental analysis of our current property and buildings. This assessment reported that electrical improvements were necessary to meet current and future facility use demands and compliance with current fire, ADA, and electrical codes, including electrical service, devices, fire alarms system, wheelchair lifts, elevators, and exterior fixtures. These deficiencies seriously affect the safety of the people who utilize WCC, especially in a community such as Waikiki.

In addition, WCC's administrative offices which are located along Paoakalani Avenue are not air conditioned due to insufficient electrical capacity. The staff, volunteers, and other patrons are continually subject to extreme heat during summer months, traffic noise, dust and exhaust fumes created by passing tour buses, emergency vehicles and other vehicles throughout the day. On several occasions in recent years, toxic fumes from repairs to nearby hotel parking lots and ground herbicides have resulted in WCC staff and volunteers requiring emergency medical services and the facilities being evacuated.

In 2007, WCC contracted with Urban Works, an architectural firm, to complete architectural blueprints of the existing facilities since none were available. In addition, Urban Works subcontracted with Ron Ho & Associates, an electrical engineering firm, to design a new electrical system for WCC. In the course of Ron Ho & Associates' assessment and design, they identified several concerns:

- WCC's current electrical transformer has almost reached maximum capacity and cannot support additional loads, such as air conditioning to deter street noise and pollution or an elevator to provide handicap accessibility to the second floor of each building.
- WCC's 50 year-old electrical distribution switchboard is beginning to rust and cannot hold larger loads than its current 4-100 amp switches.
- Exterior common area lighting show signs of weathering and deterioration. Additional exterior lighting is also needed to enhance safety and security on the property.
- WCC's existing electrical wiring show signs of deterioration and the interior lighting is dated and should be more energy efficient.
- WCC's existing fire alarm system cannot accommodate visual alarms and need to be replaced with audible and visual signals.
- Existing circuit panels are outdated and need to be replaced to accommodate additional electrical circuits to support future usage.

The renovations proposed in this grant request will greatly improve the safety and physical access for the elderly and handicapped participants of WCC as well as the community at large. The buildings are over 50 years old and were built before current building codes and requirements. As such, many of the building conditions were "grandfathered". Due to the age and extensive use of the facilities, WCC buildings are now in critical need of repair and renovations in order to provide a safe and accessible facility to our users.

#### **4. Target Population to be Served**

Waikiki is a diverse, high density urban resort/residential community. Its population includes 21,000 residents (25% of which are elderly), 40,000 employees and 80,000 visitors. The electrical renovation project outlined above will directly impact and improve the physical accessibility for the elderly and handicapped, maximizing access and use of the WCC facilities.

Approximately 595 or 85% of our 700+ membership are senior citizens over the age of 65, many of whom are single or widowed, receiving fixed income and living independently without family or friends in close proximity. In addition, the Waikiki Health Center, one of the WCC Complex tenants conducts over 6,000 patient visits annually. Other tenant agencies assist low-income, handicapped and disenfranchised groups within the Waikiki community. This project will benefit the needs of low to moderate income persons by removing architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned and privately owned buildings and facilities. Included in the service population are infants to preschoolers, youth, and families, both healthy and disabled senior citizens, handicapped, financially needy, chronically mentally ill, and homeless.

#### **5. Geographic Coverage**

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and in particular Census Tracts No. 18.01, 18.02, 19.01, 19.02, 20.01 and 20.02.

## II. Service Summary and Outcomes

### 1. Scope of Work, Tasks, Responsibilities & Timeline

As described above, WCC conducted a preliminary electrical assessment, created architectural drawings of current facilities, and created drawings of a new electrical system to support the goals of this project. Phase I of Waikiki Community Center’s Electrical Upgrade Project will include the following:

Major Tasks	Contract Period Timeline
Solicit and review architectural and electrical engineering bids	First Quarter
Select architectural and electrical engineering contractors	First Quarter
Solicit and review project management bids, if needed	First Quarter
Select project management contractor	First Quarter
Review and revise, as needed, architectural and electrical drawings.	First Quarter
Prepare any needed architectural and electrical drawings	First Quarter
Submit Phase I electrical upgrade plans to DLNR for approval	First Quarter
Solicit & review contractor bids	Second Quarter
Select general electrical contractor	Second Quarter
Obtain permits & necessary approvals	Second Quarter
Installation of new transformer	Third Quarter
Installation of new electrical distribution switchboard, concrete pad and bollards	Third Quarter
Rewiring of Building A	Third Quarter
Installation of air conditioning in administrative offices	Third Quarter
Installation of new fire alarm system	Fourth Quarter
Installation of new exterior security lighting and interior luminaries	Fourth Quarter
State & City Inspections	Fourth Quarter
Project progress reports	Quarterly

#### Project Outcomes:

- The electrical infrastructure at the Waikiki Community Center Complex will be established to support needed improvements for public safety and accessibility, such as audible and visual fire alarms and elevators to the second floor of property buildings.
- New and additional exterior common area lighting will enhance safety and security on the property for the public.
- New circuit panels, wiring and interior luminaries will deter potential fire hazards that exist from the old wiring and fixtures.

- Waikiki Community Center will attain ADA and electrical building code compliance and have a safe and easily accessible environment in which the public can receive needed social and human services.
- Occupational safety hazards, such as heat, street noise, exhaust fumes and dust will be minimized for WCC staff, volunteers and patrons.
- Waikiki Community Center will become more energy efficient and reduce operating costs.

## **2. Quality Assurance and Measures of Effectiveness**

Quality assurance measures will be undertaken by a project team, consisting of the WCC Executive Director, WCC Board of Directors Property Management Committee, and contracted professional project management services. Members of WCC's Board of Directors Property Committee include three (3) professional property management consultants and the president of an architectural firm. The project will be overseen daily by the Executive Director and by a firm selected for their expertise in electrical construction project management.

The contract project management firm also will be required to monitor progress on project deadlines and make monthly reports to the project team.

The proposed measures of effectiveness include:

1. 75% of work completed according to timeline.
2. Quality of work as determined by building inspections.
3. 10% reduction of electrical usage.

## **III. Financial**

### **Budget**

1. See Budget Forms
2. Anticipated Quarterly funding requirements for fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$47,000	\$30,000	\$159,500	\$189,000	\$425,500

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

The project team, consisting of the WCC Executive Director, WCC Board of Directors Property Management Committee, and contracted professional project management services will oversee the project. Members of WCC's Board of Directors Property Committee include professional property management consultant and the president of an architectural firm. The project will be overseen daily by the Executive Director and by a firm selected for their expertise in electrical construction project management.

The project oversight team will select among at least 3 architectural and electrical engineering firms to finalize drawings for the project. At least 3 firms with extensive experience in similar projects will be selected to provide project management, and at least 3 building contractors with extensive experience in similar electrical renovations will be selected. The selections will be based on verifiable high quality experience of related building and electrical projects, high quality of suppliers and subcontractors, reasonable pricing, among other factors. Work experience and reputation of each bidding contractor will be verified with State licensing agencies and other authorities.

Waikiki Community Center has completed at least 2 major construction and renovation projects in the past 3 years:

1. Window renovation in WCC's Education Building - \$100,000 project
2. Renovation of Early Education Center Playground - \$120,000 project

Waikiki Community Center has successfully managed State of Hawaii contracts with the Dept. of Health's Executive Office on Aging for its Malama Seniors in Waikiki program for the past 3 years:

1. WCC-2005-A
2. WCC-2006-A
3. WCC-2007-A

## **B. Facilities**

The Waikiki Community Center (WCC) is located at 310 Paoakalani Avenue in Waikiki. Its facilities are comprised of 3 – two story buildings on a 1.1 acre parcel in Waikiki on the site of the former St. Augustine's School. The buildings were originally erected incrementally from 1955 to 1964. In 1981, after the school had been closed for several years, the State of Hawaii purchased the property for the purpose of a multipurpose community center and to house nonprofit agencies serving the people of Waikiki. The property was originally leased to the Waikiki Community Center, as the master lessee, in 1982. The property is still owned by the State of Hawaii, under the management of the Dept. of Land & Natural Resources, Land Division. WCC's lease with the State of Hawaii was renewed in April 2007 by the Dept. of Land & Natural Resources and will expire in 2037. Under the terms of the lease, WCC is responsible for the management, repair, and improvement of the property.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staff, Staff Qualifications, Supervision and Training**

See Section IV-A.

### **B. Organization Chart**

See Attachment A



**IV. Other**

**A. Litigation**

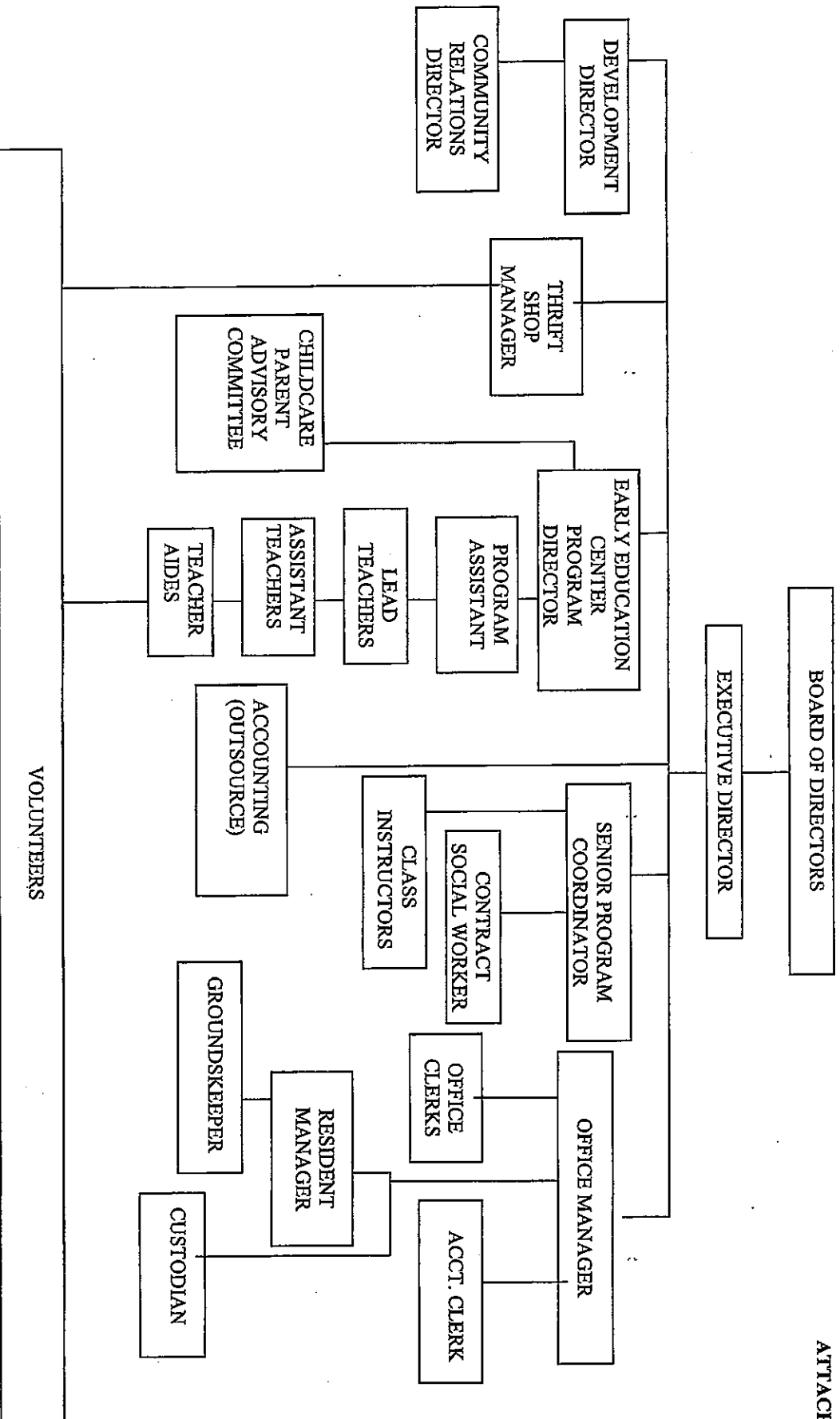
None

**B. Licensure or Accreditation. Not applicable**

**WAIKIKI COMMUNITY CENTER  
ORGANIZATIONAL CHART  
2008**


Applicant Waikiki Community Center  
Electrical Improvements for  
Waikiki Community Center  
Twenty-Fifth Legislature 2008-2009  
Application for Grants & Subsidies

**ATTACHMENT A**



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

Applicant: Waikiki Community Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Funds (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries		6,600		
2. Payroll Taxes & Assessments		800		
3. Fringe Benefits		900		
<b>TOTAL PERSONNEL COST</b>		<b>8,300</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies		300		
7. Telecommunication		200		
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>		<b>500</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>425,500</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>425,500</b>	<b>8,800</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	425,500	Joan Naguwa	923-1802	
(b) Other Funds	8,800	Name (Please type or print)	Phone	
(c)				01/30/08
(d)		Signature of Authorized Official		Date
<b>TOTAL REVENUE</b>	<b>434,300</b>	Joan Naguwa		
		Name and Title (Please type or print)		





## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Waikiki Community Center

Period: July 1, 2008 to June 30, 2009

	FUNDING AMOUNT REQUESTED					
	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED.		FUNDING REQUIRED IN SUCCEEDING YEARS	
TOTAL PROJECT COST	FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS				44,000		
LAND ACQUISITION						
DESIGN				4,500	4,500	4,200
CONSTRUCTION				78,500	213,000	236,600
EQUIPMENT				243,000		
PROJECT MANAGEMENT				55,500	32,625	36,120
<b>TOTAL:</b>				<b>425,500</b>	<b>250,125</b>	<b>276,920</b>

**JUSTIFICATION/COMMENTS:**

PLANS: Additional architectural and electrical drawings - \$44,000; DESIGN: Permit fees - \$4,500; CONSTRUCTION: Removal and installation of electrical transformer, distribution switchboard, bollards, fire alarm system, circuit panels - \$78,000; EQUIPMENT: New electrical transformer and switchgear - \$100,500, New Fire Alarm system-\$132,500, Air conditioning-\$10,000; PROJECT MANAGEMENT: \$370,000 X 15%=\$55,500

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

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

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

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

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


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

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

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

Waikiki Community Center

(Typed Name of Individual or Organization)

  
(Signature)

01-30-08

(Date)

Joan I. Naguwa

(Typed Name)

Executive Director

(Title)