

House District 21

Senate District 12

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

Log No: 109-C

For Legislature's Use Only

Rec'd JAN 28 2011

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

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

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
WAIKIKI COMMUNITY CENTER, INC.

Dbn:

Street Address: 310 PAOAKALANI AVENUE

Mailing Address: 310 PAOAKALANI AVENUE
HONOLULU, HI 96815

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL LEE

Title INTERIM EXECUTIVE DIRECTOR

Phone # 923-1802

Fax # 922-2099

e-mail WCCED@waikikicomunitycenter.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ROOF, GUTTER AND PAINTING PROJECT AT WAIKIKI COMMUNITY CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2010-2011 \$ 230,000.00

8. 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 \$ 230,000.00

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 103,371.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

W. MICHAEL LEE, INTERIM EXECUTIVE DIRECTOR

01/26/11
DATE SIGNED



Roof, Gutter & Painting Project at Waikiki Community Center

The Twenty-Sixth Legislature
Hawai'i State Legislature, FY 2011 - 2012
Application for Grants & Subsidies

I. BACKGROUND & SUMMARY

1. Description of Waikiki Community Center

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for the people of Waikiki through quality programs and services.

WCC is located at 310 Paoakalani Avenue, on the Diamond Head end of Waikiki. The Waikiki Community Center 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* – More than 1,200 full-time and part-time Waikiki residents, ages 60 and older, participate in evidence-based 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 150 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. In addition, WCC seniors participate in the community as active and engaged volunteers. As part of WCC's continuum of services for older adults, case management, counseling and information and assistance are also provided to enable more frail elders to age in place.

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. Each year, an excess of 900 homeless and low-income individuals and families receive nonperishable food from WCC's *Emergency Food Pantry*. *Basic Adult English* classes are conducted for more than 400 residents and visitor industry employees to assist them with the language skills needed for employment placement, retention and acculturation. WCC also hosts a *Farmer's Market* and

Thrift Shop to provide the community with low-cost resources for clothing and household goods. Our facility is home to ten (10) nonprofit agencies and churches, and is frequently used as a public meeting place for the community, such as the Waikiki Neighborhood Board and condo associations. Through WCC's programs and those of our nonprofit partner agencies, over 15,000 individuals utilize our facilities each year and provide Waikiki community members with a safe place to gather.

C. *Early Childhood Education* – Each year, over 120 infants, toddlers and preschoolers receive needed quality early childhood education to build the foundation for learning success in school. Eighty percent (80%) of our parents work in Waikiki's hotels, retail establishments and other visitor-related industries. There are two (2) major program components:

- Preschool: for children, ages 3 years to 5 years old.
- Infant and Toddler Program: for children, ages 6 weeks old to 2 years old

WCC's Early Education Center operates 5 days a week, 11 hours a day, 50 weeks a year. It is one of the few licensed group childcare centers and preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. Nearly 70% of WCC families live on low to moderate incomes. Fifty-one (51%) percent of WCC's families receive government subsidies or tuition scholarships.

2. Goals and Objectives Related to the Request

The goals of Waikiki Community Center's Roof, Gutter and Painting Project are:

- 1) To increase public access and safety to WCC's 3 buildings located on the Waikiki Community Center Complex.
- 2) To prevent structural damage to WCC's buildings through the replacement and repair of existing roof damage in each building, installation of new gutters and painting the exterior of each building.
- 3) To create greater energy efficiency and reduce interior heat in buildings by 10%.

Objectives:

1. To replace damaged exterior face boards, eaves, flashing and roof support beams, as needed in each building.
2. To apply weatherproof membranes and sealants onto new roofing materials to prevent leakage and reduce interior heat by 10 degrees.
3. To install and replace damaged gutters and re-position misplaced drainage downspouts on 3 buildings.
4. To fix small structural cracks in buildings as needed and paint the exterior of 3 buildings.

These repairs will prevent structural damage to the 50+ year old buildings that are currently at risk due to termite and weather damage that have occurred over many years and to create cooler room conditions and energy efficiency in the non-air conditioned buildings.

3. Public Purpose and Need to be Served

The Waikiki Community Center Complex serves as a “one-stop” center for health services, social services, counseling, lifelong education and wellness, and community building for Waikiki’s children, families, elderly and other residents. Through WCC’s programs and those of our nonprofit agency and faith-based organization partners, **over 15,000 people utilize our facilities each year**. The WCC Complex facilities are utilized by the public 7 days a week, 52 weeks a year, from 6:30 am to 10:00 pm.

The Waikiki Community Center (WCC) is comprised of 3 two-story buildings on a 1.1 acre parcel on the site of the old St. Augustine School. Building E currently houses two non-profit agencies, 4 meeting rooms and WCC’s Early Education Center for young children. Building A houses WCC’s Senior Program, one nonprofit agency, large meeting rooms, and administrative offices. Building H houses a meeting room, one nonprofit agency and the main health clinic of Waikiki Health Center. Collectively, programs and services are provided to the senior citizens, young children, the handicapped and disabled and other members of Waikiki’s diverse community from our buildings.

In 1981, the State of Hawaii, through legislative appropriation, purchased the property and buildings for the designated use as a multi-purpose community center. WCC has a 30 year master lease with the State of Hawaii through the year 2037 to manage the property. WCC has held this master lease since 1981 through the Dept. of Land and Natural Resources (DLNR).

The buildings were originally constructed incrementally from 1951 to 1964. In 1982, WCC renovated the interior of the buildings to house different social service programs and agencies. After initial repairs and renovations were completed in 1984, no other major improvements were made due to lack of sufficient funding sources.

A property assessment conducted in 2001 and 2004 determined that while the buildings were structurally sound, improvements to the roofs, drainage system and building exteriors of all 3 buildings will be needed to deter impending structural damage.

The termite damage to the roofs of 3 buildings and the heavy, 40 day rains of 2006 have resulted in roof leaks in several rooms and overtaxing of the aging gutter systems in Buildings A & E. Ponding at building entrances on WCC’s preschool playground often occur after rains due to lack of gutters and/or misplacement of drainage spouts, and block public access to building entrances. In addition, some roof eaves are damaged by wood rot and the gutters are separating from the eaves. Temporary repairs have been made and termite infestation has been abated through ongoing pest control. However, termite a major rain storm will exasperate the existing damage. The building exteriors have not been painted in over 25 years. Due to the moisture build up and weather exposure, exterior paint under the roof eaves is now chipping off and the wood is exposed.

The buildings were originally designed to promote natural cooling by trade winds. The Complex is now surrounded by condominiums and hotels at least 10 stories high. Consequently, the

natural wind flow is blocked and interior rooms of the buildings can reach as high as 90 degrees. The building's current electrical capacity does not support air conditioning and therefore, electric fans are used up to 14 hours a day. The proposed roofing materials to be used will reduce interior heat by 10% or more.

In 2007, a private construction firm repaired spalling damage to two of the three concrete buildings. The spalling, or deterioration of concrete, had created cracks in the walkways, CMU walls and roof ledges. These areas were spot-painted to seal the repairs. However, WCC will need to completely paint the entire buildings to ensure long term sustainability of the building structures.

The proposed replacement and repairs are critically needed to maintain the structural integrity of the buildings and create a safe environment for the public to use in alignment with the purpose of the property.

Drawings of repairs and replacements have been submitted to Dept. of Land and Natural Resources for their approval to proceed on this project, pending available funding.

4. Target Population to be Served

Waikiki is a very diverse, high density urban resort/residential community. Its population includes 22,000 residents (25% of which are elderly), 40,000 employees and 80,000 visitors. The Capital Improvement Project described in this proposal will directly impact and improve the safety and accessibility for the elderly, children, handicapped and general public, maximizing access and use of the WCC facilities.

Approximately 595 or 85% of WCC's 700+ membership are senior citizens over the age of 62, many of whom are single or widowed, receiving fixed income and living independently without family support systems in close proximity. Seventy percent (70%) of WCC families served through our Early Education Center are low to moderate income. In addition, at least 2,000 patrons of the Waikiki Health Center and other tenant agencies assist low-income, handicapped and disenfranchised groups within the Waikiki community. Included in the target population are infants, young children, families, senior citizens, disabled, 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 & OUTCOMES

A. Scope of work, tasks and responsibilities

- 1) Secure construction permits, if required.

- 2) Convene Project Management Committee on a monthly basis for the project duration.
- 3) Solicit Construction Bids per WCC and State of Hawaii procurement requirements.
- 4) Pre-bid conference conducted
- 5) Project management team convened to review bid proposals and select appropriate bid.
- 6) Convene meetings with community and property tenants to inform them of project construction.
- 7) Remove and replace roof in Bldg. A and E, apply weatherproof materials and sealant.
- 8) Repair roofing tiles in Bldg. H; apply weather proof materials and sealant.
- 9) Remove and replace gutters and realign drainage spouts in Bldg. A and E.
- 10) Install gutters and drainage spouts in Bldg. H.
- 11) Paint exterior of all buildings.
- 12) Conduct final inspections
- 13) Prepare quarterly and final reports as required by contracting agency.

B. Projected Annual Timeline

TIME PERIOD	PROJECT ACTIVITY
July 2011	Secure construction permits, if needed.
July 2011 – June 2012	Convene Project Management Committee monthly
July 2011	Solicit construction bids per WCC and State of Hawaii procurement requirements.
July 2011	Pre-bid conference
August 2011	Construction bid selection
August 2011	Convene meetings with community and property tenants
September 2011 – November 2012	Removal and repair of roof in Bldg. A
November 2011	Removal and replacement of gutters and painting in Bldg. A
December 2011– March 2012	Removal and repair of roof in Bldg. E
April 2012	Removal and replacement of gutters and painting in Bldg. E
May 2012	Replacement of roofing tiles in Bldg. H; installation of gutters in Bldg H.
June 2012	Painting of Bldg. H.
June 2012	Conduct final inspections.
Quarterly	Prepare and submit required reports to contracting agency.
July 2012	Prepare and submit final report to contracting agency.

C. Quality Assurance and Evaluation Plans

WCC’s Executive Director and staff will provide daily oversight to project operations and meet on a weekly basis with project construction staff to monitor progress. The Project Management Team members will visit the construction area bi-weekly to monitor quality of project work during the construction project and conduct a final inspection with the assistance of a structural engineer to assess project impact on structural integrity of the buildings.

Pre-construction room temperatures will be taken to determine baseline information of temperature changes. After completion of construction, temperatures in all buildings will be taken for a two-week period to measure changes in room temperatures.

D. Measures of Effectiveness

The service outcomes from the proposed project are:

- 1) Interior room temperatures in 3 buildings will be reduced by 10%.
- 2) The structural integrity of each building will improve by 25%.
- 3) Water ponding and drainage problems which block access to building entrances and/or cause unsafe property conditions will be reduced by 90%.

III. FINANCIAL BUDGET

1. See Attached Budget Forms.
2. Anticipated Quarterly Funding Requests for FY 20110- 2012

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$5,000.00	\$55,000.00	\$65,000.00	\$105,000.00	\$230,000.00

3. All Other Sources of Funding To be Obtained for FY 2011-2012:

Private Trusts & Foundations
 Tenant Fees

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Waikiki Community Center has been the master lessee of the Waikiki Community Center Complex property since 1981. For the past 32 years, WCC has efficiently managed all property improvements and repairs, ranging from initial renovations of the entire property to managing construction of a new playground and new windows.

WCC has managed Grants In Aid contracts with the Dept. of Health’s Executive Office on Aging for the past 6 years FY 2005 – 2010 and managed a City & County Community Development Block Grant (CDBG) contract for planning and design of a property-wide electrical improvement project.

The project will be managed by a Project Management Team, consisting of the WCC Executive Director, Board of Directors Property Management Committee, and Operations Directors of 3 major Waikiki. The WCC Executive Director has over 15 years of nonprofit management and government contract management experience. Senior staff have managed WCC’s major

property improvement projects such as construction of a new playground and a major window replacement project. The Board Property Management Committee includes a prominent local architect with over 35 years experience in planning, design and construction as well as property management professionals with a collective experience of 80 years in facilities management and construction. The operations directors of 3 major Waikiki hotels have a combined property maintenance and construction experience of over 50 years.

C. Facilities

The WCC land and buildings are owned by the State of Hawaii and managed by the Dept. of Land & Natural Resources, Land Division. WCC has held the master lease from the State of Hawaii since 1982 and is responsible for the management, repair and improvement of the property and its buildings. The current 30-year master lease to WCC expires in 2037. See also Section I. - Background & Summary, No. 3 – Public Purpose and Need to be Served.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

A. Proposed Staff, Staff Qualifications, Supervision and Training

See Section IV-A above.

B. Organization Chart

See Attachment A

VI. OTHER

- A. LITIGATION – disclose any pending litigation or outstanding judgments. None**
- B. Licensure or Accreditation. Not applicable**

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2011 to June 2012)

Applicant: Waikiki Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Other Sources (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries		30,992		
2. Payroll Taxes & Assessments		3,409		
3. Fringe Benefits		5,270		
TOTAL PERSONNEL COST		39,671		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance		3,700		
3. Lease/Rental of Equipment		1,000		
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies		2,000		
7. Telecommunication		1,100		
8. Utilities		3,000		
9. Audit Services		5,000		
10. Architectural Drawings and Oversight		15,000		
11. Roof Construction & Repair		30,000		
12. Gutter Replacement				
13. Building Painting				
14. Staff Mileage		100		
15. Postage		300		
16. Printing		500		
17. Accounting Services		2,000		
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	63,700		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	230,000			
TOTAL (A+B+C+D+E)	230,000	103,371		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	230,000	W Michael Lee	923-1802	
(b) Private Grants	60,000	Name (Please type or print)	Phone	
(c) Tenant Fees	43,371	[REDACTED]		
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	333,371	W. Michael Lee, Interim Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waikiki Community Center

Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Waikiki Community Center

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2011	FY: 2009 to 2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2012-2013
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	230000	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	230,000	0	0	0
JUSTIFICATION/COMMENTS: \$100,00 for roofing repairs and replacement in 3 buildings; \$50,000 for gutter replacement in 3 buildings; \$80,000 for exterior painting of 3 2 story buildings.						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Waikiki Community Center

[Redacted Signature]

(Signature)

July 27, 2011
(Date)

W. Michael Lee

(Typed Name)

Interim Executive Director

(Title)