

COPY



**KEY Project  
Capital Improvement Project/Phase Two  
2012 Grant-In-Aid Application**

Upgrade/Renovation of Restrooms/Related Infrastructure  
& Storage for Kahalu`u Multi-Purpose Facility



2012 Legislative Session  
State of Hawaii



House District 47

Senate District 23

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

Log No: 58-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):

WINDWARD COMMUNITY COLLEGE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kualoa-He'eia Ecumenical Youth Project

Db: KEY Project

Street Address: 47-200 Waihe'e Rd., Kaneohe, HI

Mailing Address: 47-200 Waihe'e Rd., Kaneohe, HI 96744

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOHN L. REPPUN

Title Executive Director

Phone # (808)238-5777

Fax # (808)239-3902

e-mail jreppun@keyproject.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:

UPGRADE/RENOVATION OF RESTROOMS/RELATED INFRASTRUCTURE AND STORAGE FOR KAHALU'U MULTI-PURPOSE FACILITY (KEY PROJECT COMMUNITY CENTER)

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ 457,902

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

JOHN L. REPPUN, EXECUTIVE DIRECTOR  
NAME & TITLE

1/18/2012  
DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background: *KEY Project is a 501(c)(3) non-profit organization serving a primary constituency from Kualoa-to-He`eia and an extended reach into communities from Kane`ohe through Kahuku. Founded in 1968, the community-organized agency continues with its original purpose of serving youth and families in the context of community-through a wide array of programs and services that, together, replicate the intergenerational family setting. "The mission of KEY Project is to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He`eia area by providing a vital grassroots civic resource that effectively serve s the needs of our diverse, multi-cultural community."*
2. The goals and objectives related to the request: *The goal of this grant request is to support reconstruction for both the existing men's and women's restrooms, incorporating appropriate ADA-compliant facilities and restoration of below-slab plumbing drain lines. In regards to objectives: KEY operates from a multi-purpose facility that was built, with the agency in mind, in the late 70's. The "new" site, opened in the early 80's, was selected and designed to house the agency following displacement from its original "store-front" on Kamehameha Highway. Relocation from the latter was necessary to make way for a joint Federal-State-County Flood Control Project. The agency now holds a long-term lease (30 years) for use of the multi-purpose complex, including a large pavilion, classrooms, office spaces and a newly refurbished kitchen (thanks to Legislative support). The facility is up and away from the floodplain where KEY began, located on Waihe`e Road in the ahupua`a of that name. The family/community center is strategically situated for programs and services in Northern Ko`olaupoko and adjacent Ko`olauloa, sited in the midst of what was long-envisioned as a "civic center". Surrounding amenities include the new Kahalu`u Regional Park, Kahalu`u Elementary School, area churches, the Windward Office for HCAP, a Kamehameha Pre-School site and more. The park, with KEY at its center, represents a major element of the required "public benefit" for the flood-control effort of 30 years ago. KEY's role as a gathering place and activity center has become even more important given the available services and support we offer during critical non-school hours. Activity levels*

*for those utilizing our own and surrounding amenities are on the rise with increased demands on capacity. While KEY's lease agreement with the City (subleased from State) includes a threshold of agency responsibility for basic repair and maintenance (\$5K annually), the goal of this CIP GIA request is to address substantial improvements and renovations that are urgent and beyond our means: renovations and an upgrade to our aging, failing septic system and related amenities, critical for daily operations. This project is described as "Phase Two" – follow-up for Phase One work, now completed wherein we successfully upgraded our kitchen to commercial prep status and renovated classrooms to create a computer learning center. With the latter now complete, this project, if funded, is "shovel ready", with detailed designs & Scope of Work (for prospective contractors) already prepared – with little, if any, modification necessary.*

3. State the public purpose and need to be served: *KEY provides a wide array of services and opportunities to benefit the public. These include our own programs as well as those of others with whom we have fashioned agreements and understandings. Among these we call attention to services such as: the Castle High School Alternative Learning Center (daily, off campus placement for teens); our relatively new, successful Competency Based high school diploma program (CBASE), a collaboration with Windward School for Adults, OHA, Kamehameha Schools – for ages 16-adult; after-school learning and activities, in collaboration with Kahalu`u Elementary and 21<sup>st</sup> Century funding; our long-standing Summer Cultural Heritage Program, partially funded by the State Foundation on Culture & the Arts, along with intersession programs. Our site is also used daily as a meal and social setting for seniors - collaboration with Lanakila Pacific, Catholic Charities (providing transportation). Simultaneously, we have morning programs for Parents/Grandparents and pre-school aged children (Tutu & Me Traveling pre-school; KS' Hi`ilani program) along with programs for mentoring young mothers and providing financial literacy training. It is important to note that KEY also functions around the clock as a site for gathering of clubs, organizations, meetings – all of which help to promote civic engagement. Examples of organizations making use of the facility include the Kahalu`u Lions Club, sports organizations, a hula halau, the Neighborhood Board for our area, community policing groups and more. On weekends, the facility is heavily used for family gatherings, an area church, hosting of community service events. KEY, in cooperation with HCAP, volunteers, Hawaii Foodbank, offers twice-monthly 'Ohana Produce food distributions, with in-between weeks offering non-perishable food support assisting up an average of 400 individuals each month. Family events, use of the main hall on weekends routinely bring 150-to-300 on site. All such activities require that amenities that can be relied upon. KEY is ADA compliant – so all services and amenities are readily available to those facing physical challenges.*
4. Describe the target population to be served: *KEY's programs and services are open to all. The demographics of the area, while slowly changing, show*

*financial and educational needs, increasing as one travels north from Kane`ohe to Kahuku. One indicator of need, commonly used, shows greater numbers of families whose school-age children qualify for "free or reduced lunch" support from Ko`olaupoko north into Ko`olauloa. The target population for use of the multi-purpose center is culturally and ethnically diverse, and of all ages from keiki to kupuna.*

5. Describe the geographic coverage: *See above (description of agency). KEY's reach, per agency by-laws, is from Kane`ohe to Kahuku.*

## II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities:  
*Capital improvements will include reconstruction of both men's and women's Restrooms, incorporating ADA compliant facilities/amenities along with restoration of 30-year old plumbing and drain lines, as shown in plans/designs (attached to this submittal). Within this scope, the existing men's room will be demolished and relocated. The open space remaining at ground level will result in an improved entryway with positive impact on security, safety, circulation as well as lighting and ventilation. New restrooms will be configured within a two-story structure, providing improved accessibility (including better ADA access) for classrooms/seniors' site/meeting areas on the ground floor, the main hall and 2<sup>nd</sup> floor classrooms/computer learning center. This will expand the building area by ~450 sq ft. One (1) ADA compliant toilet and lavatory sink will be provided in each of the reconstructed/relocated men's and women's restrooms.*

*Existing off-pavilion storage space, currently housing equipment such as a forklift, chairs etc., will be displaced by restroom relocation. This project will therefore also include new storage space, away from the main structure on an existing concrete pad intended for this use.*

*Restoration of below-slab plumbing drain lines will involve partial replacement and installation of PVC lining to restore degraded cast iron piping, where replacement is not feasible (condition of pipes confirmed via agency-contracted video inspection in 2007). Construction documents are complete for the restroom up-grades, permit and construction ready; and, construction drawings are in-process for a new 340 sq ft storage building.*

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service: *Capital Improvements are expected to be*

*completed within a year of funding release. This time frame will ensure that work can be scheduled to accommodate continued program and community use of the overall facility, without displacement, to the extent practicable.*

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results: *KEY's Board of Directors includes members with an extensive array of professional expertise, including an architect, contractors, those familiar with contract management and the building industry. The agency's Physical Plant Committee – a standing committee of the Board that includes the Board President and the agency's Executive Director, will monitor progress via monthly meetings or more frequently as may be required, with consideration given to engaging construction management expertise if deemed necessary. RFPs will be prepared and bids sought and reviewed by the committee or project manager prior to contracting for work.*
  
4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency. *Having seen to the completion of Phase One work (kitchen and computer learning center improvements – completed in December 2010), KEY's Board and Administration now have recent, extensive experience in management of capital improvements such as the phase proposed. Its Physical Plant Committee and Executive Director have worked closely with the proposed "expending agency" (previously funded work routed through the UH Community College Physical Facilities, Planning & Construction section). The latter understands the scope of work proposed, having reviewed preliminary plans, detailed designs provided to them. They are very familiar with both the site and scope of work as well as KEY's level of management expertise and capacity to engage same as may be needed.*

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. *attached*
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
124,475	124,475	124,475	84,477	457,902

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013. *No other funding has been obtained in support of this project. The project, substantially identical – but for the addition of storage space that will be displaced by renovation – was previously funded by the Legislature. During the final stage of contractor selection (following bid submittals) funding was lapsed as the 2010 legislative session closed. The newly cast project is, as a result, “shovel ready”. Design and specs preparation are essential complete and pro-bono.*
  
4. The applicant shall provide a listing of all state and federal tax credits that have been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. *A one-time Federal tax credit in the amount of \$7,297 was received in 2011, relating to employee medical coverage, paid by our 501(c)(3) non-profit agency (45R Credit – from Form 990T for tax year 2010); no state or federal tax credits have been applied for or are anticipated for this or any other capital project.*

#### IV. Experience and Capability

##### A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request. *KEY Project, its Board and Administration have recent, continuing experience with management of a wide array of capital improvements to this and abutting community facilities/parklands. Its Board includes those with requisite credentials for management of or contracting of management to oversee the proposed CIP, including architectural, construction, legal expertise along with government related administration (see attached Current Board of Directors/Terms revised December 2011).*

Recent Projects:

*The agency’s Executive Director, along with the standing Physical Plant Committee has overseen recent work, previously described as “Phase One”, to completion – resulting in commercial-level certification for the kitchen and major improvements to the Computer Learning Center. The “Project*

*Acceptance Notice” (Project No. CC-06-6204) was transmitted to KEY dated 12/16/10.*

*Also in 2010, KEY requested proposals for replacement/addition of energy efficient air conditioning for rooms that will support computer-based learning at KEY (to complement Phase One work, mentioned above). Utilizing private foundation funding (Atherton Foundation, via Hawaii Community Foundation), this project was completed successfully in 2011 along with extension of the alarm system protecting the lab, addition of electrical circuitry to support computer equipment installed etc.*

*In recent years, infrastructure connections (drainage) and pathways to interface KEY with surrounding parklands were planned and designed with KEY input and our collaboration. Working with City officials (City Dept of Design & Construction, Dept. of Parks and Recreation), contractors the project was completely successfully resulting in improved drainage/safety, access (ADA compliant) to and from Kahalu`u Regional Park – a benefit to our seniors and early childhood program clientele. This project also included parking lot improvements, drainage across the full length of the property that KEY utilizes and site location/pouring of a 340 sq ft concrete pad to anticipate the storage structure, mentioned as a part of this CIP request.*

*In 2011, the agency addressed also addressed issues with our septic system processing plant by contracting for replacement of failed sump pumps (\$8K cost) – accomplished as an emergency repair. KEY’s Administration routinely addresses “wear and tear” on the facility, partnering to the extent practicable, to address repair and maintenance issues as they come up in order to assure patrons’ access and use of a “clean, well-lighted” community center. In the current year we continue to develop the Computer Learning Center and will install distance-learning capacity (screens, video connections) to improve our community’s connection to the community college system – as anticipated by Phase One. Enrollment in our Competency-Based High School Diploma Program is high, for example, adding emphasis to the need for renovation of supporting basis infrastructure as proposed in this CIP.*

## **B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable. *KEY’s ADA compliance dates back to funding and construction of the multi-purpose complex and requirements of the Community Development Block Grant monies used for that purpose. The facility includes an elevator in the two-story structure, maintained at KEY expense. ADA compliance has been adhered to ever since, an advantage for program and service participants. The complex includes a diverse array of spaces, suitable*



*for many uses: a pavilion or main hall with stated capacity for 173; an attached 460 sq. ft. kitchen, now re-certified from meal serving to food prep; several classrooms, including conjoined rooms for larger meetings, education, retreats and informational briefings; an administrative office and other office spaces both upstairs and downstairs; patio areas suitable for early childhood activities, away from the parking areas and also providing additional spill-over space for meetings. The total area, under roof (as calculated by adding square footage of all individual spaces utilized), amounts to 10,740 sq. ft. Access to surrounding parklands is seamless, with ADA standard pathways connecting on the makai side of the ½ acre property KEY sits on. Access to areas mauka of KEY (parklands) is still conceptual. The entire site is mauka of the floodplain and Special Management Area; situated within the Kane`ohe Bay area, KEY's site is not within a Tsunami zone. Kahalu`u Fire Station is located a few hundred yards mauka, on widened Waihe`e Road, just above Kahalu`u Elementary School, ensuring rapid "first response" during emergencies.*

## V. Personnel: Project Organization and Staffing

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request. *N/A, beyond previously described Administrative/Board oversight for CIP management, described previously*

### B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request. *KEY's Executive Director is hired by and serves in that capacity at the discretion of the agency's volunteer Board of Directors. Should in-house management not be deemed practical by the agency's board/Physical Plant Committee, the board may consider engaging a project manager, as previous mentioned.*

## VI. Other

### A. Litigation

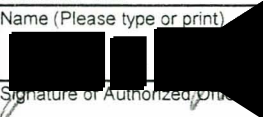
The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. *Not Applicable.*

### B. Licensure or Accreditation

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

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2012 to June 30, 2013)

Applicant: \_\_\_\_\_ KEY Project (Kualoa-He'eia Ecumenic Youth Project)

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	14,788			
2. Payroll Taxes & Assessments	1,131			
3. Fringe Benefits	1,983			
<b>TOTAL PERSONNEL COST</b>	<b>17,902</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				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>440,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>17,902</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	457,902	Charlene Pinao	808.239.5777	
(b)		Name (Please type or print)	Phone	
(c)			1-18-12	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>457,902</b>	John L. Reppun, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KEY Project (Kualoa-He'eia Ecumenical Youth Project)

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$42,000.00	20.00%	\$ 8,400.00
Programs Director	1	\$34,000.00	0.00%	\$ -
Fiscal Officer	1	\$34,000.00	15.00%	\$ 5,100.00
Office & Facilities Manager	1	\$25,750.00	5.00%	\$ 1,287.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				14,787.50
<b>JUSTIFICATION/COMMENTS:</b>				
Moderate estimate of time allocated to administrative staff oversight of this Capital Improvement Project				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: KEY Project (Kualoa-He'eia Ecumenical)      Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				
No equipment purchases needed for construction. Supplied by contractor.				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: KEY Project (Kualoa-Heeia Ecumeni

Period: July 1, 2012 to June 30, 2013

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: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS			0			
LAND ACQUISITION			0			
DESIGN			5000			
CONSTRUCTION			435000			
EQUIPMENT			0			
<b>TOTAL:</b>			<b>440,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
Minimal design funds required - to address any adjustments, permitting as may be needed.						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAI'I 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, Hawai'i 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.

**KEY Project (Kualoa-He'eia Ecumenical Youth Project)**

(Typed Name of Individual or Organization)

\_\_\_\_\_



**John Lewis Reppun**

(Typed Name)

**1/18/2012**

(Date)

**Executive Director**

(Title)

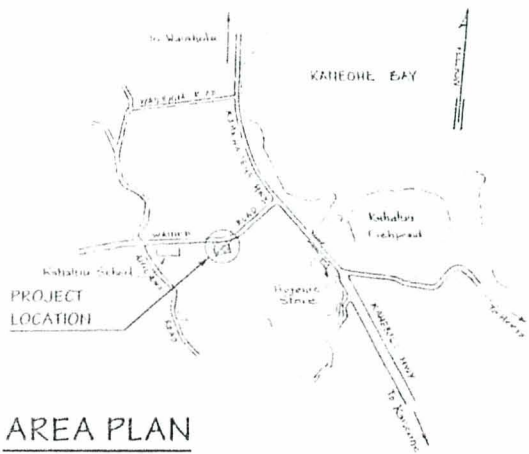


**KUALOA-HEEIA ECUMENICAL YOUTH PROJECT**

17-200 WASHBEE ROAD, KANEHEHE, HAWAII 96744  
PHONE: 239-5777

	KEY Board of Directors 2012	OCCUPATION
	<b>BOARD OFFICERS</b>	
1	Romeo Corpuz	Co-Concept General Mngr.
	President	TD Food Group, Inc.
2	Steven Golden	VP External Affairs
	Vice President	Hawaiian Telcom
3	Carol Chang	Journalist
	Secretary	Midweek Regional Editor
4	Iris Ikeda Catalani	State of HI Division of Financial Inst.
	Treasurer	Commissioner
5	Ted Sakai	Leadership Dev. Consultant
	Past President	Ted Sakai & Associates
	<b>BOARD MEMBERS</b>	
6	Dr. Carl Ackerman, PhD	Dir. PUEO Program
		Instructor Punahou School
7	Danielle Aiu	First VP Regional Exec.
		American Savings Bank
8	Dawn Chang	Lawyer, Consultant
		Principal Hoakea LLC dba Kuiwalu
9	Linda Goldstein	Mger, Environmental & Comm. Rela.
		Ameron Hawaii
10	David Knox	Owner, Knox Hoversland
		Architects
11	Gary Masuda	Retired from
		DTRIC Insurance
12	Jacqueline "Snookie" Mello	AECOS Inc. Vice Pres.
		Microbiology Lab Direc.
13	Bill Reeves	Education/Business
14	Charlie Toguchi	Self Employed
		Government Affairs
15	Jason Takushi	DOE Teacher Castle High School
16	Richard Towill	Owner, President
		Towill Tractec, Inc.
17	Richard Vermeesch	Supervisor, Univ. Print Dept.
		Hawaii Pacific University





**AREA PLAN**  
NO SCALE

# KEY PROJECT RENOVATION

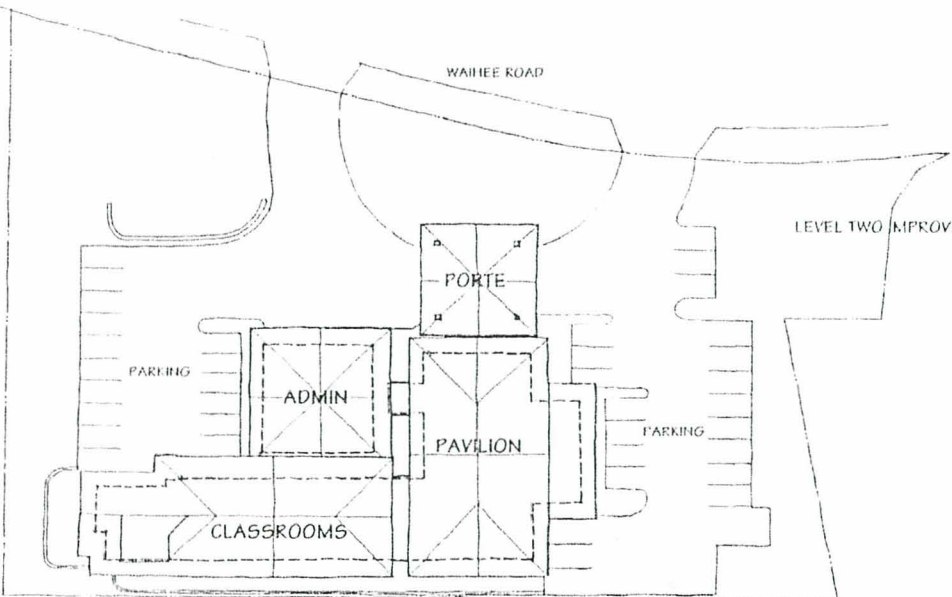
## TOILET ROOMS EXPANSION AND UPGRADES

KUALOA-HE'EIA ECUMENICAL YOUTH PROJECT 47-200 Waihee Road, Kaula, HI 96744

PREPARED BY KNOX HOVERGLAND ARCHITECTS LTD  
850 Millani Street Mall, Honolulu, HI 96813 | Telephone 808.524.2244 Fax 808.528.2244 Email kha@knoxoverland.com

**BUILDING CODE DATA:**

TMK: 4-07-012:017 & 19 Portion (Future 4-7-12:2B & Portion 4-7-12:11 & 24)  
NOTE: (See Joint Development Agreement between City & State and Revised Lease Agreement with City Leasing Department)  
ZONING: AGRICULTURAL AG-2 / PRESERVATION P-2  
OCCUPANCY GROUP: RESIDENTIAL R-1  
LOT AREA: UNDESIGNATED  
LOT COVERAGE: N/A  
TYPE OF CONSTRUCTION: FHT  
NUMBER OF EXISTING BUILDINGS: ONE  
NUMBER OF STORIES: TWO  
TOTAL EXISTING INTERIOR FLOOR AREA: 10,634 SF



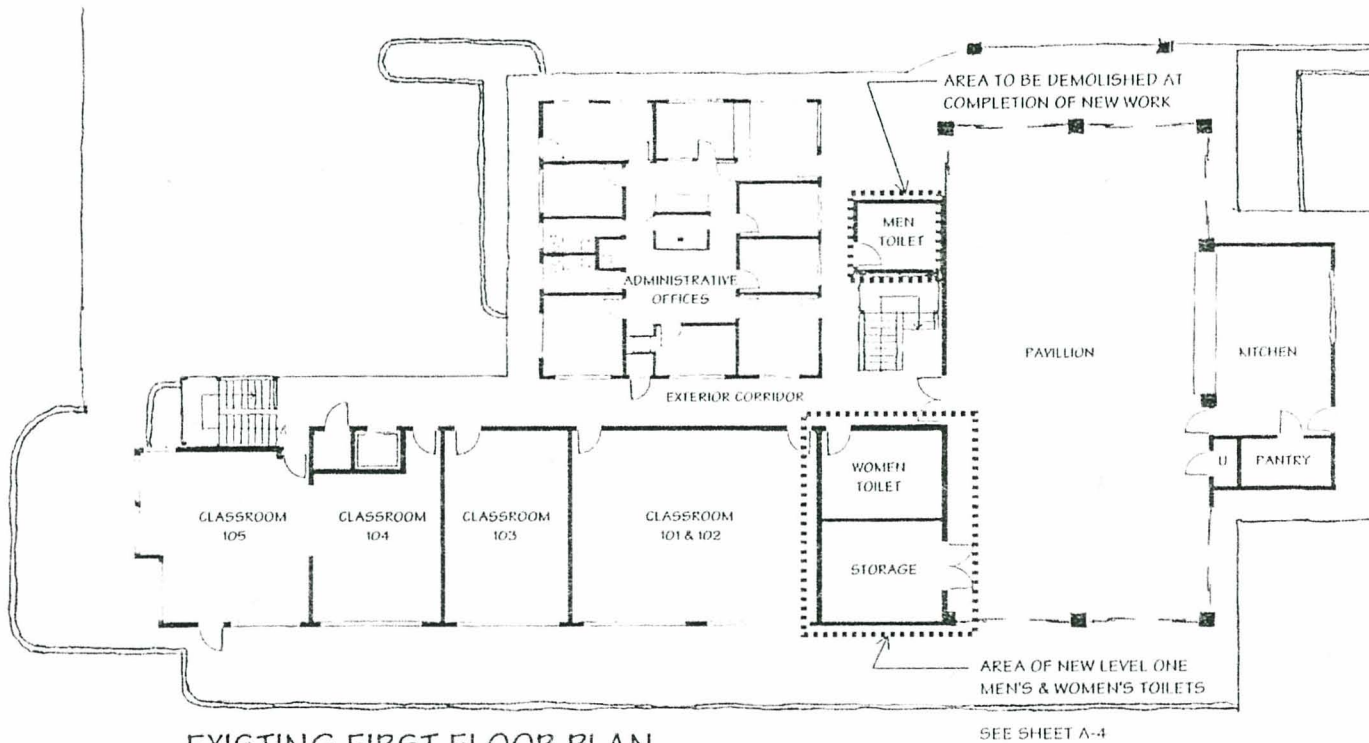
**SITE PLAN**  
SCALE: 1" = 40' - 0"

**SHEET INDEX**

TITLE, SITE PLAN, BUILDING CODE DATA, SHEET INDEX	A-1
EXISTING FLOOR PLANS	A-2
EXISTING EXTERIOR ELEVATIONS	A-3
LEVEL ONE DEMOLITION & IMPROVEMENT FLOOR PLANS	A-4
LEVEL TWO IMPROVEMENT FLOOR & ROOF FRAMING PLANS, SECTION, EXTERIOR ELEVATIONS	A-5
LEVEL ONE WOMEN'S TOILET INTERIOR ELEVATIONS	A-6
LEVEL ONE MEN'S TOILET INTERIOR ELEVATIONS	A-7
LEVEL TWO MEN'S & WOMEN'S INTERIOR ELEVATIONS	A-8
ELECTRICAL PLANS	E-1
ABRIDGED SPECIFICATIONS	AS-1

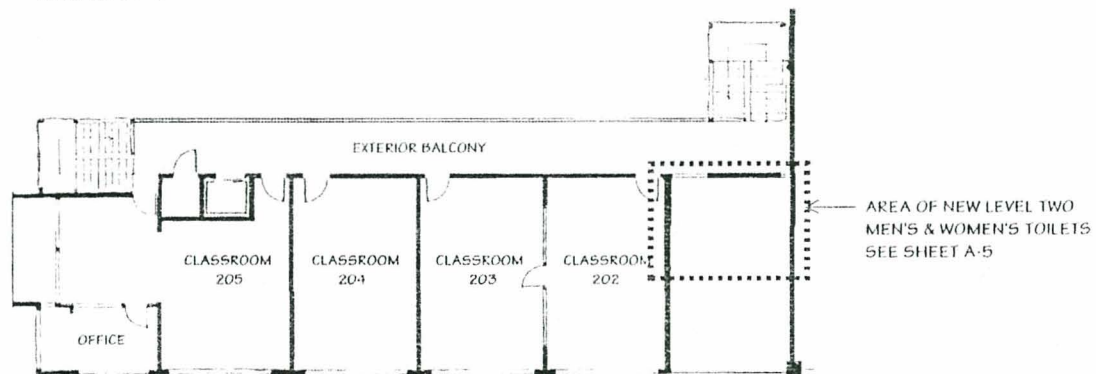
AREA & SITE PLANS, PROJECT DATA, ETC





EXISTING FIRST FLOOR PLAN

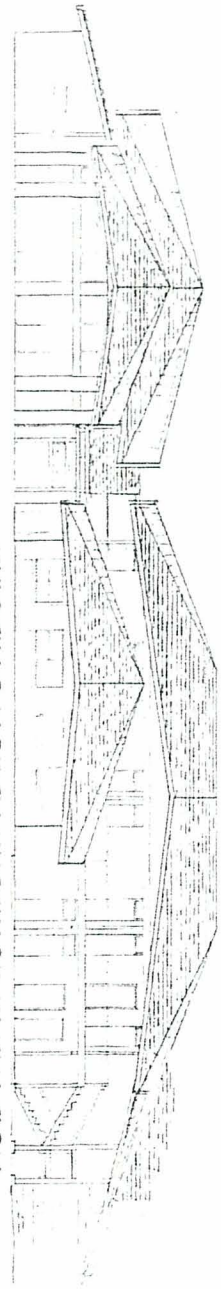
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EXISTING SECOND FLOOR PLAN

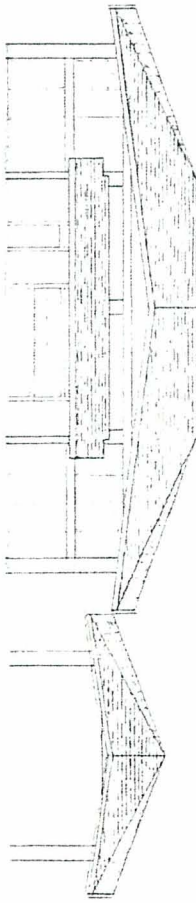
SCALE: 1/16" = 1' - 0"





EXISTING NORTH EXTERIOR ELEVATION

SCALE: 1/16" = 1'-0"



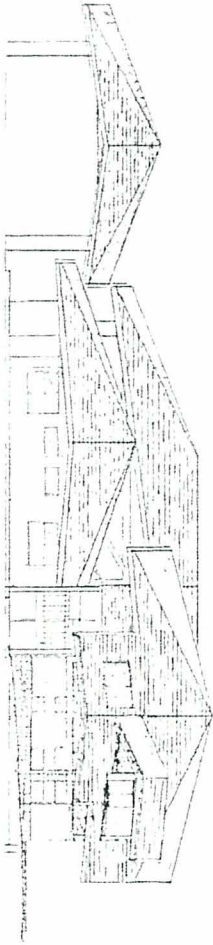
EXISTING EAST EXTERIOR ELEVATION

SCALE: 1/16" = 1'-0"



EXISTING SOUTH EXTERIOR ELEVATION

SCALE: 1/16" = 1'-0"



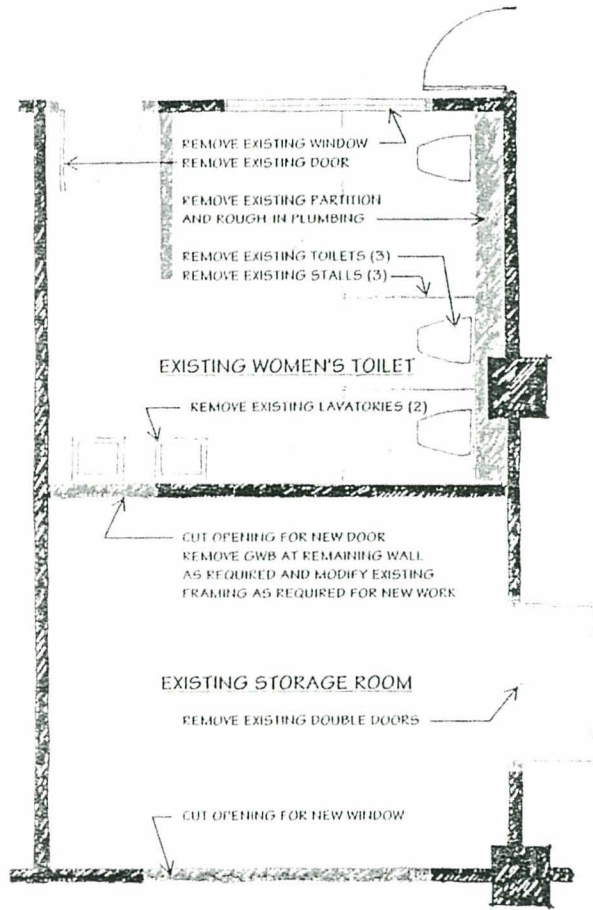
EXISTING WEST EXTERIOR ELEVATION

SCALE: 1/16" = 1'-0"

EXISTING EXTERIOR ELEVATIONS

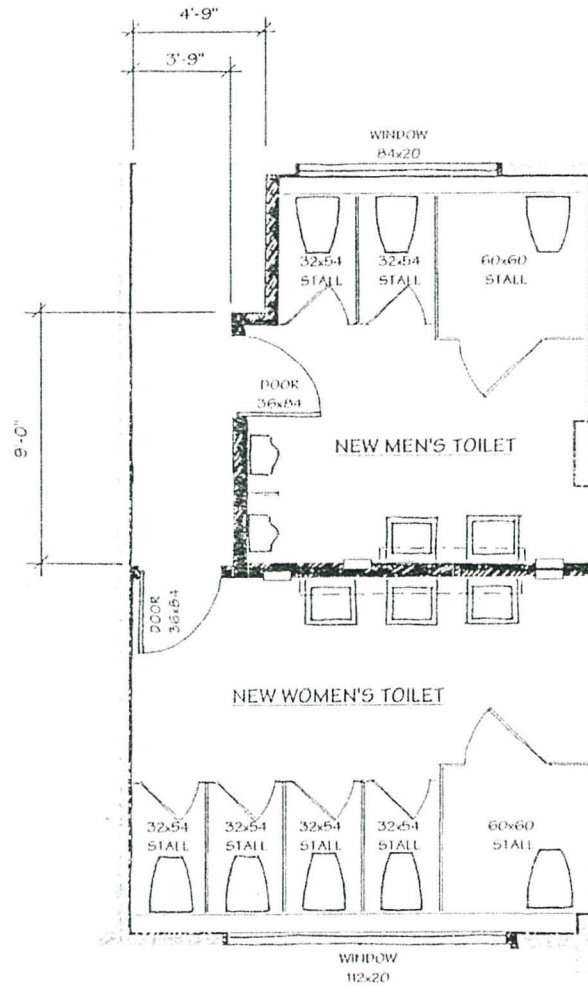


KH logo, PROJECT 1000000000, and A-3 page number.



DEMOLITION FLOOR PLAN

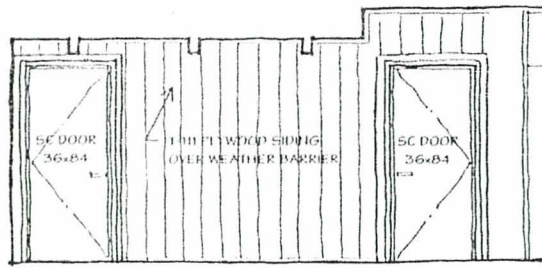
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IMPROVEMENT FLOOR PLAN

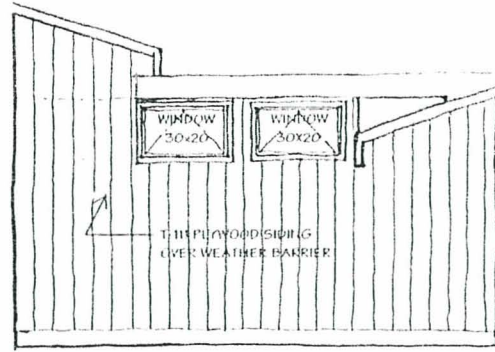
SCALE: 1/4" = 1' - 0"



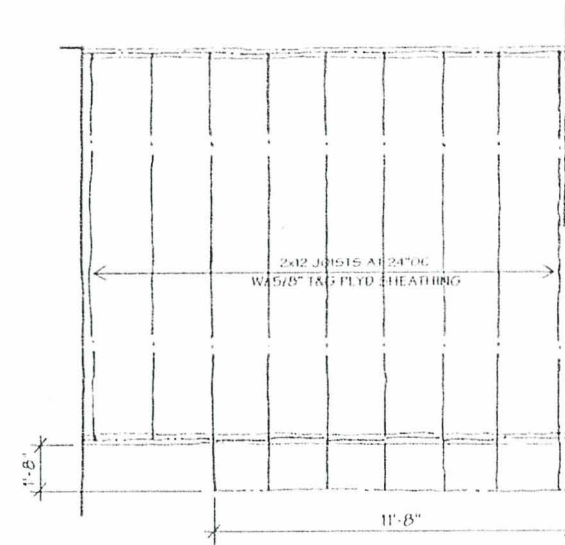


NORTH  
EXTERIOR ELEVATIONS

SCALE: 1/4" = 1'-0"

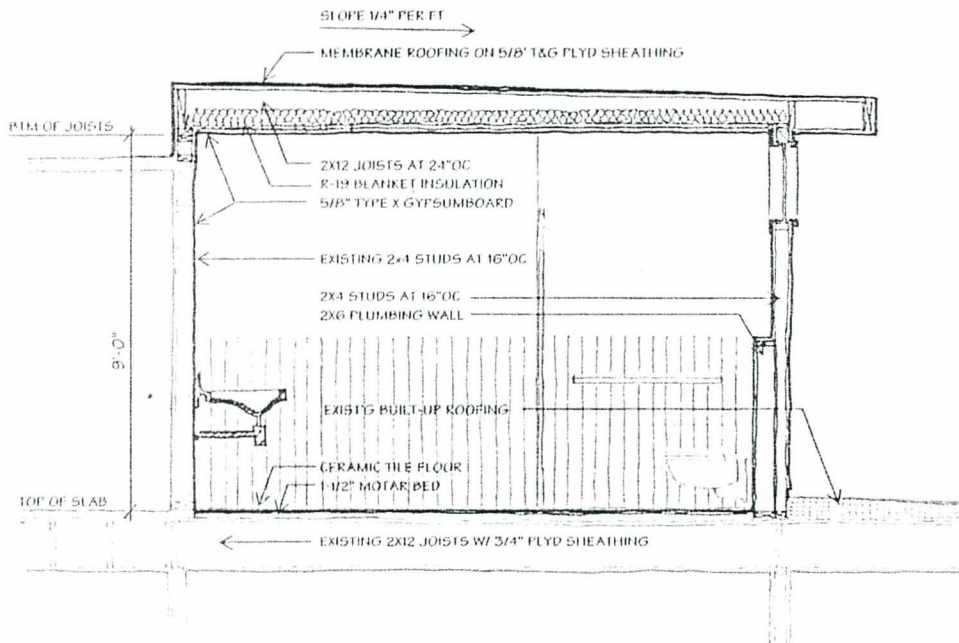


SOUTH



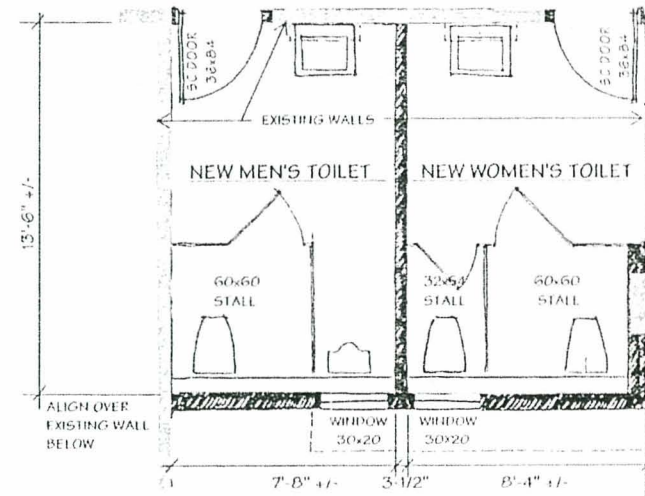
ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"



SECTION

SCALE: 3/8" = 1'-0"

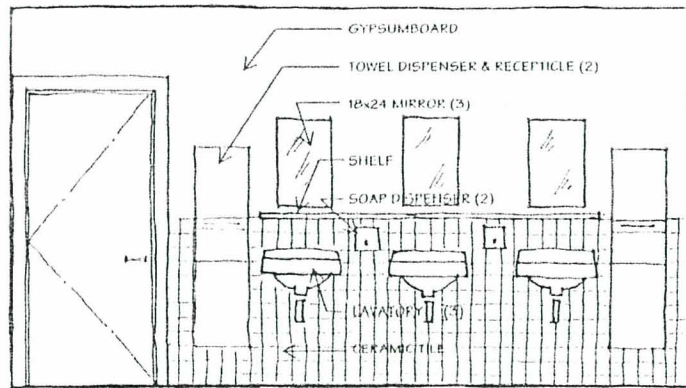


IMPROVEMENT FLOOR PLAN

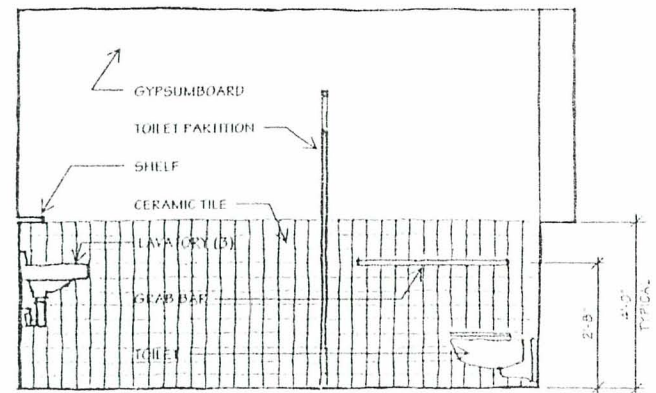
SCALE: 1/4" = 1'-0"

LEVEL TWO  
IMPROVEMENT FLOOR & FRAMING PLANS, ETC

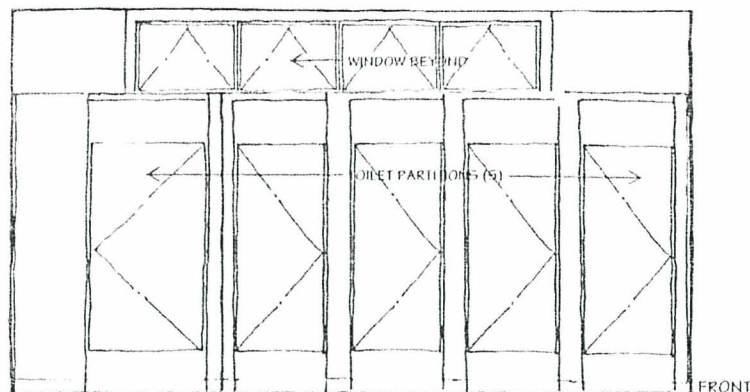
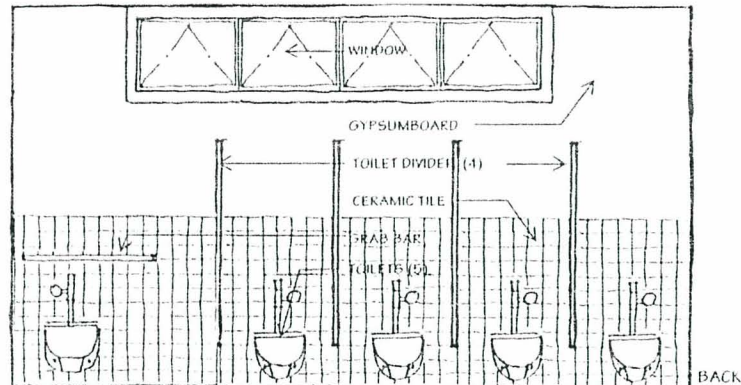




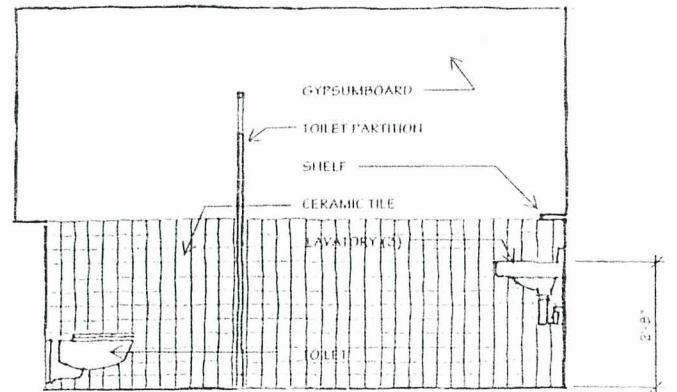
ELEVATION A



ELEVATION B



ELEVATION C

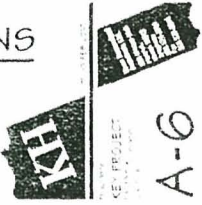


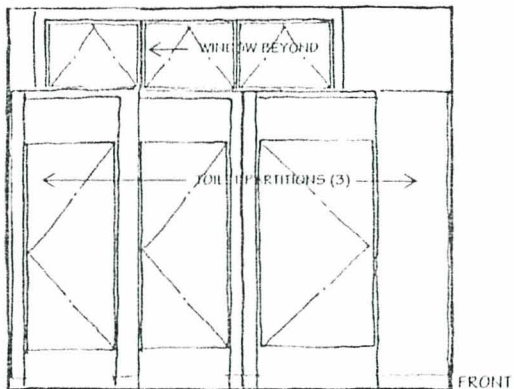
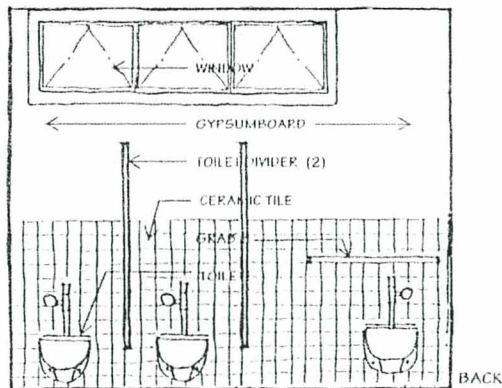
ELEVATION D

LEVEL ONE  
WOMEN'S TOILET INTERIOR ELEVATIONS

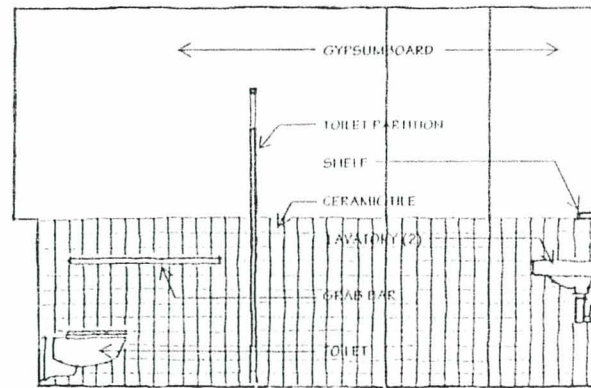
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LEVEL ONE  
WOMEN'S TOILET INTERIOR ELEVATIONS





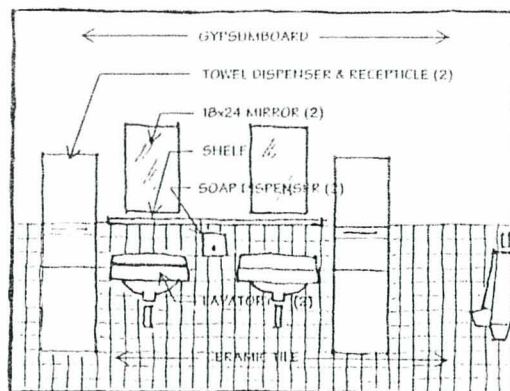
ELEVATION A



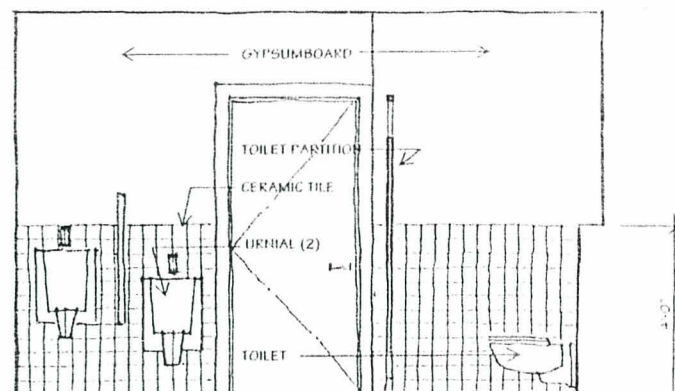
ELEVATION B

LEVEL ONE  
 MEN'S TOILET INTERIOR ELEVATIONS

SCALE: 3/8" = 1' - 0"



ELEVATION C

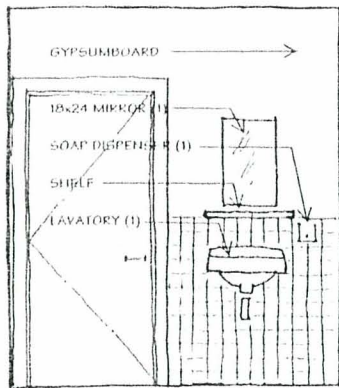


ELEVATION D

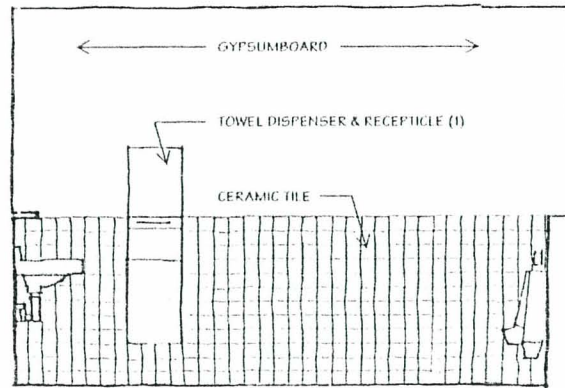
LEVEL ONE  
 MEN'S TOILET INTERIOR ELEVATIONS



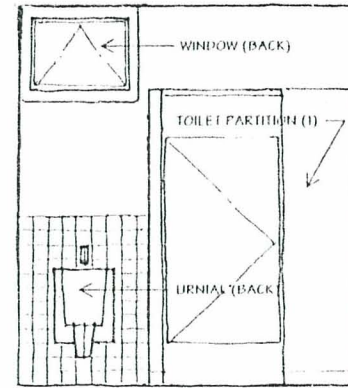
A-7



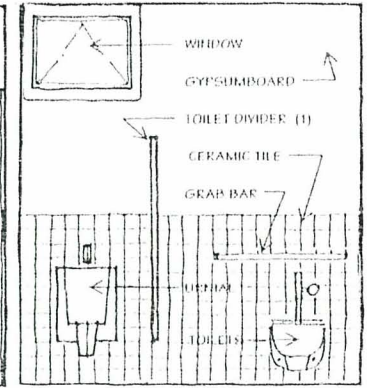
MEN'S ELEVATION A



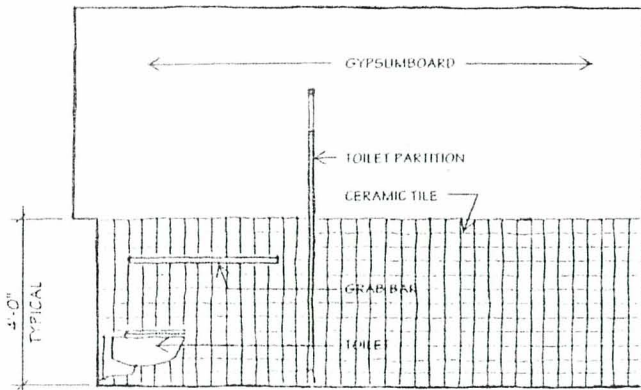
MEN'S ELEVATION B



MEN'S ELEVATION C FRONT



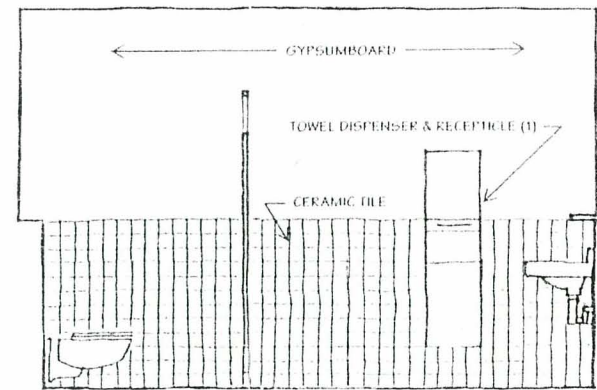
BACK



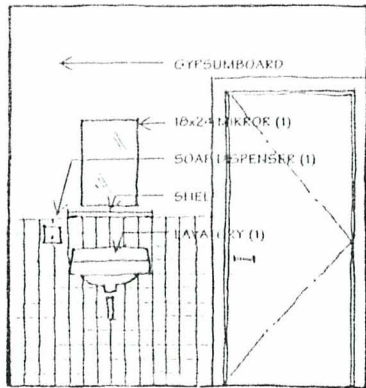
MEN'S ELEVATION D

LEVEL TWO  
MEN'S & WOMEN'S TOILET  
INTERIOR ELEVATIONS

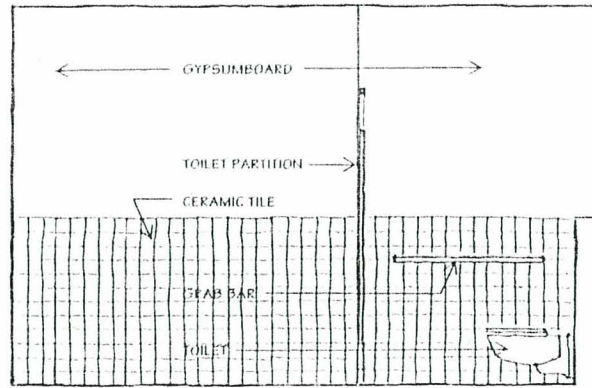
SCALE: 3/8" = 1' - 0"



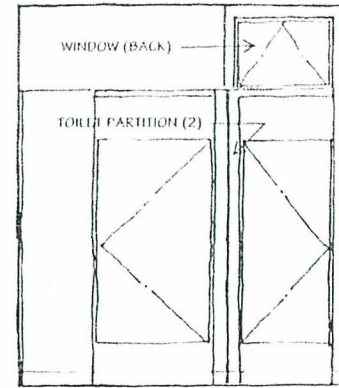
WOMEN'S ELEVATION D



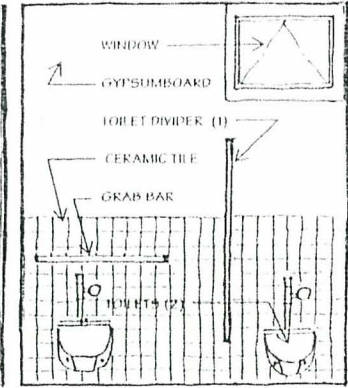
WOMEN'S ELEVATION A



WOMEN'S ELEVATION B



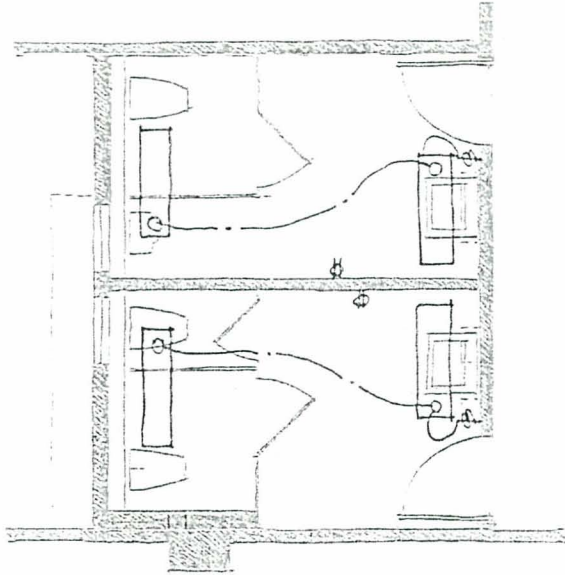
WOMEN'S ELEVATION C FRONT



BACK

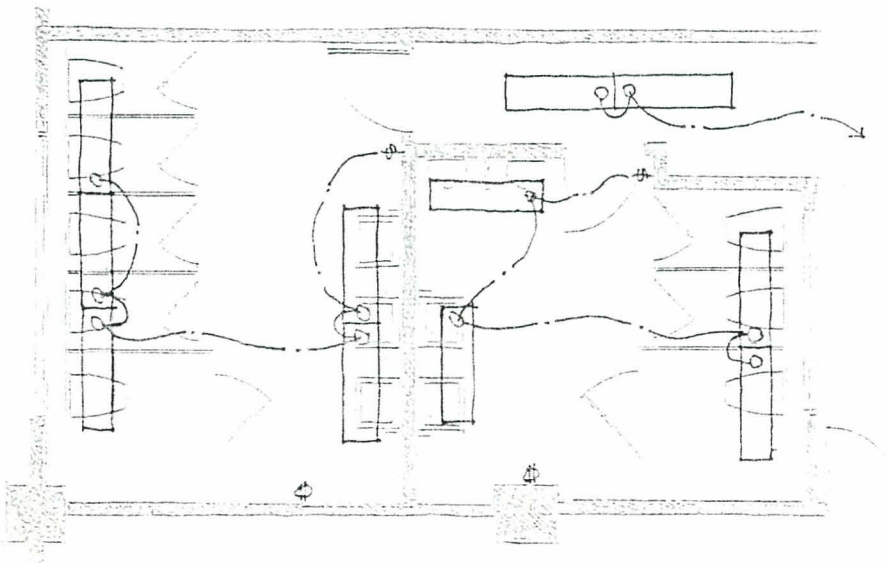






**LEVEL TWO ELECTRICAL PLAN**

SCALE: 1/4" = 1'-0"



**LEVEL ONE ELECTRICAL PLAN**

SCALE: 1/4" = 1'-0"

# ABRIDGED SPECIFICATIONS

## DIVISION 01: GENERAL CONDITIONS

1. **GENERAL:** The work of these Divisions involves remediation and expansion of existing toilet room facilities to provide new locker rooms and women's toilet rooms, and adding new level two men's and women's toilet rooms.
2. **PERMIT:** Obtain building and any other required permits, and perform all work in accordance with code and ordinance requirements and this document.
3. **GENERAL:** The Contractor shall provide all items, materials, operations or methods listed, mentioned or scheduled herein, as reasonably inferable to be required, including all labor, materials, equipment, and incidentals necessary and required for their completion.
4. **TEMPORARY SERVICES:** Temporary electric and water services shall be obtained as required from the existing building services. Owner shall bear the cost of services used. Contractor shall provide temporary connections as necessary and remove at the completion of construction operations.
5. **SANITARY PROVISIONS:** Contractor may use existing toilet facilities, provided contractor ensures a neat sanitary condition resulting from contractor use.
6. **WORKMANSHIP AND MATERIALS:** Conform to the Building Code of the City and County of Honolulu, the amended International Building Code, 2015's edition. However, where reference is made to performance conforming to other standard to the most stringent shall apply.
7. **MAINTENANCE CLEAN-UP:** Maintain building, grounds, and public areas free from accumulations of waste materials and rubbish. Provide waste receptacles for collection of waste materials, debris, and rubbish. Empty the receptacles at least once a week and dispose of the contents at public dumping areas off Owner's property.
8. **FIELD CONDITIONS:** The Contractor shall take field measurements and verify field conditions, and compare such field measurements and conditions with the drawings before commencing work. Report in writing to the architect all discrepancies and omissions.
9. **CONTRACTOR RESPONSIBILITY:**
  - 9.1. The contractor shall be responsible for methods of construction, workmanship, and job safety.
  - 9.2. The contractor shall provide temporary shoring and bracing as required for stability of structural members and systems.
  - 9.3. The contractor shall be responsible for protection of adjacent properties, structures, streets, and utilities during the construction period.
  - 9.4. The contractor shall be responsible for coordinating the work of all trades.
10. **INSURANCE:** During the term of the Agreement, the Contractor, shall, at his own expense, purchase and maintain insurance in accordance with the stipulated AIA Owner and Contractor Agreement and as follows:
  - 10.1. Workers' Compensation: Minimum limits of \$1,000,000 Basic Policy including occupational disease at statutory limits; and Employer's liability at statutory limits.
  - 10.2. General Liability: Minimum limits of Bodily Injury at \$1,000,000 each person and \$1,000,000 each occurrence, Property Damage at \$1,000,000 each occurrence and \$2,000,000 aggregate.
  - 10.3. Automobile Liability: Minimum limits for Bodily Injury of \$1,000,000 each person and \$1,000,000 each occurrence; Property Damage of \$1,000,000 each occurrence.
  - 10.4. Contractor shall furnish Owner with certificates, policies or binders showing the type, amount, class of operations covered, effective dates, and dates of expiration of policies all indicating the Contractor is covered by the required insurance prior to the Owner issuing a Notice to Proceed. KEY PROTECT (Owler) be included as additional cover to:

## 11. CLAIMS AND DISPUTES

- 11.1. In the event any claim or dispute arises under this Agreement, the parties shall first endeavor to settle their disputes by direct discussion. Thereafter, failing resolution by discussion, the parties shall endeavor to mediate their disputes in good faith.
- 11.2. If claim or dispute not resolved by direct discussion shall, shall be submitted to Mediation as a next condition precedent to Arbitration. The parties shall endeavor to resolve their claim or dispute by a mediation process proceeding through the Hong Kong-based company known as Dispute Prevention and Resolution Inc (DPR). Request for Mediation shall be filed in writing with the other party to the agreement and with DPR. The request may be made concurrently with the filing of a demand for Arbitration, which shall be stayed pending mediation for a period of 50 (50) days from the date of filing, unless stayed for a longer period by agreement of the parties. The parties shall share the mediator's fee and any filing fees equally.
- 11.3. A claim or dispute not resolved by Mediation shall be decided by binding Arbitration which, unless the parties mutually agree otherwise, shall also be conducted by DPR. The demand for Arbitration shall be filed in writing with the other party to the Agreement, and with DPR. A single arbitrator shall be agreed to between the parties. The decision and award of a majority of the Arbitrator shall be final and binding upon the parties, and may be confirmed as a judgment by the Court, as permitted under Hawaiian law. The prevailing party in the Arbitration proceeding shall be entitled to an award of attorney's fees and costs, as determined by the Arbitrator.

## DIVISION 06: CARPENTRY

- 6.1. Structural lumber shall be Douglas Fir, No. 2 & better for joists, Construction for wall framing, and Plywood (CDX) for sheathing. All lumber shall be 16-Foot pressure treated.
- 6.2. Fasteners, including nails, bolts, screws, and anchors, shall be hot-dipped galvanized.
- 6.3. Exterior siding shall be Douglas Fir, Premium grade, 1/4" plywood siding matching existing.
- 6.4. Finish lumber for doors and other trim shall be Douglas Fir, solid stock, clear grade.
- 6.5. Finish hardware shall be installed as required, as selected by the Architect, within an Allowance to be set forth by the Contractor in the construction agreement.

## DIVISION 07: THERMAL AND MOISTURE PROTECTION

- 7.1. Thermal insulation installed within roof framing shall be fiberglass and a 2" rigid batts of R-19 rating.
- 7.2. Membrane roofing shall be a two-ply modified bitumen self-adhered membrane, base and top sheets, Liberty of the Air, manufactured by GAF or equal, installed per the manufacturer's recommendations and applied to plywood sheathing substrate slope at a minimum of 1/4 inch per foot for code-compliant drainage.
- 7.3. Sheet metal flashing shall be fabricated from 16 ounce Copper, 16 profiles as provided by the architect, and assembly shall utilize self-seal joints.

## DIVISION 08: OPENINGS

- 8.1. Window doors shall be 1-3/4 inch thick solid core wood doors with paint grade Plyform, pre-hung in Douglas Fir clear grade frames with 15 pair of square center butt, stainless steel ball beama-tion hinges per code.
- 8.2. Awning windows shall be of extruded aluminum frame as manufactured by Westwood Windows & Doors, Westwood 2500 Series, frame color to match existing or as approved by Architect, nail-on flange, obscure single glazing, rotate gear operators, and full height screens.

## DIVISION 09: FINISHES

- 9.1. Exposed interior wall and ceiling finish shall utilize 5/8 inch thick, Type 2, with boards applied with long dimension perpendicular to the framing, with staggered joints, fastened with 1-1/4 inch Type W galvanized drywall screws at 8 inches on center along edges and 12 inches on center in the field. Provide plastic type corner and edge trim at all external corners and intersections with dissimilar materials. Joints shall be taped and finished for smooth wall level finish. Coping/mould around ceramic tile wall finish shall utilize water resistant asymmetric knock bead, installed with suitable backing at perimeter, backing for grab bars and other mounted equipment, and with joints free taped.
- 9.2. Ceramic tile floor and wall finish shall be as selected by Architect within an Allowance to be set forth by the Contractor in the construction agreement. All ceramic tile shall be thin set over Level One existing concrete floor, over Level Two new 1-1/2 inch minimum thickness mortar bed installed on existing plywood subfloor, and to walls over water resistant gypsum backing board. Grout tile with epoxy grout. Installation shall be in accordance with the recommendations of the current edition of the TCA Handbook published by the Tile Council of America.
- 9.3. Paint all exposed finished surfaces intended for painting including wood elements and gypsum board. Paint exterior siding, window doors, and trim to match existing colors and sheens, unless otherwise requested by the Architect. Paint exterior gypsum board finish with color selected by the Architect in semi-gloss sheen. All painting to include primer coat, and two finish coats.

## DIVISION 10: SPECIALTIES

- 10.1. Provide satin finish of unlacquered toilet and urinal partitions as manufactured by WFC Hardware or equal within an Allowance to be set forth by the Contractor in the construction agreement.
- 10.2. Provide toilet room accessories as manufactured by Kohler or equal including wall mirrors, soap dispensers, combination paper towel dispensers and waste receptacles, toilet paper holders, toilet wall cover dispensers, and grab bars within an Allowance to be set forth by the Contractor in the construction agreement.

## DIVISION 15: PLUMBING

- 15.1. New plumbing drain, waste, and vent line shall be of no hub cast iron, connected to existing lines as required. Remove all existing plumbing piping to existing fixtures and replace existing main drain line below the existing subson grade within the work area with new piping.
- 15.2. New plumbing fixtures shall be as manufactured by Kohler Company or equal including wall hung toilets and lavatories, and their fittings, within an Allowance to be set forth by the Contractor in the construction agreement.

## DIVISION 16: ELECTRICAL

- 16.1. New electrical wiring shall connect to existing breaker panels and be code compliant as called.
- 16.2. Electrical fixtures shall be as selected by the Architect within an Allowance to be set forth by the Contractor in the construction agreement.





to the health and  
future of our  
community

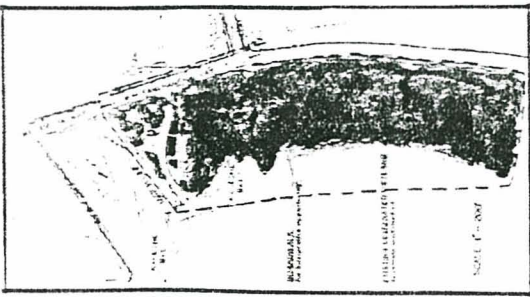
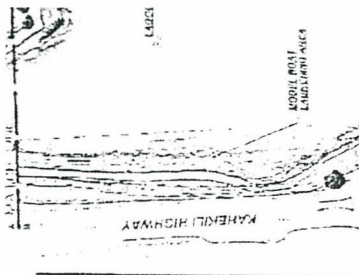
Kualoa-Ike'ia  
Ecumenical Youth Project (KEY)  
www.keyproject.org



A non-profit agency providing  
programs to benefit the  
people of our community  
from youth to seniors

FACILITY RENTAL  
AVAILABLE FOR  
MEETINGS AND EVENTS

47-200 Wailea Road  
Kaneohe, Hawaii 96744  
(808) 239-5777



Kahaluu Regional Park  
Conceptual Master Plan

SCALE IN FEET

PROJECT ARCHITECT  
GEOFFREY D. HARRISON & ASSOCIATES, INC.  
300 COMMERCE STREET  
HONOLULU, HAWAII

University of Hawaii

**WINDWARD COMMUNITY COLLEGE**

January 26, 2011

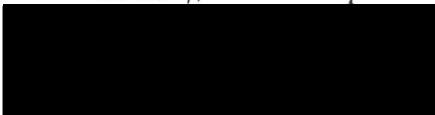
Mr. John Reppun  
Executive Director, KEY Project

Dear Mr. Reppun:

Windward Community College continues to support the KEY projects efforts to complete the Phase Two portion of its CIP project, the (restroom renovations and septic system improvements). The proposed renovations will provide the KEY Project with essential facilities for continuing its operation, and will incidentally help the economy by providing construction work on the Windward side.

KEY provides an essential gate for young people who do not view themselves as college material to focus their efforts on higher education. Their efforts are good for the young people, good for the Windward side, and good for Windward Community College.

Cordially,



Richard D. Fulton  
Vice Chancellor for Academic Affairs  
Windward Community College