

House District 28

Senate District 12

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

Log No: 93-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 AND NATURAL RESOURCES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LNR 806 (PARKS ADMINISTRATION AND OPERATION)

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: The Friends of 'Iolani Palace

Street Address: 364 South King Street

Mailing Address:

P. O. Box 2259

Honolulu, HI 96804-2259

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KIPPEN DE ALBA CHU

Title Executive Director

Phone # 522-0822

Fax # 532-1051

e-mail director@iolanipalace.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:

TO PROVIDE FOR ONGOING REPAIR, RESTORATION, AND REFINISHING WITHIN THE PALACE COMPLEX, INCLUDING 'IOLANI PALACE, 'IOLANI BARRACKS (HALE KOA), CORONATION PAVILION (KELIPONI), AND THE KANAINA BUILDING (OLD ARCHIVES). PROJECT INCLUDES HAZARD MITIGATION, ENERGY EFFICIENCY IMPROVEMENTS, SECURITY UPGRADES, AND IMPROVEMENT OF VISITOR SERVICES FACILITIES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ 500,000

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 \$ \_\_\_\_\_

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

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

PRIVATE/OTHER \$ \_\_\_\_\_

PREPARE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

KIPPEN DE ALBA CHU, EXECUTIVE DIRECTOR  
NAME & TITLE

DATE SIGNED

1/24/12

## 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;
2. The goals and objectives related to the request;
3. State the public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

### 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;

**This grant request is to cover the following capital improvement costs:**

- 1) Repair, restore, and refinish both interior and exterior walls, ceilings, flooring, and windows for four buildings within the Palace Complex – Iolani Palace, Iolani Barracks, Coronation Pavilion, and Kanaina Building;**
- 2) Repair roofing at 'Iolani Palace and the Barracks;**
- 3) Repair various areas damaged by termites;**
- 4) Upgrade electrical wiring;**
- 5) Repair or replace window shutters at the Barracks;**
- 6) Repair various historic doors and related hardware;**
- 7) Upgrade security equipment in various locations.**

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

**Grant monies are to cover costs incurred from July 1, 2012 through June 30, 2013.**

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; and

**This application is to provide direct financial assistance for capital improvements to Iolani Palace and other historic structures within the 11-acre Palace complex. For these projects, work performed by outside contractors is supervised by Palace security and reviewed by a Facilities Manager and the Curator. If the work includes historic preservation, The Friends will also consult with the State Historic Preservation Office as well as a historic preservation architect retained as a consultant.**

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.

- 1) **Full accounting of all state funds expended, including copies of invoices paid.**
- 2) **Final narrative on all expenses paid, stating purpose for each expenditure and results achieved.**

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See attached budget forms.

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 |
|-----------|-----------|-----------|-----------|-------------|
| 0         | \$200,000 | \$100,000 | \$200,000 | \$500,000   |

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.
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.

**Not applicable.**

#### **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.

**The applicant was founded in 1966 for the express purpose of supporting and guiding the restoration and management of Iolani Palace. Once the Palace reopened to the public in 1978, the applicant has dedicated itself to preserving the structure as well as the history of the Hawaiian monarchy. The applicant's main goal is to operate the Palace as an educational facility and to provide visitors with a fresh understanding of Hawaii's royal heritage.**

##### **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.

**Iolani Palace is arguably the most significant historical building in Hawaii. It also stands as a powerfully emotional symbol of a modern and independent nation more than 100 years ago. As a state facility, ADA requirements are handled by DLNR.**

**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.

**Not applicable.**

**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.

**Not applicable.**

**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: THE FRIENDS OF IOLANI PALACE

| <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                            |  | 975,000  |               |            |
| 2. Payroll Taxes & Assessments         |  | 123,735  |               |            |
| 3. Fringe Benefits                     |  | 109,940  |               |            |
| <b>TOTAL PERSONNEL COST</b>            |  | <b>1,208,675</b>   |               |            |
| <b>B. OTHER CURRENT EXPENSES</b>       |  |  |               |            |
| 1. Airfare, Inter-Island               |  | 0  |               |            |
| 2. Insurance                           |  | 20,066   |               |            |
| 3. Lease/Rental of Equipment           |  | 34,575   |               |            |
| 4. Lease/Rental of Space               |  | 0  |               |            |
| 5. Staff Training / Professional Dev   |  | 22,967   |               |            |
| 6. Supplies                            |  | 43,971   |               |            |
| 7. Telecommunication                   |  | 14,400   |               |            |
| 8. Utilities                           |  | 314,000  |               |            |
| 9. Marketing and Promotion             |  | 45,740   |               |            |
| 10. Postage and Shipping               |  | 7,770  |               |            |
| 11. Repair and Maintenance             |  | 100,000  |               |            |
| 12. Equipment Purchases                |  | 0  |               |            |
| 13. Regulatory Fees / Annual Audit     |  | 24,500   |               |            |
| 14. Printing                           |  | 19,350   |               |            |
| 15. Special Events                     |  | 91,700   |               |            |
| 16. Departmental Projects - Curatorial |  | 28,000   |               |            |
| 17. Textile Refurnishing Project       |  | 250,000  |               |            |
| 18.                                    |  |  |               |            |
| 19.                                    |  |  |               |            |
| 20.                                    |  |  |               |            |
| <b>TOTAL OTHER CURRENT EXPENSES</b>    |  | <b>1,017,039</b>   |               |            |
| <b>C. EQUIPMENT PURCHASES</b>          |  | <b>30,330</b>  |               |            |
| <b>D. MOTOR VEHICLE PURCHASES</b>      |  |  |               |            |
| <b>E. CAPITAL</b>                      | <b>500,000</b>                         |  |               |            |
| <b>TOTAL (A+B+C+D+E)</b>               | <b>500,000</b>                         | <b>2,256,044</b>   |               |            |
| <b>SOURCES OF FUNDING</b>              |  | Budget Prepared By:  |               |            |
| (a) Total State Funds Requested        | 500,000                                | Kippon de Alba Chu   | 808-522-0822  |            |
| (b) Operational Revenues               | 1,600,000                              | Name (Please type or print)  | Phone         |            |
| c) Development / Member Dues           | 553,000                                |  | Jan. 24, 2012 |            |
| (d)                                    |  | Signature of Authorized Official   | Date          |            |
| <b>TOTAL BUDGET</b>                    | <b>2,653,000</b>                       | Kippon de Alba Chu, Exec. Dir.   |               |            |
|  |  | Name and Title (Please type or print)  |               |            |

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: THE FRIENDS OF 'Iolani PALACE

Period: July 1, 2012 to June 30, 2013

| POSITION TITLE          | FULL TIME EQUIVALENT | ANNUAL SALARY<br>A | % OF TIME ALLOCATED TO GRANT REQUEST<br>B | TOTAL STATE FUNDS REQUESTED<br>(A x B) |
|-------------------------|----------------------|--------------------|---|--|
| NOT APPLICABLE          |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
|                         |                      |                    |   | \$ -                                   |
| <b>TOTAL:</b>           |                      |                    |   | \$ -                                   |
| JUSTIFICATION/COMMENTS: |                      |                    |   |  |

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: THE FRIENDS OF 'Iolani PALACE

Period: July 1, 2012 to June 30, 2013

| DESCRIPTION<br>EQUIPMENT | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST | TOTAL<br>BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| NOT APPLICABLE           |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
| TOTAL:                   |                 |                  | \$ -          |                   |
| JUSTIFICATION/COMMENTS:  |                 |                  |               |                   |

| DESCRIPTION<br>OF MOTOR VEHICLE | NO. OF<br>VEHICLES | COST PER<br>VEHICLE | TOTAL<br>COST | TOTAL<br>BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| NOT APPLICABLE                  |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
| TOTAL:                          |                    |                     | \$ -          |                   |
| JUSTIFICATION/COMMENTS:         |                    |                     |               |                   |



**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: THE FRIENDS OF 'Iolani PALACE

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<br>FY:2012-2013 | OF FUNDS REQUESTED<br>FY:2012-2013 | FUNDING REQUIRED IN SUCCEEDING YEARS |              |
|                          | FY: 2010-2011                                | FY: 2011-2012 |                                       |                                    | FY:2013-2014                         | FY:2014-2015 |
| PLANS                    |  |               |                                       |                                    |                                      |              |
| LAND ACQUISITION         |  |               |                                       |                                    |                                      |              |
| DESIGN                   |  |               | 25,000                                |                                    |                                      |              |
| CONSTRUCTION             |  |               | 375,000                               |                                    |                                      |              |
| EQUIPMENT                |  |               | 100,000                               |                                    |                                      |              |
| TOTAL:                   |  |               | 500,000                               |                                    |                                      |              |
| JUSTIFICATION/COMMENTS:  |  |               |                                       |                                    |                                      |              |

**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.

THE FRIENDS OF IOLANI PALACE

(Typed Name of Individual or Organization)

  
\_\_\_\_\_  
(Date)

Kippen de Alba Chu

(Typed Name)

Executive Director

(Title)