

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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

Log No:

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):

Department of Land and Natural Resources

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

**Historic Hawaii Foundation**

Db/a:

Street Address: **680 Iwilei Rd. Ste. 690, Honolulu, HI 96817**

Mailing Address: **680 Iwilei Rd. Ste. 690, Honolulu, HI 96817**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: **Kiersten Faulkner**

Title: **Executive Director**

Phone # **808-523-2900**

Fax # **808-523-0800**

e-mail **preservation@historichawaii.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:

**Historic Preservation Workshop for key state agencies.**

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ **45,000**

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 \$ **12,264**

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

**Kiersten Faulkner, Executive Director**  
NAME & TITLE

**1-28-13**

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;

Historic Hawai'i Foundation (HHF) is a membership-based 501(c)(3) organization that encourages the preservation of historic sites, structures, districts, objects, communities and landscapes relating to the history of Hawai'i. Founded in 1974, HHF is the only statewide nonprofit organization dedicated to historic preservation. Its core programs include building an ethic of preservation through public education and engagement; promoting public policies that encourage reliable preservation systems; and connecting stewards of historic and cultural sites to the resources to preserve, restore and use them.

HHF has conducted numerous trainings, seminars, workshops and conferences related to preservation techniques, programs and policies. HHF is also a consistent and effective consulting party to state and federal agencies on undertakings that have the potential to affect historic properties.

2. The goals and objectives related to the request;

Historic Hawai'i Foundation proposes to develop, plan, execute and evaluate a training workshop to increase government officials' understanding and application of historic preservation laws and processes, especially the legal mandate to consult with organizations, individuals, Native Hawaiian Organizations, and members of the public who have a demonstrated interest in the protection of historic and cultural resources.

The workshops will focus on the National Historic Preservation Act (NHPA) Section 106 and the duty of federal agencies to consult with preservation organizations, Native Hawaiian Organizations (NHO) and the public on those undertakings which have the potential to effect historic properties, including those to which Native Hawaiians ascribe religious and cultural significance, and the National Register of Historic Places, including guidance related to Traditional Cultural Properties and Cultural Landscapes.

While other technical trainings have focused on national rules and regulations only, HHF proposes expanding on that base to include training that respects the unique culture of Hawai'i and helps agency officials and staff to learn skills to understand and effectively manage and participate in the processes. In addition, the training will orient participants to the values and

concerns unique to Native Hawaiians in order to assist them to build better relationships and collaborative approaches.

3. The public purpose and need to be served:

The State Constitution recognizes the value of conserving and developing the historic and cultural property within the state for the public good. The State’s public policy is that, “the historic and cultural heritage of the state is among its important assets...it is in the public interest to engage in a comprehensive program of historic preservation to promote the use and conservation of such property for the education, inspiration, pleasure and enrichment of its citizens.”

The State and Federal historic preservation programs were designed to provide identification and protection of locally and nationally significant historic properties in a way that is harmonious with contemporary use. Hawai‘i Revised Statutes (HRS §6E-2) defines “historic property” as any building, structure, object, area or site, including heiau and underwater site, which is over fifty years old. To help ensure that effects on historic properties are identified and taken into account during development proposals, state law includes a provision (HRS §6E-8) that before any agency or officer of the State or its political subdivisions commences any project which may affect historic property, the agency shall advise the Department of Land and Natural Resources (through its Historic Preservation Division) and allow the department an opportunity for review of the effect of the proposed project on historic properties. The project shall not be commenced until the department has given its written concurrence.

In October 2012, the Department of Land and Natural Resources (DLNR) approved a new statewide Preservation Plan that outlines the vision, goals, objectives and actions that will advance the state’s comprehensive preservation program. HHF’s proposal directly addresses three of the State Plan’s recommendations:

Goal 4: Strengthen the Infrastructure for Historic Preservation in Hawaii

- 4.1.2 Work with state agencies to identify existing or new staff that may be cross-trained to understand and manage the interagency review process and better promote preservation of State properties.
- 4.4.1 Provide training for those responsible for enforcing historic preservation laws.
- 4.3.1 Improve the efficiency and timeliness of the compliance review process between SHPD, State Agencies, other government agencies and counties.

The training will also address situations in which a Federal agency is involved in the project. In those circumstances, the federal agencies and their State counterparts (where applicable) shall comply with the National Historic Preservation Act, including a process to take into account the effects of their undertakings on historic properties. The consultation process is called “Section 106” after the section of the law that requires it. All federal undertakings—including direct projects on federal land as well as those with federal funding, permitting, licenses or approvals—that have the potential to affect historic properties must comply with the preservation laws and regulations. The Section 106 process includes steps to identify the undertaking, identify the area of potential effect, identify if historic properties are present, identify if the undertaking would

adversely affect the historic properties, and identify ways to avoid, minimize or mitigate the adverse effect. The resultant agreement is documented in writing and executed as a binding agreement between the federal agency, the state historic preservation division, any invited signatories (especially state or local agencies or land owners), and the Advisory Council on Historic Preservation, if it chooses to participate.

The Section 106 governing regulations require that federal agencies seek the input and resolve the concerns of “individuals and organizations with a demonstrated interest in the undertaking...or their concern with the undertaking’s effect on historic properties.” The law also includes a specific requirement for “consultation on historic properties of significance to...Native Hawaiian organizations.” Agency officials shall consult with any “Native Hawaiian organization that attaches religious and cultural significance to historic properties that may be affected by an undertaking.” (see 36 CFR Part 800 §800.2(c)(2)(ii) and §800.2(c)(5)).

While the law, regulations and some agency-specific protocols are in place to provide a framework for this consultation, in practice it often falls short of meeting the needs of either the agencies or the consulting parties. Other technical trainings have focused on the legal requirements, rather than the reality of finding ways to build relationships, foster dialogue, and find solutions that protect historic properties in a way that is compatible and harmonious with contemporary needs and uses.

Because “consultation” is often ill-defined and poorly understood by both government agencies and community groups, these parties often do not have common expectations of the process, or understand how to work well together. The proposed program is to help the parties understand the needs and goals of the other, and to increase both preservation outcomes while meeting the purpose and need for the projects. The proposed program will help agencies consult more effectively with preservation partners, including NHOs.

Some recent examples of undertakings that illustrate the conflict and misunderstanding between consulting parties and public agencies during the Section 106 consultation include such undertakings as:

- Widening the Queen Ka‘ahumanu Highway in Kona, Hawai‘i, and its potential effect on the Kaloko Honokōhau National Historic Park and other cultural sites
- Short-term improvements for traffic alleviation on Kūhiō Highway in Wailua, Kaua‘i, and its effect on the Wailua Kai traditional cultural properties
- Developing a new telescope at the summit of Haleakalā, Maui, and its effect on traditional cultural properties and religious sites
- Construction of a 20-mile elevated heavy rail system on O‘ahu, and its effect on properties of both Native Hawaiian cultural significance and properties significant to other historical eras

While a more complete understanding of the basic steps and outcomes of the law is needed for all parties, HHF proposes to move beyond that foundation to help agency officials build capacity

to be more effective in managing projects that affect historic properties, to consult in good faith, and to resolve any adverse effects through avoiding, minimizing or mitigating the impacts.

HHF also sees this opportunity for agency officials to help them better understand community and Native Hawaiian concerns about historic properties, including those of traditional religious and cultural importance, and how to make a good faith effort to engage in the consultation process to identify and discuss relevant preservation issues.

4. Describe the target population to be served; and

The target audience is project managers within state agencies who are mandated to comply with state and federal laws, rules and programs to identify, preserve and perpetuate historic properties and cultural resources.

Those agencies with the largest number of applicable undertakings, or with the greatest potential impact, include the Department of Transportation (highways, bridges, airports and harbors), Department of Education (schools), University of Hawai'i System (campus and off-site improvements), Department of Administration and General Services (office buildings), Office Hawaiian Affairs (cultural and commercial properties), and Department of Land and Natural Resources (state parks, conservation lands, underwater historic resources).

In addition to state agencies, potential federal partner agencies are the Department of Transportation (Federal Highway Administration; Federal Transit Administration); Department of Interior (National Park Service; Fish & Wildlife Service); Department of Agriculture (Rural Land Development); and the Advisory Council on Historic Preservation.

5. Describe the geographic coverage.

The Historic Preservation Training program will be available to relevant agencies and staffers statewide. The workshop is proposed to be held in Honolulu.

## **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. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

Historic Hawai'i Foundation proposes to develop, plan, execute and evaluate a training workshop to understand and apply effective and efficient participation in state and federal processes for protection of historic and cultural resources. The workshops will focus on the National Historic Preservation Act Section 106 and the National Register of Historic Places.

The scope of the workshop will cover three major areas: identification of issues, challenges or problems that state agencies and NHO/preservation organizations have experienced in consultation with each other; a technical training about public input and consultation under Section 106, NHO cultural protocols and values, or other relevant laws and practices; and a

problem-solving session to share knowledge about best practices that would assist both agency officials and consulting parties to engage in productive and effective consultation.

The Historic Preservation Training Program will be an educational program within HHF's Preservation Resource Center. Overall management and organizational coordination is provided by the Executive Director.

The Program Manager will provide project oversight, planning, execution and evaluation. The Program Manager will be the primary staff person for providing preservation technical assistance, developing workshop session content, coordinating speakers and content delivery, and coordinating speakers. The Program Manager will also be the primary staff person for outreach and communications, quality assurance and evaluation, and developing agreements, reports and outcomes.

The Program Manager will be assisted by the Preservation Associate as needed for these tasks. The Program Manager reports to the Executive Director.

The Office Assistant, coordinating with the Program Manager, will be responsible for workshop logistics, including venue reservations, food ordering, travel, RSVPs and registration, materials preparation and coordination with clients. The Office Assistant reports to the Director of Operations, who reports to the Executive Director.

The program will include a Field Services Program Manager employed by HHF to develop and execute the workshop and to provide additional support and technical assistance on actual Section 106 consultations.

HHF will use qualified contractors as technical trainers for specific sessions, with experience and expertise in National Historic Preservation Act rules, requirements and best practices, meeting facilitators for structured problem-solving sessions, and Native Hawaiian cultural and community specialists.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

July - August 2013:	Recruit and hire Program Manager Initiate monitoring and evaluation plans
Sept. – Dec. 2013:	Develop training materials and curricula Establish service or partnership agreements Select and retain meeting facilitators and technical trainers Develop promotion and invitation lists Pre-training needs assessment/knowledge baseline Plan event logistics of facilities and registration
January 2014:	Complete workshop content, agenda and materials
March 2014:	Schedule workshop and invite attendees Open registration

April-May 2014: Conduct two-day workshop in Honolulu

June-July 2014 Follow-up, post-training evaluation

Deliverables will include a written report on the results of the workshop and subsequent engagement, including the major issues identified, solutions proposed, action steps for implementation, lessons learned, and recommendations for further action. This report will be provided to the workshop participants and State Historic Preservation Division.

Workshop materials and reference documents will be made available to program participants via HHF's website and electronic distribution.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;

Quality assurance for the program will be maintained through several means and at various levels.

- Pre- and post-workshop surveys will be conducted to assess participant involvement and comprehension. Survey results will inform future workshops to allow for continuous improvement. Additionally survey results will be consolidated into a final report.
- Oversight and management of the program will be conducted by the Executive Director. Staff performance will be measured in accordance with alignment to the objectives and tasks of the program. The Executive Director ensures that HHF complies with all federal, state and county requirements governing the operations and management of non-profit organizations, management, fiscal and program operations. The Executive Director also oversees the Field Services Program Manager to ensure that all preservation programs comply with HHF's adopted Advocacy and Intervention Evaluation Criteria, which provides quality assurance and guidance for HHF's participation in Section 106 and other advocacy actions.
- The performance of the Executive Director and of HHF as an organization are measured by the Board of Trustees. The HHF Strategic Plan contains performance measures that allow for the field services and educational program, as well as other HHF activities, to be evaluated. The Board has adopted performance evaluation procedures and policies that include procedures and methodology for the evaluation.

Monitoring and evaluating program results will include procedures to collect and analyze data on outputs and outcomes. HHF's process for making improvements includes a qualitative evaluation through use of client surveys to gain insight into patterns as the program unfolds. A formative evaluation will be used to provide program improvements through observations of pitfalls, lessons learned and overall program effectiveness.

To track and evaluate effectiveness of the activities, HHF will collect data on:

- Questionnaire to workshop invitees about their knowledge, experiences and issues related to Section 106 consultation, including identification of barriers for effect participation or outcomes. This information will inform the scope and agenda for the workshops.
  - Workshop evaluations on session content, delivery and logistics.
  - Post-workshop questionnaire to evaluate how the information was applied, and if additional technical assistance, training or support is needed.
4. 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.

The Historic Preservation Training Program proposal aligns with the State of Hawai'i Preservation Plan and helps in attaining the following proposed performance benchmarks:

**Public appreciation of preservation**

*Proposed Outcome:* Increase “Strongly agree, and will support the cause” response when ranking agreement that “Preserving Hawaii’s past history, culture and architecture is important to me” by two percentage points per year (achieve general public response of 40% by 2018)

**Provide educational and technical assistance**

*Proposed Outcome:* Conduct workshops annually

**Increase knowledge, skills and abilities related to preservation**

*Proposed Outcome:* Increase knowledge by 20% as measured through pre- and post-tests and/or evaluations at workshops

**III. Financial**

**Budget**

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

HHF requests \$45,000 from the Grant in Aid program. Other funds are committed from HHF’s operations and in-kind contributions. HHF proposes to keep the workshop free for participants. HHF has committed to providing project administration and overhead support from its operational budget. Total project budget equals \$57,264.



Personnel

Key project staff are the Field Services Program Manager, Preservation Associate and the Office Assistant. Program Manager salary is \$45,000/year; Preservation Associate salary is \$33,000/year and Office Assistant Salary is \$28,000/year. The budget reflects that the Program Manager will be assigned to the program 25% of the time, the Preservation Associate will be assigned 25% of the time, and the Office Assistant will be assigned to the program 25% of the time.

Taxes, Assessments and Fringe Benefits

HHF contracts personnel administrative services through a human resources administrative agency. The wages and contracted rate includes payroll taxes, FICA, unemployment insurance, social security, and workers compensation insurance. Taxes and assessments are billed at 11.60% of wages, adjusted per percentage assigned to the program.

HHF pays medical insurance premiums for its employees, as well as retirement contributions, paid leave, parking or transit passes, and a variety of other fringe benefits. Annual benefits are valued at \$7320, adjusted per percentage assigned to the program.

Workshops

Direct expenses for one two-day workshop for 30 people include venue rental (\$500), food (30 @ \$25 \* 2 days= \$750), training materials/manuals (30 @ \$90 = \$2700), and supplies for registration, mailing, postage and coordination (\$500).

Consultant/Contract Services

Each workshop will utilize two meeting facilitators (\$1000/person/day = \$4000). This estimate is based on previous proposals for facilitation for meetings, retreats, strategic planning or structured dialogue. HHF anticipates using additional technical trainers for preservation-specific issues (\$2500).

Other Costs

Additional program expenses include equipment (computer, telephone, internet, postage meter, copier), insurance, telecommunications, postage and similar office and administrative expenses.

See financial details below and in the attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$11,250	\$11,250	\$11,250	\$11,250	\$45,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

HHF has applied to the Office of Hawaiian Affairs for a Culture grant to seek additional funds to support or expand the scope of services, especially as the training program may benefit Native Hawaiian Organizations.

4. The applicant shall provide a listing of all state and federal tax credits it has 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.

HHF has conducted numerous trainings, seminars, workshops and conferences related to preservation techniques, programs and policies. Recent relevant experience includes the following:

**PROJECT TITLE: Preservation Resource Center**

**PROJECT DESCRIPTION:** The Preservation Resource Center provides community-based services that increase access to and expand the variety of resources related to historic property protection. The resource center includes three major service lines: technical assistance and Neighbor Island circuit rider program to deliver on-site preservation assistance; information services to provide response and follow-up to inquiries and preservation questions; and preservation initiatives and programs to work collaboratively on specific programs or issues that impact the community. The programs are also collectively referred to as Field Services.

**PROJECT PERIOD:** May 2008 – October 2012

**FUNDING AMOUNT:** \$420,000

**OUTCOMES ACHIEVED:** Preservation Resource Center staff members were involved in over 1750 individual interventions. These interventions included individual interactions, facilitating community meetings, teaching seminars and publishing materials, reviewing and submitting comments or testimony on historic property effects,

and educational outreach. The field services staff represents HHF as a consulting party in Section 106 projects for federal undertakings for diverse undertakings. Many of these consultations led HHF to become a concurring party to formal agreements with federal agencies. See attached summary for additional outcomes.

**PROJECT TITLE: Hawai'i State Historic Preservation Plan**

**PROJECT DESCRIPTION:** HHF served as a sub-consultant to the contractor to develop the Hawai'i State Preservation Plan. The plan was commissioned by the State Historic Preservation Division to meet the planning requirement of the National Historic Preservation Act. HHF provided technical expertise in preservation standards, practices and issues to the planning team. The plan included public meetings on all major islands, a survey, an advisory group, individual interviews, project team meetings, and additional research.

**PROJECT PERIOD:** February – October 2012

**FUNDING AMOUNT:** \$11,000

**OUTCOMES ACHIEVED:** The plan provides a vision, mission, guiding principles, goals, objectives, issue identification and action steps for a comprehensive historic preservation program in the State of Hawai'i. The final plan was accepted by the National Park Service as meeting the federal requirements in October 2012.

**PROJECT TITLE: Partners in Preservation Technical Training**

**PROJECT DESCRIPTION:** HHF organized a 3-day technical training for state and local preservation commissions and related staff from the state and county governments. HHF planned, organized, coordinated and executed the training workshop under contract to the State Historic Preservation Division and in coordination with the National Park Service. Over 50 participants registered for the training, including members of the Historic Places Review Board, Kaua'i Historic Preservation Review Commission, Maui Cultural Resources Commission, State Historic Preservation Division staff, County of Hawai'i staff, County of Maui staff, County of Kaua'i staff, plus instructors from Advisory Council on Historic Preservation, National Park Service, National Conference of State Historic Preservation Officers, the State of Washington, and Historic Hawai'i Foundation. The training included 15 total sessions: ten classroom presentations, a keynote address, a roundtable discussion, an optional problem-solving discussion, and a general discussion on all topics. HHF developed a 375-page training manual that included copies of the presentations, handouts, reference materials and additional resources; the materials are available on the HHF website.

**PROJECT PERIOD:** February – September 2011

**FUNDING AMOUNT:** \$55,000

**OUTCOMES ACHIEVED:** The training provided knowledge, skills and abilities to state and county board and commission members to protect and enhance cultural and historic resources in local communities. Attendees completed evaluations about the classroom sessions. The scale was 4=outstanding; 3 = good; 2 = fair; 1 = poor. The "overall experience" for the entire training was an average score of 3.88, and all sessions were

rated in the “outstanding” to “good” range. The training was certified by the National Park Service as meeting the federal requirements.

**PROJECT TITLE: An Introduction to Cultural Landscapes: A Framework for Historic Landscapes**

**PROJECT DESCRIPTION:** HHF organized a 2-½ day workshop on identification and preservation of cultural landscapes. Developed in cooperation with the American Society of Landscape Architects and the National Park Service, the workshop included a public presentation attended by 100 people and a two-day technical training with both classroom and field sessions for 50 people. HHF organized the program, coordinated the speakers and agenda, supported the content development and delivery, organized the venues and meeting materials, and distributed the record of proceedings.

**PROJECT PERIOD:** January 2009 - September 2010

**FUNDING AMOUNT:** \$12,000

**OUTCOMES ACHIEVED:** The training provided knowledge, skills and abilities to practitioners, designers, government officials and advocates to protect and enhance cultural landscapes. Attendees completed evaluations about the classroom sessions, field work and public presentation. The scale was 4=outstanding; 3 = good; 2 = fair; 1 = poor. The “overall experience” for the entire training was an average score of 3.78, and all sessions were rated in the “outstanding” to “good” range.

Other workshops, educational seminars and preservation activities have included:

- Researching and publishing a historic context study on **Hawai‘i Modernism and the Recent Past** (October 2011), followed by a Symposium on the identification and priorities for a preservation agenda (January 2012) and publication of a summary booklet about Modern Architecture in Hawai‘i (July 2013). The symposium included presentations, panel discussions, keynote address and breakout groups on specific action items, and was attended by 80 participants.
- Organizing two community stakeholder meetings to discuss the **State Historic Preservation Division Corrective Action Plan** and community response. Services included coordinating the agenda, presentations and discussion questions with SHPD; organizing the meeting venues, agenda, teleconferencing, outreach and registration; and preparing the reports of proceedings (May and December 2010).
- Developing curriculum, manuals and presentations on the **Architectural History of Hawai‘i** and the state’s historic preservation programs. The three-hour course for practicing professionals and interested community members is certified for continuing education credits for AIA and AICP. HHF organized the course offering twice (on O‘ahu and Kaua‘i), including venue and logistical arrangements, outreach and publicity, registration and certification reporting. Attended by 20-35 people each (March and June 2010).
- Providing a 2-day workshop on a **Hawaiian Sense of Place** for a major landowner’s staff, board and cultural advisors. Professional services included presentations, technical

content, and meeting facilitation, developing and distributing the report of proceedings. Attended by 50 people (April 2009).

- Researching, writing, publishing and distributing a **Guide to Nominating Residences to the Hawai'i State Register of Historic Places**, including links to forms, research sources, technical bulletins and architectural glossary with Hawai'i examples (2008).
- Organizing a **Hawai'i Island Preservation Task Force** to research, evaluate, develop and promote legislation to establish a local preservation commission that met the qualifications for a Certified Local Government for the County of Hawai'i. The 12-month effort resulted in adoption of enabling legislation by County Council (2007).
- Organizing **Preservation Roundtable** gatherings for the preservation community to discuss current issues and opportunities, networking and educational topics. Typically attended by 25-50 people (2-3 events/year on all Islands).
- Developing the content, presentation and logistics for a **Workshop Of Historic Commercial Property Tax Exemptions** in the City & County of Honolulu, attended by 25 people (April 2008).
- Organizing numerous **membership and fundraising events**, including gala benefits (600 people), tours (25-150 people), lectures or presentations (25-125 people), social or networking receptions (12-50 people).

## **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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

Planning and preparation activities will occur in HHF's office in the Dole Cannery in Honolulu. The office is centrally-located and is located near major roads (Nimitz and Dillingham Boulevards), bus routes (#19 and #20), and bike routes. Ample parking is available. The office is handicapped-accessible and has few barriers.

Workshop will be held in a central location in Honolulu. The facilities will be handicapped-accessible, and provide a location that is conducive to training and community engagement. Possible locations may include venues such as hotels or convention center.

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.

HHF proposes to assign 25% of the time from one new employee to serve as Program Manager to develop the training workshop, provide technical assistance and to serve as HHF's Section 106 liaison.

HHF will use existing staff to provide additional operational and administrative support for the program.

Additional subject matter expertise for the workshop will utilize contractors and specialists as consultants.

To perform the scope of services, the HHF team will include personnel to provide the necessary skills, knowledge, and abilities:

**Kiersten Faulkner**, Executive Director, will provide overall management, leadership and quality assurance. She will be the point of contact for the GIA. Ms. Faulkner has been the chief executive of Historic Hawai'i Foundation since 2006 and oversees all aspects of its preservation programs, strategic planning, business lines and operational matters. Prior to joining HHF, Ms. Faulkner was a Senior City Planner for the City & County of Denver, where she managed complex and controversial comprehensive planning, promulgation of land use and urban design regulations, and development proposals. She holds a Master of Arts in Urban and Environmental Policy from Tufts University and is a member of the American Institute of Certified Planners (AICP).

**Field Services Program Manager** (position currently vacant) will be primarily responsible for project management, direction for all aspects of event planning, logistics, content development and delivery of outcomes responsible for coordinating content development, technical assistance and support for presenters and trainers. The Program Manager will work with the speakers to develop the training materials, presentations and handouts and assist with meeting facilitation. Qualifications for the Program Manager include knowledge and training in preservation planning, understanding and application of federal, state and local preservation laws and programs (e.g. Section 106 and Section 4F regulations) as well as best practices, sample ordinances, rules and regulations, and strategies.

**Tanya Gumapac-McGuire**, Preservation Associate, will assist with both content development and event management tasks, including outreach and registration, materials development, and participant support. Ms. Gumapac-McGuire is a graduate of the University of Hawai'i at Mānoa with a Bachelor's degree in Interdisciplinary Studies, with an emphasis on Historic Preservation and Hawaiian Studies.

**Lisa Palm**, Director of Operations, will supervise event planning and logistics. Ms. Palm holds a Master's degree in Business Administration and a Bachelor's degree in Information Systems. Her previous experience includes computer consulting and support. She is responsible for managing HHF's operations, including information technology, data management, administrative planning and management, and oversight of technology and equipment.

**Andrea Nandoskar**, Office Assistant, will be primarily responsible for organizing event logistics, including registration, travel and hotel arrangements, support services for attendees, coordination of materials and printing, and other event matters. Ms. Nandoskar has over 10 years of experience in client service, operations, marketing, and communications. She holds a Bachelor's degree in Literature.

In addition, HHF proposes to use qualified contractors as technical trainers for specific sessions, with experience and expertise in National Historic Preservation Act rules, requirements and best practices, meeting facilitators for structured problem-solving sessions, and Native Hawaiian cultural and community specialists.

Supervision will be provided by Executive Director Kiersten Faulkner. Ms. Faulkner is responsible for directing overall work flow and performance, providing staff performance evaluations, recruiting, hiring, training, directing, supervising, mentoring, disciplining and, if necessary, terminating personnel. Faulkner also provides oversight of fiduciary and financial matters, including preparation of annual budgets, overseeing financial planning and monthly bookkeeping, providing financial reports to board of trustees and finance committee, selecting and assisting independent accountant for annual audit, filing required government reports, reporting to grantors and other funders, preparing annual report to members, providing oversight of investments and financial strategies, developing, reviewing and implementing board policy, and generally ensuring compliance with all legal, regulatory and best practices for non-profit organizations. Faulkner provides expertise in historic preservation for planning, advocacy, communications, technical assistance and public education through the programs and services of the organization. Activities include working with elected and appointed officials at the local, state and federal levels; convening community groups and coalitions of preservation professionals; proving testimony and comments on proposed undertakings that may affect historic resources; initiating or responding to communications through various media, including press interviews and releases; preparing educational seminars, symposia, presentations, tours and events; and preparing educational materials including brochures, website content, books and guides.

The Program Manager and Preservation Associate will attend the Section 106 Basics and Advanced technical training provided by the Advisory Council for Historic Preservation, scheduled to be held in Honolulu in July 2013.

**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.

HHF is governed by a Board of Trustees, comprised of 25-35 trustees elected by the general membership of the organization. Each trustee serves for a three-year term, for a maximum of two terms.

The responsibilities and duties of the Trustees are to: determine HHF's mission and set policies for its operation, ensuring that the provisions of HHF's articles of incorporation and the law are being followed; set HHF's overall program from year to year and engage in longer range planning to establish its general course for the future; establish fiscal policy and boundaries, with budgets and financial controls; provide adequate resources for HHF's activities through direct financial contributions and a commitment to fundraising; select, evaluate, and, if necessary, terminate the appointment of the chief executive; and develop and maintain a communication link to the community, promoting HHF's work.

Trustees also serve on committees and special projects to bring their expertise and experience to the benefit of the organization.

The Board has delegated to the Executive Director responsibility for the programs and services of the organization in accordance with HHF's stated purpose and in such a manner that optimum results are achieved in relation to the resources of the organization and under the general direction of the board of trustees. The executive director is authorized to establish all further policies, make all decisions, take all actions and develop all activities which are true to the board's policies.

The HHF staff includes up to five full-time employees: Executive Director; Director of Operations; Preservation Associate; Field Services Program Manager; and Office Assistant. HHF also employs project-specific contractors for fundraising events, preservation programs and special projects. Contracted services include external firms to provide bookkeeping, accounting and audit, financial investments, legal, graphic design, information technology support and website management. HHF also benefits from the use of volunteers and pro bono professional services in support of its programs.

The Historic Preservation Training Program will be an educational program as part of HHF's Preservation Resource Center. Overall management and organizational coordination is provided by the Executive Director.



The Program Manager will provide project oversight, planning, execution and evaluation. The Program Manager will be the primary staff person for providing preservation technical assistance, developing workshop session content, coordinating speakers and content delivery, and coordinating speakers. The Program Manager will also be the primary staff person for outreach and communications, quality assurance and evaluation, and developing agreements, reports and outcomes.

The Program Manager will be assisted by the Preservation Associate as needed for these tasks. The Program Manager reports to the Executive Director.

The Office Assistant, coordinating with the Program Manager, will be responsible for workshop logistics, including venue reservations, RSVPs and registration, materials preparation and coordination with clients. The Office Assistant reports to the Director of Operations, who reports to the Executive Director.

## **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.

Historic Hawai'i Foundation is not party to any pending litigation.

### **B. Licensure or Accreditation**

The applicant shall 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, 2013 to June 30, 2014)

Applicant: Historic Hawai'i Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	HHF Other Funding		(d)
		(b)	(c)	
<b>A. PERSONNEL COST</b>				
1. Salaries	26,500			
2. Payroll Taxes & Assessments	3,074			
3. Fringe Benefits	5,490			
<b>TOTAL PERSONNEL COST</b>	<b>35,064</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance		1,000		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	500			
5. Staff Training		700		
6. Supplies	236	264		
7. Telecommunication		300		
8. Utilities				
9. Lease/Rental Car				
10. Travel subsistence/per diem				
11. Contractual Services/technical trainers	6,500			
12. Meals	2,700			
13. Project administration		10,000		
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>9,936</b>	<b>12,264</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>45,000</b>	<b>12,264</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	45,000	Kiersten Faulkner 523-2900		
(b) HHF Operational Funds	12,264	Name (Please type or print) Phone		
(c)		[Redacted Signature] 1-29-13		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>57,264</b>	Kiersten Faulkner Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Historic Hawai'i Foundation      Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Historic Hawai'i Foundation \_\_\_\_\_

Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			0			
<b>JUSTIFICATION/COMMENTS:</b>						

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The 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:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

Historic Hawaii Foundation  
(Typed Name of Individual or Organization)



1-28-13  
(Date)

Kiersten Faulkner  
(Typed Name)

Executive Director  
(Title)