

House District 23

Senate District 11

**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): LABOR, OFFICE OF COMMUNITY SERVICES
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Manoa Heritage Center

Dbas: Not Applicable

Street Address: 2859 Manoa Road
Honolulu, Hawaii 96822

Mailing Address: Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SAMUEL A. COOKE

Title Chief Financial Officer

Phone # (808) 521-6700

Fax # (808) 988-5763

e-mail samacooke@gmail.com

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CONSTRUCTION OF A NEW MANOA HERITAGE CENTER VISITOR
HALE AND EDUCATION CENTER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$1.0 MILLION

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 \$707,250 _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

SAMUEL A. COOKE, CHIEF FINANCIAL OFFICER
NAME & TITLE

JANUARY 29, 2013
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;

The Manoa Heritage Center (MHC) is a non-profit organization established in 1996 by preservationists Sam and Mary Cooke, with the mission of promoting an understanding of the natural and cultural heritage of Hawaii by caring for and sharing a cultural landscape centered on Kukaoo, a sacred heiau, native Hawaiian gardens and the historic Kualii home and collections. The Center is nestled in the heart of lush Manoa Valley and serves as a living classroom that is a doorway to the understanding of Hawaiian culture and history. The public is invited to enjoy an educational guided tour of the site.

With the goal of sharing the unique site with the public, Manoa Heritage Center began offering regular guided tours in 2007. The outdoor tours, interpreted by trained guides, allow students, residents and visitors a special glimpse into history. The tours include close-up views of Kukaoo and an introduction to the over 40 varieties of plants featured in the gardens. Tour themes include the history of Manoa Valley, Native Hawaiian cultural practices, uses of plants, and the cultural significance of Kukaoo Heiau.

Manoa Heritage Center offers free admission to children and students, as well as a bus subsidy covering transportation to the site, thus enabling schools to visit MHC regardless of their school budgets. The admission is discounted for our kupuna and military personnel. Although Kualii is still a private residence and not yet open to the public, information about the home is included on the tour. Both the heiau and Kualii are listed on the National Register of Historic Places.

2. The goals and objectives related to the request;

In 2012, the MHC Board of Directors began preliminary planning for a new facility to accommodate an expansion of programs and activities, and an increase in visitors. The proposed Manoa Heritage Center Visitor Hale and Education Center will augment MHC's ability to enrich its educational programs, serve a more diverse audience and expand the native plant garden landscaping. Visitors

will gain a greater understanding of the cultural uses and significance of native plants and Polynesian-introduced plants. Visitors will gain an awareness of the importance of protecting native species and the cultural practices associated with them. The Visitor Hale will serve as a gathering place where students and adults will be able to experience nature and the outdoors, while acquiring an appreciation of the past and how it relates to the future of our communities.

At present our main offering at MHC is a one-hour outdoor guided tour through a unique botanical garden that surrounds an ancient heiau. After the tour, students take part in educational activities that relate to content of the tour. The new visitor center will allow space for expanded activities, a wider variety of events, an educational exhibit and more convenience as well as greater convenience and comfort for the visitor.

The new center will expand its role as a learning resource for educators. College students will be able to work on community service projects. Teachers will have the opportunity to participate in teacher workshops, integrating outdoor experiences with relevant teaching strategies aligned with DOE standards. MHC will be able to offer a variety of activities to accommodate the developmental needs and learning styles of both student and adult groups. The addition of convenient parking and ample restrooms will provide for the basic needs of the visitor.

Upon completion of the Visitor Hale, MHC anticipates that the number of visitors will increase by 10% within the first year, and by 25% at the end of the third year, with students representing the largest percentage increase.

3. The public purpose and need to be served;

The current visitor center at 2829 Manoa Road, originally built to be a home, is being used as a temporary structure to welcome guests, and does not fit the specifications of a visitor center. It has limited accessibility since school buses are too large to enter the grounds from Manoa Road, and the City Bus route does not stop on Manoa Road. Manoa Heritage Center has strived to adapt to the increasingly diverse needs and interests of its visitors, but has been hindered by the limitations of the current visitor center. MHC plans to continue to expand its programs to include a greater variety of activities and presentations that will require additional space, access and flexibility. The present “visitor center” has only one restroom, no exhibit space, limited parking and no school bus access to the site.

Visitors will be better served by the new Visitor Hale and Education Center as it will allow for more convenient parking, ample restrooms, access for school buses, flat walkways, space for exhibits, areas for hands-on activities, and handicap accessibility. A new facility would provide more direct and safe access to the site

via Oahu Avenue, making it more convenient and accessible to visitors. With these improved conditions, the capability of MHC to cater to the needs of the existing audience will be greatly enhanced. At the same time, the new facility will allow MHC to invite a more diverse audience to enjoy the guided garden tours, activities, exhibits, workshops, films and lectures.

4. Describe the target population to be served; and

The new Visitor Hale will benefit students from private and public schools, as well as university, visiting Neighbor Island, and international students. The new facility will also serve senior adults, the handicapped, community organizations, and the general public.

In 2012, Manoa Heritage Center welcomed more than 2,000 visitors, of which approximately 70% were students representing 50 schools from across the state, mainly Oahu. Roughly 23% of these students were from schools in low-income areas that receive federal government assistance (“Title I schools”). A total of approximately 650 adults visited MHC in that year, representing community organizations, residents and international guests.

5. Describe the geographic coverage.

The new facility will benefit visitors from all parts of Oahu, the Neighbor Islands, the mainland, and from other countries.

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;

Grant-in-aid funds would be used toward construction of the new Visitor Hale and Education Center. In addition, funds may be used to purchase and install furniture, fixtures, and equipment, as well as other related costs. The MHC Project Manager will have overall responsibility for the project to ensure that it is completed on time and within budgetary constraints.

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

Once Grant-in-Aid funding is secured and released, MHC estimates that construction will begin in February 2014, and will take approximately 24 months to complete.

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

During the planning and construction phase, the MHC staff and planning team will meet regularly with the architect and general contractor of the Visitor Hale to ensure that it is constructed according to specifications, timeline and budget.

In addition, Manoa Heritage Center will gather tour and visitor statistics to determine the increase in the number of visitors. MHC will conduct random surveys and interviews, as well as collect feedback forms from teachers and visitors at the conclusion of tours. MHC will maintain close communication with schools and community organizations, welcoming comments and suggestions. The Education Director will analyze the surveys and feedback, and meet with the Board on a regular basis to monitor and measure the effectiveness of all programs.

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 MHC staff and planning team will review the specific and measurable quality goals of the planning and construction phases, and will meet regularly with the architect and general contractor to determine major milestones, as well as evaluate the progress and financial costs associated with completion of the Visitor Hale and Education Center.

III. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
- 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
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

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

Additional funding for construction will be obtained from the Board, Campaign Leadership, Individuals and Friends of MHC. In addition, MHC will seek funding from mainland and local foundations and corporations in 2014.

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.**

This does not apply.

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.

Manoa Heritage Center has effective policies, procedures, and sound accounting and control systems in place to complete this project on time and within budget. In addition, MHC has an effective Board of Directors and Planning Team, representing a broad cross section of professionals who are actively involved with the mission, vision, and long range plans of the organization.

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.

The new Visitor Hale and Education Center will be ADA compliant, and pathways surrounding the new facility will be level and accessible to young children, seniors, and the physically challenged. The proposed facility will be located on a 36,480 sq. ft. lot adjacent to the heiau with ample parking and direct access to the Honolulu City Bus line from Oahu Avenue. Kukaoo Heiau, measuring 36' X 37' is the last intact Hawaiian temple located in the greater ahupuaa (traditional land division) that stretches from Manoa to Waikiki, and

remains an extraordinary link to the past. The land on which the heiau stands lies adjacent to the Cooke family home known as Kualii. A 3-acre native Hawaiian garden surrounds the heiau. The garden features endemic and indigenous native plants, many of which are threatened or endangered, as well as Polynesian-introduced plants. The garden is one of the largest collections of native Hawaiian plants in the Honolulu area that is accessible to students and the public.

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.

The educational activities at Manoa Heritage Center are under the direction of Margo Vitarelli, who is in her 5th year as Education Director. Margo holds a Master of Arts in Pacific Island Studies and a Bachelor of Arts in Anthropology from the University of Hawaii. Prior to joining Manoa Heritage Center in 2007, Margo served as the curator for the Hawaiian Mission Houses Historic Site and Archives, where she was in charge of collections and exhibitions. Margo brings a wide range of expertise to Manoa Heritage Center, including her extensive experience in education, having been an instructor, curriculum developer, and teacher trainer.

Margo is assisted by Program Manager Aloha McGuffie, who along with her husband Mark, serve as resident caretakers for the visitor center/home. Aloha's experience in public relations and reservations, along with her expertise in Hawaiian culture and language make her an invaluable asset to the center. Together, Margo and Aloha are instrumental in conducting outreach, managing special events, producing publications, developing programs and educational activities, scheduling tours, keeping records, training docents, and managing the office. Under their leadership, Manoa Heritage Center has experienced a consistent increase of visitor numbers that balances well with the small staff's ability to manage the groups effectively, while building the quality, diversity and relevancy of programs.

Anthony Ortiz, an agricultural specialist, is the caretaker of the Native Hawaiian plant garden. Ortiz maintains the native plant and Polynesian-introduction gardens and plays an integral part in communicating plant information and lore by sharing his expertise with visitors and coordinating the work of "service learning" students who volunteer to work in the garden.

Volunteer docent guides lead school and adult tours, interpreting the site for guests. Education Director Margo Vitarelli conducts a 6-week docent guide training class to prepare the docents for leading tours. Equipped with well-researched historical and cultural information, the docents bring the Manoa Heritage Center site to life, thus inspiring visitors to feel a personal connection to a special place that inspires the visitor to care for the aina. To date, MHC has a total of 24 active docents who have completed the training classes and now give tours.

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.

See Attached Organizational Chart.

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.

This does not apply.


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.

This does not apply.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Manoa Heritage Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST	0			
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES	0			
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	1,000,000	2,250,000	250,000	500,000
TOTAL (A+B+C+D+E)	1,000,000	2,250,000	250,000	500,000
SOURCES OF FUNDING	(a) Total State Funds Requested	1,000,000	Budget Prepared By:	
	(b) Foundations, Corporations, Business	2,250,000	Samuel A. Cooke	808-521-6700
	(c) Board, Leadership, Friends	250,000	Name (Please type or print)	Phone
	(d) Individuals	500,000		1/29/2013
			Signature of Authorized Official	Date
TOTAL BUDGET	4,000,000	Samuel A. Cooke, Chief Financial Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Manoa Heritage Center

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Manoa Heritage Center

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Manoa Heritage Center

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
PLANNING AND DESIGN	0	0	0	150000	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	1000000	2750000	0	0
EQUIPMENT	0	0	0	100000	0	0
TOTAL:	0	0	1,000,000	3,000,000	0	0
<p>Justification/Comments: Grant-in-aid funds would be used for the construction of the Visitor Hale and Education Center. In addition, funds may be used to purchase and install furniture, fixtures, and equipment, as well as for other related costs.</p>						

**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.

Manoa Heritage Center
(Typed Name of Individual or Organization)



(Signature)

January 29, 2013

(Date)

Samuel A. Cooke

(Typed Name)

Chief Financial Officer

(Title)

Manoa Heritage Center Organizational Chart

