

House District 29

Senate District 13

**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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Academy of Performing Arts
Dba:
The ARTS at Marks Garage
Street Address:
1159 Nuuanu Avenue, Honolulu, HI 96817
Mailing Address:
1159 Nuuanu Avenue, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RICH RICHARDSON
Title Executive Director
Phone # 521.2903
Fax # 521-2923
e-mail rich@artsatmarks.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**BATHROOMS & SPACE RENOVATION FOR A
DOWNTOWN-CHINATOWN VISITOR INFORMATION CENTER AT
THE ARTS AT MARKS GARAGE**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 111,200.

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 \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

RICH RICHARDSON, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 31, 2014
DATE SIGNED

1. Background and Summary.

Founded in 1997, Hawaii Academy of Performing Arts (HAPA) is a 501(c)3 non-profit organization committed to strengthening the community of greater Chinatown and developing its creative and social potential. The HAPA Mission is to transform our community through the power of the arts, and establish Chinatown, Honolulu as the creative capital of the Pacific.

HAPA provides the following services:

- a. **The ARTS at Marks Garage** (*Marks*) is our flagship program. *Marks* is a community center that has a 1,000 sq. ft. gallery, a 1,000 sq. ft. theater and a 1,000 sq. ft. office space. Currently home to 13 Partner organizations including performing and visual arts businesses such as Youth Speaks Hawaii, and Hawaii Shakespeare Festival. 45,000 visitors attend 13 exhibits and 150 performances each year.
- b. **Chinatown Artists Lofts**, located a block away from *Marks*, provides live/work space for more established artists. HAPA leases the top floor of the historic Mendonca Building and sub-leases 13 units to vetted members of our creative community. Honolulu Weekly listed 3 loft residents (and 2 *Marks* Partners) in 2012's Best of Honolulu.
- c. **First Friday Honolulu:** Downtown/Chinatown's most popular event was started with *Marks* staff. HAPA organizes community publicity and hosts neighborhood meetings as necessary for its evolution. The event has grown from five galleries and 100 visitors in its inception, to over 60 businesses and 5,000 - 7,500 visitors monthly.
- d. **Chinatown Art Corps:** provides afterschool programming for at-risk teenagers. As Chinatown's creative community grows, HAPA links teenagers to mentors and exposes them to career possibilities they may not have considered or even know about. The overall goal is to encourage neighborhood teens to stay in school, and pursue higher education in a creative industry.
- e. **Downtown/Chinatown Visitor Information Center:** In order to accommodate the growing visitor traffic coming to Downtown/Chinatown, HAPA launched a Visitor Center at *Marks* in 2014 to orient and educate visitors as they patronize Chinatown and provide printed guides to area businesses and attractions.

2. The goals and objectives related to the Renovation of The ARTS at Marks Garage.

Goals

The ARTS at Marks Garage had its most successful year in 2013 with 45,000 visitors, 300 public events, and 130 youth programs. In addition to these achievements, HAPA has started a Visitor Center to accommodate the growing visitor traffic. The goals of this grant request are twofold:

- Provide public access to restrooms in Chinatown
- Increase flexibility of the space to better serve as Honolulu's premier community arts center *and* Visitor Information Center.

Objectives

Bathroom Renovation: \$55,000

The ARTS at Marks Garage currently has two bathrooms. The first one has a toilet and sink in the same room. The second is just a toilet without a sink. Patrons using the second stall must go to another room to wash their hands. Visitors, especially Japanese visitors, prefer the first bathroom and will wait rather than using the second toilet. In effect, *Marks* is a community center that has one and a half bathrooms serving 45,000 people per year.

Bathroom renovations will increase the number from one-and-a-half to three. This rehabilitation includes moving/replacing walls, reconfiguring the plumbing, and the installation of new, water-efficient fixtures with automatic flushers and motion sensor activation.

Replace Fixed-Footprint Office Cubicles with Mobile Workstations: \$27,214

Marks is divided into three distinctive spaces – gallery space, theater space and office space. We will replace the fixed office cubicles with portable workstations that can be closed and moved to the side when not in use. This upgrade will allow *Marks* to better serve clients and visitors alike. During the day, visitor center space can be expanded and it will be easier to navigate to the restrooms. Currently, staff needs to help navigate visitors around the cubicles to find the restrooms. In the evening, performance seating can be expanded to accommodate increasing popularity.

Update Fixtures and Electrical System: \$17,710

Marks needs to replace decade-old fixtures to create a distinctive visitor center section and increase flexibility, appeal, safety and comfort. Electrical outlets will be installed on the ceiling with retractable cords for the mobile office units. We will need a new front desk, chairs and marquee. We will alter our theatre curtains and track system. We will upgrade lighting and sound components. And we need three desktop computers for visitors, customers and staff.

3. The public purpose and need to be served.

The need for both a visitor center and bathrooms in Chinatown has been documented through planning projects conducted by the City & County of Honolulu and other organizations and agencies. HAPA has alleviated the need for a visitor center, but the organization is finding that the space cannot accommodate the increased foot traffic without renovations. The Japanese Tourism Bureau (JTB) launched a downtown tour and their trolley now drops off 120 visitors a day across from the entrance of *Marks*. Moreover, the lack of public bathrooms has been exacerbated since the closure of Macys. Third party verification of the need has been documented by the following plans:

- a. Bedrock Plan (2006) recommends a tourist information center, bathrooms, a community calendar, wayfinding, and education on cultural awareness and diversity.
- b. Hawaii Capital Cultural Coalition's National Heritage Area Feasibility Study (2008) recommends visitor centers, restrooms, and special initiatives to promote Hawaii's arts, culture and heritage.

- c. Others plans and studies that recommend wayfinding and bathrooms are: AECOM's Neighborhood Planning – Best Management Practices for Honolulu Chinatown (2012) and the Association of Landscape Architects of Hawaii's Chinatown Riverwalk Revitalization and Downtown Connectivity Study (2011).

In addition to bathrooms, *Marks* must update its workspace to a more flexible use in order to accommodate the increased traffic that the Visitor Center brings. The space hosts 13 exhibits annually and 300 public events per year. The space also hosts countless hours of planning and rehearsal that are needed to produce these events. In order to maintain this level of use and perform as a Visitor Center, *Marks* needs to upgrade its facilities.

4. Describe the target population to be served.

Hawaii Academy of Performing Arts (HAPA) serves two underserved communities – one geographic and the other demographic. This project will assist both target populations:

Greater Chinatown: As the creative community helped revitalize this part of Chinatown, HAPA expanded its focus from to a more encompassing geographic and community scope. HAPA is located in Chinatown and seventy-eight percent of the Chinatown's population (Census Tract 52) falls in the category of low-to-moderate income residents - one of the highest concentrations of low-income housing on the island of Oahu. Only 30% speak English at home with 68% speaking an Asian-Pacific language (e.g., Vietnamese, Filipino, Micronesian, and Chinese.) HAPA strives to build community links between the creative business community and the ethnic residential community in order to develop the area's human potential and combat the lingering drug trade and other illicit activities.

This project will increase the economic vitality of Chinatown by bringing new patrons to area's micro-businesses and their proprietors. Outside of one or two department stores on Fort Street, almost all of the retail businesses in downtown/Chinatown are independently owned. This project will assist these micro-entrepreneurs as well as the budding creative business community that exists on Nuuanu Avenue and Bethel Street.

Creative Community: *Marks* serves different members of the creative community - primarily youth, but also entrepreneurs, established and emerging businesses and retirees. By creating a more flexible workspace we'll have more ability to develop Oahu resident's creative potential and engage at-risk youth in applied creativity.

5. Describe the geographic coverage.

By promoting this project in visitor industry publications, we have the potential to reach people statewide. However the primary focus is Chinatown and neighboring vicinities, including downtown, the Capitol District, and up to Foster Botanical Gardens. Chinatown is part of the Kalihi-Palama-Chinatown Neighborhood Revitalization Strategy Area and is in the Chinatown Special District.

II. SERVICE SUMMARY & OUTCOMES

A. Scope of work, tasks and responsibilities

- 1) Secure construction permits, if required.
- 2) Convene Project Management Committee on a monthly basis for the project duration.
- 3) Solicit Construction Bids per HAPA and State of Hawaii procurement requirements.
- 4) Pre-bid conference conducted
- 5) Project management team convened to review bid proposals and select appropriate bid.
- 6) Convene meetings with The ARTS at Marks tenants to inform them of project construction.
- 7) Remove the two bathrooms, their fixtures and the walls in The ARTS at Marks. .
- 8) Replace plumbing fixtures, install new walls
- 9) Remove and replace office cubicles
- 10) Update Visitor Center fixtures
- 11) Update electrical system, curtain, lighting system

B. Projected Annual Timeline

TIME PERIOD	PROJECT ACTIVITY
July 2014	Secure construction permits, if needed.
July 2014 – Sept 2015	Convene Project Management Committee
July 2014	Solicit construction bids per WCC and State of Hawaii procurement requirements.
July 2014	Pre-bid conference
August 2014	Construction bid selection
August 2014	Convene meetings with community and property tenants
September 2014	Electrical Repairs
November 2014	Bathroom repairs
November 2014	Fabrication/Purchase of movable cubicles
December 2014	Conduct final inspections.
December 2014	Prepare and submit final report to contracting agency.

C. Quality Assurance and Evaluation Plans

HAPA’s Executive Director and staff will provide daily oversight to project operations and meet on a weekly basis with construction staff to monitor progress. Project Management Team members will monitor quality of project work during the construction project and conduct a final inspection.

D. Measures of Effectiveness

The service outcomes from the proposed project are:

- 1) Bathroom – the number of toilets are increased to three
- 2) Cubicles – Cubicles not in use will be moved to the side, increasing theater space by 30%
- 3) Fixture & Electrical – the fixtures and electrical system will be updated to accommodate the new flexible layout.

III. FINANCIAL BUDGET

1. See Attached Budget Forms.
2. Anticipated Quarterly Funding Requests for FY 2014-15

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$27,800	\$83,400			\$111,200

3. Other Sources of Funding To be Obtained for FY 2015:

HAPA is requesting state funds only for the capital improvements of the Visitor Center and Bathrooms. The operational budget for Visitor Center operations and maintenance will be raised privately. HAPA belongs to the Arts District Merchants Association, a 50 member group based in downtown/Chinatown. HAPA will solicit members for a \$50/month contribution for the Visitor Center staffing, restroom maintenance, website maintenance and area brochures (shopping guide, restaurant guide). Other funds will be raise through sponsorship of the Center and advertisement on collateral materials. The projected operational annual budget is as follows:

50 Area Businesses contributing \$50/month: \$30,000 annually
 Sponsorship/Advertisement: \$10,000

4. State and Federal Funding within last three years - \$0
5. Balance of unrestricted current assets as of December 13, 2013 - \$33,000

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

Hawaii Academy of Performing Arts staff has managed The ARTS at Marks Garage space since its inception in 2001 and has held the master lease since 2010. HAPA has significant experience

managing property and is the property manager for Chinatown Artists Lofts at the Mendonca Building.

In addition The ARTS at Marks Garage manages 13 different Partner organizations that have offices at the space. One of the partners, Ed Korybski, formerly managed a nonprofit, the Honolulu Culture & Arts District Association as its Executive Director and he has experience with Grant-in-Aid capital grants, federal grants and Community Development Block Grants. Mr. Korybski has agreed to assist HAPA in the implementation of this project.

The project will be managed by a Project Management Team, consisting of the HAPA Executive Director and a Board of Directors Property Management Committee.

C. Facilities

The ARTS at Marks Garage (*Marks*) is a community center that has a 1,000 sq. ft. gallery, a 1,000 sq. ft. theater and a 1,000 sq. ft. office space and has the capacity to host a Visitor Center. Marks is located on the ground floor and is ADA accessible. One bathroom is ADA accessible. HAPA has its long-term lease with Marks Garage LLC and the property is managed by Colliers Monroe Friedlander. HAPA’s master lease stipulates that HAPA is responsible for capital improvements to the space.

V. PERSONNEL: PROJECT ORGANIZATION & STAFFING

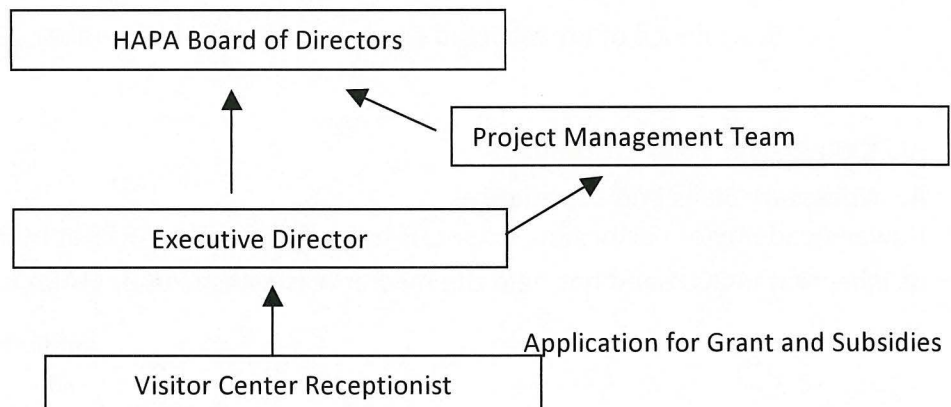
A. Proposed Staff, Staff Qualifications, Supervision and Training

For Capital Project: See Section IV-A above.

Organization

Rich Richardson, Executive Director, curates visual and performing arts programming and coordinates public relations. Rich has been a private gallery owner, exhibit coordinator, and event programmer. He has both a Bachelor of Art and Masters of Creative Arts, Interdisciplinary Studies from San Francisco State University, Inter-Arts Center, and is on the Board of the Arts District Merchants Association.

B. Project Organization Chart



B. Compensation

██████████, Executive Director - \$60,000 annually
All other employees work on a part-time or hourly basis.
No officers are compensated.

VI. OTHER

- A. **LITIGATION – disclose any pending litigation or outstanding judgments.** None

- B. **Licensure or Accreditation.** Not applicable

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

BUDGET CATEGORIES	Total State Funds Requested (a)	Visitor Center Operations (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	9,000	24,000		
2. Payroll Taxes & Assessments	1,377	3,600		
3. Fringe Benefits (@ 10%)	900			
TOTAL PERSONNEL COST	11,277	27,600		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance		500		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Printing		5,000		
10. Bathroom Maintenance		6,000		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES		11,500		
C. EQUIPMENT PURCHASES	44,924			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	55,000			
TOTAL (A+B+C+D+E)	111,201	39,100		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	111,201	Rich Richardson 521-2903 521		
(b) Visitor Center Operations	39,100	Name (Please type or print) Phone		
(c)		<div style="background-color: black; width: 200px; height: 20px;"></div> 1/31/14		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	150,301	Rich Richardson, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks)

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$60,000.00	15.00%	\$ 9,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				9,000.00
JUSTIFICATION/COMMENTS: The E.D.will provide oversight for the construction, solicitation, bidding and implementation of the Capital Improvement Project				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2014 to June 30, 2015

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Mobile workstation / cubicles	10.00	\$2,721.40	\$ 27,214.00	
Electrical system upgrades (installed)	1	\$3,500.00	\$ 3,500.00	
Replace theater curtain & curtain tracks	1	\$2,000.00	\$ 2,000.00	
Lighting & sound components	1	\$2,060.00	\$ 2,060.00	
Visitor Center information kiosk, marquee	1	\$4,650.00	\$ 4,650.00	
New theater chairs	100	\$35.00	\$ 3,500.00	
Desktop computers for sound system, visitors	2	\$1,000.00	\$ 2,000.00	
			\$ -	
TOTAL:	116		\$ 44,924.00	

JUSTIFICATION/COMMENTS: The equipment and fixtures are for the reconfiguration of the space of The ARTS at Marks Garage in order to accommodate Visitor Center foot traffic.

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	55000	0	0	0
EQUIPMENT	0	0	44924	0	0	0
TOTAL:			99,924			
JUSTIFICATION/COMMENTS: The construction costs are allocated to the removal and relocation of plumbing, walls and installation of new bathroom fixtures in order to increase bathroom capacity. These project also includes the relocation of a small kitchen area.						

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

Hawaii Academy of Performing Arts
(Typed Name of Individual or Organization)

(Signature)  (Date) 1/31/14

Rich Richardson
(Typed Name)

Executive Director
(Title)

