

House District _____

Senate District _____

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

"Recipient" means any organization or person receiving a grant.

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:
Chinatown Community Foundation, also known as the Chinese Chamber of Commerce Foundation

Db/a:

Street Address:
8 South King Street, Suite 201, Honolulu, Hawaii 96813

Mailing Address:
8 South King Street, Suite 201, Honolulu, Hawaii 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Ms. MONA CHOY-BEDDOW

Title President

Phone # 808-533-3181

Fax # 808-537-6767

E-mail mona.choy-beddow@homestreet.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THE CHINATOWN TRAINING AND VISION CENTER (CTVC), AN INTEGRAL PART OF THE CHINATOWN COMMUNITY FOUNDATION, WAS ESTABLISHED IN 2009 TO PROVIDE AND PARTICIPATE IN EDUCATION AND OUTREACH ACTIVITIES. MANY ACTIVITIES ARE DONE IN CONJUNCTION WITH OTHER ETHNIC CHAMBERS, COMMUNITY GROUPS, AND STATE AND CITY REPRESENTATIVES.

WE ARE RESPECTFULLY REQUESTING FUNDING OF \$175,000 TO MAKE OUR BUILDING ACCESSIBLE TO PERSONS WITH DISABILITIES AND SENIORS. THE FUNDING WILL BE USED TO INSTALL A WHEELCHAIR LIFT AND TO MAKE OUR HALLWAYS AND RESTROOMS ACCESSIBLE. MANY PEOPLE WITH DISABILITIES AND SENIORS WANT TO ATTEND OUR ACTIVITIES BUT ARE UNABLE TO BECAUSE THE BUILDING IS NOT ACCESSIBLE.

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 175,000

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

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 \$ FUND RAISING CAMPAIGN UNDER WAY

REPRESENTATIVE.

MONA CHOY-BEDDOW, PRESIDENT
NAME & TITLE

JANUARY 19, 2017
DATE SIGNED



RECEIVED

1/19/17

Ma

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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 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.

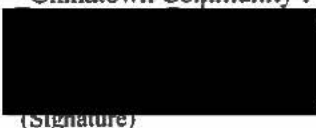
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Chinatown Community Foundation, also known as Chinese Chamber of Commerce Foundation _____
(Organization)


(Signature)

January 19, 2017 _____
(Date)

__Mona Choy-Beddo _____
(Typed Name) (Title)

Application for Grants

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. Please include the following:

1. A brief description of the applicant's background;
The Chinatown Training and Vision Center (CTVC), an integral part of the Chinatown Community Foundation, was established in 2009 to provide educational programs and participate in community outreach activities. These activities generally involve other ethnic Chambers, community groups and State and City representatives. Below are various activities the CTVC have provided over the years.
 - a. **Education seminars and workshops held with government agencies.**
 - b. **Classes on Social Media and its effectiveness in growing your business.**
 - c. **Organize political candidate forums. These events allow candidates seeking public office to connect with the voters in a meaningful way.**
 - d. **Community discussion series focus on topics critical to Chinatown and surrounding communities.**
 - e. **Core Courses Curriculum offered on a year round basis to Chamber members and members of the community. Classes are generally free and a number of businesses and individuals have offered their expertise as a way to help the community. Areas taught include: Keys to business success, labor and employment law, starting a new business, financial planning, etc.**
2. The goals and objectives related to the request;
 - a. **To make the building accessible to people with disabilities and seniors. The goal is to install a wheelchair lift and to make the hallways and restrooms accessible.**
 - b. **To repair the building's roof for minor leaks.**
3. The public purpose and need to be served;
The CTVC is available for community and public use. Educational programs are open to the public. Many of these programs are done in conjunction with other ethnic Chambers. Many people with disabilities and senior citizens who want to participate in our activities but are unable to

attend because the building is not accessible. The wheelchair lift and retrofit our restroom to be ADA accessible will allow them easy access to our building and attend our activities.

4. Describe the target population to be served;
The CTVC and its programs and activities are open to members of the communities.
5. Describe the geographic coverage.
Island of Oahu.

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;
Install a wheelchair lift, retrofit hallways and restroom to make them ADA accessible.

Repair the existing roof of the building for minor leaks.

All work will be done by person(s) with proper licenses and in accordance with applicable codes and all relevant permits are to be obtained. The work will be bid out as a design build contract.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
We anticipate the design work will take approximately three (3) months and approximately nine (9) months to complete the work required.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;
We will create a Project Oversight Committee make up of qualified individuals. The Committee members will be tasked to develop the scope of work, select a contractor and monitor to ensure the work is done in accordance with specifications, completed within budget and on time. The Committee will report to the Board regularly.
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.

We will submit a project schedule and monthly reports to the in-charge State agency. We will also submit an activities calendar of scheduled events to demonstrate effectiveness of funds spent.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
Attached.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$50,000	\$75,000	\$175,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.
The Board of Directors have voted to support the project and are committed to contribute financially to the needs of the CTVC. A funding raising campaign is under way to secure funding commitments from individuals and businesses.
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.
None
5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.
The applicant has not nor will be receiving any Federal, State, or County government contracts or grants.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.
Unrestricted current assets - \$142,273

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.

We have over 300 members with varying skills and experiences in business, academia, facilities and project management, field of law, etc. We will tap into our membership to find qualified individuals to oversee this project. We also have two (2) full-time employees to handle all recordkeeping and administrative functions necessary for this project.

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 CTVC is located on the 2nd floor of the Chinatown Community Foundation (also known as the Chinese Chamber of Commerce Foundation) building. Due to the age of the building, a blue print is not available. A copy of the floor plan is provided as Exhibit A.

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 work will be performed by a licensed contractor. The Project Oversight Committee is tasked to monitor the progress of the project.

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 organization chart that illustrates the placement of this request.

An organizational chart is provided as Exhibit B

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

We have two (2) full-time employees:

Executive Director - \$55,000 annual

Office Assistant - \$30,000 annual

All Directors and Officers serve on a voluntary basis and receive NO compensation.

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.

None

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

None

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

Preliminary, the organization will ensure there are: 1) adequate preventive maintenance money budgeted to sustain the activity funded by the Grant and 2) sufficient funding to sustain our educational and community programs. Our fundraising campaign is on-going to raise funds from individuals and business to support programs.

We will submit a detailed plan after fiscal year 2017-18 as required.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

Provided as Exhibit C.

8 South King Street

Site Plan - 2nd Floor

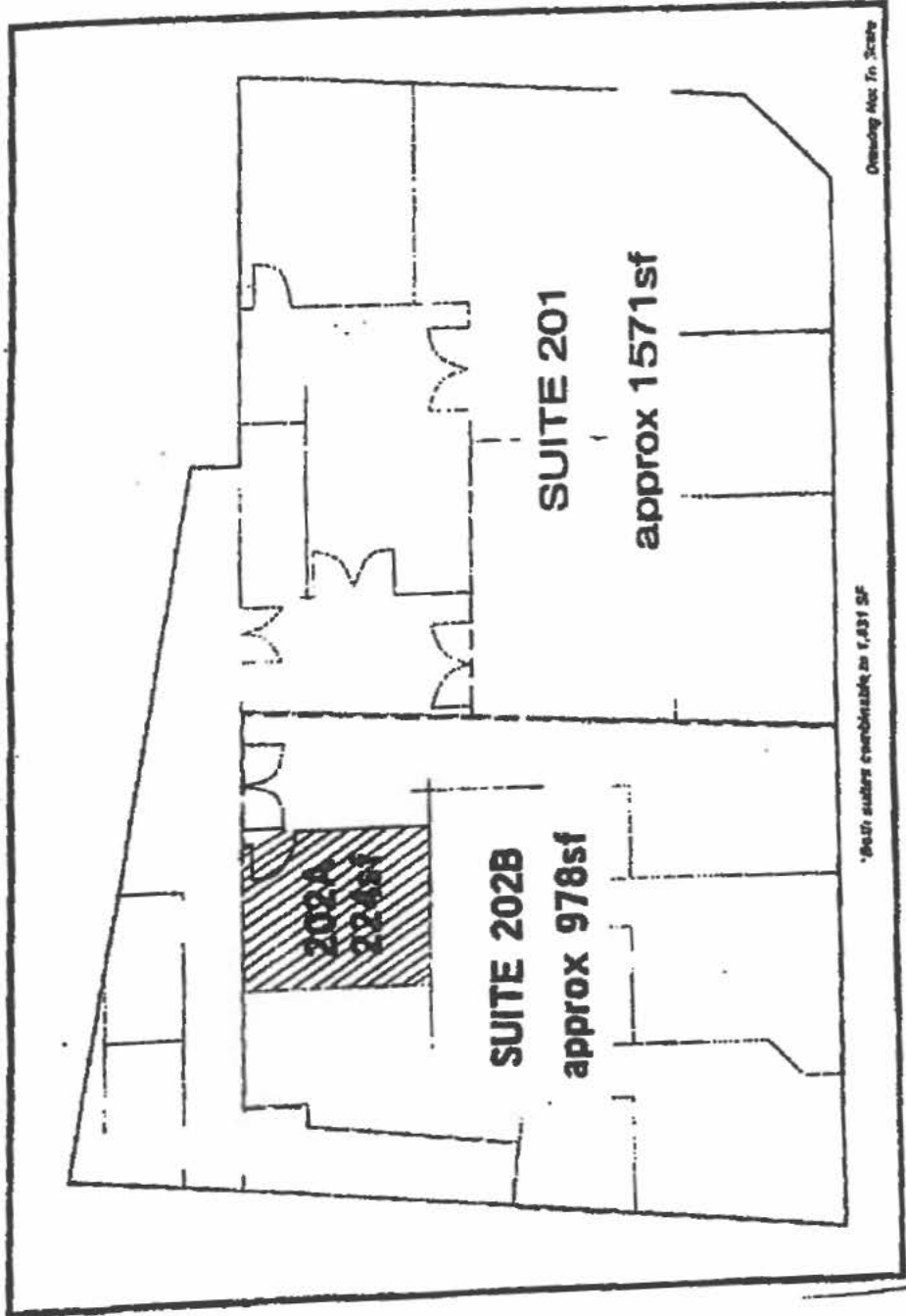
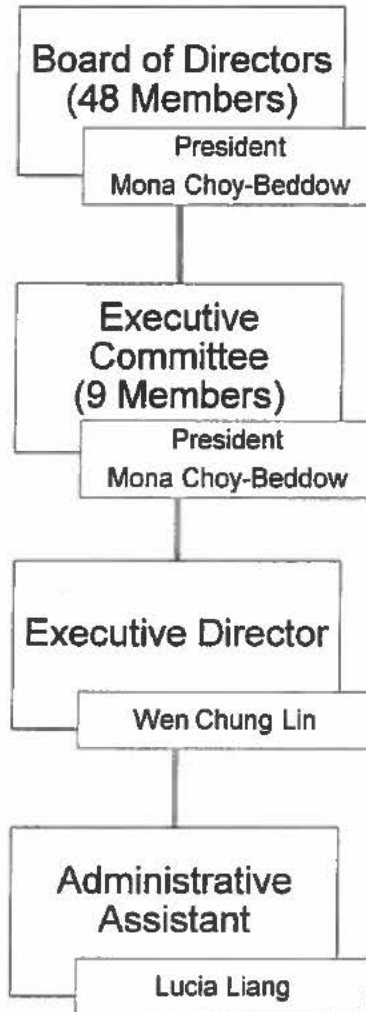


EXHIBIT A

ORGANIZATION CHART
CHINESE CHAMBER OF COMMERCE FOUNDATION





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

CHINESE CHAMBER OF COMMERCE FOUNDATION

was incorporated under the laws of the State of Hawaii on 05/24/1994 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 17, 2017

Catherine P. Awah-Coleman

Director of Commerce and Consumer Affairs



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Chinatown Community Foundation, also known as Chinese Chamber of Commerce Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	\$ -	\$ -	\$ -	\$ -
2. Payroll Taxes & Assessments				
3. Fringe Benefits	\$ -	\$ -	\$ -	\$ -
TOTAL PERSONNEL COST	\$ -	\$ -	\$ -	\$ -
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$ -	\$ -	\$ -	\$ -
2. Insurance	\$ -	\$ -	\$ -	\$ -
3. Lease/Rental of Equipment	\$ -	\$ -	\$ -	\$ -
4. Lease/Rental of Space	\$ -	\$ -	\$ -	\$ -
5. Staff Training	\$ -	\$ -	\$ -	\$ -
6. Supplies	\$ -	\$ -	\$ -	\$ -
7. Telecommunication	\$ -	\$ -	\$ -	\$ -
8. Utilities	\$ -	\$ -	\$ -	\$ -
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	\$ -	\$ -	\$ -	\$ -
C. EQUIPMENT PURCHASES	\$ -	\$ -	\$ -	\$ -
D. MOTOR VEHICLE PURCHASES	\$ -	\$ -	\$ -	\$ -
E. CAPITAL	\$ 175,000	\$ -	\$ -	\$ -
TOTAL (A+B+C+D+E)	\$ 175,000	\$ -	\$ -	\$ -
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 175,000	Mona Choy-Beddow		808-533-3181
(b) Total Federal Funds Requested				Phone
(c) Total County Funds Requested				January 19, 2017
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	\$ 175,000	Mona Choy-Beddow, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Chinatown Community Foundation, also known as Chinese Chamber of Commerce Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not requesting funding for equipment			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not requesting funding for motor vehicles			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Chinatown Community Foundation, also known as Chinese Chamber of Commerce Foundation

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS			\$ 10,000			
LAND ACQUISITION						
DESIGN			\$ 10,000			
CONSTRUCTION			\$ 155,000			
EQUIPMENT						
TOTAL:			175,000			
JUSTIFICATION/COMMENTS:						