

House District 2

Senate District 1

**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):

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Island Portuguese Chamber of Commerce
DbA:HIPCC Cultural and Educational Center

Street Address: No Street Address

Mailing Address: P.O. Box 1839 Hilo, HI 96721

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. MARLENE HAPAI

Title HIPCC President, 2015-Present

Phone # 808-966-9894

Fax # 808-966-9894

E-mail mhapai@aol.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:

HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE
CULTURAL AND EDUCATIONAL CENTER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 3,070,715

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 \$ 1,000,000
 FEDERAL \$ 0
 COUNTY \$ 10,000
 PRIVATE/OTHER \$ 212,768.66

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

DR. MARLENE HAPAI, PRESIDENT, HIPCC

NAME & TITLE

JANUARY 17, 2017

DATE SIGNED



RECEIVED

1/17/17 *ML*

I. Background and Summary

1. Description of applicant's (HIPCC) background

The Hawaii Island Portuguese Chamber of Commerce (HIPCC) was formed in December, 1981 followed by its first general membership and installation of officers meeting on January 19, 1982 and the support of 155 original charter members representing businesses, education, community organizations and individuals interested in the Portuguese heritage.

The purposes and objectives of the organization are:

- To promote trade and commerce
- Advance the understanding of, and appreciation for our free enterprise system
- Inspire persons of Portuguese ancestry in education, business, and community endeavors and
- Encourage the preservation of the unique and valuable Portuguese heritage for the enjoyment and benefit of everyone.

2. Goals and Objectives related to request

The HIPCC Cultural and Educational Center was incorporated as a non-profit entity on June 7, 2002 and its By-Laws approved by its Board of Directors on July 17, 2002.

The purposes of the corporation, which was organized exclusively for educational and charitable purposes as a 501 (c) 3 are as follows:

- To conduct, support and promote educational activities related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To serve as a repository, archive and/or library for documents, manuscripts and artifacts related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To erect, operate and maintain a facility appropriate and suitable for the foregoing purposes.

This grant proposal specifically addresses funding sought to:

- Plan, design and construct a cultural and educational facility comprised of a main hall, certified kitchen, an archives room, traditional verandas, a stone oven and one or two offices to generate income for building and grounds operation and maintenance
- Create, design and construct exhibits showcasing the Exploration, Emigration and Assimilation of the Portuguese from the Age of Discovery of the 15th

century, to the emigration of the Portuguese from mainland Portugal, the Azores and Madeira Islands in the late 1800's and early 1900's to the Kingdom of Hawaii and to the assimilation of the Portuguese from that time to today, as a major contributor to Hawaii's melting pot of people, to its food, music, paniolo heritage, the establishment of the Big Island's historic towns as original founders and business owners and the impact of those of Portuguese ancestry today making a difference in our community through business, educational, cultural and other endeavors.

- Furnish the main hall to accommodate cultural events and large gatherings
- Provide IT capabilities to encourage interactions between families in Hawaii and those left behind in their native countries, both Portuguese and other ethnicities wanting to experience electronic family reunions.

3. Public purpose and need to be served

First and foremost, the center will be a repository for archiving the rich history and legacy of the Portuguese in Hawaii. A preservation effort is needed now, before historic photos and documents are lost to ever changing societal and family priorities. Invaluable works such as "Portuguese Hawaiian Memories" by J.F. Freitas, originally published in 1930 and reprinted in 1992, and other historical documents must be preserved for future generations.

The second aim of the project is to create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition. The center will comprise a main hall for cultural events and large gatherings, a certified kitchen, an archives room, traditional verandas, a stone oven, and one or two office rentals to generate income for center operations. Verandas and a stone oven will add to the Portuguese cultural flavor of the facility. The HIPCC has shown its sincerity in sharing the Portuguese culture by hosting an annual Portuguese Day in the Park in Hilo since 1995. Each year this event provides Portuguese Bean Soup and milk bread fresh from the stone oven to all as a gift from the Chamber to the community. A home of its own will enable it to offer so much more to the public instead of operating in a weather-dependent venue. \$100,000 has also been provided to date to Hawaii Island students to further their educations through its scholarships.

Finally, the humorous and gregarious nature of the Portuguese should not be allowed to overshadow their deep pride and dignity as a people. When the original Portuguese immigrants left their homeland, it was never to return. They left behind family and friends to find a new life. In their assimilation most did not pass on their language and it is said that when a language dies so does its culture. This center will enable language classes and cultural experiences to share what was brought with

the original Portuguese that came to Hawaii and let them interact with the new generations of families and friends left behind via today's technology. This experience will be available to all other ethnic groups using the facility as well.

4. Target population to be served

This center is an island and state-wide initiative to serve all people in our state, especially those of Portuguese ancestry, to help them trace their ancestry and reconnect as possible with relatives locally and worldwide. Because people of Portuguese ancestry are found all over the world today and we are incorporating a global element honoring and exhibiting Portugal's golden age of discovery in the 15th century, we envision the center to be visited by people from many countries with Portuguese affiliations. Additionally, the center will reach out to all visitors to share the culture and history of one of Hawaii's people, something many visitors choose to do when visiting new places.

Exhibits and programs will service all age groups. Handicapped accommodations will be incorporated into the design and construction.

5. Geographic coverage

The facility will service Hawaii's people whose Portuguese ancestors were spread throughout the islands for plantation and other purposes and will accommodate visitors from all islands, states and nations worldwide. Technology will enable electronic visits between island residents of all ethnicities and others worldwide.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities

An acre of land at the intersection of Ponahawai and Komohana in Hilo, Hawaii (Parcel Number 230370210000) was transferred via a Warranty Deed from Frank DeLuz III, (founding member-present, officer, Board member) to the Hawaii Island Portuguese Chamber of Commerce on December 31, 2007. This transfer assigns the HIPCC and its successors right, title or interest in the property in fee simple forever.

Presently, the County of Hawaii Real Property Tax Office lists the current Market Land Value at \$165,000, thus making this the first In-kind contribution to launch the building of the HIPCC Cultural and Educational Center, envisioned by many members in 2002 when this non-profit arm of the chamber was incorporated.

In 2015 HIPCC members began clearing the land with intentions of moving forward with building the center. They continue to keep the grass and other vegetation at a minimum so land clearing costs can be minimized. We have also accepted, via a memorandum of agreement, the Programming and Conceptual Pro Bono Design of Erskine Architects, Inc. which has thus far provided a conceptual design and Opinion of Probable Cost to submit a viable grant proposal. This Opinion of Probable Cost projection includes Design Work, Site Work and Building Work. Erskine Architects has increased the commitment of their pro bono services to a value of \$55,000.

Erskine Architects originally anticipated the design, permitting, bids and contracting part of the project to take a year and a half (July, 2016-December, 2017) and the construction to take eight months (January, 2018-September, 2018), a timeline that would meet the desired opening of the center on September 30, 2018 to coincide with the 140th anniversary of the arrival of the first Portuguese immigrants to Hawaii. If the facility is not completely finished we will do a soft opening and still commemorate the event. The Opinion of Probable Cost, as well as preliminary building design incorporating the story of Hawaii's Portuguese and their rich history, is appended. These documents also include site work and construction plans.

Exhibit planning has already begun and thus its incorporation into the building design. The flow of the story begins with Portugal's Age of Discovery in the 15th Century incorporating the map of these discoveries onto a wall as you ascend the stairs to the main hall. This leads to the story of the emigration of the Portuguese people from the Azores and Madeira, as well as mainland Portugal, from 1878-1913 via 29 ships incorporating photos of the ships and surnames taken from the original ship manifests of the families arriving on each ship into exhibits. Short quotes from each ship log will also be added to provide the human element tied to each voyage. The story is completed with their assimilation in Hawaii with their music, dance, food, paniolo lifestyle, the establishment of Big Island towns and their prominence today in business, education, government and community affairs. A videoconferencing element is also planned to provide the opportunity for electronic family reunions, as many families that left the Azores and Madeira have never been reunited. This venue will also be available to other families in Hawaii to connect with their families from afar. Exhibit planning and construction will continue throughout the entire project to have the center open with all elements in place.

The following personnel will be hired once the center is in its operational phase and income is being generated. All positions will be on a half time basis, unless demand requires otherwise. Salaries are comparable to other small museums in the Hilo area. During the design and construction phase, all director, exhibit planner and archive work will be done on an in-kind basis, much of it by former Imiloa Astronomy

Center Director, Dr. Marlene Hapai. Her work, with the assistance of other HIPCC and community members, will provide an in-kind contribution of \$104,000 over a 2-year period.

Director: Oversee operations on a daily basis, create and manage Center budget, write and manage grants, fundraise, initiate programs, supervise other personnel. (Half time: \$20,000-25,000)

Clerk: Collect monies, keep financial records of all facility-related income and expenditures, assist director with correspondence and as needed (\$12.50/hour)

Volunteer Coordinator: Contact, train and schedule volunteers, perform docent duties, schedule facility use, assist director as needed (\$12.50/hour)

Janitor/Groundskeeper: Maintain building and grounds, assist director as needed, (\$10.00/hour)

Exhibit Planner/Archivist: Create and maintain exhibits, assist director as needed (\$15/hour)

2. Projected Annual Timeline:

A 2-fiscal year funding timeline continues to be recommended to coordinate the opening of the center with the 140th anniversary of the Portuguese arrival to Hawaii (First ship, Priscilla (German), arrived on September 30, 1878 from Funchal, Madeira, 116 days sailing time, 80 Men, 40 Women, 60 Children). We would like the opening date of the center to be September 30, 2018.

We request a 2-fiscal year funding cycle, with 2018 being the second year that has been adjusted to include other grant and private funding and volunteer services. A very active fundraising campaign is planned for 2017 and 2018 as shown in the 4 Project Phases below.

4 Project Phases:

1. **December 2015-January 2017** – Pre-grant planning (preliminary building design, internal and external contents), determining cost, grant writing, advertising to public, major private fundraising/founding donors and exhibit planning. Portuguese Day in the Park, an annual event created and continued by HIPCC and now held for over 20 years launched the campaign fundraising

effort on February 7, 2016 and allowed HIPCC the opportunity to gain community support. In total, 1,000 signatures and 550 letters of support for the Center were sent to the 28th Hawaii State Legislature. Our goal through private contributions and fundraising events is \$275,000 or more over a period of 3 years and anticipate more in-kind contributions from various local businesses. Services offered thus far whose values have been determined have letters appended to this proposal while others who have indicated support in the past or more recently are in the process of being contacted and their value will be determined as planning and construction commence.

Value of In-kind contributions: (As of January, 2017)

In-Kind contributions offered thus far include:

Value of Land =	\$165,000
Architectural Services =	\$55,000
Electrical Engineer Services =	\$40,000
Director/Exhibit Planner/ Archivist Services =	\$104,000
Mason Services	= To Be Determined
Plumbing Services	= To Be Determined
Landscaping Services	= To Be Determined
Concrete & Materials	= To Be Determined

There is the possibility of an additional private contribution of \$300,000 from the Weinberg Foundation once the roof is up, pending new criteria.

- 2. January 2017-December 2017** – Part of the first fiscal year (January-June, 2017) and the entire 2017 calendar year will consist of major private fundraising by HIPCC, and mainly Design Work and Site Work as listed on the Probable Cost sheet provided by Erskine Architects, Inc. This will include land prep, building design confirmation, permits pulled, going for bids and contracts. Exhibit research, planning and creation will also commence. The part-time Center Director position will be assumed by Interim Director Dr. Marlene Hapai who on a pro bono basis will write more grants and help with fundraising as well as do required paperwork associated with this grant. The Treasurer for the Center's 501 (c)3 will assume the Clerk's financial duties associated with the grant and fundraising. The Interim Director will work with others to continue researching and creating exhibits including work on acquiring information, photos and permission to use images from the Maritime Museums of England, Germany and France for ships and the

Portuguese government to use an image of the giant marble windrose in Belem/Lisbon surrounding a world map of the 15th century Portuguese explorations Age of Discoveries. This map shows “The Portuguese were to the Atlantic as the Polynesians were to the Pacific: Great Explorers, Adventurers, and Navigators” (Marlene Hapai, 2015). It is most impressive and a vital part of the story of Hawaii’s Portuguese. The ship logs, written by Captains of the ships who brought the original Portuguese to Hawaii often mention the connection of the people they were bringing with the names of Portugal’s famous explorers.

Volunteer services will also be provided by HIPCC and community members as needed.

Fundraising Events for 2017 will include Portuguese Day in the Park on February 26th, a Founder’s Ball on June 10th Portugal Day and an Indoor Soccer Tournament in November. These events will focus on bringing Hawaii’s Portuguese culture and history to the forefront, as well as raise valuable funding, with music, language, games, fashion, and sports being highlighted.

Amount requested: \$3,070,715

- 3. January 2018 – September 2018** – Major private fundraising will continue throughout the second fiscal and calendar years of funding. This period will also include building construction, landscaping, electricity/IT components and complete the major part of the project. Exhibit research, planning, and construction will also continue to coincide with center completion and opening. Furniture and IT equipment will be purchased, and personnel continue on a pro bono basis until operational dollars are generated.

Fundraising events for 2018 will once again include Portuguese Day in the Park, a Founder’s Ball and add the history of Portuguese horsemen from the old country to Hawaii’s Portuguese paniolos, present and past via a rodeo and culminate with festivities to celebrate the 140th anniversary of the arrival of Hawaii’s first Portuguese immigrants on September 30, 2018 and a blessing of the center, including additional fundraising as needed.

Amount requested: No additional funds

4. July 2018-September 2018 (Opening) Request No-cost extension from 2016 and 2017 grants if funds not totally expended.

Completion of building, exhibits and outside as needed, get final approval, Grand or Soft Opening (September 30, 2018)

3. Quality Assurance and Evaluation Plans:

The results or goal of this project is to build a Portuguese Cultural and Educational center of the highest quality at the lowest cost in order to maximize resources. Value engineering will be used as able as well as local professionals have volunteered their services to keep costs down. The Project Manager will work with all involved to complete the project with resources provided following LEED, ADA and other requirements as well as using professional evaluation tools and guidelines.

4. Measures of effectiveness:

- Throughout the grant funding period, quarterly reports will be forwarded to the granting agency (State of Hawaii respective agency) to compare funding and projected project progress associated with that funding. The first year will include completion of site and design work, as well as exhibit planning, information and photo acquisition, and exhibit construction. The second year will include mainly building construction, landscaping and exterior construction, including parking and access and completion of exhibits.
- All elements will be evaluated by standard architectural, design and building methods to determine their effectiveness to include permitting and use once open for business.
- Once open, a Customer Satisfaction survey will be given to each visitor to determine effectiveness of Storyline associated with center exhibits, facility parking and access, and services provided to include videoconferencing family reunions, and use of kitchen and hall.

III. Financial: Note: Fundraising began in February 2016 having a piece of property, \$7951.51 and needing \$4,293,484. Today we have a \$1 million State Grant-in-Aid, \$199,000 in-kind contributions, private donations and strong community support and are only \$3,070,715 from our goal.

Budget:

1. Budget forms included.
2. Quarterly Funding Requests

Fiscal Year 2016-2017: (From \$1,000,000 Grant-in-Aid received)

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0	\$0	\$250,000	\$750,000	\$1,000,000

Application for Grants

Fiscal Year 2017-2018:

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Total Grant</u>
\$1,000,000	\$1,000,000	\$1,000,000	\$70,715	\$3,070,715

3 . Other funding sources sought for 2017 fiscal year:

Seeking Private Funding: Goal \$100,000-275,000 over period of 3 years

In-kind contributions are also being sought to decrease the cost of the project.

4. State and federal tax credits: None

5. State and County Grants:

State of Hawaii Grant-in-Aid, 2016-2017: \$1,000,000

County of Hawaii Contingency Fund: 2016-2017: \$10,000

6. Balance of unrestricted assets as of December 31, 2016: \$13,768.66

IV. Experience and Capability

A. Necessary Skills and Experience

Name:	Title:	Skills, Abilities & Knowledge	Experience & Related Projects
Dr. Marlene Hapai Professor and Regent Emeritus, University of HI	Marlene Hapai *Grant Administrator, *HIPCC President 2015-Present, *1 st VP 2013-2015, *2 nd VP 2012-2013 *HIPCC Board Member 2010-Present	Relating to Request: Marlene Hapai *Executive Director Imiloa Astronomy Center (2004-2006) (Responsible for coordinating building of \$28 million facility to include working directly with project engineer, landscape architect, building architect, exhibit staff and companies, restaurant vendors, planetarium company, digital display company) Co-writer of first grant to fund center	Pertinent to Request: Marlene Hapai *2008-Present – Business Manager and Co-Owner of Andrade Building, historic building built in 1924 in Honokaa helping to establish the town. In process of refurbishing and restoring building and home. House is being used to tell the story of the Andrade family coming to Hawaii as part of the cultural restoration of Hawaii’s original Portuguese

Applicant: HIPCC Cultural and Educational Center

<p>*Fred K. Erskine, AIA Principal, Erskine Architects, Inc.</p>	<p>Fred Erskine: *Project Manager Extensive experience in designing, planning and constructing non- profit, culturally- related structures in Hawaii, HIPCC Member 2010 – Present</p>	<p>*30-Years Teaching Experience @ 6-12 grade, community college, 4-year college and graduate levels and teacher training *16 Years Administrative Experience: Asst. Director Na Pua Noeau (1989-1992) Department, Division and Program Chair, UH Hilo Natural Sciences (1991-2000), Associate Dean College of Tropical Agriculture & Human Resources, UH Manoa(2000-2004), Executive Director Imiloa (2004-2006) *Acquired and Administered \$7 million in grants (1990- 2010) *Full resume available upon request</p> <p>Fred Erskine: *Erskine Architects established in 2001 and a recognized firm in Hawaii *Provide effective project management through comprehensive design services approach *Services include feasibility studies, facilities assessments, space and master planning * Oversee all phases of</p>	<p>immigrants. *Involved in project dedicating the newly refurbished Honokaa Rodeo Arena as the Rose Andrade Correia Stadium, named after her grandmother *Planned and coordinated the 90th Anniversary celebration of the Andrade Building to share the Portuguese culture and history of the Andrade family *Coordinated HIPCC gifting the Honokaa Library with a fire- proof cabinet to preserve the original ship logs and manifests of the Portuguese immigrants to Hawaii from 1878-1913</p> <p>Fred Erskine: The following education and culturally-related projects have been undertaken and completed by Erskine Architects, Inc. over the last 3 years: *Ke Kula ‘o Samuel M. Kamakau, LPCS, New School Campus Cost: \$4 million Size: 159.2 acres Completed: 2012 Location: Haiku Valley, Hawaii</p>
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		<p>design including land-use entitlements, permitting and other regulatory approvals, competitive bidding services and construction administration.</p> <p>*Develop project specific requests for proposals</p> <p>*Author design and constructing agreements</p> <p>* Emphasis on teamwork in all aspects of work</p> <p>*Provide architectural services that meet client needs and budget</p>	<p>*'Aha Punana Leo o Manoa Cost: \$300,000 Size: 2,080 sq.ft. Completed: 2012 Location: Honolulu, Hawaii</p> <p>*'Aha Punana Leo o Kauai Cost: \$344,000 Size: 3,570 sq.ft. Completed: 2013 Location: Lihue, Hawaii</p> <p>*'Aha Punana Leo, "Hale Ho'okipa" at Nawahiokalani'opu'u Cost: \$1.1 million Size: 3,730 sq.ft. Completed: 2015 Location: Kea'au, Hawaii</p>
<p>*Frank DeLuz III Real Estate Agents, Big Island Rancher and Landowner</p>	<p>Frank DeLuz III *Project Initiator/Philanthropist *Has kept project alive since its conception to present</p>	<p>Frank DeLuz III *Founding Member, HIPCC, 1982-Present *President HIPCC, 1991-1992</p>	<p>Frank DeLuz III *Former Hawaii County Council Chair and Councilman *Extensive knowledge of Portuguese heritage in Hawaii *Donator of property to HIPCC for Cultural and Educational Center</p>

B. Facilities

This is a capital improvement proposal. Facilities do not yet exist, but a plan is appended to show the conceptual design of the building and surrounding landscaping, external requirements and enclosures. A Probable Cost proposal is also provided to approximate the cost of the project.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

(Proposed staffing responsibilities will be performed as needed on a pro bono basis by interim staff and HIPCC members until the center is in its operational phase.)

Center Director:

Qualifications:

- 2 or 4-year degree in Hospitality, Business, Museum Studies or other programs related to managing cultural and educational centers or comparable experience
- Good interactive people skills
- Ability to write and manage grants and raise funds for center
- Ability to effectively represent center in all types of media: internet, newspaper, radio, television, other
- Ability to create and manage center budget
- Ability to oversee center operations on a daily basis
- Ability to initiate new cultural and educational programs
- Ability to supervise other center personnel
- Knowledge of and interest in Portuguese culture
- Good IT skills

Supervision:

- Under HIPCC Cultural and Educational 501 (c)3 Board Coordinators

Training:

- By former Imiloa Director or equivalent and through shadowing of and meeting with comparable personnel in other Hilo museums.

Center Clerk:

Qualifications:

- Certificate, 2 or 4 year degree in Business, Accounting or comparable field or equivalent experience
- Able to maintain records of all facility-related income and expenditures
- Able to assist Director in all grant-related or other fundraising record keeping
- Assists Director in correspondence
- Assists with "Gift Shop" and other purchases
- Assists with visitor admission and record keeping
- Proficient in current computer programs, good IT skills
- Interest in Portuguese culture

Supervision:

- Under Center Director

Training:

- By Center Director and shadowing comparable personnel in other Hilo museums

Exhibit Planner/Archivist:

Qualifications:

- 2-4 year degree or experience in Museum Studies, Graphic Arts, Computer Science or other programs and experience applicable to creating and maintaining exhibits
- Ability to search online to identify and acquire information and photos for exhibits
- Ability to help create (research, write, graphics) exhibits
- Ability to communicate orally and in written form with others to obtain permission to use information and photos for exhibits and negotiate pricing
- Graphic Arts experience
- Responsible for exhibit maintenance
- Current IT skills
- Ability to set up a data base of Center information for Center use and visitor access
- Interest in Portuguese culture

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Volunteer Coordinator:

Qualifications:

- Experience in coordinating volunteer activities
- Good interpersonal skills
- Able to train docents and volunteers
- Ability to do scheduling of events and people
- Ability to assist Director as needed
- Interest in Portuguese culture

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Janitor/Groundskeeper:

Qualifications:

- Experience in caring for facilities to include general cleaning and maintenance
- Ability to maintain facility at highly clean and sanitary standards
- Knowledge of proper use of cleaning agents
- Experience in maintaining grounds
- Knowledge of proper use of pesticides and fertilizers
- Knowledge of and ability to use and maintain grounds-keeping equipment
- Ability to assist Director as needed
- Interest in Portuguese culture

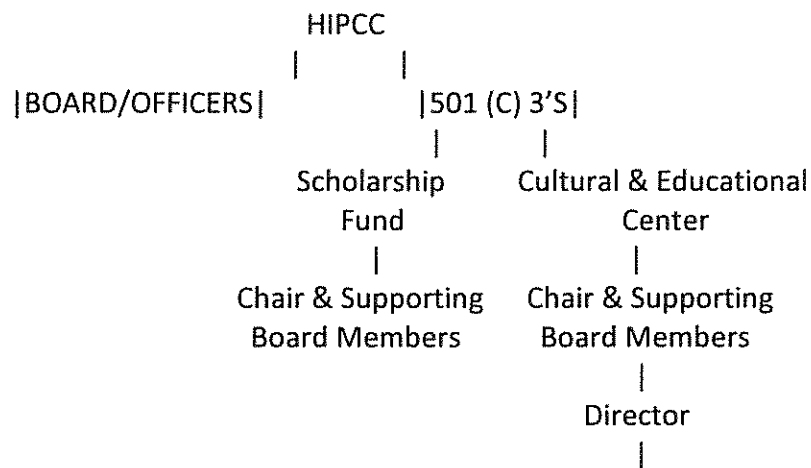
Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

B. Organization Chart



Clerk – Volunteer Coordinator- Exhibit Planner/Archivist - Janitor/Groundskeeper

The HIPCC is managed by a Board with annually elected officers. HIPCC has formed two 501 (c)3's over the years to provide educational scholarships and to build and operate a cultural and educational center. The organizational chart provided above includes the separate chamber Board and its officers and the two 501 (c)3 entities. Each 501 (c)3 is registered with the State of Hawaii Department of Commerce and Consumer Affairs, has its own governing

members and reports to the Chamber Board at each monthly meeting. A committee of governing members for the Cultural and Educational Center 501 (c)3 and HIPCC Board/Other Members possessing expertise to benefit the center and its operations will supervise the Center Director once hired during the operational phase when funds are available. The Director will supervise all other Center employees.

C. Compensation – Provide annual salaries of 3 highest paid officers:

All positions listed below are at the half-time equivalent:

Director - \$20,000- 25,000/ year

Exhibit Planner/Archivist - \$10,000 – 15,000/year

Clerk - \$12,000/year

VI. Other

A. Litigation – Disclose any pending litigation – None

B. Licensure or Accreditation: Does HIPCC possess any prior to this request? None

C. Private Educational Institutions: Not Applicable

D. Future Sustainability Plan

Should all needed funds not be available in the 2016-2018 funding cycle to complete the center, additional grants will be submitted to the County and State, private fundraising will continue (specifically seeking large donors and naming opportunities), other foundation grants and the request for and use of additional volunteer service via in-kind contributions will be sought. To date we have received letters pledging \$199,000 of in-kind contributions. We will work diligently to receive more. Once open, office, kitchen and hall rentals will contribute to the Center operational budget, as well as entry fees, membership dues and annual fundraising events.

In-kind volunteer services will continue to be provided to write additional grants and seek more private funding; establish financial and other record keeping procedures from the onset of the project to avoid problems later on and enable exhibit production which requires not only designing exhibits, but also interacting with those granting permission to use photos and other information.

E. DCCA Certificate of Good Standing : January 10, 2017 Certificate appended.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

App HIPCC Cultural and Educational Center

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	(52,000)			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	(52,000)			
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				
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12				
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14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	3,070,715			
TOTAL (A+B+C+D+E)	3,070,715			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	3,070,715	Marlene Hapai 808-966-9894		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	0	Marlene Hapai President, HIPCC		
TOTAL BUDGET	3,070,715	Name and Title (Please type or print) *Personnel funded by in-kind contributions.		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: HIPCC Cultural and Educational Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director	1	\$50,000.00	50.00%	\$ 25,000.00
Clerk	1	\$24,000.00	50.00%	\$ 12,000.00
Exhibit Planner/Archivist	1	\$30,000.00	50.00%	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				52,000.00
<p>JUSTIFICATION/COMI Director needed to write/manage grants, assist with fundraising, oversee personnel. Clerk manage funds/keep records.</p> <p style="text-align: center;">Exhibit Planner/Archivist to research/create exhibits. All personnel costs to be provided through in-kind contributions (See letter).</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: HIPCC Cultural and Educational Center

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

Period: July 1, 2017 to June 30, 2018

Applicant: HIPCC Cultural and Educational Cent

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	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	575000	57500	57500	0	0
CONSTRUCTION	0	425000	3013215	3013715	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	1000000	3,070,715	3,070,715	0	0
JUSTIFICATION/COMMENTS: Plans being provided via "pro bono" services and land has been donated. Design and construction costs on Probable Cost sheet. Exhibit costs (\$125,000) included.						

GOVERNMENT CONTRACTS AND / OR GRANTS

HIPCC Cultural and Educational Center

Contracts Total: 1,000,010

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State of Hawaii Grant-in-Aid	7/1/16-6/30/18	DAGS	State of Hawaii	1,000,000
2	County of Hawaii Contingency Fund (Chun)	7/1/16-6/30/17	R & D	County of Hawaii	10,000
3					
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**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.

Hawaii Island Portuguese Chamber of Commerce
(Typed Name of Individual or Organization)

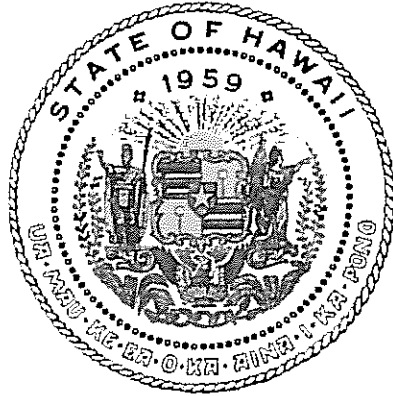
(Signature) 

1/17/17

(Date)

Marlene Hapai
(Typed Name)

President, HIPCC (2015-present)
(Title)



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

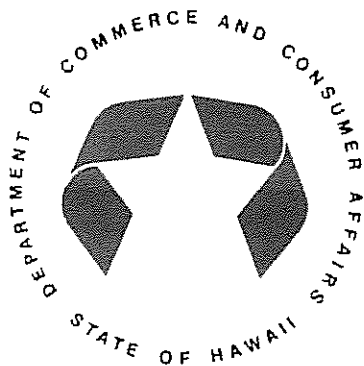
HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE CULTURAL AND EDUCATIONAL CENTER

was incorporated under the laws of Hawaii on 06/12/2002 ; 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 10, 2017

Director of Commerce and Consumer Affairs



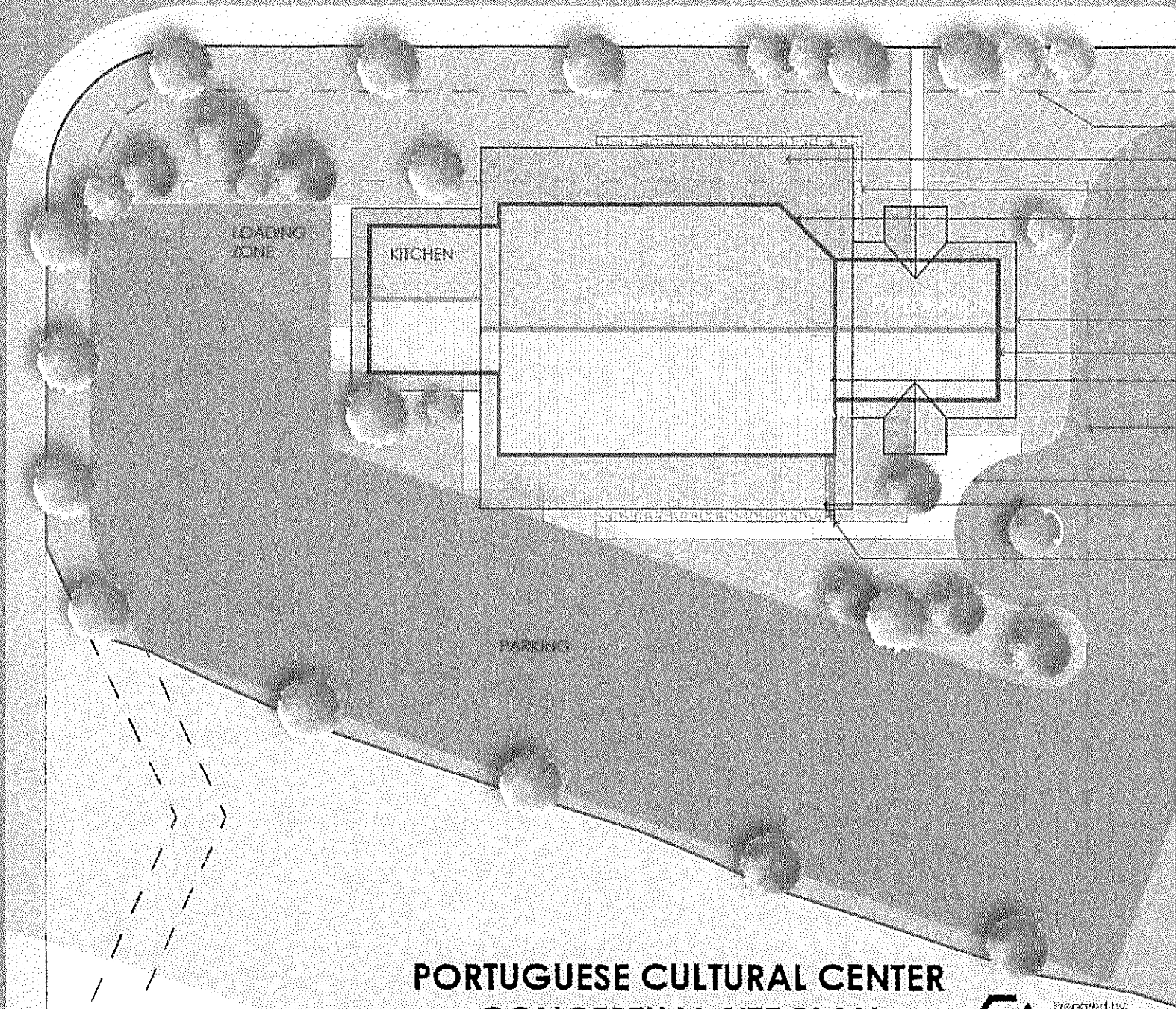
0% OPINION OF PROBABLE COST

1/13/2016

PROJECT:	HIPCC Cultural and Educational Center					
LOCATION:	Hilo, Hawaii					
JOB NO.:	1410					
PHASE:	Preliminary Conceptual Phase					
Item No.	Description	Qty.	Unit	Unit Cost (\$)	Sub-Total	Totals
1	Contractor Mobilization	1	Lump Sum	5,000	5,000	5,000
SITE WORK						
1	Site Clearing & Grub	1	Lump Sum	2,500	2,500	
2	Site Prep, Excavation and Grading	1	Lump Sum	150,000	150,000	
3	Site Utilities (domestic water and waste)	1	Lump Sum	125,000	125,000	
4	Fire Protection	1	Lump Sum	50,000	50,000	
5	Site Electrical, Telecom and Site Lighting	1	Lump Sum	200,000	200,000	
6	Site/Storm Drainage	1	Lump Sum	65,000	65,000	
7	Driveways and Parking	1	Lump Sum	200,000	200,000	
8	Site Retaining Walls	1	Lump Sum	75,000	75,000	
9	Concrete Walkways and Exterior Stairs	1	Lump Sum	30,000	30,000	
10	Chain Link Fencing	1	Lump Sum	10,000	10,000	
11	Signage	1	Lump Sum	8,000	8,000	
12	Landscaping	1	Lump Sum	75,000	75,000	
	Sub-Total:				990,500	990,500
BUILDING WORK						
1	Lower Floor of Building (Exploration)	1400	SF	300	420,000	
2	Staircase (Emigration)	250	SF	350	87,500	
3	Upper Floor of Building (Assimilation)	3750	SF	250	937,500	
4	Upper Floor Support (Kitchen, Restrooms, Etc.)	1150	EA	325	373,750	
5	Furniture, Fixtures and Equipment	1	Lump Sum	250,000	250,000	
	Sub-Total:				2,068,750	2,068,750
SUB-TOTAL: Site Work and Building Work						3,059,250
DESIGN WORK						
1	Studies/Tests (Geotechnical FDN/DRN & AIS)	1	Lump Sum	20,000	20,000	
2	Architectural and Engineering Design	1	Lump Sum	10%	305,925	
3	Special Inspections	1	Lump Sum	7,000	7,000	
4	Government/Utility Assessed Fees	1	Lump Sum	150,000	150,000	
	Sub-Total:				482,925	482,925
SUB-TOTAL: Site Work, Building Work & Design Work						3,542,175
	Contingency			10%	354,218	
	Sub-Total w/ Contingency					3,896,393
	GE Tax			4.167%	162,363	
GRAND TOTAL:						4,058,755
NOTES:						
1. We make no warranty, express or implied, that design fees, construction bid(s), and/or the negotiated cost of the work will not substantially vary from this opinion of probable cost (OPC). Should a higher level of confidence in predicting anticipated construction and design costs than that provided in this OPC be required, the Client should retain the services of a professional cost estimator for this purpose.						
2. This OPC does not include allowances for inflationary cost increases.						

PONAHAWAI ST

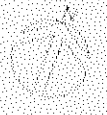
KOMOHANA ST



- ENTRANCE
- 10' PLANTING SCREEN
- VERANDA
- ROCK RETAINING WALL
- HILO BAY VIEW WINDOW
- ROOF
- WALL
- SKYLIGHT ABOVE EMIGRATION STAIRS
- BUILDING SETBACK
- PROPERTY LINE
- DROP OFF AREA
- VERANDA
- ROCK RETAINING WALL
- FLOOD ZONE A

**PORTUGUESE CULTURAL CENTER
CONCEPTUAL SITE PLAN**

Prepared by
GA
LAWSON



WALLACE T. OKI, P.E., INC.
ELECTRICAL ENGINEERING
P.O. Box 4070
Hilo, Hawaii 96720-0070

688 Kinoaie Street, Suite 115-B
Hilo, Hawaii 96720
Tel: (808) 961-9666
Fac: (808) 935-2549

15 DECEMBER 2016

The Honorable David Y. Ige
Governor, State of Hawaii
Executive Chambers
State Capitol
Honolulu, HI 96813

REF: PORTUGUESE CULTURAL AND EDUCATIONAL CENTER
HILO, HAWAII
TMK: 2-3-037: 021

Dear Governor Ige,

We are pledging an in-kind contribution to the Hawaii Island Portuguese Chamber of Commerce to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

We wholeheartedly support the building of a Portuguese Cultural & Educational Center. We provided similar in-kind contribution to the Hawaii Japanese Center in Hilo, which has similar missions recognizing the values and heritages instilled by the immigrants from Japan.

We understand the following has been placed in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- HIPCC has established a 501(c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.

We wish to provide the following in-kind contribution to help with this endeavor.

Description of Contribution: Professional Electrical Engineering Services for New Building.

Name/Address/Contact Person: Wallace Oki
Wallace T. Oki, P.E., Inc.
P. O. Box 4070
Hilo, HI 96720-0070

Email: wtopeinc@hilonet.com Phone: (808)961-9666



Wallace T. Oki

ERSKINE ARCHITECTS, INC.



December 29, 2016

The Honorable David Y. Ige
Governor, State of Hawaii
Executive Chambers
State Capitol
Honolulu, HI. 96813

**Subject: Hawaii Island Portuguese Chamber of Commerce (HIPCC)
Cultural and Educational Center
In-Kind Contribution**

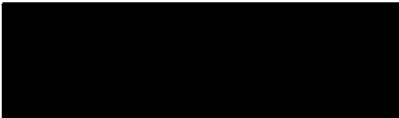
Dear Governor Ige:

My name is Fred Erskine and I am the owner of Erskine Architects, Inc. Since the inception of my company in 2001, we have grown to become a recognized design firm in the State of Hawaii. In 2015, we started assisting the HIPCC with developing the design of the Cultural and Educational Center (located in Hilo, Hawaii, at the corner of Komohana and Ponahawai Streets). To date, we have contributed over \$37,000 of in-kind design services. Furthermore, we intend to continue our pro-bono services for the foreseeable future. In all, we pledge to provide \$55,000 of in-kind donated services.

Please note that I wholeheartedly support this project because it will; 1) Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii, 2) Archive the rich history and legacy of the Portuguese in Hawaii, 3) Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition, 4) Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities. I also understand that the following has already been put in place in anticipation of further support and funding for this project: A) An acre of land has been donated, B) Programmatic and conceptual architectural services has and will be provided on a pro bono basis, C) Electrical engineering services is also being provided based upon a pro bono basis, D) A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted. It's important to note that the HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center. The HIPCC submitted a prior Grant-in-Aid proposal to the Hawaii State Legislature in 2016. The HIPCC was recently granted a \$1 million award.

If you have any questions regarding this letter or our pledge to provide in-kind services for this project, please don't hesitate to call me at 808-833-8891.

Sincerely,
Erskine Architects, Inc.



Fred Erskine, AIA, CSI
President



A.C.I.A.

Administrative Consulting for Institutional Advancement

January 15, 2017

Dear Governor Ige:

I am writing this letter to describe and pledge in-kind contributions to be made to the Hawaii Island Portuguese Chamber of Commerce to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

I wholeheartedly support the building of a Portuguese Cultural & Educational center to:

- Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition
- Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities in Hawaii

The following have been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.

Dr. Marlene Hapai P.O. Box 413 Kurtistown, HI 96760
(808) 966-9894 (808) 557-4540 (Cell) mhapai@aol.com

It is my intention to provide the following in-kind contributions to help with this endeavor.

Description of Contribution: As the former Executive Director of the Imiloa Astronomy Center in Hilo responsible for its construction phase, the current HIPCC President and the fourth generation of the John J. Andrade family presently managing the Andrade Building, one of the buildings establishing this Big Island town, it is my honor to serve as Interim Director on a pro bono basis until funds are generated for this purpose to include grant writing, coordinate fundraising events, do required paperwork associated with grants and work with others to continue researching and creating exhibits including communicating with British, German and French Maritime museums to secure photos of the original ships bringing Portuguese immigrants to Hawaii. I will also work with the HIPCC Treasurer who is also treasurer for this 501(c)3 to assist with financial reports and transactions as needed. These services are valued at \$104,000 for 2 years as represented in the grant proposal.

Name/Address/Contact Person:

Dr. Marlene Hapai
P.O. Box 413
Kurtistown, HI 96760

Email: mhapai@aol.com Phone: 808-966-9894

Name/Signature Person of Contact