

House District 24

Senate District 11

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 LABOR & INDUSTRIAL RELATIONS OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Papakōlea Community Development Corporation

Db/a:

Street Address:
2150 Tantalus Drive, Honolulu, HI 96813

Mailing Address:
2150 Tantalus Drive, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LILIA KAPUNIAI

Title Executive Director

Phone # 808.520.8998

Fax # _____

E-mail lilia@papakolea.org

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:

Papakōlea Community Park and Center Improvement Project

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 430,320

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 \$ 430,320
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

TYPE NAME & TITLE REPRESENTATIVE

Lilia Kapuniaia

1/20/17

NAME & TITLE

DATE SIGNED



RECEIVED

1/20/17 *ma*

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 Papakōlea Community Development Corporation (PCDC) was formed in 1999 to provide the residents of the Papakōlea, Kalāwahine and Kewalo Hawaiian Homesteads with a full range of comprehensive services, including life-long educational experiences, health and wellness services, human services and entrepreneurial opportunities. PCDC is comprised of leadership from three residential communities. PCDC is a 501(c)3 non-profit beneficiary-serving organization incorporated in the State of Hawai'i.

PCDC's mission is to mobilize broad-based community participation, promote self-determination by developing strong and effective community leaders, and manage the Papakōlea Community Center and Park. Currently, the Center is the primary facility from which PCDC operates and offers economic and professional development programs to the community. We fulfill our mission by providing the community access to low-cost and/or free programs at the Center, with a long-range goal of promoting social and economic self-sufficiency of the families that reside in Papakōlea.

2. The goals and objectives related to the request;

PCDC is seeking \$430,320 in State of Hawai'i Grants in Aid program funding to complete the *Papakōlea Community Park and Center Improvement Project*. The goal of the *Papakōlea Community Park and Center Improvement Project* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2019.

PCDC has defined three objectives that shall successfully achieve the project goal:

Objective 1: PCDC will establish and maintain the administrative infrastructure of the Papakōlea Community Park and Center Improvement Project. This objective will ensure timely project delivery, coordination of resources, and project management.

Objective 2: PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2019 . This objective will ensure that thorough analysis and scope of work, is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.

Objective 3: PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment, turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

3. The public purpose and need to be served;

PCDC wholly responsible for administering, managing and operating the Papakōlea Community Park and Center, for its users - Papakōlea residents, community organizations, college students, and members of neighboring communities. On any given day, over 150 individuals, ranging in age from toddlers to kūpuna, use the site. Center and Park users are participants of intergenerational learning programming, hālau hula, service-based learning initiatives, capacity building workshops, community gatherings, various athletic activities, and cultural programming.

PCDC strives to provide a safe, secure and clean environment for families seven days a week from 8 am to 10 pm as a means of increasing community participation in programs and activities. Thus maintenance and improvements to the site is an ongoing priority, and the covered basketball court, the open basketball court, and the playground are in dire need of structural improvements.

4. Describe the target population to be served; and

The *Papakōlea Community Park and Center Improvement Project*, shall serve the families, representing 1,800 people, that reside in the 435 homestead homes located in the Papakōlea residential developments of the Papakōlea, Kewalo and Kalāwahine. The residents of Papakōlea are the primary target population, however there is a secondary target population, comprised of families that travel to Papakōlea from neighboring communities to participate in the numerous cultural and athletic programs offered.

5. Describe the geographic coverage.

Papakōlea is located in the Punchbowl-Tantalus area of Honolulu (above Punchbowl National Cemetery) at the base of the Ko'olau Range. Papakōlea was one of the first designated Hawaiian homesteads; trust lands set aside for homesteading purposes. Papakōlea includes the homestead communities of Papakōlea, Kewalo, and Kalāwahine where respectively 435 homes have been constructed. 1,800 Native Hawaiians reside in this community on 177 acres of leased land.

Papakōlea is unique in that it is the only Hawaiian homestead community located within the boundaries of a major urban center. Members have direct access to public transportation, however residents do not travel outside of community to access free programming and services. For this reason, PCDC and Kula No Po'e Hawai'i work to bring programming into Papakōlea.

This map provides a great visual image of the geographic location of the "DHHL Papakōlea Area" in proximity to other communities in Honolulu.



II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

In 2003, PCDC secured the lease for the Papakōlea Community Park and Center, and in following years, has been independently operating the Park and Center. Since inception, PCDC has been providing the community a safe and clean environment for Papakōlea's families to gather for various purposes.

Today, the facility is over 30 years old and requires building maintenance, regular court resurfacing, and playground improvements. In 2014, PCDC established a relationship with a structural engineer to conduct an assessment of the entire facility. The building is in excellent shape, and would require minor improvements to its bathrooms, windows, and air conditioning systems. The basketball courts however, require a rebuild/replacement. The determining factors are the deteriorating structural lateral and vertical beams and the sinking foundation found in the basketball courts. Thus, the *Papakōlea Community Park and Center Improvement Project* was born.

The goal of the *Papakōlea Community Park and Center Improvement Project* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2019.

To ensure successful project delivery and implementation, PCDC established three objectives that are directly linked to the project goal, the problem statement, and PCDC's mission.

1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project*. This objective will ensure timely project delivery, coordination of resources, and project management.
2. PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2019. This objective will ensure that thorough analysis and scope of work, is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.
3. By the end of the project period, PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom

facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

PCDC formatted the scope of work, tasks, responsibilities, and timelines into an Objective Work Plan (OWP).

Objective 1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the <i>Papakōlea Community Park and Center Improvement Project</i> . This objective will ensure timely project delivery, coordination of resources, and project management.			
Results to be Achieved: Administrative infrastructure will be established. A complete project file containing agreements, quarterly reports, financial request forms, vendor invoices, and other documentation, will be produced and maintained for review/audit by the expending agency.			
Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Create project files and develop reporting and invoicing templates. Purchase supplies.	Executive Director (ED)	1 st Month	1 st Month
2. Review and incorporate internal processes and procedures into project.	ED	1 st Month	1 st Month
3. Coordinate and conduct meetings to brief PCDC's Board and collaborating partners.	ED	1 st Month	1 st Month
4. Create/ submit quarterly progress reports and financial payment requests to expending agency.	ED and PC	4 th , 7 th , 10 th , & 13 th Month	4 th , 7 th , 10 th , & 13 th Month
5. Conduct project close-out activities; Submit final report and financial payment request.	ED and PC	11 th Month	13 th Month

Objective 2: By the end of the project period, PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to existing structures. This objective will ensure that thorough analysis and scope of work, was completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment, at a cost effective rate.

Results to be Achieved: At least two community meetings will be held; Contractors will be recruited and selected; A scope of work for basketball court resurfacing, playground replacement; and basketball court rebuild plans will be complete; and Estimates for minor and major improvements will be completed.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Recruit contractors to conduct minor and major improvements via RFP process.	ED	1 st Month	2 nd Month
2. Execute agreements with contractors.	ED.	1 st Month	2 nd Month
3. Community meeting outreach: Create flyer and online announcements, for distribution via direct mail, e-mail, social media, and web posting.	ED	1 st Month	3 rd Month
4. Community meeting curricula: Develop PPT presentation, sign-in sheets, and evaluation surveys.	ED	1 st Month	3 rd Month
5. Coordinate and facilitate community meetings, to brief community and gather input throughout project planning phase.	ED	3 rd Month	4 th Month
6. Civil, structural, and architectural plans will be complete for new basketball court complex.	ED	4 th Month	6 th Month
7. Contractor to complete the State Environmental Assessment will be hired, and shall complete formal EA process	ED	6 th Month	12 th Month
8. Incorporate feedback from community meetings into plans for upgrades and improvements.	ED	1 st Month	6 th Month
9. Finalize scope of work for improvements to the playground and basketball courts.	ED	1 st Month	6 th Month
10. RFP for the basketball court replacement will be drafted and ready for contractor selection in the next phase of the project.	ED	7 th Month	12 th Month

Objective 3: By the end of the project period, PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

Results to be Achieved: A new playground will be constructed and operational; two basketball courts will be resurfaced; the spectator seating will be replaced; improvements will be made to the bathrooms; and miscellaneous repairs will be complete.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Coordinate repairs with plumber, electrician, carpenter, etc.	ED	1 st Month	6 th Month
2. Order new playground equipment.	ED.	3 rd Month	3 rd Month
3. Coordinate court resurfacing with contractor.	ED	3 rd Month	3 rd Month
4. Coordinate installation of new playground equipment & turf.	ED	3 rd Month	6 th Month
5. Coordination of playground blessing.	ED	6 th Month	9 th Month

PCDC presents the Objective Work Plans (OWPs) above to demonstrate the extent to which the organization planned the project, ensuring all tasks listed are necessary for the achievement of the overarching objective, and that PCDC has a firm understanding of the expertise required to successfully complete a project of

proposed scope. PCDC also utilizes the OWP to assign tasks to responsible positions or parties, validating the need for financial support presented in the budget. Finally, we included the expected results in the OWP, to provide a clear connection between each objective and outcome. If awarded, PCDC will use the OWP, as its work plan to implement the project and keep the project on track.

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

PCDC presents this annual timeline consistent with objectives and tasks identified in the OWPs in preceding pages.

Annual Timeline By Month:	Results and Outcomes:	Objective:
1 st Month	Administrative infrastructure will be established.	1
	First Drawdown	1
	Community outreach materials developed and distributed.	2
	Contractor recruitment/selection will occur.	2
	Coordinate minor repairs with electricians, plumbers, carpenters, etc.	3
2 nd Month	Community meeting curricula developed.	2
	First community meeting held.	2
	Incorporate feedback from meetings into plans for improvements.	2
	Contracts executed with vendors/service providers.	2
	Contractor scope of work and estimates will be complete (except for the basketball court replacement).	2
3 rd Month	Order playground equipment.	3
	Coordinate and conduct basketball court resurfacing and spectator seat replacement.	3
	Civil and structural engineers will complete designs with the Architect for basketball court replacement.	2
4 th Month	Quarterly report development and submittal.	1
	Second drawdown.	1
	Conduct due diligence for basketball court replacement. Work with structural engineer and other parties.	2
5 th Month	Install playground equipment and turf.	3

6 th Month	Community outreach materials developed and distributed.	2
	Community meeting curricula developed.	2
	Second community meeting held.	2
	Formal State Environmental Assessment process to begin with EA consultant.	2
7 th Month	Incorporate feedback from meetings into plans for improvements.	2
	Quarterly report development and submittal.	1
	Third drawdown.	1
8 th Month	Playground Blessing.	3
9 th Month	Finalize scope of work and plans for the Basketball court rebuild.	2
	Finalize RFP for a contractor to build the Basketball court.	2

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

To best demonstrate project impact and effectiveness, PCDC defined outputs and quantifiable target numbers below:

- Number of facilities upgraded/replaced (4);
- Number of community meetings held (2);
- Number of scopes of work developed (3);
- Number of State EA completed (1); and
- Number of building plans drafted (1).

Through a combination of tools, software and technical skills, PCDC will track outcomes, project progress, financial data, assessment and survey results, project trends, contact information, participant lists, cooperative agreements (and more), and report them to the expending agency, it's project participants, project stakeholders, and the Papakolea community.

The acheivement of each objective, outlined in the Objective Work Plan, coupled with the elements of the Evaluation Plan, will be analyzed to conduct SWOT analysis and project refinement. Evaluation will occur at the end of each community meeting, quarterly and at the end of the project period, by the ED and collaborating partners. At the end of each quarter, PCDC will conduct cost-benefit and cost-effectiveness analysis. Outputs will be measured by surveys, contracts, sign-in sheets, curricula produced, scopes of work produced, and

evidence by participants. The ED will be responsible for conducting monitoring, evaluation and reporting activities.

At the end of the project, PCDC will be able to tell the story of the project and the impact it had in Papakōlea. This project seeks to improve the facilities of the Papakōlea Community Park and Center, providing a safe and fun environment for the residents of Papakōlea, and neighboring communities. These outcomes will support the community in achieving social and economic self-sufficiency.

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.

Narrative provided under Section II.3.

III. Financial

Budget

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

See budget forms included in packet.

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
\$215,160.00	\$107,580.00	\$53,790.00	\$53,790.00	\$430,320.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

In FY 2018, PCDC will be seeking funding from:

- Bank of Hawaii Foundation;
- Cooke Foundation;
- First Hawaiian Bank Foundation;
- Friends of Hawaii Charities;
- Hawai'i Community Foundation;
- Hawai'i Tourism Authority;
- Office of Hawaiian Affairs; and

- U.S. Department of Health & Human Services.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable.

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.

Not Applicable.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

\$0.00

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.

PCDC is a 501c3 Native-controlled longstanding nonprofit organization with strong organizational capacity. PCDC was formed in 1999 and incorporated in 2001 to help the community realize its goal of social and economic self-sufficiency. PCDC serves as a steward of the Papakōlea Community Park and Center - a 5,712 square foot two-story multipurpose Center, that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for the Hawaiian homestead residents of Papakōlea, Kalāwahine and Kewalo. The organization is governed by a seven-member Board of Directors that reside in Papakōlea or have a relationship to the community. PCDC has the organizational and administrative capacity required to implement and successfully manage this Grants in Aid request. Currently, the organization has an annual operating budget of approximately \$245,000.

In 2014, PCDC completed the installation of a 96-panel PV system atop the roof of the Center and installed LED lights throughout the property. That was a \$250,000 project funded by the State of Hawai'i Grants in Aid program in FY2011 (*pictured on right*).



The organization has secured and managed grant funds and contracts that are similar to the proposed project in both scope and nature. To date, PCDC has fundraised over \$2.5 million for community-based projects. Most notable awards received within the last five years are as follows: 1) 2016 First Hawaiian Bank Foundation award of \$15,000; 2) 2016 Friends of Hawaii Charities; 3) 2014 Hawaii Community Foundation award of \$30,000; 4) 2011 State of Hawai'i DHHL Community Based Economic Development Grant award of \$250,000; and 5) 2011 State of Hawai'i Capital Improvement Project award of \$250,000.

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.

In 2003, PCDC secured a 20-year lease for the Papakōlea Community Park and Center from the Department of Hawaiian Home Lands (DHHL), a facility that the State and County had operated from 1964 - 2002. PCDC has been operating and maintaining the facility, utilizing funds received for facility space and/or project related grant awards. The Center is 5,712 square feet in size and it includes office space, large meeting space, a computer technology center, basketball courts, a playground, and a certified commercial kitchen.

PCDC's office is located on the second floor of the Center, thus the project will be administered there. The community meetings will be held in the large meeting room located on the second floor. The large meeting room can accommodate up to 75 adults comfortably, its handicap accessible and all facility users have access to free wireless internet connectivity. Staff shall utilize the commercial kitchen to prepare workshop refreshments.

Improvements will be made to the basketball courts, the playground, and facility plumbing. Successful completion of this project will ensure the facility is adequate for future programs and projects that operate out of the Park and Center.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

PCDC has financial controls and procedures in place that promote sound fiscal management. The organization utilizes a comprehensive system for grant management to ensure the proper tracking, monitoring, and reporting of all relevant activities and achievements. Project launch will fall under the direct supervision of the Executive Director (ED), Ms. Lilia Kapuniaia, who is experienced and qualified in small business operation, program and curriculum development, contract management, grant management, and program audits. Ms. Kapuniaia will be responsible for managing relationships with all partners and community. Curriculum development, update, workshop facilitation, contracting matters, and hiring, will be the responsibility of the ED. She will be responsible for project management and coordination of tasks defined in the OWP.

The ED will develop all internal systems and processes, including reporting forms and tracking tools, to ensure timely completion of project activities, in addition to compliance with organizational policies and procedures, the State's General Conditions and the SPO General Provisions for Goods & Services. If successfully funded, the ED will procure the services of a Bookkeeper to support increased financial activity. The Bookkeeper will assist with monthly reconciliations, Accounts Payable, Accounts Receivable, Draw Downs, and financial reporting. All activity shall be consistent with PCDC's Accounting, Audit and Financial Management Policies. The Board shall have oversight of the ED and shall receive quarterly progress reports.

The ED shall communicate on a regular basis with the expending agency grants administrator, and shall immediately notify him/her of any challenges that would prevent PCDC from completing a task. If modifications are necessary, the ED will immediately develop appropriate documentation and resolve potential issues. The organization is prepared to manage a project of proposed scope – programmatically and financially.

PCDC is proposing a Project Staffing Plan of .35 FTE to successfully administer, design, implement and deliver the *Papakōlea Community Park and Center Improvement Project*. The Project would include project management by the Executive Director at .35 FTE.

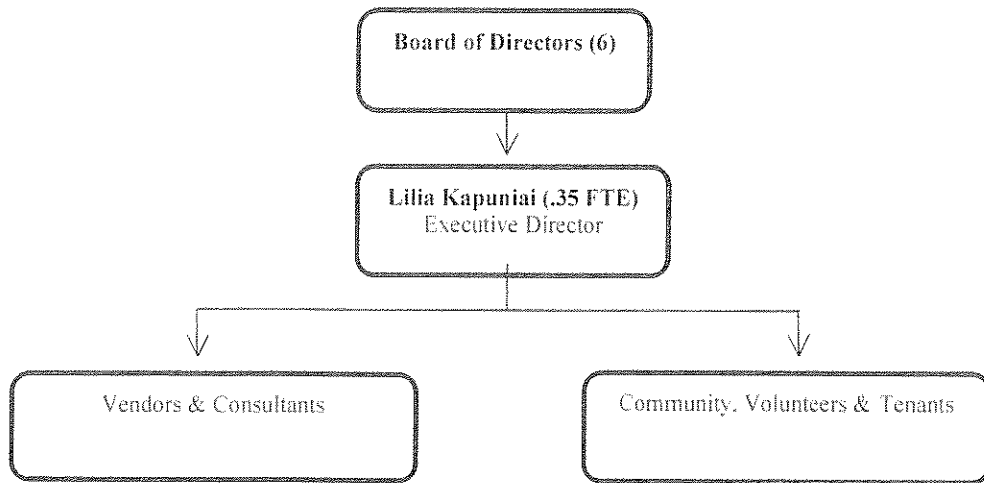
Ms. Lilia Kapuniai, Executive Director (ED), .35 FTE, has been a resident of Papakōlea for 20 years. Prior to assuming the Executive Director position, she served as the Vice President of the Council for Native Hawaiian Advancement, overseeing the Community Development Division. She brings 18 years of experience in executive leadership, organizational development, collaboration, governance, grant writing, grants management, corporate development, communications, graphics design, facilitation, capacity building, special event planning, and small business management, to the organization. She will dedicate .50 FTE toward the proposed project.

As the ED, she will be responsible for collaboration with existing and new partners. Throughout the project period, Ms. Kapuniai will be responsible for overseeing proper implementation of the project, and shall coordinate contractor services, production of reports, community meeting facilitation, evaluation and monitoring, external communications, and direct management of contractors. She will ensure project implementation and delivery is compliant with PCDC policies and procedures, as well as the State's General Conditions and the SPO General Provisions for Goods & Services.

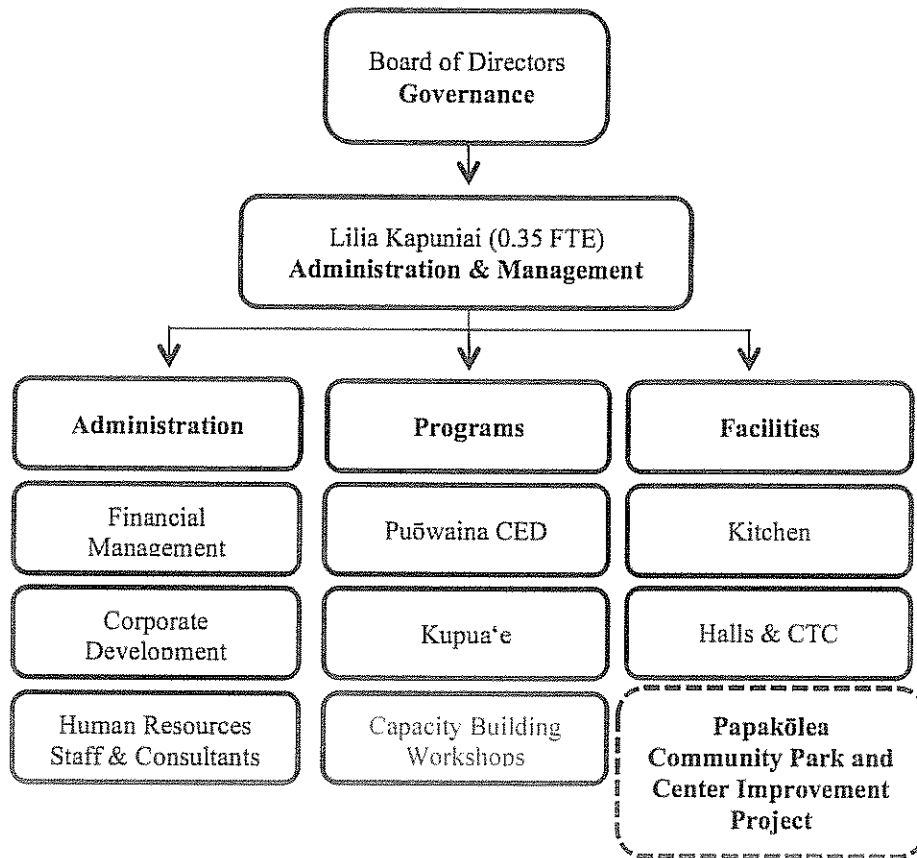
B. Organization Chart

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.

Following, you'll find an administrative chart illustrating the structure of PCDC with the proposed Project Staffing Plan:



An organizational chart identifying where the proposed project will be housed within the organization follows. The proposed project fits nicely within the current programmatic structure and the proposed staffing plan will enhance the short- and long-term organizational goals, as well as the project goal.



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.

PCDC has one employee, the Executive Director, and her annual salary is \$72,000. Officers and members of the Board of Directors are on a volunteer basis.

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.

Not Applicable.

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.

Not Applicable.

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.

The project's sustainability is directly tied to the success of the project, delivery of quality workshops, community's satisfaction with content, and the organization's ability to leverage resources amongst collaborating partners and

other funders. To support expansion and enhancement of the project, PCDC will seek support from other funding entities including federal and state programs, as well as private funding. Additionally, PCDC will continue to participate in capital campaigns via the Hawaiian Way Fund (charitable work-place giving programs), and utilize facility fees from other programs operating out of the Center.

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.

Current Certificate of Good Standing is Included in Submittal.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Papakōlea Community Development Corporation

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	17,640			
2. Payroll Taxes & Assessments	7,560			
3. Fringe Benefits				
TOTAL PERSONNEL COST	25,200			
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	1,350			
7. Telecommunication				
8. Utilities				
9. Contractor - Playground Replacement	145,500			
10. Contractor - Court Resurfacing	39,500			
11. Contractor - Structural & Civil Engineer	50,000			
12. Contractor - Carpenter	15,000			
13. Contractor - Plumber	4,650			
14. Contractor - Architect	65,000			
15. Contractor - EA Consultant	45,000			
16. Indirect Fee at 10%	39,120			
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	405,120			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	430,320			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	430,320		520.8998	
(b) Total Federal Funds Requested			(print) Phone	
(c) Total County Funds Requested			1/20/17	
(d) Total Private/Other Funds Requested			(Signature) Date	
TOTAL BUDGET	430,320	Lilia Kapuniāi, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Papakolea Community Development Corp

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: Applicant: Papakōlea Community Development Corporation

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN			\$ 160,000			
CONSTRUCTION			\$ 204,650		1500000	
EQUIPMENT						
TOTAL:			\$ 364,650		1,500,000	
JUSTIFICATION/COMMENTS: In FY2018-2019, PCDC will request funds to build a new basketball structure. The FY2017-2018 request includes the planning and design costs.						

**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'i 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'i 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'i 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'i 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.

Papakō  Development Corporation

(Typed Name of Applicant or Organization)

(Signature)

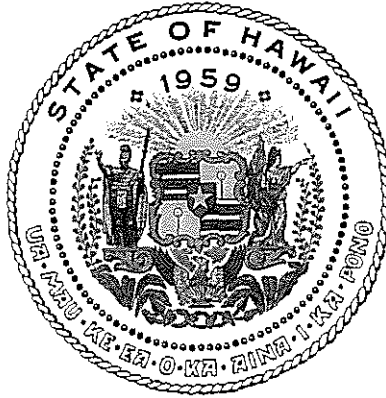
11/20/17
(Date)

Lilia Kapuniai

Executive Director

(Typed Name)

(Title)



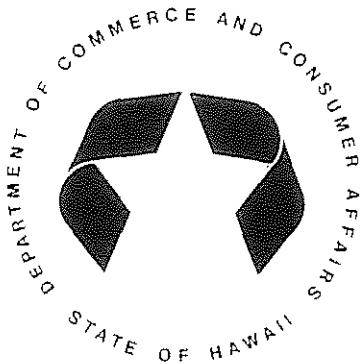
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

PAPAKOLEA COMMUNITY DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 08/17/2000 ;
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: December 29, 2016

Director of Commerce and Consumer Affairs