



## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

  
AUTHORIZED SIGNATURE

LEE-JAY CHO, PRESIDENT

PRINT NAME AND TITLE

1-16-2020

DATE

**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.

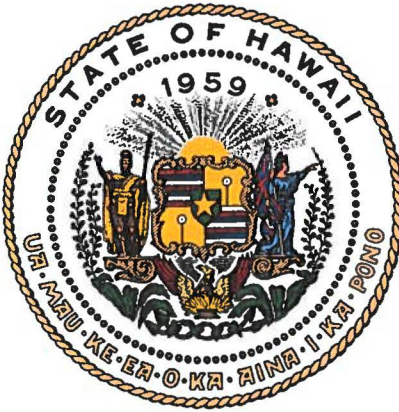
Hawaii Asia-Pacific Institute  
(Typed Name of Individual or Organization)

  
(Signature)

Jan. 16, 2020  
(Date)

Lee-Jay Cho  
(Typed Name)

President  
(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 ASIA-PACIFIC INSTITUTE**

was incorporated under the laws of Hawaii on 11/07/1990 ; 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 14, 2020

Director of Commerce and Consumer Affairs

# Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

## **I. Certification – Please attach immediately after cover page**

### **1. 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, 2019.

### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Please see attached Declaration Statement.

### **3. Public Purpose**

Should this grant request be funded, HAPI intends to use the funds to serve the public interest by creating spaces, through conference convenings and a professional development program for young leaders, for international and cross-industry networking and economic development opportunities focused on the Asia-Pacific region, where Hawaii continues to be a critical place of connection and professional and economic partnership.

## **II. Background and Summary**

### **1. A brief description of the applicant's background**

The Hawaii Asia-Pacific Institute (HAPI) and the Northeast Asia Economic Forum (NEAEF), which is administered by HAPI and is responsible for conducting HAPI's day-to-day organizational responsibilities and annual conference and program activities, is a nongovernmental organization founded in 1991, by Dr. Lee-Jay Cho, then with the East-West Center and Dr. Song Jian, then Chairman of the State Science and Technology Commission of the People's Republic of China. The organization was the tangible result of goals set at the 1990 Changchun Conference on Northeast Asia Development toward functional and economic cooperation between the United States and the countries in the Northeast Asia region.

Hawaii was chosen as the location for the HAPI/NEAEF headquarters, as founding member countries recognized the value of the islands as an accommodating and neutral space of connection and respect.

Since 1991, HAPI, through NEAEF, has conducted annual conference and training activities designed to sponsor and facilitate networking, dialogue, and regional cooperation between the United States and the countries of Northeast Asia, geared toward encouraging functional economic cooperation, including cross-border energy, transportation, and logistics infrastructure development and capital mobilization.

Scholars from elite universities, government officials, and business representatives from member countries, including the United States, Japan, Korea, China, Russia, and Mongolia have been consistent and active participants since the organization's founding. In addition, participants in the various cohorts of the Young Leaders Training Program have gone on to successful careers in policymaking, research, and industry.

## 2. The goals and objectives related to the request

In line with its mission, HAPI/NEAEF's goal in relation to this grant request is to encourage regional learning and cooperation, while advancing knowledge and understanding about the challenges facing our shared Asia-Pacific region. To achieve better regional economic cooperation and harmony in the Asia-Pacific region, we face enormous challenges in overcoming persistent obstacles, including varied cultural traditions, histories, values and attitudes, institutional barriers, and sometimes conflicting legacies. By bringing scholars, policymakers, and business representatives together, HAPI/NEAEF's three annual meeting activities provide a unique opportunity to realize this goal by providing the necessary time and space for collaborative networking and problem-solving.

To promote regional economic cooperation and integration within the larger framework of the Asia-Pacific community, which is one of HAPI's primary objectives, it is critical to educate future leaders about shared regional histories, evolving socio-economic issues facing the region, and ongoing efforts for effective cooperation. The promotion of effective networking among upcoming leadership cohorts and the opportunity for both established and young professionals to interface on collaborative learning and problem-solving has consistently been a critical goal over the past 14 years.

The objectives that will be served by this grant request include the planning and conducting its three primary annual events: the Experts Working Group Meeting on Energy, the Young Leaders Training Program, and the NEAEF Annual Conference. These events bring together scholars, government officials, and business representatives from the United States and countries in Northeast Asia to network, learn, and engage with each other on common challenges and innovative solutions to these challenges.

These events are organized thematically, with sessions based on current and emerging issues facing the Asia-Pacific region. In FY2021, sessions will cover the following topics:

### Young Leaders Training Program

- Demographics and Social and Economic Policy
- Trade Issues
- Energy and the Environment
- Future of the Northeast Asia Economic Community
- Physical Connectivity and Marine Transportation Networks
- Urban Environments, including Housing
- Tourism

### Annual Conference

- Hawaii: A Place of Connection with Northeast Asia
- Building a Northeast Asia Economic Community and its Extended Regions
- Financial Cooperation in Northeast Asia
- Energy and Environment in Northeast Asia and the Pacific
- Cross-Border Trade, Infrastructure, and Special Economic Zones in Northeast Asia
- Tourism Cooperation in the Asia-Pacific Context

### Experts Working Meeting on Energy

- Hawaii Discussion for Policymakers and Stakeholders
- Green Growth and Alternative Energy – International Perspectives
- US in the Context of Hawaii Energy Policy Issues (including a presentation on the Maui Geothermal Conference)
- US and other Institutional Perspectives

As has been the case with previous HAPI events, the relationships formed through these events extend beyond the events themselves and help to form a growing international, cross-sector network that can implement collaborative projects aimed at comprehensive and sustainable solutions.

### 3. The public purpose and need to be served

While the Annual Energy Meeting is generally convened in Hawaii, HAPI recognizes a growing opportunity for Hawaii to be a leader in the Asia-Pacific region, particularly around energy and environmental stewardship and economic cooperation and development.

Both the 2020 Young Leaders Program and the 2020 Annual Conference will be held in Hawaii in order to both take advantage of the innovative solutions Hawaii's business, government, and education sectors are exploring, as well as to provide space and opportunity for Hawaii's professionals to connect and partner with relevant international stakeholders. The challenges our world currently faces are interconnected and complex, requiring nuanced and collaborative solutions. HAPI can help provide the necessary spaces and opportunities to bring people together to foster this necessary collaboration.

4. Describe the target population to be served

The three convening and training activities HAPI seeks funding for in this request are aimed at serving a broad cross-section of individuals. Both the Energy Meeting and the Annual Conference are designed to serve established professionals in Hawaii and the Northeast Asia region in order to facilitate functional cooperation and tangible partnerships around issues of energy, environment, trade, and economic development.

The Young Leaders Program is designed to serve young professionals who are just beginning their careers through an intensive educational training program and networking opportunity, that includes exposure to, and connection with established professionals, in order to ensure successful knowledge transfer and partnership sustainability.

In particular, HAPI hopes to encourage broader participation by both Hawaii's established professionals and its emerging leaders, which is one motivation for conducting all meeting activities within the State.

5. Describe the geographic coverage.

The geographic coverage of this grant request is the State of Hawaii and the Northeast Asia region.

### **III. Service Summary and Outcomes**

1. Describe the scope of work, tasks and responsibilities

This grant request is for funds to help plan and conduct three international conferences that bring together scholars, government officials, and business representatives in a collaborative space of learning, problem-solving, and networking toward collaborative and comprehensive solutions to common challenges.

Tasks and responsibilities related to the Young Leaders Training Program include:

- Planning and executing, in cooperation with international partner organizations, an international application process to select 30 to 35 Young Leader Fellows from Hawaii, the US Mainland, Japan, Korea, China, Russia, and Mongolia to participate in the Training Program
- Coordinating established experts in higher education, government, and industry to provide presentations and international insight into the thematic areas covered by the Training Program
- Program orientation and introduction
- Solicitation of individual presentations by Young Leaders
- Coordination, facilitation, and supervision of collaborative group work and participant presentations on regional countries and conference themes



Tasks and responsibilities related to the Annual Conference include:

- Developing a program and meeting agenda that both provides continuity with previous partnerships and collaborations and continues to address emerging challenges
- Coordinating established experts in higher education, government, and industry to provide presentations and interface with both each other and with the Young Leader Fellows, who also participate in the Annual Conference as a capstone experience
- Working with professional partners to produce an annual proceedings that summarize the learning and conversations that took place at the Conference to serve as both a record of the Conference and as resource for future research and meetings
- Post-Conference tasks include interfacing with participants and our editor to produce the annual proceedings, that summarize take-aways from the conference and help to provide continuity for on-going work

Tasks and responsibilities related to the Experts Working Group Meeting on Energy

- Drawing on previous collective conversations and collaborations to develop a program and meeting agenda
- Extending invitations to relevant, cross-sector stakeholders to continue conversations and collaborations from previous meetings and extend those conversations forward toward emerging challenges

All events will also require work related to logistical tasks common to conference planning and execution, including agenda development, securing travel and accommodations, assisting with necessary travel documents, securing event space and necessary supplies and equipment to conduct the conference. Additional conference-related tasks include audio/video recording of sessions and note-taking. Conference wrap-up includes file organization, archiving of materials, and settling financial accounts.

In addition, as HAPI/NEAEF is largely run through the efforts of volunteers and affiliated research fellows, all three events will require the recruitment, training, and deployment of volunteers who generally include previous alumni, affiliate research fellows, and interns from the University of Hawaii at Manoa.

On-going responsibilities related to this request include maintaining HAPI/NEAEF's extended international network and continually researching opportunities for collaboration and funding related to cooperation, including around economic development, finance, tourism, and energy and the environment between the United States and the countries of Northeast Asia.

Tasks and responsibilities related to these events are collaboratively conducted with HAPI/NEAEF with the University of Hawaii at Manoa College of Social Sciences and other partner institutions and stakeholders in Japan, Korea, and China.

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

The 2020 Young Leaders Program is scheduled for July 5 – July 15, 2020, leading into the Annual Conference, which is slated to be held July 16 – July 18, 2020. The 2021 Annual Energy Meeting is scheduled to be held for three days in the first two weeks of April 2021.

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

Every year, Young Leader Fellows fill out an evaluation form, the results of which are compiled and used to adjust the curriculum in response to evolving economic issues and participant feedback. In addition, since Young Leader Fellows also attend the Annual Conference, feedback from their evaluations are used to continuously improve coordination and relevance.

Evaluation of the Annual Conference and Experts Working Meeting on Energy is conducted through informal participant interview and feedback, with results used to inform future conference themes and structure.

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.

Measures of effectiveness that will be reported to the expending agency include:

- The successful convening of each of the three events
- To demonstrate efforts toward international and cross-sector participation:
  - The number and diversity of Young Leader Fellows to demonstrate efforts toward international and cross-sector participation
  - The number and diversity of presentations given at each of the three events
  - The number and diversity of participants in the Annual Conference and Experts Working Group Meeting on Energy

Outcomes related specifically to the Young Leaders Training Program include:

- Enhancing knowledge of the social, economic, educational, and, political institutions of the individual countries in Northeast Asia and the United States
- Encouraging consideration of a wide range of perspectives on regional and multilateral economic cooperation

- Preparation for international collaboration across a variety of sectors
- Providing practical education in policymaking through opportunities for direct dialogue with policymakers and other experts
- Developing the capability to conduct and use research for policymaking purposes
- Promoting a better understanding of the individual countries and cultures, as well as a shared regional history
- Fostering a continuing sense of community

Achievement of these outcomes will be measured through individual evaluations submitted by each Young Leader Fellow, the results of which will be summarized to inform future curriculum and structure.

#### **IV. Financial**

##### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))

Please see attached documents.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$46,200.00	\$46,200.00			\$92,400.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Amount Sought	Funder	Status
\$100,000	Freeman Foundation: Funds to help implement the 2020 Young Leaders Program in conjunction with the 2020 Annual NEAEF Conference	Secured
\$70,000	Japan Ministry of Foreign Affairs: Funds to assist in the implementation of the	Pending

	2020 Annual NEAEF conference	
\$15,000	Korea API: Funds to assist with general operating costs and implementation of the three annual events	Pending
\$15,000	China API: In-kind, to cover travel costs related to event participation	Pending

- 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.

HAPI has received no state or federal tax credits in the three years prior to this grant application.

- The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

All HAPI activities for the three years prior to this grant application have been funded through private grants and cost-sharing agreements. Consequently, HAPI has received no federal, state, or county government contracts, grants, or grants-in-aid.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

The balance of unrestricted current assets as of December 31, 2019, is \$137,463.47.

## **V. Experience and Capability**

### **1. 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.

HAPI/NEAEF has 29 years of experience promoting peaceful cooperation between the United States and countries in Northeast Asia. It was created and formalized through international convenings like those it continues to organize and conduct. Since 1992,

NEAEF has convened its Annual Conference in various locations in Hawaii and Northeast Asia, taking advantage of local knowledge and international insight. Many participants engage with the organization and continue to return year after year to build stronger bonds and increase collaboration and cooperation. Annual Conference Proceedings including information and research presented at the meeting, as well as summarized takeaways have been published and are available for viewing on the Korea Institute for International Economic Policy's website.

The Experts Working Group on Energy has been conducted for 20 years in collaboration with the University of Hawaii College of Social Sciences. It brings together experts in higher education, government, and industry to consider innovative solutions to the growing need for energy development that is clean and environmentally sustainable. Annual meetings have resulted in published proceedings that detail the information exchanged, including both quantitative and qualitative data, organized thematically and by country, and summarize important take-aways. Several of these proceedings can be viewed on the Korea Energy Economics Institute's website.

In addition, in its commitment to the education and training of young business professionals, post-doctoral researchers, and graduate students, HAPI/NEAEF has proved to be a leading regional institution in implementing the study of, and a training program for, multilateral cooperation in the Pacific-Northeast Asia region. There is critical value in maintaining a network of trust, goodwill, and effective communication among emerging leaders, laying the groundwork for cooperation and collaboration as these relationships develop and mature.

HAPI/NEAEF has implemented this Young Leaders Training Program every year since 2006. It has emerged as a unique program for young professionals who often do not have an opportunity to network with international peers. Through these consistent convenings, HAPI/NEAEF has built an extensive alumni network of nearly 400 Young Leaders Fellows, comprising members who continue the relationships and partnerships developed during the program. Young Leaders Fellows participate in a two-week, intensive training program focused on building understanding of the issues and challenges in the Asia-Pacific region and engage in international knowledge exchange to develop and promote innovative, collaborative, and sustainable solutions. Young Leaders Fellows are then able to participate in the Annual Conference, where they interface with established leaders and experts.

## **2. Facilities**

The HAPI/NEAEF office is located in downtown Honolulu, where all day-to-day tasks related to the three annual events and organizational maintenance is conducted.

Each year, event and meeting space for the three annual conferences is researched and secured, often through the assistance of partner organizations, while accommodations for event participants are also arranged. This funding request includes funds allocated for this purpose.

## **VI. Personnel: Project Organization and Staffing**

### **1. 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.

Dr. Lee-Jay Cho, president of HAPI and responsible for NEAEF's day-to-day operations, holds an MA from George Washington University and PhDs from the University of Chicago, Keio University, and Tokyo University. He has taught sociology and economics at various universities, including the University of Chicago, Seoul National University, and Kyoto University. He came to the University of Hawaii at Manoa in 1970 as a professor of sociology and population studies.

Dr. Cho has extensive experience working on an international level with stakeholders from multiple sectors. He developed a demographic methodology that has been applied at the Bureau of Statistics in Japan, among other countries, as well as in research institutions and universities globally. In 2013, he received the Order of the Rising Sun, Gold Rays Award for his contribution to the enhancement of economic relations between Asian countries, including Japan, and the United States, and the promotion of research exchange in the field of demography and economic development.

Dr. Cho is also well established in Hawaii, having served as Director of the East-West Population Institute from 1972 to 1992 and as President Pro tem and Executive Vice President of the East-West Center.

Dr. Cho is assisted in day-to-day operations and event development, planning, and logistics, by a graduate assistant from the University of Hawaii at Manoa, which reflects the strong partnership the two organizations have maintained over the years. The graduate assistant has both a research and administrative background, along with experience in event planning and volunteer management. In addition, administrative and editing tasks are conducted through contract with staff affiliated with HAPI/NEAEF for over 10 years.

The annual conference activities are largely run through the efforts of HAPI/NEAEF's extended network of volunteers and associates. Volunteer staff is recruited as needed through partner organizations in the country in which the conference activities take place and consistently from the University of Hawaii at Manoa. Since all conference activities will be conducted in Hawaii during FY2021, volunteers will be recruited locally.

To supplement the work of the President and Director of Programs, should this grant request be funded, HAPI/NEAEF will contract with two additional part-time staff, specifically for event logistics and execution.

HAPI/NEAEF also maintains an extensive network of board members and research staff. Among others, these include:

<b>Name</b>	<b>Title</b>	<b>Experience</b>
<b>Hawaii Asia-Pacific Institute Board Members</b>		
Lee-Jay Cho	President/Director	Please see above
Stephen Cowper	Chairman/Director	Former Governor of Alaska
Denise Konan	Director	Dean, UH Manoa College of Social Sciences
Jaehyung Hong	Director	Former Deputy Prime Minister and Finance Minister, Republic of Korea
Kennon Breazeale	Secretary/Treasurer	East-West Center, Projects Coordinator, Research Program
<b>North America Committee</b>		
Stephen Cowper	Chairman	Former Governor of Alaska
Malcolm Protara	Vice Chairman	Former Chancellor, University of Alabama System
Kenji Sumida	Secretary General	Former President, East-West Center
<b>Research Fellows</b>		
Mitsuho Uchida	Senior Fellow	Emeritus Professor, Tokyo Women's University
Pae Wonkee	Senior Fellow	Professor of Finance, Hongik University, Korea
Yasuo Tanabe	Senior Fellow	CEO, Global Link Lab, Inc.; Former Executive Vice President, Hitachi, Japan
Yasuhiro Chiba	Senior Fellow	Vice Chairman, Northeast Asia Studies and Exchange Network; Professor Emeritus Akita Keizaihoka University, Japan
Ming Liu	Research Fellow	Assistant Professor of Economics, Nankai University, China
Zhang Jianping	Affiliate Fellow	Deputy Division Director, NDRC, China
Stanley Chang	Affiliate Fellow	State Senator, Hawaii
Jeremy H. Cho	Affiliate Fellow	Professor of Mechanical Engineering, University of Nevada, Las Vegas

Ryan Akamine	Affiliate Fellow	Pacific Affairs Council Board Member, Hawaii
Ivy Yeung	Affiliate Fellow	Attorney, Hawaii
Brandon Kurisu	Affiliate Fellow	CEO, Upspring Media

**2. Organization Chart**

HAPI’s sustainability is ultimately the responsibility of its Board, while day-to-day operations are handled by the President, the graduate assistant, who serves as Director of Programs, and the contract Administrative Assistant, both of whom report directly to the President. Because HAPI's activities are largely project-based, it also maintains a diverse network of research fellows and volunteers.

**3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

President of HAPI: \$12,000  
 Director of Programs: \$14,000  
 Administrative Assistant: \$6,600

**VII. Other**

**1. 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.

HAPI is not currently involved in any pending litigation. Should this status change, HAPI will ensure appropriate disclosure.

**2. 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

**3. 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.

No funds from this grant are intended to be used for the support or benefit of a sectarian or non-sectarian private educational institution as defined in Article X, Section 1 of the State Constitution.

#### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

HAPI understands that state resources are limited and that legislators must make difficult decisions when awarding funds. HAPI's activities have traditionally been funded through grants and cost-sharing and partnership agreements with private stakeholders for the past 30 years, largely due to the continuing efforts of our leadership and the volunteers who have worked to sustain the organization and its mission. Should the Committees decide to fund our request for this legislative session and funds be unavailable in subsequent legislative sessions, we will continue to seek additional grant funding and cost-sharing and partnerships agreements with private stakeholders to ensure the continued sustainability of our programs.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Asia-Pacific Institute

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				14,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				<b>14,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Travel, airfare	10,000			60,500
2. Lease/Rental of Equipment	5,000			
3. Lease/Rental of Space	48,600			
4. Volunteer Training	1,300			
5. Supplies	1,500			5,000
6. Telecommunications				5,000
7. Utilities	5,000			3,000
8. Professional Services	20,000			10,000
9. Per diem, meals				43,000
10. Ground Transportation/Travel	1,000			500
11. Communications				6,500
12. Accommodations				52,500
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>92,400</b>			<b>186,000</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>92,400</b>			<b>200,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	92,400	Siobhan Ng	808.687.0035	
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Lee Jay Cho</i> 1-16-2020		
(d) Total Private/Other Funds Requested	200,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>292,400</b>	Lee-Jay Cho, President		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Asia-Pacific Institute

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None Requested				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Asia-Pacific Institute

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None Requested			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii Asia-Pacific Institute

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <p style="text-align: center;">No funds requested in this category</p>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Hawaii Asia-Pacific Institute

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	None				
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