

## 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.*

- XX 1) Certificate of Good Standing (If the Applicant is an Organization)
- XX 2) Declaration Statement
- XX 3) Verify that grant shall be used for a public purpose
- XX** 4) Background and Summary
- XX 5) Service Summary and Outcomes
- XX 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](#))
- XX 7) Experience and Capability
- XX 8) Personnel: Project Organization and Staffing



WILLIAM SPRAY, EXECUTIVE DIRECTOR

1/19/22

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



## 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, 2021.

#### **2. Declaration Statement**

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

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

### **II. 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;**

Founded in 2005, NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. strengthens the national defense; striving to work closely with local, state, and national elected officials and with the National Guard Association of the United States (NGAUS). It was founded to support the servicemen and women who serve in the Hawaii National Guard, their families, and the community and to support the modernization of equipment, and maintain and/or increase our personnel benefits for Soldiers, Airmen, and their families.

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. conducts conferences, social events, and community activities. It operates a community center facilitating its outreach to the wider community and strengthening the relationship of the National Guard, its servicemembers and their families, with the broader community to include, but not limited to, the Navy, Marines and Coast Guard.

2. The goals and objectives related to the request.

The NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC will serve as the operator of an events facility which strengthens and supports the community as an activity center. Due to the dislocation of the NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. co-partner, it is confronted with the prospect of shuttering its doors. These funds will enable NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. to repair the facility roof, install air conditioning, and install solar panels to reduce energy costs and increase energy efficiency.

The public purpose and need to be served:

The NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. community events facility will be available to the public with priority to serve the events and activities of the Hawaii National Guard Soldiers, Airmen, and their families, and the broader public community. This grant will enable the NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. to serve the community through a community-driven process that engages Soldiers, Airmen, their families, and the community members in identifying and facilitating events that bring people together. NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. community events facility focuses on the powerful principles of involving everyone, focusing on what matters most to the community, and playing the long game—it helps the community move toward a more cohesive future by bringing residents closer together.

Isolation can be one of the most heart-wrenching emotions a person can experience, exacerbated by over two years of the pandemic. For Hawaii National Guard servicemembers and their families it can sometimes seem hard to build relationships with others due to different backgrounds, among many other factors. A sense of belonging to a community has many benefits, not only for the individuals in the community but Hawaii as a state. Strengthening the relationships between the Hawaii National Guard and the community promotes positive outcomes for the state of Hawai'i.

3. Describe the target population to be served:

The target population includes Hawaii National Guard Soldiers, Airmen, and their families, and the broader public community to include but not limited to, the Navy, Marines, and Coast Guard. This request will facilitate a transition period so that NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. can operate a community center located in the Airport/Moanalua area of 'Oahu.

4. Describe the geographic coverage.

The island of 'Oahu. Although the primary beneficiaries of NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. event facilities are on the island of 'Oahu, the strengthened relationship between the Hawaii National Guard, its servicemen, their families, and the community benefits the entire state of Hawai'i.

### **III. 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.

The NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. community facility and event space is designed to accommodate a multitude of special events throughout the year such as conferences and professional development, athletics and cultural banquets, retirement banquets, school reunions, and NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.-specific events.

The scope of work envisioned is includes:

- Scoping, planning, and repairing the Valkenburgh Street events and meeting space facility
- Installing much needed air conditioning to ensure year-round accessibility of the facility to Servicemembers, Airmen, their families, and the entire community
- Installing solar panels to reduce operating expenses and promote energy efficiency.

The staff and volunteer leaders of NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. will be primarily responsible for overseeing the contractors involved in repairing the roof, installing air conditioning, and installing solar panels.

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

August – September 2022: Planning, scoping and preparation. Contractor quotes and price comparison has preliminarily been completed. Roof repairs commence

October – December 2022: Roof repairs completed; air conditioning installation

January – March 2023 Solar panel installation

April – June 2023

Close out Grant

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

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. has an extremely experienced, engaged, and invested board of leaders including:

TAG Kenneth Hara  
Greg Scrivner  
Neal Mitsuyoshi  
Olivia Bruce  
William Spray

It has engaged in strategic planning and is committed to operating the NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. community events venue for the benefit of the community. Quality assurance measures will include a review of the roof repairs, air conditioning installation and installation of solar panels. Energy cost savings will also be a measure of success.

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.

- Number and attendance at public events
- Number and attendance at events for the benefit of Servicemembers, Airmen, and their families and the Hawaii National Guard
- Attendance by first-time attendees at the NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. facility
- Traffic on the NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. website and through social media platforms
- Evaluations/qualitative and quantitative survey results

## **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 (Attached)

- b. Personnel salaries and wages (Attached)
- c. Equipment and motor vehicles (Attached)
- d. Capital project details (Attached)
- e. Government contracts, grants, and grants in aid (Attached)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
250,000	60,000	50,000	0	360,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.. has committed to private sources of funding including donor/contributors and the charging a rental fee to non- NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. community members a reduced-rate facility rental fee; Hawaii National Guard servicemembers, airmen and their families are eligible for a significant discount. Estimated total revenues for 2022 – 2023 is: \$195,000.00

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/None.

5. 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 2023 for program funding.

Not applicable.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

- \$95,000.00
- NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. has a \$200,000.00 reserve that has not been encumbered but it is contemplated that only the \$95,000 noted above will be available for the needed repairs and maintenance of the facility.

**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.

The leadership of NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.. are senior/experienced current and former high-ranking military leaders responsible for the National defense of our country, millions of dollars of annual spending and thousands of personnel. NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. is aligned with the organizations that co-operated the community events facility for more than three (3) years and its leaders have decades of project management and capital improvement project management experience. For Example:

Major General Kenneth S. Hara assumed his duties as the Adjutant General for the State of Hawaii, Department of Defense, on December 6, 2019. On 20 February 2018, MG Hara was dual-hatted as the Deputy Chief of Staff, Army National Guard, Operations G3, Eighth United States Army Korea, Camp Humphreys, South Korea.

In 1987, General Hara received his commission as a Second Lieutenant of Infantry through the Hawaii Military Academy, Officer Candidate School, Hawaii Army National Guard. He has served in numerous positions of increased authority and responsibility from platoon leader and most recently as the commanding general of the Hawaii Army National Guard.

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. executive director William Rusty Spray serves as the Administrative Services Officer for the state Department of Defense.

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The community meeting facility is located on Valkenburgh Avenue in Honolulu.

## **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.

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TAG Kenneth Hara  
Greg Scrivner  
Neal Mitsuyoshi  
Olivia Bruce  
William Spray

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NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC. executive director Rusty Spray serves as the Administrative Services Officer for the state Department of Defense.

## **2. 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.

The organization has no full-time paid staff members and is operated by the volunteer leaders of the organization.

### **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.

Not applicable.

## **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.

None/Not Applicable.

### **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.

None/Not Applicable.

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

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

This grant request is intended to be a one-time only and not applicable to ongoing expenses.

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'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, Hawai'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, Hawai'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, Hawai'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.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

1/21/22



\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

William Spray, Executive Director

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES	0			
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9	0			
10	0			
11	0			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	117,035			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL: Roofing, Air Conditioning, Solar Panels	242,965			
<b>TOTAL (A+B+C+D+E)</b>	<b>360,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	360,000	William Spray, Executive Director (808) 369-3458		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>William R Spray</i> 1/21/2022		
(d) Total Private/Other Funds Requested	95,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>455,000</b>	William Spray, Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: NATIONAL GUARD CONFERENCE  
CORPORATION OF HAWAII, INC.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Eight (8) Mitsubishi (New R-410A Model) (Three [3] Ceiling Suspended Inverter units; With Controllers Installation			\$ -	117035
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>117,035</b>

JUSTIFICATION/COMMENTS:

Roofing repairs, air conditioning and solar panels are necessary for the full operation of the facility

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.

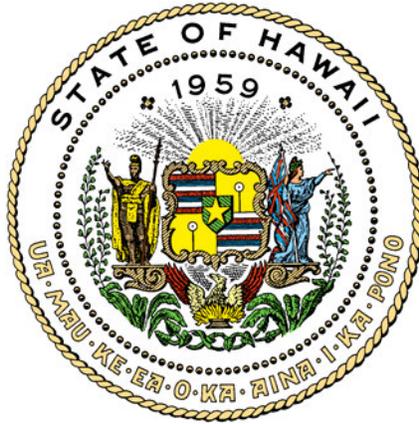
<b>FUNDING AMOUNT REQUESTED</b>						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION      Roof Repair, Solar Panel Installation			242965	95000	0	0
EQUIPMENT              Air conditioning			117035			
<b>TOTAL:</b>			<b>360,000</b>	<b>95,000</b>		
<b>JUSTIFICATION/COMMENTS:</b>						
The request is for \$360,000 as follows: Roof repairs \$244,318; Air conditioning \$ 117,035.00; Solar panel installation \$93,647						

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

Applicant: NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Not Applicable				N/A
2					
3					
4					
5					
6					
7					
8					
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## 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

NATIONAL GUARD CONFERENCE CORPORATION OF HAWAII, INC.

was incorporated under the laws of Hawaii on 05/25/2004 ; 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 21, 2022

Director of Commerce and Consumer Affairs