

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

Aileen Utterdyke, President & CEO
PRINT NAME AND TITLE

1/21/2022
DATE



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

PACIFIC HISTORIC PARKS

was incorporated under the laws of Hawaii on 09/21/1979 ; 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 18, 2022

Director of Commerce and Consumer Affairs

**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.

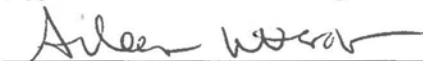
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material 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.

Pacific Historic Parks

(Typed Name of Individual or Organization)



(Signature)

1/21/2022

(Date)

Aileen Utterdyke

(Typed Name)

President & CEO

(Title)

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db a:

Pacific Historic Parks

Amount of State Funds Requested: \$ 316,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Pacific Historic Parks (PHP) seeks GIA funds to renovate an area within our corporate office to create a state-of-the-art Community Multipurpose Room that can be used by the local community and schools for meetings, training, and lectures.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 2,853,900

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 256,000

Unrestricted Assets:

\$ 2,853,900

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

Temporary: 98-211 Pali Momi St., Ste 200A

City: State: Zip:

Aiea HI 96701

Contact Person for Matters Involving this Application

Name:
Aileen Utterdyke

Title:
President/CEO

Email:
auttedyke@pacifichistoricparks.org

Phone:
(808) 354-2075

Federal Tax ID#:

██████████

State Tax ID#

██████████


Authorized Signature

President/CEO
Name and Title

1/21/2022
Date Signed

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;

Pacific Historic Parks (PHP) is a non-profit organization established in 1979 with a mission to support the USS *Arizona* Memorial and other Pacific historic locations through education and interpretative programs, research, preservation, and restoration to perpetuate the memory of the events and honor the people involved in these sites.

PHP is a non-profit cooperating association that supports the National Park Service and State Park sites at the following locations:

- o Pearl Harbor National Memorial on Oahu, Hawaii
- o Diamond Head State Monument on Oahu, Hawaii
- o Kalaupapa National Historical Park on Molokai, Hawaii
- o War in the Pacific National Historical Park on Guam
- o American Memorial Park on Saipan, CNMI

PHP's unique hybrid business model consists of traditional non-profit fundraising along with a strong retail component. This has provided stable income and has enabled the organization to successfully cover its operational and administrative costs so that private donations can be fully applied to program services.

As part of our mission, PHP has utilized its successes from our operations and fundraising activities to reach out to school aged children and adults to educate and interpret the history of our island during the time of World War II. Prior to Covid, our focus of impacting as many school children and visitors allowed us to reach over 40,000 students a year.

In 2010, PHP purchased a 2-story building and extended the warehouse that is used as our corporate office. The property allowed PHP to effectively and efficiently build and maintain its unique business operations. Due to the age of the building, it has become necessary to repair and upgrade the interior of the building to better suit our current and future needs.

In 2020, PHP embarked on a capital project to redesign our building with the focus on building a more suitable environment for our increase programmatic direction and to upgrade our building and facility for efficiency and effectiveness. PHP had planned on redesigning the floor plan, upgrading our facility with a focus on energy efficiency, higher quality digital equipment and technology, and ensuring ADA compliance. It was our intention to redesign and upgrade our facility to allow us to expand the types of programs PHP offers and to incorporate schools in our community to assist them with digital projects for learning opportunities.

2. The goals and objectives related to the request;

PHP's goal with this GIA funding is to create Digital/Technology Multipurpose Rooms at our Waipio Corporate Office. Our focus is to open up this room for local and central Oahu schools to allow students to use various multimedia equipment to build on for educational learning experiences.

Our Construction Objectives are as follows:

Objective 1: To upgrade the electrical system that will support state-of-the-art digital/technology equipment for the Digital/Technology Multipurpose Room.

Objective 2: To renovate and improve the space that will be utilized as the Digital/Technology Multipurpose Room.

Objective 3: To purchase digital/technological Furniture, Fixtures and Equipment that will be housed and used in the Digital/Technology Multipurpose Room.

Objective 4: To renovate restrooms at the Waipio Corporate Office for the purpose of public use when the Digital/Technology Multipurpose Room is scheduled for events.

Objective 5: To create a communication center that will allow for digital or audio recordings, and presentations that support the Digital/Technology Multipurpose Room.

Objective 6: To renovate and improve kitchenette area to accommodate both Digital/Technology Multipurpose Rooms.

Objective 7: To renovate and improve the lobby area in support of the Digital/Technology Multipurpose Rooms.

Objective 8: To incorporate energy efficient materials and equipment that will allow us to create a highly cost-effective multipurpose room that also protects our environment.

Objective 9: To incorporate energy efficient systems that will allow us to decrease our carbon footprint by increasing and enhancing our existing solar capacity.

3. The public purpose and need to be served;

Pacific Historic Parks (PHP) seeks to fill the need for a clean, safe, friendly, professional, and state-of-the-art digital multipurpose space that can be used to conduct meetings, training, video/audio productions and educational/interpretive lectures, etc. by the Hawaii Community schools. These multipurpose rooms will be available during select weekdays, weekends or after working hours for use by the public and managed by PHP.

There are a limited number of locations that the community can use to gather around the Central Oahu area. This limitation causes a constraint on those organizations that have limited space available to them to gather for educational and professional meetings without having to drive to town. Further, with Covid, we have learned that there is a strong need for schools and students to have access to digital media that will help them in their learning process. By creating a state-of-the-art multipurpose space and providing access to our equipment and space to schools and other organizations, we hope to empower a learning opportunity and make available a learning space that can be used by many in our local community. Our new facility will also provide a safe environment for this type of engagement.

In addition, we will have a state-of-the-art communications and digital space available to the community that will allow for schools and non-profits to have access to high end digital equipment that will facilitate the creation of material

that can be used in schools and other non-revenue generating purposes. It is our intent to open up this communication room for educational purposes for students and teachers to use to create material for educational purposes.

4. Describe the target population to be served; and

The Digital/Technology Multipurpose Rooms will be made available to the Waipio community as well as organizations in the Central Oahu area. This would include schools, non-profit organizations, and charitable groups with a priority to teaching and educational usage.

5. Describe the geographic coverage.

Pacific Historic Parks (PHP) is the owner of a parcel of land located at 94-1187 Ka Uka Blvd, Waipahu, HI 96797 that is situated in the Gentry-Waipio Industrial area. This building serves as the Corporate Office for PHP and is where the capital improvements will be made to include the Multipurpose Rooms that will serve as a facility to the community such as schools, non-profit organizations, churches, clubs, etc. The space will serve 30-45 people per event.

In addition, we will have a state-of-the-art communications and digital space available to the community that will allow schools and non-profits to have access to high end digital equipment that will facilitate the creation of material that can be used in schools and for other non-revenue generating purposes. It is our intent to open up this communication room for use by students and teachers to create material for educational purposes.

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;

- **Scope:** PHP is in the process of remodeling its facility located at 94-1187 Ka Uka Blvd, Waipahu, Hawaii. Included in the remodeling effort will be a high-tech conference and video/audio production rooms that will be available for community needs such as youth programs, training, business meetings, etc. This project includes the design, contractor selection, facility demolition, buildout, furniture, and technology procurement. This grant covers a small subset of the entire construction project.
- **Responsibilities:** Project Management will be performed by Pacific Historic Parks to insure project completion on time and within budget.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 - January 2022 – work with Architect to develop conceptual and design drawings to be used for permitting process and to procure a General Contractor.
 - February 2022 – Start permitting process (two to three months) and establish preliminary cost estimates
 - March 2022 – Select and award General contractor and start demolition of the existing facility (six weeks).
 - May 2022 – Start general new construction as outlined in the approved drawings. 12 weeks
 - August 2022 Start “finish work” stage of construction three months
 - October 2022 – Installation of technology
 - November 2022 – Complete punch list items
 - December 2022 – Open for business

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
 - Monitor: Document the usage of the facility to ensure frequency of use is meeting our goals.
 - Evaluate: Surveys from guests using the facility
 - Improve results: Engage in various marketing programs to increase usage of the facility. In addition, continuously improve IT equipment when newer technologies are available in the market.

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.
 - PHP will provide reports indicating the agencies who use the facility and the frequencies as required.

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)

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
\$158,000	\$158,000			\$316,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
- 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. PHP does not have any tax credits.
- 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.
- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

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.

- Renovation project: PHP has selected Clifford & Planning a licensed architectural firm for the design, permitting and Contactor management. General Contractor will be licensed to conduct the work outlined by the Architect and is currently being evaluated. PHP to provide its experienced Project Manager to oversee the entire project
- PHP's Educational & Communications teams will oversee the usage of its multipurpose and video/audio productions rooms utilized by the community.

Our team members have over 40 years combined experience in the audio/video production and training fields. Our educational team members have provided training to thousands of children and adults using technologies such as Virtual Reality, in-person and remote learning at Pearl Harbor National Memorial.

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.

Pacific Historic Parks (PHP) is the owner of a parcel of land located at 94-1187 Ka Uka Blvd, Waipahu, HI 96797 that is situated in the Gentry-Waipio Industrial area. Data on the land and building are as follows:

- The commercial property is approximately 20,025 sq. ft. and purchased 10 years ago in 2010.
- The 11,217 sq. ft. structure was constructed in 1998 and includes a warehouse adjoined to a 2-story office building.
- The office building includes a conference rooms, reception area, various work areas and approximately 12 offices.

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.

As of January 1, 2022, Pacific Historic Parks had 36 full and part time employees. Our staffing is supplemented with 5 outside service contractors who hold specialty skills. Our 15-member Board of Directors provide governance, strategic planning and oversight.

The construction project will be managed by PHP's Director of IT and Facilities working with the Architect and General Contractor. This individual has years of project management experience within the construction and Information Technology fields. He has both hands on and management experience in medium to large construction projects. In addition, he has 30 years of IT experience aligning technology with business requirements.

PHP's Executive Assistant, who was a key administrative oversight during our 2010 purchase and build-out of our current facility, will also assist with the details of the

project. Her understanding of our original purchase of the building and the upgrades made at that time, will be instrumental in our current construction project. She has over 30 years of experience in Executive Administrative management and will be instrumental in coordinating and scheduling the usage of the facilities once project is complete.

Our Director of Finance and Administration will oversee the budget, funding, expenditures and progress throughout the entire construction process. She has over 30 years of experience in accounting including 3 years at PHP working in non-profit and grant administration, 2 years working in the construction industry and 15 years of management experience. Her attention to detail and understanding of financial information will make her key to the administration of grant funds.

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.

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 & CEO: \$184,000
Director of IT and Facilities: \$120,000
Director of Communications: \$105,000

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.

Pacific Historic Parks is not a part to any ongoing or pending litigation. Further, there are no outstanding liens or judgements against Pacific Historic Parks.

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.

Our Director of IT and Facilities will be overseeing the building of the state-of-the-art digital technology multipurpose room along with Stuart Jow of Clifford Planning, a

leading architecture firm with extensive experience at designing and overseeing these types of projects. The Director of IT and Facilities has worked on several high-level projects such as a new virtual reality program with Pacific Historic Parks and a new Student Information system while working at the Department of Education in Hawaii, As a member of the National Guard and the USAF, he managed several construction projects such as new construction of pedestal and ground water storage tanks, new sewer system supporting thousands of service members and several roadway projects.

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.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

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:

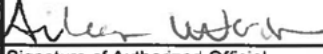
- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

The funds we are requesting are for a one-time funding request associated with costs to develop and construct our state-of-the-art digital technology multipurpose rooms. Once completed, the cost of operating and maintaining this specialty room will be covered by the normal annual revenue of Pacific Historic Parks.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: PACIFIC HISTORIC PARKS

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	22,270			
2. Payroll Taxes & Assessments	2,000			
3. Fringe Benefits	4,730			
TOTAL PERSONNEL COST	29,000	-	-	-
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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20				
TOTAL OTHER CURRENT EXPENSES	-	-	-	-
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	287,000	-	-	-
TOTAL (A+B+C+D+E)	316,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	316,000	Cheri Lewis	808-439-3488	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		01/21/2022	
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
TOTAL BUDGET	316,000	Aileen Utterdyke, President & CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: PACIFIC HISTORIC PARKS

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of IT & Facilities	1	\$120,200.00	10.00%	\$ 12,020.00
Director of Finance & Administration	1	\$85,000.00	5.00%	\$ 4,250.00
Administrative Assistant	1	\$60,000.00	10.00%	\$ 6,000.00
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TOTAL:				22,270.00
JUSTIFICATION/COMMENTS: These employees have an integral role in the management of the project and future use of the space				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: PACIFIC HISTORIC PARKS

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, 2022 to June 30, 2023

Applicant: PACIFIC HISTORIC PARKS

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			180,000			
EQUIPMENT			107,000			
TOTAL:			287,000			
JUSTIFICATION/COMMENTS: Costs related to this portion only of the complete building renovation totaling \$2.0M						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: PACIFIC HISTORIC PARKS

Contracts Total: 1,065,542

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	GIA - translation for DH audio tours	7/01/17-11/30/18	State of Hawaii	State	130,000
2	Funding for USS <i>Arizona</i> during gov't shutdown	01/03/19-01/31/19	Hawaii Tourism Authority	State	126,000
3	Culture and Arts Relief and Recovery Fund	03/20/20-10/29/20	City & County	Honolulu	50,000
4	Paycheck Protection Program	04/23/20-10/07/20	SBA	U.S.	749,542
5	EIDL - COVID-19 relief	4/20/2020	SBA	U.S.	10,000
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PHP ORGANIZATION CHART

