

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: *(see attached)*

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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: *(see attached)*

1. Describe the scope of work, tasks and responsibilities;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

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
\$365,139.64				

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.

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 *(see attached)*

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.

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.

VI. Personnel: Project Organization and Staffing *(see attached)*

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.

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.

VII. Other (See attached)

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.

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.

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.

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.

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



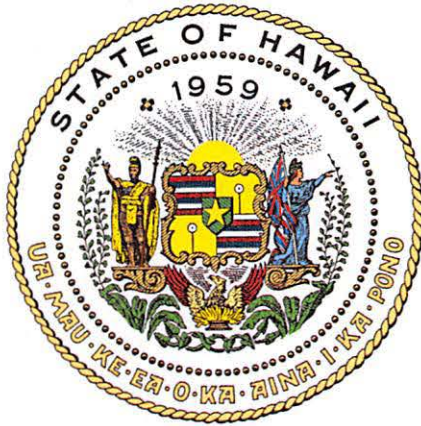
ELIZABETH O'BRIEN
EXECUTIVE DIRECTOR

01/21/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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

THE ARTS AT MARKS GARAGE

was incorporated under the laws of Hawaii on 12/04/1998 ; 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



The ARTS at Marks Garage
1159 Nuuanu Avenue
Honolulu, HI 96817
(808) 521-2903

**To: House of Representatives Committee on Finance
State Capitol
415 S. Beretania Street, Room 306
Honolulu, HI 96813**

**Senate Committee on Ways and Means
State Capitol
415 S. Beretania Street, Room 208
Honolulu, HI 96813**

Date: 21 January 2022

Re: GIA – Declaration Statement

To Whom It May Concern,

Please accept this declaration statement to affirm that The ARTS at Marks Garage is compliant with Section 42F-103, Hawaii Revised Statutes.

Sincerely,

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage



The ARTS at Marks Garage
1159 Nuuanu Avenue
Honolulu, HI 96817
(808) 521-2903

**To: House of Representatives Committee on Finance
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Honolulu, HI 96813**

**Senate Committee on Ways and Means
State Capitol
415 S. Beretania Street, Room 208
Honolulu, HI 96813**

Date: 21 January 2022

Re: GIA – Public Purpose Verification

To Whom It May Concern,

Please accept this letter declaring that this grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Sincerely,

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage



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1159 Nuuanu Avenue
Honolulu, HI 96817
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**Senate Committee on Ways and Means
State Capitol
415 S. Beretania Street, Room 208
Honolulu, HI 96813**

Date: 21 January 2022

Re: GIA – Background and Summary

To Whom It May Concern,

The mission of The ARTS at Marks Garage is to support and promote the arts by providing a safe and inclusive space for individuals and organizations to create, collaborate, experiment, and educate. We also seek to help revitalize the historic arts district visually and economically through artistic activities and expression that enhance the quality of life in Honolulu. We strive to be the most inclusive and innovative arts incubator and diverse community space in Honolulu.

As a 501(c)3 non-profit arts organization, we have many values that we live by. Above all else, the ARTS at Marks Garage values inclusion and diversity. We believe in encouraging the artistic growth of all human beings, and understand that creatives come in all shapes, sizes, colors, ages, and backgrounds. We support local artists and performers first, as we believe in stimulating our local economy and providing opportunities to those who call Hawaii home. However, we understand that in order to continue to learn and grow, we need to support the arts globally through collaboration and participation. The ARTS at Marks Garage recognizes the need for artistic space in Honolulu for new and emerging artists and performers and fills that void by providing the community with a versatile venue at affordable costs. We understand that it is vital to open doors for talent that seeks opportunity. We are proud of our neighborhood, and immerse ourselves in activities that elevate our community, benefit our neighbors, and we work diligently with other organizations to keep the area clean, safe, and active. We have a deep reverence for the history of Chinatown, and seek to preserve and share the knowledge of the arts and the journey through the “Red Light District of Honolulu.” At the end of the day, we value having fun,

working with passion, operating with integrity, treating others with respect, and leaving creative spaces in better condition than when we found them. We are the stewards of The ARTS at Marks Garage.

The ARTS at Marks Garage, located in the heart of the historic Arts District of Downtown Honolulu adjacent to Chinatown, has been in operation since 2001 as an artist-run, non-profit community arts center that attracts over 45,000 annual visitors to twelve major multidisciplinary exhibits and over 150 performances, lectures, screenings, and workshops. Fun Fact: “ARTS” is an acronym for Art Retail Theatre Space. We are an incubator for performance and visual arts groups and individuals, and offer creative classes, cultural workshops, and inclusive experiences for youths and adults. The ARTS at Marks Garage is a primary sponsor of the creative revitalization of the Downtown-Chinatown area through neighborhood relations, street festivals, beautification projects, neighborhood maps, First Friday Honolulu, and other community celebrations.

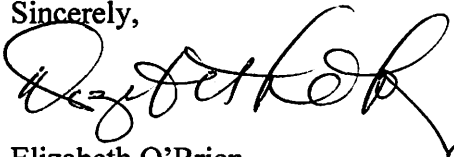
For over two decades, we have been able to operate through funds raised from programming, art exhibitions, licensing, and the generous support from volunteers, donors, grantors, partners, and other individuals and organizations. We are humbled and grateful for your support through the years. Your continued support of our non-profit is vital to our continued support of the arts and artists in Honolulu.

The ARTS at Marks Garage supports artists and acts as a hub for non-profits who are positively impacting or desire to make a positive impact with their endeavors in the Hawaiian Islands and nationally, who work with intentionality and integrity, and who are making work that is relevant to the cultural conversation.

The funding derived from this grant will allow The ARTS at Marks Garage to realize its potential by allowing us to purchase our own materials to transform our venue into a year-round top-grade exhibit space, gathering point and playhouse for upcoming, small, and mid-sized artists of all disciplines in Honolulu and the Hawaiian Islands, giving them a beautiful and technologically forward space to support and build their audience and client base, advance their mission, hone and increase their skills, and drive long-term planning knowing they have a sophisticated venue for which to stage their portfolios, fostering a community that can turn their eye towards stability and growth.

Currently all of the theatrical and architectural lighting and theatrical equipment is on loan or a hodge-podge of donated materials in varying states of disrepair and functionality, limiting our ability to support our community. The upgrade program initiated by the grant will focus on improving two areas: the Architectural and Exhibit Space and The Event and Creative Space, as outlined in the Service Summary and Outcomes section.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth O'Brien", written in a cursive style.

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage



The ARTS at Marks Garage
1159 Nuuanu Avenue
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Date: 21 January 2022

Re: GIA – Service Summary and Outcomes

To Whom It May Concern,

The upgrade program initiated by the grant will focus on improving two areas: the Architectural and Exhibit Space and The Event and Creative Space.

Programs are as follows:

Architectural and Exhibit Space

Interior Architectural Lighting Retrofit

Allow the venue to achieve a coherent look and feel, upgrading to a level of finish that is on par with the standards of global museums and professional exhibit spaces. Rendering will be made smooth and consistent, accurately revealing the intent of an artist's objects and works and the presentation of the space will be outfitted with discrete, modern, timeless hardware.

Upgrade Rigging

This upgrade will allow for increased diversity in the displays, exhibits and performances that can be presented in the space

Event and Creative Space

Controls

Implement a lighting control platform that can easily control the systems of the event and architectural space while have the capability to expand to meet the needs of multimedia artists and theatrical producers for world class productions and exhibits, as well as provide a training ground for local technical designers and technicians to hone their skills for careers in the performing and visual arts.

Fixtures

Provide a package of automated lighting fixtures which brings the space to life through precise control of color, intensity and position allowing, for scene setting and mood generation for all types of installations, performances, and presentations.

Projection

Upgrade the projection systems in the venue with an 8500 lumen projector and a retractable screen which will create a better presentation platform and increased revenue stream.

Network

Upgrade the network capability of the venue to accommodate the new technology implemented above and work to future proof by providing a platform which can accommodate the needs of artists and producers and our future endeavors.

The target date for primary installation is July – August 2022. Testing and any adjustments to the system will be completed by October 2022. We hope to begin training, classes, and implementation for public use before the end of 2022. By January 2023, we will have a fully functional, safe and technologically advanced upgraded system in both our gallery and performance spaces to be used by all artists and technicians in the community. We will also be able to launch our intern training program to create more affluent lighting designers and technicians in Honolulu.

We will be able to measure our success by the increased capacity, and through attendance of our training programs. As the grant will also be reducing our energy usage through more energy efficient equipment, we hope to see a 20% decrease in electricity usage over time.

Sincerely,

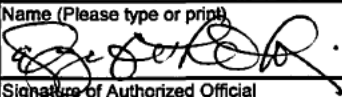


Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: The ARTS at Marks Garage

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	91,346			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	91,346			
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	273,794			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	273,794			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	365,140			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	365,140	ELIZABETH O'BRIEN (808) 371-5489		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Date		
		01/21/2022		
TOTAL BUDGET	365,140	EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: The ARTS at Marks Garage

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
(See attached detailed excel sheet for a full list of			\$ 365,139.64	
equipment and supplies)			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ 365,139.64	
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: The ARTS at Marks Garage

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	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
TOTAL:	0					
JUSTIFICATION/COMMENTS: The ARTS at Marks Garage has not received any previous funding for this project.						

MARKS GARAGE GIA BUDGET - FACILITY IMPROVEMENTS

Qty.	Item Description	Unit Cost	Remarks	S/H	Increment Charged	Item Subtotal	Tax Per Item	Item Total w/ Tax
								4.712%
ARCHITECTURAL & EXHIBIT SPACE IMPROVEMENTS								
<u>Event Space House Lighting System</u>								
12	Elation Fuze Pendant Compact	\$ 1,500.00	50,000 Hour LED Warm White For Chair Isle Lights	x	1	\$ 18,000.00	\$ 848.16	\$ 18,848.16
			Stage Seating General and Life Safety Lighting					
<u>Gallery Lighting System</u>								
150	MP Lighting L225 Single Rail Track Fixture	\$ 362.00	Single Rail Fixture for Gallery and General Illumination	x	1	\$ 54,300.00	\$ 2,558.62	\$ 56,858.62
26	Single Rail Low Voltage Straight	\$ 294.00	Single Rail Lighting Infrastructure	x	1	\$ 7,644.00	\$ 360.19	\$ 8,004.19
27	Single Rail Low Voltage Curved	\$ 338.00	Single Rail Lighting Infrastructure	x	1	\$ 9,126.00	\$ 430.02	\$ 9,556.02
52	Rail Joiners (Insulated / Non Insulated)	\$ 24.00	Single Rail Lighting Infrastructure	x	1	\$ 1,248.00	\$ 58.81	\$ 1,306.81
25	Rail Stand Off - High Ceiling	\$ 130.00	Single Rail Lighting Infrastructure	x	1	\$ 3,250.00	\$ 153.14	\$ 3,403.14
25	Rail Stand Off - Low / Slopped Ceiling	\$ 80.00	Single Rail Lighting Infrastructure	x	1	\$ 2,000.00	\$ 94.24	\$ 2,094.24
25	Rail Power Canopy	\$ 260.00	Single Rail Lighting Infrastructure	x	1	\$ 6,500.00	\$ 306.28	\$ 6,806.28
15	Rail End Caps	\$ 15.00	Single Rail Lighting Infrastructure	x	1	\$ 225.00	\$ 10.60	\$ 235.60
20	MP Lighting 421 - Variable Ceiling Depth Install From Below	\$ 330.00	In Grade Down Light	x	1	\$ 6,600.00	\$ 310.99	\$ 6,910.99
1	Architectural Lighting Control - Wireless Components for New System	\$ 4,285.56	Lutron Electronics - RF Control Switches and Packs	x	1	\$ 4,285.56	\$ 201.94	\$ 4,487.50
2	Schedule 40 2" Black Galvanized Steel Pipe	\$ 1,154.00	Structural Pipe for Rigging		1	\$ 2,308.00	\$ 108.75	\$ 2,416.75
4	Steel Sched 40 Couplers	\$ 36.50	Accessories to Structural Pipe		1	\$ 146.00	\$ 6.88	\$ 152.88
EVENT AND CREATIVE SPACE IMPROVEMENTS								
<u>Controls</u>								
1	Elation NX4 Lighting Control System	\$ 11,990.00	Lighting & A/V Control System for Event and Creative Space	x	1	\$ 11,990.00	\$ 564.97	\$ 12,554.97
<u>Lighting Fixtures</u>								
21	Elation NX4 Fuze Z120	\$ 1,675.00	Theatrical Wash Fixture	x	1	\$ 35,175.00	\$ 1,657.45	\$ 36,832.45
11	Elation Fuze SFX	\$ 4,275.00	Theatrical Spot Fixture	x	1	\$ 47,025.00	\$ 2,215.82	\$ 49,240.82
5	Elation Batton 42	\$ 2,915.00	Theatrical Back Drop / Wall Wash Fixture	x	1	\$ 14,575.00	\$ 686.77	\$ 15,261.77
<u>Network Components</u>								
1	Lot DMX Cable	\$ 6,496.69	Data Distribution	x	1	\$ 6,496.69	\$ 306.12	\$ 6,802.81
6	DMX Terminators	\$ 25.00	Data Distribution	x	1	\$ 150.00	\$ 7.07	\$ 157.07
1	DMX Opto Splitters	\$ 995.00	Data Distribution	x	1	\$ 995.00	\$ 46.88	\$ 1,041.88
1	Network Rack	\$ 350.00	Data Distribution	x	1	\$ 350.00	\$ 16.49	\$ 366.49
<u>Network Components</u>								
1	8500 Lumen Projector	\$ 9,262.50	Professional Projector for Event and Creative Space	x	1	\$ 9,262.50	\$ 436.45	\$ 9,698.95
1	Projector Lens	\$ 1,041.00	Lens for Projector	x	1	\$ 1,041.00	\$ 49.05	\$ 1,090.05
1	65" x 116" Screen	\$ 3,357.00	Motorized Projection Screen	x	1	\$ 3,357.00	\$ 158.18	\$ 3,515.18
1	Projector Mount	\$ 527.00	Mount for Projector	x	1	\$ 527.00	\$ 24.83	\$ 551.83
1	Optical Feed Cables	\$ 382.00	A/V Feed Cables	x	1	\$ 382.00	\$ 18.00	\$ 400.00
INSTALLATION AND INTEGRATION								
50	Rigging Anchors HDI-S High Performance Flush Anchors	\$ 3.16	Concrete to Rigging Point Adaptor		1	\$ 158.00	\$ 7.44	\$ 165.44
50	Rigging Bolts	\$ 4.25	Rigging Point to Material Adaptor		1	\$ 212.50	\$ 10.01	\$ 222.51
1	Lot Paint and Patch Materials	\$ 294.20	Materials to Finish Ceilings and Structural Surfaces		1	\$ 294.20	\$ 13.86	\$ 308.06
1	Lot Electrical Installation Equipment	\$ 9,350.00	Conduit/Straps/Junction Boxes/Wire/Cable/Connectors/Sockets		1	\$ 9,350.00	\$ 440.57	\$ 9,790.57
20	Hour LD01	\$ 225.00	Designer		1	\$ 4,500.00	\$ 212.04	\$ 4,712.04
20	Hour LD02	\$ 130.00	Associate Designer		1	\$ 2,600.00	\$ 122.51	\$ 2,722.51
200	Hour LD03	\$ 125.00	Technical Field Operations		1	\$ 25,000.00	\$ 1,178.00	\$ 26,178.00
200	Hour EC1	\$ 150.00	Hawaii Electrical Contractor		1	\$ 30,000.00	\$ 1,413.60	\$ 31,413.60
1	Shipping	\$ 29,635.05			1	\$ 29,635.05	\$ 1,396.40	\$ 31,031.45
TOTAL								\$ 365,139.64



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Date: 21 January 2022

Re: GIA – Experience and Capability

To Whom It May Concern,

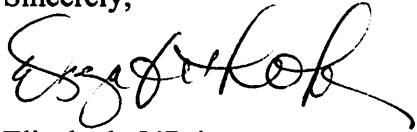
The ARTS at Marks Garage is a 501(c)3 non-profit arts organization that has been in operation for twenty years, in the same location on the corner of Nuuanu Avenue and Pauahi Street. As an arts incubator, we have served the community as a training ground for emerging artists and technicians as well as an exhibition and performance space. We have relied heavily on the expertise of the professionals in the industry who have donated time, energy, supplies and equipment to the space.

Currently, all electrical equipment used in the space has been donated through the years. While functional, there are limitations to usage and potential safety concerns.

The two primary individuals who will oversee this project are Elizabeth O'Brien, Executive Director for The ARTS at Marks Garage and Sean Agosta-Bidleman, owner of Prysm Enterprises. Both have successfully worked together for over ten years, implementing similar projects for the historic Hawaii

Theatre Center in Honolulu, where the lighting, sound, and projection systems have also been upgraded for functionality, technological advancement, and safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth O'Brien", written in a cursive style.

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage



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Date: 21 January 2022

Re: GIA – Personnel: Project Organization and Staffing

To Whom It May Concern,

The two primary individuals who will oversee this project are Elizabeth O'Brien, Executive Director for The ARTS at Marks Garage and Sean Agosta-Bidleman, owner of Prysm Enterprises. Both have successfully worked together for over ten years, implementing similar projects for the historic Hawaii Theatre Center in Honolulu, where the lighting, sound, and projection systems have also been upgraded for functionality, technological advancement, and safety.

Elizabeth O'Brien will oversee the timeline, budget and overall project.

Sean Agosta-Bidleman will be the Project Manager for the installation, and will oversee all contractors, inspect all equipment, and implement all training for usage.

The Executive Director's annual salary is currently \$60,000.00. Three part-time employees are paid hourly at \$15/hour. The rest of the staff is comprised of volunteers.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth O'Brien", with a flourish at the end.

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage



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Date: 21 January 2022

Re: GIA – Other

To Whom It May Concern,

The ARTS at Marks Garage is not currently involved in any pending litigation. We are also not awaiting any outstanding judgement.

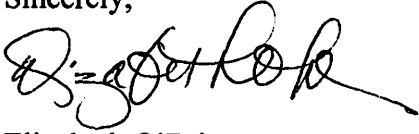
While The ARTS at Marks Garage does not hold specific licensure or accreditation relevant to this project, we will be using licensed electrical contractors for the installation.

We are not using this grant to support or benefit any private institution directly, although we do not restrict usage of the facilities to any organization. As an inclusive organization we hope that all can benefit from this much needed upgrade.

Once the equipment is installed and operational, the benefit beyond FY23 is capacity, usage, and energy efficiency. In order maintain the equipment over time, we plan to charge a fee for usage for individuals and/or organizations who utilize the equipment for their events. The cost of replacing equipment will be included, unless significant damage or use justifies the need to apply for additional funding for replacement.

It is anticipated that equipment will likely need to be replaced within 7-10 years to keep up with the advancement of technology, and to ensure that the equipment is running efficiently.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth O'Brien", with a long horizontal flourish extending to the right.

Elizabeth O'Brien
Executive Director
The ARTS at Marks Garage