

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Hawaii Korean U.S Citizens League

Amount of State Funds Requested: \$ 252,980

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

HKUSCL's strongly encourage everyone to register and to vote.

We hold many seminars and lectures where politicians can meet with people who have not been outreached before.

We're provide forums for education and motivational seminars for greater political awareness and participation.

All of these activities require funding

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ Korean Government \$5000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 80000

Unrestricted Assets:

\$ _____

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:

1451 S King St # 511

City: State: Zip:

Honolulu Hi 96814

Contact Person for Matters Involving this Application

Name:
Mariko Ahn

Title:
President

Email:

Phone:
808-220-7735

Federal Tax ID#:

State Tax ID#

DocuSigned by:

Mariko Ahn

DC52C03E16237469

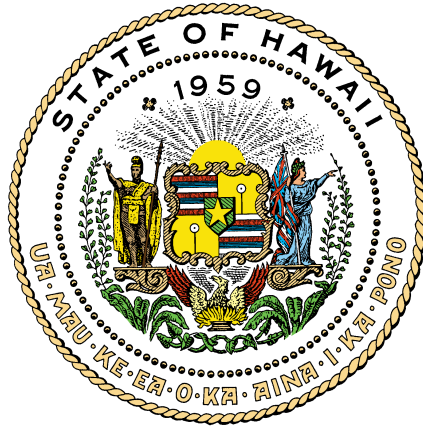
Mariko Ahn / President

01/19/2024

Authorized Signature

Name and Title

Date Signed



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 KOREAN-U.S. CITIZENS LEAGUE

was incorporated under the laws of Hawaii on 06/19/2013 ; 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 19, 2024

Director of Commerce and Consumer Affairs

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) Hawaii Compliance Express Certificate (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

MARIKO AHN / PRESIDENT
PRINT NAME AND TITLE

01/19/2024
DATE

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII 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, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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 Korean U.S Citizens League
(Typed Name of Individual or Organization)


(Signature)

01/19/2024
(Date)

Mariko Ahn
(Typed Name)

President
(Title)

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

Please see attachment

2. Declaration Statement

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

Please see attachment

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](#).

(1) The name of the requesting organization or individual
Hawaii Korean U.S Citizens League

(2) The public purpose of the grant

HKUSCL's organization is part of a larger movement in the United States for inclusiveness, civil participation, and civic engagement. However, their organization specifically serves the Hawaii Korean American community.

HKUSCL's have a very enthusiastic and all voluntary group of people who committed to increasing voter registration and voting in the State of Hawaii as a way of improving and fulfilling the US's promise of democratic political system.

HKUSCL's organization is dedicated to filling this gap and providing services to the Hawaii Korean American community. HKUSCL's offer programs and services that are tailored to the specific needs of this community, and they're work to promote civic engagement and inclusiveness among Hawaii Korean Americans.

(3) The target group
Hawaii Korean Americans

(4) The cost of the grant and the budget

The overall program will cost \$200,000. The total budget requested for the State GIA is \$200,000

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;

Hawaii Korean-U.S. Citizens League was established in the early 2010s and gained recognition as a 501(c)(3) nonprofit organization by the IRS in 2013. Over the last eleven years, HKUSCL has been actively involved in the State of Hawaii, particularly in the main Honolulu area, conducting a variety of successful voter registration drives. Its members and directors, most of whom are fluent in both English and Korean, position their organization uniquely to assist a broad range of eligible U.S. citizens in Hawaii registering and voting in U.S. elections. It has operated entirely on a volunteer basis, with no paid positions. Financially, it has been supported through private donations from its members and various private groups.

2. The goals and objectives related to the request;

The primary goals of HKUSCL are twofold and non-partisan, firstly, to encourage as many eligible US citizen in Hawaii as possible to register and participate in both local and federal elections; secondly, to enhance and support this aim, they offer complimentary naturalization courses and guidance in applying for US citizenship. Achieving citizenship is just the beginning as HKUSCL passionately advocates for newly naturalized individuals to actively register and vote. They organize numerous seminars and lectures, providing unique opportunities for political figures to engage with previously unreached communities. Additionally, HKUSCL hosts educational seminars aimed at fostering greater political awareness and involvement.

3. The public purpose and need to be served;

HKUSCL is supported by a dedicated group of volunteers who are passionately committed to enhancing voter registration and participation in the State of Hawaii. This effort is seen as a crucial step towards realizing and strengthening the promise of a democratic political system in the United State.

4. Describe the target population to be served;

HKUSCL is inclusive and does not discriminate based on ethnicity, religion, or national origin, welcoming everyone to avail of their services. However, given that a majority of their members are fluent in Korean, they find themselves particularly well-equipped to engage with Korean American residing efficiently and effectively in the State of Hawaii.

5. Describe the geographic coverage.

While there are no specific geographic limitations in the State of Hawaii, our primary focus is on the Honolulu area, mainly due to constraints in funding and available manpower.

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;

HKUSCL organizes voter registration initiatives and educational seminars primarily in the Honolulu metropolitan area, targeting various supermarkets for these activities. Key locations include the Keeaumoku, Kalakaua, and Kalihi areas. Additionally, its volunteers make concerted efforts to visit Korean churches, recognizing them as vital centers for community gathering and social interaction.

HKUSCL also conducted the Hawaii Census and sponsored the HPD Recruitment information meets lecture program.

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

12-month period: HKUSCL provides once-weekly naturalization training sessions throughout the year, with each class accommodating 10- to 15 students. This training is designed to help participants successfully pass the U.S. citizenship test.

April - June: HKUSCL plans to conduct a seminar focusing on the voting process and voter rights, specifically tailored for the Korean American community.

July - October: The objective is to register as many U.S. citizens living in the State of Hawaii as possible for local and federal elections.

November - March: HKUSCL aims to launch citizenship campaigns, which include offering complimentary naturalization courses and assistance with the U.S. naturalization process to help individuals acquire U.S. citizenship.

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

HKUSCL maintains a strong collaboration relationship with both the Hawaii state election office and the U.S. immigration service's community outreach in Hawaii. The organization has years of experience working alongside these entities, who are well-acquainted with HKUSCL's dedication to enhancing electoral participation. Furthermore, HKUSCL benefits from the guidance of experienced attorneys specializing in immigration law. These legal experts provide essential advice on the processes and qualifications required for successfully navigating the U.S. naturalization process.

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.

HKUSCL can provide detailed statistics regarding the number of individuals they've assisted with voter registration, as well as the extent of their outreach efforts to engage people in the democratic process. This includes data on the headcount of contacted individuals, the geographic locations of these efforts, and the dates and attendance sizes of various events. Over the past four years, HKUSCL has successfully facilitated 13,000 new voter registrations. Looking forward, the organization plans to broaden its reach by targeting more remote and isolated community neighborhoods.

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 attachment
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
 HKUSCL is not aware of other sources of funding at this moment in time, which will be available for 2025
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
 Not applicable
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

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 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.

HKUSCL is supported by experienced naturalization instructors who have been with the organization for eight years, serving as public volunteers in U.S. immigration matters. Their efforts have been bolstered by the support of immigration attorneys who provide essential policies and guidelines for the naturalization process. Additionally, HKUSCL benefits from practical insights and advice on ethical practices and proper conduct, offered by a former councilor experienced in these matters.

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 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.

HKUSCL currently operates out of a modest space approximately one hundred square feet, which is proving to be insufficient for their needs. A larger venue is required to better accommodate senior visitors, host naturalization classes, and welcome guest speakers.

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.

HKUSCL's team includes two attorneys who serve as consultants. For the past nine years, its staff has effectively conducted immigration assistance and voter registration drives, demonstrating considerable success in these initiatives.

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.

Please see attached

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.

Please se attached

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.

HKUSCL was never involved in any litigation in either civil or administrative claims.

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.

For the range of activities carried out by HKUSCL, no specific licenses or accreditations are required.

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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

HKUSCL is set to initiate fundraising efforts in 2024-25, targeting private businesses, individual donors, and its members. Additionally, the organization intends to apply for another year of State grants. The track record of HKUSCL's past activities demonstrates its potential for achieving financial self-sufficiency.

HAWAII KOREAN-U.S. CITIZENS LEAGUE

Mariko Ahn
PRESIDENT

Charlene Lee
VICE PRESIDENT

Ellisha Seo
EXECUTIVE SECRETARY

Soo Woong Chang
VICE PRESIDENT

Jum Hee Moon
DIRECTOR

Vince Shin
DIRECTOR

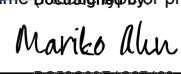
Sujin Yang
DIRECTOR

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Hawaii Korean U.S Citizens League

Applicant: _____

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	63,440			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	63,440			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	700			
3. Voting Education Video	20,000			
4. Lease/Rental of Space	8,000			
5. Staff Training & Education Lecturer	48,000			
6. Supplies - Program & Office	10,490			
7. Lectures and Educational Seminars	46,850			
8. Utilities and Internet	1,620			
9. Campaign Venue with table & chairs	24,000			
10. Postage and Envelopes	9,520			
11. Printer toner and Ink	2,040			
12. Vehicle Maintenance & Repair	2,500			
13. Automobile Expense -gas, mileage	3,000			
14. Professional Fee - Accounting	6,000			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	182,720			
C. EQUIPMENT PURCHASES	6,820			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	252,980			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Hawaii Korean U.S Citizens League 808-220-7735		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 Signature of Authorized Official 01/19/2024 Date		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	252,980	Mariko Ahn / President Name and Title (Please type or print)		

Period: July 1, 2024 to June 30, 2025

Hawaii Korean U.S Citizens League

Applicant: _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
President (Direct Service)	1	\$83,200.00	15.00%	\$ 12,480.00
Vice President (Direct Service)	1	\$62,400.00	15.00%	\$ 9,360.00
Office Staff (Direct Service) and Programs Support	1	\$41,600.00	100.00%	\$ 41,600.00
				\$ -
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TOTAL:				63,440.00
JUSTIFICATION/COMMENTS:				

Hawaii Korean U.S Citizens league

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer Table	3.00	\$350.00	\$ 1,050.00	1050
Single Student or Training Table and Chair	15	\$250.00	\$ 3,750.00	3750
Filing Cabinet	3	\$300.00	\$ 900.00	900
Training TV	1	\$1,000.00	\$ 1,000.00	1000
Flag pole floor stand	3	\$40.00	\$ 120.00	120
TOTAL:	25		\$ 6,820.00	6,820

JUSTIFICATION/COMMENTS: HKUSCL may be moving to a larger place, and more students will come to the office to citizenship education, and more

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

JUSTIFICATION/COMMENTS:

Period: July 1, 2024 to June 30, 2025

Applicant: _____

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Hawaii Korean U.S Citizens League
 Applicant: _____

Contracts Total: 80,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	GIA - Costs Related to Immigration Assistance Programs	04/01/2023 to 03/31/2024	Dept, of Community Services	Honolulu	80,000
2					
3					
4					
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