

STATE OF HAWAII
GRANT IN AID 2024
PROPOSAL

Kauai Philippine Cultural Center_75000_OP

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

SONIA TOPENIO - BOARD CHAIR

1/18/24

PRINT NAME AND TITLE

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: KAUA`I PHILIPPINE CULTURAL CENTER

Issue Date: 01/12/2024

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9918

UI#: No record

DCCA FILE#: 231845

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

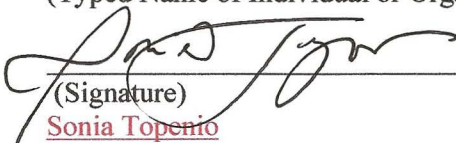
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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; 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.

Kauai Philippine Cultural Center

(Typed Name of Individual or Organization)


(Signature)
Sonia Topenio

1/18/24
(Date)

Board Chair

(Typed Name)

(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.

2. Declaration Statement

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

Refer to page 3

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](#).

The Kauai Philippine Cultural Center states that 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.

The Kauai Philippine Cultural Center (KPCC) was incorporated as a nonprofit organization in 2011 and received its 501(c) 3 designation the same year. The purpose was to develop, own, and maintain a community center to promote and perpetuate Filipino culture, be a repository for documents and items reflecting the history of Filipinos on Kauai, as well as be a gathering place for the community to celebrate events and culture, and to foster learning activities.

The Center was finally completed in February 2020, unfortunately, it could not open to the community until mid-2022 due to COVID-19 pandemic. No economic aid was received from federal and state governments. It was a slow start as the community was still reeling from the impact of the pandemic. KPCC's cash reserve and monetary donations carried the Center during this period.

2023 is KPCC's first full year of operation. It was well received by the community of nonprofits, businesses, and individuals. The Center is located on a 3.5-acre parcel licensed from the County of Kauai. KPCC also holds a 50-year License Agreement with a 25-year renewal option (2x) on an adjoining agricultural property owned by Grove Farm. The plan is to utilize the 11-Acre Site to provide parking and to conduct cultural activities in support of its mission to provide, promote, and enhance cultural, educational training, and social programs.

This request is to provide funding to hire a Facilitator to conduct community focus group meetings, and to solicit a feasibility study for the 11 acres of agricultural land.

2. The goals and objectives related to the request.

Engage a moderator/planner to assist with a collaborative planning process that harnesses the talents and energies of all interested parties to create and support a master plan that represents transformative community change, to assist with preparing a presentation of project ideas, and to facilitate the conversation on suggested strategies.

Over ten years have passed since Grove Farm Co. Inc. approved and executed a license agreement for KPCC to utilize the 11-Acre Site. The initial 50-year timeframe is now reduced to less than 40 years for KPCC to develop the 11-acre site into a usable space that complements the existing building facility's uses, and to partner with various community groups and individuals on the various activities occurring throughout the site. This idea can expand to creating separate cultural plots featuring ethnic produce being grown by different ethnic farmers. The produce can then be used by organizations such as the Hawaii Food Bank and farmers to offer cooking classes for its clients at the KPCC building kitchen, or an after-school food disbursement for K-PAL participants.

The 11-acre site is surrounded by residential communities, businesses, and schools. With healthy lifestyles in mind, a meandering walking path with picnic and play areas for families will provide the community with a safe place to retreat from an everyday humdrum. An outdoor activity that is growing and has received enormous interest is pickleball. The 11-acre site can accommodate a pickleball court where Kauai could host various tournaments.

A community planning process is needed to ensure the activities planned for the 11-acre site addressed the community's wants and needs.

3. The public purpose and need to be served.

Kauai's community needs places to gather together to socialize, recreate, celebrate, and contemplate, especially in the center of the island. Most land in Lihue are in private hands, with little public space available to handle large- and small-scale events. The KPCC campus is one of the last major parcels of land in the center of the island and the only one in the hands of a non-profit whose mission is to provide the community with multiple venues for interacting and recreating, etc.

The need for this is acute today but will be much more so tomorrow. The major landowners in Lihue have immediate and ambitious plans to see their lands developed, primarily for housing. The pent-up demand is such that the production of another 1,500 houses in the next 5+ years is possible. This last occurred in 1990-1994, and that so stressed the public facilities that additional parks and public spaces were created, albeit slowly.

This will be another replay. The 2020 census showed Lihue's population of 9,006 – adding another 3,000 people (average 3 persons per household) by 2030 will similarly create social distress and community isolation.

The goal is to serve the new and existing population with venues additional to parks and public places that today are already well used. However, that will not be possible without planning AND public support. Indeed, there is very little support for any development within the community, already feeling overloaded by change (especially after the return of visitors). Only a well-conceived and authentically purposeful plan will not meet with the delays so commonly seen at the planning level. Key to this process is engagement leading to buy-in, after which KPCC executes. Currently, there are a number of proposals being considered, including ones that offer recreational activities to both locals and visitors, but these cannot be acted upon in the absence of vision and agreement. It is to this end that KPCC looks to use public money to create public benefits.

4. Describe the target population to be served; and

KPCC "A Place for All" is open to all groups regardless of race, religion, or belief. It is meant as a gathering place, an educational facility, and a repository for documents and items reflecting the past history of the Filipinos on Kauai and throughout the State.

5. Describe the geographic coverage.

The 11-acre site is in Lihue, Tax Map Key No. (4) 3-3-03:044, as shown on the map attached hereto. The programming service area is island wide.

Refer to page 19

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.

Facilitate focus group meetings followed by a feasibility plan that will help create the direction for KPCC with its master plan for the two parcels. It will also support requests for future funding via grants, fundraising, grant in aids, and donations.

Project Preparation

- Complete detailed scope of work for both planning and facilitation support

Phase 1: Community Engagement

1. Hire facilitator for phase 1: community engagement process
2. Hold kick-off meeting with KPCC board and staff to start the process of gathering input
3. Design community engagement process and listening sessions; identify key questions to answer and format of sessions

4. Complete written landscape scan of other resources in the area and other community processes that surface relevant community feedback
5. Hold 3 – 5 community listening sessions and include a minimum of 30 community members to inform ideas for use of the 11-acre parcel
6. Send additional survey to focus group participants and include an open link for other community input
7. Produce written summary of findings and feedback that will inform plan
8. Identify next steps and factors that will influence feasibility and strategic planning

Phase 2: Feasibility and Planning

1. Hire consultant, planning firm or architectural firm to provide a thorough feasibility study that incorporates and builds upon community feedback and outlines uses of the land, potential costs, and project timeline
2. Hold design charrette(s) and second set of feedback to inform feasibility and planning
3. Complete design options and share with community for input
4. Identify cost needs and plans for capital campaign
5. Finalize project design

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

The project is projected for July 2024 – June 2025, but is outlined in months to allow for flexibility around project start date

Month 1	execute contract with community engagement facilitator and hold kick off meeting
Month 2	complete process design, set dates and issue invitations for community listening sessions
Months 3-4	hold community listening sessions, issue follow-up survey, complete written summary of findings and community wishes
Month 5	execute contract with consultant or firm to complete planning
Month 6	hold design charrette(s)
Months 7 – 9	design and community input
Months 10 – 12	finalize design

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

The request is to hire a facilitator and a feasibility planner. The results will be determined by the written documents provided by the facilitator and the feasibility planner.

The organizations board will remain involved with this project, and two board members will be assigned as leadership for the project. These two members will serve as points of contact and contract managers for the consultant(s) retained for this project. They will be responsible for assuring the project adheres to the timeline and accomplishes its intended deliverables. KPCC plans to hire experienced and reputable consultants and/or firms with proven track records in community engagement and site planning.

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.

The request is to hire a facilitator and a feasibility planner. The results will be determined by the written documents provided by the facilitator and the feasibility planner.

Measures of effectiveness will include:

- Execution of contracts with consultants and/or firms
- Completion of at least 3 community listening sessions
- # of attendees at listening sessions (at least 30)
- # of responses to survey (at least 100)
- Production of written summary of findings
- Completion of design charrette
- Production of written outline of feasibility and plan

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Summer 2024 – Focus Group meetings
Fall/winter – Feasibility Planning

- a. Budget request by source of funds ([Link](#))

Refer to page 14

- b. Personnel salaries and wages ([Link](#))

Refer to page 15

- c. Equipment and motor vehicles ([Link](#))

Refer to page 16

- d. Capital project details ([Link](#))

Refer to page 17

- e. Government contracts, grants, and grants in aid ([Link](#))

Refer to page 18

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
	10,000	30,000	35,000	75,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Capital campaign through private donors and businesses.
Grants from Foundation
Fundraising

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.

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 2025 for program funding.

None

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

Current unrestricted Assets as of 12/131/23 - \$149,570

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.

KPCC's board members have varied backgrounds, including banking, construction, governmental relations, higher education, business, community leaders, land management, and social work.

The board members help provide broad guidance on issues relation to the Center's usage and activities.

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.

2023 was KPCC's first full year of operation. Despite no publicity, the Center was well received with short-term bookings ranging from Regional Swim Meet, Craft Fair, Musical Performances, events/parties, nonprofit meetings, health fairs, fundraising venue, etc. KPCC is well situated in the heart of Lihue with air conditioning and ample parking. KPCC also secured a long-term tenant that will use the facility for 3 years with an option to renew for another 3 years. This will be KPCC's only tenant.

KPCC did not incur any debts and as a result expects to cover operating expenses with generated funds from operations. Large expenses including equipment cannot be supported with the current income stream at this time. KPCC will need the support of grants, fundraising and grant in aid to help.

The focus group meetings and feasibility plan are an important step to our planning and execution. The 11-acre agricultural land will provide an additional site for educational activities and provide an outlet for the community to gather, and overall support the mission of KPCC.

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.

There is no full-time paid staff at this point, and administrative direction comes as a consequence of Board and corporate officers' action.

The Board of Directors are responsible for the overall policy and direction.

To complement and support the expertise of the board are corporate officers: President (vacant), Vice President, Treasurer and Secretary who offer a range of skills to operate KPCC.

It is the goal of KPCC to hire a paid part-time Events and Program Director mid-2024. The scope of duties is in its formative stage.

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.

No organizational chart is available other than the existence of the Board and corporate officers. The President is appointed by the board who in turn appoints the VP, Secretary and Treasurer

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.

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.

Not applicable

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.

KPCC is committed to utilize the grant funding to provide guidance and plans to carry out its mission in the community. The feasibility plan will help to guide KPCC's action towards developing a "place for all."

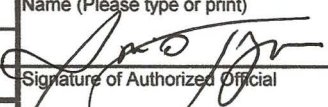
Without funding of this grant, the KPCC will not have the funds available for these projects. KPCC will continue its community fundraising efforts to acquire funding for its facility expenses.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Kauai Philippine Cultural Center

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				
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				
9				
10 Focus Group/Facilitator	10,000			
11 Strategic Plan -	65,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	75,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	75,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Delia Astrologio	(808)651-5678	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/18/24	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	75,000	Sonia Topenio	808 652 2499	
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Kauai Philippine Cultrural Center

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, 2024 to June 30, 2025

Applicant: Kauai Philippine Cultural Center

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			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			0			
EQUIPMENT			0			
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **Kauai Philippine Cultural Center**

Contracts Total: **237,976**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Rental Lease Agreement for 3 years	4/15/23-4/14/26	Kauai Police Dept	Kauai	\$77,760-1st yr
2					\$79,315 - 2nd yr
3					\$80,901-3rd yr
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Kauai Philippine Cultural Center

Chiefess Kamakahahele Middle School

Kauai Philippine Cultural Center – 50 year license on 11 acres of agricultural land from Grove Farm (green area). Picture taken prior to the construction of the Center that was completed in Feb. 2020