





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:** MANOA JAPANESE LANGUAGE SCHOOL

**Issue Date:** 01/21/2025

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX9793

UI#: XXXXXX9729

DCCA FILE#: 3433

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	Compliant
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

## 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

Akemi Simon  
AUTHORIZED SIGNATURE

AKEMI SIMON  
PRINT NAME AND TITLE

JANUARY 17, 2025  
DATE

**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'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

**Manoa Japanese Language School**

(Typed Name of Individual or Organization)

*Akemi Simon*

(Signature)

**Akemi Simon**

(Typed Name)

**January 17, 2025**

(Date)

**Secretary/Treasurer**

(Title)

## Manoa Japanese Language School

Manoa Japanese Language School (MJLS) will be using this grant for a capital improvement project to renovate the school bathrooms. This will benefit all who are enrolled in the school and school's tenant programs by supporting their experience when they are on the school campus.

MJLS is a private, non-profit, after-school, Japanese language instruction program in the heart of Manoa valley. Up to to 92 students, Kindergarten to the fifth grade are enrolled at the school in one year. Most of the students are from Manoa and Noelani Elementary Schools, but a few students come from other schools. It was established on November 3, 1910 by Japanese immigrants for their children, but currently, it serves students of all backgrounds. MJLS also houses tenant programs which include: Fit Manoa (Jujitsu); Hawaii Shotokan Karate, Inc.; Kumon Math and Reading Center; Mana-Su (organic gardening); Manoa Judo Club; Oahu Bright Lab (art studio); and Tamagusuku Ryu Senju Kai (Okinawan dance). The school and these tenant programs serve at least 500 people in the Greater Manoa community.

The MJLS building where the bathrooms are located is at least 60 years old. These facilities have never been renovated. The school is requesting funds to finance the renovation of four bathrooms, two boys' and two girls' bathrooms. These facilities are used by all who participate in school & tenant programs.

MJLS will hire a licensed contractor to remove and replace: fourteen bathroom stalls; fourteen toilets; eight sink and mirrors; flooring; wall tile; and four windows. Cost estimate is as follows:

Two bathrooms with 4 stalls & toilets	\$70,000.00
Two bathrooms with 3 stalls & toilets	\$67,000.00
4.712% Sales Tax	<u>\$ 6,483.71</u>
Total:	\$144,083.71 / \$144,084.00

The project will most likely be scheduled in the summer months, June-July of the year that funds are granted, when school is not in session.

MJLS is the sole landlord and is responsible for the management of the school facilities. The school has a Board of Directors of volunteers that make program and fiscal decisions for the school. The school has an older building in front of the property that houses the Fit Manoa, Judo, and Kumon spaces as well as the school's office. Behind this building is a two-story building that houses the school's four classrooms and stage room, as well as the Okinawan Dance and Art studios. The bathrooms that require renovation are in this second building, two bathrooms downstairs and two bathrooms upstairs. This building is at least sixty years old and has never had renovations done to its facilities. There is a parking lot behind the two-story building. MJLS owns the property that the buildings and parking lot are located.

MJLS's Director is also the school's property manager and will be overseeing the project with the contractor. The Secretary/Treasurer of the Board of Directors is also available to assist in the process, if

Manoa Japanese Language School

needed. In the past two years, the school's Director has arranged schedules and worked with contractors to paint the exterior of the two-story building and has done the same when the building's roof had to be fixed and resealed. The director will be working with the contractor to renovate the bathrooms and make sure that the project remains on schedule by directing any concerns to the appropriate party.

In addition to the MJLS Director, the school hires three part-time teachers who provide Japanese language instruction during the school year. Ten to twelve part-time leaders are also hire during the school year to escort and supervise students when they are not in class. Each of MJLS's tenants have their own staff to provide instructions for their specific programs. Other than the school Director, school staff and tenant staff will not be involved in providing services for the project related to this grant request.

MJLS has not received any state or federal tax credits and it does not anticipate applying for any tax credits in the future.

MJLS received grant awards from the Hawaii State Department of Human Services' Supplement Child Care Grant Award Fund beginning in 2021 until 2024 as follows:

<u>Year</u>	<u>Award amount</u>
2021	\$69,425.20
2022	\$12,764.00
2023	\$37,440.00
2024	<u>\$22,044.00</u>
Total	\$141,673.20

Grant awards were used to pay staff salaries and bonuses during recovery from the COVID lockdowns.

MJLS has participated annually in Foodland Give Aloha fundraiser for the past six years and will continue to take part in the fundraiser in the future.

MJLS has no pending litigation or outstanding judgements at this time.

MJLS is currently licensed by the State of Hawaii Department of Human Services, Benefit, Employment and Support Services Division from July 10, 2024 to January 31, 2026.

MJLS is nonsectarian and does not discriminate based on religion or political beliefs.

MJLS plans to continue to operate as an after-school program for students, Kindergarten to fifth grade by charging tuition and collecting lease payments from its tenants.

## Manoa Japanese Language School

Currently, the bathrooms at MJLS require frequent repair mostly due to their age and long use. Without Grant-in-Aid funds, renovations of the bathrooms will not be possible without jeopardizing the school's operation.

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App Manoa Japanese Language School

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	N/A	N/A	N/A	N/A
2. Payroll Taxes & Assessments	"	"	"	"
3. Fringe Benefits	"	"	"	"
<b>TOTAL PERSONNEL COST</b>	"	"	"	"
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	N/A	N/A	N/A	N/A
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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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>N/A</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>N/A</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>N/A</b>			
<b>E. CAPITAL</b>	<b>N/A</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>N/A</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	144,084	Akemi Simon <span style="float: right;">808-753-2854</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0	<i>Akemi Simon</i> <span style="float: right;">01/17/2025</span>		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>144,084</b>	Akemi Simon Secretary/Treasurer		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Manoa Japanese Language School

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A	N/A	N/A	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

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

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Manoa Japanese Language School

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			144084			
EQUIPMENT						
<b>TOTAL:</b>			<b>144,084</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Apr

Manoa Japanese Language School

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	N/A	N/A	N/A	N/A	N/A
2					
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