

## 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

Aileen Utterdyke, President & CEO  
PRINT NAME AND TITLE

1/16/25  
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:** PACIFIC HISTORIC PARKS

**Issue Date:** 12/23/2024

**Status:** **Compliant**

Hawaii Tax#: W40411966-02  
New Hawaii Tax#: GE-0237787136-01  
FEIN/SSN#: XX-XXX4501  
UI#: XXXXXX0376  
DCCA FILE#: 41191

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 REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

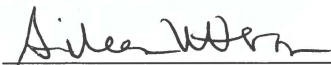
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

**Pacific Historic Parks**

(Typed Name of Individual or Organization)



(Signature)

**1/16/25**

(Date)

**Aileen Utterdyke**

(Typed Name)

**President & CEO**

(Title)



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

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db:

Pacific Historic Parks

82-999-2812

Amount of State Funds Requested: \$ 212,500

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

Pacific Historic Parks (PHP) seeks GIA funds to operate a studio/digital room within our corporate office to run a state-of-the-art Community Multipurpose facility that can be used by the local community and schools for meetings, training, podcasts, video/audio recording and digital manipulation. In addition, we will provide online cloud storage for projects and digital assets.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 100,000

Unrestricted Assets:

\$ 2,853,900

New Service (Presently Does Not Exist): ☒

Existing Service (Presently in Operation): ☐

Type of Business Entity:



501(C)(3) Non Profit Corporation



Other Non Profit



Other

Mailing Address:

94-1187 Ka Uka Blvd

City:

Waipahu

State:

HI

Zip:

96797

Contact Person for Matters Involving this Application

Name:

Aileen Utterdyke

Title:

President/CEO

Email:

autterdyke@pacifichistoricparks.org

Phone:

808-354-2075

Authorized Signature

Aileen Utterdyke/President & CEO

Name and Title

1/16/2025

Date Signed



## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2024.

#### **2. Declaration Statement**

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

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background.**

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

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

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

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

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

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

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

2. The goals and objectives related to the request.

PHP's goal with this GIA funding is to create a Digital/Technology Multipurpose Rooms at our Waipio Corporate Office. Our focus is to utilize this room for local and central Oahu schools and to allow students and teachers to use various multimedia equipment to design, build and produce a wide range of multimedia products for educational learning experiences.

Our Objectives are as follows:

**Objective 1:** Purchase and install furniture and supplies to support the room's function.

**Objective 2:** Purchase and install software that supports the room's functions



such as Unity, Photoshop, Creative studio, Design and communications.

**Objective 3:** Develop a training program for the external use of the room's assets.

**Objective 4:** Develop an online scheduling system, making it easier for the schools to reserve the room.

**Objective 5:** Develop a cloud storage system allowing the students to store their work with security.

3. The public purpose and need to be served:

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

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

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

4. Describe the target population to be served; and

The Digital/Technology Multipurpose Rooms will be made available to the Wapio community as well as organizations in the Central Oahu area.



This would include schools, nonprofit organizations, and/ or charitable groups with a priority to teaching and educational usage.

5. Describe the geographic coverage.

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

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

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
  - Scope: Operate PHP's digital room located at 94-1187 Ka Uka Blvd., Waipahu, Hawaii. This operation includes scheduling, training/education and day to day management.
  - Responsibilities: All management and training will be conducted by PHP personnel.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:
  - January 2025 – Order furniture, software and hardware.
  - February 2025 – Install furniture, software and hardware.
  - March 25 – One month testing of software and hardware.
  - May 2025 – Develop training program.
  - June 2025 – Set up an online scheduling system.
  - July 2025 – Develop and implement a marketing strategy.

- August 2025 – Complete set up and open for room scheduling.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
    - Monitor: Document the usage of the facility to ensure frequency of use is meeting our goals.
    - Evaluate: Surveys from guests using the facility
    - Improve results: Engage in various marketing programs to increase usage of the facility. In addition, continuously improve IT equipment when newer technologies are available in the market.
  4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.
    - PHP will provide reports indicating the agencies who use the facility, and the frequencies as required.

#### **IV. Financial**

##### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$95,500	\$39,000	\$39,000	\$39,000	\$212,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.
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 2026 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

## **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.

- PHP's Education, Communications, and IT teams will oversee the usage of its multipurpose and video/audio production rooms utilized by the community.

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

### **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

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

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



## **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 directions relative to the request.

As of January 1, 2025, Pacific Historic Parks had 65 full and part-time employees. Our staff is supplemented with 5 outside service contractors who hold specialty skills. Our 15-member Board of Directors provide governance, strategic planning and oversight.

Our Controller will oversee the budget, funding, expenditure and progress throughout the entire operational process. She has over 30 years of experience in accounting including 1 year at PHP working in non-profit and grant administration, 2 years working in the construction industry and 15-year of management experience. Her attention to detail and understanding of financial information will make her key to the administration of grant funds.

### **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

President & CEO: \$210,822  
Director of IT and Facilities: \$137,721  
Director of Communications: \$121,474

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

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

## **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Our Director of IT and Facilities will be overseeing the operation of the state-of-the-art digital technology and multipurpose room. The Director of IT and Facilities has worked on several high-level projects such as a new virtual reality program with Pacific Historic Parks and a new Student Information system while working at the Department of Education in Hawaii. As a member of the National Guard and the USAF, he managed several construction projects such as new construction of pedestal and ground water storage tanks, new sewer system supporting thousands of service members and several roadway projects.

## **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

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

## **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Historic Parks

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	130,000			
2. Payroll Taxes & Assessments	13,000			
3. Fringe Benefits	13,000			
<b>TOTAL PERSONNEL COST</b>	<b>156,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	5,000			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	10,000			
6. Supplies	7,000			
7. Telecommunication	500			
8. Utilities	6,000			
9	5,000			
10	20,000			
11	1,000			
12	2,000			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>56,500</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>212,500</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	212,500			
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>212,500</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

**Applicant: Pacific Historic Parks**

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Digital Room IT technician		1	\$60,000.00	25.00%	\$ 15,000.00
Communications Director		1	\$100,000.00	25.00%	\$ 25,000.00
Education Specialist		1	\$60,000.00	25.00%	\$ 15,000.00
Management Oversight		1	\$120,000.00	25.00%	\$ 30,000.00
Adminstrator		1	\$50,000.00	10.00%	\$ 5,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL:</b>					<b>90,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>					

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Historic Parks

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Pacific Historic Parks

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
TOTAL:	N/A					
JUSTIFICATION/COMMENTS:						



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

Applicant: Pacific Historic Parks

Contracts Total: 100,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Infrastructure upgrade to support Digital Tech Room	5/26/2023 - 6/24/2024	State of Hawaii	State	100,000
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# PHP ORGANIZATION CHART

