

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

Elvira Sutherland, President

PRINT NAME AND TITLE

January 23, 2026

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: **FILIPINO CHAMBER OF COMMERCE OF HAWAII**

Issue Date: **01/23/2026**

Status: **Compliant**

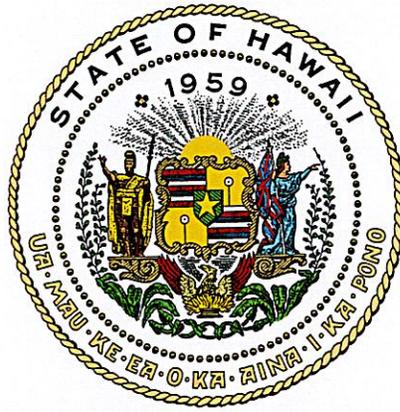
Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: No record
DCCA FILE#: 72460

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



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

FILIPINO CHAMBER OF COMMERCE OF HAWAII

was incorporated under the laws of Hawaii on 08/26/1988 ; 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 23, 2026

Director of Commerce and Consumer Affairs



**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, 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.

FILIPINO CHAMBER OF COMMERCE OF HAWAII'

(Typed Name of Individual or Organization)



(Signature)

January 23, 2026

(Date)

Elvira Sutherland

(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, 2025.

Hawaii Compliance Express Certificate is attached.

2. Declaration Statement

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

Declaration Statement is attached.

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 grant will be used for a public purpose.

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 Filipino Chamber of Commerce of Hawaii ("FCCH") is a business organization established in 1954 and incorporated in 1961, with its own 501 (c) (3) Foundation that was established in 2006. When Hawai'i became the 50th State, the organization became the first of its kind in the nation. Today, FCCH represents a growing influence of changemakers in Hawaii as well as the Philippines, and in the Filipino Diaspora.

The primary purpose of FCCH is to provide leadership in promoting the Hawaii Business Community through its programs and activities by broadening opportunities for Filipino Entrepreneurs and member businesses.

FCCH has been the face and voice of the Filipino business community in Hawaii with over 71 years of recognizing and nurturing vital contributions that Filipinos have made to Hawaii's businesses and the State of Hawaii. The organization has contributed to providing much needed leadership for perpetuating the rich Filipino heritage in Hawai'i. The organization provided regular networking meetings, valuable workshops, and outreach trade missions to the Philippines. This attracted many businessmen and women whose ingenuity and leadership helped birth many great community endeavors such as, establishment of The Filipino Community Center (FilCom Center), the "A Taste of Kalihi" Festival, the Filipino Entrepreneur of the Year awards and the annual Trade Mission to the Philippines - now on its 33rd tour in 2026 which promotes and strengthens business relationships between Hawaii and the Philippines, and in 2023 the partnership with the Maui Chamber of Commerce Lahaina Fire project.

Today, the FCCH continues its tradition of promoting Hawai'i's business in the Filipino community through 1) membership & networking meetings; 2) entrepreneurial & business workshops, seminars and awards; 3) leadership support & mentorship network; 4) valuable partnerships & working relationships with local, national and international organizations with similar goals; and 5)

These activities and programs are implemented in support of its mission statement:

- Broadening opportunities for Filipino entrepreneurs and member businesses.
- Strengthening business links between Hawai'i and the Philippines.
- Assisting in the professional growth of its members.
- Supporting the well-being of the community.

2. The goals and objectives related to the request;

This grant request is for the planning, promotion and implementation of the 2027 Hawaii-Philippines Sister-Province Symposium to be held in mid-2027 in Honolulu, Hawaii. The first one was held in March 2024 at the Hawai'i Convention Center—a joint project of the FCCH and the State's Department of Business Economic Development & Tourism (DBEDT).

The first symposium attracted delegations from all sister provinces especially from Ilocos Norte and Ilocos Sur who sent large delegations to the event. The governor of Ilocos Norte delivered the keynote address and Hawai'i's governor hosted a pre-event reception on the grounds of Washington Place.

Due to the success of this event and the response and results gained from the symposium, the Province of Ilocos Norte hosted the 2nd sister-province symposium in its capital city of Laoag on March 3, 2025. The delegates of the FCCH's 32nd Trade Mission participated, and the 32nd Trade Mission's organizers assisted in the symposium's planning and promotion.

The other sister-provinces of the State of Hawai'i were invited. These are: Cebu, Ilocos Sur, Pangasinan, Isabela as well as other provinces and cities that have hosted the 32nd FCCH Trade Mission. These sister-province relationships serve to raise Hawai'i's profile

internationally and attract dynamic cooperative programs. But more importantly it stimulates Hawai'i's economy such that, trade and business potential has been recognized as a crucial component in establishing sister relationships, or at most, co-equal to the "historic purposes of friendship, cultural ties, and goodwill." A Memorandum of Understanding between Laguna Chamber of Commerce and FCCH was signed during the Workshop and mini Trade show sponsored by the Laguna Local Economic Development Investment and Promotion. The Office of Laguna Governor also expressed their desire to attend the 2027 Business Symposium in Hawaii to strengthen business ties in the Southern Region of the Philippines in mid-2027.

Since 1993, the State has consciously sought economic benefits in seeking Sister-State/Province relationships. However it was also evident that substantial grassroots support for the relationship and a strong record of activities are key to an expanded economic, cultural, education and governance exchanges. Although sister-state relationships are partnerships between governments, its success is dependent on the private sector to sustain the relationships.

Accordingly, the State of Hawai'i through its Department of Business, Economic Development and Tourism (DBEDT) sought partnerships with the Filipino Chamber of Commerce of Hawai'i (FCCH) to implement its goal of hosting a Hawai'i - Philippines sister state/province symposium that could enhance the State's relationships with its sister-provinces--with trade and business exchange as a dominant activity.

The symposium is a vehicle where counterparts can discuss issues of mutual interests, and is a tremendous tool in promoting Hawai'i to an audience representing decision-makers from a region that reflects Asia's "youth exuberance" who will be the nation builders in Asia—the Philippines included, as it positions itself in the ASEAN (Association of Southeast Asian Nations) –which is a potential market for Hawai'i.

The goals of the symposium are:

- Develop new business contacts specially in the area of consulting services in engineering, design, tourism planning, and services related to environmental protection, development of renewable energy resources and construction.
- Encourage foreign direct investments in real estate acquisitions & development
- Promote the visitor industry by attracting tourists via family reunions & other events
- Attract foreign fee-paying students to Hawai'i's colleges, schools, and institutions
- Facilitate technology-sharing and joint research specially in disaster management, environment protection and infrastructure planning in view of climate change
- Promote Hawai'i as a destination for film-makers and creative industry artists
- Share knowledge and ideas to improve local-government infrastructure and services, and help economic and social activity in the community
- Strengthen bonds between local groups and their ties with the homeland.

Obtaining an Operating Grant of \$100,000 will enable the Filipino Chamber of Commerce of Hawaii to plan, fund and successfully execute the 2027 Hawaii Philippines Business

Symposium in partnership with the State of Hawaii, City and County of Honolulu, and the Consulate General of the Philippines in Honolulu.

This event will expand internationally, strengthen the development and growth of the business, goodwill, friendship, cultural and economic relationships between Hawaii and the Philippines.

The Filipino Chamber of Commerce of Hawaii provides its members with economic, social, and trade resources to develop business networks for the advancement of the Filipino community within Hawaii and internationally. The trade show which is an integral part of the Business Symposium has created a partnership between the Philippines and Hawaii based on cultural, educational, informational, and trade exchanges. The trade show will be instrumental in strengthening the relationship between the Philippines and the Hawaii Sister Cities/ Sister Provinces benefitting the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii as well as Hawaii businesses.

3. The public purpose and need to be served.

The event being planned is for a public purpose and benefits not only the large Filipino-American residents but also the entire culturally diverse State population.

The 2027 Hawaii – Business Symposium intends to expand the economic partnership between the State of Hawaii and the Philippines Sister Cities/ Sister Provinces, provide an overview of economic conditions in both countries, and promote economic activity by establishing business networks because of the Business Symposium. The Business Symposium will benefit various stakeholders including the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii, as well as individuals and businesses in Hawaii interested in the Philippines as follows:

- The Filipino Chamber of Commerce of Hawaii will fulfill its mission of providing its members with resources to broaden opportunities. In addition, it will serve as a facilitator of economic activity for the State of Hawaii.
- The Filipino Business Community in Hawaii consisting of Filipino-American organizations, will have the opportunity to meet and conduct business with the Sister Cities/ Sister Provinces participants, share best practices, and create partnerships for trade opportunities.
- The Sister Cities/Sister Provinces participants will have the opportunity to showcase their business, products, craftsmanship, artisan designs, and provide their regional perspectives on industry best practices, technology, and supply chain management.
- In addition to meetings and presentations, FCCH plans to cover the State of Hawaii's objectives that include but not limited to the following:

- 1- Economy: Promote economic diversification and policies that support growth, including attracting more air carriers to Hawai'i, expanding the U.S. Customs Pre-clearance program
 - 2- Upgrading and expanding broadband infrastructure. Recognize and support renewable energy initiatives and the military as crucial pillars of Hawai'i's economy.
 - 3- Energy: Ensure a 100 percent renewable energy future in which we work together as a state, focusing on making solar and other technologies available for all.
 - 4- Agriculture: Double local food production by 2027; develop water and energy resources to support this effort. Provide loans for farmers and more land for agriculture.
 - 5- Environment: Foster environmental stewardship from mountain to sea. Protect and more efficiently use our fresh water supply.
- The State of Hawaii will receive an economic benefit from increased travelers to Hawaii for the Business Symposium and trade show and gain from increased taxes related to their participant expenditures such as hotel, car rental, food, purchase of souvenirs and other items, etc. In addition, direct foreign investment in companies in Hawaii and/or the Sister Cities/Sister Provinces could flourish.

Project Scope:

This event is being hosted by the Filipino Chamber of Commerce of Hawaii, the State of Hawaii, the City & County of Honolulu, and the Consulate General of the Philippines in Hawaii in partnership with the Philippines Sister Cities/ Sister Provinces.

The 2027 Business Symposium will include the following:

- a. **Workshops:** with panel speakers addressing different business topics
- b. **Trade Show Exhibition:** The Trade Show's focus is to showcase products, services, craftsmanship, artistic design, and ideas of the Sister Cities/Sister Provinces that could benefit the State of Hawaii and its business community by building a bridge between Hawaii businesses and those in the Philippines. The exhibition will display one major product from each sister city along with 5 complementing products from their region. The products exhibited by the Sister Cities/Sister Provinces will need to demonstrate the benefits contributing to the businesses in Hawaii in terms of culture, education, and/or trade, creating an economic impact to the State of Hawaii and to the participating Sister City/ Sister Provinces. The event will also encourage other provinces and cities to participate in and promote their businesses and products.

Location: Venue will be decided based on availability, the 2027 Business Symposium will be held in Mid 2027 for three business days.

Participants: This event will be open to the general public.

Hosts: The event will be organized by the Filipino Chamber of Commerce, the State of Hawaii, the City and County of Honolulu, the Consulate General of the Philippines in Hawaii, and other private and public organizations in Hawaii and the Philippines.

4. Describe the target population to be served

The Business Symposium will target individuals and businesses in the State of Hawaii to provide opportunities for relationship development, thereby increasing knowledge on trade, cultural exchange, understanding of local and international economic conditions for trade and the observation of actual products that could enhance their businesses. The economic gains from this initiative will benefit the entire State.

Potential Attendees:

- 1) Hawaii individuals and nonprofit businesses
- 2) Filipino Chamber of Commerce Members (nationwide - US)
- 3) Filipino Organizations
- 4) Business community leaders in Hawaii and Philippines
- 5) International business leaders and educational institutions
- 6) Government leaders in the relevant economic sectors
- 7) The public in the State of Hawaii

Marketing Channels:

- 1) Websites and Social Media: FCCH, Philippine Consulate of Hawaii, State of Hawaii, City & County, Universities, Shipping Companies, Restaurants, Hotels, etc.
- 2) Newspaper: Pacific Business News, Fil-Am Courier, Star-Advertiser, Honolulu Magazine, MidWeek circular as well as other print media, etc.
- 3) Hawaii and Philippines Networks, and Public Service Channels
- 4) Other Enterprise Sponsors and Corporate Sponsors

5. Describe the geographic coverage.

The geographic coverage is the entire State of Hawaii. Although the symposium will be held in Honolulu, the other counties are expected to encourage their sister-cities to visit their respective islands. While this is a project held in Hawaii and is for the benefit of Hawaii individuals and businesses, the geographic coverage will also include the Philippines Sister Cities/Sister Provinces in that the relationships that have been created will be enhanced and further promoted. A list of the Sister States and Sister Provinces (Hawaii and the Philippines) is attached as **Exhibit "E"**.

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.

There is a broad scope of work required to achieve the increasing exchange of knowledge, information, experiences and best practices that will contribute to both the economic and social development of the State of Hawaii and the Philippines through the Sister Cities/Sister Provinces Programs. The personnel coordinating the Business Symposium are key members of the Filipino Chamber of Commerce of Hawaii. The top three-positions of the FCCH are The President, President Elect and Business Symposium Chair. The responsibilities of these three members of the current FCCH leadership are provided below. In total, the team for the 2027 Business Symposium will consist of the current board of directors and FCCH Past Presidents (See Organizational Chart - **Exhibit C** and Current Board of Directors / Past Presidents - **Exhibit D**).

The symposium will start with a plenary where all participants will convene and keynote speakers from both countries will address the audience. It is likely that Governor Green will address the assembly. The governors from the Philippines will have the opportunity to speak, or heads of their respective delegations. Hawai'i's community groups will be tapped to provide the welcome activities and in escorting the delegates to the events.

The plenary will be followed by break-out sessions, forums, round-table discussions, and film presentations and the like. The best and brightest of Hawai'i's experts in various fields will be invited to serve as lead discussants to the panel discussions. The other sister-provinces are also expected to encourage experts within their organizations to share information and other issues faced by their respective provinces.

A publication that contains salient facts about Hawai'i and the Hawai'i market in general, and the Filipino community in particular will be prepared. Also included in this publication are list of exhibitors, presenters, participants (in various capacities) to participating organizations.

Some of the proceedings will be documented (possibly the plenary and sister-province forums—at a minimum—depending on availability of rapporteurs). Evaluation of each session will be asked of participants and an evaluation session convened soon after the event so an evaluation report could be compiled. Survey instruments will be sent out to participants after six months to ascertain if any results can be quantified, or if there is a need for follow-up to secure interest in the delivery of consulting services, for example.

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

July 2026	Notice of award
August to December 2026	Identify team members, businesses; confirm contacts for each sister-city / sister-province in the Philippines; conceptualize events;
January – February 2027	Send letters of invitation; 2 nd follow-up via informal means; identify possible discussants; seek other funding sources; structure marketing and promotion activities and proponents
March to April 2027	Secure participants and speakers' confirmation; coordinate with community groups and match with incoming delegations
May to June 2027	Finalize roster of speakers and participants; develop detailed program of activities; prepare collaterals; Event happens.
July to December 2027	Collate evaluation responses and summarize; conduct assessments and debriefing; start preparing required reports; Publish findings; quantify data collected; submit required reports

DETAILED TIMELINE

2027 Business Symposium / Trade Show

12 Months Out

- Build a Team (see attached Organizational Chart, **Exhibit C**)
- Determine event dates
- Identify planning committee and/or key players for the planning process
- Establish planning meeting frequency and times; schedule remaining planning meetings
- Develop event goals, objectives, program outline, and any key communication messages for printed and web-based materials
- Submit and confirm venue reservations; confirm lodging reservations
- Identify constituencies for guest lists
- Identify possible emcees, keynote speakers, etc.
- Prepare budget estimate
- Discuss the invitation list and estimated yield
- Confirm invitation lists for events and meals
- Design and develop an event database for mailing invitations and tracking RSVPs
- Outline ceremony and dinner program to review with key officers
- Brainstorm gift ideas; identify gift vendors; work on the design, and costs
- Contact designer for the invitation and program designs; initiate design process; determine deadlines and costs; include accessibility information

- Identify specific speakers and program pieces; begin discussing AV needs
- Get sign-offs on event program ideas
- Study floor plans for the (location) - seek out potential venue availability
- Review the governmental rules and policies that are involved
- Timelines for marketing, social media, and attendees from the Philippines
- Send out invitations to potential and prospective foreign participants
- Schedule times for the Business Symposium
- Identify local speakers and panelists, emcee, keynote speakers, etc.

9 to 6 Months Out

- Initiate "Save the Date" mailing; Business Symposium website in place
- Gather speaker biographies (if needed for the printed program)
- Obtain final approval of invitation design, marketing and advertising
- Discuss press coverage and press relations
- Identify and reserve caterer and florist, photographer
- Reserve entertainment envelopes, notebooks, wrapping paper, ribbon, guest lists
- Print invitations
- Confirm speakers and speaking order for ceremony and dinner; confirm topic, length of presentation, and AV requirements
- Contact guests requiring lodging; confirm arrangements/needs
- Contact florist to discuss design ideas; caterers to discuss menus
- Reserve security
- Obtain final approval of ceremony program copy
- Facility walkthrough with Conferences & Events, Services, Safety & Security, facility manager and/or vendors (as needed)
- Determine if any directional signage will be needed at the event
- Set up design of the venue (trade show booths)
- Confirmation of vendors and speakers
- Collaborate with travel and tour agency
- Finalize guest lists for symposium, dinners etc.
- Block hotel and housing

Four Months Out

- Order gifts, name badge holders, pens, stamps, necessary supplies
- Address envelopes and assemble mailing; mail invitations
- Confirm speakers, programme, topics, length of presentation, AV requirements
- Determine exhibit needs: refurbishments, additions, changes
- Select specific exhibit vendors
- Communicate with primary vendors (exhibit house, shipping, installation, dismantle) regarding services needed and dates
- Finalize new exhibit design.

- Execute show-related advertising.
- Meet deadlines for (free) publicity in the exhibitor guide/preview.

Three Months Out

- Review exhibitor manuals / select portable exhibit supplier/vendor
- Review exhibit floor plan and note target dates and restrictions.
- Plan any in-booth presentations/demonstrations.
- Create a list of required services
- Distribute floor plan to staff.
- Reserve any additional meeting rooms (hospitality events, press conferences)
- Select catering menus (for hospitality events, press events, etc.)
- Submit authorization form if you are using an exhibitor-appointed contractor
- Continue with weekly coordination meeting, check loose ends
- Follow up on all promotions, making sure everything is ready to ship by the target date.

Two Months Out

- RSVPs due (2-3 weeks prior to the event)
- Send the rooming list to the hotel(s)
- Release unneeded hotel rooms by appropriate deadline (varies by hotel)
- Make any needed publicity/press arrangements
- Arrange to have any directional signage designed/printed
- Forward setup requests, including AV, to Conferences & Events and others as needed (3 weeks prior to the event)
- Send ceremony program to the printer (3 weeks prior to the event or date determined by designer and printer)
- Send agenda, directions, map, and parking instructions to participants
- Make follow up phone calls/emails to pending guests
- Initial run for name badges and place cards; wrap gifts
- Develop scripts for key speakers
- Draft and distribute ceremony and dinner cue sheets
- Plan seating arrangements for dinner
- Make a list of photo opportunities for the photographer; re-confirm photographer
- Re-confirm entertainment
- Set task assignments/determine responsibilities internally and with cosponsoring departments; distribute this "Schedule of Events" to all staff and volunteers working on the event (be sure to have extra copies on-site)
- Confirm catering order (48 hours out or a time determined by caterer);
- Confirm set up, AV, florist, and Media Production orders
- Confirm Safety & Security's role
- Register alcohol "social event" with Safety and Security (if necessary)
- Confirm transportation of guests and VIPs
- Distribute guest list to appropriate parties
- Run final name badges and place cards

- Make confirmation phone calls/emails (if necessary)
- Set up an on-site run-through (if needed)
- Set up sound checks for speakers/musicians
- Print or email media/remarks release form for speakers to sign
- Confirm honorarium amount(s) for speakers; send requests to Finance Office for payment
- Finalize graphics art/copy; order staff badges
- Send information to Trade Show exhibitors; review do's and don'ts for booth staff at the show.
- Create and order lead forms. Finalize inquiry processing procedures.
- Make publicity / press arrangements
- Send an update to the Business Symposium team about briefing meetings (in office and at the show); include agenda.

One Month Out

- Set up and hold a pre-symposium briefing meeting.
- Set up in-booth conference room schedule for pre-arranged meetings at the show
- Send follow-up reminder to upper management and all concerned about briefing meeting, agenda
- Follow up on target dates with all vendors.
- Confirm vendors' display products/literature.
- Distribute briefing packet, including training materials, to team and booth staffers

Week and Day Prior to the Event

- Arrive at location(s) early to check setups and be prepared to troubleshoot
- Bring registration materials: guest lists, name badges, place cards, gifts, etc.
- Review planning details and walk through the event with all staff and volunteers
- Inform staff and volunteers of the location of restrooms, elevators, and accessible entrances
- Be sure to have extra copies of all materials: schedule of events, agendas, cue sheets, photographer instructions, media releases, etc.
- Check in with the caterer and provide them with any last minute changes or special meal requests; check weather report
- Find the service area. Meet electrician and confirm date and time for electrical installation.
- Supervise booth setup.
- Hold pre-show briefing and training for staff the day before the show.

During Business Symposium / Trade Show

- Conduct daily meetings with staff, briefing will be early in the day.

After the Business Symposium / Trade Show

- Hold event debrief meeting
- A complete comparison of actual versus budgeted costs
- Send thank-you notes
- Update final event attendance in the computer program used for RSVP's, no shows
- File all materials to assist with the planning of future events

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

A pro forma budget will be prepared for the Business Symposium, the team will use the pro forma budget as a tool to keeping the expenses of the Business Symposium at a minimum and within budget.

A monthly meeting will be scheduled with all the Business Symposium team (attendance can be at the meeting site, through video or telephone conferencing), or thru ZOOM, to assure that timeline is being met. Committees will be created and meetings will be held as often as necessary.

Consistently review the timeline prepared for the Business Symposium and all activities will be reviewed and updated to determine vendors/exhibitor's participation and interest via email. Finalized updates will be uploaded to the FCCH website specifically for the Business Symposium event.

The plenary and each of the break-out sessions will be provided with exit evaluation instruments to measure the satisfaction rating of each participant. Rapporteurs will be posted for each panel to take minutes and provide feedback. A follow-up survey (via email or social media) will also be conducted to participants to gather information that could be quantified (range of fees projected or investments realized by participating in the event).

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.

Among the measures of effectiveness that will be provided to the expending agency will be results of the exit surveys from the plenary and break-out sessions. Aside from the measures of size (how many attendees), other data may include satisfaction of each participant on discussion content, manner of delivery, appropriateness of topics and others. A follow-up survey (via email or social media) will also be conducted to participants to gather information that could be quantified. At this time both DBEDT and

the Philippines Department of Trade and Industry (DTI) data only show the dollar value of trade via goods and commodities. Nothing is available regarding the range of professional consulting fees generated for Hawai'i, or of economic gains due to back-office outsourcing, use of virtual assistants, medical transcriptions and the like. There is also no data on gains from the creative industries (monetizing the results of fashion shows, for example).

The Business Symposium effectiveness will be measured by the number of attendees to the event, the number of vendors / exhibits that will be participating, and a follow-up survey conducted through the evaluation of gathered information from participants from Hawaii, Philippines, US Mainland, and other countries.

The estimated number of attendees to the Business Symposium:

- Day 1 : 200 – 300
- Day 2: 300 - 400
- Day 3: 300 - 400

Number of visitors / guests from the Philippines, US Mainland, and Other Countries:

- Estimated at 2,000 to 3,000

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 (Attached **Exhibit B**)
- b. Personnel salaries and wages ((Attached—Not Applicable)
- c. Equipment and motor vehicles (Attached—Not Applicable)
- d. Capital project details (Attached—Not Applicable)
- e. Government contracts, grants, and grants in aid (Attached)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1 \$ 40,000	Quarter 2 \$ 40,000	Quarter 3 \$ 20,000	Quarter 4 \$ 0	Total Grant \$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

The organizers will seek assistance from the counties who want to participate.

Sponsorships will also be sought from the private sector.

Other sources of funding will be:

- City and County of Honolulu – Use of the Hawaii Convention Center
- Sponsorships (Small Business/Corporations - Hawaii & Philippines).
- Donations (Small Business/Corporations - Hawaii & Philippines).
- Tickets Sales for the Trade Show

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—no credits were granted nor applied for from any governmental entity.

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 2027 for program funding.***

None received for the Filipino Chamber of Commerce of Hawaii.

6. ***The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.***

\$ 14,077.44

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 skills and experience of the individuals tapped to implement this project is described in Section VI below. The FCCH implemented a symposium of a similar nature last March 2024 in Honolulu and have implemented another on March 3, 2025 in Laoag City, Philippines during the 32nd Trade Mission. The FCCH board of directors and past presidents have also been involved in similar events conducted in past years.

The Filipino Chamber of Commerce of Hawaii's experience, institutional knowledge, partnership, and business, government and community connections has been outstanding. Since FCCH's establishment 71 years ago, it has conducted 32 Trade Missions to the Philippines. During one of these trade missions, the Memorandum of

Understanding and Cooperation Between the State of Hawaii and the League of Provinces of the Philippines was signed. (See attached **Exhibit F**).

The Officers and Board Members of FCCH, and its past presidents are and have been represented with a wide range of expertise in law, small business, education, real estate, insurance, banking and much more (see attached **Exhibit D**). FCCH also maintains contacts with the Philippine Consulate General in Honolulu, the Hawaii State Government, the City and County of Honolulu and other islands. In addition to regular monthly meetings featuring guest speakers and activities, FCCH has coordinated numerous scholarship golf tournaments, the “A Taste of Kalihi” events, informational events, such as the Business Symposium 2024 in Honolulu, the 2025 “Legislative Breakfast” held at the FilCom Center; the 2024 “How a Bill Becomes a Law” workshop at the Filcom Center; the 2024 “Growing Your Business with Government Support” workshop, the 2024 Joint Filipino Caucus, among others.

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 event will be held at a facility that offers the best deal within the budget allocated for this purpose. The event will need a gathering place for at least 250 seats; five break-out rooms with a capacity of at least 30 seats; and a lobby area that can accommodate exhibit and reception tables. The event will be held at the NBC Exhibition Hall, Honolulu, Hawaii with address at **Neal S. Blaisdell Center (“NBC”), 777 Ward Avenue, Honolulu, Hawaii 96814.**

VI. Personnel: Project Organization and Staffing

2. 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.

See Attached **Exhibit C – Organizational Chart**

The staffing will be made up of volunteers for the Business Symposium. The management team will tap into the current FCCH Membership, FCCH Past Presidents, Community Leaders, Small Business Owners, Corporations, and the more than 350 Filipino Organizations in Hawaii, the Philippines and the United States.

1. Project Manager (Symposium Chair) - Manages the delegation of the project task to the team managers that are identified below. Develop a comprehensive project plan in collaboration with the State of Hawaii, the City and County of Honolulu and the Consulate General of the Philippines in Honolulu. Track the project performance to achieve successful completion. Must have excellent leadership and communication skills. Ability to work with Hawaii and Philippine project task managers. The following team managers will report directly to the Project Manager.

- a. International/Foreign Affairs Manager
 - i. The Sister States and Sister/ Coordinator
- b. Hawaii and Philippines Government Liaison
- c. Trade Show Manager
- d. Workshop/ Symposium Manager
- e. Tour and Travel Manager
- f. Marketing Manager
 - i. Advertising Coordinator
 - ii. Sales Coordinator
 - iii. Website Designer

2. Administrative/Operations Manager - Manages all the administrative and functional operating support for the Business Symposium including but not limited to the planning of meetings, recording of meeting minutes, record keeping, reviewing the timeline with the team to make sure the Business Symposium is on track. Prepare reports and correspondences, keeps a list of the vendors, contractors, participants and all parties that are involved in the project. Will have the support of the FCCH Secretary and Assistant Secretary. Manager must possess excellent leadership and good communication and writing skills as well as proficiency with technology. Most importantly, must possess the ability to work with Hawaii and Philippines project team managers. The following will report to the Administrative / Operations Manager:

- a. Staffing and Volunteer Coordinator

3. Financial / Budget Manager (Treasurer) - Prepares the budget for the Business Symposium in coordination with the Program Manager. Manages the revenues and expenses. Keeps records and documentation for verification and future audits. Work with the funding sources. Assist in obtaining funds through Sponsorship and Partnerships. Should have accounting and fundraising knowledge. The following will report to the Financial/Budget Manager:

- a. Sponsorship/Partners Coordinator

The current (FY 2025-26) and incoming officers (FY 2026-27) of the FCCH will implement the project, including some of its past presidents and affiliated organizations. Its key officers are:

Melody Calisay, Ph.D. – immediate FCCH Past President and she is also the President/CEO of East West Marketing, Inc. a supplier of processed food products from the Philippines. She received her BS & MS from UP Los Banos and a doctorate in soil science and agronomy from the UH Manoa. Until recently she was the state’s Brownfields Coordinator with the Department of Health, a position she held for 20 years. Since the State is not able to fill that position, she continues to assist the department and wants to use her expertise to facilitate the clean-up of contaminated lands so these could be used for affordable housing or assist in securing Federal funds to initiate these activities.

Elvi Sutherland is the current FCCH’s President for FY 2025-26 when the event will be planned and implemented. She is President of Amethyst Builders LLC, a General Contractor established in 2012 and is an SBA Certified 8a Women-Owned Company. A licensed Civil Engineer from the Philippines since 1984, she graduated from Saint Louis University in Baguio City, Philippines. She is a past president of the Filipino American League of Engineers and Architects (FALEA) and the FCCH’s Entrepreneur of the Year in 2017 and has chaired the FCCH’s Golf Tournament for several years. Born and raised in Banaue, Ifugao Province in the Philippines, she will be the first FCCH President from the Cordillera Administrative Region, home of the Igorot indigenous tribes of Benguet, Ifugao, Bontoc, Apayao and Kalinga (BIBAK).

Gino Soquena is the current FCCH President-Elect for FY 2025-26 and incoming President for FY 2026-27. He is also the Executive Director of Hawaii Building and Construction Trades Council. With a strong background in trade and labor union advocacy, coupled with skills in political lobbying, Gino is a pivotal figure in the construction industry. Gino’s advocacy extends to championing the rights and interests of trade workers and labor unions. Through strategic initiatives and negotiations, he works to ensure fair labor practices, safe working conditions, and equitable opportunities for those in the building and construction sector. As a seasoned political lobbyist, Gino navigates the complex intersection of politics and construction. He engages with policymakers to influence legislation and regulations that impact the industry, advocating for policies that foster growth, sustainability, and fair practices

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.

The project’s organizational chart (attached **Exhibit C**) is circular and collegial--not hierarchal. The designated chair acts as a conductor to ensure that all are providing the information/action items in a timely manner and the activities are in accord with the overall goals and themes.

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. No compensation is provided to the FCCH officers or FCCH members involved in the event. Each officer or director serves on a voluntary basis including sharing of resources (office resources; access to social media accounts, etc.)

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. There is no pending litigation of which FCCH is a party.

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.

There are no licensing requirements to implement the project. However, the individuals involved in the project have maintained the necessary licensing and/or acquired the necessary special qualifications to practice their professions or manage their businesses. See attached **Exhibit A** for FCHH's current organization status in the State of Hawaii.

- Hawaii's Compliance Express Certificate
- Certification of Good Standing

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

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 2027, but**
- (b) Not received by the applicant thereafter.**

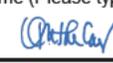
The grant is specific to the events that will happen on May or June 2027. Other sources of funds will be applied to any other projected events, should there be any.

The Grant request is for the 2027 Business Symposium that is being coordinated by FCCH in partnership with the State of Hawaii, City and County of Honolulu, and the Consulate General of the Philippines in Honolulu. Approval of this Grant will enable FCCH and its partners to plan, fund and successfully execute the Business Symposium.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: **FILIPINO CHAMBER OF COMMERCE OF HAWAII (FCCH)**

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	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	0
3. Lease/Rental of Equipment	8,000	0	0	0
4. Lease/Rental of Space (hall+breakout rms)	10,000	0	0	0
5. Staff Training (volunteer briefings)	2,000	0	0	0
6. Supplies (for handouts & stage decor)	2,000	0	0	0
7. Telecommunication (Internet access)	1,000	0	0	0
8. Utilities (AV use, projectors, etc.)	20,000	0	0	0
9. Food & Beverage	24,000	0	0	0
10. Printing (souvenir book and flyers)	8,000	0	0	0
11. Centerpieces and Leis	1,000	0	0	0
12. Plaques and Awards	2,000	0	0	0
13. Gifts	5,000	0	0	0
14. Promotions & Social Media ads	10,000	0	0	0
15. Honoraria	5,000	0	0	0
16. Sponsorships and ADS		0	0	10,000
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	100,000	0	0	10,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			10,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	FE VELASCO, FCCH Auditor (808) 222-7436		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official Date		
TOTAL BUDGET	110,000	ELVIRA SUTHERLAND, FCCH President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

NOT APPLICABLE

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

NOT APPLICABLE

Period: July 1, 2026 to June 30, 2027

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

NOT APPLICABLE

Period: July 1, 2026 to June 30, 2027

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

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

Applicant: FILIPINO CHAMBER OF COMMERCE OF HAWAII

Contracts Total: 5,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2	Trade Show and Economic Outlook	2023	State of Hawaii	Honolulu	5,000
3	Symposium				
4					
5					
6					
7					
8					
9					
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27					
28					
29					
30					



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT A

Certificate of Vendor Compliance

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com



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: **FILIPINO CHAMBER OF COMMERCE OF HAWAII**

Issue Date: **01/23/2026**

Status: **Compliant**

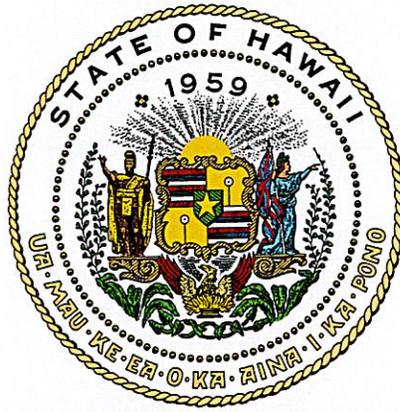
Hawaii Tax#: 20303216-01
New Hawaii Tax#: GE-0214689792-01
FEIN/SSN#: XX-XXX5546
UI#: No record
DCCA FILE#: 72460

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



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

FILIPINO CHAMBER OF COMMERCE OF HAWAII

was incorporated under the laws of Hawaii on 08/26/1988 ; 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 23, 2026

Director of Commerce and Consumer Affairs





FILIPINO CHAMBER OF COMMERCE OF HAWAII

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70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT B

BUSINESS SYMPOSIUM BUDGET

P.O. BOX 1572 HONOLULU, HAWAII 96806

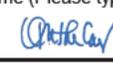
Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: **FILIPINO CHAMBER OF COMMERCE OF HAWAII (FCCH)**

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	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	0
3. Lease/Rental of Equipment	8,000	0	0	0
4. Lease/Rental of Space (hall+breakout rms)	10,000	0	0	0
5. Staff Training (volunteer briefings)	2,000	0	0	0
6. Supplies (for handouts & stage decor)	2,000	0	0	0
7. Telecommunication (Internet access)	1,000	0	0	0
8. Utilities (AV use, projectors, etc.)	20,000	0	0	0
9. Food & Beverage	24,000	0	0	0
10. Printing (souvenir book and flyers)	8,000	0	0	0
11. Centerpieces and Leis	1,000	0	0	0
12. Plaques and Awards	2,000	0	0	0
13. Gifts	5,000	0	0	0
14. Promotions & Social Media ads	10,000	0	0	0
15. Honoraria	5,000	0	0	0
16. Sponsorships and ADS		0	0	10,000
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	100,000	0	0	10,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000			10,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	FE VELASCO, FCCH Auditor (808) 222-7436		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official Date		
TOTAL BUDGET	110,000	ELVIRA SUTHERLAND, FCCH President		
		Name and Title (Please type or print)		



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT C

ORGANIZATIONAL CHART

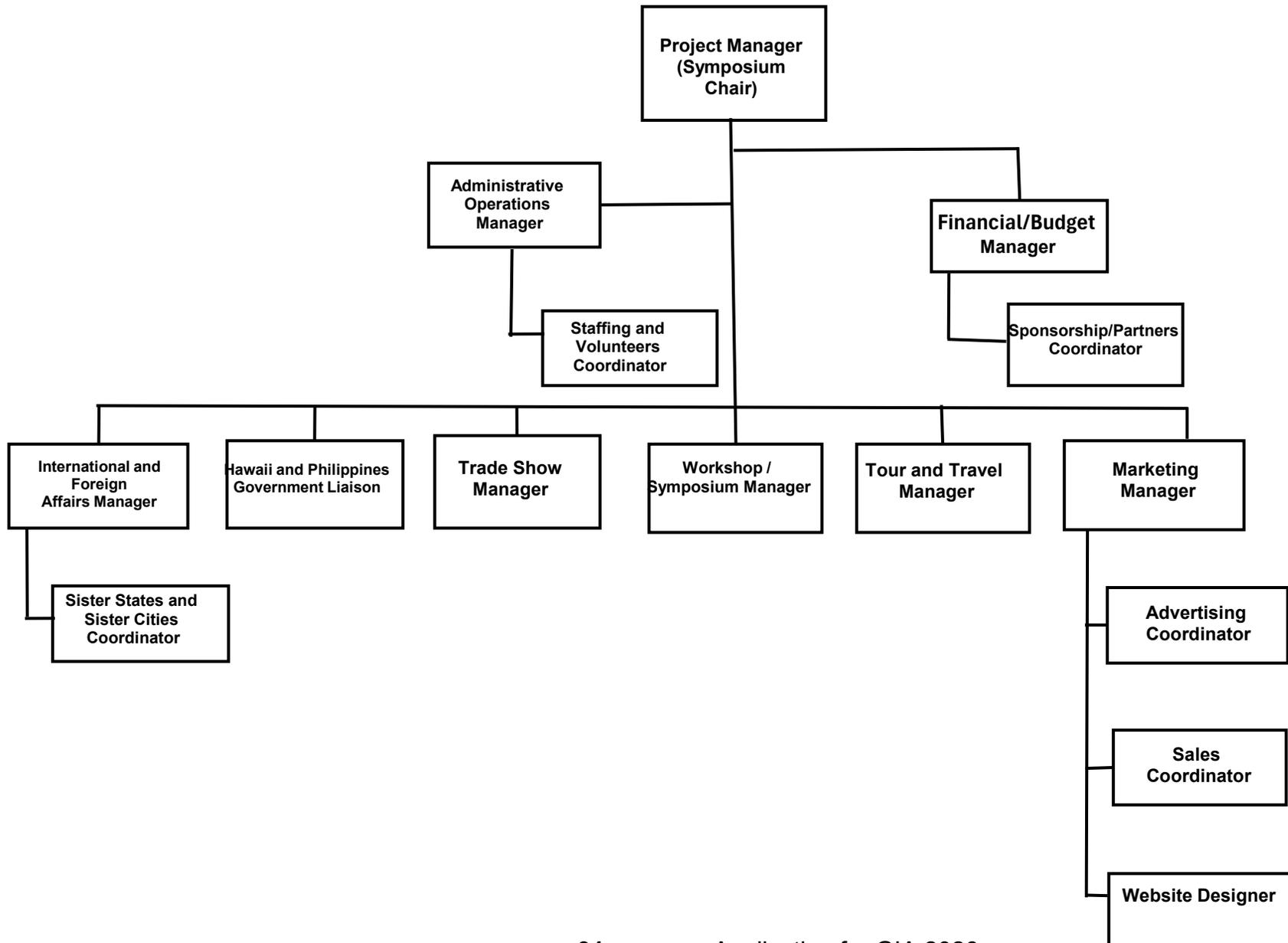
P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

3rd Hawaii - Philippines Sister-Province Symposium

ORGANIZATIONAL CHART





FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT D

Current Board of Directors Past FCCH Presidents Summary of Events Current Membership Roster

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

**OFFICERS &
DIRECTORS
2025-2026**



FCCH MISSION

The Filipino Chamber of Commerce of Hawaii provides leadership in promoting Hawaii's business community through its programs and activities by:

- Broadening opportunities for Filipino entrepreneurs and member businesses
- Strengthening business links between Hawaii and the Philippines
- Assisting in the professional growth of its members and
- Supporting the well-being of the community



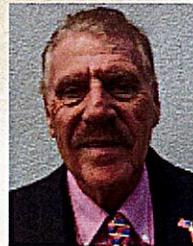
Elvi Sutherland.
President



Gino Soquena
President-Elect



Constancio Paranal III
Vice President



Paul Billington
Secretary



Fe Domingo Munoz
Treasurer



Melody Calisay, Ph.D.
Immediate Past President



Gene Albano
Director



Rhoda Yabes Alvarez
Director



Jasmine Chung
Director



**Stephanie "Penny"
Chung**, Director



Rose Medina
Kemna, Director



Su Lazo
Director



Ailyn Lum
Director



**Lolita Amodo
Matias**, Director



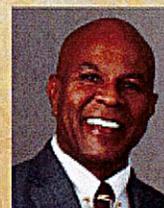
Rosemarie Mendoza
Director



Mylene Reyes
Director



Sol Solleza
Director



Vince Sutherland
Director



Daniel Padilla
Legal Counsel

FCCH PRESIDENTS

1954–1955 Pastor A. Pablo +	1983–1987 Isabel M. Tagala	2006–2007 Stephen E. Callo
1955–1956 Jose B. Labrador +	1987–1988 Joseph F. Blanco	2007–2008 Jack Legal
1956–1957 Benjamin E. Ayson +	1988–1989 Cecilia Villafuerte	2008–2009 Jason Pascua
1957–1959 Bernaldo D. Bicoy +	1989–1990 Teresita Umali Okihara +	2009–2010 Rosemarie V. Mendoza
1959–1960 Lyn U. Remular +	1990–1991 Perfecto L. Cortez +	2010–2011 Jamesner A. Dumlaog, Esq.
1960–1962 Fred C. Blanco +	1991–1992 Wilfredo O. Tungol	2011–2012 Harry Alonso
1962–1963 N.C. “Bert” Villanueva +	1992–1993 Lito Alcantra	2012–2013 Bryan Andaya, Esq
1963–1965 Barney B. Menor +	1993–1994 Buddy Gendrano	2013–2014 Maria A. F. Etrata +
1965–1966 Ernesto Tesoro +	1994–1995 Alfredo G. Evangelista, Esq.	2014–2015 Paul G. Alimbuyao
1966–1967 James Solidum	1995–1996 Theo B. Butuyan	2015–2016 Sam Acosta
1967–1968 Vince Dela Cruz	1996–1997 Ismael Europa +	2016–2017 Bernadette D. Fajardo
1968–1969 Diosdado G. Avecilla +	1997–1998 Rose C. Churma	2017–2018 Brandon dela Cruz
1969–1971 Ricardo Labez +	1998–1999 Elias T. Beniga	2018–2019 Vanessa Kop
1971–1972 Franciso Ugale	1999–2000 Bennette E. Misalucha	2019–2020 Dr. Nancy Atmospera-Walch
1972–1973 Alfred P. Fernandez	2000–2001 Rey T. Prado, III	2020–2021 Jeoffrey Cudiamat
1973–1974 Gene Albano	2001–2002 William Rol	2021–2022 Rose Galanto
1974–1976 Raymond Bartolome +	2002–2003 Nelly Pongco Liu	2022–2023 Rocky Anguay
1976–1978 Ernest Bautista	2003–2004 Vergel Adonis +	2023–2024 Susana Berardy
1978–1982 Roland D. Sagum +	2004–2005 Tony Ofril	2024–2025 Melody Calisay, Ph.D
1982–1983 Christopher G. Pablo +	2005–2006 Alma A. Caberto	

+ Deceased



Antonio, Steven

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(808) 692-6078
stevenahawaii808@gmail.com

Aquino, Jennifer

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Aquino, Dr. Belinda A.

Professor, University of Hawaii
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Arenas, Pliny

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Armas, Marc

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marcarmas51@gmail.com

Arnobit, Violeta

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LOVE
THE PHILIPPINES

SAVE THE DATES
2025 FCCH Trade Mission
to the Philippines

February 20 to
March 4, 2025

Laoag, Cebu, Iloilo,
Makati, and Laguna
Optional trip to Palawan
(El Nido and Coron)
from March 4 to 9, 2025.

FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I

FILIPINO
CHAMBER of
COMMERCE
of HAWAI'I
FOUNDATION

70 years of ENDURANCE RESILIENCE EXCELLENCE & SUCCESS

For the past 70 years, the Filipino Chamber of Commerce of Hawai'i, an organization for entrepreneurs, executives and leaders continue to advance the interests of the business community and perpetuate Filipino culture.

Throughout the years, the Chamber has forged lifelong business connections and relationships, creating a lasting and meaningful impact to the community.

The Chamber exists because of your dedication and support, which will continue to lift the Filipino community and leave a lasting legacy for generations to come.

1954 ESTABLISHMENT

Created the National Association of Filipino Community Council of America. The 1st Trade Mission to the Philippines was held. The Chamber established a scholarship fund.

1977 DEFYING NORMS FOR THE BETTER

The Filipino Chamber of Commerce was established with 47 charter members. The Chamber sponsored a Trade Mission to Seattle, San Francisco, and Los Angeles.

1963 MAKING AN IMPACT ON THE NATIONAL AND INTERNATIONAL ARENA

Membership in the Chamber was extended to non-Filipinos. The first female president was elected - Isabel Tagala.

The Filipino Entrepreneur of the Year awards was launched. In 1992, the Scholarship Awards program was reinstated. The first Legislative Breakfast was held in 1994. The first Golf Tournament to raise funds started in 1995.

1999 STRATEGIC PARTNERSHIPS

Held the 20th Trade Mission to the Philippines. Established the Filipino Chamber of Commerce of Hawaii Foundation, for charitable and educational programs and events. Hosted an International Trade Expo in Honolulu. A Taste of Kalihi was launched in 2007.

2010 STRENGTHENING TIES WITH THE PHILIPPINES

Created a Quad Chamber alliance with the Japanese, Korean and Chinese Chambers of Commerce. Partnered with Hawaii Business Magazine in 2014 for the first Hawaii Business Leadership Conference. Organized Filipino Restaurant Week with the Philippine Consulate in 2016, and a financial literacy program "Kinabukasan Series" in 2017.

2020 INNOVATION AMIDST A GLOBAL PANDEMIC

Provided crucial recovery support to victims of Aug. 8 Lahaina wildfires. Held the first Hawaii-Philippines Sister Province Business Symposium. Trade Mission.

1989

MORE SIGNATURE PROGRAMS ESTABLISHED

Established an affiliate relationship with the Honolulu Filipino Junior Chamber of Commerce. Began creating Sister-Chamber links in 2000. Became a member of the National Federation of Filipino American Association in America in 2004.

2006

SAKADA CENTENNIAL CELEBRATIONS

Created the Hawaii-Philippines Business Economic Council to execute a partnership with the Philippine Chamber of Commerce & Industry. HPBEC holds a monthly "Talk Story" series via Zoom on relevant interest topics.

2015

NEW PROGRAMS WITH GREAT PARTNERS

Operations turned virtual. First Fellows program launched, featuring up-and-coming leaders.

2024

THE BEST IS YET TO COME...



For a more detailed report, include summaries by past presidents through the years, visit filipinochamber.org.



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT E

CURRENT LIST OF SISTER CITIES / PROVINCES BETWEEN HAWAII and the PHILIPPINES

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

LIST OF SISTER CITIES AND SISTER PROVINCES
Updated as of December 31, 2025

List of Sister States and Sister Cities (Hawaii and Philippines)

1. State of Hawaii
 - a. Ilocos Sur, Philippines (1985)
 - b. Cebu, Philippines (1996)
 - c. Pangasinan, Philippines (2002)
 - d. Ilocos Norte, Philippines (2005)
 - e. Isabela, Philippines (2006)
 - f. *Memorandum of Understanding and Cooperation between the State of Hawaii and the League of Provinces of the Philippines (Cebu, Ilocos Norte, Ilocos Sur, Pangasinan, and Isabela – 2017).*
2. County of Honolulu
 - a. Baguio, Philippines (1995)
 - b. Candon, Philippines (2015)
 - c. Cebu, Philippines (1990)
 - d. Laoag City, Philippines (1969)
 - e. Mandaluyong, Philippines (2006)
 - f. Manila, Philippines (1980)
 - g. Vigan, Philippines (2003)
3. County of Kauai
 - a. Bangued, Abra, Philippines (2000)
 - b. Davao City, Philippines (2000)
 - c. Urdaneta, Pangasinan, Philippines (1991)
 - d. Davao City, Philippines (2018)
4. County of Maui
 - a. **Zambales Province, Philippines (State)**
Resolution No. 68-88 by Supervisor Richard Caldito dated June 21, 1968
 - b. Quezon City, Republic of the Philippines
Resolution No. 70-58 by Councilmember Richard Caldito dated February 20, 1970
 - c. Bacarra, Ilocos Norte Province, Republic Of The Philippines
Resolution No 370 by Councilmember Yoneto Yamaguchid dated November 20, 1970
 - d. Santa & San Juan, Province of Ilocos Sur, Philippines
Resolution No. 91-114 by Councilmember Vinco Bagoyo, Jr. dated December 6, 1991
 - e. Manila, Republic of the Philippines
Resolution No. 94-95 by Councilmember Goro Hokama dated September 16, 1994
 - f. Puerto Princesa, Palawan Philippines
Resolution No. 99-33 by James “Kimo” Apana dated March 5, 1999
 - g. Cabugao, Ilocos Sur, Republic of the Philippines (May 2005)
 - h. Sarrat, Ilocos Norte, Republic of the Philippines (May 2006)
 - i. Badoc, Ilocos Norte, Republic of the Philippines
Resolution No. 10-71 by Councilmember Gladys Baisa dated November 19, 2010
5. County of Hawaii (Big Island)
 - a. Ormoc City, Philippines (9/14/11)
 - i. Supporting Organizations: Kona Visayan Club, Hilo Visayan Club
 - b. Legaspi City, Philippines (1970)



FILIPINO CHAMBER OF COMMERCE OF HAWAII

Promoting Hawaii's Business Community since 1954

70 Years of Endurance, Resilience, Excellence and Success

EXHIBIT F

MEMORANDUM OF UNDERSTANDING AND COOPERATION BETWEEN THE STATE OF HAWAII AND THE LEAGUE OF PROVINCES OF THE PHILIPPINES

P.O. BOX 1572 HONOLULU, HAWAII 96806

Website: <https://filipinochamber.org>

E-mail: filipinochamber@gmail.com

**MEMORANDUM OF UNDERSTANDING AND COOPERATION
BETWEEN THE STATE OF HAWAII AND THE LEAGUE OF
PROVINCES OF THE PHILIPPINES**

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF UNDERSTANDING** is entered into this 19th day of October 2017 in Vigan City, Philippines by and between:

The **STATE OF HAWAII**, a state duly organized and existing under the laws of the United States of America, with office address at State Capitol Honolulu, Hawaii, USA, represented herein by its Governor, **HON. DAVID IGE**, duly authorized for the purpose, hereinafter, "**STATE OF HAWAII**",

and

The **LEAGUE OF PROVINCES OF THE PHILIPPINES**, a non-stock, non-profit organization of provincial governments of the Republic of the Philippines organized under the 1991 Local Government Code of 1991 and existing under the said laws and others laws of the Republic of the Philippines, with office address at Unit 1510 West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Philippines, represented herein by its National President, **HON. RYAN LUIS V. SINGSON**, duly authorized for the purpose, hereinafter, the "**LPP**".

RECITALS

WHEREAS, the State of Hawai'i maintains sister state relationships with the Provinces of Cebu, Ilocos Norte, Ilocos Sur, Pangasinan, and Isabela, and has had significant exchanges with these Philippine provinces in the areas of arts, culture, education, business, and trade;

WHEREAS, the State of Hawai'i seeks to expand its international ties and has interest in developing goodwill, friendship, and cultural and economic relations between the people of Hawai'i and the people of the Philippines;

WHEREAS, the LPP also seeks opportunities for cooperation with other entities in the fields of economy, trade, culture, education, health, tourism and environmental protection to benefit the economic and social development of Philippine Provinces;

WHEREAS, the Legislative of the State of Hawai'i has passed significant laws on matters, which are also the main concerns of the member provinces of the LPP, such as land use, conservation of environmental and natural resources, alternative and renewable sources of energy, water and sewerage management, juvenile justice system, educational system, public health, mass transport, housing, and tourism;

WHEREAS, the Filipinos constitute the largest ethnic group in Hawaii, who have contributed significantly to the prosperity and development of the State;

WHEREAS, the State of Hawai'i and the LPP recognize the rich historical relationship between the United States and the Republic of the Philippines;

WHEREAS, the State of Hawaii has designated December 20 of every year as "Sakada Day" to commemorate the anniversary of the arrival of the first Filipino plantation workers in Hawai'i on December 20, 1906.

WHEREAS, there are more than 300 Filipino-American organizations in Hawaii reflecting the close people-to-people and cultural links between Filipinos in Hawai'i and in the Philippines.

NOW, THEREFORE, for and in consideration of the foregoing, the State of Hawai'i and the LPP enter into this Memorandum of Understanding (hereinafter referred to as "MOU") to represent the commitment of the State of Hawai'i and the LPP to work together to achieve the benefits of cooperation in pursuing the objectives of this MOU.

I. PURPOSE AND OBJECTIVES

The purpose of this MOU is to strengthen political, social and economic cooperation between the State of Hawai'i and the LPP, and to this end, both shall contribute to the fulfillment of the following objectives:

- A. To increase the exchange of knowledge, information, experiences and best practices that can contribute to the economic and social development of the State of Hawai'i and the member provinces of the LPP and their respective constituents;
- B. To foster peace and goodwill between the people of the State of Hawai'i and the member provinces of the LPP; and
- C. To promote the mutual understanding of the cultures of the each of the Parties through education, information and campaigns, and exchange programs.

II. ACTIVITIES

The activities to be undertaken pursuant to this MOU may include:

- A. Exchange visits by the citizens of both the State of Hawai'i and the member provinces of the LPP;
- B. Official visits between representatives from both the State of Hawai'i and the LPP officials;
- C. Cultural exchanges and exchange of various information and materials towards the development of mutual understanding between the citizens of both the State of Hawai'i and the member provinces of the LPP, subject to existing laws, rules and regulations of the countries of both Parties;
- D. Sharing of information and best practices in the fields of economy, trade, culture, education, health, tourism, urban land use, alternative sources of energy, mass transport, water and sewerage management, and environmental protection, subject to existing laws, rules, and regulations of the countries of both Parties; and
- E. Sharing of technical experts for policy and program development on identified issues common to both the State of Hawai'i and the LPP.

III. IMPLEMENTATION

To implement and advance the objectives stated in this MOU, the Parties shall create a Working Group consisting of ten (10) members, five (5) from each of the Party, to adopt and recommend plans and programs and joint initiatives for the purpose. The President of the LPP shall be responsible for naming the (5) members from the Philippines. The Governor of Hawaii can designate the Director of the Hawaii Department of Business, Economic Development and Tourism to name the (5) members of the Hawaii Working Group. Towards this end, the members of the Working Group shall closely coordinate and meet periodically to recommend and review the joint initiatives and to assess and monitor the general progress on the goals and objectives stated in this MOU.

Each of the Parties shall name their respective members to the Working Group within twenty (20) days from signing hereof. Thereafter, upon the initiative to the LPP, the members of the Working Group shall mutually agree to schedule future meetings upon their designation.

IV. FUNDING MECHANISM

The travel expense and other administrative cost to be incurred by each of the Parties to implement this MOU shall be borne by the concerned Party.

V. TERM AND AMENDMENT

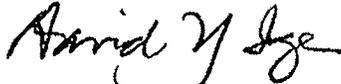
This MOU shall remain in effect until terminated by mutual agreement between the State of Hawai'i and the LPP.

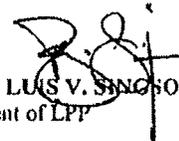
This MOU may be amended at any time by written agreement by the State of Hawai'i and the LPP.

IN WITNESS WHEREOF, the State of Hawai'i and the LPP have executed this MOU on the date and at the place first above written.

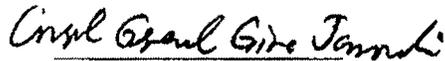
THE STATE OF HAWAII

LEAGUE OF PROVINCES OF
THE PHILIPPINES (LPP)


DAVID Y. IGE
Governor of Hawai'i


RYAN LUIS V. SISON
President of LPP

WITNESSES:


Consul General Gino Jannotti



ACKNOWLEDGEMENT

Republic of the Philippines)
Vigan City) S.s.

BEFORE ME, on this _____ day of _____, 2017 at
Vigan City, Ilocos Sur,
 Personally appeared the following persons, namely:

NAME	Gov't ID	Place and Date Issued
HON. RYAN LUIS V. SINGSON	P3554809A	DFA Manila July 3, 2017
HON. DAVID IGE	H00817006	Hawaii

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same in their free and voluntary act and voluntary act and deed, and that of the institutions represented including their instrumental witnesses.

This instrument refers to the memorandum of Understanding consisting of four (4) pages, including this page whereon this Acknowledgment is written, duly signed on each and every page and on the left hand margin by the parties, by themselves or by their respective representatives and their instrumental witnesses.

WITNESS MY HAND SEAL on the date and at the place written above.

ATTY. [Signature] Notary Public

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 Series of 2017

NOTARY PUBLIC
 ILOCOS SUR
 VIGAN CITY ILOCOS SUR