

**THE THIRTY-THIRD LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Hawaiian Mission Children's Society Hawaiian Mission Houses Historic Site and Archives

Amount of State Funds Requested: \$ 150,000

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

HMH requests \$150,000 in State of Hawai'i Grant-in-Aid CIP (Capital Improvement Project) funding to support a phased, 18-month historic site restoration project. The overall goal of this capital request is to preserve, protect, and enhance irreplaceable historic resources to support long-term stewardship, ensure safe public access, and promote economic sustainability. The project prioritizes deferred maintenance and environmental controls for nationally significant historic structures and archival collections, followed by restoration of the Mission Cemetery and improvements to campus security as funds allow.

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ _____	\$ <u>100,000</u>
Federal: \$ <u>65,000</u>	Unrestricted Assets:
County: \$ _____	\$ <u>2,592,732</u>
Private/Other: \$ <u>34,360</u>	

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	555 SOUTH KING STREET
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu HI 96813

Contact Person for Matters Involving this Application

Name: "Phil" Augustus Acosta	Title: Executive Director
Email: execdirector@missionhouses.org	Phone: (808) 447-3911

Augustus Acosta <hr/> Authorized Signature	<small>Digitally signed by Augustus Acosta Date: 2026.01.23 14:36:12 -1000</small> <hr/> Augustus Acosta, Executive Director	<hr/> 1/23/2026 <hr/> Date Signed
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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: HAWAIIAN MISSION CHILDREN'S SOCIETY, THE

DBA/Trade Name: Hawaiian Mission Houses Historic Site and Archives

Issue Date: 01/21/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX7730
DCCA FILE#: 652

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Hawaiian Mission Houses Historic Site and Archives
(Typed Name of Individual or Organization)

Augustus Acosta Digitally signed by Augustus Acosta
Date: 2026.01.23 14:38:01 -1000' 1/23/202 6
(Signature) (Date)

Augustus Acosta Executive Director
(Typed Name) (Title)

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

 Augustus Acosta	Digitally signed by Augustus Acosta Date: 2026.01.23 14:38:55 -10'00'	Augustus Acosta, Executive Director	1/23/2026
AUTHORIZED SIGNATURE		PRINT NAME AND TITLE	DATE

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.

**Attached after cover page*

2. Declaration Statement

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

**Attached after cover page*

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](#).

This grant will be used for a public purpose: to preserve, protect, and enhance irreplaceable historic resources at the Hawaiian Mission Houses Historic Site and Archives, a National Historic Landmark, ensuring safe public access and long-term stewardship of statewide cultural and educational assets.

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 Hawaiian Mission Children's Society is a 501(c)(3) nonprofit organization, founded in 1852, incorporated in Hawai'i in 1907 (dba Hawaiian Mission Houses Historic Site and Archives, HMH), listed as a National Historic Landmark in 1965, and re-accredited by the American Alliance of Museums in 2024. The mission of HMH is to interpret the legacy and foster open dialogue around the impact of the Protestant missionaries on Hawai'i's history and culture, and their interwoven relationships with its people. HMH strives to encourage a deeper understanding and appreciation of this complex and pivotal chapter in Hawaiian history by preserving the heritage and interpreting the stories through the material and archival collections and highlighting the collaboration between the Ali'i and Missionaries.

HMH sits on a beautiful one-acre site in the Historic Capital district in downtown Honolulu. HMH has the kuleana (responsibility and privilege) for preserving Hawai'i's oldest remaining Western-style house (the 1821 Mission House, Ka Hale Lā'au), the second oldest remaining Western-style house, 1831 Chamberlain House (Ka Hale Kamalani), and the 1841 Bedroom Annex, interpreted as a print shop (Ka Hale Pa'i) that produced the very first printed materials in the Hawaiian language. A reconstructed hale pili (grass house), built in partnership with Kamehameha Schools, guided by cultural practitioner leadership, and designed with sources from journals in the HMH archives, was added in 2021. As the birthplace of the printed Hawaiian language, the HMH library and historical archive holds over 80,000 digital pieces and is home to one of the largest collections of Hawaiian language printed material in the world. A coral-and-grass performance arena (Kahua Ho'okipa) was added in 2011, hosting live theatre, mele (music), and hula (dance) performances throughout the year. HMH offers school field trips, guided tours, cultural programs, and history theatre performances which have been awarded over 15 Awards for Excellence in theatrical performance, writing, and direction. The grounds also hold the historic Mission Cemetery, an archives and collections storage vault, a gift shop (Hale Ku'ai) offering unique crafts from local vendors, and a multi-purpose space used for various community events.

2. The goals and objectives related to the request;

HMH requests \$150,000 in State of Hawai'i Grant-in-Aid CIP (Capital Improvement Project) funding to support a phased, 18-month site restoration project. The overall goal of this capital request is to preserve, protect, and enhance irreplaceable historic resources to support long-term stewardship, ensure safe public access, and promote economic sustainability. The project prioritizes deferred maintenance and environmental controls for nationally significant historic structures and archival collections, followed by

restoration of the Mission Cemetery, and improvements to campus security as funds allow. Specific objectives include:

- *Rehabilitate the interior of the 1821 Frame House to address deferred maintenance and prevent further damage from environmental exposure, using materials and methods appropriate for historical preservation.*
- *Replace the aging and failing air conditioning systems that maintain the 1831 Chamberlain House and the Archives and Collections vault to safeguard this historic structure and irreplaceable collection of archival materials and cultural artifacts.*
- *Restore and stabilize the Mission Cemetery, which is historically significant as the burial grounds of some of the most prominent figures from the Sandwich Islands Mission who helped introduce Christianity, constitutional government, western medicine, and develop the written Hawaiian language, through landscaping, erosion mitigation, and humane feral chicken control.*
- *Enhance surveillance and security infrastructure to protect visitors, staff, and irreplaceable assets.*

3. The public purpose and need to be served;

HMH preserves one of the most significant historic sites in Hawai'i and contribute directly to the State's cultural, educational, and economic vitality. As a National Historic Landmark located in the heart of downtown Honolulu, the Hawaiian Mission Houses campus is a rare, historic landscape that offers kama'aina and visitors an immersive connection to Hawai'i's early 19th-century history.

The site serves as a crucial educational resource for residents and visitors from across the state and beyond. We welcome K-12 school groups, higher-education communities, researchers and authors, as well as the general public, offering school field trips, guided tours, and specialty programming year-round. The library, which holds both English and Hawaiian archival material, welcomes researchers on site as well as from around the globe through our digital collection. All HMH programs promote public education, cultural immersion, and heritage tourism which supports Hawai'i's economy by attracting thousands of local, national, and international visitors each year.

Decades of use, environmental exposure, aging infrastructure, and increased visitation have created urgent preservation and safety needs. Interior deterioration in historic buildings, outdated AC systems, ground erosion, pest damage, and recent security concerns pose risks to both visitors to this historic site and the irreplaceable cultural resources it houses. This project serves a clear public purpose by:

- *Protecting statewide historic and cultural assets*
- *Ensuring safe public access*
- *Preserving one of the world's most significant collections of Hawaiian-language printed materials*

- *Respectfully maintaining a historic burial ground of cultural importance*
- *Strengthening long-term stewardship of public heritage resources*

Without these improvements, continued deterioration will increase future repair costs and limit public access to this significant historic site and its invaluable resources.

4. Describe the target population to be served; and

HMH and this project serves a broad public audience, including:

- *Hawai'i residents from keiki to kūpuna*
- *K-12 students and educators statewide through in-person and virtual field trips, and engaging, hands-on learning opportunities that complement classroom instruction*
- *Researchers, students, and faculty from universities and historical institutions*
- *Cultural practitioners, partner cultural institutions, and nonprofits*
- *Local and international visitors seeking authentic, place-based cultural experiences, who contribute to the local economy through paid participation in tours and special programs*
- *Community groups, entertainers, crafters, local businesses who join us for our public events*

As a National Historic Landmark and a major educational and cultural resource, the site supports statewide priorities related to historic preservation, public education, cultural stewardship, and safe public access to shared heritage resources.

5. Describe the geographic coverage.

HMH is located in urban Honolulu and serves residents and visitors from across the City and County of Honolulu and the State of Hawai'i. The site is regularly used by public and private schools, higher education institutions, researchers, cultural practitioners, and community organizations from across Hawai'i. Annually, HMH serves over 5,000 individuals on site (museum visitors, school groups, educators, and community participants) through its tours, school program, and special engagements. The proposed improvements will enhance preservation, safety, and accessibility at this centrally located historic site, benefiting residents and visitors statewide and from around the world. Another 5,000+ people access our digital collections and online resources, demonstrating strong public engagement and sustained relevance for local, national, and international audiences.

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;

HMH will implement a comprehensive preservation and protection initiative encompassing multiple, interrelated and overlapping project priorities.

Priority 1: Interior Restoration of the 1821 Frame House

The 1821 Frame House is the oldest remaining Western-style house in Hawai'i, a cornerstone of this National Historic Landmark, serving as a residence for the first missionary families in Hawai'i, and has been utilized for educational, and cultural purposes for more than 200 years. Its hand-hewn timber framing was shipped from New England in 1821, and historic proportions illustrate early 19th-century (Western-style) building practices. The house provides a tangible connection to a period of rapid cultural transformation, when missionaries and Native Hawaiians worked together in education, literacy, commerce, and governance. The interior elements have experienced wear and deterioration due to age, climate exposure, and increased public use. Grant funds will support restoration work necessary to stabilize the interior, address deferred maintenance, and ensure the structure remains safe and accessible for public viewing. The project will also restore historic features including traditional whitewash in the kitchen and basement using documented recipes. Partnership with a licensed contractor from the Historic Hawai'i Foundation's recommended list will ensure that all work will follow established best practices and adherence to the U.S. Secretary of the Interior's Standards for historic restoration. Preserving the interior of this iconic structure safeguards a rare physical link to Hawai'i's early 19th-century history and supports ongoing educational programming.

Priority 2: Replacement of Aging AC Systems in the 1831 Chamberlain House and Archives & Collections Vault

The 1831 Chamberlain House is the second oldest remaining Western-style house in Hawai'i and currently contains the site's main exhibit hall. Its coral block walls were dredged from nearby Honolulu harbor, and it served as the administrative hub and secure depository for essential supplies, clothing, and food distributed to the various mission stations across the islands. It also served as a cultural and social hub, and the residence of the Chamberlain family. The Archives and Collections vault houses one of the largest collections of Hawaiian-language printed materials as well as one of the most unique collections of 19th and early 20th century cultural artifacts. Grant funds will replace the existing AC systems that are aging (over 20 years old) and no longer able to provide reliable environmental and climate control. Upgrading these systems is critical to ensure that we maintain archival preservation standards (temperature, humidity,

condensation, mold prevention, etc.) and prevent/reduce the risk of irreversible damage to these irreplaceable resources.

Priority 3: Mission Cemetery Grounds Restoration, Landscaping, and Humane Pest Control

The Mission Cemetery is a historically and culturally significant burial ground for prominent figures associated with the Sandwich Islands Mission, many of whom played key roles in the introduction of Christianity, constitutional government, western medicine, and the development of the written Hawaiian language, creating lasting influences on Hawaiian history and culture. The scope of work for the Mission Cemetery will include the repair and stabilization of damaged areas, landscaping to address erosion and improved drainage, humane feral chicken population control to mitigate ongoing soil displacement, and damage to graves and plantings. These improvements will preserve the dignity of this sacred and historic space, enhance visitor safety, mitigate potential public health issues, and reduce the need for repeated short-term repairs.

Priority 4: Campus Surveillance and Lighting Improvements

As the budget allows, the project will include upgrades to campus surveillance and lighting to improve overall site security. Ongoing (and increasing) incidents of vandalism and unauthorized after-hours access highlight the need for deterrence measures to protect restored areas, historic structures, staff, and visitors. Planned improvements include:

- Exterior lighting and electrical upgrades - the existing outdoor lighting is insufficient for proper site security. Installing ultra-bright, energy-efficient LED lighting with motion sensors, and the repair/replacement of the electrical infrastructure (e.g., breaker panels, conduits, wiring, electrical outlets & receptacle covers, timers) will improve nighttime visibility, enhance visitor safety, and deter trespassing.*
 - Surveillance system enhancements - the capacity and capabilities of the current surveillance system is severely limited and lacks comprehensive coverage of key areas, including entry points and high-traffic zones with “dead” areas throughout. Upgrading the cameras, and monitoring software and equipment will help safeguard the site better, with timely response and thorough documentation of any security concerns.*
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Months 1–2 (or at the beginning of each priority/project phase): *Planning and engagement with preservation professionals, detailed scoping, contracting, procurement, and permitting (as needed).*

Months 3-15 (some project tasks may overlap):

- *Interior restoration of the 1821 Frame House (3-5 months, based on availability of supplies and certified contractors. Impact to tours and school programs will also need to be considered)*
 - *Replacement of AC systems (4-6 months, based on contractor scheduling, availability of units and shipping)*
 - *Cemetery restoration, landscaping, drainage improvements, and pest mitigation (6-8 months, based on availability of materials and certified contractors)*
 - *Installation of enhanced security surveillance and upgraded electrical infrastructure (based on scheduling availability of contractor, 3-4 months)*
- *Components of this phase will be implemented as project budget allows*

Months 16–18 (or at the end of each priority/project phase): *Final inspections, documentation, evaluation, and reporting to the State.*

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

HMH will implement a structured quality assurance and evaluation process to ensure that all Grant-in-Aid–funded activities are completed as proposed, within budget and schedule, and in compliance with the U.S. Secretary of the Interior’s standards for historic preservation and restoration, American Alliance of Museums recommended best practice, and applicable State of Hawai’i requirements. Project oversight will be managed by the Executive Director who has experience administering public and private grant-funded projects, along with the Site Manager and Accounting Manager. A staff project lead will be identified for each priority/phase, supported by qualified contractors and preservation professionals.

Quality assurance will include clearly defined scopes of work and review of contractor qualifications (Months 1-2), and adherence to accepted historic preservation, archival, and facilities standards throughout the life of the project. Work will be monitored through regular project inspections (daily), progress meetings (weekly), and milestone-based review of deliverables to confirm that tasks are completed to specification and aligned with project goals. Frequency of review will be co-determined by staff and individual contractors and will vary with each milestone. Any issues identified during implementation will be addressed promptly through corrective action, coordination with contractors, and, if necessary, additional consultation with cultural and subject-matter experts.

Project evaluation will focus on both implementation performance and outcomes. Progress will be tracked against the approved project timeline, budget, and scope, with documentation maintained for all expenditures and completed work. This will be coordinated by the Executive Director with the Accounting Manager and State-assigned Project Officer. Upon completion of each project phase, the staff project lead will assess results to determine whether objectives related to preservation, safety, and

sustainability have been achieved. Lessons learned will be incorporated into operational and facilities management plans to continuously improve processes and documentation.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The following measures of effectiveness, reported to the designated State agency managing the grant funds, will provide objective standards for assessing successful completion of planned capital improvements in accordance with the approved scope, budget, and timeline.

Successful restoration and stabilization of interior spaces in the 1821 Frame House:

- *Completion of an architectural/structural investigation by engaging a preservation professional/certified contractor to analyze failing materials, moisture conditions, and structural impact.*
- *Removal, replacement, stabilization, and/or restoration of failed/failing materials (paint, plaster, Portland cement, etc.), ensuring alignment with preservation standards.*
- *Application of traditional whitewash in the kitchen and basement using historic recipes documented for this building type, restoring the house's authentic appearance and protective finish.*

Improved environmental controls in the 1831 Chamberlain House and archival vaults

- *Removal and replacement of existing aging AC systems with fully operational, energy-efficient units.*
- *Stable temperature and humidity conditions within preservation standards. Climate control reports may be provided upon request.*
- *Reduction in mechanical system failures, emergency repairs, or climate-related risks to archival materials and artifacts.*

Restoration and stabilization of Mission Cemetery grounds

- *Planting of grass/ground cover in eroded and barren areas; restoration of plantings impacted by pest and feral animal activity.*
- *Installation of irrigation/drainage in affected areas with measurable reduction in erosion after 6 months/12 months.*
- *Feral animals/chicken population greatly reduced (at least 50% after 3 months, eliminated after 6 months).*

Upgrade of lighting/electrical infrastructure and surveillance system

- *Successful upgrade/replacement of affected systems with improved lighting and coverage in targeted security zones.*

- *Reduced incidents of vandalism or unauthorized access.*

These measures, along with project documentation, contractor verification, before and after photos, will enable the State to objectively assess the project's effectiveness in preserving historic resources, improving visitor safety, advancing long-term stewardship, and appropriate use of State funds.

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](#))
**Attached in the following pages*
 - b. Personnel salaries and wages ([Link](#))
**Attached in the following pages*
 - c. Equipment and motor vehicles ([Link](#))
**Attached in the following pages*
 - d. Capital project details ([Link](#))
**Attached in the following pages*
 - e. Government contracts, grants, and grants in aid ([Link](#))
**Attached in the following pages*
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
<i>\$48,300</i>	<i>\$47,000</i>	<i>\$30,000</i>	<i>\$24,700</i>	<i>\$150,000</i>

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

NTHP (National Trust for Historic Preservation) – Cynthia Woods Mitchell Fund for Historic Interiors (\$10,000)

NTHP (National Trust for Historic Preservation) – Sam & Mary Cooke Preservation Fund for Hawai'i (\$5,000)

NPS (National Park Service) – Historic Preservation Fund/Save America's Treasures Grant (\$30,000)

NPS (National Park Service) – Tribal Heritage Grant for Underrepresented Communities (\$20,000)

Total = \$65,000

**HMH has also allocated approximately \$34,360 in secured/internal funding towards this project*

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. HMCS has not received any state or federal tax credits within the prior three years and does not anticipate applying for tax credits pertaining to this capital project.

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.

See attached "P10 – Government Contracts, Grants, and/or Grants In Aid

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

\$2,592,732

A copy of the organization's financial statements may be provided upon request.

****Contractor quotes, sample proposals, and estimated scope of work are attached at the end of this document.***

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaiian Mission Houses Historic Site and Archives

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private Funds Secured (d)
A. PERSONNEL COST				
1. Salaries				8,200
2. Estimated Taxes & Fringe (30%)				2,460
3.				
TOTAL PERSONNEL COST				10,660
B. OTHER CURRENT EXPENSES				
1. Interior Paint & Restoration	40,500	7,500		
2. Whitewashing	2,500	2,500		
3. Ground Cover & Irrigation	15,000	8,000		
4. Feral Chicken/Animal Pest Control	10,000	5,000		
5. Tree Maintenance		7,000		
6. Headstone Restoration		5,000		
7. Electrical Repairs & Lighting Upgrade	15,000			2,000
8. Surveillance System Upgrade	15,000			12,000
9. Contingency Funds (10%)	12,000			9,700
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	110,000	35,000		23,700
C. EQUIPMENT PURCHASES	40,000	30,000		
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000	65,000		34,360
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Augustus Acosta (808) 447-3911		
(b) Total Federal Funds Requested	65,000	Name (Please type or print) Phone		
(c) Total County Funds Requested		Augustus Acosta <small>Digitally signed by Augustus Acosta Date: 2026.01.23 14:40:12 -1000</small> Jan 23, 2026		
(d) Total Private Funds Secured	34,360	Signature of Authorized Official Date		
TOTAL BUDGET	249,360	Augustus Acosta, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaiian Mission Houses Historic Site and Archives

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Site Manager	1	\$62,400.00	4.81%	\$ 3,000.00
Curator of Collections	1	\$62,400.00	0.72%	\$ 450.00
Archivist/Librarian	1	\$62,400.00	0.72%	\$ 450.00
Director of Education	1	\$62,400.00	1.44%	\$ 900.00
Executive Director	1	\$135,200.00	1.92%	\$ 2,600.00
Accounting Manager	1	\$83,200.00	0.96%	\$ 800.00
				\$ -
Tax & Fringe Benefits (30%)				\$ 2,460.00
				\$ -
				\$ -
TOTAL:				10,660.00
JUSTIFICATION/COMMENTS:				
<p>Site Manager - Project Management Curator of Collections - Project Lead (Phase/Priority 1) Archivist/Librarian - Project Lead (Phase/Priority 2) Director of Education - Project Lead (Phase/Priority 3&4) Executive Director - Overall Project Oversight/Contracting/Reporting Accounting Manager - Financial Oversight/Budget Management</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaiian Mission Houses Historic Site

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
10 Ton Condensing Unit (Carrier)	1	\$25,537.50	\$ 25,537.50	27000
Material/Labor/Electrical/Crane/Unit Disposal	1	\$12,410.00	\$ 12,410.00	13000
5 Ton Condensing Unit (Carrier) - estimated	1	\$20,000.00	\$ 20,000.00	
Material/Labor/Electrical/Crane/Unit Disposal - estimated	1	\$10,000.00	\$ 10,000.00	
			\$ -	
TOTAL:	4		\$ 67,947.50	40,000
JUSTIFICATION/COMMENTS 10-ton unit for Chamberlain House (State GIA), 5-ton unit for Archive & Collections Vault (NPS)				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaiian Mission Houses Historic Si

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT			40000	30000		
TOTAL:			40,000			
JUSTIFICATION/COMMENTS: \$40,000 requested through State GIA; \$30,000 requested through Federal Funds (NPS-National Park Service)						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaiian Mission Houses Historic Site and Archives

Contracts Total: 224,973

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	OCS-CIP-20-43 (Water System)	Mar2022 - Jul2024	OCS	State of Hawaii	100,000
2	CT-DCS-2000045 (History Education)	Oct2019 - Mar2021	DCS	Honolulu County	124,973
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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 Hawaiian Mission Children's Society has extensive experience managing historic preservation and capital improvement projects. The organization's leadership and staff possess the necessary skills, knowledge, and experience to successfully administer this Grant-in-Aid funded project.

Recent preservation and capital improvement projects include:

- Installation of coral-and-grass performance arena (2011) – outdoor performance space constructed with guidance from cultural practitioners, in partnership with Kamehameha Schools.*
- Restoration of the 1821 Frame House cellar (2014) – comprehensive structural and preservation work*
- Reconstructed hale pili or grass house (2021) - designed with sources from journals in the HMH archives, guided by cultural practitioners, in partnership with Kamehameha Schools*
- 1831 Chamberlain House exhibit hall renovation (2022) – interior restoration, interpretive displays, and environmental improvements, funded by the Atherton Family Foundation (\$150,000)*
- Replacement of aging water system (2024) - funded through the State GIA (\$100,000)*
- Ongoing archival preservation and digitization – over 80,000 digital pieces cataloged and maintained*

HMH staff, including the Site Manager, Curator of Collections, Archivist & Librarian, and Director of Education, work closely with a Facilities & Collections Committee comprised of Board members and expert advisors to ensure adherence to preservation best practices.

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 Hawaiian Mission Houses Historic Site and Archives is a National Historic Landmark located at 553 South King Street, Honolulu, HI 96813. The site includes:

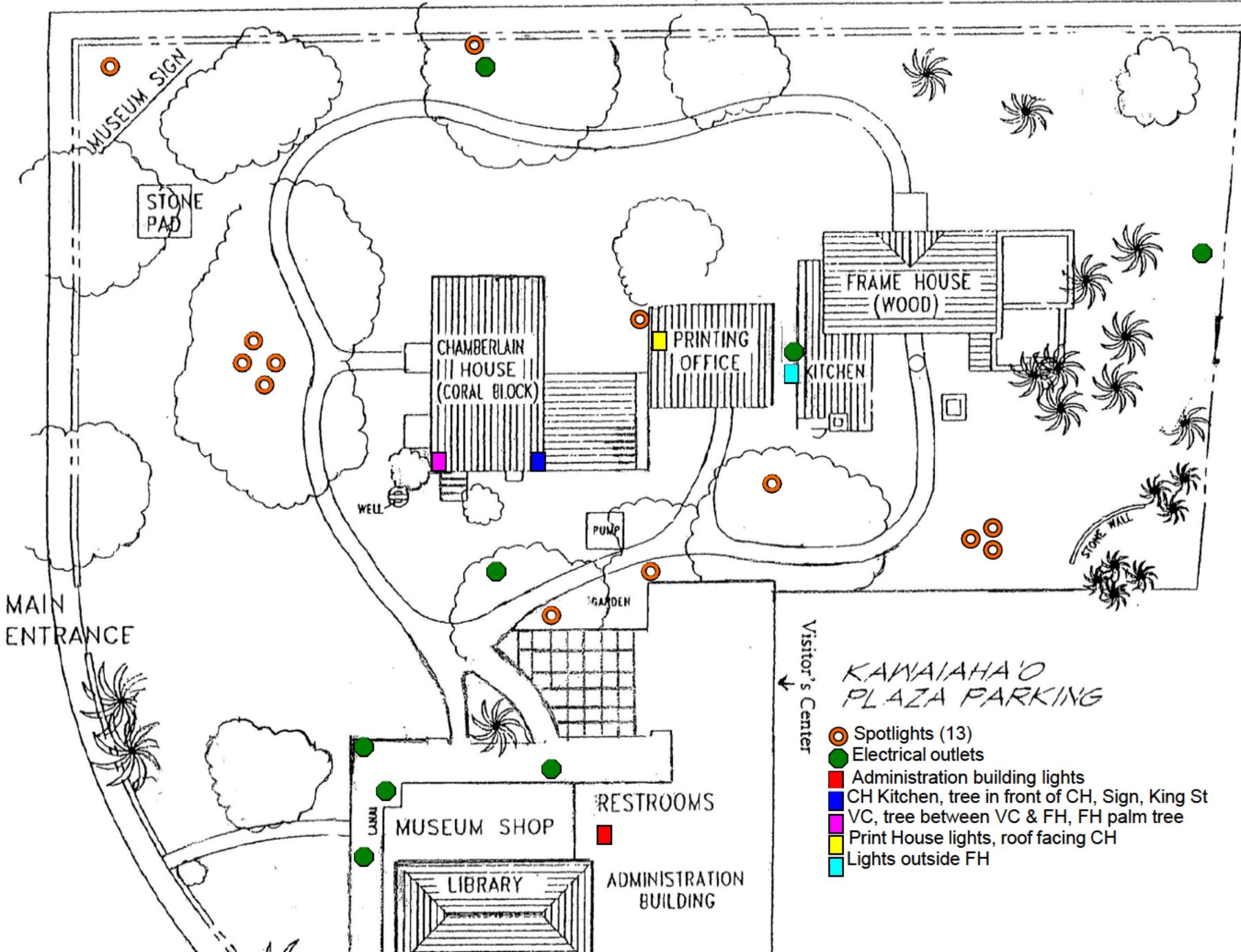
- *1821 Frame House (Ka Hale Lā'au) – the oldest remaining western-style house in Hawai'i*
- *1831 Chamberlain House (Ka Hale Kamalani) – the second oldest remaining western-style house in Hawai'i, served as the historic administrative building for the Sandwich Islands Mission, and current main exhibit hall for HMH*
- *1841 Bedroom Annex – interpreted as a print shop (Ka Hale Pa'i) that produced the very first printed materials in the Hawaiian language*
- *Reconstruction of the 1823 Hale Pili o nā Mikanele (grass house in the missionary style)*
- *Mission Cemetery – historic burial ground*
- *Coral-and-grass performance arena (Kahua Ho'okipa)*
- *Archives and Collections vault – climate-controlled storage for over 80,000 archival items*
- *Administrative offices, gift shop, multi-purpose room and prep kitchen*

All facilities proposed for improvement under this grant are currently owned and operated by the Hawaiian Mission Children's Society (dba Hawaiian Mission Houses Historic Site and Archives, HMH). No additional facilities need to be secured.

**See attached campus map for details*

SOUTH KING STREET (MAUKA)

KAWAIAHA'O STREET



KAWAIAHA'O PLAZA PARKING

Visitor's Center

- Spotlights (13)
- Electrical outlets
- Administration building lights
- CH Kitchen, tree in front of CH, Sign, King St
- VC, tree between VC & FH, FH palm tree
- Print House lights, roof facing CH
- Lights outside FH

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Project oversight will be managed by the Executive Director, who has experience administering public and private grant-funded projects, supported by the Accounting Manager. Key staff members involved in project implementation include:

- *Executive Director: Phil Acosta - overall project oversight, grant administration, and liaison with State agencies*
- *Accounting Manager: Ryker Lammers - financial management, budget tracking, and reporting*
- *Site Manager: Duane Enck - overall project management, day-to-day coordination of preservation activities and contractor oversight*
- *Curator of Collections: Susan Pelfrey - oversight of collection preservation standards and environmental controls*
- *Archivist & Librarian: Kyle Hart - protection and care of archival materials during AC replacement*
- *Director of Education: Mike Smola - coordination of public access during restoration activities*

**Staff resumes attached in the following pages*

A staff project lead will be identified for each phase/priority, supported by qualified contractors and preservation professionals selected through a competitive procurement process. The Board of Trustees, through its Facilities & Collections Committee, provides governance, oversight, and access to expert advisors.

Board Trustees with relevant qualifications and experience:

Hau'oli Akaka - Cultural Specialist (Kamehameha Schools)

Dr. Douglas Askman - Professor of History (Hawaii Pacific University)

Dr. William Chapman - Dean, School of Architecture; Professor, Historic Preservation (University of Hawaii)

Hailama V.K.K. Farden - Senior Director of Hawaiian Cultural Affairs (Office of Hawaiian Affairs)

James F. Hunnewell, Jr - AIA (American Institute of Architects), Retired

Paul F. Morgan - AIA (American Institute of Architects), Retired

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.

**Attached in the following pages*

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.

Executive Director (\$115,000 - \$140,000)

Director of Communications and Marketing (\$65,000 - \$90,000)

Accounting Manager (\$60,000 - \$85,000)

“Phil” Augustus Acosta

Mililani, HI | (808) 391-3571 | philacosta11@gmail.com

[in](https://www.linkedin.com/in/phil-augustus-acosta-6402b829) www.linkedin.com/in/phil-augustus-acosta-6402b829

EXECUTIVE SUMMARY

Mission-driven leader with 20+ years of experience launching and scaling organizations, designing and implementing impactful programs, across nonprofit, government, education, and technology sectors. Demonstrated expertise in building community partnerships with strong leadership and ability to integrate data insights into strategic planning to build consensus across complex networks. Unique blend of executive leadership, technical project management, equitable grantmaking, and mentorship.

SKILLS & COMPETENCIES

Executive Leadership | Strategic Planning & Advancement | Grantmaking & Grants Management | Programs & Impact Evaluation | Multi-Sector Partnerships & Relationship Management | Budgeting & Resource Allocation | Social Innovation & Technology Integration | Team Development & Mentorship | Cross-Departmental & Global Leadership | Public Engagement & Stakeholder Communication

PROFESSIONAL EXPERIENCE

Executive Director

Hawaiian Mission Houses Historic Site & Archives – Honolulu, HI | 2024–Present

- Guide strategic planning, accreditation, governance, budgeting, and program development to ensure long-term stability.
- Cultivate and sustain collaborative partnerships with educators, cultural institutions, and community leaders to co-design scalable and equitable programs.
- Oversee foundation, corporate, and government grants, managing full lifecycle from proposal development through contracting, reporting, compliance, and closeout.
- Manage a multi-million-dollar internal fund structure, including a Board Managed Fund, an Education Fund, and a general endowment fund, ensuring resources are aligned with strategic priorities and fiduciary standards.
- Strengthen internal processes to improve donor management, program data accuracy, grant reporting, and operational efficiencies.
- Lead systems modernization efforts to integrate technology solutions and improve access and dynamic, user-centric engagement.

Executive Director

Aloha Harvest – Honolulu, HI | 2019–2023

- Directed community impact and food security programs through a strategic planning and fund development approach, focused on partnerships across nonprofit, government, and corporate sectors at the local and national level.
- Drove organizational growth, increasing revenue by 135% to support expanded service delivery and impact with improved monitoring and reporting systems to ensure compliance.

- Designed and managed multi-partner collaborative initiatives with clear goals, performance metrics, and feedback process for continuous quality improvement.
- Scaled volunteer engagement by 600%, strengthening community relationships and operational capacity.

Co-Founder, Board President, & Executive Director

ALEA Bridge (Achieve Zero) – Wahiawā, HI | 2016–2020

- Co-founded, operationalized, and scaled a grassroots community-based organization focused on housing stability and equity for vulnerable individuals and families.
- Developed strategic vision, cross-sector partnerships, and diversified revenue streams to sustain its programs.
- Led grants management and fund development efforts, securing \$4M+ from philanthropic and public sources.
- Designed and implemented programs that facilitated community-wide collaboration.

IT Project Manager

U.S. Department of Defense, Department of Human Services, Department of Education | 2004–2016

- Managed large-scale, multi-year programs with global, cross-functional teams across multiple regions and time zones.
- Led program planning, risk management, vendor coordination, training, schedule and budget management.
- Established program governance, performance measurement, documentation and reporting practices.
- Translated complex technical and operational requirements into clear actionable strategies for non-technical stakeholders.

OTHER LEADERSHIP HIGHLIGHTS

- **Aloha United Way Community Impact Committee, Impact Funding Council**, proposal evaluation and grantmaking decisions allocating \$15M+ in the past five years.
- Secured and managed \$10M+ in combined philanthropic and public funding for various community impact programs.
- **Rockefeller Foundation / Acumen Academy** Global Food Systems Fellow.
- Moderator and panelist at several local and national conferences.
- Track record of successfully aligning people, systems, and purpose toward collective impact.
- **Educator, Technology Coordinator, Athletic Coach & Academic Advisor.**

EDUCATION

MBA, Technology Management – University of Phoenix

B.Ed., Secondary Education – University of Hawai‘i at Mānoa

Michael A. Smola
PO Box 239, Ka'a'awa, HI 96730
msmola@missionhouses.org

OBJECTIVE: To utilize and expand my knowledge in the field of museum operations, specifically in education and visitor services.

QUALIFICATIONS

Earned Bachelor's Degree in the field of history. Completed the Museum Studies Certificate program at Michigan State University. Have worked at a historic house museum for 2 years as an educational program leader. Have also worked as a curatorial assistant in the collections of the Michigan State University Museum for over two years.

EDUCATION

- M.S. Candidate in Community, Agricultural, Recreation Resource Studies
Michigan State University, 2004 to 2008
- Museum Studies Certificate, Michigan State University, 2007
- B.A. in History, Michigan State University, 2003. Minors in Anthropology and Forestry

EXPERIENCE

2012 –Present Curator of Public Programs/Director of Education , Hawaiian Mission Houses Historic Site & Archives.

Research, plan, design, and implement all public programs and special events at Historic Site. Plan, design, and implement volunteer training for docents and school program volunteers. Research, planning, and installation of reinterpretation project. Schedule special group tours and school group visitations. Handle money related to deposits and payment of balances for special group tours and school groups tours. Manage docents and education volunteers in a variety of settings.

2008-2011 Volunteer and Tour Coordinator, Mission Houses Museum

Recruit, train, and place volunteers into positions for museum special events, tour programs, school programs, and other departments within the museum. Design plans for school programs and implement the plans for school group visitations. Take tour reservations and handle money related to deposits and payment of balances due. Schedule tours by school groups and special interest groups. Manage volunteers in various settings – including group tours and special events.

2005-2008 Student Labor/Collections Assistant, MSU Museum

Assist in cataloguing and accession of artifacts, care and storage of artifacts, gathering and preparing artifacts for exhibit, exhibit installation for approximately 200 donations and 20 exhibits. Prepare galleries for 20 exhibits to date, for example: Co-Curator for "The Federal Art Project: Supporting Good Artists in Bad Times" exhibit. Assistant for the exhibits "MSU Museum: 150 years of Discovery", "MISTIC Memories", "African Pots", "Early Veterinary Instruments", "Christmas from the Philippines", and the "International Print Portfolio." Also done on a volunteer basis.

2004-2006 Activity Leader/Building Supervisor, Turner-Dodge House

Led activities related to history education 3 times per week for school groups. Developed and delivered program plans related to themed day camp. Supervised building during the presence of renters for special events.

Spring 2007 -- Internship, Michigan Historical Museum, exhibit called "A Hunting We Will Go!" Exhibit research, synthesis, artifact selection, label and panel writing, early design phase participation in an exhibit on the history of hunting Michigan.

Summer 2004 -- Program Director, Des Plaines Valley Council, Boy Scouts of America
Oversaw entire camp program serving approximately 300 youth (8-17) per week for 8 weeks. Supervised and trained 40 program staff members, oversaw development of integrated program plans for 7 program areas with staff, planned and implemented camp-wide activities, in addition to administrative duties related to program outcomes.

HONORS

Eagle Scout, Boy Scouts of America, 1998

Green Knight Award, Volunteer service award, Girl Scouts of America, 2005

Librarian and Archivist working at the intersection of Indigenous knowledge, archival stewardship, and public memory. Grounded in Hawaiian Studies and Library and Information Science, my work centers on how knowledge is organized, described, accessed, and governed within culturally complex collections. I specialize in community-informed description, Indigenous knowledge organization, and the ethical application of professional standards. My practice emphasizes thoughtful leadership, sustainable systems, and collaborative decision-making, with a commitment to ensuring that archives and libraries remain accountable to the people, their histories, and the living knowledge I steward in collaboration with the communities I serve.

Core Competencies

- | | | |
|--|---------------------------------------|----------------------------------|
| ◆ HKOS | ◆ Digitization project management | ◆ Public speaking |
| ◆ Description | ◆ Grant writing, admin, and budgeting | ◆ Library administration |
| ◆ Preservation | ◆ Researcher & reference support | ◆ 'Ike Hawai'i & Hawaiiana |
| ◆ Archival and manuscript processing | ◆ Personnel training | ◆ Program assessment |
| ◆ Staff, intern, & volunteer supervision | ◆ Internal & external collaboration | ◆ Exhibition planning & curation |
| ◆ Collection Management Systems | ◆ Instructional design | ◆ Traditional Knowledge labels |

Education

- Master of Library and Information Science | University of Hawai'i at Mānoa, Honolulu, HI Expected Fall 2025
Master of Arts in Hawaiian Studies | University of Hawai'i at Mānoa, Honolulu, HI 2023
Thesis: "Ke Aupuni: He Aha Ia?": Using Joseph Nawahi's conception of the aupuni body as a framework to ho'ohawai'i
Chairperson: Noelani Puniwai
Bachelor of Arts in Hawaiian Studies | University of Hawai'i at Mānoa, Honolulu, HI 2021

Professional Experience

Hawaiian Mission Houses Historic Site and Archives, Honolulu, HI 2024-Current

Senior Librarian and Archivist

Direct all operations of the research library and archival collections, ensuring adherence to institutional policies and professional standards (SAA, NPS, NARA, ALA, LoC, etc.). Lead arrangement and description projects utilizing DACS, Dublin Core, RDA, and MARC 21 while managing the archival vault, reading room, and researcher services. Ensure compliance with collection policies and professional standards for preservation and basic conservation of archival and library materials.

- Oversee digitization workflows for large-format and manuscript materials, coordinating quality control, metadata creation, and online access initiatives to enhance discoverability and long-term preservation
- Recruit, train, and supervise staff, volunteers, and interns, fostering a collaborative environment and providing guidance on archival best practices, inclusive description, and community-centered access strategies.
- Collaborate with cross-departmental teams to design and implement exhibitions, public programs, and outreach that deepen community engagement, strengthen institutional partnerships, and expand the visibility of collections.
- Manage departmental grant activities from prospecting through award administration, including proposal writing, budget oversight, and project execution to support preservation, programming, and outreach initiatives.
- Track and analyze library usage data to inform strategic planning, set departmental goals, and evaluate program effectiveness, ensuring services align with institutional mission and community needs.

Government Documents and Maps Department, University of Hawai'i at Mānoa, Honolulu, HI 2024

MAGIS Digitization and GIS Projects SA VI

Digitized and managed diverse information resources, applying professional standards to convert imagery, maps, and other large-format materials into accessible digital formats. Utilized large-format scanning equipment, metadata schemas, and advanced software to ensure high-quality preservation, discoverability, and integration into research workflows.

- Operated and calibrated large-format scanners (up to 56") to capture high-resolution images, optimizing outputs in Photoshop and creating image tiles for large-scale viewing.
- Applied GIS tools (ArcGIS, QGIS) to georeference imagery, generate spatial metadata, and produce web maps to enhance contextual access.
- Managed file formats, version control, and data conversions, employing data science techniques to structure unorganized information into tabular, relational, and network datasets.
- Developed interdisciplinary digital projects that integrate humanities and social sciences with mapping and data visualization to support historical, temporal, and spatial research.

Archives and Manuscripts Department, University of Hawai'i at Mānoa, Honolulu, HI

2023

Library Researcher, Website Developer, & Outreach Assistant

Expertly created, preserved, and promoted historical insights and information held within Hawai'i's repositories via [project website](#). Operate with high level of technical proficiency, research acumen, and interface development to showcase archive information from a case study on H-3 construction. Closely collaborate with project team to generate engaging and dynamic content while ensuring sustainability of the digital platform for future use.

- Co-created 7 process pages, 7 collections pages, and 10 party pages, showcasing a novel archival research framework that educates and informs the public about the crucial influences on government decision-making in Hawai'i
- Conceptualized and executed an immersive, self-contained database table encapsulating the H-3 construction timeline, documenting 83 pivotal events alongside their detailed records and enhancing their visual appeal by embedding select milestones on the timeline using precise ArcGIS data extracted from historical archives

University of Hawai'i Maui College, Kahului, HI

2023

HKOS Library Research Assistant

Supported the development and refinement of Hawaiian Knowledge Organization System (HKOS) frameworks to improve cultural accuracy and discoverability of 'Ōlelo Hawai'i resources. Applied metadata best practices and linguistic precision to strengthen alignment between descriptive standards and Indigenous knowledge structures. Transcribed 17 pivotal project meetings to ensure accuracy and completeness of project records

- Standardized and enhanced 'Ōlelo Hawai'i metadata to ensure consistency, usability, and cultural integrity across project records.
- Collaborated with international Indigenous partners to incorporate community-informed terminology and description practices.
- Organized research materials to support HKOS taxonomy building, controlled vocabulary refinement, and long-term sustainability planning.
- Prepared bibliographies and reference lists to inform the integration of Hawaiian language and knowledge systems into archival metadata schemas.

Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa, Honolulu, HI

2023

Library Assistant

Oversee closed stacks, including archives, demonstrating meticulous care and attention to detail in preserving and managing valuable historical materials. Streamline the integration of new books into the general stacks inventory, ensuring a smooth and timely process for expanding the library's collection.

- Managed the inventorying, tagging, and shelving of closed stacks, ensuring continuity of operations during the transition between Laka me Lono Resource Center librarians
- Coordinated community outreach events and carried out a wide range of administrative tasks for the Hawaiian Studies department chair

Lokoea Farms, Hale'iwa, HI

2019 – 2021

Farm Hand

Manage day-to-day farming operations, focusing on efficiency and sustainability to ensure farm profitability. Developed and implemented an innovative trellising system to significantly boost mango yield while reducing standard crop inputs by half. Analyzed and predicted local market trends for farm to make informed decisions and stay ahead of market demands.

- Performed routine maintenance and repairs on farming equipment and machinery to maintain efficacy of operations
- Elevated local community engagement by organizing farm's first U-Pick Day and introduced 34 families to benefits of locally sourced produce
- Oversaw 8 acres of farmland and generated approximately \$2,800 in monthly farm profits by ensuring health of crops through vigilant monitoring and proactive measures

United States Air Force, Various Duty Stations

2010 – 2018

Aviation Meteorologist

Monitor the environment using diverse sensor data, including radar and satellite, to enhance accuracy of weather forecasting and decision-making processes. Leverage extensive meteorological expertise to convert raw weather data into actionable insights that support informed decision-making. Perform calibrations and troubleshooting on meteorological instruments for precision and functionality in accordance with Air Force standards and regulations.

- Supervised and mentored 12 airmen by fostering a collaborative and productive training and working environment

- Disseminated vital climatological data to drive favorable policy shifts in government and research sectors while ensuring informed and strategic responses to inclement weather across North America, Asia, and the Pacific Ocean

Conferences, Publications, and Grants

Presenter <i>"College After Covid-19: Exploring the Needs of Hawaiian Studies Students in a Post-Pandemic World"</i> Hawai'i Student Success Institute, Honolulu, HI	March 2024
Presenter <i>"Political Processes in Hawai'i: Why Dig Up the H-3's Archival History?"</i> Joint Conference of the Hawai'i Library Association and Hawai'i Association of School Librarians, Honolulu, Hawai'i	December 2023
Co-Author <i>"Student Preference for Course Delivery in the Post-pandemic University"</i> University of Hawai'i at Mānoa, Honolulu, HI	March 2023
Presenter <i>"From 'Perpetual Variety' to 'Ancestral Abundance': Reclaiming Space through Mālama 'Āina and Mo'okū'auhau at Kapapahu"</i> Lāhui Hawai'i Research Conference, University of Hawai'i at Mānoa,	April 2022
Fred Baldwin Foundation - \$10,000	April 2025
Claire Sanford Fund - \$10,000	February 2025
State of Hawai'i Department of Agriculture: Together We Farm – \$4,000	March 2020

Academic Appointments and Research

Graduate Assistant <i>Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa</i> <ul style="list-style-type: none"> Managed diverse administrative responsibilities for the Hawaiian Studies Office Manager, ensuring seamless operations during periods of fluctuating staff hours, promoting continuity and efficiency 	Spring 2023
Graduate Teaching Assistant <i>Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa</i> <ul style="list-style-type: none"> Standardized syllabi and course delivery methods for HWST 107: Hawai'i Center of the Pacific, ensuring that all students received a consistent and high-quality learning experience 	Spring 2023
Archive Researcher <i>Hanohano Huliamaahi LLC, Pāpa'akoko Ahupua'a, Hawai'i</i> <ul style="list-style-type: none"> Created a process checklist for the environmental restoration framework, Honuaiākea, to use in the analysis of mele, oli, and ka'ao to take inventory of cultural sites of Pāpa'akoko 	Fall 2022-Spring 2023
Graduate Student Organization Representative <i>Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa</i> <ul style="list-style-type: none"> Facilitated open lines of communication between KCHS and the graduate student government while soliciting research-funding applications from fellow Hawaiian Studies scholars 	Fall 2021-Spring 2023
Graduate Research Assistant <i>Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa</i> <ul style="list-style-type: none"> Assisted in preparation of KCHS self-study narratives for decennial reaccreditation by the World Indigenous Nations Higher Education Consortium (WINHEC) 	Summer 2022-Fall 2022
Archive Researcher <i>Sust'āinable Moloka'i, Kaunakakai, Moloka'i</i> <ul style="list-style-type: none"> Navigated archival Hawaiian language newspapers to locate, translate, and map traditional Hawaiian names and locations for various environmental phenomena on the island of Moloka'i 	Spring 2022
Graduate Teaching Assistant <i>Kamakakūokalani Center for Hawaiian Studies, University of Hawai'i at Mānoa</i> <ul style="list-style-type: none"> Designed and implemented an introductory lesson to statistical analysis for Indigenous Research Methods 	Fall 2021-Spring 2022

Community Engagement

Waikiki Surf Club <i>Honolulu, Hawai'i</i>	2025-Current
Hui o Ho'ohonua <i>Honolulu, Hawai'i</i>	May 2023
Mālama Pu'uloa Strategic Partnership <i>Honolulu, Hawai'i</i>	April 2022-May 2023
Indigenous Traditional Ecological Knowledge (ITEK) Community Workshop <i>Honolulu, Hawai'i</i>	April 2022
Fifth National Climate Assessment Community Workshop <i>Washington DC</i>	January 2022
Kūkaniloko Birthing Stones <i>Wahiawā, Hawai'i</i>	February 2021-June 2022
<i>Papahānaumokuākea Marine National Monument (PMNM) Community Workshop</i> <i>Honolulu, Hawai'i</i>	November 2021
808 Clean-ups <i>Kahana and Waimānalo, Hawai'i</i>	November 2021-Current
Farmlink Hawai'i <i>Hale'iwa, Kawaiiloa, O'ahu</i>	June 2020

Professional Memberships

- Hawai'i Library Association
- Association of Hawai'i Archivists
- American Library Association
- Society of American Archivists

Susan A. Pelfrey
91-1008 Waiinu Street
Ewa Beach, HI 96706
sapelfrey@msn.com
808-675-6167

Education

Master of Arts-Museum Studies, University of Oklahoma, Norman, OK, 2009-2012.
Bachelor of Arts-History, Marshall University, Huntington, WV, 1980-1987.
Associate in Science-Legal Assistant, (GPA 4.0), Des Moines Area Community College,
Des Moines, IA, 1996-1998.

Experience

2022-present Hawaiian Mission Houses Historic Site and Archives, Honolulu, HI – Curator; Responsibilities include performing the managing of the object collections to include accessioning, labeling, recording and storing of current objects and incoming new acquisitions; monitoring of the environmental conditions and security in the storage areas and exhibits; entering and maintenance of the museum software Past Perfect; research on objects and their care; developing interpretive material for exhibits; developing and implementing new exhibits; ensuring the inventory of the object collection is current and complete; and coordinates the conservation of objects in need.

2016-2017 West Virginia State Museum, Charleston, WV – Collections Coordinator; Responsibilities included assisting in the development of museum collection management policies and participating in overall museum policy development; working with all aspects of collection management including registration, identification, cataloguing, storage, interpretation, conservation and preservation for the state museum; maintaining records including legal documents, research information, source file, accession file, location file, item classification, loan agreements, insurance, inventories and correspondence; acting as a liaison with the public and accepting donations to the collections of the state museum; assisting the exhibits staff during installation to protect the collection by utilizing proper handling and care procedures as well as following museum professional guidelines; assisting the museum staff in identification of potential artifacts during the exhibition process; assisting the historical and educational efforts in WV communities through outreach and technical assistance.

- 2011-2013 516th Signal Brigade, Fort Shafter, HI; 307th Expeditionary Signal Battalion, Helemano Military Reservation, HI – Family Readiness Support Assistant; responsibilities included providing administrative assistance to the Commander and Family Readiness Group Leaders; primary duties consisted of supporting the unit's family readiness program by: scheduling and coordinating various activities, events and training; preparing and distributing flyers, newsletters and calendars; developing call rosters and phone trees; establishing and maintaining websites; provide accurate, tactful, and confidential customer service; in dealing with controversial issues, demonstrate sensitivity to the diverse needs of soldiers and their family members.
- 2013 Mission Houses Museum, Honolulu, HI – Volunteer; responsibilities included the input of collection information into Past Perfect software database; handling of artifacts in exhibit set up; assisting the Collections Curator with preparing artifacts' presentation materials for exhibit; assisted with object research for a missionary medical exhibit.
- 2009 – 2011 A Company, Warrior Transition Unit, Kleber Kaserne, Kaiserslautern, Germany – Family Readiness Support Assistant; responsibilities included providing administrative assistance to the Commander and Family Readiness Group Leaders; primary duties consisted of supporting the unit's family readiness program by: scheduling and coordinating various activities, events and training; preparing and distributing flyers, newsletters and calendars; developing call rosters and phone trees; establishing and maintaining websites; provided accurate, tactful, and confidential customer service; and in dealing with controversial issues, demonstrated sensitivity to the diverse needs of soldiers and their family members.
- 2007 – 2008 Stately Oaks Plantation, Historical Jonesboro, Jonesboro, GA – Office Administrator; responsibilities included daily office operations; scheduling of volunteers; liaison with suppliers, service providers, tour operators, visitors, staff and Board members; correspondence; telephone inquiries; compile reports concerning visitor attendance and locales ; marketing; the design, implementation and distribution of flyers, brochures and newsletters; store inventory and financial management to include monthly and yearly sales reports; purchasing for store and house; research for historical projects; creating of seasonal exhibits for individual rooms in house .
- 2004 - 2007 Stately Oaks Plantation, Historical Jonesboro, Jonesboro, GA – Store Manager; responsibilities included merchandise purchasing; new product research; inventory control of stock ; sales; merchandise displays and rotation; trained and scheduled staff and volunteers; monthly financial reports for the Board of Directors .

Duane Enck

Honolulu, HI 96817
dmencker@gmail.com
+1 808 209 3320

Work Experience

Site Manager

Hawaii Mission Homes-Honolulu, HI
January 2022 to Present

- Perform maintenance on building and infrastructure
- Repair various property elements: carpentry, masonry, drywall, framing, drywall, flooring, mechanical, plumbing, irrigation, electrical, data, structural, security, locks, etc...
- Project management: manage various construction projects as directed by superiors (Create RFPs, meet with contractors and get proposals), then give recommendations with proposals to superiors for their consideration.
- Manage construction projects and inform staff of any issues relating to daily operations
- Assist with staff issues relating to property and technical issues
- Provide limited security for property
- Perform various tasks relating to landscaping (trimming/pruning, blowing leaves/debris and planting)
- Assist with setup and takedown of equipment for special events
- Document items to be repaired
- Manage lighting, security cameras and outdoor electrical outlets
- Oversee contractors
- Coordinate parking and access to building
- Coordination of events on property in common areas
- Limited landscaping duties
- Responsible for administration and historical buildings, yard, parking, access, signage, etc...
- Answer emergency calls after hours
- Monitor security cameras as well as providing basic security for the building and coordinate HPD, Ambulance and HFD when needed
- Contact, coordinate and authorize contractors to resolve problems during emergencies, as needed
- Maintain network operations for building administration and security cameras interface

Resident Manager

Associa Hawaii (Punahala Apartments)-Honolulu, HI
August 2019 to January 2022

(Employed by Associa Hawaii)

- Managed building operations
- Monitor contractors
- Coordinate parking and access to building
- Maintenance and cleaning duties
- Administrative tasks:

- Maintain Daily Log, Pool Log, Water Leak Log and
- Develop Reports for AOAO (Manager's Monthly Report, Incident Reports, Expense/Supply Costing Log, Petty Cash Journal, Receipt Log and Security Key Stamp Log)
- Board meeting coordination, setup and notification posting
- Manage emergencies (ambulances, water leaks, accidents, power outages, etc...)
- Mail and parcel acceptance and delivery to tenants
- Mediation between tenants, owners, vendors, contractors and others on property
- Coordination of events on property in common area
- Light repair work of all trades (drywall, framing, tapers, flooring, mechanical, plumbers, security, telecom, electrical, etc...)
- Landscaping
- Responsible for Building Structure, Fans, Pumps, Elevators, Yard, Parking, Driveways, Access, Signage, Amenities, New Tenant Registration, etc...
- Enforce Bi Laws, House Rules and Policies and Procedures, as directed by the AOAO Board of Directors
- Answer emergency calls after hours
- Monitor security cameras as well as providing basic security for the building and coordinate HPD, Ambulance and HFD when needed
- Contact, Coordinate and Authorize Contractors to resolve problems during emergencies, as needed
- Maintain network operations for building administration and security cameras interface

Demolition

VIVECO, Inc.

January 2017 to December 2020

- Performed demolition of flooring, ceiling, walls, electrical/telecom conduits, windows, etc
- Performed extra duties for the general contractor

General Contractor's Assistant

J. Kadowaki, Inc

January 2017 to December 2019

- Performed specialized demolitions of HVAC, plumbing, concrete, electrical, flooring, etc
- Supervised sub-contractors on special projects
- Assisted all trades (drywall, framing, tapers, flooring, mechanical, plumbers, security, telecom, electrical, etc...)
- Cleaning of work sites
- "Punch" List resolution

Carpet Installer

Sterling's Carpet Inc-Honolulu, HI

January 2013 to December 2017

- Performed basic labor duties
- Prepared floors, installed carpet and wall base

Owner, Systems Engineer

NetX-Honolulu, HI

January 2001 to December 2012

Network integration, software support, and consulting services

Systems Engineer

CEO/President, West Tech Software/Systems-Honolulu, HI

January 1992 to December 2001

- Developed, debugged and packaged various business application software (DocMan, TimeSheets, Point of Sale, Inventory Control, Peak Flow Medical and other custom applications)
- Developed scripts and user programs interfacing Oracle™, SQR™, SQLPlus™ and other databases
- Managed 10 employees and many client accounts

Paralegal

Fujiyama, Duffy & Fujiyama-Honolulu, HI
May 1990 to May 1994

- Researched legal issues, Trained co-workers on computer software

Infantryman / Legal Specialist

U.S. Army-Schofield Barracks, HI
January 1984 to December 1989

Deployed to Korea 3 times, Bonded as Notary Public, VITA tax preparer, Qualified Expert on M16A1 Rifle, Honorable Discharge

Education

Political Science (13)

University of Nebraska at Kearney-Kearney, NE
August 1985 to May 1986

Upper secondary education

High school diploma or GED

High school diploma or GED

Skills

- Plumbing
- File
- Time management
- Attention to detail
- Organizational skills
- Certified Pool Operator with working experience for a Salt Cell community pool
- Microsoft Publisher
- IIS
- Configured
- Operations management
- Contract negotiation
- Construction
- Documentation review
- Maintenance

- Legal Specialist (71D10)
- Squad Leader
- Advised Commanders regarding UCMJ for Staff Judge Advocate
- Implemented Automation Procedures with Computers for Legal Assistance
- Deployed to Korea 3 times for Team Spirit
- Driver for several General Grade Officers on various field exercises
- Qualified Expert on M16A1 rifle
- Qualified on many military vehicles
- Offered teaching position at Fort Benjamin Harrison, Indiana for Legal Clerks
- Received Honorable Discharge from Nebraska National Guard
- Received Honorable Discharge from U.S. Army
- Completed 25th Infantry Division Light Fighter Course

Certifications and Licenses

CPR / AED / First-Aid

April 2024 to April 2026

CPR / AED / First-Aid

(Adult / Child / Infant / Choking) AED / Injury & Universal Precautions

CPR / AED / First-Aid

March 2026

Certified Pool Operator

March 2026

Certified Pool Operator & Spa Operator

March 2021 to March 2026

Pool and spa chemistry, testing, treatment, filtration, maintenance, automatic feeding equipment and government requirements.

Certified Notary Public

May 1987 to October 1989

Bonded as a Notary Public in the State of Hawaii for the U.S. Army

Certified Pool Operator

Groups

Purchasing HUI of Hawaii

November 2019 to Present

- Attended lunch seminars
- Attended various events

RYKER LAMMERS

RykerLammers@gmail.com

425-985-9121

600 Queen St. #2701

Honolulu, HI 96813

SKILLS

Cash Flow Management, Account Reconciliation, Accounts Payable, Payroll, Cost Proposals, Billing, Time & Billing, Monthly Reporting, Bank Reconciliation, Contracts, Onboarding, Terminations, Training & Development, Policies and Procedures, GET and Tax Filing, Employment Law

EXPERIENCE

Hawaiian Mission Houses Historic Site and Archives

Accounting Manager | June 2025-Present

- Responsible for overseeing and managing the financial activities of Hawaiian Mission Houses Historic Site and Archives. This includes maintaining accurate financial records, ensuring timely reporting, handling day-to-day transactions, and supporting budgeting, payroll, benefits, financial analysis, and audits.

Optimum Marketing & Management Corp.

Office and Accounting Manager | September 2024-December 2024

- Duties included accounts receivable and billing, managing credit card statements and payments, accounts payable, processing payroll, credit card tips, payroll taxes, percentage rent payments, Hawaii GET, federal 941 taxes, monthly bank reconciliation, maintaining proper business registrations, payment of insurance premiums, manage HR functions from maintaining proper employee files, onboarding into QuickBooks, facilitation of employee benefits, worker' comp, and unemployment and keeping current with labor laws

Fieldwork, Inc.

Executive Vice-President, Board of Directors, Legal Dept. | March 2017-May 2024

- Duties included guiding parent company and subsidiaries with legal and organizational issues, review of contracts, addressing HR issues, review of financials, creation and annual review of employee forms such as infosec policies and procedures, employee handbook, NDAs, employment application, etc.

Fieldwork Seattle, Inc. (subsidiary of Fieldwork, Inc.)

President | May 1999-April 2021

- Oversight of day-to-day operations of a market research firm (market research/focus group facility)
- Managed staff of approximately 40
- Bookkeeping (QuickBooks): Responsibilities included managing cash-flow, invoicing, reconciling checking and credit card accounts, entering bills and bill payments, processing client payments (some via a credit card processing platform), via checks and electronic payments, following up on

past-due invoices, submitting bookkeeping data to the parent company on a monthly basis for review

- Filed quarterly state, county and city returns (excise, department of labor)
- Processed payroll bi-weekly
- Provided cost proposals to clients
- HR duties including employee compensation, onboarding/offboarding, employee relations, conflict resolution, performance management and retention, understanding state laws and municipal ordinances relating to employment law, wage and hour laws and regulations and EEO laws
- Customer service skills included face-to-face meetings and email and phone communications with clients

Lammers, Lammers & Kleibacker

Attorney - Associate & Partner (active SD Bar License #2120) | May 1993-March 1999 – civil and criminal fields

CERTIFICATIONS

Intuit: QuickBooks Foundations for Online and Crash Course in Bookkeeping – June 2024

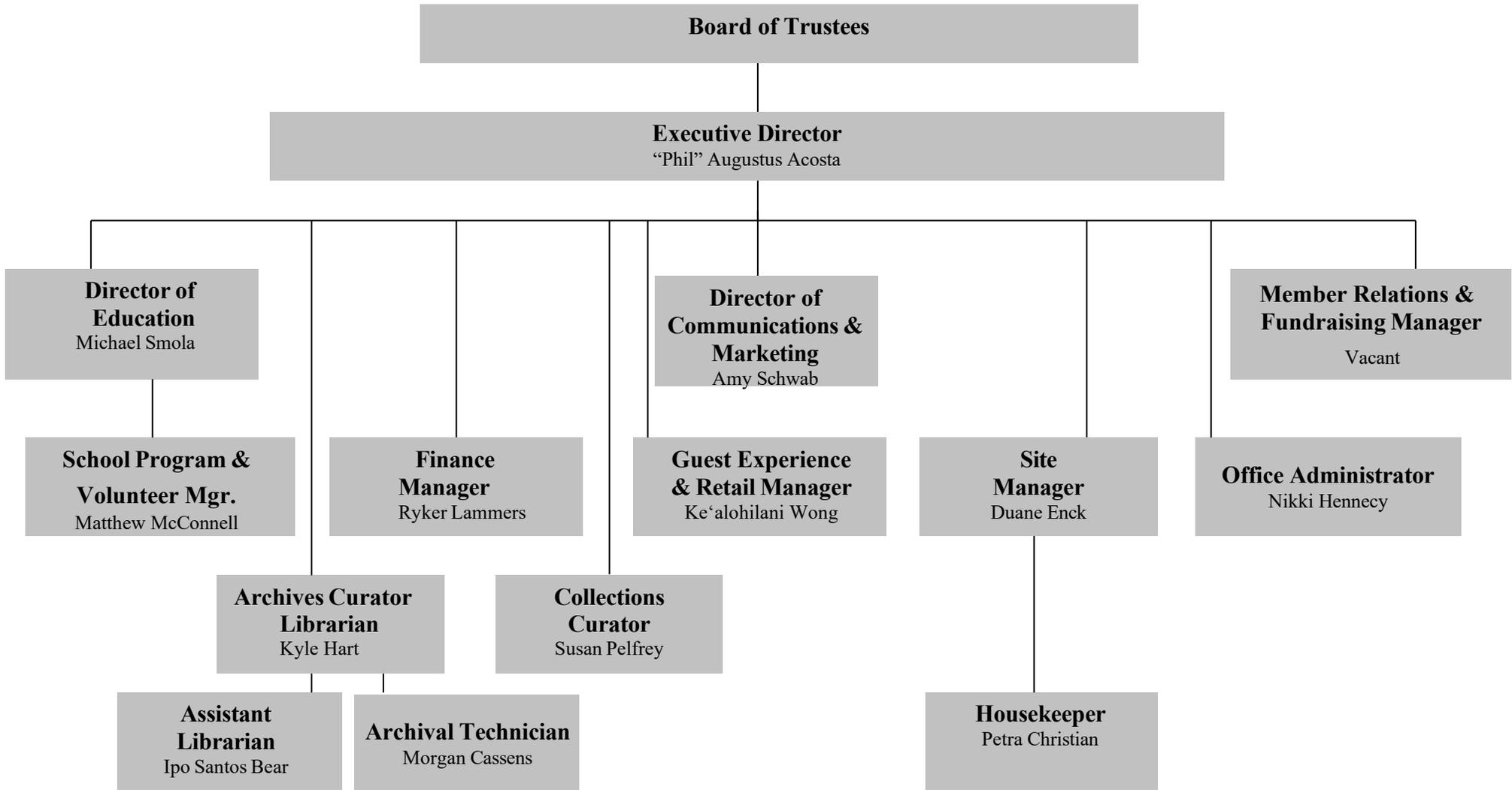
EDUCATION

- J.D. | University of South Dakota 1993
- B.A. | University of South Dakota 1990

OTHER

- Volunteer work with the Honolulu Opera Theater – small events and in the finance department

**Hawaiian Mission Houses Historic Site and Archives
Organization Chart – 2026**



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. HMH has no pending litigation and no outstanding judgments.

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.

The Hawaiian Mission Houses Historic Site and Archives is designated as a National Historic Landmark by the National Park Service, U.S. Department of the Interior (listed in 1965). This designation recognizes the site's exceptional value in illustrating and interpreting the heritage of the United States. HMH maintains this designation through adherence to Secretary of the Interior's Standards for the Treatment of Historic Properties. HMH is also accredited by the American Alliance of Museums (reaccredited in 2024).

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. This grant will not be used to support or benefit any sectarian or non-sectarian private educational institution. The Hawaiian Mission Children's Society (dba Hawaiian Mission Houses Historic Site and Archives) operates a historic site and archives open to the general public for educational and cultural purposes.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 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 capital improvements funded by this grant are designed for long-term sustainability. Once completed, these improvements will reduce ongoing maintenance costs and extend the useful life of historic structures and systems. HMH's sustainability plan includes:

- *Operational budget allocation – annual operating budgets will include maintenance line items for all improved systems and structures.*
- *Preventive maintenance program – staff will implement regular inspection and maintenance schedules for restored areas, AC systems, landscaping, and security equipment.*
- *Reserve fund – HMH will continue to build its facilities reserve fund to address future capital needs.*
- *Diversified revenue – ongoing earned revenue from tours, field trips, ticketed programs, research fees, facility rentals, and memberships, combined with government and foundation grants, major gifts, corporate sponsorships, individual donations, and estate/planned giving will support ongoing operations.*
- *Partnerships – HMH will continue partnerships with preservation organizations, educational institutions, and community groups to leverage resources and expertise.*

These improvements represent one-time capital investments that will not require ongoing grant support. The sustainability plan ensures that the benefits of this grant will continue to serve the public well beyond fiscal year 2027.

Proposal for HAWAIIAN MISSION HOUSE

PREPARED BY

Antoinette Boilard

Phone: 808-864-6406
aboilard@alertalarmhawaii.com

PREPARED FOR

DUANE ENCK

Phone: (808) 447-3913
denck@missionhouses.org



Quote Number : Q-0000016045_2025-10-31

BILL OF MATERIAL

QTY	PRODUCT	NET PRICE	TOTAL PRICE
1.00	Avigilon HD Video Appliance Pro 24-port 24TB	\$11,126.21	\$11,126.21
2.00	Avigilon 6MP H6A Outdoor IR Dome Camera, 4.4-9.3mm	\$1,569.11	\$3,138.23
1.00	Altronix Camera Power supply 16CH 24/28VAC fused	\$133.97	\$133.97
5.00	Louroe TLO-A 2-way speakr hi volume weather resist	\$745.03	\$3,725.14
1.00	Connect existing (13) cameras	\$0.00	\$0.00

Total Parts	\$18,123.56
Total Labor Hours	33.00
Total Labor Price	\$4,125.00

Other Items

The following other items will be applied to your order:

DESCRIPTION	PRICE
ACC7 Enterprise Edition Camera License	\$4,629.00

Total Surcharges	\$4,629.00
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RECURRING SERVICES

QTY	DESCRIPTION	MONTHLY AMOUNT
1.00	Video Service & Maintenance	\$489.70

PRICING

Payment Terms	30 Days
Deposit	\$13,438.78

Total Purchase Price	\$26,877.56
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Total Monthly Charge	\$489.70
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*Plus sales tax**All prices are exclusive of VAT*



DATE: 09/19/25
BID DUE DATE: Frame House - Interior Repaint

GENTLEMEN:
Phil Acosta

Hawaiian Mission Houses

TO:
COMPANY:
PROJECT
LOCATION:

I RESPECTFULLY SUBMIT OUR QUOTATION FOR THE FOLLOWING SCOPE(S) OF WORK:

BASE PAINTING:

Provide labor and materials to repaint the complete interior of the Frame House, excluding the basement and kitchen areas.

INCLUDES:

Scrape visable peeling paint on ceilings and walls
Clean and prepare all surfaces to be painted
Patch peeling areas as needed
Caulk all cracks and joints

FINISH:

Ceilings 1 coat primer / 2 coats acrylic flat
Broom finished walls 1 coat primer / 2 coats acrylic flat
Wood walls 1 coat primer / 2 coats acrylic flat
Doors and windows 1 coat primer / 2 coats semi gloss
Wood trims 1 coat primer / 2 coats semi gloss

EXCLUDES:

Kitchen and basement
Extensive ceiling patching
Natural wood floors, railings and wood work

ALTERNATIVES

Budget for additional scraping of ceilings
Budget for additional patching of ceilings

ADD:
ADD:
\$5,000.00
\$8,500.00

NOTES / OTHER:

BASE BID: \$47,700.00

RESPECTFULLY SUBMITTED,

ACCEPTED BY: _____
NAME:
TITLE:
DATE: _____

LANCE HIGA, PRESIDEN  _____



G2 Electric

553 S King St
Honolulu, HI 96813

(808) 209-3320
denck@missionhouses.org

ESTIMATE	#1029
SERVICE DATE	Jan 13, 2026
EXPIRATION DATE	Jan 26, 2026
TOTAL	\$20,000.0
0	

CONTACT US

421 Iliwahi Loop
Kailua, HI 96734

(808) 343-4323
g2electricrhawaii@gmail.com

ESTIMATE

Services	qty	unit price	amount
Troubleshoot Breaker tripping	1.0	\$320.00	\$320.00
Outlets Replace two outlets and covers	1.0	\$420.00	\$420.00
Inspection Inspect existing electrical infrastructure and makes notes	1.0	\$1,260.00	\$1,260.00
Estimated scope of work Repair or replace breaker panel, conduit, wiring, etc. for upgrading lighting and outlets and camera system locations or throughout the park area	1.0	\$18,000.00	\$18,000.00
Services subtotal:			\$20,000.00

Subtotal **\$20,000.00**

Total **\$20,000.00**

Mahalo for choosing G2 Electric. Your reviews and feed back help us so much. Please go to yelp or google and let us know what you think Mahalo.

Proposed Tree Care Services

Tree Quantity: 2

Proposal Value: \$6,991.41

January 12, 2026

Proposal #: 1212480



Tree Care Service Address/Location

Hawaiian Mission Houses
 530 Kawaiahao St
 Honolulu, 96813
 Duane M. Enck
 denck@missionhouses.org
 tel:(808) 364-1958

Tree Care Service Billing Address

Hawaiian Mission Houses
 553 S. King St.
 Honolulu, Hawaii 96813
 Phil Acosta
 execdirector@missionhouses.org
 tel:(808) 447-3910

High Regard, LLC

P.O. Box 971739
 Waipahu, Hawaii 96797
 Robert Skivington
 rob@callhighregard.com
 tel:8086735979

	Species	Qty	Height	DBH	Service	Price
	Tamarind	1	46'-60'	31"-36"	Crown Clean / Crown Raise	\$4,680
	Monkeypod	1	31'-45'	37"-42"	Crown Clean / Crown Raise / Deadwood Removal	\$1,560
					Fuel Surcharge	\$124.80
					Waste Disposal	\$312.00
					Sub-Total	\$6,677
					Sales Tax (4.712%)	\$314.61
					Total	\$6,991.41



General Tree Care Objective Definitions

Crown Clean

Cleaning shall consist of selective pruning to remove one or more of the following parts: dead, diseased, and/or broken branches.

Crown Raise

Raising shall consist of selective pruning to provide vertical clearance.

Deadwood Removal

The removal of dead branches typically 2-inches in diameter and greater unless otherwise specified.

Hawaiian Mission Houses



Legend (2)

Tamarind (1)

Monkeypod (1)

Hawaiian Mission Houses

Proposal #1212480 01-12-2026



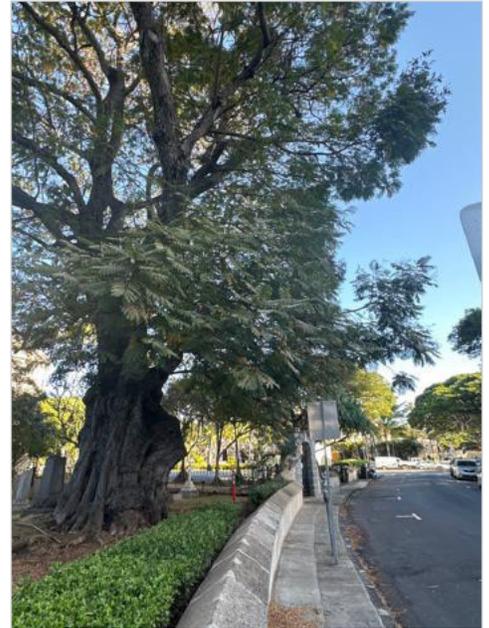
September 26, 2022

Tamarindus indica ID# 32
 Tamarind
 Height: 46'-60' DBH: 31"..."
 Health: 80% - Good



December 16, 2024

Tamarindus indica ID# 32
 Tamarind
 Height: 46'-60' DBH: 31"..."
 Health: 80% - Good



December 16, 2024

Tamarindus indica ID# 32
 Tamarind
 Height: 46'-60' DBH: 31"..."
 Health: 80% - Good



Cemetery
 Crown Clean / Crown Raise
 Requires climbing



Cemetery
 Crown Clean / Crown Raise
 Requires climbing



Cemetery
 Crown Clean / Crown Raise
 Requires climbing



Hawaiian Mission Houses

Proposal #1212480 01-12-2026



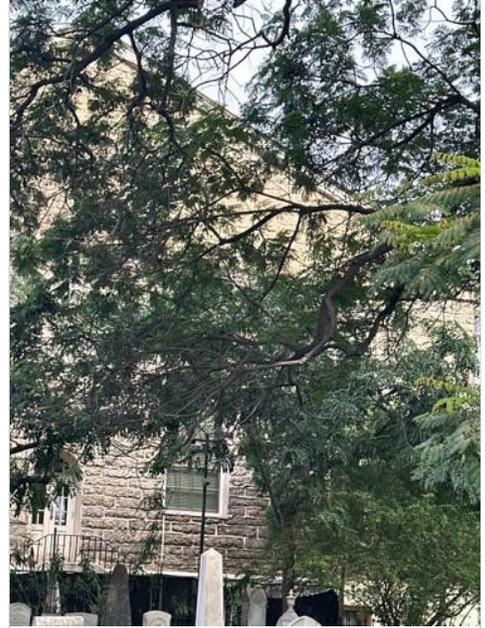
January 12, 2026

Tamarindus indica ID# 32
Tamarind
Height: 46'-60' DBH: 31" ...
Health: 80% - Good



January 12, 2026

Tamarindus indica ID# 32
Tamarind
Height: 46'-60' DBH: 31" ...
Health: 80% - Good



January 12, 2026

Tamarindus indica ID# 32
Tamarind
Height: 46'-60' DBH: 31" ...
Health: 80% - Good



Cemetery
Crown Clean / Crown Raise
Requires climbing



Cemetery
Crown Clean / Crown Raise
Requires climbing



Cemetery
Crown Clean / Crown Raise
Requires climbing



Hello

Customer

High Regard, LLC

Robert Skivington

Signature

Title

Signature

Robert Skivington

January 12, 2026

Printed Name

Date

Printed Name

Date



Greenspace Hawai'i Inc.

3028 Manoa Road | Honolulu, Hawaii 96822
 808-744-0019 | greenspacehawaii@gmail.com | www.greenspacehawaii.com

RECIPIENT:

Hawaiian Mission Houses

533 S King St.
 Honolulu, HI 96813

SERVICE ADDRESS:

533 S King St.
 Honolulu, HI 96813

Estimate #1110	
Sent on	Jul 28, 2025
Total	\$22,329.83

Product/Service	Description	Qty.	Unit Price	Total
Installation Service	INSTALLATION PROJECT	1	\$15,325.00	\$15,325.00
	<p>SCOPE: Plant St. Augustine grass (or similar ground cover in the Mission Cemetery)</p> <p>Irrigation Materials \$1280</p> <p>Irrigation Labor \$1360</p> <p>Plant Material \$9840</p> <p>Plant Installation Labor = \$2845</p>			
Irrigation	<p>IRRIGATION SERVICE Labor and Materials budget Make all repairs to irrigation system on Main campus and cemetery side. Includes replacing timer on cemetery side with a DC Timer, replacing broken pop ups and heads. Installing new irrigation heads to existing zones to accommodate new hedges.</p>	1	\$3,500.00	\$3,500.00
Irrigation	Contingency labor and materials budget in case mainlines need to be rerouted to accommodate new hedge.	1	\$2,500.00	\$2,500.00

A deposit of \$11,164.92 will be required to begin.



Greenspace Hawai'i Inc.

3028 Manoa Road | Honolulu, Hawaii 96822
808-744-0019 | greenspacehawaii@gmail.com | www.greenspacehawaii.com

Subtotal	\$21,325.00
Hawaii, Honolulu County (0.546%)	\$116.43
Hawaii State (4.166%)	\$888.40
Total	\$22,329.83

This quote is valid for the next 30 days, after which values may be subject to change.

SAMPLE

Signature: _____ Date: _____

Feral Chicken Inspection report-

Findings: 2 Roosters, 20+ hens, & more than a dozen chicks throughout both properties. The average healthy hen is able to produce over 200 eggs per year and a healthy rooster is able to mate almost 30 times per day.

Immediate goal: Provide traps to both properties to begin to lower the population growth in the area. Traps are fully maintained and monitored by Sandwich Isle Pest Solutions.

Full service Treatment options:

Itemized:

Exclusion Hourly	\$150.00
Full Service/trap	\$475.00
Damaged/Lost Trap	\$300.00
Small Bird Disposal	\$15.00
Chicken Disposal	\$35.00
Feed, per bag	\$5.00
Relocation	\$15.00

WEEKLY: 2x Chicken traps*: 1 trap per property. Includes daily inspection, feed-bait, water and removal. Traps will be moved around the property on a weekly basis to ensure chickens do not become too familiar with the trapping area and begin to avoid capture. \$25/chicken removal fee. Plus \$300/trap for lost/damaged trap(s). Total cost: \$750/week

WEEKLY 5x Chicken traps: 3 traps placed around the main property and 2 around the cemetery. Includes daily inspection, feed-bait, water and removal. Traps will be moved around the property on a weekly basis to ensure chickens do not become too familiar with the trapping area and begin to avoid capture. \$25/chicken removal fee. Plus \$300/trap for lost/damaged trap(s). Total cost: \$1500/week

MONTHLY 5x Chicken traps: 5 traps placed around the main property and 2 around the cemetery. Includes daily inspection and removal. Traps will be moved around the property on a weekly basis to ensure chickens do not become too familiar with the trapping area and begin to avoid capture. \$25/chicken removal fee is **waived**. Plus \$300/trap for lost/damaged trap(s). Total cost: \$4900/month plus tax (3 months recommended)

*All traps will be placed in areas that avoid human foot traffic and will be placed in areas where traps can be safely secured.



201 Kapaa Quarry Place | #3310 | Kailua, Hawaii 96734
 808.302.0644 | www.standardairhawaii.com

RECIPIENT:

Hawaiian Mission Houses

553 South King Street
 Honolulu, Hawaii 96813
 Phone: 808.209.3320

SERVICE ADDRESS:

553 South King Street
 Honolulu, Hawaii 96813

Quote #2878	
Sent on	Sep 01, 2023
Total	\$39,280.55

Product/Service	Description	Qty.	Unit Price	Total
10 TON CARRIER	38AUZM12A0A5-0A0A1 Nom. 10 ton Condensing Unit 208/3/60 <ul style="list-style-type: none"> • single circuit • Round Tube Plate Fin condenser coil • 2-stage 40RFAA12A2A5-UA1A0 Nom. 10 ton packaged air handler 208-230-460/3/60 <ul style="list-style-type: none"> • Painted cabinet • R-410A Dx Coil • std mtr, med static dr • Eco-Blue drive with 2-Speed ECM Motor Factory Installed TXV	1	\$25,537.50	\$25,537.50
Electrical	Replacement of 3 phase 208/230 AC Disconnect and condition to 10 TON CCU	1	\$750.00	\$750.00
Material/Labor	Materials/Labor for installation= <ul style="list-style-type: none"> -Ductwork connecting to new Airhandler -New insulation for refrigerant piping on rooftop -UV coating on insulation -Filter dryer & extra piping for connection Labor includes demolition of old unit, pumping down and cutting vault refrigerant piping to move out old airhandler and installing new airhandler	1	\$9,660.00	\$9,660.00
Crane, Unit Disposal/Haul Away	Lift off old condenser unit and take up new condenser unit. Unit Disposal & Refrigerant Recycling	1	\$2,000.00	\$2,000.00

A deposit of \$19,640.28 will be required to begin.



201 Kapaa Quarry Place | #3310 | Kailua, Hawaii 96734
808.302.0644 | www.standardairhawaii.com

Subtotal	\$37,947.50
Discount	- \$434.74
GET(4.7125%) (4.7125%)	\$1,767.79
Total	\$39,280.55

One year workmanship warranty.

Warranty Coverage:

We guarantee the proper installation and functioning of the new HVAC system provided by Standard Air for a period of 1 YEAR from the completion date. This warranty covers all parts and labor necessary to rectify any defects arising from faulty installation or manufacturing.

Installation Quality:

Our team of certified technicians will install the new HVAC system according to industry standards and manufacturer specifications. The installation will adhere to all local building codes and regulations.

Defect Rectification:

In the event of any malfunction, defects, or performance issues that arise due to installation or manufacturing, Standard Air will promptly repair or replace the affected components up to 1 year from install date at no additional cost to the client.

Regular Maintenance Requirement:

To maintain the warranty's validity, the client agrees to schedule and undergo annual HVAC system maintenance performed by Standard Air technicians. This will help prevent issues caused by neglect, ensure optimal performance, and extend the system's lifespan.

Warranty Exclusions:

This warranty does not cover damages or malfunctions caused by misuse, neglect, accidents, modifications, unauthorized repairs, or acts of God. Additionally, the warranty will be void if the client fails to adhere to the scheduled maintenance requirements.

Manufacturer's Warranty:

All equipment and parts provided by Standard Air are covered by the manufacturer's warranty. Any claims under this warranty will be handled directly with the respective manufacturer.

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ **Date:** _____