



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: JAPANESE CULTURAL CENTER OF HAWAII

DBA/Trade Name: JAPANESE CULTURAL CENTER OF HAWAII

Issue Date: 01/07/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX3379
DCCA FILE#: 67621

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**

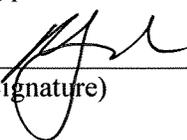
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Japanese Cultural Center of Hawai'i
(Typed Name of Individual or Organization)


(Signature)

1/22/26
(Date)

Nathan Gyotoku
(Typed Name)

President & Executive Director
(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)
If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

Certificate of Vendor Compliance attached.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with **Section 42F-103, Hawaii Revised Statutes.**

Declaration Statement attached.

3. Public Purpose

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

The Japanese Cultural Center of Hawai'i confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

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

1. A brief description of the applicant's background;

MISSION AND VISION

The mission of the Japanese Cultural Center of Hawai'i (JCCH) is *"to be a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i."*

The vision of the Center is *"to co-create a society where a deeper knowledge of one's heritage and a profound understanding of oneself will enable enlightened connections among all people."*

We strive to provide educational resources and programming about the Japanese American experience in Hawai'i not only to perpetuate Japanese American traditions and values but also to promote awareness and respect for history, values, and cultural heritage among all people as a foundation for a healthy, thriving community.

HISTORY

In 1985, the powerful emotions inspired by the celebration of Kanyaku Imin (125 Years of Japanese in Hawai'i) prompted Japanese community leaders to envision the creation of a cultural center to help preserve the heritage and values of Japanese Americans in Hawai'i. The Japanese Cultural Center of Hawai'i was conceived as a unifying institution that would bring related organizations together in a shared effort to preserve the legacy and history of the Issei pioneers who came to Hawai'i from Japan. Their sacrifices and contributions made it possible for successive generations to become integral members of American society. In 1987, the Japanese Cultural Center of Hawai'i was incorporated as a nonprofit organization.

BRIDGING THE FUTURE

Today, JCCH continues to serve the people of Hawai'i as an educational and cultural resource through a wide range of programs and experiences that promote cultural awareness and appreciation. The Center is supported by eight full-time staff, two part-time staff, a Board of Governors, a Board of Directors, and approximately 200 dedicated volunteers.

Each year, approximately 44,000 Hawai'i residents and visitors engage with the Center. JCCH also plays an important role in fostering and strengthening relationships between Japan, Hawai'i, and the United States as a trusted community partner.

2. The goals and objectives related to the request;

PROGRAM GOALS

- The Koseki Translation Service program at the JCCH supports individuals and families seeking to reconnect with their Japanese ancestry through genealogical research. The program assists participants in locating, requesting, and understanding their family's *koseki tohon*, the official Japanese family registry document that records and certifies births, deaths, marriages, and family relationships under Japanese family law.

Once a *koseki tohon* is obtained, most individuals require assistance interpreting its contents. These documents are difficult to read even for native Japanese speakers, as many are handwritten and contain historical kanji characters for surnames and given names that have evolved over time. Accurate interpretation therefore requires specialized linguistic and genealogical knowledge.

- Through this grant, JCCH seeks to strengthen and expand the Koseki Translation Service by hiring one part-time Program Coordinator to support the Archive Manager. This position will focus on:

- 1) Recruiting, training, and coordinating volunteers; and
- 2) Implementing a digitized tracking system to improve transparency, record-keeping, and data management.

Although the Koseki program has assisted families for nearly three decades, it has operated without a centralized or systematic organizational structure. Grant support will allow JCCH to establish a comprehensive digital workflow that enhances efficiency, accountability, and reporting capacity. With dedicated staffing, expanded volunteer support, and a modernized tracking system in place, JCCH will gradually increase productivity to 10 completed records per month—more than tripling current output within the grant period.

Once staffing and an efficient system are in place, JCCH will start promoting the Koseki Service through its newsletter (7,000+ subscribers) and social media (over 16,500 followers). We will also build partnerships with other genealogy research clubs and cultural organizations.

OBJECTIVES FOR PARTICIPANTS

- Through translation assistance, historical context, and individualized guidance, JCCH's Koseki program helps participants not only access these vital records but also build the skills and confidence needed to understand and further research their family trees and personal histories. This process deepens participants' connections to their heritage, to earlier generations, and often to family members living in Japan.
- As participants gain insight into their Japanese ancestry, many expand their curiosity beyond Japan to explore family histories in Hawai'i and other places where their ancestors lived. Program success is reflected in increased understanding, sustained engagement with heritage, and the program's long-term viability through income generated by case-based services—ensuring continued access and lasting community impact.

3. The public purpose and need to be served;

ACCESS TO ANCESTRY INFORMATION

Between 2021 and 2022, the Japanese Cultural Center of Hawai'i (JCCH) received over 100 requests for translation assistance, primarily for Japanese family registry (*koseki tohon*) documents. These records are essential for individuals and families seeking to uncover their ancestry, family structure, and cultural heritage—particularly those facing language barriers, geographic separation, or the loss of family connections across generations.

One constituent shared how JCCH's koseki translation services profoundly shaped her personal journey:

"The translation of my paternal great grandfather's koseki tohon by a volunteer at JCCH's Tokioka Heritage Resource Center in 2016 sparked my deep interest in tracing my Japanese roots. Since then, I have sought assistance to acquire and translate my maternal great grandfather's koseki tohon, leading to meaningful visits with relatives in Fukuoka, Japan, and ongoing connections between Japan and Hawai'i. This work has also inspired other third-generation Japanese American cousins to join in researching our shared family history."

— Jean Noriko Kumamoto, January 9, 2026

ADDRESSING UNMET DEMAND

In 2025 alone, JCCH received over 50 additional genealogy inquiries that it was unable to fully support due to limited staff capacity and the specialized expertise required to interpret *koseki* documents. This growing backlog underscores strong community demand for accessible genealogy services and highlights persistent barriers related to language, document complexity, and limited access to knowledgeable assistance.

These ongoing requests demonstrate the critical need to establish a dedicated Koseki Translation Service program. Such a program would expand access to genealogical research, reduce educational and language barriers, and enable meaningful reconnection with cultural heritage, identity, and intergenerational family history. To effectively meet this demand, JCCH requires a dedicated staff member to lead and manage this program.

CULTURAL PRESERVATION AND COMMUNITY IMPACT

Beyond individual genealogical research, the Koseki Translation Service plays a vital role in preserving Japanese American cultural heritage in Hawai'i. By helping individuals reconnect with their ancestral roots, the program fosters a deeper sense of identity, community belonging, and intergenerational knowledge transfer.

The service also acts as an important educational resource for students, educators, researchers, and community members interested in Japanese American history. By making complex genealogical records accessible and comprehensible, the program promotes multicultural awareness and appreciation within Hawai'i's diverse society.

SUPPORTING ELDERS AND PROMOTING SOCIAL COHESION

Many kūpuna (elders) benefit from this program by preserving and passing family stories and histories, ensuring their personal legacies endure. Tracing family history through *koseki* documents can also provide emotional healing and closure, particularly for individuals affected by family separation or cultural disconnection--contributing to overall emotional and social well-being.

By facilitating reconnections among dispersed family members, the service strengthens social ties and reinforces cohesion within the Japanese American community in Hawai'i.

STRENGTHENS HAWAII'S TIES WITH JAPAN

By helping Hawai'i residents reconnect with relatives in Japan, JCCH's Koseki Program also reinforces Hawai'i's Sister State and Sister City relationships. These personal, family-based connections complement formal cultural and diplomatic partnerships, strengthening people-to-people ties between Hawai'i and Japan.

Through maintaining koseki translation as a dedicated and ongoing program, JCCH advances its mission "to educate present and future generations in the evolving Japanese American experience in Hawai'i," ensuring that cultural knowledge, historical understanding, and ancestral connections endure for generations to come.

4. Describe the target population to be served; and

The Japanese Cultural Center of Hawai'i serves as a gathering place in urban Honolulu, reaching more than 44,000 guests annually. On a typical day, JCCH's tenant organizations bring approximately 40–50 residents to the campus, while the Center's galleries host an average of 300–400 visitors daily. Annually, more than 6,000 people attend the on-site 'Ohana Festival, and over 37,000 guests participate in events and celebrations held in the Generations Ballroom. JCCH's primary constituents include more than 3,000 members ranging in age from keiki to kūpuna.

HAWAII RESIDENTS OF JAPANESE ANCESTRY

According to the 2020 U.S. Census, Hawai'i is home to approximately 167,362 residents identifying as Japanese race alone (11.5% of the state's population). When individuals identifying as Japanese alone or in combination with other races are included, that number increases to 312,668 people—representing 21.5% of Hawai'i's population and the state's largest ethnic group when counted in combination with other ancestries.

Consistent with JCCH's mission to strengthen Hawai'i's diverse community through education about the evolving Japanese American experience, this service supports cultural continuity and intergenerational learning statewide.

While the service is open to anyone interested in family history research, the primary beneficiaries are Hawai'i residents of Japanese ancestry, including multi-racial and multi-ethnic families. Many face persistent barriers such as language limitations, unfamiliarity with Japanese government systems, geographic distance, and the loss of family connections across generations. The size and diversity of Hawai'i's Japanese American population reflect a substantial and ongoing need for accessible koseki access and translation support.

The target population also includes:

- Sansei, Yonsei, and younger generations who are trying to preserve family knowledge and pass research skills forward (especially as elders age and

records become harder to interpret).

- Community members with active genealogy goals—evidenced by strong ongoing demand (over 100 documented requests in 2021–2022 and 50+ additional inquiries in 2025 that JCCH could not fully support due to limited capacity).
- Researchers, students, and cultural practitioners who use JCCH's heritage resources for historical context and identity-based learning connected to Hawai'i's Japanese American experience.

RESEARCH AND TRANSLATION

JCCH's Koseki Translation Service program, operated through the Tokioka Heritage Resource Center, serves individuals and families seeking to research, document, and reconnect with their Japanese ancestry by locating, requesting, and understanding koseki tohon (Japan's official family registry records), and by translating koseki and related Japanese-language documents.

5. Describe the geographic coverage.

The Japanese Cultural Center of Hawai'i sits in the heart of Mō'ili'ili, located at 2454 South Beretania Street. In the immediate neighborhood, the JCCH works in partnership with the Honolulu Japanese Chamber of Commerce, University of Hawai'i at Mānoa, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association.

The JCCH serves Hawai'i residents and people worldwide through in-person programs and online resources to fulfill its mission of preserving cultural heritage.

III. Service Summary and Outcomes

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

1. Describe the scope of work, tasks and responsibilities;

SCOPE OF WORK

- The Koseki Translation Service program begins with a free consultation to learn more about each family's background, research goals, and existing information. For many participants, this initial step marks their first opportunity to actively engage in family history research.
- JCCH staff will then assist with organizing required materials and guide participants in preparing family records and supporting documentation needed to request *koseki* from Japan. This support reduces barriers related to language, unfamiliar systems,

and limited prior knowledge, while encouraging participants to take an active role in their research. The fee for the service starts at \$25/half hour. On average the service fee is \$200-\$300 per family.

- Once families receive their *koseki tohon*, they may return to JCCH for translation and interpretive support. Translation services are provided by dedicated volunteers working under staff coordination. Staff also explain names, dates, relationships, and historical context, helping participants connect fragmented information into a clearer understanding of their ancestry.

Through this process, many participants expand their curiosity beyond Japan to explore family histories in Hawai'i and other places where their ancestors lived. Program success is reflected in participants' increased understanding and engagement with their heritage, as well as in the program's sustainability through income generated by case-based services, ensuring continued access and long-term community impact.

RESPONSIBILITIES

JCCH's Koseki Program is managed by Devynn Kochi, archives manager of the Tokioka Heritage Resource Center. She is the Resource Center's only dedicated staff member. In addition to the koseki and translation services, Devynn is responsible for managing JCCH's archive of historical documents and artifacts, cataloguing of materials and making them accessible for public use, overseeing JCCH's research and oral history programs, and responding to requests for information.

This grant request will allow the Center to bring on a part-time Program Coordinator to facilitate the program expansion. At present, three volunteers assist participants, one person/party at a time, offering guidance to start their research and obtain their *koseki tohon*. They further assist by translating documents. At present, the program assists 2-3 inquiries a month, or about 20-30 annually. This is much lower than an annual average of 50. Additional staffing and infrastructure are necessary to meet demand.

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

GENEALOGY RESEARCH PROGRAM TIMELINE (12-MONTH GRANT PERIOD)

Timeframe	Activities
Month 1 (Grant Award)	Begin hiring process for the part-time Koseki Program Coordinator. Finalize program systems and workflows, including intake forms, scheduling tools, document and client management systems, and volunteer coordination processes. Begin outreach to individuals with previously unmet inquiries.
Months 2-4	Onboard and train the Koseki Program Coordinator during an initial three-month training period. Training includes program procedures, documentation of workflows, correspondence, volunteer coordination, and use of program systems.

	Resume services on a limited basis with staff oversight to ensure quality and consistency.
End of Month 4	Conduct a formal performance evaluation of the Koseki Program Coordinator. Review workflow effectiveness, staff and volunteer feedback, and early participant experience. Make any needed adjustments to procedures or responsibilities.
Months 5–12	Operate the program at full capacity. The Coordinator oversees case intake, document organization, correspondence, and volunteer coordination. Collect client feedback through online surveys at case completion and review feedback monthly to inform ongoing program improvements. Complete cases consistently and generate income through case-based services to support program sustainability.

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

MEASURING SUCCESS

Success for the Koseki Program will be measured through a combination of participant experience, family-level impact, and program sustainability. Because the program centers on heritage, identity, and intergenerational connection, evaluation will emphasize qualitative outcomes alongside practical service indicators.

Participant experience will be assessed through testimonials and feedback collected via online surveys at case completion. These reflections will capture participants' increased understanding of their family histories, sense of connection to Japanese heritage, and confidence in engaging with genealogical research. Feedback will be reviewed monthly to identify patterns, address challenges, and inform ongoing improvements to program delivery.

The program will also measure impact at the individual family level. When a koseki record is successfully retrieved and translated for one family member, that record often serves siblings, children, and extended relatives living in Hawai'i and beyond. This shared access reduces the need for duplicate requests and allows multiple households to benefit from a single, completed case. Tracking family-level reach helps demonstrate how the program's impact extends beyond individual participants to strengthen intergenerational knowledge and connection.

Long-term success will also be measured by the program's ability to complete cases consistently and move toward financial sustainability through earned income. Restored operational capacity, steady case completion, and continued participant engagement will indicate progress toward a self-sustaining program model.

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.**

Evaluation Matrix: Measuring Success

Goal	Indicator	Measurement Method	Frequency
➤ Improve participant understanding of family history	Participant reports increased clarity about ancestry and family relationships	Client testimonials and post-case online surveys	Ongoing, reviewed monthly
➤ Strengthen connection to heritage and identity	Participants describe increased engagement with family history and cultural identity	Qualitative feedback and narrative responses	Ongoing, reviewed monthly
➤ Expand impact across families	Number of extended family members benefiting from a single koseki record	Case tracking notes and participant reports	Ongoing
➤ Reduce duplicate family requests	Decrease in repeated requests within the same family network	Internal case tracking	Ongoing
➤ Restore and maintain service capacity	Number of cases completed	Program records	Monthly
➤ Support long-term sustainability	Earned income generated through completed cases	Financial tracking	Quarterly

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**
 - b. **Personnel salaries and wages**
 - c. **Equipment and motor vehicles**
 - d. **Capital project details**
 - e. **Government contracts, grants, and grants in aid**

The total annual budget for the Koseki Translation Service Program in FY26/27 is \$43,000, of which we are requesting \$36,000 from the State of Hawai'i GIA.

Grant funds will support the first year of operations for the Koseki Program by funding a part-time staff position and essential program infrastructure. The part-time staff member will oversee administrative coordination of *koseki* cases, including client intake, document organization, correspondence, and coordination with volunteer translators to support timely and accurate translation work. Budgets attached.

- 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
\$9,000	\$9,000	\$9,000	\$9,000	\$36,000

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

Japanese Cultural Center of Hawai'i has a strong mix of funding sources to sustain the operations of the organization. The sources we are seeking for operational support in FY27 includes:

- Individual and Family Donations
- Corporate Support
- Foundation Support
- Government Grants
- Fundraising Event Income
- Rental Income
- Investment Income

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

None

- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.**

Government Contracts, Grants, and/or Grants In Aid attachment.

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

As of December 31, 2025, the Japanese Cultural Center of Hawai'i's unrestricted current assets are \$5,405,686.

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.

JCCH continues to serve the people of Hawai'i as an educational and cultural resource through a wide range of programs and experiences that promote cultural awareness and appreciation. Experience and capacity for program implementation are highlighted through these areas of expertise and leadership:

1) Archival Collections and Research Infrastructure

JCCH's Administrative Office building houses the Tokioka Heritage Resource Center, described as "a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i," providing a strong foundation for genealogy-related research support.

2) Skilled Archival Leadership and Document Organization Capacity

JCCH employs dedicated Archives leadership: the manager of the Tokioka Heritage Resource Center (Devynn Kochi), a seasoned archivist, is instrumental in helping identify artifacts, oral histories, and video recordings in the JCCH archives. Devynn is also highly regarded for her proven ability to manage and organize JCCH's archives under academic mentorship. Her skill sets directly aligns with genealogy services that require careful handling of records, organization of findings, and accurate interpretation of historical sources.

3) Proven Capability Managing Historical Records and Directories

JCCH operates the Honouliuli Education Center, a comprehensive source on the internment site that includes artifacts, oral histories, and a directory of Hawai'i internees—demonstrating experience maintaining structured historical information used for public learning and research.

4) Demonstrated Experience Delivering Education and Guided Visitor Learning

JCCH has a long record of delivering public education and guided interpretation through its galleries and programs, including hosting over 5,000 elementary school children and teachers yearly (pre-pandemic) on docent-led tours.

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.

CAMPUS FACILITIES

The Japanese Cultural Center of Hawai'i facilities were built in the early 1990s. Professionally designed to evoke the Japanese influence on modern Hawai'i, the JCCH serves as a gathering place, offering educational programs, services, and cultural events to the community-at-large. The facilities are privately owned by the JCCH.

The two-building complex, containing over 57,000 square feet, consists of a four-floor Administrative Office building (Phase I, completed in 1991), and a five-floor Community Services structure (Phase II, completed in 1994) that also includes a 270-stall parking garage. A landscaped, multi-purpose courtyard on the ground level and sky bridge on the fifth floor connect the two buildings.

- The Administrative Office building serves as home to organizations such as the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawai'i, KZOO radio, Nippon Golden Network, and two major tea schools utilize the Seikoan teahouse. In addition to the JCCH offices, the Administration building houses the Tokioka Heritage Resource Center, a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i.
- The Community Services building houses the dōjō where twelve different martial arts schools from around Honolulu teach traditional Japanese martial arts – including kendo, karate, judo, and aikido. The historical gallery Okage Sama De is also housed on the first floor of the Community Services building. Through private funding, JCCH has hosted over 5,000 elementary school children and teachers yearly (pre-pandemic) on docent-led tours of the historical galleries.
- The Community Services building is also home to the Honouliuli Education Center, the only comprehensive source of information about the internment site capturing its history and sharing internees' stories, personal artifacts, and a directory of Hawai'i internees.
- The Generations Ballroom, located on the 5th floor of the Community Services building, serves as the venue for JCCH festivals and is a popular venue for public and private gatherings. The Generations Ballroom is managed and operated by Bamboo Catering.

FACILITIES FOR GENEALOGY RESEARCH PROGRAM

The Administrative Office building houses the Tokioka Heritage Resource Center (THRC), a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i. This archive/research facility provides a strong base for document-based genealogy support, research guidance, and reference services.

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.

STAFFING

- Nate Gytoku, President and Executive Director. With over 18 years of management experience, including eleven years of nonprofit management and thirteen years of executive management experience, Nate has proven success at creating and sustaining growth for various private and nonprofit organizations through effective relationship building, value creation, and team building.
- Devynn Kochi, Archivist and Manager of the Tokioka Heritage Resource Center, will assist with the exhibition development by identifying the artifacts, oral histories, and video recordings in our archives that share the personal stories of the internees. Under the tutelage of Violet Harada, Professor Emeritus, Library and Information Science Program at the University of Hawai'i at Manoa, Ms. Kochi has proven her ability to manage and organize our archives.
- Volunteers (Genealogy + Translation): JCCH deploys volunteers to support the public with translation and genealogy research; the program will provide added training, supervision, and standard tools to ensure consistency and quality.

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.

Organization Chart attached.

3. Compensation

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

- President & Executive Director \$120,000 to \$130,000
- VP Finance & Administration \$100,000 to \$110,000
- VP Development & Marketing \$95,000 to \$105,000

VII. Other

1. Litigation

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

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

FUTURE SUSTAINABILITY

The Japanese Cultural Center of Hawai'i has recently engaged in a strategic planning process to better access community funding for the future, with a strong earned-income model for sustainability. The three areas of funding sustainability currently being implemented by the staff and board of the JCCH:

- 1) Rental Income: JCCH has conducted a comparison analysis of the rent value for each of its buildings. Using this data, the JCCH moved its administrative offices to the 2nd floor, and began leasing the ground floor unit resulting in higher rental income.
- 2) Fundraising Income: This includes a formalized plan led by JCCH's development director for grant funding, donor stewardship, and a capital campaign to secure monetary contributions from individuals and corporations with the support of JCCH's Board of Directors and Board of Governors.

- 3) Fee-For-Service Income: The JCCH has the potential to develop additional fee-for-service programs such as research, archive access, training, gallery tours, and mission-related merchandise.

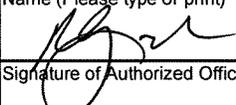
RAMP UP FOR KOSEKI TRANSLATION PROGRAM

State GIA grant funding will allow the Koseki Translation Service Program to ramp up the program's earned-income potential through initial funding for the first year of the program. As we operationalize the program and facilitate a larger internal capacity for research through dedicated staffing, the program will be designed to sustain itself through earned revenue moving forward. This will allow JCCH to reduce our reliance on grant funding for this program in future years -- while continuing to expand access for individuals and families seeking to reconnect with their Japanese heritage.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Japanese Cultural Center of Hawai'i

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	31,400	0	0	0
2. Payroll Taxes & Assessments	0	0	0	1,570
3. Fringe Benefits	0	0	0	4,080
TOTAL PERSONNEL COST	31,400	0	0	5,650
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Program Supplies	100	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Computer / Software	1,200	0	0	700
10. Marketing	0	0	0	50
11. Administration	3,300	0	0	600
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	4,600	0	0	1,350
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	36,000	0	0	7,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	36,000	Beth Iwata	808-945-7633	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			1/22/2026
(d) Total Private/Other Funds Requested	7,000			Signature of Authorized Official
TOTAL BUDGET	43,000	Nathan Gyotoku, President & Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Japanese Cultural Center of Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Archives Manager	1.0	\$58,000.00	13.00%	\$ 7,400.00
Archives Coordinator	0.4	\$24,000.00	100.00%	\$ 24,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				31,400.00
JUSTIFICATION/COMMENTS:				
The Archives Manager and the Archives Coordinator will be the direct staff implementing this Koseki Translation Service program.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Japanese Cultural Center of Hawai'i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
(none)			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: <p style="text-align: center;">Not applicable.</p>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
(none)			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS: <p style="text-align: center;">Not applicable.</p>				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Japanese Cultural Center of Hawai'i

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						
TOTAL:				0		
JUSTIFICATION/COMMENTS: <p style="text-align: center;">Not applicable.</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Japanese Cultural Center of Hawai'i

Contracts Total: 1,055,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Operating - Ho'ohana Program	7/1/2023 - 12/30/2024	Department of Business, Economic Development & Tourism	State of Hawaii	40,000
2	Capital - Replacement of the JCCH Administrative Office elevator in the Phase I building	4/1/2023 - 3/31/2025	Department of Labor and Industrial Relations - Office of Community Service	State of Hawaii	350,000
3	Operating - 2023-24 Biennium - New Year's Ohana Festival - Cultural programming support	1/1/2024	Hawaii State Foundation on Culture and the Arts	State of Hawaii	15,000
4	Capital - Replacement of the JCCH Ballroom and Parking Facilities elevator in the Phase II building	7/1/2024	Department of Labor and Industrial Relations - Office of Community Service	State of Hawaii	350,000
5	Capital - Construction for Renovation of Historical Heritage Exhibit on Oahu	7/1/2025	Department of Labor and Industrial Relations - Office of Community Service	State of Hawaii	300,000
6					
7					
8					
9					



JCCH Organization Chart

Nate Gytoku
President & Executive
Director

Administration

Jamie Lee
VP Finance & Administration

Ethel Nave
Admin Coordinator (PT)

Development

Beth Iwata
VP of Development & Marketing

Lisa Furukawa
Sr. Development &
Marketing Coordinator

Programs

Scott Kitano
Education Program Manager

Alina Katase
Outreach Program Manager

Products

Allison Kuranishi
Gift Shop Manager

Archives

Devynn Kochi
Archives Manager

Board of Directors

Governance

Fundraising &
Membership

Budget & Finance

Facilities & Operations

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Nate Gytoku, Executive Director

PRINT NAME AND TITLE

1/22/25
DATE