



JAPANESE CULTURAL CENTER OF HAWAI'I

January 30, 2013

**2012-2013
BOARD OF DIRECTORS**

CHAIRMAN OF THE BOARD
TYLER TOKIOKA

VICE CHAIR
BRENNON MORIOKA

VICE CHAIR
EUGENE NISHIMURA
HAWAI'I REPRESENTATIVE

VICE CHAIR
GORDON KAGAWA

SECRETARY/ VICE CHAIR
HOWARD HANADA

TREASURER/VICE CHAIR
DIANE MURAKAMI

AT-LARGE DIRECTORS
DAWN MATSUYAMA DUNBAR
DAVID ERDMAN
DENNIS ESAKI
KALIA'I REPRESENTATIVE
GLENN INOUE
KYOKO KIMURA
MAUI REPRESENTATIVE
MICHELE SUNAHARA
LOUDERMILK
LEIGH-ANN MIYASATO
LANCE MIZUMOTO
KEN NIIMURA
SHANNON OKINAKA
LYNNE HANZAWA O'NEILL
CURT OTAGURO
CHRISTINE YANO

**PRESIDENT/
EXECUTIVE DIRECTOR**
CAROLE HAYASHINO

Senator David Ige, Chair
Senator Michelle N. Kidani, Vice Chair
Senate Committee on Ways and Means
Hawaii State Capitol, Room 215
Honolulu, HI 96813

Attention: Roderick Becker

Dear Senators Ige and Kidani:

The Japanese Cultural Center of Hawai'i (JCCH) is submitting a GIA request for capital support in the amount of \$553,000 to create a safer and more energy efficient home for Hawai'i's Japanese Cultural Center. Please find enclosed one copy of our GIA application for your review and consideration.

The Japanese Cultural Center of Hawai'i was established over 25 years ago to preserve the history and legacies of Japanese in Hawai'i and to promote the arts, language and cultural traditions of Japan, with the ultimate purpose of promoting better understanding and relations among the people of Hawai'i, U.S. and Japan.

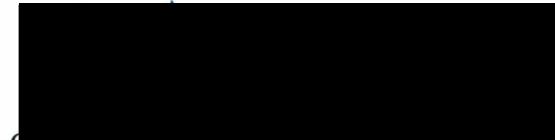
Today, we are proud to own 1.3 acres of land in the heart of Mō'ili'ili with over 47,500 s/f facility that houses Japanese non-profit organizations, resource and archival center, Japanese tea house, a rooftop Japanese tea garden, the historical permanent exhibition, "Okage Sama De, I Am What I Am, Because of You," the Kenshikan martial arts dōjō, 600-seat banquet hall and over 250 parking stalls.

Through our programs, partnerships and educational outreach, the Japanese Cultural Center of Hawai'i is a living resource whereby future generations can discover the unique history of the Japanese in Hawai'i, celebrate the evolution and diversity of the Japanese community and become engaged as a contributor in the Hawai'i community and Pacific Rim.

Support from the State of Hawai'i will help JCCH meet its mission to "honor its heritage, embrace our diversity, and share our future." If you have any questions or need additional information, please feel free to contact me at (808) 218-6723 or via email at Hayashino@jcch.com.

Thank you for your consideration.

Sincerely yours,



Carole Hayashino
President and Executive Director
Japanese Cultural Center of Hawai'i

Encl: Grant in Aid application

House District 23

Senate District 11

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Japanese Cultural Center of Hawai'i
Dba: _____

Street Address:
2454 South Beretania Street, Honolulu, HI 96826
Mailing Address:
2454 South Beretania Street, Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Carole Hayashino
Title President and Executive Director
Phone # (808) 945-7633, ext. 23
Fax # (808) 944-1123
e-mail hayashino@jcch.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**Creating a Safer, Energy Efficient Home for
Hawaii's Japanese Cultural Center**

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 553,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 553,000.00
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

Carole Hayashino, President and Executive Director
NAME & TITLE

1/30/13
DATE SIGNED

CREATING A SAFE, ENERGY EFFICIENT HOME FOR HAWAII'S JAPANESE CULTURAL CENTER

I. Background and Summary

1. Brief description of the applicant's background:

The Japanese Cultural Center of Hawai'i (JCCH) was incorporated in 1987 as a 501(c)(3) non-profit corporation with a goal to purchase land to develop, own, and operate a Japanese cultural center in Hawai'i. As an organization with its own "home," the vision was to have the Japanese Cultural Center play a leading role in perpetuating the cultural heritage inherited from the Issei pioneers and serve as a resource by preserving history, promoting Japanese culture, educating present and future generations on the evolving Japanese American experience in Hawai'i and to foster understanding among Japanese Americans in Hawai'i, U.S. and Japan.

In 1988, one year after its incorporation, the Honolulu Japanese Chamber of Commerce transferred its leasehold interest of nearly 57,000 square feet of land in the heart of Mō'ili'ili to the Japanese Cultural Center of Hawai'i. The transfer of the leasehold rights of the property along with the option to purchase the fee title demonstrated the Chamber's commitment to the Japanese Cultural Center. In 1989, JCCH signed an agreement with Bishop Estate to purchase the fee interest and launched the planning for the first phase of construction.

Phase I was designed primarily as an office building to support the headquarters of Japanese and other non-profit organizations. This central gathering place for administrative offices was to create synergy among existing community organizations that shared a common goal of supporting, preserving and perpetuating Japanese and Japanese American history and culture. The four-story office complex was completed in 1991 at a cost of \$3.5 million to accommodate the administrative offices of the JCCH, its Resource Center and Archives, organizational offices and the Seikōan Teahouse where *chadō* (way of tea) classes are held.

Phase II was designed to serve as the public gathering place and was completed in 1994 at a cost of \$10.8 million. The JCCH Phase II facility includes the historical exhibit of artifacts and photos that traces the development of the Japanese community in Hawai'i, a martial arts dōjō, gift shop, meeting rooms, and a 600-seating capacity banquet hall with a 270-stall parking garage. A landscaped multi-purpose outdoor courtyard and sky bridge connect the two buildings.

"The Legacy: A Bridge to Unity," was the first fund raising campaign to support the construction of the JCCH. The "bridge" refers to that between the past and future, Japan and Hawai'i, and those cross-cultural, multi-ethnic ties of Hawai'i. "Unity" refers to the diversity of Hawai'i and bringing together Japanese organizations and the many other ethnic organizations of Hawai'i. The second aggressive fundraising campaign was launched in 2002 and raised \$10 million from 6,000 individual, foundation and corporate donors in Hawai'i and the continental U.S. to retire its debts and mortgage.

Today, the Japanese Cultural Center of Hawai'i strives to be a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i.

JCCH's historical gallery, *Okage Sama De, I Am What I Am, Because of You*, has become a hands-on classroom for 3,000 elementary and high school students who annually tour the exhibit led by JCCH volunteer interpretative guides. The Resource Center has taken a statewide role in researching and preserving Honouliuli and the 13 Japanese American confinement sites in Hawai'i. JCCH has produced several publications including, "Family Torn Apart: The Internment Story of the Otokichi Muin Ozaki Family," and a full-length feature documentary film, "The Untold Story: Internment of Japanese Americans in Hawai'i."

JCCH's partnership programs include the National Park Service, Valor in the Pacific, Honolulu Japanese American Citizens League, University of Hawai'i West O'ahu, University of Hawai'i Mānoa, Matsuri Kauai, Maui Matsuri, Hiroshima Kenjin Kai, Fukuoka Kenjin Kai, Fukushima Kenjin Kai, and the Toshiko Takaazu Artists of Hawaii Exhibitions.

In addition, JCCH sponsors annual festivals and special events such as the New Year's 'Ohana Festival, Kodomo no Hi, Shichi Go San and an annual gala recognizing outstanding achievements of Japanese Americans in Hawai'i. The JCCH continues to adapt existing programs and develop new initiatives that meet the changing needs and demographics of Hawai'i's Japanese community.

The JCCH is a thriving organization and Center that preserves Japanese American history, teaches Japanese cultural tradition, celebrates the diversity of the community by serving as a venue for family events, school reunions, special events, fundraisers, receptions, dinners for a wide variety of organizations in Hawai'i.

With a membership of over 5,000 individuals, led by a volunteer Board of Directors, supported by 12 professional staff and 500 actively engaged volunteers, we advance our mission through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values in our Japanese American traditions and the spirit of Aloha.

2. The goals and objectives related to the request:

The overall goal of this request is to create safer and more energy efficient facility for the community and public who visit the Japanese Cultural Center of Hawai'i. This request focuses upon the facilities most utilized by the public which are located in Phase II of the JCCH: *dōjō*, gallery, gift shop, meeting rooms and banquet hall.

To achieve this overall goal, our objectives are to:

1. Identify, evaluate and prioritize the public facilities requiring repair, replacement and upgrades.
2. Repair or replace JCCH facilities to meet safety and fire standards and to improve energy efficiencies.
3. Develop a system for ongoing monitoring, evaluation, repair or replacement of facilities to ensure building maintenance.

This request specifically addresses fire and safety issues of the Manoa Grand Ballroom by replacing the ceiling insulation, replacing the lighting fixtures with LED lighting and protecting the special collections and historical exhibit on the first floor by seal coating the parking garage 2nd floor.

3. The public purpose and need to be served:

Honoring our Heritage, Embracing our Diversity and Sharing our Future: JCCH strives to share the history, heritage and culture of the evolving Japanese American experience in Hawai'i. We do this through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture, and love of the land. To guide us in this work, we draw from the values found in our Japanese American traditions and the spirit of Aloha. Our hope is that all people in Hawai'i will come together to visit JCCH for the purpose of enjoying the programs and resources that the organization, membership and facilities provide to the State.

However, nearly 20 years of public usage has taken its toll on the JCCH public facility. While the JCCH has assumed financial responsibility for general maintenance and routine repairs, the Center faces immediate and significant capital improvements to address safety and fire standards. The JCCH respectfully requests support from the State to help improve the Center's facilities in order to rejuvenate the physical plant, ensure the safety and well-being of the many community users, and help make its facilities more energy-efficient. State funds will be leveraged to raise private funds for building repairs and improvements.

Based upon the capital reserve study conducted by our current managing agent, Hawaiian Properties, Ltd., projected capital repairs and replacement for Phase II, Community Facilities for the immediate 2 years total \$1,000,000. Replacements, repair and/or modernization projects requiring immediate attention include concrete repair, replacement of exhaust fans, upgrade of the fire alarm system, removal and replacement of failing ceiling insulation in the Manoa Grand Ballroom, retrofitting of interior light fixtures, and parking garage deck seal coat. Through its private fundraising efforts, the JCCH will address some of these issues, investing an estimated \$448,944 towards Phase II improvements or repairs.

At this time, JCCH is requesting \$553,000 from the State of Hawai'i to address its top priority and repair the most often-used space at the JCCH, the Manoa Grand Ballroom, in order to ensure the safety of the JCCH visitors and staff. Of the total requested, \$320,000 will address fire code

regulations by repairing and replacing the failing ceiling insulation and retrofitting the lighting fixtures in the Manoa Grand Ballroom from incandescent to more energy efficient LED; \$115,000 to upgrade the main controls of the fire alarm system; and \$118,000 to seal coat the 2nd floor of the parking garage deck to protect the permanent historical exhibit and special collections located on the ground floor below from potential water damage.

4. Describe the target population to be served:

JCCH serves as a gathering place in Honolulu. In the immediate neighborhood, the JCCH works in close partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association (OTMBA). The JCCH's educational outreach extends beyond the boundaries of Mō'ili'ili to public and private schools on O'ahu as well as schools and teachers on the neighbor islands. The JCCH volunteer docents and interpretative guides lead school classes through cultural lessons and the historical permanent exhibit. The Resource Center, which is staffed by retired educators and librarians, is a repository for historical documents and photos and serves both English-speaking and Japanese-speaking audiences from university students to international scholars and filmmakers. JCCH serves as the starting point for educational tours to Honouliuli conducted in partnership with the National Park Service. Annual special events like the New Year's 'Ohana Festival and Kodomo no Hi are open to the public and feature food booths, Japanese arts and crafts, cultural demonstrations and entertainment attracting over 10,000 people to the Japanese Cultural Center of Hawai'i. The martial arts dōjō is utilized by 11 different martial arts schools and 3 of the major tea schools utilize the Seikōan teahouse to teach the way of tea.

The Manoa Grand Ballroom serves as the venue for all of JCCH public festivals, major activities and a popular, affordable venue for public and private gatherings for families and organizations. The Ballroom is leased to Marian's Catering and is available seven days a week, year-round. In the past few years, the Manoa Grand Ballroom has been occupied 95% of the time throughout the year.

In addition to the Manoa Grand Ballroom, JCCH is home to the Honolulu Japanese Chamber of Commerce, Honolulu Japanese Junior Chamber of Commerce, United Japanese Society of Hawaii, The Hawaii Japanese School, Diagnostic Laboratory Services, Urasenke Foundation, Nippon Golden Network, and KZOO Radio.

In total, the JCCH remains flexible in its programming and facility usage to accommodate a diverse audience and meet a broad range of community needs.

5. Describe the geographic coverage:

The JCCH has a statewide presence through its membership, board composition, and programming, however, the administrative offices and operations are O'ahu-based. The Board

of Directors includes board representation from the islands of Maui, Kaua'i and Hawai'i and JCCH members reside throughout the state, continental United States and Japan.

While the special collections and historical exhibit are housed in Honolulu, exhibits, genealogy workshops, teacher trainings, book programs, and cultural demonstrations are sponsored on the Neighbor Islands. Last year, the opening book party for "Family Torn Apart," co-sponsored by UH Hilo and the Hawaii Japanese Center, was held on the Big Island. JCCH also premiered the documentary, "The Untold Story," in Hilo as part of the Hawaii International Film Festival. Plans are underway to screen the film in Kaua'i, Kona, Hilo and Maui in February and March 2013. JCCH has actively worked to research all 13 confinement sites in Hawai'i and to capture the oral histories of Hawai'i's Japanese American internees.

Several years ago, teacher training sessions were offered on O'ahu, Kaua'i, Big Island and Maui and working with Densho, in spring 2013 we will return to meet with teachers on the neighbor islands to share updated curriculum materials and resources. In addition, JCCH continues to have a presence and participates in the annual Maui Matsuri and cultural festivals in Kaua'i. We are committed to remaining relevant to our community and provide state-wide programming.

II. Service Summary and Outcomes

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

Following the conclusion of the 2002 campaign to retire its mortgage, JCCH initiated a membership recruitment and fundraising effort to support its operations and programs. Membership grew with increased corporate benefits offered as incentives. Corporate and foundation grant funds and donations from individuals enabled the JCCH to sponsor a series of exhibitions in its Community Gallery, upgrade and update its permanent exhibit, *Okage Sama De*, and support the preservation of Honouliuli. Foundation and corporate donors helped to sponsor school tours to the JCCH for cultural classes, docent-led tours of the permanent historical exhibition, the New Year's 'Ohana and annual children's festivals.

In 2010, the Board embarked on the Living Legacy campaign with a goal to establish a capital reserve and programmatic endowment fund. The effort raised \$1 million in its first year. Presently, the JCCH board of directors, through the Facilities and Operations Committee, closely track the long and short-term capital replacement components identified by its facilities reserve study. Since 2003, JCCH has utilized its reserve funds, accumulated through private giving, to update, maintain and repair its facilities. JCCH Board of Directors remains committed to maintaining the Center, improving its physical property and making its facilities safe and accessible.

The long-term reserve plan, facilities condition index and cash flow reserve analysis project expenditures of \$1,756,300 in the next two years. Funds awarded from the State's Grant in Aid program will be allocated to the most pressing items identified in the Reserve Replacement Schedule. The scope of work involves 14 capital components ranging from concrete repairs, elevator modernization, seal coating the 2nd floor of the parking garage, replacing ceiling insulation in the ballroom and replacing the main system fire alarm controls. Each item requires a separate Scope of Work with specifications and solicitation of proposals. Hawaiian Properties, Ltd., in conjunction with associated experts, will be responsible for overseeing the improvement and repairs as managing agent for JCCH. For 2013, JCCH has prioritized 8 capital improvement items to be addressed.

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

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
1 month	Concrete Exterior Repairs	Repair exterior cracks	\$ 34,000
1 month	Exhaust fans	9 total on rooftop	\$ 24,000
9 months	Fire Alarm Systems	Main system controls Ph 1 & Ph 2	\$115,000
1 month	Gates – Electrical Roll-up	3 total: 2 ground level & sky bridge	\$ 54,000
12 months	Insulation – Ceiling	Ballroom	\$320,000
3 months	Lighting fixtures	Garage lights & stairwell	\$ 80,000
3 months	Painting – Phase II	Exterior and 5 th floor lanai	\$220,000
3 months	Parking – Sealcoat A	2 nd floor garage	\$118,000
3 months	Parking – Sealcoat B	3 rd & 4 th floor garage	\$ 35,000
	Total Repair/Replacement Phase II		\$1,000,000

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

Upon notification of receiving the grant award, the President and Executive Director will assemble key staff, Board chairman, Facilities Committee chairman, representatives from Hawaiian Properties, Ltd., and ABM to review scope of work, assign specific responsibilities, define timeline and benchmarks to measure progress. Monthly meetings will be conducted with key staff, Board Facilities Committee, Board Chairman, and Hawaiian Properties, Ltd. to coordinate and monitor work to ensure the capital repairs and/or replacements are completed on time and on budget. Monthly written reports will be provided by Hawaiian Properties, Ltd. to the President and Executive Director and the JCCH Board of Directors. At the completion of the project, a joint, comprehensive written evaluation of the results will be conducted by the JCCH Facilities Committee and Hawaiian Properties, Ltd.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency):

JCCH will provide three progress reports and one final report to the Department of Accounting and General Services (DAGS) on the repairs and replacement of the Manoa Grand Ballroom ceiling insulation, fire alarm controls and seal coating projects. Assuming a July 1 - June 30 calendar year, the reporting period would be: Quarter 1 from July to September; Quarter 2 from October to December; Quarter 3 from January to March. The fourth quarter will be the final report encompassing the 4th Quarter activities and a comprehensive summary of the project concluding June 30, 2014.

These reports will include, but not be limited to: (1) Project Summary; (2) Current Activities; (3) Activities for next 90 days; (4) Issues; (5) Financial Costs, including budget, cash flow, reserve status, contract status; (6) Project Schedule; (7) Project Reports. The Final Report will also include photos and comments assessing the improvements made to the Ballroom and 2nd floor parking garage.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request:

Attached.

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

Based upon July – June calendar

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$16,000	\$77,000	\$378,000	\$82,000	\$553,000

Quarter 1: Ballroom: Insulation: design, review, permit submission (\$16,000)

Quarter 2: Ballroom: Insulation: Bidding phase; contract review (\$64,000)

Fire Alarm System: design fire alarm system (\$13,000)

Quarter 3: Ballroom: Insulation: Work in progress to completion (\$240,000)

Fire Alarm System: Bidding and design review (\$20,000)

2nd floor garage: seal coat bid and complete (\$118,000)

Quarter 4: Fire Alarm System: completed (\$82,000)

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014:

We will be seeking additional private sources of funding to address the remaining capital improvement needs of the Japanese Cultural Center of Hawai'i. Approaches will be made to the following:

JCCH membership and individual contributors' Building Fund (\$50,000)

Harold K.L. Castle Foundation (\$50,000)

Atherton Family Foundation (\$25,000)

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years:

Not applicable.

IV. Experience and Capability

A. Necessary Skills and Experience

For the past ten years, JCCH has retained Hawaiian Properties, Ltd. as its property management company to oversee the day-to-day operations of the facilities and property, coordinate bids and proposals from vendors, supervise vendors on facilities repairs and maintenance, monitor plant budget and serve as liaison to the board's Facilities Committee and staff. The property manager oversees the routine building maintenance and services provided by ABM Family of Services.

In addition to the professional property manager and maintenance support, the Japanese Cultural Center of Hawai'i staff has years of experience of managing grant awards to support capital improvements to its facilities. The JCCH has received funding from the City and County of Honolulu's Community Development Block Grant for ADA compliance (\$50,000). In 2008, the JCCH received \$325,000 grant in aid funds to replace the air conditioning units in Phase I and Phase II. JCCH has also been a beneficiary from many foundations including the Weinberg Foundation, Harold K.L. Castle Foundation and the Atherton Family Foundation, all of whom have supported capital improvements. Significant federal, state and county support has been provided to JCCH educational programs. Most significant are a series of projects supported by the Japanese Confinement Sites Grant Program of the National Park Service of the U.S.

Department of the Interior. The JCCH takes pride in its grant management, grant reporting and completing its projects on budget and on time.

Verifiable experience of related projects in the past three years include:

2006 \$50,000, City and County of Honolulu, Community Development Block Grant to meet provisions of ADA guidelines, including signage and renovations to restroom facilities.

2008/2009 \$325,000, State of Hawaii, Grant in Aid to replace the air conditioning systems

B. Facilities

The JCCH facilities were built in the early 1990's with a total construction cost of \$15 million. Designed to evoke a Japanese influence on contemporary Hawai'i, the JCCH serves as a gathering place to learn Japanese American history, Japanese cultural traditions and as a place to celebrate the diversity of Hawai'i. In total, the two-building complex sits on 1.3 acres of land with 47,635 square feet of rentable space.

This proposal is seeking support for the 5 floor structure of the permanent historical exhibit, community gallery, gift shop, meetings rooms, martial arts dōjō, and Manoa Grand Ballroom. This facility also includes a 270-stall parking garage. A landscaped multi-purpose courtyard and sky bridge connect the two buildings.

In 2003, the JCCH commissioned the Accessibility, Planning & Consulting group to identify areas of improvement. This report guided JCCH's renovation plan in order to expand access and comply with the Americans with Disabilities Act. Ramps to the administrative offices were built, restrooms were renovated, the permanent exhibition was modified, and appropriate signage was installed throughout the buildings. JCCH is mindful of accessibility issues in its facilities its programs and activities.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training:

The President and Executive Director, **Carole Hayashino**, has the overall responsibility for the grant and the project. She serves as liaison to coordinate efforts between the Board of Directors, Facilities Committee, Hawaiian Properties and ABM Family of Services. Prior to her employment with the Japanese Cultural Center of Hawai'i, Carole was vice president for advancement at Sacramento State where she raised funds for the university's new athletic facility, working collaboratively with Facilities and Athletics in the pre-planning and construction phase of the athletic field house, oversaw the renovations to the university library and capital improvements to the university's alumni center. Carole served 8 years on the College of Marin board of trustees, where she was involved in the first facilities bond campaign and

represented the Trustees on the Bond Oversight Committee to monitor the \$245 million capital bond to construct a new science building, arts center and academic building at the college.

Caroline Okihara is the Director of Finance and Administration and currently oversees tenant relations, rental and lease agreements, budget planning and assists with the coordination between JCCH and Hawaiian Properties, Ltd. and ABM Family of Services.

Chairman of the Board of Directors, **Tyler Masayuki Tokioka**, has an undergraduate degree in Business Administration and graduate degree in Business. He is familiar with property management having held licenses in real estate, stock broker and insurance. Tokioka oversaw the multi-million dollar renovation of the Island Insurance Home Office located at 1022 Bethel Street and the Island Insurance Claims Office located at 1165 Bethel Street Basement in downtown Honolulu. Currently, Tyler is Vice-President of External Affairs of Island Insurance, Island Holdings Corporate Secretary and President of the Island Insurance Foundation.

Gordon Kagawa chairs the JCCH Facilities and Operations Committee and serves on the JCCH Executive Committee. Kagawa is President and CEO of Occidental Underwriters of Hawai'i, where he was active in planning and administering the transformer, electrical meter upgrades and refurbishment of office and retail space. At the JCCH, Kagawa served as the volunteer coordinator overseeing the replacement of the A/C system; planning and installing the photovoltaic system and the replacement and maintenance of the rooftop Japanese Tea Garden. Kagawa is also a volunteer board member on the Aloha Council, Boy Scouts of America, where he played an active role in planning the upgrades and improvements to the camp properties.

Dr. Brennon Morioka serves as vice president on the JCCH board of directors, a member of the Facilities and Operations standing committee, and is currently the Area Manager and Vice President for the Honolulu Office of CH2MHill, an international consulting firm providing engineering and construction services in transportation, water and wastewater, environmental remediation, and renewable energy and power. He is a licensed civil engineer in Hawai'i and California.

As the head of CH2M HILL's Hawai'i operations, Dr. Morioka leads a team of 70 engineers, construction managers/inspectors, and environmental scientists in the planning, design, and construction management of some of the largest capital projects throughout the state. One of his current assignments includes leading the construction management team responsible for overseeing the construction of the Kaneohe to Kailua Sewer Tunnel and Influent Pump Station and Headworks.

Dr. Morioka most recently served as the Director of the State of Hawai'i Department of Transportation and the Deputy Director for the Highways Division where he oversaw the management and implementation of the State's largest capital improvement program amounting to well over \$1 billion in construction value on an annual basis.

Glenn Inouye, Vice President of the JCCH Board of Directors and member of the Facilities & Operations Committee, is currently Senior Vice President of Servco Pacific Inc. and oversees Servco's automotive distribution operations which encompass distribution for Toyota, Lexus,

Scion, Suzuki and Subaru vehicles throughout the state of Hawai'i. In his 28 year career at Servco, he held various positions which included Automotive Controller, Corporate Controller and most recently, oversaw Servco's retail dealership operations. In addition, he serves on the company's Executive Committee and Finance Committee which approves all major capital improvement projects and acquisitions for the company. Past projects included the acquisition of the Subaru distribution franchise from Fuji Heavy Industries, purchase of a 14 acre parcel in West O'ahu and the acquisition of five Toyota/Lexus dealerships in Australia. Prior to joining Servco, he worked for 8 years on the professional staff of Deloitte Haskins & Sells, a national CPA firm. Glenn has served on the board of the Japanese Cultural Center of Hawai'i for over 4 years in leadership capacities as chairman of the Membership Committee and current member of the Executive Committee, Facilities and Operations Committee and Membership/Fundraising Committee.

In addition to the expertise of the board, JCCH has contracted with Hawaiian Properties, Ltd. to assist with the physical and fiscal management of the property. Hawaiian Properties, Ltd. oversees the Center's operational activities including contracted services for building maintenance, air conditioning, fire systems, and security. Hawaiian Properties also manages the tenant issues, property and building reserve accounts.

ABM Family Services is employed by JCCH to manage the daily property maintenance issues. The on-site building engineer is responsible for recurring service of the facility's air conditioning, and other mechanical equipment. The engineer also assists with project renovations, plumbing repairs and minor electrical repairs.

B. Organization Chart

Please see attached organization chart.

VI. Other

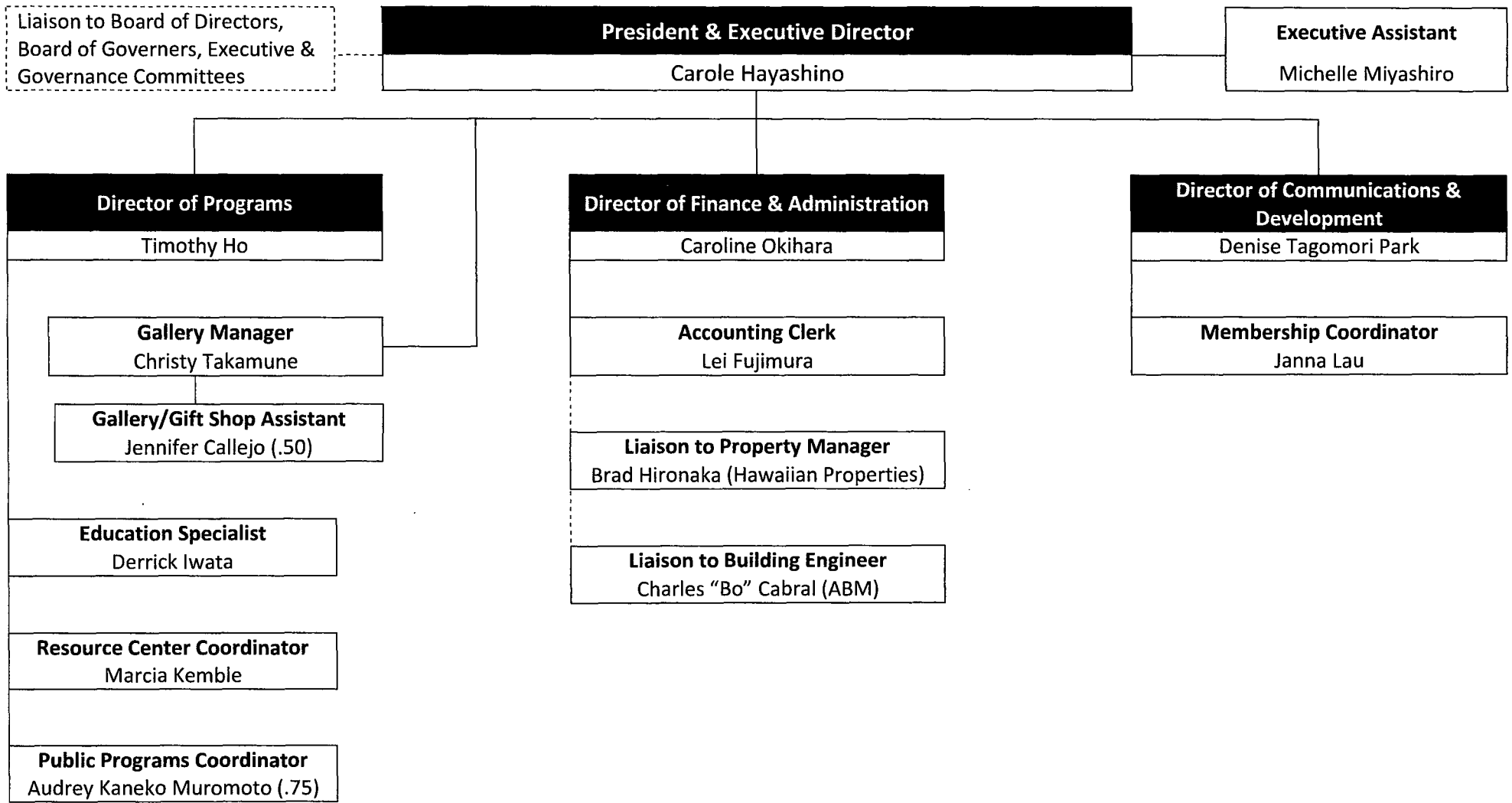
A. Litigation

The Japanese Cultural Center of Hawai'i has no pending litigation to which they are a party.

B. Licensure or Accreditation

The Japanese Cultural Center of Hawai'i is committed to working with certified licensed contractors in their respective fields of specialty for the defined scope of work. The JCCH will do its due diligence and contact the Department of Commerce and Consumer Affairs to ensure that the contractors are fully licensed and insured. JCCH will enter into a valid contract with certified licensed contractors and execute the contract terms within the specified time.

Japanese Cultural Center of Hawai'i Organizational Chart



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Japanese Cultural Center of Hawai'i

BUDGET CATEGORIES	Total State Funds Requested	(b)	(c)	(d)
	(a)			
A. PERSONNEL COST	0			
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES	0			
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	553,000			
TOTAL (A+B+C+D+E)	553,000			
SOURCES OF FUNDING	(a) Total State Funds Requested	553,000	Budget Prepared By:	
	(b)		Carole Hayashino (808) 945-7633, ext. 23	
	(c)		Phone	
	(d)		Date 1/30/13	
TOTAL BUDGET	553,000	Signature of Authorized Official		
		Carole Hayashino, President/Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Japanese Cultural Center of Hawaii

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0

JUSTIFICATION/COMMENTS:

Not applicable

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Japanese Cultural Center of Hawai'i

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

Not Applicable

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

Not applicable

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Japanese Cultural Center of Hawai'i

Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS		0	0			
LAND ACQUISITION		0	0			
DESIGN		49,000	0			
CONSTRUCTION		504,000	0			
EQUIPMENT		0	0			
TOTAL:		553,000	0			

JUSTIFICATION/COMMENTS:

Capital improvements to address safety issues in the Manoa Grand Ballroom by replacing ceiling insulation and installing new fire alarm main control system; preserving historical collection by seal coating 2nd floor of the parking garage to prevent water leaks and damage to permanent historical exhibit.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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


- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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

 n) 1/30/13
(Signature) (Date)

Carole Hayashino President and Executive Director
(Typed Name) (Title)