

House District 26

Senate District 12

THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND 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:  
Hawaiian Mission Children's Society  
DBA: Hawaiian Mission Houses Historic Site and Archives

Street Address: 553 South King Street

Mailing Address:  
553 South King Street  
Honolulu, Hawaii 96813-3002

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name THOMAS A. WOODS, PH.D.

Title Executive Director

Phone # 808-447-3911

Fax # 808-545-2280

e-mail twoods@missionhouses.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Restoration and Repair Projects at Hawaiian Mission Houses Historic Site and Archives (HMH) will preserve historic structures and collections at the National Historic Landmark, enhance security and public access, and support the visitor industry.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 665,000

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

THOMAS A. WOODS, PH.D., EXECUTIVE DIRECTOR  
NAME & TITLE

4/31/14  
DATE SIGNED

## Application for Grants and Subsidies

### I. 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.

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

The Hawaiian Mission Houses Historic Site and Archives (HMH) includes three restored houses, two of which are the oldest houses in Hawai'i, and a research archives which provides unique and deep information on 19<sup>th</sup>-century Hawai'i, both onsite and online. The education programs expand the site's relevance and positive impact on the community, and the visitor experience is further enhanced by an orientation exhibit and a gift shop. The site was designated a National Historic Landmark in 1965 and is accredited by the American Alliance of Museums since 1972 with re-accreditation earned in 2010. HMH is the business name of the Hawaiian Mission Children's Society, a not-for-profit organization and genealogical society founded in 1852, and was formerly known as Mission Houses Museum.

An extensive and comprehensive process culminated with this new mission statement in 2012: "Hawaiian Mission Houses Historic Site and Archives preserves the heritage and interprets the stories of the American Protestant Missionaries, their descendants, and their relationships with the people and cultures of Hawai'i, connecting with contemporary life, and encouraging a deeper understanding and appreciation for the complex history that continues to shape Hawai'i."

Most organizational vision statements are inner-directed and express what the organization desires to be in the future. They are predictable and formulaic, using a fill-in-the-blank approach: "the best \_\_\_\_ in \_\_\_\_." The vision of HMH is instead uniquely outer-directed and expresses what we want to do IN and FOR the community. With a new name that expresses our new vision, Hawaiian Mission Houses "enriches our community by fostering thoughtful dialogue and greater understanding of the missionary role in the history of Hawai'i." The vision is also expressed in the collaborative nature of our new main theme: "Collaboration between Native Hawaiians and the American Protestant missionaries resulted in, among other things, the introduction of Christianity, the creation of the Hawaiian written language, widespread literacy, the promulgation of the concept of constitutional government, making Western medicine available, and the evolution of a new and distinctive musical tradition."

With this new direction, Hawaiian Mission Houses preserves and interprets the two oldest houses in Hawai'i through school programs, special events, and historic house tours. HMH provides access to its rich archives and library both on-site and on-line. HMH's archives is one of the most important in the world that tells the story of nineteenth century Hawai'i, and HMH also preserves and makes available to researchers the largest collection of Hawaiian language books in the world.

## **2. The goals and objectives related to the request**

The structures, archives, and programs at HMH are a major asset for the state, for its history, for its contemporary identity, and for community engagement. It is critical that these assets be preserved and enhanced for the future.

State investment in Restoration and Repair Projects at Hawaiian Mission Houses Historic Site and Archives (HMH) will preserve historic structures listed on both the State and National Register of Historic Places, enhance security and public access to this historic site and archives, and support the visitor industry at one of only thirty-three National Landmarks in the state of Hawai'i.

Hawai'i's climate – bright sunshine, steady winds, and salt air – is very hard on historic structures. Private funds have not been available to complete the following projects, and state support is critical to maintaining the integrity of this National Historic Landmark that is so important to this state's history, present, and future. Funding this request is an investment from which the entire state will benefit and provides value to all, whether they are residents or visitors, who are interested in Hawai'i's unique past, present, and future.

We request support for the following projects that will be completed according to Department of Interior guidelines for historic structures and best practices:

- The 1841 Annex which HMH interprets as the print shop that commemorates the birth of the written Hawaiian language has not been restored since the 1930s. Its roof and wooden lanai posts require replacement to maintain the building's structural integrity. Deteriorating windows need to be repaired. Perhaps most importantly, inappropriate treatment in the 1930s has resulted in seriously spalling Portland cement. Portland cement was used between the coral block beneath the plaster. At a minimum, all of this interior cement needs to be removed and replaced with a more appropriate product. Pending further investigation of the exterior concrete chinking between coral blocks, that may also need to be replaced. The Annex dates to 1841 and is one of the oldest buildings in the state. It needs immediate attention.
- Fences throughout the site need repair – wooden picket fences installed around cellar stairways at Hawai'i's oldest house, the 1821 Mission House, have rotted and need to be rebuilt. These fences prevent visitors from stumbling into coral stairwells leading into the cellar.
- The iron border fences and the access gates to the site are in poor repair from age and require welding, straightening, parts replacement, and painting. Because HMH lacks funding for daily security, these gates and fences, along with the coral block wall that surrounds the grounds in some areas, is the only protection that the historic grounds have from abuse. The ability to close gates at night might have deterred some recent damage by homeless persons on site after hours.
- The climate control system which serves both the archives and the historic object collection storage areas is in need of replacement. Its design and the age of the system are inadequate to maintain consistent temperature and humidity in these storage areas and no longer can be trusted to preserve our priceless collections. This system preserves the largest collection of Hawaiian language books in the world and archives that include

missionary letters and journals and more than 300 letters written by Native Hawaiian chiefs to the missionaries. Another section of the storage vault contains precious objects such as kapa clothing, Hawaiian quilts, and historical paintings. Care of these objects and archives is critical, as they are keys to the history of Hawai'i, and especially document the Kingdom after Western contact.

- The historic site and archives has not been able to afford restrooms that incorporate requirements for our physically challenged visitors under the Americans with Disabilities Act. We understand this is a legally necessary, important and essential service to provide to our visitors, but there are no available granting sources to fund this important project, and we request state assistance to make this happen.

### **3. The public purpose and need to be served**

The purpose of this project is to perpetuate a critical historical resource for the people of Hawai'i and for the visitor industry in historic downtown Honolulu. One cannot understand modern Hawai'i without understanding the 19th century changes that occurred through the unlikely collaborative partnership between Native Hawaiians, their ali'i, and the American Protestant missionaries. Faced with devastating depopulation and cultural destabilization resulting from Western contact and new pressures of Western cultural and military imperialism, this collaboration helped usher in "modernity" and, for better or worse, transformed Hawai'i into a Western-compatible literate, Christian, constitutional monarchy. This new central theme will help us achieve our vision of enriching our community by "fostering thoughtful dialogue and greater understanding" of the history of Hawai'i.

### **4. Describe the target population to be served**

Special events at HMM have become increasingly popular and draw a crowd of O'ahu and Neighbor Island residents as well as visitors from out of the state. In 2013, special events drew more than a 500% increased audience than during the previous two years. Last year over four hundred people enjoyed Cemetery Pupu Theatre productions at O'ahu Cemetery and here at Mission Cemetery which brought a historical perspective to the individuals who came to life in costume to tell their personal stories. For example, Mary Tenney Castle was one person portrayed in the Mission Cemetery in April, as our visitors learned of her role in establishing free kindergartens on O'ahu. Hawaiians, seamen, women, and statesmen have been portrayed in these popular presentations. In preparation for each production, HMM staff thoroughly research the people before a professional playwright produces each script resulting in spell-binding performances with historical integrity.

As our programming has brought new audiences, and in recognition of the progress we are making in our efforts to open the collections via the internet, the number of donors increased by 24% over four years. Earned revenue from special tours and the gift shop has doubled at the same time. Management Goals in the Strategic Plan specifically address the need to continue to improve the financial resources of the organization. But these major restoration and security funds have not been secured, and we need the state's help to do that.

More than 29,500 people were touched by our programs or used our grounds in 2013, but through the preservation of our historical and community assets for future visitors and citizens, our public value greatly exceeds these numbers.

**5. Describe the geographic coverage.**

Over the past three years, visitation has increased both at this site and on-line. We provide programming for the entire state of Hawai'i and visitors to Hawai'i. Residents and visitors to O'ahu constitute our primary users. Users of our collection on-line have increased significantly in part due to a major effort to digitize portions of the archival collection. Prior to this digitization, people from 67 countries had visited our website. During the three-year period 2009-2012, visitors represented 121 foreign countries amounting to 10% of the total 60,763 unique visits. At the same time, the percent of local visitors to the houses increased as did our name recognition. Whereas only 20% of those surveyed before the project were interested in visiting, after the project 62.5% said they were interested in visiting. With local foundation support, we have succeeded in digitizing Maui and Kaua'i materials during the past year so that residents of those islands are able to access HMH archives without traveling to Honolulu. Our new resources are being well-used and are sparking an interest in missionary and Hawaiian history.

**II. Service Summary and Outcomes**

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

The attached work plan summarizes the work, tasks, responsibilities and annual timeline for these projects by project. The attached budget details these by FY quarter.

**1841 Annex Restoration:** The 1841 Annex roof and wooden lanai posts must be replaced to maintain the building's structural integrity. Wilkinson Roofing has been the preferred contractor for our historic homes and quoted the project in 2013, according to specifications created by architect Spencer Leineweber, FAIA. Drawings for the posts and specifications for window repairs must be created. The windows will be repaired using appropriate wood and carefully preserving those original panes of glass which still exist. The most extensive work will be removing the Portland cement used beneath the plaster, between the coral block. It must be replaced with a more appropriate and flexible product. The exterior concrete chinking between coral blocks must be further investigated as that may also need to be replaced. Permits and approvals will be obtained from the State Historic Preservation Office of the Department of Land and Natural Resources (SHPO), the HCDA, and the City and County of Honolulu. Preparing for this project will take as much time as the project itself.

**Wooden picket fences** around cellar stairways of the 1821 Mission House will be rebuilt. These prevent visitors from stumbling into coral stairwells leading into the cellar. A replacement stairway for the 1831 Chamberlain House was built in 2012, and we anticipate seeking bids from that carpenter.

**The iron border fences** and the access gates to the site will be repaired by welding, straightening and replacing parts as needed. Gate closures will be repaired or reconstructed. Finally, the fences will be prepped and painted.

**The climate control system** which serves both the archives and the historic object collection storage areas will be replaced. Its design and the age of the system are inadequate to maintain consistent temperature and humidity in these storage areas and no longer can be trusted to preserve our priceless collections. Testing equipment was recently added so that humidity and temperature can be monitored regularly. The needs for preservation must be properly assessed using reports written within the past year. Engineering plans will be created to insure best practices for preservation are implemented with the new system. The new system will be installed with follow-up testing to insure accurate climate control.

**Restroom renovation:** Plans will be drawn to renovate the men's and women's restrooms to incorporate requirements for our physically challenged visitors under the Americans with Disabilities Act. We will contract for the carpentry and plumbing needed for this project.

**2. Provide a projected annual timeline for accomplishing the results;  
Please refer to the attached work plan.**

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

The projects will be completed according to Department of Interior guidelines for historic structures and best practices under the supervision of Spencer Leineweber, FAIA, and Executive Director Thomas A. Woods, Ph.D. The quality of these projects is assured by the high standards with which these two individuals approach all work. Ms. Leineweber's designation as a Fellow of the American Institute of Architects (FAIA) is an honor bestowed by the American Institute of Architects on architects who have made outstanding contributions to the profession through design excellence, contributions in the field of architectural education, or to the advancement of the profession. Becoming a FAIA is considered a great honor; fewer than 2 percent of all registered architects in the United States are elected to such fellowship in the AIA. Ms. Leineweber specializes in historic architecture and is the leading and noted authority on mission buildings in Hawai'i. As a Trustee of HMH she chairs the Facilities and Collections Committee and oversees all work on the buildings together with the Executive Director.

Executive Director Thomas Woods is also a specialist of this period and has worked on restoration projects in Hawai'i for over twenty years. His book, *Knights of the Plow: Oliver H. Kelley and the Origins of the Grange in Republican Ideology*. (The Henry A. Wallace Series on Agricultural History and Rural Studies. Ames: Iowa State University Press, 1990) is used as a text in American Studies courses.

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

HMH will carefully plan and contract with high quality workmen to insure most effective cost controls while meeting the highest standards and best practices. Having maintained accreditation by the American Alliance of Museums since 1970, with reaccreditation for twenty years earned in 2010, HMH has a reputation for excellence which must be upheld.

HMH has been the recipient of past awards for restoration work and is being considered for an award for the 2013 staircase and reroofing of the 1831 Chamberlain House. We anticipate applying to the Historic Hawai`i Foundation for a Preservation Award when the projects are completed. The state’s support of this work will be highlighted as without this funding the work would not be possible.

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.  
**Please see attached.**
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$145,000	\$10,000	\$410,000	\$665,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.
  - a. We will request assistance for this project from the Freeman Foundation through the Historic Hawai`i Foundation. They helped to reroof the 1831 Chamberlain House and may be helpful with the work on the 1841 Annex.
  - b. We will seek additional help for the fencing from descendants of the families who lived in the 1821 Mission House. We hope these may produce up to \$5,000 in funding.
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**
5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

**Balance of Unrestricted Current Assets, December 31, 2013: \$175,564**

### IV. Experience and Capability

#### A. 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.

Each member of the Hawaiian Mission Houses staff has the specific skills and appropriate experience needed to implement his or her tasks at the highest level. The site has been open as a museum since 1920 and has been accredited by the American Alliance of Museums since 1972 with re-accreditation earned in 2010 for the next twenty years. Such accreditation involves extensive self-study as well as scrutiny by the profession. There are only four such museums in this state.

**Thomas A. Woods, Ph.D.**, Executive Director, Mission Houses Museum, will be the project director. With a B.A. *summa cum laude* in Humanities, and an M.A. and Ph.D. in American Studies, Dr. Woods has worked in historic sites for more than thirty years, developing interpretive plans and master plans for clients throughout the United States. For twenty of those years, he has been a consultant for museums in Hawai'i, developing interpretive plans for the Kona Historical Society's Kona Coffee Living History Farm, H.N. Greenwell Store, and Kalukalu Homestead Ranch, and Lyman Museum on the Big Island and strategic plans for many other Hawai'i organizations. Dr. Woods has been Director of the Minnesota Historical Society's Historic Sites Department and Old World Wisconsin, a 576-acre outdoor museum of ethnic heritage. He has published widely on interpretive planning and taught the interpretive planning workshop for the American Association for State and Local History (AASLH) for two years. He has also researched, planned, designed, and implemented interpretive programming, including school programs, at these sites.

We are fortunate to have **Spencer Leineweber, FAIA**, as a board member and chair of our Facilities Committee. She is the Graduate Chair of the Professional Doctor of Architecture program at the University of Hawai'i at Mānoa. Ms. Leineweber is the recognized expert on homes of this era in Hawai'i. Most recently she assisted with the reroofing of the 1831 Chamberlain House, monitoring the work and assuring that it conformed to Department of Interior Standards. She also approved and monitored the contract for the reconstruction of the outside stairwell which used full-size lumber, cut with a vertical saw, and fastened with mortise and tenon. No metal fasteners were visible, though some were used and concealed with wooden plugs.

**John C. Barker, Curator of Archives/ Librarian**, holds an M.S. in Library Information Science from Drexel University with a concentration in digital libraries, as well as B.A.s in Art and History from UH-Manoa. He has been webmaster for the Association of Hawai'i Archivists. John has been the lead implementation staff in HMH's digitization project and has brought his digitization expertise to the project during the past year. He is trained in the latest technology for the preservation of archives and will oversee the planning, design, and installation of improved climate control for the Archives.

**Craig E. Schneider, Curator of Object Collections**, working with Mr. Barker, will develop the climate control plans for the objects collection in the cold storage room. Mr. Schneider graduated from George Washington University with an MA in American Studies and Museums and Material Culture in 2009. He previously worked as Collections Manager at the National Museum of Health and Medicine in Washington, DC and as a curatorial assistant at



Fredericksburg and Spotsylvania National Military Park. Mr. Schneider will assist Dr. Woods and Ms. Leineweber with the oversight of the 1841 Annex restoration as well as the reconstruction and restoration of the fences and climate control design

**Verifiable Experiences of related projects or contracts follow.**

- Restoration, refurbishing, and reinterpretation of the 1821 Mission House, 2012-2014, including the complete restoration of the cellar and reinterpretation of Dr. Judd's dispensary and Mr. Chamberlains depository. Funded through multiple foundation grants.
- Reroofing of the 1831 Chamberlain House and reconstruction of the outside staircase, \$80,000, completed in Summer, 2013, with funds secured through the Historic Hawai'i Foundation from the Freeman Foundation.
- Institute of Museum and Library Services, Museums for America – Collections Stewardship Grant MA-30-13-0272-13, October 1, 2013 to 09/30/2016,, \$76,065 for "Hawaiian Mission Houses Preservation and Access Project" to preserve archives through digitization and make these available on our website: [www.missionhouses.org](http://www.missionhouses.org).
- Hawai'i State Foundation on Culture and the Arts, FY 14-4655, \$13,365, "Hawaiian Mission Houses Historic Tours and School Programs."
- Hawai'i Tourism Authority through the City and County of Honolulu County Product Enrichment Program, CT-MAY-1100144, for 2011: 1821 Missionary House Reinterpretation Project, \$10,000, for initial phase of house reinterpretation and new signage on site.

**B. 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 applicant shall also describe how the facilities meet ADA requirements, as applicable.

Hawaiian Mission Houses Historic Site and Archives consists of a 1.2 acre parcel owned by the parent 501(c)3, the Hawaiian Mission Children's Society, as well as the Mission Cemetery on land owned by Kawaiaha'o Church. The historic buildings include the 1821 Mission House whose two stories and full cellar are interpreted by trained docents and staff, the 1831 Chamberlain House which has exhibition, storage, and exhibition preparation spaces, and the 1841 Bedroom Annex which is interpreted as a Print Shop with a working replica Ramage Press. The newest building on the campus houses the Archives Reading Room which is shared with the Hawaiian Historical Society; two collections storage vaults for objects and for archives; the Gift Shop; a catering kitchen and café space; restrooms; seven administrative offices; and a board room/staff library.

ADA accessibility is maintained in the Archives Reading Room, the Gift Shop and the Café. Movable ramps to access the historic house are available. A portion of this grant request is

to bring our restrooms up to ADA standards. These currently are out of date and extremely difficult even for physically challenged visitors using walkers.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Thomas A. Woods, Ph.D.**, Executive Director, Mission Houses Museum, will be the project director. With a B.A. *summa cum laude* in Humanities, and an M.A. and Ph.D. in American Studies, Dr. Woods has worked in historic sites for more than thirty years, developing interpretive plans and master plans for clients throughout the United States. During twenty of those years, he has been a consultant for museums in Hawai'i, developing interpretive plans for the Kona Historical Society's Kona Coffee Living History Farm, H.N. Greenwell Store, and Kalukalu Homestead Ranch, and Lyman Museum on the Big Island and strategic plans for many other Hawai'i organizations. Dr. Woods has been Director of the Minnesota Historical Society's Historic Sites Department and Old World Wisconsin, a 576-acre outdoor museum of ethnic heritage. He has published widely on interpretive planning and taught the interpretive planning workshop for the American Association for State and Local History (AASLH) for two years. He has also researched, planned, designed, and implemented interpretive programming, including school programs, at these sites.

**Spencer Leineweber, FAIA**, is a member of the Board of Trustees and chairs the Facilities and Collections Committee. She is the Graduate Chair of the Professional Doctor of Architecture program at the University of Hawai'i at Mānoa. Ms. Leineweber is the recognized expert on homes of this era in Hawai'i. Most recently she assisted with the reroofing of the 1831 Chamberlain House, monitoring the work and assuring that it conformed to Department of Interior Standards.

**John C. Barker, Curator of Archives/ Librarian**, holds an M.S. in Library Information Science from Drexel University with a concentration in digital libraries, as well as B.A.s in Art and History from UH-Manoa. He has been webmaster for the Association of Hawai'i Archivists. John has been the lead implementation staff in HMH's digitization project and has brought his digitization expertise to the project during the past year. He is trained in the latest technology for the preservation of archives and will oversee the planning, design, and installation of improved climate control for the Archives.

**Craig E. Schneider, Curator of Object Collections**, working with Mr. Barker, will develop the climate control plans for the objects collection in the cold storage room. Mr. Schneider graduated from George Washington University with an MA in American Studies and Museums and Material Culture in 2009. He previously worked as Collections Manager at the National Museum of Health and Medicine in Washington, DC and as a curatorial assistant at Fredericksburg and Spotsylvania National Military Park. Mr. Schneider will assist Dr. Woods and Ms. Leineweber with the oversight of the 1841 Annex restoration as well as the reconstruction and restoration of the fences.

**Gabriela Bonilla, Accountant**, handles all accounts payable as well as financial reporting and is a member of the American Institute of Certified Public Accountants. She is responsible for accurate records for all HMH grants from private foundations, the state, and the Institute for Museum and Library Services since coming to the organization in 2011.

**Herman Cobile**, Groundskeeper and Maintenance Technician, works under the supervision of the Executive Director. Having worked for the former landscape contractor who kept the site for more than fifteen years, Mr. Cobile spent about eight years as the Pacific Club's groundskeeper. He is a handyman and will assist with the restroom renovations and perform other duties.

**B. Organization Chart**  
Please see attached chart.

**C. Compensation**  
The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.  
Executive Director \$127,308  
Development and Society Relations Director \$58,745  
Accountant \$49,173

## **VI. Other**

**A. 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**

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

**American Alliance of Museums**  
**Accredited since 1972 with re-accreditation earned in 2010**

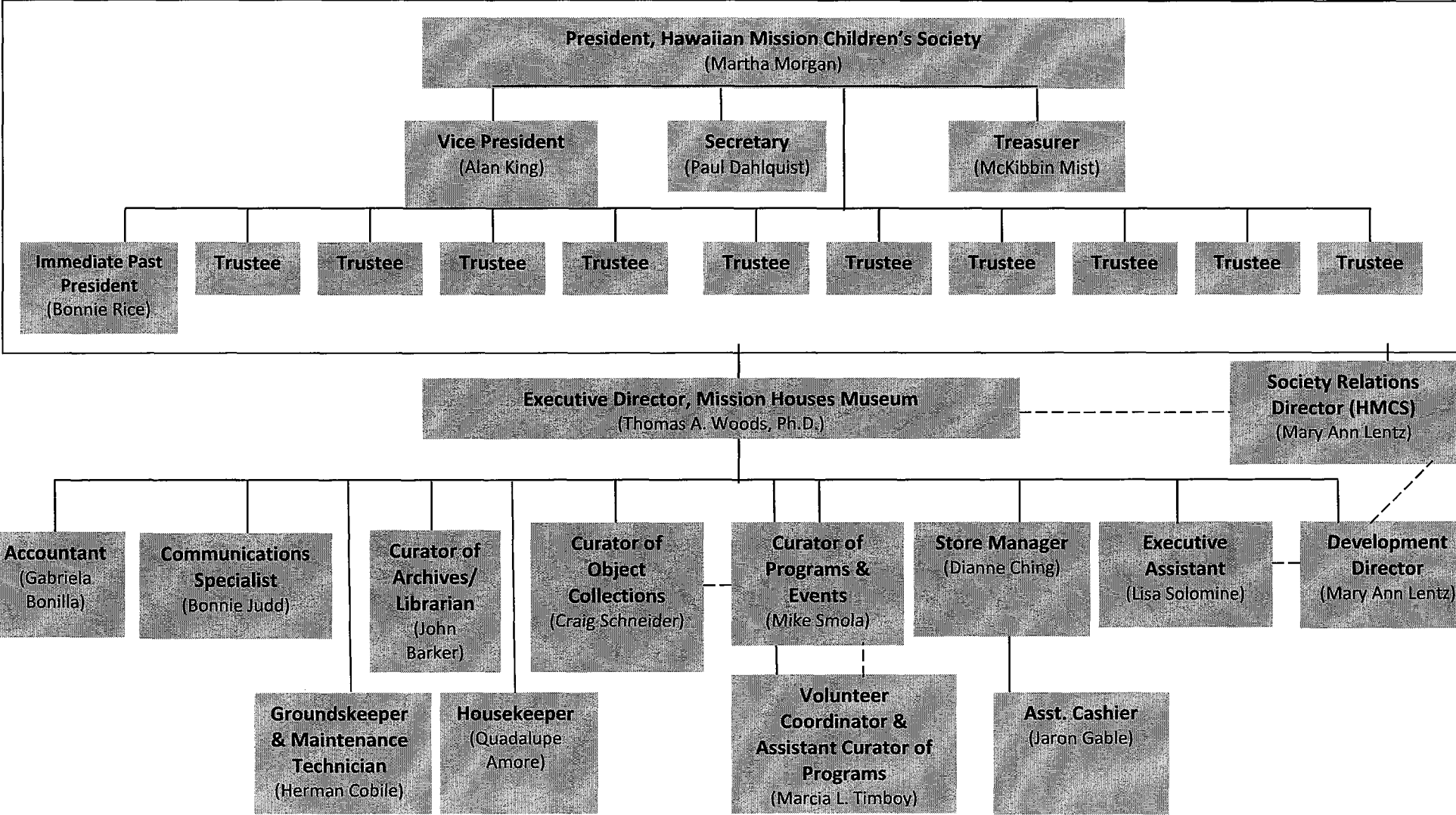
Time Frame	Project	Project Component	Tasks	Point Person(s)+ Contractors
Quarter I	1841 Annex Restoration	Create Plan and specs for project	Spec roof work, Assess exterior walls, choose materials	Tom Woods, Spencer Leineweber, Craig Schneider, Contractor
Quarter I	1841 Annex Restoration	Request partial funding	Write grant to Freeman Foundation	HMH Development office
Quarter II	1841 Annex Restoration	Permitting and preparation	Obtain SHPO approval of plans	Woods, Schneider
Quarter II	1841 Annex Restoration	Permitting and preparation	Obtain City and County Permit	Woods
Quarter III	1841 Annex Restoration	Permitting and preparation	Finalize Permitting and bid project	Woods, Leineweber
Quarter IV	1841 Annex Restoration	Restore the building	Reroof	Leineweber, Contractor
Quarter IV	1841 Annex Restoration	Restore the building	Replace wood posts supporting lanai	Leineweber, Schneider, Contractor
Quarter IV	1841 Annex Restoration	Restore the building	Repair windows and paint	Leineweber, Schneider, Contractor
Quarter IV	1841 Annex Restoration	Restore the building	Prep, repair, whitewash walls	Leineweber, Schneider, Contractor
Quarter I	Climate control upgrade	Create long-term plan for improved Climate control		Tom Woods, John Barker
Quarter I	Climate control upgrade	Permitting and preparation	Spec and plan - Engineer needed	Woods, Leineweber, Contractor
Quarter II	Climate control upgrade	Permitting and preparation	Obtain City and County Permit	Woods
Quarter III	Climate control upgrade	Permitting and preparation	Finalize Permitting and bid project	Woods
Quarter IV	Climate control upgrade	Implement Climate Control	Install new system	Woods, Barker, Contractor
Quarter I	Fence repairs	Plan and bid	Draw plans, spec wood	Tom Woods, Spencer Leineweber
Quarter I	Fence repairs	Permitting and preparation	Obtain City and County Permit	Woods
Quarter II	Fence repairs	Restore and Repair	Sand, repair, repaint Iron fences & gates	Woods, Schneider, Contractor
Quarter II	Fence repairs	Restore and Repair	Rebuild wood fences & gates	Woods, Schneider, Contractor
Quarter II	Fence repairs	Restore and Repair	Paint new wood	Woods, Schneider, Contractor
Quarter II	Fence repairs	Restore and Repair	Install period hardware for gates	Woods, Schneider, Contractor
Quarter I	Restroom renovations	Plan and bid	Design and draw plans	Tom Woods, Spencer Leineweber
Quarter I	Restroom renovations	Permitting and preparation	Obtain City & County permit	Woods
Quarter II	Restroom renovations	Renovate bathrooms	Install toilets, rails, partitions	Woods, Herman Cobile, Contractor
Quarter II	Restroom renovations	Renovate bathrooms	Re-tile and re-paint as needed	Woods, Cobile, Contractor

Budget by Quarter

Applicant Hawaiian Mission Houses Historic Site and Archives

Time Frame	Project	Project Component	Point Person(s)+ Contractors	Budget
Quarter I	1841 Annex Restoration	Create Plan and specs for project	Tom Woods, Spencer Leineweber, Craig Schneider, Contractor	\$ 50,000
Quarter I	1841 Annex Restoration	Request partial funding	HMH Development Office	
Quarter I	Climate control upgrade	Create long-term plan for improved CI	Tom Woods, John Barker	
Quarter I	Climate control upgrade	Permitting and preparation	Woods, Leineweber, Contractor	\$ 25,000
Quarter I	Fence repairs	Plan and bid	Tom Woods, Spencer Leineweber	
Quarter I	Fence repairs	Permitting and preparation	Woods	
Quarter I	Restroom renovations	Plan and bid	Tom Woods, Spencer Leineweber	\$ 5,000
Quarter I	Restroom renovations	Permitting and preparation	Woods	
Quarter I	All projects	Staff time		\$ 20,000
Quarter II	1841 Annex Restoration	Permitting and preparation	Woods, Schneider	
Quarter II	Climate control upgrade	Permitting and preparation	Woods	
Quarter II	Fence repairs	Restore and Repair	Woods, Schneider, Contractor	\$ 55,000
Quarter II	Restroom renovations	Renovate bathrooms	Woods, Herman Coble, Contractor	\$ 75,000
Quarter II	All projects	Staff time		\$ 20,000
Quarter III	1841 Annex Restoration	Permitting and preparation	Woods, Leineweber	
Quarter III	Annex and Climate control	Staff time		\$ 10,000
Quarter IV	1841 Annex Restoration	Restore the building	Leineweber, Schneider, Contractor	\$ 350,000
Quarter IV	Climate control upgrade	Implement Climate Control	Woods, Barker, Contractor	\$ 140,000
Quarter IV	Annex and Climate control	Staff time		\$ 20,000
<b>TOTAL BUDGET</b>				<b>\$ 770,000</b>

**HMHSA Staff & the Hawaiian Mission Children's Society's Board of Trustees--2014**



**Key**  
Solid line indicates direct supervision  
Dotted line indicates working relationship

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2014 to June 30, 2015)

Applicant: Hawaiian Mission Houses Historic Site and Archives

BUDGET CATEGORIES	Total State Funds Requested (a)	Other sources of funds requested (b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	51,810			
2. Payroll Taxes & Assessments	8,030			
3. Fringe Benefits	10,360			
<b>TOTAL PERSONNEL COST</b>	<b>70,200</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
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. Restoration and Repair	544,800	105,000		
10 Equipment	50,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>594,800</b>	<b>105,000</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>665,000</b>	<b>105,000</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	665,000	Mary Ann A. Lentz <span style="float: right;">447-3922</span>		
(b)	105,000	[REDACTED]		
(c)		[REDACTED]		
(d)		[REDACTED]		
<b>TOTAL BUDGET</b>	<b>770,000</b>	Thomas A. Woods, Ph.D., Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaiian Mission Houses Historic Site and Archives

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	127300	127300	25.00%	\$ 31,825.00
Curator of Archives / Librarian	43060	43060	12.00%	\$ 5,167.20
Curator of Object Collections	40000	40000	25.00%	\$ 10,000.00
Groundskeeper and Maintenance Technician	27580	13790	10.00%	\$ 1,379.00
Accountant	49170	49170	7.00%	\$ 3,441.90
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>51,813.10</b>
<b>JUSTIFICATION/COMMENTS: Please see the workplan for specific duties.</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaiian Mission Houses  
Historic Site and Archives

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
HVAC equipment as determined during design			\$ -	
phase by engineering contractor	1		\$ 50,000.00	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 50,000.00	
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Hawaiian Mission Houses Historic  
Site and Archives

Period: July 1, 2014 to June 30, 2015

**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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS	0	0	60000	5000		
LAND ACQUISITION	0	0	0	0		
DESIGN	0	0	50000	15000		
CONSTRUCTION	0	0	505000	85000		
EQUIPMENT	0	0	50000	0		
<b>TOTAL:</b>			<b>665,000</b>	<b>105,000</b>		

**JUSTIFICATION/COMMENTS:** Equipment = HVAC system for Archives and Collections storage solutions

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 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, 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 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, 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.

Pursuant to Section 42F-103, Hawaii 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.

Hawaiian Mission Houses Historic Site and Archives

\_\_\_\_\_  
(Signature)

4/31/14  
\_\_\_\_\_  
(Date)

Thomas A. Woods, Ph.D.  
\_\_\_\_\_  
(Typed Name)

Executive Director  
\_\_\_\_\_  
(Title)