

House District   21  

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:  
**WAIKIKI COMMUNITY CENTER, INC.**

Db/a: \_\_\_\_\_

Street Address: **310 PAOKALANI AVENUE**

Mailing Address: **310 PAOKALANI AVENUE  
HONOLULU, HI 96815**

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name CAROLNE HAYASHI

Title Executive Director

Phone # 923-1802, ext. 101

Fax # 922-2099

e-mail chayashi@waikikicommunitycenter.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:**

**ADA Compliance & Security Project**

4. FEDERAL TAX ID #:                     

5. STATE TAX ID #:                     

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2015: \$ 470,000

**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 \$ 470,000

FEDERAL \$                     

COUNTY \$                     

PRIVATE/OTHER \$ 77,460

CAROLINE HAYASHI, EXECUTIVE DIRECTOR  
NAME & TITLE

1/30/14  
DATE SIGNED



## **ADA Compliance & Security Project at Waikiki Community Center**

The Twenty-Seventh Legislature  
Hawai'i State Legislature, FY 2015  
Application for Grants & Subsidies

### **I. BACKGROUND & SUMMARY**

#### **1. Description of Waikiki Community Center**

The mission of Waikiki Community Center (WCC), a 501(c)(3) corporation, is to care for the people of Waikiki through quality programs and services.

WCC is located at 310 Paoakalani Avenue, on the Diamond Head end of Waikiki. The Waikiki Community Center is uniquely positioned as the only community center within Waikiki, serving a diverse population of older adults, families with young children, visitor industry employees and others. Recognized as an integral part of the community, it is a safe gathering place where residents, visitors and employees build and strengthen relationships, and where the diverse needs of the community are met each day. Incorporated in 1978, WCC operates three (3) major programs:

A. *Senior Program* – More than 3,000 full-time and part-time Waikiki residents, ages 60 and older, participate in evidence-based educational, physical, and social and wellness activities at WCC which enable them to maintain healthy, independent lifestyles and avoid unnecessary and costly premature institutionalization. Over 300 adult education, recreation, social, health and wellness activities and classes for older adults are conducted each year, including aerobics, hula yoga, life skills maintenance and improvement, safe driving, and health screenings. In addition, WCC seniors participate in the community as active and engaged volunteers. As part of WCC's continuum of services for older adults, case management, counseling and information and assistance are also provided to enable more frail elders to age in place.

B. *Community Programs* - The Waikiki Community Center serves as a 'one-stop' resource for health and human services, social support, counseling and therapy sessions, lifelong education, wellness, and community building for Waikiki's children, families and elderly. Each year, an excess of 1000 homeless and low-income individuals and families receive nonperishable food from WCC's *Emergency Food Pantry*. WCC also hosts a *Farmer's Market* and *Thrift Shop* to provide the community with low-cost resources for clothing and household goods. Our facility is

home to seven other nonprofit agencies, and is frequently used as a public meeting place for the community, such as the Waikiki Neighborhood Board, Alcoholics Anonymous and condo associations. Through WCC's programs and those of our nonprofit partner agencies, over 55,000 individuals utilize our facilities each year and provide Waikiki community members with a safe place to gather. WCC also offers English as a Second Language classes.

*C. Early Childhood Education* – Each year, over 100 toddlers and preschoolers receive needed quality early childhood education to build the foundation for learning success in school. Our preschool works with children ages 14 months to 5 years old.

WCC's Early Education Center operates 5 days a week, 11 hours a day, 50 weeks a year. It is one of the few licensed group preschools in the state that operate these extended hours, and is the only one in the heart of Waikiki. More than 70% of WCC families live on low to moderate incomes. The majority of WCC's families receive government subsidies or tuition scholarships.

## **2. Goals and Objectives Related to the Request**

The goals and objectives of Waikiki Community Center's Capital Improvements are:

- 1) To conform to ADA standards in life safety by upgrading the current fire alarm system to an ADA compliant system.
- 2) To conform to ADA standards regarding access to restroom facilities.
- 3) To provide greater security to the facility site and preschool by repairing and/or replacing existing fences and gates, installing physical barriers and video surveillance equipment.

### **Objectives:**

#### **Fire Alarm Upgrades, Buildings E&H: \$80,000.**

In 2013 the fire alarm system for Building A was upgraded. At that time it was advised that the fire alarm systems for Buildings E&H were non-compliant with current codes and the Americans with Disabilities Act.

This improvement will consist of removal of the existing fire alarm devices and apparatus in buildings E&H. Installing new ADA compliant devices and connecting all devices to a centralized alarm panel. The work will include patching and repairing of existing surfaces, underground conduits, trenching excavation and pavement repair.

#### **Physical Barriers, Fences and Gates, Video Security: \$125,000.**

The current fences and gates along the Paoakalani Avenue have exceeded their life cycle, are in disrepair and require replacement. The type of current fencing also allows individuals to easily climb into the property. In addition, the preschool (Building E) does not provide adequate physical barriers that bar access to the school interior and classrooms by unauthorized personnel. Recent security issues on the property include suspected drug tracking in the early morning hours and finding broken beer bottles in the preschool playground area.

The fencing work along Paoakalani Avenue will consist of repair and replacement as needed

of the chain-link fence. Removal of and vehicle access gates and installing two new manually operated wrought iron gates.

The new work at the preschool consists of removal of the chain link gates, installing new wrought iron gates with keyed locks. Additionally, wrought iron barriers shall be installed at the two stairwells to block access to the classrooms from unauthorized personnel.

In addition to the fencing, the work shall include installing video surveillance whose primary function is to monitor access to the preschool building and vehicle traffic entering and exiting the parking area surrounding the preschool.

**Building A- ADA Bathroom Upgrades & ADA Building Access: \$225,000**

The WCC facility currently has no ADA accessible bathrooms. The new work shall consist of demolishing the existing bathrooms and installing two new ADA accessible bathrooms in Building A.

Additionally, to provide ADA compliant access to Building A, an ADA compliant ramp will need to be installed. The existing non-compliant ramp will need to be removed and will be replaced by a wider ADA compliant concrete ramp with handrails on both sides.

**Building E, Preschool Air Conditioning & Buildings A & E, Energy Efficiency \$40,000**

This work shall consist of installing new split air-conditioning systems in two preschool classrooms. In conjunction with this work electrical upgrades will be required and also installation of fixed windows in the locations of the existing fixed louvers. WCC will also replace our current light bulbs in buildings A and E with more energy efficient bulbs and lighting, which we estimate would reduce electricity costs by 20%.

**3. Public Purpose and Need to be Served**

The Waikiki Community Center Complex serves as a “one-stop” center for health services, social services, counseling, lifelong education and wellness, and community building for Waikiki’s children, families, elderly and other residents. Through WCC’s programs and those of our nonprofit agency and faith-based organization partners, **over 55,000 people utilize our facilities each year.** The WCC Complex facilities are utilized by the public 7 days a week, 52 weeks a year, from 6:30 am to 10:00 pm.

The Waikiki Community Center (WCC) is comprised of 3 two-story buildings on a 1.1 acre parcel on the site of the old St. Augustine School. In addition to its own programs and services, WCC houses seven other non profit agencies on its property. Building E currently houses three non-profit agencies, 4 meeting rooms and WCC’s Early Education Center for young children. Building A houses WCC’s Senior Program, two nonprofit agencies, large meeting rooms, and administrative offices. Building H houses a meeting room, two nonprofit agencies and the main health clinic of Waikiki Health Center. Collectively, programs and services are provided to the

senior citizens, young children, the handicapped and disabled and other members of Waikiki's diverse community from our buildings.

In 1981, the State of Hawaii, through legislative appropriation, purchased the property and buildings for the designated use as a multi-purpose community center. WCC has a 30 year master lease with the State of Hawaii through the year 2037 to manage the property. WCC has held this master lease since 1981 through the Dept. of Land and Natural Resources (DLNR). The buildings were originally constructed incrementally from 1951 to 1964. In 1982, WCC renovated the interior of the buildings to house different social service programs and agencies. After initial repairs and renovations were completed in 1984, no other major improvements were made due to lack of sufficient funding sources.

The proposed alterations and repairs are critically needed to maintain the structural integrity of the buildings and create a safe environment for the public that is accessible to all and to use in alignment with the purpose of the property.

#### **4. Target Population to be Served**

Waikiki is a very diverse, high density urban resort/residential community. Its population includes 22,000 residents (25% of which are elderly), 40,000 employees and 80,000 visitors. The Capital Improvement Project described in this proposal will directly impact and improve the safety and accessibility for the elderly, children, handicapped and general public, maximizing access and use of the WCC facilities.

Approximately 85% of WCC's users of the A and E buildings are senior citizens over the age of 60, many of whom are single or widowed, receiving fixed income and living independently without family support systems in close proximity. More than 3,000 senior citizens participate in WCC's senior program activities annually. Seventy percent (70%) of WCC families served through our Early Education Center are low to moderate income. In addition, at least 2,000 patrons of the Waikiki Health Center and other tenant agencies assist low-income, handicapped and disenfranchised groups within the Waikiki community. Included in the target population are infants, young children, families, senior citizens, disabled, handicapped, financially needy, chronically mentally ill and homeless.

#### **5. Geographic Coverage**

The Waikiki Community Center is located at 310 Paoakalani Avenue, located in the heart of Waikiki. Services are provided to residents throughout Oahu, and in particular Census Tracts No. 18.01, 18.02, 19.01, 19.02, 20.01 and 20.02.

## **II. SERVICE SUMMARY & OUTCOMES**

### **1. Scope of work, tasks and responsibilities**

**Fire Alarm Upgrades, Buildings E&H: \$80,000.**

In 2013 the fire alarm system for Building A was upgraded. At that time it was advised that the fire alarm systems for Buildings E&H were non-compliant with current codes and the Americans with Disabilities Act.

This improvement will consist of removal of the existing fire alarm devices and apparatus in buildings E&H. Installing new ADA compliant devices and connecting all devices to a centralized alarm panel. The work will include patching and repairing of existing surfaces, underground conduits, trenching excavation and pavement repair.

**Physical Barriers, Fences and Gates, Video Security: \$125,000.**

The current fences and gates along the Paoakalani Avenue have exceeded their life cycle, are in disrepair and require replacement. In addition, the preschool (Building E) does not provide adequate physical barriers that bar access to the school interior and classrooms from unauthorized personnel.

The fencing work along Paoakalani Ave. will consist of repair and replacement as needed of the chain-link fence. Removal of and vehicle access gates and installing two new manually operated wrought iron gates.

The new work at the preschool consists of removal of the chain link gates, installing new wrought iron gates with keyed locks. Additionally, wrought iron barriers shall be installed at the two stairwells to block access to the classrooms from unauthorized personnel.

In addition to the fencing, the work shall include installing video surveillance whose primary function is to monitor access to the preschool building and vehicle traffic entering and exiting the parking area surrounding the preschool.

**Building A- ADA Bathroom Upgrades & ADA Building Access: \$225,000**

The WCC facility currently has no ADA accessible bathrooms. The new work shall consist of demolishing the existing bathrooms and installing two new ADA accessible bathrooms in Building A.

Additionally, to provide ADA compliant access to Building A, an ADA compliant ramp will need to be installed. The existing non-compliant ramp will need to be removed and will be replaced by a wider ADA compliant concrete ramp with handrails on both sides.

**Building E, Preschool Air Conditioning & Buildings A & E, Energy Efficiency \$40,000**

This work shall consist of installing new split air-conditioning systems in two preschool classrooms. In conjunction with this work electrical upgrades will be required and also installation of fixed windows in the locations of the existing fixed louvers. WCC will also replace our current light bulbs in buildings A and E with more energy efficient bulbs and lighting, which we estimate would reduce electricity costs by 20%.

## 2. Projected Timeline for accomplishing results

<b>TIME PERIOD</b>	<b>PROJECT ACTIVITY</b>
July 2014	RFP for preconstruction and design services
July 2014	Preconstruction and designer selection(s)
August 2014	Convene Project Management Committee monthly
August 2014 - September 2014	Design evaluation and review
October 2014	Solicit construction bids per WCC and State of Hawaii procurement requirements.
October 2014	Pre-bid conferences
November 2014	Construction bid selection
November 2014	Convene meetings with community and property tenants
November 2014	Secure required permits
December 2014-March 2015	Fire Alarm Upgrades
December 2014 – March 2015	Install new physical barriers, entry gates, perimeter fencing/
December 2014 –May 2015	ADA Bathroom Upgrades, ADA Ramp Building
February 2015-March 2015	AC Upgrades Building E (preschool)
June 2015	Conduct final inspections.
Quarterly	Prepare and submit required reports to contracting agency.
June 2015	Prepare and submit final report to contracting agency.

## 3. Quality Assurance and Evaluation Plans

WCC's Executive Director and Director of Finance will provide daily oversight to project operations and meet on a weekly basis with project construction staff to monitor progress. The Project Management Team members will visit the construction area bi-weekly to monitor quality of project work during the construction project. The team will continually assess whether the project is progressing according to contract and timeline schedules and budgets and expected quality. Standard best-practice processes will be utilized at the conclusion of the project to ensure the quality of work is up to standard including a final inspection by appropriate licensed professionals and project management teams members to assess project impact on structural integrity of the buildings.

## 4. Measures of Effectiveness

The measures of effectiveness will be:

- Work is completed in a timely manner, per contract schedule and timeline
- Costs do not exceed contract amount
- Quality of work is ensured by professional management

### **III. FINANCIAL**

#### **BUDGET**

1. See Attached Budget Forms.
2. Anticipated Quarterly Funding Requests for FY 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
25,000	125,000	200,000	120,000	\$ 470,000

3. All Other Sources of Funding To be Obtained/Sought for FY 2015  
     Private Trusts & Foundations  
     Tenant Fees
4. Not applicable.
5. Balance of unrestricted current assets as of December 31, 2013 is \$366,205.

### **IV. EXPERIENCE AND CAPABILITY**

#### **A. Necessary Skills and Experience**

Waikiki Community Center has been the master lessee of the Waikiki Community Center Complex property since 1981. For more than 30 years, WCC has efficiently managed all property improvements and repairs, ranging from initial renovations of the entire property to managing construction of a new playground and new windows. WCC has extensive experience managing government contracts with the city and state including a Grants In Aid program contract with the Department of Health's Executive Office on Aging for seven years, a \$230,000 Grants In Aid CIP roof and gutter contract released in December 2013, and a \$506,000 City & County Community Development Block Grant (CDBG) contract for planning and design of a property-wide electrical improvement project, which was successfully completed in September 2013.

The project will be managed by a Project Management Team, consisting of the WCC Executive Director, Director of Finance and Board of Directors Facilities Committee. The WCC Executive Director has over 20 years of nonprofit management and government contract management experience. The Director of Finance has managed finances for several construction and



development firms including Honolulu Builders. The Board Facilities Committee includes a prominent local architect with over 35 years of experience in planning, design and construction as well as a Vice President of the construction firm Kiewit.

## **B. Facilities**

The WCC land and buildings are owned by the State of Hawaii and managed by the Department of Land & Natural Resources, Land Division. WCC has held the master lease from the State of Hawaii since 1982 and is responsible for the management, repair and improvement of the property and its buildings. The current 30-year master lease to WCC expires in 2037. See also Section I. - Background & Summary, No. 3 – Public Purpose and Need to be Served.

## **V. PERSONNEL: PROJECT ORGANIZATION & STAFFING**

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

WCC has a team of staff and board and committee resources that has substantial experience planning and managing facilities projects including the finance and administration aspects of a project of the size proposed. Following is a summary of qualification for the lead staff on the proposed project. See Section IV-A for further details on the project management team.

WCC Executive Director – In conjunction with the WCC Board Facilities Committee will be in charge of oversight for the all aspects of the proposed project including contract management and administration. WCC's Executive Director has more than 20 years of non profit management experience in Hawaii and the mainland, during which time she has managed numerous federal, state and city/county contracts totalling millions of dollars, including a \$1+ million contracts through the US Treasury Department and another of similar size through the federal Office of Administration for Children and Families. She was also responsible for managing the majority of the work on WCC's \$506,000 Electrical Transformer CDBG project when she came to WCC in January 2013 and successfully completed the contract in September 2013. Previous to her WCC position, the Executive Director was the Chief Operating Officer at Girl Scouts of Hawai'i, where she had oversight for its statewide properties, including its four camp sites.

WCC Director of Finance – The Director of Finance is responsible for the oversight of WCC's finances and facilities management. She will manage the day to day operations of the proposed project including contracting/overseeing the bid/selection process for the contractor(s). WCC's Director of Finance has 25 years of experience in finance and more than 10 years experience managing operations for development companies on Hawai'i Island from site development through construction, financing, leasing and sales. Previous to WCC, she was the controller at Honolulu Builders where she also managed human resources and the CFO of a major non profit organization. She has also served on the Board of the Hawaii Island United way for five years. She holds an MBA in Finance from Babson College.

**B. Organization Chart**

See Attachment A

**C. Compensation**

The three highest paid officers, directors, or employees of the organization by position are as follows.

Executive Director - \$80,000

Director of Finance - \$75,000

Preschool Director - \$46,350

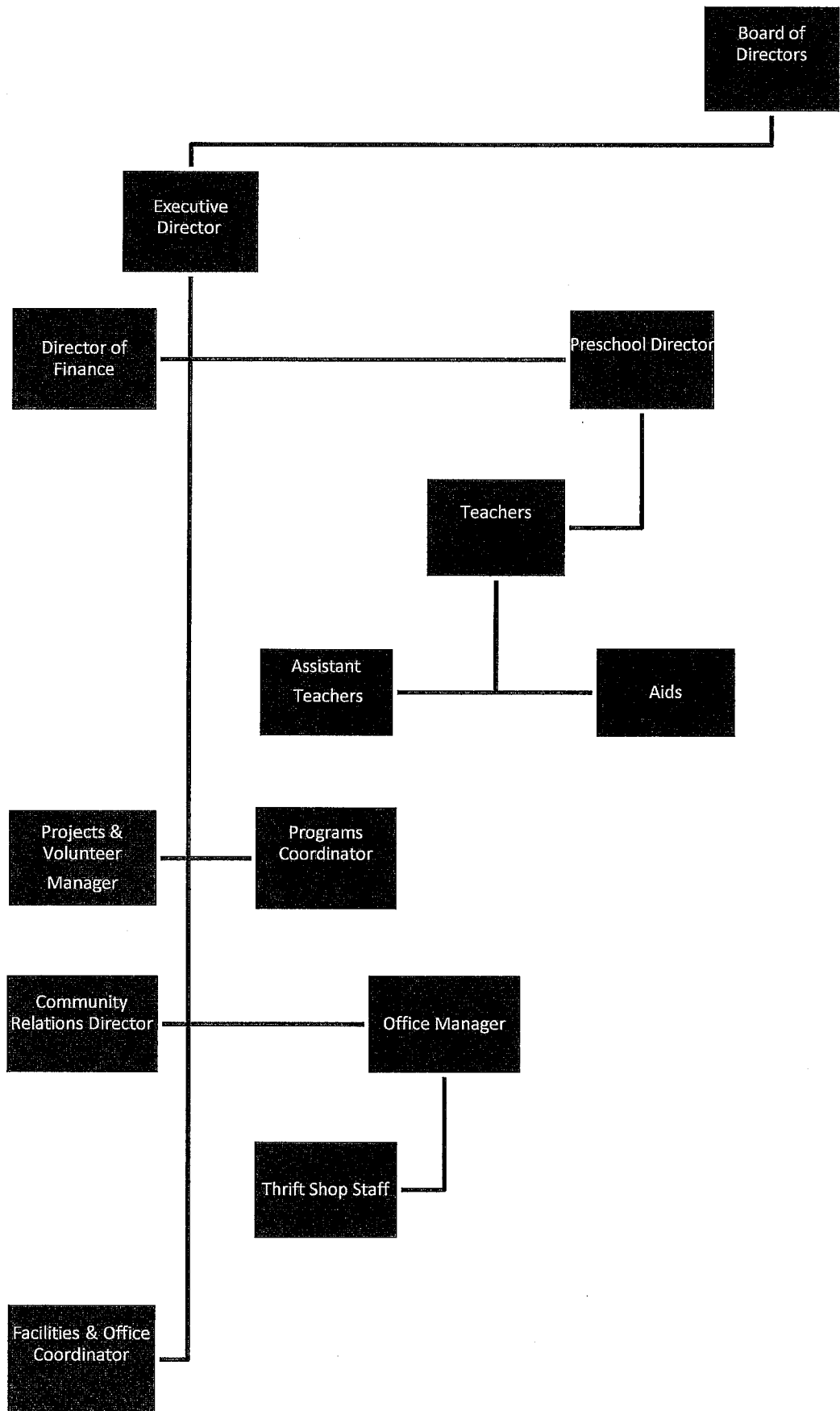
**VI. OTHER**

- A. **Litigation – disclose any pending litigation or outstanding judgments.** None
- B. **Licensure or Accreditation.** Not applicable




WAIKĪKĪ  
COMMUNITY  
CENTER

### Attachment A: Waikiki Community Center Organizational Chart



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2014 to June 30, 2015)

Applicant: Waikiki Community Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Other Sources (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries		45,750		
2. Payroll Taxes & Assessments		5,033		
3. Fringe Benefits		7,778		
<b>TOTAL PERSONNEL COST</b>		<b>58,560</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island		0		
2. Insurance		4,000		
3. Lease/Rental of Equipment		1,000		
4. Lease/Rental of Space		0		
5. Staff Training		0		
6. Supplies		3,000		
7. Telecommunication		1,100		
8. Utilities		3,000		
9. Audit Services		5,000		
10. Staff Mileage		100		
11. Postage		300		
12. Printing		500		
13. Accounting Services		0		
14. Staff Mileage		100		
15. Postage		300		
16. Printing		500		
17		0		
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>		<b>18,900</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>470,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>470,000</b>	<b>77,460</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	470,000	Caroline Hayashi	923-1802, ext. 101	
(b) Private Grants/Contributions	42,460		Phone	
(c) Tenant Fees	35,000		1/30/14	
(d)			Date	
<b>TOTAL BUDGET</b>	<b>547,460</b>	Caroline Hayashi, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Waikiki Community Center

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	1	\$80,000.00	25.00%	\$ -
Director of Finance	1	\$75,000.00	25.00%	\$ -
Office & Facilities Coordinator	1	\$35,000.00	20.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS:</b>				
* Staff time allocated to the project is reflected in page 4, column (b) Other Sources and will be covered by other funding sources. WCC is <u>not</u> requesting staff salaries from the state as part of this grant request.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Waikiki Community Center

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Waikiki Community Center

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	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			2,000			
LAND ACQUISITION			-			
DESIGN			30,000			
CONSTRUCTION			438,000			
EQUIPMENT						
TOTAL:			470,000			
JUSTIFICATION/COMMENTS:						

**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.

Waikiki Community Center  
(Typed Name of Individual or Organization)

1/30/14  
(Date)

Caroline Hayashi  
(Typed Name)

Executive Director  
(Title)