

House District 26

Senate District 13

**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:

Young Women's Christian Association of Oahu

Dbas: N/A

Street Address: 1040 Richards Street Honolulu, HI 96813

Mailing Address: 1040 Richards Street Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Noriko Namiki

Title Chief Executive Officer

Phone # 695-2613

Fax # 695-2665

e-mail nnamiki@ywcaoahu.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:

THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF OAHU SEEKS SUPPORT FOR RENOVATIONS TO ITS FLAGSHIP HEADQUARTERS IN DOWNTOWN HONOLULU.
THE PROPOSED IMPROVEMENTS WILL ADDRESS CRITICAL SECURITY AND SAFETY ISSUES AND IMPROVE AESTHETIC APPEAL OF THIS HISTORIC BUILDING.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 1,000,000

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

NORIKO NAMIKI, CHIEF EXECUTIVE OFFICER
NAME & TITLE

JANUARY 31, 2014
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

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

The Young Women's Christian Association of O'ahu (YWCA) has a mission "to empower women, eliminate racism and to promote peace, justice, freedom and dignity for all people." We focus on economic self-sufficiency, which is a critical issue for women in Hawai'i. We address the needs of women – a stable home, a career, and financial security – through innovative programs that engage each woman in her own success. By working collaboratively and finding new ways to tackle challenges, we help women achieve their goals.

The proposed project will occur at our flagship headquarters, the YWCA Laniākea, in downtown Honolulu. Constructed in 1927, Laniākea was the first major building in Hawai'i to be designed by a woman. Julia Morgan, best known for Hearst Castle at San Simeon, designed over 700 buildings during her 47-year career and ranked the Honolulu YWCA as one of her top ten favorite projects. It is a 70,000 square foot facility, built around an open courtyard with meeting and event space, a restaurant, a gym and pool, and extensive adaptable office areas.

2. The goals and objectives related to the request;

The goal of this project is to address essential safety and security issues, while preserving the historic elements of the YWCA Laniākea.

The objectives are as follows:

1. Repair/refurbish concrete steps of front entryway.
2. Address concrete spalling throughout façade.
3. Repair/refurbish plaster of exterior walls and decorative elements including balustrades.
4. Repair/refurbish front façade windows.
5. Refurbish hallmark entryway doors.

3. The public purpose and need to be served;

The YWCA offers a host of programs to support the needs of women and families on O'ahu:

- The **Patsy T. Mink Center for Business and Leadership**, providing business services to women entrepreneurs, many of whom are socially and economically disadvantaged. After opening at Laniākea in 2012, the Center provided counseling and training to 341 people in its first year of operations.

- **Dress for Success Honolulu Career Center**, which helps low-income women find and keep good jobs and move up in the workforce. Since 2002, more than 4,200 women have been “suited” with career attire at Dress for Success.
- **YWCA Advocacy** and policy work as part of a national platform focused on economic advancement, health and safety of women, and racial justice/civil rights. Our youngest leaders, teen girls from local schools, are integrally involved in these efforts.
- Transitional Housing and support to women in crisis, including female veterans and domestic violence survivors. Each year, about 500 women children stay at the **YWCA Fernhurst Residence**, out of which about 70% receive some form of subsidy.
- **Wahine Moving Forward**, a collaborative project among five community agencies to train and match financial literacy mentors with survivors of domestic violence to help them build economic readiness and self-sufficiency.

4. Describe the target population to be served; and

The primary target population served by YWCA programs is low-income women and families. These women may be female immigrants, including many for whom English is a second language, survivors of domestic abuse and/or female veterans. Two-thirds of program participants are between 31-50 years of age and about one-third are of Native Hawaiian ethnicity. Many of them are single parents.

Women may be seeking economic stability after a lifetime of welfare dependency. Some are building professional skills to move up and leave the stress of working multiple low wage jobs. Some intend to start a new business. The YWCA also serves the general population with health and wellness, aquatics, business and leadership training, and advocacy programs.

5. Describe the geographic coverage.

“The Richards Street Y,” as it was known in its early years, is in the Honolulu Capitol and Cultural District and is listed on both the State and National Historic Registers. The renovation of Laniākea is necessary to due to the historical and architectural distinction of this district. As recognized by Historic Hawai’i Foundation, through Laniākea, “...the YWCA reaches out to a broad cross-section of the community who might not otherwise come to experience downtown Honolulu and its history.”

The strategic location of Laniākea, in the seat of both the business and government districts, enables the YWCA to address community challenges from the heart of activity on O’ahu. This is truly “the place to be” for women’s issues. Readily accessible by bus, the YWCA supports women and families in the urban core, in surrounding areas, and throughout the island.

II. Service Summary and Outcomes

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

The proposed project is to restore the original splendor of Richards Street façade and address critical safety and security issues of the front entryway of Laniākea. We intend to build upon our \$6M renovation in 2006-08 that restored the original architectural features of the restaurant and Elizabeth Fuller Hall. The project received a Preservation Award from the Historic Hawaii Foundation in 2009.

The scope of work involves addressing safety issues of the façade, while preserving the treasured historic elements of the building. As part of the exterior survey and investigation, we will assess the door threshold related to ADA compliance and retain nosing as part of the work. Throughout the façade, concrete spalling presents a significant safety issue. The concrete steps of the front entryway will be repaired or refurbished. We will remove deterioration, clean rebar, inject epoxy and replace concrete to extent needed to prevent recurrent cracking. Various plaster elements of the exterior walls including balustrades will be repaired or refurbished.

To restore the iron window casings, we will assess deterioration of each window and restore metal casings individually; some windows may need to be replaced completely. Lastly, we will refurbish hallmark entryway doors of Laniakea. These doors feature hand-carved rosettes that were designed by Julia Morgan. To restore them, we will conduct paint analysis, remove existing finish, and restore original stain color.

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

The proposed timeline is as follows:

Fund Development:	1/14 – 6/14
Planning and Design:	4/14 – 6/14
Entitlements and Permitting:	6/14 – 6/15
Construction:	6/15 – 6/16

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

The lead architectural firm for the project is Ferraro Choi and Associates, known for award-winning rehabilitation projects including Honolulu Academy of Arts and Hawai'i Theatre Center. The YWCA Facilities Committee will oversee plans, bidding and construction and to ensure adherence to the original architectural intent of the property.

The YWCA will follow the standards setup by National Park Service, U.S. Department of Interior, particularly the Standards for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings (Washington, DC: U.S. Department of the Interior, 1991, Rev. 1997) as well as the Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring and Reconstruction of Historic Buildings.

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

To evaluate the effectiveness of the physical construction project, the YWCA measures success by the ability to complete projects safely, on-time, and within budget. These measurement results will be provided to the State upon request.

III. Financial

Budget

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

See attached budget forms. Also attached is a detailed construction estimate.

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
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

In addition to this request to the Hawaii State Legislature, the YWCA is seeking support for capital improvements through the Honolulu Authority for Rapid Transit, Historic Preservation Fund; Harry and Jeanette Weinberg Foundation, Strong Foundation and Freeman Foundation.

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

Not Applicable.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

The balance of unrestricted current assets as of December 31, 2013 was \$1,708,950.

IV. Experience and Capability

A. Necessary Skills and Experience

The YWCA has the leadership, administrative and resource capacity to accomplish this project. The YWCA's service to economically women and children is evidence of our capacity to serve this community.

In 2013 at the YWCA:

- 429 women came to Dress for Success Honolulu for professional attire;
- 511 women and 56 children at Fernhurst Residence, out of which 70% received a subsidy; and
- 51 survivors of domestic violence created a financial safety plan and monthly budget.

Related to fundraising and administration, within the past fifteen years, the YWCA has raised \$11 million for three capital improvement projects to facilities, all of which were completed on time and within budget. In 2013, the agency raised more than \$612,310 through grants and government contracts and \$187,174 through the Annual YWCA LeaderLuncheon and related events.

To verify experience in related project, the YWCA holds current contracts with:

Hawaii State Department of Human Services; \$100,000 supplemental contract in support of TANF Purpose 2: To end the dependence of needy families on government benefits by promoting job preparation, work, and marriage. The agency contact is Joanne McCully, First to Work Program Specialist, Department of Humans Services, Benefit, Employment & Support Services Division. 820 Mililani Street, Honolulu, HI 96813.

U.S. Small Business Administration, Office of Women's Business Ownership; \$140,140 in 2014 to support the Patsy T. Mink Center for Business and Leadership. The agency contact is Carol L. Greenfield, Grants Management Specialist/Officer, U.S. Small Business Administration, 409 Third Street, SW, 6th Floor, Washington, DC 20416.

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.

The YWCA Laniakea is a beautiful 70,000 square foot facility located on Richards Street in downtown Honolulu. Built in 1927, Laniakea was designed by Julia Morgan, best known as the architect of San Simeon, Hearst Castle. Laniakea's distinct design features include over 140 custom designed steel windows, carved teak entryway doors and a clay tile roof.

The landscaping was also designed by a woman, Catherine Jones Richards, who worked on the Honolulu Academy of Arts and Punchbowl National Memorial Cemetery. The open-air corridors and lush courtyard provide a Hawaiian sense of respite and care in the bustling business district of downtown Honolulu. Laniakea is listed on both the National and State of Hawaii Registers of Historic Places. The facility is easily accessible by city bus, and offers ample street and nearby garage parking. Laniākea has a handicap accessible entryway and many ADA amenities. All areas affecting programs are fully ADA-accessible.

Over the years, the YWCA renovated portions of the facility including Café Julia, Elizabeth Fuller Hall and the Fitness Center. Ongoing improvements have resulted in vibrant income-producing spaces that are accessed by the local business community while supporting the member services and mission of the YWCA. The next phase of renovations will retain the original character and architectural details of Laniākea, while improving safety and security.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The YWCA has a strong senior leadership team that will work directly with volunteers on various aspects of planning, fundraising and construction. Noriko Namiki, CEO, is the lead public face of the YWCA and is responsible for communications, public relations and fundraising for this project. She works with the Board of Directors to involve public and private stakeholders in major projects and initiatives. Jonathan Townsley, CFO, is responsible for financial accountability, compliance issues and contracts. He will work directly with Candice Wessinger, COO, to manage the construction project and oversee fiscal issues.

See attached Resumes for the YWCA senior leadership team, Noriko Namiki, CEO, Jonathan Townsely, CFO, and Candice Wessinger, COO.

B. Organization Chart

The following chart illustrates staffing and responsibilities for the Laniakea Façade Renovation Project.

Key Staff and Support Personnel For Laniakea Façade Renovation			
<p>Noriko Namiki Chief Executive Officer</p> <ul style="list-style-type: none"> · Leads fund raising and grant writing efforts · Responsible for communications/PR strategy · Oversees construction and compliance · Reports to YWCA Board of Directors 			
<p>Jonathan Townsley Chief Financial Officer</p> <ul style="list-style-type: none"> · Reviews all contracts · Oversees budget and compliance · Manages audit and reporting responsibilities · Reports to CEO/Finance Committee 	<p>Candice Wessinger Chief Operating Officer</p> <ul style="list-style-type: none"> · Manages Renovation Plan and Budget · Manages bidding and negotiations for design and constructions contracts · Reports to CEO/Facilities Committee 	<p>Kehau Coleman Director of Economic Advancement</p> <ul style="list-style-type: none"> · Oversees programs at Laniakea · Responsible for program adjustments during construction · Reports to CEO 	<p>Wendy Chang Director of Development</p> <ul style="list-style-type: none"> · Works with CEO to secure external funding · Manages grants · Reports to CEO/Development Committee

See attached Organizational Chart for the YWCA of O’ahu.

C. Compensation

██████████ Chief Executive Officer - \$100,000
 ██████████, Director, Patsy T. Mink Center for Business and Leadership - \$65,000
 ██████████, Chief Operating Officer - \$55,000

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.

Not Applicable.

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

Applicant: YWCA of Oahu

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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	1,000,000			
TOTAL (A+B+C+D+E)	1,000,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Candice Wessinger (808) 695-2619		
(b)		Name (Please type or print) Phone		
(c)		[Redacted Signature] 1/30/2014		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	1,000,000	Noriko Namiki, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: YWCA of Oahu

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)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: YWCA of Oahu Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable.			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: YWCA of Oahu

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		\$500,000	\$1,000,000			
EQUIPMENT						
TOTAL:	0	\$500,000	\$1,000,000			
JUSTIFICATION/COMMENTS: The YWCA is currently negotiating the FY 2013-14 Grant-In-Aid for this project, which was originally awarded for \$500,000.						

YWCA of O'ahu: Stabilization and Restoration of Historic Laniakea

Construction Cost Estimate

Cost Item	Qty.	Unit Cost	Subtotal	Total Cost
Direct Costs				
Exterior Survey and Investigation		lump sum	65,000	40,000
Walls				153,000
Clean out/repoint joint	200 LF	65 /LF	13,000	
Repair cracks	300 LF	70 /LF	21,000	
Replaster	600 SF	15 /SF	9,000	
Repaint	20,000 SF	5.50 /SF	110,000	
Windows				316,530
Remove, restore, replace	28 windows	4,265 each	179,130	
Replace in kind	6 windows	14,500 each	130,500	
Replace sills	10 sills	180 each	1,800	
Repoint/patch/caulk sills	34 sills	150 each	5,100	
Ornament				75,005
Metalwork				
Grilles, remove, clean, re-anchor	8 grilles	2,000 each	16,000	
Balconies, clean and re-anchor	235 LF	55 /LF	12,925	
Concrete Balustrades				
Repoint/replace missing top and bottom rails	200 LF	75 /LF	15,000	
Repair concrete balusters	100 LF	60 /LF	6,000	
Replace concrete baluster with reproductions	20 balusters	600 each	12,000	
Repair/replace column capitals	50 SF	200 /SF	10,000	
Repair/replace concrete cornices as needed	28 LF	110 /LF	3,080	
Restore Teak Doors				25,000
<i>Subtotal</i>				609,535
Contingency for Unforeseen Items	15%			91,430
<i>Subtotal</i>				700,965
Contractor's Mark-UP				
General Conditions, Bond and Site Protection	20%			140,193
Profit and Overhead	15%			105,145
Total Direct Costs				\$ 946,303
Indirect Costs				
Owner's Representative/Project Manager				\$ 53,697
Total Direct and Indirect Costs				\$ 1,000,000

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII 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, 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.

Young Women's Christian Association of Oahu

(Typed Name of Individual or Organization)



(Signature)

7-31-2014

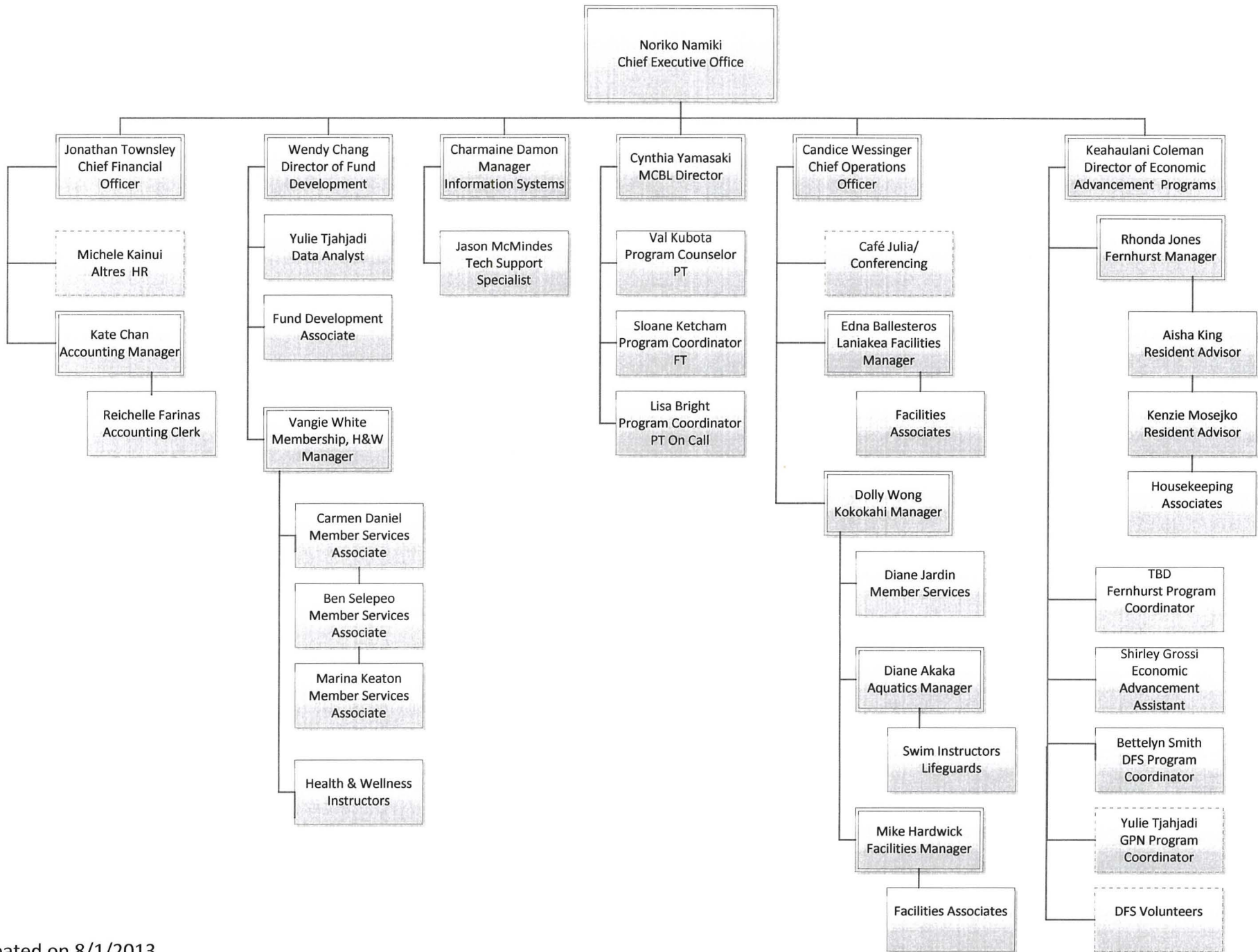
(Date)

Noriko Namiki

(Typed Name)

Chief Executive Officer

(Title)



Noriko Namiki



EDUCATION:

May 2004 MSW	Columbia University School of Social Work	New York, NY
May 1992 BA (Communication)	Chaminade University of Honolulu	Honolulu, HI

CURRENT POSITION:

02/13-present *YWCA of O'ahu* Honolulu, HI

Chief Executive Officer

Responsible for the leadership, strategic planning, development and overall management of the organization. Served as Interim CEO to support successful transition to new leadership while overseeing programs and operations at three locations on Oahu.

COMMUNICATIONS EXPERIENCE:

04/12-02/13 *YWCA of O'ahu* Honolulu, HI

Chief Communications Officer

Oversaw communications strategy and execution across the organization including marketing, promotion, program development, fund development, event planning and advocacy. Part of the organization's senior management group.

09/09-present *Dorman Namiki Communications* Honolulu, HI

Communication consultant

- Conduct media training for professionals in Singapore, Japan and Hong Kong; clients include CEO's, CFO's and hedge fund managers
- Created and oversee business plan and client development in Asia
- Manage bookkeeping

Freelance Television Producer: ABC News

- Traveled to Japan as ABC News producer covering the immediate aftermath of the March 2011 earthquake/tsunami. Worked directly with Diane Sawyer for segments on World News and Good Morning America
- Worked for ABC News as a producer to assist correspondents for various stories covered in Hawaii, including the holiday vacations of President Obama and his family (2009-2012)

01/05-07/09 **ABC News** Tokyo, Japan

Producer

- Managed Tokyo Bureau of ABC News
- Handled bureau's bookkeeping duties
- Hired and managed TV crews, freelance producers, translators and drivers
- Generated and researched story ideas
- Assisted correspondents and TV crews in filming of news material
- Served as a liaison with Japanese television stations such as NHK (Nippon Hoso Kyokai) and Fuji TV
- Contributed stories for ABC News Website

08/93-06/97 **CNN** Tokyo, Japan

Producer

- Involved in hiring and management of staff
- Scheduled and coordinated shoots and gathered elements for television news
- Trained interns
- Assisted supervisor and correspondents with special projects and coverage including G-7 and APEC
- Managed internship program

SOCIAL WORK EXPERIENCE:

09/03-05/04 Kings County District Attorney's Office, Counseling Unit

Brooklyn, NY

Social Worker

- Provided counseling to crime victims
- Accompanied and assisted crime victims of various racial and ethnic groups at courts
- Collaborated with attorneys to help victims navigate through legal procedures
- Organized and ran therapy sessions for victims of domestic violence
- Worked on a grant proposal for victims of domestic violence among the Asian Community (Chinese) in Brooklyn
- Developed a network system among Asian community leaders in Brooklyn to prevent domestic violence

09/02-05/03 Lyndon B Johnson Health Complex

Brooklyn, NY

Social Worker

- Held private and group counseling sessions (adults and teenagers) and documented their behavior and conditions
- Coordinated efforts among doctors and service agencies
- Helped clients apply for various social services such as housing, domestic violence assistance, substance abuse treatment

VOLUNTEER WORK:

09/03-06/04 St. Luke's-Roosevelt Hospital Crime Victims Treatment Center

New York, NY

- Offered crisis counseling to crime victims upon their admission to the hospital

LANGUAGE SKILLS:

- Fluent in English and Japanese (Written and Spoken)

REFERENCES:

- Available upon request

JONATHAN A. TOWNSLEY

Financial Accounting, Tax Compliance, and Tax Credit Reports

March 2013 to Present **YWCA of Oahu** **CFO & HR Manager**
Oversee the Financial and HR Operations.

June 2012 to October 2012 **Sofos Realty Corporation** **Accountant, Honolulu**
Property management accountant. For nine properties prepared monthly financials as well as prepared the 2013 budgets. Used Colonial software by Maxwell Systems.

March 2012 to April 2012 **Leong & Fong CPAs** **Accountant, Honolulu**
Temporary position to prepare individual tax returns for the busy season. Used Ultra Tax software.

August 2011 to November 2011 **YWCA of Oahu** **Accountant, Honolulu**
Assisted the accounting department in AP/AR, GL journal entries, cash flow forecasting and updating the accounting manual. This was a temporary 3 month volunteer assignment.

August 2009 to July 2011 **PKF Pacific Hawaii LLP** (formerly Grant Thornton) **Tax Manager, Honolulu**
Managed the tax return forms and summary report preparation for Research and Development (R&D) Qualified High Technology Companies to comply with Federal IRC §41 and Hawaii's Act 221/215. Also managed the tax compliance return preparation for individuals and Corporations.

- Brought in \$40,000 of new tax client business in 2011.
- Multiple tax presentations.

July 2008 to July 2009 **Pacific Shipyards International (PSI)** **Controller, Honolulu**
Responsible for management of accounting duties of this multi division ship repair company. Duties included monthly closings, financial statement preparation, calculating WIP revenue and AP/AR. Timberline software.

- Initiating a system of cataloging and storing accounting work papers on the PSI server.
- Implemented improved procedures for the inventory tracking and for accounts receivable.

Sept. 2006 to June 2008 **Accuity LLP** (formerly PWC) **Tax Manager, Honolulu**
Jan. 1998 to Aug. 2006 **PricewaterhouseCoopers LLP (PWC)** **Tax Manager, Honolulu**
Preparation of individual, trust, corporate and partnership tax returns. Specialty in Research and Development (R&D) tax work for multiple Hawaii High Tech companies to comply with Federal IRC §41 and Hawaii's Act 221/215. Managed a staff of 4 professionals in the preparation of all R&D related state and federal tax filings, reports and State of Hawaii Audits.

- Designed and implemented Excel tracking schedules to improve staff work efficiencies.
- Trained staff for use of best practices and worked with staff to create a strong team environment.

1996 to 1998 **Jorgen Hansen, CPA** **Tax Accountant, Honolulu**
Tax Compliance Duties: Preparation of tax returns for Corporations and Individuals.

1994 to 1996 **Masters of Accountancy** **University of Houston, Texas**

1978 to 1994 **Exxon & ARCO** **Sr. Geophysicist, Houston, Texas**
Duties: Geophysical and geological exploration in onshore and offshore hydrocarbon arenas.

Certifications & Education: Certified Public Accountant (CPA), Licensed in Hawaii in 1998
M.S., Accountancy, University of Houston, 1996; B.S., Geology & Geophysics, University of Hawaii, 1978

Associations: American Institute of CPA's Member / Hawaii Society of CPA's Member
YWCA, Financial Committee Member & YWCA 2011 Special Task Force Member

CANDICE WESSINGER

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF OAHU – Honolulu, Hawaii

2009-present

Chief Operating Officer

Oversees daily operations of three YWCA facilities that serve women and girls on Oahu. Responsible for facilities, occupancy and programmatic functions. Responsible various facilities improvement projects at various each site, while providing a daily presence to support ongoing programs and operations.

Core Competencies

- Budget Planning
 - Operations Management
 - Development / Construction
 - P&L. Management
 - Personnel Development
 - Supply Chain / Logistics
 - Brand Management
 - Sales / Marketing
 - Quality Assurance
-

PROFESSIONAL EXPERIENCE

FEDEX KINKO'S OFFICE AND PRINT CENTERS - Dallas, Texas

2006-2008

Director of International Business Development

Recruited to create business development structure for new centers and country entries. Created market plans and established infrastructure in each international market to support expansion. Defined development criteria and established tools and processes to increase sales. Created template for international business planning process. Managed four direct sales, operations and development reports and four indirect international reports. International markets included Australia, Canada; Mexico, Japan, Korea, China, United Kingdom, UAE, Kuwait, and Lebanon.

Key Achievements:

- Opened 24 new company and franchise centers in six international markets, **increasing the departmental revenue by 12%**.
- Defined key design standards and created center prototype models, **to benchmark and reduce construction costs**.
- **Defined and implemented business development process, system scorecard, and interactive project management tool** to track performance.
- **Established the strategic direction for expansion of the franchise program**. Defined all support materials, recruiting programs, franchise agreements, and organizational structure.

HARDEE'S FOOD SYSTEMS – St. Louis, Missouri

2003-2005

Director of International Operation Services, Training and Special Projects

Interfaced with domestic staff to interpret corporate programs for international use. Managed all facets of various international projects, including training of new franchisees. Developed new promotional products and campaigns for all markets and constructed implementation guides. Negotiated contracts with alternate suppliers when required due to cultural preferences. Worked with International Supply Chain Managers and vendors to organize distribution and insure uninterrupted transport. International markets included UAE, Kuwait, Egypt, Qatar, Lebanon, Hong Kong, Philippines, and Mexico.

Key Achievements:

- **Created "International Supply Chain Management Guide"** including Supplier Complaint Resolution Process and Product Recall System.

CANDICE WESSINGER

WENDY'S INTERNATIONAL – Honolulu, Hawaii
International Franchise Area Director - Asia Pacific

1995-2003

Full responsibility for bottom-line factors to ensure quality market performance and profitability. Directed all activities including business planning, site selection, design, construction, marketing, P&L performance and operations for franchise organizations ranging from \$7 to \$60 million dollars in annual sales. International franchise markets included New Zealand, Thailand and Philippines.

Key Achievements:

- Launched marketing initiative with new product line-up resulting in a **7% sales increase**.
- Spearheaded development and implementation of local labor guide in the Philippines that **reduced labor by 14%**.
- **Served as Development Manager** in the Hawaii market. Prepared market plans, reviewed potential locations, prepared construction and operating budgets for site packages submitted for Executive Committee approval.

PILLSBURY CORPORATION, BURGER KING RESTAURANT DIVISION

California, Australia, Hawaii

1982-1995

Dynamic management career and fast-track promotion through increasingly responsible management and development positions. Career Highlights include:

International Business Manager (1988-1995) - Planned and opened restaurants in international locations, and served as direct operational liaison with all franchisees. Supervised opening activities and trained management in operational procedures, and subsequently evaluated execution. International markets included Australia, Taiwan, Korea, Japan, and Micronesia.

Key Achievements:

- Launched successful opening of 30 restaurants in the Asia Pacific Region that generated revenue stream of over **\$1 million per year in royalty income**.

Franchise District Manager (1986-1988) - Managed 45 domestic franchisees in California and Hawaii.

Company District Manager (1984-1985) - Recruited to improve sales and profits supervising group of 6 restaurants encompassing staff of 15 managers and 155 crewmembers.

Rapid Development Candidate into Restaurant Operations (1984) – Selected as a Rapid Development candidate to transition into restaurant operations.

Product Control Manager (1982-1983) - Responsible for quality assurance of food suppliers and distributors in a four state area.

EDUCATIONAL BACKGROUND

Bachelor of Science in Agriculture, Major in Food Science

UNIVERSITY OF FLORIDA, GAINESVILLE, FLORIDA

Additional Coursework in Business, Marketing, Accounting and Finance

HAWAII PACIFIC UNIVERSITY, HONOLULU, HAWAII