

House District 29

Senate District 13

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

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

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

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii Academy of Performing Arts  
Dbn: The ARTS at Marks Garage

Street Address:  
1159 Nuuanu Avenue, Honolulu, HI 96817  
Mailing Address:  
1159 Nuuanu Avenue, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RICH RICHARDSON

Title Executive Director

Phone # 521.2903

Fax # 521.2923

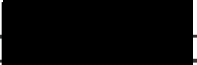
e-mail rich@artsatmarks.com

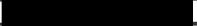
3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

BATHROOM AND SPACE RENOVATIONS AT THE ARTS AT MARKS GARAGE TO ACCOMMODATE DOWNTOWN/CHINATOWN VISITOR CENTER

4. FEDERAL TAX ID #: 

5. STATE TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 148,924

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:



RICH RICHARDSON, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 30, 2015  
DATE SIGNED

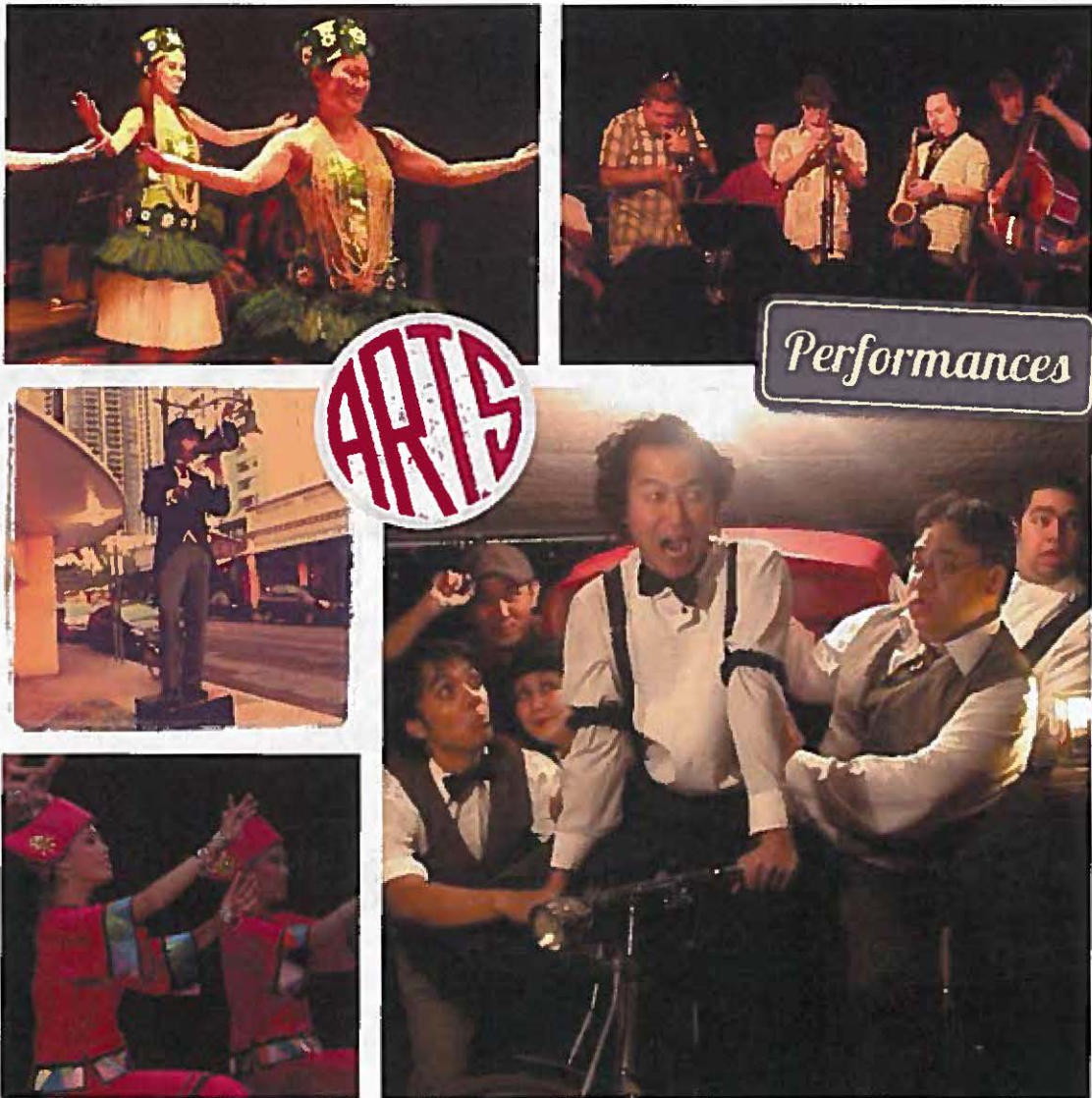


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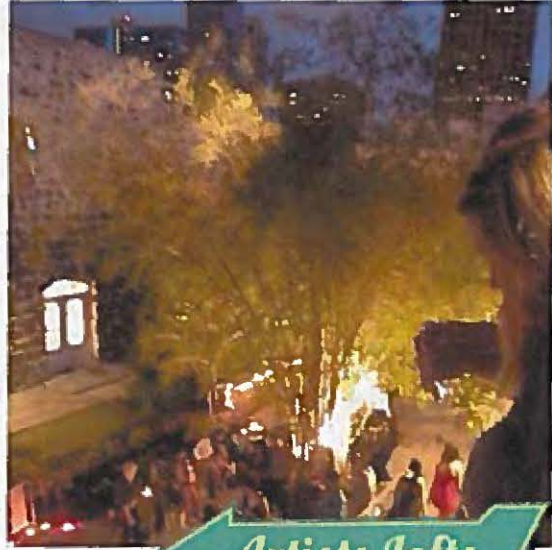
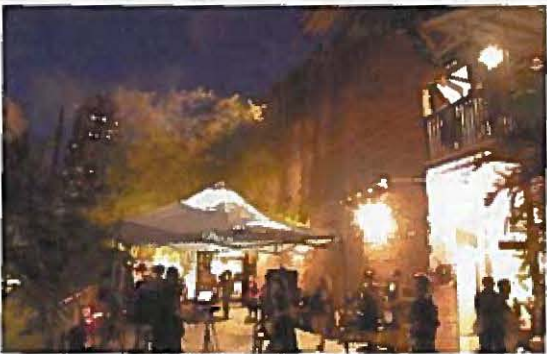


**First Friday Honolulu**  
Chinatown's most popular event & the spark that ignited the area's renaissance  
Co-founded & organized by HAPA staff since 2003

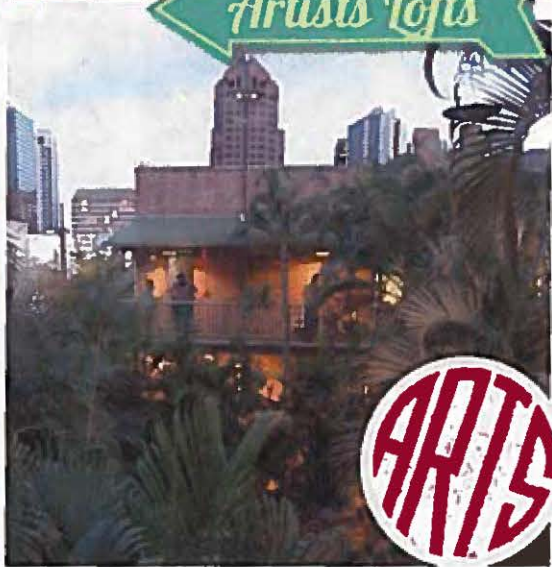


### **Performances**

150 shows per year plus countless hours of planning & rehearsal  
100 seat black box theater & one of the most active art spaces in the U.S.  
Cabaret, Shakespeare, spoken-word, improv comedy, dance & much more

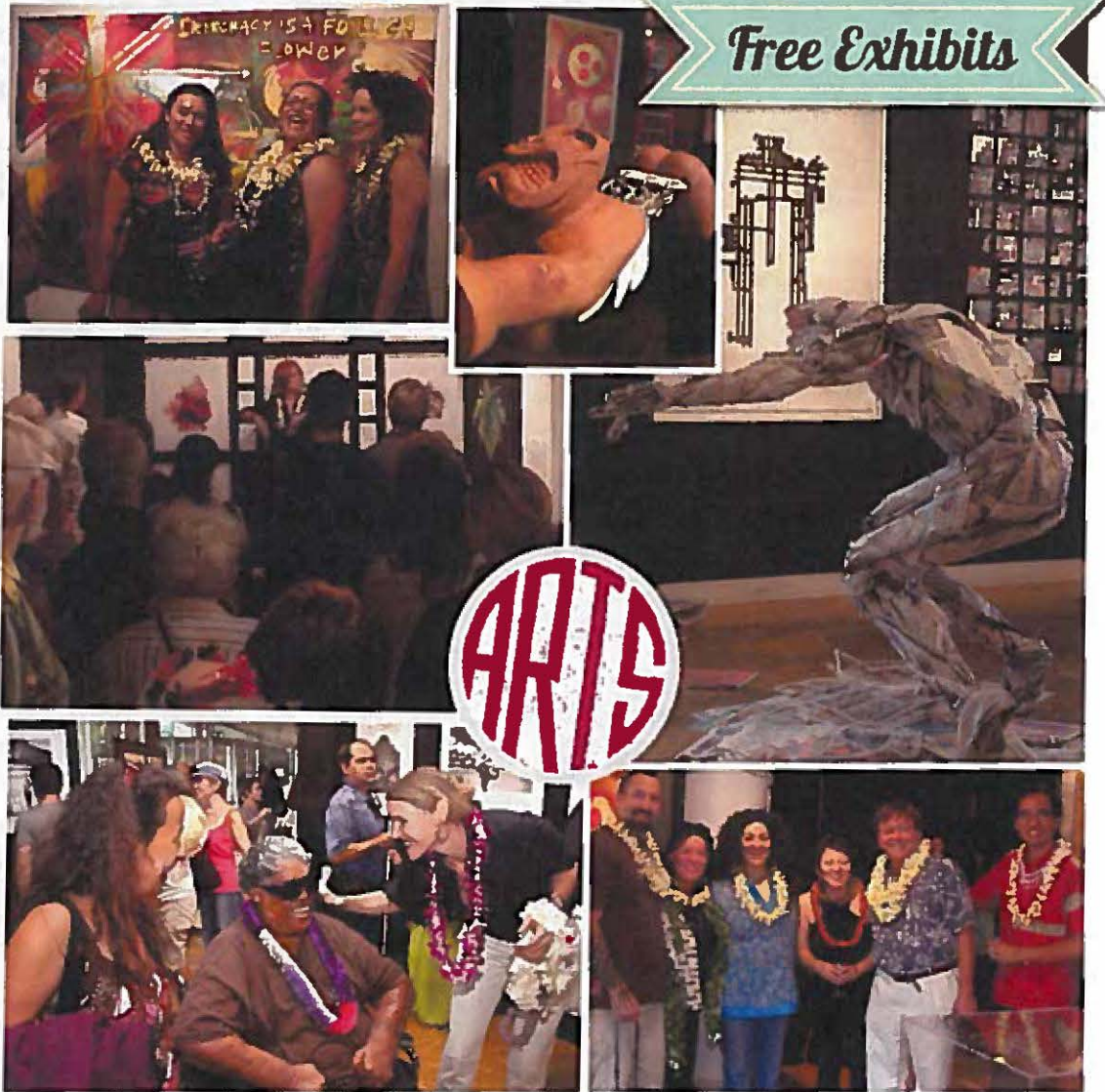


Artists Lofts



**Artists Lofts**

An oasis of collaboration & innovation in the center of Chinatown  
Located at the century-old Mendonca Bldg. on Hotel Street at Maunakea  
13 multicultural & multimedia live/work spaces



### **Free Exhibits**

12 exhibits annually attract 30,000 visitors per year  
1,000 square foot gallery with FREE admission year round  
features Hawaii's best painting, crafts, cultural & experimental art

**1. Background and Summary.**

Founded in 1997, Hawaii Academy of Performing Arts (HAPA) is a 501(c)3 non-profit organization committed to strengthening the community of greater Chinatown and developing its creative and social potential. The HAPA Mission is to transform our community through the power of the arts, and establish Chinatown, Honolulu as the creative capital of the Pacific.

HAPA provides the following services:

- a. **The ARTS at Marks Garage (*Marks*)** is our flagship program. *Marks* is a community center that has a 1,000 sq. ft. gallery, a 1,000 sq. ft. theater and a 1,000 sq. ft. office space. Currently home to 13 Partner organizations including performing and visual arts businesses such as Youth Speaks Hawaii, and Hawaii Shakespeare Festival. 45,000 visitors attend 300 public events including 12 exhibits and 150 performances each year.
- b. **Chinatown Artists Lofts**, located a block away from *Marks*, provides live/work space for more established artists. HAPA leases the top floor of the historic Mendonca Building and sub-leases 13 units to vetted members of our creative community. Honolulu Weekly listed 3 loft residents (and 2 *Marks* Partners) in 2012's Best of Honolulu.
- c. **First Friday Honolulu:** Downtown/Chinatown's most popular event was started with *Marks* staff. HAPA organizes community publicity and hosts neighborhood meetings as necessary for its evolution. The event has grown from five galleries and 100 visitors in its inception, to over 80 businesses and 5,000 - 7,500 visitors monthly.
- d. **Chinatown Art Corps:** provides afterschool programming for at-risk teenagers. As Chinatown's creative community grows, HAPA links teenagers to mentors and exposes them to career possibilities they may not have considered or even know about. The overall goal is to encourage neighborhood teens to stay in school, and pursue higher education in a creative industry.
- e. **Downtown/Chinatown Visitor Information Center:** In order to accommodate the growing visitor traffic coming to Downtown/Chinatown, HAPA launched a Visitor Center at *Marks* in 2014 to orient and educate visitors as they patronize Chinatown and provide printed guides to area businesses and attractions.

**2. The goals and objectives related to the *Renovation of The ARTS at Marks Garage.***

**Goals**

The ARTS at Marks Garage had its most successful year in 2014 with 45,000 visitors, 300 public events, and 130 youth programs. In addition to these achievements, HAPA has started a Visitor Center to accommodate the growing visitor traffic. The goals of this grant request are twofold:

- Provide public access to restrooms in Chinatown
- Increase flexibility of the space to better serve as Honolulu's premier community arts center *and* Visitor Information Center.

- a. Bedrock Plan (2006) recommends a tourist information center, bathrooms, a community calendar, wayfinding, and education on cultural awareness and diversity.
- b. Hawaii Capital Cultural Coalition's National Heritage Area Feasibility Study (2008) recommends visitor centers, restrooms, and special initiatives to promote Hawaii's arts, culture and heritage.
- c. Other plans and studies that recommend wayfinding and bathrooms are: AECOM's Neighborhood Planning – Best Management Practices for Honolulu Chinatown (2012) and the Association of Landscape Architects of Hawaii's Chinatown Riverwalk Revitalization and Downtown Connectivity Study (2011).

In addition to bathrooms, *Marks* must update its workspace to a more flexible use in order to accommodate the increased traffic that the Visitor Center brings. The space hosts 13 exhibits annually and 300 public events per year. The space also hosts countless hours of planning and rehearsal that are needed to produce these events. In order to maintain this level of use and to perform efficiently as a Visitor Center, *Marks* needs to upgrade its facilities.

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

Hawaii Academy of Performing Arts (HAPA) serves two underserved communities – one geographic and the other demographic. This project will assist both target populations:

Greater Chinatown: As the creative community helped revitalize this part of Chinatown, HAPA expanded its focus to a more encompassing geographic and community scope. HAPA is located in Chinatown and seventy-eight percent of Chinatown's population (Census Tract 52) falls in the category of low-to-moderate income residents - one of the highest concentrations of low-income housing on the island of Oahu. Only 30% speak English at home with 68% speaking an Asian-Pacific language (e.g., Vietnamese, Filipino, Micronesian, and Chinese.) HAPA strives to build community links between the creative business community and the ethnic residential community in order to develop the area's human potential and combat the lingering drug trade and other illicit activities.

This project will increase the economic vitality of Chinatown by bringing new patrons to the area's micro-businesses and their proprietors. Outside of one or two department stores on Fort Street, almost all of the retail businesses in downtown/Chinatown are independently owned. This project will assist these micro-entrepreneurs as well as the budding creative business community that exist on Nuuanu Avenue and Bethel Street.

Creative Community: *Marks* serves different members of the creative community - primarily youth, but also entrepreneurs, established and emerging businesses and retirees. By creating a more flexible workspace we'll have more ability to develop Oahu resident's creative potential and engage neighborhood youth from low-income housing.

#### ***5. Describe the geographic coverage.***

By promoting this project in visitor industry publications, we have the potential to reach people statewide. However the primary focus is Chinatown and neighboring vicinities, including

**II. SERVICE SUMMARY & OUTCOMES**

**A. Scope of work, tasks and responsibilities**

- 1) Secure construction permits, if required.
- 2) Convene a Project Management Committee on a monthly basis for the project duration.
- 3) Solicit Construction Bids per HAPA and State of Hawaii procurement requirements.
- 4) Pre-bid conference conducted
- 5) Project management team convened to review bid proposals and select appropriate bid.
- 6) Convene meetings with The ARTS at Marks tenants to inform them of project construction.
- 7) Remove the two bathrooms, their fixtures and the walls in The ARTS at Marks.
- 8) Replace plumbing fixtures, install new walls.
- 9) Remove and replace office cubicles
- 10) Update Visitor Center fixtures
- 11) Update electrical system, curtain, lighting system

**B. Projected Annual Timeline**

<b>TIME PERIOD</b>	<b>PROJECT ACTIVITY</b>
July 2015	Secure construction permits, if needed.
July 2015 – Sept 2015	Convene Project Management Committee
July 2015	Solicit construction bids per WCC and State of Hawaii procurement requirements.
July 2015	Pre-bid conference
August 2015	Construction bid selection
August 2015	Convene meetings with community and property tenants
September 2015	Electrical Repairs
November 2015	Bathroom repairs
November 2015	Fabrication/Purchase of movable cubicles
December 2015	Conduct final inspections.
December 2015	Prepare and submit final report to contracting agency.

**C. Quality Assurance and Evaluation Plans**

HAPA’s Executive Director and staff will provide daily oversight to project operations and meet on a weekly basis with construction staff to monitor progress. Project Management Team members will monitor quality of project work during the construction project and conduct a final inspection.

**D. Measures of Effectiveness**



Hawaii Academy of Performing Arts staff has managed The ARTS at Marks Garage space since its inception in 2001 and has held the master lease since 2010. HAPA has significant experience managing property and is the property manager for Chinatown Artists Lofts at the Mendonca Building.

In addition The ARTS at Marks Garage manages 13 different Partner organizations that have offices at the space. One of the partners, Ed Korybski, formerly managed a nonprofit, the Honolulu Culture & Arts District Association as its Executive Director and he has experience with Grant-in-Aid capital grants, federal grants and Community Development Block Grants. Mr. Korybski has agreed to assist HAPA in the implementation of this project.

The project will be managed by a Project Management Team, consisting of the HAPA Executive Director and a Board of Directors Property Management Committee.

**C. Facilities**

The ARTS at Marks Garage (*Marks*) is a community center that has a 1,000 sq. ft. gallery, a 1,000 sq. ft. theater and a 1,000 sq. ft. office space and has the capacity to host a Visitor Center. *Marks* is located on the ground floor and is ADA accessible. One bathroom is ADA accessible. HAPA has its long-term lease with Marks Garage LLC and the property is managed by Colliers Monroe Friedlander. HAPA's master lease stipulates that HAPA is responsible for capital improvements to the space.

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

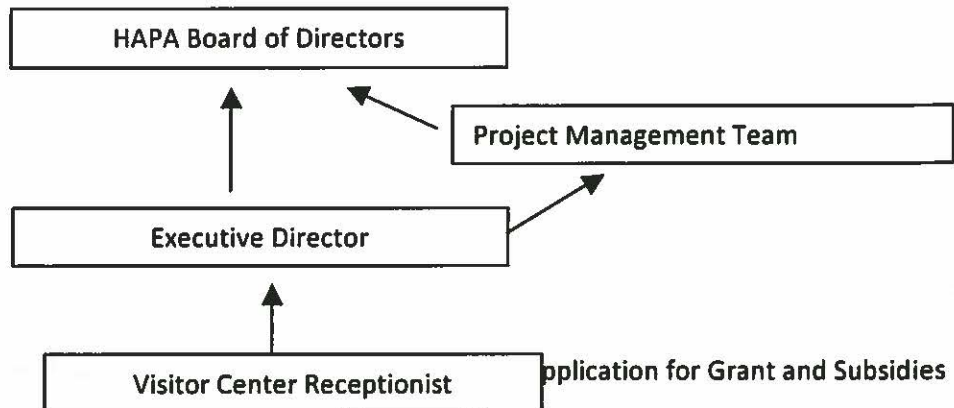
**A. Proposed Staff, Staff Qualifications, Supervision and Training**

For Capital Project: See Section IV-A above.

Organization

Rich Richardson, Executive Director, curates visual and performing arts programming and coordinates public relations. Rich has been a private gallery owner, exhibit coordinator, and event programmer. He has both a Bachelor of Art and Masters of Creative Arts, Interdisciplinary Studies from San Francisco State University, Inter-Arts Center, and is on the Board of the Arts District Merchants Association.

**B. Project Organization Chart**



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	9,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>9,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
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				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>73,774</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL/CONSTRUCTION</b>	<b>66,150</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>148,924</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	148,924	Rich Richardson <span style="float: right;">521-2903</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		[REDACTED] <span style="float: right;">11/30/15</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>148,924</b>	Rich Richardson, Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director - Project Management	1	\$60,000.00	15.00%	\$ 9,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>9,000.00</b>

**JUSTIFICATION/COMMENTS:** The E.D.will provide oversight for the construction, solicitation, bidding and implementation of the Capital Improvement Project

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Mobile workstation / cubicles	10.00	\$2,721.40	\$ 27,214.00	
Plumbing fixtures	3	\$7,500.00	\$ 22,500.00	
Replace theater curtain & curtain tracks	1	\$2,000.00	\$ 2,000.00	
Replace lighting with L.E.D. fixtures and fuse box	1	\$22,060.00	\$ 22,060.00	
			\$ -	
<b>TOTAL:</b>	15		\$ 73,774.00	

**JUSTIFICATION/COMMENTS:** The equipment and fixtures are for the reconfiguration of the space of The ARTS at Marks Garage in order to accommodate Visitor Center foot traffic.

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Hawaii Academy of Performing Arts (The ARTS at Marks Garage)

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	66150	0	0	0
EQUIPMENT	0	0	73774	0	0	0
<b>TOTAL:</b>			<b>139,924</b>			

**JUSTIFICATION/COMMENTS:** The construction costs are allocated to the removal and relocation of plumbing, walls and installation of new bathroom fixtures in order to increase bathroom capacity. This project also includes the relocation of a small kitchen area. The construction costs also include the labor to replace the electric fuse box and install the L.E.D. lighting. During the bidding process, the capital and equipment costs most likely will be combined into one bid.

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: \_\_\_\_\_

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hawaii Academy of Performing Arts

(Typed Name of Individual or Organization)



(Signature)

Rich Richardson

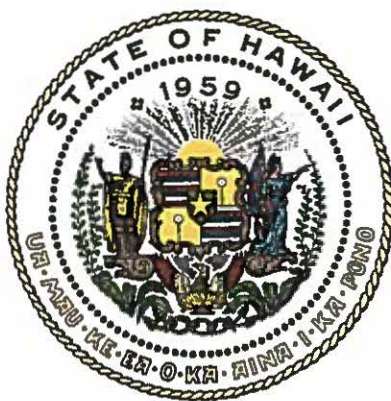
1/30/15

(Date)

Executive Director

(Typed Name)

(Title)



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

#### HAWAII ACADEMY OF PERFORMING ARTS

was incorporated under the laws of Hawaii on 12/04/1998 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 28, 2015

Interim Director of Commerce and Consumer Affairs

