



Contact: The Filipino Community Center, Inc.;  
Franz D. Juan, Executive Director; (808) 680-0451; donnie@filcom.org

---

**PROPOSAL FOR**  
**THE FILIPINO COMMUNITY CENTER, INC.'S**  
**COURTYARD CULTURAL DISPLAY DEVELOPMENT**

**Table of Contents**

<b>Section</b>	<b>Description</b>	<b>Page</b>
I.	Cover Page.....	1
II.	Program Overview.....	2
	a. Public Purpose and Need Served.....	3
	b. Target Population.....	4
	c. Service Summary and Outcomes.....	4
III.	Financial.....	7
IV.	Experience and Capability.....	9
	a. Organization Governance.....	9
	b. Facilities.....	12
V.	Personnel.....	13
VI.	Other	
	a. Litigation.....	16
VII.	Attachments	
	a. Budget Request By Source of Funds.....	19
	b. Financial Budget – Anticipated Quarterly Funding Request.....	20
	c. Budget Justification – Personnel Salaries and Wages.....	21
	d. Budget Justification – Equipment and Motor Vehicles.....	22
	e. Budget Justification – Capital Project Details.....	23
	f. Unrestricted Current Assets as of December 31, 2014.....	24
	g. Organizational Chart.....	25
	h. Government Contracts and/or Grants.....	26
	i. Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawaii Revised Statutes.....	28
	j. Department of Commerce and Consumer Affairs Certificate of Good Standing Dated January 16, 2015.....	29

House District 38

Senate District 17

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

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:  
The Filipino Community Center, Inc.  
Dba:

Street Address:  
94-428 Mokuola Street, Suite 302  
Waipahu, Hawaii 96797

Mailing Address:  
94-428 Mokuola Street, Suite 302  
Waipahu, Hawaii 96797

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name FRANZ D. JUAN

Title Executive Director

Phone # (808) 680-0451

Fax # (808) 680-7510

E-mail donnie@filcom.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

COURTYARD CULTURAL DISPLAY DEVELOPMENT

4. FEDERAL TAX ID: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 50,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$0.00

FEDERAL \$0.00

COUNTY \$0.00

PRIVATE/OTHER \$0.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

FRANZ D. JUAN, EXECUTIVE DIRECTOR  
NAME & TITLE

[Signature] 27, 2015  
DATE SIGNED



RECEIVED  
1/30/2015  
D. [Signature]

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### 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. Please include the following:

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

The Filipino Community Center, Inc. ("Center") building project was initiated by the Filipino Chamber of Commerce in 1991, incorporated in 1992, and received its 501(c)(3) tax-exempt status in 1994. The mission statement of the Center is: to develop, own and operate a community center that (1) provides social, economic and education services and (2) to promote and perpetuate Filipino culture and customs in the State of Hawaii. The Center has a Board of Directors that is responsible for overall policy and direction of the Center. The Center has a Board of Governors which serves advisory group to the Board of Directors. The Executive Director is responsible for the operational, financial, and management of the Center and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Center has a Programs Director and a Custodian of the Center.

2. The goals and objectives related to the request;

The overall goal of this request is to continue and expand the Center's community programming, specifically, the Courtyard Cultural Display Development. This initiative directly addresses the Center's mission of "nurturing and preserving the customs and culture of the Filipino community of Hawaii, as well as developing and providing educational, social, cultural, and economic services for the community." Throughout this initiative, the Center's staff will collaborate with community partners to plan, develop, and implement specific activities and projects within each component. Current partners include the UH Department of Ethnic Studies, UH office of Multicultural Student Services, Leeward Community College of Continuing Education Department, the Filipino-American Historical Society of Hawaii, the United Filipino Council of Hawaii, Banda Kawayan, and many more.

The Filipino ethnic group represents a significant portion of the people in the State of Hawaii. A single physical location dedicated to the display and sharing of historical Filipino content is currently unavailable to the population in Hawaii. The Center would be an ideal place for the project development. Currently, the Center maintains several documentaries, photographs, and Filipino memorabilia. However, these items are

secured in offices and on site storage areas. Due to the unavailability of secured display cases as well as protection from the elements, these items are not easily accessible to the general public. The Center recognizes the need to continue the Filipino traditions and to remind and nurture the younger generations of the Filipino ancestry particularly as it relates to the State of Hawaii.

3. The public purpose and need to be served;

The public purpose is to educate and perpetuate cultural information that is historic and current in nature to the public. With a high concentration of Filipinos residing in Waipahu, both immigrant and local born Filipinos, the need arises for a single location for the display and placement of cultural information. The Center will build upon its existing facilities and resources to function as a gathering place in which the State of Hawaii can obtain the information and education on the issues of the Filipino immigrant as well as upon current information on the contributions of Filipinos going on today.

The Center currently houses several historical items of significance but lacks the ability for displaying the information to the public. Not for the lack of a facility but the lack of the ability to safely and securely display the information. In addition, the inability to protect the information from the elements is also a concern.

The overall goal for this initiative is education. By providing this tool, the younger generation can preserve the historical contributions of Filipinos to the State of Hawaii. The education can focus on the beginnings and hardships encountered by Filipinos when the first Sakadas arrived. Preserving this education will generate the desire to persevere and to strive for higher achievements in the younger generation. Stigmas arise that Filipinos are typically military personnel, hotel workers, fast food employees, and caregivers. Displaying and educating our younger generation with the information of today, this initiative will allow the opportunity to display achievements of other professions that Filipinos are contributing members of society. For example, many Filipinos are attorneys, certified public accountants, doctors, and business owners.

It has been long recognized that a well-educated population is a key ingredient for economic development and prosperity for the future. Education is even more essential in the "new economy," which is driven by global competition, high-technology industries and access to information.

The Center was designed to provide a variety of services to help revitalize the economy of Waipahu. The Center can continue to serve as a dynamic learning and service center providing services not only to Filipinos but to the entire multiethnic Waipahu community and statewide. The Center continues to fulfil its public purpose by providing direct services and facilities that support economic self-sufficiency, neighborhood revitalization, cultural heritage programming and preservation, education and health opportunities, and community development to low-income and immigrant communities. The Center can provide an ideal place for this education and display of culturally significant issues.

4. Describe the target population to be served; and

The primary target populations to be served are (a) the residents of Waipahu, (b) the communities from other parts of Oahu, particularly leeward and central Oahu, and (c) the general public statewide interest in Filipino culture and history.

According to the U.S. Census in 2010, the total population for the State of Hawaii was 1,360, 301. Of the total State population, 953,207 were located in the City and County of Honolulu representing 70.1%. The total population for Waipahu is 38,216 of which 55.3%, or 21,122, are of Filipino ethnicity. With the high density of Filipinos in Waipahu, the Center would be the focal point for service.

5. Describe the geographic coverage.

Waipahu has a sizeable number of new as well as older immigrant residents and a high percentage of its population speaks a language other than English. As noted in the U.S. Census Bureau from 2009-2013, approximately 20% of adults over 25 have not received a high school diploma compared to only 10% of adults throughout Oahu. According to the U.S. Census in 2010, Waipahu's elderly population (those 65 and over) makes up 16%, or 6,038, of the 38,216 residents. Located in central Oahu, the Center is best apt to meet the community's specific need as it represents a significant percentage of the elderly population as compared to the entire Island of Oahu.

It has been long recognized that a well-educated population is a key ingredient for economic development and prosperity for the future. Education is even more essential in the "new economy," which is driven by global competition, high-technology industries and access to information. There are three elderly housing complexes in Waipahu and many residential care homes operating in the community. A large percentage of the elderly population are immigrants, many of whom are non-U.S. citizens and, consequently, are often unable to access programs and services that are available only to U.S. citizens because of the ongoing changes in the U.S. immigration and welfare laws.

## **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

The project will showcase cultural, historical, commemorative, and current information viewable to the general public during operational hours of the Center. Examples of items to be displayed include Filipina historical photos, written documentaries, video displays, and actual samples of Filipina culture. The project is a long term solution to the identified

problem of providing a continual and constant point of location for the population to learn and associate themselves with the Filipino identity.

The selected location of the project shall occur on the Courtyard which is located on the second floor of the Center. The project shall be a permanent fixture of the Center upon installation. Throughout the year, the Center's staff will provide a rotational basis of the items to be displayed within the security frames.

During the Center's events and throughout the year, the general public will be invited to visit the Center to learn of the Filipino history, the immigration to the State of Hawaii, the contributions made by the Filipino community, and the current status of the Filipino population.

This project will allow the high percentage of Filipinos as well as the general population of the State of Hawaii to learn and understand the historical significance and impact of the Filipino population and the continuing culture that this ethnic group provides.

The project will benefit the day-to-day patrons of the Center as well as attract the community at large as a venue to visit and explore. It is expected to generate an audience of 50-100 people each day and over 200 people each weekend. The Center has no admission fee and is open to the general public. The plan to address this problem is quite simple: development of a low-cost and effective means to disseminate historical and cultural information to the general public particularly those individuals with an interest in the Filipino culture. As the Center is a key venue for the Filipino community for its organizations and events, the Center continues to be the key component which brings each organization together. The Center plans to utilize its existing data, documentaries, historical documents, photographs, and artwork to begin the project. Continued research, identification, and collection efforts for future displays will be ongoing. The implementation of the plan will require the drafting of construction plans, purchase and installation of displays, and the actual display.

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

The development and implementation of this project could occur within three (3) months of funding and be immediately available thereon with display items for showcase to the Center's patrons and general public.

The project would be implemented immediately with a projected start date of July 1, 2015. Five objectives would be used to guide the project. Objective 1 would cover the Project Staging and would include the first months. Within this objective, the Center would begin the bidding of display cases and the installation of the display cases. Objective 2 would cover the research and identification of items for display. Within this objective, the Center would begin the campaign of broadcasting, printing, social media, and word of mouth activities to obtain educational material. Objective 3 would cover the

advertisement of the grand opening of the new Courtyard Cultural Development Display. Objective 4 would cover the Financial and Accounting. Within this objective, the Center would conduct budget management and bookkeeping. Objective 5 would cover the Monitoring, Feedback, and Evaluation of the program. This 5th objective would be conducted during the entire program.

<b>Scope of Work</b>				
<b>Program Area</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Outcomes</b>	<b>Timeline</b>
Courtyard Cultural Development Display	Formal bidding of security display cases and installation	Executive Director, Facilities Committee	Obtain three (3) bids through public notice; selection of vendor via Facilities Committee established criteria	July 1, 2015 – July 31, 2015
	Research and identification of cultural items for display	Community partners, Programs Director, Technology Center Coordinator, professionals	Establish criteria for display items; determination of rotational schedule of items; identification and receipt of cultural items for display	Aug. 2015 – Oct. 2015
	Marketing and dissemination of grand opening	Teachers, community partners, volunteer/outreach coordinators, professionals	Grand Opening of Courtyard Cultural Display for November 2015	Aug. 2015 – Oct. 2015
	Accounting	Executive Director, Finance Committee, Programs Director		July 2015 – June 2016
	Evaluation and participation data feedback and reporting	Community partners, all coordinators, Programs	Evaluation by patrons	Nov. 2015 – June 2016

		Director, Executive Director, professionals, patrons		
--	--	--	--	--

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

In addition to monitoring the expenditure of funds consistent with grant guidelines, the Center is committed to evaluating its programs and activities. Evaluations are performed on an on-going basis by the coordinators and directors of the specific activity and submitted to the Executive Director for approval and review. Participant evaluations are provided on a daily basis and submitted to the Director of Programs for approval and review. Both formative and summative evaluations are conducted internally as well as with externally paid consultants. Most evaluations include participant satisfaction surveys, participant recommendations for improvements, participant responsiveness, and external observer surveys. Evaluations shall be examined and implemented on an ongoing basis for subsequent displays.

The Center plans to continue to monitor the successful results of the program and to continue to gather Courtyard visitor data. As the Center continues to reach out to the community and the effects of the program become more prevalent, the Center hopes to bring other individuals, companies, and sponsors to the program beyond the grant period.

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.

Summary reports of all feedback from visitors, participants, coordinators, and directors of the specific activity will be reported on a monthly basis to the State. Such reports will be indicative of the visitor's newly enriched educational experience. Participant evaluations will consider the following categories: (1) historical nature of display, (2) level of information, (3) venue and location suitability, (4) ease of use, (5) cultural relevance, and (6) appearance. Financial expenditures will be compiled and reported each month.

### III. Financial

#### Budget



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

Budget attached on following form provided. (See page 19)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

Budget attached on following form provided. (See page 20)

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

The Center will be submitting a Chapter 42F grant application for the Centers 2015-2016 Smart Seniors Program, Courtyard Cultural Display, and Technology Center Upgrade, by January 30, 2015 for the Legislature’s consideration. No further source of funding sought for fiscal year 2016 for these initiatives.

No further source of funding sought for fiscal year 2016 for the Courtyard Cultural Display Development.

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.

<u>Year</u>	<u>Credit</u>	<u>Purpose</u>
2012	\$1,725.98	Federal tax credit for medical insurance
2013	\$1,568.47	Federal tax credit for medical insurance
2014	\$1,767.79	Federal tax credit for medical insurance

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

<u>Source</u>	<u>Purpose</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
C&C of Honolulu	MOCA City Grant (Banda)	\$5,000	\$4,500	\$5,000
C&C of Honolulu	Fiesta Grant	\$12,000	\$10,000	\$10,000
State of Hawaii	SFCA Project Grant	\$2,375	-0-	-0-

(See page 26)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

See attached sheet. (See page 24)

**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.

The Center has demonstrated its ability to obtain and responsibly expend federal, state, and private foundation funds while building and maintaining a beautiful and functional community center. The Board of Directors is multi-ethnic and represents a wide range of expertise from labor, law, small business and large corporations, professionals, education and community leaders. The Board of Governors exists for the Board of Directors in an advisory capacity and role. Current 2015 Board of Director members include the following:

Edmund C. Aczon	Chair	Executive Director of the Hawaii Carpenters Apprenticeship and Training Fund
Avelino J. Halagao, Jr., MBA, Esq.	Vice Chair	Manager, Corporate & Community Advancement, Hawaiian Electric Industries
Manuel S. Lanuevo, P.E.	Vice Chair	LEED AP, Department of Environmental Services, City and County of Honolulu
Lorna A. D. Kidd, CPA	Secretary	CPA
Luis P. Salaveria	Treasurer	Director, Department of Business, Economic Development and Tourism (DBEDT), State of Hawaii
Paul G. Alimbuyao		Vice President & Manager, Investment Banking, First Hawaiian Bank
Bryan P. Andaya, Esq.		Vice President & Chief Operating Officer, L&L

		Hawaiian Barbecue/L&L Drive-Inn
Clement Bautista		Director, Office of Multicultural Student Services, Manoa Campus, University of Hawaii
Kellan C. Briones		Vice President & Business Relationship Manager, American Savings Bank
Leslie P. Chinn, Esq.		Employee Relations Manager, Hawaii Pacific Health
Imelda Gasmen		Educator/Translator, Education Management, Manoa Campus, University of Hawaii
Sherry Menor-McNamara, JD, MBA		President & CEO, Chamber of Commerce of Hawaii
Bennette E. Misalucha		President, Red Monarch Strategies Inc.
Agnes Reyes, R.N.		Clinical Administrator, Case Management Professionals, Inc.
Dane K. Wicker		Chief of Staff/Committee Clerk, Senator Donovan M. Dela Cruz, State of Hawaii Legislature
Roland Casamina	President Emeritus	President, Financial Services, House of Finance
Eddie Flores	Chair Emeritus	CEO, L&L Hawaiian Barbecue/L&L Drive-Inn
Maria A. F. Etrata	Ex-Officio	President, United Filipino Council of Hawaii
Alex Vergara, Rev.	Ex-Officio	President, Oahu Filipino Council of Hawaii
May Besario Mizuno	Ex-Officio	President, Congress Of Visayan Organizations

To complement and support the expertise of the Board of Directors, the paid staff reflects a quest for professionalism and offers a range of skills to administer and initiate programs and maintain the facilities.

Franz D. Juan is the Executive Director of the Center. He is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence from Indiana in 2004. He operated his own law and CPA practices from 2004 until his appointment as Executive Director in 2014. The Center is governed by an active Board of Directors that include key community leaders as well as an advisory council known as our Board of Governors. The Chairman of the Board of Directors is Edmund C. Aczon. He has been on the Board of Directors since 2008 and became Chairman when elected in 2012. He worked with the late U.S. Senator Daniel Inouye as Field Representative for 9 years. The Chairman of the Board of Governors is Robin K. Campaniano. He is a Senior Advisor to CGI Technologies, a multinational business and IT consulting company. He also serves as Senior Advisor to Pono Pacific Land Management LLC, KUPU, and Executive Counselor for Fisher Hawaii. He served as President and CEO of the AIG Hawaii Insurance Company Family of Companies. He was Insurance Commissioner for the State of Hawaii, District Director and Counsel for the SBA's Honolulu Office, and practiced law in the private and public sectors. Among his many corporate and charitable appointments, Mr. Campaniano serves on the board of First Hawaiian Bank and the advisory board of Oceanic Time Warner Cable. He currently chairs the Shidler College of Business Advisory Council and the Hawaii Clean Energy Initiative Steering Committee. He is a member of the Chief of Staff of the Air Force's Civilian Advisory Council. Mr. Campaniano received his BA and MBA degrees from the University of Hawaii and his law degree from the University of San Francisco.

The Center's stakeholders have a network of professionals to assist in the educational and teaching aspects of the program. Several Board members and volunteers are associated with the University of Hawaii and its community colleges. The Center's facilities is well suited to carry on the objectives of the program by utilizing its various spaces including our Technology Center, office rooms, Courtyard, and ballroom.

The Center's vast network of organizational groups such as the Creations in Catering, United Filipino Community Council, Oahu Filipino Community Council, Nursing and Advocates Mentors, Inc., Honolulu Junior Chamber of Commerce, the Filipino Chamber of Commerce, and the Caregivers Association, are only a handful of the organizations devoted to the success of the Center.

The Center utilizes modest revenues from the rental of office space to tenants and rentals from the ballroom and conference rooms. After covering operating expenses and debt service, the Center can then provide the programs with the remaining funds the Center generates. Through the years, the Center has received funds through federal and State grants, private foundations, and corporate and individual donations to fund the Center's programs and activities.

Current programs of the Center include Filipino for Kids Summer Program, Banda Kawayan (Philippine musical instrument ensemble and live group), NCLEX Review

(nursing examination review preparation), US Citizenship Classes, and Computer Enrichment Workshops.

Past results of a sample of the programs the Center reflect the following: NCLEX attendees in 2011, 2012, 2013 and 2014: 113 total registrants. US Citizenship Classes attendees in 2012, 2013 and 2014: 86 total registrants. Computer Enrichment Workshops attendees from 2011, 2012, 2013 and 2014: 160 total registrants. Filipino for Kids Summer Program 2011, 2012, 2013 and 2014: 79 total registrants. Banda Kawayan in 2011, 2012, 2013 and 2014: 127 total registrants.

Smart Seniors Program 2008 and 2009 each resulted in over 500 participants each year. In each of these years, participants would register for additional classes resulting in repeat participants.

Based upon past performance on a variety of community service programs as well as the performance from the Smart Seniors Program in 2008 and 2009 when the Center received funding, the Center has demonstrated the administrative, organizational, and accountability to continue the Smart Seniors Program. The ongoing requests for the return of the Smart Seniors Program to the Center verifies the need of the return of the program as well as the desire of the seniors and elderly to have the services that the program provides.

The volunteers and patrons of the Center are widely skilled and continue to offer and volunteer their expertise in various areas of the program on a day-to-day and for various activities throughout the year.

## **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 Center was opened in June 2002 and sprawls over two acres by the old Oahu Sugar Mill in suburban Waipahu. The Center boasts a three-story building covering 50,000 square feet. It is a multi-use building with 42,000 square feet of net usable space allocated for retail, business incubation, kiosks, technology center, commercial kitchen, conference rooms, community meetings, training workshops and social functions. The Center's administrative office provides adequate private and general work areas for staff and volunteers. The Center has adequate site and street parking, is near to a bus line, and meets ADA requirements.

It is the biggest Filipino Community Center outside of the Philippines. It a building built on Filipino pride and Bayanihan spirit and retains enough spirit of aloha to everyone who wants to work, rent, learn, and enjoy the daily activities without regard to ethnicity. Located on the 2nd floor above the tenant spaces, guests can rent space for functions,

meetings, and to celebrate special events. The Ballroom, Courtyard, Technology Center, Music Room, and conference rooms are available every day of the year. These private areas feature customizable services for the various groups and events. Our onsite catering service assists the Center in tailoring the needs of our guests. The 6,000 square foot Ballroom provides a capacity of 380. The 3,500 square foot Courtyard provides a capacity of 100. The Technology Center, Music Room, and conference rooms can accommodate between 30-60 people each.

This programming initiative draws on the present programming and physical resources of the Center to develop and expand the Center's community outreach and programming for elderly persons. The Center will continue to have patrons visit the Center for various activities, events, and programs thereby enhancing the ability to educate the public.

In August 2014, the Center obtained the on-site services of an Event Planner and Caterer known as Creations in Catering. Their ability to continue attracting patrons to the Center will further develop in reaching the public.

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

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The Board of Directors (cf. above list of members) is responsible for overall policy and direction of the Center. The Executive Director is responsible for the operational, financial, and management of the Center and the Center's staff and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Board evaluates the Executive Director's performance annually. Staff are supported and encouraged to attend appropriate training programs, seminars, and workshops (e.g. philanthropy, nonprofit entities, grant writing, time management, information technology development, etc.). Annual performance of staff includes an assessment of staff development and training needs.

The following qualifications and responsibilities of paid staff, consultants, and non-paid support professionals demonstrate the Center's organizational capacity to meet its objectives.

#### **Staff Positions:**

##### **1. Executive Director**

This position supervises the overall day-to-day operations of the Center's organization and property. The position works in association with the Board of Directors and committees in the areas of fundraising, community outreach, program design, implementation and assessment, special events, marketing, public relations, and property management. This position requires at least five years of high level administrative and community experience.

The current Executive Director since August 2014, Franz D. Juan, is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence from Indiana in 2004. He operated his own law and CPA practices from 2004 until his appointment as Executive Director in 2014. His work experience includes accounting firms KPMG LLP, KMH LLP, and Alerding & Co. LLC.

## 2. Director of Programs

This position coordinates community functions, special events, and programs using the Center's facilities. Each of the functions, special events, and program developed and implemented focus on the Center's mission statement which include social, economic, and cultural factors for the community at large. This position reports to the Executive Director and is responsible for the operational success of the Center ensuring seamless team management, development, program delivery, quality control, and evaluation. Oversees the planning, directing, and coordinating of programs and events to ensure that program goals are met within approved parameters or grant requirements. Supervises and coordinates with volunteers and community partners to ensure consistent and objective program performance standards of accountability and attainment of established goals.

The current Director of Programs is Arceli G. Rebollido. She received her Bachelors of Science in Computer Engineering. She has been with the Center since July 2005 and been directly involved with many of the programs and events conducted at the Center in various capacities such as a committee member, event organizer, and community liaison. Ms. Rebollido has progressed from the office assistant, technology administrator, event/banquet event manager, and project manager. Prior to working at the Center, Ms. Rebollido was a supervisor with Mister Donut. This position requires distinctive organizational, communication, marketing, and time management skills.

## 3. Technology and Office Assistant

This position works with the Executive Director to implement and maintain the technical design and support of the Center and the Technology Center. This position also provides technical assistance to the website, social media, networking, marketing, and office administration. This position requires training

and experience in computer and digital communications technology, as well as the ability to promote the Technology Center to target clientele in the community and potential technology contractors.

The current assistant is Archangel Salvosa. Mr. Salvosa has been with the Center since 2014.

#### 4. Custodian

This position is held by Eric Victoria and is responsible for the overall maintenance and upkeep of the Center and the Center's grounds for daily operations as well as for public and private functions, events, and activities. This position provides gap-fill maintenance where the commercial property manager does not provide (e.g. pressure wash facilities, minor painting, courtyard fountain maintenance, etc.). This position requires experience working in facilities maintenance. Mr. Victoria has been the Custodian for the Center since the Center's opening. Mr. Victoria was formerly with the Hawaii Plantation Village where he served as the maintenance manager for two years prior to joining the Center.

#### Third Party Positions:

##### 1. Event Manager/Rental Facility Manager

This position, as an independent contractor, is held by Epic Catering LLC dba Creations in Catering ("CIC") through an exclusive service contract with the Center to reserve and book events at the Center. This agreement allows CIC the exclusive use of the Center's kitchen facilities for the purposes of providing catering services to patrons and clients of CIC at the Center and elsewhere. This position is responsible for the overall operation of functions utilizing the Center's meeting, courtyard, banquet, ballroom, technology, and kitchen spaces. CIC coordinates community functions, special events, and private events along with full-service catering using the Center's facilities as well as outside venue events. CIC is responsible for ensuring quality and proper equipment and facilities use. CIC has experience in special events planning, business operations, and catering services. In addition, CIC assists the Center in the development and implementation of the Special Events Management and Production Training ("SEMPT") Program to help fulfill the Center's mission of providing social, economic and education services.

##### 2. Commercial Property Manager

This position, as an independent contractor, is held by Avalon Commercial ("Avalon") through a service contract with the Center. This independent contractor is granted the exclusive license for the day-to-day management,



maintenance, and operation of the Center as it relates to the leased tenants of the Center. Avalon is responsible for the management, maintenance, and operation of the Center in a first-class manner consistent with the management, maintenance, and operation of comparable properties. Avalon shall advise the Center to all major or extraordinary matters and decisions affecting the Center and to manage the Center in accordance with approved budgets. Avalon's services include maintaining business-like relations with the tenants of the Center, collecting all tenant rents, report security and safety related issues, and obtain all entitlements, licenses, permits and certificates as governed by law for the operation, maintenance, and business of the Center.

3. Accounting

This position, as an independent contractor, is held by Sterling Leong, CPA of Harold D. Sasaki, Ltd., who handles the day-to-day accounting of the Center.

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached chart. (See page 25)

**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.

Franz D. Juan	Executive Director	\$98,000.00
Arceli G. Rebolledo	Director of Programs	\$38,400.00
Eric Victoria	Custodian	\$30,000.00

**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.

*Carmelita Valdez-Mier v. The Filipino Community Center, Inc.*  
Circuit Court of the First Circuit, State of Hawaii  
Civil No. 13-1-2489-09 ECN (Non-Motor Vehicle Tort)

Claim No.: 201110450  
Policy No.: CPP 7029236-09  
Insurer: First Fire and Casualty Insurance of Hawaii, Inc.  
Date of Loss: September 17, 2011  
Status: Pending

**B. Licensure or Accreditation**

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

Not applicable.

**C. Federal and County Grants**

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

1. \$250,000 capital improvement grant; Act 134, SLH 2013, as amended by Act 122, SLH 2014, Office of Community Services (OCS) in the Department of Labor and Industrial Relations, State of Hawaii
2. \$550,000 capital improvement grant; Act 134, SLH 2013, as amended by Act 122, SLH 2014, Department of Accounting and General Services (DAGS), State of Hawaii
3. \$5,000 grant; Mayor's Office of Culture and the Arts (MOCA), City and County of Honolulu, State of Hawaii
4. \$10,000 grant; Hawaii Tourism Authority County Product Enrichment Program, City and County of Honolulu, State of Hawaii

**D. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

**E. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but

The Center plans to utilize the grant for fiscal year 2015-16 as the initial foundation for the development of this project. The primary costs are the purchase and installation of the necessary capital assets as well as the additional costs of research for future display material. The costs of the alternating of displays can be administered internally. Future display materials will be obtained from our Center's volunteers and patrons that wish to temporarily display cultural items. The Center intends to market and advertise the successfulness and attractive features of the cultural displayed items provided thereby leading into the private foundations, private individuals, and corporations to fund the program.

The Center is undergoing several initiatives to provide direct funding from the Center's own operations. Currently, revenue from the Center is derived from tenant revenue, ballroom revenues, and other facility revenue. After covering operational expenses and debt service, the Center has modest income to cover program activities of this magnitude. The Center executed an agreement in August 2014 to utilize the services of a third-party event manager and caterer by an agreement with Epic Catering LLC dba Creations in Catering ("CIC"). This endeavor maximizes the potential of the facility with the use of an exclusive caterer dedicated to marketing the Center's facility and the full service catering ability. In addition, the Center is undergoing a five-year debt service plan to retire the \$3.0 million long term note payable. Since 2013, the Center has focused on further enhancements to our annual Bayanihan fundraising gala which have been implemented thereby increasing the net revenues received each year from the Center's primary fundraiser. In addition, the Center has implemented a strategic plan to have each of the smaller, yet effective, programs held at the Center such as the Pasko sa FilCom, FilCom Sundays, and Kinabukasan Financial Literacy Series. Part of the strategic plan is to have each program self-sustaining and self-funded without the direct use of any of the Center's operational income.

(2) Not received by the applicant thereafter.

Without funding of this grant, the Center will not have the funds available for the capital project. The Center will continue to have the current cultural materials on hand in the Center's locked and secured meeting rooms where these items are not visible at all times to the general public.

**F. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

See attached. (See page 29)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Appl The Filipino Community Center, Inc.

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	8,350			
2. Payroll Taxes & Assessments	825			
3. Fringe Benefits	825			
<b>TOTAL PERSONNEL COST</b>	<b>10,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Research and Marketing Coordinator	10,000			
6. Supplies	1,000			
7. Telecommunication	0			
8. Technical Production	6,000			
9. Marketing/Publicity	2,500			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,500</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>20,500</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	FRANZ D. JUAN	(808) 680-0451	
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date <u>January 27, 2015</u>		
<b>TOTAL BUDGET</b>	<b>50,000</b>	FRANZ D. JUAN, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

III. FINANCIAL

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 23,250.00	\$ 13,750.00	\$ 6,500.00	\$ 6,500.00	\$ 50,000.00

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: The Filipino Community Center, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Programs	1	\$40,000.00	21.00%	\$ 8,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>8,400.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Position is for the direct support of the Courtyard Cultural Display Development and the activities therein. Above figures are for one fiscal year.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: The Filipino Community Center, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Ultra Violet Laminated PVC Graphic Board	20	\$450.00	\$ 9,000.00	9,000.00
Installation of PVC Graphic Board	20	\$150.00	\$ 3,000.00	3,000.00
LED Television Display	4	\$1,000.00	\$ 4,000.00	4,000.00
Digital Audio Playback Unit	20	\$225.00	\$ 4,500.00	4,500.00
			\$ -	
<b>TOTAL:</b>	<b>64</b>		<b>\$ 20,500.00</b>	<b>20,500</b>

**JUSTIFICATION/COMMENTS:**

Secured display units are necessary to protect displayed items from the elements, vandalism, and theft. LED displays used for digitized information such as video and televised production. Audio units to feature recordings in English, Tagalog, and Ilocano.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

Not applicable.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: \_The Filipino Community Center, Inc

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: 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	0	0	0	0
EQUIPMENT	0	-	20,500	0	0	0
<b>TOTAL:</b>	-	-	20,500	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>						
Necessary for secured display units to protect from elements, vandalism, and theft.						



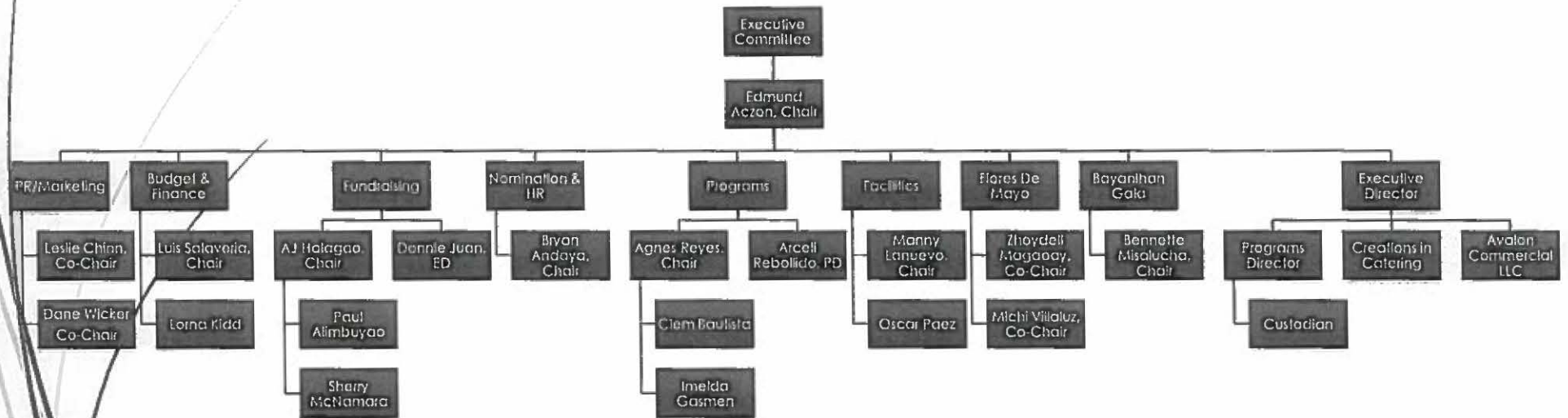
01/15/15

**The Filipino Community Center Inc**  
**Unrestricted Current Assets**  
As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
9000 · Cash in bank-PRB (Operating)	81,431.71
10000 · Cash in bank-CPB (Operating)	3,458.65
10016 · Chaney - Property Mgmt Account	67,440.48
10099 · Petty Cash Fund	500.00
<b>Total Checking/Savings</b>	<u>152,830.84</u>
<b>Other Current Assets</b>	
12045 · Due from Creations in Catering	19,575.00
11250 · Prepaid Insurance	7,007.26
12035 · Commercial Rent Receivable	1,936.51
<b>Total Other Current Assets</b>	<u>28,518.77</u>
<b>Total Current Assets</b>	<u>181,349.61</u>
<b>TOTAL ASSETS</b>	<u>181,349.61</u>
<b>LIABILITIES &amp; EQUITY</b>	0.00



# The Filipino Community Center, Inc. Organizational Chart



# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant:   The Filipino Community Center, Inc.  

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Capital improvement grant; installation of retractable roof covering the 2 <sup>nd</sup> floor courtyard	2015	Office of Community Services (OCS)	State of Hawaii	\$250,000.00
2.	Capital improvement grant; plans, design, construction, and equipment to retrofit existing central A/C system	2015	Department of Accounting and General Services (DAGS)	State of Hawaii	\$550,000.00
3.	Operating grant, Banda Kawayan Philippine musical instrument band	2014	Mayor's Office of Culture and the Arts (MOCA)	Honolulu	\$5,000.00
4.	Operating Grant, Filipino Fiesta	2014	Hawaii Tourism Authority County Product Enrichment Program	Honolulu	\$10,000.00
5.					
6.					
7.					
8.					
9.					

10.					
				TOTAL	\$815,000.00

**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 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 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 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 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.

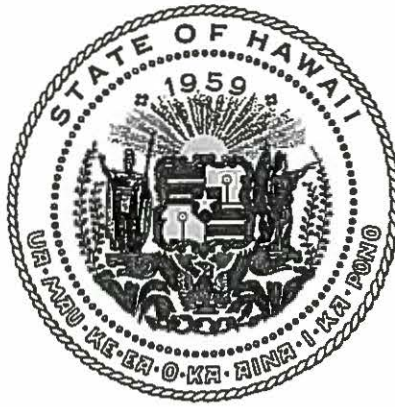
THE FILIPINO COMMUNITY CENTER, INC.  
(Typed Name of Individual or Organization)

  
(Signature)

January 27, 2015  
(Date)

FRANZ D. JUAN  
(Typed Name)

EXECUTIVE DIRECTOR  
(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

THE FILIPINO COMMUNITY CENTER, INC.

was incorporated under the laws of Hawaii on 09/02/1992 ; 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 16, 2015

Interim Director of Commerce and Consumer Affairs

