

House District 2

Senate District 1

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: Hawaii Island Portuguese Chamber of Commerce (HIPCC)

Db: HIPCC Cultural and Educational Center

Street Address: No Street Address

Mailing Address: P.O. Box 1839 Hilo, HI 96721

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. MARLENE HAPAI

Title HIPCC President, 2015-present

Phone # 808-966-9894

Fax # 808-966-9894

E-mail mhapai@aol.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE CULTURAL AND EDUCATIONAL CENTER

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 4,293,484
(2016-2017: \$1,816,345) (2017-2018: \$2,477,139)

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 \$ 7951.51

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

DR. MARLENE HAPAI, PRESIDENT, HIPCC
NAME & TITLE

JANUARY 19, 2016
DATE SIGNED



RECEIVED

1/19/16

Handwritten initials

I. A

1. Description of applicant's (HIPCC) background

The Hawaii Island Portuguese Chamber of Commerce (HIPCC) was formed in December, 1981 followed by its first general membership and installation of officers meeting on January 19, 1982 and the support of 155 original charter members representing businesses, education, community organizations and individuals interested in the Portuguese heritage.

The purposes and objectives of the organization are:

- To promote trade and commerce
- Advance the understanding of, and appreciation for our free enterprise system
- Inspire persons of Portuguese ancestry in education, business, and community endeavors and
- Encourage the preservation of the unique and valuable Portuguese heritage for the enjoyment and benefit of everyone.

2. Goals and Objectives related to request

The HIPCC Cultural and Educational Center was incorporated as a non-profit entity on June 7, 2002 and its By-Laws approved by its Board of Directors on July 17, 2002.

The purposes of the corporation, which was organized exclusively for educational and charitable purposes as a 501 (c) 3 are as follows:

- To conduct, support and promote educational activities related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To serve as a repository, archive and/or library for documents, manuscripts and artifacts related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To erect, operate and maintain a facility appropriate and suitable for the foregoing purposes.

This grant proposal specifically addresses funding sought to:

- Plan, design and construct a cultural and educational facility comprised of a main hall, certified kitchen, an archives room, traditional verandas, a stone oven and one or two offices to generate income for building and grounds operation and maintenance
- Create, design and construct exhibits showcasing the Exploration, Emigration and Assimilation of the Portuguese from the Age of Discovery of the 14th and 15th centuries, to the emigration of the Portuguese from mainland Portugal, the Azores and Madeira Islands in the late 1800's and early 1900's to the Kingdom

of Hawaii and to the assimilation of the Portuguese from that time to today, as a major contributor to Hawaii's melting pot of people, to its food, music, paniolo heritage, the establishment of the Big Island's historic towns as original founders and business owners and the impact of those of Portuguese ancestry today making a difference in our community through business, educational, cultural and other endeavors.

- Furnish the main hall to accommodate cultural events and large gatherings
- Provide IT capabilities to encourage interactions between families in Hawaii and those left behind in their native countries, both Portuguese and other ethnicities wanting to experience electronic family reunions.

3. Public purpose and need to be served

First and foremost, the center will be a repository for archiving the rich history and legacy of the Portuguese in Hawaii. A preservation effort is needed now, before historic photos and documents are lost to ever changing societal and family priorities. Invaluable works such as "Portuguese Hawaiian Memories" by J.F. Freitas, originally published in 1930 and reprinted in 1992, and other historical documents must be preserved for future generations.

The second aim of the project is to create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition. The center will comprise a main hall for cultural events and large gatherings, a certified kitchen, an archives room, traditional verandas, a stone oven, and one or two office rentals to generate income for center operations. Verandas, a stone oven and even a Portuguese house entrance will add to the cultural flavor of the facility. The HIPCC has shown its sincerity in sharing the Portuguese culture by hosting Portuguese Day in the Park each year in Hilo for the past 20 years. Each year this event provides Portuguese Bean Soup and milk bread fresh from the stone oven to all as a gift from the Chamber to the community. A home of its own will enable it to offer so much more to the public instead of operating in a weather-dependent venue. \$94,000 has also been provided to students to further their educations through its scholarships.

Finally, the humorous and gregarious nature of the Portuguese should not be allowed to overshadow their deep pride and dignity as a people. When the original Portuguese immigrants left their homeland, it was never to return. They left behind family and friends to find a new life. In their assimilation most did not pass on their language and it is said that when a language dies so does its culture. This center will enable language classes and cultural experiences to share what was brought with the original Portuguese that came to Hawaii and let them interact with the new generations of families and friends left behind via today's technology. This experience will be available to all other ethnic groups using the facility as well.

4.Target population to be served

This center is an island and state-wide initiative to serve all people in our state, especially those of Portuguese ancestry, to help them trace their ancestry and reconnect as possible with relatives locally and anywhere in the world. Because people of Portuguese ancestry are found all over the world today and we are incorporating a global element honoring and exhibiting Portugal's golden age of discovery in the 14th and 15th centuries, we envision the center to be visited by people from many countries.

Exhibits and programs will service all age groups. Handicapped accommodations will be incorporated into the design and construction.

5.Geographic coverage

The facility will mainly service Hawaii Island people and those of other islands whose Portuguese ancestors were spread throughout the islands for plantation and other purposes and will accommodate visitors from all islands, states and nations worldwide. Technology will enable electronic visits between island residents and those from elsewhere.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities

An acre of land at the intersection of Ponahawai and Komohana in Hilo, Hawaii (Parcel Number 230370210000) was transferred via a Warranty Deed from Frank DeLuz III, (founding member-present, officer, Board member) to the Hawaii Island Portuguese Chamber of Commerce on December 31, 2007. This transfer assigns the HIPCC and its successors right, title or interest in the property in fee simple forever.

Presently, the County of Hawaii Real Property Tax Office lists the current Market Land Value at \$165,000, thus making this the first In-kind contribution to launch the building of the HIPCC Cultural and Educational Center, envisioned by many members in 2002 when this non –profit arm of the chamber was incorporated for this purpose.

Within the past two years members have begun clearing the land with intentions of moving forward with building the center. They continue to keep the grass and other vegetation at a minimum so land clearing costs can be minimized. We have also accepted, via a memorandum of agreement, the Programming and Conceptual Pro Bono Design Services of Erskine Architects, Inc. which has thus far provided a

conceptual design and Opinion of Probable Cost to submit a viable grant proposal. This Opinion of Probable Cost projection includes Design Work, Site Work and Building Work.

Erskine Architects anticipates the design, permitting, bids and contracting part of the project to take a year and a half (July, 2016-December, 2017) and the construction to take eight months (January, 2018-September, 2018), a timeline that will meet the desired opening of the center on September 30, 2018 to coincide with the 140th anniversary of the arrival of the first Portuguese immigrants to Hawaii. If the facility is not completely finished we will do a soft opening and still commemorate the event. The Opinion of Probable Cost, as well as preliminary building design incorporating the story of Hawaii's Portuguese and their rich history, is appended. These documents also include site work planned surrounding the building.

Exhibit planning has already begun and thus its incorporation into the building design. The flow of the story begins with Portugal's Age of Discovery in the 14th and 15th Century incorporating the map of these discoveries onto a wall as you ascend the stairs to the main hall. This leads to the story of the emigration of the Portuguese people from the Azores and Madeira, as well as mainland Portugal, from 1878-1913 via 29 ships incorporating photos of the ships and surnames taken from the original ship manifests of the families arriving on each ship into exhibits. The story is completed with their assimilation in Hawaii with their music, dance, food, paniolo lifestyle, the establishment of Big Island towns and their prominence today in business, education, government and community affairs. A videoconferencing element is also planned to provide the opportunity for electronic family reunions, as many families that left the Azores and Madeira have never been reunited. This venue will also be available to other families in Hawaii who would also like to connect with their families from afar. Exhibit planning and construction will continue throughout the entire project to have the center open with all elements in place.

The following personnel will be hired as needed to advance the project. All positions will be on a half time basis, unless demand requires otherwise. Salaries are comparable to other small museums in the Hilo area.

Director: Oversee operations on a daily basis, create and manage Center budget, write and manage grants, fundraise, initiate programs, supervise other personnel. (Half time: \$20,000-25,000)

Clerk: Collect monies, keep financial records of all facility-related income and expenditures, schedule facility use, assist director with correspondence and as needed (\$12.50/hour)

Volunteer Coordinator: Contact, train and schedule volunteers, perform docent duties, assist director as needed (\$12.50/hour)

Janitor: Maintain building and grounds, assist director as needed, (\$10.00/hour)

Exhibit Planner/Archivist: Create and maintain exhibits, assist director as needed (\$15/hour)

2. Projected Annual Timeline:

A 2-fiscal year funding timeline is recommended to coordinate the opening of the center with the 140th anniversary of the Portuguese arrival to Hawaii (First ship, Priscilla (German), arrived on September 30, 1878 from Funchal, Madeira, 116 days sailing time, 80 Men, 40 Women, 60 Children). We would like the opening date of the center to be September 30, 2018.

We request a 2-fiscal year funding cycle. The second year request will be adjusted to include other grant and private funding and volunteer services. A very active fundraising campaign is planned as shown in #1 below.

4 Project Phases:

1. December 2015-July 2016 – Pre-grant planning (preliminary building design, internal and external contents), determine cost, grant writing begins, advertising to public, major private fundraising/founding donors, exhibit planning. Portuguese Day in the Park, an annual event created and continued by HIPCC and now held for over 20 years will launch the campaign fundraising effort on February 7, 2016. Our goal through private contributions is \$100,000-250,000 or more over a period of 3 years. We expect in-kind contributions from various local businesses. Services offered thus far are shown below and their value will be determined as planning and construction commence.

Value of In-kind contributions: \$165,000 for donated land

In-Kind contributions offered thus far include: Value of Land = \$165,000

Electrical Engineer Services = To Be Determined

Mason Services = To Be Determined

Concrete & Materials = To Be Determined

There is the possibility of an additional private contribution of \$300,000 from the Weinberg Foundation once the roof is up.

2. July 2016-June 2017 –The first fiscal year will consist of major private fundraising by HIPCC, and mainly Design Work and Site Work as described by the Probable Cost sheet provided by Erskine Architects, Inc. This will include

land prep, building design confirmation, permits pulled, going for bids and contracts. Exhibit research, planning and creation will also commence. A part-time Center Director will be hired to write more grants and help with fundraising as well as do required quarterly reports and other paperwork associated with this grant; a Clerk to record donations and assist the Director with fundraising and other duties; and an Exhibit Planner/Archivist to begin researching and creating exhibits including work on acquiring information, photos and permission to use images from the Maritime Museum for ships and the Portuguese government to use an image of the ground mural in Lisbon showing the 14th and 15th century Portuguese explorations. This mural shows "The Portuguese were to the Atlantic as the Polynesians were to the Pacific: Great Explorers, Adventurers, and Navigators" (Marlene Hapai, 2015). It is most impressive and a vital part of the story of Hawaii's Portuguese. The ship logs, written by the Captains of the ships who brought the original Portuguese to Hawaii often mention the connection of the people they were bringing with the names of Portugal's famous explorers. Volunteer services will also be provided by HIPCC Cultural and Educational Center coordinators to work with the Architectural Firm, Project Manager and center part-time employees.

Amount requested: \$1,816,345

3. **July 2017- June 2018** – Major private fundraising will continue throughout the second fiscal year of funding. This period will also include building construction, landscaping, electricity/IT components and complete the major part of the project. Exhibit research, planning, and construction will also continue to coincide with center completion and opening. Furniture and IT equipment will be purchased, and personnel, to include part time Director, Clerk, and Exhibit Planner/Archivist retained to perform duties described in the first fiscal year.

Amount requested: \$2,477,139

4. **July 2018-September 2018 (Opening) Request No-cost extension from grant.**
Completion of building, exhibits and outside as needed, get final approval, Grand Opening (September 30, 2018)

3. Quality Assurance and Evaluation Plans:

The results or goal of this project is to build a Portuguese Cultural and Educational

center of the highest quality at the lowest cost in order to maximize resources. Value engineering will be used as able as well as local professionals have volunteered their services to keep costs down. The Project Manager will work with all involved to complete the project with resources provided following LEED, ADA and other requirements as well as using professional evaluation tools and guidelines.

4. Measures of effectiveness:

- Throughout the grant funding period, quarterly reports will be forwarded to the granting agency (State of Hawaii respective agency) to compare funding and projected project progress associated with that funding. The first year will include completion of site and design work, as well as exhibit planning, information and photo acquisition, and exhibit construction. The second year will include mainly building construction, landscaping and exterior construction, including parking and access and completion of exhibits.
- All elements will be evaluated by standard architectural, design and building methods to determine their effectiveness to include permitting and use once open for business.
- Once open, a Customer Satisfaction survey will be given to each visitor to determine effectiveness of Storyline associated with center exhibits, facility parking and access, and services provided to include videoconferencing family reunions, and use of kitchen and hall.

III. Financial

Budget:

1. Budget forms included.

2. Quarterly Funding Requests

Fiscal Year 2016-2017:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$454,086	\$454,086	\$454,086	\$454,087	\$1,816,345

Fiscal Year 2017-2018:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$619,285	\$619,285	\$619,285	\$619,284	\$2,477,139

3 . Other funding sources sought for 2016 fiscal year:

Seeking Private Funding: Goal \$100,000-250,000 over period of 3 years

In-kind contributions will also be sought to decrease the cost of the project.

4.State and federal tax credits: None

5.Balance of unrestricted assets as of December 31, 2015: \$7975.51

IV. Experience and Capability
A. Necessary Skills and Experience

<p>Name: Dr. Marlene Hapai Professor and Regent Emeritus, University of HI</p>	<p>Title: Marlene Hapai *Grant Administrator, *HIPCC President 2015-Present, *1st VP 2013-2015, *2nd VP 2012-2013 *HIPCC Board Member 2010-Present</p>	<p>Skills, Abilities & Knowledge Relating to Request: Marlene Hapai *Executive Director Imiloa Astronomy Center (2004-2006) (Responsible for coordinating building of \$28 million facility to include working directly with project engineer, landscape architect, building architect, exhibit staff and companies, restaurant vendors, planetarium company, digital display company) *30-Years Teaching Experience @ 6-12 grade, community college, 4-year college and graduate levels and teacher training *16 Years Administrative Experience: Asst. Director Na Pua Noeau (1989-1992) Department, Division and Program Chair, UH Hilo Natural Sciences (1991-2000), Associate Dean College of</p>	<p>Experience & Related Projects 3 Years Pertinent to Request: Marlene Hapai *2008-Present – Business Manager and Co-Owner of Andrade Building, historic building built in 1924 in Honokaa helping to establish the town. In process of refurbishing and restoring building and home. House is being used to tell the story of the Andrade family coming to Hawaii as part of the cultural restoration of Hawaii’s original Portuguese immigrants. *Involved in project dedicating the newly refurbished Honokaa Rodeo Arena as the Rose Andrade Correia Stadium *Planned and coordinated the 90th Anniversary celebration of the Andrade Building to share the Portuguese culture and history of</p>
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		<p>Tropical Agriculture & Human Resources, UH Manoa(2000-2004), Executive Director Imiloa (2004-2006) *Acquired and Administered \$7 million in grants (1990-2010) *Full resume available upon request</p>	<p>the Andrade family *Coordinated HIPCC gifting the Honokaa Library with a fire-proof cabinet to preserve the original ship logs and manifests of the Portuguese immigrants to Hawaii from 1878-1913</p>
<p>*Fred K. Erskine, AIA Principal, Erskine Architects, Inc.</p>	<p>Fred Erskine: *Project Manager Extensive experience in designing, planning and constructing non-profit, culturally-related structures in Hawaii, HIPCC Member 2010 – Present</p>	<p>Fred Erskine: *Erskine Architects established in 2001 and a recognized firm in Hawaii *Provide effective project management through comprehensive design services approach *Services include feasibility studies, facilities assessments, space and master planning * Oversee all phases of design including land-use entitlements, permitting and other regulatory approvals, competitive bidding services and construction administration. *Develop project specific requests for proposals *Author design and constructing agreements * Emphasis on teamwork in all aspects</p>	<p>Fred Erskine: The following education and culturally-related projects have been undertaken and completed by Erskine Architects, Inc. over the last 3 years: *Ke Kula ‘o Samuel M. Kamakau, LPCS, New School Campus Cost: \$4 million Size: 159.2 acres Completed: 2012 Location: Haiku Valley, Hawaii *Aha Punana Leo o Manoa Cost: \$300,000 Size: 2,080 sq.ft. Completed: 2012 Location: Honolulu, Hawaii *Aha Punana Leo o Kauai Cost: \$344,000 Size: 3,570 sq.ft. Completed: 2013 Location: Lihue, Hawaii *Aha Punana Leo,</p>

		of work *Provide architectural services that meet client needs and budget	"Hale Ho'okipa" at Nawahiokalani'opu'u Cost: \$1.1 million Size: 3,730 sq.ft. Completed: 2015 Location: Kea'au, Hawaii
*Frank DeLuz III Real Estate Agents, Big Island Rancher and Landowner	Frank DeLuz III *Project Initiator/Philanthropist *Has kept project alive since its conception to present	Frank DeLuz III *Founding Member, HIPCC, 1982-Present *President HIPCC, 1991-1992	Frank DeLuz III *Former Hawaii County Council Chair and Councilman *Extensive knowledge of Portuguese heritage in Hawaii *Donator of property to HIPCC for Cultural and Educational Center

B. Facilities

This is a capital improvement proposal. Facilities do not yet exist, but a plan is appended to show the conceptual design of the building and surrounding landscaping, external requirements and enclosures. A Probable Cost proposal is also provided to approximate the cost of the project.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Center Director:

Qualifications:

- 2 or 4-year degree in Hospitality, Business, Museum Studies or other programs related to managing cultural and educational centers
- Good interactive people skills
- Ability to write and manage grants and raise funds for center
- Ability to create and manage center budget
- Ability to oversee center operations on a daily basis
- Ability to initiate new cultural and educational programs
- Ability to supervise other center personnel
- Knowledge of and interest in Portuguese culture
- Good IT skills

Supervision:

- Under HIPCC Cultural and Educational 501 (c)3 Board Coordinators

Training:

- By former Imiloa Director or equivalent and through shadowing of and meeting with comparable personnel in other Hilo museums.

Center Clerk:

Qualifications:

- Certificate, 2 or 4 year degree in Business, Accounting or comparable field or equivalent experience
- Able to maintain records of all facility-related income and expenditures
- Able to assist Director in all grant-related or other fundraising record keeping
- Assists Director in correspondence
- Assists with "Gift Shop" and other purchases
- Assists with visitor admission and record keeping
- Proficient in current computer programs, good IT skills

Supervision:

- Under Center Director

Training:

- By Center Director and shadowing comparable personnel in other Hilo museums

Exhibit Planner/Archivist:

Qualifications:

- 2-4 year degree or experience in Museum Studies, Graphic Arts, Computer Science or other programs and experience applicable to creating and maintaining exhibits
- Ability to search online to identify and acquire information and photos for exhibits
- Ability to help create (research, write, graphics) exhibits
- Ability to communicate orally and in written form with others to obtain permission to use information and photos for exhibits and negotiate pricing
- Graphic Arts experience
- Responsible for exhibit maintenance
- Current IT skills
- Ability to set up a data base of Center information for Center use and visitor access

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Volunteer Coordinator:

Qualifications:

- Experience in coordinating volunteer activities
- Good interpersonal skills
- Able to train docents and volunteers
- Ability to do scheduling of events and people
- Ability to assist Director as needed

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Janitor:

Qualifications:

- Experience in caring for facilities to include general cleaning and maintenance
- Ability to maintain facility at highly clean and sanitary standards
- Knowledge of proper use of cleaning agents
- Experience in maintaining grounds
- Knowledge of proper use of pesticides and fertilizers
- Knowledge of and ability to use and maintain grounds-keeping equipment
- Ability to assist Director as needed

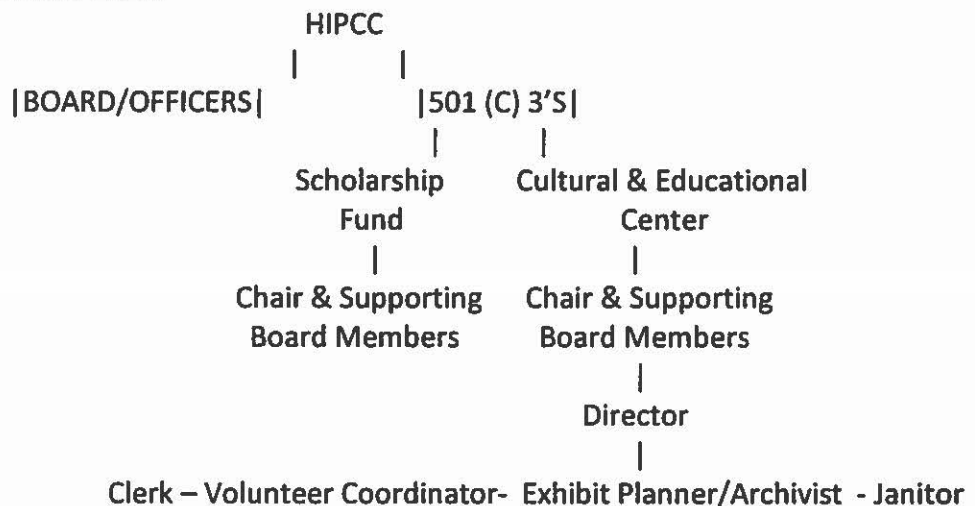
Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

B. Organization Chart



The HIPCC is managed by a Board with annually elected officers. HIPCC has formed two 501 (c)3's over the years to provide educational scholarships and to build and operate a cultural and educational center. The organizational chart provided above includes the separate chamber Board and its officers and the two 501 (c)3 entities. Each 501 (c)3 has its own governing members and reports to the Chamber Board at each monthly meeting. The governing members for the Cultural and Educational Center 501 (c)3 will supervise the Center Director. The Center Director will supervise all other Center employees.

C. Compensation – Provide annual salaries of 3 highest paid officers:

All positions listed below are at the half-time equivalent

Director - \$20,000- 25,000/ year

Exhibit Planner/Archivist - \$10,000 – 15,000/year

Clerk - \$12,000/year

VI. Other

A. Litigation – Disclose any pending litigation - None

**B. Licensure or Accreditation – Does HIPCC possess any prior to this request?
None**

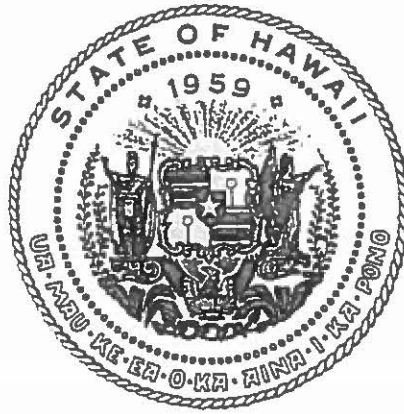
C. Private Educational Institutions: Not Applicable

D. Future Sustainability Plan

Should all needed funds not be available in the 2016-2017 funding cycle, the budget has been broken into two parts to request further funding in the 2017-2018 cycle. Also, additional grants will be submitted to the County and State, private fundraising will continue, other foundation grants and the request for and use of additional volunteer service will be sought. Once open, office, kitchen and hall rentals will contribute to the Center operational budget.

Initial funds will provide part-time personnel to write additional grants and seek more private funding; establish financial and other record keeping procedures from the onset of the project to avoid problems later on and enable exhibit production which requires not only designing exhibits, but also interacting with those granting permission to use photos and other information.

E. Certificate of Good Standing from DCCA : January 4, 2016 Certificate appended.



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 ISLAND PORTUGUESE CHAMBER OF COMMERCE CULTURAL AND EDUCATIONAL CENTER

was incorporated under the laws of Hawaii on 06/12/2002 ; 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 04, 2016



Director of Commerce and Consumer Affairs

0% OPINION OF PROBABLE COST

1/13/2016

PROJECT: HIPCC Cultural and Educational Center						
LOCATION: Hilo, Hawaii						
JOB NO.: 1410						
PHASE: Preliminary Conceptual Phase						
Item No.	Description	Qty.	Unit	Unit Cost (\$)	Sub-Total	Totals
1	Contractor Mobilization	1	Lump Sum	5,000	5,000	5,000
SITE WORK						
1	Site Clearing & Grub	1	Lump Sum	2,500	2,500	
2	Site Prep, Excavation and Grading	1	Lump Sum	150,000	150,000	
3	Site Utilities (domestic water and waste)	1	Lump Sum	125,000	125,000	
4	Fire Protection	1	Lump Sum	50,000	50,000	
5	Site Electrical, Telecom and Site Lighting	1	Lump Sum	200,000	200,000	
6	Site/Storm Drainage	1	Lump Sum	65,000	65,000	
7	Driveways and Parking	1	Lump Sum	200,000	200,000	
8	Site Retaining Walls	1	Lump Sum	75,000	75,000	
9	Concrete Walkways and Exterior Stairs	1	Lump Sum	30,000	30,000	
10	Chain Link Fencing	1	Lump Sum	10,000	10,000	
11	Signage	1	Lump Sum	8,000	8,000	
12	Landscaping	1	Lump Sum	75,000	75,000	
	Sub-Total:				990,500	990,500
BUILDING WORK						
1	Lower Floor of Building (Exploration)	1400	SF	300	420,000	
2	Staircase (Emigration)	250	SF	350	87,500	
3	Upper Floor of Building (Assimilation)	3750	SF	250	937,500	
4	Upper Floor Support (Kitchen, Restrooms, Etc.)	1150	EA	325	373,750	
5	Furniture, Fixtures and Equipment	1	Lump Sum	250,000	250,000	
	Sub-Total:				2,068,750	2,068,750
SUB-TOTAL: Site Work and Building Work						3,059,250
DESIGN WORK						
1	Studies/Tests (Geotechnical FDN/DRN & AIS)	1	Lump Sum	20,000	20,000	
2	Architectural and Engineering Design	1	Lump Sum	10%	305,925	
3	Special Inspections	1	Lump Sum	7,000	7,000	
4	Government/Utility Assessed Fees	1	Lump Sum	150,000	150,000	
	Sub-Total:				482,925	482,925
SUB-TOTAL: Site Work, Building Work & Design Work						3,542,175
	Contingency			10%	354,218	
	Sub-Total w/ Contingency					3,896,393
	GE Tax			4.167%	162,363	
GRAND TOTAL:						4,058,755
NOTES:						
<p>1. We make no warranty, express or implied, that design fees, construction bid(s), and/or the negotiated cost of the work will not substantially vary from this opinion of probable cost (OPC). Should a higher level of confidence in predicting anticipated construction and design costs than that provided in this OPC be required, the Client should retain the services of a professional cost estimator for this purpose.</p> <p>2. This OPC does not include allowances for inflationary cost increases.</p>						

PONAHAWAI ST

KOMOHANA ST

LOADING ZONE

KITCHEN

ASSIMILATION

EMIGRATION

EXPLORATION

PARKING

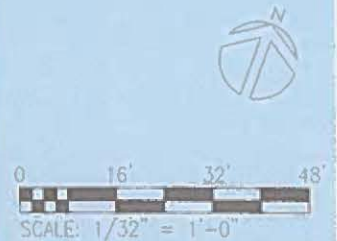
- ENTRANCE
- 10' PLANTING SCREEN
- VERANDA
- ROCK RETAINING WALL
- HILO BAY VIEW WINDOW

- ROOF
- WALL
- SKYLIGHT ABOVE EMIGRATION STAIRS
- BUILDING SETBACK
- PROPERTY LINE
- DROP OFF AREA
- VERANDA

- ROCK RETAINING WALL
- FLOOD ZONE A

PORTUGUESE CULTURAL CENTER CONCEPTUAL SITE PLAN

Prepared by:
EA
ENGINEERING ARCHITECTS INC.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

App HIPCC Cultural and Educational Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	104,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	104,000			
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	4,189,484			
TOTAL (A+B+C+D+E)	4,293,484			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	4,293,484	Marlene Hapai 808-966-9894 Name (Please type or print) Phone		
(b) Total Federal Funds Requested	0	[Redacted Signature] 1/19/16 Signature of Authorized Official Date		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0			
TOTAL BUDGET	4,293,484	President, HIPCC Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

HIPCC Cultural and Educational Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director	1	\$50,000.00	50.00%	\$ 25,000.00
Clerk	1	\$24,000.00	50.00%	\$ 12,000.00
Exhibit Planner/Archivist	1	\$30,000.00	50.00%	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				52,000.00
JUSTIFICATION/COMI A Director is needed to manage the grant, write other grants, assist with fundraising campaign and oversee personnel.				
Clerk will assist with grant, fundraising and record keeping. Exhibit Planner/ Archivist to research and create exhibits.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: HIPCC Cultural and Educational Center

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: HIPCC Cultural & Educational Center

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	559080	559080	0	0
CONSTRUCTION	0	0	3630404	1205265	2425139	0
EQUIPMENT	0	0		0		0
TOTAL:	0	0	4,189,484	1,764,345	2,425,139	0
JUSTIFICATION/COMMENTS:	Preliminary plans already provided via "pro bono" services and land has been donated. Design and construction costs on Probable Cost sheet + Exhibit costs					

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: HIPCC Cultural and Educational Cntr.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
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**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.

Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center
(Typed Name of Individual or Organization)


(Signature)

1/19/16

(Date)

Marlene Hapai
(Typed Name)

HIPCC President
(Title)