

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
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FILCOM CENTER INFRASTRUCTURE AND DEVELOPMENT PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$300,000.00

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:

FRANZ D. JUAN, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 20, 2016  
DATE SIGNED



**RECEIVED**  
1/21/16 *MA*

## 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 as an 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 full-time Programs Director and a full-time Custodian and two part-time administrative assistants.

2. The goals and objectives related to the request;

A capital grant of \$300,000.00 is being sought by the Center from the State of Hawaii 2016 Grants-in-Aid program for the FILCOM CENTER INFRASTRUCTURE AND DEVELOPMENT PROJECT.

The overall goal of this request is to continue the Center's utility consumption use with the technological developments that are available in today's economy, providing a safer and more secure environment for the patrons of the Center and its staff, and preventative repairs to the Center's parking lot. These objectives will help the Center to continue to attract patrons to the Center and for the furtherance of the Center's community and public programs and activities.

This initiative will allow the Center to ensure the infrastructure of the facility is maintained and addressed. The Center has been in existence since 2002 and over 13 years have passed which necessitates the need to ensure the Center's infrastructure remains intact thereby ensuring the longevity and continuance of the Center's first class programs and services to the community.

**LED lighting system (\$80,000.00)**

The overall goal of this request is to provide natural resource savings with the upgrades to the existing lighting system at the Center which would include all common areas, parking light fixtures, ballroom and function areas, conference rooms, electrical and mechanical rooms, and tenant spaces. The increased savings coupled with the photovoltaic system in place would assist in defraying the high costs of electricity and the underlying assistance to the State of Hawaii in reduced kWh usage. The initial research and financial analysis in converting to higher efficiency LED will provide a return on investment between 6-12 months and consistent savings for many years to follow.

The Center furthered its objective in 2015 of reducing operating costs incurred by the Center in the replacement of its emergency exit lighting components. Three months of research into identifying qualified and capable contractors to replace the emergency lighting fixtures resulted in final costs approximating only 25% of the original two (2) solicited bids. Obtaining three (3) additional bids subsequently to contractor selection further reduced the final price.

The LED lighting system requested for funding relates to the outdoor, tenant, ballroom, and common areas regular lighting system.

**Repaving/resealing of parking lot (\$80,000.00)**

The objective is to repair the Center's 2,500 square foot parking lot which provides the parking for the two significant source of operational funds: the commercial tenants and the patrons of the ballroom functions. Due to the passage of time, the parking lot has undergone deterioration from normal wear and tear as well as Hawaii's climate. Primarily, significant gravel and cracking has accumulated on several portions of the parking lot. With the significant cracking, the onset of "spidering" will begin thereby causing portions of the parking lot to crumble and subsequently requiring full removal and repaving of the entire parking lot. The technology of the application of resealing will extend the life of the Center's parking facility.

Self-sustaining maintenance projects have been undertaken in 2015 and 2016 such as temporary patchwork performed by the Center's staff and volunteers. In 2016, the Knights of Rizal – Hawaii Chapter and their youth group, Kapariz, volunteered to repaint the striping, warning sections, handicap symbols, and directional arrows of the parking lot. This youth group, under the supervision of the Knights of Rizal – Hawaii Chapter, was solicited by the Center to assist in upkeep projects of the Center. Kapariz was able to seek community funding for the purchase of this paint-dispensing striping tool with the Knights of Rizal – Hawaii donating the supplies (i.e. paint, brushes) for the project. This effort was to help minimize the visual effects of the actual pavement deterioration.

**Bathroom upgrades (waterless, automatic) (\$70,000.00)**

Upgrades to the facilities' restrooms would provide resource savings with less water usage for the visitors, customers, and patrons of the Center. Replacement of existing components and fixtures to each of the six (6) restrooms, would require replacement of

twenty-two (22) toilets, six (6) urinals, and sixteen (16) wash basins with fixtures. Restrooms fixtures replacement: \$20,000; Full upgrade: \$70,000.

Continuing the Center's desire to assist the State of Hawaii in reducing energy and utility consumption, the Center seeks new ways and methods of reducing its global footprint. Upgrades to the facilities' restrooms such as paperless hand dryers and waterless toilet dispensers along could address these objectives.

Self-sustaining measures taken into effect by the Center include the Center's custodian utilizing the donated pressure washer to maintain the cleanliness of the facilities rather than incurring the cost of a third-party contractor. Furthermore, the installation of coded locks for entrance into the restrooms in 2015 has proved effective in maintaining these facilities.

**Security System Components and Monitoring (\$35,000.00)**

The Center has several areas of for improvement for security, safety, and monitoring of the Center. Due to recent vandalism in certain areas of the Center, unruly visitors, vehicle break-ins, and theft of property, the Center seeks to provide a better environment for its patrons and users of the Center. The increasing technology that has become available in today's market which was not existent at an affordable price can address and assist the Center in alleviating the concerns. The ability to provide high definition video and monitoring will assist as a deterrent. Theft of landscaping and harm to the Center's valuable assets such as the photovoltaic system as well as providing the necessary law enforcement with a valuable tool in prosecuting those with the determination of harming the Center is critical. The current system in place is simply incompatible for the needs being sought.

The system being sought would provide 1080P HD resolution cameras with remote access in addition to providing an intercom system configuration with a secure administration office door for staff. The replacement of the originally installed eight (8) video cameras with at least sixteen (16) video cameras would significantly deter vandals to the Center particularly with the knowledge of HD resolution capability. With limited staff at the Center to perform actual physical security and limited funds for third-party security, this alternative would assist in the prevention of damage and loss to this Center.

3. The public purpose and need to be served;

Since 2002, the Center has been a gathering place for activities promoting, sharing and perpetuating Filipino heritage with the larger multi-cultural community of Hawaii. 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 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.

## **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 scope of work for each project would involve the interviewing of service and contract providers by the Center's Facilities Committee and the Executive Director with assistance and

oversight by the Center’s Board of Directors. Upon the assessment of the specific needs, a comprehensive request for proposal would be issued to the general public for a process of competitive bidding to occur.

Upon receipt of the requisite bids, an evaluation committee would be established for the development of criteria scoring. The selected provider would then be tasked with the implementation of each project with the direct management and oversight by the Executive Director to ensure compliance, completion, and results have been achieved with respect to the contracted service.

Upon completion of each service and/or project, the Executive Director shall provide the reports for assessment, progress, completion, and subsequent results. Throughout the process, the Facilities Committee and Board of Directors shall further provide guidance, authority, and supervision for each component and phase.

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

The public procurement process of this project could occur within three (3) months of funding and project completion within the next three months.

The project would be implemented immediately with a projected start date of July 1, 2015. Three 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 public procurement process to ensure competitive bidding through the Center’s Facilities Committee. Objective 2 would cover the construction process. Objective 3 would cover the Financial and Accounting. Within this objective, the Center would conduct budget management and bookkeeping and project oversight. This 3rd objective would be conducted during the entire project.

<b>Scope of Work</b>				
<b>Program Area</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Outcomes</b>	<b>Timeline</b>
L.E.D. Lighting System/Parking Lot/Bathroom Upgrades/Security System	Competitive bidding; public procurement process	Executive Director, Facilities Committee	Up to date assessments of scope of work areas; obtain three (3) bids through public notice; selection of vendor via Facilities Committee established criteria; approval	Three (3) months on approval and release of grant.

			from Board of Directors	
	Construction	State of Hawaii licensed contractor(s)	Rehabilitation Grand Opening to Public	Six to nine (6 to 9) months on approval and release of grant.
	Accounting and Project Oversight	Executive Director, Facilities Committee	State agency reporting	Ongoing

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

The quality of materials used in construction will be described fully in the Request for Proposals during the competitive bidding and public procurement process. The Center’s Facilities Committee is composed of licensed architects, engineers, and contractors who will prepare, review and implement the procurement process as well as provide oversight for the construction project.

The Executive Director and Facilities Committee currently and will continue to provide monthly reports to the Board of Directors and the Executive Committee of the Board of Directors.

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.

The measure of effectiveness will be determined by the continuance of the Center’s community programs and services in a first-class manner. The longevity of the Center, particularly the parking lot, will continue to serve its function and patrons will continually park their vehicles to use the Center as a gathering place.

The final measure of successful completion of this project will be measured by how well the contractors have followed the specifications and design directives described in detail

in the request for proposal documents, including adhering to the proposed budget and scheduled completion date.

### 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 20)**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,000.00	\$60,000.00	\$135,000.00	\$90,000.00	\$300,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

For the projects solicited herein, no other sources of funding requests have been made.

Funding sought for in 2017 for other projects and programs are as follows:

- a) The Center submitted a Grant Proposal to the City & County of Honolulu Grants-in-Aid program, Solicitation No. RGP-DCS-GIA2017, for operating funding of several of the Center's programs.
  - b) The Center submitted a request for funding to the Hawaii Tourism Authority County Product Enrichment Program for the 2016 Flores de Mayo and Filipino Fiesta. The Center sought \$20,000 and has received approval for \$9,500.00 for the 2016 event.
  - c) The Center will be submitting a request to the City & County of Honolulu Mayor's Office of Culture and Arts for 2016 for funding to offset costs associated with the Center's Banda Kawayan musical ensemble. The Center historically seeks \$10,000 and generally receives \$5,000; however, no funds were approved or received for 2015.
  - d) The Center applied for the Mayor's Office of Economic Development for 2016 seeking \$15,000; none applied for nor received in 2015 and 2014.
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>
2013	\$1,568.47	Federal tax credit for medical insurance
2014	\$1,767.79	Federal tax credit for medical insurance
2015	\$ 0.00	Federal tax credit for medical insurance

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

<u>Source</u>	<u>Purpose</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
C&C of Honolulu	Mayor's Office of C&A	\$4,500	\$5,000	\$0
C&C of Honolulu	HTACPEP	\$10,000	\$10,000	\$9,500
State of Hawaii	Grants-In-Aid	\$450,000	\$800,000	\$50,000
C&C of Honolulu	Grants-In-Aid	\$0	\$0	\$0

(See page 24)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

See attached sheet. (See page 25)

#### 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
Vincent Baldemor		Executive Director, Athletics, Hawaii Pacific University
Clement Bautista		Director, Office of Multicultural Student Services, Manoa Campus, University of Hawaii
Maria Borje-Bonkowski, J.D.		Regional Compliance Officer; Kaiser Foundation Health Plan, Inc., Hawaii Region
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, LLC.
Jesse K. Souki, Esq.		Director of Planning, Permitting & Right of Way at Honolulu Authority for Rapid

		Transportation
Sarah M. Suzuki, R.N.		Manager, Blue Water Resources, LLC
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 B. 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, 2014, and 2015: 156 total registrants. US Citizenship Classes attendees in 2012, 2013, 2014, and 2015: 92 total registrants. Computer Enrichment Workshops attendees from 2011, 2012, 2013, 2014 and 2015: 169 total registrants. Filipino for Kids Summer Program 2011, 2012, 2013, 2014, and 2015: 118 total registrants. Banda Kawayan in 2011, 2012, 2013, 2014, and 2015: 127 total registrants. iLaing I language immersion program in 2015: 20 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.

The volunteers and patrons of the Center are widely skilled and continue to offer and volunteer their expertise in various areas on a day-to-day and for various activities throughout the year. In January 2016, Kapariz, a Filipino youth group under the guidance of the Knights of Rizal – Hawaii Chapter, performed volunteer service by re-stripping and re-painting of the parking lot. This youth group received contributions from the community to purchase a re-stripping machine for future use of this ongoing project. Himig at Indak, one of the musical ensembles of the Center, purchased and volunteered their time to restore and replace the Center's Courtyard landscaping, including the roses.

## **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.

These projects will be headed by the Executive Director and the Facilities Committee. The Facilities Committee is chaired by a Board of Director, Manuel S. Lanuevo, who is a licensed engineer, as well as a Vice Chair on the Executive Committee of the Board. Mr. Lanuevo will provide the administrative project oversight while the accounting and bookkeeping will be provided by the Center's staff.

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 part-time 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 in 2002. 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 26)

**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	\$ 30,120.00

**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.

Manuel S. Lanuevo, licensed engineer, P.E.  
Edmund C. Aczon, prior general contractor  
Franz D. Juan, CPA, Attorney  
Lorna A. D. Kidd, CPA  
Bryan P. Andaya, Attorney  
Avelino J. Halagao, Jr., MBA, Attorney  
Leslie P. Chinn, Attorney  
Maria Borje-Bonkowski, J.D.  
Agnes Reyes, RN  
Sherry Menor-McNamara, J.D., MBA  
Jesse K. Souki, Attorney  
Sarah M. Suzuki, RN

**C. 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.

None.

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but

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 capital projects 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.

Furthermore, the Center has implemented a strategic plan to have each of the smaller, yet effective, programs held at the Center such as the iLaing language immersion program, Pasko sa FilCom, FilCom Sundays, and Sakada Day. This 2015 endeavor has proven successful as each program has become self-sustaining and self-funded without the direct use of any of the Center's operational income.

A larger strategic plan was developed in late 2015 which addresses and benchmarks the Center's activities and goals for repayment of the long term note of the Center. Furthermore, relationships with individuals and community organizations have been fostered and nurtured to encourage additional commitment to the Center in terms of ongoing maintenance of the facility (i.e. volunteer cleanup, maintenance, and upkeep projects).

Also, the Center identified areas in the community where collaborative projects are undertaken on similar events and projects. For example, the Center worked with the Congress of Visayan Organizations, United Filipino Council of Hawaii, the Filipino Chamber of Commerce, and the Philippine Consulate of Hawaii to work on a single Pasko sa FilCom for 2015 and worked together to create one celebratory event for the Inaugural Sakada Day Celebration in 2015.

(2) Not received by the applicant thereafter.

Without funding of this grant, the Center will not have the funds available for the capital projects. The Center will attempt to make minor repairs to the property however such minor repairs will only be temporary and not long lasting.

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

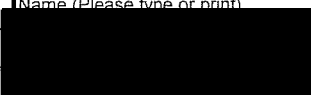
If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

See attached. (See page 27)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: 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)
A. PERSONNEL COST				
1. Salaries				13,600
2. Payroll Taxes & Assessments				3,000
3. Fringe Benefits				2,000
TOTAL PERSONNEL COST				18,600
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				1,000
7. Telecommunication				200
8. Utilities				200
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				1,400
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	300,000			20,000
<b>TOTAL (A+B+C+D+E)</b>	<b>300,000</b>			<b>20,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	300,000	FRANZ D. JUAN (808) 680-0451		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 <i>January 29, 2016</i> Date		
(d) Total Private/Other Funds Requested	20,000			
<b>TOTAL BUDGET</b>	<b>320,000</b>	EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2016 to June 30, 2017

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)
Custodian	1	\$33,000.00	30.30%	\$
Project Supervisor	1	\$3,600.00	100.00%	\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>TOTAL:</b>				\$
<b>JUSTIFICATION/COMMENTS:</b>				
Supervision of capital projects requested; funding for personnel salaries and wages to occur under Capital Campaign by the Center for this expenditure.				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: \_The Filipino Community Center, Inc.\_

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

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

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: \_The Filipino Community Center, Inc

FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2015-2016	FY: 2016-2017	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019	
PLANS	0	0	12,500	0	0	0	
LAND ACQUISITION	0	0	0	0	0	0	
DESIGN	0	0	12,500	0	0	0	
CONSTRUCTION	0	0	140,000	0	0	0	
EQUIPMENT	0	0	135,000	0	0	0	
TOTAL:	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
JUSTIFICATION/COMMENTS:							
Upgrades for lighting replacement to L.E.D. and bathroom upgrades both to contribute to energy savings; security system, and parking lot repairs to assist in safety concerns of the facility.							



**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant:     The Filipino Community Center, Inc.    

Contracts Total:     1,339,000    

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Capital improvement grant; Tech Center upgrade	2015	Office of Comm. Svcs.	State of Hawaii	50,000
2	purchase of new computers, peripherals				
3					
4	Capital improvement grant; Retractable Roof	2014	Office of Comm. Svcs.	State of Hawaii	250,000
5					
6	Capital improvement grant; A/C System Retrofit	2014	DAGS	State of Hawaii	550,000
7					
8	Capital improvement grant; Photo-Voltaic System	2013	Office of Comm. Svcs.	State of Hawaii	450,000
9					
10	Operating grant, MOCA, Banda Kawayan	2014	C&C of Honolulu	Honolulu	5,000
11					
12	Operating grant, MOCA, Banda Kawayan	2013	C&C of Honolulu	Honolulu	4,500
13					
14	Operating grant, HTACPEP, Flores de Mayo	2015	C&C of Honolulu	Honolulu	9,500
15					
16	Operating grant, HTACPEP, Flores de Mayo	2014	C&C of Honolulu	Honolulu	10,000
17					
18	Operating grant, HTACPEP, Flores de Mayo	2013	C&C of Honolulu	Honolulu	10,000
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

**The Filipino Community Center Inc**  
**Statement of Financial Position**

As of December 31, 2015

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Cash in banks	95,902	12,254	108,156
Cash-Property Mgmt Account - Avalon	87,807		87,807
Petty Cash Fund	500		500
<b>Total Checking/Savings</b>	<u>184,209</u>	<u>12,254</u>	<u>196,463</u>
<b>Accounts Receivable</b>			
Blrm/Courtyard Rent Receivable	27,000		27,000
Tenant Rent Receivable	2,997		2,997
Other receivables	2,285		2,285
<b>Total Accounts Receivable</b>	<u>32,282</u>	<u>-</u>	<u>32,282</u>
<b>Other Current Assets</b>			
Prepaid Expenses	6,823		6,823
<b>Total Other Current Assets</b>	<u>6,823</u>	<u>-</u>	<u>6,823</u>
<b>Total Current Assets</b>	223,314	12,254	235,568
<b>Fixed Assets</b>			
Land	818,213		818,213
Building	10,963,030		10,963,030
Photovoltaic System	404,689		404,689
Furniture & Fixtures	142,601		142,601
Office & Other Equipment	51,209		51,209
Accum Depr - Building	(3,797,459)		(3,797,459)
Accum Depr - Photovoltaic System	(26,979)		(26,979)
Accum Depr - Furn & Fixtures	(130,000)		(130,000)
Accum Depr - Office Equipment	(33,239)		(33,239)
<b>Total Fixed Assets</b>	<u>8,392,065</u>		<u>8,392,065</u>
<b>Other Assets</b>			
Prepaid Loan Fees - Pacific Rim Bank	97,303		97,303
Consuelo Endowment Fund - TCD/Savings	(75,000)	200,000	125,000
<b>Total Other Assets</b>	<u>22,303</u>	<u>200,000</u>	<u>222,303</u>
<b>TOTAL ASSETS</b>	<u><u>8,637,682</u></u>	<u><u>212,254</u></u>	<u><u>8,849,936</u></u>

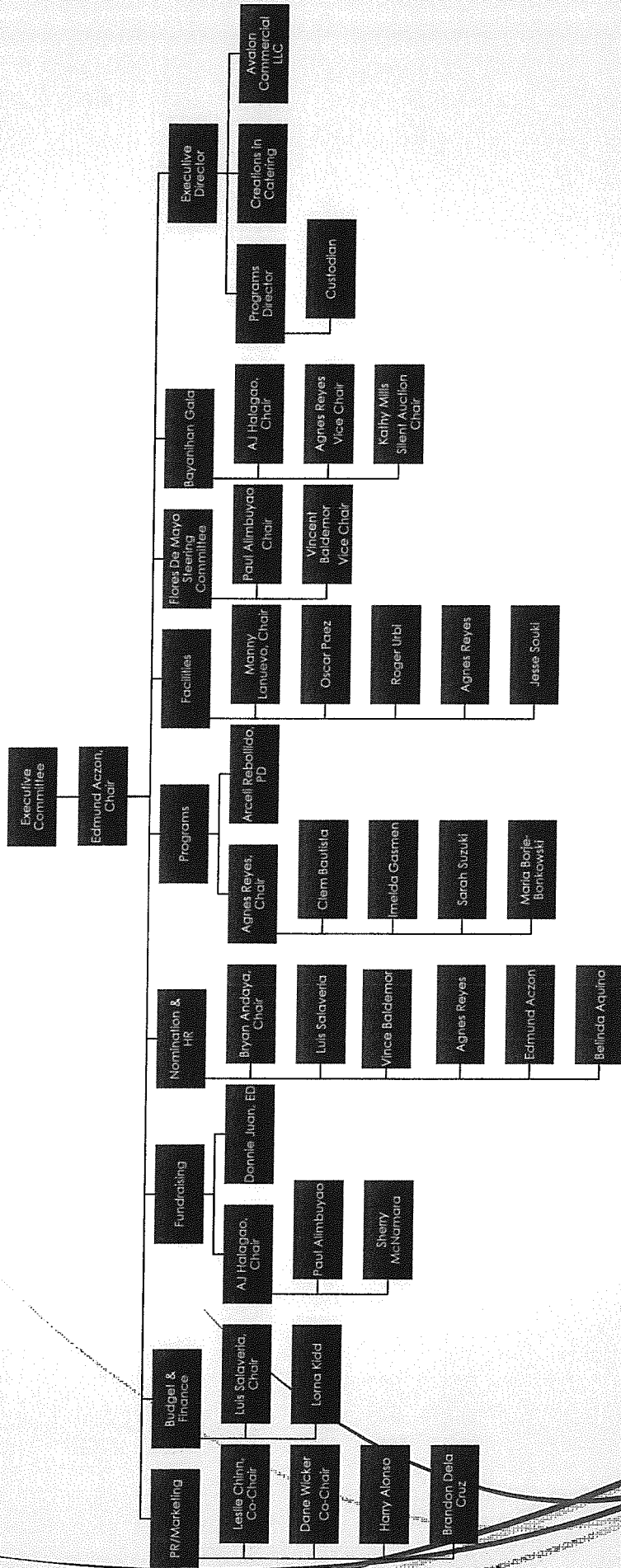
**The Filipino Community Center Inc**  
**Statement of Financial Position**

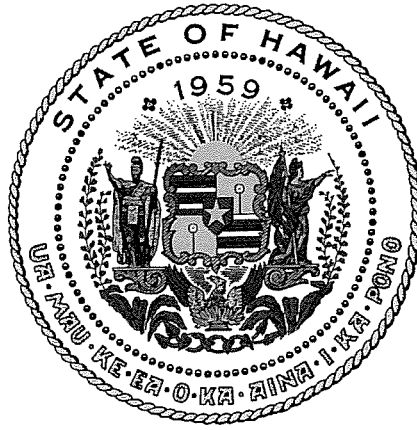
As of December 31, 2015

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Current Portion of Note Payable Due PRB	52,500		52,500
Current Portion of Capital Lease Obligation	3,084		3,084
Accounts Payable			
Accounts Payable	23,239		23,239
Accounts Payable - Tenants	2,340		2,340
<b>Total Accounts Payable</b>	<u>25,579</u>	<u>-</u>	<u>25,579</u>
<b>Other Current Liabilities</b>			
Typhoon Relief Funds		534	534
Filcom Loan Campaign		1,720	1,720
Knights of Rizal		500	500
Security Deposits - Caterers/Ballroom	5,008		5,008
Accrued Property Tax	34,574		34,574
General Excise Tax Payable	3,044		3,044
Accrued Net Payroll & Taxes	4,556		4,556
<b>Total Other Current Liabilities</b>	<u>47,182</u>	<u>2,754</u>	<u>49,936</u>
<b>Total Current Liabilities</b>	128,345	2,754	131,099
<b>Long Term Liabilities</b>			
Long-Term Note Payable due PRB	2,858,643		2,858,643
Capital Lease Obligation - Copier	13,776		13,776
Tenant Security Deposits	30,028		30,028
<b>Total Liabilities</b>	3,030,792	2,754	3,033,546
<b>Net Assets</b>			
Unrestricted	5,895,153		5,895,153
<b>Board Restricted for Programs/Events:</b>			
Fil4Kids Summer Program		162	162
Mother's Day Luncheon		2,942	2,942
Ilocano Language Immersion Program		4,067	4,067
Pasko Sa Filcom		2,329	2,329
Permanently Restricted - Endowment	-	200,000	200,000
Decrease in Net Assets - Current Year	(288,263)		(288,263)
<b>Total Net Assets</b>	<u>5,606,890</u>	<u>209,500</u>	<u>5,816,390</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><b>8,637,682</b></u>	<u><b>212,254</b></u>	<u><b>8,849,936</b></u>



# The Filipino Community Center, Inc. Organizational Chart





## 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.

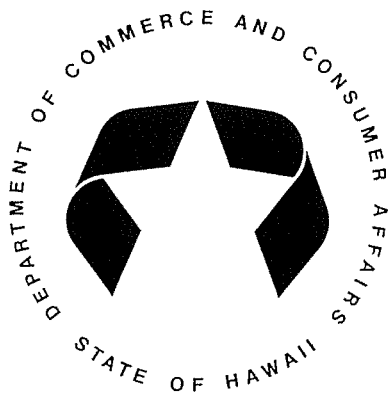
was incorporated under the laws of Hawaii on 09/02/1992 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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 14, 2016



Director of Commerce and Consumer Affairs



**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)



January 22, 2016  
(Date)

FRANZ D. JUAN  
(Typed Name)

EXECUTIVE DIRECTOR  
(Title)