

House District(s) 2

Senate District(s) 1

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

XGRANT 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): DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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)  
Cultural and Educational Center (CEC)  
Dba: HIPCC Cultural and Educational Center

Street Address: c/o Data Processing Services, Inc.  
99 Aupuni St., Suite 206  
Hilo, HI 96720 (Data Storage Only)

Mailing Address: P.O. Box 1120  
Hilo, HI 96721

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DR. MARLENE HAPAI

Title President/Interim Director

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 PHASE I

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 500,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 1,000,000

FEDERAL \$ 0

COUNTY \$ 10,000

PRIVATE/OTHER \$ 446,524.07

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

[Redacted Name]

DR. MARLENE HAPAI, PRESIDENT/INTERIM DIRECTOR

NAME & TITLE

1/16/18  
DATE SIGNED

JAN 16 2018  
10:30 AM

## Application for Grants

*Please check the box when item/section has been completed. 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;
2.  The goals and objectives related to the request;
3.  The public purpose and need to be served;
4.  Describe the target population to be served; and
5.  Describe the geographic coverage.

### **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;
2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

**III. Financial**

**Budget**

1. X The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. X The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. X The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
  
4. X 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.
  
5. X The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.
  
6. X The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

**IV. Experience and Capability**

**1. X 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.

**2. X 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.

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

**1. X 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.

**2. X 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.

**3. X 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.

**VI. Other**

**1. X 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.

**2. X 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.

**3. X 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 I. of the State Constitution for the relevance of this question.

Applicant HI PCC CEC

**4. X Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

**5. X 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, 2017.

**6. X Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

**7. X Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

## I. Background and Summary

### 1. Description of applicant's (HIPCC CEC) 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 HIPCC 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.

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

### 2. Goals and Objectives related to request

The purposes of the HIPCC Cultural and Educational Center, 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 Phase 1 of a cultural and educational facility to be comprised of a main hall, hall of exploration, restrooms, storage rooms, traditional verandas, a stone oven and a Portuguese garden. Phase 2 will complete a certified kitchen and Phase 3 the archives and one or two offices to generate income for building and grounds operations and maintenance.

- Because this is a capital improvement grant, other funds and in-kind contributions are being sought to have some or all of the following elements in place to serve the public as the center opens:
- Create, design and construct exhibits showcasing the Exploration, Emigration and Assimilation of the Portuguese from the Age of Discovery of the 15<sup>th</sup> century, 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 and accommodate the public with other uses of this media as able.

### 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 HIPCC has shown its sincerity in sharing the Portuguese culture by hosting an annual Portuguese Day in the Park in Hilo since 1995. 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. Over \$100,000 has also been provided to date to Hawaii Island 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 worldwide. 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 15<sup>th</sup> century, we envision the center to be visited by people from many countries with Portuguese affiliations. Additionally, the center will reach out to all visitors to share the culture and history of one of Hawaii's people, something many visitors choose to do when visiting new places.

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

#### **5.Geographic coverage**

The facility will service Hawaii's people 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 of all ethnicities and others worldwide.

## **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 (Lot 12-A, Ka Palani Kula Subdivision, TMK (3) 2-3-037-006 (Portion)) was transferred via a Warranty Deed from Frank DeLuz III, (founding member-present, officer, Board member) to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center (HIPCC CEC) on December 31, 2007. This transfer assigned the HIPCC CEC and its successors, right, title or interest in the property in fee simple forever. Amended on April 7, 2008, should HIPCC CEC decide it necessary to vacate, dispose, sell and/or transfer the property described in the Warranty Deed as Lot 12-A, the land reverts back to the Frank DeLuz III Trust, but HIPCC CEC retains all rights

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to any structures on the property. 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. The value of the transfer on 12/31/2007 was \$294,000 and Mr. De Luz has been approached recently by a buyer being offered \$400,000.

In 2015 HIPCC members began 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 of Erskine Architects, Inc. which has thus far provided a conceptual design and Opinion of Probable Cost to submit viable grant proposals and begin the contracting process. This Opinion of Probable Cost projection includes Design Work, Site Work and Building Work. Erskine Architects has increased the commitment of their pro bono services to a value of \$55,000. The original Opinion of Probable Cost has been modified to represent only Phase 1 which includes the main assembly hall, entry hall, restrooms and storage rooms internally and walkways, stone oven, landscaping, driveways and parking outside.

Erskine Architects has proposed a projected timeline to the Department of Accounting and General Services which they are using to produce a contract for Phase 1. The design phase has been in progress on a “pro bono” basis since 1/8/16 and will continue once contracted (approximately 4/1/18) through 8/15/18 at which time both Bidding and Permitting Phases will commence. Construction is expected to begin 2/1/19 and end 10/1/19. The Opinion of Probable Cost, as well as preliminary building design incorporating the story of Hawaii’s Portuguese and their rich history, is appended.

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 15<sup>th</sup> Century incorporating the map of these discoveries created on Portuguese tiles onto a wall in the Hall of Explorations as you enter the Center. 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. Short quotes from each ship log will also be added to provide the human element tied to each voyage. 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 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. These projected exhibits will include input from others and reflect what is available for exhibition.

The following personnel will be hired once the center is in its operational phase and income is being generated. All positions will be on a half time basis, unless demand requires otherwise. Salaries are comparable to other small museums in the Hilo area. During the design and construction phase, all director, exhibit planner and archive work will be done on an in-kind basis, much of it by former Imiloa Astronomy Center Director, Dr. Marlene Hapai, along with the assistance of other HIPCC and community members collectively providing an in-kind contribution of minimally \$52,000 a year for services that will be done once paid personnel are in place.

**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, assist director with correspondence and as needed (\$12.50/hour)

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

**Janitor/Groundskeeper:** 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:**

In 2016, a 2-fiscal year funding timeline was recommended to coordinate the opening of the center with the 140<sup>th</sup> anniversary of the arrival of the first Portuguese immigrant families including 116 days sailing time, 80 Men, 40 Women, 60 Children and open the center on September 30, 2018 in its honor.

With the new direction of dividing the Center project into Phases 1, 2, and 3, Erskine Architects is projecting Phase 1 continue its design phase throughout most of 2018 with the bidding and permitting phase occurring in mid 2018 and its construction phase beginning and ending in 2019. Instead of commemorating the 140<sup>th</sup> anniversary with the opening of the Center, we will attempt to do a blessing or ground breaking that day. We are also inviting the Portugal General Counsel of San Francisco and the Portuguese Navy training vessel, "Sagres", to join us for the festivities. Other funding is being sought for this purpose. Thus far, the County of Hawaii is interested in supporting some type of 140<sup>th</sup> anniversary activity.

**4 Project Phases:**

- 1. December 2015-January 2017 – Pre-grant planning** (preliminary building design, internal and external contents), determining cost, grant writing, advertising to public, private fundraising/founding donors, in-kind service pledges and exhibit planning occurred. Portuguese Day in the Park, an annual event created by HIPCC in 1995 and now held for over 20 years, launched the campaign fundraising effort on February 7, 2016 and allowed HIPCC's CEC the opportunity to gain community support.

In total, 1,000 signatures and 550 letters of support for the Center were sent to the 28<sup>th</sup> Hawaii State Legislature. Our goal through private contributions and fundraising events has been \$275,000 or more over a period of 3 years (2016-2019) with anticipation of more in-kind contributions from various local businesses. Services offered thus far whose values have been determined have letters appended to this proposal, while others who have indicated support in the past or more recently are in the process of being contacted and their value will be determined as planning and construction commence.

**Kinds and Value of In-kind contributions: (As of January, 2018)**

<u>Category</u>	<u>Kind of Contribution</u>	<u>Value</u>
Property	1.0 acre of land	\$400,000
Services	Land Surveying	9,500
	Electrical Engineering	40,000
	Architectural	55,000
	Director/Exhibit Planner/ Archivist	104,000
	Mason, Plumbing, Carpentry (pending MOA)	200,000
	Landscaping	15,000
Materials	Concrete and Gravel	65,000
<b>TOTAL</b>		<b>\$888,500</b>

2. **January 2017-December 2017** – Part of the first fiscal year (January-June, 2017) and the entire 2017 calendar year consisted of major private fundraising by HIPCC CEC, and mainly preliminary (pro bono) Design Work provided by Erskine Architects, Inc. The part-time Center Director position was assumed by Interim Director Dr. Marlene Hapai who on a pro bono basis has continued to write more grants and help with fundraising as well as do required paperwork associated with this grant. The Treasurer for the Center's 501 (c)(3) has assumed the Clerk's financial duties associated with the grant and fundraising. The Interim Director has continued doing research to aid exhibit creation, including visiting the British Maritime Museum to acquire information on ship photos available and permission and guidelines for use, as well as research at the State Archives and Bishop Museum.

Vendors in Lisbon have been contacted to determine price, production and shipping charges to create a Portuguese tile mosaic reproduction of the giant marble windrose in Belem/Lisbon surrounding a world map of the 15<sup>th</sup> century Portuguese explorations Age of Discoveries. This map 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 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 were also provided by HIPCC, HIPCC CEC and community members throughout 2017.

Fundraising Events for 2017 included Portuguese Day in the Park on February 26<sup>th</sup> and a Founder's Ball on September 30<sup>th</sup>, the 139<sup>th</sup> anniversary of the arrival of Hawaii's first Portuguese immigrant families. These events focused on bringing Hawaii's Portuguese culture and history to the forefront, as well as raising valuable funding (\$78,000 net), with music, language, games, fashion, and Portuguese goods and artifacts highlighted.

3. **January 2018 – December 2018** – Major private fundraising and requesting more in-kind contributions will continue throughout this time period. Exhibit research and planning will also continue to coincide with center completion and opening in late 2019. Personnel will continue on a pro bono basis until operational dollars are generated.

Fundraising events for 2018 will once again include Portuguese Day in the Park on February 11<sup>th</sup> and a Founder’s Ball on September 29<sup>th</sup> culminating with festivities to celebrate the 140<sup>th</sup> anniversary of the arrival of Hawaii’s first Portuguese immigrant families on September 30, 2018 with a potential blessing of the center’s grounds or ground breaking and include additional fundraising as needed.

**4. April 2018-October 2019 ( Opening of Center)**

Projected Erskine Architects schedule based on design contract executed by DAGS April 1, 2018 to include design, documentation, bidding, permitting, construction of Center. (Subject to modification with further consultant input and finalizing design.)

PLANNING PHASE (programming, Conceptual design, budgeting, Preliminary land-use approval from County, etc.	1/8/16	12/1/17
SCHEMATIC DESIGN PHASE (preliminary design coordination w/ HIPCC CEC and engineers)	4/1/18	5/15/18
DESIGN DEVELOPMENT PHASE (progress of design coordination with engineers and application for Plan Approval	5/15/18	7/1/18
CONSTRUCTION DOCUMENTS PHASE (final design coordination with HIPCC CEC and engineers – prepare project manual consisting of front end documents and technical specifications, bid materials and prepare documents for regulatory approvals, respond to RFI’s)	7/1/18	8/15/18
BIDDING PHASE (bid invitation, pre-bid meeting, solicitation of bid proposals, respond to RFI’s, review, analysis and scoring of proposals and final bid award)	8/15/18	10/15/18

<p><b>PERMITTING PHASE</b>                  (applications for regulatory approvals, respond to regulatory review comments, coordinate responses with engineers, issue addenda to bidders, etc.)</p>	<p>8/15/18</p>	<p>2/1/19</p>
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<p><b>CONSTRUCTION ADMINISTRATION PHASE</b> (construction agreement, pre-con meeting, construction process, OAC meetings, post contract addenda, review pay apps, issue certs for payment, substantial completion, punch lists, final completion)</p>	<p>2/1/19</p>	<p>10/1/19</p>
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Purchasing of and completion of initial exhibits, furniture and IT components.

**Amount Requested: \$500,000**

**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. 2018 will include contracting with DAGS, completion of site and design work, bidding and permitting, as well as exhibit planning. 2019 will conclude the permitting process and include mainly building construction, landscaping and exterior construction, including walkways, parking and access and completion of exhibits. Internal furnishings as well as IT requirements will also be addressed.
- 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. Surveys will assess services available after completion of each phase (Phase 1, 2 and 3).

III. **Financial: Note:** Fundraising began in February 2016 having a piece of property, \$7951.51 and needing \$4,293,484 for all 3 phases of our Center project. Today we have a \$1 million State Grant-in-Aid, approximately \$904,000 of In-Kind Donations and Services, private donations and strong community support and are only \$786,472 from our Phase 1 goal of \$2,242,996. Other grants and funds will be sought for Phases 2 and 3 which will complete our Center with a commercial kitchen and archives room and offices.

**Budget:**

1. Budget forms included.
2. Quarterly Funding Requests

**Fiscal Year 2018-2019:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0	\$250,000	\$250,000	\$0	\$500,000

3. Other funding sources sought for 2018 fiscal year:

Seeking In-Kind Donations and Services of \$186,472 and have a Fundraising goal of \$100,000.

4. State and federal tax credits: None
5. State and County Grants:  
 State of Hawaii Grant-in-Aid, 2016-2017: \$1,000,000  
 County of Hawaii Contingency Fund: 2016-2017: \$10,000
6. Balance of unrestricted assets as of December 31, 2017: \$101,524.07

**IV. Experience and Capability**  
**A. Necessary Skills and Experience**

<p>Name:  <b>Dr. Marlene Hapai</b>          Professor and          Regent Emeritus,          University of HI</p>	<p>Title:  <b>Marlene Hapai</b>          *President/Interim          Director, HIPCC CEC          7/1/17 to present          *Grant Administrator,          *HIPCC President          2015-2017          *1<sup>st</sup> VP 2013-2015,          *2<sup>nd</sup> VP 2012-2013          *HIPCC Board Member          2010-Present</p>	<p>Skills, Abilities &amp;          Knowledge          Relating to Request:  <b>Marlene Hapai</b>          *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) Co-writer of          first grant to fund          center          *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 &amp; Related          Projects 3 Years          Pertinent to Request:  <b>Marlene Hapai</b>          *Grant writer for          HIPCC CEC:          2016:          \$1 million State of          Hawaii Grant in Aid          2017:          \$10,000 County of          Hawaii Contingency          Grant,          \$25,000 Atherton          Grant          *Fundraising:          2017 Founders Ball -          \$74,300 net raised          *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</p>
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		<p>Tropical Agriculture &amp; 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>dedicating the newly refurbished Honokaa Rodeo Arena as the Rose Andrade Correia Stadium, named after her grandmother  *Planned and coordinated the 90<sup>th</sup> Anniversary celebration of the Andrade Building to share the Portuguese culture and history of 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><b>*Fred K. Erskine,</b>  AIA Principal,  Erskine Architects,  Inc.</p>	<p><b>Fred Erskine:</b>  *Project Manager  Extensive experience in designing, planning and constructing non-profit, culturally-related structures in Hawaii, HIPCC Member 2010 – Present</p>	<p><b>Fred Erskine:</b>  *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><b>Fred Erskine:</b>  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</p>

		<p>of work *Provide architectural services that meet client needs and budget</p>	<p>Cost: \$300,000 Size: 2,080 sq.ft. Completed: 2012 Location: Honolulu, HI *Aha Punana Leo o Kauai</p>
<p><b>*Frank DeLuz III</b> Real Estate Agents, Big Island Rancher and Landowner</p>	<p><b>Frank DeLuz III</b> *Project Initiator/Philanthropist *Has kept project alive since its conception to present</p>	<p><b>Frank DeLuz III</b> *Vice President, HIPCC CEC, July 1, 2017 through present *Founding Member, HIPCC, 1982-Present *President HIPCC, 1991-1992</p>	<p>Cost: \$344,000 Size: 3,570 sq.ft. Completed: 2013 Location: Lihue, Kauai *Aha Punana Leo, "Hale Ho'okipa" at Nawahiokalani'opu'u Cost: \$1.1 million Size: 3,730 sq.ft. Completed: 2015 Location: Kea'au, HI *Projects scheduled for completion 2018: *Aha Punana Leo Cost \$1.1million 5,000 sq.ft. Completion: April 2018 Location: Keaau HI *Ke Kula O Samuel M. Kamakau Cost: \$400,000 1500 sq.ft. Completion: August 2018 Ha'iku Valley Oahu</p> <hr/> <p><b>Frank De Luz III</b> *Former Hawaii County Council Chair and Councilman *Extensive knowledge of Portuguese heritage in Hawaii *Donator of property to HIPCC Cultural &amp; Educational Center</p>

Application for Grants

**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. An Opinion of 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**

(Proposed staffing responsibilities will be performed as needed on a pro bono basis by interim staff, HIPCC and HIPCC CEC officers, directors and members until the center is in its operational phase.)

**Center Director:**

**Qualifications:**

- 2 or 4-year degree in Hospitality, Business, Museum Studies or other programs related to managing cultural and educational centers or comparable experience
- Good interactive people skills
- Ability to write and manage grants and raise funds for center
- Ability to effectively represent center in all types of media: internet, newspaper, radio, television, other
- 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
- Interest in Portuguese culture

**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 materials
- 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
- Interest in Portuguese culture

**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
- Interest in Portuguese culture

**Supervision:**

Under Center Director

**Training:**

By Center Director and shadowing comparable personnel in other Hilo museums

**Janitor/Groundskeeper:**

**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
- Interest in Portuguese culture

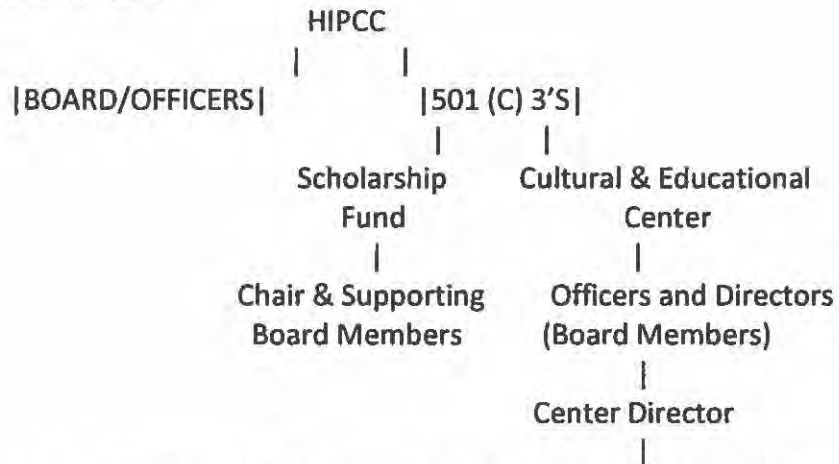
**Supervision:**

Under Center Director

**Training:**

By Center Director and shadowing comparable personnel in other Hilo museums

**B. Organization Chart**



Clerk – Volunteer Coordinator- Exhibit Planner/Archivist - Janitor/Groundskeeper

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) is registered with the State of Hawaii Department of Commerce and Consumer Affairs, has its own governing

Officers and Board of Directors and reports to the Chamber Board at each monthly meeting. The Officers and Directors of the Cultural and Educational Center 501 (c)(3) will supervise the Center Director once hired during the operational phase when funds are available. 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 2018-2019 funding cycle to complete Phase 1 of the center, additional grants will be submitted to the County and State, private fundraising will continue (specifically seeking large donors and naming opportunities), other foundation grants and the request for and use of additional volunteer service via in-kind contributions will be sought. To date we have received pledges of almost \$904,000 of in-kind contributions. We will work diligently to receive more. Once open, hall rentals will contribute to the Center operational budget, as well as entry fees, membership dues and annual fundraising events. As the kitchen opens, kitchen rental will be another source of funds as the need for a commercial kitchen is greatly needed.

In-kind volunteer services will continue to be provided to write additional grants and seek more private funding and a Volunteer Coordinator will be sought to make good use of those wanting to donate their time to share the Center with others as docents.

**E. DCCA Certificate of Good Standing : January 14, 2018 Certificate appended.**

**F. Public Purpose: The grant will be used for a public purpose as described in: "I. Background and Summary" of this proposal.**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

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)
<b>A. PERSONNEL COST</b>				
1. Salaries				\$52,000)
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				<b>(52,000)</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				<b>50,000</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>500,000</b>			<b>236,472</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>500,000</b>			<b>286,472</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	500,000	Dr. Marlene Hapai <span style="float: right;">808-966-9894</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	286,472	Signature of Authorized Official <span style="float: right;">Date <u>1/16/18</u></span>		
<b>TOTAL BUDGET</b>	<b>786,472</b>	President/Interim Director Name and Title (Please type or print)		

**HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE**  
**CULTURAL AND EDUCATIONAL CENTER (HIPCC CEC)**  
**PHASE 1 BUDGET REQUEST BY SOURCE OF FUNDS**  
 Period: July 1, 2018 to June 30, 2019  
 Total Cost of Project: \$2,242,996.82

<b>BUDGET CATEGORIES</b>	<b>Total Funds Requested</b>	<b>State/County of Hawaii</b>	<b>Current Assets/Deferred In-Kind Cont.</b>	<b>Atherton Foundation</b>	<b>*State of HI 2018 GIA</b>	<b>*In-Kind/Fundraising</b>
A. Personnel Salaries	\$52,000	0	\$52,000	0	0	0
B. Exhibits/IT/Construction	\$50,000	0	0	0	0	\$50,000
C. Capital	\$2,140,996	\$1,010,000	\$369,524.07	\$25,000	\$500,000	\$236,471.93
<b>TOTAL (A+B+C)</b>	<b>\$2,242,996</b>	<b>\$1,010,000</b>	<b>\$421,524.07</b>	<b>\$25,000</b>	<b>\$500,000</b>	<b>\$286,471.93</b>
<b>FUNDING SOURCES</b>						
State of Hawaii/COH	\$1,010,000					
Current Assets	\$101,524.07					
Deferred In-Kind Contributions	\$320,000					
Atherton Foundation	\$25,000					
*State of HI 2018 GIA	\$500,000					
*In-Kind Donations/Services	\$186,471.93					
*Fundraising	\$100,000					
<b>TOTAL BUDGET</b>	<b>\$2,242,996</b>					

Prepared By: Marlene Hapai, President/Interim Director HIPCC CEC (808) 966-9894 [mhapai@aol.com](mailto:mhapai@aol.com) 1/15/18 \*Seeking Funding



**BUDGET NARRATIVE:**

**Total Assets Available for Phase 1:**

State of Hawaii -	\$1,000,000 Grant in Aid Funded
County of Hawaii -	10,000 Contingency Grant Funded
Atherton Foundation Grant	25,000
Current Assets (Checking/Savings) -	101,524.07
Deferred In-Kind Contributions -	320,000
	<hr/>
	\$1,456,524.07

\*Grants – \$500,000

Submitted:	Original Request		Status
First Hawaiian Bank	\$1,250,000	June 28, 2017	Minimal Funding Pending
Matson Foundation	\$225,000	August 31, 2017	Not Funded

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\*In-Kind Donations/ - \$903,590 (Already provided, \$320,000 still available) - Additional Request - \$186,471.93  
**Services**

**In-Kind Contributions Pledged/Expended/Available**

Contributor	Donation/Services	Value	Pledged	Expended	Balance Available
Frank De Luz III	1 Acre Property in Hilo, HI	\$400,000	X	\$400,000	0
Island Survey	Surveying of Property: Topographic Survey, Staking, Property Descriptions	\$9,500	X	\$9,500	0
Hawaiian Sunshine Farms	Land Clearing (Cost not available)			X	

Erskine Architects, Inc.	Architectural Services	\$55,000	X	\$35,000	\$20,000
Oki Electrical Engineering	Electrical Engineering Services	\$40,000	X	0	\$40,000
Administrative Consulting for Institutional Advancement	Administrative Services for Project, Grant Writing	\$104,000	X	\$52,000	\$52,000
KTL Design, LLC	Landscaping Design	\$15,000	X	0	\$15,000
Edwin De Luz Trucking & Gravel, LLC	Concrete & Gravel for Slabs/Walkways	\$65,000	X	0	\$65,000
Hawaii Building & Construction Trades Council	Provide Labor to do Slab as Community Service	\$200,000		0	\$200,000 (MOA Pending)
Dr. Marlene Hapai	Travel Expenses HIPCC President, Center VP (up to 6/28/17)	\$15,090		\$15,090	0

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**Total** **\$903,590** **\$511,590** **\*\$392,000**

In-Kind Donations and Services are valued at \$903,590 to date. Of these, \$511,590 have already been used for land acquisition, surveying and clearing, as well as architectural renderings, exhibit planning, administrative services, grant writing and travel. Deferred In-Kind Contributions remain with a balance of \*\$320,000 as of December, 2017. (Architect and Administrative time not included in December 31, 2017 Balance Sheet under Deferred In-Kind Contributions.) \$200,000 Memorandum of Agreement still pending. An additional \$186,471.93 of services will be requested to complete Phase 1.

**\*Fundraising - \$100,000**

The following events are being planned for 2018 to raise \$100,000 to go toward Phase 1. (Our 2017 Inaugural Founders Ball netted a profit of \$74,300)

Date	Event	Fundraising Goal
<b>2018</b>		
02/11/2018	Portuguese Day in the Park	\$5,000
TBD	140 <sup>th</sup> Anniversary Event	\$5,000
TBD	140 <sup>th</sup> Anniversary Event	\$10,000
09/29/2018	Founders Ball	\$80,000
09/30/2018	140 <sup>th</sup> Anniversary of Arrival of First Portuguese Immigrant Families To Hawaii	
<b>Total</b>		<b>\$100,000</b>

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

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
				\$ -
				\$ -
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				\$ -
<b>TOTAL:</b>				<b>52,000.00</b>
<p>JUSTIFICATION/COMI Director needed to write/manage grants, assist with fundraising, oversee personnel. Clerk manages funds/keeps records.</p> <p style="text-align: center;">Exhibit Planner/Archivist to research/create exhibits. All personnel costs to be provided through in-kind contributions (See letter)</p>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

HIPCC Cultural and Educational Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Videoconferencing Equipment			\$ -	50000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>50,000</b>

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS IT Videoconferencing equipment needed for family reunions and other interactions between Hawaii Island and elsewhere.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

HIPCC Cultural and 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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS	0					
LAND ACQUISITION	0					
DESIGN	0		200000			
CONSTRUCTION	1000000		300000			
EQUIPMENT	0					
<b>TOTAL:</b>	<b>1000000</b>	<b>0</b>	<b>500,000</b>	<b>286,472</b>		
JUSTIFICATION/COMMENT Plans provided via pro bono services. Land donated. See Phase 1 Budget Request by Source of Funds narrative for details.						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

HIPCC Cultural and Educational Center

Contracts Total: 1,010,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	State of Hawaii Grant in Aid	7/1/16-6/30/19	DAGS	State of Hawaii	1,000,000
2	County of Hawaii Contingency Fund (Chun)	7/1/16-6/30/18	R & D	County of Hawaii	10,000
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**Hi Island Portuguese CC Cultural and Educational Center**  
**Profit & Loss**  
 January through December 2017

	<u>Jan - Dec 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
<b>Founder's Ball</b>	
Founders Ball Auction Proceeds	5,753.00
Founders Ball Donations	76,353.08
<b>Total Founder's Ball</b>	82,106.08
<b>In-Kind Contributions</b>	583,890.00
Individ, Business Contributions	5,715.00
<b>Total Direct Public Support</b>	671,711.08
<b>Government Grants</b>	
County of Hawai'i	10,000.00
<b>Total Government Grants</b>	10,000.00
<b>Investments</b>	
Interest-Savings, Short-term CD	1.61
<b>Total Investments</b>	1.61
<b>Other Types of Income</b>	
Day in the Park	3,629.38
<b>Total Other Types of Income</b>	3,629.38
<b>Total Income</b>	685,342.07
<b>Gross Profit</b>	685,342.07
<b>Expense</b>	
<b>Bank Charges</b>	
Merchant Fees - PayPal	431.30
Merchant Fees - Square	470.33
<b>Total Bank Charges</b>	901.63
<b>Business Expenses</b>	
Business Registration Fees	14.50
<b>Total Business Expenses</b>	14.50
<b>Founders Ball Expenses</b>	
Advertising & Promotional	1,145.82
Decorations/Lei/Awards	1,151.38
Dinner	4,000.00
Entertainment	300.00
Facility Rental	500.00
Graphic and Printing Costs	651.03
Lei	168.76
Postage and Delivery	188.16
<b>Total Founders Ball Expenses</b>	8,105.15



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HI Island Portuguese CC Cultural and Educational Center  
**Profit & Loss**  
January through December 2017

	<u>Jan - Dec 17</u>
<b>Office Expenses</b>	
Office Supplies	77.98
Post Office Box Rental	160.00
<b>Total Office Expenses</b>	<u>237.98</u>
<b>Taxes &amp; Licenses</b>	
Real Property Tax 3-2-3-037-021	200.00
<b>Total Taxes &amp; Licenses</b>	<u>200.00</u>
<b>Total Expense</b>	<u>9,459.26</u>
<b>Net Ordinary Income</b>	<u>675,882.81</u>
<b>Net Income</b>	<u><u>675,882.81</u></u>

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Accrual Basis

HI Island Portuguese CC Cultural and Educational Center  
**Profit & Loss**  
July through December 2017

	<u>Jul - Dec 17</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
<b>Founder's Ball</b>	
Founders Ball Auction Proceeds	5,753.00
Founders Ball Donations	76,353.08
<b>Total Founder's Ball</b>	82,106.08
<b>In-Kind Contributions</b>	583,890.00
<b>Individ, Business Contributions</b>	1,000.00
<b>Total Direct Public Support</b>	666,996.08
<b>Government Grants</b>	
County of Hawaii	10,000.00
<b>Total Government Grants</b>	10,000.00
<b>Investments</b>	
Interest-Savings, Short-term CD	0.48
<b>Total Investments</b>	0.48
<b>Total Income</b>	676,996.56
<b>Gross Profit</b>	676,996.56
<b>Expense</b>	
<b>Bank Charges</b>	
Merchant Fees - PayPal	349.20
Merchant Fees - Square	470.33
<b>Total Bank Charges</b>	819.53
<b>Founders Ball Expenses</b>	
Advertising & Promotional	1,145.82
Decorations/Lei/Awards	1,151.38
Dinner	4,000.00
Entertainment	300.00
Facility Rental	500.00
Graphic and Printing Costs	651.03
Lei	168.76
Postage and Delivery	188.16
<b>Total Founders Ball Expenses</b>	8,105.15
<b>Office Expenses</b>	
Post Office Box Rental	160.00
<b>Total Office Expenses</b>	160.00

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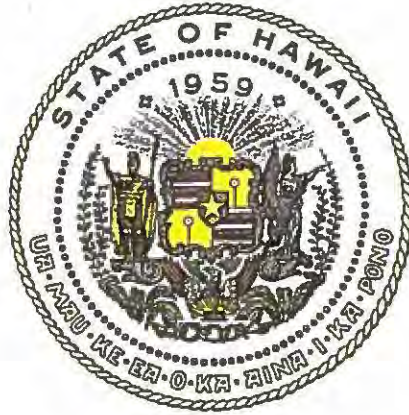
HI Island Portuguese CC Cultural and Educational Center  
**Profit & Loss**  
July through December 2017

	<u>Jul - Dec 17</u>
<b>Taxes &amp; Licenses</b>	
Real Property Tax 3-2-3-037-021	100.00
<b>Total Taxes &amp; Licenses</b>	<u>100.00</u>
<b>Total Expense</b>	<u>9,184.68</u>
<b>Net Ordinary Income</b>	<u>667,811.88</u>
<b>Net Income</b>	<u><u>667,811.88</u></u>

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Accrual Basis

HI Island Portuguese CC Cultural and Educational Center  
**Balance Sheet**  
As of December 31, 2017

	<u>Dec 31, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
FHB - Bus Checking	84,482.34
FHB - Bus Savings	14,540.14
FHB - Max Savings	2,501.69
<b>Total Checking/Savings</b>	<u>101,524.17</u>
<b>Accounts Receivable</b>	
Grants Receivable	
Grant In Aid State of Hawaii	1,000,000.00
<b>Total Grants Receivable</b>	<u>1,000,000.00</u>
<b>Total Accounts Receivable</b>	<u>1,000,000.00</u>
<b>Total Current Assets</b>	1,101,524.17
<b>Fixed Assets</b>	
Building Improvements	174,090.00
<b>Total Fixed Assets</b>	<u>174,090.00</u>
<b>Other Assets</b>	
<b>Other Assets</b>	
Deferred In-Kind Contributions	320,000.00
Land	400,000.00
Land Improvements	9,500.00
<b>Total Other Assets</b>	<u>729,500.00</u>
<b>Total Other Assets</b>	<u>729,500.00</u>
<b>TOTAL ASSETS</b>	<u><b>2,005,114.17</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Long Term Liabilities</b>	
Deferred Income	65,000.00
<b>Total Long Term Liabilities</b>	<u>65,000.00</u>
<b>Total Liabilities</b>	65,000.00
<b>Equity</b>	
Opening Balance Equity	264,231.36
Perm. Restricted Net Assets	1,000,000.00
Unrestricted Net Assets	8,070.93
Net Income	667,811.88
<b>Total Equity</b>	<u>1,940,114.17</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>2,005,114.17</b></u>



## 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 14, 2018

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.

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

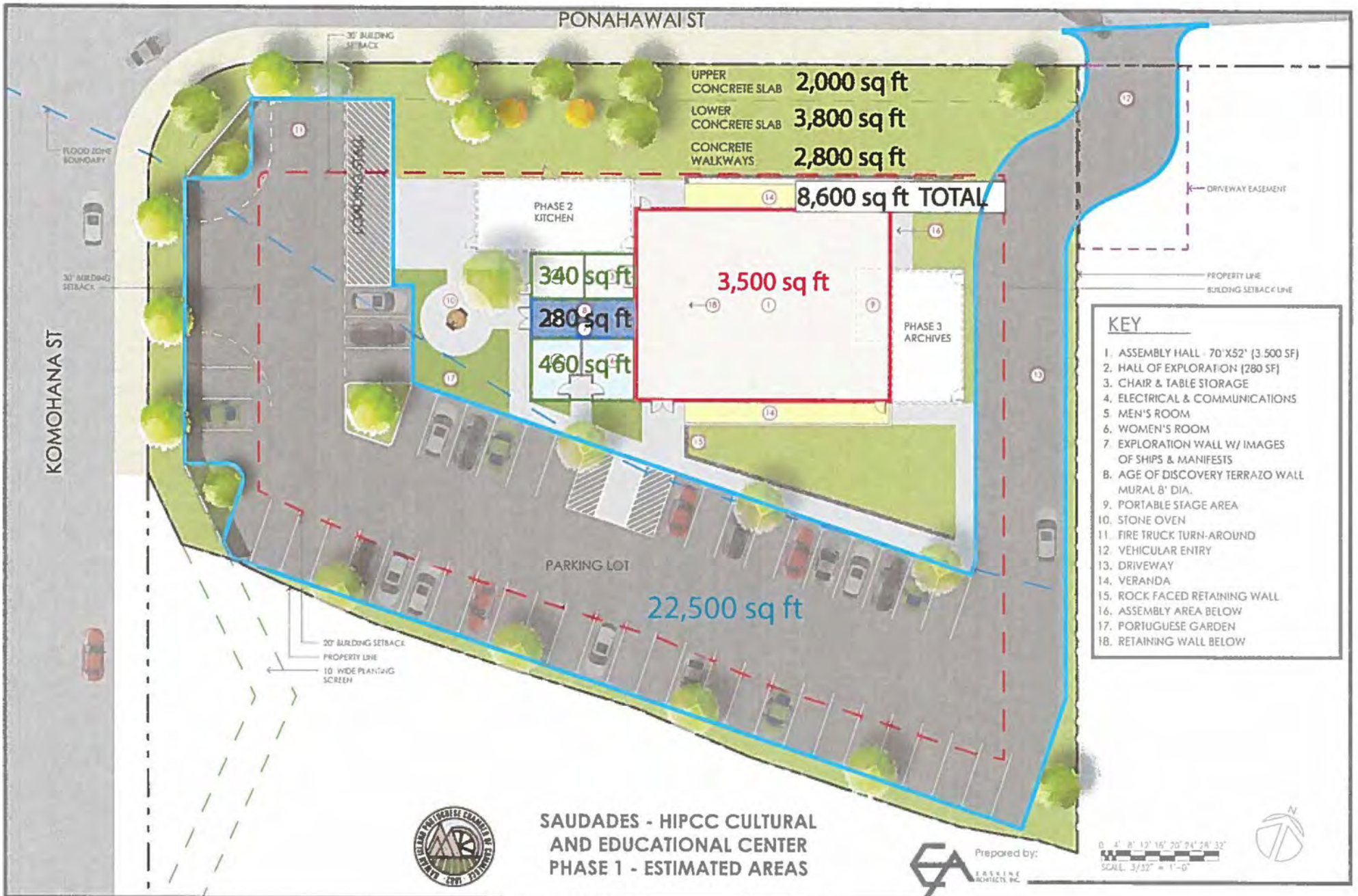
 January 16, 2018  
(Signature) (Date)

Marlene Hapai, President/Interim Director, HIPCC Cultural and Educational Center  
(Typed Name) (Title)

# PHASE 1 - OPINION OF PROBABLE COST

10/16/2017

<b>PROJECT:</b> HIPCC Cultural and Educational Center						
<b>LOCATION:</b> Hilo, Hawaii						
<b>JOB NO.:</b> 1410						
<b>PHASE:</b> Phase 1						
Item No.	Description	Qty.	Unit	Unit Cost (\$)	Sub-Total	Totals
1	Contractor Mobilization	1	Lump Sum	2,500	2,500	2,500
<b>SITE WORK</b>						
1	Site Clearing & Grubbing**	1	Lump Sum	2,500	2,500	
2	Site Prep, Excavation and Grading	1	Lump Sum	85,000	85,000	
3	Site Utilities: Domestic Water	1	Lump Sum	30,000	30,000	
4	Site Utilities: Individual Wastewater System	1	Lump Sum	95,000	95,000	
5	Site Utilities: Fire Protection Water	1	Lump Sum	30,000	30,000	
6	Site Electrical, Telecom and Site Lighting	1	Lump Sum	175,000	175,000	
7	Site/Storm Drainage	1	Lump Sum	50,000	50,000	
8	Driveways, Parking and Striping	1	Lump Sum	200,000	200,000	
9	Site Retaining Walls	1	Lump Sum	85,000	85,000	
10	Concrete Walkways and Pads*	1	Lump Sum	0	0	
11	Signage	1	Lump Sum	2,000	2,000	
12	Landscaping*	1	Lump Sum	0	0	
	<b>Sub-Total:</b>				<b>754,500</b>	<b>754,500</b>
<b>BUILDING WORK</b>						
1	Assembly Hall	3500	SF	225	787,500	
2	Hall of Exploration**	280	SF	300	84,000	
3	Support Space (Restrooms, Storage, Etc.)**	800	SF	300	240,000	
4	Concrete slab assembly area below*	1	Lump Sum	0	0	
	<b>Sub-Total:</b>				<b>1,111,500</b>	<b>1,111,500</b>
<b>SUB-TOTAL: Site Work and Building Work</b>						
	Contingency			10%	186,850	<b>1,868,500</b>
	<b>Sub-Total w/ Contingency</b>					<b>2,055,350</b>
	GE Tax			4.167%	85,646	
<b>GRAND TOTAL:</b>						<b>2,140,996</b>
<b>NOTES:</b>						
<ol style="list-style-type: none"> <li>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.</li> <li>2. This OPC does not include allowances for inflationary cost increases.</li> <li>3. This OPC does not include furnishings, fixtures and equipment (FFE).</li> </ol> <p>* In-kind donated materials and services.  ** Reduced cost per unit area due to in-kind donations of materials and/or services.</p>						



UPPER CONCRETE SLAB 2,000 sq ft  
 LOWER CONCRETE SLAB 3,800 sq ft  
 CONCRETE WALKWAYS 2,800 sq ft  
**8,600 sq ft TOTAL**

PHASE 2 KITCHEN  
 340 sq ft  
 280 sq ft  
 460 sq ft  
 3,500 sq ft  
 PHASE 3 ARCHIVES

PARKING LOT  
 22,500 sq ft

- KEY**
- 1. ASSEMBLY HALL - 70' X 52' (3,500 SF)
  - 2. HALL OF EXPLORATION (280 SF)
  - 3. CHAIR & TABLE STORAGE
  - 4. ELECTRICAL & COMMUNICATIONS
  - 5. MEN'S ROOM
  - 6. WOMEN'S ROOM
  - 7. EXPLORATION WALL W/ IMAGES OF SHIPS & MANIFESTS
  - 8. AGE OF DISCOVERY TERRAZZO WALL MURAL 8' DIA.
  - 9. PORTABLE STAGE AREA
  - 10. STONE OVEN
  - 11. FIRE TRUCK TURN-AROUND
  - 12. VEHICULAR ENTRY
  - 13. DRIVEWAY
  - 14. VERANDA
  - 15. ROCK FACED RETAINING WALL
  - 16. ASSEMBLY AREA BELOW
  - 17. PORTUGUESE GARDEN
  - 18. RETAINING WALL BELOW

**SAUDADES - HIPCC CULTURAL AND EDUCATIONAL CENTER  
 PHASE 1 - ESTIMATED AREAS**



Prepared by:  
**GA** ERSSLINE CONTRACT, INC.

0' 4' 8' 12' 16' 20' 24' 28' 32'  
 SCALE: 3/32" = 1'-0"





Frank De Luz III, P.O.P.  
Rental Apartments and Houses

Brandi L. De Luz-Campbell  
Property Manager

330 Huali Way  
Hilo, Hawaii 96720

808-937-7574/cellular  
808-969-3909/fax  
bldc@hawaiiantel.net

To Whom it may concern:

This letter is written to describe and pledge an in-kind contribution to be made to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

We wholeheartedly support the building of a Portuguese Cultural & Educational center to:

- Conduct, support and promote educational activities related to culture, heritage, and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition
- Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities in Hawaii

It is our understanding that the following has already been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.
- A \$10,000 County of Hawaii Contingency Grant was awarded in 2017 for this purpose,

It is our intention to provide the following in-kind and/or monetary contribution to help with this endeavor.

Description/Value of Contribution:


I have donated one acre of land overlooking Hilo Bay to the HIPCC Cultural and Educational Center 501(c)3 for the purpose of building a Portuguese Cultural and Educational Center and was recently offered \$400,000 for this property which is no longer for sale.

Name/Address/Contact Person:

Email: [BLDC@hawaiiantel.net](mailto:BLDC@hawaiiantel.net)

Frank De Luz III  
330 Huali Way  
Hilo, HI 96720

Phone: 808-935-6086

  
Name/Signature Person of Contact



ISLAND SURVEY, INC.  
SURVEYORS  
P.O. BOX 4215 • HILO, HAWAII 96720  
TELEPHONE 935-9105

To Whom it may concern:

This letter is written to describe an in-kind contribution made to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

We wholeheartedly support the building of a Portuguese Cultural and Educational Center to:

- Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition
- Reunite families separated generations ago through family reunions, using today's technology, both Portuguese and other ethnicities in Hawaii

It is our understanding that the following has already been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c) (3) specifically for this center, thereby making all donations that help support the center, both monetary and in-kind, tax deductible
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award
- A \$10,000 County of Hawaii Contingency Grant was awarded in 2017 for this purpose


Description/Value of Contribution:

Island Survey, Incorporated provided preliminary, staking, final, metes and bounds, topography and additional staking as needed beginning Decemb2007 through 2017 for the Hawaii Island Portuguese Chamber of Commerce Cultural and Education Center in Hilo, Hawaii on a pro bono basis. This in-kind donation of services is valued at \$9,500.

Name and Address of Contact Person:  
Kenneth A. Ah Lo, Vice President/Treasurer  
Island Survey, Inc.  
17 Maka'ala Street  
Hilo, HI 96720

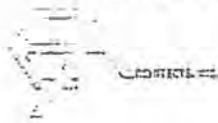
Email: datapro001@yahoo.com

Telephone: (808) 935-7185  
(808) 935-9105

  
Kenneth A. Ah Lo

6-29-2017  
Date

# ERSKINE ARCHITECTS, INC.



December 29, 2016

The Honorable David Y. Ige  
Governor, State of Hawaii  
Executive Chambers  
State Capitol  
Honolulu, HI. 96813

Subject: Hawaii Island Portuguese Chamber of Commerce (HIPCC)  
Cultural and Educational Center  
In-Kind Contribution

Dear Governor Ige:

My name is Fred Erskine and I am the owner of Erskine Architects, Inc. Since the inception of my company in 2001, we have grown to become a recognized design firm in the State of Hawaii. In 2015, we started assisting the HIPCC with developing the design of the Cultural and Educational Center (located in Hilo, Hawaii, at the corner of Komohana and Ponahawai Streets). To date, we have contributed over \$37,000 of in-kind design services. Furthermore, we intend to continue our pro-bono services for the foreseeable future. In all, we pledge to provide \$55,000 of in-kind donated services.

Please note that I wholeheartedly support this project because it will; 1) Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii, 2) Archive the rich history and legacy of the Portuguese in Hawaii, 3) Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition, 4) Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities. I also understand that the following has already been put in place in anticipation of further support and funding for this project: A) An acre of land has been donated, B) Programmatic and conceptual architectural services has and will be provided on a pro bono basis, C) Electrical engineering services is also being provided based upon a pro bono basis, D) A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted. It's important to note that the HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center. The HIPCC submitted a prior Grant-in-Aid proposal to the Hawaii State Legislature in 2016. The HIPCC was recently granted a \$1 million award.

If you have any questions regarding this letter or our pledge to provide in-kind services for this project, please don't hesitate to call me at 808-833-8891.

Sincerely,  
Erskine Architects, Inc.



Fred Erskine, AIA, CSI  
President

WALLACE T. OKI, P.E., INC.  
ELECTRICAL ENGINEERING  
P.O. Box 4070  
Hilo, Hawaii 96720-0070

688 Kinoaola Street, Suite 115-B  
Hilo, Hawaii 96720  
Tel: (808) 961-9666  
Fac: (808) 935-2549

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15 DECEMBER 2016

The Honorable David Y. Ige  
Governor, State of Hawaii  
Executive Chambers  
State Capitol  
Honolulu, HI 96813

REF: PORTUGUESE CULTURAL AND EDUCATIONAL CENTER.  
HILO, HAWAII  
TMK: 2-3-037: 021

Dear Governor Ige,

We are pledging an in-kind contribution to the Hawaii Island Portuguese Chamber of Commerce to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

We wholeheartedly support the building of a Portuguese Cultural & Educational Center. We provided similar in-kind contribution to the Hawaii Japanese Center in Hilo, which has similar missions recognizing the values and heritages instilled by the immigrants from Japan.

We understand the following has been placed in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- HIPCC has established a 501(c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.

We wish to provide the following in-kind contribution to help with this endeavor.

Description of Contribution: Professional Electrical Engineering Services for New Building.

Name/Address/Contact Person: Wallace Oki  
Wallace T. Oki, P.E., Inc.  
P. O. Box 4070  
Hilo, HI 96720-0070

Email: [wtopeinc@hilonet.com](mailto:wtopeinc@hilonet.com) Phone: (808)961-9666



Wallace T. Oki

**ACIA**  
Administrative Consulting for Institutional Advancement



January 15, 2017

Dear Governor Ige:

I am writing this letter to describe and pledge in-kind contributions to be made to the Hawaii Island Portuguese Chamber of Commerce to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

I wholeheartedly support the building of a Portuguese Cultural & Educational center to:

- Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition
- Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities in Hawaii

The following have been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.

**Dr. Marlene Hapai    P.O. Box 413    Kurtistown, HI 96760**  
**(808) 966-9894    (808) 557-4540 (Cell)    mhapai@aol.com**

It is my intention to provide the following in-kind contributions to help with this endeavor.

Description of Contribution: As the former Executive Director of the Imiloa Astronomy Center in Hilo responsible for its construction phase, the current HIPCC President and the fourth generation of the John J. Andrade family presently managing the Andrade Building, one of the buildings establishing this Big Island town, it is my honor to serve as Interim Director on a pro bono basis until funds are generated for this purpose to include grant writing, coordinate fundraising events, do required paperwork associated with grants and work with others to continue researching and creating exhibits including communicating with British, German and French Maritime museums to secure photos of the original ships bringing Portuguese immigrants to Hawaii. I will also work with the HIPCC Treasurer who is also treasurer for this 501(c)3 to assist with financial reports and transactions as needed. These services are valued at \$104,000 for 2 years as represented in the grant proposal.

Name/Address/Contact Person:

Dr. Marlene Hapai  
P.O. Box 413  
Kurtistown, HI 96760

Email: mhapai@aol.com

Phone: 808-966-9894

\_\_\_\_\_  
Name/Signature Person or Contact



June 21, 2017

To whom it may concern:

This letter is written to describe and pledge an in-kind contribution to be made to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2017.

We wholeheartedly support the building of a Portuguese Cultural & Educational center to:

- Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition
- Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities in Hawaii

It is our understanding that the following has already been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-In-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC has received a \$1 million award.
- A \$10,000 County of Hawaii Contingency Grant was awarded in 2017 for this purpose.

It is our intention to provide the following in-kind and/or monetary contribution to help with this endeavor.

Description/Value of Contribution:

I am donating \$15,000 worth of my landscape design services as an in-kind contribution to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center.

Sincerely,



Kyle K. Tengan  
Landscape Architect / ASLA

Edwin DeLuz Trucking & Gravel LLC  
P.O. Box 9  
Kamuela, Hawaii 96743

Date: October 20, 2017

To Whom it may concern:

This letter is written to describe and pledge an in-kind contribution to be made or has been made to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center to facilitate the building of a Portuguese Cultural and Educational Center in Hilo, Hawaii at the corner of Komohana and Ponahawai Streets commencing in 2018.

We wholeheartedly support the building of a Portuguese Cultural & Educational center to:

- Conduct, support and promote educational activities related to culture, heritage and history of Portuguese emigration to Hawaii
- Archive the rich history and legacy of the Portuguese in Hawaii
- Create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition for all to use
- Reunite families separated generations ago through family reunions using today's technology, both Portuguese and other ethnicities in Hawaii

It is our understanding that the following has already been put in place in anticipation of further support and funding:

- An acre of land has been donated to the HIPCC Cultural and Educational Center upon which to build the center
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c)3 specifically for this center thereby making all donations, both monetary and in-kind, tax deductible that help support the center
- A Grant-in-Aid proposal was submitted to the Hawaii State Legislature in 2016 for this purpose and HIPCC Cultural and Educational Center has received a \$1 million award.
- A \$10,000 County of Hawaii Contingency Grant was awarded in 2017 for this purpose.
- The Center presently has \$356,000 in Current Assets and Deferred In-Kind Contributions
- The Center is awaiting funding through other grant proposals submitted

Description/Value of Contribution:

These in-kind donation of services, performed or pledged to be performed during 2018 are valued at \$65,000.00.



Name/Address/Contact Person:

Kevin M. Balog

P.O. Box 9

Kamuela, Hawaii 96743

Email: blogranch@aol.com

Phone: 808-885-9346

A large black rectangular redaction box covers the signature area. A horizontal line extends from the right side of the box.

Signature Person of Contact

November 20, 2017

Date