



**JAPANESE CULTURAL CENTER OF HAWAI'I**  
*Honoring our heritage. Embracing our diversity. Sharing our future.*

**2017-2018**  
**BOARD OF DIRECTORS**

January 19, 2018

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**PRESIDENT AND  
EXECUTIVE DIRECTOR**  
CAROLE HAYASHINO

Senator Donovan Dela Cruz, Chair  
Chair, Ways and Means Committee  
State Capitol, Room 208  
Honolulu, HI 96813  
Attn: GIA

Dear Senator Dela Cruz:

The Japanese Cultural Center of Hawai'i (JCCH) respectfully submits the enclosed GIA-CIP request to restore and protect the Japanese Cultural Center of Hawai'i.

This request specifically addresses the organization's capital priority in order to preserve its greatest asset—the buildings and collections housed within it. The JCCH was founded 30 years ago by business and community leaders who had a dream to own its "home" to perpetuate the cultural heritage of Japanese in Hawai'i. While the JCCH has successfully tackled the financial responsibility to build the Center, sponsor educational programs, create exhibitions, and care for the general maintenance of its facilities, decades of public usage has taken its toll. We respectfully request your support to help us continue our mission to Honor our Heritage, Embrace our Diversity and Share our Future.

We thank you for this opportunity to present the enclosed GIA-CIP request for your consideration.

Thank you.

Sincerely yours,

Carole Hayashino  
President and Executive Director  
Japanese Cultural Center of Hawai'i

Enclosure: Grant in Aid application

House District(s) 23

Senate District(s) 11

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

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:  
Japanese Cultural Center of Hawaii

Db/a:

Street Address: 2454 S. Beretania St., Honolulu, HI 96826

Mailing Address:  
2454 S. Beretania Street, Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CAROLE HAYASHINO

Title President and Executive Director

Phone # (808) 218-6723

Fax # (808) 944-1123

E-mail hayashino@jcch.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:

PROTECTING A COMMUNITY ASSET: THE JCCH

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$280,000

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 \$280,000

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

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

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

CAROLE HAYASHINO, PRESIDENT AND EXECUTIVE DIRECTOR  
NAME & TITLE

1/18/2018  
DATE SIGNED

JAN 19 2018  
11:09 AM

## I. Background and Summary

### 1. Brief description of the applicant's background:

Last year, the Japanese Cultural Center of Hawai'i (JCCH) celebrated its 31<sup>st</sup> anniversary. In our 31 years, the Japanese Cultural Center of Hawai'i has become a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i.

JCCH's historical gallery, *Okage Sama De: I am what I am because of you*, is a hands-on classroom for 4,000 elementary and high school students who annually tour the exhibit led by JCCH volunteer interpretative guides. In 2017, we expanded our permanent exhibit to include the story of Ellison Onizuka, Hawai'i's first astronaut. Working with the Ellison Onizuka Memorial Committee and NASA, a long-term loan of artifacts and photos are on public display at JCCH. The Tokioka Heritage Resource Center has taken a statewide role in researching and preserving Honouliuli and the 17 Japanese American confinement sites in Hawai'i. The Tokioka Heritage Resource Center is also considered to be the first stop for local families researching their family histories from Japan to Hawai'i. JCCH has published a trilogy of books with UH Press including, "Life behind Barbed Wire," by Yasutaro Soga, "Family Torn Apart: The Internment Story of the Otokichi Muin Ozaki Family," and "An Internment Odyssey: Haisho Tenten." JCCH produced the first full-length feature documentary film, *The Untold Story: Internment of Japanese Americans in Hawai'i*, and in Spring 2018, we will release an updated series of mini-documentary films on the internment sites of each county. "Voices behind Barbed Wire," will be made available at no cost, to all public high schools throughout the State.

We take pride in our ability to bring people and organizations together—through our facilities and our programs. JCCH's partnerships include the National Park Service, World War II Valor in the Pacific, Go For Boke National Education Center, Ellison Onizuka Memorial Committee, Historic Hawai'i Foundation, Honolulu Japanese American Citizens League, University of Hawai'i West O'ahu, University of Hawai'i Mānoa, Matsuri Kauai, Maui Matsuri, Hiroshima Kenjin Kai, Fukuoka Kenjin Kai, Fukushima Kenjin Kai, and the Toshiko Takaezu Artists of Hawai'i Exhibitions.

In addition, we sponsor annual festivals and special events at the JCCH site for the community--the New Year's 'Ohana Festival, Shichi Go San, special exhibitions in our community gallery, and book talks with local authors in our community theater. We have successfully adapted our existing programs and developed new initiatives to meet the changing needs and demographics of Hawai'i's Japanese community.

In addition to our educational outreach, educational and cultural programs, exhibits, festivals and special events, JCCH owns and operates its own facilities. The administration building was designed as an office building to support the headquarters of JCCH and other non-profit organizations. This central gathering place for administrative offices was to create synergy among existing community organizations that shared a common goal of supporting, preserving and perpetuating Japanese and Japanese American history and culture. The Honolulu Japanese Chamber of Commerce, Nippon Golden Network, Hawaii Japanese Language School, KZOO Radio, and United Japanese Society of Hawaii make their home in the JCCH Administration

Building. The four-story office complex was completed in 1991 at a cost of \$3.5 million. Phase II was designed to serve as the public gathering place and completed in 1994 at a cost of \$10.8 million. The JCCH Phase II facility includes the historical exhibit of artifacts and photos that traces the development of the Japanese community in Hawai'i, the Ellison Onizuka Collection, the Honouliuli Education Center, a martial arts dōjō, gift shop, meeting rooms, and a 600-seating capacity banquet hall with a 270-stall parking garage. A landscaped multi-purpose outdoor courtyard and sky bridge connect the two buildings.

The JCCH is a thriving organization today. It remains committed to preserving Japanese American history, teaching Japanese cultural traditions, and celebrating the diversity of the community by serving as a venue for family events, school reunions, special events, fundraisers, receptions, and dinners for a wide variety of organizations in Hawai'i.

With a membership of over 5,000 individuals and families, led by an active volunteer Board of Directors, supported by 12 professional staff and 500 actively engaged volunteers, we advance our mission through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values in our Japanese American traditions and the spirit of Aloha.

## **2. The goals and objectives related to the request:**

The goal of our 2018 request is to assist JCCH with the maintenance and renovation of one its greatest asset—its facilities, which serves as a community gathering place, public classroom, and home of historical archival collections of books, photographs, oral histories and documents related to Japanese in Hawai'i.

To achieve this overall goal, our objectives are to:

1. Identify, evaluate, prioritize and address the capital needs of the public facilities outlined in the reserve study of the JCCH based upon physical and financial analysis;
2. Identify and determine capital projects to be repaired or replaced through the JCCH building fund and projects to be repaired or replaced through public and private funding;
3. Annually monitor and evaluate repair or replacement of facilities projects to ensure building maintenance;
4. Develop short and long-term funding plan to address the priority capital projects.

The JCCH capital reserve plan of 2016 to 2018 identified a total of \$990,490 in replacement and repairs. Replacements, repair and/or modernization projects requiring immediate attention include concrete repair, replacement of exhaust fans, upgrades to the fire alarm system, removal and replacement of failing ceiling insulation in the Manoa Grand Ballroom, retrofitting of interior light fixtures, and parking garage deck sealcoat. We are successfully addressing the highest capital priorities through our building reserve fund, capital fund, private and public sources. These capital expenses incurred by JCCH are estimated to be \$151,165. In addition to the routine maintenance and repairs to the Administration Building and Community Building, JCCH will be replacing the automated parking control system including the entrance and exit gates at an estimated cost of \$127,000 in the coming year.

For the 2018 CIP, the JCCH respectfully requests \$280,000 for concrete spall repairs and exterior painting of the JCCH Administration Building and Community Services Building.

**3. The public purpose and need to be served:**

JCCH strives to share the history, heritage and culture of the evolving Japanese American experience in Hawai'i. Our goal is to establish JCCH as a home and leading resource for people in Hawai'i to learn about the history and cultural traditions of Japanese in Hawai'i, to explore their family roots, and pass traditions and values to the next generation.

However, over 20 years of public usage has taken its toll on the JCCH facility. While the JCCH has assumed financial responsibility for general maintenance and routine repairs, the Center faces immediate and significant capital improvements to address safety and fire standards.

The JCCH respectfully requests support from the State to help protect our greatest asset, improve the Center's facilities, rejuvenate the physical plant, and ensure the safety and well-being of the many community users. State funds will be leveraged to raise private funds for additional building repairs and improvements.

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

JCCH serves as a gathering place in Honolulu. In the immediate neighborhood, the JCCH works in close partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association (OTMBA).

The JCCH's educational outreach extends beyond the boundaries of Mō'ili'ili to public and private schools on O'ahu as well as schools and teachers on the neighbor islands. The JCCH volunteer docents and interpretative guides lead school classes through cultural lessons and the historical permanent exhibit. The addition of the Ellison Onizuka collection to the historical gallery has broadened our outreach to the island of Hawai'i thanks to the partnership of the Ellison Onizuka Memorial Committee.

The Tokioka Heritage Resource Center, which is staffed by retired educators and librarians, is a repository for historical documents and photos and serves both English-speaking and Japanese-speaking audiences from local Japanese American families to university students, international scholars and filmmakers. JCCH serves as the starting point for educational tours to Honouliuli conducted in partnership with the National Park Service and continues to collect oral histories and artifacts related to Hawai'i World War II confinement sites. Annual special events like the New Year's 'Ohana Festival are open to the public and feature food booths, Japanese arts and crafts, cultural demonstrations and entertainment, attracting over 10,000 people to the Japanese Cultural Center of Hawai'i. The martial arts dōjō is utilized by 11 different martial arts schools and 2 of the major tea schools utilize the Seikōan teahouse to teach the way of tea.

The Manoa Grand Ballroom serves as the venue for all of JCCH's public festivals and major activities and a popular, affordable venue for public and private gatherings for families and organizations. The Ballroom is leased to Marian's Catering and is available seven days a week, year-round. In the past few years, the Manoa Grand Ballroom has been occupied 95% of the time throughout the year.

In addition to the Manoa Grand Ballroom, JCCH is home to the Honolulu Japanese Chamber of Commerce, Honolulu Japanese Junior Chamber of Commerce, United Japanese Society of Hawaii, Hawaii Japanese School, Diagnostic Laboratory Services, Urasenke Foundation, Nippon Golden Network, and KZOO Radio.

In total, the JCCH remains flexible in its programming and facility usage to accommodate a broad diverse audience and meet a broad range of community needs in the State of Hawai'i.

**5. Describe the geographic coverage:**

The JCCH has a statewide presence through its membership, board composition, and programming. However, the administrative offices and operations are O'ahu-based. The Board of Directors includes board representation from the islands of Maui, Kaua'i and Hawai'i and JCCH members reside throughout the state, continental United States and Japan.

While the special collections, archival and historical exhibitions are housed in Honolulu, exhibits, genealogy workshops, teacher trainings, book programs, and cultural demonstrations reach beyond Honolulu and O'ahu. Last year, JCCH partnered with the Ellison Onizuka Memorial Committee to dedicate the Ellison Onizuka story into its historical exhibition. The permanent installation at JCCH was entirely funded and supported by private donors throughout the State. JCCH took the lead in preserving the Honouliuli Internment Camp and led the effort to establish it as a national monument by President Barack Obama. The Honouliuli National Monument is gift to all future generations. In Spring 2018, JCCH will release a series of mini-documentary films on the 17 confinement sites located on each county in Hawai'i. The mini-documentaries will feature new oral histories of former internees and the rediscovery of these historical sites. In addition, JCCH continues to have a statewide presence and participates in the annual Maui Matsuri and cultural festivals in Kaua'i. While retaining our base in Honolulu, we are also committed to remaining relevant to our community throughout the state.

**II. Service Summary and Outcomes**

**1. Describe the scope of work, tasks, and responsibilities:**

The JCCH is requesting \$280,000 for a Capital Improvement Project to repair spalling and painting of exterior surfaces of the JCCH Administration Building and Community Building:

Scope of Work	Tasks	Responsibilities
Spall Repair of Exterior Surfaces of JCCH	Issue RFP and seek bids from Painting Contractors	Hawaiian Properties on behalf of JCCH
Exterior Painting of JCCH	Issue RFP and seek bids for priming and painting of JCCH Administration and Community Buildings from Painting Contractors	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability, lead certification; reference checks	Hawaiian Properties
	Interview, hire and contract with Painting Contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work. Determine color, materials, product	Hawaiian Properties

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

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
2 months	Interview & hire Contractor	Property Management, Facilities Committee and President/ED to interview and recommend contractors. Board of Directors to approval contract	0
1.5 months	Spall repairs to exterior buildings begins	Estimate based upon visual field inspection; repairs to include slab edge, side horizontal, vertical wall, overhead, rout & caulk cracks, delamination, and peeling/blistering repairs	\$25,200
4 months	Painting: Administration and Community Services Buildings	Exterior and 5 <sup>th</sup> floor lanai	\$254,800
			\$280,000

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

Upon notification of receiving the grant award, the President/Executive Director will assemble key staff, Board chairman, Facilities Committee chairman, representatives from Hawaiian Properties, Ltd., and ABM to review scope of work, assign specific responsibilities, define timeline and benchmarks to measure progress. Monthly meetings will be conducted with key staff, Board Facilities Committee, Board Chairman, and Hawaiian Properties, Ltd. to coordinate RFP and monitor work to ensure the capital repairs and/or replacements are completed on time and on budget. Monthly written reports will be provided by Hawaiian Properties, Ltd. to the President/Executive Director and the JCCH Board of Directors. At the completion of the project, a joint, comprehensive written evaluation of the results will be conducted by the JCCH Facilities Committee and Hawaiian Properties, Ltd.

**4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency):**

JCCH will provide three progress reports and one final report to the Department of Accounting and General Services (DAGS) on the repairs and painting of the Japanese Cultural Center of Hawai'i. Assuming a Jan 1 - Dec 31 calendar year, the reporting period would be: Quarter 1 from Jan to March; Quarter 2 from April to June; Quarter 3 from July to September. The fourth quarter will be the final report encompassing the 4<sup>th</sup> Quarter activities and a comprehensive summary of the project concluding June 30, 2019.

These reports will include, but not be limited to: (1) Project Summary; (2) Current Activities; (3) Activities for next 90 days; (4) Issues; (5) Financial Costs, including budget, cash flow, reserve status, contract status; (6) Project Schedule; (7) Project Reports. The Final Report will also include photos.

**III. Financial**

**Budget**

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

Attached.

**2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year:**  
Based upon a January – December calendar:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
0	\$88,900	\$127,400	\$63,700	\$280,000

- Quarter 1: Prepare, post, solicit, evaluate RFPs for spall repair and exterior painting. (\$0)
- Quarter 2: Hire and retain contractor. Begin and complete spall repair (\$25,200) and painting (25% of estimate \$254,800). (\$88,900)
- Quarter 3: Continue work on exterior painting. (\$127,400)
- Quarter 4: Complete exterior painting. (\$63,700)



**3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018:**

We will be seeking additional private sources of funding to address the remaining capital improvement needs of the Japanese Cultural Center of Hawai'i. In addition to tapping into private revenues raised by JCCH through its Building Fund, approaches will be made to the JCCH membership and individual and corporate donors to address the other pressing capital needs of the Facilities.

In addition, JCCH will seek funds from Monsanto Hawaii (\$20,000), Atherton Foundation (\$20,000), Freeman Foundation (\$25,000) and the Tateuchi Foundation (\$10,000) to support its program and operations. The JCCH was also awarded two federal grants totaling \$156,000 for 2018.

**4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years:**

Not applicable.

**IV. Experience and Capability**

**1. Necessary Skills and Experience**

JCCH retains Hawaiian Properties, Ltd. as its property management company to oversee the day-to-day operations of its facilities and property, coordinate bids and proposals from vendors, supervise facilities repairs and maintenance, monitor plant budget and serve as liaison to the board's Facilities Committee and staff. The property manager oversees the routine building maintenance and services provided by ABM Family of Services.

In addition to the professional property manager and maintenance support, the Japanese Cultural Center of Hawai'i staff has years of experience of managing grant awards to support capital improvements to its facilities. The JCCH has received funding from the City and County of Honolulu's Community Development Block Grant for ADA compliance (\$50,000). In 2008, the JCCH received \$325,000 grant in aid funds to replace the air conditioning units in Phase I and Phase II. JCCH also received a State GIA of \$208,000 in 2017.

JCCH has also been a beneficiary from many foundations including the Weinberg Foundation, Harold K.L. Castle Foundation, Freeman Foundation, Monsanto Hawaii, and the Atherton Family Foundation, all of whom have supported capital improvements. Significant federal, state and county support has been provided to JCCH educational programs. Most significant are a series of projects supported by the Japanese Confinement Sites Grant Program of the National Park Service of the U.S. Department of the Interior. The JCCH takes pride in its grant management, grant reporting and completing its projects on budget and on time.

Verifiable experience of related projects in the past three years include:

2017: State of Hawai'i, CIP. \$208,000 CIP to seal coat the 2<sup>nd</sup> floor of its parking garage  
2015: Total of \$70,000 received from private sources to install Wi-Fi, renovate the JCCH Community Gallery into the Honouliuli Education Center, and improve the technology in the JCCH Theater (\$25,000 Freeman Foundation, \$20,000

Monsanto Hawaii, \$10,000 Japan Travel Bureau, \$15,000 from individual donors).  
2014: State of Hawai'i, GIA of \$450,000 to make the Manoa Grand Ballroom more energy efficient and replace the ceiling insulation

## 2. Facilities

The JCCH facilities were built in the early 1990's with a total construction cost of \$15 million. Designed to evoke a Japanese influence on contemporary Hawai'i, the JCCH serves as a gathering place to learn Japanese American history, Japanese cultural traditions and as a place to celebrate the diversity of Hawai'i. In total, the two-building complex sits on 1.3 acres of land with 47,635 square feet of rentable space.

This proposal is seeking support for exterior painting and spall repairs to the 5<sup>th</sup> floor structure of the permanent historical exhibit, community gallery, Gift Shop, meetings rooms, martial arts dōjō, and Manoa Grand Ballroom, and the 4-storied administrative offices. This facility also includes a 270-stall parking garage. A landscaped multi-purpose courtyard and sky bridge connect the two buildings.

## V. Personnel: Project Organization and Staffing

### 1. Proposed Staffing, Staff Qualifications, Supervision and Training:

The President and Executive Director, **Carole Hayashino**, has the overall responsibility for the grant and the project. She serves as liaison to coordinate efforts between the Board of Directors, Facilities Committee, Hawaiian Properties and ABM Family of Services. Prior to her employment with the Japanese Cultural Center of Hawai'i, Carole was vice president for advancement at Sacramento State where she raised funds for the university's new athletic facility, working collaboratively with Facilities and Athletics in the pre-planning and construction phase of the athletic field house, oversaw the renovations to the university library and capital improvements to the university's alumni center. Carole served 8 years on the College of Marin board of trustees, where she was involved in the first facilities bond campaign and represented the Trustees on the Bond Oversight Committee to monitor the \$245 million capital bond to construct a new science building, arts center and academic building at the college.

**Richard Char**, Senior Property Manager, Hawaiian Properties, the oldest locally owned and operated property management company in the State, will serve as project director.

Chair-elect of the Board of Directors, **Ken Hayashida** is the President and founder of KAI Hawaii since 1995. With a Master's degree in Civil Engineering from Stanford University and over 28 years of experience in the field of structural engineering, he has managed various civil and structural engineering projects in locations such as California, Hawai'i, Guam, Palau, and American Samoa. He has performed work for the Counties in Hawai'i, State Agencies (including DAGS, HHA, and DOT), U.S. Navy-Pacific Division, U.S. Navy-Public Works Center, U.S. Army Corps, the Republic of Palau, American Samoa Government, and numerous private developers and owners.

Mr. Hayashida has been recognized for his achievements and leadership both Statewide and Nationwide. A few of his awards include having received the Engineer of the Year award by the National Society of Professional Engineers in 2007 and the Distinguished Alumni Award from the University of Hawai'i College of Engineering in 2013.

**Daniel Kamitaki** is currently a member of the Facilities Committee and at-large member on the JCCH Board of Directors. Kamitaki currently serves as Corporate Counsel to Maui Varieties, Ltd./HouseMart. HouseMart operates Ben Franklin Crafts and Ace Hardware stores in Hawai'i and Ace Hardware stores on the west coast.

**Charles Cabral** of ABM Family Services is employed by JCCH to manage the daily property maintenance issues. The on-site building engineer is responsible for recurring service of the facility's air conditioning, and other mechanical equipment. The engineer also assists with project renovations, plumbing repairs and minor electrical repairs.

## **2. Organization Chart**

Please see attached organization chart.

## **3. Compensation**

The Board of Directors and Board of Governors serve as volunteers and receive no monetary compensation. The highest paid employees of the organization are:

Carole Hayashino, President and Executive Director: \$104,000

Jamie Lee Director of Finance: \$71,000

Denise Park, Director of Communications & Development: \$54,040

## **VI. Other**

### **1. Litigation**

The Japanese Cultural Center of Hawai'i has no pending litigation to which they are a party.

### **2. Licensure or Accreditation**

The Japanese Cultural Center of Hawai'i is committed to working with certified licensed contractors in their respective fields of specialty for the defined scope of work. The JCCH will do its due diligence and contact the Department of Commerce and Consumer Affairs to ensure that the contractors are fully licensed and insured. JCCH will enter into a valid contract with certified licensed contractors and execute the contract terms within the specified time.

### **3. Private Educational Institutions**

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The JCCH Board of Directors, with assistance from its property manager, Hawaiian Properties, Ltd., continues to evaluate the day-to-day operations of facilities, tenant leases, rentals, and seek updated bids and proposals from parking management companies, landscapers, and facilities maintenance to ensure quality service and competitive costs. Currently, the Board of Directors is

exploring new parking management to generate additional parking revenue and long-term options for the leased space in both the administration and community services building. The JCCH continues to build its capital endowment fund through planned gifts and long-term investments.

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

Attached.

**6. Declaration Statement**

Attached.

**7. Public Purpose**

The Japanese Cultural Center of Hawai'i (JCCH) respectfully requests \$280,000 CIP from the State of Hawai'i for spall repairs and exterior painting of the JCCH Administration and the Community Service Buildings.

JCCH serves as a gathering place in Honolulu. In the Mō'ili'ili neighborhood, the JCCH works in partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center, Old Town Mō'ili'ili Business Association and the new Innovation Center. Our administration office building serves as home to organizations such as the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawai'i, KZOO radio, Nippon Golden Network and 2 major tea schools utilize the Seikōan teahouse to teach the way of tea. In addition to the JCCH offices, the administration building houses the Tokioka Heritage Resource Center, a repository for rare historical documents, photos and books on the history of Japanese in Hawai'i. The Resource Center serves as the starting point for local families researching and tracing their family histories from Japan.

The community services building houses the dōjō where 12 different martial arts schools in Honolulu teach various forms of traditional Japanese martial arts including kendō, karate, judō, and aikidō. The historical gallery *Okage Sama De* with the Ellison Onizuka collection is also housed on the first floor of the community services building. Through private funding, JCCH hosts over 5,000 elementary school children and teachers through the historical gallery. JCCH volunteer docents and interpretative guides lead classes and the public through cultural and historical tours. The Gallery is also the home of the new Honouliuli Education Center to learn about the history of Hawai'i's Japanese Americans incarcerated during World War II and serves as a starting point for tours to the historical site of the Honouliuli National Monument.

The Manoa Grand Ballroom, located on the 5th floor, serves as the venue for JCCH festivals and is a popular, affordable venue for public and private gatherings for families and non-profit organizations.

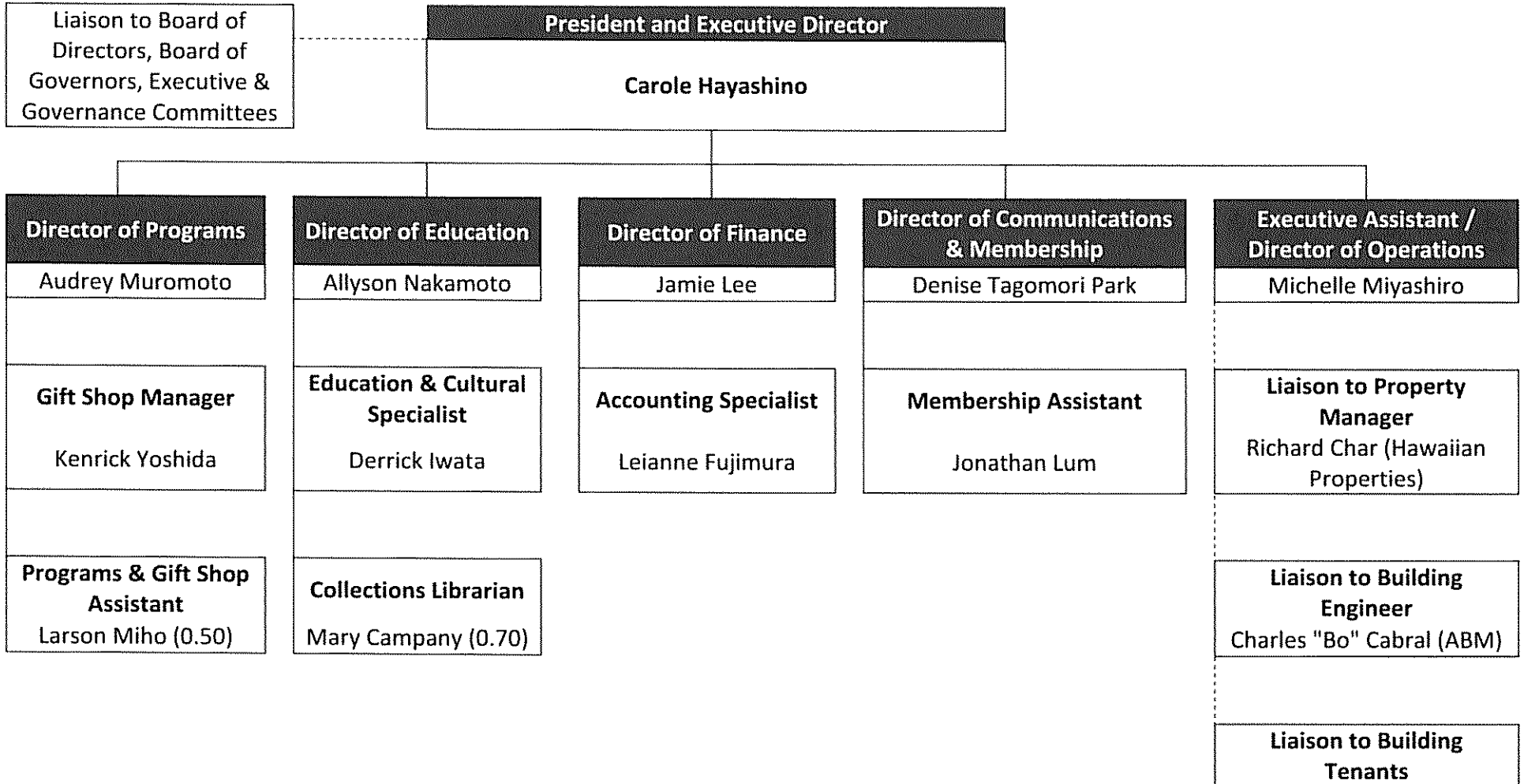
In total, JCCH serves a broad range of community and cultural organizations as well as the place to preserve the history of Japanese in Hawai'i.

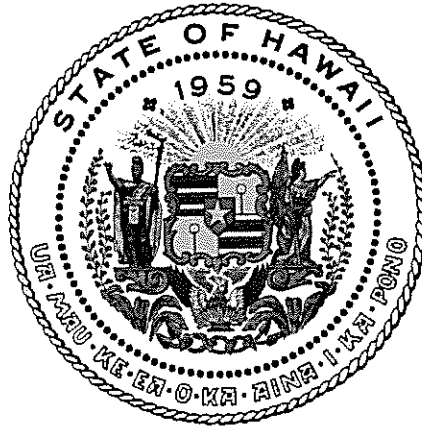


**JAPANESE CULTURAL CENTER OF HAWAI'I**

*Honoring our heritage. Embracing our diversity. Sharing our future.*

## 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

**JAPANESE CULTURAL CENTER OF HAWAII**

was incorporated under the laws of Hawaii on 05/28/1987 ; 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 18, 2018

Director of Commerce and Consumer Affairs





## **JAPANESE CULTURAL CENTER OF HAWAI'I**

*Honoring our heritage. Embracing our diversity. Sharing our future.*

**2017-2018**

### **BOARD OF DIRECTORS**

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BEN PULMANO  
SCOTT YAGIHARA  
KAUAI REPRESENTATIVE

**PRESIDENT AND  
EXECUTIVE DIRECTOR**  
CAROLE HAYASHINO

### **Declaration Statement Confirming Compliance with S42F-103 Standards for the award of grants.**

The Japanese Cultural Center of Hawai'i is 501(c)(3) non profit corporation incorporated in Hawai'i with a volunteer governing board whose members have no material conflict of interest and serve without compensation. The Japanese Cultural Center of Hawai'i is in full compliance with Section 42F-103 of Hawai'i revised statutes.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Japanese Cultural Center of Hawaii

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
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12				
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15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	280,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>280,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	280,000	Carole Hayashino	(808) 218-6723	
(b) Total Federal Funds Requested	0	[REDACTED]	Phone	
(c) Total County Funds Requested	0		1/18/18	
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>280,000</b>	Carole Hayashino, President and Executive Director Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Japanese Cultural Center of Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				0.00
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Japanese Cultural Center of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Japanese Cultural Center of Hawaii

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	280000	0	0	0
EQUIPMENT						
<b>TOTAL:</b>			<b>280,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Japanese Cultural Center of Hawaii

Contracts Total: 1,105,014

	<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	CEP: New Year's 'Ohana Festival	2016	HTA	State of Hawaii	14,000
2	CEP: New Year's 'Ohana Festival	2017	HTA	State of Hawaii	10,000
3	GIA: Preserving and Sharing Honouliuli	2016	DCS	City & County of Honolulu	13,100
4	Grant: Power of Place, The Archeology of Hawaii's Internment Sites	2016	National Parks Service	U.S. Department of Interior	38,600
5	Grant: Hawaii Japanese American Internment: Short Documentaries on Hawaii Counties of Kauai, Oahu, Hawaii and Mui	2016	National Parks Service	U.S. Department of Interior	215,502
6	Grant: Directory of Japanese American Internees of Hawaii	2017	National Parks Service	U.S. Department of Interior	45,900
7	Grant:Hawaii Japanese Wartime Evacuees	2017	National Parks Service	U.S. Department of Interior	109,912
8	Grant in Aid: Fireproofing & Energy Efficiency of the Manoa Grand Ballroom	2014	State	State of Hawaii	450,000
9	CIP: Protecting Historical Collections: Sealcoating the 2nd floor of Phase II	2017	State	State of Hawaii	208,000
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**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

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

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

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

Japanese Cultural Center of Hawaii



(Signature)

1/18/2018

(Date)

Carole Hayashino

(Typed Name)

President and Executive Director

(Title)