

House District(s) 26

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): DLIR-OCS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
PAPAKOLEA COMMUNITY DEVELOPMENT CORP.  
Db/a:

Street Address:  
2150 TANTALUS DRIVE  
HONOLULU, HI 96813

Mailing Address:  
2150 TANTALUS DRIVE  
HONOLULU, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LILIA KAPUNIAI

Title EXECUTIVE DIRECTOR

Phone # 808.520.8998

Fax # N/A

E-mail lilia@papakolea.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Papakōlea Community Park and Center Improvement Project Phase I – Replace playground, resurface basketball courts, and conduct planning for Phase II.

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$478,808

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 \$ \_\_\_\_\_

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

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

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

TYPE OF REPRESENTATIVE:

Lilia Kapunia, Executive Director

NAME & TITLE

1/19/18

DATE SIGNED

JAN 19 2018

PO4:57PM

## 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;

The Papakōlea Community Development Corporation (PCDC) was formed in 1999 to provide the residents of the Papakōlea, Kalāwahine and Kewalo Hawaiian Homesteads with a full range of comprehensive services, including life-long educational experiences, health and wellness services, human services and entrepreneurial opportunities. PCDC is comprised of leadership from three residential communities. PCDC is a 501(c)3 non-profit beneficiary-serving organization incorporated in the State of Hawai'i.

PCDC's mission is to mobilize broad-based community participation, promote self-determination by developing strong and effective community leaders, and manage the Papakōlea Community Center and Park. Currently, the Center is the primary facility from which PCDC operates and offers economic and professional development programs to the community. We fulfill our mission by providing the community access to low-cost and/or free programs at the Center, with a long-range goal of promoting social and economic self-sufficiency of the families that reside in Papakōlea.

2.  The goals and objectives related to the request;

PCDC is seeking \$478,808 in State of Hawai'i Grants in Aid program funding to complete the *Papakōlea Community Park and Center Improvement Project Phase I*. The goal of the *Papakōlea Community Park and Center Improvement Project Phase I* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2020, Phase II.

PCDC has defined three objectives that shall successfully achieve the project goal:

Objective 1: PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project Phase I*. This objective will ensure timely project delivery, coordination of resources, and project management.

Objective 2: PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2020, under Phase II. This objective will ensure that a thorough analysis and scope of work is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.

Objective 3: PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and it's turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

3.  The public purpose and need to be served;

PCDC wholly responsible for administering, managing and operating the Papakōlea Community Park and Center, for its users - Papakōlea residents, community organizations, college students, and members of neighboring communities. On any given day, over 150 individuals, ranging in age from toddlers to kūpuna, use the site. Center and Park users are participants of intergenerational learning programming, hālau hula, service-based learning initiatives, capacity building workshops, community gatherings, various athletic activities, and cultural programming.

PCDC strives to provide a safe, secure and clean environment for families seven days a week from 8 am to 10 pm as a means of increasing community participation in programs and activities. Thus, maintenance and improvements to the site is an ongoing priority, and the covered basketball court, the open basketball court, and the playground are in dire need of structural improvements.

4.  Describe the target population to be served; and

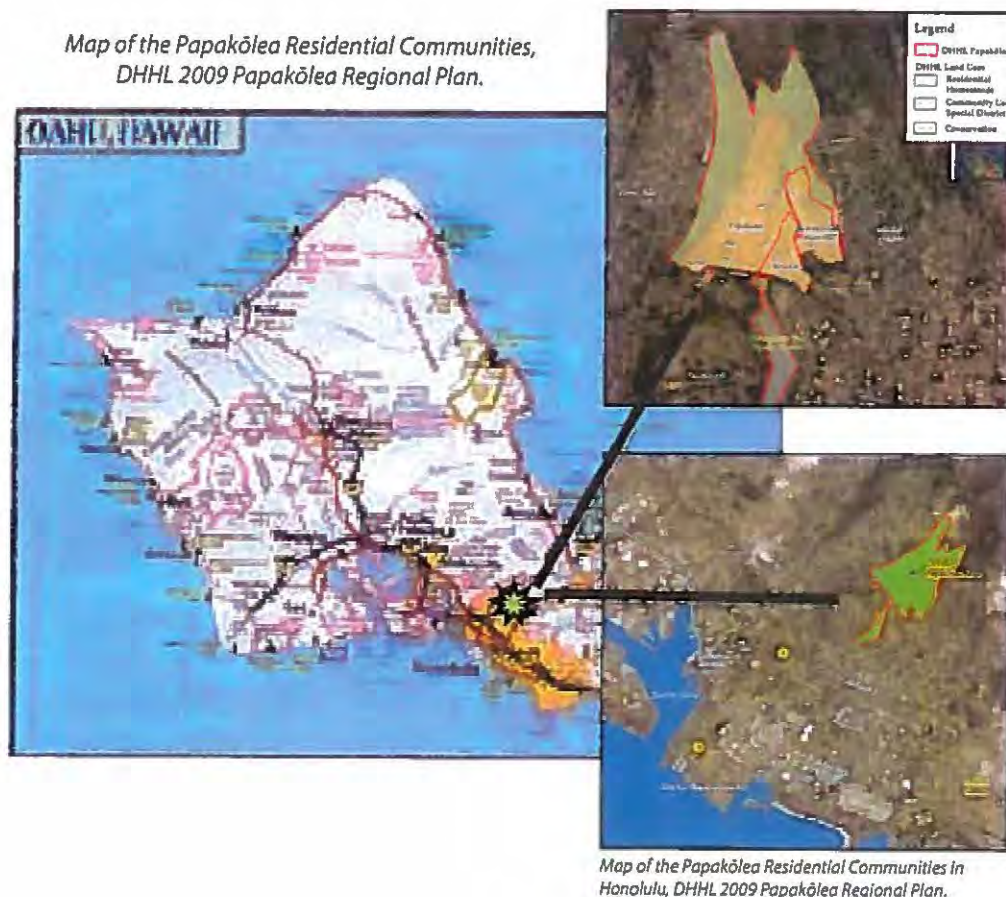
The *Papakōlea Community Park and Center Improvement Project Phase I*, shall serve the families, representing 1,800 people, that reside in the 435 homestead homes located in the Papakōlea residential developments of the Papakōlea, Kewalo and Kalāwahine. The residents of Papakōlea are the primary target population, however there is a secondary target population, comprised of families that travel to Papakōlea from neighboring communities to participate in the numerous cultural and athletic programs offered.

5.  Describe the geographic coverage.

Papakōlea is located in the Punchbowl-Tantalus area of Honolulu (above Punchbowl National Cemetery) at the base of the Ko‘olau Range. Papakōlea was one of the first designated Hawaiian homesteads; trust lands set aside for homesteading purposes. Papakōlea includes the homestead communities of Papakōlea, Kewalo, and Kalāwahine where respectively 435 homes have been constructed. 1,800 Native Hawaiians reside in this community on 177 acres of leased land.

Papakōlea is unique in that it is the only Hawaiian homestead community located within the boundaries of a major urban center. Members have direct access to public transportation; however residents do not travel outside of community to access free programming and services. For this reason, PCDC and Kula No Na Po‘e Hawai‘i work hand-in-hand to bring programming into Papakōlea.

This map provides a great visual image of the geographic location of the “DHHL Papakōlea Area” in proximity to other communities in Honolulu.



## 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;

In 2003, PCDC secured the lease for the Papakōlea Community Park and Center, and in following years, has been independently operating the Park and Center. Since inception, PCDC has been providing the community a safe and clean environment for Papakōlea's families to gather for various purposes.

Today, the facility is over 30 years old and requires building maintenance, regular court resurfacing, and playground improvements. In 2014, PCDC established a relationship with a structural engineer to conduct an assessment of the entire facility. The building is in excellent shape, and would require minor improvements to its bathrooms, windows, and air conditioning systems. The basketball courts however, require replacement. The determining factors are the deteriorating structural lateral and vertical beams and the sinking foundation found in the basketball courts. Thus, the *Papakōlea Community Park and Center Improvement Project Phase I* was born.

The goal of the *Papakōlea Community Park and Center Improvement Project Phase I* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2020 Phase II.

To ensure successful project delivery and implementation, PCDC established three objectives that are directly linked to the project goal, the problem statement, and PCDC's mission.

1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project*. This objective will ensure timely project delivery, coordination of resources, and project management.
2. PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2020. This objective will ensure that thorough analysis and scope of work, is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.
3. By the end of the project period, PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement

of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

PCDC formatted the scope of work, tasks, responsibilities, and timelines into an Objective Work Plan (OWP).

<b>Objective 1.</b> By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the <i>Papakōlea Community Park and Center Improvement Project</i> . This objective will ensure timely project delivery, coordination of resources, and project management.			
<b>Results to be Achieved:</b> Administrative infrastructure will be established. A complete project file containing agreements, quarterly reports, financial request forms, vendor invoices, and other documentation, will be produced and maintained for review/audit by the expending agency.			
Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Create project files and develop reporting and invoicing templates. Purchase supplies.	Executive Director (ED)	1 <sup>st</sup> Month	1 <sup>st</sup> Month
2. Review and incorporate internal processes and procedures into project.	ED	1 <sup>st</sup> Month	1 <sup>st</sup> Month
3. Coordinate and conduct meetings to brief PCDC's Board and collaborating partners.	ED	1 <sup>st</sup> Month	1 <sup>st</sup> Month
4. Create/ submit quarterly progress reports and financial payment requests to expending agency.	ED and PC	4 <sup>th</sup> , 7 <sup>th</sup> , 10 <sup>th</sup> , & 13 <sup>th</sup> Month	4 <sup>th</sup> , 7 <sup>th</sup> , 10 <sup>th</sup> , & 13 <sup>th</sup> Month
5. Conduct project close-out activities; Submit final report and financial payment request.	ED and PC	11 <sup>th</sup> Month	13 <sup>th</sup> Month

<b>Objective 2:</b> By the end of the project period, PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to existing structures. This objective will ensure that a <u>thorough analysis and scope of work</u> , was completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment, at a cost-effective rate.			
<b>Results to be Achieved:</b> At least two community meetings will be held; Contractors will be recruited and selected; A scope of work for basketball court resurfacing, playground replacement; and basketball court rebuild plans will be complete; and Estimates for minor and major improvements will be completed.			
Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Recruit contractors to conduct minor and major improvements via RFP process.	ED	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
2. Execute agreements with contractors.	ED.	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
3. Community meeting outreach: Create flyer and online announcements, for distribution via direct mail, e-mail, social media, and web posting.	ED	1 <sup>st</sup> Month	3 <sup>rd</sup> Month
4. Community meeting curricula: Develop PPT presentation, sign-in sheets, and evaluation surveys.	ED	1 <sup>st</sup> Month	3 <sup>rd</sup> Month
5. Coordinate and facilitate community meetings, to brief community and gather input throughout project planning phase.	ED	3 <sup>rd</sup> Month	4 <sup>th</sup> Month
6. Civil, structural, and architectural plans will be complete for new basketball court complex.	ED	4 <sup>th</sup> Month	6 <sup>th</sup> Month
7. Contractor to complete the State Environmental Assessment will be hired, and shall complete formal EA process	ED	6 <sup>th</sup> Month	12 <sup>th</sup> Month
8. Incorporate feedback from community meetings into plans for upgrades and improvements.	ED	1 <sup>st</sup> Month	6 <sup>th</sup> Month
9. Finalize scope of work for improvements to the playground and basketball courts.	ED	1 <sup>st</sup> Month	6 <sup>th</sup> Month

10. RFP for the basketball court replacement will be drafted and ready for contractor selection in the next phase of the project.	ED	7 <sup>th</sup> Month	12 <sup>th</sup> Month
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<b>Objective 3:</b> By the end of the project period, PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.			
<b>Results to be Achieved:</b> A new playground will be constructed and operational; two basketball courts will be resurfaced; the spectator seating will be replaced; improvements will be made to the bathrooms; and miscellaneous repairs will be complete.			
<b>Tasks:</b>	<b>Responsible Position / Party:</b>	<b>Start Date:</b>	<b>End Date:</b>
1. Coordinate repairs with plumber, electrician, carpenter, etc.	ED	1 <sup>st</sup> Month	6 <sup>th</sup> Month
2. Order new playground equipment.	ED.	3 <sup>rd</sup> Month	3 <sup>rd</sup> Month
3. Coordinate court resurfacing with contractor.	ED	3 <sup>rd</sup> Month	3 <sup>rd</sup> Month
4. Coordinate installation of new playground equipment & turf.	ED	3 <sup>rd</sup> Month	6 <sup>th</sup> Month
5. Coordination of playground blessing.	ED	6 <sup>th</sup> Month	9 <sup>th</sup> Month

PCDC presents the Objective Work Plans (OWPs) above to demonstrate the extent to which the organization planned the project, ensuring all tasks listed are necessary for the achievement of the overarching objective, and that PCDC has a firm understanding of the expertise required to successfully complete a project of proposed scope. PCDC also utilizes the OWP to assign tasks to responsible positions or parties, validating the need for financial support presented in the budget. Finally, we included the expected results in the OWP, to provide a clear connection between each objective and outcome. If awarded, PCDC will use the OWP, as its work plan to implement the project and keep the project on track.

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

PCDC presents this annual timeline consistent with objectives and tasks identified in the OWPs in preceding pages.

Annual Timeline By Month:	Results and Outcomes:	Objective:
1 <sup>st</sup> Month	Administrative infrastructure will be established.	1
	First Drawdown	1
	Community outreach materials developed and distributed.	2
	Contractor recruitment/selection will occur.	2
	Coordinate minor repairs with electricians, plumbers, carpenters, etc.	3

2 <sup>nd</sup> Month	Community meeting curricula developed.	2
	First community meeting held.	2
	Incorporate feedback from meetings into plans for improvements.	2
	Contracts executed with vendors/service providers.	2
	Contractor scope of work and estimates will be complete (except for the basketball court replacement).	2
3 <sup>rd</sup> Month	Order playground equipment.	3
	Coordinate and conduct basketball court resurfacing and spectator seat replacement.	3
	Civil and structural engineers will complete designs with the Architect for basketball court replacement.	2
4 <sup>th</sup> Month	Quarterly report development and submittal.	1
	Second drawdown.	1
	Conduct due diligence for basketball court replacement. Work with structural engineer and other parties.	2
5 <sup>th</sup> Month	Install playground equipment and turf.	3
6 <sup>th</sup> Month	Community outreach materials developed and distributed.	2
	Community meeting curricula developed.	2
	Second community meeting held.	2
	Formal State Environmental Assessment process to begin with EA consultant.	2
7 <sup>th</sup> Month	Incorporate feedback from meetings into plans for improvements.	2
	Quarterly report development and submittal.	1
	Third drawdown.	1
8 <sup>th</sup> Month	Playground Blessing.	3
9 <sup>th</sup> Month	Finalize scope of work and plans for the Basketball court rebuild.	2
	Finalize RFP for a contractor to build the Basketball court.	2



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

To best demonstrate project impact and effectiveness, PCDC defined outputs and quantifiable target numbers below:

- Number of facilities upgraded/replaced (4);
- Number of community meetings held (2);
- Number of scopes of work developed (3);
- Number of State EA completed (1); and
- Number of building plans drafted (1).

Through a combination of tools, software and technical skills, PCDC will track outcomes, project progress, financial data, assessment and survey results, project trends, contact information, participant lists, cooperative agreements (and more), and report them to the expending agency, it's project participants, project stakeholders, and the Papakolea community.

The achievement of each objective, outlined in the Objective Work Plan, coupled with the elements of the Evaluation Plan, will be analyzed to conduct SWOT analysis and project refinement. Evaluation will occur at the end of each community meeting, quarterly and at the end of the project period, by the ED and collaborating partners. At the end of each quarter, PCDC will conduct cost-benefit and cost-effectiveness analysis. Outputs will be measured by surveys, contracts, sign-in sheets, curricula produced, scopes of work produced, and evidence by participants. The ED will be responsible for conducting monitoring, evaluation and reporting activities.

At the end of the project, PCDC will be able to tell the story of the project and the impact it had in Papakōlea. This project seeks to improve the facilities of the Papakōlea Community Park and Center, providing a safe and fun environment for the residents of Papakōlea, and neighboring communities. These outcomes will support the community in achieving social and economic self-sufficiency.

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.

*Narrative provided under Section II.3.*

**III. Financial**

**Budget**

1.  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](#)) – *Included but Not Applicable.*
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))

*See Required Budget Forms included as Attachment A. A Personnel Breakdown and estimates for the Playground and Court Surface is included as Attachment B.*

2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$119,702	\$239,404	\$59,851	\$59,851	\$478,808

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

In FY 2019, PCDC will be seeking funding from:

- Bank of Hawaii Foundation;
- Cooke Foundation;
- First Hawaiian Bank Foundation;
- Friends of Hawaii Charities;
- Hawai'i Community Foundation;
- Hawai'i Tourism Authority;
- Office of Hawaiian Affairs;
- U.S. Department of Health & Human Services; and
- Weinberg Foundation.

4.  The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

*Not Applicable.*

5.  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.

FY2018 State of Hawaii Grant in Aid - \$150,000

6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$0.00

#### **IV. Experience and Capability**

1.  **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.

PCDC is a 501c3 Native-controlled longstanding nonprofit organization with strong organizational capacity. PCDC was formed in 1999 and incorporated in 2001 to help the community realize its goal of social and economic self-sufficiency. PCDC serves as a steward of the Papakōlea Community Park and Center - a 5,712 square foot two-story multipurpose Center, that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for the Hawaiian homestead residents of Papakōlea, Kalāwahine and Kewalo.

The organization is governed by a five-member Board of Directors that reside in Papakōlea or have a relationship to the community. PCDC has the organizational and administrative capacity required to implement and successfully manage this Grants in Aid request. Currently, the organization has an annual operating budget of approximately \$245,000.

In 2014, PCDC completed the installation of a 96-panel PV system atop the roof of the Center and installed LED lights throughout the property. That was a \$250,000 project funded by the State of Hawai'i Grants in Aid program in FY2011 *(pictured on right)*.

The organization has secured and managed grant funds and contracts that are similar to the proposed



project in both scope and nature. To date, PCDC has fundraised over \$2.8 million for community-based projects. Most notable awards received within the last five years are as follows: 1) 2017 State of Hawai'i Grant in Aid award of \$150,000; 2) 2017 Kamehameha Schools award of \$15,000; 3) 2017 Hawaii Community Foundation award of \$20,000; 4) 2016 First Hawaiian Bank Foundation award of \$15,000; 5) 2014 Hawaii Community Foundation award of \$30,000; 6) 2011 State of Hawai'i DHHL Community Based Economic Development Grant award of \$250,000; and 7) 2011 State of Hawai'i Capital Improvement Project award of \$250,000.

2.  **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.

In 2003, PCDC secured a 20-year lease for the Papakōlea Community Park and Center from the Department of Hawaiian Home Lands (DHHL), a facility that the State and County had operated from 1964 - 2002. PCDC has been operating and maintaining the facility, utilizing funds received for facility space and/or project related grant awards. The Center is 5,712 square feet in size and it includes office space, large meeting spaces, a computer technology center, basketball courts, a playground, and a certified commercial kitchen.

PCDC's office is located on the second floor of the Center, thus the project will be administered there. The community meetings will be held in the large meeting room located on the second floor. The large meeting room can accommodate up to 75 adults comfortably, its handicap accessible and all facility users have access to free wireless internet connectivity. Staff shall utilize the commercial kitchen to prepare workshop refreshments.

Improvements will be made to the basketball courts, the playground, and facility plumbing. Successful completion of this project will ensure the facility is adequate for future programs and projects that operate out of the Park and Center.

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

1.  **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.

PCDC has financial controls and procedures in place that promote sound fiscal management. The organization utilizes a comprehensive system for grant management to ensure the proper tracking, monitoring, and reporting of all relevant activities and achievements. Project launch will fall under the direct supervision of the Executive Director (ED), Ms. Lilia Kapuniai, who is

experienced and qualified in small business operation, program and curriculum development, contract management, grant management, and program audits. Ms. Kapuniaia will be responsible for managing relationships with all partners and community. Curriculum development, update, workshop facilitation, contracting matters, and hiring, will be the responsibility of the ED. She will be responsible for project management and coordination of tasks defined in the OWP.

The ED will develop all internal systems and processes, including reporting forms and tracking tools, to ensure timely completion of project activities, in addition to compliance with organizational policies and procedures, the State's General Conditions and the SPO General Provisions for Goods & Services. If successfully funded, the ED will procure the services of a Bookkeeper to support increased financial activity. The Bookkeeper will assist with monthly reconciliations, Accounts Payable, Accounts Receivable, Draw Downs, and financial reporting. All activity shall be consistent with PCDC's Accounting, Audit and Financial Management Policies. The Board shall have oversight of the ED and shall receive quarterly progress reports.

The ED shall communicate on a regular basis with the expending agency grants administrator, and shall immediately notify him/her of any challenges that would prevent PCDC from completing a task. If modifications are necessary, the ED will immediately develop appropriate documentation and resolve potential issues. The organization is prepared to manage a project of proposed scope – programmatically and financially.

PCDC is proposing a Project Staffing Plan of .35 FTE to successfully administer, design, implement and deliver the *Papakōlea Community Park and Center Improvement Project*. The Project would include project management by the Executive Director at .35 FTE.

**Ms. Lilia Kapuniaia, Executive Director (ED), .35 FTE**, has been a resident of Papakōlea for 20 years. Prior to assuming the Executive Director position, she served as the Vice President of the Council for Native Hawaiian Advancement, overseeing the Community Development Division. She brings 18 years of experience in executive leadership, organizational development, collaboration, governance, grant writing, grants management, corporate development, communications, graphics design, facilitation, capacity building, special event planning, and small business management, to the organization. She will dedicate .35 FTE toward the proposed project.

As the ED, she will be responsible for collaboration with existing and new partners. Throughout the project period, Ms. Kapuniaia will be responsible for overseeing proper implementation of the project, and shall coordinate contractor services, production of reports, community meeting facilitation, evaluation and monitoring, external communications, and direct management of contractors. She will ensure project implementation and delivery is compliant with PCDC policies and procedures, as well as the State's General Conditions and the SPO General Provisions for Goods & Services. Her resume is included as *Attachment C*.

2.  **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.

*The Organizational Chart is included as Attachment D.* The administrative chart illustrates the structure of PCDC with the proposed Project Staffing Plan. An organizational chart identifying where the proposed project will be housed within the organization is also included. The proposed project fits nicely within the current programmatic structure and the proposed staffing plan will enhance the short- and long-term organizational goals, as well as the project goal.

3.  **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.

PCDC has one employee, the Executive Director, and her annual salary is \$86,000. Officers and members of the Board of Directors are on a volunteer basis.

**VI. Other**

1.  **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.

*Not Applicable.*

2.  **Licensure or Accreditation**

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

*Not Applicable.*

3.  **Private Educational Institutions**

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

*Not Applicable.*

4.  **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.

The project's sustainability is directly tied to the success of the project, delivery of quality workshops, community's satisfaction with content, and the organization's ability to leverage resources amongst collaborating partners and other funders. To support expansion and enhancement of the project, PCDC will seek support from other funding entities including federal and state programs, as well as private funding. Additionally, PCDC will continue to participate in capital campaigns via the Hawaiian Way Fund (charitable work-place giving programs), and utilize facility fees from other programs operating out of the Center.

5.  **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.

*Current Certificate of Good Standing is included as Attachment E.*

6.  **Declaration Statement**

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

*The Declaration Statement, Page 10, is included as Attachment F.*

7.  **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](#))

This grant will be used for a public purpose consistent with Section 42F-102, Hawaii Revised Statutes, supporting academic advancement for the children and families of Papakōlea. The

signed Declaration Statement included as *Attachment E*, shall serve as documentation that affirms compliance.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Papakōlea Community Development Corporation

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	30,100			
2. Payroll Taxes & Assessments	3,203			
3. Fringe Benefits	18,977			
<b>TOTAL PERSONNEL COST</b>	<b>52,280</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	1,350			
7. Telecommunication				
8. Utilities				
9. Contractor - Playground Replacement	162,000			
10. Contractor - Court Resurfacing	40,000			
11. Contractor - Structural & Civil Engineer	50,000			
12. Contractor - Carpenter	15,000			
13. Contractor - Plumber	4,650			
14. Contractor - Architect	65,000			
15. Contractor - EA Consultant	45,000			
16. Indirect Fee at 10%	43,528			
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>426,528</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>478,808</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	478,808	Lilia Kapuniai (Name) 808.520.8998 (Phone)		
(b) Total Federal Funds Requested		[Redacted Signature] (Signature) 1/19/18 (Date)		
(c) Total County Funds Requested		Lilia Kapuniai, Executive Director (Name and Title)		
(d) Total Private/Other Funds Requested		Name and Title (Please type or print)		
<b>TOTAL BUDGET</b>	<b>478,808</b>			

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Papakolea Community Development Corporation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$86,000.00	35.00%	\$ 30,100.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>30,100.00</b>
<b>JUSTIFICATION/COMMENTS:</b> Lilia Kapunia, ED, will commit 35% of her time to manage and administer this project. Position description and qualifications located in narrative.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: \_\_\_\_\_

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Papakolea Community Development C

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS			137750			
LAND ACQUISITION						
DESIGN			\$ 115,000			
CONSTRUCTION			\$ 204,650		4500000	
EQUIPMENT						
<b>TOTAL:</b>			<b>457,400</b>		<b>4,500,000</b>	
<b>JUSTIFICATION/COMMENTS:</b> In FY2020, PCDC will request funds to build a new basketball structure. The FY2017-2018 request includes the planning and design.						

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

Applicant: Papakolea Community Development Corporation

Contracts Total: 155,000

	<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	GIA - Community Capacity Building Project	7/1/17 - 6/30/18	DLIR-OCS	State	150,000
2	Papakolea Capacity Building Grant	7/1/17 - 6/30/18	DHHL	State	5,000
3					
4					
5					
6					
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26					
27					

**Attachment B –  
Personnel Breakdown,  
Estimate for New Playground  
& Court Surfacing**

**PCDC PERSONNEL COST BREAKDOWN**

	Rate	Unit	Total State Funds Requested
<b>Salary &amp; Wages</b>			
Executive Director	0.35	\$ 86,000	\$ 30,100
<b>Subtotal - Salary &amp; Wages</b>			<b>\$ 30,100</b>
<b>Payroll Taxes</b>			
Social Security	6.2%	\$ 30,100	\$ 1,866
E&T	1.61%	\$ 30,100	\$ 485
Medicare Employer	1.45%	\$ 30,100	\$ 436
Worker's Compensation	0.73%	\$ 30,100	\$ 220
Temporary Disability Insurance	0.65%	\$ 30,100	\$ 196
<b>Subtotal - Payroll Taxes</b>			<b>\$ 3,203</b>
<b>Fringe Benefits</b>			
401K Retirement	5%	\$ 30,100	\$ 1,505
Health & Wellness Benefit	\$45	\$ 12	\$ 540
Health Insurance	\$1,276	\$ 12	\$ 15,312
IT Allowance	\$135	\$ 12	\$ 1,620
<b>Subtotal - Fringe Benefits</b>			<b>\$ 18,977</b>
<b>TOTAL PERSONNEL COSTS</b>			<b>\$ 52,280</b>



1350 S. King St. #320  
 Honolulu, HI 96814  
 (T) 808-845-7788  
 (F) 808-952-5501  
 Lic. # ABC-25569  
 www.ipr-hawaii.com

## PROPOSAL

**19284**

**1/19/2018**

### **Papakolea Community Center - New Playground Project**

Papakolea Community Center  
 Lilia Kapuniai  
 2150 Tantalus Drive  
 Honolulu, HI 96813

**Phone:** 265-2755      **Fax:**                      **Email:** lilia@papakolea.org

	QTY.	UNIT PRICE	AMOUNT
<b>Convert existing playground into a new, updated and compliant playground.</b>	1	\$154,388.79	<b>\$154,388.79</b>
<b>Includes:</b>			
-Demolish & dispose of existing playground equipment. Existing PIP surfacing to remain.			
-Supply & install NEW Gametime custom-designed play structure within existing footprint.			
-Patch existing PIP surfacing as needed, & prepare it to become suitable for turf overlay.			
-Supply & install NEW synthetic turf surfacing system over recycled PIP, with infill.			
-Grade 40'x20' area adjacent to existing playground to prepare for new surfacing system.			
-Supply & install NEW Gametime "Merry-Go-All" whirl and "Honeycomb Climber".			
- Supply & install NEW synthetic turf surfacing system on new aggregate base, with infill.			

Excludes permitting and any related fees.  
 Assumes all work can be performed in a single mobilization.

<b>Subtotal</b>	\$154,388.79
<b>Sales Tax 4.712%</b>	7,274.80
<b>TOTAL =</b>	<b>\$161,663.59</b>

**Terms: 50% Deposit, Balance upon Completion**

**Estimate held firm: 30 days**

**Lead time: 6-8 wks delivery**

*\*\*Unless otherwise indicated, proposal does NOT include prevailing wages.\*\**  
*\*\*Anything that is not listed in the above quote is not included.\*\**

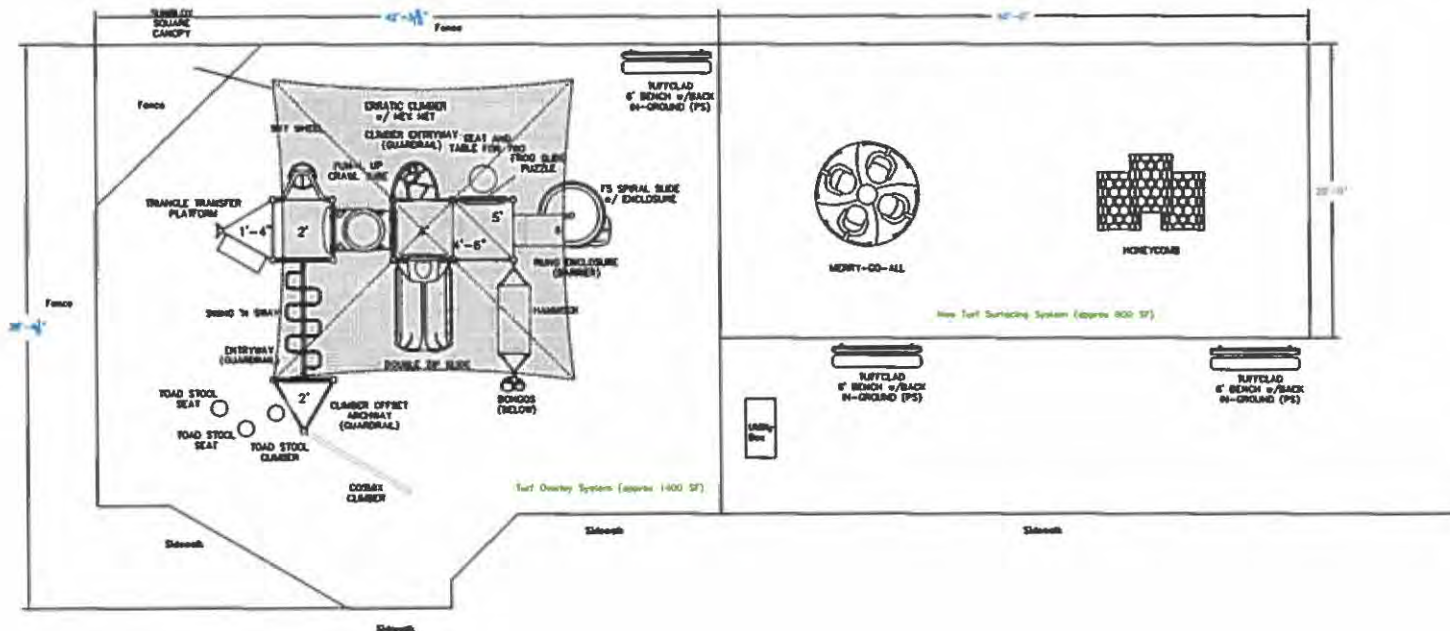
**ACCEPTANCE OF PROPOSAL: (Sign Below)**

**Customer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **IPR, Inc. Representative:** Danielle Sagum

To accept this proposal, Please sign, date and return. A 50% deposit is required, unless otherwise specified. Deposits are NON-Refundable. We accept payment by check or credit card. All payments by credit card will incur an additional 4% processing fee. ALL CHECKS TO BE MADE PAYABLE TO IPR, INC.

*"The bitterness of poor quality stays far longer than the sweetness of a low price" ...Ben Franklin*





150 PlayCore Drive SE  
Fort Payne, AL 35967  
www.gametime.com

PAPAKOLEA COMMUNITY  
PLAYGROUND  
HONOLULU, HI  
Representative  
IPR

This play  
equipment is  
recommended for  
children ages  
5-12

Minimum Area Required:  
42'4" x 38'4"  
Scale: 1" = 5'-0"  
This drawing can be  
scaled only when in  
an 18" x 24" format

**IMPORTANT:** All resistant surfacing  
should be placed in the use zones of all  
equipment, as specified for each type of  
equipment, and at depths to meet the  
critical fall heights as specified by the U.S.  
Consumer Product Safety Commission,  
ASTM standard F 1487 and Canadian  
Standard CAN/CSA-Z-614

Drawn By:  
AL  
Date:  
02.11.18  
Drawing Name:  
PAPAKOLEA



1481 S. King St. #226  
 Honolulu, HI 96814  
 (T) 808-845-7788  
 (F) 808-952-5501  
 Lic. # ABC-25569  
 www.ipr-hawaii.com

## PROPOSAL

**16282**

### Papakolea Community Center

**2/11/2016**

Papakolea Community Center  
 Lilia Kapunia'i  
 2150 Tantalus Drive  
 Honolulu, HI 96813

E-mailed 2/11/2016

**Phone:** 265-2755      **Fax:**      **Email:** lilia@papakolea.org

	QTY.	UNIT PRICE	AMOUNT
Resurface lower playcourt (Covered), 57'x84', Includes lines and striping for basketball and volleyball.	1	\$19,152.00	\$19,152.00
Resurface upper playcourt (not covered), 53'x81', Includes lines and striping for basketball and volleyball	1	\$17,172.00	\$17,172.00

<b>Subtotal</b>	\$36,324.00
<b>Sales Tax</b> 4.712%	1,711.59
<b>TOTAL =</b>	<b>\$38,035.59</b>

Terms: 50% Deposit, Balance upon Completion

Estimate held firm: 2 months

Lead time: 2-3 weeks

*\*\*Unless otherwise indicated, proposal does NOT include prevailing wages.\*\**  
*\*\*Anything that is not listed in the above quote is not included.\*\**

**ACCEPTANCE OF PROPOSAL: (Sign Below)**

**Customer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **IPR, Inc. Representative:** Ian Ross

To accept this proposal, Please sign, date and return. A 50% deposit is required, unless otherwise specified. We accept payment by check or credit card. All payments by credit card will incur an additional 3% processing fee. ALL CHECKS TO BE MADE PAYABLE TO IPR, INC.

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**Attachment C –  
Resume for Lilia Kapuniaia**



**Ms. Lilia K. Kapuniai, Executive Director**

## **EMPLOYMENT HISTORY**

**January 2014 to Present**

**Papakōlea Community Development Corporation**  
2150 Tantalus Drive  
Honolulu, Hawaii 96813

*Incorporated in 2001, PCDC is a Native Hawaiian non-profit organization that was established in 1999, to serve as a steward of the Papakōlea Community Park and Center. PCDC endeavors to operate a Center that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for Hawaiian homestead residents of Papakōlea, Kalawahine and Kewalo.*

### **Position: Executive Director**

Assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries-out plans and policies authorized by the board. Promotes active and broad participation by volunteers in all areas of the organization's work. Maintains official records and documents, and ensure compliance with federal, state and local regulations.

The ED also ensures that the board is kept fully informed on the condition of the organization and all-important factors influencing it. Publicizes the activities of the organization, its programs and goals. Establishes sound working relationships and cooperative arrangements with community groups and organizations. Represents the organization to agencies, organizations, and the general public. Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. Is responsible for developing and maintaining sound financial practices. Works with Board in preparing a budget and ensures that the organization operates within budget guidelines. Responsible for corporate development activities.

**May 2003 to October 2006; May 2008 to October 2013**

**Council for Native Hawaiian Advancement**  
2149 Lauwiliwili Street, Suite 200  
Kapolei, Hawaii 96707

*CNHA is a national member-based Native Hawaiian non-profit. Its mission is to enhance the cultural, economic, political, and community development of Native Hawaiians. CNHA achieves its mission through the administration of the Native Hawaiian Policy Center, Lending and Investment Services, the Hawaiian Way Fund, and the Annual Native Hawaiian Convention.*

### **Position: Vice President, Community Development**

Managed up to six staff that were responsible for the development of curriculum, delivery of lending products, development of community facilities, delivery of grant training and technical assistance services, management of grant programs, coordination of all special events, supporting organizations in developing business plans and grant applications for projects focused on social, education and enterprise initiatives serving Native communities. Managed grant programs for

Hawai'i Tourism Authority and served as the Manager of the Administration for Native Americans Pacific Region Training and Technical Assistance Center. Responsibilities also included coordination of the Annual Native Hawaiian Convention held annually in addition to serving as the director of public relations, corporate development, social media platform management, creative director, and graphic designer.

**October 2006 to May 2008**  
**Hawaiian Homestead Technology**  
33 South King Street, Suite 520  
Honolulu, Hawaii 96813

*HHT is a full service document digitization company, that is wholly-owned by CNHA, a Native Hawaiian non profit organization. Its mission is to create job opportunities in economically underserved Native Hawaiian homestead communities. HHT is a founding member of Intertribal Information Technology Company, which was comprised of 12 companies owned and operated by Native communities. Through its staff of 26, HHT has been delivering document conversion services to the Department of Defense, at three sites located on two islands within the state of Hawaii.*

**Position: Operations Manager**

Responsible for monitoring and developing productivity goals of the 24 employees, having knowledge and enforcement of all company policies and procedures, managing all activities relating to human resources, and inspecting facilities/equipment to ensure that they are operating and maintained. The Operations Manager was also responsible for all of the companies' administrative functions including the review of accounts payable and receivables, assistance with corporate development opportunities, and coordination of public relations activities.

**October 2002 to April 2003**  
**Becker Communications, Inc**  
119 Merchant Street, Suite 500  
Honolulu, Hawaii 96813

*BCI is a full service public relations firm serving Hawaii for 19 years, with a diverse client portfolio of over 30 businesses and government agencies. BCI believes in a philosophy that combines public relations, marketing and advertising when developing individual client plans which has led to their numerous accolades.*

**Position: Administrative Manager**

Managed an 8-staff office responsible for contract management, financial management, budgeting, advertising, special event coordination, PowerPoint presentation development, website development/maintenance, research analysis and special projects.

**May 1995 to October 2002**  
**Office of Hawaiian Affairs**  
711 Kapiolani Boulevard, Suite 1200  
Honolulu, Hawaii 96813

*OHA is a state agency created in 1978 through a constitutional amendment by the voters of Hawaii to manage the trust assets of native Hawaiian & Hawaiian beneficiaries. Trust resources total over \$350 million with an annual operating budget of \$15 million and 120 employees to implement community-based initiatives on behalf of its beneficiaries.*

**Position: Chief of Staff, Office of the Chairman of the Board of Trustees**

Managed a 4-staff office dedicated to the Office of the Chairman, responsible for scheduling, policy and issue briefings, reviewing the annual operating budget proposals, and assisting with the review/approval of grant proposals and special initiatives. Position requires financial and business analysis, qualitative and comprehensive policy presentations, high level organizational and managerial skills.

**January 1992 to June 1998**

**Duke Kapuniai Services**

P.O. Box 6753

Kamuela, Hawaii 96743

*Duke Kapuniai Services is a family business providing professional horse training services, primarily in cow horse events and rodeo sports, throughout the state of Hawaii.*

**Position: Trainer**

In partnership with the Principal Owner, we founded and managed the business, including all capitalization, accounting, client services and product delivery. Provided consultant services as a judge and coach, specializing in youth in preparation for local and national events.

**EDUCATION**

- Pursued B.S. in Animal Science at Kansas State University and University of Hawaii at Manoa
- High School Diploma, Hawai'i Preparatory Academy

**CONSULTATIONS & PRESENTATIONS**

2013 Alaska – Hawaii Roundtable

2011 & 2012 Hawai'i Tourism Authority Living Hawaiian Culture Program Workshops

2012 Monthly Policy Call Meetings

2008, 2009, 2010, & 2011 Grants Forums

2008, 2009 & 2010 Native Hawaiian Education Program Workshops

2008, 2009 & 2010 Alaska Native / Native Hawaiian Institutions Assisting Communities

Grant Program Workshops

2008 & 2012 Beneficiary Consultation with the Department of the Interior

2008 Native Hawaiian Policy Steering Committee Meetings

2007 Business Leaders Roundtable – Annual Report

2006 Policy Roundtable, 5<sup>th</sup> Annual Native Hawaiian Convention

2005 & 2007 National Oceanic & Atmospheric Administration Workshops

2004 & 2008 Native American Housing and Self-Determination Act (NHHBG

NAHASDA) Workshops

Lilia Kapuniai, PCDC Interim Executive Director

Resume 2016 – Page 3

2004 HomeOwnership Assistance Program Sessions  
2004 Government 101 Sessions  
2003 Lawsuits and Legislation Sessions  
2003- 2006 Administration for Native Americans (ANA) Workshops

### **COMMUNITY SERVICE**

2012 – Present Papakōlea Community Development Corporation, Board of Directors  
2011 – Present Hawaiian Homestead Technology, Inc., Board of Directors  
2007 – Present Pacific Crane & Equipment, Board of Directors  
2007 – Present Hawaii Island Cutting Horse Association, Member  
2007 – Present Hawaii Quarter Horse Association, Member  
2007 – Present Performance Horse Series, Member  
2007 – Present Hawaii Women’s Rodeo Association Member  
2004 – Present Native Hawaiian Economic Alliance, Board of Directors  
2011 – 2013 Native American Contractors Association Board of Directors Alternate  
2008 – 2013 Hawaiian Community Assets, Board of Directors  
2003 – 2004 YWCA, Board of Directors  
2003 – 2004 Native Hawaiian Economic Alliance, Advisory Committee  
2002 – 2004 Hui Nalu Canoe Club, Member  
1994 - 1996 Hawaii Women’s Rodeo Association, Board of Directors

*References available on request*

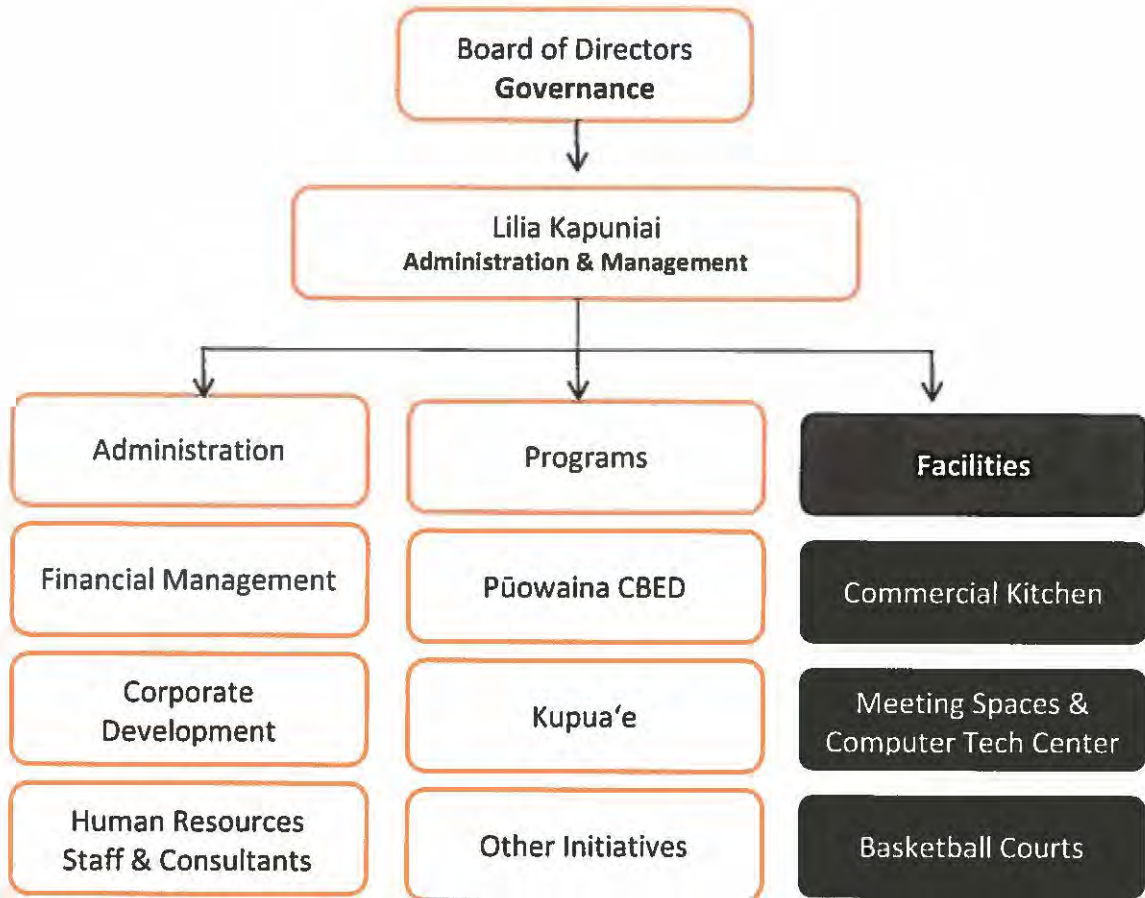
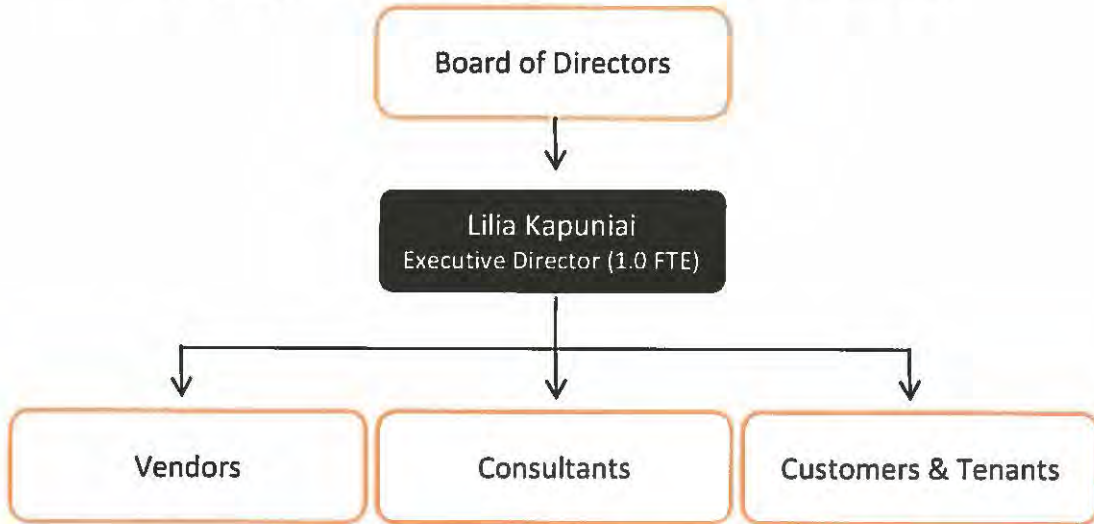
# **Attachment D – Organizational Chart**





**PAPAKŌLEA**  
COMMUNITY DEVELOPMENT CORPORATION

### PCDC Administrative & Organizational Charts



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**Attachment E –  
Certificate of Good Standing**



## 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

#### PAPAKOLEA COMMUNITY DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 08/17/2000 ; 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 11, 2018

Director of Commerce and Consumer Affairs



# **Attachment F – Declaration Statement**

**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.

Papakōlea Community Development Corporation

\_\_\_\_\_  
(Typed Name of Individual or Organization)



1/18/18  
\_\_\_\_\_  
(Date)

Lilia Kapuniai  
\_\_\_\_\_  
(Typed Name)

Executive Director  
\_\_\_\_\_  
(Title)