

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Db:

Filipino Chamber of Commerce of Hawaii ("FCCH")

Amount of State Funds Requested: \$ 50,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Operating Grant (\$50,000) will enable the Filipino Chamber of Commerce of Hawaii to plan, fund, and host the 2020 Hawaii - Philippines Sister City Trade Show and Economic Outlook Symposium in partnership with the State of Hawaii, City and County of Honolulu, and the Philippines General Consulate in Honolulu. This event will expand and strengthen the development of goodwill, social, cultural, and economic relationships between Hawaii and the Philippines.

Amount of Other Funds Available:

State: \$ 50,000

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ 50,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 33,815.97

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

P. O Box 1572

City:

Honolulu

State:

HI

Zip:

96806

**Contact Person for Matters Involving this Application**

Name:  
Ned Directo

Title:  
FCCH Treasurer

Email:  
ned.directo@boh.com

Phone:  
808-694-8767 or 808-554-1535

Federal Tax ID#:

State Tax ID#



Authorized Signature

Vanessa Kop, FCCH President

Name and Title

1-18-19

Date Signed



**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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Filipino Chamber of Commerce of Hawaii

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



\_\_\_\_\_  
(Signature)  
Vanessa Kop

1/18/19

\_\_\_\_\_  
(Date)  
President

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after the cover page**

#### **1. 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, 2018. (See Exhibit "A")

#### **2. Declaration Statement**

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

#### **3. 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](#))

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

The Filipino Chamber of Commerce of Hawaii ("FCCH") is a business organization established in 1954 and incorporated in 1961, with its own 501 (c) (3) Foundation that was established in 2006. The primary purpose of FCCH is to provide leadership in promoting Hawaii Business Community through its programs and activities by broadening opportunities for Filipino Entrepreneurs and member businesses.

FCCH is the face and voice of the Filipino business community in Hawaii with over 64 years of being at the forefront of recognizing and nurturing the vital contributions that Filipinos have made to Hawaii's Businesses and the State of Hawaii. The organization has contributed to cultivating business leadership in Hawaii through the likes of Eddie Flores, Jr. (Founder, L & L Drive Inn), Lito Alcantra (President, Group Builders, Inc.), Roland Casamina (President/CEO, House of Finance), Maria Etrata (President, Preferred Home and Community);

and many other business and professional leaders. FCCH has also been the catalyst for meaningful community projects such as the 2-acre Filipino Community Center (FilCom) and the "A Taste of Kalihi" festival along Colburn Street by Dillingham Plaza, and last year the implementation of the Kinabukasan Series (Financial Literacy Program) in partnership with FilCom.

FCCH provides Scholarships with proceeds from the Fundraising Events. In addition, the Annual Trade Mission to the Philippines promotes and strengthens business relationships between Hawaii and the Philippines. The 2017-2018 mission included a Hawaii Government official (Governor and Mrs. Ige). The 2018-2019 Trade Mission was led by the former Lt. Governor Doug Chin.

During the 2017-2018 Trade Mission, the Memorandum of Understanding and Cooperation Between the State of Hawaii and The League of Provinces of the Philippines "LPP" was signed by Gov. of Hawaii, David Ige and President of the LPP, Ryan Luis V. Singson on October 19, 2017.

FCCH also recognizes small businesses through the Filipino Entrepreneur of the Year. This past year, Margie Berueda, the owner of Residential Choices, Inc. (Case Management), was recognized as the 2018 Entrepreneur of the Year.

Lastly, the organization's information and referral services are designed to help answer questions about doing business in Hawaii and in the Philippines.

2. The goals and objectives related to the request;

To obtain an Operating Grant of \$50,000 that will enable the Filipino Chamber of Commerce of Hawaii to plan, fund and successfully execute the 2020 Hawaii - Philippines Sister City Trade Show and Economic Outlook Symposium ("Trade Show") in partnership with the State of Hawaii, City and County of Honolulu, and the Philippines General Consulate in Honolulu. This event will expand internationally, strengthen the development and growth of the business, goodwill, friendship, and cultural and economic relationships between Hawaii and the Philippines.

The Filipino Chamber of Commerce of Hawaii provides its members with economic, social, and trade resources to develop business networks for the advancement of the Filipino community within Hawaii and internationally. The Sister States and Cities program has created a partnership between the Philippines and Hawaii based on cultural, education, information, and trade exchanges. The Trade Show will be instrumental in creating a "Circular Economy," thus, strengthening the relationship between the Philippines and the Hawaii Sister States and Cities to benefit the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii and Hawaii businesses.

3. The public purpose and need to be served;

**Project Objective and Stakeholder Benefits**

The 2020 Hawaii - Philippines Sister City Trade Show and Economic Outlook Symposium intends to expand the economic partnership between the State of Hawaii and the Philippines Sister States and Cities, provide an overview of economic conditions in both countries, and promote economic activity by establishing business networks as a result of the Trade Show.

The Trade Show will benefit various stakeholders including the City and County of Honolulu, the State of Hawaii, the Filipino Chamber of Commerce, the Filipino Community in Hawaii and individuals and businesses in Hawaii interested in the Philippines as follows:

- The Filipino Chamber of Commerce of Hawaii will fulfill its mission of providing its members with resources to broaden opportunities. In addition, it will serve as a facilitator of economic activity for the State of Hawaii.
- The State of Hawaii and League of Provinces of the Philippines will meet requirements under the Memorandum of Understanding dated July 2, 2017, by co-hosting the Trade Show and expanding economic relationships between the countries in business and trade.
- The Filipino Business Community consisting of 300 Filipino-American organizations will have the opportunity to meet and conduct business with the Sister City participants, share best practices, and create partnerships for trade opportunities.
- The Sister City Participants will have the opportunity to showcase their business, products, craftsmanship, artisan designs, and provide their regional perspectives on industry best practices, technology, and supply chain management.
- The Hawaii community, individuals and businesses, will have the opportunity to meet business owners, city officials, and gain a new perspective on the culture, business, and trade practices of the Sister States and Cities and develop relationships and business opportunities with the Sister States and Cities. In addition to meetings and presentation, we plan to cover the State of Hawaii's objectives the include but not limited to the following:
  - Economy: Promote economic diversification and policies that support growth, including attracting more air carriers to Hawai'i, expanding the U.S. Customs Pre-clearance program, and

upgrading and expanding broadband infrastructure. Recognize and support renewable energy initiatives and the military as crucial pillars of Hawai'i's economy.

- **Energy**: Ensure a 100 percent renewable energy future in which we work together as a state, focusing on making solar and other technologies available for all.
  - **Agriculture**: Double local food production by 2020; develop water and energy resources to support this effort. Provide loans for farmers and more land for agriculture.
  - **Environment**: Foster environmental stewardship from mountain to sea. Protect and more efficiently use our fresh water supply. Provide state lands for public use and enjoyment.
- The State of Hawaii will receive an economic benefit from increased travelers to Hawaii for the Trade Show and gain from increased taxes related to their participant expenditures such as hotel, car rental, food, purchase of souvenirs and other items, etc. In addition, direct foreign investment in companies in Hawaii and/or the Sister Cities could result.

## **Project Scope**

This event is being co-hosted by the Filipino Chamber of Commerce of Hawaii, the City & County of Honolulu, the State of Hawaii, and the Philippines Consulate of Hawaii in partnership with the Philippines Sister States and Cities.

- **Trade Show Exhibition**: The Trade Show's focus is to showcase products, services, craftsmanship, artistic design, and ideas of the Sister City that could benefit the State of Hawaii and its business community by building a bridge between Hawaii businesses and those in the Philippines. The exhibition will display one major product from each sister city along with 5 complementing products from their region. The products exhibited by the Sister Cities will need to demonstrate the benefits it could contribute to the business in Hawaii in terms of culture, education, and/or trade, creating an economic impact to the State of Hawaii and to the participating Sister City Provinces.
  - Total product exposure of 50 to 100.
- **Economic / Business Symposium**: The forum will include topics associated with opportunities identified in the 2017 MOU such as arts, culture, education, business, and trade.
  - Topics related to trade could include the following:
    - The outlook of economic conditions for Hawaii, Philippines, or the sister city provinces.
    - Trade best practices and supply chain management.

- Shipping and infrastructure concerns.
- Law and regulations affecting trade between the partners.
- The Philippine Stock Exchange and direct foreign investment in businesses.
- International banking (wires, letter of credit, etc.).
- Franchising opportunity as related to retail stores, restaurants, wholesalers, etc. (Jollibee, Seafood City, Max's of Manila, Red Ribbon, etc.).
- Government relations, best practices, and overview of key trade offices in Hawaii and the Sister Cities.
- Real Estate, Travel, and Tourism, Health Care, Fashion and Design etc.
- Business matching and networking opportunities.

**Location:** The event will be held at the NBC Exhibition Hall

- **Dates:** Friday, June 4, 2020, to Sunday, June 6, 2020.
- **Participants:** The Trade show will be conducted over a three day period and will be open to the general public.
- **Co-Hosts:** The event will be organized by the Filipino Chamber of Commerce, the City and County of Honolulu, State of Hawaii, the Philippine Consulate of Hawaii, and other private and public organization in Hawaii and the Philippines.

4. Describe the target population to be served; and

The Trade Show will target individuals and businesses in the State of Hawaii to provide opportunities for relationship development, increased knowledge on trade, cultural exchange, understand local and international economic conditions for trade, and observe actual products that could enhance their businesses.

**Potential Attendees:**

- 1) Hawaii individuals and businesses
- 2) Filipino Chamber of Commerce Members (nationwide – US)
- 3) Filipino Organizations (over 300 in Hawaii)
- 4) Business community leaders in Hawaii and Philippines
- 5) International businesses leaders and educational institutions
- 6) Government leaders in the relevant economic sectors
- 7) The general public in the State of Hawaii

**Main Events / Entertainment:**

- 1) Ms. Universe (2016 and 2019)
- 2) Fashion/Design (Showcase of Filipino Designers [local /Philippines] with a fashion show)
- 3) Local Hawaii Singers / Entertainers

- 4) Groups from the Philippines (Philippines Ballet / Loboc Children's Choir / Philippines Traditional [Cultural] Dancers)

Marketing channels:

- 1) Websites and Social Media: FCCH, Philippine Consulate of Hawaii, State of Hawaii, City & County, Universities, Shipping Companies, Restaurants, Hotels, etc.
  - 2) Newspaper: Pacific Business News, Fil-Am Courier, Star-Advertiser, Honolulu Magazine, etc.
  - 3) Hawaii and Philippines Networks, and Public Service Channels
  - 4) Other Enterprise Sponsors and Corporate Sponsors
5. Describe the geographic coverage.

This project covers the entire state of Hawaii including the cities and counties that are included within the state.

While this is a project held in Hawaii and is for the benefit of Hawaii individuals and businesses, the geographic coverage will also include the Sister State and Sister Cities in that the relationships that have been created will be developed. A list of the Sister States and Sister Cities (Hawaii and the Philippines) is attached hereto as **Exhibit "B"**.

### **III. 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;

There is a broad scope of work required to achieve the increases of exchange of knowledge, information, experiences and best practices that can contribute to both the economic and social development of the State of Hawaii and the Philippines through the Sister States and Sister Cities Programs.

The personnel coordinating the Trade Show are members (volunteers) of the Filipino Chamber of Commerce of Hawaii. The top three positions The Project Manager, Administrative/Operations Manager, and Financial/Budget Manager will be the responsibilities of three members of the FCCH (summaries are provided below). In total the team for the 2020 Hawaii-Philippines Sister City Trade who will consist of 15 managers and coordinators (See Organizational Chart).



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

The timeline is from online research and may be subject to change.

### **Trade Show**

#### **12 months out**

- Build a Team
  - Project Manager (Chairman)
  - Administrative and Operations Manager
  - Financial/Budget Manager
  - International/Foreign Affairs Manager
  - Sister State and Sister Cities Coordinator / Manager
  - Hawaii and Philippines Government Liaison
  - Trade Show Manager
  - Economic Outlook Symposium Manager
  - Marketing Manager
  - Advertising Coordinator
  - Sales Coordinator
  - Website Designer
  - Staffing and Volunteer Coordinator
  
- Study floor plans for the NBC
- Understand the governmental rules and policies that are involved
- Draft a schedule for the events
- Timelines for marketing, social media, etc.
- Event times for the Trade show
- Session times for the Economic Outlook Symposium
  - Start contacting speakers
- Budget in place
- Source of funding identified

#### **9 to 6 months out**

- Marketing and Advertising preparation and in process
  - Trade Show website in place
  - Collateral Material for the Trade Show available
  - Tickets for sale ready
- Set up of the venue (trade show booths)
- List of vendors
- List of speakers
- Work with Travel and Tour Agency
- Block Hotel and Housing
- Summary and recap meeting

### **Four Months Out**

- Select staff.
- Make airline and car reservations.
- Determine exhibit needs (if using existing properties): refurbishments, additions, changes.
- Select display products.
- Plan inquiry processing procedures.
- Communicate with primary vendors (exhibit house, shipping, installation/dismantle) regarding services needed and dates
- Develop a floor plan for the exhibit.
- Finalize new exhibit design.
- Execute show-related advertising.
- Meet deadlines for free publicity in the exhibitor guide/preview.

### **Three Months Out**

- Carefully read and review exhibitor manual.
- Select a portable exhibit supplier.
- Review exhibit floor plan and note target dates and restrictions.
- Plan any in-booth presentations/demonstrations.
- Create a list of required services, noting deadlines for "early-bird" discounts.
- Distribute show plan to staff.
- Reserve any additional meeting rooms (hospitality events, press conferences, etc.)
- Select catering menus (for hospitality events, press events, etc.)
- Submit authorization form if you are using an exhibitor-appointed contractor.
- Plan pre-show meeting.

### **Two Months Out**

- Preview new custom exhibit.
- Finalize graphics art/copy.
- Order staff badges.
- Send information to other departments exhibiting in the booth.
- Create and order lead forms. Finalize inquiry processing procedures.
- Prepare orders for: drayage, electrical, cleaning, floral, etc. Take advantage of any to pre-pay discounts.
- Follow up on all promotions, making sure everything is ready to ship by the target date.
- Prepare press kits.
- Check with staff on airline and hotel reservations and travel dates. Make needed changes.
- Develop briefing packet for booth staff.
- Schedule training for booth staff at the show.

- Send a reminder to upper management about briefing meetings (in office and at the show); include agenda.

### **One Month Out**

- Follow up on shipping orders.
- Follow up on installation/dismantle schedule; get an estimate on costs.
- Call to reconfirm airline, hotel and car reservations. Make needed changes.
- Follow up on target dates with all vendors.
- Confirm availability of display products/literature.
- Preview new portable display.
- Send all needed materials by target shipping date to avoid express mail shipments.
- Distribute briefing packet, including training materials, to all booth staffers.
- Set up and hold a pre-show briefing meeting in the office.
- Set up in-booth conference room schedule for pre-arranged meetings at the show.
- Send follow-up reminder to upper management about briefing meeting, including agenda.
- Determine date and time for briefing staff at the exhibit. Review agenda, the purpose of show, demonstrations, rehearsals, show specials, etc.
- Ensure that you have the following items before leaving for the show: important phone/cell numbers, traveler's checks, credit cards, copies of all orders and checks for services paid in advance, phone numbers and addresses of all vendors, engineering certificate for exhibit, shipping manifest, return shipping labels, and additional badge forms.
- Upon Arrival
- Check on freight arrival.
- Check with the hotel about reservations for staff, as well as any meeting rooms and catering orders.
- Find the service area. Meet electrician and confirm date and time for electrical installation.
- Supervise booth setup.
- Hold pre-show briefing and training for staff the day before the show.

### **During Show**

- Conduct daily meetings with staff.
- Make arrangements for booth dismantle and shipping.
- Arrange for lead forms to be shipped back to the office daily for processing.

### **Hold event debrief meeting**

- A complete comparison of actual versus budgeted costs

- Send thank-yous
- Update final event attendance in the computer program used for RSVPs (i.e. attended, no show)
- File all materials to assist with the planning of a future event(s)

### **Economic Outlook Symposium**

#### **12 months out**

- Determine event date
- Identify planning committee and/or key players for the planning process
- Establish planning meeting frequency and times; schedule remaining planning meetings
- Develop event goals, objectives, program outline, and any key communication messages for printed and web-based materials
- Submit and confirm venue reservations (Submit and confirm lodging reservations)
- Identify constituencies for guest lists
- Confirm date with VIPs (on- and off-campus)
- Identify possible emcee, keynote speakers, etc.
- Prepare budget estimate
- Discuss the invitation list and estimated yield
- Confirm invitation lists for events and meals; vet with necessary senior officers
- Design and develop an event database for mailing invitations and tracking RSVPs
- Outline ceremony and dinner program to review with key officers
- Brainstorm gift ideas; identify gift vendors; work on the design, and determine costs
- Contact designer for the invitation and program designs; initiate design process; determine deadlines and costs; include accessibility information
- Identify specific speakers and program pieces; begin discussing AV needs
- Get sign-offs on event program ideas

#### **9 to 6 months out**

- Initiate "Save the Date" mailing (if needed)
- Gather speaker biographies (if needed for the printed program)
- Obtain final approval of invitation design and copy
- Discuss press coverage and PR (if needed)
- Identify and reserve caterer and florist
- Reserve photographer
- Reserve entertainment envelopes, notebooks, wrapping paper, ribbons, etc.)
- Finalize guest lists for ceremony and dinner
- Send the invitation to the printer

- Receive invitations from the printer
- Confirm speakers and speaking order for ceremony and dinner; confirm topic, length of presentation, and AV requirements
- Contact guests requiring lodging; confirm arrangements/needs
- Contact florist to discuss design ideas
- Contact caterer to discuss menu and event
- Reserve security guests are all local)
- Obtain final approval of ceremony program copy
- Facility walkthrough with Conferences & Events, Classroom Technology Services, Safety & Security, facility manager and/or vendors (as needed)
- Determine if any directional signage will be needed at the event to assist guiding guests

### **3 months out**

- Order gifts
- Check and order necessary supplies (i.e. name badge holders, pens, stamps,
- Address envelopes and assemble mailing
- Mail invitations (8 to 10 weeks out of the list includes out-of-towners, 6 to 8 weeks

### **2 month out:**

- RSVPs due (2-3 weeks prior to the event)
- Send the rooming list to the hotel(s)
- Release unneeded hotel rooms by appropriate deadline (varies by hotel)
- Make any needed publicity/press arrangements
- Arrange to have any directional signage designed/printed
- Forward setup requests, including AV, to Conferences & Events and others as needed (3 weeks prior to the event)
- Send ceremony program to the printer (3 weeks prior to the event or date determined by designer and printer)
- Send agenda, suggested dress, directions, map, and parking instructions to participants
- Make follow up phone calls/emails to pending guests
- Run the first batch of name badges and place cards
- Wrap gifts
- Develop scripts for key speakers
- Draft and distribute ceremony and dinner cue sheets
- Plan seating arrangements for dinner
- Make a list of photo opportunities for the photographer; re-confirm photographer
- Re-confirm entertainment
- Set task assignments/determine responsibilities internally and with

cosponsoring departments; distribute this "Schedule of Events" to all staff and volunteers working on the event (be sure to have extra copies on-site)

- Confirm catering order (48 hours out or a time determined by caterer)
- Confirm set up, AV, florist, and Media Production orders
- Confirm Safety & Security's role
- Register alcohol "social event" with Safety and Security (if necessary)
- Confirm transportation of guests and VIPs
- Distribute guest list to appropriate parties
- Run final name badges and place cards
- Make confirmation phone calls/emails (if necessary)
- Set up an on-site run-through (if needed)
- Set up sound checks for speakers/musicians
- Print or email media/remarks release form for speakers to sign
- Confirm honorarium amount(s) for speakers and send requests to Finance Office for payment

#### **Week and Day of the event**

- Arrive at location(s) early to check setups and be prepared to troubleshoot
- Bring registration materials: guest lists, name badges, place cards, gifts, etc.
- Review planning details and walk through the event with all staff and volunteers
- Inform staff and volunteers of the location of restrooms, elevators, and accessible entrances
- Be sure to have extra copies of all materials: schedule of events, agendas, cue sheets, photographer instructions, media releases, etc.
- Check in with the caterer and provide them with any last minute changes or special meal requests
- Check weather report Post-event:
- Distribute gifts to non-attendees
- Distribute photographs of the event to VIPs and participants

#### **Hold event debrief meeting**

- A complete comparison of actual versus budgeted costs
- Send thank-yous
- Update final event attendance in the computer program used for RSVPs (i.e. attended, no show)
- File all materials to assist with the planning of a future event(s)

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

A pro forma budget will be prepared for the Trade Show, the team will use the pro forma budget as a tool to keeping the expenses of the Trade Show at a minimum and within budget.

A monthly meeting will be scheduled with all the Managers (attendance can be at the meeting site, through video or telephone conferencing), to assure that timeline is being met. Managers can create a subcommittee and meet as often as necessary.

Consistently review the timeline prepared for the Trade Show with the Manager.

Monitor the activities of vendors/exhibitors participation and interest via the website (to be created for the Trade Show), and application/sign-up received for the event.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The Trade Show's effectiveness will be measured by the number of vendors/exhibits that will be participating in the Trade Show; the number of attendees to Economic Outlook Symposium; and the number of attendees to the Trade Show to interact with the vendors/exhibitors.

Number of Vendors/Exhibitors for the Trade Show: 50 to 100

Number of Attendees to the Trade Show: 5,000 per day (10,000 total for 3 days)

Number of Economic Outlook Symposium Attendees (three program/activities per day)

- Day 1: 100 to 200
- Day 2: 150 to 300
- Day 3: 150 to 300

Number of Visitors from the Philippines, International Countries, and US Mainland: Estimated at 1,500 to 3,000.

## **IV. 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 the source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))

Budgeted Items*	%*	
Venue	0.00%	-
Exhibiting Space	20.00%	20,000.0
Trade Show Service/ Contracts	20.00%	20,000.0
Symposium Expenses / Contracts	20.00%	20,000.0
Shipping Cost	10.00%	10,000.0
Promotion/Marketing	10.00%	10,000.0
Website Design (Social Media)	10.00%	10,000.0
Personnel (Volunteer) Expenses	2.50%	2,500.0
Miscellaneous (Office Supplies and Equipment, etc.)	7.50%	7,500.0
<b>Total</b>	<b>100.00%</b>	<b>100,000.0</b>
 Grant In Aid		50,000.0
Sponsorships/Donations/Ticket Sales		50,000.0

\*Subject to change upon the completion of the final budget for the Trade Show. Change in the budget to be approved by SOH.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,000	\$15,000	\$15,000	\$0	\$50,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2020.

Other sources of funding will be:

- City and County of Honolulu – Use of the facility The NBC Exhibition Center.
- Sponsorships (Small Business/Corporations – Hawaii & Philippines).
- Donations (Small Business/Corporations – Hawaii & Philippines).
- Tickets Sales for the Trade Show



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.

None.

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 the fiscal year 2020 for program funding.

None received for the Filipino Chamber of Commerce of Hawaii, however the following was received by the Filipino Chamber of Commerce of Hawaii Foundation entity from the City and County of Honolulu for the "A Taste of Kalihi" event:

Grants Received by the Filipino Chamber of Commerce of Hawaii - Foundation			
Fiscal Year	Activity	Type	Amount
2014	A Taste of Kalihi	C & C of Hon. Grant	\$10,000
2015	A Taste of Kalihi	C & C of Hon. Grant	\$10,000
2016	A Taste of Kalihi	C & C of Hon. Grant	\$10,000
2017	A Taste of Kalihi	C & C of Hon. Grant	\$10,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

**See Exhibit "C" for the FCCH Balance Sheet**

## **V. 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.

The Filipino Chamber of Commerce of Hawaii's experience, institutional knowledge, partnership, and business, government and community connections has been outstanding. Since FCCH's established 64 years ago, it has conducted 28 Goodwill and Trade Missions to the Philippines. It should be noted that the Memorandum of Understanding and Cooperation Between the State of Hawaii and The League of Provinces of the Philippines "LPP" was

signed by Gov. of Hawaii, David Ige and President of the LPP, Ryan Luis V. Sison during the 27<sup>th</sup> Trade Mission (2017).

The Officers and Board Members of FCCH are and have been represented with a wide range of expertise in law, small business, education, real estate, insurance, banking and many more.

FCCH also maintains contacts with the Philippine Consulate General in Honolulu, the Hawaii State Government, the City and Counties of Honolulu and other islands.

The guest speaker for FCCH membership meeting held on 1/9/19 was Vice Consul Andrea Christina Caymo of the Philippines General Consulate. The topic was "Doing Business in the Philippines" which have large interest group in Hawaii. As such there were over 50 attendees.

In addition to the annual Trade Mission, FCCH also annually coordinates the Installation of Officers and Directors Event (500+ attendees); Filipino Entrepreneur of the Year Banquet (350+ attending); Annual Scholarships Program (\$15,000 will be awarded for 2019 to seven (7) Hawaii High School students, plus \$2,500 will be contributed to the University of Hawaii Endowment Funds for Filipinos); and the "A Taste of Kalihi" event. Along with regular monthly meetings featuring guest speakers and activities, FCCH has coordinated numerous golf tournaments, informational events (such as this year's Kinabukasan Series (Financial Literacy Program)) and fundraising events.

Past Presidents of FCCH as listed in **Exhibit "D"**

Current Officers:

President (2018-2019):	Vanessa Tan Kop	Managing Director of Newmark Grubb CBI Inc. Owner of Grindz Station in Kailua
Incoming President: 2019-2020):	Dr. Nancy Atmosphera-Walch	President & CEO - ADVANTAGE Health Care Provider (AHCP) President, AIM Healthcare Institute (AIM HI) Small Business Regulatory Review Board Director, Aloha Medical Mission Member, Chaminade University School of Nursing Advisory Board
Vice President:	Rose C. Galanto	Owner and President of Aloha Tours and Travels and Hills Solid Gold & Gems

Secretary:	F. Jun Suela, ArchD	Principal and Architect Suela and Associates LLC
Treasurer:	Nedy Pia Mendoza Directo	Vice President Commercial Real Estate Loan Bank of Hawaii
Auditor:	Mylene Reyes	General Manager R & M Reyes Enterprise
Legal Counsel:	Ken Nakasone	Attorney at Law and Partner Kobayashi Sugita & Goda LLP
Director (Government and Small Business)	Bennette Misalucha	President Red Monarch Strategies, LLC

## **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.

The event will be held at the NBC Exhibition Hall, Honolulu, Hawaii.

**Address:** Neal S. Blaisdell Center ("NBC")  
777 Ward Avenue, Honolulu, Hawaii 96814

**Dates:** Friday, June 4, 2020, to Sunday, June 6, 2020

## **VI. 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.

The staffing will be made up of volunteers for the Trade Show. The team will tap into the current FCCH Membership, Community Leaders, Small Business Owners, Corporations, and the 300 Filipino organization in Hawaii.

#### **1. Project Manager (Committee Chair)**

Manage with the delegation of the project task to the Managers that are identified below. Develop a comprehensive project plans to be used to execute the Trade Show event with the partnership of the State of Hawaii,

City and County of Honolulu, and the Philippine General Consulate in Honolulu. Track the project performance to achieve successful completion. Excellent leadership and communication skills. Ability to work with Hawaii and Philippines project members. The following managers will report directly to the Program Manager.

- a. International/Foreign Affairs Manager
  - i. The Sister States and Sister Cities Coordinator
- b. Hawaii and Philippines Government Liaison
- c. Trade Show Manager
- d. Economic Outlook Symposium Manager
- e. Tour and Travel Manager
- f. Marketing Manager
  - i. Advertising Coordinator
  - ii. Sales Coordinator
  - iii. Website Designer

2. Administrative/Operations Manager

Manages all the administrative and operations support function for the Trade Show including but not limited to the planning of the meeting, taking minutes, keeping records, reviewing the timeline with the Manager to make sure the Trade Show is on track. Prepare reports and correspondences, keeps a list of the vendors, contractors, participants and all parties that are involved in the Trade Show. Good communication and writings skills. Proficient with technology. The following will report to the Adm./Operations Manager.

- a. Staffing and Volunteer Coordinator

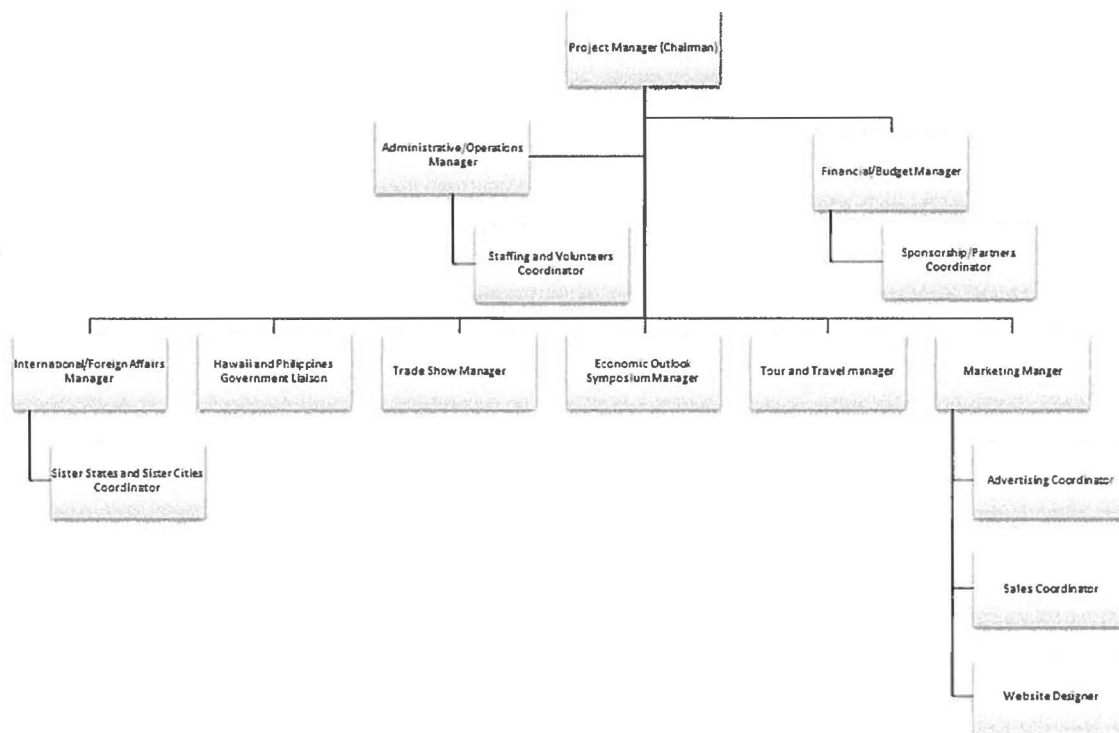
3. Financial/Budget Manager

Prepares the budget for the Trade Show with Program Manager. Manages the revenues and expenses. Keeps records and documentation for verification and future audits. Work with the funding sources. Assist in obtaining funds through Sponsorship and Partnerships. Accounting and fundraising knowledge. The following will report to the Financial/Budget Manager.

- a. Sponsorship/Partners Coordinator

## 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.



See Exhibit "E".

### 3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest-paid officers, directors, or employees of the organization by position title, not employee name.

**None:** Staffing / Personnel is voluntary and without compensation (FCCH Members, Business and Community Leaders).

## VII. Other

### 1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

**None**

## 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.

- Internal Revenue Service Section 501 (c) (3) Exempt Status Letter
- Certification of Good Standings
- Tax Clearance Certificate
- Memorandum of Understanding and Cooperation Between the State of Hawaii and the League of Provinces of the Philippines. **See Exhibit "F"**.

## 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 the fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for the fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

The Grant request is for a first time Trade Show and Economic Outlook Symposium that is being coordinated by FCCH in partnership with the State of Hawaii, City and County of Honolulu, and the Philippines General Consulate in Honolulu.

Approval of this Grant will enable FCCH and its partners to plan, fund and successfully execute the Trade Show.

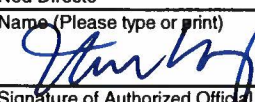
Without the Grant, after the fiscal year 2019-20, FCCH will need to rely on the success of the Trade Show and Economic Outlook to encourage strong participation of the Hawaii businesses, individuals and Community Organizations as well as to seek support from the Philippines to cover the operating cost of the Trade Show.

Consideration also needs to be taken on the timing of the facility as the availability of Neal Blaisdell Center will only be to the end of the 3<sup>rd</sup> quarter of 2020 as the venue is slated for major repairs and renovations.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Filipino Chamber of Commerce 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)
<b>A. PERSONNEL COST</b>				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Venue	0			
2. Exhibiting Space	10,000			10,000
3. Trade Show Service/ Contracts	10,000			10,000
4. Symposium Expenses / Contracts	20,000			0
5. Shipping Cost	10,000			0
6. Promotion/Marketing	0			10,000
7. Website Design (Social Media)	0			10,000
8. Personnel (Volunteer) Expenses	0			2,500
9. Miscellaneous (Office Supplies and Equipm	0			7,500
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,000</b>			<b>50,000</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>50,000</b>			<b>50,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Ned Directo <span style="float: right;">808-554-1535</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	50,000	Signature of Authorized Official <span style="float: right;">Date 1/18/2019</span>		
<b>TOTAL BUDGET</b>	<b>100,000</b>	Vanessa Kop, President Name and Title (Please type or print)		

### BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Filipino Chamber of Commerce of Hawaii

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

**JUSTIFICATION/COMMENTS:**  
Not Applicable



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Filipino Chamber of Commerce of Haw.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Filipino Chamber of Commerce of H

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	Not Applicable					
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Filipino Chamber of Commerce of Hawaii

Contracts Total:

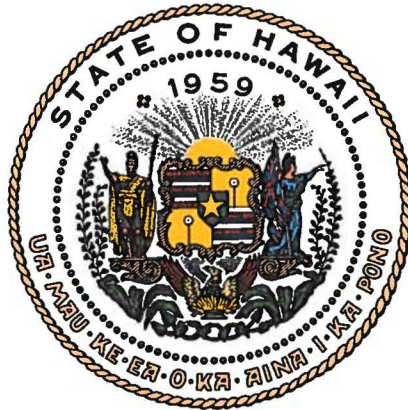
40,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Grant - A Taste of Kalihi	2014	C & C of Honolulu	Hon	10,000
2	Grant - A Taste of Kalihi	2015	C & C of Honolulu	Hon	10,000
3	Grant - A Taste of Kalihi	2016	C & C of Honolulu	Hon	10,000
4	Grant - A Taste of Kalihi	2017	C & C of Honolulu	Hon	10,000
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

---

# EXHIBIT “A”

---



## 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

**FILIPINO CHAMBER OF COMMERCE OF HAWAII**

was incorporated under the laws of Hawaii on 08/26/1988 ; 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 17, 2019

Director of Commerce and Consumer Affairs

# EXHIBIT “B”

**The 2020 Filipino Sister City Trade Show and Economic Outlook Symposium**  
**Frame Work**  
**DRAFT**  
December 31, 2018

**List of Sister States and Sister Cities (Hawaii and Philippines)**

1. State of Hawaii
  - a. Ilocos Sur, Philippines (1985)
  - b. Cebu, Philippines (1996)
  - c. Pangasisan, Philippines (2002)
  - d. Ilocos Norte, Philippines (2005)
  - e. Isabela, Philippines (2006)
  - f. *Memorandum of Understanding and Cooperation between the State of Hawaii and the League of Provinces of the Philippines (Cebu, Ilocos Norte, Ilocos Sur, Pangasisan, and Isabela – 2017).*
2. County of Honolulu
  - a. Baguio, Philippines (1995)
  - b. Candon, Philippines (2015)
  - c. Cebu, Philippines (1990)
  - d. Laoag City, Philippines (1969)
  - e. Mandaluyong, Philippines (2006)
  - f. Manila, Philippines (1980)
  - g. Vigan, Philippines (2003)
3. County of Kauai
  - a. Bangued, Abra, Philippines (2000)
  - b. Davao City, Philippines (2000)
  - c. Urdaneta, Pangasinan, Philippines (1991)
  - d. Davao City, Philippines (2018)
4. County of Maui
  - a. **Zambales Province, Philippines (State)**  
**Resolution No. 68-88 by Supervisor Richard Caldito dated June 21, 1968**
  - b. Quezon City, Republic of the Philippines  
Resolution No. 70-58 by Councilmember Richard Caldito dated February 20, 1970
  - c. Bacarra, Ilocos Norte Province, Republic Of The Philippines  
Resolution No 370 by Councilmember Yoneto Yamaguchid dated November 20, 1970
  - d. Santa & San Juan, Province of Ilocos Sur, Philippines  
Resolution No. 91-114 by Councilmember Vinco Bagoyo, Jr. dated December 6, 1991
  - e. Manila, Republic of the Philippines  
Resolution No. 94-95 by Councilmember Goro Hokama dated September 16, 1994
  - f. Puerto Princesa, Palawan Philippines  
Resolution No. 99-33 by James “Kimo” Apana dated March 5, 1999
  - g. Cabugao, Ilocos Sur, Republic of the Philippines (May 2005)
  - h. Sarrat, Ilocos Norte, Republic of the Philippines (May 2006)
  - i. Badoc, Ilocos Norte, Republic of the Philippines  
Resolution No. 10-71 by Councilmember Gladys Baisa dated November 19, 2010
5. County of Hawaii (Big Island)
  - a. Ormoc City, Philippines (9/14/11)
    - i. Supporting Organizations: Kona Visayan Club, Hilo Visayan Club
  - b. Legaspi City, Philippines (1970)

# EXHIBIT “C”



Filipino Chamber of Commerce of Hawaii  
**Balance Sheet**  
As of December 31, 2018

	<u>Dec 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Checking	
1010 · First Hawaiian Bank #3233	47,214.48
1000 · Checking - Other	<u>-13,867.59</u>
Total 1000 · Checking	<u>33,346.89</u>
Total Checking/Savings	<u>33,346.89</u>
Total Current Assets	<u>33,346.89</u>
Fixed Assets	
1400 · Fixed Asset	
1420 · Office Equipment	<u>469.08</u>
Total 1400 · Fixed Asset	<u>469.08</u>
Total Fixed Assets	<u>469.08</u>
<b>TOTAL ASSETS</b>	<b><u><u>33,815.97</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
3001 · Opening Balance Equity	45,757.82
32000 · Retained Earnings	<u>-11,941.85</u>
Total Equity	<u>33,815.97</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>33,815.97</u></u></b>

# EXHIBIT “D”

# The Presidents

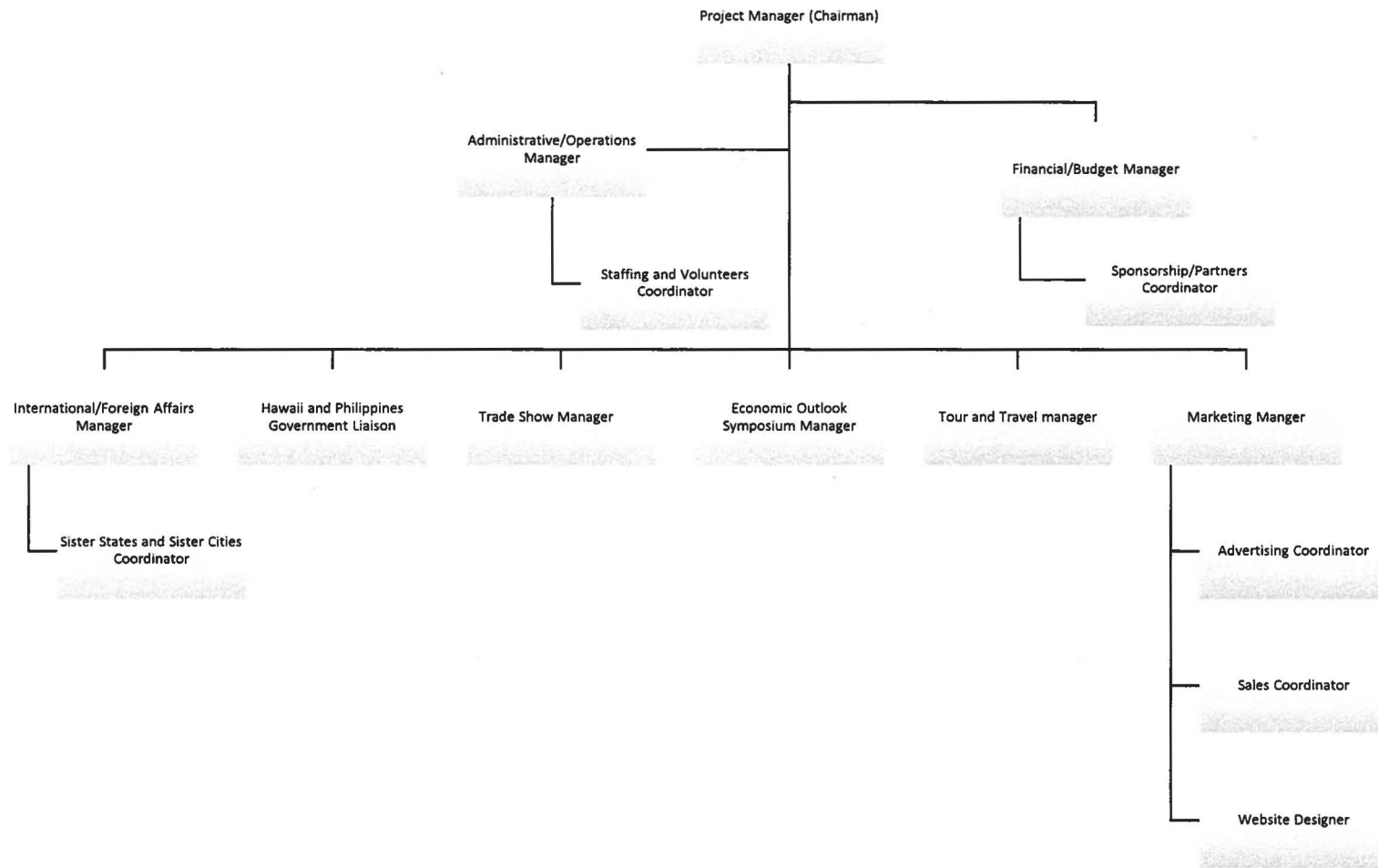
## Our leaders, past and present...

1934-1955	Pastor A. Pablo+	1987-1988	Joseph F. Blanco
1955-1956	Jose B. Labrador+	1988-1989	Cecilia Villafuerte
1936-1957	Benjamin E. Ayson+	1989-1990	Teresita Umali Okihara+
1957-1958	Bernaldo D. Bicoy	1990-1991	Perfecto L. Cortez
1938-1959	Bernaldo D. Bicoy	1991-1992	Wilfredo O. Tungol
1959-1960	Lyn U. Remular+	1992-1993	Lito Alcantra
1960-1961	Fred C. Blanco+	1993-1994	Buddy Gendrano
1961-1962	Fred C. Blanco+	1994-1995	Alfredo C. Evangelista, Esq.
1962-1963	N.C "Bert" Villanueva +	1995-1996	Theo B. Butuyan
1963-1964	Barney B. Menor+	1996-1997	Ismael Europa+
1964-1965	Barney B. Menor+	1997-1998	Rose C. Churma
1965-1966	Ernesto Tesoro	1998-1999	Elias T. Beniga
1966-1967	James Solidum	1999-2000	Bennette E. Misalucha
1967-1968	Vince Dela Cruz	2000-2001	Rey T. Prado, III
1968-1969	Diosdado G. Avecilla+	2001-2002	William Rol
1969-1970	Ricardo Labez+	2002-2003	Nelly Pongco Liu
1970-1971	Ricardo Labez+	2003-2004	Vergel Adonis+
1971-1972	Franciso Ugale	2004-2005	Tony Ofril
1972-1973	Alfred P. Fernandez	2005-2006	Alma A. Caberto
1973-1974	Gene Albano	2006-2007	Stephen E. Callo
1974-1975	Raymond Bartolome+	2007-2008	Jack Legal
1975-1976	Raymond Bartolome+	2008-2009	Jason Pascua
1976-1977	Ernest Bautista	2009-2010	Rosemarie V. Mendoza
1977-1978	Ernest Bautista	2010-2011	Jamesner A. Dumlao, Esq.
1978-1979	Roland D. Sagum+	2011-2012	Harry Alonso
1979-1980	Roland D. Sagum+	2012-2013	Bryan Andaya, Esq
1980-1981	Roland D. Sagum+	2013-2014	Maria A. F. Etrata
1981-1982	Roland D. Sagum+	2014-2015	Paul G. Alimbuyao
1982-1983	Christopher G. Pablo+	2015-2016	Sam Acosta
1983-1984	Isabel M. Tagala	2016-2017	Bernadette D. Fajardo
1984-1985	Isabel M. Tagala	2017-2018	Brandon Dela Cruz
1985-1986	Isabel M. Tagala	2018-2019	Vanessa Tan Kop
1986-1987	Isabel M. Tagala		

+Deceased

# EXHIBIT “E”

# The 2020 Hawaii-Philippines Sister City Trade Show



# EXHIBIT “F”

**MEMORANDUM OF UNDERSTANDING AND COOPERATION  
BETWEEN THE STATE OF HAWAII AND THE LEAGUE OF  
PROVINCES OF THE PHILIPPINES**

**KNOW ALL MEN BY THESE PRESENTS:**

This **MEMORANDUM OF UNDERSTANDING** is entered into this 19<sup>th</sup> day of October 2017 in Vigan City, Philippines by and between:

The **STATE OF HAWAII**, a state duly organized and existing under the laws of the United States of America, with office address at State Capitol Honolulu, Hawaii, USA, represented herein by its Governor, **HON. DAVID IGE**, duly authorized for the purpose, hereinafter, "**STATE OF HAWAII**",

and

The **LEAGUE OF PROVINCES OF THE PHILIPPINES**, a non-stock, non-profit organization of provincial governments of the Republic of the Philippines organized under the 1991 Local Government Code of 1991 and existing under the said laws and others laws of the Republic of the Philippines, with office address at Unit 1510 West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Philippines, represented herein by its National President, **HON. RYAN LUIS V. SINGSON**, duly authorized for the purpose, hereinafter, the "**LPP**".

**RECITALS**

**WHEREAS**, the State of Hawai'i maintains sister state relationships with the Provinces of Cebu, Ilocos Norte, Ilocos Sur, Pangasinan, and Isabela, and has had significant exchanges with these Philippine provinces in the areas of arts, culture, education, business, and trade;

**WHEREAS**, the State of Hawai'i seeks to expand its international ties and has interest in developing goodwill, friendship, and cultural and economic relations between the people of Hawai'i and the people of the Philippines;

**WHEREAS**, the LPP also seeks opportunities for cooperation with other entities in the fields of economy, trade, culture, education, health, tourism and environmental protection to benefit the economic and social development of Philippine Provinces;

**WHEREAS**, the Legislative of the State of Hawai'i has passed significant laws on matters, which are also the main concerns of the member provinces of the LPP, such as land use, conservation of environmental and natural resources, alternative and renewable sources of energy, water and sewerage management, juvenile justice system, educational system, public health, mass transport, housing, and tourism;

**WHEREAS**, the Filipinos constitute the largest ethnic group in Hawaii, who have contributed significantly to the prosperity and development of the State;

**WHEREAS**, the State of Hawai'i and the LPP recognize the rich historical relationship between the United States and the Republic of the Philippines;

**WHEREAS**, the State of Hawaii has designated December 20 of every year as "Sakada Day" to commemorate the anniversary of the arrival of the first Filipino plantation workers in Hawai'i on December 20, 1906.

**WHEREAS**, there are more than 300 Filipino-American organizations in Hawaii reflecting the close people-to-people and cultural links between Filipinos in Hawai'i and in the Philippines.

**NOW, THEREFORE**, for and in consideration of the foregoing, the State of Hawai'i and the LPP enter into this Memorandum of Understanding (hereinafter referred to as "MOU") to represent the commitment of the State of Hawai'i and the LPP to work together to achieve the benefits of cooperation in pursuing the objectives of this MOU.

#### **I. PURPOSE AND OBJECTIVES**

The purpose of this MOU is to strengthen political, social and economic cooperation between the State of Hawai'i and the LPP, and to this end, both shall contribute to the fulfillment of the following objectives:

- A. To increase the exchange of knowledge, information, experiences and best practices that can contribute to the economic and social development of the State of Hawai'i and the member provinces of the LPP and their respective constituents;
- B. To foster peace and goodwill between the people of the State of Hawai'i and the member provinces of the LPP; and
- C. To promote the mutual understanding of the cultures of the each of the Parties through education, information and campaigns, and exchange programs.

#### **II. ACTIVITIES**

The activities to be undertaken pursuant to this MOU may include:

- A. Exchange visits by the citizens of both the State of Hawai'i and the member provinces of the LPP;
- B. Official visits between representatives from both the State of Hawai'i and the LPP officials;
- C. Cultural exchanges and exchange of various information and materials towards the development of mutual understanding between the citizens of both the State of Hawai'i and the member provinces of the LPP, subject to existing laws, rules and regulations of the countries of both Parties;
- D. Sharing of information and best practices in the fields of economy, trade, culture, education, health, tourism, urban land use, alternative sources of energy, mass transport, water and sewerage management, and environmental protection, subject to existing laws, rules, and regulations of the countries of both Parties; and
- E. Sharing of technical experts for policy and program development on identified issues common to both the State of Hawai'i and the LPP.

#### **III. IMPLEMENTATION**

To implement and advance the objectives stated in this MOU, the Parties shall create a Working Group consisting of ten (10) members, five (5) from each of the Party, to adopt and recommend plans and programs and joint initiatives for the purpose. The President of the LPP shall be responsible for naming the (5) members from the Philippines. The Governor of Hawaii can designate the Director of the Hawaii Department of Business, Economic Development and Tourism to name the (5) members of the Hawaii Working Group. Towards this end, the members of the Working Group shall closely coordinate and meet periodically to recommend and review the joint initiatives and to assess and monitor the general progress on the goals and objectives stated in this MOU.

Each of the Parties shall name their respective members to the Working Group within twenty (20) days from signing hereof. Thereafter, upon the initiative to the LPP, the members of the Working Group shall mutually agree to schedule future meetings upon their designation.



**IV. FUNDING MECHANISM**

The travel expense and other administrative cost to be incurred by each of the Parties to implement this MOU shall be borne by the concerned Party.

**V. TERM AND AMENDMENT**

This MOU shall remain in effect until terminated by mutual agreement between the State of Hawai'i and the LPP.

This MOU may be amended at any time by written agreement by the State of Hawai'i and the LPP.

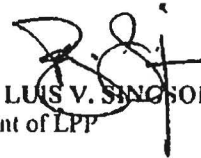
IN WITNESS WHEREOF, the State of Hawai'i and the LPP have executed this MOU on the date and at the place first above written.

THE STATE OF HAWAI'I

LEAGUE OF PROVINCES OF  
THE PHILIPPINES (LPP)



DAVID Y. IGE  
Governor of Hawai'i



RYAN LUIS V. SINGSON  
President of LPP

WITNESSES:



ACKNOWLEDGEMENT

Republic of the Philippines)  
Vigan City ) S.s.

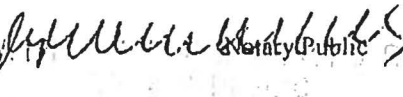
BEFORE ME, on this 18 day of July, 2017 at  
Vigan City, Ilocos Sur,  
Personally appeared the following persons, namely:

NAME	Gov't ID	Place and Date Issued
HON. RYAN LUIS V. SINGSON	P3554809A	OFA Manila July 3, 2017
HON. DAVID IGE	H00817006	Hawaii

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same in their free and voluntary act and voluntary act and deed, and that of the institutions represented including their instrumental witnesses.

This instrument refers to the memorandum of Understanding consisting of four (4) pages, including this page whereon this Acknowledgment is written, duly signed on each and every page and on the left hand margin by the parties, by themselves or by their respective representatives and their instrumental witnesses.

WITNESS MY HAND SEAL on the date and at the place written above.

  
 Notary Public  
 NOTARY PUBLIC  
 2015  
 PTH  
 2017  
 TIT  
 000  
 VIGAN CITY ILOCOS SUR

Doc. No. 59  
Page No. 13  
Book No. 3  
Series of 2017