


Applicant HIPCC Cultural &
Educational Center

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

 Marlene Hagan, President/Interim Director 1/15/19
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE

HIPCC CEC GIA 2019 Proposal Description of Request

140 years ago Portuguese immigrants left their families, friends and homeland never to return to start a new life in a new land called the Kingdom of Hawaii. Island people, skilled in the production and processing of sugar cane, they came to become a part of the international work force that would shape Hawaii's culture and history thereafter. They also brought their food, music, dancing, love of animals and ranching and were instrumental in establishing towns and sharing their business acumen enabling them to flourish. Within this 140 year period of time Hawaii's Portuguese culture has diminished and its history has not been recorded to capture their significant contribution to the Hawaii we know today.

Beginning with a 501(c)(3) established in 2002 to an acre of land donated in 2007, to \$1.2 million in GIA funding from the Legislature in 2016 and 2018, to a community response of close to \$1 million in volunteer time and services, with a blessing of the property in September of 2018 and a timeline for completion of construction in July 2020, we are in great need to reach our financial goal, in partnership with the State, the Portuguese government and our Big Island community. This facility will document and preserve explorations of the Portuguese, their emigration from the Azores, Madeira and mainland Portugal and assimilation into Hawaii's communities. Theirs are stories that have not been documented and will soon be lost, along with their language that is no longer spoken or even recognized by today's Hawaii Portuguese.

3. Public purpose and need to be served

First and foremost, the center will be a repository for archiving the rich history and legacy of the Portuguese in Hawaii. A preservation effort is needed now, before historic photos and documents are lost to ever changing societal and family priorities. Invaluable works such as "Portuguese Hawaiian Memories" by J.F. Freitas, originally published in 1930 and reprinted in 1992, and other historical documents must be preserved for future generations.

The second aim of the project is to create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition. The HIPCC has shown its sincerity in sharing the Portuguese culture by hosting an annual Portuguese Day in the Park in Hilo since 1995. Each year this event provides Portuguese Bean Soup and milk bread fresh from the stone oven to all as a gift from the Chamber to the community. A home of its own will enable it to offer so much more to the public instead of operating in a weather-dependent venue. Over \$100,000 has also been provided to date to Hawaii Island students to further their educations through its scholarships.

Finally, the humorous and gregarious nature of the Portuguese should not be allowed to overshadow their deep pride and dignity as a people. When the original Portuguese immigrants left their homeland, it was never to return. They left behind family and friends to find a new life. In their assimilation most did not pass on their language and it is said that when a language dies so does its culture. This center will enable language classes and cultural experiences to share what was brought with the original Portuguese that came to Hawaii and let them interact with the new generations of families and friends left behind via today's technology. This experience will be available to all other ethnic groups using the facility as well. This facility and its technology will also enable other electronic interactions between professional, educational, business and community organizations island-wide, statewide, nationally and internationally.

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

I. Certification – Please attach immediately after 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.

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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

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 source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

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

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 2020 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

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.

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.

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.

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.

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.

VII. 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.

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.

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.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

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



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE CULTURAL AND EDUCATIONAL CENTER

was incorporated under the laws of Hawaii on 06/12/2002 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 05, 2019 .

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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.

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

 January 15, 2019
(Signature) (Date)

Dr. Marlene Hapai,
(Typed Name)

President/Interim Director, HIPCC CEC
(Title)

II. Background and Summary

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

The Hawaii Island Portuguese Chamber of Commerce (HIPCC) was formed in December, 1981 followed by its first general membership and installation of officers meeting on January 19, 1982 and the support of 155 original charter members representing businesses, education, community organizations and individuals interested in the Portuguese heritage.

The purposes and objectives of HIPCC are:

- To promote trade and commerce
- Advance the understanding of, and appreciation for our free enterprise system
- Inspire persons of Portuguese ancestry in education, business, and community endeavors and
- Encourage the preservation of the unique and valuable Portuguese heritage for the enjoyment and benefit of everyone.

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

2. Goals and Objectives related to request

The purposes of the HIPCC Cultural and Educational Center, which was organized exclusively for educational and charitable purposes as a 501 (c)(3) are as follows:

- To conduct, support and promote educational activities related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To serve as a repository, archive and/or library for documents, manuscripts and artifacts related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To erect, operate and maintain a facility appropriate and suitable for the foregoing purposes.

This grant proposal specifically addresses funding sought to:

- Procure final funding to construct Phase 1 of a cultural and educational facility to be comprised internally of a main hall, hall of exploration, restrooms and storage rooms and externally with traditional verandas, a stone oven and a Portuguese garden, walkways, driveways, parking and landscaping. Phase 2 will complete a certified kitchen and Phase 3 the archives and one or two offices to generate income for building and grounds operations and maintenance.

- Because this is a capital improvement grant, other funds and in-kind contributions are being sought to have some or all of the following elements in place to serve the public as the center opens:
 - 1) Create, design and construct exhibits showcasing the Exploration, Emigration and Assimilation of the Portuguese from the Age of Discovery of the 5th century, to the emigration of the Portuguese from mainland Portugal, the Azores and Madeira Islands in the late 1800's and early 1900's to the Kingdom of Hawaii and to the assimilation of the Portuguese from that time to today, as a major contributor to Hawaii's melting pot of people, to its food, music, paniolo heritage, the establishment of the Big Island's historic towns as original founders and business owners and the impact of those of Portuguese ancestry today making a difference in our community through business, educational, cultural and other endeavors.
 - 2) Furnish the main hall to accommodate cultural events and large gatherings
 - 3) Provide IT capabilities to encourage interactions between families in Hawaii and those left behind in their native countries, both Portuguese and other ethnicities wanting to experience electronic family reunions and accommodate the public with other uses of this media as able.
3. Public purpose and need to be served

First and foremost, the center will be a repository for archiving the rich history and legacy of the Portuguese in Hawaii. A preservation effort is needed now, before historic photos and documents are lost to ever changing societal and family priorities. Invaluable works such as "Portuguese Hawaiian Memories" by J.F. Freitas, originally published in 1930 and reprinted in 1992, and other historical documents must be preserved for future generations.

The second aim of the project is to create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition. The HIPCC has shown its sincerity in sharing the Portuguese culture by hosting an annual Portuguese Day in the Park in Hilo since 1995. Each year this event provides Portuguese Bean Soup and milk bread fresh from the stone oven to all as a gift from the Chamber to the community. A home of its own will enable it to offer so much more to the public instead of operating in a weather-dependent venue. Over \$100,000 has also been provided to date to Hawaii Island students to further their educations through its scholarships.

Finally, the humorous and gregarious nature of the Portuguese should not be allowed to overshadow their deep pride and dignity as a people. When the original Portuguese immigrants left their homeland, it was never to return. They left behind family and friends to find a new life. In their assimilation most did not pass on their

language and it is said that when a language dies so does its culture. This center will enable language classes and cultural experiences to share what was brought with the original Portuguese that came to Hawaii and let them interact with the new generations of families and friends left behind via today's technology. This experience will be available to all other ethnic groups using the facility as well. This facility and its technology will also enable other electronic interactions between professional, educational, business and community organizations island-wide, statewide, nationally and internationally.

4.Target population to be served

This center is an island and state-wide initiative to serve all people in our state, especially those of Portuguese ancestry, to help them trace their ancestry and reconnect as possible with relatives locally and worldwide. Because people of Portuguese ancestry are found all over the world today and we are incorporating a global element honoring and exhibiting Portugal's golden age of discovery in the 15th century, we envision the center to be visited by people from many countries with Portuguese affiliations. A 30-panel display donated from Portugal commemorating the 500th anniversary since their Age of Discoveries will also add to the international attraction of the Center. Additionally, the center will reach out to all visitors to share the culture and history of one of Hawaii's people, something many visitors choose to do when visiting new places.

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

5.Geographic coverage

The facility will service Hawaii's people whose Portuguese ancestors were spread throughout the islands for plantation and other purposes and will accommodate visitors from all islands, states and nations worldwide. Technology will enable electronic visits between island residents of all ethnicities and others worldwide.

Recent pledges to the Center made at the 140th anniversary celebration of the arrival of Hawaii's first Portuguese immigrant families and blessing of the Center grounds in September 2018 by the Azorean Government of 500 books, CDs and videos to establish the Center's resource section and from the Portugal Counsel General a 30-panel display produced by the National Commission for the Celebration of the Portuguese Discoveries on "The Portuguese Journeys and the Meeting of New Civilizations" will increase the geographic coverage attracting Portuguese language speakers, the 4th most spoken language in the world.

III. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities

An acre of land at the intersection of Ponahawai and Komohana in Hilo, Hawaii (Lot 12-A, Ka Palani Kula Subdivision, TMK (3) 2-3-037-006 (Portion)) was transferred via a Warranty Deed from Frank DeLuz III, (founding member-present, officer, Board member) to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center (HIPCC CEC) on December 31, 2007. This transfer assigned the HIPCC CEC and its successors, right, title or interest in the property in fee simple forever. Amended on April 7, 2008, should HIPCC CEC decide it necessary to vacate, dispose, sell and/or transfer the property described in the Warranty Deed as Lot 12-A, the land reverts back to the Frank DeLuz III Trust, but HIPCC CEC retains all rights to any structures on the property. Presently, the County of Hawaii Real Property Tax Office lists the current Market Land Value at \$165,000, thus making this the first In-kind contribution to launch the building of the HIPCC Cultural and Educational Center, envisioned by many members in 2002 when this non –profit arm of the chamber was incorporated. The value of the transfer on 12/31/2007 was \$294,000 and Mr. De Luz has been approached recently by a buyer being offered \$400,000.

In 2015 HIPCC members began clearing the land with intentions of moving forward with building the center. Much of the grass and other vegetation was cleared in September 2018 to accommodate the blessing of the Center grounds and in November, the geotechnical engineering team. In 2016 we also accepted, via a memorandum of agreement, the Programming and Conceptual Pro Bono Design of Erskine Architects, Inc. which has thus far provided a conceptual design and Opinion of Probable Cost to submit viable grant proposals and begin the contracting process. This Opinion of Probable Cost projection includes Design Work, Site Work and Building Work. Erskine Architects increased the commitment of their pro bono services to a value of \$55,000. The original Opinion of Probable Cost has been modified to represent only Phase 1 which includes the main assembly hall, entry hall, restrooms and storage rooms internally and walkways, stone oven, landscaping, driveways and parking outside.

Erskine Architects proposed a projected timeline which we submitted to the Department of Accounting and General Services which resulted in a contract for Phase 1. The design phase has been in progress on a “pro bono” basis since 1/8/16 and continues since contracted with Erskine Architects Inc. on 10/26/2018 at which time the Schematic Design Phase commenced. This will be followed by the Design Development Phase, Construction Documents Phase, Permitting Phase, Pricing and Bidding from January through November of 2019 with Construction beginning in

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December of 2019 with completion projected by July 2020. The Opinion of Probable Cost, preliminary building design incorporating the story of Hawaii's Portuguese and their rich history, and project timeline are appended.

Exhibit planning has already begun and thus its incorporation into the building design. The flow of the story begins with Portugal's Age of Discovery in the 15th Century incorporating the map of these discoveries created on Portuguese tiles onto a wall in the Hall of Explorations as you enter the Center. A recent pledge of a 30-panel display from the Portugal Counsel General entitled "The Portuguese Journey and the Meeting of Civilizations" will also share this rich history of explorations. Videos and an activity center are also being considered for this area focusing on ocean travel and the challenges of life at sea. Upon entering the main hall the story of the emigration of the Portuguese people from the Azores and Madeira, as well as mainland Portugal, from 1878-1913 via 29 ships incorporating photos of the ships and surnames taken from the original ship manifests of the families arriving on each ship will be shared via a series of exhibits. Short quotes from each ship log will also be added to provide the human element tied to each voyage. The story is completed with the assimilation of the Portuguese people in Hawaii with their music, dance, food, paniolo lifestyle, the establishment of Big Island towns and their prominence today in business, education, government, community affairs and other areas throughout the years. A videoconferencing element is also planned to provide the opportunity for electronic family reunions, as many families that left the Azores and Madeira have never been reunited. This venue will also be available to other families in Hawaii to connect with their families from afar and be available to other entities needing to use videoconferencing. Exhibit planning and construction will continue throughout the entire project to have the center open with all elements in place. These projected exhibits will include input from others and reflect what is available for exhibition.

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

Director: Oversee operations on a daily basis, create and manage Center budget, write and manage grants, fundraise, initiate programs, supervise other personnel.
(Half time: \$20,000-25,000)

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Clerk: Collect monies, keep financial records of all facility-related income and expenditures, assist director with correspondence and as needed (\$12.50/hour)

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

Janitor/Groundskeeper: Maintain building and grounds, assist director as needed, (\$10.00/hour)

Exhibit Planner/Archivist: Create and maintain exhibits, assist director as needed (\$15/hour)

2. Projected Annual Timeline:

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

With the new direction of dividing the Center project into Phases 1, 2, and 3 to meet funding goals, Phase 1 is projected by Erskine Architects to be completed as follows: Schematic and Design Development Phases and Construction Documents Phase between November 2018 and March 2019. Permitting Phase (April – September, 2019). Pricing and Bidding Phase (June – November 2019). Construction Phase (December 2019 – July 2020).

A blessing of the Center ground was held September 30, 2018 to commemorate the 140th anniversary of the arrival of Hawaii's first Portuguese immigrant families. The Portugal General Counsel of San Francisco and the Regional Director of Communities of the Azorean Government were present. The Portuguese Navy training vessel, "Sagres", is being invited to join us for the Center opening in 2020. The County of Hawaii provided \$16,700 in support of the 140th anniversary activities.

4 Project Phases:

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

In total, 1,000 signatures and 550 letters of support for the Center were sent to the 28th Hawaii State Legislature. Our goal through private contributions and fundraising events has been \$275,000 or more over a period of 3 years (2016-2019) with anticipation of more in-kind contributions from various local businesses. After two years, we are at roughly \$185,000 toward this goal with 2019 ahead of us. Services offered thus far whose values have been determined have letters appended to this proposal, while others who have indicated support in the past or more recently are in the process of being contacted and their value will be determined as planning and construction commence.

Kinds and Value of In-kind contributions: (January 2016 - January 2019)

<u>Category</u>	<u>Kind of Contribution</u>	<u>Value</u>
Property	1.0 acre of land	\$400,000
Services	Land Surveying	9,500
	Electrical Engineering	40,000
	Architectural	55,000
	Director/Exhibit Planner/ Archivist	156,000
	Mason, Plumbing, Carpentry (pending MOA)	200,000
	Landscaping	15,000
Materials	Concrete and Gravel	65,000
Travel Expenses	President/Interim Director	20,518
TOTAL		\$961,018

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

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Vendors in Lisbon have been contacted to determine price, production and shipping charges to create a Portuguese tile mosaic reproduction of the giant marble windrose in Belem/Lisbon surrounding a world map of the 15th century Portuguese explorations Age of Discoveries. It is most impressive and a vital part of the story of Hawaii's Portuguese. The ship logs, written by Captains of the ships who brought the original Portuguese to Hawaii often mention the connection of the people they were bringing with the names of Portugal's famous explorers.

Volunteer services were also provided by HIPCC, HIPCC CEC and community members throughout 2017.

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

- 3. January 2018 – December 2018 – Major private fundraising and requesting more in-kind contributions continued throughout this time period. Exhibit research and planning also continued to coincide with center completion and opening in mid 2020. Personnel will continue on a pro bono basis until operational dollars are generated.**

Fundraising events for 2018 once again included Portuguese Day in the Park on February 11th and a Founder's Ball on September 29th culminating with festivities to celebrate the 140th anniversary of the arrival of Hawaii's first Portuguese immigrant families on September 30, 2018 with a blessing of the center's grounds and reception. Additionally, the County of Hawaii provided funding to sponsor a travelling presentation to Kona, Kau, Honokaa and Hilo including exhibits, oral histories, food and music to share the 140th anniversary celebration and incorporate each area's contributions.

- 4. November 2018 – July 2020 (Opening of Center)**
Projected Erskine Architects schedule based on contract executed October 26, 2018 to include design, documentation, bidding, permitting, construction of Center. (Subject to modification with further consultant input and finalizing design.)

PLANNING PHASE (programming, Conceptual design, budgeting, Preliminary land-use approval from County of Hawaii)	1/8/16	12/1/17
SCHEMATIC DESIGN PHASE (preliminary design coordination w/ HIPCC CEC, architects, engineers and County of Hawaii)	11/18	1/19
DESIGN DEVELOPMENT PHASE (progress of design coordination with engineers and application for Plan Approval)	1/19	4/19
CONSTRUCTION DOCUMENTS PHASE (final design coordination with HIPCC CEC and engineers – prepare project manual consisting of front end documents and technical specifications, bid materials and prepare documents for regulatory approvals, respond to RFI's)	3/19	4/19
PERMITTING PHASE (applications for regulatory approvals, respond to regulatory review comments, coordinate responses with engineers, issue addenda to bidders, etc.)	4/19	10/19
PRICING/BIDDING PHASE (bid invitation, pre-bid meeting, solicitation of bid proposals, respond to RFI's, review, analysis and scoring of proposals and final bid award)	6/19	12/19
CONSTRUCTION ADMINISTRATION PHASE (construction agreement, pre-con meeting, construction process, OAC meetings, post	12/19	7/20

contract addenda, review pay apps, issue certificates for payment, substantial completion, punch lists, final completion)

Purchasing of and completion of initial exhibits, furniture and IT components.

Amount Requested: \$300,000

3. Quality Assurance and Evaluation Plans:

The results or goal of this project is to build a Portuguese Cultural and Educational center of the highest quality at the lowest cost in order to maximize resources. Value engineering will be used as able as well as local professionals have volunteered their services to keep costs down. The Project Manager will work with all involved to complete the project with resources provided following LEED, ADA and other requirements as well as using professional evaluation tools and guidelines.

4. Measures of effectiveness:

- Throughout the grant funding period, quarterly reports will be forwarded to the granting agency (State of Hawaii respective agency) to compare funding and projected project progress associated with that funding. 2018 has included contracting with DAGS and Erskine Architects and thus beginning the Schematic Design Phase. 2019 will complete the Schematic Design Phase, Design Development Phase, Construction Documents Phase, Permitting Phase and Pricing and Bidding Phases. 2020 will begin and end with the Construction Administration Phase and include mainly building construction, landscaping and exterior construction, including walkways, parking and access and completion of exhibits. Internal furnishings as well as IT requirements will also be addressed.
- All elements will be evaluated by standard architectural, design and building methods to determine their effectiveness to include permitting and use once open for business.
- Once open, a Customer Satisfaction survey will be given to each visitor to determine effectiveness of Storyline associated with center exhibits, facility, parking and access and services provided, to include videoconferencing family reunions, and use of kitchen and hall. Surveys will assess services available after completion of each phase (Phase 1, 2 and 3).

IV. Financial: Note: Fundraising began in February 2016 having a piece of property, \$7951.51 in checking and needing \$4,293,484 for all 3 phases of our Center project. Today we have a \$1.2 million State Grant-in-Aid, approximately \$961,000 of In-Kind Donations and Services, private donations and strong community support and are only \$458,000 from our Phase 1 goal of \$2,242,996. Other grants and funds will be sought for Phases 2 and 3 which will complete our Center with a commercial kitchen and archives room and offices.

Budget:

1. Budget forms included.
2. Quarterly Funding Requests

Fiscal Year 2019-2020:

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Total Grant</u>
\$75,000	\$75,000	\$75,000	\$75,000	\$300,000

3 . Other funding sources sought for 2019 fiscal year:

Will pursue other grants to raise an additional \$77,578 and have a Fundraising goal of \$80,000.

4. State and federal tax credits: None

5. State and County Grants:

State of Hawaii Grant-in-Aid, 2016-2017: \$1,000,000

State of Hawaii Grant-in-Aid, 2018-2019: \$200,000

County of Hawaii Contingency Fund grant: 2016-2017: \$10,000

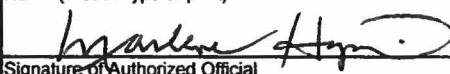
County of Hawaii Contingency Fund Grants: 2018-2019: \$16,700

6. Balance of unrestricted assets as of December 31, 2018: \$543,536

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

HIPCC Cultural and Educational Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	300,000			157,578
TOTAL (A+B+C+D+E)	300,000			157,578
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	Dr. Marlene Hapai 808-966-9894		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	157,578	Signature of Authorized Official Date		
TOTAL BUDGET	457,578	President/Interim Director, HIPCC CEC		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

HIPCC Cultural and Educational Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director	1	\$50,000.00	50.00%	\$ 25,000.00
Clerk	1	\$24,000.00	50.00%	\$ 12,000.00
Exhibit Planner/Archivist	1	\$30,000.00	50.00%	\$ 15,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				52,000.00
<p>JUSTIFICATION/COMI Director needed to write/manage grants, assist with fundraising, oversee personnel. Clerk manages funds/keeps records.</p> <p style="text-align: center;">Exhibit Planner/Archivist to research/create exhibits. All personnel costs to be provided through in-kind contributions (See letter)</p>				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

HIPCC Cultural and Educational Center

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS IT Videoconferencing equipment needed for family reunions and other interactions between Hawaii Island and elsewhere.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

HIPCC CEC

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	0	0	0	0		
LAND ACQUISITION	0	0	0	0		
DESIGN	250000	0	0	0		
CONSTRUCTION	750000	200000	300000	107518		
EQUIPMENT	0	0	0	50000		
TOTAL:	1000000	200000	300,000	157,518		
JUSTIFICATION/COMMENTS:						
Plans provided via pro bono services. Land donated. See Phase 1. Budget Request by Source of Funds Narrative.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

HIPCC Cultural and Educational Center

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)
1	State of Hawaii GIA	7/31/18-12/20	DAGS	State of Hawaii
2	County of Hawaii Contingency Fund	7/1/16-6/30/18	R & D	County of Hawaii
3	State of Hawaii GIA	7/1/18-6/30/19	DL& IR	State of Hawaii
4	County of Hawaii Contingency Fund	9/18-6/30/19	R & D	County of Hawaii
5	County of Hawaii Contingency Fund	9/18-6/30/19	R & D	County of Hawaii
6				
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HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE
CULTURAL AND EDUCATIONAL CENTER (HIPCC CEC)
PHASE 1 BUDGET REQUEST BY SOURCE OF FUNDS
 Period: July 1, 2019 to June 30, 2020
 Total Cost of Project: \$2,242,996.82

BUDGET CATEGORIES	Total Funds Requested	State of Hawaii	Current Assets/Deferred In-Kind Cont.	Atherton Foundation	*State of HI 2019 GIA	*Other Grants/ Fundraising
A. Personnel Salaries	\$52,000	0		0	0	0
B. Exhibits/IT/ Construction	\$50,000	0	0	0	0	\$50,000
C. Capital	\$2,140,996	\$1,200,000	\$560,418.40	\$25,000	\$300,000	\$107,578
TOTAL (A+B+C)	\$2,242,996	\$1,200,000	\$560,418.40	\$25,000	\$300,000	\$157,578
FUNDING SOURCES	\$1,200,000					
State of Hawaii						
Current Assets	\$184,936.40					
Deferred In-Kind Contributions	\$375,482					
Atherton Foundation	\$25,000					
*State of HI 2019 GIA	\$300,000					
*Other Grants	\$77,578					
*Fundraising	\$80,000					
TOTAL BUDGET	\$2,242,996					

Prepared By: Marlene Hapai, President/Interim Director HIPCC CEC (808) 966-9894 mhapai@aol.com 1/14/19 *Seeking Funding

BUDGET NARRATIVE:

Total Assets Available for Phase 1:

State of Hawaii -	\$1,200,000	Grants in Aid Funded
Atherton Foundation Grant	25,000	
Current Assets (Checking/Savings) -	184,396.40	
Deferred In-Kind Contributions -	375,482	
<hr/>		
	\$1,784,878.40	

***Grants:**

To Be Submitted:	Amount	Date
First Hawaiian Bank	\$25,000	June 2019
Bank of Hawaii	\$50,000	August 2019
Matson Foundation	\$10,000	August 31, 2019

***In-Kind Donations/ - \$1,016,500 (\$641,018 Already provided, \$375,482 still available) - Services**

In-Kind Contributions Pledged/Expended/Available

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

Erskine Architects, Inc.	Architectural Services	\$55,000	X	\$55,000	0
Oki Electrical Engineering	Electrical Engineering Services	\$40,000	X	0	\$40,000
Administrative Consulting for Institutional Advancement	Administrative Services for Project, Grant Writing	\$208,000	X	\$156,000	\$52,000
KTL Design, LLC	Landscaping Design	\$14,000	X	0	\$14,000
Edwin De Luz Trucking & Gravel, LLC	Concrete & Gravel for Slabs/Walkways	\$65,000	X	0	\$65,000
Hawaii Building & Construction Trades Council	Provide Labor to do Slab as Community Service	\$200,000		0	\$200,000 (MOA Pending)
Dr. Marlene Hapai	Travel Expenses HIPCC CEC President/ Interim Director (2016-2020)	\$25,000		\$20,518 (2016-2018)	\$4482 (2019-2020)
Total		\$1,016,500		\$641,018	*\$375,482

In-Kind Donations and Services are valued at \$1,016,500 to date. Of these, \$641,018 have already been used for land acquisition, surveying and clearing, as well as architectural renderings, exhibit planning, administrative services, grant writing and travel. Deferred In-Kind Contributions remain with a balance of \$375,482 as of December, 2018. Available In-Kind Contributions are not included in Unrestricted Assets as of 12/31/18 as they have already been subtracted from Probable Opinion of Cost of Project.

Fundraising: \$80,000

Date	Event	Fundraising Goal
2019		
03/03/19	Portuguese Day in the Park	\$3,500
09/29/2018	Founders Ball	\$76,500
<hr/> Total		\$80,000

V. Experience and Capability
1. Necessary Skills and Experience

<p>Name: Dr. Marlene Hapai Professor and Regent Emeritus, University of HI</p>	<p>Title: Marlene Hapai *President/Interim Director, HIPCC CEC 7/1/17 to present *Grant Administrator, *HIPCC President 2015-2017 *1st VP 2013-2015, *2nd VP 2012-2013 *HIPCC Board Member 2010-Present</p>	<p>Skills, Abilities & Knowledge Relating to Request: Marlene Hapai *Executive Director Imiloa Astronomy Center (2004-2006) (Responsible for coordinating building of \$28 million facility to include working directly with project engineer, landscape architect, building architect, exhibit staff and companies, restaurant vendors, planetarium company, digital display company) Co-writer of first grant to fund center *30-Years Teaching Experience @ 6-12 grade, community college, 4-year college and graduate levels and teacher training *16 Years Administrative Experience: Asst. Director Na Pua Noeau (1989-1992) Department, Division and Program Chair, UH Hilo Natural Sciences (1991-2000), Associate Dean College of</p>	<p>Experience & Related Projects 3 Years Pertinent to Request: Marlene Hapai *Grant writer for HIPCC CEC: Grants Funded: 2016: \$1 million State of Hawaii Grant in Aid 2017: \$10,000 County of Hawaii Contingency Grant, \$25,000 Atherton Grant 2018: \$200,000 State of Hawaii Grant in Aid \$16,700 County of Hawaii Contingency Grant *Fundraising: 2017 Founders Ball - \$74,300 net raised 2018: \$88,200 Culturally-related Work: November 2015- Present: President, Interim Director HIPCC and HIPCC CEC *2008-Present – Business Manager and Co-Owner of Andrade Building, historic building built</p>
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<p>*Fred K. Erskine, AIA Principal, Erskine Architects, Inc.</p>	<p>Fred Erskine: *Project Manager Extensive experience in designing, planning and constructing non- profit, culturally- related structures in Hawaii, HIPCC Member 2010 – Present</p>	<p>Tropical Agriculture & Human Resources, UH Manoa(2000-2004), Executive Director Imiloa (2004-2006) *Acquired and Administered \$7 million in grants (1990- 2010) *Full resume available upon request</p> <hr/> <p>Fred Erskine: *Erskine Architects established in 2001 and a recognized firm in Hawaii *Provide effective project management through comprehensive design services approach *Services include feasibility studies, facilities assessments, space and master planning * Oversee all phases of design including land- use entitlements, permitting and other regulatory approvals, competitive bidding services and construction administration. *Develop project specific requests for proposals *Author design and constructing agreements * Emphasis on teamwork in all aspects</p>	<p>in 1924 in Honokaa helping to establish the town. In process of refurbishing and restoring building and home. House is being used to tell the story of the Andrade family coming to Hawaii as part of the cultural restoration of Hawaii's original Portuguese immigrants. *Involved in project dedicating the newly refurbished Honokaa Rodeo Arena as the Rose Andrade Correia Stadium, named after her grandmother *Planned and coordinated the 90th Anniversary celebration of the Andrade Building to share the Portuguese culture and history of the Andrade family *Coordinated HIPCC gifting the Honokaa Library with a fire- proof cabinet to preserve the original ship logs and manifests of the Portuguese immigrants to Hawaii from 1878-1913</p> <hr/> <p>Fred Erskine: The following education and culturally-related</p>
---	--	---	---

		<p>of work *Provide architectural services that meet client needs and budget</p>	<p>projects have been undertaken and completed by Erskine Architects, Inc. since 2013: *Aha Punana Leo o Kauai Cost: \$344,000 Size: 3,570 sq.ft. Completed: 2013 Location: Lihue, Kauai</p>
<p>*Frank DeLuz III Real Estate Agent, Big Island Rancher and Landowner, Former Hawaii County Council Member and Chair</p>	<p>Frank DeLuz III *Project Initiator/Philanthropist *Has kept project alive since its conception to present</p>	<p>Frank DeLuz III *First HIPCC CEC President 2007-2016 *Vice President, HIPCC CEC, July 1, 2017 through present *Founding Member, HIPCC, 1982-Present *President HIPCC, 1991-1992 *HIPCC CEC Honorary Founding President in perpetuity</p>	<p>*Aha Punana Leo, "Hale Ho'okipa" at Nawahiokalani'opu'u Cost: \$1.1 million Size: 3,730 sq.ft. Completed: 2015 Location: Kea'au, HI *Aha Punana Leo Cost \$1.1million 5,000 sq.ft. Completion: end of 2018 Location: Keaau HI *Ke Kula O Samuel M. Kamakau Cost: \$400,000 1500 sq.ft. Completion scheduled end of 2019 Ha'iku Valley Oahu</p> <hr/> <p>Frank De Luz III *Former Hawaii County Council Chair and Councilman *Extensive knowledge of Portuguese heritage in Hawaii *Donator of property to HIPCC Cultural & Educational Center</p>

2. Facilities

This is a capital improvement proposal. Facilities do not yet exist, but a plan is appended to show the conceptual design of the building and surrounding landscaping, external requirements and enclosures. An Opinion of Probable Cost proposal is also provided to approximate the cost of the project.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Center Director:

Qualifications:

- 2 or 4-year degree in Hospitality, Business, Museum Studies, Education or other programs related to managing cultural and educational centers or comparable experience
- Good interactive people skills
- Ability to write and manage grants and raise funds for center
- Ability to effectively represent center in all types of media: internet, newspaper, radio, television, social media, other
- Ability to create and manage center budget
- Ability to oversee center operations on a daily basis
- Ability to initiate new cultural and educational programs
- Ability to supervise other center personnel
- Knowledge of and interest in Portuguese culture
- Good IT skills

Supervision:

- Under HIPCC Cultural and Educational 501 (c)(3) Board Coordinators

Training:

- By former Imiloa Director or equivalent and through shadowing of and meeting with comparable personnel in other Hilo museums.

Center Clerk:

Qualifications:

- Certificate, 2 or 4 year degree in Business, Accounting or comparable field or equivalent experience
- Able to maintain records of all facility-related income and expenditures
- Able to assist Director in all grant-related or other fundraising record keeping

Application for Grants

- Assists Director in correspondence
- Assists with "Gift Shop" and other purchases
- Assists with visitor admission and record keeping
- Proficient in current computer programs, good IT skills
- Interest in Portuguese culture

Supervision:

- Under Center Director

Training:

- By Center Director and shadowing comparable personnel in other Hilo museums

Exhibit Planner/Archivist:

Qualifications:

- 2-4 year degree or experience in Museum Studies, Graphic Arts, Computer Science or other programs and experience applicable to creating and maintaining exhibits
- Ability to search online to identify and acquire materials
- Ability to help create (research, write, graphics) exhibits
- Ability to communicate orally and in written form with others to obtain permission to use information and photos for exhibits and negotiate pricing
- Graphic Arts experience
- Responsible for exhibit maintenance
- Current IT skills
- Ability to set up a data base of Center information for Center use and visitor access
- Interest in Portuguese culture

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Volunteer Coordinator:

Qualifications:

- Experience in coordinating volunteer activities
- Good interpersonal skills
- Able to train docents and volunteers
- Ability to do scheduling of events and people
- Ability to assist Director as needed
- Interest in Portuguese culture

Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

Janitor/Groundskeeper:

Qualifications:

- Experience in caring for facilities to include general cleaning and maintenance
- Ability to maintain facility at highly clean and sanitary standards
- Knowledge of proper use of cleaning agents
- Experience in maintaining grounds
- Knowledge of proper use of pesticides and fertilizers
- Knowledge of and ability to use and maintain grounds-keeping equipment
- Ability to assist Director as needed
- Interest in Portuguese culture

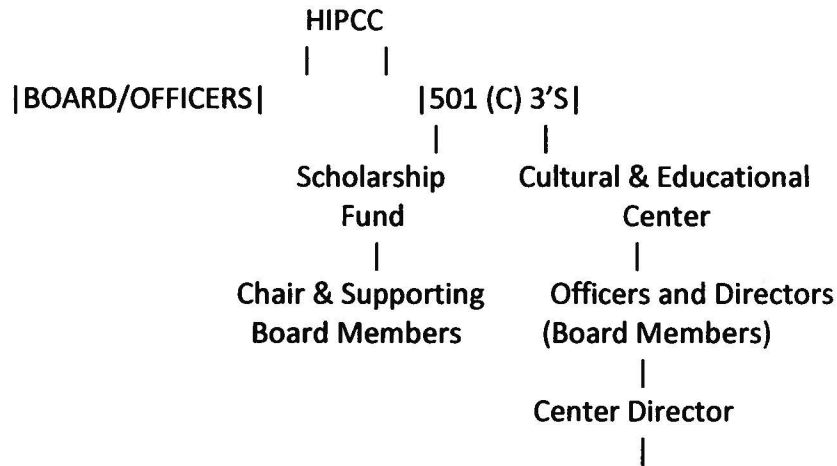
Supervision:

Under Center Director

Training:

By Center Director and shadowing comparable personnel in other Hilo museums

2. Organization Chart



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

The HIPCC is managed by a Board with annually elected officers. HIPCC has formed two 501 (c)3's over the years to provide educational scholarships and to build and operate a cultural and educational center. The organizational chart provided above includes the separate chamber Board and its officers and the two 501 (c)(3) entities. Each 501 (c)(3) is registered with the State of Hawaii Department of Commerce and Consumer Affairs, has its own governing Officers and Board of Directors and reports to the Chamber Board at each monthly meeting. The Officers and Directors of the Cultural and Educational Center 501 (c)(3) will supervise the Center Director once hired during the operational phase when funds are available. The Center Director will supervise all other Center employees.

3. Compensation – Provide annual salaries of 3 highest paid officers:

All positions listed below are at the half-time equivalent:

Director - \$20,000- 25,000/ year

Exhibit Planner/Archivist - \$10,000 – 15,000/year

Clerk -\$12,000/year

VII. Other

1. **Litigation** – Disclose any pending litigation – None
2. **Licensure or Accreditation:** Does HIPCC possess any prior to this request? None
3. **Private Educational Institutions:** Not Applicable

4. **Future Sustainability Plan**

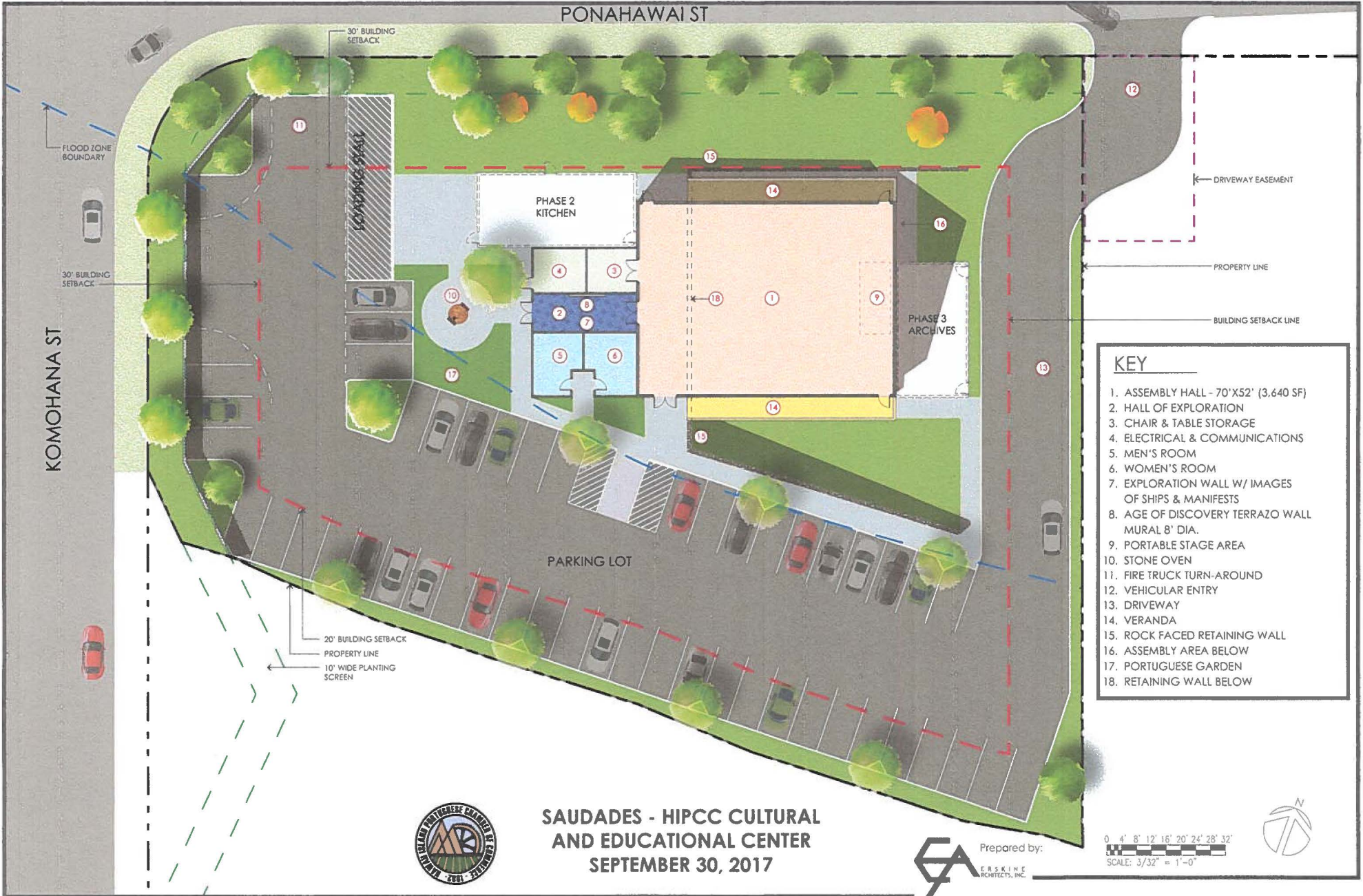
Should all needed funds not be available in the 2019-2020 funding cycle to complete Phase 1 of the center, additional grants will be submitted to the County and State, private fundraising will continue (specifically seeking large donors and naming opportunities), other foundation grants and the request for and use of additional volunteer service via in-kind contributions will be sought. To date we have received pledges of almost \$961,000 of in-kind contributions. We will work diligently to receive more. Once open, hall and videoconferencing rentals will contribute to the Center operational budget, as well as entry fees, membership dues and annual fundraising events. As the kitchen opens, kitchen rental will be another source of funds as the need for a commercial kitchen is greatly needed.

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

PHASE 1 - OPINION OF PROBABLE COST

10/16/2017

PROJECT: <u>HIPCC Cultural and Educational Center</u>						
LOCATION: <u>Hilo, Hawaii</u>						
JOB NO.: <u>1410</u>						
PHASE: <u>Phase 1</u>						
Item No.	Description	Qty.	Unit	Unit Cost (\$)	Sub-Total	Totals
1	Contractor Mobilization	1	Lump Sum	2,500	2,500	2,500
SITE WORK						
1	Site Clearing & Grubbing**	1	Lump Sum	2,500	2,500	
2	Site Prep, Excavation and Grading	1	Lump Sum	85,000	85,000	
3	Site Utilities: Domestic Water	1	Lump Sum	30,000	30,000	
4	Site Utilities: Individual Wastewater System	1	Lump Sum	95,000	95,000	
5	Site Utilities: Fire Protection Water	1	Lump Sum	30,000	30,000	
6	Site Electrical, Telecom and Site Lighting	1	Lump Sum	175,000	175,000	
7	Site/Storm Drainage	1	Lump Sum	50,000	50,000	
8	Driveways, Parking and Striping	1	Lump Sum	200,000	200,000	
9	Site Retaining Walls	1	Lump Sum	85,000	85,000	
10	Concrete Walkways and Pads*	1	Lump Sum	0	0	
11	Signage	1	Lump Sum	2,000	2,000	
12	Landscaping*	1	Lump Sum	0	0	
	Sub-Total:				754,500	754,500
BUILDING WORK						
1	Assembly Hall	3500	SF	225	787,500	
2	Hall of Exploration**	280	SF	300	84,000	
3	Support Space (Restrooms, Storage, Etc.)**	800	SF	300	240,000	
4	Concrete slab assembly area below*	1	Lump Sum	0	0	
	Sub-Total:				1,111,500	1,111,500
SUB-TOTAL: Site Work and Building Work						1,868,500
	Contingency			10%	186,850	
	Sub-Total w/ Contingency					2,055,350
	GE Tax			4.167%	85,646	
GRAND TOTAL:						2,140,996
NOTES:						
1. We make no warranty, express or implied, that design fees, construction bid(s), and/or the negotiated cost of the work will not substantially vary from this opinion of probable cost (OPC). Should a higher level of confidence in predicting anticipated construction and design costs than that provided in this OPC be required, the Client should retain the services of a professional cost estimator for this purpose.						
2. This OPC does not include allowances for inflationary cost increases.						
3. This OPC does not include furnishings, fixtures and equipment (FFE).						
* In-kind donated materials and services.						
** Reduced cost per unit area due to in-kind donations of materials and/or services.						



- KEY**
1. ASSEMBLY HALL - 70'x52' (3,640 SF)
 2. HALL OF EXPLORATION
 3. CHAIR & TABLE STORAGE
 4. ELECTRICAL & COMMUNICATIONS
 5. MEN'S ROOM
 6. WOMEN'S ROOM
 7. EXPLORATION WALL W/ IMAGES OF SHIPS & MANIFESTS
 8. AGE OF DISCOVERY TERRAZZO WALL MURAL 8' DIA.
 9. PORTABLE STAGE AREA
 10. STONE OVEN
 11. FIRE TRUCK TURN-AROUND
 12. VEHICULAR ENTRY
 13. DRIVEWAY
 14. VERANDA
 15. ROCK FACED RETAINING WALL
 16. ASSEMBLY AREA BELOW
 17. PORTUGUESE GARDEN
 18. RETAINING WALL BELOW

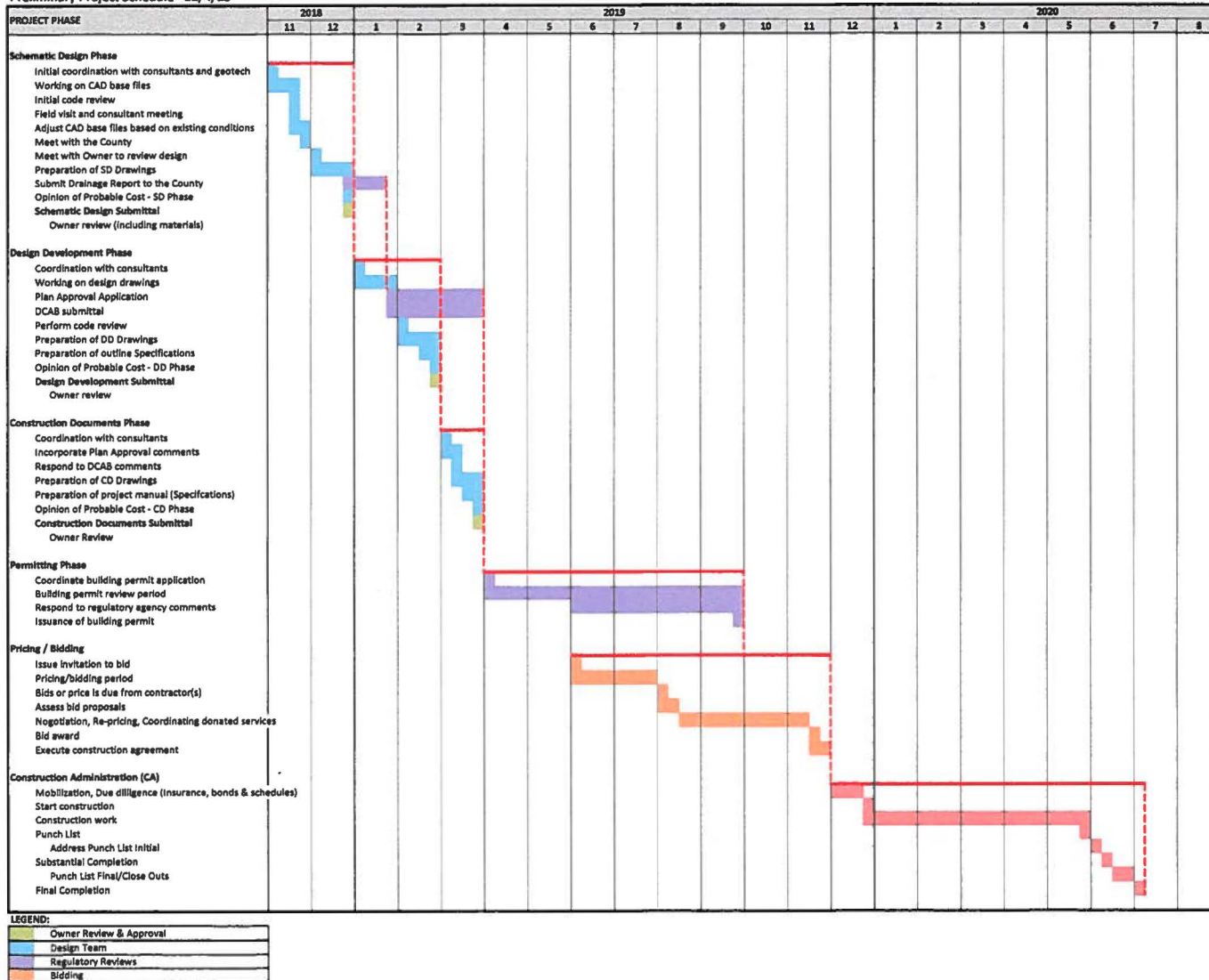


SAUDADES - HIPCC CULTURAL AND EDUCATIONAL CENTER
SEPTEMBER 30, 2017

Prepared by:
ERSKINE ARCHITECTS, INC.



HIPCC Cultural and Educational Center
Preliminary Project Schedule - 11/4/18



Construction

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

Brenda L. De Luz-Campbell
Property Manager

330 Huala Way
Hilo, Hawaii 96720

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

To Whom it may concern:

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

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

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

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

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

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

Description/Value of Contribution:

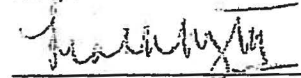
I have donated one acre of land overlooking Hilo Bay to the HIPCC Cultural and Educational Center 501(c)3 for the purpose of building a Portuguese Cultural and Educational Center and was recently offered \$400,000 for this property which is no longer for sale.

Name/Address/Contact Person:

Email: BLDC@hawaiiantel.net

Frank De Luz III
330 Huala Way
Hilo, HI 96720

Phone: 808-935-6086



Name/Signature Person of Contact



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

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

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

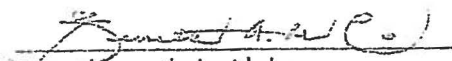
- An acre of land has been donated to the HIPCC
- An architectural design of building and landscaping has been provided pro bono
- A preliminary exhibit design telling the story of Hawaii's Portuguese history, emigration and assimilation has been drafted
- HIPCC has established a 501 (c) (3) specifically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

Description/Value of Contribution:

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

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

Email: datapro001@yahoo.com
Telephone: (808) 935-7185
(808) 935-9105


Kenneth A. Ah Lo

6-29-2017
Date

ERSKINE ARCHITECTS, INC.



December 29, 2016

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

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

Dear Governor Ige:

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

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

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

Sincerely,
Erskine Architects, Inc.

A handwritten signature in black ink that reads 'Fred K. Erskine'.

Fred Erskine, AIA, CSI
President

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

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

15 DECEMBER 2016

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

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

Dear Governor Ige,

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

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

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

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

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

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


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

Email: wtopeinc@hilonet.com

Phone: (808)961-9666



Wallace T. Oki



A.C.I.A.
Administrative Consulting for Institutional Advancement

January 15, 2017

Dear Governor Ige:

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

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

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

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

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

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

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

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

Name/Address/Contact Person:

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

Email: mhapai@aol.com

Phone: 808-966-9894



Name/Signature Person of Contact



June 21, 2017

To whom it may concern:

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

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

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

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

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

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

Description/Value of Contribution:

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

Sincerely,

Kyle K. Tengan
Landscape Architect / ASLA

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

Date: October 20, 2017

To Whom it may concern:

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

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

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

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

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

Description/Value of Contribution:

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

Name/Address/Contact Person:

Kevin M. Balog

P.O. Box 9

Kamuela, Hawaii 96743

Email: blogranch@aol.com

Phone: 808-885-9346



Signature Person of Contact

November 20, 2017

Date