

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:
Nisei Veterans Memorial Center Nisei Veterans Memorial Center

Amount of State Funds Requested: \$ 750,000

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

Enclosing the Pavilion will significantly increase the center's educational research capacity, provide much needed community gathering space, and meet the demand for meaningful engagement and exchanges among Maui's diverse multi-generational communities.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ _____
Private/Other: \$ _____

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

\$ 0

Unrestricted Assets:

\$ 5,152,424.84

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 216
City: Kahului State: HI Zip: 96733

Contact Person for Matters Involving this Application

| | |
|-------------------------------------|------------------------------|
| Name: Jill N. Tokuda | Title: Executive Director |
| Email: niseiveteransED@gmail.com | Phone: 808-244-6862 |

Federal Tax ID#:

State Tax ID#

Authorized Signature

Jill N. Tokuda, Executive Director

Name and Title

1/19/19

Date Signed

received
1/18/19 9:50am JR

Application for Grants

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.

See attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

See attached

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.

The NVMC will use the resources provided in accordance with the public purposes pursuant to Section 42F-102, HRS.

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;

During World War II over 33,000 Americans of Japanese descent fought bravely, many from Maui, some paying the ultimate sacrifice. Since then, generations that followed have fought in other military campaigns, carrying on those values these Nisei (second generation) veterans believed in.

The Nisei Veterans Memorial Center (NVMC) seeks to inspire people to find "***the hero***" in themselves and carry on those values and commitment to community

these soldiers fought for by preserving their stories and serving as a place where people of all backgrounds and beliefs can gather to find common ground.

At this critical juncture in our history, annually thousands of individuals are coming to the NVMC to pass on knowledge, learn from the past, and come together to look to the future. With the ability to gather people together around diverse topics ranging from the Governor's "Leadership Series" to Japanese Internment and "German Roots of Zionism," the NVMC has become the place people go to for knowledge and to be inspired to action.

The NVMC serves as the official archive of over 200 special collections from Maui's Nisei veterans, manages one of the state's only intergenerational centers between Kansha Preschool and the Maui Adult Day Care Center, and provides local and global exchange programs through the Stanley Izumigawa Pavilion and Education Center.

NVMC's archives also includes 150 digitized oral histories, and with new items being donated regularly, ability to view the collections are becoming limited by available space.

In 2018, NVMC had over 3,600 visitors. On average, NVMC receives over 300 research requests a year from students, and with ongoing partnerships with the University of Hawaii Maui College and thought-provoking leadership and values-based lectures, demand is continuing to increase.

2. The goals and objectives related to the request;

In order to increase capacity for community gathering and exhibition space and the ability to do research with the center's archives to better meet the needs of the public, the NVMC is seeking to expand and enclose the existing Pavilion.

Currently, NVMC has had to incur costs to hold events outside the facility due to limited space. Most recently with the "Leadership Series" featuring Hawaii's Governors, the response was overwhelming and the events had to be held at the Kahili Golf Course.

The upcoming Toyo Miyatake, "Toyo: Behind the Glass Eye" Hawaii Premiere and "On the Veranda" talk with Master Artist and Curator Hirokazu Kosaka will be held at Morgado Hall due to anticipated demand.

Enclosing the Pavilion would provide an estimated additional 2073 square feet of space for public gatherings, exhibitions, and research.

NVMC has well over two dozen major community partners that actively utilize the center for multiple events and programs each month, bringing thousands through the door each year.

Such groups include the Maui Sons and Daughters of the Nisei Veterans, UH Maui College, 100th Infantry Battalion Club, Maui Arts and Cultural Center, Civil Air Patrol-Maui, Maui Adult Day Care Centers, Pacific Buddhist Academy (Oahu), Go For Broke National Education Center (Los Angeles), Kaunoa Senior Center, Maui Kiwanis, and the Hawaiian Island Lands Trust, Japanese Cultural Society of Maui, all Maui public high schools.

Annually, NVMC has six to eight high school interns onsite that assist with everything from program development to learning about basic curation in the archives. At the end of their service, they present what they've learned at a hosted talk at the Center for supporters and VIP's. Many have shared their experiences on the radio and at their school, broadening their skillsets even beyond the internship.

3. The public purpose and need to be served;

The mission and purpose of the NVMC is to carry on the values and commitment to community these soldiers fought for, and ensure their stories and history are never forgotten.

As the official archive of over 200 soldiers and family's items and records and 150 digitized oral histories, NVMC is the repository of an important piece of our state and nation's history, and has become a place where hundreds of researchers come to each year to access the center's collection.

While the Japanese-American experience during World War II and other military campaigns are well known locally, there are only pockets of understanding nationally and globally.

The NVMC provides a unique and much needed perspective of what Maui soldiers and families experienced during times of conflict, and now offers a place for all of Maui to gather to reflect and discuss on where we go together into the future.

Understanding the importance of learning from the past to help guide our future, NVMC focuses on serving the community through multi-generational educational programming that stress diversity, leadership, courage, and living with gratitude and selflessness. A living tribute to our Nisei Veterans.

4. Describe the target population to be served; and

The NVMC Stanley Izumigawa Pavilion is well utilized by the entire Maui community, which ranges from young children coming to the center for a

community event or fair to a senior attending daily for adult care or to view an exhibition or donate a personal collection.

Similarly, this would greatly enhance research and exhibit capacity, which in 2018 saw over 3,600 visitors to the Center. As the most established archives of its kind specifically for Nisei Veteran's in Hawaii, researchers come from across the state, and as far as Japan to better understand the Nisei and Japanese-American experience.

From its inception, the NVMC is committed to the preservation of equality and civil liberties our Nisei Veterans fought for, and in doing so, the exhibits and programming encourages diversity and draws in a wide range of visitors and attendees.

5. Describe the geographic coverage.

All of Maui County, with visitors coming to view exhibits and study from the collections from across the state and around the country and as far as Japan.

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;

The Executive Director will work with the Board of Director's Facilities Committee to draft and execute a workplan to monitor and oversee the completion of the project. This shall include, but not be limited to monthly updates to the full Board and identified benchmarks to be written into the bid process to ensure cost containment, adherence to schedule and quality assurance.

The project will be broken down into the three phases: Planning/Design/Bid; Contract Award & Permitting; and Construction and Final Inspection (completion of punch list).

Prior to the first phase of the project, NVMC will aggressively seek additional resources to support the enclosure of the Pavilion, with fundraising efforts ongoing throughout the life of the build.

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

- May 2019 – July 2019: Planning/Design/Bid Phase

- July 2019 – December 2019: Award of Contracts & Secure Necessary Permits
- December 2019 – May 2020: Construction Phase
- May 2020: Final Inspection & Project Completion

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

Constant oversight over the execution of the capital improvement project and ensuring programmatic alignment with clear metrics that ensure results will be the primary responsibility of the Executive Director.

The NVMC is currently undergoing an update of its Three-Year Strategic Plan. To better track measures of effectiveness as it relates to increased space capacity for the delivery of service, NVMC will establish benchmarks and goals around this area.

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 NVMC will report to the state the benchmarked outcomes of its Three-Year Strategic Plan. At current, metrics include increasing services to the public by broadening NVMC's base through innovative strategies that attract millennials as a target (gosei-fifth generation) by using new media techniques such as social media and pop-up exhibits. Measures of success would including tracking number of attendees, social media trending patterns and followers, and increase in diversity of supporter base.

The current strategic plan also focuses on continuing to meet the demands of loyal visitors and supporters, whether from Maui or visiting from off-island, and increasing these numbers while still providing each person with a quality experience at the Center. This would be done through selective and community-focused curated exhibits that would be featured and highlighted throughout the Maui community in various medias, such as radio, displays, and writings. Metrics to determine success in this area would be done by tracking the number of visitors to each exhibit, and using this data to help guide future presentations.

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-See attached
 - b. Personnel salaries and wages-See attached
 - c. Equipment and motor vehicles-See attached
 - d. Capital project details-See attached
 - e. Government contracts, grants, and grants in aid-See attached
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 |
|-----------|-----------|-----------|-----------|-------------|
| | \$750,000 | | | |

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

- The Freeman Foundation
- Hawaii Community Foundation Flex Grant
- Arisumi Family
- Fukuda Family
- Dr. Peter Galpin
- Challenge Grant Campaign

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.**

N/A

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.**

2018: County of Maui Office of Economic Development Grant-\$7,000 for 442nd exhibit

2017: County of Maui Office of Economic Development Grant-\$5,000 for 100th Infantry Battalion exhibit

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

\$5,152,424.84

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 NVMC has been overseeing the build out and management of the facility and grounds since lands were first conveyed in 1985. For the past decade since the initial completion of Phase I and the Maui Adult Day Care and Kansha Preschool facility, and since 2013 and the opening of Phase II and the Education Center and archives, NVMC has been responsible for maintaining this important community asset.

In addition to providing for contracted staffing to care for the building, NVMC has a dedicated Facilities Committee on its Board that manages and oversees an average \$20,000 annual repair and ongoing maintenance budget.

NVMC has ensured proper resourcing for the operation and maintenance of the facility by including it in its annual budget, and relied on both the in-kind support and technical advice of strong supporters, such as Arisumi Brothers, Inc., Abbey Carpet of Maui and the Orikasa Family, Jade Painting, Inc., and so many others.

As part of NVMC's upcoming Three-Year Strategic Plan Update, a facilities master plan will be included.

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.

Currently, the NVMC most of its programming and stores its archived collections in its 2,100 square foot Education Center located on the lower level. Made up of temperature-controlled archive space, a large classroom room and work area that is also used for exhibitions, and a small receiving office, there is much more demand than space.

The upstairs open Pavilion has been used as overflow for gatherings, but given it is open to the elements, cannot be used for exhibits or the display of any archived items. Noise and weather also make gatherings there somewhat limited in its current state.

As mentioned previously, high demand exhibits and events have had to be held outside of the NVMC to give people the most people access to documents and speakers they would otherwise not have access to.

During weekends or evenings, the upstairs Intergenerational Center, which includes a commercial kitchen is often used for community gatherings and events.

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.

NVMC Executive Director Jill Tokuda has had extensive experience in non-profit development management, overseeing multi-million dollar programs and securing and being responsible for grants and contracts. She has also been intimately involved in the legislative grant making process, and understands the clear need for deliverables, strong fiduciary responsibility and overall accountability.

Archivist Melanie Agrabante has over fifteen years of experience with the organizations archived items, oral history, and ongoing research. As the maintainer of records for the NVMC since before the facility opened, and with institutional knowledge of both the organization and its partners, Ms. Agrabante has been in essential in laying out plans for future research and the continued preservation of critical documents and archived pieces.

Drawing on this public private background, Tokuda will be working closely to bring together a network of strong supporters, partnering organizations and affiliated groups that have the background and expertise to advise NVMC on creating an implementation plan to ensure the project is both funded and completed, while adhering to a solid set of metrics, and building in ongoing plans for repair and maintenance.

To expand on its internship program, NVMC will work with its partner UH Maui College to bring in a high-level paid intern that will assist with the monitoring of the Pavilion Enclosure Project.

This will give a student hands on experience, seeing the day to day activity that comes with project management and learning what it is like to be on the front lines and in the field working on a major build project. This again is in line with the values of our Nisei to give back, mentor the next generation, and seek to inspire them to action.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

The Executive Director shall work directly with the Board's Facilities Committee to execute and oversee the implementation and completion of this project.

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.

- Executive Director: \$50,000
- Research Archivist: \$41,000

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.

N/A

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.

N/A

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.

No

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.

NVMC is seeking state support for a CIP Grant In Aid and will continue to aggressively seek additional private funds towards this project.

Completing, and ensuring the continuously repair and maintenance of the Pavilion Project will be built into the NVMC's Facilities Master Plan.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**


The undersigned authorized representative of the applicant certifies the following:

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

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

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

Nisei Veterans Memorial Center
(Typed Name of Individual or Organization)


(Signature)

1/18/19
(Date)

Jill N. Tokuda,
(Typed Name)


Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App

Nisei Veterans Memorial 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 | | | | |
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| TOTAL OTHER CURRENT EXPENSES | | | | 50,000 |
| C. EQUIPMENT PURCHASES (archival furniture) | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | 25,000 |
| E. CAPITAL | 750,000 | | | 125,000 |
| TOTAL (A+B+C+D+E) | | | | 950,000 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 750,000 | Jill N. Tokuda | 244-6862 | |
| (b) Total Federal Funds Requested | | Name (Please type or print) | | Phone |
| (c) Total County Funds Requested | |  | 1/18/19 | Date |
| (d) Total Private/Other Funds Requested | 200,000 | Signature of Authorized Official | | |
| TOTAL BUDGET | 950,000 | Jill N. Tokuda, Executive Director | | |
| | | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Nisei Veterans Memorial (

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| | | | \$ - | |
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| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: ___ Nisei Veterans Memorial Cent

| 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 (Incl permits) | | | | 50000 | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | 750000 | 125000 | | |
| EQUIPMENT (archival grade furnishing) | | | | 25000 | | |
| TOTAL: | | | 750,000 | 200,000 | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

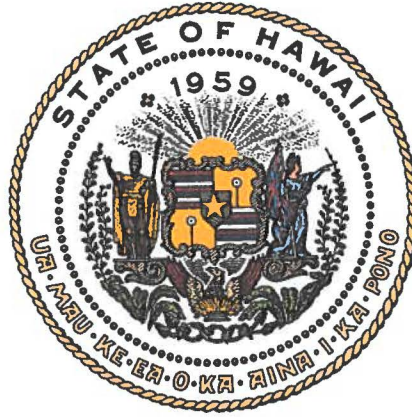
Apj

Nisei Veterans Memorial Center

Contracts Total:

12,000

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|----------------------------------|------------------------|--------------------------------|---|-----------------------|
| 1 | 100th Infantry Battalion Exhibit | 2017 | Office of Economic Development | County of Maui | 5,000 |
| 2 | 442nd Exhibit | 2018 | Office of Economic Development | County of Maui | 7,000 |
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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

NISEI VETERANS MEMORIAL CENTER

was incorporated under the laws of Hawaii on 12/23/1991 ; 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 15, 2019

Catherine P. Owa

Director of Commerce and Consumer Affairs