



THE FILIPINO COMMUNITY CENTER, INC.

94-428 Mokuola St., Suite 302 Waipahu, Hawai'i 96797 Phone: 680-0451 Fax: 680-7510 www.filcom.org

Our mission is to develop, own and operate a community center that provides social, economic and education services and to promote and perpetuate Filipino culture and customs in the State of Hawai'i.

ORIGINAL

January 18, 2019

TO: Senate Committee on Ways and Means
Honorable Chair Donovan M. Dela Cruz
State Capitol, Room 208
Honorable Vice Chair Gilbert S.C. Keith-Agaran
State Capitol, Room 221
Honolulu, HI 96813

ATTN: GIA

ATTACHED: Application (ORIGINAL)
Operating Grant Request
"FilCom Center Cultural and Community Programs"
\$137,500.00

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


AUTHORIZED SIGNATURE

FRANZ D. JUAN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 16, 2019

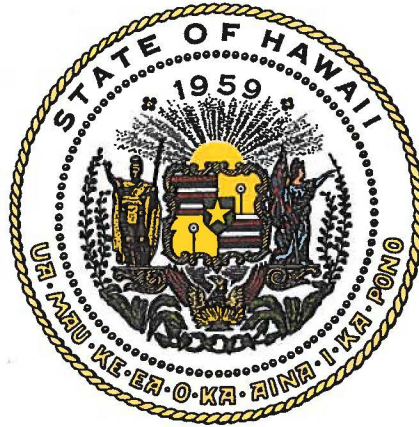
DATE



PROPOSAL FOR
“FilCom Center Cultural & Community Programs”
OPERATING GRANT REQUEST: \$137,500.00

Table of Contents

Section	Description	Page
	Application Submittal Checklist.....	-
I.	Cover Page.....	1
II.	Certification.....	2
	a. Certificate of Good Standing Dated January 15, 2019.....	2
	b. Declaration Statement Dated January 16, 2019.....	3
	c. Public Purpose Statement.....	4
III.	Program Overview.....	4
	a. <u>\$137,500 Operating Grant</u> Request Amount.....	5
	b. Public Purpose and Need Served.....	5
	c. Target Population.....	6
	d. Service Summary and Outcomes.....	6
IV.	Financial.....	8
V.	Experience and Capability.....	9
	a. Organization Governance.....	10
	b. Facilities.....	13
VI.	Personnel.....	14
VII.	Other	
	a. Litigation.....	17
	b. Licensure or Accreditation.....	18
	c. Future Sustainability Plan.....	18
VIII.	Attachments	
	a. Budget Request By Source of Funds.....	21
	b. Budget Justification – Personnel Salaries and Wages.....	22
	c. Budget Justification – Equipment and Motor Vehicles.....	23
	d. Budget Justification – Capital Project Details.....	24
	e. Government Contracts and/or Grants.....	25
	f. Unrestricted Current Assets as of November 30, 2018.....	26-27
	g. Organizational Chart.....	28
	h. Internal Revenue Service Section 501(c)(3) Letter.....	29-31
	i. State Procurement Office, Certificate of Vendor Compliance.....	32



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

THE FILIPINO COMMUNITY CENTER, INC.

was incorporated under the laws of Hawaii on 09/02/1992 ; 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

Director of Commerce and Consumer Affairs

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

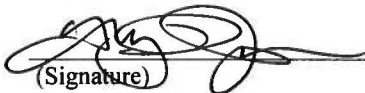
The undersigned authorized representative of the applicant certifies the following:

- 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.

THE FILIPINO COMMUNITY CENTER, INC.
(Typed Name of Individual or Organization)


(Signature)

1/16/2019
(Date)

FRANZ D. JUAN
(Typed Name)

EXECUTIVE DIRECTOR
(Title)

Application for Grants

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

I. Certification – Please attach immediately after 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](#))

The Filipino Community Center, Inc. expressly states that grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

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

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

The Filipino Community Center, Inc. ("Center") building project was initiated by the Filipino Chamber of Commerce in 1991, incorporated in 1992, and received its 501(c)(3) tax-exempt status in 1994. The mission statement of the Center is: to develop, own and operate a community center that (1) provides social, economic and education services and (2) to promote and perpetuate Filipino culture and customs in the State of Hawaii. The Center has a Board of Directors that is responsible for overall policy and direction of the Center. The Center has a Board of Governors which serves as an advisory group to the Board of Directors. The Executive Director is responsible for the operational, financial, and management of the Center and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Center has a full-time Programs Director, a full-time administrative assistant, and a full-time Custodian. Major events held by the Center include the Filipino Fiesta and Flores de Mayo which share the various aspects and

distinctions of the different regions of the Philippines and the Pasko sa FilCom which shares the holiday festivities of the Philippines with the community. The Filipino For Kids Summer programs educates the youth of today of the rich traditions of the Filipino culture along with the Language Immersion program which teaches a Filipino dialect during a 2-month program culminating with a sponsored immersion program to the Philippines. Many other programs further educate and promote the rich heritage of Filipinos in the State of Hawaii.

2. The goals and objectives related to the request;

Operating grant request of \$137,500.00. The goals are to obtain the funding to enhance and, more easily, provide the various continuing programs and events of the Center. These events are numerous and include the following:

<i>Language immersion studies</i>	<i>Filipino Fiesta</i>	<i>Filipino For Kids Program</i>
<i>Pasko sa Filcom</i>	<i>Sakada Day celebration</i>	<i>FilCom Sundays</i>
<i>Honolulu Festival</i>	<i>Dance workshops for youth</i>	<i>Music workshops for youth</i>
<i>Visual arts workshops</i>	<i>Arts and crafts workshops</i>	<i>Technology seminars</i>
<i>Immigration outreach</i>	<i>Citizenship classes</i>	<i>Health fairs</i>

The programs and events identified above range from half-day events to eight (8) full-day events which could occur bi-weekly or on a monthly basis. The ability to market and advertise each of the events, obtaining the appropriate instructor, the costs of the supplies and materials for each event, as well as the logistical costs, often prevent a successful events from occurring. The Center often seeks outside donations however the Center faces the uncertainty of any receipt of said funds. Beginning with an established fund, the Center is more likely to succeed in its outreach as well as implementation of the event.

The Center desires to continue these community events which ultimately benefits the city of Waipahu and the State of Hawaii.

3. The public purpose and need to be served;

Since 2002, the Center has been a gathering place for activities promoting, sharing and perpetuating Filipino heritage with the larger multi-cultural community of Hawaii. The public purpose is to educate and perpetuate cultural information that is historic and current in nature to the public. With a high concentration of Filipinos residing in Waipahu, both immigrant and local born Filipinos, the need arises for a single location for the display and placement of cultural information. The Center will build upon its existing facilities and resources to function as a gathering place in which the State of Hawaii can obtain the information and education on the issues of the Filipino immigrant as well as upon current information on the contributions of Filipinos going on today.

The Center was designed to provide a variety of services to help revitalize the economy of Waipahu. The Center can continue to serve as a dynamic learning and service center

providing services not only to Filipinos but to the entire multiethnic Waipahu community and statewide. The Center continues to fulfil its public purpose by providing direct services and facilities that support economic self-sufficiency, neighborhood revitalization, cultural heritage programming and preservation, education and health opportunities, and community development to low-income and immigrant communities. The Center can provide an ideal place for this education and display of culturally significant issues.

4. Describe the target population to be served; and

The primary target populations to be served are (a) the residents of Waipahu, (b) the communities from other parts of Oahu, particularly leeward and central Oahu, and (c) the general public statewide interest in Filipino culture and history.

According to the U.S. Census on July 1, 2017, the total population for the State of Hawaii was 1,427,538. Of the total State population, 992,605 were located in the City and County of Honolulu representing 69.5%. Per towncharts.com which uses the 2017 American Community Survey, the total population for Waipahu was 41,590 currently. Per the U.S. Census in 2010, 55.3% of the population was of Filipino ancestry. With the high density of Filipinos in Waipahu, the Center would be the focal point for service.

5. Describe the geographic coverage.

Waipahu has a sizeable number of new as well as older immigrant residents and a high percentage of its population speaks a language other than English. As noted in the U.S. Census Bureau from 2009-2013, approximately 20% of adults over 25 have not received a high school diploma compared to only 10% of adults throughout Oahu. According to the U.S. Census in 2010, Waipahu's elderly population (those 65 and over) makes up 16%, or 6,038, of the 38,216 residents. Located in central Oahu, the Center is best apt to meet the community's specific need as it represents a significant percentage of the elderly population as compared to the entire Island of Oahu.

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 Scope of work for each project would be as follows:

The Center's staff would coordinate from start to finish each of the programs identified above. The Office/Events Coordinator, under the supervision of the Executive Director, Franz D. Juan, would develop each program, monitor, implement, and report on each of the programs.

The gathering of volunteers to assist each of the programs has been established with each of our past programs. This initiative directly addresses the Center's mission of "developing and providing educational, social, cultural, and economic services for the community."

Tasks and Responsibilities:

For each of the projects above, the scope would include the interviewing of service and contract providers by the Center's Programs Committee and the Executive Director with assistance and oversight by the Center's Board of Directors. Upon the assessment of the specific needs, a comprehensive request for proposal would be issued to the general public for a process of competitive bidding to occur.

Upon receipt of the requisite bids, an evaluation committee would be established for the development of criteria scoring. The selected provider would then be tasked with the implementation of each project with the direct management and oversight by the Executive Director to ensure compliance, completion, and results have been achieved with respect to the contracted service.

Upon completion of each service and/or project, the Executive Director shall provide the reports for assessment, progress, completion, and subsequent results. Throughout the process, the Programs Committee and Board of Directors shall further provide guidance, authority, and supervision for each component and phase.

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

Scope of Work Program Area	Tasks	Responsibility	Outcomes	Timeline
Selected Project	Competitive bidding	Executive Director, Programs Committee	Up to date assessments of scope of work areas; selection of instructors via Programs Committee established criteria; approval from Board of Directors	Three (3) months on approval and release of grant.

	Services and workshops and events	Office/Events Coordinator	Actual events	Six to nine (6 to 9) months on approval and release of grant.
	Accounting and Project Oversight	Executive Director, Programs Committee	State agency reporting	Ongoing

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

The Center’s Programs Committee is composed of members of the Board of Directors who will review the timeline and recommendations for each event as well as provide oversight for each project undertaken.

The Executive Director and Facilities Committee currently and will continue to provide monthly reports to the Board of Directors and the Executive Committee of the Board of Directors.

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 measure of effectiveness will be determined by the continuance of the Center’s community programs and services in a first-class manner. Completion reports on the attendance and success of each event shall be submitted to the governing agency.

The final measure of successful completion of this project will be measured by how well the event managers have followed the specifications and directives as dictated by the Board of Directors and the Programs Committee, including adhering to the proposed budget and scheduled completion date.

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](#)) (see page 21)
 - b. Personnel salaries and wages ([Link](#)) (see page 22)
 - c. Equipment and motor vehicles ([Link](#)) (see page 23)
 - d. Capital project details ([Link](#)) (see page 24)
 - e. Government contracts, grants, and grants in aid ([Link](#)) (see page 25)

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$20,000.00	\$50,000.00	\$40,000.00	\$27,500.00	\$137,500.00

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

For the projects solicited herein, no other sources of funding requests have been made.

Funding sought for fiscal year 2019 for other projects and programs are as follows:

- a) The Center will submit a request for funding to the Hawaii Tourism Authority for the 2020 Flores de Mayo and Filipino Fiesta.
 - b) The Center will submit a request for funding to the City & County of Honolulu for the 2020 Flores de Mayo and Filipino Fiesta.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

(See page 25)

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

See attached sheet. (See page 26-27)

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 Center has demonstrated its ability to obtain and responsibly expend federal, state, and private foundation funds while building and maintaining a beautiful and functional community center. The Board of Directors is multi-ethnic and represents a wide range of expertise from labor, law, small business and large corporations, professionals, education and community leaders. The Board of Governors exists for the Board of Directors in an advisory capacity and role. Current 2018 Board of Director members include the following:

Edmund C. Aczon	Chair	Executive Director of the Hawaii Carpenters Apprenticeship and Training Fund
Avelino J. Halagao, Jr., MBA, J.D.	Vice Chair	Director of Marketing, Hawaiian Electric Company
Manuel S. Lanuevo, P.E.	Vice Chair	LEED AP, Department of Environmental Services, City and County of Honolulu
Maria Borje-Bonkowski, J.D.	Secretary	Regional Compliance Officer; Kaiser Foundation Health Plan, Inc., Hawaii Region
Luis P. Salaveria	Treasurer	Senior Director of Government Affairs; Ashford & Wriston LLP
Vincent Baldemor		Associate Athletic Director; University of Hawaii
Clement Bautista		Director, Office of Multicultural Student Services, Manoa Campus, University of Hawaii
Paul Alimbuyao		Finance Committee, Non Board Member
Leslie A. Campaniano, MBA		LAC Consulting LLC, President

Leslie P. Chinn, Esq.		Associate Counsel Office of Legal Counsel University of Hawaii at
Brandon Dela Cruz		Director of Marketing, L&L Hawaiian Barbecue
Imelda Gasmen		Educator/Translator, Education Management, Manoa Campus, University of Hawaii
Eric Heenan		President & CEO, Alakai Executive Search
Lorna A. D. Kidd, CPA		CPA
Vanessa Kop		Managing Director, Newmark Grubb CBI, Inc.
Bennette E. Misalucha		President, Red Monarch Strategies, LLC.
Jesse K. Souki, Esq.		Associate Counsel Office of Legal Counsel University of Hawaii at Manoa
Agnes Reyes, R.N.		Clinical Administrator, Case Management Professionals, Inc.
Dane K. Wicker		Chief of Staff/Committee Clerk, Senator Donovan M. Dela Cruz, State of Hawaii Legislature
Roland Casamina	President Emeritus	President, Financial Services, House of Finance
Eddie Flores	Chair Emeritus	CEO, L&L Hawaiian Barbecue/L&L Drive-Inn
Leo Gozar	Ex-Officio	President, United Filipino Council of Hawaii
Raymond Sebastian	Ex-Officio	President, Oahu Filipino Council of Hawaii

To complement and support the expertise of the Board of Directors, the paid staff reflects a quest for professionalism and offers a range of skills to administer and initiate programs and maintain the facilities.

Franz D. Juan is the Executive Director of the Center. He is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence

from Indiana University in 2004. He operated his own law and CPA practices from 2004 until his appointment as Executive Director in 2014. The Center is governed by an active Board of Directors that include key community leaders as well as an advisory council known as our Board of Governors. The Chairman of the Board of Directors is Edmund C. Aczon. He has been on the Board of Directors since 2008 and became Chairman when elected in 2012. He worked with the late U.S. Senator Daniel Inouye as Field Representative for 9 years. The Chairman of the Board of Governors is Robin K. Campaniano. He is a Senior Advisor to CGI Technologies, a multinational business and IT consulting company. He also serves as Senior Advisor to Pono Pacific Land Management LLC, KUPU, and Executive Counselor for Fisher Hawaii. He served as President and CEO of the AIG Hawaii Insurance Company Family of Companies. He was Insurance Commissioner for the State of Hawaii, District Director and Counsel for the SBA's Honolulu Office, and practiced law in the private and public sectors. Among his many corporate and charitable appointments, Mr. Campaniano serves on the board of First Hawaiian Bank and the advisory board of Oceanic Time Warner Cable. He currently chairs the Shidler College of Business Advisory Council and the Hawaii Clean Energy Initiative Steering Committee. He is a member of the Chief of Staff of the Air Force's Civilian Advisory Council. Mr. Campaniano received his BA and MBA degrees from the University of Hawaii and his law degree from the University of San Francisco.

The Center's stakeholders have a network of professionals to assist in the educational and teaching aspects of the program. Several Board members and volunteers are associated with the University of Hawaii and its community colleges. The Center's facilities is well suited to carry on the objectives of the program by utilizing its various spaces including our Technology Center, office rooms, Courtyard, and ballroom.

The Center's vast network of organizational groups such as the Creations in Catering, United Filipino Community Council, Oahu Filipino Community Council, Nursing and Advocates Mentors, Inc., Honolulu Junior Chamber of Commerce, the Filipino Chamber of Commerce, and the Caregivers Association, are only a handful of the organizations devoted to the success of the Center.

The Center utilizes modest revenues from the rental of office space to tenants and rentals from the ballroom and conference rooms. After covering operating expenses and debt service, the Center can then provide the programs with the remaining funds the Center generates. Through the years, the Center has received funds through federal and State grants, private foundations, and corporate and individual donations to fund the Center's programs and activities.

Current programs of the Center include Filipino for Kids Summer Program, Banda Kawayan (Philippine musical instrument ensemble and live group), NCLEX Review (nursing examination review preparation), Himig at Indak (Filipino folk dancing and choir), Coro Filipino (Filipino choir), Kinabukasan Education Series, and US Citizenship Classes.

Past results of a sample of the programs the Center reflect the following: NCLEX attendees in 2011-2016: 186 total registrants and 2017: 32 registrants. US Citizenship Classes attendees in 2012-2016: 92 total registrants and 2017: 13 registrants. Computer Enrichment Workshops attendees from 2011-2016: 169 total registrants. Filipino for Kids Summer Program 2011-2016: 137 total registrants and 2017: 50 registrants. Banda Kawayan in 2011-2016: 142 total registrants and 2017: 18 total registrants. The language immersion program in 2015-2016: 32 registrants and 2017: 12 registrants.

Smart Seniors Program 2008 and 2009 each resulted in over 500 participants each year. In each of these years, participants would register for additional classes resulting in repeat participants.

Based upon past performance on a variety of community service programs as well as the performance from the Smart Seniors Program in 2008 and 2009 when the Center received funding, the Center has demonstrated the administrative, organizational, and accountability to continue the Smart Seniors Program. The ongoing requests for the return of the Smart Seniors Program to the Center verifies the need of the return of the program as well as the desire of the seniors and elderly to have the services that the program provides.

The volunteers and patrons of the Center are widely skilled and continue to offer and volunteer their expertise in various areas of the program on a day-to-day and for various activities throughout the year.

The volunteers and patrons of the Center are widely skilled and continue to offer and volunteer their expertise in various areas on a day-to-day and for various activities throughout the year. In January 2016, Kapariz, a Filipino youth group under the guidance of the Knights of Rizal – Hawaii Chapter, performed volunteer service by re-stripping and re-painting of the parking lot. This youth group received contributions from the community to purchase a re-stripping machine for future use of this ongoing project. Himig at Indak, one of the musical ensembles of the Center, purchased and volunteered their time to restore and replace the Center's Courtyard landscaping, including the roses.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Center was opened in June 2002 and sprawls over two acres by the old Oahu Sugar Mill in suburban Waipahu. The Center boasts a three-story building covering 50,000 square feet. It is a multi-use building with 42,000 square feet of net usable space allocated for retail, business incubation, kiosks, technology center, commercial kitchen, conference rooms, community meetings, training workshops and social functions. The Center's administrative office provides adequate private and general work areas for staff and

volunteers. The Center has adequate site and street parking, is near to a bus line, and meets ADA requirements.

It is the biggest Filipino Community Center outside of the Philippines. It a building built on Filipino pride and *Bayanihan* spirit and retains enough spirit of aloha to everyone who wants to work, rent, learn, and enjoy the daily activities without regard to ethnicity. Located on the 2nd floor above the tenant spaces, guests can rent space for functions, meetings, and to celebrate special events. The Ballroom, Courtyard, Technology Center, Music Room, and conference rooms are available every day of the year. These private areas feature customizable services for the various groups and events. Our onsite catering service assists the Center in tailoring the needs of our guests. The 6,000 square foot Ballroom provides a capacity of 380. The 3,500 square foot Courtyard provides a capacity of 100. The Technology Center, Music Room, and conference rooms can accommodate between 30-60 people each.

This programming initiative draws on the present programming and physical resources of the Center to develop and expand the Center's community outreach and programming for elderly persons. The Center will continue to have patrons visit the Center for various activities, events, and programs thereby enhancing the ability to educate the public.

In August 2014, the Center obtained the on-site services of an Event Planner and Caterer known as Creations in Catering. These on-site services and the related Agreement was not sustainable and subsequently terminated. As of April 2018, the Center has directly managed all event rentals and currently provides its customers with a choice of two approved caterers for their catered 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.

The Board of Directors (cf. above list of members) is responsible for overall policy and direction of the Center. The Executive Director is responsible for the operational, financial, and management of the Center and the Center's staff and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Board evaluates the Executive Director's performance annually. Staff are supported and encouraged to attend appropriate training programs, seminars, and workshops (e.g. philanthropy, nonprofit entities, grant writing, time management, information technology development, etc.). Annual performance of staff includes an assessment of staff development and training needs.

These projects will be headed by the Executive Director, the Office/Events Coordinator, and the Programs Committee. The Programs Committee is chaired by a Board of Director, Maria Borje-Bonkowski, J.D. Ms. Borje-Bonkowski will provide the administrative project oversight while the accounting and bookkeeping will be provided by the Center's staff.

The following qualifications and responsibilities of paid staff, consultants, and non-paid support professionals demonstrate the Center's organizational capacity to meet its objectives.

Staff Positions:

1. Executive Director

This position supervises the overall day-to-day operations of the Center's organization and property. The position works in association with the Board of Directors and committees in the areas of fundraising, community outreach, program design, implementation and assessment, special events, marketing, public relations, and property management. This position requires at least five years of high level administrative and community experience.

The current Executive Director since August 2014, Franz D. Juan, is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence from Indiana in 2004. He operated his own law and CPA practices from 2004 until his appointment as Executive Director in 2014. His work experience includes accounting firms KPMG LLP, KMH LLP, and Alerding & Co. LLC.

2. Office/Programs Coordinator

This position coordinates community functions, special events, and programs using the Center's facilities. Each of the functions, special events, and program developed and implemented focus on the Center's mission statement which include social, economic, and cultural factors for the community at large. This position reports to the Executive Director and is responsible for the operational success of the Center ensuring seamless team management, development, program delivery, quality control, and evaluation. Oversees the planning, directing, and coordinating of programs and events to ensure that program goals are met within approved parameters or grant requirements. Supervises and coordinates with volunteers and community partners to ensure consistent and objective program performance standards of accountability and attainment of established goals and priorities.

The current Office/Programs Coordinator has been with the Center since April 2019 and been directly involved with many of the programs and events conducted at the Center in various capacities such as a committee member, event organizer, and community liaison. She has quickly and proficiently progressed from the administrative assistant to the office/programs coordinator. This position requires distinctive organizational, communication, marketing, and time management skills. Prior to working at the Center, she worked at Bank of Hawaii. In addition to working at the Center, she is also fully employed with Jollibee Hawaii as a Supervisor.

3. Administrative Assistant

This position performs administrative and office support activities for the Office/Programs Coordinator and Executive Director. Duties include fielding and screening telephone calls, receiving visitors, word processing, creating spreadsheets and presentations, and filing. This position also provides technical assistance to the website, social media, networking, marketing, and office administration.

The current assistant was a part-time employee with the Center since October 2018 and became full-time in November 2018. She received her Bachelors Degree in Business Administration from the Philippines.

4. Custodian

This position is held by a hard-working employee who is responsible for the overall maintenance and upkeep of the Center and the Center's grounds for daily operations as well as for public and private functions, events, and activities. This position provides gap-fill maintenance where the commercial property manager does not provide (e.g. pressure wash facilities, minor painting, courtyard fountain maintenance, etc.). This position requires experience working in facilities maintenance. He has been with the Center since July 2018.

Third Party Positions:

1. FilCom Approved Caterers

These positions are independent contractors retained by the Center under monthly service agreements that provide catering services to customers that rent the event areas at the Center. The two approved caterers at the Center are Bamboo Catering and Sinublan. Customers directly contract with these two independent contractors and arrange for catered services. In turn, these two approved caterers provide a commission based upon a pre-determined percentage of their sales to Center.

2. Commercial Property Manager

This position, as an independent contractor, is held by Avalon Commercial (“Avalon”) through a service contract with the Center. This independent contractor is granted the exclusive license for the day-to-day management, maintenance, and operation of the Center as it relates to the leased tenants of the Center. Avalon is responsible for the management, maintenance, and operation of the Center in a first-class manner consistent with the management, maintenance, and operation of comparable properties. Avalon shall advise the Center to all major or extraordinary matters and decisions affecting the Center and to manage the Center in accordance with approved budgets. Avalon’s services include maintaining business-like relations with the tenants of the Center, collecting all tenant rents, report security and safety related issues, and obtain all entitlements, licenses, permits and certificates as governed by law for the operation, maintenance, and business of the Center.

3. Accounting

This position, as an independent contractor, is held by Sterling Leong, CPA of Harold D. Sasaki, Ltd., who handles the day-to-day accounting of the Center.

2. Organization Chart

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

See attached chart. (See page 28)

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	\$ 98,000.00
Office/Programs Coordinator	\$ 26,000.00
Custodian	\$ 23,000.00

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.

The Filipino Community Center, Inc. v. Epic Catering LLC dba Creations in Catering aka Emcube Inc.

Dispute Prevention and Resolution Arbitration, State of Hawaii

Arb. No. 16-0412-A

Date of Filing: November 2017

Status: Approximately \$230,000 Judgment In Favor of Epic Catering LLC

The Filipino Community Center, Inc.

District of Hawaii, Chapter 11, State of Hawaii

No. 18-00109

Date of Filing: February 2018

Status: Ongoing

2. Licensure or Accreditation

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

Internal Revenue Service Section 501(c)(3) Exempt Status Letter

See attached. (See page 29-31)

Certificate of Vendor Compliance, State of Hawaii, State Procurement Office

See attached. (See page 32)

Manuel S. Lanuevo, licensed engineer, P.E.

Edmund C. Aczon, prior general contractor

Franz D. Juan, CPA, Attorney

Lorna A. D. Kidd, CPA

Avelino J. Halagao, Jr., J.D., MBA

Leslie A. Campaniano, MBA

Leslie P. Chinn, Attorney

Maria Borje-Bonkowski, J.D.

Agnes Reyes, RN

Jesse K. Souki, Attorney

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.

None.

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

The Center is undergoing several initiatives to provide direct funding from the Center's own operations. Currently, revenue from the Center is derived from tenant revenue, ballroom revenues, and other facility revenue. After covering operational expenses and debt service, the Center has modest income to cover capital projects of this magnitude.

In August 2014, the Center obtained the on-site services of an Event Planner and Caterer known as Creations in Catering. This endeavor maximizes the potential of the facility with the use of an exclusive caterer dedicated to marketing the Center's facility and the full service catering ability as well as their ability to continue attracting patrons to the Center. These on-site services and the related Agreement were not sustainable and subsequently terminated by the Center. As of April 2018, the Center now manages all event rentals directly and provides its customers with a choice of two approved caterers for their catered events.

In 2015, the Center is underwent a five-year debt service plan to retire the \$3.0 million long term note payable. Since 2013, the Center has focused on further enhancements to our annual Bayanihan fundraising gala which have been implemented thereby increasing the net revenues for operations received each year from the Center's primary fundraiser.

Furthermore, the Center has implemented a strategic plan to have each of the smaller, yet effective, programs held at the Center such as the language immersion program, Pasko sa FilCom, FilCom Sundays, and Sakada Day. This 2015 endeavor has proven successful as each program has become self-sustaining and self-funded without the direct use of any of the Center's operational income.

A larger strategic plan was developed in late 2015 which addresses and benchmarks the Center's activities and goals for repayment of the long term note of the Center. As of December 31, 2018, the five-year debt service plan has raised over \$250,000.

Furthermore, relationships with individuals and community organizations have been fostered and nurtured to encourage additional commitment to the Center in terms of ongoing maintenance of the facility (i.e. volunteer cleanup, maintenance, and upkeep projects). Also, the Center identified areas in the community where collaborative projects are undertaken on similar events and projects. For example, the Center worked with the Congress of Visayan Organizations, United Filipino Council of Hawaii, the Filipino Chamber of Commerce, and the Philippine Consulate of Hawaii to work on a single Pasko sa FilCom for 2015-2018 and worked together to create one celebratory event for the Inaugural Sakada Day Celebration in 2015 and onward. In 2016, the "One Filipino" event was planned in coordinating with other community organizations to raise awareness

in the community on the purpose of not only registering to vote but actually voting on the necessary days including both the general and primary elections. This initiative is envisioned to also occur in 2019.

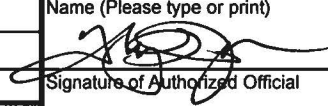
(b) Not received by the applicant thereafter.

Without funding of this grant, the Center will not have the funds available for these projects. The Center will continue to have these events but may only have nominal impact due to the funding constraints on each project undertaken.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: THE FILIPINO COMMUNITY CENTER, INC.

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	20,000			
2. Payroll Taxes & Assessments	2,500			
3. Fringe Benefits	3,000			
TOTAL PERSONNEL COST	25,500			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				1,500
2. Insurance	2,000			
3. Lease/Rental of Equipment	30,000			10,000
4. Lease/Rental of Space	16,000			
5. Staff Training	5,000			
6. Supplies	15,000			
7. Telecommunication	1,000			
8. Utilities	2,000			
9. Instructor Fees	20,000			
10. Program Ceremonies	17,500			3,500
11. Committee Meetings	3,000			
12. Miscellaneous	500			
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	112,000			15,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	137,500			15,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	137,500	FRANZ D. JUAN (808) 680-0451		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		1/16/2019 Date		
TOTAL BUDGET	137,500	FRANZ D. JUAN, EXECUTIVE DIRECTOR Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: THE FILIPINO COMMUNITY CENTER,

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:
No equipment sought.

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

JUSTIFICATION/COMMENTS:
No motor vehicles sought.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: THE FILIPINO COMMUNITY CENTE

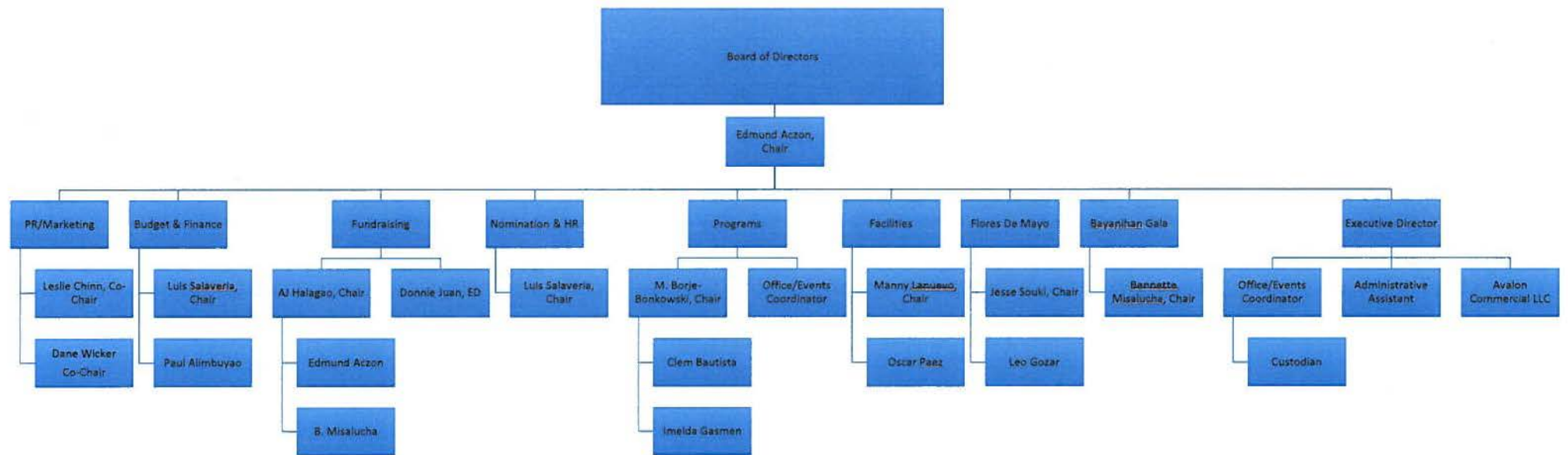
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
No capital projects cost sought.						

The Filipino Community Center Inc
Statement of Financial Position
As of November 30, 2018

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
ASSETS			
Current Assets			
Checking/Savings			
Cash in banks incl funds held by Avalon	52,090	62,777	114,867
Restricted cash - Flores		195,000	195,000
Restricted cash - Consuelo	(66,609)	200,000	133,391
Petty Cash Fund	500		500
Total Checking/Savings	<u>(14,019)</u>	<u>457,777</u>	<u>443,758</u>
Accounts Receivable			
Blrm/Courtyard Rent Receivable	9,546		9,546
Tenant Rent Receivable	1,686		1,686
Due from Creations in Catering (2017)	17,569		17,569
Other receivables	1,000		1,000
Total Accounts Receivable	<u>29,801</u>	<u>-</u>	<u>29,801</u>
Other Current Assets			
Prepaid Expenses	10,128		10,128
Total Other Current Assets	<u>10,128</u>	<u>-</u>	<u>10,128</u>
Total Current Assets	25,910	457,777	483,687
Fixed Assets			
Land	818,213		818,213
Building	11,668,929		11,668,929
Photovoltaic System	404,689		404,689
Tenant Improvements	17,000		17,000
Furniture & Fixtures	154,713		154,713
Office & Other Equipment	51,209		51,209
Accum Depr - Building	(4,604,792)		(4,604,792)
Accum Depr - Photovolatic System	(53,959)		(53,959)
Accum Depr - Tenant Improvements	(8,499)		(8,499)
Accum Depr - Furn & Fixtures	(166,863)		(166,863)
Accum Depr - Office Equipment	(46,113)		(46,113)
Total Fixed Assets	<u>8,234,527</u>		<u>8,234,527</u>
Other Assets			
Pledge Receivable - Eddie Flores	-	-	-
Prepaid Loan Fees	85,263		85,263
Deposit for 2018 Bayanihan Gala	10,570	-	10,570
Total Other Assets	<u>95,833</u>	<u>-</u>	<u>95,833</u>
TOTAL ASSETS	<u><u>8,356,270</u></u>	<u><u>457,777</u></u>	<u><u>8,814,047</u></u>

The Filipino Community Center Inc
Statement of Financial Position
As of November 30, 2018

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Current Portion of Note Payable Due FFB	63,000		63,000
Current Portion of Capital Lease Obligation	3,718		3,718
Accounts Payable			
Accounts Payable	309,147		309,147
Accounts Payable - Tenants	31,925		31,925
Total Accounts Payable	<u>341,072</u>	<u>-</u>	<u>341,072</u>
Other Current Liabilities			
CORO Filcom Fund		950	950
Typhoon Relief Funds		534	534
Filcom Loan Campaign		1,000	1,000
Deferred Revenue - Ballroom/Courtyard		60,293	60,293
Refundable Damage Deposit	2,541		2,541
Security Deposits - Caterers/Ballroom	15,008		15,008
Accrued Property Tax	32,527		32,527
General Excise Tax Payable	2,993		2,993
Accrued Net Payroll & Taxes	11,058		11,058
Total Other Current Liabilities	<u>64,127</u>	<u>62,777</u>	<u>126,904</u>
Total Current Liabilities	471,917	62,777	534,694
Long Term Liabilities			
Long-Term Note Payable due FFB	2,675,007		2,675,007
Capital Lease Obligation - Copier	3,281		3,281
Tenant Security Deposits	32,269		32,269
Total Liabilities	<u>3,182,474</u>	<u>62,777</u>	<u>3,245,251</u>
Net Assets			
Unrestricted	5,292,205		5,292,205
Board Restricted for Programs/Events:			
Fil4Kids Summer Program	-		-
Mother's Day Luncheon	1,874		1,874
Ilocano Language Immersion Program	288		288
Pasko Sa Filcom	1,278		1,278
Sakada Day Celebration	1,653		1,653
Temporarily Restricted - Loan		195,000	195,000
Permanently Restricted - Endowment	-	200,000	200,000
Decrease in Net Assets - Current Year	(123,502)		(123,502)
Total Net Assets	<u>5,173,796</u>	<u>395,000</u>	<u>5,568,796</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>8,356,270</u></u>	<u><u>457,777</u></u>	<u><u>8,814,047</u></u>



28

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 4 1997

FILIPINO COMMUNITY CENTER INC
C/O ROLAND C CASAMINA
1810 N KING STREET
HONOLULU, HI 96819

Employer Identification Number:
99-0305884
DIN:
317147509
Contact Person:
TYRONE THOMAS
Contact Telephone Number:
(213) 894-2289
Our Letter Dated:
May 4, 1994
Addendum Applies:
Yes

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. For guidance in determining whether your gross receipts are "normally" more than \$25,000, see the instructions for Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

Letter 1050 (DO/CG)

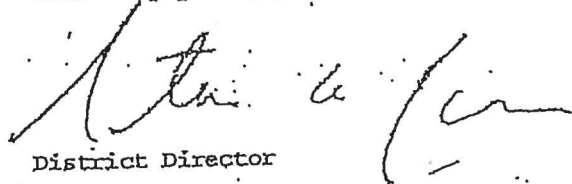
FILIPINO COMMUNITY CENTER INC

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

FILIPPINO COMMUNITY CENTER INC

We have determined that you are a publicly supported organization of the type described in Sections 509(a)(1) and 170(b)(1)(A)(vi) as opposed to Section 509(a)(2) of the Code. This change does not affect your exempt status as an organization described in section 501(c)(3) of the Code, your non-private foundation status, or your filing requirements.

Our letter dated June 4, 1997, is hereby reissued to reflect the correct employer identification number for your organization. Please use this number on all returns you file and in all correspondence with the Internal Revenue Service.



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: THE FILIPINO COMMUNITY CENTER, INC.*

DBA/Trade Name: THE FILIPINO COMMUNITY CENTER, INC.*

Issue Date: 01/15/2019

Status: Compliant

Hawaii Tax#: 40449418-01
 New Hawaii Tax#: GE081260748801
 FEIN/SSN#: XX-XXX5884
 UI#: XXXXXX0939
 DCCA FILE#: 88827

Status of Compliance for this Vendor on Issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information