

**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:

Amount of State Funds Requested: \$ 1,000,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
 Friends of the Library of Hawai'i (FLH) is applying for a \$1 Million Grant-In-Aid for purchase of a facility in Honolulu. FLH is a statewide independent non-profit organization that provides funding to the Hawai'i State Public Library System (HSPLS) for non-state-budget items. FLH was founded in 1879 and 2019 marked 140 years of public-private partnership with the library system. Redevelopment in Kaka'ako forced FLH out of the warehouse we had occupied for 20 years. Due to the forced relocation, FLH has spent significantly more funding on rent, taking funds away from our mission.

Amount of Other Funds Available:
 State: \$ 750,000
 Federal: \$ _____
 County: \$ _____
 Private/Other: \$ 653,000

Total amount of State Grants Received in the Past 5 Fiscal Years:
 \$ 750,000
 Unrestricted Assets:
 \$ 3,936,066

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:
 99-1132 Iwaena St.
 City: State: Zip:
 Aiea HI 96701

Contact Person for Matters Involving this Application	
Name: Nainoa Mau	Title: Executive Director
Email: nainoa@friendsofthelibraryofhawaii.org	Phone: (808) 536.4174

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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 Authorized Signature

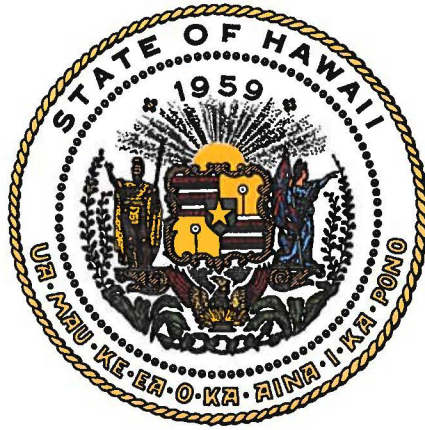
Nainoa Mau

 Name and Title

January 17, 2020

 Date Signed
 10:59 am





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

FRIENDS OF THE LIBRARY OF HAWAII

was incorporated under the laws of Hawaii on 06/24/1879 ; 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 14, 2020

Director of Commerce and Consumer Affairs

**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.

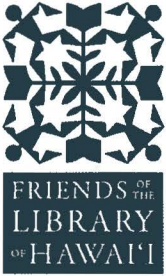
Friends of the Library of Hawai'i
(Typed Name of Individual or Organization)


(Signature)

January 17, 2020
(Date)

Nainoa Mau
(Typed Name)

Executive Director
(Title)



January 17, 2020

Dear Hawai'i State Legislators,

Celebrating its 140th year as the non-profit partner for the Hawai'i State Public Library System, Friends of the Library of Hawai'i (FLH) wants to provide the maximum amount of financial support possible to Hawai'i's public libraries.

A strategic objective of the FLH Board is to increase levels of funding for library support by reducing its rent expenses. The goal of this request is to secure funding to purchase a warehouse in Iwilei that will accommodate the functions of FLH: processing of books, storage of books, retail space, and offices.

FLH has launched a capital campaign to raise the funds to purchase this facility. To date, FLH has raised \$1,430,550 of the project's total cost of \$3,079,500. FLH was fortunate to receive a FY2019 Grant-in-Aid from the Hawai'i State Legislature in the amount of \$750,000 for this project. FLH is requesting additional funding assistance through a FY2021 Grant-In-Aid from the Hawai'i State Legislature in the amount of \$1 million to purchase a permanent facility.

By providing free access to books, media, programs, and on-line resources, the public library is invaluable to the education of Hawaii's population. Of the 1.4 million residents in the state, over 1.2 million people have a public library card.

Founded in 1879, Friends of the Library of Hawai'i (FLH) was instrumental in establishing the first public library in Hawai'i, the Hawai'i State Library, in 1913. Today, the mission of FLH is to support and promote Hawaii's 51 public libraries.

In her letter of support for this project, State Librarian Stacey Aldrich commented, "An investment in a permanent location owned by FLH is an investment in the future of public library programming and community growth in Hawai'i."

Beyond financial support, Friends of the Library of Hawai'i also advocates for and promotes the public library system to ensure its efficacy in the 21st century. We hope that you will consider joining us in supporting free public library services to the population of Hawai'i.

Find out more about our organization and what we do at: www.FLHhawaii.org/capitalcampaign

Sincerely,

Nainoa Mau
Executive Director

DAVID Y. IGE
GOVERNOR



STACEY A. ALDRICH
STATE LIBRARIAN

STATE OF HAWAII
HAWAII STATE PUBLIC LIBRARY SYSTEM
OFFICE OF THE STATE LIBRARIAN
44 MERCHANT STREET
HONOLULU, HAWAII 96813

November 19, 2019

Nainoa Mau
Executive Director
Friends of the Library of Hawai'i
99-1132 Iwaena Street
'Aiea, Hawai'i 96701

Aloha Mr. Mau,

As the State Librarian of the Hawai'i State Public Library System (HSPLS), I would like to add my support to your efforts to seek funding to acquire a permanent location for the Friends of the Library of Hawai'i (FLH) operations and warehouse to house books, music and art to sell and raise money for HSPLS.

The purpose of the Friends of the Library of Hawai'i is simple. It is to raise funding to support state library programs that benefit our communities across six islands. In the past, FLH was able to use a space designated for HSPLS at no cost, so that all of the funding raised could go directly back to our public libraries and some minimal administrative costs to support a statewide organization. Unfortunately, HSPLS was asked to vacate the property for another project and FLH was forced to find new space. With the new space came new cost that have continued to take support away from our public libraries.

The funding provided by FLH is necessary for HSPLS to be a successful public library system in the 21st Century. Public libraries are more than just books. We support self-sufficiency and the success of each person who walks through the physical or virtual doors. The health of our communities is enhanced when we have strong libraries that provide opportunities for learning 21st Century skills and literacies, connecting people to the world of information and ideas, and creating spaces for community engagement.

Eric Klinnensberg is a researcher and author of the book *Palaces for the People*. His research has focused on the importance of social infrastructure for the health of communities. We need places where all people can go and be together, and where all people no matter sex, religion, economic status or creed can go for equal opportunities. The public library is a vital part of social infrastructure.

An investment in a permanent location owned by FLH, is an investment in the future of public library programming and community growth in Hawai'i.

If I may be of further assistance, please do not hesitate to contact me at 808-586-3704 or stacey.aldrich@librarieshawaii.org.

Mahalo nui loa,

A handwritten signature in blue ink that reads "Stacey A. Aldrich".

Stacey A. Aldrich
State Librarian

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, 2019.

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;

Friends of the Library of Hawai'i (FLH) was organized in 1879 to support and promote the creation of a public library in Hawai'i. Over the last 140 years, FLH has provided and secured millions of dollars of support for the extension of the public library services of the Hawai'i State Public Library System (HSPLS) and for essential programs such as the annual summer reading programs to boost reading by individuals and families.

Today, FLH supports the entire fifty-one branch library system, providing program funding and discretionary funds across all branches and promoting a network of local support through its affiliate groups. FLH also provides for librarian development and continuing education, bringing together all public librarians for institute days and funding smaller training sessions.

FLH funding does not supplant state funds and responsibilities --which provide for collections, people, and places --but augments the budget to provide interactive and educational programming, training and continuing education.

FLH plays a key role for the Hawai'i State Public Library System in securing large grants for technology upgrades, capital improvements, and much more. Recognized in statute as the non-profit partner of our public library system, FLH works closely with library administration and community leaders to advance the development and continued viability of our public libraries. In its 140-year history, FLH has provided millions to our state library system.

2. The goals and objectives related to the request;

The goal of this request is to secure funding for purchase of a warehouse to house the FLH processing, storage, retail, and office functions. FLH increasingly pays a much larger portion of our available funding toward rent while our other overhead costs have remained relatively stable. A strategic objective of the FLH Board is to increase levels of funding for library programs by reducing our rent expense.

In 2015, the FLH home for over twenty years at 690 Pohukaina Street in Kaka'ako, was slated for redevelopment, and the library system and FLH were forced to move. Since 2015, FLH has paid over \$70,000 per year in rent for 8,000sf of space in Halawa. This significant expense is approximately \$56,000 below market rate. This difference between our lease and market rates has drastically increased during the 5-years FLH has been at our current location. Currently, there are 6 months left on the Halawa lease.

The board recognizes that in July 2020 the organization could be faced with a significant increase in rent, possibly in line with current market levels. The organization has approached many community stakeholders, the board of education, and large landowners in its search for affordable space within the greater Honolulu area. Due to our space requirements, no properties have been offered.

Up to 150 pallets of material (200,000 books & media) are housed in the warehouse and more than 400 pallets of material (750,000 books & media) are processed through the warehouse each year. Seventy-five year-round volunteers sort and price the donated books & media for sale. The funds raised from these sales are the primary source of funding that is provided for library programs.

3. The public purpose and need to be served;

Friends of the Library of Hawai'i is first and foremost the non-profit partner of the Hawai'i State Public Library System. In this capacity, through our warehouse, FLH takes material that is no longer useful to the system and works to monetize that material. The

funds raised are then returned to the system for programs and projects not covered by the state budget.

FLH is also the fiscal agent for library grants and sponsorship and for securing and administering private and government funding for special projects to enhance our library system. Currently underway is the doubling in size of the Na'alehu Public Library branch. This addition was made possible through a USDA grant secured by FLH.

Much more than just a support organization for the public libraries, FLH focuses on creating a literate and educated populace. Through our book sales we provide literature, music, and educational materials to our community. Incorporating a retail presence into our warehouse will make books available to our community year-round and make our space multi-functional and revenue generating.

FLH is a green and environmentally friendly organization. The hundreds of thousands of books we receive each year are re-used, recycled, or re-purposed. Excess material is provided to other non-profit organizations, i.e. schools, prisons, and charitable concerns. Material that cannot be re-used or recycled is disposed of at a cost to FLH.

The FLH Affiliate Friends group network covers 43 of the 51 public libraries across the state. FLH provides its affiliates with resources and guidance to promote substantial local support and to ensure that all state and federal financial reports are filed in a timely manner.

4. Describe the target population to be served; and

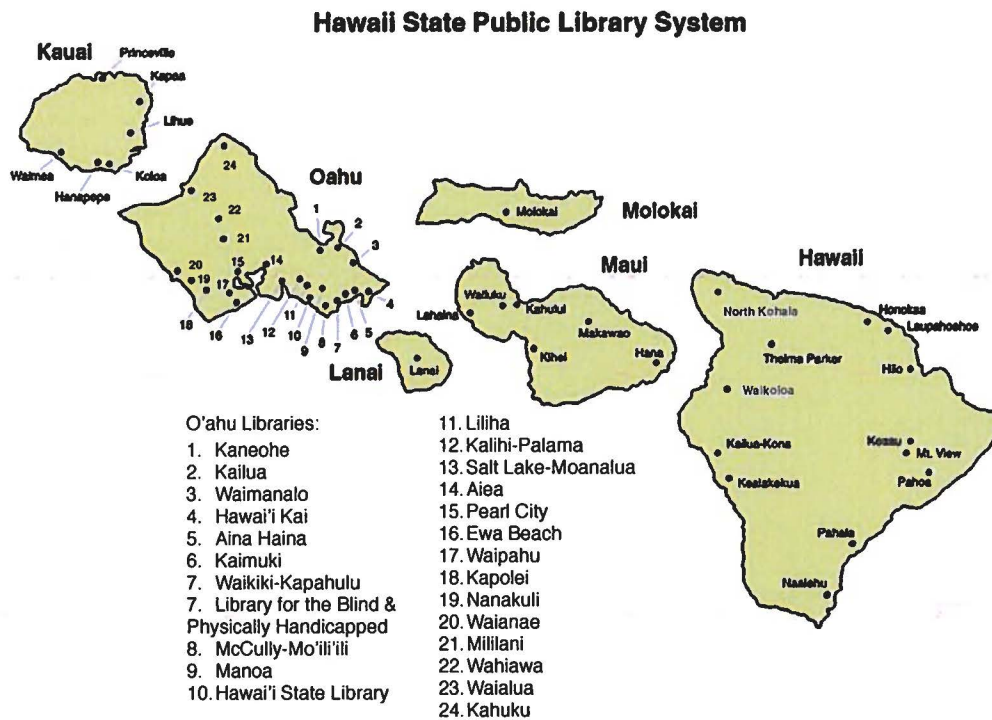
Through our support of the Hawai'i State Public Library System, FLH programming and funding serves all members of our Hawai'i community statewide, from keiki to kupuna. Approximately 1.27 million Hawai'i residents have a public library card. Our book sales and events reach the residents of O'ahu, while the book sales hosted by our forty-three affiliate groups benefit many other communities across the state. FLH collects books from all twenty-four O'ahu public libraries and large donations of material from individuals and organizations across the island.

5. Describe the geographic coverage.

FLH functions support all fifty-one public library branches across the state. Though our organization is based on O'ahu, the proceeds from our sales and fundraisers fund programs at every library branch. Training and continuing education funding benefits the entire statewide library system staff. The FLH Affiliate network covers 43 of the 51 branch libraries across the state.

In addition to the libraries, the community on the island of O'ahu directly benefits from FLH processing of material, where FLH is the primary clearinghouse for used books and

media. Through its support of local Friends groups and through its programming and librarian support, FLH supports residents across the state. FLH donates excess material to groups on O'ahu and to the neighbor islands and beyond, with 35,000 books shipped annually to promote libraries and literacy to our island neighbors in the South Pacific.



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;

Grant-in-aid funds will be used with Friends of the Library of Hawai'i funds and capital campaign funding for purchase of a warehouse building. The organization has identified a building in the Iwilei area of Honolulu that is over 13,000 square feet. This building is

suitable to contain the processing, storage, and office functions of the organization. There is sufficient space for a retail component that could be a new functional use where FLH has not previously sold merchandise out of an in-warehouse store, other than online. The retail potential will be decided once the organization has settled in to the new facility and understands the locations opportunities and limitations. A certified commercial realtor assisted in the search and is currently facilitating the transaction. The facilities committee of FLH is currently working with the realtor to negotiate through the purchase process. Any renovations necessary shall be identified during the due diligence process and will take place prior to move-in.

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

FLH is currently working with our commercial real estate broker to negotiate for a 13,000+ SF property in Iwilei. At the same time, the board of FLH is working to raise the remaining \$1.5MM needed for the purchase.

FLH's current facility lease will end in June 2020. FLH will work to negotiate the extension of that lease if necessary. Once the purchase negotiations are completed and an agreement of sale is agreed upon for the new property, it will take FLH approximately three months to close on the sale. A move can be accomplished in just over one month depending on the timeline for any necessary renovations and the amount of inventory to be moved. Any renovations will be completed before a move.

It will take an additional six months to decide upon a retail presence in the warehouse. A retail build-out can take place after move-in.

January - April 2020

- Capital Campaign to raise \$1,500,000
- Complete due diligence and escrow period for the property purchase.

May - June 2020

- Obtain committed funds
- Take possession of the property
- Complete necessary renovations
- Move FLH operations to the new facility

July - December 2020

- Continue to fundraise to pay off property purchase debt
- Investigate potential retail operations

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 Facilities Committee of the FLH Board of Directors is overseeing the search for the new facility for FLH operations. The Facilities Committee includes board members with property management, finance, real estate, and legal expertise. The Board of Directors has also identified foundations and donors to approach for the additional funding necessary.

In the last six years, the organization has moved twice and once attempted to purchase a building. While our offer for purchase was not accepted, the experience gave staff and board members an understanding of the process and the time necessary to undertake it. Staff and volunteers have also developed project management timelines for accomplishing organizational moves and minor renovation processes.

Through the expertise of a commercial real estate broker, FLH will ensure that the purchase process will be conducted appropriately. FLH has a current relationship with Roger Lyons of the Beall Corporation. FLH and Mr. Lyons have are negotiating for a \$2.975MM, 13,000+ SF property in Iwilei. Facilities of similar or smaller size are selling for close to \$4MM. Due to the nature of our business, the organization requires a facility that is at least 8,000 SF, plus sufficient parking for volunteers, and loading dock/bay access. The facility currently under negotiation fits those needs.

In 2017, FLH opened a volunteer run bookstore, the BOOKS @ Mark's store, in the ARTS at Mark's Garage collaborative space in Chinatown, Honolulu. This has given the organization a sufficient background in brick-and-mortar retail to effectively incorporate a future retail function into a warehouse.

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.

Should FLH receive this grant-in-aid funding and the additional funding needed to purchase the facility, the organization will have the ability to settle into a permanent facility. Analysis of the prospective Iwilei location shows that should FLH receive full funding, our current facility expense should drop by approximately \$20,000/yr. This is in addition to the future savings of over \$50,000/yr when our current discounted rent situation expires. In reality, FLH would not be able to find consistent additional annual funding in the future to pay for the significant increase in rent. Requesting funding through a capital campaign to purchase a permanent facility is the best option to lock in

our facility expense for the continued viability of the organization and its ability to provide substantial funding and programs to Hawai'i's public libraries.

The new central location should allow for increased donations that can be accommodated in the additional 5,613SF of space at the potential Iwilei location. The location will also boost volunteer accessibility and the number of year-round volunteers is expected to increase by at least 10.

The project budget shows that the annual maintenance and utility expense for a warehouse building will be much lower than the current amount FLH pays in rent. Overall, FLH will be able to devote more of the funds raised toward its mission of support for the Hawai'i State Public Library System.

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 (*Attached*)
 - b. Personnel salaries and wages (*Not Applicable*)
 - c. Equipment and motor vehicles (*Not Applicable*)
 - d. Capital project details (*Attached*)
 - e. Government contracts, grants, and grants in aid (*Attached*)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1,000,000				

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

FLH has allocated a significant amount of it's own funds to a building fund. FLH will also approach local foundations, banks, and individual donors. Potential donors include:

- Friends of the Library of Hawai'i
- Bank of Hawai'i Charitable Foundation
- Ward Village Foundation
- Alexander & Baldwin
- The MacNaughton Group Foundation
- Central Pacific Bank Foundation

- First Hawaiian Bank Foundation
- HEI Charitable Foundation
- Matson
- HMS Host Foundation
- Hawai'i Community Foundation
- James and Abigail Campbell Foundation
- Atherton Family Foundation
- The Clarence T.C. Ching Foundation
- H.T. Hayashi Foundation
- Hung Wo and Elizabeth Lau Ching Foundation
- Individuals

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

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

Not applicable.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

FLH Unrestricted Net Assets to December 31, 2019

Undesignated Operating	\$938,059.00
Board Designated Endowment*	<u>\$101,769.00</u>
Total Unrestricted Net Assets	\$1,039,828.00

*Board restricted 4% of Endowment for operations annually

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.

In 2017, FLH submitted an offer for a property at 423 Kamake'e Street in Honolulu. Ultimately, the offer was not accepted, but the unique property offering gave FLH staff and directors experience and insight into the steps of the purchase process.

The organization has efficiently moved twice in the last six years, moving more than 8,000SF of inventory, supplies, offices, and other organizational capacity to new locations. The organization successfully re-established itself each time.

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.

FLH currently occupies an 8,000 sf warehouse in Halawa Valley. The warehouse includes 3,000 sf of palletized storage of inventory (100 pallets), 1,000 sf of incoming donations (50 pallets), and 2,500 sf of volunteer processing shelving and tables. The remaining 1,500 sf include three offices and volunteer computer areas. The facility includes a restroom, a washroom, an approximately 3,000 sf gated loading/parking area, a loading dock with rollup door, and a shared basement-parking garage.

The building is shared with three other tenants. Within the shared garage, FLH has three reserved parking stalls and in the outside parking area there are an additional twelve stalls for a total of fifteen stalls. The FLH delivery van and forklift are parked in the outside parking lot.

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 facility will serve as the base for FLH operations. The four full-time FLH staff will work out of offices in the facility. Nainoa Mau has worked for the organization for nine years—four years as the FLH Program Director and currently as the FLH Executive

Director (five years to date). Mau received an undergraduate degree in Economics and an M.B.A from Clark University.

The FLH Program Director is Brian Leialoha. Leialoha has worked for the organization since January 2018 and previously worked in event management. Leialoha received an M.B.A. from Chaminade University.

The FLH Office Manager is Darlene Asuncion. Asuncion has worked for FLH since May 2019 and is responsible for administrative duties and bookkeeping.

The FLH Warehouse Staff is Frederick Murakami. Murakami began with FLH in October 2018. He is the FLH driver and responsible for warehouse operations.

In addition to the four staff members, FLH has nearly seventy-five dedicated volunteers who work in the warehouse year-round. Some volunteers come on an almost daily basis to assist the organization with processing donations. These amazing volunteers come with a wide range of professional backgrounds and their expertise is an asset to the organization.

The FLH Board of Directors is a diverse group of working and retired professionals who are dedicated to advancing literacy and recognize the importance of free public libraries. The FLH Board includes:

Executive Board

Lynnae Lee, Esq., President
Kathy Fay, Vice-President
Gregory Valen, Treasurer
Kalani Sloat, Esq., Secretary

Keith Oda, CFP
Maia Rosen
Brian Sekiguchi
Allene R. Suemori, Hon. (Ret.)
Jennifer Thompson
Richard Wasnich, M.D.
Alan Yamamoto

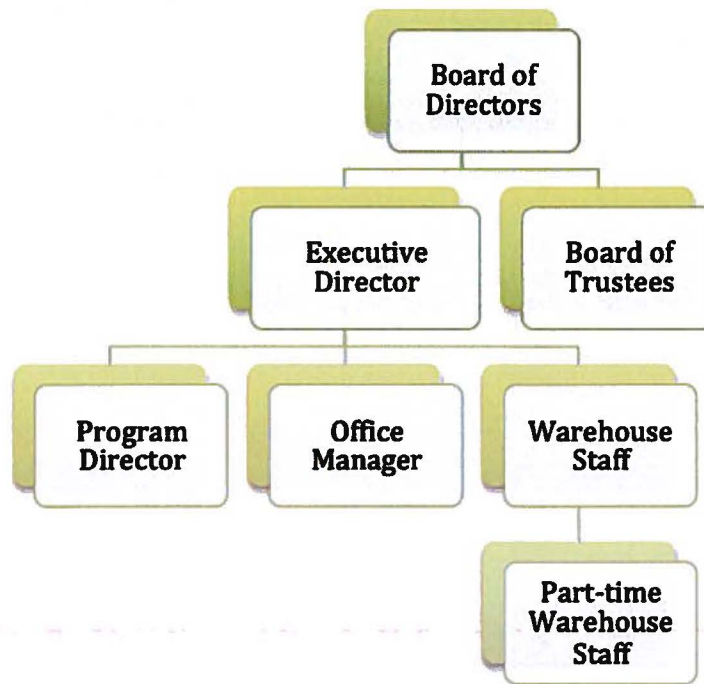
Board of Directors

Marlene Booth
Jane Dickson
Susan A. Li, Esq.
Amanda McCann

Ex-Officio Director
Stacey Aldrich, State Librarian

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.

- Executive Director - \$70,000
- Program Director - \$40,000
- Office Manager - \$30,000

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.

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but

FLH is capable of maintaining and covering expenses related to a facility purchased with the GIA funding. The current amount budgeted for the FLH rental expense will more than cover the anticipated cost of operations in the new facility. The organization has mature annual fundraisers that steadily raise similar amounts each year.

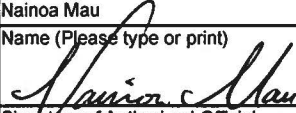
- (b) Not received by the applicant thereafter.

The purchase of a permanent facility will allow FLH to eliminate rental expenses and increase funding for library programs and support. FLH will be strategically positioned to advance the development and continued viability of Hawai'i's public libraries. Maintenance of the warehouse facility will be a line item in FLH's annual budget, funded by earned revenue and FLH endowment funds.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Friends of the Library of Hawai'i

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	1,000,000			2,079,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Nainoa Mau (808) 536.4174		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	2,079,000	Signature of Authorized Official Date		
TOTAL BUDGET	3,079,000	Nainoa Mau, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Friends of the Library of Hawai'i

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

JUSTIFICATION/COMMENTS:

 No funds are requested for personnel salaries and wages.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Friends of the Library of Hawai'i

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
No funds are requested for equipment and motor vehicles.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Friends of the Library of Hawai'i

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION		1430000	1000000	648950		
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			1,000,000			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Friends of the Library of Hawai'i

Contracts Total: 750,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	2019-2020 Hawaii State Grant in Aid	1-Jul-19	DAGS	Hawai'i	750,000
2					
3					
4					
5					
6					
7					
8					
9					
10					
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