

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

Type of Grant Request:

Operating  Capital

Legal Name of Requesting Organization or Individual: Dba: HAWAII ARCHITECTURAL FOUNDATION

Amount of State Funds Requested: \$ 63,000

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

FUNDING IS BEING REQUESTED FOR (4) INTERISLAND COMMUNITY  
OUTREACH WORKSHOPS

Amount of Other Funds Available:

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

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

\$ 65,000

Unrestricted Assets:

\$ \_\_\_\_\_

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

Type of Business Entity:

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

Mailing Address:

P.O. Box 1515

City: HONOLULU

State: HI

Zip: 96806

Contact Person for Matters Involving this Application

Name: CHRISTOPHER HONG

Title: PRESIDENT

Email: HATCH

Phone: 808.341.3181

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



Authorized Signature

CHRISTOPHER HONG, PRESIDENT

Name and Title

1/17/2019

Date Signed

received  
1/17/2019

2:59pm

## 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

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AUTHORIZED SIGNATURE

CHRISTOPHER HOWE  
PRINT NAME AND TITLE

1/17/2020  
DATE

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**Hawai'i Architectural Foundation  
FY2021 Grant-in-Aid Application  
“Building Voices: Interisland Community  
Outreach Initiative”**

**Submitted: January 17, 2020**

**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.

Hawai'i Architectural Foundation

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

  
(Signature)  
Christopher Hong

1-15-20

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

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

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





January 15, 2020

Aloha Grant-in-Aid reviewers,

The Hawaii Architectural Foundation requests a grant for the public purpose of holding a series of 2021 Building Voices public engagement workshops which will bring critical information and listening sessions to smaller communities on Oahu, Maui, Kaua'i, and Hawai'i island, surrounding climate change and the immediate impacts on each community. This project will engage both city and state representatives from each county to determine which climate change issues are most pressing for each county or all four counties as a whole. In addition to being informative, the listening workshops will also invite input on future communication and collective action. The event will have its own dedicated website, with all workshop material and documentation available and uploaded to the site for public. Reports on all workshop findings will also be distributed to all partnered public officials. The total cost of the grant requested is \$50,000.

Mahalo,

A handwritten signature in black ink, appearing to read 'Christopher Hong', is written over a horizontal line.

Christopher Hong AIA  
President, Hawaii Architectural Foundation



UNIVERSITY  
of HAWAII®  
MĀNOA

January 9, 2020

Aloha Grant-In-Aid reviewers,

On behalf of the University of Hawai'i at Manoa School of Architecture, I am pleased to support this GIA application from the Hawai'i Architectural Foundation (HAF) to fund a 2021 Building Voices series of public engagement workshops to communicate critical climate change information of immediate impact to communities, and to initiate conversations about next steps.

HAF has worked closely with the School of Architecture through their support of annual scholarships, and has a successful history of working with the University and its students. In 2014, HAF presented the UH Manoa Library with a donation to support the Vladimir Ossipoff Collection as a collaborative effort with the School of Architecture's student organization, the American Institute of Architecture Students. I am pleased that HAF will be partnering with the University of Hawaii Community Design Center on this project, which will continue this tradition of collaboration.

HAF's partnership with the University of Hawaii Community Design Center will leverage the center's experience with engaging the community, using their strong visual representation skills to help communities to understand how they will be personally impacted by climate change. This will also offer opportunities to provide our students with critical training in community engagement and civic practices, that will better prepare them to address the problems facing their generation.

I hope that you will consider supporting the Hawaii Architectural Foundation's mission of "advancing the understanding and value of architecture in the local community", as well as supporting what I have confidence will be a fruitful partnership between the university, professional organization, and public officials. As a collective we are stronger in our ability to engage and advance the needs of the public.

Mahalo,

A handwritten signature in black ink, appearing to read "William Chapman".

William Chapman, PhD  
Dean, School of Architecture

## 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;

**Hawaii Architectural Foundation promotes architecture and education, environment, historic preservation and advocacy and outreach to the community about our built and natural environment.**

2. The goals and objectives related to the request;

**HAF in association with the design professional organizations AIA Honolulu, AIA Maui, and the University of Hawaii Community Design Center (UHCDC), plans to host a fifth Building Voices event that is a series of smaller workshops bringing important information and exchange related to immediate climate change impacts to smaller underserved communities on Oahu, Maui, Kauai, and Hawai'i island.**

3. The public purpose and need to be served;

**The goal of these workshops is to increase public awareness and to solicit public feedback on issues related to climate change, of immediate relevance to specific communities. Climate change will have near term and long term impacts on infrastructure, transportation, food, energy, health, and urban and regional development that communities should be informed about. Likewise, the public offices entrusted with the decisions required to address these system-wide issues should be informed by engaged feedback from their constituents. These workshops will provide opportunities for this exchange.**

4. Describe the target population to be served; and

**This project aims at covering all four counties in Hawai'i, including Honolulu, Hawai'i, Maui, and Kauai counties. The goal of this project is to expand the reach of Building Voices events to impact less-served populations. The target audience is the general population for each of these communities, from all demographic backgrounds. Workshops will be open to the public with special considerations made to ensure that all dates, times, are amenable to participation and locations are accessible.**

5. Describe the geographic coverage.
- 6.

**The workshops will occur (one each) on O'ahu, Maui, Kaua'i, and Hawai'i Island serving a community on each island to be selected with state and county input.**

### **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;

**2021 Building Voices effort will deliver community workshops that will bring critical information and listening sessions to smaller communities on Oahu, Maui, Kaua'i, and Hawai'i island surrounding climate change, and immediate impacts on each community. These workshops will use the power of design to help communities to visualize climate change as it relates to their specific locale, in an effort to support better decision making.**

1. **The effort will begin with engaging city and or state representatives in a discussion on pressing issues for their communities related to climate change. This discussion will identify which specific communities and issues will be targeted by each workshop.**

2. **Research will be gathered on climate change impacts to Hawai'i, and specific impacts for the communities identified above. This research will include consultation with leading scholars at the university.**
  3. **Four separate workshops will be coordinated in total. Each workshop will be coordinated with a city or state partner. Event details and event communication will follow, including the development of a dedicated website to document each event for the public.**
  4. **Each workshop will tentatively involve a short speaker presentation, visual presentation material, and an interactive workshop activity to gather feedback from the community. Workshops are initially envisioned as 2-3 hour evening or weekend events.**
  5. **All speaker presentations and workshop findings will be made available on the event website, and distributed to state or city partners after the completion of all four events.**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

<b>Release of funding</b>	<b>November 2020</b>
<b>Coordination</b>	<b>January - March 2021</b>
<b>Research and Design of Engagement</b>	<b>March - June 2021</b>
<b>Engagement workshops</b>	<b>June - September 2021</b>
<b>Synthesis and Report</b>	<b>September- December 2021</b>

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

**A HAF quality assurance project representative will work with UH CDC on the project. An advisory group of UH faculty will also provide guidance on the climate change research. All project team members will go through a community engagement training workshop prior to the start of the engagement portion. Each workshop will involve a exit survey for participants and a post-event evaluation by all team members to improve subsequent activities.**

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 Building Voices findings will be documented in a report to be made available to the legislature and publicly accessible on the HAF website. This will include communities served, public officials engaged, collaborating organizations, and attendees for each event. In addition, the new material generated for each specific community provides new knowledge available to the general public.**

**IV. Financial**

**Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

**N/A**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

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

**N/A**

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

**N/A**

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

**N/A**

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

N/A

## **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.

**HAF successfully partnered with AIA Honolulu to host the 2018 Building Voices Livable Cities Symposium at the Hawai'i Convention Center that was well attended by hundreds of professionals and members of the general public. This 2021 Building Voices will involve a partnership with the University of Hawaii Community Design Center (UHCDC), which likewise has experience hosting the 2017 and 2018 Building Voices events, and represents a robust program for community-engaged research, planning, and design for city and state agencies. UHCDC has faculty and staff with experience organizing similar public events for small community groups or up to 300 people.**

### **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.

**Each workshop location on each island will be ADA accessible, central to the community served, and secured separately.**

## **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.

**HAF will be partnering with UHCDC to provide most of the staffing for these workshops. UHCDC is supported by faculty, staff, and students that are trained in design research, graphic communication, and outreach skillsets that are core to these workshops. The project would be supported by UHCDC oversight, university faculty research (representing information from leading scholars in the field of climate change), staff coordination, and students from the School of Architecture and DURP, employed as interns at UHCDC. All project team members will go through community engagement training prior to the engagement workshops.**

## **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.

**HAF President - administration of GIA funds  
HAF Vice President - quality control  
UHCDC director - oversight of events  
UHCDC program director - coordination of events  
UHCDC faculty and students - develop information/ graphics**

## **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.

**N/A**

## **VII. Other**

### **1. Litigation**

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

**N/A**

### **2. Licensure or Accreditation**

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

**N/A**

**3. Private Educational Institutions**

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

**N/A**

**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:

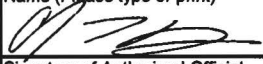
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

**N/A**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawai'i Architectural Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>0</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	8,000			
2. Insurance	N/A			
3. Lease/Rental of Equipment	2,000			
4. Lease/Rental of Space	N/A			
5. Staff Training	N/A			
6. Supplies	6,000			
7. Telecommunication	N/A			
8. Utilities	N/A			
9 Contractual Administration	5,000			
10 Translators	2,000			
11 Public Relations (PR) / Printing	8,000			
12 Food	4,000			
13 Sub-Contract Research	10,000			
14 Sub-Contract Co-ordination	10,000			
15 Honorarium	6,000			
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>61,000</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>2,000</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>63,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Christopher Hong	808.341.3781	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/17/20	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>		Christopher Hong, President		
		Name and Title (Please type or print)		





# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawai'i Architectural Foundation

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	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	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
<b>TOTAL:</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Hawai'i Architectural Foundation

Contracts Total: 65,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Building Voices Symposium 2018	Nov. 17 2018		State of Hawai'i	65,000
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## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawai'i Architectural Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Video Recording / Camera	1	\$1,000.00	\$ 1,000.00	
Audio Recording	1	\$500.00	\$ 500.00	
Tri-pod, misc. camera accessories	1	\$500.00	\$ 500.00	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>3</b>		<b>\$ 2,000.00</b>	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS: