



## **Grant Application Instructions Fiscal Year 2021 (July 1, 2020 to June 30, 2021)**

1. Fill out the application form in its entirety.
2. Submit (1) completed original of the application to the House Committee on Finance:

State Capitol, Rm. 306  
Honolulu, HI 96813  
Attn: GIA

3. Submit (1) completed original of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 208  
Honolulu, HI 96813  
Attn: GIA

4. Do not include stapled or bound materials or brochures with applications. All materials submitted should be on 8 and ½ by 11 inch paper and clipped.
5. Applications may be submitted effective immediately. The deadline for receipt of applications is **January 17, 2020, at 4:30 pm** as determined by the official legislative calendar.

Please contact the House Committee on Finance staff at 586-6200 or Senate Committee on Ways and Means staff 586-6800 if you have questions.

**Your application will be posted on the Legislature's website. No information except your federal and state tax id number on the cover page will be redacted.**

## Application Submittal Checklist

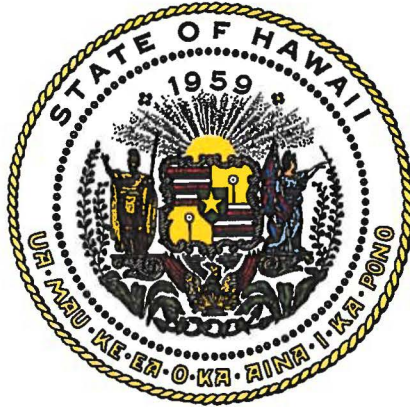
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

Jon S. ITOMUEA, Executive Director  
PRINT NAME AND TITLE

1/14/20  
DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

HAWAII UNITED OKINAWA ASSOCIATION

was incorporated under the laws of Hawaii on 06/20/1990 ; 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 07, 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.

Jon Itomura  
(Typed Name of Individual or Organization)

  
(Signature)

1/14/20  
(Date)

Jon Itomura  
(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, 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;**

The Hawaii United Okinawa Association (HUOA) is a 501 (c)(3) non-profit organization whose mission is to promote, perpetuate and preserve the Okinawan Culture. The organization promotes and practices community service, supports and encourages education, conducts cultural programs, arts and craft exhibits, demonstrations, and athletic and social activities. It prints, publishes and/or distributes Okinawan Cultural and historical information and books. It also encourages its member organizations to sustain their membership and cultural activities that are unique to the individual organizations and international relations.

HUOA is the umbrella organization for its 50 member clubs, whose combined membership exceeds 40,000 members. Members reside mainly in Hawaii, but are also in Okinawa, Japan and the mainland U.S.

HUOA was established in 1951 as the Hawaii Okinawa Rengo Kai, or the Hawaii United Okinawa Association of Hawaii, and renamed the Hawaii United Okinawa Association in 1995.

The Hawaii Okinawa Center (HOC), the home of HUOA, is a 2.5 acre property in Waipio, HI. HOC stands as a living tribute to the Okinawan immigrant pioneers who began arriving in Hawaii in 1900. Encouraged by Governor Jinji Nishime of Okinawa in the 1980's, HOC was built with donations from Hawaii's Okinawan and business communities, and supporters in Okinawa and the mainland U.S. HOC opened its doors in 1990, which marked the 90<sup>th</sup> anniversary of Okinawan immigration to Hawaii.

HOC also offers the community and state a unique property in Central Oahu to hold meetings, workshops, conferences and special events. It is one the few facilities opened to the public that serve the Leeward and Central Oahu region, that can stage performances while simultaneously accommodating 1,000 guests. Additionally, families, schools and organizations are able to have small to large functions at this location outside of metropolitan Honolulu. Through HOC the area community continues to flourish with opportunities for small businesses to showcase their products at HUOA events such as:

- **Annual Okinawan Festival** – A two day celebration, whose goal is to “Share Uchinanchu Aloha”, is held on the Labor Day weekend at the Hawaii Convention Center since 2018, after spending twenty-five years Kapiolani Park. A committee consisting of the HUOA Executive Council and club members, plan and organize the festival every year. The committee has oversight over 3,500 volunteers who assist in various capacities in areas related to sales, food preparation, cooking, educational displays, video production and overall logistics. The festival attracted approximately 60,000 attendees in 2019 including residents from Oahu, the neighboring islands, the mainland U.S., and even foreign visitors. 2019 marks the 37<sup>th</sup> year of celebrating and “Sharing Uchinanchu Aloha”.
- **Statewide Okinawan Children’s Cultural Day Camp** – Since its inception 1996, HUOA’s Children’s Okinawan Cultural Day Camp offers children from ages 8 – 13 yrs. old, an introduction to Okinawan/Japanese culture and Hawaii’s plantation history in a fun and enjoyable learning atmosphere at the Hawaii Okinawa Center. This one-of-kind summer program began on Oahu and has expanded to the neighbor islands. HUOA clubs on Maui, Hilo, Kona, and Kauai coordinate to offer unique hands-on learning experiences for Hawaii’s keiki’s to learn about its multi-cultural society.
- **Hawaii/Okinawa International Student Exchange Program** – This program is an annual sister-state exchange program that began in 1990 between the Okinawa Prefecture Board of Education and the Hawaii Department of Education, in partnership with the Hawaii State Legislature and HUOA.

Over the past 29 years more than 1,000 students have participated in the exchange program. Okinawa students spend fourteen days on Oahu visiting schools with their host students to explore educational and historical sites throughout the island. Exchange students and their host families enjoy one last gathering at the Hawaii Okinawa Center before returning to Okinawa. Historically, the program received funding from the legislature, with the Hawaii Department of Education responsible to execute the program. Since 2011, funding from the state is no longer available, so HUOA has taken on the task to administer and provide funding to continue this long standing and successful sister-state International Exchange Program.

- **Senior Health and Awareness Fair** – Realizing the needs of our aging community, HUOA began conducting an annual Senior Fair starting in 2011. Various vendors offered Leeward and Central Oahu residents an opportunity to meet and learn more about elder care, senior programs, nutrition, retirement facilities, government agencies, financial management, and other senior related concerns in a friendly and safe environment at HOC free of charge.
- **Annual Craft Fairs** – Offering local hand crafters and small businesses an opportunity to showcase their products and services at two Craft Fairs at HOC. The two-day Winter Craft Fair and Evening Craft Fairs offers shoppers an opportunity to patronize over 200 vendors selling their handmade crafts. There's also a separate booth to encourage attendees to donate to Hawaii's Foodbank. This food drive has been successful as we have been able to donate at least ten cases of various food items to the foodbank.
- **International Partnership for Scholarship & Cultural Exchange** – HUOA nominates young Okinawans from Hawaii for two scholarships offered by the Okinawan Prefectural Government to study in Okinawa for a period of one year. The close relationship between the Prefectural Government and HUOA offers opportunities for cultural exchange between residents of Hawaii and Okinawa.
- **Cultural Classes** – HUOA supports cultural education by providing classes for Okinawan language, Ikebana(Japanese flower arrangement), Sanshin, (Okinawan string instrument), Taiko and Ichi-Go-Ichie (hybrid instrument of Sanshin and Guitar). Classes are held at HOC by professionals who volunteer as instructors.
- **Sports Programs** – HUOA supports a sports program to encourage camaraderie, participation and fellowship amongst member clubs through friendly competition in bowling golf, softball and volleyball.



- **Okinawa Study and Leadership Tour** – The annual HUOA Study Tour participants experience Okinawa to strengthen ties to Okinawa, provide cultural education and visit Okinawa’s Prefectural Government. The HUOA study tour has also provided the opportunity to develop future leaders in the community and in the association.
- **Community Service** – Working closely with homeless shelters on Oahu, HUOA reaches out by holding a picnic and providing much needed clothing, food and the necessities of daily living for shelter residents. During events throughout the year, HUOA accepts donations for Hawaii Foodbank and offers visitors an opportunity to register with Hawaii’s Bone Marrow Registry. HUOA provides volunteers for additional events put on by the community.
- **Cultural Concerts and Performances** – HUOA supports and sponsors local and international cultural concerts and performances at HOC. Some of the more noteworthy concerts and performances held at HOC include:
  - \* Ryukyukoku Matsuri Daiko, an international Taiko/Eisa group celebrated “Ko Ryukyu – Dawn of the Ryukyu’s”, with performers from Hawaii and Okinawa.
  - \* Grant “Sandaa” Murata Sensei, Ryukyu Koten Afuso-Ryu Ongaku Kenkyuu Choichi Kai Hawaii, shared his solo concert (Dokuen Kai) “Hou On Sha Toku” with many of his followers in Hawaii. Ryukyu Koten Afuso-Ryu Ongaku Kenkyuu Choichi Kai Hawaii performed at Carnegie Hall in New York on April 2019.
  - \* The Uchinamun Family Variety Show presented their Yaeyama minyo (folk music) to the people of Hawaii on November 2019.
  - \* Okinawan Festival “Bunkwa Nu Shima” and “Yuimaaru” rooms were filled to capacity with festival attendees watching short performances and demonstrations from our Okinawan visitors. Kimono dressing, musical performances and displays were part of this “Sharing Uchinanchu Aloha”.

Hawaii’s Okinawan Community is very proud of its heritage and shares Okinawan cultures and values through events like the Okinawan Festival. HUOA programs not only enhance the local community, but have contributed to the socio-economic betterment for the State of Hawaii.

HUOA is an integral part of the socio-economic fabric of the State of Hawaii. Upgrading the facilities of the Hawaii Okinawa Center will benefit residents, businesses, and non-profit organizations who regularly patronize the facility.

2. The goals and objectives related to the request;

Current needs that are of priority are projects related to:

- Accessibility and public safety are critical for our members and users of the facilities. Allowing safe and unimpeded access throughout the facilities are paramount to public enjoyment. As the Hawaii Okinawa Center is thirty-six years old, it is extremely important that each component within the facility is maintained properly and that facilities meet Federal and State safety/accessibility guidelines.
- \* Two partitions in the ballroom are designed to separate the ballroom so two functions can be held simultaneously. Presently, after thirty years of constant use, maintenance and safety have become primary concerns. Because of its age parts are obsolete which compels us to makeshift some of the repairs which we know is just a temporary fix. This is a very serious safety concern to those who open and close the partitions and also to the general public.
- \* Due to increased patronage of the ballroom both men's and women's restrooms obviously have seen an increase in foot traffic. This foot traffic has taken its toll on the tile flooring. We will re-do flooring by installing larger tiles and re-sealing the floor area to prevent water leaking between the grout and lifting the tiles.
- \* The dressing rooms are heavily used during events in the ballroom. Over time the flooring has deteriorated causing the vinyl floor tiles not to adhere to the base, this is creating a tripping hazard for our guests. We intend to install wood planks with resistance to the heavy foot traffic for longer life with less maintenance. The make-up counter is also deteriorating as the underlying plyboard is splintering.
- \* In an effort to create and attract the business community to conduct events at HOC, we want to install a fixed overhead projector and bigger screen. Presently, we use a portable projector to project on to a very small screen which is not very conducive to the presenter and/or attendees. A overhead projector will allow for better utilization of the floor area as to not impede on any activities during the event.
- \* Acoustic panels are installed in the ballroom for better sound absorption. Since its installation thirty years ago, the glue holding the fabric to the acoustic boards have permeated through the fabric displaying stained oily spots on the panels. Our intent is to replace these panels without fabric covering to eliminate any long-term maintenance concerns.

- \* Due to water leaks the composition of the ceiling tiles have become brittle, we have addressed the water leaks. This condition has caused some of the tiles to break away and fall. Needless to say, this has become a real hazard to patrons of the ballroom.
- \* Security in the surrounding area has become a major concern with an increase in the homeless population. We have experienced theft of our supplies and even damage to the restrooms due to people trying to break-in. We do have an audible alarm system which is monitored locally for any break-ins. However, we have no means of capturing a video of the perpetrators. Having security cameras should deter unwanted guest(s) from following through on their criminal intentions.
- \* The Kin Garden and monument is a testament to the "Father of Okinawan Immigration to Hawaii". The garden, built thirty years ago, is dedicated to Kazuyo Toyama who's birthplace was Kin, Okinawa. As a leader of freedom and civil rights in Okinawa, he succeeded in sending the first Okinawan immigrants to Hawaii in 1899. To honor Mr. Toyama's immigration initiative a statue, and geographic map displaying the five continents, surrounds the statue. After years of being exposed to the elements the surrounding base is cracking and the marble tiles need to be re-grouted as water intrusion below the tiles have weakened the base.

3. The public purpose and need to be served;

The Hawaii Okinawa Center (HOC) is one of the few facilities that serve the Leeward and Central Oahu regions that can accommodate stage performances and banquets simultaneously. HOC provides the surrounding communities a unique facility that can accommodate banquets, meetings, concerts and a stage for the performing arts community. HOC's facilities also host:

- \* Craft Fairs and Bazaars for local artisans.
- \* Senior Fairs for Hawaii's aging community.
- \* Health Fairs sponsored by HMSA and Kaiser Permanente.
- \* Estate Planning Seminars sponsored by Sterling & Tucker.
- \* Monthly State of Hawaii Dept. of Education workshops and seminars.
- \* State of Hawaii public schools' special events such as graduation parties encompassing all grade levels.
- \* Monthly Leeward District Realtors Association meetings.
- \* State of Hawaii Fire Fighters Association Graduation Ceremony.
- \* State of Hawaii Sheriff's Graduation Ceremony.

4. Describe the target population to be served;

The target population is multifold but not limited to the following;

- \* The Okinawan community in Hawaii.
- \* Central and Leeward Oahu residents.
- \* All Hawaii residents who want to explore and learn the Okinawan Culture and Arts.
- \* Worldwide visitors to our islands that share in the culture programs of HOC, such as the Okinawan Festival and International Concerts.
- \* People of Okinawan descent or Okinawans-at-heart, community members, individuals and families who desire to promote, preserve and perpetuate their culture through classes and events, and the sharing of knowledge from seniors are the primary population of our programs.

Additionally, these programs and cultural awareness classes are not held only at HOC but have been shared at the Okinawan Festival to Hawaii residents and visitors from other destinations.

HUOA has been fortunate that it has been able to assist and work with other community and cultural groups within the State and Internationally, thus allowing us to directly target not only our population, but to continue to serve groups outside of our primary population. Groups that continuously utilize the facilities include residents, businesses, organizations and schools of Central and Leeward Oahu.

5. Describe the geographic coverage;

Hawaii Okinawa Center provides geographic coverage that extends beyond the boundaries of the island of Oahu and HUOA's membership. Membership of over 10,000 households reside not only in Hawaii, but the mainland U.S. and Internationally. The fifty HUOA Member Associations are located on Oahu, the Big Island of Hawaii, Maui and Kauai. International groups from government entities, performing arts, or education sectors choose HOC as a facility to hold events.

### **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 Hawaii Okinawa Center Renovation Project Phase III will ensure equal and safe access throughout the property. The renovations will address long term needs and will fulfill the original programs planned for the building. All work will be performed by local contractors licensed in the State of Hawaii. Work will consist of:

- \* Replace both banquet hall partitions.
- \* Men's and women's restroom floor renovations.
- \* Dressing room floor and counter replacement.
- \* Replace acoustic panels in banquet hall.
- \* Install overhead projector and larger screen.
- \* Replace ceiling tiles in banquet hall and administration bldg.
- \* Restore surrounding base and geographic map for Kin Garden.
- \* Install security cameras.

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

Scheduling of the renovation projects will be coordinated with the contractors and availability of the banquet hall to ensure uninterrupted service of scheduled events. Anticipated timeline is from October 2020 to June 2021.

2<sup>nd</sup> Qtr. (Oct. – Dec. 2020)

- \* Overhead projector and screen installation.
- \* Replace ceiling tiles.
- \* Install security cameras.

3<sup>rd</sup> Qtr. (Jan. – Mar. 2021)

- \* Men's/Women's restroom floor renovation.
- \* Dressing room floor and counter renovation.
- \* Kin Garden restoration.

4<sup>th</sup> Qtr. (Apr. – Jun. 2021)

- \* Replace small and large partitions in banquet hall.
- \* Replace acoustic panels in banquet hall.

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

Evaluation will be overseen by the Facilities Committee of HUOA. Members of the committee include professionals with expertise and background in the field of Architecture, Engineering, Construction and Property Management. This will ensure effective quality assurance and evaluation of proposals submitted by the licensed contractors. Daily onsite monitoring will be conducted by the HOC's Facilities Manager and Executive Director. Inspections and evaluations will be conducted for each separate project. All project(s) will include a warranty explicitly outlined by each contractor in writing. Any, and all, imperfections will be addressed and remedied by said contractor(s).

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.

Quarterly reports will be forwarded to the respective agency to monitor progress of project(s).

#### **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.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0	\$100,000	\$200,300	\$400,000	\$700,300

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

HUOA will continue to seek and apply for additional funds from other private foundations, corporations, individuals, and other government subsidized grants. \$25,000 is available in cash reserve fund for renovations.

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.

No tax credits were received in 2017, 2018 or 2019.

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.

2017/2018 – SFCA Grant: \$3,752 (Children’s Day Camp)  
2018/2019 – SFCA Grant: \$12,000 (Children’s Day Camp)  
2019 – HTA Grant: \$15,000 (Okinawan Festival)  
2019/2020 – State GIA: \$150,000  
2020 – HTA Grant: 30,000 (Okinawan Festival)

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

Liquid Unrestricted Assets: \$25,000  
Investment Account Balance: \$466,882  
Total Unrestricted Assets: \$491,882

## **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.

HUOA’s Facilities Committee Member’s are experienced in the fields of Architecture, Engineering, Construction and Property Management, have the required knowledge and skill set to manage the renovation project.

Advisors and current committee members were involved in the original fundraising efforts and construction of Hawaii Okinawa Center. This successful campaign raised funds to construct HOC in 1990.

Within the past three years HUOA was awarded, and since executed, major capital improvement projects made possible by the State of Hawaii GIA Program. These improvement projects included stage, lighting and sound improvements to the banquet hall.

## **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.

Opened on June 1990, The Hawaii Okinawa Center sits on a 2.5-acre parcel bordered by Kamehameha Hwy., Uke'e St. and Ka Uka Blvd. in Waipio, HI. The property consists of two buildings, two gardens, a koi pond and storage.

Both buildings were designed by Maurice H. Yamasato, past President of HUOA, and principal architect of YFH Architects. Almost every feature of HOC reflects the culture and heritage of our ancestors. For example, the center's two turtle shaped buildings symbolize longevity in Okinawan Culture.

Commonly known as the Teruya Building, the Albert T. and Wallace T. Teruya Pavillion, named for the founders of Times Supermarket Ltd., is a multifunction auditorium/theatre and banquet hall featuring a theatre stage and professional lighting and sound system.

Commonly known as the Higa Building, the Yeiko and Kameko Higa Building, named in memory of Zippy's Restaurant founders, Charles and Francis Higa's parents, houses the administrative office of HUOA. A Cultural Gallery and Library is also shared within these spaces with artifacts from Okinawa and Hawaii.

At first glance, the public sees a beautifully maintained property. Thanks to our volunteers, the property has been well maintained. However, upon closer inspection thirty years of wear and tear can be seen, most of the fixtures and equipment are original. Additional needed facility improvements include:

The requested GIA funds will address our needs to provide a safe and secure facility for the general public. Replacing two partitions in the banquet hall, which divides the hall so separate functions can be held simultaneously, has been advantageous, not to mention efficient, in utilizing the hall for its intended purpose. Numerous attempts have been made over the years to prolong the useful life of the partitions but it has come to our attention that parts for these partitions are obsolete.



Due to the design of these partitions it has become a hazard for the employees, and the general public, to open and close these partitions. The cables, which allow for the operation of the bottom seal plates, have become frayed and are exposed which is a tripping hazard. Components inside of the partitions are obsolete so we can't responsibly do any repairs without jeopardizing the integrity of the partition itself.

The dressing rooms along with the restrooms have been heavily used due to an increase in events in the hall. The increased usage has taken its toll, especially to the flooring, which has become a safety concern. The acoustic panels and ceiling tiles definitely display their age. The adhesive holding the fabric on the acoustic boards are delaminating causing the fabric to separate from the board. Pieces of the acoustic board have fallen. Such is the case with the ceiling tiles. Water leaks, whether due to roof leaks or condensation from the A/C ducts, has damaged the tiles to the point where pieces of the tile have separated.

To generate revenue and be less reliant on government grants, our objective is to enhance the amenities available to the general public, especially businesses, by installing an overhead projector and larger screen. This will enable the use of more floor area to increase capacity.

Security encompassing the whole property is of utmost concern due the increasing homeless population. We've items stolen from locked cabinets and storage. We have a audible security system, monitored through Alert Alarm, but it's inadequate to deter trespassing.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.



## 2. 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

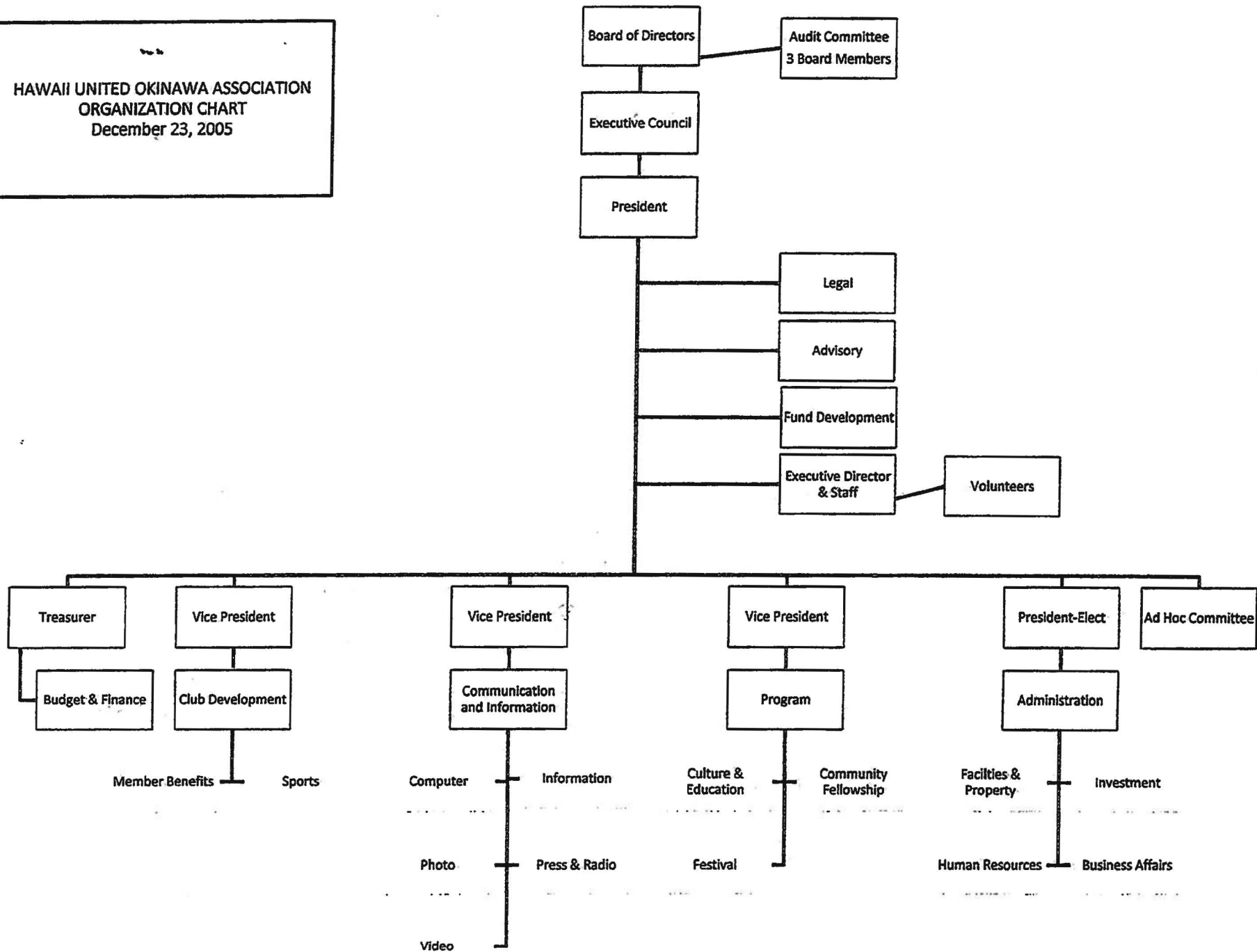
Receipt of this GIA will ensure that immediate safety and long term maintenance needs are addressed for the general public, performers and HUOA members. These renovations/upgrades along with appropriate operational and maintenance programs will ensure safety and longevity of the facilities.

- (b) Not received by the applicant thereafter.

HUOA has focused on measures for long-term sustainability of the organization, its mission and programs. Current annual income is reliant on donors, fundraising and benefit events. Our recently completed Commercial Plaza, Hawaii Okinawa Plaza, will eventually provide needed relief from over-burdened donors and members, as well as allow us to seek support for the sustainment of HUOA programs focused on fulfilling our mission, versus emergency capital improvement needs.

**HAWAII UNITED OKINAWA ASSOCIATION**  
**ORGANIZATION CHART**  
 December 23, 2005

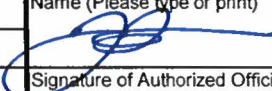
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## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
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				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
1. Replace Partitions	300,000			
2. Renovate Men's/Women's Restroom	80,300			
3. Renovate Dressing Rooms	70,000			
4. Replace Acoustic Panels	100,000			
5. Replace Ceiling Tiles	10,000			
6. Install O/Head Projector & Screen	75,000			
7. Restore Kin Garden	50,000			
8. Install Security Cameras	15,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>700,300</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Norman Nakasone	808-676-5400	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/14/20	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>		Jon Itomura, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: \_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii United Okinawa Association

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii United Okinawa Association

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			610300			
EQUIPMENT			90000			
<b>TOTAL:</b>			<b>700,300</b>			
<b>JUSTIFICATION/COMMENTS:</b> Future funding dependent upon prior yrs. allocation.						



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

Applicant: \_\_\_\_\_

Contracts Total: 700,300

	<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	Replace partitions in banquet hall				300,000
2	Renovate Men's/Women's restrooms				80,300
3	Renovate dressing rooms				70,000
4	Replace acoustic panels in banquet hall				100,000
5	Replace ceiling tiles in banquet hall & admin. bldg.				10,000
6	Install O/H Projector and screen in banquet hall				75,000
7	Restoration of Kin Garden				50,000
8	Install security cameras on premises				15,000
9					
10					
11					
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