

**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:

Japanese Cultural Center of Hawaii

Amount of State Funds Requested: \$ 255,036

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

For the 2020 CIP, JCCH respectfully request a total of \$255,036 for the purpose of upgrading and repairing bathrooms in both Phase 1 and 2 of the JCCH, replace fan coil units in Phase 1, and remove and replace the air handler unit in Phase 2. These repairs, upgrades, and replacements have been prioritized in our recently updated reserve study and are necessary to improve energy efficiency of the overall JCCH facility.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 156,000

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

\$ 852,000

Unrestricted Assets:

\$ 3,568,871

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:

2454 S. Beretania St

City:

Honolulu

State:

HI

Zip:

96826

Contact Person for Matters Involving this Application

Name:

Jacce S. Mikulanec

Title:

President and Executive Director

Email:

mikulanec@jcch.com

Phone:

808-945-7633

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Jacce S. Mikulanec - President and Executive Director

Name and Title

received
1/17/2020

1/17/20

Date Signed

2:30pm

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



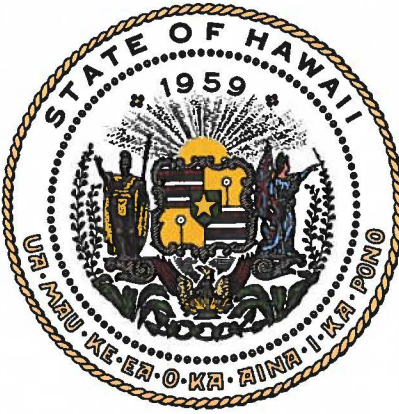
AUTHORIZED SIGNATURE

JACCE S. MIKULANEĆ – PRESIDENT AND
EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/17/20

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

JAPANESE CULTURAL CENTER OF HAWAII

was incorporated under the laws of Hawaii on 05/28/1987 ; 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: July 27, 2018

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.

Japanese Cultural Center of Hawaii

(Typed Name of Individual or Organization)



(Signature)
Jace S. Mikulanec

1/17/20

(Date)
President and Executive Director

(Typed Name)

(Title)



JAPANESE CULTURAL CENTER OF HAWAI'I

Honoring our heritage. Embracing our diversity. Sharing our future.

2019-2020

BOARD OF DIRECTORS

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KEN HAYASHIDA

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**PRESIDENT AND
EXECUTIVE DIRECTOR**
JACCE MIKULANEC

January 16, 2020

**Declaration Statement Confirming Compliance with HRS 42F-103 –
Standards for the Award of Grants**

The Japanese Cultural Center of Hawai'i (JCCH) is a 501(c)(3) non-profit corporation incorporated in Hawai'i with a volunteer governing board whose members have no material conflict of interest and serve without compensation. The JCCH is in full compliance with HRS 42F-103.

I. Certification

1. Certificate of Good Standing

Please see attached.

2. Declaration statement

Please see attached.

3. Public purpose

JCCH serves as a primary gathering place in urban Honolulu; in the Mō'ili'ili neighborhood, the JCCH works in partnership with the Mō'ili'ili Community Center, Old Town Mō'ili'ili Business Association and the new Innovation Center. Our administrative office building serves as home to organizations such as the Honolulu Japanese Chamber of Commerce, Nisei Veterans Legacy, United Japanese Society of Hawaii, KZOO radio, Nippon Golden Network, and two major tea schools utilize the Seikoan teahouse. In addition to the JCCH offices, the administration building houses the Tokioka Heritage Resource Center, a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i.

The community services building (Phase 2) houses the Kenshikan dōjō where eleven different martial arts schools from around Honolulu teach traditional Japanese martial arts – including kendo, karate, judo, and aikido. The historical gallery *Okage Sama De*, with the Ellison Onizuka collection, is also housed on the first floor of the community services building. Through private funding, JCCH hosts over 5000 elementary school children and teachers through the historical gallery. JCCH volunteer docents and interpretive guides lead classes and the public through cultural and historical tours.

The community services building is also home to the Honouliuli Education Center; the center provides visitors with a chance to learn about the history and experience of Japanese Americans who were incarcerated in Hawai'i during World War II and services as a starting point for tours to the historical site of the Honouliuli National Historic Site (located in Kunia).

The Manoa Grand Ballroom, located on the 5th floor of the community services building, serves as the venue for JCCH festivals and is a popular venue for public and private gatherings.

The JCCH serves as a valuable and accessible crossroads for Honolulu and the island of Oahu; bringing together community, business, and cultural organizations in innovative ways while also perpetuating and preserving the history of Japanese in Hawai'i.

II. Background and Summary

1. Brief description of the applicant's background:

Last year, the Japanese Cultural Center of Hawai'i (JCCH) celebrated its 33rd anniversary. In our 33 years, the Japanese Cultural Center of Hawai'i has become a vibrant resource,

strengthening our diverse community by educating present and future generations about the evolving Japanese American experience in Hawai'i.

JCCH's historical gallery, *Okage Sama De*, is a hands-on classroom for 5,000 elementary and high school students who annually tour the exhibit led by JCCH volunteer interpretative guides. In 2017, we expanded our permanent exhibit to include the story of Ellison Onizuka, Hawai'i's first astronaut. Working with the Ellison Onizuka Memorial Committee and NASA, a long-term loan of artifacts and photos are on public display at JCCH. The Tokioka Resource Center has taken a statewide role in researching and preserving Honouliuli and the 17 Japanese American confinement sites in Hawai'i. The Tokioka Resource Center is also considered to be the first stop for local families researching their family histories from Japan to Hawai'i. JCCH has published a trilogy of books with UH Press including, "Life behind Barbed Wire," by Soga, "Family Torn Apart: The Internment Story of the Otokichi Muin Ozaki Family," and "An Internment Odyssey." JCCH produced the first full-length feature documentary film, "The Untold Story: Internment of Japanese Americans in Hawai'i," and in spring 2018, we will release an updated series of mini-documentary films on the internment sites of each county. "Voices behind Barbed Wire," will be made available at no cost, to all public high schools throughout the State.

We take pride in our ability to bring together people and organizations through our facilities and our programs. JCCH's partnerships include the National Park Service, World War II Valor in the Pacific, Go For Boke National Education Center, Ellison Onizuka Memorial Committee, Historic Hawai'i Foundation, Honolulu Japanese American Citizens League, University of Hawai'i West O'ahu, University of Hawai'i Mānoa, Matsuri Kauai, Maui Matsuri, Hiroshima Kenjin Kai, Fukuoka Kenjin Kai, Fukushima Kenjin Kai, and the Toshiko Takaezu Artists of Hawaii Exhibitions.

In addition, we sponsor annual festivals and special events at the JCCH sites --the New Year's 'Ohana Festival, Kodomo no Hi, Shichi Go San and special exhibitions in our gallery and book talks with local authors in our community theater. We have successfully adapted our existing programs and developed new initiatives to meet the changing needs and demographics of Hawai'i's multi-cultural community.

In addition to our educational outreach, educational and cultural programs, exhibits, festivals and special events, JCCH owns and operates our facilities. The Administration Building was designed as an office building to support the headquarters of JCCH and other non-profit organizations. This central gathering place for administrative offices was to create synergy among existing community organizations that shared a common goal of supporting, preserving and perpetuating Japanese and Japanese American history and culture. The Honolulu Japanese Chamber of Commerce, Nippon Golden Network, Japanese Language School, KZOO Radio, United Japanese Society of Hawai'i make their home in the JCCH Administration Building. The four-story office complex was completed in 1991 at a cost of \$3.5 million. Phase II was designed to serve as the public gathering place and completed in 1994 at a cost of \$10.8 million. The JCCH Phase II facility includes the historical exhibit of artifacts and photos that traces the development of the Japanese community in Hawai'i, the Ellison Onizuka Collection, the Honouliuli Education Center, a martial arts dōjō, gift shop, meeting rooms, and a 600-seating

capacity banquet hall with a 270-stall parking garage. A landscaped multi-purpose outdoor courtyard and sky bridge connect the two buildings.

The JCCH is a thriving organization today. It remains committed to preserving Japanese American history, teaching Japanese cultural traditions, and celebrating the diversity of the community by serving as a venue for family events, school reunions, special events, fundraisers, receptions, dinners for a wide variety of organizations in Hawai'i.

In 2018, JCCH was a leading sponsor and support for the statewide Gannenmono celebration – commemorating 150 years since the first Japanese immigrants arrived to Hawai'i. Our volunteers and staff assisted in events both at the JCCH campus as well as at venues around the state; including the official Commemoration and Symposium that brought together scholars and leaders to discuss the Japanese American experience(s) in Hawai'i in terms of the past, present, and future.

With a membership of over 5,000 individuals and families, led by an active volunteer Board of Directors, supported by 11 professional staff and 400 actively engaged volunteers, we advance our mission through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values in our Japanese American traditions and the spirit of Aloha.

2. The goals and objectives related to the request:

The goal of our 2020 request is to assist JCCH with maintenance and renovation of one its greatest asset—its facilities, which serve as community gathering place, public classroom, home of historical archival collections of books, photographs, oral histories and documents related to Japanese in Hawai'i.

To achieve this overall goal, our objectives are to:

1. Identify, evaluate, prioritize and address the capital needs of the public facilities outlined in the reserve study of the JCCH based upon physical and financial analysis;
2. Identify and determine capital projects to be repaired or replaced through the JCCH building fund and projects to be repaired or replaced through public and private funding;
3. Annually monitor and evaluate repair or replacement of facilities projects to ensure building maintenance;
4. Develop short and long-term funding plan to address the priority capital projects.

The JCCH capital reserve plan of 2016 to 2020 identified a total of \$990,490 in replacement and repairs. Replacements, repair and/or modernization projects requiring immediate attention include concrete repair, replacement of exhaust fans, upgrades to the fire alarm system, removal and replacement of variable air volume boxes for the Manoa Grand Ballroom, retrofitting of interior light fixtures, and replacement of critical air-conditioning equipment. We are successfully addressing the highest capital priorities through our building reserve fund, capital fund, private and public sources. These capital expenses incurred by JCCH are estimated to be

\$151,165. In addition to the routine maintenance and repairs to the Administration Building and Community Building, in 2018 the JCCH installed an automated parking control system including the entrance and exit gates at a cost of \$127,000 .

For the 2020 CIP, the JCCH respectfully requests a total of \$255,036; \$66,338 for upgrades to bathrooms in both Phase 1 and 2, \$123,420 for replacement and upgrades of the fan coil units in Phase 1, \$65,278 for replacement of the air handler unit 1 in Phase 2. These have been identified by our property manager and in our updated 2020 reserve plan as priority projects. In particular, these facility repairs contribute significantly to the JCCH's commitment to becoming energy efficient.

3. The public purpose and need to be served:

JCCH strives to share the history, heritage and culture of the evolving Japanese American experience in Hawai'i. Our goal is to establish JCCH as a home and leading resource for people in Hawai'i to learn about the history and cultural traditions of Japanese in Hawai'i, to explore their family roots, and pass traditions and values to the next generation.

However, over 20 years of public usage has taken its toll on the JCCH facility. While the JCCH has assumed financial responsibility for general maintenance and routine repairs, the Center faces immediate and significant capital improvements to address safety and fire standards.

The JCCH respectfully requests support from the State to help protect our greatest asset, improve the Center's facilities, rejuvenate the physical plant, and ensure the safety and well-being of the many community users. State funds will be leveraged to raise private funds for additional building repairs and improvements.

4. Describe the target population to be served:

JCCH serves as a gathering place in Honolulu. In the immediate neighborhood, the JCCH works in close partnership with the University of Hawai'i Mānoa, First Hawaiian Bank, the WaiWai Collective, Kamehameha Schools, Mō'ili'ili Hongwanji Buddhist Temple, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association (OTMBA).

The JCCH's educational outreach extends beyond the boundaries of Mō'ili'ili to public and private schools on O'ahu as well as schools and teachers on the neighbor islands. The JCCH volunteer docents and interpretative guides lead school classes through cultural lessons and the historical permanent exhibit. The addition of the Ellison Onizuka collection to the historical gallery has broaden our outreach to the island of Hawai'i thanks to the partnership of the Ellison Onizuka Memorial Committee.

The Resource Center, which is staffed by retired educators, librarians, and other volunteers is a repository for historical documents and photos and serves both English-speaking and Japanese-speaking audiences from local Japanese American families to university students, international scholars and filmmakers. JCCH serves as the starting point for educational tours to Honouliuli conducted in partnership with the National Park Service and continues to collect oral histories and artifacts related to Hawai'i World War II confinement sites. Annual special events like the

New Year's 'Ohana Festival and Kodomo no Hi are open to the public and feature food booths, Japanese arts and crafts, cultural demonstrations and entertainment attracting over 10,000 people to the Japanese Cultural Center of Hawai'i. The martial arts dōjō is utilized by 10 different martial arts schools and 3 of the major tea schools utilize the Seikōan teahouse to teach the way of tea.

The Manoa Grand Ballroom serves as the venue for all of JCCH public festivals, major activities and a popular, affordable venue for public and private gatherings for families and organizations. The Ballroom is leased to Marian's Catering and is available seven days a week, year-round. In the past few years, the Manoa Grand Ballroom has been occupied 95% of the time throughout the year.

In addition to the Manoa Grand Ballroom, JCCH is home to the Honolulu Japanese Chamber of Commerce, Honolulu Japanese Junior Chamber of Commerce, United Japanese Society of Hawai'i, The Hawai'i Japanese School, Diagnostic Laboratory Services, Urasenke Foundation, Nippon Golden Network, and KZOO Radio.

In total, the JCCH remains flexible in its programming and facility usage to accommodate a broad diverse audience and meet a broad range of community needs in the State of Hawai'i.

5. Describe the geographic coverage:

The JCCH has a statewide presence through its membership, board composition, and programming, however, the administrative offices and operations are O'ahu-based. The Board of Directors includes board representation from the islands of Maui, Kaua'i and Hawai'i and JCCH members reside throughout the state, continental United States and Japan.

While the special collections, archival and historical exhibitions are housed in Honolulu, exhibits, genealogy workshops, teacher trainings, book programs, and cultural demonstrations reach beyond Honolulu and Oahu. The permanent installation at JCCH was entirely funded and supported by private donors from throughout the State. JCCH took the lead in preserving the Honouliuli Internment Camp and led the effort to establish it as a national monument by President Barack Obama. The Honouliuli National Monument is gift to all future generations. In spring 2018, JCCH will released a series of mini-documentary films on the 17 confinement sites located on each county in Hawai'i. The mini-documentaries featured new oral histories of former internees and the rediscovery of these historical sites. In addition, JCCH continues to have a presence and participates in the annual Maui Matsuri and cultural festivals on Kaua'i. While retaining our base in Honolulu, we are also committed to remaining relevant to our community throughout the state.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks, and responsibilities:

The JCCH is requesting \$255,036 for a Capital Improvement Project to repair and upgrade bathrooms in PH1 and PH2, replace fan coil units for PH1, and remove and replace the air handler unit 1 in PH2:

Repair and upgrade bathrooms in PH1 and PH2:

Scope of Work	Tasks	Responsibilities
Repair and upgrade PH1 and PH2 bathrooms	Issue RFP and seek bids from Contractors	Hawaiian Properties on behalf of JCCH
	Issue RFP and seek bids for repairs and upgrades to bathrooms from contractors	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability, lead certification; reference checks.	Hawaiian Properties
	Interview, hire and contract with selected contractors	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work.	Hawaiian Properties
Replace fan coil unites in PH1 (4 floors)	Issue RFP and seek bids from AC contractors for removal and installation of fan coil units.	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability; reference	Hawaiian Properties

	checks.	
	Interview, hire and contract with AC Contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work.	Hawaiian Properties
Replace air handler unit 1 – P2	Issue RFP and seek bids from contractors for removal and installation of air handler unit.	Hawaiian Properties on behalf of JCCH
	Verify contractor license, workers comp coverage, general liability; reference checks.	Hawaiian Properties
	Interview, hire and contract with selected contractor	Hawaiian Properties and JCCH Facilities Committee, JCCH Board of Directors
	Schedule work.	Hawaiian Properties

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

Repair and upgrade PH1 and PH2 bathrooms

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
2 months	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend	0

		contractors. Board of Directors to approval contract	
4 months	Commence repairs and upgrades to bathrooms in P1 and P2.	Estimate based upon field inspection; repairs to include energy efficient fixtures.	\$66,338

Replacement of fan coil units-P1:

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
2 months	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
1 month	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend contractors. Board of Directors to approval contract	0
2 month	Schedule and complete removal of existing fan coil units.	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$12,300
2 months	Schedule and complete installation of fan coil units.	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$111,120
			\$123,420

Remove and replace air handler unit 1 (PH2):

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
1 month	Prepare RFP & solicit proposals	Property Manager, Hawaiian Properties, to work with Facilities Committee and President/ED to issue	0
2 months	Interview & hire Contractor	Property Management, Facilities Committee and Pres/ED to interview and recommend contractors. Board of Directors to approval contract	0
2 months	Schedule and complete removal of existing air handler unit.	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$6,500
3 months	Schedule and complete installation of air handler unit.	Property Manager, Hawaiian Properties to work with Contractor, Facilities Committee and President/ED to complete work.	\$58,778
			\$65,278

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

Upon notification of receiving the grant award, the President/Executive Director will assemble key staff, Board chairman, Facilities Committee chairman, representatives from Hawaiian Properties, Ltd., and ABM to review scope of work, assign specific responsibilities, define timeline and benchmarks to measure progress. Monthly meetings will be conducted with key staff, Board Facilities Committee, Board Chairman, and Hawaiian Properties, Ltd. to coordinate RFP and monitor work to ensure the capital repairs and/or replacements are completed on time and on budget. Bi-monthly written reports will be provided by Hawaiian Properties, Ltd. to the President/Executive Director and the JCCH Board of Directors. At the completion of each project, a joint, comprehensive written evaluation of the results will be conducted by the JCCH Facilities Committee and Hawaiian Properties, Ltd.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency):

JCCH will provide three progress reports and one final report to the Department of Accounting and General Services (DAGS) on the installation, repairs and painting at the Japanese Cultural Center of Hawai'i. Assuming a Jan 1 - Dec 31 calendar year, the reporting period would be: Quarter 1 from Jan to March; Quarter 2 from April to June; Quarter 3 from July to September. The fourth quarter will be the final report encompassing the 4th Quarter activities and a comprehensive summary of the project concluding June 30, 2021.

These reports will include, but not be limited to: (1) Project Summary; (2) Current Activities; (3) Activities for next 90 days; (4) Issues; (5) Financial Costs, including budget, cash flow, reserve status, contract status; (6) Project Schedule; (7) Project Reports. The Final Report will also include photos.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request:

Attached.

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

Based upon a January – December calendar:

Repair and upgrade bathrooms in PH1 and PH2:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	\$	\$	\$66,338	\$66,338

Quarter 1: Prepare, post, solicit, evaluate RFPs.

Quarter 2: -

Quarter 3: Hire and retain contractor. Begin repair and upgrade bathrooms in PH1 and PH2.

Quarter 4: Complete repairs and upgrades to bathrooms in PH1 and PH2.

Replacement of fan coil Units-P1:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	0	\$12,300	\$111,120	\$123,420

Quarter 1: -

Quarter 2: Prepare, post, solicit, evaluate RFPs.

Quarter 3: Hire and retain contractor. Begin work on replacing fan coil units in PH1.

Quarter 4: Complete replacement of fan coil units in PH1.

Remove and replace air handler unit 1 (PH2):

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
0	0	\$6500	\$58,778	\$65,278

Quarter 1: -

Quarter 2: Prepare, post, solicit, evaluate RFPs.

Quarter 3: Hire and retain contractor. Begin replacement of air handler unit 1.

Quarter 4: Complete replacement of air handler unit 1.

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018:

We will be seeking additional private sources of funding to address the remaining capital improvement needs of the Japanese Cultural Center of Hawai'i. In addition to tapping into private revenues raised by JCCH through its Building Fund, approaches will be made to the JCCH membership, individual and corporate donors to address the other pressing capital needs of the Facilities.

In addition, JCCH will seek funds from Monsanto Hawai'i (\$20,000), Atherton Foundation (\$20,000), and the Tateiuchi Foundation (\$10,000) to support its program and operations. The JCCH was also awarded two federal grants totaling \$156,000 for 2018.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years:

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 2020 for program funding.

2019: Hawaii Tourism Authority – CEP, \$20,000; State Foundation for Culture and Arts, \$15,000.

2018: Hawaii Tourism Authority – CEP. \$10,000

2017: State of Hawaii, CIP. \$208,000 CIP to seal coat the 2nd floor of its parking garage

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

Total unrestricted assets as of 12/31/19: \$3,568,871

V. Experience and Capability

A. Necessary Skills and Experience

JCCH retains Hawaiian Properties, Ltd. as its property management company to oversee the day-to-day operations of its facilities and property, coordinate bids and proposals from vendors, supervise facilities repairs and maintenance, monitor plant budget and serve as liaison to the board's Facilities Committee and staff. The property manager oversees the routine building maintenance and services provided by ABM Family of Services.

In addition to the professional property manager and maintenance support, the Japanese Cultural Center of Hawai'i staff has years of experience of managing grant awards to support capital improvements to its facilities. The JCCH has received funding from the City and County of Honolulu's Community Development Block Grant for ADA compliance (\$50,000). In 2008, the JCCH received \$325,000 grant in aid funds to replace the air conditioning units in Phase I and Phase II. JCCH also received State GIA funding totaling \$208,000 in 2017, and \$125,000 in 2019.

JCCH has also been a beneficiary from many foundations including the Weinberg Foundation, Harold K.L. Castle Foundation, Freeman Foundation, Monsanto Hawaii, and the Atherton Family Foundation, all of whom have supported capital improvements. Significant federal, state and county support has been provided to JCCH educational programs. Most significant are a series of projects supported by the Japanese Confinement Sites Grant Program of the National Park Service of the U.S. Department of the Interior. The JCCH takes pride in its grant management, grant reporting and completing its projects on budget and on time.

Verifiable experience of related projects in the past three years include:

- 2019: Hawaii Tourism Authority – CEP, \$20,000; State Foundation for Culture and Arts, \$15,000.
- 2018: Hawaii Tourism Authority – CEP: New Year's Ohana Festival. \$10,000.
- 2017: State of Hawaii, CIP. \$208,000 CIP to seal coat the 2nd floor of its parking garage

B. Facilities

The JCCH facilities were built in the early 1990's with a total construction cost of \$15 million. Designed to evoke a Japanese influence on contemporary Hawai'i, the JCCH serves as a gathering place to learn Japanese American history, Japanese cultural traditions and as a place to celebrate the diversity of Hawai'i. In total, the two-building complex sits on 1.3 acres of land with 47,635 square feet of rentable space.

This proposal is seeking support 1) repairs and upgrades to existing bathrooms to make them more energy efficient in Phase 1 and 2, 2) removal and replacement of fan coil units in Phase 1, and 3) removal and replacement of air handler unit 1 in Phase 2.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training:

The President and Executive Director, **Jacce Mikulanec**, has the overall responsibility for the grant and the project. He serves as liaison to coordinate efforts between the Board of Directors, Facilities Committee, Hawaiian Properties and ABM Family of Services. Prior to his employment with the Japanese Cultural Center of Hawai'i, Jacce served as a manager of government relations for Hawaii Medical Service Association. He also served as Policy Director for the Good Beginnings Alliance (renamed the Hawaii Children's Action Network) where he helped fundraise for and organize campaigns and programs to expand early learning opportunities for children in Hawaii. He also serves on the Board of Directors for the Gregory House and Manoa Valley Theatre.

Richard Char, Senior Property Manager, Hawaiian Properties, the oldest locally owned and operated property management company in the State, will serve as project director.

Chair of the Board of Directors, **Ken Hayashida** is the President and founder of KAI Hawaii since 1995. With a Master's degree in Civil Engineering from Stanford University and over 28 years of experience in the field of structural engineering, he has managed various civil and structural engineering projects in locations such as California, Hawaii, Guam, Palau, and American Samoa. He has performed work for the Counties in Hawaii, State Agencies (including DAGS, HHA, and DOT), U.S. Navy-Pacific Division, U.S. Navy-Public Works Center, U.S. Army Corps, the Republic of Palau, American Samoa Government, and numerous private developers and owners.

Mr. Hayashida has been recognized for his achievements and leadership both Statewide and Nationwide. A few of his awards include having received the Engineer of the Year award by the National Society of Professional Engineers in 2007 and the Distinguished Alumni Award from the University of Hawaii College of Engineering in 2013.

Ron Hayashi, is currently the Chair of the Facilities Committee and at-large member on the JCCH Board of Directors. Hayashi currently serves as President of HCCS Consulting Associates.

Charles Cabral of ABM Family Services is employed by JCCH to manage the daily property maintenance issues. The on-site building engineer is responsible for recurring service of the facility's air conditioning, and other mechanical equipment. The engineer also assists with project renovations, plumbing repairs and minor electrical repairs.

2. Organization Chart

Please see attached organization chart.

3. Compensation

The Board of Directors and the Board of Governors serve as volunteers and received no monetary compensation. The highest paid employees of the organization are:

Jacce Mikulanec, President and Executive Director: \$110,000

Jamie Lee, Director of Finance: \$93,754

Audrey Muromoto, Director of Programs: \$71,000

VII. Other

1. Litigation

The Japanese Cultural Center of Hawai'i has no pending litigation to which they are a party.

2. Licensure or Accreditation

The Japanese Cultural Center of Hawai'i is committed to working with certified licensed contractors in their respective fields of specialty for the defined scope of work. The JCCH will do its due diligence and contact the Department of Commerce and Consumer Affairs to ensure that the contractors are fully licensed and insured. JCCH will enter into a valid contract with certified licensed contractors and execute the contract terms within the specified time.

3. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

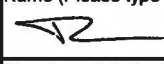
4. Future Sustainability Plan

The JCCH Board of Directors, with the assistance from its property manager, Hawaiian Properties, Ltd., continues to evaluate the day-to-day operations and facilities, tenant leases, rentals, and seeks updated bids and proposals from parking management companies, landscapers, and facilities maintenance to ensure quality service and competitive costs. Currently, the Board of Directors is exploring new long-term options for the leased spaces in the administration and community services building. The JCCH continues to build its capital endowment through planned and long-term investments.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App Japanese Cultural Center of Hawaii

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				
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15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	255,036			
TOTAL (A+B+C+D+E)	255,036			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	255,036	Jacce S. Mikulanec	808-945-7633	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/17/20	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	255,036	Jacce S. Mikulanec	President and Exec. Dir.	
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Japanese Cultural Center of Hawaii

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

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Japanese Cultural Center of Hawaii

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Japanese Cultural Center of Hawaii

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			255036			
EQUIPMENT						
TOTAL:			255,036			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Japanese Cultural Center of Hawaii

Contracts Total: 791,014

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	HTA/CEP: New Year's Ohana Festival and Shi Chi Go San	2019	HTA	State of Hawaii	20,000
	CIP: JCCH facility improvements	2019	State	State of Hawaii	125,000
2	State Foundation for Culture and the Arts	2019	SFCA	State of Hawaii	15,000
3	HTA/CEP: New Year's Ohana Festival and Shi Chi Go San	2018	HTA	State of Hawaii	10,000
4	CIP: Protecting historical collections and sealcoating the 2nd floor of P2	2017	State	State of Hawaii	208,000
5	Grant: Hawaii Japanese Wartime Evacuees	2017	NPS	U.S. Department of Interior	109,912
6	Grant: Diretory of Japanese American Internees from Hawaii	2017	NPS	U.S. Department of Interior	45,900
7	Grant: Hawaii Japanese American Internment: Short Documentaries from the Counties of Maui, Kauai, Oahu, and Hawaii.	2016	NPS	U.S. Department of Interior	215,502
8	Grant: Power of Place - the Archaeology of Hawaii's Internment Sites	2016	NPS	U.S. Department of Interior	28,600
9	GIA: Preserving and Sharing Honouliuli	2016	DCS	City and County of Honolulu	13,100
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JAPANESE CULTURAL CENTER OF HAWAII
Honoring our heritage. Embracing our diversity. Sharing our future.

Organizational Chart

