

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

PAPAKOLEA COMMUNITY DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 08/17/2000 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 15, 2020

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Papakōlea Community Development Corporation

(Typed Name of Individual or Organization)

(Signature)

1/17/20

(Date)

Lilia Kapunia, Executive Director

(Typed Name)

(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](#))

This statement certifies that this grant will be used for a public purpose pursuant to Section 42F-102. The services to be supported, target group, and cost is described in the narrative below.

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 Papakōlea Community Development Corporation (PCDC) was formed in 2000 to provide the residents of the Papakōlea, Kalāwahine and Kewalo Hawaiian Homesteads with a full range of comprehensive services, including life-long educational experiences, health and wellness services, human services and entrepreneurial opportunities. PCDC is comprised of leadership from three residential communities. PCDC is a 501(c)3 non-profit beneficiary-serving organization incorporated in the State of Hawai`i.

PCDC's mission is to mobilize broad-based community participation, promote self-determination by developing strong and effective community leaders, and manage the Papakōlea Community Center and Park. Currently, the Center is the primary facility from which PCDC operates and offers economic and professional development programs

to the community. We fulfill our mission by providing the community access to low-cost and/or free programs at the Center, with a long-range goal of promoting social and economic self-sufficiency of the families that reside in Papakōlea.

2. The goals and objectives related to the request;

PCDC is seeking \$308,587 in State of Hawai'i Grants in Aid program funding to complete the *Papakōlea Community Park and Center Improvement Project Phase I*. The goal of the *Papakōlea Community Park and Center Improvement Project Phase I* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2022, Phase II.

PCDC has defined three objectives that shall successfully achieve the project goal:

Objective 1: PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project Phase I*. This objective will ensure timely project delivery, coordination of resources, and project management.

Objective 2: PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2022, under Phase II. This objective will ensure that a thorough analysis and scope of work is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.

Objective 3: PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and its turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

3. The public purpose and need to be served;

PCDC wholly responsible for administering, managing and operating the Papakōlea Community Park and Center, for its users - Papakōlea residents, community organizations, college students, and members of neighboring communities. On any given day, over 150 individuals, ranging in age from toddlers to kūpuna, use the site. Center and Park users are participants of intergenerational learning programming, hālau hula, service-based learning initiatives, capacity building workshops, community gatherings, various athletic activities, and cultural programming.

PCDC strives to provide a safe, secure and clean environment for families seven days a week from 8 am to 10 pm as a means of increasing community participation in programs and activities. Thus, maintenance and improvements to the site is an ongoing priority, and the **covered basketball court, the open basketball court, and the playground are in dire need of structural improvements.**

4. Describe the target population to be served; and

The *Papakōlea Community Park and Center Improvement Project Phase I*, shall serve the families, representing 1,575 people, that reside in the 334 homestead homes located in the Papakōlea residential developments of the Papakōlea, Kewalo and Kalāwahine. The residents of Papakōlea are the primary target population, however there is a secondary target population, comprised of families that travel to Papakōlea from neighboring communities to participate in the numerous cultural and athletic programs offered.

Although the target population is beneficiaries of the Hawaiian Homes Commission Act of 1921, administered by the State of Hawai‘i Department of Hawaiian Home Lands (DHHL), we have to raise funds from other sources (Federal, State and Private) to support capital improvements and programmatic costs of the Papakōlea Community Park and Center. Presently, the DHHL is not offering grant funds/programs supporting capital improvements to the facilities which serve its beneficiaries. Thus, PCDC submits this application to the Hawai‘i State Legislature, under its Grants in Aid (GIA) Program.

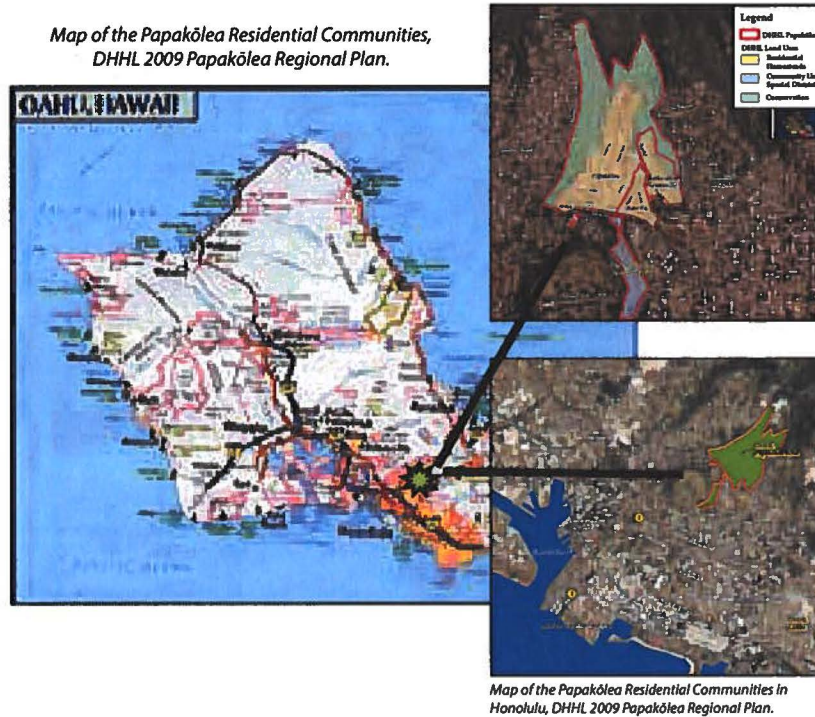
More information about the target population can be found in the Department of Hawaiian Home Lands the 2009 Papakōlea Regional Plan found here:
<https://dhh.hawaii.gov/wp-content/uploads/2011/06/Papakolea-Regional-Plan.pdf>.

5. Describe the geographic coverage.

Papakōlea is located in the Punchbowl-Tantalus area of Honolulu (above Punchbowl National Cemetery) at the base of the Ko‘olau Range. Papakōlea was one of the first designated Hawaiian homesteads; trust lands set aside for homesteading purposes. Papakōlea includes the homestead communities of Papakōlea, Kewalo, and Kalāwahine where respectively 334 homes have been constructed. 1,575 Native Hawaiians reside in this community on 177 acres of leased land.

Papakōlea is unique in that it is the only Hawaiian homestead community located within the boundaries of a major urban center. Members have direct access to public transportation; however residents do not travel outside of community to access free programming and services. For this reason, PCDC and Kula No Na Po‘e Hawai‘i work hand-in-hand to bring programming into Papakōlea.

The following map, provides a great visual image of the geographic location of the “DHHL Papakōlea Area” in proximity to other communities in Honolulu.



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;

In 2003, PCDC secured the lease for the Papakōlea Community Park and Center, and in following years, has been independently operating the Park and Center. Since inception, PCDC has been providing the community a safe and clean environment for Papakōlea’s families to gather for various purposes.

Today, the facility is over 30 years old and requires building maintenance, regular court resurfacing, and playground improvements. In 2014, PCDC established a relationship with a structural engineer to conduct an assessment of the entire facility. The structural

engineer opined that the building is in excellent shape, and would require minor improvements to its bathrooms, windows, and air conditioning systems. The GIA received in FY2018, was used to make minor improvements to the bathrooms and the air conditioning, but there is a lot more that needs to be done. The basketball courts however, require replacement. The determining factors are the deteriorating structural lateral and vertical beams and the sinking foundation found in the basketball courts. Thus, the *Papakōlea Community Park and Center Improvement Project Phase I* was born.

The goal of the *Papakōlea Community Park and Center Improvement Project Phase I* is to conduct planning, and coordinate and complete minor improvements to the Papakōlea Community Park and Center building and playground, that will ensure that the safety of the community is preserved while people are accessing services and programs offered at the site. This will also include planning for the replacement of a basketball court complex in FY2022 Phase II.

To ensure successful project delivery and implementation, PCDC established three objectives that are directly linked to the project goal, the problem statement, and PCDC's mission.

1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project*. This objective will ensure timely project delivery, coordination of resources, and project management.
2. PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to the existing structure, as well as all planning and design for a new basketball court complex in FY2022. This objective will ensure that thorough analysis and scope of work, is completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment.
3. By the end of the project period, PCDC will coordinate completion of all site improvement activities that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.

PCDC formatted the scope of work, tasks, responsibilities, and timelines into an Objective Work Plan (OWP).

Objective 1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Community Park and Center Improvement Project*. This objective will ensure timely project delivery, coordination of resources, and project management.

Results to be Achieved: Administrative infrastructure will be established. A complete project file containing agreements, quarterly reports, financial request forms, vendor invoices, and other documentation, will be produced and maintained for review/audit by the expending agency.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Create project files and develop reporting and invoicing templates. Purchase supplies.	Executive Director (ED)	1 st Month	1 st Month
2. Review and incorporate internal processes and procedures into project.	ED	1 st Month	1 st Month
3. Coordinate and conduct meetings to brief PCDC's Board and collaborating partners.	ED	1 st Month	1 st Month
4. Create/ submit quarterly progress reports and financial payment requests to expending agency.	ED and PC	4 th , 7 th , 10 th , & 13 th Month	4 th , 7 th , 10 th , & 13 th Month
5. Conduct project close-out activities; Submit final report and financial payment request.	ED and PC	11 th Month	13 th Month

Objective 2: By the end of the project period, PCDC will conduct due diligence and planning activities related to completing improvements and upgrades to existing structures. This objective will ensure that a thorough analysis and scope of work, was completed to ensure that qualified vendors are recruited and contracted to complete repairs and improvements to the Park equipment, at a cost-effective rate.

Results to be Achieved: At least two community meetings will be held; Contractors will be recruited and selected; A scope of work for basketball court resurfacing, playground replacement; and basketball court rebuild plans will be complete; and Estimates for minor and major improvements will be completed.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Recruit contractors to conduct minor and major improvements via RFP process.	ED	1 st Month	2 nd Month
2. Execute agreements with contractors.	ED.	1 st Month	2 nd Month
3. Community meeting outreach: Create flyer and online announcements, for distribution via direct mail, e-mail, social media, and web posting.	ED	1 st Month	3 rd Month
4. Community meeting curricula: Develop PPT presentation, sign-in sheets, and evaluation surveys.	ED	1 st Month	3 rd Month
5. Coordinate and facilitate community meetings, to brief community and gather input throughout project planning phase.	ED	3 rd Month	4 th Month
6. Civil, structural, and architectural plans will be complete for new basketball court complex.	ED	4 th Month	6 th Month
7. Contractor to complete the State Environmental Assessment will be hired, and shall complete formal EA process	ED	6 th Month	12 th Month
8. Incorporate feedback from community meetings into plans for upgrades and improvements.	ED	1 st Month	6 th Month
9. Finalize scope of work for improvements to the playground and basketball courts.	ED	1 st Month	6 th Month
10. RFP for the basketball court replacement will be drafted and ready for contractor selection in the next phase of the project.	ED	7 th Month	12 th Month

Objective 3: By the end of the project period, PCDC will coordinate <u>completion of all site improvement activities</u> that include: acquisition and installation of new playground equipment and turf surface; improvements to two basketball court surfaces, replacement of spectator seating; improvements to the bathroom facilities and aging pipes, and other miscellaneous repairs. This objective will ensure that the site is safe, maintaining its value and benefit to the Papakōlea community.			
Results to be Achieved: A new playground will be constructed and operational; two basketball courts will be resurfaced; the spectator seating will be replaced; improvements will be made to the bathrooms; and miscellaneous repairs will be complete.			
Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Coordinate repairs with plumber, electrician, carpenter, etc.	ED	1 st Month	6 th Month
2. Order new playground equipment.	ED.	3 rd Month	3 rd Month
3. Coordinate court resurfacing with contractor.	ED	3 rd Month	3 rd Month
4. Coordinate installation of new playground equipment & turf.	ED	3 rd Month	6 th Month
5. Coordination of playground blessing.	ED	6 th Month	9 th Month

PCDC presents the Objective Work Plans (OWPs) above to demonstrate the extent to which the organization planned the project, ensuring all tasks listed are necessary for the achievement of the overarching objective, and that PCDC has a firm understanding of the expertise required to successfully complete a project of proposed scope. PCDC also utilizes the OWP to assign tasks to responsible positions or parties, validating the need for financial support presented in the budget. Finally, we included the expected results in the OWP, to provide a clear connection between each objective and outcome. If awarded, PCDC will use the OWP, as its work plan to implement the project and keep the project on track.

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

PCDC presents this annual timeline consistent with objectives and tasks identified in the OWPs in preceding pages.

Annual Timeline By Month:	Results and Outcomes:	Objective:
1 st Month	Administrative infrastructure will be established.	1
	First Drawdown	1
	Community outreach materials developed and distributed.	2
	Contractor recruitment/selection will occur.	2
	Coordinate minor repairs with electricians, plumbers, carpenters, etc.	3
2 nd Month	Community meeting curricula developed.	2
	First community meeting held.	2

	Incorporate feedback from meetings into plans for improvements.	2
	Contracts executed with vendors/service providers.	2
	Contractor scope of work and estimates will be complete (except for the basketball court replacement).	2
3 rd Month	Order playground equipment.	3
	Coordinate and conduct basketball court resurfacing and spectator seat replacement.	3
	Civil and structural engineers will complete designs with the Architect for basketball court replacement.	2
4 th Month	Quarterly report development and submittal.	1
	Second drawdown.	1
	Conduct due diligence for basketball court replacement. Work with structural engineer and other parties.	2
5 th Month	Install playground equipment and turf.	3
6 th Month	Community outreach materials developed and distributed.	2
	Community meeting curricula developed.	2
	Second community meeting held.	2
	Formal State Environmental Assessment process to begin with EA consultant.	2
7 th Month	Incorporate feedback from meetings into plans for improvements.	2
	Quarterly report development and submittal.	1
	Third drawdown.	1
8 th Month	Playground Blessing.	3
9 th Month	Finalize scope of work and plans for the Basketball court rebuild.	2
	Finalize RFP for a contractor to build the Basketball court.	2

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

To best demonstrate project impact and effectiveness, PCDC defined outputs and quantifiable target numbers below:

- Number of facilities upgraded/replaced (2);
- Number of community meetings held (2);
- Number of scopes of work developed (3);
- Number of State EA completed (1); and
- Number of building plans drafted (1).

Through a combination of tools, software and technical skills, PCDC will track outcomes, project progress, financial data, assessment and survey results, project trends, contact information, participant lists, cooperative agreements (and more), and report them to the expending agency, it's project participants, project stakeholders, and the Papakolea community.

The achievement of each objective, outlined in the Objective Work Plan, coupled with the elements of the Evaluation Plan, will be analyzed to conduct SWOT analysis and project refinement. Evaluation will occur at the end of each community meeting, quarterly and at the end of the project period, by the ED and collaborating partners. At the end of each quarter, PCDC will conduct cost-benefit and cost-effectiveness analysis. Outputs will be measured by surveys, contracts, sign-in sheets, curricula produced, scopes of work produced, and evidence by participants. The ED will be responsible for conducting monitoring, evaluation and reporting activities.

At the end of the project, PCDC will be able to tell the story of the project and the impact it had in Papakōlea. This project seeks to improve the facilities of the Papakōlea Community Park and Center, providing a safe and fun environment for the residents of Papakōlea, and neighboring communities. These outcomes will support the community in achieving social and economic self-sufficiency.

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.

Narrative provided under Section II.3.

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](#))

See Required Budget Forms included as Attachment A. A Personnel Breakdown and estimates for the Playground and Court Surface is included as Attachment B.

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
\$56,059.25	\$105,734.25	\$123,234.25	\$23,559.25	\$308,587.00

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

In FY 2021, PCDC will be seeking funding from:

- Bank of Hawaii Foundation;
- Cooke Foundation;
- First Hawaiian Bank Foundation;
- Friends of Hawaii Charities;
- Hawai'i Community Foundation; and
- Weinberg Foundation.

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

Not Applicable.

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

FY2018 State of Hawaii Grant in Aid - \$150,000

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

\$0.00

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.

PCDC is a 501c3 Native-controlled longstanding nonprofit organization with strong organizational capacity. PCDC was formed in 2000 and incorporated in 2001 to help the community realize its goal of social and economic self-sufficiency. PCDC serves as a steward of the Papakōlea Community Park and Center - a 5,712 square foot two-story multipurpose Center, that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for the Hawaiian homestead residents of Papakōlea, Kalāwahine and Kewalo.

The organization is governed by a five-member Board of Directors that reside in Papakōlea or have a relationship to the community. PCDC has the organizational and administrative capacity required to implement and successfully manage this Grants in Aid request. Currently, the organization has an annual operating budget of approximately \$354,850.

In 2014, PCDC completed the installation of a 96-panel PV system atop the roof of the Center and installed LED lights throughout the property. That was a \$250,000 project funded by the State of Hawai'i Grants in Aid program in FY2011 (*pictured on right*).



The organization has secured and managed grant funds and contracts that are similar to the proposed project in both scope and nature. To date, PCDC has fundraised over \$3.5 million for community-based projects. Most notable awards received within the last five years are as follows: 1) 2019 U.S. Administration for Native Americans of \$858,140; 2) 2019 Kamehameha Schools of \$169,844; 3) 2018 Kamehameha Schools of \$169,844; 4) 2017 State of Hawai'i Grant in Aid award of \$150,000; 5) 2017 Kamehameha Schools award of \$15,000; 6) 2017 Hawaii

Community Foundation award of \$20,000; and 7) 2016 First Hawaiian Bank Foundation award of \$15,000.

2. Facilities

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

The 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.

In 2003, PCDC secured a 20-year lease for the Papakōlea Community Park and Center from the Department of Hawaiian Home Lands (DHHL), a facility that the State and County had operated from 1964 - 2002. PCDC has been operating and maintaining the facility, utilizing funds received for facility space and/or project related grant awards. The Center is 5,712 square feet in size and it includes office space, large meeting spaces, a computer technology center, basketball courts, a playground, and a certified commercial kitchen.

PCDC's office is located on the second floor of the Center, thus the project will be administered there. The community meetings will be held in the large meeting room located on the second floor. The large meeting room can accommodate up to 75 adults comfortably, its handicap accessible and all facility users have access to free wireless internet connectivity. Staff shall utilize the commercial kitchen to prepare workshop refreshments.

Improvements will be made to the basketball courts, the playground, and facility plumbing. Successful completion of this project will ensure the facility is adequate for future programs and projects that operate out of the Park and Center.

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.

PCDC has financial controls and procedures in place that promote sound fiscal management. The organization utilizes a comprehensive system for grant management to ensure the proper tracking, monitoring, and reporting of all relevant activities and achievements. Project launch will fall under the direct supervision of the Executive Director (ED), Ms. Lilia Kapuniai, who is experienced and qualified in small business operation, program and curriculum development, contract management, grant management, and program audits. Ms. Kapuniai will be responsible

for managing relationships with all partners and community. Curriculum development, update, workshop facilitation, contracting matters, and hiring, will be the responsibility of the ED. She will be responsible for project management and coordination of tasks defined in the OWP.

The ED will develop all internal systems and processes, including reporting forms and tracking tools, to ensure timely completion of project activities, in addition to compliance with organizational policies and procedures, the State's General Conditions and the SPO General Provisions for Goods & Services. If successfully funded, the ED will procure the services of a Bookkeeper to support increased financial activity. The Bookkeeper will assist with monthly reconciliations, Accounts Payable, Accounts Receivable, Draw Downs, and financial reporting. All activity shall be consistent with PCDC's Accounting, Audit and Financial Management Policies. The Board shall have oversight of the ED and shall receive quarterly progress reports.

The ED shall communicate on a regular basis with the expending agency grants administrator and shall immediately notify him/her of any challenges that would prevent PCDC from completing a task. If modifications are necessary, the ED will immediately develop appropriate documentation and resolve potential issues. The organization is prepared to manage a project of proposed scope – programmatically and financially.

PCDC is proposing a Project Staffing Plan of .25 FTE to successfully administer, design, implement and deliver the *Papakōlea Community Park and Center Improvement Project*. The Project would include project management by the Executive Director at .25 FTE.

Ms. Lilia Kapuniai, Executive Director (ED), .25 FTE, has been a resident of Papakōlea for 20 years. Prior to assuming the Executive Director position, she served as the Vice President of the Council for Native Hawaiian Advancement, overseeing the Community Development Division. She brings 20 years of experience in executive leadership, organizational development, collaboration, governance, grant writing, grants management, corporate development, communications, graphics design, facilitation, capacity building, special event planning, small business management, and construction management to the organization. She will dedicate .25 FTE toward the proposed project.

As the ED, she will be responsible for collaboration with existing and new partners. Throughout the project period, Ms. Kapuniai will be responsible for overseeing proper implementation of the project, and shall coordinate contractor services, production of reports, community meeting facilitation, evaluation and monitoring, external communications, and direct management of contractors. She will ensure project implementation and delivery is compliant with PCDC policies and procedures, as well as the State's General Conditions and the SPO General Provisions for Goods & Services. Her resume is included as *Attachment C*.

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.

The Organizational Chart is included as Attachment D. The administrative chart illustrates the structure of PCDC with the proposed Project Staffing Plan. An organizational chart identifying where the proposed project will be housed within the organization is also included. The proposed project fits nicely within the current programmatic structure and the proposed staffing plan will enhance the short- and long-term organizational goals, as well as the project goal.

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.

PCDC has one paid officer, the Executive Director, and the annual salary is \$75,600. Officers and members of the Board of Directors are on a volunteer basis.

VII. Other

1. Litigation

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

Not Applicable.

2. Licensure or Accreditation

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

Not Applicable.

3. Private Educational Institutions

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

Not Applicable.

4. Future Sustainability Plan

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

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

The project's sustainability is directly tied to the success of the project, delivery of quality workshops, community's satisfaction with content, and the organization's ability to leverage resources amongst collaborating partners and other funders. PCDC relies on facility use fees to support ongoing operations of the organization and Center. To support the *Papakōlea Community Park and Center Improvement Project*, PCDC will be seeking support from other funding entities including federal and state programs, as well as private funding. We humbly request your support of this project, as there aren't many programs that support capital improvements to privately owned Centers and Parks.

ATTACHMENT A

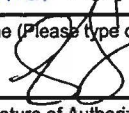
Required Budget Forms

- Budget Request by Source of Funds
- Personnel Salaries and Wages
- Equipment and Minor Vehicles
- Capital Project Details
- Government Contracts, Grants, and Grants in Aid

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Papakōlea Community Development Corporation

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	18,900			
2. Payroll Taxes & Assessments	2,011			
3. Fringe Benefits	3,326			
TOTAL PERSONNEL COST	24,237			
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. Contractor - Playground Replacement	149,350			
10. Contractor - Architect	50,000			
11. Contractor - Structural & Civil Engineer	50,000			
12. Contractor - EA Consultant	35,000			
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	284,350			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	308,587			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	308,587	Lilia Kapuniai 808.520.8998		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	308,587	Executive Director, Lilia Kapuniai		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Papakolea Community Development Corp

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				\$ 0.00
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				\$ 0.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Papakolea Community Development

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS			85000			
LAND ACQUISITION						
DESIGN			50000			
CONSTRUCTION			149350		4500000	
EQUIPMENT						
TOTAL:			284,350		4,500,000	
JUSTIFICATION/COMMENTS PCDC is requesting \$284,350 specifically for the cost of replacing the existing playground, enhancing the area with the installation of turf, and making improvements to the courts, facilities, and benches. Basketball Court replacement is Phase II of the project.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Papakolea Community Development Corporation

Contracts Total: **80.00** -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

ATTACHMENT B

- Personnel Breakdown
- Estimate for Playground and Turf Replacement

PCDC PERSONNEL COST BREAKDOWN

	Rate	Unit	Total State Funds Requested
Salary & Wages			
Executive Director	0.25	\$ 75,600	\$ 18,900
Subtotal - Salary & Wages			\$ 18,900
Payroll Taxes			
Social Security	6.2%	\$ 18,900	\$ 1,172
E&T	1.61%	\$ 18,900	\$ 304
Medicare Employer	1.45%	\$ 18,900	\$ 274
Worker's Compensation	0.73%	\$ 18,900	\$ 138
Temporary Disability Insurance	0.65%	\$ 18,900	\$ 123
Subtotal - Payroll Taxes			\$ 2,011
Fringe Benefits			
401K Retirement	5%	\$ 18,900	\$ 236
Health & Wellness Benefit	\$45	\$ 12	\$ 135
Health Insurance	\$850	\$ 12	\$ 2,550
IT Allowance	\$135	\$ 12	\$ 405
Subtotal - Fringe Benefits			\$ 3,326
TOTAL PERSONNEL COSTS			\$ 24,237



1350 South King Street #320
 Honolulu, HI 96814, USA
 T: (808) 845-7788
 Lic. #CT-36648
 www.inspiredplay.com

PROPOSAL

Project Name: Papakolea Community Center: New Playground & Turf Surfacing

Papakolea Community Development Corporation
 Lilia Kapuniai
 2150 Tantalus Drive
 Honolulu HI96813
 (808) 265-2755
 lilia@papakolea.org

Proposal ID 30674
Prepared By Danielle Fong-Aiu
Proposal Date 01/08/2020

Description

Convert existing playground into a new, updated and compliant playground.

Includes:

- Supply & install NEW Gametime custom-designed play structure within existing footprint
- Patch existing PIP surfacing as needed, & prepare it to become suitable for turf overlay
- Supply & install NEW synthetic turf surfacing system over recycled PIP, with infill
- Supply & install NEW synthetic turf surfacing system on new aggregate base in small adjacent grassy areas (see map and photo)

Payment Terms:	50% Deposit, Balance on Completion	SUBTOTAL:	\$142,629.10
Estimate Firm:	60 Days	TAX %:	4.7120 \$6,720.68
Lead Time:	8-10 Weeks Completion	BOND %:	\$0.00
CONTRACT TOTAL:			\$149,349.78

ACCEPTANCE OF PROPOSAL: (Sign Below)

Customer: _____ Date: _____ Inspired Play Rep: Danielle Fong-Aiu

All proposals are good for 30 days unless otherwise indicated.
 Proposal does not include any ancillary work that is not listed in project description.
 Standard payment terms are 50% deposit / 50% due upon completion, unless other arrangements are agreed upon.
 We are a non-Union shop. No prevailing wages are included unless otherwise indicated in project description.
 All pricing is based on current calendar year product and labor rates. If project is schedule for another year, inflation is estimated at an additional 3-5%.
ALL CHECKS TO BE MADE PAYABLE TO INSPIRED PLAY LLC.



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STANDARD EXCLUSIONS

Unless otherwise indicated, proposal does not include the following:

- Professional engineering or design, permitting, or associated fees
- Professional survey, toning or layout
- Certified arborist, tree root cutting, sealing, or barrier
- Weedkilling or landscape restoration
- Adjustments to any existing utilities
- Hazardous or contaminated material testing, handling, or removal
- Soil testing, compaction testing, concrete testing
- Mass grading, subgrade, or subbase repairs
- Correction of existing drainage conditions
- Portable toilet (to be provided by GC or owner)
- Staging area (to be providing by GC or owner)
- BMPs, temporary access, dust fence, erosion control
- Remobilization
- Safety plan, AHA
- As-Built Drawings
- Anything that is not listed in the project quote
- GC is responsible to provide dry slab. Testing to confirm slab is dry is the responsibility of GC
- No outside trades
- Termite treatment excluded
- Assumes work to be performed during regular business hours (M-F, 7a-3p)

Scope Specific Exclusions:

- For all projects that require soil handling, all soils belong to owner and will remain on site.
- For all flooring & surfacing projects, sub-floor planarity must be level to within 1/8" when measured with a ten foot straightedge placed in any direction.
- Electrical work excluded
- Porter winches/Motors require Porter provided Key switches for operation which will be supplied to GC/Owner, installation of which (by others) is necessary to guarantee manufacturer product warranty
- Tying new Porter system with any existing switch system could void product warranty
- For Supply only jobs (specifically Porter, GT, Interkal etc.), parts needs to be installed by certified installer, otherwise it could void warranty on parts
- If not otherwise indicated in architect plans or specs, location casted shadow as result of chosen structure location maintains responsibility of the owner
- For any proposal that DOES include permitting, pricing is contingent on the originally proposed design. Any design changes required during engineering or permitting could increase the pricing.

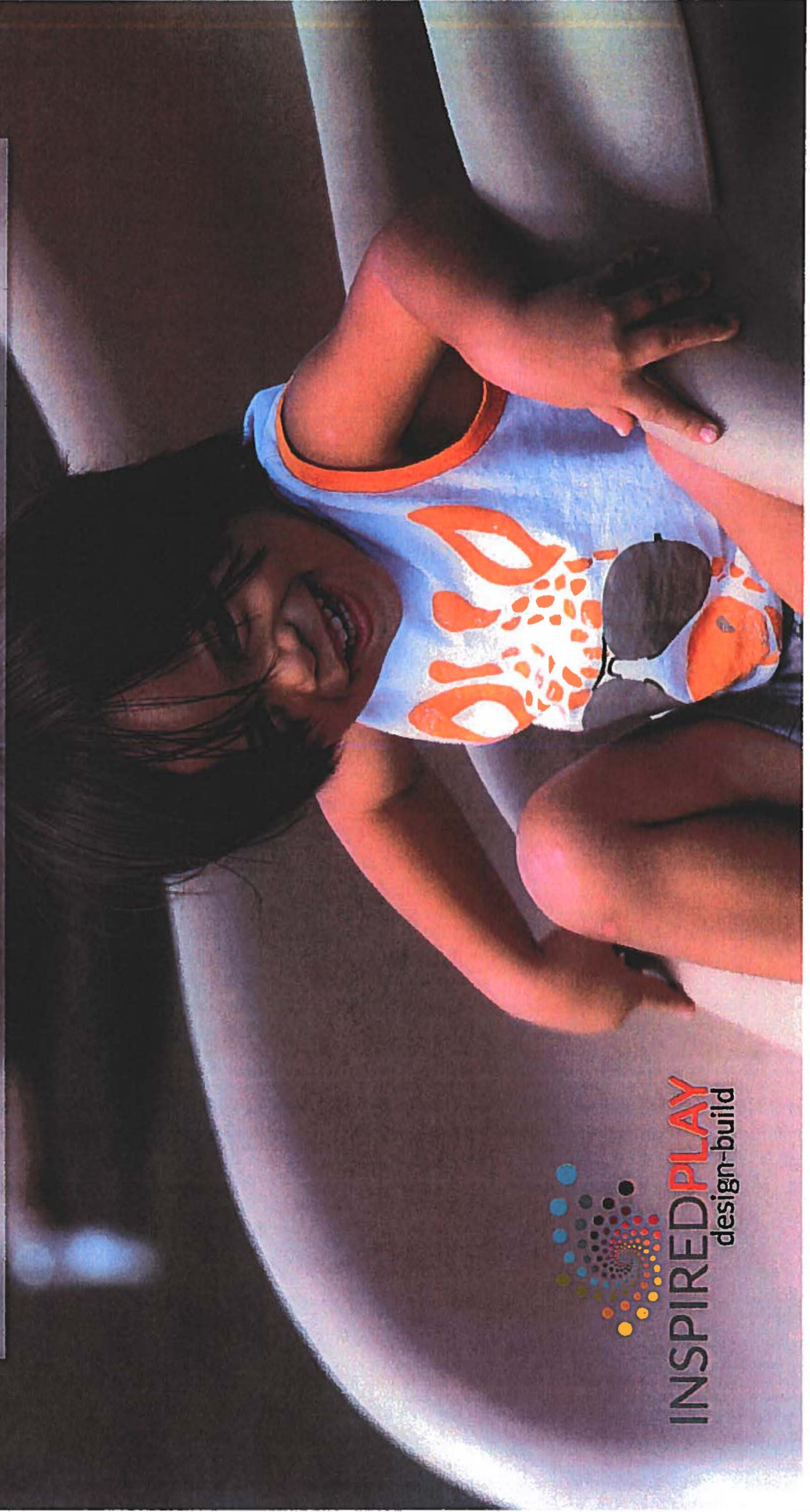
Standard Insurance Limits:

- Commercial General Liability Coverage \$1,000,000 Each Occurrence / \$2,000,000 General Aggregate
- Worker's Compensation Coverage \$1,000,000 Bodily Injury Each Accident / \$1,000,000 Bodily Injury Each Disease

Standard Labor & Workmanship Warranty:

- 1 year from substantial completion date

Papakōlea Community
Development Corp's
BLUEPRINT FOR PLAY



Play On, Papakōlea!

Ms. Kapuniai,

Play is critical for the healthy development of all children; however, historically many children in urban areas face barriers and disparities for play. Parks, community centers, and playgrounds have become the sole opportunity for playing outdoors for an increasing majority of our Keiki.

Community playgrounds offer children:

- a direct avenue for connecting with nature
- motivation to explore, discover, and learn about their world
- opportunity to engage in health-promoting physical activity
- a sense of place, self-identity, and belonging
- informal learning through social experiences
- a vehicle for participation and pride in community development and citizenship

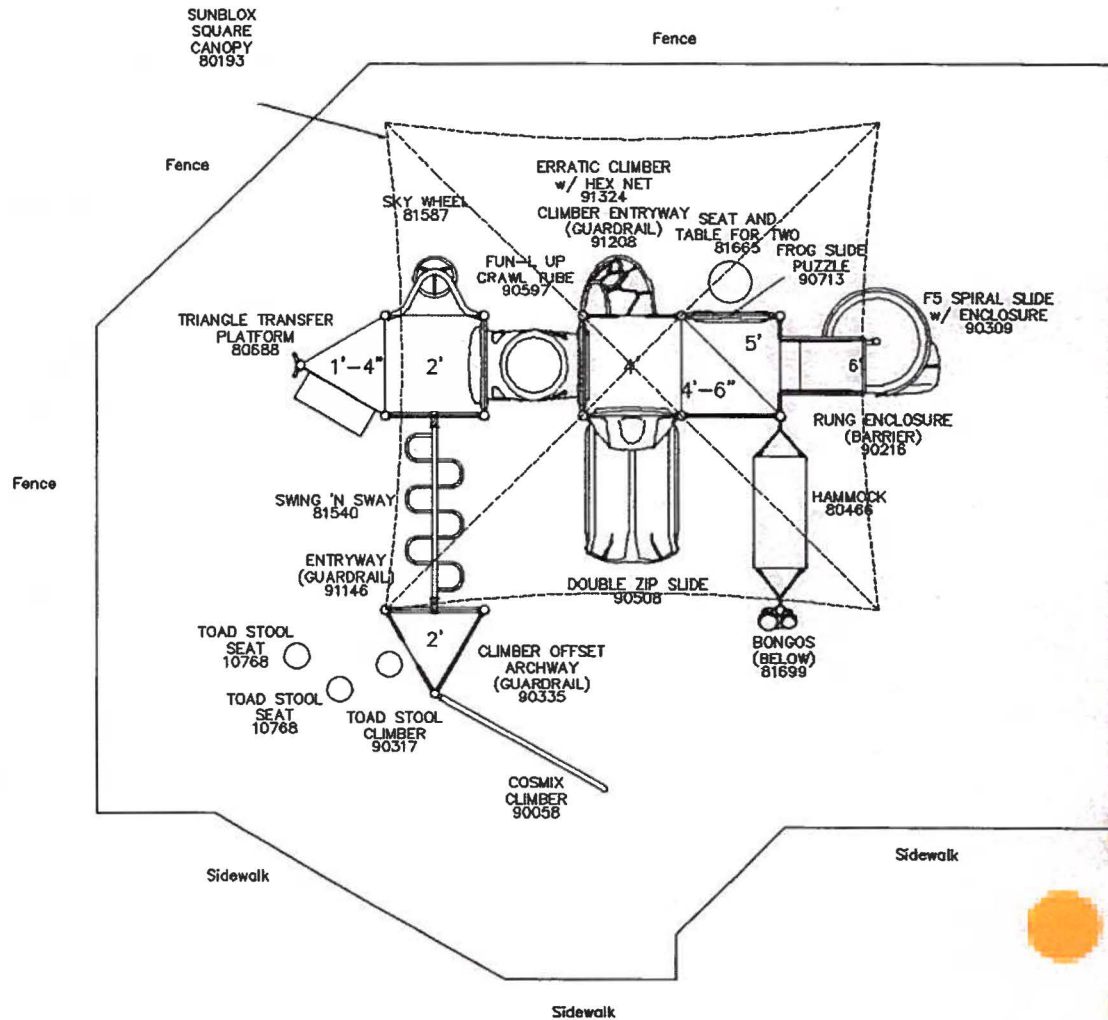
As a Community Leader, we THANK YOU for being an advocate for play, and taking this important initiative in developing a wholesome play environment for the Keiki of Papakōlea.

Mahalo nō!!

-Your Inspired Play `Ohana

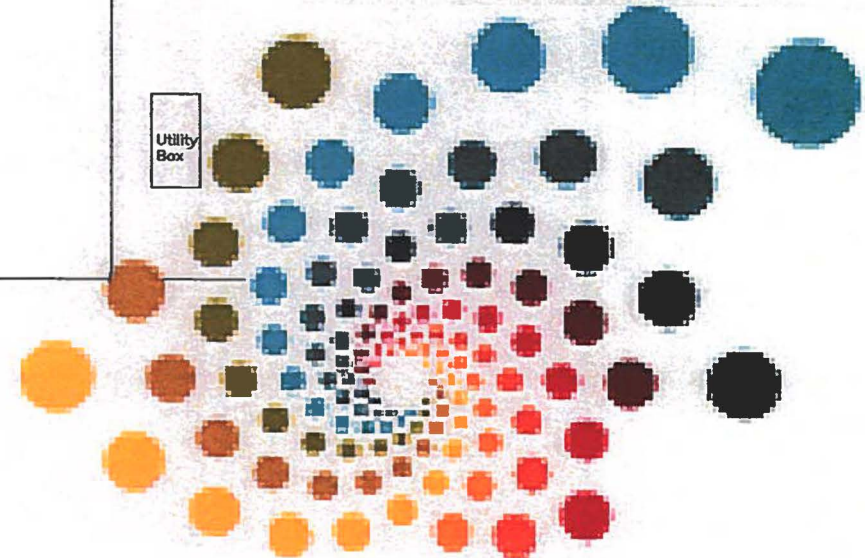


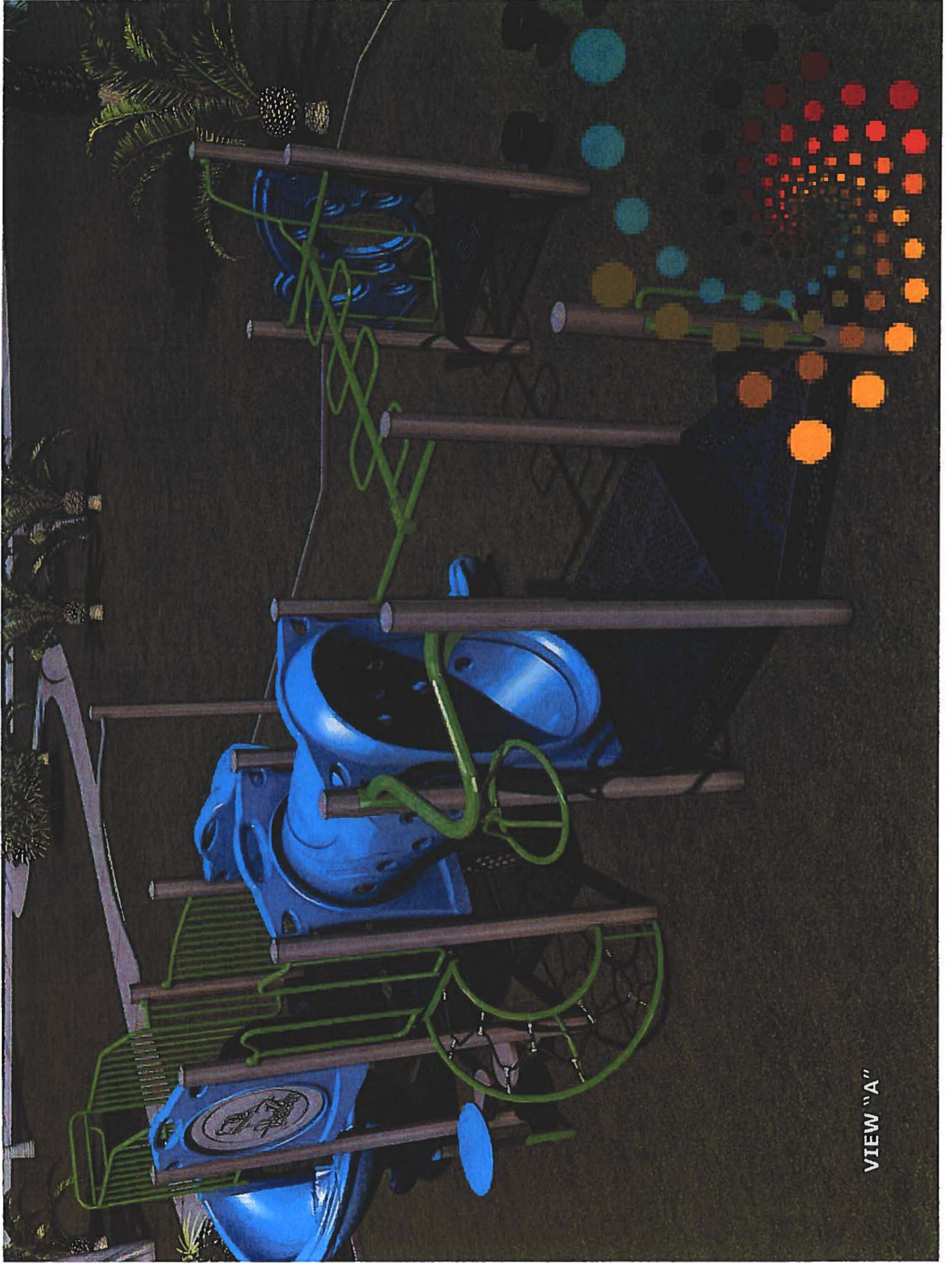
Design Layout



Playground Equipment:

- oF5 Spiral Slide
- oFrog Slide Puzzle Panel
- oSeat & Table for Two
- oErratic Climber
- oFun-L Crawl Tube
- oSky Wheel
- oSwing 'N Sway Traverse
- oToadstool Pods
- oCosmix Climber
- oDouble Zip Slide
- oHammock
- oBongos

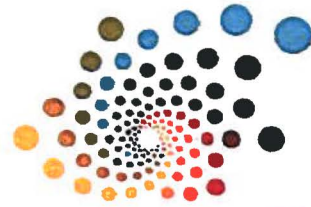




VIEW "A"



VIEW "B"



INSPIRED **PLAY**

design-build

**We believe that Parks & Schools
are the HEART of our Community.**

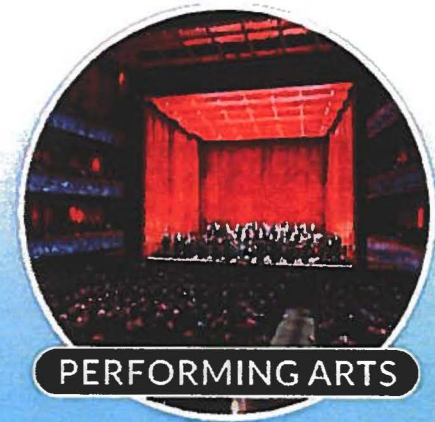
We partner with Community Leaders to take an *inspired* approach to the design & construction of play & recreation environments to best meet the needs of our local families.

For a FREE design consultation, call

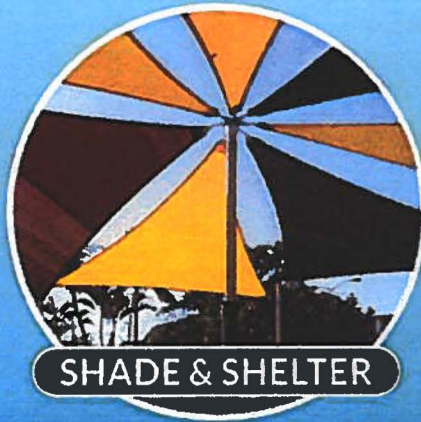
808-845-7788



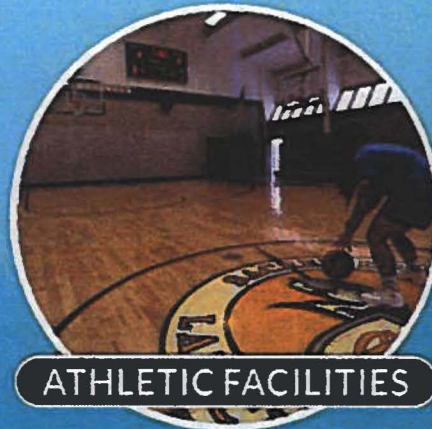
PLAYGROUNDS



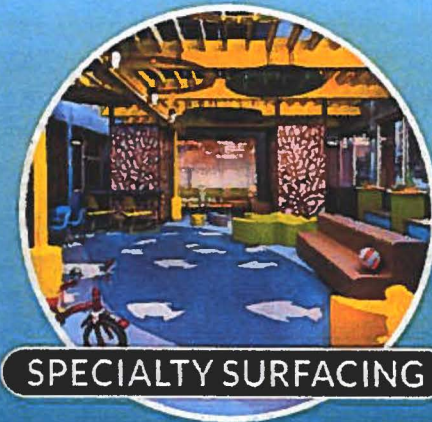
PERFORMING ARTS



SHADE & SHELTER



ATHLETIC FACILITIES



SPECIALTY SURFACING

ATTACHMENT C

- **Resume for Executive Director**



Ms. Lilia K. Kapuniaai, Executive Director

EMPLOYMENT HISTORY

January 2014 to Present

Papakōlea Community Development Corporation

2150 Tantalus Drive

Honolulu, Hawaii 96813

Incorporated in 2001, PCDC is a Native Hawaiian non-profit organization that was established in 1999, to serve as a steward of the Papakōlea Community Park and Center. PCDC endeavors to operate a Center that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for Hawaiian homestead residents of Papakōlea, Kalawahine and Kewalo.

Position: Executive Director

Assures that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carries-out plans and policies authorized by the board. Promotes active and broad participation by volunteers in all areas of the organization's work. Maintains official records and documents, and ensure compliance with federal, state and local regulations.

The ED also ensures that the board is kept fully informed on the condition of the organization and all-important factors influencing it. Publicizes the activities of the organization, its programs and goals. Establishes sound working relationships and cooperative arrangements with community groups and organizations. Represents the organization to agencies, organizations, and the general public. Responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers. Is responsible for developing and maintaining sound financial practices. Works with Board in preparing a budget and ensures that the organization operates within budget guidelines. Responsible for corporate development activities.

May 2003 to October 2006; May 2008 to October 2013

Council for Native Hawaiian Advancement

2149 Lauwiliwili Street, Suite 200

Kapolei, Hawaii 96707

CNHA is a national member-based Native Hawaiian non-profit. Its mission is to enhance the cultural, economic, political, and community development of Native Hawaiians. CNHA achieves its mission through the administration of the Native Hawaiian Policy Center, Lending and Investment Services, the Hawaiian Way Fund, and the Annual Native Hawaiian Convention.

Position: Vice President, Community Development

Managed up to six staff that were responsible for the development of curriculum, delivery of lending products, development of community facilities, delivery of grant training and technical assistance services, management of grant programs, coordination of all special events, supporting organizations in developing business plans and grant applications for projects focused on social, education and enterprise initiatives serving Native communities. Managed grant programs for

Hawai'i Tourism Authority and served as the Manager of the Administration for Native Americans Pacific Region Training and Technical Assistance Center. Responsibilities also included coordination of the Annual Native Hawaiian Convention held annually in addition to serving as the director of public relations, corporate development, social media platform management, creative director, and graphic designer.

October 2006 to May 2008

Hawaiian Homestead Technology

33 South King Street, Suite 520

Honolulu, Hawaii 96813

HHT is a full service document digitization company, that is wholly-owned by CNHA, a Native Hawaiian non profit organization. Its mission is to create job opportunities in economically underserved Native Hawaiian homestead communities. HHT is a founding member of Intertribal Information Technology Company, which was comprised of 12 companies owned and operated by Native communities. Through its staff of 26, HHT has been delivering document conversion services to the Department of Defense, at three sites located on two islands within the state of Hawaii.

Position: Operations Manager

Responsible for monitoring and developing productivity goals of the 24 employees, having knowledge and enforcement of all company policies and procedures, managing all activities relating to human resources, and inspecting facilities/equipment to ensure that they are operating and maintained. The Operations Manager was also responsible for all of the companies' administrative functions including the review of accounts payable and receivables, assistance with corporate development opportunities, and coordination of public relations activities.

October 2002 to April 2003

Becker Communications, Inc

119 Merchant Street, Suite 500

Honolulu, Hawaii 96813

BCI is a full service public relations firm serving Hawaii for 19 years, with a diverse client portfolio of over 30 businesses and government agencies. BCI believes in a philosophy that combines public relations, marketing and advertising when developing individual client plans which has led to their numerous accolades.

Position: Administrative Manager

Managed an 8-staff office responsible for contract management, financial management, budgeting, advertising, special event coordination, PowerPoint presentation development, website development/maintenance, research analysis and special projects.

May 1995 to October 2002

Office of Hawaiian Affairs

711 Kapiolani Boulevard, Suite 1200

Honolulu, Hawaii 96813

OHA is a state agency created in 1978 through a constitutional amendment by the voters of Hawaii to manage the trust assets of native Hawaiian & Hawaiian beneficiaries. Trust resources total over \$350 million with an annual operating budget of \$15 million and 120 employees to implement community-based initiatives on behalf of its beneficiaries.

Position: Chief of Staff, Office of the Chairman of the Board of Trustees

Managed a 4-staff office dedicated to the Office of the Chairman, responsible for scheduling, policy and issue briefings, reviewing the annual operating budget proposals, and assisting with the review/approval of grant proposals and special initiatives. Position requires financial and business analysis, qualitative and comprehensive policy presentations, high level organizational and managerial skills.

January 1992 to June 1998

Duke Kapuniai Services

P.O. Box 6753

Kamuela, Hawaii 96743

Duke Kapuniai Services is a family business providing professional horse training services, primarily in cow horse events and rodeo sports, throughout the state of Hawaii.

Position: Trainer

In partnership with the Principal Owner, we founded and managed the business, including all capitalization, accounting, client services and product delivery. Provided consultant services as a judge and coach, specializing in youth in preparation for local and national events.

EDUCATION

- Pursued B.S. in Animal Science at Kansas State University and University of Hawaii at Manoa
- High School Diploma, Hawai'i Preparatory Academy

CONSULTATIONS & PRESENTATIONS

2013 Alaska – Hawaii Roundtable

2011 & 2012 Hawai'i Tourism Authority Living Hawaiian Culture Program Workshops

2012 Monthly Policy Call Meetings

2008, 2009, 2010, & 2011 Grants Forums

2008, 2009 & 2010 Native Hawaiian Education Program Workshops

2008, 2009 & 2010 Alaska Native / Native Hawaiian Institutions Assisting Communities Grant Program Workshops

2008 & 2012 Beneficiary Consultation with the Department of the Interior

2008 Native Hawaiian Policy Steering Committee Meetings

2007 Business Leaders Roundtable – Annual Report

2006 Policy Roundtable, 5th Annual Native Hawaiian Convention

2005 & 2007 National Oceanic & Atmospheric Administration Workshops

2004 & 2008 Native American Housing and Self-Determination Act (NHHBG NAHASDA) Workshops

Lilia Kapuniai, PCDC Interim Executive Director

Resume 2016 – Page 3

2004 HomeOwnership Assistance Program Sessions
2004 Government 101 Sessions
2003 Lawsuits and Legislation Sessions
2003- 2006 Administration for Native Americans (ANA) Workshops

COMMUNITY SERVICE

2012 – Present Papakōlea Community Development Corporation, Board of Directors
2011 – Present Hawaiian Homestead Technology, Inc., Board of Directors
2007 – Present Pacific Crane & Equipment, Board of Directors
2007 – Present Hawaii Island Cutting Horse Association, Member
2007 – Present Hawaii Quarter Horse Association, Member
2007 – Present Performance Horse Series, Member
2007 – Present Hawaii Women’s Rodeo Association Member
2004 – Present Native Hawaiian Economic Alliance, Board of Directors
2011 – 2013 Native American Contractors Association Board of Directors Alternate
2008 – 2013 Hawaiian Community Assets, Board of Directors
2003 – 2004 YWCA, Board of Directors
2003 – 2004 Native Hawaiian Economic Alliance, Advisory Committee
2002 – 2004 Hui Nalu Canoe Club, Member
1994 - 1996 Hawaii Women’s Rodeo Association, Board of Directors

References available on request

ATTACHMENT D

- Organizational Chart



PAPAKŌLEA
COMMUNITY DEVELOPMENT CORPORATION

PCDC Administrative & Organizational Charts

