

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.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing



VICE CHAIRMAN / VICE PRESIDENT

01/22/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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:

Hawaii Korean-US Citizens League

Amount of State Funds Requested: \$ 80,000.00

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

We are a non-partisan non-profit group that primarily offer free citizenship test courses for all immigrants, assistance with Naturalization Application to USCIS, voter registration drives throughout the Honolulu area, offer educational information and invite government officials, officers, and office holders from any political party to speak and meet with immigrants. We have regular voter registration stations during election years throughout Honolulu, Hawaii. We advocate for bilingual voters' materials. No officer or agents of our organization receive any salary.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 3,000.00

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

\$ 0

Unrestricted Assets:

\$ 0

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:

1451 S KING ST PH511

City: State: Zip:

HONOLULU HI 96814

Contact Person for Matters Involving this Application

Name:
Warren Kim

Title:
Vice-President

Email:
warren@warrenkim.com

Phone:
8082854365

Federal Tax ID#:

State Tax ID#



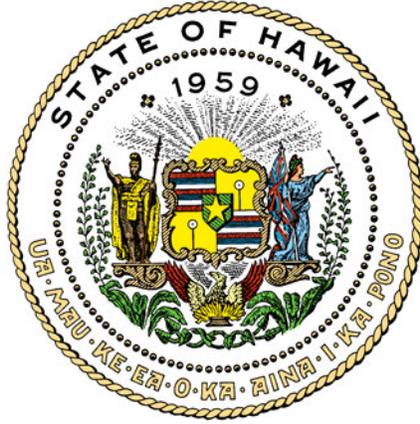
Authorized Signature

Mariko Ahn/President

Name and Title

01/12/2022

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HAWAII KOREAN-U.S. CITIZENS LEAGUE

was incorporated under the laws of Hawaii on 06/19/2013 ; 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 21, 2022

Director of Commerce and Consumer Affairs

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Korean-US Citizen League

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	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	400	400	400	400
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	1,950	1,959	1,959	1,959
5. Staff Training				
6. Supplies				
7. Telecommunication	171	171	171	171
8. Utilities	180	180	180	180
9 payment or naturalization training lecturer	1,500	1,500	1,500	1,500
10 postage, mailing, envelopes	1,500	1,500	1,500	1,500
11 printer toner ink	250	250	250	250
12 lecturers educational seminars	5,000	5,000	5,000	5,000
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	10,951	10,960	10,960	10,960
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	10,951	10,960	10,960	10,960
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Mariko Ahn		808 220-7735
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	5,000	Signature of Authorized Official Date		
TOTAL BUDGET	85,000	President Name and Title (Please type or print)		

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, 2021. Attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#). Attached

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](#). See 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;

Our organization existed in the early 2010's, and was formerly recognized by the IRS as a 501(c)(3) nonprofit organization in 2015. We have for the past seven years, active in the state of Hawaii by launching various and successful voter registration drives all over the main Honolulu area. As most of our members and directors speak English and Korean, our organization is especially well suited to reach many US citizens in Hawaii who are eligible to register and to vote in US elections. We are an all-volunteer organization with no one taking a paid position. Our main finance so far have been private donations by our members and various private groups. We also have an attorney who is well experienced in immigration laws and naturalization process, along with other attorneys and former elected officials.

2. The goals and objectives related to the request; *Our two main objectives are that without any partisan positions, we would like to enroll as many qualified US citizens in the state of Hawaii to register and to vote for local and federal elections. In order to facilitate and improve the circumstances to enhance our goal, we offer free naturalization courses and assistance in the application for the US naturalization process to become US citizens. Along with the obtaining of citizenship, we strongly encourage everyone to register and to vote. We hold many seminars and lectures where politicians can meet with people who have not been outreached before. We provide forums for education and motivational seminars for greater political awareness and participation.*
3. The public purpose and need to be served; *Outreach many ethnic groups in Hawaii can be a difficult process for the state. We have a very enthusiastic and all voluntary group of people who are committed to increasing voter registration and voting in the state of Hawaii as a way of improving and fulfilling the US's promise of a democratic political system.*
4. Describe the target population to be served; and *We do not discriminate against any ethnic, religious or national origins. All are welcome to use our services. However, because most of our members speak fluent Korean, it is especially efficient and highly effective for us to reach Korean-Americans living in the state of Hawaii.*
5. Describe the geographic coverage. *We do not have any geographic limitations but because of time and money, most of our attention have been used in the Honolulu area.*

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; *We have a group of volunteers who man voting registration stations at various supermarkets here in Hawaii. We have met people at voting stations at the Korean supermarkets located in several areas around Keeaumoku, Kalakaua, and Kalihi area. We also make regular visits to Korean churches in Hawaii as Korean churches are an important gathering and socializing institutions.*

We hold free US naturalization courses in order to help with each applicant's passing of the US naturalization tests. We also assist in answering some of their questions regarding the naturalization process, qualifications, and documentations.

We also hold events while inviting the general public to listen to the various candidates from all parties at the local, state, and federal levels. We have had speakers who were ex-governors, current Congress people, City Council, state representatives, and retired judges along with candidates for their first political campaigns. These are educational lectures to show that the political process and system and making an outreach and interest in a community that could have been neglected in the past.

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

Our outcome is very data-driven. We measure our success by how many voter registrations we have obtained, and how many people have enrolled in our position courses and pass the US naturalization tests. We also are open to suggestions from all members of the community on how to improve our services. We are especially at this time in preparation for the 2022 election.

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

We have had close contact and working relationship with the Hawaii state election office, and the US immigration service community outreach here in Hawaii. We have had many years of experience with them and they are well aware of our organization and our efforts to promote greater participation in the elections. We have several attorneys advising us, as well as ex-Councilwoman, Anne Kobayashi, and former Supreme Court Justice, Ronald Moon. Our attorney and vice president has practiced immigration law for many years and he is well advised of the process and qualification necessary to successfully navigate the US naturalization process.

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.

We can offer counts on applicants we have processed for voter registrations, size of people we have contacted in order to participate in the democratic process by headcounts, geographic areas, and event dates with size of participation. We have added 10,000 new voter registrations within the last three years. We intend to expand and improve and try to reach out to more isolated neighborhoods and communities.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

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.

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 2023 for program funding.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

The documents are attached

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.

We have staff naturalization instructors who had been with us but for the past five years, and we have worked with the US immigration public outreach workers. We also have an in-house experienced immigration attorney is qualified to instruct, set up policies and guidance on the naturalization process. We also have Chief Justice, Ronald Moon, and Anne Kobayashi, who have given us practical information and advice is on how to proceed with high ethical standards and appropriate conducts.

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.

We have a full-time office that we also use as the classroom for the US naturalization courses. When we need larger venues for seminars and guest speakers, we need to rent out large venues. A good portion of the amount we are asking for the rent and costs for utilizing these larger venues.

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.

We have three attorneys who were advisors, along with former Chief Justice, Ronald Moon, and Anne Kobayashi. Our staff has been performing immigration and registration drive for the past eight years with a high degree of success. We believe we have the voluntary enthusiasm and the professional experiences of many formal public servants and practicing attorneys.

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.

Attached

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.

Attached. There is no salary position in our organization. There is a small stipend for the instructors for the US naturalization courses

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.

Our organization was never involved in any litigation in either civil or administrative claims.

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.

There is no special license or accreditation necessary for the types of activities that are in organization undertake.

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.

No. None whatsoever.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

We have had success raising money from private business and individuals along with our membership donations as 2022 and 2023 will be a first year we are asking for State grants, Inc. our past is shown that we are able to make some

sort of financial independent activities. The coalbed shutdowns have really affected our fundraising activities

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Korean-US Citizen League

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	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	400	400	400	400
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	1,950	1,959	1,959	1,959
5. Staff Training				
6. Supplies				
7. Telecommunication	171	171	171	171
8. Utilities	180	180	180	180
9 payment or naturalization training lecturer	1,500	1,500	1,500	1,500
10 postage, mailing, envelopes	1,500	1,500	1,500	1,500
11 printer toner ink	250	250	250	250
12 lecturers educational seminars	5,000	5,000	5,000	5,000
13				
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TOTAL OTHER CURRENT EXPENSES	10,951	10,960	10,960	10,960
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	10,951	10,960	10,960	10,960
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Mariko Ahn 808 220-7735		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	THIS IS A COPY OF ORIGINAL SIGNATURE ATTACHED		
(d) Total Private/Other Funds Requested	5,000			
TOTAL BUDGET	85,000	President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Korean-US Citizen League

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
desk top computer	2.00	\$1,000.00	\$ 2,000.00	
pc printer	2	\$500.00	\$ 1,000.00	
pc monitor	2	\$350.00	\$ 700.00	
conference table	1	\$1,000.00	\$ 1,000.00	
2 office chair	2	\$400.00	\$ 800.00	
TOTAL:	9		\$ 5,500.00	

JUSTIFICATION/COMMENTS:

All our equipments and supplies are from until now private donations and membership funded.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NONE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Korean-US Citizens League

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:						
JUSTIFICATION/COMMENTS:						
We have no capital projects						

ORGANIZATIONAL CHART FOR KOREAN-US CITIZEN LEAGUE

