

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

BONG YONG PARK, PRESIDENT

PRINT NAME AND TITLE

1/20/2022

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:

The United Korean Association of Hawaii

(not applicable)

Amount of State Funds Requested: \$ 2,000,000

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

Funds are being requested for design, permitting, construction management and construction of renovation and improvements to convert portions of a public building (Building 42, former Makiki Community Library, at the Makiki District Park, 1527 Keeaumoku Street) to a community center. [The United Korean Association of Hawaii is currently seeking to secure a management lease agreement for the portions of Building 42.]

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 38,413.42

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:

1649 Kalakaua Avenue Unit 202

City:

Honolulu

State:

HI

Zip:

96826

Contact Person for Matters Involving this Application

Name:
Bong Yong Park

Title:
President

Email:
tukah808@gmail.com

Phone:
(808) 591-8984

Federal Tax ID#:

██████████

State Tax ID#

██████████



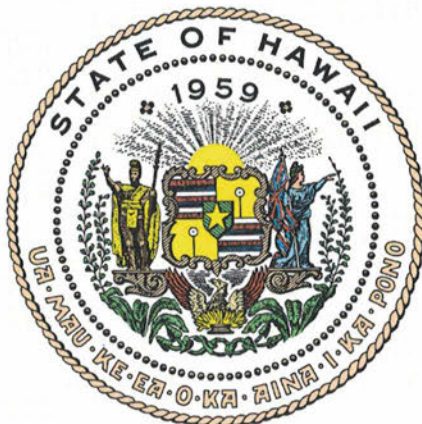
Authorized Signature

Bong Yong Park, President

Name and Title

01/20/2022

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

THE UNITED KOREAN ASSOCIATION OF HAWAII

was incorporated under the laws of Hawaii on 07/02/2003 ;
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 19, 2022

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.

The United Korean Association of Hawaii
(Typed Name of Individual or Organization)



(Signature)

1/20/22
(Date)

Bong Yong Park _____
(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)

Please see attached Certificate of Good Standing, dated January 19, 2022, for The United Korean Association of Hawaii from the Director of Commerce and Consumer Affairs.

2. Declaration Statement

Please see attached declaration statement affirming the applicant's compliance with Section 42F-103, Hawaii Revised Statutes.

3. Public Purpose

Pursuant to Section 42F-102, Hawaii Revised Statutes, The United Korean Association of Hawaii will use the requested grant funds for a public purpose. A description of the public purpose is explained in Section II of this application.

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 United Korean Association of Hawaii (TUKAH), is a 501(c)(3) volunteer based non-profit organization, serving Hawaii's Korean community through various cultural activities and services. We strive to strengthen the unity among the Korean-Americans, increase understanding of the Korean culture within the general community and promote cultural exchanges and friendships with other community organizations and all residents.

2. The goals and objectives related to the request;

TUKAH proposes to renovate Building 42 (former Makiki Community Library building) at the Makiki District Park for a community center that will provide broad based activities for the Makiki neighborhood and beyond.

Our 40 year history as an immigrant Korean organization has expanded to community-wide outreach services, from quarterly food distributions to several COVID-19 popup vaccination clinics these past years using the nearby Christ United Methodist Church as our operations site.

At the District Park, we can better expand our community outreach to identified needs such as computer literacy classes and library lending services. We are following the Makiki District Park 1999 Master Plan recommendations and see the opportunity to promote popular community park activities such as senior clubs to congregate, socialize, play popular games, and enjoy exercise classes for the purpose of supporting generic and ethnic needs and interests in our community parks.

3. The public purpose and need to be served;

The grant funds will be used to renovate and improve the public building located in Makiki District Park as TUKAH desires to secure a permanent location at Building 42 (Makiki District Park) to continue the activities for community-wide members and continue to contribute to the colorful fabric that defines Hawaii.

Located at the heart of the vibrant and diverse metro Honolulu, Building 42 at the Makiki District Park is ideally situated to serve as a hub of community activities and Asia-Pacific cultural preservation. TUKAH sees Building 42 as a positive opportunity to broaden the Korean culture to a wider Honolulu, similar to how other neighborhoods of distinct ethnic origins have perpetuated their Chinese, Hawaiian or Japanese culture through language, martial arts, music and dance classes as well as serving specific community needs for elderly. These historical culture-based organizations are civic gifts to Honolulu and contribute to our community richness.

TUKAH proposes to lease and utilize Building 42 from the City Department of Parks and Recreation to provide various community enriching services and programs, such as:

- **Youth Activity Hall – Judo, Taekwondo, K-pop dance, etc., including the Summer Fun Program.**
- **Media Library Room – Reading, Web searching, etc.**
- **Senior Activity Hall – Tai Chi, Dance, Sing Along, etc.**
- **Community Event Hall**
- **Cultural & Community Exhibition Hall**
- **Emergency Evacuation Shelter**
- **Community Administrative Offices and Meeting Rooms**

4. Describe the target population to be served; and

The target population includes residents of the immediate neighborhood of Makiki/Manoa/Ala Moana as well as all members of the communities throughout Oahu.

5. Describe the geographic coverage.

The in-person programs and activities will reach the island of Oahu. With the goal of establishing a hub of community activities and Asia-Pacific cultural preservation, the overall programs' intended coverage includes all counties of the state of Hawaii.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

The purpose of the grant funds is to renovate and improve Building 42 so that it can function as a community services facility managed and operated by TUKAH.

Provided that TUKAH and the City and County of Honolulu ("City") enters into a management lease agreement, TUKAH will be responsible for the following scope of work pertaining to Building 42:

Site access improvements, asbestos and lead paint abatement, exterior metal stairs, general interior carpentry, cabinetry, roofing and roof insulation replacement, doors and door hardware, flooring, interior partitions, interior and exterior painting, window treatment, furniture, modular office systems, solar roofing panels, split A/C systems. restroom modifications, CCTV, panelboards, transformers, interior electrical distribution, intrusion detection, lighting fixtures and fire alarms.

Upon completion of renovation and improvements, the facility will become energy efficient, code compliant and user friendly.

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

Selection of Designer and Construction Manager:	2 weeks
Design Period:	16 weeks

<ul style="list-style-type: none"> - Preliminary Design within 6 weeks from Design Notice to Proceed. - Pre-Final Submission within 8 weeks from Design Notice to Proceed. - Final Submission within 12 weeks from Design Notice to Proceed 	
<p>Selection of Construction Contractor:</p>	<p>2 weeks from a list of prequalified bidders.</p>
<p>Permitting:</p>	<p>8 weeks</p>
<p>Construction Period (Construction completed within 6 months of Construction Notice to Proceed):</p> <ul style="list-style-type: none"> - Phase 1: Roofing and metal stairs replacement (1 month) - Phase 2: Lead Paint and Asbestos Abatement (1 month) - Phase 3: Second and Third Floor interior renovation, including MEP, split AC (3 months) - Phase 4: First Floor and Basement Renovations (1 month) 	<p>6 months</p>

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 will retain the services of a construction manager to monitor the progress of construction and to ensure that the project is progressing in accordance with schedule and payment to contractor made in accordance with industry standards for constructed work completed. The construction manager will report to TUKAH’s president and the board chair on a weekly basis utilizing methods and documentation commonly utilized by the construction management industry.

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.

Construction manager will prepare monthly reports and reports upon completion of each phase and certify that each phase has been completed in accordance with plans and specifications. The reports will be forwarded to the responsible State agency. The construction manager’s report will be in accordance with construction industry standard for reporting progress and approving contractor application for payment.

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)
Please see attached.
 - b. Personnel salaries and wages (Link)
Not applicable.
 - c. Equipment and motor vehicles (Link)
Not applicable.
 - d. Capital project details (Link)
Please see attached. [Detailed cost estimates attached.]
 - e. Government contracts, grants, and grants in aid (Link)
Not applicable.

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
\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000

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

TUKAH's operations have been funded by private donations from community members. We plan to organize a capital campaign to raise private donations of \$1 million towards the renovation costs of Building 42.

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 2023 for program funding.

None.

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

As of December 31, 2021, TUKAH has unrestricted assets of \$38,413.42 and restricted assets (for a cultural center) of \$169,950.33.

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.

With respect to services and activities TUKAH proposes to provide from Building 42, the officers and directors of TUKAH have been involved in community outreaches and programs for more than five years.

TUKAH offers weekly classes and activities, which include:

- Home economics
- Computer
- Oriental painting
- Japanese and Chinese language
- Senior singing classes
- Senior outdoor recreational activities

TUKAH also provides the following assistance to those with the language and technology barriers:

- Public benefit application assistance
- Translation services
- Voter registration assistance

In the past two years, we have been actively engaged in assisting the local community during the COVID-19 pandemic:

- Delivered PPE to small business and institutions.
- Delivered groceries and PPE to kupuna across the State of Hawaii.

- **Organized “Eat Out to Share” campaign supporting local restaurants.**
- **Distributed 1,000 boxes of groceries so families can prepare Korean dishes.**
- **Organized COVID-19 vaccination pop-up clinics that helped many of our kupuna, get vaccinated and protected. Approximately 2,300 community members received the COVID-19 vaccinations through our efforts.**

With respect to the renovation project for Building 42, certain members of the organization are experienced in architecture, construction, civil engineering and law. TUKAH intends to engage a construction manager to monitor the actual renovation work to ensure that the grant funds are utilized effectively in conformance with the industry standard.

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.

TUKAH currently provides the community services from a small office (400 sf) and a small conference room (600 sf) in the second floor of a building located at 1649 Kalakaua Avenue, which is grossly inadequate for the intended programs.

TUKAH intends to secure, within the first half of 2022, a long term management lease agreement for Building 42 that will serve as the hub of all its programs, services and activities.

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.

Since this request is for capital improvement funding, there is no present plan for services staffing, except for a construction manager to be engaged to supervise the renovation project for Building 42. Staffing for maintenance of Building 42 will be determined upon completion of the project.

TUKAH's programs, services and activities are provided by community volunteers. Other than an office secretary, TUKAH has no paid staff.

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.

TUKAH's current organization is as follows:

**President
Executive Vice President
Vice Presidents (2)
Chairperson of Board of Directors
Directors (19)
Advisors (5)**

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.

None of the officers and directors receive compensation. The office secretary receives: \$2,750/month.

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.

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

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 expect the requested grant and the private donations to be adequate to complete the renovation project during fiscal year 2022-23. For ongoing maintenance of Building 42 and program expenses, we will continue to seek private donations and funding from the city, state and federal resources.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: The United Korean Association 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				
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11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,000,000			1,000,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Bong Yong Park 808-591-8984		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	1,000,000	Signature of Authorized Official Date		
TOTAL BUDGET	3,000,000	Bong Yong Park, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: The United Korean Association of Hawaii

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

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: The United Korean Association of Hawai

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: The United Korean Association of H

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						
LAND ACQUISITION						
DESIGN			280000	140000		
CONSTRUCTION			1720000	860000		
EQUIPMENT						
TOTAL:			2,000,000	1,000,000		
JUSTIFICATION/COMMENT See attached details						

MAKIKI COMMUNITY CENTER CONCEPT COST ESTIMATE

18 Jan 22

DIVISION 1	GENERAL REQUIREMENTS	\$	180,000
DIVISION 2	EXISTING CONDITIONS		
	Asbestos and Lead Paint Abatement	\$	80,000
DIVISION 5	METALS		
	Exterior Metal Works	\$	60,000
DIVISION 6	WOOD AND PLASTIC		
	General Interior Carpentry		
	Specialty Wood Work	\$	160,000
DIVISION 7	THERMAL AND MOSISTURE PROTECTION		
	Existing Roofing Demolition		
	New Roofing Installation	\$	420,000
DVISION 8	DOORS AND WINDOWS		
	Doors and Door Hardware	\$	50,000
DIVISION 9	FINISHES		
	Flooring		
	Ceiling		
	Interior Partitions		
	Interior Painting		
	Exterior Painting	\$	380,000
DIVISION 12	FURNISHINGS		
	Furniture		
	Modular Office Systems		
	Window Treatment		
			\$210,000
DIVISION 13	SPECIAL CONSTRUCTION		
	Alternative Energy System		
	Kitchen Equipents	\$	120,000
DIVISION 15	MECHANICAL AND PLUMBING		
	A/C System		
	Kitchen		
	Restroom Improvements	\$	320,000
DIVISION 16	ELECTRICAL		
	Interior Electrical Distribution		
	CCTV		
	Intrusion Detection		
	Fire Alarm and Annunciator Panel		
	Panelboards		

Lighting Fixtures
Transformer and Ext. Distribution

\$ 300,000

SUBTOTAL DIRECT COST

\$ 2,280,000

CONTINGENCY

\$ 300,000

CONSTRUCTION TOTALS

\$ 2,580,000

DESIGN FEE

CONSTRUCTION MANAGEMENT

PERMITTING AND MISC

DESIGN, CM AND PERMITTING TOTAL

\$ 420,000

PROGRAM TOTAL

\$ 3,000,000

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: The United Korean Association of Hawaii

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NONE/NOT APPLICABLE				
2					
3					
4					
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