

## 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

Marlene Hapai AUTHORIZED SIGNATURE      Marlene Hapai, President/Exec. Director      PRINT NAME AND TITLE      1/15/23      DATE

## 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, 2022.

#### **2. Declaration Statement**

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

#### **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](#).

### **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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

### **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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

#### **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 2024.

| 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 2024.
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 2024 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

## **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.

### **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.

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

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

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

### **2. 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.

### **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.

## **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.

### **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.

### **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.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

**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:

HIPCC Cultural and Educational Center

Amount of State Funds Requested: \$ 400,000

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

Please see "HIPCC GIA 2023 Description of Request" that follows.

Amount of Other Funds Available:

State: \$ 921,255.80

Federal: \$ 0

County: \$ 0

Private/Other: \$ 700,302

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

\$ 1,150,000

Unrestricted Assets:

\$ 989,642.43

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:

P.O. Box 1120

City:

Hilo

State:

HI

Zip:

96721

Contact Person for Matters Involving this Application

Name:  
Dr. Marlene Hapai

Title:  
President/Executive Director

Email:  
mhapai@aol.com

Phone:  
808-966-9894 or Cell: 808-557-4540

Federal Tax ID#:

██████████

State Tax ID#

██████████

  
Authorized Signature

Marlene Hapai, President/Executive Director

Name and Title

January 15, 2023

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 ISLAND PORTUGUESE CHAMBER OF COMMERCE CULTURAL AND EDUCATIONAL CENTER

was incorporated under the laws of Hawaii on 06/12/2002 ; 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 09, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

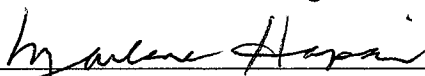
The undersigned authorized representative of the applicant certifies the following:

- 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

HIPCC Cultural and Educational Center \_\_\_\_\_  
(Typed Name of Individual or Organization)

 \_\_\_\_\_ 1/15/2023 \_\_\_\_\_  
(Signature) (Date)

Marlene Hapai, President/Executive Director \_\_\_\_\_  
(Typed Name) (Title)



## HIPCC CEC GIA 2023 Proposal Description of Request

140 years ago Portuguese immigrants left their families, friends and homeland never to return to start a new life in a new land called the Kingdom of Hawaii. They called it, "Terra Nova." Island people, skilled in the production and processing of sugar cane, they came to become a part of the international work force that would shape Hawaii's culture and history thereafter. They also brought their food, music, dancing, love of animals and ranching and were instrumental in establishing towns and sharing their business acumen enabling them to flourish. Within this 140 year period of time, Hawaii's Portuguese culture has diminished and its history has not been recorded to capture their significant contribution to the Hawaii we know today.

Beginning with a 501(c)(3) established in 2002 to an acre of land donated in 2007, to \$1.15 million in GIA funding from the Legislature in 2016 and 2019, to a community response of over \$1 million in volunteer time and services, with a blessing of the property in September of 2018, an initial timeline for completion of construction in July 2020, and new increased cost, that gave us "Sticker Shock", we are in great need to reach our financial goal, in partnership with the State, the Portuguese government, corporate donors and our Big Island community.

Due to tropical storms, lava flows and the heavy financial demands of COVID-19 (causing \$200,000 in GIA funds not to be released), it has taken us longer to reach our goal, to include decreasing the size of the facility, to stay within a realistic budget.

This facility will document, preserve and share the explorations of the Portuguese, their emigration from the Azores, Madeira and mainland Portugal to Hawaii and their assimilation into Hawaii's communities. Theirs are stories that have not been documented and will soon be lost, along with their language that is no longer spoken or even recognized by today's Hawaii Portuguese.

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## **II. Background and Summary**

### **1. Description of applicant's (HIPCC CEC) background**

The Hawaii Island Portuguese Chamber of Commerce (HIPCC) was formed in December, 1981 followed by its first general membership and installation of officers meeting on January 19, 1982 and the support of 155 original charter members representing businesses, education, community organizations and individuals interested in the Portuguese heritage.

The purposes and objectives of HIPCC are:

- To promote trade and commerce
- Advance the understanding of, and appreciation for our free enterprise system
- Inspire persons of Portuguese ancestry in education, business, and community endeavors and
- Encourage the preservation of the unique and valuable Portuguese heritage for the enjoyment and benefit of everyone.

The HIPCC Cultural and Educational Center, created by HIPCC, was incorporated as a separate, non-profit entity on June 7, 2002 and its By-Laws approved by its Board of Directors on July 17, 2002.

### **2. Goals and Objectives related to request**

The purposes of the HIPCC Cultural and Educational Center, which was organized exclusively for educational and charitable purposes as a 501 (c)(3) are as follows:

- To conduct, support and promote educational activities related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To serve as a repository, archive and/or library for documents, manuscripts and artifacts related to the culture, heritage and history of Portuguese immigration to Hawaii;
- To erect, operate and maintain a facility appropriate and suitable for the foregoing purposes.

This grant proposal specifically addresses funding sought to:

- Procure final funding to construct a cultural and educational facility to be comprised internally of a main hall, hall of exploration (archives), restrooms and storage room and externally with traditional verandas, Portuguese-related landscaping and gardens, walkways, driveways and parking.

- Because this is a capital improvement grant, other funds and in-kind contributions are being sought to have some or all of the following elements in place to serve the public as the center opens:
- 1) Create, design and construct exhibits showcasing the Exploration, Emigration and Assimilation of the Portuguese from the Age of Discovery of the 15<sup>th</sup> century, to the emigration of the Portuguese from mainland Portugal, the Azores and Madeira Islands in the late 1800's and early 1900's to the Kingdom of Hawaii and to the assimilation of the Portuguese from that time to today, as a major contributor to Hawaii's melting pot of people, to its food, music, paniolo heritage, the establishment of the Big Island's historic towns as original founders and business owners and the impact of those of Portuguese ancestry today making a difference in our community through business, educational, cultural and other endeavors.
- 2) Furnish the main hall to accommodate cultural events and large gatherings
- 3) Provide IT capabilities to encourage interactions between families in Hawaii and those left behind in their native countries, both Portuguese and other ethnicities wanting to experience electronic family reunions and accommodate the public with other uses of this media as able.

### 3. Public purpose and need to be served

First and foremost, the center will be a repository for archiving the rich history and legacy of the Portuguese in Hawaii. A preservation effort is needed now, before historic photos and documents are lost to ever changing societal and family priorities. Invaluable works such as "Portuguese Hawaiian Memories" by J.F. Freitas, originally published in 1930 and reprinted in 1992, and other historical documents must be preserved for future generations.

The second aim of the project is to create a place for fellowship and sharing, a sense of community, a hallmark of Portuguese values and tradition. The HIPCC has shown its sincerity in sharing the Portuguese culture by hosting an annual Portuguese Day in the Park in Hilo since 1995. Each year this event provides Portuguese Bean Soup and milk bread fresh from the stone oven to all as a gift from the Chamber to the community. A home of its own will enable it to offer so much more to the public instead of operating in a weather-dependent venue. \$132,000 has also been provided to date to Hawaii Island students to further their educations through the Chamber's Scholarship Fund, Its other 501(c)(3).

Finally, the humorous and gregarious nature of the Portuguese should not be allowed to overshadow their deep pride and dignity as a people. When the original Portuguese immigrants left their homeland, it was never to return. They left behind family and friends to find a new life. In their assimilation most did not pass on their

language and it is said that when a language dies so does its culture. This center will enable language classes and cultural experiences to share what was brought with the original Portuguese that came to Hawaii and let them interact with the new generations of families and friends left behind via today's technology. This experience will be available to all other ethnic groups using the facility as well. This facility and its technology will also enable other electronic interactions between professional, educational, business and community organizations island-wide, statewide, nationally and internationally.

Also, through the involvement of Professor Emeriti of Portuguese ancestry in the Natural, Agricultural and Social Sciences and the Performing Arts, partnerships between the Azorean, Madeiran and Hawaiian archipelagos will be able to be fully activated through already established sister cities and islands. Hawaii has much to benefit from these partnerships.

#### 4.Target population to be served

This center is an island and state-wide initiative to serve all people in our state, especially those of Portuguese ancestry, to help them trace their ancestry and reconnect as possible with relatives locally and worldwide. Because people of Portuguese ancestry are found all over the world today and we are incorporating a global element honoring and exhibiting Portugal's golden age of discovery in the 15<sup>th</sup> century, we envision the center to be visited by people from many countries with Portuguese affiliations. A 30-panel display donated from Portugal commemorating the 500<sup>th</sup> anniversary since their Age of Discoveries will also add to the international attraction of the Center. Additionally, the center will reach out to all visitors to share the culture and history of one of Hawaii's people, something many visitors choose to do when visiting new places.

Exhibits and programs will service all age groups. Handicapped accommodations will be incorporated into the design and construction.

#### 5.Geographic coverage

The facility will service Hawaii's people whose Portuguese ancestors were spread throughout the islands for plantation and other purposes and will accommodate visitors from all islands, states and nations worldwide. Technology will enable electronic visits between island residents of all ethnicities and others worldwide.

Recent pledges to the Center made at the 140<sup>th</sup> anniversary celebration of the arrival of Hawaii's first Portuguese immigrant families and blessing of the Center grounds in

September 2018 by the Azorean Government of 500 books, CDs and videos to establish the Center's resource section and from the Portugal Counsel General a 30-panel display produced by the National Commission for the Celebration of the Portuguese Discoveries on "The Portuguese Journeys and the Meeting of New Civilizations" will increase the geographic coverage attracting Portuguese language speakers, the 4<sup>th</sup> most spoken language in the world.

### **III. Service Summary and Outcomes**

#### **1. Scope of work, tasks and responsibilities**

An acre of land at the intersection of Ponahawai and Komohana in Hilo, Hawaii (Lot 12-A, Ka Palani Kula Subdivision, TMK (3) 2-3-037-006 (Portion)) was transferred via a Warranty Deed from Frank DeLuz III, (founding member-present, officer, Board member) to the Hawaii Island Portuguese Chamber of Commerce Cultural and Educational Center (HIPCC CEC) on December 31, 2007. This transfer assigned the HIPCC CEC and its successors, right, title or interest in the property in fee simple forever. Amended on April 7, 2008, should HIPCC CEC decide it necessary to vacate, dispose, sell and/or transfer the property described in the Warranty Deed as Lot 12-A, the land reverts back to the Frank DeLuz III Trust, but HIPCC CEC retains all rights to any structures on the property.

In July of 2021 the managing representative of the Frank De Luz III Family Limited Partnership representing Frank De Luz III since his demise on July 26, 2020, met with the President of the Center and the Center's and Partnership's lawyer to transfer the deed to include the property easement to the Center. The property is now in the Centers name in perpetuity. DAGS possesses this paperwork.

Presently, the County of Hawaii Real Property Tax Office lists the current Market Land Value at \$165,000, thus making this the first In-kind contribution to launch the building of the HIPCC Cultural and Educational Center, envisioned by many members in 2002 when this non-profit arm of the chamber was incorporated. The value of the transfer on 12/31/2007 was \$294,000 and Mr. De Luz was approached by a buyer in 2020 being offered \$400,000.

In 2015 HIPCC members began clearing the land with intentions of moving forward with building the center. Much of the grass and other vegetation was cleared in September 2018 to accommodate the blessing of the Center grounds and again in November, for the geotechnical engineering team. In October of 2019 it was cleared again for the Pre-Bidding meeting prior to accepting proposals for bidders to get a

better idea of the topography. In 2018 we also accepted, via a memorandum of agreement, the Programming and Conceptual Pro Bono Design of Erskine Architects, Inc. which provided a conceptual design and Opinion of Probable Cost to submit viable grant proposals and begin the contracting process. This Opinion of Probable Cost projection included Design Work, Site Work and Building Work. Erskine Architects increased the commitment of their pro bono services to a value of \$55,000. The original Opinion of Probable Cost was modified to represent only Phase 1 which internally included the main assembly hall, entry hall, restrooms and storage rooms and walkways, stone oven, landscaping, driveways and parking outside. The Opinion of Probable Cost, updated in July 2019, reflected a much higher cost for Phase 1. It was our hope that bids would come in lower than these figures, but were even higher. To this effect, we worked with Erskine Architects on dividing Phase 1 into 2 parts and working on the first part with available funding while raising additional funds. The first part of Phase 1 included the Entry Hall and Main Hall which can incorporate most Center functions. A restroom was added and site work modified to include paving required areas and the rest in gravel until further funding was available.

Erskine Architects proposed a projected timeline which we submitted to the Department of Accounting and General Services which resulted in a contract for Phase 1. The design phase was in progress on a "pro bono" basis since 1/8/16 and continued until contracted with Erskine Architects Inc. on 10/26/2018 at which time the Schematic Design Phase commenced. This was followed by the Design Development Phase, Construction Documents Phase and Bidding and Permitting Phase. Work commenced with potential contractors and others to determine revision details to move forward with construction.

Invitations to bid were open on 8/16/19 with 8 companies attending a briefing at the project site. Of these, 3 submitted bid ranging from \$4.4 to 5 million, greatly exceeding the proposed budget.

On 3/1/21, after 3 years of challenging fundraising due to Tropical Storm Iselle, the lava flow taking 700 homes in Puna and COVID, all demanding funding not related to our non-profit services, a decision was made to shift to a new architect allowing us to design a center within the proposed \$2.1 million budget. We were also able to find an architect with a passion to build a Portuguese Cultural and Educational Center willing to do the work on a pro bono basis and have a Big Island managed project.

Groundbreaking for the Center occurred on November 19, 2022. Project sitework is now scheduled to begin in Spring of 2023, followed by building construction

completion in 2024. The budget and schedule timeline are attached

Exhibit planning has already begun and thus its incorporation into the building design. The flow of the story begins with Portugal's Age of Discovery in the 15<sup>th</sup> Century incorporating the map of these discoveries created on Portuguese tiles onto a wall in the Hall of Explorations as you enter the Center. A recent pledge of a 30-panel display from the Portugal Counsel General entitled "The Portuguese Journey and the Meeting of Civilizations" will also share this rich history of explorations. This display will be housed in the Archives section.

Videos and an activity center are also being considered for this area focusing on ocean travel and the challenges of life at sea. Upon entering the main hall the story of the emigration of the Portuguese people from the Azores and Madeira, as well as mainland Portugal, from 1878-1913 via 29 ships incorporating photos of the ships and surnames taken from the original ship manifests of the families arriving on each ship will be shared via a series of exhibits. Short quotes from each ship log will also be added to provide the human element tied to each voyage. The story is completed with the assimilation of the Portuguese people in Hawaii with their music, dance, food, paniolo lifestyle, the establishment of Big Island towns and their prominence today in business, education, government, community affairs and other areas throughout the years.

A videoconferencing element is also planned to provide the opportunity for electronic family reunions, as many families that left the Azores and Madeira have never been reunited. This venue will also be available to other families in Hawaii to connect with their families from afar and be available to other entities needing to use videoconferencing. Exhibit planning and construction will continue throughout the entire project to have the center open with all elements in place. These projected exhibits will include input from others and reflect what is available for exhibition.

The following personnel will be hired once the center is in its operational phase and income is being generated. All positions will be on a half time basis, unless demand requires otherwise. Salaries are comparable to other small museums in the Hilo area. During the design and construction phase, all director, exhibit planner and archive work will be done on an in-kind basis, much of it by former Imiloa Astronomy Center Director, Dr. Marlene Hapai, along with the assistance of other HIPCC and community members collectively providing an in-kind contribution of minimally \$52,000 a year for services that will be done once paid personnel are in place.



**Director:** Oversee operations on a daily basis, create and manage Center budget, write and manage grants, fundraise, initiate programs, supervise other personnel.

(Half time: \$20,000-25,000)

**Clerk:** Collect monies, keep financial records of all facility-related income and expenditures, assist director with correspondence and as needed (\$12.50/hour)

**Volunteer Coordinator:** Contact, train and schedule volunteers, perform docent duties, schedule facility use, assist director as needed (\$12.50/hour)

**Janitor/Groundskeeper:** Maintain building and grounds, assist director as needed, (\$12.50/hour)

**Exhibit Planner/Archivist:** Create and maintain exhibits, assist director as needed (\$15/hour)

**2. Projected Annual Timeline:**

In 2016, a 2-fiscal year funding timeline was recommended to coordinate the opening of the center with the 140<sup>th</sup> anniversary of the arrival of the first Portuguese immigrant families including 116 days sailing time, 80 Men, 40 Women, 60 Children and open the center on September 30, 2018 in its honor.

With this new direction, the Center project was divided into Phases 1, 2, and 3 to meet funding goals. Phase 1 was projected by Erskine Architects to be completed as follows: Schematic and Design Development Phases and Construction Documents Phase between November 2018 and March 2019. Permitting Phase (April – September, 2019). Pricing and Bidding Phase (June – November 2019). Construction Phase (December 2019 – July 2020). Bids were submitted on October 30, 2019 coming in at the cost of \$4.5-5.0 million, way over our projected budget of \$2.2 million. At that time we selected Heartwood Pacific as our General Contractor, the bidder who came closest to providing the Center building within our budget. The building Archives and Main Hall will be able to accommodate exhibits, food and other events anticipated. The Main Hall is most critical to overall operations.

A blessing of the Center ground was held September 30, 2018 to commemorate the 140<sup>th</sup> anniversary of the arrival of Hawaii's first Portuguese immigrant families. The Portugal General Counsel of San Francisco and the Regional Director of Communities of the Azorean Government were present. The County of Hawaii provided \$16,700 in support for the 140<sup>th</sup> anniversary activities.

**Project Phases:**

- 1. December 2015-January 2017** – Pre-grant planning (preliminary building design, internal and external contents), determining cost, grant writing, advertising to public, private fundraising/founding donors, in-kind service pledges and exhibit planning occurred. Portuguese Day in the Park, an annual event created by HIPCC in 1995 and now held for over 20 years, launched the campaign fundraising effort on February 7, 2016 and allowed HIPCC’s CEC the opportunity to gain community support.

In total, 1,000 signatures and 550 letters of support for the Center were sent to the 28<sup>th</sup> Hawaii State Legislature. Our goal through private contributions and fundraising events has been \$275,000 or more over a period of 3 years (2016-2019) with anticipation of more in-kind contributions from various local businesses. After three years, we were roughly \$220,000 toward this goal with 2020 ahead of us. Services offered between 2016 and 2020 whose values have been determined have letters appended to this proposal, while the value of others who have indicated support in the past or more recently are in the process of being contacted will be determined as planning and construction commence.

**Kinds and Value of In-kind contributions: (January 2016 - January 2020)**

| <u>Category</u> | <u>Kind of Contribution</u>              | <u>Value</u> |
|-----------------|--|--------------|
| Property        | 1.0 acre of land                         | \$400,000    |
| Services        | Land Surveying                           | 10,200       |
|                 | Land Clearing, Grubbing & Poisoning      | 2,000        |
|                 | Electrical Engineering                   | 40,000       |
|                 | Electrical Services                      |              |
|                 | Architectural                            | 55,000       |
|                 | Director/Exhibit Planner/Archivist       | 208,000      |
|                 | Mason, Plumbing, Carpentry (pending MOA) | 200,000      |
|                 | Individual Waste System                  | 10,000       |
|                 | Termite Treatment                        | ?            |
|                 | Landscaping                              | 6,225        |
| Materials       | Concrete and Gravel                      | 65,000       |
| Travel Expenses | President/Interim Director               | 23,400       |

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TOTAL (2016-2020) \$1,019,825+

Application for Grants

- 2. January 2017-December 2017** – Part of the first fiscal year (January-June, 2017) and the entire 2017 calendar year consisted of major private fundraising by HIPCC CEC, and mainly preliminary (pro bono) Design Work provided by Erskine Architects, Inc. The part-time Center Director position was assumed by Interim Director Dr. Marlene Hapai who on a pro bono basis has continued to write more grants and help with fundraising as well as do required paperwork associated with this grant. The Treasurer for the Center's 501 (c)(3) assumed the Clerk's financial duties associated with the grant and fundraising. The Interim Director has continued doing research to aid exhibit creation, including visiting the British Maritime Museum to acquire information on ship photos available and permission and guidelines for use, as well as research at the State Archives and Bishop Museum. Vendors in Lisbon have been contacted to determine price, production and shipping charges to create a Portuguese tile mosaic reproduction of the giant marble windrose in Belem/Lisbon surrounding a world map of the 15<sup>th</sup> century Portuguese explorations Age of Discoveries. It is most impressive and a vital part of the story of Hawaii's Portuguese. The ship logs, written by Captains of the ships who brought the original Portuguese to Hawaii often mention the connection of the people they were bringing with the names of Portugal's famous explorers.

Volunteer services were also provided by HIPCC, HIPCC CEC and community members throughout 2017.

Fundraising Events for 2017 included Portuguese Day in the Park on February 26<sup>th</sup> and a Founder's Ball on September 30<sup>th</sup>, the 139<sup>th</sup> anniversary of the arrival of Hawaii's first Portuguese immigrant families. These events focused on bringing Hawaii's Portuguese culture and history to the forefront, as well as raising valuable funding (\$78,000 net), with music, language, games, fashion, and Portuguese goods and artifacts highlighted.

- 3. January 2018 – December 2018** – Major private fundraising and requesting more in-kind contributions continued throughout this time period. Exhibit research and planning also continued to coincide with center completion and opening in mid 2020. Personnel will continue on a pro bono basis until operational dollars are generated.

Fundraising events for 2018 once again included Portuguese Day in the Park on February 11<sup>th</sup> and a Founder's Ball on September 29<sup>th</sup> culminating with festivities to celebrate the 140<sup>th</sup> anniversary of the arrival of Hawaii's first

Application for Grants

Portuguese immigrant families on September 30, 2018 with a blessing of the center’s grounds and reception. Additionally, the County of Hawaii provided funding to sponsor a travelling presentation to Kona, Kau, Honokaa and Hilo including exhibits, oral histories, food and music to share the 140<sup>th</sup> anniversary celebration and incorporate each area’s contributions.

**4. October 2018 – January 2021 ( Opening of Center – Original schedule for all phases completed except Construction Administration Phase)**

Projected Erskine Architects schedule based on contract executed October 26, 2018 to include design, documentation, bidding, permitting, construction of Center. (Subject to modification with further consultant input and finalizing design.)

|   |        |         |
|---|--------|---------|
| PLANNING PHASE (programming, Conceptual design, budgeting, Preliminary land-use approval from County of Hawaii) | 1/8/16 | 12/1/17 |
|---|--------|---------|

|   |       |      |
|---|-------|------|
| SCHEMATIC DESIGN PHASE (preliminary design coordination w/ HIPCC CEC, architects, engineers and County of Hawaii) | 11/18 | 2/19 |
|---|-------|------|

|   |      |      |
|---|------|------|
| DESIGN DEVELOPMENT PHASE (progress of design coordination with engineers and application for Plan Approval) | 2/19 | 7/19 |
|---|------|------|

|   |      |      |
|---|------|------|
| CONSTRUCTION DOCUMENTS PHASE (final design coordination with HIPCC CEC and engineers – prepare project manual consisting of front end documents and technical specifications, bid materials and prepare documents for regulatory approvals, respond to RFI’s) | 7/19 | 9/19 |
|---|------|------|

|  |      |        |
|--|------|--------|
| PERMITTING PHASE (applications for regulatory approvals, respond to regulatory review comments, coordinate responses with engineers, issue addenda to bidders, etc.) | 9/19 | 2/2020 |
|--|------|--------|

|  |      |        |
|--|------|--------|
| PRICING/BIDDING PHASE<br>(bid invitation, pre-bid meeting, solicitation of bid proposals, respond to RFI's, review, analysis and scoring of proposals and final bid award) | 9/19 | 1/2020 |
|--|------|--------|

|   |        |        |
|---|--------|--------|
| *CONSTRUCTION ADMINISTRATION PHASE (construction agreement, pre-con meeting, construction process, OAC meetings, post contract addenda, review pay apps, issue certificates for payment, substantial completion, punch lists, final completion) | 3/2020 | 2/2021 |
|---|--------|--------|

\*Stopped here due to budget constraints.

The creation, purchasing and completion of initial exhibits, furniture and IT components will occur once funding for site work and construction is obtained. With the increase in cost of project, pricing, contracting and Construction Administration has been extended to 2022-2024 to accommodate design revisions made to meet \$2.1 million budget.

**Amount Requested: \$400,000**

**3. Quality Assurance and Evaluation Plans:**

The results or goal of this project is to build a Portuguese Cultural and Educational center of the highest quality at the lowest cost in order to maximize resources. Value engineering will be used as able as well as local professionals have volunteered their services to keep costs down. The architects and engineers, general contractor, owners and others will work with all involved to complete the project with resources provided following LEED, ADA and other requirements as well as using professional evaluation tools and guidelines.

**4. Measures of effectiveness:**

- Since the initial release of funds in 2018 for the 2016 State GIA, the Center has met with and/or had conference calls with DAGS representatives up to 9 times per year to provide project updates and address DAGS and/or Budget and Finance concerns and to compare funding and projected project progress associated with that funding. 2018 included contracting with DAGS and Erskine Architects and thus beginning the Schematic Design Phase. 2019

completed the Schematic Design Phase, Design Development Phase, Construction Documents Phase and began the Permitting Phase and Pricing and Bidding Phases. 2020 completed the permitting and bidding phase, but ended prior to the Construction Administration Phase due to the bidding phase far exceeding the proposed budget which once commencing will include building construction, landscaping and exterior construction, including walkways, parking and access and completion of exhibits. Internal furnishings as well as IT requirements will also be addressed. Due to the increase in cost, new plans have been submitted for site work and construction to meet the proposed \$2.1 million budget. Permits are in place to begin site work and building construction.

- All elements will be evaluated by standard architectural, design and building methods to determine their effectiveness to include permitting and use once open for business.
- Once open, a Customer Satisfaction survey will be given to each visitor to determine effectiveness of storyline associated with center exhibits, facility, parking and access and services provided, to include videoconferencing family reunions, genealogical searches, classes, programs, special events and use of kitchenette and hall. Surveys will assess services as they become available.

**IV. Financial: Note:** Fundraising began in February 2016 with a piece of property donated for the Center, \$7951.51 in checking and the need for \$4,293,484 for all 3 phases of our Center project. By 2018 we had \$1.2 million in State Grant-in-Aids, approximately \$961,000 of In-Kind Donations and Services, private donations and strong community support and were only \$458,000 from our Phase 1 goal of \$2,242,996. By 2019 we had received another \$150,000 GIA, bringing us within \$308,000 of our final goal. However in 2020, even though we were shovel ready, our 2018 GIA of \$200,000 in State funds were allowed to lapse due to the sudden demands of COVID for State funding. Although this set us back to a need for \$508,000, we continued to fundraise through difficult times and now ask for a reinstatement of the \$200,000 2018 GIA funds allowed to lapse plus another \$200,000 to cover rising costs and allow us to complete funding required to cover our \$2.1 million project to begin in Spring of 2023. We have already broken ground and the property is ready to go with a goal of a stand-alone Center ready to document, preserve and share Hawaii's Portuguese Explorations, Emigration and Assimilation and their contribution to Hawaii's history and making Hawaii the Hawaii we know today.

**Budget:**

1. Budget forms included.
2. Quarterly Funding Requests

**Fiscal Year 2023-2024:**

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$200,000 | \$200,000 | 0         | 0         | \$400,000   |

3. Other funding sources sought for 2023 fiscal year:  
 It is our hope that the \$200,000 GIA granted in 2018 allowed to lapse due to sudden COVID financial demands and an additional \$200,000 (totaling \$400,000) be granted for a 2023 GIA so a complete contract can be put in place for site work and construction. With site work and construction sources secured, we can begin to work on fundraising to create and produce exhibits, acquire furnishings and purchase and install all IT components, including those required for videoconferencing worldwide. The project is scheduled starts in April of 2023 and be completed in May of 2024. Complete funding is critical at this time to pay for the project and prevent additional increases in cost.

4. State and federal tax credits: None

5. State and County Grants:

- State of Hawaii Grant-in-Aid, 2016-2017: \$1,000,000
- State of Hawaii Grant-in-Aid, 2018-2019: \$200,000
- County of Hawaii Contingency Fund grant: 2016-2017: \$10,000
- County of Hawaii Contingency Fund Grants: 2018-2019: \$16,700
- State of Hawaii Grant-in-Aid, 2019-2020: \$150,000

6. Balance of unrestricted assets as of December 31, 2022: \$989,642.43.

**V. Experience and Capability**

**1. Necessary Skills and Experience**

| Name:   | Title:  | Skills, Abilities & Knowledge  | Experience & Related Projects 3 Years   |
|---|---|--|---|
| <b>Dr. Marlene Hapai</b><br>Professor and<br>Regent Emeritus,<br>University of HI | <b>Dr. Marlene Hapai</b><br>*President/Executive<br>Director, HIPCC CEC<br>(Hawaii Island<br>Portuguese Chamber | <b>Relating to Request:</b><br><b>Dr. Marlene Hapai</b><br>*Executive Director<br>Imiloa Astronomy | <b>Pertinent to Request:</b><br><b>Dr. Marlene Hapai</b><br>*Grant writer for<br>HIPCC CEC: |

HAWAII ISLAND PORTUGUESE CHAMBER OF COMMERCE  
CULTURAL AND EDUCATIONAL CENTER (HIPCC CEC)

**BUDGET REQUEST BY SOURCE OF FUNDS**

Period: July 1, 2023 to June 30, 2024

Total Cost of Project: \$2,100,000

| <b>BUDGET CATEGORIES</b>                                | <b>Total Funds Requested</b> | <b>State of Hawaii</b> | <b>Current Assets/Donated Property</b> | <b>Atherton Foundation</b> | <b>*State of HI 2019 GIA</b> | <b>*Other Grants/Fundraising</b> |
|---|------------------------------|------------------------|--|----------------------------|------------------------------|----------------------------------|
| A. Personnel Salaries                                   | 0                            | 0                      | 0                                      | 0                          | 0                            | 0                                |
| B. Exhibits/IT/Construction                             | 0                            | 0                      | 0                                      | 0                          | 0                            | 0                                |
| C. Capital  | \$2,100,000                  | \$921,255.80           | \$700,302                              | -\$25,000<br>(Expended)    | \$400,000                    | \$78,442.20                      |
| <b>TOTAL (A+B+C)</b>                                    | <b>\$2,100,000</b>           | <b>\$921,255.80</b>    | <b>\$700,302</b>                       | <b>0</b>                   | <b>\$400,000</b>             | <b>\$78,442.20</b>               |
| <b>FUNDING SOURCES</b>                                  | \$921,255.80                 |                        |  |                            |                              |                                  |
| State of Hawaii   |                              |                        |  |                            |                              |                                  |
| Current Assets  | \$400,302                    |                        |  |                            |                              |                                  |
| Donated Property  | \$300,000                    |                        |  |                            |                              |                                  |
| Atherton Foundation                                     | -\$25,000<br>(Expended)      |                        |  |                            |                              |                                  |
| *State of HI 2019 GIA                                   | \$400,000                    |                        |  |                            |                              |                                  |
| *Other Grants   | \$78,442.20                  |                        |  |                            |                              |                                  |
| *Fundraising<br>(Will continue for internal components) | 0                            |                        |  |                            |                              |                                  |
| <b>TOTAL BUDGET</b>                                     | <b>\$2,100,000</b>           | <b>\$921,255.80</b>    | <b>\$700,302</b>                       | <b>0</b>                   | <b>\$400,000</b>             | <b>\$78.442.20</b>               |

Prepared By: Marlene Hapai, President/Executive Director HIPCC CEC (808) 966-9894 [mhapai@aol.com](mailto:mhapai@aol.com) 1/13/23 \*Seeking Funding



**BUDGET NARRATIVE:**

**Total Assets Available:**

|                                     |   |
|-------------------------------------|---|
| State of Hawaii -                   | \$921,255.80 (Balance available from \$1,150,000 Grants in Aid Funded)        |
| Atherton Foundation Grant           | -25,000 (Expended)  |
| Current Assets (Checking/Savings) - | 400,302   |
| Donated Property -                  | 300,000 (Property deeded to Center, presently listed)                         |
| Deferred In-Kind Contributions      | -175,885 (No cash value, services incorporated into project to decrease cost) |
|                                     | <hr/>   |
|                                     | \$1,621,557.80  |

\*Grants: \$78,442.20

|                         |               |             |
|-------------------------|---------------|-------------|
| <b>To Be Submitted:</b> | <b>Amount</b> | <b>Date</b> |
| First Hawaiian Bank     | \$78,442.20   | June 2023   |

**\*In-Kind Donations/ - \$926,765+ (\$750,880 Already provided, \$175,885+ still available)**  
**Services**

**In-Kind Contributions Pledged/Expended/Available**

| Contributor                        | Donation/Services   | Value     | Pledged | Expended  | Balance Available |
|------------------------------------|---|-----------|---------|-----------|-------------------|
| Frank De Luz III                   | 1 Acre Property in Hilo, HI   | \$400,000 | X       | \$400,000 | 0                 |
| Island Survey                      | Surveying of Property: Topographic Survey, Staking, Property Descriptions | \$10,200  | X       | \$10,200  | 0                 |
| Hawaiian Sunshine Farms And Others | Land Clearing Grubbing, Poisoning   | \$3,000   | X       | \$3,000   | 0                 |

|   |   |                  |   |                      |                    |
|---|---|------------------|---|----------------------|--------------------|
| Margaret & Walter Lucas – Property                      | Property mowing, weed control                                     | \$840            | X | \$280                | \$560              |
| Hilo Direct Services, LLC                               | Architectural Services  | \$55,000         | X | \$31,000             | \$24,000           |
| Erskine Architects, Inc.                                | Architectural Services  | \$55,000         | X | \$55,000             | 0                  |
| Oki Electrical Engineering                              | Electrical Engineering Services                                   | \$40,000         | X | \$20,000             | \$20,000           |
| Administrative Consulting for Institutional Advancement | Administrative Services for Project, Grant Writing                | \$260,000        | X | \$208,000            | \$52,000           |
| KTL Design, LLC   | Landscaping Design  | \$6,225          | X | 0                    | \$6,225            |
| Edwin De Luz Trucking & Gravel, LLC                     | Concrete & Gravel for Slabs/Walkways                              | \$65,000         | X | 0                    | Up to \$65,000     |
| Will Kill Termites                                      | Termite Treatment   | \$6,500          | X | 0                    | \$6,500            |
| Dr. Marlene Hapai                                       | Travel Expenses HIPCC CEC President/ Interim Director (2016-2020) | \$25,000         |   | \$23,400 (2016-2020) | \$1600 (2023-2024) |
| <b>Total</b>  |   | <b>\$926,765</b> |   | <b>\$750,880</b>     | <b>\$175,885</b>   |

In-Kind Donations and Services are valued at \$926,765 to date. Of these donations, \$730,880 have already been used for land acquisition, surveying and clearing, as well as architectural renderings, exhibit planning, administrative services, grant writing and travel.

Deferred In-Kind Contributions remain with a balance of \$195,885. Available In-Kind Contributions are not included in Unrestricted Assets as of 12/31/19 and thus have no cash value. They have incorporated into the project cost by the General Contractor, thereby reducing the cost to us.

**Fundraising: \$110,000 (0 available for CIP – For internal and IT components)**

| Date         | Event                                   | Fundraising Goal |
|--------------|---|------------------|
| <b>2023</b>  |   |                  |
| 02//19/23    | Portuguese Day in the Park              | \$5,000          |
| 2023 TBD     | Malasada Shuffle 5K/<br>Christmas Festa | \$10,000         |
| TBD          | Founders Gala                           | \$40,000         |
| <b>Total</b> |   | <b>\$55,000</b>  |
| <b>2024</b>  |   |                  |
| TBD          | Portuguese Day in the Park              | \$5,000          |
| TBD          | Malasada Shuffle 5K/<br>Christmas Festa | \$10,000         |
| TBD          | Founders Gala                           | \$40,000         |
| <b>Total</b> |   | <b>\$55,000</b>  |

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App HIPCC Cultural and Educational Center

| BUDGET CATEGORIES                       | Total State<br>Funds Requested<br>(a) | Total Federal<br>Funds Requested<br>(b)                               | Total County<br>Funds Requested<br>(c) | Total Private/Other<br>Funds Requested<br>(d) |
|---|---------------------------------------|---|--|---|
| <b>A. PERSONNEL COST</b>                |                                       |   |  |   |
| 1. Salaries                             |                                       |   |  |   |
| 2. Payroll Taxes & Assessments          |                                       |   |  |   |
| 3. Fringe Benefits                      |                                       |   |  |   |
| <b>TOTAL PERSONNEL COST</b>             |                                       |   |  |   |
| <b>B. OTHER CURRENT EXPENSES</b>        |                                       |   |  |   |
| 1. Airfare, Inter-Island                |                                       |   |  |   |
| 2. Insurance                            |                                       |   |  |   |
| 3. Lease/Rental of Equipment            |                                       |   |  |   |
| 4. Lease/Rental of Space                |                                       |   |  |   |
| 5. Staff Training                       |                                       |   |  |   |
| 6. Supplies                             |                                       |   |  |   |
| 7. Telecommunication                    |                                       |   |  |   |
| 8. Utilities                            |                                       |   |  |   |
| 9                                       |                                       |   |  |   |
| 10                                      |                                       |   |  |   |
| 11                                      |                                       |   |  |   |
| 12                                      |                                       |   |  |   |
| 13                                      |                                       |   |  |   |
| 14                                      |                                       |   |  |   |
| 15                                      |                                       |   |  |   |
| 16                                      |                                       |   |  |   |
| 17                                      |                                       |   |  |   |
| 18                                      |                                       |   |  |   |
| 19                                      |                                       |   |  |   |
| 20                                      |                                       |   |  |   |
| <b>TOTAL OTHER CURRENT EXPENSES</b>     |                                       |   |  |   |
| <b>C. EQUIPMENT PURCHASES</b>           |                                       |   |  |   |
| <b>D. MOTOR VEHICLE PURCHASES</b>       |                                       |   |  |   |
| <b>E. CAPITAL</b>                       | 400,000                               | 0   | 0                                      | 78,422  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>478,422</b>                        |   |  |   |
| <b>SOURCES OF FUNDING</b>               |                                       | Budget Prepared By:   |  |   |
| (a) Total State Funds Requested         | 400,000                               | Marlene Hapai      Cell: 808-557-4540      808-966-9894               |  |   |
| (b) Total Federal Funds Requested       | 0                                     | Name (Please type or print)      Phone                                |  |   |
| (c) Total County Funds Requested        | 0                                     | <i>Marlene Hapai</i> 1/15/23  |  |   |
| (d) Total Private/Other Funds Requested | 78,422                                | Signature of Authorized Official      Date                            |  |   |
| <b>TOTAL BUDGET</b>                     | <b>478,422</b>                        | President/Executive Director<br>Name and Title (Please type or print) |  |   |

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

HIPCC Cultural and Educational Center

| POSITION TITLE   | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|--|----------------------|-----------------|--|-------------------------------------|
| Director   | 1                    | \$50,000.00     | 0.00%                                  | \$ -                                |
| Clerk  | 1                    | \$24,000.00     | 0.00%                                  | \$ -                                |
| Exhibit Planner/Archivist  | 1                    | \$30,000.00     | 0.00%                                  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
|  |                      |                 |  | \$ -                                |
| <b>TOTAL:</b>  |                      |                 |  | <b>0.00</b>                         |
| Justification: Director manages project. Clerk keeps records. Exhibit Planner created exhibits. All personnel on a pro bono basis. |                      |                 |  |                                     |

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

HIPCC Cultural and Educational Center

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

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

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

HIPCC Cultural and Educational Center

| 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: 2021-2022                                | FY: 2022-2023 | FY:2023-2024          | FY:2023-2024                     | FY:2024-2025                         | FY:2025-2026 |
| PLANS   |  |               |                       |                                  |                                      |              |
| LAND ACQUISITION  |  |               |                       |                                  |                                      |              |
| DESIGN  |  |               |                       |                                  |                                      |              |
| CONSTRUCTION  | 150000                                       | 0             | 400000                | 78422                            |                                      |              |
| EQUIPMENT   |  |               |                       |                                  |                                      |              |
| <b>TOTAL:</b>   |  |               | <b>400,000</b>        |                                  |                                      |              |
| <b>JUSTIFICATION/COMMENTS:</b> If \$400,000 is received from the State, this will be our final CIP request. |  |               |                       |                                  |                                      |              |

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

App: HIPCC Cultural and Educational Center

Contracts Total: 1,176,500

|    | <b>CONTRACT DESCRIPTION</b>            | <b>EFFECTIVE DATES</b> | <b>AGENCY</b> | <b>GOVERNMENT ENTITY<br/>(U.S./State/Hawaii/<br/>Honolulu/ Kauai/<br/>Maui County)</b> | <b>CONTRACT VALUE</b> |
|----|--|------------------------|---------------|--|-----------------------|
| 1  | State of Hawaii GIA                    | 7/31/18-12/2020        | DAGS          | State of Hawaii  | 1,000,000             |
| 2  | County of Hawaii                       | 7/1/16-6/30/18         | R&D           | County of Hawaii   | 10,000                |
| 3  | State of Hawaii GIA                    | 7/1/18-6/30/19         | DAGS          | State of Hawaii  | 200,000               |
| 4  | County of Hawaii Contingency Grant     | 9/18-6/30/19           | R&D           | County of Hawaii   | 9,500                 |
| 5  | County of Hawaii Contingency Grant     | 9/18-6/30/19           | R&D           | County of Hawaii   | 7,000                 |
| 6  | State of Hawaii GIA                    | 7/1/19-6/30/20         | DAGS          | State of Hawaii  | 150,000               |
| 7  |  |                        |               |  |                       |
| 8  | #3 Funds allowed to lapse due to COVID |                        |               |  |                       |
| 9  | No Contract                            |                        |               |  |                       |
| 10 |  |                        |               |  |                       |
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|   |  |   |   |
|---|--|---|---|
| <p><b>J. Blaise Caldeira,</b><br/><b>AIA</b><br/>Hilo Direct<br/>Consultants, LLC</p> | <p>of Commerce Cultural<br/>and Educational<br/>Center)<br/>7/1/17 to present<br/>*Grant Administrator,<br/>*HIPCC President<br/>2015-2017<br/>*1<sup>st</sup> VP 2013-2015,<br/>*2<sup>nd</sup> VP 2012-2013<br/>*HIPCC Board Member<br/>2010-Present</p>   | <p>Center (2004-2006)<br/>(Responsible for<br/>coordinating building<br/>of \$28 million facility<br/>to include working<br/>directly with project<br/>engineer, landscape<br/>architect, building<br/>architect, exhibit staff<br/>and companies,<br/>restaurant vendors,<br/>planetarium company,<br/>digital display<br/>company).</p>   | <p><b>Grants Funded:</b><br/><b>2016:</b><br/>\$1 million State of<br/>Hawaii Grant in Aid<br/><b>2017:</b><br/>\$10,000 County of<br/>Hawaii Contingency<br/>Grant,<br/>\$25,000 Atherton<br/>Family Foundation<br/>Grant<br/><b>2018:</b><br/>\$200,000 State of<br/>Hawaii Grant in Aid<br/>\$16,700 County of<br/>Hawaii Contingency<br/>Grant<br/><b>2019:</b><br/>\$150,000 State of<br/>Hawaii Grant in Aid</p>  |
| <p><b>Dr. Cheryl Ramos</b><br/>Professor Emeritus,<br/>University of<br/>Hawaii</p>   | <p><b>J. Blaise Caldeira,</b><br/><b>Agent, Hilo Direct</b><br/><b>Consultants, LLC</b><br/>Owner Manager, Hilo<br/>Direct Consultants, LLC<br/>(HDC)<br/>Forty years<br/>Professional Architect<br/>Experience as a<br/>Licensed Architect in<br/>the State of Hawaii<br/>since 1982.<br/>HIPCC member.</p> <hr/> <p><b>Dr. Cheryl Ramos</b><br/>*Vice-President, HIPCC<br/>CEC (2020-present)<br/>*HIPCC President<br/>(2005-2006)<br/>*HIPCC Board Member<br/>(2000-2013)<br/>(2020-present)<br/>*HIPCC Member<br/>(1999-present)</p> | <p>*1993 submitted<br/>proposal to establish a<br/>Scientific Center of the<br/>Pacific Environment<br/>*Co-writer of first<br/>grant to fund center<br/>*30-Years Teaching<br/>Experience @ 6-12<br/>grade, community<br/>college, 4-year college<br/>and graduate levels<br/>and teacher training<br/>*16 Years<br/>Administrative<br/>Experience: Asst.<br/>Director Na Pua Noeau<br/>(1989-1992)<br/>Department, Division<br/>and Program Chairs,<br/>University of Hawaii at<br/>Hilo Natural Sciences<br/>(1991-2000),<br/>Associate Dean<br/>College of Tropical<br/>Agriculture &amp; Human<br/>Resources, UH<br/>Manoa(2000-2004),<br/>Executive Director<br/>Imiloa (2004-2006)</p> | <p><b>*Fundraising:</b><br/>2017 Founders Ball -<br/>\$74,300 net raised<br/>2018-2019: \$92,000<br/>2020-2021: \$50,000<br/>2021-2022:\$185,000<br/><b>Culturally-related</b><br/><b>Work:</b><br/>November 2015-<br/>Present: President,<br/>Interim/Executive<br/>Director HIPCC and<br/>HIPCC CEC<br/>2019 – Co-submitter<br/>for Madeira Sister<br/>State Agreement<br/>2018- Planned and<br/>coordinated 140<sup>th</sup><br/>Anniversary Hawaii<br/>Island Events for<br/>Arrival of Portuguese<br/>Immigrant families to<br/>Hawaii</p> |

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|  |  | <p>*Acquired and Administered \$10 million in grants (1990-2019) and collaborated with many others<br/>         *Full resume available upon request</p> <hr/> <p><b>J. Blaise Caldeira:</b><br/>         Hilo Direct Consultants LLC, established in 1994, is an owner-managed architectural/project management firm doing business in the State of Hawaii and primarily on projects located on the Island of Hawaii.<br/>         HDC provides basic architectural planning, design, and construction administration services. Previous experience with other organizations includes:<br/>         4 years as a Senior Construction Manager for a large architectural firm working on various construction projects valued between \$1M-\$80-M;<br/>         11 years as a Staff Architect and Construction Manager with DAGS Public Works Division, and 10 years as a Project Architect and Project</p> | <p>*2008-Present – Business Manager and Co-Owner of Andrade Building, historic building built in 1924 in Honokaa helping to establish the town. In process of refurbishing and restoring building and home. House is being used to tell the story of the Andrade family coming to Hawaii as part of the cultural restoration of Hawaii’s original Portuguese immigrants.<br/>         *Involved in project dedicating the newly refurbished Honokaa Rodeo Arena as the Rose Andrade Correia Stadium, named after her grandmother<br/>         *Planned and coordinated the 90<sup>th</sup> and 95<sup>th</sup> Anniversary celebrations of the Andrade Building to share the Portuguese culture and history of the Andrade family and Honokaa<br/>         *Coordinated HIPCC gifting the Honokaa Library with a fire-proof cabinet to preserve the original ship logs and manifests of the Portuguese</p> |
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|  |  | <p>Manager with other Architectural firms.</p> <hr/> <p><b>Dr. Cheryl Ramos</b><br/> *Professor Emerita, Psychology Department, University of Hawai'i Hilo (2022-present)<br/> *Professor Psychology Department, University of Hawai'i Hilo (2015-2022)<br/> *30-Years Teaching Experience @ community college, 4-year college<br/> *<b>Administrative Experience:</b><br/> Department Chair, Psychology Department (2012-2013)<br/> -Coordinator of Undergraduate Studies, Psychology Department (2002-2021)<br/> -Coordinator of Distance Learning, Psychology Department (2002-2013)<br/> Established, coordinated and supervised Peer-Advising for Psychology &amp; Kinesiology undergraduate students at UH Hilo (2016-2020)</p> | <p>immigrants to Hawaii from 1878-1913</p> <hr/> <p><b>J. Blaise Caldeira:</b><br/> Over the past 3 years, HDC worked primarily on limited scope educational projects including renovations and repairs, classroom buildings, cafeterias, Science classrooms, and whole school renovations for State DOE projects, with construction values up to \$3M. Prior to 2019-Present, St. Theresa Parish (Mt. View, HI) Pastoral Planning and Building Committee Chair, with responsibility of overseeing current physical facilities and developing/upgrading Church site and Facilities and providing an expanded Church for future growth. Voluntary/donated work including architectural and project management services. 2021 HIPCC Cultural and Educational Center – HDC as architectural firm hired to provide a</p> |
|--|--|---|--|

|  |  |  |   |
|--|--|--|---|
|  |  | <p>-County of Hawaii (1983-1992)<br/>Executive &amp; Administrative Asst. to Council Chair;<br/>Legislative Asst.;<br/>Community Development Technician, Office of Housing &amp; Community Development.</p> <p>Full resume available upon request.</p> | <p>redesigned smaller footprint facility and to work with HIPCC's design Engineering Consultants and Landscape Architect</p> <hr/> <p><b>Dr. Cheryl Ramos</b><br/>*Grant Principal Investigator:<br/>State of Hawai'i Office of Youth Services Grant (2015-present):<br/>Grant funded \$100,000 annually<br/>*Grant Principal Investigator:<br/>-State of Hawai'i Alcohol and Drug Substance Abuse Div. Substance Abuse Prevention Services Grant: funded \$100,000 annually<br/>*Grant Principal Evaluator:<br/>Evaluated Federal and State of Hawai'i grants (2001-2022)<br/>*Fundraising:<br/>Assisted HIPCC CEC President &amp; Board with fundraising events<br/>*Culturally-related Work:<br/>*Vice-President of HIPCC CEC (2020-present)<br/>*Member, Honokaa Heritage Center (2021-present)</p> |
|--|--|--|---|

|  |  |  |  |
|--|--|--|--|
|  |  |  | *Researcher of cancer survivors living in culturally diverse Hawai'i communities |
|--|--|--|--|

**2. Facilities**

This is a capital improvement proposal. Facilities do not yet exist, but a plan is appended to show the conceptual design of the building and surrounding landscaping, external requirements and enclosures. An updated budget proposal is also provided to approximate the cost of the project. A contract along these lines will shortly be put in place.

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

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

(Proposed staffing responsibilities will be performed as needed on a pro bono basis by interim staff, HIPCC and HIPCC CEC officers, directors and members until the center is in its operational phase.)

**Center Director:**

**Qualifications:**

- 2 or 4-year degree in Hospitality, Business, Museum Studies, Education or other programs related to managing cultural and educational centers or comparable experience
- Good interactive people skills
- Ability to write and manage grants and raise funds for center
- Ability to effectively represent center in all types of media: internet, newspaper, radio, television, social media, other
- Ability to create and manage center budget
- Ability to oversee center operations on a daily basis
- Ability to initiate new cultural and educational programs
- Ability to supervise other center personnel
  
- Knowledge of and interest in Portuguese culture
- Good IT skills

**Supervision:**

- Under HIPCC Cultural and Educational 501 (c)(3) Board Coordinators

**Training:**

- By former Imiloa Director or equivalent and through shadowing of and meeting with comparable personnel in other Hilo museums.

**Center Clerk:**

**Qualifications:**

- Certificate, 2 or 4 year degree in Business, Accounting or comparable field or equivalent experience
- Able to maintain records of all facility-related income and expenditures
- Able to assist Director in all grant-related or other fundraising record keeping
- Assists Director in correspondence
- Assists with "Gift Shop" and other purchases
- Assists with visitor admission and record keeping
- Proficient in current computer programs, good IT skills
- Interest in Portuguese culture

**Supervision:**

- Under Center Director

**Training:**

- By Center Director and shadowing comparable personnel in other Hilo museums

**Exhibit Planner/Archivist:**

**Qualifications:**

- 2-4 year degree or experience in Museum Studies, Graphic Arts, Computer Science or other programs and experience applicable to creating and maintaining exhibits
- Ability to search online to identify and acquire materials
- Ability to help create (research, write, graphics) exhibits
- Ability to communicate orally and in written form with others to obtain permission to use information and photos for exhibits and negotiate prices
- Graphic Arts experience
- Responsible for exhibit maintenance
- Current IT skills
- Ability to set up a data base of Center information for Center use and visitor access
- Interest in Portuguese culture

**Supervision:**

Under Center Director

**Training:**

By Center Director and shadowing comparable personnel in other Hilo museums

**Volunteer Coordinator:**

**Qualifications:**

- Experience in coordinating volunteer activities
- Good interpersonal skills
- Able to train docents and volunteers
- Ability to do scheduling of events and people
- Ability to assist Director as needed
- Interest in Portuguese culture

**Supervision:**

Under Center Director

**Training:**

By Center Director and shadowing comparable personnel in other Hilo museums

**Janitor/Groundskeeper:**

**Qualifications:**

- Experience in caring for facilities to include general cleaning and maintenance
- Ability to maintain facility at highly clean and sanitary standards
- Knowledge of proper use of cleaning agents
- Experience in maintaining grounds
- Knowledge of proper use of pesticides and fertilizers
- Knowledge of and ability to use and maintain grounds-keeping equipment
- Ability to assist Director as needed
- Interest in Portuguese culture

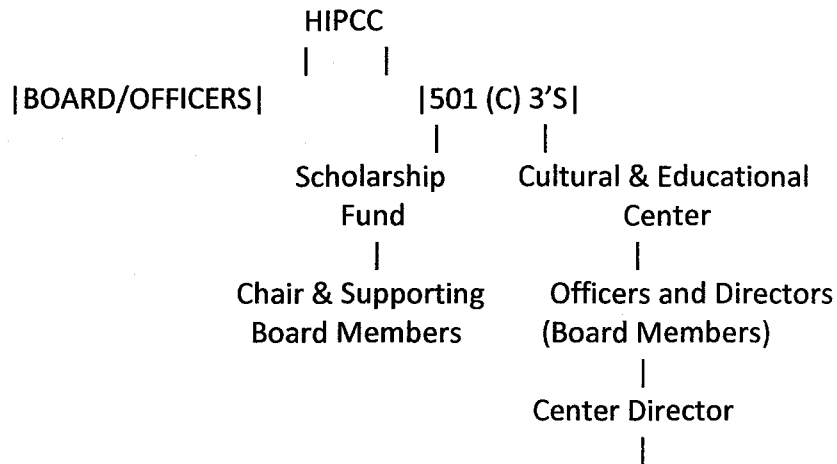
**Supervision:**

Under Center Director

**Training:**

By Center Director and shadowing comparable personnel in other Hilo museums

**2. Organizational Chart**



Clerk – Volunteer Coordinator- Exhibit Planner/Archivist - Janitor/Groundskeeper

The HIPCC is managed by a Board with annually elected officers. HIPCC has formed two 501 (c)3's over the years to provide educational scholarships and to build and operate a cultural and educational center. The organizational chart provided above includes the separate chamber Board and its officers and the two 501 (c)(3) entities. Each 501 (c)(3) is registered with the State of Hawaii Department of Commerce and Consumer Affairs, has its own governing Officers and Board of Directors and reports to the Chamber Board at each monthly meeting. The Officers and Directors of the Cultural and Educational Center 501 (c)(3) will supervise the Center Director once hired during the operational phase when funds are available. The Center Director will supervise all other Center employees.

**3. Compensation – Provide annual salaries of 3 highest paid officers:**

\*All positions listed below are at the half-time equivalent:

Director - \$20,000- 25,000/ year

Exhibit Planner/Archivist - \$10,000 – 15,000/year

Clerk -\$12,000/year

\*Salaries will grow as Center income grows.



## VII. Other

1. **Litigation** – Disclose any pending litigation – None
2. **Licensure or Accreditation:** Does HIPCC possess any prior to this request? None
3. **Private Educational Institutions:** Not Applicable

### 4. **Future Sustainability Plan**

Should all needed funds not be available in the 2023-2024 funding cycle to complete the center, we regrettably may need to build a pavilion while additional grants are submitted to the County and State, private fundraising continues (specifically seeking large donors and naming opportunities), other foundation grants and the request for and use of additional volunteer service via in-kind contributions will be sought. A pavilion will not allow us to put up exhibits or provide videoconferencing opportunities. It will compromise our ability to deliver programs, classes and other opportunities as originally planned.

Between 2016 and 2020, we have received pledges of \$1,019,825+ in-kind contributions. We will work diligently to receive more. Once open, hall and videoconferencing rentals will contribute to the Center operational budget, as well as entry fees, membership dues, selling of coffee and Portuguese desserts and annual fundraising events.

In-kind volunteer services will continue to be provided to write additional grants and seek more private funding and a Volunteer Coordinator will be sought to make good use of those wanting to donate their time to share the Center with others as docents.

## PROPOSAL

January 10, 2023

Hawaii Island Portuguese Chamber of Commerce  
Attn: Dr. Marlene Hapai, President/Executive Director  
PO Box 1120  
Hilo, HI 96721

Re: Construction of New Facility

Dear Marlene:

Heartwood Pacific is pleased in providing you this updated Proposal for the referenced project based on the listed documents for the lump sum amount of: **TWO-MILLION-ONE-HUNDRED-THOUSAND AND 00/100 (\$2,100,000.00)**

### CONSTRUCTION DOCUMENTS:

1. Plan set by architect Blaise Caldeira dated 01-Dec-2022, pages A101, A104, 301
2. Plan set by Engineering Partners dated 28-May-2021, pages C001-C004, C101, C201-202, C301, C401, C404, C501-C502, S001-S002, S101, S201-S202, S301-S302, S401-S405, M001-M002, M101-M102, M201, M301, P001, P101, P201.
3. Plan set by KTL Design LLC, ASLA Landscape Architect dated 28-May-2021, pages L-100, L-200.
4. Plan set by Wallace Oki dated 28-May-2021, pages E1-E6.

### INCLUSIONS:

1. Sitework as described in civil drawings with the following exclusions,
2. Vertical Construction as describes in the construction documents with the following exclusions,
3. Performance and Payment Bonds upon receipt of a set aside letter from all funding sources,
4. the Owner for the full value of the contract.
5. Hawaii General Excise Tax.


### EXCLUSIONS (Not in Contract Scope):

1. Risk insurance to protect the project from all perils. Risk insurance must be provided by Owner,
2. All aggregates, in kind donations,
3. Termite treatment, in kind donations,
4. Landscaping, in kind donations,

### QUALIFICATIONS:

1. The above pricing does not account for any cost escalation and assuming certain material donations may affect pricing, up or down, may not reflect the final construction cost. This price is good only for 30 days.

Thank-you for the opportunity,

  
Digitally signed by F.  
Michael Singer  
Date: 2023.01.10  
19:58:04 -10'00'

F. Michael Singer  
RME & Managing Member  
Heartwood Pacific LLC









# First Hawaiian Bank

Deposit Operations  
PO Box 1959  
Honolulu HI 96805-1959

Return Service Requested

00002366-0004731-0001-0001-TIMR8009810102234778

HI ISLAND PORTUGUESE CHAMBER OF COMMERCE  
CULTURAL AND EDUCATIONAL CENTER  
99 AUPUNI ST 206  
HILO HI 96720-4277

Last statement: November 30, 2022  
This statement: December 31, 2022  
Total days in statement period: 31

Page 1 of 1  
0090037838  
(0) Number of enclosure items

Direct inquiries to:  
(808) 844-4444 or Toll Free  
(888) 844-4444

WAIAKEA BANKING CENTER  
111 E PUAINAKO ST BLDG F  
HILO HI 96720

PLEASE READ "IMPORTANT NOTICE OF CHANGES TO YOUR PERSONAL ACCOUNT(S)" INCLUDED WITH YOUR STATEMENT WHICH INCLUDES CHANGES TO YOUR DEPOSIT ACCOUNT, YES-CHECK AND ATM CARD AND/OR DEBIT CARD.

## Non-Profit Free Checking

Account number 0090037838  
Low balance \$358,821.66  
Average balance \$359,437.93

### DAILY ACTIVITY

| Date  | Description       | Additions | Subtractions | Balance      |
|-------|-------------------|-----------|--------------|--------------|
| 11-30 | Beginning balance |           |              | \$360,039.40 |
| 12-12 | Check 1379        |           | -300.00      | 359,739.40   |
| 12-13 | Check 1378        |           | -385.34      | 359,354.06   |
| 12-22 | Check 1383        |           | -532.40      | 358,821.66   |
| 12-31 | Ending totals     | .00       | -1,217.74    | \$358,821.66 |

### CHECKS

| Number | Date  | Amount | Number | Date  | Amount |
|--------|-------|--------|--------|-------|--------|
| 1378   | 12-13 | 385.34 | 1383 * | 12-22 | 532.40 |
| 1379   | 12-12 | 300.00 |        |       |        |

\* Skip in check sequence





# First Hawaiian Bank

Deposit Operations  
PO Box 1959  
Honolulu HI 96805-1959

Return Service Requested

00006708-0013415-0001-0001-TIMR8009810102234771

HI ISLAND PORTUGUESE CHAMBER OF COMMERCE  
CULTURAL AND EDUCATION CENTER  
SPECIAL ACCOUNT  
99 AUPUNI ST 206  
HILO HI 96720-4277

Last statement: November 30, 2022  
This statement: December 31, 2022  
Total days in statement period: 31

Page 1 of 1  
0020141697  
(0) Number of enclosure items

Direct inquiries to:  
(808) 844-4444 or Toll Free  
(888) 844-4444

HILO BRANCH  
1205 KILAUEA AVE  
HILO HI 96720

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PLEASE READ "IMPORTANT NOTICE OF CHANGES TO YOUR PERSONAL ACCOUNT(S)" INCLUDED WITH YOUR STATEMENT WHICH INCLUDES CHANGES TO YOUR DEPOSIT ACCOUNT, YES-CHECK AND ATM CARD AND/OR DEBIT CARD.

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## Non-Profit Free Checking

Account number                    0020141697  
Low balance                        \$32,910.12  
Average balance                    \$32,910.12

### DAILY ACTIVITY

| Date  | Description       | Additions | Subtractions | Balance     |
|-------|-------------------|-----------|--------------|-------------|
| 11-30 | Beginning balance |           |              | \$32,910.12 |
| 12-31 | Ending totals     | .00       | .00          | \$32,910.12 |

2

\*\* No activity this statement period \*\*



HI Island Portuguese CC Cultural and Educational Center  
**Profit & Loss**  
December 2022

|                                      | <u>Dec 22</u>          |
|--------------------------------------|------------------------|
| <b>Ordinary Income/Expense</b>       |                        |
| <b>Income</b>                        |                        |
| <b>Founders Gala 2022</b>            |                        |
| Auction/Promo                        | 15.00                  |
| Donation                             | 7,850.00               |
| <b>Total Founders Gala 2022</b>      | <u>7,865.00</u>        |
| <b>Investments</b>                   |                        |
| Interest-Savings-Short-term CD       | 0.04                   |
| <b>Total Investments</b>             | <u>0.04</u>            |
| <b>Total Income</b>                  | <u>7,865.04</u>        |
| <b>Gross Profit</b>                  | 7,865.04               |
| <b>Expense</b>                       |                        |
| <b>Administrative Expenses</b>       |                        |
| <b>Bank Charges</b>                  |                        |
| Merchant Fees - PayPal               | 3.38                   |
| <b>Total Bank Charges</b>            | <u>3.38</u>            |
| <b>Professional Services</b>         |                        |
| Tax Prepration                       | 1,649.21               |
| <b>Total Professional Services</b>   | <u>1,649.21</u>        |
| <b>Total Administrative Expenses</b> | 1,652.59               |
| <b>Fundraiser</b>                    |                        |
| <b>Founders Gala 2022</b>            |                        |
| Decoration/Lei/Awards                | 532.40                 |
| <b>Total Founders Gala 2022</b>      | <u>532.40</u>          |
| <b>Total Fundraiser</b>              | <u>532.40</u>          |
| <b>Total Expense</b>                 | <u>2,184.99</u>        |
| <b>Net Ordinary Income</b>           | <u>5,680.05</u>        |
| <b>Net Income</b>                    | <u><u>5,680.05</u></u> |



HI Island Portuguese CC Cultural and Educational Center  
**Balance Sheet**  
As of December 31, 2022

|                                       | <u>Dec 31, 22</u>          |
|---------------------------------------|----------------------------|
| <b>ASSETS</b>                         |                            |
| <b>Current Assets</b>                 |                            |
| Checking/Savings                      |                            |
| FHB - Bus Checking                    | 364,787.45                 |
| FHB - Bus Savings                     | 33,006.74                  |
| FHB - Max Savings                     | 2,507.81                   |
| <b>Total Checking/Savings</b>         | <u>400,302.00</u>          |
| <b>Total Current Assets</b>           | 400,302.00                 |
| <b>Fixed Assets</b>                   |                            |
| Building Improvements                 | 286,743.40                 |
| Construction Work In Progress         | 61,971.80                  |
| <b>Total Fixed Assets</b>             | <u>348,715.20</u>          |
| <b>Other Assets</b>                   |                            |
| Other Assets                          |                            |
| Land                                  | 294,000.00                 |
| Land Improvements                     | 11,715.24                  |
| <b>Total Other Assets</b>             | <u>305,715.24</u>          |
| <b>Total Other Assets</b>             | <u>305,715.24</u>          |
| <b>TOTAL ASSETS</b>                   | <u><u>1,054,732.44</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                            |
| <b>Equity</b>                         |                            |
| Unrestricted Net Assets               | 989,642.43                 |
| Net Income                            | 65,090.01                  |
| <b>Total Equity</b>                   | <u>1,054,732.44</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>1,054,732.44</u></u> |