

## 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

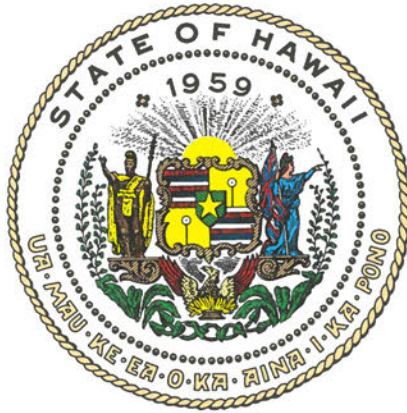
  
AUTHORIZED SIGNATURE

DAVID SUH, PRESIDENT  
PRINT NAME AND TITLE

01/20/2023

DATE





## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

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 09, 2023

Director of Commerce and Consumer Affairs



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

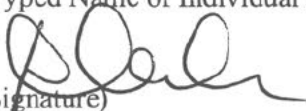
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

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

  
(Signature)

1/20/23  
(Date)

David Suh  
(Typed Name)

President  
(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, 2023, 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 and local communities 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;**

**The grant funds will be used to support the operating costs of TUKAH's community programs and services offered at Building 42 in Makiki District**

**Park. These programs and services include youth and senior activities, a media library, community events, cultural exhibitions, and administrative offices.**

**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;

**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.**

**Since 2022, TUKAH is permitted to utilize Building 42 from the City Department of Parks and Recreation to provide various community enriching services and programs, such as:**

- **Senior Activity Hall – Oriental painting, hula, dance, sing along, English, Korean, Gate Ball, etc.**
- **Youth Activity Hall – K-pop dance, etc.**
- **Media Library Room – Reading, Web searching, etc.**
- **Community Event Hall**
- **Cultural & Community Exhibition Hall**
- **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 grant funds will be used to support the operating costs of TUKAH's community programs and services offered at Building 42 in Makiki District Park. These programs and services include youth and senior activities, a media library, community events, cultural exhibitions, and administrative offices.**

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

**January-February:**

- Planning and organizing for the youth activity hall programs such as Taekwondo, and K-pop dance.
- Setting up the media library room for reading and web searching programs.

**March-April:**

- Recruiting and training instructors for the youth and senior activity hall programs.
- Advertising and promoting the programs and services to the community.

**May-June:**

- Implementing the youth activity hall programs, including Taekwondo, and K-pop dance.
- Opening the media library room for reading and web searching programs.
- Starting the senior activity hall programs such as Dance and Sing Along.

**July-August:**

- Continuation of the youth activity hall programs.
- Organizing community events in the community event hall.

**September-October:**

- Continuation of the senior activity hall programs.

- Planning and organizing cultural and community exhibitions in the cultural and community exhibition hall.
  - November-December:**
  - Continuation of the youth and senior activity hall programs.
  - Preparing the emergency evacuation shelter for potential use.
  - Holding administrative meetings in the community administrative offices and meeting rooms.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.

**The applicant plans to use a comprehensive quality assurance and evaluation plan to ensure that the grant funds are being used effectively and efficiently to achieve the desired outcomes. The plan includes several key components:**

- i. **Monitoring:** The applicant will establish a system to regularly monitor the progress of the programs and services offered at Building 42 in Makiki District Park. This will include tracking attendance, program participation, and other relevant metrics to ensure that the programs are reaching the target population and achieving the desired outcomes.
- ii. **Evaluation:** The applicant will conduct regular evaluations of the programs and services to assess their effectiveness and identify areas for improvement. This will include surveys and interviews with program participants, as well as feedback from instructors and other staff members. The evaluations will focus on areas such as program satisfaction, skill development, and community impact.
- iii. **Improvement:** Based on the results of the monitoring and evaluation activities, the applicant will identify areas for improvement and develop action plans to address them. This may include revising program curriculum, training instructors, or making changes to the physical space. The applicant will also seek input and feedback from the community to ensure that the programs and services continue to meet their needs.

**Overall, the quality assurance and evaluation plan will help the applicant to ensure that the grant funds are being used effectively to achieve the desired outcomes, and to make any necessary adjustments to improve program impact.**

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.

**The applicant will prepare regular reports on the progress and outcomes of the grant-funded programs and services, and will share this information with the grantor and other stakeholders. The reports will include information on program attendance, participation, evaluations and improvements made.**

**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)  
**Please see attached.**
  - c. Equipment and motor vehicles (Link)  
**Please see attached.**
  - d. Capital project details (Link)  
**[Not applicable]**
  - e. Government contracts, grants, and grants in aid (Link)  
**[Not yet applicable; 2022 Capital GIA contract expected in 2023]**
  
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
\$200,000	\$200,000	\$200,000	\$200,000	\$800,000

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 \$200,000 towards its operations cost.**

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.

**In 2022, TUKAH has been granted \$410,000 to renovate and improve building 42 located in Makiki District Park. The contract is pending.**

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

**As of December 31, 2022, TUKAH has unrestricted assets of \$20,000 and restricted assets (for a cultural center) of \$135,000**

## **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 ten years.**

**TUKAH offers weekly classes and activities, which include:**

- **Home economics**
- **Oriental painting**
- **Korean 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 three 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 operations in Building 42, TUKAH has over 10 years of experience in home economics, computer skills, and teaching various programs such as Oriental painting, Korean language, senior singing classes and senior outdoor recreational activities. This extensive experience provides the applicant with the knowledge and skills necessary to successfully conduct these operations.**

## **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.

**Since 2022, TUKAH is permitted to use and manage 2<sup>nd</sup> & 3<sup>rd</sup> floors of Building 42 Makiki District Park 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.

**This request is for operations funding that includes salary of the future staffing.**

**TUKAH’s programs, services and activities have been provided by community volunteers. Other than an office secretary, TUKAH has had no paid staff as of this application. Its Staffing, Staff Qualifications, Supervision and Training is highly depended on the outcome of the grants.**

Operation grants for a non-profit organization are crucial for ensuring that the organization can attract and retain highly qualified and dedicated staff members. The grant will support the organization in providing professional, high-quality services to its clients and achieving its mission.

Professionalism is a key aspect of the work of a non-profit organization. Professional staff members are essential to maintaining the integrity of the organization and ensuring that clients receive the best possible service. The grant will support the organization in hiring and retaining highly qualified and experienced staff members who possess the skills, knowledge and experience to deliver professional services.

Knowledge is also an important aspect of a non-profit organization. The grant will support the organization in hiring staff members who have the necessary knowledge and expertise to provide high-quality services to clients. This includes both subject matter expertise as well as knowledge of the organization's mission, values, and goals.

Quality is the ultimate goal of a non-profit organization. The grant will support the organization in providing the highest possible quality of service to clients. This includes hiring staff members who have the skills, knowledge, and experience to deliver professional, high-quality services, as well as providing ongoing training and development opportunities to ensure that staff members are able to maintain and improve the quality of their work.

In summary, salary grants for a non-profit organization are crucial for ensuring that the organization can attract and retain highly qualified and dedicated staff members, and that the organization can provide professional, high-quality services to its clients. The grant will support the organization in achieving its mission by allowing it to hire and retain the best staff members, who have the necessary knowledge and experience to provide high-quality services.

## **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 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.

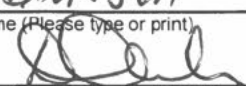
**We expect the requested grant and the private donations to be adequate to operate TUKAH fiscal year 2023-24. For ongoing operations and program**

**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, 2023 to June 30, 2024

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	450,000			
2. Payroll Taxes & Assessments	50,000			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>500,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Programming and Event	280,000			
2. Insurance and Legal Fees	50,000			
3. Marketing and Advertising	60,000			
4. Supplies	10,000			
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>400,000</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>40,000</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>60,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,000,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	800,000	DAVID J OH	591-8984	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1/20/23	
(d) Total Private/Other Funds Requested	200,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>1,000,000</b>	President Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2023 to June 30, 2024

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)
Executive Director	1	\$80,000.00	100.00%	\$ 80,000.00
Project Director	1	\$60,000.00	100.00%	\$ 60,000.00
Program Coordinator	1	\$60,000.00	100.00%	\$ 60,000.00
Marketing and Communicaions Coordinator	1	\$50,000.00	100.00%	\$ 50,000.00
Membership Coordinator	1	\$40,000.00	100.00%	\$ 40,000.00
Administrative Assistants	2	\$70,000.00	100.00%	\$ 70,000.00
Building Maintenance Staff	2	\$70,000.00	100.00%	\$ 70,000.00
Office Secretary	1	\$35,000.00	100.00%	\$ 35,000.00
Accountant	1	\$35,000.00	100.00%	\$ 35,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>500,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b> These positions are the minimum needed to meet the goals and objectives for all the programs.				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: The United Korean Association of Hawai

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Office furniture and equipment: chairs	10.00	\$500.00	\$ 5,000.00	\$ 5,000.00
Office furniture and equipment: desks	2.00	\$2,500.00	\$ 5,000.00	\$ 5,000.00
Office supplies (paper, ink, cleaning, etc.)			\$ 10,000.00	\$ 10,000.00
Computer hardware and software	10	\$2,000.00	\$ 20,000.00	\$ 20,000.00
(Library - 4; Office -2; Activity Class: 4)			\$ -	\$ -
			\$ -	\$ -
<b>TOTAL:</b>	<b>22</b>		<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Van for seniors outreach and to transport clients to programs	1.00	\$60,000.00	\$ 60,000.00	\$ 60,000.00
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 60,000.00</b>	<b>\$ 60,000.00</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: The United Korean Association of Hawaii

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						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b> <p style="text-align: center;">N/A</p>						

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

Applicant: The United Korean Association of Hawaii

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Not Yet Applicable				
2	2022 State Capital GIA (\$410,000) pending				
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