

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db: Hawaii Children's Discovery Center
Children's Discovery Center

Amount of State Funds Requested: \$ 296,971

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

The goal of this FY2025 CIP request is to assist Hawaii Children's Discovery Center with the maintenance and renovation of one of our greatest strengths – our exhibits and galleries. Of primary concern is the replacement of our fire doors, flooring, and compressor, and in the repainting of the walls and displays. After creatively serving Hawaii's keiki for over 25 years, our exhibits and facilities are in need of renewing -- to provide safety updates and replacement of worn resources.

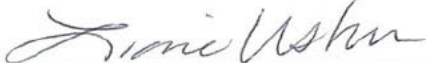
Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0</u>	\$ <u>0</u>
Federal: \$ <u>0</u>	Unrestricted Assets:
County: \$ <u>0</u>	\$ <u>10,275,868</u>
Private/Other: \$ <u>0</u>	

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	111 Ohe Street
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu HI 96813

Contact Person for Matters Involving this Application	
Name: Liane Usher	Title: President
Email: liane@discoverycenterhawaii.org	Phone: 808-524-5437

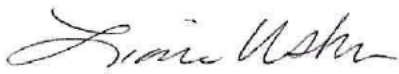
Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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 _____ Authorized Signature	Liane Usher, President _____ Name and Title	1/17/2024 _____ Date Signed
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Application Submittal Checklist

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) Hawaii Compliance Express Certificate (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

Liane Usher, President

PRINT NAME AND TITLE

1/2/2024
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: CHILDREN'S DISCOVERY CENTER *

DBA/Trade Name: Hawaii Children's Discovery Center

Issue Date: 12/11/2023

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX1632

UI#: XXXXXX5787

DCCA FILE#: 60169

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

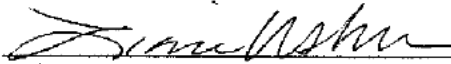
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Hawaii Children's Discovery Center
(Typed Name of Individual or Organization)


(Signature)

11/2/2024
(Date)

Liane Usher
(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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

Certificate of Vendor Compliance attached.

2. Declaration Statement

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

Declaration Statement attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The Hawaii Children's Discovery Center confirms that the requested 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;

The Hawaii Children's Discovery Center (the Center) is the first and only children's museum in the State of Hawaii. Upon our founding, our commitment was to provide our children with a "world-class" children's museum, one that would inspire both the young and young-at-heart to new heights of learning and discovery and to set them on a path to life-long learning. The Center is an educational resource to the community providing opportunities for children to learn and grow through facilitated play together with their parents and family members. The Center shapes and promotes family bonding and the creation of meaningful life-long memories.

When the State focused on developing the Kaka'ako waterfront, and included an emphasis on creating spaces for families, then Governor John D. Waihee encouraged the Center to move from its initial site at Dole Cannery Square and enter into a long-term lease with the State to

develop a permanent facility in Kaka'ako. At that time, it was intended to be a centerpiece in an area designated to provide recreational activities for Hawaii's families along the waterfront.

Inspired by the opportunities presented by this "world-class" site, a major fund-raising campaign was launched to raise funds for the new Center. An aggressive campaign raised more than \$12 million, of which 70 percent of the total was raised through private donations, for the renovation of the former City incinerator and for the addition of more than 20,000 square feet of new construction. This became a physical symbol and reminder of the transformation planned for Kaka'ako Waterfront Park.

The Hawaii Children's Discovery Center celebrated its official Grand Opening on December 19, 1998. With 38,000 square feet of high-tech, interactive exhibits encompassing four major galleries on three levels. A fifth exhibit gallery was added in 2010, increasing the size of the facility to its present 45,000 square feet.

In the past (pre-pandemic), the Center served approximately 100,000 guests annually. In 2022, as the Center recovered from the effects of the pandemic closures, we increased our attendance from 41,000 in 2021 to 63,000 in 2022, and, in 2023 we welcomed 74,000 guests.

2. The goals and objectives related to the request;

The goal of this FY2025 CIP request is to assist Hawaii Children's Discovery Center with the maintenance and renovation of one of our greatest strengths -- our exhibits and galleries. Of primary concern is the replacement of our fire doors, flooring, and compressor, and in repainting of the walls and displays. After creatively serving Hawaii's keiki for over 25 years, our exhibits and facilities are in need of renewing -- to provide safety updates and replacement of worn resources.

Goal 1: Address building maintenance issues to facility ingress and egress, to maximize safety and security.

- Objective 1: The demolition and replacement of 6 existing fire doors that are over 25 years old, whose mechanisms are failing to shut properly.

Goal 2: Improve the appearance and usefulness of the indoor amenities that have experienced over 25 years of wear and tear.

- Objective 1: Remove and replace 13,000 s.f. of flooring in select areas -- using primarily carpet tiles for ease of replacement in the future.
- Objective 2: Refurbish and repaint the discolored, fading and varied color of our interior walls in select areas and displays.

Goal 3: Ensure healthy air quality and comfortable conditions inside the Center facility for our guests and staff.

- Objective 1: Replace the 14 year old compressor that was recently discovered to be corroded beyond repair, and whose failure could occur at any time.

3. The public purpose and need to be served;

We hope to inspire and empower young learners to use all their senses – touch, sight, smell and hearing – to discover the “wonder” in their world; to take pride in who they are and the unique multicultural heritage that is Hawaii; and to develop a lifelong love of learning.

The Center's education staff and volunteers are specially trained to facilitate exploration and play in an environment that:

- fosters a willingness to explore and discover;
- encourages self-motivated learning through creative engagement and imaginative play;
- builds self-esteem through positive reinforcement and nurturing relationships.

In this way, the Center's public purpose is to empower children to become confident, independent individuals and life-long learners. We provide parents, grandparents, and teachers with opportunities to learn to support inquiry-based learning, to nurture children's natural curiosity, and instill in them a life-long love of learning. We must focus on helping children to develop and exercise these skills that will be crucial for Hawaii's future and its place in the future global economy.

Public Purpose

133 schools and children's groups visited the Hawaii Children's Discovery Center in 2023, including approximately 4,571 children and 1,978 adults.

As a specific target population for public service, the Center actively works to provide low-cost entry for all school groups to visit the Center. Of specific interest, the Hawaii Children's Discovery Center has welcomed the following 21 Title I HDOE Oahu Elementary Schools in 2023: Kailua, Palolo, Aliiolani, Haleiwa, Kalihi, He'eia, Keolu, Ala Wai, Aiea, Ka'ala, Salt Lake, Fern, Kalihi, Likelike, Leihoku, Kauluwela, Mauk Lani, Royal, Nanaikopono, Kahalu'u, and Linapuni.

With the true costs of the Hawaii Children's Discovery Center experience estimated at approximately \$25 per guest, visitors are charged a partial amount: \$6 per person for School Groups, \$10 for Kamaaina and \$12 for General Admission. This represents a \$13 to \$19 subsidy per visitor, covered by other sources of earned income.

Need to Be Served

1) We Enhance Learning:

While teachers struggle to expand quality educational experiences for Hawaii's youth, the Center serves as a resource for teachers and childcare providers to supplement curriculum, tools and environments. Visits, as school groups, families, or childcare centers, enhance a child's learning potential by promoting self-concept and empowerment.

2) We Broaden a Child's Experience with the World:

Children's museums actively stimulate children's curiosity, in learning from their environments, culture, and the world. Hawaii's children benefit from the Hawaii Children's Discovery Center by providing experiences to discover the world beyond our islands.

3) We Strengthen Community by Strengthening Families:

The Center is designed to promote interactive, and purposeful play between generations. The exhibits are designed to allow parents and grandparents to talk about what they did

growing up – thus creating opportunities for children to learn and understand their heritage, also building bridges between generations. Studies have shown that deterioration of the family can be cited as the underlying cause of many of society's ills.

4) Our Children Are Our Future:

We believe that our children need to be provided with opportunities to develop the skills, knowledge, and learning processes to function optimally as adults and to live in harmony with others in the future. Therefore, the Center provides the opportunity for children to learn about their community and world through the process of guided self-discovery and to experience and understand more about themselves and others within the context of a global community.

4. Describe the target population to be served;

The Center typically serves 100,000 children and adults annually, and approximately 8,000 school age children who visit on scheduled school field trips. The vast majority of children visitors are in grades preschool through first grade -- reflecting the emphasis on the formative years of early childhood development and education. When the founders created the Center's educational environment, it was specifically designed and built for early learners, ages 0-10.

Population Statistics

School-aged children and their families are our primary target population:

- 204,100 children are under the age of 18 (on Oahu)
- 55,750 of these Oahu children are ages 0-5 years old
- 36.1% of families in Hawaii have children under 18 in their household
- 27.8% of Hawaii families are single-parent families
- 12.4% of Hawaii children ages 0-6 are in families living below federal poverty level
- 85,000 students statewide attend a Title I school

Cultural Diversity

Like most children's museums across the United States, the Hawaii Children's Discovery Center is a reflection of its surrounding community and the families that it serves. Even our youngest keiki have an intimate and intuitive sense of their culturally diverse world—a sensibility and sensitivity not normally found among their peers on the Mainland.

Visitor Age Diversity

Our events and programs welcome audiences of all ages, from the young to the young-at-heart, with chaperones required at a 1:4 ratio for children visitors. The Center's programs and events are developed for families to enjoy themselves together in a safe and fun educational environment specifically designed and built for early learners, ages 0-10. Here in Hawaii where many families live in or rely on an intergenerational support system, a most appreciative audience consists of grandparents.

Low Income Reach

In 2023, the Hawaii Children's Discovery Center welcomed 21 Title I HDOE Oahu Elementary Schools, with the school trip admission rates implemented. The Center has served a large number of the 96 Title I schools on Oahu throughout the years since the opening of the facility.

5. Describe the geographic coverage.

The Hawaii Children's Discovery Center predominantly serves local residents in the State of Hawaii (70% Kamaaina and 15% Military), but also has a dedicated following from the mainland and abroad. Most of the local visitors to the Center are Oahu-based (covering the entire island from Nanakuli to Kailua and from Waimanalo to Kahuku), with a smaller group coming from the neighbor islands. An estimated 15% of our annual guest admissions comes from visitors to the islands (international and domestic origins).

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;

Scope of Work

The Hawaii Children's Discovery Center is seeking grant-in-aid support to upgrade elements of our facility that are over 25 years old and are beginning to fail, decreasing the learning experience of Hawaii's children and families when visiting the Center.

The Center is looking to fund efforts to resolve the following critically needed repairs:

- Restoring our aging building back to its original standards and upgrading facility ingress and egress to maximize safety and security.
- Improving the appearance and usefulness of the indoor amenities that have experienced over 25 years of wear and tear.
- Enhancing the aesthetics and condition of the interior spaces of our well-worn facility.
- Creating a much more pleasant atmosphere by restoring healthy air quality and comfortable conditions.

Tasks

- 1) Address building maintenance issues including the demolition and replacement of existing fire doors that are over 25 years old.
- 2) Remove and replace flooring in select areas – primarily using carpet tiles where more can be ordered to replace in the future (but may also include rolled carpet and other flooring types).
- 3) Refurbish and repaint the discolored, fading and varied color of our interior walls in select areas and displays.
- 4) Replace the 14 year old compressor that was recently discovered, during the chiller replacement, to be corroded beyond repair and whose failure could occur at any time.

Responsibilities

The Hawaii Children's Discovery Center, represented by Liane Usher, Board Chair & President, with input from a highly qualified Board of Directors, shall be responsible for leading and coordinating the refurbishment and replacement of the elements defined in this application, and hiring all entities related to the execution of the tasks listed above.

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

Below are milestone steps and outcomes to complete the Center's modernization projects including the fire door replacements, repainting of walls and displays, flooring replacement, and chiller compressor replacement -- from planning and preparation, soliciting of bids from flooring companies, staff/board to review and approve contract award, purchase and shipping of flooring and compressor materials, and installation/painting:

July 2024

- Planning Meetings for Internal Final Scope of Work Approvals
- RFP Documents Prepared & Issued to Bidders

August 2024

- Bid Acceptance and Award for Services
- Purchase of Floor Carpeting Tiles and Shipping
- Purchase of Compressor and Shipping

September 2024

- Fire Doors Replacement Work
- Repainting of Walls and Displays
- Compressor Replacement
- Flooring Replacement
- Inspection and Approvals

Notes: Because of the major renovation of displays and fire doors, the Center will need to be completely closed to the public for an estimated two weeks – a large step for our organization. At the beginning of the school year, there is generally a slower traffic period, and the full extended closure is best during that timeframe. If all the work cannot be completed in September, there may be a week or two outside of school breaks where some work can be accomplished, such as flooring replacement of one display at a time. A couple of days will be necessary at the end of the painting process where the smell can dissipate, and the air cleared for the return of children to the Center.

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

Quality Assurance

The Discovery Center shall ensure quality through its capable leadership, staff, and oversight by the Board of Directors. Both the purchasing and construction costs shall be monitored by the Center's President, Liane Usher, and any deviation in from the contracted services or deliverables shall be addressed and resolved before any additional expenditures are made. The extensive industry experience of the Project Manager and the Exhibits Maintenance staff will provide an exemplary oversight of the work to be implemented.

Evaluation

The Hawaii Children's Discovery Center will establish a framework for evaluation that defines metrics for evaluation. These would include:

- Review of proposals, contracts and agreements by President and Project Manager – to complete the formal process of contracting/invoices within state requirements
- Implementation of the various refurbishment and construction projects through effective scheduling – to complete the project within the timeframe required
- Oversight and inspection of work on a daily basis during installation and application by staff – to complete the project with quality installation
- Rigorous accounting practices by staff to ensure compliance with estimates and purchase orders – to complete the project within budget

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.**

By the end of the grant period, the Hawaii Children's Discovery Center will have completed the following modernization projects:

- 6 Fire Door Replacements
- Repainting of Walls and Displays:
 - Ground Floor: Fantastic You Room, Special Event Room, Your Town Bank, Town Market, Honolulu Fire Department Room, Corridor Walls by Stairs, Lobby Walls by Restroom, Kids Café
 - 2nd Floor: Wall by Stairs, Store White Batten (face only), Hawaiian Air Wall, Aloha Tower Columns
 - Mezzanine: Elevator Lobby Walls
 - 3rd Floor: Elevator Lobby Walls
 - 24 Metal Doors and Frames throughout Center
- 13,000 s.f. of Flooring Replacement with Carpet in 3 Major Galleries:
 - Fantastic You! Gallery
 - Your Town Gallery
 - Hawaiian Rainbow Gallery
- A1 Compressor Replacement in Makai Chiller

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](#))

Budget documents attached.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 296,971	\$ 0	\$ 0	\$ 0	\$ 296,971

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

No further requests are planned for funding this capital project.

- 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.**

None.

- 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 2025 for program funding.**

None.

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

As of December 31, 2023, the Hawaii Children’s Discovery Center’s unrestricted current assets are \$10,275,868.

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.

Organizational Leaders Assembled

The Hawaii Children's Discovery Center is managed by a small but professional staff, governed by a 12-person Board of Directors, and has operated in a debt-free environment for over 30 years. Led by President & Chair of the Board, Liane Usher, the Center's staff are educators by schooling and trade. The Board is comprised of leaders within the community and business worlds.

Membership Growth Shows Impact in Community

Known largely through word of mouth, the Center has experienced an increasing number of visitors each year, highlighting the community impact we are making. Pre-pandemic, the Center served approximately 100,000 people annually. In 2020 we served approximately 35,000 people due to the negative effects of COVID-19. In 2022, as the Center recovered from the effects of the pandemic, we increased our attendance from 41,000 in 2021 to 63,000 in 2022 and 74,000 in 2023. Our programs continue to flourish and school groups visiting the Center showed increased regularly as we recover from COVID-19.

Related Experience

When working within a 25 year old facility, Hawaii Children's Discovery Center staff have become strong advocates for continually focusing on facility maintenance and gallery upkeep to maintain the internal and external facility/exhibit spaces. Staff members Liane Usher and Dennis Leong actively managed these recent projects with external contractors:

- Exterior Painting: A sizeable repainting project was completed on the full exterior of the Center's facility. In keeping with the child-like colors and themes, the exterior refresh would now showcase the excitement of what awaited the children inside.
- Re-Roofing Project: The Center's lanai and lobby roof was found to be leaking during a heavy rainfall; therefore, one section of the lobby roof was successfully replaced in 2023.
- Electrical Upgrades: In 2023, the Center repaired and replaced the exterior floodlights and conduits/outlets on the outdoor courtyard, for added security 24/7 and for evening use of the courtyard.
- Elevator Upkeep: In 2023, an elevator overhaul was completed, where the contractor pumped out the oil from the elevator mechanisms and pistons and found that traces of tiny metal shredded in the system and were affecting the elevator sensors. A thorough cleaning of the mechanisms was completed, to allow the elevators to continue servicing the Center safely and effectively.

2. Facilities

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

The Hawaii Children's Discovery Center is located at 111 Ohe Street, Honolulu, HI 96813. An agreement was created with the State of Hawaii to lease the former Kewalo Incinerator (Building Tax Map Key: 2-1-60: POR 4) in Kaka'ako, Honolulu, Hawaii. This agreement was executed between the Center and the State of Hawaii by the Hawaii Community Development Authority in June 1996, for a 40-year charitable lease at \$1 per year rent, with an option to renew for another 10 years. At the time of the execution of the lease, the parcel was bounded by Ohe, Olomehani, and Koula Streets, and contained 54,113 square feet.

As specified in the lease, the Center and assumes "the full and sole responsibility for the condition, operation repair, replacement and maintenance of the Premises." All exhibits have been specially designed and fabricated for extensive usage by audiences of all ages. Exploration and play prevail throughout the Center's interactive exhibits, which have all been designed with particular attention to durability and safety.

Throughout the Center, children can explore five major themed galleries where they can investigate and discover things about themselves and the world using "real" objects, as well as those realistically created, to acquaint them with the world beyond our island shores.

The interior of the 45,000 square foot facility includes a combination of exhibit space, classrooms, office space and a café. The first floor includes the galleries, Rainforest Adventures, Fantastic You, and Your Town. The first floor also houses a preschool classroom, special events room and our Kids Café. The mezzanine level of the Center includes office space, boardroom, and two classrooms used for educational programs. The second floor houses our Hawaiian Rainbows Gallery, and the third floor houses our Your Rainbow World Gallery. The Center also has an outdoor courtyard that is used for special events and programs.

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.

Two staff members and one board member will oversee the execution of these capital projects:

- Liane Usher – President & Chair of the Board: Liane is responsible for all day-to-day operations and is responsible for overseeing the development of the Center's exhibits and educational programs. She received a Bachelor's Degree in Elementary Education and Psychology from Wheaton College and a Master's Degree in Education from Harvard University. Liane has served in this position since 2012, and prior to that was the Director of Exhibits & Programs at the Center for ten years. She will be responsible

for overseeing the implementation of the various projects, scheduling meetings with contractors, and providing reporting for the grant.

- Dennis Leong – Exhibits Maintenance: Dennis, a part-time staff member, is responsible for the maintenance of the Center's facility and exhibits. With a distinguished 21-year career at the Federal Aviation Administration, Dennis was recognized for his expertise in maintaining and engineering facilities crucial for aviation safety. Holding a Bachelor of Science in Electrical Engineering from the University of Hawaii, Dennis has played a pivotal role in overseeing building improvement projects, managing budgets, and developing maintenance programs at the Hawaii Children's Discovery Center since 2019, upon his retirement from the Federal Aviation Administration. He will be the on-site manager of the construction projects.
- Jay Kadowaki – Volunteer Board Member (President, J. Kadowaki, Inc.): Jay Kadowaki is a key figure in Honolulu's construction industry, through his general contracting company, J. Kadowaki, Inc. Under his leadership, the company has shaped Kaka'ako's landscape with projects like Surgicare of Hawaii and the US Citizenship & Immigration offices. With over 50 years in the field, Jay Kadowaki exemplifies leadership, community involvement, and a passion for positively impacting Honolulu's dynamic landscape. He has been on the board of the Hawaii Children's Discovery Center since 2009. Jay will provide oversight for the project, as the designated project manager.

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.

Organization Chart attached.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

President	\$80,000 to \$100,000
Director of Education	\$50,000 to \$70,000
Museum Manager	\$50,000 to \$70,000

VII. Other

1. Litigation

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

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

The scope of work on this capital improvement project is not an annual cost, thus sustained funding for these projects will not be required. However, the ability to utilize the warranty periods (10 to 25 years) of the new projects' final products will allow the Center to better plan for our future upgrades and the building reserve required.

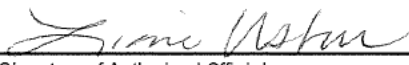
As an example of the financial strength and sustainability of this 25 year old organization, the Center's current operating budget is projected at \$1,800,00 for the fiscal year ending December 31, 2024. The Hawaii Children's Discovery Center sustains itself through a variety of earned income and generous donations. The primary sources of our revenue stream are:

- 1) Program and Events - 36%
- 2) Admission Fees – 33%
- 3) Contributions and Grants - 19%
- 4) Kids Café – 5%
- 5) Memberships – 7%

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Children's Discovery Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	296,971	0	0	0
TOTAL (A+B+C+D+E)	296,971	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	296,971	Liane Usher		808-524-5437
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			1/17/24
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
TOTAL BUDGET	296,971	Liane Usher, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Children's Discovery Center

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Children's Discovery 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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION (Installation, Supplies and Labor)	0	0	174604	0	0	0
EQUIPMENT	0	0	122367	0	0	0
TOTAL:			296,971			
JUSTIFICATION/COMMENTS:						
<p><u>Equipment (\$122,367):</u> 1) Makai Chiller - A1 Scroll Compressor & Drier Core \$4,167; 2) Fire Doors - \$54,000; 3) Tile Carpeting - \$64,200</p> <p><u>Construction (Installation, Supplies and Labor) (\$174,604):</u> 1) A1 Compressor Installation \$2,920; 2) Repaint Walls and Displays - \$27,000; 3) Electrical Work to Disconnect/Reconnect Electrical to Doors - \$7,200; 4) Drywall Patching at Fire Doors - \$5,910; 5) Daily Cleanup and Final Cleaning \$4,607; 6) Trash Bin - \$900; 7) Project Management & Supervision - \$13,074; 8) Insurance - \$4,180; General Excise Tax - \$5,138; 9) Project Fee - \$20,783; 10) Flooring Demo and Installation - \$67,900; 11) Paint & Supplies - \$3,500; 12) Labor for Fire Door Removal and New Installation - \$11,492.</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Children's Discovery Center

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not applicable				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

