

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

Nathan Gyotoku, Executive Director
PRINT NAME AND TITLE

1/5/2024
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: JAPANESE CULTURAL CENTER OF HAWAII

DBA/Trade Name: JAPANESE CULTURAL CENTER OF HAWAII

Issue Date: 01/09/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX6147
UI#: XXXXXX1424
DCCA FILE#: 67621

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, HAWAI'I 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, 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.

Japanese Cultural Center of Hawai'i
(Typed Name of Individual or Organization)


(Signature) 1/5/2024
(Date)

Nathan Gyotoku
(Typed Name) Executive Director
(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 Japanese Cultural Center of Hawai'i confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i 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 Japanese Cultural Center of Hawai'i (JCCH) serves as a primary gathering place in urban Honolulu; in the Mō'ili'ili neighborhood, the JCCH works in partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center, Old Town Mō'ili'ili Business Association and the new Innovation Center.

The Administrative Office building serves as home to organizations such as the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawaii, KZOO radio, Nippon Golden Network, and two major tea schools utilize the Seikoan teahouse. In addition to the JCCH offices, the Administration building houses the Tokioka Heritage

Resource Center, a repository for rare historical documents, photos, and books on the history of Japanese in Hawai'i.

The Community Services building houses the dōjō where twelve different martial arts schools from around Honolulu teach traditional Japanese martial arts – including kendo, karate, judo, and aikido. The historical gallery Okage Sama De, with the Ellison Onizuka collection, is also housed on the first floor of the Community Services building. Through private funding, JCCH hosts over 5,000 elementary school children and teachers yearly (pre-pandemic) through the historical galleries. JCCH volunteer docents and interpretive guides lead classes and the public through cultural and historical tours.

The Community Services building is also home to the Honouliuli Education Center; the center provides visitors with a chance to learn about the history and experience of Japanese Americans who were incarcerated in Hawai'i during World War II and services as a starting point for tours to the historical site of the Honouliuli National Monument (located in Kunia).

The Generations Ballroom, located on the 5th floor of the Community Services building, serves as the venue for JCCH festivals and is a popular venue for public and private gatherings. The Generations Ballroom is managed and operated by Bamboo Catering.

The JCCH serves as a valuable and accessible crossroads for Honolulu and the island of O'ahu; bringing together community, business, and cultural organizations in innovative ways while also perpetuating and preserving the history of Japanese in Hawai'i.

2. The goals and objectives related to the request;

The goal of this FY2025 CIP request is to assist JCCH with maintenance and renovation of one of our greatest assets -- our facilities. Of primary concern is the replacement of the two (2) Parking Garage Elevators and one (1) Service Elevator in the Phase II project. These elevators are 30-years old and are all original to the building.

The condition of these three elevators is average -- and they adequately manage the building traffic for their intended use. Nevertheless, there are known obsolete components that may pose potential problems regarding repair or upgrade costs should they fail in the future. The time during which the elevator will be out of service is also a concern. Examples of obsolete components in these elevators include the printed circuit, drives, and buttons. In 2023, Parking Garage Elevator #2 was out of service for an extended period due to a motor armature failure, which required several months to repair.

The short-term objective is to safely replace these needed elevators, for open access to JCCH services for our many clients and partners throughout the community. In the long-term, JCCH's objectives for the facility's capital improvement plans are to:

1. Identify, evaluate, prioritize and address the capital needs of the public facilities outlined in the reserve study of the JCCH based upon physical and financial analysis;
2. Identify and determine capital projects to be repaired or replaced through the JCCH building fund and projects to be repaired or replaced through public and private funding;
3. Annually monitor and evaluate repair or replacement of facilities projects to ensure building maintenance;
4. Develop short and long-term funding plans to address the priority capital projects.

3. The public purpose and need to be served;

The mission of the Japanese Cultural Center of Hawai'i is "to be a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i."

We do this through relevant programming, meaningful community service and innovative partnerships that enhance the understanding and celebration of our heritage, culture and love of the land. To guide us in this work we draw from the values found in our Japanese American traditions and the spirit of Aloha. We aspire to co-create a society where a deeper knowledge of one's heritage and a profound understanding of oneself will enable enlightened connections among all people.

The Japanese Cultural Center of Hawai'i is currently home to many community groups, including the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawai'i, KZOO Radio (1210-AM), Nisei Veteran's Legacy, Hawai'i Japanese School (Rainbow Gakuen), Nippon Golden Network, Diagnostic Laboratory Services, Urasenke Foundation, and the JCCH Generations Ballroom.

The Community Services building houses the dōjō where twelve different martial arts schools from around Honolulu teach traditional Japanese martial arts – including kendo, karate, judo, and aikido. The historical gallery Okage Sama De, with the Ellison Onizuka collection, is also housed on the first floor of the Community Services building. JCCH hosts over 5,000 elementary school children and teachers yearly through the historical galleries. JCCH volunteer docents and interpretive guides lead classes and the public through cultural and historical tours. The Community Services building is also home to the Honouliuli Education Center.

Serving as a community gathering place, on the fifth floor of the Community Services building, the Generations Ballroom hosts community meetings, events, family celebrations, educational programs, and many nonprofit gatherings.

4. Describe the target population to be served;

The Japanese Cultural Center of Hawai'i serves as a gathering place in the center of Honolulu, reaching over 44,000 guests annually. Current normal day-to-day operations of tenants brings approximately 40-50 residents to the JCCH daily, 300-400 visitors per day to the Japanese Cultural Center galleries, over 6,000 people attending the on-site 'Ohana Festival, and over 37,000 guests attending functions in the Generations Ballroom annually.

Community Service Building visitors include JCCH members and supporters, nonprofit organizations, and private entities using the Generations Ballroom. Repeat users of the Generations Ballroom include the State of Hawai'i Department of Education, the State of Hawai'i Department of Transportation, Locations Hawai'i, the Japan America Society of Hawai'i, the United Japanese Society of Hawai'i, and the Honolulu Japanese Chamber of Commerce.

5. Describe the geographic coverage.

The Japanese Cultural Center of Hawai'i sits in the heart of Mō'ili'ili, located at 2454 South Beretania Street. In the immediate neighborhood, the JCCH works in close partnership with the University of Hawai'i Mānoa, Mō'ili'ili Community Center and the Old Town Mō'ili'ili Business Association.

The JCCH and its tenants, like NGN and KZOO, serve statewide constituents through programming.

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;

There are a total of four (4) elevators at JCCH and they are all of the same design but serve a different number of floors: 1 Office Elevator, 1 Service Elevator and 2 Parking Elevators. In August of 2021, Innovative Elevator Consulting, Inc. (IEC) conducted a survey of the elevators at JCCH to identify existing equipment data, assess the overall operating condition of the elevators and develop a recommended scope of work for the planned modernization.

The Administrative Office Elevator was successfully replaced in 2022, as Phase I of this modernization project. For Phase II of the elevator project, the requested work will be done on the two (2) Parking Garage Elevators and one (1) Service Elevator. These were manufactured and installed in 1994 by Montgomery Elevator. Originally, these

elevators had a life expectancy of 25 years, but they have surpassed this expectation, currently standing at 30 years of operation.

In the 1990s, these elevators represented a technologically advanced system, employing early solid state functions with a geared hoist machine. However, as technology progressed, so did elevator systems. This progression has led to improvements in safety, performance, and reliability within the elevator industry. Unfortunately, the advancement of technology also meant the obsolescence of older systems, resulting in certain components of the existing elevator equipment no longer being supported or manufactured.

The Parking Garage Elevators work as a team through communication and coordination. Therefore, if a comprehensive modernization is planned, it is advisable to sequentially upgrade both elevators. The Service Elevator works alone, and it may be done as a stand-alone modernization.

Elevator Machine Room

The elevator machine room is readily accessible through the stairwells, and the route from the stairwell to this room is unobstructed. Upon exiting the stairwell at the rooftop, one can easily access the machine room. Furthermore, this room provides sufficient space for the removal and installation of new equipment.

Consequently, we anticipate no complications regarding equipment mobilization from the bidders. Additional work will be necessary in the elevator machine room, which extends beyond the scope of elevator-related tasks. This supplementary work encompasses areas such as electrical systems, fire alarms, lighting, emergency power, and other related tasks. The elevator machine room's cooling system operates via a split air conditioner. The primary function of this air conditioning unit is to maintain a cool environment for the microprocessor control system. Additionally, it conditions the air by eliminating impurities in the air.

Elevator Controller

The machine room houses the elevator equipment, including the control system and hoist machine. The existing control system contains outdated components that are no longer produced by either the original manufacturer or third-party sources. Modern elevator control systems are primarily composed of printed circuit boards and enhanced drive systems, enhancing the performance, reliability, and safety of elevators.

Therefore, an integral part of an elevator modernization involves replacing the elevator control system. The new controllers will also be microprocessor-based but will incorporate updated components. These include digital mechanisms for controlling all functions, such as elevator positioning and leveling. The new systems exhibit high reliability, and troubleshooting is simplified with on-board diagnostics and plug-in tools for comprehensive problem-solving. The drives that control the hoist machine motor are more advanced, enabling smoother acceleration and deceleration while maintaining superior control.

These systems have fewer parts and are designed in a modular fashion. Consequently, troubleshooting becomes significantly easier via the modules. In case of failure, the entire module or board is replaced instead of expending unnecessary resources to identify specific issues within the module or board.

Elevator Geared Hoist Machine

The current geared hoist machinery bears a resemblance employed in motor vehicles, specifically using a "ring and worm" gear mechanism. These existing hoist machines were produced by Montgomery Elevator.

The suggested course of action is to replace the old machines with new gearless ones, incorporating the most recent technology featuring permanent magnets as the movement source. These machines do not have exposed parts, eliminate the need for oil lubrication, and require minimal maintenance. Based on industry experience, gearless machines demonstrate significant longevity, with a lifespan of 20-25 years being quite typical.

Elevator Door Components

The current door operators, including the "closed loop" model, possess flexibility and adaptability. Technicians have the capability to modify these operators to accommodate various conditions, such as wind. However, these door operators contain obsolete printed circuit boards. If a refurbished board is unavailable, the entire door operator must be replaced to restore elevator functionality.

Wind poses a persistent issue, particularly for the Parking Elevators. With fluctuating wind conditions daily, there are days when the elevator doors move rapidly and forcefully, or alternatively, days when they are sluggish and struggle to close.

Door complications constitute approximately 70-80% of all elevator issues. Therefore, by addressing these problems and implementing necessary upgrades to the door systems, overall operation will improve significantly. The new closed-loop door operation enables the operator to respond effectively to varying conditions, such as wind, through immediate feedback between the motor and closing devices. Along with brand-new locks and closure systems, the hoistway doors will undergo a substantial upgrade, enhancing reliability.

Elevator Hoistway & Pit Equipment

The current hoistway and pit equipment have minor evidence of corrosion which is expected at this stage of life. The windy conditions and moisture will find its way into the hoistway, but can be easily addressed with minor abatement and painting. There is rust on the pit equipment that can be addressed with wire brushing and painting.

Elevator Car Enclosure & Signal Fixtures

The elevator car enclosure, constructed from steel, remains in excellent condition. Minor corrosion abatement and a fresh coat of paint will rejuvenate the steel, akin to the hoistway equipment. There is potential to increase the overall height of the elevator cab,

should the property express interest. While a 4-6" increase may seem insignificant, every inch proves crucial when transporting large objects via an elevator.

In any modernization effort, addressing the interior finishes often yields the most visually striking and impactful results. This encompasses the wall panels, handrails, ceiling, and flooring. Furthermore, all buttons and digital indicators will undergo an upgrade, with a variety of illumination colors available. It is important to note that all new fixtures will comply with ADA standards for both visual and audible indicators.

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

Below are milestone steps and outcomes to complete the elevator modernization of the two Parking Elevators and one Service Elevator, including preparation of bid documents, soliciting of bid from elevator companies, bid result for the Board to review to contract award, purchase and shipping, and installation:

July 2024

- RFP Documents Prepared

August 2024

- RFP Issued to Bidders
- Mandatory Pre-Bid Meeting

September 2024

- Bid Due Date
- Bid Results to Board
- Bid Results Review

October 2024

- Bidder Interviews
- Contract Awards

November - December 2024

- Purchase of Elevators and Shipping

January – February 2025

- Installation of Parking Elevators 1 & 2
- Inspections and Approvals

March – April 2025

- Installation of Service Elevator
- Inspections and Approvals

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

The elevator installations will be overseen by Innovative Elevator Consulting, whose principals have decades of experience with elevator modernization projects. Once installed, the JCCH will enter a service contract with the elevator manufacturer for preventive and emergency maintenance. Under the service contract, quarterly maintenance and annual inspections will be completed.

The elevators will be under warranty by the manufacturer as well, though at this time we are unable to specify the details of the warranty until procurement begins. We anticipate the useful life of the new elevators to be 20-25 years.

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, JCCH will have completed the replacement of the two Parking Elevators and one Service Elevator in the Community Services Building.

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
\$150,000	\$350,000	\$350,000	\$150,000	\$1,000,000

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

For the current elevator replacements for FY2025, the remaining funds for the Community Service Building elevators will be allocated from the JCCH Facility Reserve Fund (or may require a subsequent GIA request for the final elevator(s), depending on funding amount allocated in FY2025).

A combination of government grants, individual giving, foundation giving and planned gifts, along with allocation from the JCCH Facility Reserve Fund will provide the necessary resources to complete our three-year plan for all four of the facilities' elevators to be replaced.

- 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.**

Please see Government Contracts, Grants, and/or Grants In Aid attachment.

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

As of December 31, 2023, the Japanese Cultural Center of Hawaii's unrestricted current assets are \$12,824,260.

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.

The Japanese Cultural Center of Hawai'i, with its buildings just over 30 years old, is in a continual process of maintenance, upgrading, renovation to keep the staff, tenants, visitors and community safe while on campus.

Projects previously undertaken and successfully completed in the last three years at the JCCH include the Administrative Building elevator replacement, concrete spalling repairs, and skybridge drainage repairs. Work on modernizing the Administrative Services Building's elevator is beginning in 2024.

The JCCH capital reserve plan of 2016 to 2018 identified a total of \$990,490.00 in additional replacement and repairs. Replacements, repair and/or modernization projects requiring immediate attention include concrete repair, replacement of exhaust fans, upgrades to the fire alarm system, removal and replacement of failing ceiling insulation in the Generations Ballroom, retrofitting of interior light fixtures, and parking garage deck sealcoat. JCCH is already addressing the highest capital priorities through their building reserve fund, capital fund, private and public sources.

Along with the reserve study plans, the JCCH is anticipating a large-scale sustainability project aimed at improving the JCCH's energy and water consumption, and its solid waste production. Phase I of the project was an LED retrofit for the entire campus and an HVAC redesign of the Community Services building. This subproject was anticipated to save the JCCH approximately \$7,000 in monthly energy costs through efficient lighting and HVAC zone controls and scheduling. The project concluded in Fall 2023, reducing JCCH's electricity usage by 15-20%.

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 Japanese Cultural Center of Hawai'i facilities were built in the early 1990s. Professionally designed to evoke the Japanese influence on modern Hawai'i, the JCCH serves as a gathering place, offering educational programs, services and cultural events to the community-at-large.

The two-building complex, containing over 57,000 square feet, consists of a four-floor Administrative Office building (Phase I, completed in 1991), and a five-floor Community Services structure (Phase II, completed in 1994) that also includes a 270-stall parking garage. A landscaped multi-purpose courtyard and sky bridge connect the two buildings.

The JCCH is private property owned by the JCCH.

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.

The current President and Executive Director of the Japanese Cultural Center of Hawai'i, Nate Gytoku, will be the lead staff for all aspects of management for the elevator modernization project.

With over 17 years of management experience, including ten years of nonprofit management and twelve years of executive management experience, Nate has proven success at creating and sustaining growth for various private and nonprofit organizations through effective relationship building, value creation, and team building.

Nate's primary role at the JCCH is to oversee the operations of the JCCH, create a safe and positive environment for the staff, volunteers, tenants and guests of the JCCH, secure resources needed by the JCCH to fulfill its mission, and to create and foster community relationships.

Bids for the contracted work will be opened up to licensed Hawai'i companies, to provide their expertise, oversight, and materials for this elevator modernization project.

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.

Executive Director	\$110,000 to \$120,000
Chief Financial Officer	\$90,000 to \$100,000
Director of Development	\$85,000 to \$95,000

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.

Coming out of the pandemic, like most non-profits, the JCCH has begun a new strategic planning process to better access community funding for the future, with a strong earned-income model for sustainability. The three areas of funding sustainability that are currently being implemented by the staff and board of the JCCH:

- 1) Rental Income: The Japanese Cultural Center of Hawai'i has conducted a comparison analysis of the rent value for each of its buildings. Using this data, the JCCH moved its administrative offices to the 2nd floor, opening up ground floor units for rental, which should net higher rental income.
- 2) Fundraising Income: This includes a formalized plan for a mid-level gifts, major gifts and planned giving program, hiring of a development officer, mapping out a grant funding plan for the future, and conducting a formalized stewardship program for funders.

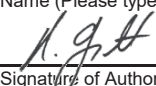
- 3) Fee-For-Service Income: The JCCH is considering more fee-for-service programs such as research, archive access, training, gallery tours, and mission-related item sales. Tanoshii Hawai'i, JCCH's week-long summer fun program, provided a model of earned income plus grant funding to create income for JCCH's programs.

The net new facility income gained from leveraging higher rents from ground floor suites, lowering monthly operating expenses through efficiency, and lowering the burden for facility income to cover program expenses through better fundraising, the JCCH anticipates accelerated reserve fund growth. This will allow the JCCH to better plan for future projects.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Japanese Cultural Center of Hawai'i

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
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	1,000,000	0	0	185,000
TOTAL (A+B+C+D+E)	1,000,000	0	0	185,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Nathan Gyotoku 808-218-6724		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	185,000	Signature of Authorized Official Date		
TOTAL BUDGET	1,185,000	Nathan Gyotoku, President & Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Japanese Cultural Center of Hawai'i

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: Japanese Cultural Center of Hawai'i

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			35000	20000		
CONSTRUCTION (Installation)			50000	10000		
EQUIPMENT			915000	155000		
TOTAL:			1,000,000	185,000		
JUSTIFICATION/COMMENTS:						
DESIGN - Elevator Consulting/Project Management fees (\$55K); CONSTRUCTION - Installation costs for related work contractors (\$50K + \$10K contingency); EQUIPMENT - 2 Parking Elevators (\$700K) + 1 Service Elevator (\$350K) + Contingency (\$20K)						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Japanese Cultural Center of Hawai'i

Contracts Total:

593,596

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Operating - Ho'ohana Program	7/1/2023	Department of Business, Economic Development & Tourism	State of Hawaii	40,000
2	Capital - Replacement of the JCCH Administrative Office elevator in the Phase I building	4/1/2023	Department of Labor and Industrial Relations - Office of Community Service	State of Hawaii	350,000
3	Capital - Concrete spall repairs to the JCCH Administration building and Community Services building, as well as for booster pumps and a compressor to improve and upgrade HVAC systems	July 1, 2019 - June 30, 2020	Department of Labor and Industrial Relations - Office of Community Service	State of Hawaii	125,000
4	Operating - JACS - Starting fresh: gathering primary sources to improve the JCCH Hawaii Internee Directory	8/1/2022	National Park Service	U.S.	63,596
5	2023-24 Biennium - New Year's Ohana Festival - Cultural programming support	1/1/2024	Hawaii State Foundation on Culture and the Arts	State of Hawaii	15,000
6					
7					
8					
9					
10					
11					
12					



EXHIBIT A - SCOPE OF WORK SUMMARY CHART

JAPANESE CULTURAL CENTER - Modernization Scope Recommendations	
	<u>Scope of Work</u>
<u>Machine Room Data</u>	
Machine	New PMAC Gearless Hoist Machine
Control System	NEW Microprocessor Control System
Hoist Cables	New
Governor Type	New, Including Tail Sheave
Governor Cable	New
<u>Car Data</u>	
Cab Shell	Retain Existing; clean and paint car top
Cab Fronts	Clad with Brushed Stainless Steel
Cab interior Walls, Handrails, Ceiling & Flooring	Allowance of \$25K per cab
Car Door	New
Car Door Finish	Brushed Stainless Steel
Car Door Equipment	Retain with some new components
Car Roller Guides	Retain & Completely Refurbish
Door Operator	New Closed-Loop Model
Door Protection	New
<u>Hoistway Data</u>	
Entrance Frames	Alternate for Electrostatic Painting
Hoistway Doors	Alternate for Electrostatic Painting
Hoistway Door Equipment	Retain tracks; New Interlocks, NEW Spirators, Rollers & Upthrusts, Gibs
Car & Counterweight Buffers	Retain & Completely Refurbish
Pit Ladder	Retain; modify to meet Code
<u>ADA Fixture Data</u>	
Car Operating Panel	New
Car Position Indicator	New; Alternate for Digital Video Display
Hall Buttons	New
Hall Position Indicators	New at Lobby
In-Car Lanterns	New Dual Lanterns
Hoistway Access	New
Fire Service Operation	New
<u>Related Work Data</u>	
Electrical	Retain existing; modify as necessary for new equipment
Fire Life Safety	Integrate with Building System
Machine Room AC	Retain with modifications due to louver
Louvered Vents	New
Emergency Power Integration	??



JCCH Organization Chart

Nate Gyotoku
President & Executive
Director

Administration

Jamie Lee
Chief Financial Officer

Quinn Tanaka
Admin Coordinator (PT)

Development

Beth Iwata
Director of Development

Lisa Furukawa
Sr. Development &
Marketing Coordinator

Programs

Scott Kitano
Program Manager
(Education)

Alina Katase
Sr. Program Coordinator
(Outreach)

Products

Allison Kuranishi
Gift Shop Manager

Archives

Deyynn Kochi
Archive Manager

Board of Directors

Fundraising &
Membership

Governance

Budget & Finance

Facilities & Operations