





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:** KAUAI MUSEUM ASSOCIATION, LIMITED

**DBA/Trade Name:** KAUAI MUSEUM ASSOCIATION, LIMITED

**Issue Date:** 01/16/2025

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-0773740544-01

FEIN/SSN#: XX-XXX5151

UI#: XXXXXX4009

DCCA FILE#: 1503

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 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.

Kaua'i Museum Association, Ltd.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

Albert (Chuck) Boy Chock

\_\_\_\_\_  
(Typed Name)

1/15/2025

\_\_\_\_\_  
(Date)

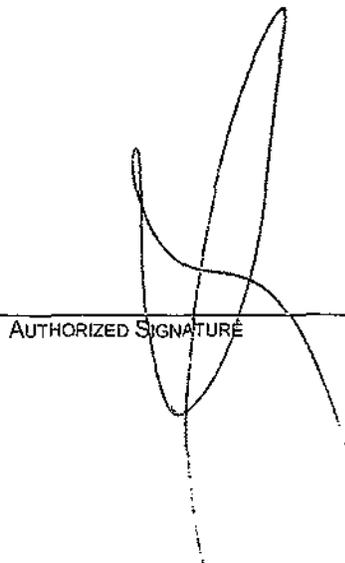
Executive Director, Kaua'i Museum Association, Ltd.

\_\_\_\_\_  
(Title)

## 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



Albert (Chucky Boy) Chock

PRINT NAME AND TITLE

1/15/2025

DATE

## Application for Grants

***If any item is not applicable to the request, the applicant should enter "not applicable".***

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2024.

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

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

#### **3. Public Purpose**

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

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background; See Attached Section II. Background and Summary
2. The goals and objectives related to the request; See Attached Section II. Background and Summary
3. The public purpose and need to be served; See Attached Section II. Background and Summary
4. Describe the target population to be served; and See Attached Section II. Background and Summary
5. Describe the geographic coverage. See Attached Section II. Background and Summary

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

#### **IV. Financial**

**Budget** See Attached Pages Section IV. Financial. Budget 1.

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 250,000	\$ 93,779.33	\$ 93,779.33	\$ 93,779.34	\$ 531,338.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026. None to date
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. N/A

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 2026 for program funding.

\*County of Kaua'i Innovation Grant (03.21.22-03.21.23) for Virtual Exhibit Tour (not related to this capital project)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\*Unrestricted Assets Total (includes both current and fixed Assets as of 12.31.24): \$2,158,7800

## **V. Experience and Capability**

**1. Necessary Skills and Experience** See attached Section V. Experience and Capability

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

**2. Facilities** See attached Section V. Experience and Capability

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

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

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

See attached Section VI. Personnel: Project Organization and Staffing

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

**2. Organization Chart**

See attached Section VI. Personnel: Project Organization and Staffing

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

**3. Compensation**

See attached Section VI. Personnel: Project Organization and Staffing

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

## **VII. Other**

### **1. Litigation**

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

### **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. N/A

### **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. N/A

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

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is: N/A . This is a one-time capital project

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

## **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:**

Founded in 1960, Kauai Museum remains the only general history museum for the islands of Kaua'i and Ni'i'hau. Serving as one of our islands significant heritage institutions, Kaua'i Museum houses cultural treasures, works of art, and priceless artifacts found nowhere else in the world.

For the past 65 years, Kaua'i Museum has remained steadfast in our mission to inspire and promote an appreciation and respect for the indigenous and immigrant people of Kaua'i and Ni'i'hau. By working in active cooperation with the incigenous and immigrant people, Kaua'i Museum helps sustain their respective cultures in the contemporary world; developing and preserving outstanding collections which reflect their heritage and artistic achievements; creating appropriate exhibits, publications, and educational programs which serve the entire community; offering access to archives and artifacts for research; and providing an opportunity for local artists and students to exhibit their creations.

### **2. The goals and objectives related to the request:**

Partially due to it's central location in Lihue, Kaua'i Museum is being over-run by those very complexities of this contemporary world. Currently, the museum is completely exposed with no exterior boundaries separating the museum from the main sidewalks and parking areas in the middle of Lihue; this has led to many incidents of homeless people trespassing in the museum courtyard and steps throughout the night and even incidents of vandalism with broken windows and marks on the newly commissioned statues in the front lawn.

Despite installing security cameras and continuing to work with law enforcement on these matters, the problem persists. The museum realizes that an immediate deterrent must be put into place. To date, nothing irreplaceable has been damaged or stolen from within, but it remains only a matter of time before we start to lose pieces of our history. Thus, it is an absolute necessity that the museum now erect security fencing to ensure that the buildings and the collections they house remain safe and secure; and Kaua'i Museum remains a trusted repository of historical and cultural collections.

Kaua'i Museum's Board of Trustees and Executive Director determined that secure, 7 ft, wrought iron "palace" fencing will be constructed on three sides of the property. The three exposed sides currently offer unrestricted access onto museum grounds. As the Executive Director Chucky Boy Chock and Board of Trustees have determined, this

“palace” fencing will serve as a “beautiful deterrent” that will allow the museum to maintain our due diligence as a historical repository and culturally significant institution.

A rendering of the proposed fencing has been submitted and the project will be similar to the "palace fencing" styles found around many historical institutions, mainly throughout `Oahu. Kauai`i Museum's Executive Director and Board of Trustees are deeply aware of the responsibility that the museum holds as a the only general history museum for Kaua`i and Ni`ihau and a significant Hawaiian heritage institution. With numerous priceless artifacts and one-of-a-kind treasures, the security of the museum is of utmost importance.

Goal 1: Kaua`i Museum's entire collection of permanent exhibits are housed solely in the Wilcox and Rice buildings, these two buildings serve as our islands main historical repository with priceless artifacts and treasures found nowhere else in the world. The primary goal of this project is to ensure that Kaua`i Museum remain a safe and secure repository for the countless historical artifacts, art collections, and commissioned exhibits. The overall goal is that Kaua`i Museum may continue to house these priceless, cultural artifacts and continue to share the story of our islands thereby perpetuating and preserving the history and culture unique to Kaua`i and N`ihau.

Goal 2: The secondary goal of this project is to preserve both the Rice and Wilcox buildings as the structures themselves are important pieces of our island's history and iconic landmarks in the center of Lihu`e town. These buildings, especially the Albert Spencer Wilcox building, are as historically and culturally significant as the artifacts found within their walls. The Historic Hawai`i Foundation decreed the Wilcox Building as "a particularly fine example of a truly indigenous style of architecture, completely original to Hawai`i with no counterpart anywhere else and is one of the few surviving Hart Wood designed buildings on the island of Kaua`i." The aforementioned project will ensure that both these goals are met and that the Wilcox and Rice buildings will continue to serve our island as historical repositories and cultural landmarks for decades to come.

### **3. The public purpose and need to be served**

As previously stated, Kaua`i Museum serves the entire populations of Kaua`i and Ni`ihau as the main historical repository and Hawaiian heritage institution for both islands. Kaua`i Museum now faces a dire challenge to maintain the security and integrity of these priceless collections, artifacts, and archives that make up the history of Kaua`i and Ni`ihau. Over the past few years, the incidents and severity of vandalism and trespassing has steadily increased, reaching what is now a severe pinnacle that requires immediate action and a permanent resolution.

As an example of the severity of the situation, the list of recent incidents include, but is not limited to the following:

- (21) broken windows (i.e. broken picture window and tempered glass). Both incidents caught on camera, vandals were caught, prosecuted, and re-eased. The incidents continued to include:
- Elevator broken into, damaged shaft (waiting on repairs). It should be noted this elevator was part of the hugely successful museum addition that was supported by the State of Hawaii Legislature.
- Damage to the museum's endemic and indigenous garden.
- Broken water valves
- Broken a.c. unit
- Forced the removal of the fully grown lauhala tree from the indigenous garden.
- Damaged museum signage
- Multiple graffiti
- Vandalism and damage to the King Kaumuali'i statue on the museum's front lawn.

This is a dire situation and we believe that the public need derives from the fact the no other institution in the State houses the same level of artifacts, collections, and archives encompassing the entire history of Kaua'i and Ni'ihau.

For example, amongst the priceless artifacts, the museum currently houses a permanent Ha'aheo O Hawai'i exhibit, the collection was returned from the Smithsonian Institution to it's rightful home in Hawai'i and is maintained within the Kaua'i Museum. Also, last year, the museum housed a Ni'ihau shell exhibit never before seen in Hawai'i and this was done in conjunction with the families from Ni'ihau. These are just two examples of the numerous historically significant and irreplaceable collections maintained within our walls; that are now in imminent jeopardy.

It is essential that the history and culture of our past remain safe and secure to pass on to future generations. Kaua'i Museum believes it is our shared kuleana, our duty to those who came before us and our purpose to those who follow that we continue to perpetuate and preserve the history and culture unique to Kaua'i and Ni'ihau.

#### **4. Describe the target population to be served**

The community served includes Kaua'i island residents (72,293 last US Census Bureau estimate 2020) and the visitor community to Kaua'i (711,920 HTA 2021 estimates).

Centrally located in the center of Lihue town, Kaua'i Museum has always been a safe, secure, gathering place for our community, hosting over 40,000 annual guests (residents and visitors). With an annually increasing number of school field trips and requests from every school on the island, Kaua'i Museum serves approximately 5,000+ of our schoolchildren for on-site activities. The museum also has a long-standing commitment of supporting the local community with one Saturday of the month reserved

as `Ohana Day providing free admission for Kaua`i and Ni`ihau residents. Kaua`i Museum services a full range of ages, with no age restrictions or limitations. Keiki (age 7 and under) receive free admission to the museum with discounted rates offered for seniors (age 65+), students, and Kaua`i kama`aina.

Specific under-resourced communities served and represented by Kaua`i Museum include the indigenous Native Hawaiian community on Kaua`i, the Ni`ihau community, and the local immigrant population on Kaua`i. From approximately one third of the island's school children, to the individual cultural practitioners, to the large number of community groups that utilize the museum's facilities and central location, the security of the museum is a priority for our entire island community.

### **5. Describe the geographic coverage.**

Centrally located in the historic main district of Lihu`e town, Kaua`i Museum's geographic coverage includes the islands of Kaua`i and Ni`ihau. It is important to note that Kaua`i Museum equally represents the island of Ni`ihau, holding many of their priceless artifacts and hosting their families annually in a celebration of the Ni`ihau culture. The very nature of its geographic isolation makes Ni`ihau especially susceptible to cultural and historical obsolescence which is why it is especially important to the Ni`ihau community that Kaua`i Museum is able to help preserve and maintain the history and culture unique to their island.

In addition to Kaua`i and Ni`ihau, with an estimated 40-50,000 annual guests, Kaua`i Museum also serves the entire State as the only general history museum representing Kaua`i and Ni`ihau, museum guests include thousands of inter-island, mainland, and international travelers.

### **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 overall project management will be led by the KM's Executive Director and Board of Trustees member Maryanne Kusaka who have been coordinating with both the architect and contractor evaluating and designating the scope of work, tasks, and responsibilities as set forth per the architect and contractors proposals.

Per the Architect proposal:

Pre-Design / Conceptual Design: (Completed to date)

- Research fence design options including Iolani Palace fence.
- Research available survey information.

- Site reconnaissance to identify/confirm specific sidewalk and curb information potentially in variance to survey information.
- Prepare 3D model of proposed fence alternatives.
- Prepare Adobe Photoshop rendering depicting potential appearance of two fence options.
- Prepare Conceptual Plans for preliminary contractor proposals and Museum budgeting purposes.

Preparation of Construction and Permitting documents.

- Coordination with Planning Department Historical Planner on K-HPRC reviews and attend Planning and K-HPRC meetings as required.
- Coordination with SHPD including filing documentation if required.

Permitting Services:

- File necessary permit applications and documents with County of Kauai.

Per the Contractor proposal:

- Required Survey for exact fencing placement.
- Rent and install Temporary safety fencing for staging area.
- Admin fees for project.
- Equipment rental for 1-2 weeks for digging footings.
- Haul excess dirt away. Form and pour footing 14 CMU 12x12 columns with rebar And filled. \* (Suggested 2 extra columns on north facing fence, (makes for a Stronger fence structure as well as match other three sides.)
- 14 columns to be stucco with ornamental casted post cap.
- \*Note; please limit fence panels to standard sizes 6',7',8' widths and 5', 6,'7' Heights.
- 37-38pc High quality Ornamental iron palace fence panels shipped and installed.

## **2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:**

The projected timeline is one year for the project. Quarter One includes pre-design/ design, conceptual design of which a rendering has already been completed, finalization of architectural /engineering plans which has also been completed. The plans are currently in the permitting process.

Contractor quotes have been received with a start date pending permitting and financing. The majority of quarter one costs will be for materials, manufacturing, ordering, and shipping of needed materials, specifically the custom 7 ft. wrought iron fencing.

Quarters two, three, and four are the construction phase and include the aforementioned scope of work set forth by the contractor and discussed in Section III, Part 2 of this proposal.

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

The implementation of the proposed project will be overseen by Kaua'i Museum's Executive Director, Chucky Boy Chock, and the Board of Trustees, specifically Board member Mrs. Maryanne Kusaka and Board President Dr. Richard Goodale. Monitoring will occur on a daily basis as the Executive Director is on-site daily. Weekly evaluation meetings will occur between the Executive Director and Board of Trustees member, Maryanne Kusaka and Board President Dr. Richard Goodale. The entire Board of Trustees and Executive Director will discuss and evaluate the progress of the project at official monthly Board meetings. Project evaluation will be based on both quantitative and qualitative measures monitoring the progress of the scope of work, adherence to the timeline, and fiscal responsibility based on the overall project 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.

As the funding request is for a capital project, the measure of effectiveness will be based on completion of the scope of work according to the timeline and budget as set forth in the proposal. The goals and objectives in terms of scope of work and timeline are outlined per the quotes/estimates provided by the independent architects and contractors. The official start date of the project timeline is pending funding.

These pre-determined objectives and the timeline will be continuously evaluated and assessed by the Executive Director and Board of Trustees to ensure that the overall goal will be met in a timely manner and under financially responsible measures. Project updates and goals met will be reported according to the standards set forth in the contract per State requirements.

**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.

Within the past five years, under the leadership of the current Board of Trustees and Executive Director, Kauai Museum has successfully implemented several similar large scale capital projects. Prior State GIA funding (pre-2020) resulted in a hugely successful museum project that included an ADA compliant elevator and additional courtyard building that has become an integral exhibit space giving the public greater access to collections never before seen on Kaua'i. Since then, the museum also commissioned and completed the addition of statues of King Kaumuali'i and his favorite wife, Kekaiha'akulou which are featured prominently on the museum's front lawn facing the main street. A large scale landscaping remodel featuring only indigenous plants was also added to the museum's front and side facing lawn space. Most recently, the museum completed a multi-stage re-roofing project for both the historic Wilcox building and adjacent Rice building along with walkways replacements rock wall repairs, and window repairs.

The same team that oversaw the multiplicity of these successful capital projects will be implementing the current proposed project for the "palace fencing" proposal.

- 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.

Kauai Museum facilities includes (3) separate structures, the historic Wilcox building, the Rice building, and the recently completed exhibit center. The (3) structures surround an enclosed open air courtyard and are connected via a covered walkway. The museum exterior and property has (3) sides that are not walled or fenced in and remain completely open and accessible to Rice Street and the subsequent side street. These are the areas where the proposed fencing project will take place.

#### **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.

List of staff and volunteers who will oversee and coordinate the program/project, as well as their title or brief job description:

Chucky Boy Chock, Kaua'i Museum Executive Director  
Dr. Richard Goodale President Kaua'i Museum Board of Trustees  
Mrs. Maryanne Kusaka, Kaua'i Museum Board of Trustees  
Isaiah Cacayan, Kaua'i Museum Board of Trustees Treasurer  
Leah Kama Drake, Assistant to the Director  
Melisa Paterson, Grant Writer

Overseeing the project is Kaua`i Museum Executive Director Chucky Boy Chock, an acclaimed songwriter and cultural practitioner who has overseen numerous events and projects state-wide. Under his stewardship, within the past 7 years, Kaua`i Museum has successfully implemented the following large scale capital projects: the design and construction of an entirely new exhibit center with ADA compliant elevator; the commission and creation of aforementioned statues displayed on the museum's front lawn; a landscape remodel highlighting Kaua`i's indigenous plants; and a complete re-roofing of the Wilcox and Rice buildings.

Kaua`i Museum's Board of Trustees works closely in conjunction with the E.D. and will be heavily involved in ensuring the successful implementation of this current project. Former Mayor Maryanne Kusaka remains an active member of the Board of Trustees and was in charge of the successful implementation and completion of the museum's prior State GIA project. As former Mayor, she has extensive experience in supervising and providing administrative direction for large capital projects. Former Mayor Kusaka and Board of Trustees President Dr. Richard Goodale will be the lead board members overseeing this project. Current Board President Dr. Richard Goodale is a highly respected member of the community whose family founded the museum and he was in charge of overseeing the re-roofing project and additional repairs to the Wilcox building.

The Assistant to the Director, Leah Kama Drake, will be in charge of maintaining invoicing for this project. The same assistant and outside accountant were also in charge of invoicing for the previous State GIA project that was completed by the museum (prior to 2020). The Assistant to the Director has extensive experience in this field and has worked together with the E.D on similar projects for over a decade as part of the museum staff. The museum's outside accountant also has over a decade experience working with the museum on similar large scale capital projects and with a variety of prior grants that include county, state, federal, and private funding sources.

For this project, Kaua`i Museum will be working with Palms Hawaii Architecture and Preitauer Construction, Inc. The museum has done extensive work with both independent entities on previous capital projects and is confident in their continued abilities to meet performance standards in terms of scope of work, timeline, and budget. The entire team overseeing this project has worked together previously on many other similar projects that have all been successfully completed and the museum anticipates the same level of success with this current 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.
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.

Applicant: Kauai Museum Association, Ltd.

Daily operations are overseen by Kaua`i Museum's Executive Director with a support staff including the Assistant to the Director who will be in charge of maintaining invoicing for this project. The same assistant and outside accountant were also in charge of invoicing for the previous State GIA project that was completed by the museum (prior to 2020). The Assistant to the Director has extensive experience in this field and reports directly to the E.D. Additional museum staff includes an on staff grant writer, a programming specialist in charge of social media and web design, gift shop sales members, one on staff carpenter, and two cleaning crew members.

The annual salary range paid to the (3) highest paid employees:

Executive Director: \$95,000

Gift Shop Manager: 24,000

Gift Shop Sales: 23,000

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Kaua'i Museum Association, Ltd.

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				
2. Payrol. Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	531,338	0	0	14,500
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By: <b>Chucky Boy Chock</b>		
(a) Total State Funds Requested	531,338	808-245-6931		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	1-15-25		
(d) Total Private/Other Funds Requested	14,500	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>545,838</b>	Albert (Chucky Boy Chock) Executive Director Name and Title (Please type or print)		





Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Museum Association, Ltd

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST \$531,338.00	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	0		13280	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0		4800	0	0	0
CONSTRUCTION	0	0	513258	0	0	0
EQUIPMENT	0	0	0	0	0	0
<b>TOTAL:</b>			<b>531,338</b>	<b>0</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENTS:						

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

Ap

Kauai Museum Association, Ltd.

Contracts Total:

91,465

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County Innovation Grant	03.21.22-03.21.22	Office of Economic D	Kauai County	40,500
2	SBA SVO Grant	07.21.21-12.31.21	Small Business Asso	U.S.	50,965
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## Estimate

License BC #34284  
General Contractor  
(808) 652-4055

Paulo Preitauer  
520 Puuopae Rd  
Kapaa HI 96746

Date	Proposal#
1/14/2025	1411

Owner or Acting person in charge	Important Info
Chucky Chock Kauai Museum 4428 Rice Street Lihue. HI 96766	This Estimate is off of a "Progress Print" 10/10/24 and is subjected to changes.

### Kauai Museum Palace Fence

Num	Description	Amount
1.	- Required Survey for exact fencing placement.	
2.	- Rent and install Temporary safety fencing for staging area.	
3.	- Admin fees for project.	
4.	- Equipment rental for 1-2 weeks for digging footings.	
5.	- Haul excess dirt away. Form and pour footing 14 CMU 12x12 columns with rebar And filled. * (Suggested 2 extra columns on north facing fence, (makes for a Stronger fence structure as well as match other three sides.)	
6.	- 14 columns to be stucco with ornamental casted post cap.	
7.	- *Note; please limit fence panels to standard sizes 6', 7', 8' widths and 5', 6', 7' Heights.	
8.	- 37-38pc High quality Ornamental iron palace fence panels shipped and installed.	
9.	- One custom (manual operated) 16' x 7' tall rough iron gate with hardware.	
10.	- 2 small swing gates matching the ornamental iron palace fence.	
11.	- 30 intermediary smaller iron post with caps cemented into ground with small posthole size footing at 30" deep.	
12.	- 44 top and bottom rail attachment shoes and misc hardware.	

#### Estimated Lump Sum Package Price

Material & Labor Total	\$391,230
Mobilization & staging 5%	\$19,561
Overhead & Profit 20%	\$82,158
Excise Tax +% 4.712	\$20,309
<b>Grand Total</b>	<b>\$513,258</b>

#### Estimation Details;

The Estimated Lump Sum price is a good faith estimate that is based on the given "Progress Print" 10/10/24 that may change without notice. Please contact Preitauer Construction for further info to proceed.  
Look forward to serving you with Aloha!



**PALMS HAWAII  
ARCHITECTURE**

2970 Kele Street #115 Lihue HI 96766  
(808) 246-4796 www.palms-hawaii.com

**AGREEMENT**

**Date: November 8, 2024**

**Between the Client:**

**Kauai Museum**  
c/o Chucky Boy Chock  
4428 Rice Street  
Lihue, HI 96766

**and the Architect:**

Palmer W. Hafdahl, AIA – Member Manager of:  
**PALMS HAWAII ARCHITECTURE LLC**  
2970 Kele Street, Suite#115  
Lihue, Kauai, HI 96766

**For:**

Designated and limited architectural services for a new fence at the Kauai Museum, 4428 Rice Street, Lihue Kauai 96766 and further identified as the Kauai Museum: TMK (4)3-6-05:005

**Scope of Designated Architectural Services:**

**Pre-Design / Conceptual Design:**

- Research fence design options including Iolani Palace fence.
- Research available survey information.
- Site reconnaissance to identify/confirm specific sidewalk and curb information potentially in variance to survey information.
- Prepare 3D model of proposed fence alternatives.
- Prepare Adobe Photoshop rendering depicting potential appearance of two fence options.
- Prepare Conceptual Plans for preliminary contractor proposals and Museum budgeting purposes.

**Permit Documents:**

- Preparation of Construction and Permitting documents.
- Reimbursable Outside Services: electrical engineering.
- Coordination with Planning Department Historical Planner on KHPRC reviews and attend Planning and KHPRC meetings as required.
- Coordination with SHPD including filing documentation if required.

**Permitting Services:**

- File necessary permit applications and documents with County of Kauai Electronic

Plan Review system.

- Respond to reviewer comments, and file revisions which may be required by those responses.

Construction-Phase Observation (as required by Hawaii statutes.)

Project Close-Out includes necessary associated closing costs of accounting and files maintenance.

*The standard of care to which Palms Hawaii Architecture LLC will perform the above-mentioned services will be with the degree of skill and care ordinarily exercised by other members of our profession under similar circumstances, at the time and in the same or similar locale.*

**Excluded services:**

- Preparation of Bid Documents and evaluation of bids.

**Compensation:**

For Designated Services as identified in AIA Doc. B163 '93, (including Terms and Conditions which will serve as a guideline to the interpretation of the rules and responsibilities of this agreement) the Owner shall compensate the Architect on a Professional Fee plus Expenses basis at an hourly rate per attached 2025 Fee Schedule plus Hawaii General Excise & Kauai County Surcharge Tax Rate of 4.712%. The estimated cost of these services (not including Hawaii General Excise & Kauai County Surcharge) is as follows:

<b>Basic Services:</b>	
Pre-Design Phase	\$4,800
Permit Documents Phase	\$5,760
Engineer	\$5,000
Permitting Services	\$1,080
Construction Phase	\$720
Close-Out	\$720
<hr/>	<hr/>
Total Estimated Fees	\$18,080

Thereafter, additional, or follow-on services are to be determined upon mutual definition of the scope by phase or project division.

**Retainer:**

A retainer of \$2,000 to be applied to the final billing as credit is requested to commence work.

If the Designated services identified services have not been completed within one year of the date hereof through no fault of the Architect, extension of the Architects services beyond that time shall be compensated at a multiple of up to 1.25 times the hourly fees initially agreed.

This agreement entered as of the day and year first written above.