



Contact: The Filipino Community Center, Inc.;  
Franz D. Juan, Executive Director; (808) 680-0451; donnie@filcom.org

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**PROPOSAL FOR**  
**THE FILIPINO COMMUNITY CENTER, INC.'S**  
**TECHNOLOGY CENTER UPGRADE**

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THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: \_\_\_\_\_

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities."

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
The Filipino Community Center, Inc.  
Dba:

Street Address:  
94-428 Mokuola Street, Suite 302  
Waipahu, Hawaii 96797

Mailing Address:  
94-428 Mokuola Street, Suite 302  
Waipahu, Hawaii 96797

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name FRANZ D. JUAN

Title Executive Director

Phone # (808) 680-0451

Fax # (808) 680-7510

E-mail donnie@filcom.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TECHNOLOGY CENTER UPGRADE

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 50,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE  
AT THE TIME OF THIS REQUEST:

STATE \$0.00 \_\_\_\_\_  
 FEDERAL \$0.00 \_\_\_\_\_  
 COUNTY \$0.00 \_\_\_\_\_  
 PRIVATE/OTHER \$0.00 \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

FRANZ D. JUAN, EXECUTIVE DIRECTOR \_\_\_\_\_  
NAME & TITLE

*Janey* 27, 2015  
DATE SIGNED



RECEIVED  
1/20/2015  
D. Angh...

## Application for Grants

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

### I. 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 Filipino Community Center, Inc. ("Center") building project was initiated by the Filipino Chamber of Commerce in 1991, incorporated in 1992, and received its 501(c)(3) tax-exempt status in 1994. The mission statement of the Center is: to develop, own and operate a community center that (1) provides social, economic and education services and (2) to promote and perpetuate Filipino culture and customs in the State of Hawaii. The Center has a Board of Directors that is responsible for overall policy and direction of the Center. The Center has a Board of Governors which serves advisory group to the Board of Directors. The Executive Director is responsible for the operational, financial, and management of the Center and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Center has a Programs Director and a Custodian of the Center.

2. The goals and objectives related to the request;

The overall goal of this request is two-fold: (1) obtain asphalt paving overlay to the Center's parking lot which includes the removal and re-installation of approximately 85 concrete wheelstops and (2) complete exterior and common area interior repainting of the Center.

This initiative will allow the Center to ensure the infrastructure of the facility is maintained and addressed. The Center has been in existence since 2002 and over 12 years have passed which necessitates the need to ensure the Center's infrastructure remains intact thereby ensuring the longevity and continuance of the Center's first class programs and services to the community.

3. The public purpose and need to be served;

Since 2002, the Center has been a gathering place for activities promoting, sharing and perpetuating Filipino heritage with the larger multi-cultural community of Hawaii. The public purpose is to educate and perpetuate cultural information that is historic and current in nature to the public. With a high concentration of Filipinos residing in

Waipahu, both immigrant and local born Filipinos, the need arises for a single location for the display and placement of cultural information. The Center will build upon its existing facilities and resources to function as a gathering place in which the State of Hawaii can obtain the information and education on the issues of the Filipino immigrant as well as upon current information on the contributions of Filipinos going on today.

The Center was designed to provide a variety of services to help revitalize the economy of Waipahu. The Center can continue to serve as a dynamic learning and service center providing services not only to Filipinos but to the entire multiethnic Waipahu community and statewide. The Center continues to fulfil its public purpose by providing direct services and facilities that support economic self-sufficiency, neighborhood revitalization, cultural heritage programming and preservation, education and health opportunities, and community development to low-income and immigrant communities. The Center can provide an ideal place for this education and display of culturally significant issues.

4. Describe the target population to be served; and

The primary target populations to be served are (a) the residents of Waipahu, (b) the communities from other parts of Oahu, particularly leeward and central Oahu, and (c) the general public statewide interest in Filipino culture and history.

According to the U.S. Census in 2010, the total population for the State of Hawaii was 1,360,301. Of the total State population, 953,207 were located in the City and County of Honolulu representing 70.1%. The total population for Waipahu is 38,216 of which 55.3%, or 21,122, are of Filipino ethnicity. With the high density of Filipinos in Waipahu, the Center would be the focal point for service.

5. Describe the geographic coverage.

Waipahu has a sizeable number of new as well as older immigrant residents and a high percentage of its population speaks a language other than English. As noted in the U.S. Census Bureau from 2009-2013, approximately 20% of adults over 25 have not received a high school diploma compared to only 10% of adults throughout Oahu. According to the U.S. Census in 2010, Waipahu's elderly population (those 65 and over) makes up 16%, or 6,038, of the 38,216 residents. Located in central Oahu, the Center is best apt to meet the community's specific need as it represents a significant percentage of the elderly population as compared to the entire Island of Oahu.

## **II. 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;

Phase One: Obtain asphalt paving overlay to the Center’s parking lot which includes the removal and re-installation of approximately 85 concrete wheelstops and Phase Two: complete exterior and common area interior repainting of the Center. Completion of both phases will be done by qualified licensed contractors who will be awarded the contracts based on a competitive bid process coordinated by the Center’s Facilities Committee and oversee by the Board of Directors.

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

The public procurement process of this project could occur within three (3) months of funding and project completion within the next three months.

The project would be implemented immediately with a projected start date of July 1, 2015. Three objectives would be used to guide the project. Objective 1 would cover the Project Staging and would include the first months. Within this objective, the Center would begin the public procurement process to ensure competitive bidding through the Center’s Facilities Committee. Objective 2 would cover the construction process. Objective 3 would cover the Financial and Accounting. Within this objective, the Center would conduct budget management and bookkeeping and project oversight. This 3rd objective would be conducted during the entire project.

<b>Scope of Work</b>				
<b>Program Area</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Outcomes</b>	<b>Timeline</b>
Parking Lot Rehabilitation	Competitive bidding; public procurement process	Executive Director, Facilities Committee	Obtain three (3) bids through public notice; selection of vendor via Facilities Committee established criteria	July 1, 2015 – September 30, 2015
Exterior Painting and Common Area Painting	Competitive bidding; public procurement process	Executive Director, Facilities Committee	Obtain three (3) bids through public notice; selection of vendor via Facilities Committee established criteria	July 1, 2015 – September 30, 2015

	Construction	State of Hawaii licensed contractor	Rehabilitation Grand Opening to Public	Oct. 2015 – Dec. 2015
	Accounting and Project Oversight	Executive Director, Facilities Committee	State agency reporting	July 2015 – June 2016

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

The quality of materials used in construction will be described fully in the Request for Proposals during the competitive bidding and public procurement process. The Center’s Facilities Committee is composed of licensed architects, engineers, and contractors who will prepare, review and implement the procurement process as well as provide oversight for the construction project.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program’s achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The measure of effectiveness will be determined by the continuance of the Center’s community programs and services in a first-class manner. The longevity of the Center, particularly the parking lot, will continue to serve its function and patrons will continually park their vehicles to use the Center as a gathering place.

The final measure of successful completion of this project will be measured by how well the contractors have followed the specifications and design directives described in detail in the request for proposal documents, including adhering to the proposed budget and scheduled completion date.

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Budget attached on following form provided. (See page 17)

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

Budget attached on following form provided. (See page 18)

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

The Center will be submitting a Chapter 42F grant application for the 2015-2016 Smart Seniors Program, Courtyard Cultural Display, Technology Center Upgrade, and Center Rehabilitation by January 30, 2015 for the Legislature's consideration. No further source of funding sought for fiscal year 2016 for these initiatives.

No further source of funding sought for fiscal year 2016 for the Center Rehabilitation.

- 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.

<u>Year</u>	<u>Credit</u>	<u>Purpose</u>
2012	\$1,725.98	Federal tax credit for medical insurance
2013	\$1,568.47	Federal tax credit for medical insurance
2014	\$1,767.79	Federal tax credit for medical insurance

- The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

<u>Source</u>	<u>Purpose</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
C&C of Honolulu	MOCA City Grant (Banda)	\$5,000	\$4,500	\$5,000
C&C of Honolulu	Fiesta Grant	\$12,000	\$10,000	\$10,000
State of Hawaii	SFCA Project Grant	\$2,375	-0-	-0-

(See page 24)

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

See attached sheet. (See page 22)

## IV. Experience and Capability

### A. 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 Center has demonstrated its ability to obtain and responsibly expend federal, state, and private foundation funds while building and maintaining a beautiful and functional community center. The Board of Directors is multi-ethnic and represents a wide range of expertise from labor, law, small business and large corporations, professionals, education and community leaders. The Board of Governors exists for the Board of Directors in an advisory capacity and role. Current 2015 Board of Director members include the following:

Edmund C. Aczon	Chair	Executive Director of the Hawaii Carpenters Apprenticeship and Training Fund
Avelino J. Halagao, Jr., MBA, Esq.	Vice Chair	Manager, Corporate & Community Advancement, Hawaiian Electric Industries
Manuel S. Lanuevo, P.E.	Vice Chair	LEED AP, Department of Environmental Services, City and County of Honolulu
Lorna A. D. Kidd, CPA	Secretary	CPA
Luis P. Salaveria	Treasurer	Director, Department of Business, Economic Development and Tourism (DBEDT), State of Hawaii
Paul G. Alimbuyao		Vice President & Manager, Investment Banking, First Hawaiian Bank
Bryan P. Andaya, Esq.		Vice President & Chief Operating Officer, L&L Hawaiian Barbecue/L&L Drive-Inn
Clement Bautista		Director, Office of Multicultural Student Services,

		Manoa Campus, University of Hawaii
Kellan C. Briones		Vice President & Business Relationship Manager, American Savings Bank
Leslie P. Chinn, Esq.		Employee Relations Manager, Hawaii Pacific Health
Imelda Gasmen		Educator/Translator, Education Management, Manoa Campus, University of Hawaii
Sherry Menor-McNamara, JD, MBA		President & CEO, Chamber of Commerce of Hawaii
Bennette E. Misalucha		President, Red Monarch Strategies Inc.
Agnes Reyes, R.N.		Clinical Administrator, Case Management Professionals, Inc.
Dane K. Wicker		Chief of Staff/Committee Clerk, Senator Donovan M. Dela Cruz, State of Hawaii Legislature
Roland Casamina	President Emeritus	President, Financial Services, House of Finance
Eddie Flores	Chair Emeritus	CEO, L&L Hawaiian Barbecue/L&L Drive-Inn
Maria A. F. Etrata	Ex-Officio	President, United Filipino Council of Hawaii
Alex Vergara, Rev.	Ex-Officio	President, Oahu Filipino Council of Hawaii
May Besario Mizuno	Ex-Officio	President, Congress Of Visayan Organizations

To complement and support the expertise of the Board of Directors, the paid staff reflects a quest for professionalism and offers a range of skills to administer and initiate programs and maintain the facilities.

Franz D. Juan is the Executive Director of the Center. He is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence from Indiana in 2004. He operated his own law and CPA practices from 2004 until his

appointment as Executive Director in 2014. The Center is governed by an active Board of Directors that include key community leaders as well as an advisory council known as our Board of Governors. The Chairman of the Board of Directors is Edmund C. Aczon. He has been on the Board of Directors since 2008 and became Chairman when elected in 2012. He worked with the late U.S. Senator Daniel Inouye as Field Representative for 9 years. The Chairman of the Board of Governors is Robin K. Campaniano. He is a Senior Advisor to CGI Technologies, a multinational business and IT consulting company. He also serves as Senior Advisor to Pono Pacific Land Management LLC, KUPU, and Executive Counselor for Fisher Hawaii. He served as President and CEO of the AIG Hawaii Insurance Company Family of Companies. He was Insurance Commissioner for the State of Hawaii, District Director and Counsel for the SBA's Honolulu Office, and practiced law in the private and public sectors. Among his many corporate and charitable appointments, Mr. Campaniano serves on the board of First Hawaiian Bank and the advisory board of Oceanic Time Warner Cable. He currently chairs the Shidler College of Business Advisory Council and the Hawaii Clean Energy Initiative Steering Committee. He is a member of the Chief of Staff of the Air Force's Civilian Advisory Council. Mr. Campaniano received his BA and MBA degrees from the University of Hawaii and his law degree from the University of San Francisco.

The Center's stakeholders have a network of professionals to assist in the educational and teaching aspects of the program. Several Board members and volunteers are associated with the University of Hawaii and its community colleges. The Center's facilities is well suited to carry on the objectives of the program by utilizing its various spaces including our Technology Center, office rooms, Courtyard, and ballroom.

The Center's vast network of organizational groups such as the Creations in Catering, United Filipino Community Council, Oahu Filipino Community Council, Nursing and Advocates Mentors, Inc., Honolulu Junior Chamber of Commerce, the Filipino Chamber of Commerce, and the Caregivers Association, are only a handful of the organizations devoted to the success of the Center.

The Center utilizes modest revenues from the rental of office space to tenants and rentals from the ballroom and conference rooms. After covering operating expenses and debt service, the Center can then provide the programs with the remaining funds the Center generates. Through the years, the Center has received funds through federal and State grants, private foundations, and corporate and individual donations to fund the Center's programs and activities.

Current programs of the Center include Filipino for Kids Summer Program, Banda Kawayan (Philippine musical instrument ensemble and live group), NCLEX Review (nursing examination review preparation), US Citizenship Classes, and Computer Enrichment Workshops.

Past results of a sample of the programs the Center reflect the following: NCLEX attendees in 2011, 2012, 2013 and 2014: 113 total registrants. US Citizenship Classes

attendees in 2012, 2013 and 2014: 86 total registrants. Computer Enrichment Workshops attendees from 2011, 2012, 2013 and 2014: 160 total registrants. Filipino for Kids Summer Program 2011, 2012, 2013 and 2014: 79 total registrants. Banda Kawayan in 2011, 2012, 2013 and 2014: 127 total registrants.

Smart Seniors Program 2008 and 2009 each resulted in over 500 participants each year. In each of these years, participants would register for additional classes resulting in repeat participants.

Based upon past performance on a variety of community service programs as well as the performance from the Smart Seniors Program in 2008 and 2009 when the Center received funding, the Center has demonstrated the administrative, organizational, and accountability to continue the Smart Seniors Program. The ongoing requests for the return of the Smart Seniors Program to the Center verifies the need of the return of the program as well as the desire of the seniors and elderly to have the services that the program provides.

The volunteers and patrons of the Center are widely skilled and continue to offer and volunteer their expertise in various areas on a day-to-day and for various activities throughout the year.

## **B. 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 Center was opened in June 2002 and sprawls over two acres by the old Oahu Sugar Mill in suburban Waipahu. The Center boasts a three-story building covering 50,000 square feet. It is a multi-use building with 42,000 square feet of net usable space allocated for retail, business incubation, kiosks, technology center, commercial kitchen, conference rooms, community meetings, training workshops and social functions. The Center's administrative office provides adequate private and general work areas for staff and volunteers. The Center has adequate site and street parking, is near to a bus line, and meets ADA requirements.

It is the biggest Filipino Community Center outside of the Philippines. It a building built on Filipino pride and Bayanihan spirit and retains enough spirit of aloha to everyone who wants to work, rent, learn, and enjoy the daily activities without regard to ethnicity. Located on the 2nd floor above the tenant spaces, guests can rent space for functions, meetings, and to celebrate special events. The Ballroom, Courtyard, Technology Center, Music Room, and conference rooms are available every day of the year. These private areas feature customizable services for the various groups and events. Our onsite catering service assists the Center in tailoring the needs of our guests. The 6,000 square foot Ballroom provides a capacity of 380. The 3,500 square foot Courtyard provides a capacity

of 100. The Technology Center, Music Room, and conference rooms can accommodate between 30-60 people each.

This programming initiative draws on the present programming and physical resources of the Center to develop and expand the Center's community outreach and programming for elderly persons. The Center will continue to have patrons visit the Center for various activities, events, and programs thereby enhancing the ability to educate the public.

In August 2014, the Center obtained the on-site services of an Event Planner and Caterer known as Creations in Catering. Their ability to continue attracting patrons to the Center will further develop in reaching the public.

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

### **A. 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 Board of Directors (cf. above list of members) is responsible for overall policy and direction of the Center. The Executive Director is responsible for the operational, financial, and management of the Center and the Center's staff and reports on a monthly basis to the Board of Directors on all aspects of the Center. The Board evaluates the Executive Director's performance annually. Staff are supported and encouraged to attend appropriate training programs, seminars, and workshops (e.g. philanthropy, nonprofit entities, grant writing, time management, information technology development, etc.). Annual performance of staff includes an assessment of staff development and training needs.

The Rehabilitation project will be headed by the Executive Director and the Facilities Committee. The Facilities Committee is chaired by a Board of Director, Manuel S. Lanuevo, who is a licensed engineer as well as a Vice Chair on the Executive Committee of the Board. Mr. Lanuevo will provide the administrative project oversight while the accounting and bookkeeping will be provided by the Center's staff.

The following qualifications and responsibilities of paid staff, consultants, and non-paid support professionals demonstrate the Center's organizational capacity to meets its objectives.

#### **Staff Positions:**

1. Executive Director

This position supervises the overall day-to-day operations of the Center's organization and property. The position works in association with the Board of Directors and committees in the areas of fundraising, community outreach, program design, implementation and assessment, special events, marketing, public relations, and property management. This position requires at least five years of high level administrative and community experience.

The current Executive Director since August 2014, Franz D. Juan, is a licensed attorney and Certified Public Accountant in the State of Hawaii. He received his Bachelors of Science in Accounting in Rhode Island in 1995, Cum Laude, and his Doctor of Jurisprudence from Indiana in 2004. He operated his own law and CPA practices from 2004 until his appointment as Executive Director in 2014. His work experience includes accounting firms KPMG LLP, KMH LLP, and Alerding & Co. LLC.

## 2. Director of Programs

This position coordinates community functions, special events, and programs using the Center's facilities. Each of the functions, special events, and program developed and implemented focus on the Center's mission statement which include social, economic, and cultural factors for the community at large. This position reports to the Executive Director and is responsible for the operational success of the Center ensuring seamless team management, development, program delivery, quality control, and evaluation. Oversees the planning, directing, and coordinating of programs and events to ensure that program goals are met within approved parameters or grant requirements. Supervises and coordinates with volunteers and community partners to ensure consistent and objective program performance standards of accountability and attainment of established goals.

The current Director of Programs is Arceli G. Rebollido. She received her Bachelors of Science in Computer Engineering. She has been with the Center since July 2005 and been directly involved with many of the programs and events conducted at the Center in various capacities such as a committee member, event organizer, and community liaison. Ms. Rebollido has progressed from the office assistant, technology administrator, event/banquet event manager, and project manager. Prior to working at the Center, Ms. Rebollido was a supervisor with Mister Donut. This position requires distinctive organizational, communication, marketing, and time management skills.

## 3. Technology and Office Assistant

This position works with the Executive Director to implement and maintain the technical design and support of the Center and the Technology Center. This position also provides technical assistance to the website, social media,

networking, marketing, and office administration. This position requires training and experience in computer and digital communications technology, as well as the ability to promote the Technology Center to target clientele in the community and potential technology contractors.

The current assistant is Archangel Salvosa. Mr. Salvosa has been with the Center since 2014.

#### 4. Custodian

This position is held by Eric Victoria and is responsible for the overall maintenance and upkeep of the Center and the Center's grounds for daily operations as well as for public and private functions, events, and activities. This position provides gap-fill maintenance where the commercial property manager does not provide (e.g. pressure wash facilities, minor painting, courtyard fountain maintenance, etc.). This position requires experience working in facilities maintenance. Mr. Victoria has been the Custodian for the Center since the Center's opening. Mr. Victoria was formerly with the Hawaii Plantation Village where he served as the maintenance manager for two years prior to joining the Center.

#### Third Party Positions:

##### 1. Event Manager/Rental Facility Manager

This position, as an independent contractor, is held by Epic Catering LLC dba Creations in Catering ("CIC") through an exclusive service contract with the Center to reserve and book events at the Center. This agreement allows CIC the exclusive use of the Center's kitchen facilities for the purposes of providing catering services to patrons and clients of CIC at the Center and elsewhere. This position is responsible for the overall operation of functions utilizing the Center's meeting, courtyard, banquet, ballroom, technology, and kitchen spaces. CIC coordinates community functions, special events, and private events along with full-service catering using the Center's facilities as well as outside venue events. CIC is responsible for ensuring quality and proper equipment and facilities use. CIC has experience in special events planning, business operations, and catering services. In addition, CIC assists the Center in the development and implementation of the Special Events Management and Production Training ("SEMPT") Program to help fulfill the Center's mission of providing social, economic and education services.

##### 2. Commercial Property Manager

This position, as an independent contractor, is held by Avalon Commercial ("Avalon") through a service contract with the Center. This independent

contractor is granted the exclusive license for the day-to-day management, maintenance, and operation of the Center as it relates to the leased tenants of the Center. Avalon is responsible for the management, maintenance, and operation of the Center in a first-class manner consistent with the management, maintenance, and operation of comparable properties. Avalon shall advise the Center to all major or extraordinary matters and decisions affecting the Center and to manage the Center in accordance with approved budgets. Avalon's services include maintaining business-like relations with the tenants of the Center, collecting all tenant rents, report security and safety related issues, and obtain all entitlements, licenses, permits and certificates as governed by law for the operation, maintenance, and business of the Center.

### 3. Accounting

This position, as an independent contractor, is held by Sterling Leong, CPA of Harold D. Sasaki, Ltd., who handles the day-to-day accounting of the Center.

## **B. 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.

See attached chart. (See page 23)

## **C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Franz D. Juan	Executive Director	\$98,000.00
Arceli G. Rebolledo	Director of Programs	\$38,400.00
Eric Victoria	Custodian	\$30,000.00

## **VI. Other**

### **A. 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.

*Carmelita Valdez-Mier v. The Filipino Community Center, Inc.*  
Circuit Court of the First Circuit, State of Hawaii

Civil No. 13-1-2489-09 ECN (Non-Motor Vehicle Tort)

Claim No.: 201110450

Policy No.: CPP 7029236-09

Insurer: First Fire and Casualty Insurance of Hawaii, Inc.

Date of Loss: September 17, 2011

Status: Pending

**B. 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.

Manuel S. Lanuevo, licensed engineer  
Edmund C. Aczon, prior general contractor  
Franz D. Juan, CPA, Attorney  
Lorna A. D. Kidd, CPA  
Bryan P. Andaya, Attorney  
Avelino J. Halagao, Jr., Attorney  
Leslie P. Chinn, Attorney

**C. Federal and County Grants**

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

1. \$250,000 capital improvement grant; Act 134, SLH 2013, as amended by Act 122, SLH 2014, Office of Community Services (OCS) in the Department of Labor and Industrial Relations, State of Hawaii
2. \$550,000 capital improvement grant; Act 134, SLH 2013, as amended by Act 122, SLH 2014, Department of Accounting and General Services (DAGS), State of Hawaii
3. \$5,000 grant; Mayor's Office of Culture and the Arts (MOCA), City and County of Honolulu, State of Hawaii
4. \$10,000 grant; Hawaii Tourism Authority County Product Enrichment Program, City and County of Honolulu, State of Hawaii

**D. 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.

**E. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but

The Center is undergoing several initiatives to provide direct funding from the Center's own operations. Currently, revenue from the Center is derived from tenant revenue, ballroom revenues, and other facility revenue. After covering operational expenses and debt service, the Center has modest income to cover capital projects of this magnitude.

The Center executed an agreement in August 2014 to utilize the services of a third-party event manager and caterer by an agreement with Epic Catering LLC dba Creations in Catering ("CIC"). This endeavor maximizes the potential of the facility with the use of an exclusive caterer dedicated to marketing the Center's facility and the full service catering ability. In addition, the Center is undergoing a five-year debt service plan to retire the \$3.0 million long term note payable. Since 2013, the Center has focused on further enhancements to our annual Bayanihan fundraising gala which have been implemented thereby increasing the net revenues received each year from the Center's primary fundraiser.

Furthermore, the Center has implemented a strategic plan to have each of the smaller, yet effective, programs held at the Center such as the Pasko sa FilCom, FilCom Sundays, and Kinabukasan Financial Literacy Series. Part of the strategic plan is to have each program self-sustaining and self-funded without the direct use of any of the Center's operational income.

- (2) Not received by the applicant thereafter.

Without funding of this grant, the Center will not have the funds available for the capital project. The Center will attempt to make minor repairs to the property however such minor repairs will only be temporary and not long lasting.

**F. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

See attached. (See page 27)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Appl     The Filipino Community Center, Inc.

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	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>300,000</b>			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	300,000	FRANZ D. JUAN	(808) 680-0451	
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>300,000</b>	FRANZ D. JUAN, EXECUTIVE DIRECTOR		
		Name and Title (Please type or print)		

### III. FINANCIAL

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 90,000.00	\$ 75,000.00	\$ 75,000.00	\$ 60,000.00	\$ 300,000.00



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant:   The Filipino Community Center, Inc.  

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				
Not applicable.				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: \_The Filipino Community Center, Inc

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS	0	0	10,000	0	0	0
LAND ACQUISITION	0	0	-	0	0	0
DESIGN	0	0	10,000	0	0	0
CONSTRUCTION	0	0	280,000	0	0	0
EQUIPMENT	0	-	-	0	0	0
<b>TOTAL:</b>	-	-	300,000	0	0	0
<b>JUSTIFICATION/COMMENTS:</b> Asphalt paving overlay covering approximately 40,250 square feet for Center's parking lot; complete exterior and common area interior repainting. These infrastructure components of the Center are in dire need of repair.						

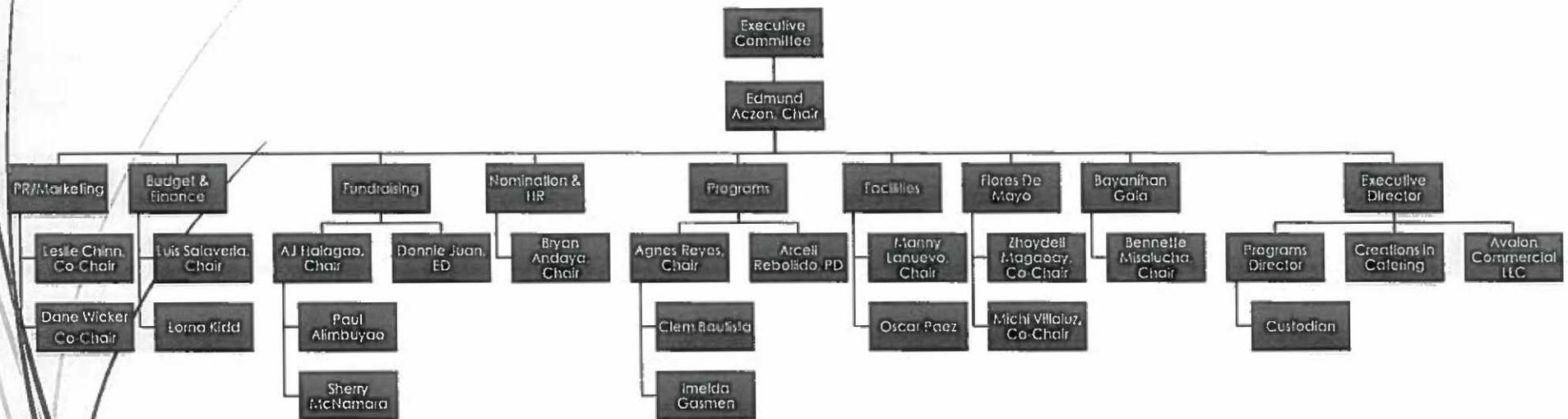
01/15/15

**The Filipino Community Center Inc**  
**Unrestricted Current Assets**  
As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
9000 · Cash in bank-PRB (Operating)	81,431.71
10000 · Cash in bank-CPB (Operating)	3,458.65
10016 · Chaney - Property Mgmt Account	67,440.48
10099 · Petty Cash Fund	500.00
<b>Total Checking/Savings</b>	<u>152,830.84</u>
<b>Other Current Assets</b>	
12045 · Due from Creations in Catering	19,575.00
11250 · Prepaid Insurance	7,007.26
12035 · Commercial Rent Receivable	1,936.51
<b>Total Other Current Assets</b>	<u>28,518.77</u>
<b>Total Current Assets</b>	<u>181,349.61</u>
<b>TOTAL ASSETS</b>	<u>181,349.61</u>
<b>LIABILITIES &amp; EQUITY</b>	<u>0.00</u>



# The Filipino Community Center, Inc. Organizational Chart



# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: The Filipino Community Center, Inc.

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	Capital improvement grant; installation of retractable roof covering the 2 <sup>nd</sup> floor courtyard	2015	Office of Community Services (OCS)	State of Hawaii	\$250,000.00
2.	Capital improvement grant; plans, design, construction, and equipment to retrofit existing central A/C system	2015	Department of Accounting and General Services (DAGS)	State of Hawaii	\$550,000.00
3.	Operating grant, Banda Kawayan Philippine musical instrument band	2014	Mayor's Office of Culture and the Arts (MOCA)	Honolulu	\$5,000.00
4.	Operating Grant, Filipino Fiesta	2014	Hawaii Tourism Authority County Product Enrichment Program	Honolulu	\$10,000.00
5.					
6.					
7.					
8.					
9.					

10.					
				TOTAL	\$815,000.00

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

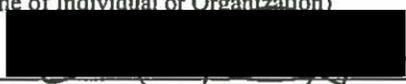
The undersigned authorized representative of the applicant certifies the following:

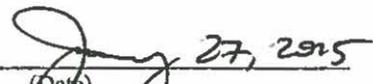
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 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.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

THE FILIPINO COMMUNITY CENTER, INC.  
(Typed Name of Individual or Organization)

  
(Signature)

  
(Date) July 27, 2015

FRANZ D. JUAN  
(Typed Name) EXECUTIVE DIRECTOR  
(Title)



**Department of Commerce and Consumer Affairs**

**CERTIFICATE OF GOOD STANDING**

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

THE FILIPINO COMMUNITY CENTER, INC.

was incorporated under the laws of Hawaii on 09/02/1992 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 16, 2015

Interim Director of Commerce and Consumer Affairs

