



JAPANESE CULTURAL CENTER OF HAWAI'I
Honoring our heritage. Embracing our diversity. Sharing our future.

**2016-2017
BOARD OF DIRECTORS**

January 19, 2017

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**PRESIDENT AND
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CAROLE HAYASHINO

The Honorable Jill Tokuda
Senate Committee on Ways and Means
State Capitol, Room 207
Honolulu, HI 96813

Dear Senator Tokuda:

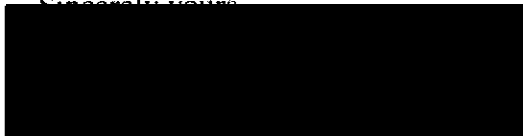
The Japanese Cultural Center of Hawai'i (JCCH) respectfully submits the enclosed GIA-Capital proposal to help restore and protect the Japanese Cultural Center of Hawai'i.

This request specifically addresses the organization's capital priorities in order to preserve its greatest assets—the buildings and collections housed within it. The JCCH was founded 30 years ago by business and community leaders who had a dream to own its "home" to perpetuate the cultural heritage of Japanese in Hawai'i. While the JCCH has successfully tackled the financial responsibility to build and operate the JCCH, sponsor educational programs and cultural festivals, and care for the general maintenance and repairs of its facilities, decades of public usage has taken its toll. Upon our 30-year anniversary, the Japanese Cultural Center of Hawai'i requests your support to help us continue our mission to Honor our Heritage, Embrace our Diversity and Share our Future by investing capital support.

We thank you for this opportunity to present the enclosed GIA-Capital grant request for your consideration.

Thank you.

Sincerely yours,



Carole Hayashino
President and Executive Director
Japanese Cultural Center of Hawai'i

Enclosure: Grant in Aid application

House District 23 _____

Senate District 11 _____

THE TWENTY-NINTH 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:
Japanese Cultural Center of Hawai'i
Dba:

Street Address:
2454 South Beretania Street, Honolulu, HI 96826
Mailing Address:
2454 South Beretania Street, Honolulu, HI 96826

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CAROLE HAYASHINO
Title President and Executive Director
Phone # (808) 945-7633, ext. 23
Fax # (808) 944-1123
E-mail hayashino@jcch.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

RESTORE AND PROTECT A COMMUNITY ASSET: JCCH

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 563,500 _____

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 \$ 563,500 _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

AUTHORIZED SIGNATURE

CAROLE HAYASHINO, PRESIDENT AND EXECUTIVE DIRECTOR
NAME & TITLE

1/19/2017
DATE SIGNED

RECEIVED
1/19/17

Handwritten initials



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 Japanese Cultural Center of Hawai'i (JCCH) celebrates 30 years of preserving and promoting the Japanese cultural heritage of Hawai'i. Incorporated in 1987 as a 501(c)(3) non-profit corporation, JCCH founders had a goal to own and operate a Japanese cultural center in Hawai'i. As an organization with its own "home," the vision was to have the Japanese Cultural Center play a leading role in perpetuating the cultural heritage inherited from the *Issei* pioneers and serve as a resource by preserving history, promoting Japanese culture, educating present and future generations on the evolving Japanese American experience in Hawai'i and to foster understanding among Japanese Americans in Hawai'i, U.S. and Japan.

In 1988, one year after its incorporation, the Honolulu Japanese Chamber of Commerce transferred its leasehold interest of nearly 57,000 square feet of land in the heart of Mō'ili'ili to the Japanese Cultural Center of Hawai'i. The transfer of the leasehold rights of the property along with the option to purchase the fee title demonstrated the Chamber's commitment to the Japanese Cultural Center of Hawai'i. In 1989, JCCH signed an agreement with Bishop Estate to purchase the fee interest and launched the planning for the first phase of construction.

Phase I was designed primarily as an office building to support the headquarters of Japanese and other non-profit organizations. This central gathering place for administrative offices was to create synergy among existing community organizations that shared a common goal of supporting, preserving and perpetuating Japanese and Japanese American history and culture. The four-story office complex was completed in 1991 at a cost of \$3.5 million to accommodate the administrative offices of the JCCH, its Tokioka Heritage Resource Center, other Japanese organizational offices and the Seikōan Teahouse where *chadō* (way of tea) classes are held.

Phase II was designed to serve as the public gathering place and was completed in 1994 at a cost of \$10.8 million. The JCCH Phase II facility includes *Okage Sama De*, the historical exhibit of artifacts and photos that traces the development of the Japanese community in Hawai'i, the Honouliuli Education Center, a martial arts dōjō, gift shop, meeting rooms, and a 600-seating capacity banquet hall with a 270-stall parking garage. A landscaped multi-purpose outdoor courtyard and sky bridge connect the two buildings.

“The Legacy: A Bridge to Unity,” was the first fund raising campaign to support the construction of the JCCH. The “bridge” refers to that between the past and future, Japan and Hawai'i, and those cross-cultural, multi-ethnic ties of Hawai'i. “Unity” refers to the diversity of Hawai'i and bringing together Japanese organizations and the many other ethnic organizations of Hawai'i. The second aggressive fundraising campaign was launched in 2002 and raised \$10 million from 6,000 individual, foundation and corporate donors in Hawai'i and the continental U.S. to retire its debts and mortgage.

Today, the Japanese Cultural Center of Hawai'i continues to be a vibrant resource, strengthening our diverse community by educating present and future generations in the evolving Japanese American experience in Hawai'i. JCCH's historical gallery, *Okage Sama De: I Am What I Am Because of You*, has become a hands-on classroom for over 5,000 elementary and high school students and teachers who annually tour the exhibit led by JCCH volunteer interpretative guides. The Tokioka Heritage Resource Center has a statewide role in researching and preserving Honouliuli and the 17 Japanese American confinement sites in Hawai'i. JCCH has produced several publications including *Family Torn Apart: The Internment Story of the Otokichi Muin Ozaki Family* and *Haisho Tenten: An Internment Odyssey*, with UH Press, and a full-length feature documentary film, *The Untold Story: Internment of Japanese Americans in Hawai'i*.

In 2015, JCCH successfully led the effort to preserve Hawai'i's Internment and POW camp in West O'ahu. JCCH representatives were honored to be invited to the White House to witness President Barack Obama sign the executive order establishing the Honouliuli National Monument. Today, JCCH continues its partnership with the National Park Service, World War II Valor in the Pacific, Honolulu Japanese American Citizens League, University of Hawai'i West O'ahu, and Monsanto Hawaii to educate the public on Hawai'i's World War II history.

In October 2016, with funding from the Freeman Foundation, Monsanto Hawaii, Japan Travel Bureau and the City and County of Honolulu, the JCCH converted its community gallery into the Honouliuli National Monument Education Center. The bilingual English-Japanese language narrative helps to educate the public on the history of the Japanese American incarceration in Hawai'i and about life at Honouliuli, the longest operating internment camp. The Center has the largest collection of oral histories, artifacts and objects from Hawai'i's internment camps.

In addition to historical preservation, JCCH sponsors annual cultural festivals and special events such as the *New Year's 'Ohana Festival*, *Kodomo no Hi* (Children's Day), *Shichi Go San* (Seven-Five-Three), *Bunka no Hi* (Cultural Day) and an annual gala honoring outstanding Japanese Americans in Hawai'i. The JCCH continues to adapt its existing programs and develop new initiatives in order to meet the changing needs and demographics of Hawai'i's Japanese community. Our ongoing partnerships in cultural celebrations include Matsuri Kauai, Maui Matsuri, Hiroshima Kenjin Kai, Fukuoka Kenjin Kai, Fukushima Kenjin Kai, and the Toshiko Takaezu Artists of Hawai'i Exhibitions.

The JCCH is a thriving organization that preserves Japanese American history, teaches Japanese cultural tradition, and celebrates the diversity of the community. As a facility, we are honored to

serve as a venue for family events, school reunions, special events, fundraisers, receptions, and dinners for a wide variety of organizations in Hawai'i.

With a membership of over 5,000 individuals, led by a volunteer Board of Directors, supported by 12 professional staff and 500 actively engaged volunteers, we advance our mission 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 in our Japanese American traditions and the spirit of Aloha.

2. The goals and objectives related to the request;

The overall goal of this request is to preserve JCCH's greatest assets—its facilities and historical collections housed within the facility. This request focuses upon the most pressing needs to preserve its facilities: exterior painting of Phase I (Administration Offices) and Phase II (Community Services); waterproof seal coating of the 2nd floor in the 270- stall parking structure above the historical exhibition and education center; and, replacing the electronic gate along Beretania Street in order to secure our Courtyard.

To identify our goals and objectives, the JCCH updated its facility's reserve with an aim to

1. Identify, evaluate and prioritize the facilities issues requiring repair, replacement and upgrades.
2. Repair, replace or modernize JCCH facilities to secure assets, collections and meet safety standards.
3. Develop a system for ongoing monitoring, evaluation, repair or replacement of facilities to ensure building maintenance.

JCCH's 3-year capital replacement and maintenance expenses through 2018 are estimated at \$1,046,131. Through its building reserve fund and other private sources, JCCH will address replacement equipment issues totaling \$482,631. This is in addition to the routine maintenance of the facility.

JCCH requests support of \$563,500 from the State of Hawai'i to support the top three capital priorities identified in the reserve study:

Seal coat and waterproofing: Parking Deck, 2 nd floor	\$207,500
Exterior Painting Phase 1 and 2	\$305,500
Replace Beretania Street Electronic Gate Roll-up	\$50,500
Total Request:	\$563,500

3. The public purpose and need to be served;

Honoring our Heritage, Embracing our Diversity and Sharing our Future: JCCH strives to share the history, heritage and culture of 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 are honored to host school children, teachers, educators, local visitors, families, and tourists during their visits to JCCH. While many visit for our historical museum, there are many students who participate in the marital art classes held in our dōjō or learn tea ceremony in our teahouse, and attend a function in the 5th floor ballroom.

However, 26 years of public usage has taken its toll on the JCCH's community facility. While the organization has assumed financial responsibility for the general maintenance and routine repairs, the Center faces immediate and significant capital improvements to address facility standards.

The JCCH respectfully requests support from the State to improve the Center's facilities in order to rejuvenate the physical plant, preserve its asset, protect its archival collection and secure its courtyard. State funds will be leveraged to raise private funds for building repairs and improvements.

Based on the capital reserve study conducted by our current managing agent, Hawaiian Properties, Ltd., 2016-2018 capital repairs and replacement costs are estimated at \$1,046,131. Repair, replacement and/or modernization projects requiring attention include concrete repair, replacement of exhaust fans, waterproofing ledges, parking deck coating of the 5th floor and 2nd floor, exterior painting, roll up gate to the courtyard, fan coil units, and refurbishing bathrooms. The JCCH will address some of these issues, investing an estimated \$482,631 towards facility improvements and repairs.

At this time, JCCH is requesting \$563,500 from the State of Hawai'i to address its top priority to preserve its assets. Of the total requested, \$207,500 will waterproof and seal coat the 2nd floor of the parking garage deck to protect the permanent historical exhibit and special collections located on the ground floor; \$305,500 for a complete repaint of all exterior surfaces and concrete repairs of JCCH Administrative Offices and Community Building; and \$50,500 to improve the security of the JCCH Courtyard by replacing the roll-up gate along Beretania Street.

4. Describe the target population to be served; and

JCCH serves as a gathering place in Honolulu. 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 (OTMBA).

The JCCH's educational outreach extends beyond the boundaries of Mō'ili'ili to public and private schools on O'ahu as well as schools and teachers on the neighbor islands. In 2016, JCCH raised funds to sponsor field trips for over 5,000 elementary school children and teachers through its historical exhibit, *Okage Sama De: I Am What I Am Because of You*. JCCH volunteer docents and interpretative guides lead the classes through cultural lessons and the historical exhibit. JCCH is also the home of the new Honouliuli Education Center for high school and college students and the general public to learn about the history of Japanese American incarceration during World War II. It serves as the starting point for educational tours to Honouliuli conducted in partnership with the National Park Service. The Tokioka Heritage

Resource Center, staffed by retired educators and librarians, is a repository for historical documents and photos and serves both English-speaking and Japanese-speaking audiences from university students to international scholars and filmmakers. Annual special events like the *New Year's 'Ohana Festival* and *Kodomo no Hi* are open to the public and feature food booths, Japanese arts and crafts, cultural demonstrations and entertainment attracting nearly 15,000 people to the Japanese Cultural Center of Hawai'i. The martial arts dōjō is utilized by 11 different martial arts schools during weekends and evenings, and 3 of the major tea schools utilize the Seikōan teahouse to teach the way of tea.

The Manoa Grand Ballroom located on the 5th floor serves as the venue for JCCH public festivals, major activities and as a popular, affordable venue for public and private gatherings for families and non-profit organizations. The Ballroom is leased to Marian's Catering and is available seven days a week, year-round. In the past few years, the Manoa Grand Ballroom has been occupied 95% of the time throughout the year.

In addition to the Manoa Grand Ballroom, JCCH is home to the Honolulu Japanese Chamber of Commerce, Honolulu Japanese Junior Chamber of Commerce, United Japanese Society of Hawaii, The Hawaii Japanese School, Diagnostic Laboratory Services, Urasenke Foundation, Nippon Golden Network, and KZOO Radio.

In total, the JCCH serves a broad range of community and cultural organizations. Our facility remains flexible in its programming and usage in order to meet a broad, diverse range of community needs.

5. Describe the geographic coverage.

Though the administrative offices, facilities and operations are O'ahu-based, the JCCH has a statewide presence through its membership, board composition, and programming. The Board of Directors includes representatives from the islands of Maui, Kaua'i and Hawai'i and JCCH members reside throughout the state, continental United States and Japan.

While the special collections and the permanent historical exhibit are housed in Honolulu, our programs extend beyond Honolulu and O'ahu. JCCH has sponsored traveling exhibits, genealogy workshops, teacher trainings, book programs, and cultural demonstrations on each of the Neighbor Islands. Exhibitions such as the *Japanese Buddhist Temples of Hawai'i* and the documentary film *The Untold Story* have traveled to Kaua'i, Maui, Hawai'i Island, San Francisco and Los Angeles. Each year, the JCCH participates in the annual cultural festivals *Matsuri Kauai* and the *Maui Matsuri*. JCCH partners with other organizations such as the Nisei Veterans Legacy Center located on Maui and the Hawaii Japanese Center located in Hilo.

In 2017, with funding from the U.S. Department of the Interior, we will continue to work with our neighbor island partners to research and document the 17 wartime confinement sites on Kaua'i, Maui, Moloka'i, Lanai and Hawai'i Island. We have also secured grant funds to support a book tour for Barbara Kawakami's *Picture Bride Stories* and the soon-to-be-released JCCH-

UH Press book *Haisho Tenten: An Internment Odyssey*, the Japanese translated memoirs of one of Hawai'i Japanese internees.

JCCH has received national attention and established a national reputation for its work to preserve Honouliuli, the longest operating World War II internment and POW camp. Our efforts led to President Barack Obama preserving the Honouliuli Internment Camp as a national monument. In the coming year, the JCCH will continue to work with national organizations such as the Go For Broke National Education Center on their project, "Communities of Compassion," and the Nisei Veterans Legacy Center on an exhibition in Japan.

JCCH remains committed to adapting its programs to the changing demographics of the state and community in order to remain relevant to our local community, the state and nation.

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;

Background: Following the conclusion of the 2002 campaign to retire its mortgage, JCCH initiated a membership recruitment and fundraising effort to support its operations and programs. Membership grew with increased corporate benefits offered as incentives. Corporate and foundation grant funds and donations from individuals enabled the JCCH to sponsor a series of exhibitions in its Community Gallery, upgrade and update its permanent exhibit, *Okage Sama De*, support the preservation of Honouliuli, create the Honouliuli Education Center, and update the equipment and furnishings of the Tokioka Heritage Resource Center and Collections. Foundation and corporate donors continue to provide annual support to sponsor school tours to the JCCH for cultural classes, docent-led tours of the permanent historical exhibition, the *New Year's 'Ohana Festival* and annual children's festivals.

In 2010, the Board embarked on the Living Legacy campaign with a goal to establish a capital reserve and programmatic endowment fund. The effort raised \$1 million in its first year. The JCCH Board of Directors, through the Facilities and Operations Committee, closely tracks the long and short-term capital replacement components identified by its facilities reserve study. JCCH has utilized its reserve funds, accumulated through private giving, to update, maintain and repair its facilities. The JCCH Board of Directors remains committed to maintaining the Center, improving its physical property and making its facilities safe and accessible.

Current Situation: The long-term reserve plan, facilities condition index and cash flow reserve analysis estimates capital replacements of \$1,046,131 through 2018. Funds awarded from the State's Grant in Aid-Capital Improvement Program will be allocated to the most pressing items identified in the Reserve Replacement Schedule.

The total capital replacement and repair schedule involves 22 components ranging from air conditioning repairs, concrete repairs, elevator modernization, seal coating the 5th and 2nd floors of the parking garage, interior painting, replacing roll-up gates, replacing air handler units, fan coils, roof fans, and upgrades to the ground/irrigation. Each item requires a separate scope of work with specifications and solicitation of proposals. Hawaiian Properties, Ltd., in conjunction with associated experts, will be responsible for overseeing the improvement and repairs as managing agent for JCCH.

Of the 22 capital items, JCCH has prioritized the following capital improvement items to be addressed by this GIA-CIP proposal:

Scope of Work	Tasks	Responsibility
Complete repainting of exterior buildings and concrete repairs as needed	Seek bids from painting contractors;	Hawaiian Properties
	Verify contractor license; workers comp coverage; general liability coverage; auto insurance coverage; references; lead certification	Hawaiian Properties
	Determine color, materials, product handling	Hawaiian Properties, JCCH, with Paint Contractor
	Schedule work	Paint Contractor w/JCCH
	Surface prep & paint finish	Paint Contractor
Waterproofing and seal coating of high traffic 2 nd floor of the JCCH parking garage	Seek bids from qualified, licensed contractor	Hawaiian Properties with review by JCCH
	Remove existing coating, sandblast 2 nd floor	Contractor
	Clean existing traffic striping, recoat	Contractor
	Paint surface of garage	Contractor
Replace roll up gate between courtyard and Beretania Street	Survey existing electronic roll up gate; seek bids;	Hawaiian Properties & JCCH
	Install new gate	Contractor

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

Estimated completion time	Repair or Replacement Item	Description	Projected Cost
4 months	Exterior painting	Surface prep, concrete patch/repair as needed, painting of administration building and community building	\$ 305,500
1 month	Seal coat of 2 nd floor garage	Surface prep, prime, detail, base coat, top coats and finish	\$ 207,500
1 month	Gates – Electrical roll-up	3 total: 2 ground level & sky bridge	\$ 54,000
	Repair/Replacement		\$563,500

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

Upon notification of receiving the grant award, the President/Executive Director will assemble key staff, Board Chair, Facilities Committee Chair, representatives from Hawaiian Properties, Ltd., and ABM to review scope of work, assign specific responsibilities, define timeline and benchmarks to measure progress. Monthly meetings will be conducted with key staff, Board Facilities Committee, Board Chair, and Hawaiian Properties, Ltd. to coordinate and monitor work to ensure the capital repairs and/or replacements are completed on time and on budget. Monthly written reports will be provided by Hawaiian Properties, Ltd. to the President/Executive Director and the JCCH Board of Directors. At the completion of the project, a joint comprehensive written evaluation of the results will be conducted by the JCCH Facilities Committee and Hawaiian Properties, Ltd. The progress of the work and the final report will be reported to the Board of Directors.

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.

JCCH will provide quarterly progress reports and one final report to the Department of Accounting and General Services (DAGS) on the capital improvements beginning with the exterior painting and concrete repairs, electrical gate replacement and the seal coat and waterproofing of the parking garage 2nd floor.

Assuming a July 1 - June 30 calendar year, the reporting period would be: Quarter 1 from July to September; Quarter 2 from October to December; Quarter 3 from January to March. The fourth quarter will be the final report encompassing the 4th Quarter activities and a comprehensive summary of the project concluding June 30, 2018.

These reports will include, but not be limited to: (1) Project Summary; (2) Current Activities; (3) Activities for next 90 days; (4) Issues; (5) Financial Costs, including budget, cash flow, reserve status, contract status; (6) Project Schedule; (7) Project Reports. The final report will also include photos and comments assessing the improvements made to the Ballroom and 2nd floor parking garage.

III. Financial

Budget

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

Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$229,125	126,875	207,500	0	\$563,500

- Quarter 1: Exterior Painting: Administrative office building and community services building: Surface prep, concrete repairs as needed, prime, paint (\$229,125)
- Quarter 2: Complete exterior painting and finishing (\$76,375)
Electronic gate replacement (\$50,500)
- Quarter 3: 2nd floor garage: seal coat and waterproofing, 2nd floor garage (\$207,000)
- Quarter 4: Capital improvements completed

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

We will be seeking additional private sources of funding to address the remaining capital improvement needs of the Japanese Cultural Center of Hawai'i. Approaches will be made to the following:

- JCCH membership and individual contributors' Building Fund (\$50,000)
- Harold K.L. Castle Foundation (\$50,000)
- Atherton Family Foundation (\$25,000)

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

Hawaii Tourism Authority CEP, State GIA, City & County GIA, National Park Service Japanese American Confinement Sites (please see attached for more detail).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

Attached.

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.

For the past twelve years, JCCH has retained Hawaiian Properties, Ltd. as its property management company to oversee the day-to-day operations of the facilities, tenant rentals, coordinate bids and proposals from vendors, supervise vendors on facilities repairs and maintenance, monitor plant budget and serve as liaison to the board's Facilities Committee and staff. The property manager oversees the routine building maintenance and services provided by ABM Family of Services and Nisei Cleaning.

In addition to the professional property manager and maintenance support, the Japanese Cultural Center of Hawai'i staff has years of experience in managing grant awards to support capital improvements to its facilities. The JCCH was awarded a \$450,000 Grant-in-aid and successfully fulfilled the grant with improvements to the Manoa Grand Ballroom, removing the ceiling insulation and installing energy-efficient LED light fixtures. In previous years, JCCH also received funding from the City and County of Honolulu's Community Development Block Grant for ADA compliance (\$50,000). In 2008, the JCCH received \$325,000 Grant-in-aid funds to replace the air conditioning units in Phase I and Phase II. JCCH has also been a beneficiary from many foundations including the Weinberg Foundation, Harold K.L. Castle Foundation and the Atherton Family Foundation, all of whom have supported capital improvements. Significant federal, state and county support has been provided to JCCH educational programs. Most significant are a series of projects supported by the Japanese Confinement Sites Grant Program of the National Park Service of the U.S. Department of the Interior. The JCCH takes pride in its grant management, grant reporting and completing its projects on schedule and within budget.

Verifiable experience of related projects in recent years include:

- 2015: \$25,000 Freeman Foundation and \$20,000 Monsanto Hawaii for the refurbishment of the JCCH Community Gallery into the Honouliuli Education Center.
- 2013: \$450,000 State of Hawai'i Grant-in-aid for improvements and make the Manoa Grand Ballroom more energy efficient
- 2006 \$50,000 City and County of Honolulu Community Development Block Grant to meet provisions of ADA guidelines, including signage and renovations to restroom facilities
- 2008/2009 \$325,000 State of Hawai'i Grant-in-aid to replace air conditioning systems

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 JCCH facilities were built in the early 1990's with a total construction cost of \$15 million. Designed to evoke a Japanese influence on contemporary Hawai'i, the JCCH serves as a gathering place to learn Japanese American history, Japanese cultural traditions, and as a place to celebrate the diversity of Hawai'i. In total, the two-building complex sits on 1.3 acres of land with 47,635 square feet of rentable space.

This proposal is seeking support for the two-buildings and the 2nd floor of the 270-stall parking garage. The 5-floor structure is home to the permanent historical exhibit, *Okage Sama De*, the Honouliuli Education Center, Gift Shop, meetings rooms, martial arts dōjō, and Manoa Grand Ballroom. The 4-story office building houses the Tokioka Heritage Resource Center, JCCH administrative office, KZOO Radio, NGN, Hawaii Japanese Language School, Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawaii and the Seikōan Tea Room. A landscaped multi-purpose courtyard and sky bridge connect the two buildings.

In 2003, the JCCH commissioned the Accessibility, Planning & Consulting group to identify areas of improvement. This report guided JCCH's renovation plan in order to expand access and comply with the Americans with Disabilities Act. Ramps to the administrative offices were built, restrooms were renovated, the permanent exhibition was modified, and appropriate signage was installed throughout the buildings. JCCH is mindful of accessibility issues in its facilities its programs and activities.

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 President and Executive Director, **Carole Hayashino**, has the overall responsibility for the grant and the project. She serves as liaison to coordinate efforts between the Board of Directors, Facilities Committee, Hawaiian Properties, Ltd., and ABM Family of Services. She was responsible for managing the 2013 State GIA on the capital improvements to the Manoa Grand Ballroom and the renovation of the community gallery into the Honouliuli Education Center. Prior to her employment with the Japanese Cultural Center of Hawai'i, Carole was vice president for advancement at Sacramento State where she raised funds for the university's new athletic facility, working collaboratively with Facilities and Athletics in the pre-planning and construction phase of the athletic field house, oversaw the renovations to the university library and capital improvements to the university's alumni center. Carole served 8 years on the College of Marin board of trustees, where she was involved in the first facilities bond campaign and represented the Trustees on the Bond Oversight Committee to monitor the \$245 million capital bond to construct a new science building, arts center and academic building at the college.

Caroline Okihara is the Director of Finance and Administration and currently works with Hawaiian Properties to oversee tenant relations, rental and lease agreements, budget planning and assists with the coordination between JCCH and Hawaiian Properties, Ltd. and ABM Family of Services.

Christine Kubota, Chairperson, JCCH Board of Director, is a local attorney and director at Damon Key Leong Kupchak Hastert. She joined the firm in 1988 and has built a practice in corporate, commercial, and real estate law, primarily with Japanese-speaking clients. Kubota graduated from Chaminade University with a Bachelor of Arts in International Relations and Asian Studies and received her Juris Doctorate from the University of the Pacific, McGeorge School of Law. Kubota is a past director of Meritas, a worldwide affiliation of commercial law firms, which has members in over 270 cities. Damon Key is the exclusive Hawai'i affiliate of Meritas. She was a past chair and currently serves as a board member for the Honolulu Japanese Chamber of Commerce. She is also the immediate past-president of the United Japanese Society of Hawai'i and actively volunteers with a number of community organizations including the U.S. Japan Council, Japan-America Society of Hawai'i, Hiroshima Kenjinkai and Japanese Women's Society Foundation. Kubota was a finalist for the Pacific Business News Women Who Mean Business in 2010 and was named the Best Corporate Lawyer in Hawai'i for 2013.

Ken Hayashida, Vice President, JCCH Board of Directors and Chair of the Facilities Committee is the President and Founder of KAI Hawai'i. With a Master's degree in Civil Engineering from Stanford University and over 28 years of experience in the field of structural engineering, he has managed various civil and structural engineering projects in California, Hawai'i, Guam, Palau, and American Samoa. He has performed work for the counties in Hawai'i, state agencies, U.S. Navy-Pacific Division, U.S. Navy-Public Works Center, U.S. Army Corps, the Republic of Palau, American Samoa Government, and numerous private developers and owners.

Hayashida has been recognized for his achievements and leadership both statewide and nationwide. He received the Engineer of the Year award by the National Society of Professional Engineers in 2007 and the Distinguished Alumni Award from the University of Hawai'i College of Engineering in 2013. He served as the past President and National Director of the American Council of Engineering Companies of Hawai'i and served two terms for the State of Hawai'i Board of Registration of Professional Engineers, Architects, Surveyors and Landscape Architects.

Scott Kuioka, Member, JCCH Board of Directors, Member of Budget and Finance Committee is Vice President and Chief Investment Officer for Island Insurance Company, Ltd. and Tradewind Capital Group. He manages the investment portfolio for Island Insurance as well as oversees the investments for Tradewind Capital Group and Island Holdings, Inc. Prior to joining the Island Family of Companies, Kuioka was Senior Vice President at Bank of Hawaii where he managed the team of portfolio managers in the Investment Services Group as well as oversaw the investment strategies and policies for trusts, institutions, and individuals. He has over 15 years of investment experience. Before returning to Hawai'i in 2007, Kuioka managed over \$10 billion in assets across equity and asset allocation strategies at Mellon Capital Management in San Francisco.

Kuioka is a board member of the Hawai'i Council on Economic Education and CFA Society of Hawai'i. He is also a Pacific Century Fellow and a member of the HAPA Young Leaders. He is a graduate of 'Iolani School. He has a Bachelors of Science in Business from Northeastern University in Boston and a Masters in Business Administration from the University of San Francisco.

Scott Yagihara, Kaua'i Representative, JCCH Board of Directors and Member, Facilities Committee, began his career with the Kaua'i Police Department in July 1985. Yagihara was promoted through the ranks over the years and worked in various assignments in the department. He retired in December 2010 at the rank of Captain. From August 2009 until his retirement, Yagihara was the Acting Commander of the Administrative & Technical Bureau and was responsible for planning, directing and coordinating activities within the bureau. In this role, he commanded the telecommunications, training, research and development, community relations, fiscal/personnel, identification, fleet maintenance, evidence and records sections. Yagihara is a former member of the Hawaii Enhanced 9-1-1 Board. He was also the founder and former President of Namolokama Farms, Inc., a taro farm located in Hanalei, Kaua'i.

In addition to the expertise of the board, JCCH has contracted with Hawaiian Properties, Ltd. to assist with the physical and fiscal management of the property. Hawaiian Properties, Ltd. oversees the Center's operational activities including contracted services for building maintenance, air conditioning, fire systems, and security. Hawaiian Properties also manages tenant issues, property and building reserve accounts.

ABM Family Services is employed by JCCH to manage daily property maintenance issues. The on-site building engineer is responsible for recurring service of the facility's air conditioning, and

other mechanical equipment. The engineer also assists with project renovations, plumbing repairs and minor electrical repairs.

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.

Please see attached organization chart.

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.

Carole Hayashino, President and Executive Director, \$104,000
Denise Park, Director of Development & Communications, \$54,369
Caroline Okihara, Director of Finance, \$50,981

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.

The Japanese Cultural Center of Hawai'i has no pending litigation to which they are a party.

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.

The Japanese Cultural Center of Hawai'i is committed to working with certified licensed contractors in their respective fields of specialty for the defined scope of work. The JCCH will do its due diligence and contact the Department of Commerce and Consumer Affairs to ensure that the contractors are fully licensed and insured. JCCH will enter into a valid contract with certified licensed contractors and execute the contract terms within the specified time.

C. 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.

No, the grant will not be used to support or benefit a private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

For the future years, JCCH has a plan to increase its capital building fund through private fundraising, long-term investments and a building fund endowment. Currently, the JCCH has a cash building fund of \$162,765 and a capital building fund placed in investments for \$407,565.

E. 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, 2016.

Attached.

JAPANESE CULTURAL CENTER OF HAWAII
STATEMENT OF UNRESTRICTED CURRENT ASSETS
AS OF DECEMBER 31, 2016

ASSETS

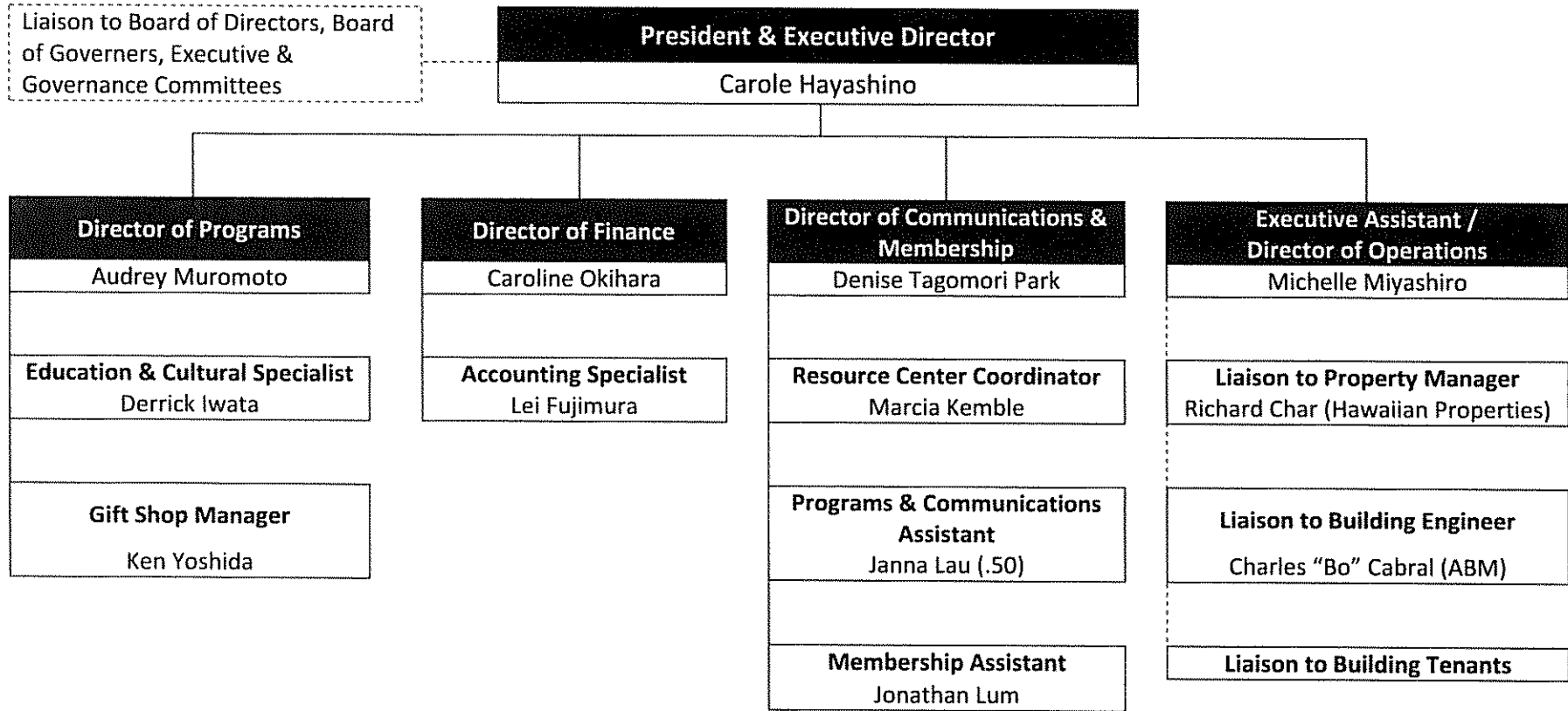
CURRENT ASSETS

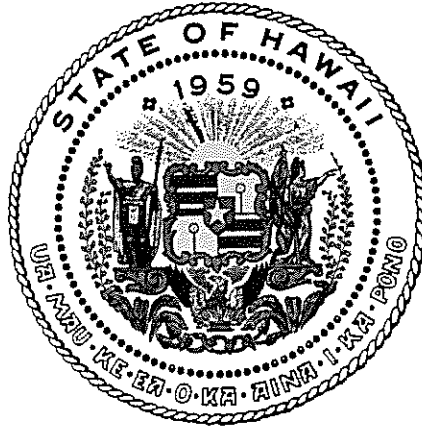
Cash and Cash Equivalents	\$	395,809.72
Accounts Receivable		105,875.98
Inventory		24,015.30
Investments, at fair value		2,156,145.14
Prepays		<u>73,797.74</u>
Total Current Assets		2,755,643.88



JAPANESE CULTURAL CENTER OF HAWAI'I
Honoring our heritage. Embracing our diversity. Sharing our future.

Organizational Chart





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

JAPANESE CULTURAL CENTER OF HAWAII

was incorporated under the laws of Hawaii on 05/28/1987 ; 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 18, 2017

Director of Commerce and Consumer Affairs



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: JAPANESE CULTUAL CENTER OF HAWAII

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	563,500			
TOTAL (A+B+C+D+E)	563,500			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	563,500	<i>Caroline Okihara 945-7633</i>		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		<i>1/19/17</i>		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	563,500	Signature of Authorized Official		
		<i>Caroline Okihara, Director of</i>		
		Name and Title (Please type or print) <i>Finance</i>		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: JAPANESE CULTURAL CENTER OF HAWAII

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: JAPANESE CULTURAL CENTER OF HAWAII

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	563500	0	0	0
EQUIPMENT						
TOTAL:			563,500			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: JAPANESE CULTURAL CENTER OF HAWAII

Contracts Total: 1,152,589

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	CEP FOR NEW YEAR'S OHANA FESTIVAL	2016	HTA	STATE	14,000
2	CEP FOR NEW YEAR'S OHANA FESTIVAL	2017	HTA	STATE	10,000
3	GRANT IN AID (ROOF REPAIR)	2008/2009	STATE	STATE	325,000
4	GRANT IN AID (MGB CEILING REPAIR)	2014/2015	STATE	STATE	450,000
5	GIA (EXPLORING HONOULIULI)	2014/2015	DCS	C&C OF HAWAII	41,843
6	GIA (EXPLORING HONOULIULI)	2014	DCS	C&C OF HAWAII	13,100
7	GIA (PRESERVING & SHARING HONOULIULI)	2016/2017	DCS	C&C OF HAWAII	44,544
8	POWER OF PLACE	2016/2017	NPS	U.S. GOVT	38,600
9	HI JAPANESE INTERNEE DOCUMENTARY	215/2017	NPS	U.S. GOVT	215,502
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**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.
- 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.

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

 _____
(Signature) 1/19/2017 _____
(Date)

Carole Hayashino _____ President and Executive Director _____
(Typed Name) (Title)