

Copy

House District 28

Senate District 14

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:

Hawaii Professional Firefighters Foundation

Db:

Street Address: 1018 Palm Drive Honolulu, HI 96814

Mailing Address: 1018 Palm Drive Honolulu, HI 96814

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name THOMAS A OKIMOTO JR

Title Administrative Manager

Phone # (808) 949-1566

Fax # (808) 952-6003

E-mail tokimoto1463@hawaii.rr.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 & MAINTAIN HISTORIC HAWAII
PALAMA FIRE STATION, & FOR USE AS A
PERMANENT COMMUNITY RESOURCE**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 95,000.00

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-

FEDERAL \$ -0-

COUNTY \$ -0-

PRIVATE/OTHER \$ 165,800

REPRESENTATIVE:

ROBERT H LEE / DIRECTOR
NAME & TITLE

1/22/16
DATE SIGNED

RECEIVED
1/22/16

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 Hawaii Professional Firefighters Foundation (HPFF) is a 501(c)(3) charitable organization established to increase awareness of the fire fighter's culture, traditions, history, and profession within its ranks and the communities they serve throughout the State of Hawaii.
2. The goals and objectives related to the request:
 - a. ***To conduct a feasibility study in order to develop a strategic plan to restore and maintain the Palama Fire Station in Kalihi (see photograph on Page 6)***, one of seven Hawaii fire stations on the National Historic Register. It was designed by famed architect Oliver G. Traphagen and built in 1901. This remarkable building has fallen into disrepair and is currently not in use by the Honolulu Fire Department (HFD) despite serving as a continuing legacy of the Hawaii professional fire service;
 - b. To acquire the Palama Fire Station from the State of Hawaii, prepare initial funding budgets, and work with community volunteers (Army Corp of Engineers, Habitat for Humanity, and Firefighters) to preserve this building to be used as the headquarters for Hawaii's fire fighter culture and tradition through historical event preservation and commemoration;
 - c. To serve both as the premier location for future generations as the reference and meeting point for the Hawaii Fire Fighters Association (HFFA) and the International Association of Fire Fighters (IAFF) for the State of Hawaii's firefighting rank-and-file and as a museum to house historical memorabilia of the history of Hawaii's fire fighters.
3. The public purpose and need to be served: ***To preserve Hawaii's legendary Palama Fire Station*** that is currently in decline and continuing disrepair; preserve it in the future; and make it available to the community as the central location for meetings, planning and implementation of HPFF's community activities that include fire prevention education; health education; youth athletics; continuing support for retired fire fighters; historical HFD memorabilia preservation; and

partnerships with other non-profit entities involved in community welfare support within the State of Hawaii.

4. Describe the target population to be served: Target population are families, youth, and seniors interested in enriching their knowledge and background in fire service as a profession as well as its presence in the communities in which they live.
5. Describe the geographic coverage: The Palama Fire Station is located on King Street in Kalihi, Honolulu. However, since HPFF is a statewide nonprofit organization, it includes all fire fighters throughout the Counties of Honolulu, Hawaii, Maui, and Kauai and the State of Hawaii Airport Crash and Rescue Division.

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; Scope of Work**
 - a. Finalize turnover / assignment of landmark property with the State of Hawaii as bequeathed to the University of Hawaii system. (**HPFF has made contact with UH President David Lassner and is awaiting a meeting, pending his schedule availability.**)
 - i. Meet with respective agencies and community association representatives to discuss HPFF intentioned usage of Palama Fire Station. Elicit feedback and input to include in development plan.
 - ii. Discuss / Meet with historic register representatives to discuss the assumption of site and facilities.
 - iii. With attorneys, architects, and consultants, finalize Memorandum of Agreement (MOA) and lease agreements to result in the responsible, prudent assumption of property and fire station.
 - b. Work with architects, consultants and experienced volunteers who specialize in historic preservation to develop plans for restoration, renovation and remodeling of the Palama Fire Station that would preserve and enhance the site's historic designation and community presence.
 - i. Meet with consultants to discuss and review historic register rules and guidelines to ensure efforts include historic preservation and maintenance, Develop written guidelines.
 - ii. Meet with architects and contractors to develop plans for renovation, restoration and remodeling that considers sustainable long term maintenance and management of facility that includes reasonable input from agencies' and community representatives.

- iii. Once plans are finalized, commence renovation, restoration and remodeling of Palama Fire Station in conjunction with contractors and respective agencies.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 - a. Projected Timeline
 - i. Month 1-3
 1. Meet with agency and community representatives periodically to discuss HPFF's intended goal of the Palama Fire Station and to solicit feedback and input.
 2. Meet with attorneys and real property specialists to draft agreements and working documents.
 3. Discuss / Meet with historic register representatives to ensure that plans in development are in-line with the guidelines provided by the National Historic Register.
 - ii. Month 2-7
 1. Enlist the support of community groups, including Habitat for Humanity and Army Corp of Engineers volunteers, to help with the restoration process. Include consultants, architects, and contractors specializing in historic landsite preservation and development.
 2. Draft architectural and development plans, including working documents that considers input from HPFF, historic register, agencies, and community.
 3. Meet with representatives to discuss and review restoration and renovation plans.
 4. Revise/rework plans as needed and continue meetings with representatives.
 - iii. Month 6-12
 1. Submit plans to reporting agencies for review and approval.
 2. Obtain necessary permits as well as approval for renovation work to include plumbing, electrical, modifications, remodeling, and facilities management.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.

See below under item #4
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.

Items 3 & 4:

Quality assurance reviews, evaluation via timeline and budgetary allocations, measures of effectiveness will be documented and measured against the architectural, consulting, and contractors plans as well as working documents for the project. Frequent periodic meetings as established by HPFF, agencies, and the community will be held to review the project's timeline, costs, and other expenditures to ensure established objectives are on track. As variances or delays occur, they will be factored into the timeline and project cost estimates as appropriate. The minutes and reports of these meetings will be submitted to the state as needed to demonstrate responsible project management and fiscal propriety.

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 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$56,825	\$32,075	\$14,750	\$3,850	\$107,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

All other funding and services for this project will be donated funds, donated in-kind goods and services, and dedicated volunteer manpower.

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.

None known at this time.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

\$1,000.00 [Note: Nearly all assets of the HPFF are restricted assets]

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.

1. Robert H Lee: President-Hawaii Fire Fighters Association; Director-Hawaii Professional Firefighters Foundation. Retired 37 years of fire service with Honolulu Fire Department and Hawaii County Fire Department.
2. Terry Cano: Secretary-Treasurer Hawaii Professional Firefighters Foundation. Retired, 32 years of fire service with Honolulu Fire Department.
3. Maryellen Markley, Ph.D. – professional fundraiser for 30+ years, volunteer coordinator and member of the Board of Directors.
4. Thomas Okimoto: MBA University of Phoenix. 25 years in financial services, including banks, savings institutions, and credits unions that includes finance/accounting, budgeting, administration, project & construction management, as well as 20 years non-profit organizational management and administrative experience.

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 Honolulu Fire Department (HFD) operates their 45 Fire Stations on the Island of Oahu (ie – the City & County of Honolulu). Seven current or former stations are on the National Register of Historic Places, of which the Palama Fire Station (one of two) is **not in use** by the Honolulu Fire Department as a fire station and currently used as a trade labor training facility by the University of Hawaii / State of Hawaii.

The seven fire stations registered on the National Register were built in the 1920s where the accepted style for most public architecture in Honolulu, Hawaii, was Spanish Mission Revival or, more broadly, Mediterranean Revival. The prototype for the seven nationally registered fire stations was the Palama Fire Station. The station was built in 1901, designed by renowned architect Oliver G. Traphagen, and was the very first to be added to the National Register on April 1976 with the remaining six following in 1980.

The Palama Fire Station is a box-shaped, two-story structure with engine bays on the ground floor, dormitories upstairs and a drying tower, which was required for the cloth-covered rubber hoses of the era but also served as visual landmarks as well as decorative elements. The building is constructed of sturdy masonry with white stucco walls and tiled roofs in a Mediterranean style.

V. Personnel: Project Organization and Staffing

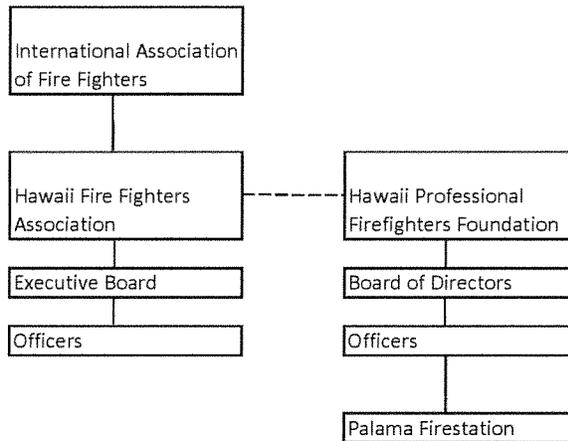
A. Proposed Staffing, Staff Qualifications, Supervision and Training

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.

Not Applicable. All involved are volunteers, supported by dedicated community volunteers interested in the preservation of this valuable historic building.

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.



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.

There are no paid positions for the Foundation. All are dedicated volunteers.

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 Foundation has no pending litigation or outstanding judgements.

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.

Not applicable

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.

This project and building will not be used to support or benefit any sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

Post FY 2016-17, funding and volunteer services support will be sought through a mix of grants and private donations. We anticipate that the primary source of funds will be through direct services and material donations, and philanthropic and private donations to ensure continuation of the Palama Fire Station's operation and maintenance.

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, 2015.

Attached

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii Professional Firefighters Foundation

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				2,500
2. Insurance	5,000			
3. Lease/Rental of Equipment	2,000			
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,000			
7. Telecommunication				
8. Utilities				
9				
10 Legal	20,000			20,000
11 Professional Services				
12 Consultant	35,000			45,000
13 Architectural	25,000			25,000
14 Contractor	5,000			73,300
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	95,000			165,800
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	95,000			165,800
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	95,000	Thomas A Okimoto Jr (808) 949-1566		
(b) Total Federal Funds Requested		Name: [REDACTED] Phone		
(c) Total County Funds Requested		[REDACTED] 4/27/2016		
(d) Total Private/Other Funds Requested	165,800	Signature: [REDACTED] Date		
TOTAL BUDGET	260,800	Robert H Lee / Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii Prof Firefighters Foundatio

	FUNDING AMOUNT REQUESTED						
	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019	
TOTAL PROJECT COST							
PLANS	0	0	\$15,500.00				
LAND ACQUISITION	0	0	\$15,000.00	\$15,800.00			
DESIGN	0	0	\$25,000.00				
CONSTRUCTION	0	0	\$39,500.00	\$150,000.00			
EQUIPMENT	0	0	\$0.00				
TOTAL:	0	0	\$95,000.00	165,800			
JUSTIFICATION/COMMENTS:							

All amounts are based upon cost information received, and do not include the anticipated and committed support of community and Firefighter volunteers.

GOVERNMENT CONTRACTS AND / OR GRANTS

Apr Hawaii Professional Firefighters Foundation

Contracts Total:

-

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	None				
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**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.

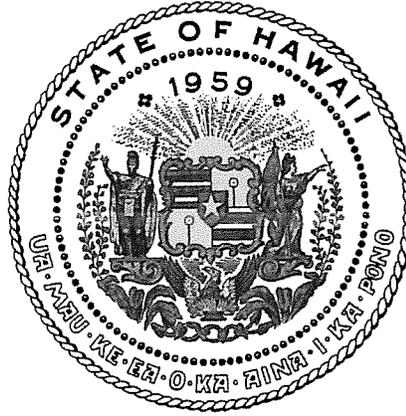
Hawaii Professional Firefighters Foundation
(Name of Applicant or Organization)



1/28/2016
(Date)

Robert H Lee
(Typed Name)

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

HAWAII PROFESSIONAL FIREFIGHTERS FOUNDATION

was incorporated under the laws of Hawaii on 10/09/2013 ;
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 15, 2016



Director of Commerce and Consumer Affairs

