

April 9, 2019

Dear Victoria Takamine:

Congratulations! We are happy to inform you that the following application to the National Endowment for the Arts Our Town program is recommended for funding in the amount of \$60,000.00. This tentative funding recommendation is **not** the official award notice, which is contingent upon final Arts Endowment review.

Please read this entire document carefully, as it includes important legal requirements and time-sensitive instructions for completing your proposal review. **Do not click "Accept" in REACH until you have uploaded all the required documents.**

Applicant: PA'I Foundation

Application: 1855792-42

Period of Performance: July 1, 2019 to June 30, 2020

Recommended Amount: \$60,000.00

Project: To support the Festival of Pacific Arts and Culture, to be held on Kaka'ako Makai Park lands in Honolulu.

IMPORTANT NOTES

NHPA/NEPA COMPLIANCE: Your project requires National Historic Preservation Act (NHPA) and/or National Environmental Policy Act (NEPA) review. Submit the NHPA/NEPA Questionnaire form, available in REACH under the Instructions Tab of the Offer. Be sure to identify the exact location(s) of the activity and the exact type(s) of activity with as much specificity as possible. For an overview of the Arts Endowment's review process and a description of required information, a short webinar and additional guidance are available for review at <https://www.arts.gov/grants/manage-your-award>.

ATTENTION: Please contact us at OT@arts.gov to discuss the Project Budget revision for this award.

This tentative funding offer may be withdrawn if you fail to respond by April 30, 2019

A copy of this Offer Letter is viewable through eGMS | Reach (REACH), the National Endowment for the Arts' electronic management system for application review and award management at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. Submit required forms and updates through REACH. User names are provided below.

Authorized Representative: Victoria Takamine

User Name: VTakamine

Project Director: Victoria Takamine

User Name: VTakamine

Primary Contact/Grants Administrator: Ed Bourgeois

User Name: EBourgeois

If this is your first time accessing REACH, follow the instructions on Arts Endowment's [REACH home page](#).

Publicity concerning this recommended award is embargoed until May 15, 2019 at 10:00 AM ET when the Arts Endowment's Office of Public Affairs (OPA) makes the national announcement. Please do not make any public announcements about your grant until May 15, 2019. About a week in advance of the embargo date, the OPA will send you a press release template and public relations toolkit. These materials are to help you prepare your own announcement to your local media on or after May 15, 2019.

REQUIRED FORMS TO BE UPLOADED: In order to proceed to final review, your organization must complete the following forms and upload them to the Documents tab under MY OFFER in REACH. **PLEASE DO NOT CLICK ACCEPT OFFER UNTIL ALL DOCUMENTS ARE UPLOADED.** Do this no later than April 30, 2019. This offer may be withdrawn if you fail to respond by the deadline.

(1) PROJECT BUDGET: Submit an updated Project Budget reflecting the recommended funding amount of \$60,000.00. This is your opportunity to adjust activities, participants, costs, and/or timeline/Period of Performance based on the available funding.

(2) ACCESSIBILITY: Submit the Accessibility Questions form. Federal regulations require that all National Endowment for the Arts' funded projects be physically and programmatically accessible to people with disabilities.

(3) NHPA/NEPA Compliance (if applicable): The NHPA/NEPA Questionnaire form is only required if your offer letter contains a note regarding NHPA/NEPA Compliance (above, under the heading: Important Notes.)

Your organization must have an active registration in SAM.gov and be clear of all Federal debt in order for the National Endowment for the Arts to make this award. To check your organization's status, go to www.sam.gov. If you need assistance, visit the Federal Service Desk at www.fsd.gov.

The Endowment's Office of Grants Management must conduct a final review to ensure compliance with Federal rules and regulations before issuing the award. Program or Grants Staff may contact you for additional information. This review generally takes between two to six months, depending on a variety of factors.

The FY2020 Our Town funding guidelines will be available on our website in May 2019. Should you wish to apply again, you may review the guidelines, guidance on registering with SAM.gov and Grants.gov, and other information from www.arts.gov. The Our Town deadline for Part 1 will be August 8, 2019. Part 2 materials must be submitted between August 13 and 20, 2019.

We look forward to working with you to complete this final stage of the NEA review process. If you have questions, contact OT@arts.gov, and a staff member will respond promptly.

Sincerely,

Jen Hughes
Design and Creative Placemaking Director



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Design and Creative Placemaking Director

This form can be used to submit your initial application budget and any subsequent budget revisions.

Detailed instructions for this form are available on our website at www.arts.gov/manageaward. Unless you are informed otherwise, you must match the NEA funds dollar for dollar.

- ✓ All costs included in this budget, whether paid for with NEA funds or your cost share, must be directly allocable to the project activity, allowable, and adequately documented per the [General Terms & Conditions for NEA Awards](#). Actual, allowable expenditures must be reported on all payment requests and financial reports.
- ✓ Only include costs expected to be incurred within the period of performance, which can begin no earlier than the earliest allowable start date noted in the guidelines for this NEA funding opportunity. Costs such as salaries, wages, fringe benefits, and administrative overhead may need to be pro-rated to reflect this period.
- ✓ Provide a detailed breakdown of any large line items.
- ✓ For equipment, clearly note items to be rented or leased versus those to be purchased. For purchases, you must provide specific written justification for items with a unit value of \$5,000 or more, and a useful life of more than one year.
- ✓ Do not include unallowable costs such as receptions/parties, alcoholic beverages, cash prizes, construction, visa fees paid to the U.S. Government, unspecified foreign travel, or miscellaneous. Unallowable costs cannot be supported with NEA funds OR with matching funds. Learn more about unallowable costs in the [How to Manage Your NEA Award Handbook](#).
- ✓ This budget cannot include overlapping project costs with any other Federal award, or include matching funds originating from a Federal source.

If you are revising your initial application, consider streamlining your project budget to help ease your administrative burden associated with managing a Federal award. See the Project Description block on the next page for more information.

Form begins on page 2.

IMPORTANT: All changes are subject to NEA approval.

Project Budget Form

Rev. 5/31/16

Applicants and Recommended Applicants: Return this form and additional pages (if necessary) as directed.	Current Award Recipients: Submit this form to the Office of Grants Management via REACH or for earlier awards (FY17 & earlier) to grants@arts.gov
Organization. Provide your legal name and SAM.gov address. Legal Name: PA'I Foundation Address: PO Box 17483 Honolulu, HI 96817 Is This a New Address? <input type="checkbox"/> Yes.	Application/Award # 1855792-42 Project Budget Date 07/10/2019 Period of Performance Requested (MM/DD/YYYY) From To 07 / 01 /2019 06 / 30 /2020
PROJECT DESCRIPTION.	
<p><u>Applicants:</u> if this is your initial application budget provide a brief summary of your project. If you have provided narrative information in another format, you may attach that. If you are responding to a notification of recommended funding then describe any change(s) from your application, including changes in project activity. If there are no changes to the project scope, state that here.</p> <p><u>Current recipients requesting an amendment:</u> review How to Manage Your NEA Award Handbook for more information. Attach additional pages as needed.</p> <p>We have requested a venue change for the Festival of Pacific Arts & Culture from Kaka'ako Makai Park to the Ala Wai Promenade. The Kaka'ako Makai Park may not get transferred over to the City & County of Honolulu within the timeline and scope of this grant period. The City & County of Honolulu suggested the Ala Wai Promenade, another City Park. The Promenade is a 0.3 mile tree-lined walkway between the Ala Wai Canal and the Hawaii Convention Center. The promenade is highly underutilized. Our project will bring much needed attention to the area and provide the kind of model for future events and activities that has been envisioned by the Ala Moana Neighborhood Board and the residents in the area for years. In a September 18, 2018 newscast on KHON TV 2, Ryan Tam, Chair of the Ala Moana Neighborhood Board envisions "coffee cars, small food vendors, musicians and artists" to bring more foot traffic to the space. Tam also points out that "we're so short of park space in Honolulu, these types of urban amenities is things we need and things that make a city great." Waikiki resident Brian Bagnall points out that "We need people with ideas to activate it. Artists, people who want to do occasional music here..." Our partners in the project remain the same. All are committed to working together to develop plans for a successful Festival at the Ala Wai Promenade that can be replicated at other under utilized parks like the Kaka'ako Makai Park. Funding from this grant will not overlap with any other NEA Funding appropriated for the 13th Festival of Pacific Arts.</p>	
Authorizing Official. Identify the person who has the legal authority to approve this budget on behalf of your organization. Name (Last, First) Takamine, Victoria <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Other _____ Title Executive Director E-mail vicky@paifoundation.org Telephone (808) 754 -2301	
Project Director. Identify the person who can answer specific questions about this project. Name (Last, First) Takamine, Victoria <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Other _____ Title Executive Director E-mail vicky@paifoundation.org Telephone (808) 754 -2301	
Primary Contact. Identify the person who can answer specific questions about this budget. If the same as either above, leave blank. Name (Last, First) Rojas, Jay <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Other _____ Title Managing Director E-mail jay@paifoundation.org Telephone (808) 769 -1198	

Project Budget Form

Rev. 5/31/16

PROJECT COSTS

I. DIRECT COSTS

Salaries and Wages. Include salaried employees. Pro-rate salaries to reflect only those incurred within the period of performance. (List artists, consultants, and contractors under Other Costs.)

Title/Type of personnel	# of personnel	Annual salary/range	% of time allocated	Amount
Project Director	1	\$50,000	25%	\$12,500
Program Manager	1	\$50,000	25%	\$12,500
Project Finance Manager	1	\$40,000	25%	\$10,000
Administrative Assistant	1	\$20,000	25%	\$5,000
Vendor Coordinator	1	\$20,000	25%	\$5,000

Total Salaries and Wages \$ 45,000

Fringe Benefits (%)

Total Fringe Benefits \$ _____

Total Salaries, Wages, and Fringe Benefits \$ 45,000

Travel. Include transportation, lodging, and required subsistence during travel. Airfare charged to the award may not exceed the value of the least expensive class (e.g. coach) available. All foreign travel must be identified by country of origin/destination.

Travelers (name, role, or number of people)	Origin	Destination	Amount

Total Travel \$ 0

Other COSTS. Include all other direct project costs here and continuing on the next page, such as artist or consultant fees, marketing/promotion, supplies and materials, publications, distribution, access accommodations such as sign language interpretation or braille (no construction/renovation costs), shipping/cartage, rental of venues or equipment etc. If you are not claiming Indirect Costs below, you may also include a pro-rated portion of administrative overhead.

Item	Amount
Urban Planning Consultant	\$6,200
Planning Meeting Costs	\$1,800
Outdoor Area Lighting	\$8,000
Safety Barricades	\$4,400
Documentation (Video & Photography)	\$20,000
Graphic Artist Fees	\$10,000
Marketing & Promotion	\$20,000
Internet Access	\$8,000
Office Space/Utilities (\$2,200/Month) 25%	\$6,600
Artist Fees (Festival Village exhibits, cultural demonstrations, performance fees)	\$10,000
Artist Supplies (Festival Village)	\$5,000
Venue Management	\$15,000

Total Other COSTS \$ 115,000

Total DIRECT COSTS (Total Salaries, Wages, and Fringe Benefits + Total Travel + Total Other COSTS) **\$** 160,000

Project Budget Form

Rev. 5/31/16

B. INDIRECT COSTS.

If applicable, include indirect costs as,

- A **de minimis rate**, not to exceed 10% of modified total direct costs. See 2 CFR 200.414 (f) for eligibility.
- Approved as part of a **current Federally-negotiated Indirect Cost Rate Agreement** (provide copy of agreement).

Cognizant Agency	Type [select]	Rate (%)	Effective Period (From/To)	Base \$
Total INDIRECT COSTS				\$ _____
TOTAL PROJECT COSTS (Total DIRECT COSTS + Total INDIRECT COSTS)				\$ _____ 160,000

PROJECT INCOME

ORGANIZATION SHARE: CASH. Include your organization's contributions, cash donations, non-Federal grants, and revenues such as ticket income or tuition fees. Federal funds subgranted from a state arts agency, regional arts organization, or local arts agency cannot be used as match.

Source	Amount
State of Hawai'i Legislature, Department of Business, Economic Development & Tourism	\$45,000
Hawai'i Tourism Authority	\$35,000
First Peoples Fund	\$20,000
Total Cash \$ 100,000	

THIRD-PARTY IN-KIND. Include goods or services provided by individuals/entities outside of your organization (third-party contributions). All items listed here must correspond directly to a project cost line item to determine allowability.

Item and Source	Fair Market Value
Total In-Kind \$ 0	
Total Recipient Share for this Project \$ 0	

NEA AMOUNT \$ _____ 60,000

TOTAL PROJECT INCOME (RECIPIENT SHARE + NEA AMOUNT) \$ _____ 160,000