

House District 99

Senate District 99

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:

Boys & Girls Clubs of Maui, Inc.

Db/a:

Street Address: 100 Kanaloa Avenue, Kahului, HI 96732

Mailing Address: 100 Kanaloa Avenue, Kahului, HI 96732

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KELLY LANILEI PEARSON

Title Chief Executive Officer

Phone # (808) 242-4363 x 222

Fax # (808) 249-0255

E-mail KellyP@bgcmaui.org

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:

GREAT FUTURES HAWAII:
IMPROVING THE OUTCOMES FOR HAWAII'S YOUTH

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 600,000

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 \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

SIGNATURE AND TITLE OF APPLICANT OR REPRESENTATIVE

KELLY LANILEI PEARSON, CHIEF EXECUTIVE OFFICER
NAME & TITLE

Jahang 19, 2017
DATE SIGNED



RECEIVED
1/20/17

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 Boys & Girls Clubs of Maui, Inc. (BGCM), is a non-profit 501(c)(3) organization that operates drop-in service facilities that provide a safe, supportive, non-judgmental, nurturing and supervised environment where youth ages 9 to 17 can be themselves, experience positive role models and learn the values and skills that promote success. Founded in 2000, the Mission of the Boys & Girls Clubs of Maui is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

We serve more than 8,000 Maui County youth annually through our Clubhouses and outreach programs. BGCM has six separate facilities on the island of Maui to best serve as many youth as possible. Clubhouses are located in Kahului in Central Maui; in the Kahekili Terrace Public Housing in Wailuku (accepts members as young as 6); in Paukukalo on Hawaiian Homelands (accepts members as young as 6); in Haiku and Makawao in the Upcountry area; and on the Westside in Lahaina. All of them provide award-winning, evidence-based afterschool and summer programs. Central, Haiku, Makawao and Lahaina are located in Maui County Parks.

Our clubs are staffed by youth development professionals who exemplify our values of fun, respect, character development, education and 'ohana (family). Not just after-school hangouts, our Clubhouses are safe and positive places where young people come to have fun, learn, do homework, develop social skills, express themselves creatively, and participate in sports and other physical activities. Our young members develop a sense of belonging and connection to the club, and make connections with one or more trusted adults. Continual learning is celebrated and reinforced in every interaction, activity, and area of the club. At BGCM, we believe that success is within reach of every young person who walks through the doors of our clubs.

2. The goals and objectives related to the request;

For this project, we will collaborate with the two other Boys & Girls Clubs organizations that serve the State of Hawaii: Boys & Girls Clubs of the Big Island (serves Hawaii Island) and Boys & Girls Clubs of Hawaii (serves O'ahu and Kaua'i). These organizations will be subcontractors for this project, with Boys & Girls Clubs of Maui managing the grant as the grantee.

All three organizations are part of the Hawaii Alliance of Boys & Girls Clubs, which was formed in 2008 to provide a vehicle for the member Boys & Girls Clubs to improve and expand their youth development offerings to Hawaii's youth, including leveraging public and private funds to serve more kids. As such the organizations have collaborated on a number of projects over the years.

As part of the Boys & Girls Clubs of America (BGCA), all three organizations strive to maintain the high standards set forth by BGCA to ensure all members have a positive, enriching experience during their time at their clubs. Our number one priority is in keeping club members safe. In fact, safety is part of the Boys & Girls Club Movement's core promise, and one of the five key elements for Positive Youth Development (the others are fun-filled, high expectations, recognition, and supportive relationships).

Providing safe, well supervised environments for our club members involves many different factors. Of these, the most important, and the topic of this project, are proper supervision, safety training for staff and volunteers, teaching club members personal safety, and making use of computers and cell phones safer for club members.

3. The public purpose and need to be served;

The three Boys & Girls Clubs organizations in the State of Hawaii serve more than 31,760 youth through Club membership and community outreach. Annually, the Clubs provide 114,231 meals and 193,530 snacks for members at no cost.

The Clubs provide targeted programs that are relevant to young people's lives today, including STEM, creativity and literacy; college and workforce development; 21st century leadership and character; and fitness, health and wellness.

National studies have shown that children who participate in after school programs are safer, have better academic performance, better school attendance, and better behavior and health outcomes than children who do not. After school programs also provide a safe place to learn. Students who are enrolled in after school programs are 30 percent less likely to engage in criminal activity, 50 percent less likely to use drugs, and 37 percent less likely to become teen parents.

4. Describe the target population to be served; and

Collectively, the three Boys & Girls Clubs serving the state ensure that all of Hawaii's youth have access to opportunities regardless of their income, background, family

circumstance or environment. While membership is open to all youth and there are no socio-economic guidelines for membership in the Boys & Girls Clubs, statewide more than 22% of our club members are enrolled in the free or reduced lunch program at their schools, and many fall into the low to moderate income level for their County. For some of the individual Clubhouses, those numbers are much higher. The ethnic makeup of the clubs' membership reflects the communities they serve, including a large number of Native Hawaiian members.

Demographically, 68% of the youth served by the clubs are age 12 and under and 32% are teenagers. While most of the clubs only serve youth ages 9 to 17, several clubs on all three islands also take ages 6, 7 and 8.

5. Describe the geographic coverage.

Boys & Girls Clubs of Maui has six Clubhouses on the island of Maui, and provides outreach to youth on Moloka'i and Lana'i to further serve the youth of the County of Maui. The Clubhouses are located in the towns of Wailuku (one Clubhouse in a Public Housing complex and one in the Hawaiian Homelands neighborhood), Kahului, Makawao, Haiku and Lahaina.

Boys & Girls Clubs of the Big Island has five Clubhouse locations (Hilo, Keaau, Pahoia, Pahala, and Ocean View) serving 26 communities throughout the island.

Boys & Girls Clubs of Hawaii serves youth on the islands of O'ahu and Kaua'i through eight clubhouses, three teen centers, and multiple outreach programs. Clubhouses and teen centers are located in Lihue, Kapa'a, and Waimea on Kaua'i and Wai'anae, Nanakuli, Ewa Beach, Honolulu and Kailua on O'ahu. All Clubhouses are located in communities with Title I schools.

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;

The scope of work will address each of the four factors stated in section I that relate to providing a safe and secure environment for our youth members. Detailed scope is defined as:

1. Proper supervision

- Selecting staff and volunteers of high character who are capable of supervising youth
- Maintaining appropriate staff-to-Club member ratios

2. Safety training for staff and volunteers
 - Following policies and procedures addressing responsibilities, appropriate behavior and consequences for misconduct
 - Ensuring appropriate interactions between adults and youth
 - Ensuring total supervision of Club activities
 - Maintaining proper reporting of accidents and incidents
 - Developing and implementing emergency response procedures
3. Teaching club members personal safety
 - Following policies and procedures addressing responsibilities, appropriate behavior and the consequences for misconduct
 - Providing members with orientation on the Club's rules or code of conduct
 - Providing programs that teach youth how to avoid risky behavior
4. Making the use of computers and cell phones safer for club members
 - Following policies and procedures that define their appropriate use
 - Training staff on Internet and cell phone safety
 - Utilizing recognized Internet safety education programs
 - Following procedures for responding to the misuse of the Internet
 - Using a system to protect sensitive or confidential member data

Club delineation of tasks and responsibilities to management and staff will be a priority in the planning and initiatives.

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

Timeline:

Jul - Sept 2017: Recruit staff and outside experts, complete assessments, create metrics.

Oct – Nov 2017: Determine baseline data. Plan and create initiatives and programs, including policies and procedures.

Dec 2017 – Feb 2018: Initial training and roll out.

March – May 2018: Implement initiatives and programs; begin adjustments as required; monitor initial results.

June 2018: Evaluate results, determine where improvements are needed. Plan next stage.

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

Quality assurance and evaluation will be determined by staff and volunteer retention, member daily attendance numbers, ratios of staff and volunteers to members, number of safety related incidents through accidents, injuries, electronic media incidents such as cyber bullying and internet abuse, confirmation of high standards in recruitment process of staff and volunteers and confirmation of staff and volunteer training.

The project will be evaluated on a quarterly basis, or more frequently is necessary, for both programmatic and financial compliance. Any issues that arise will be addressed immediately in a cooperative manner to ensure goals and objectives will be met by the end of the grant period.

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.

Baseline data will be recorded in KidTrax reporting system, a database used by Boys & Girls Clubs, then periodic evaluations will measure progress as initiatives are rolled out. Reports will include measurements of QA and evaluations listed in section 2 above, and additional member surveys determining how safe the youth we serve feel in the Clubhouses.

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 Forms Attached as required.
Additional budget forms attached from subcontractors.

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
\$200,000	\$150,000	\$125,000	\$125,000	\$600,000

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

At this time, we are not seeking additional funding for this project for FY 2018 from any other source.

- 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.**

None

- 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.**

Attached (Page 9 - Government Contracts and/or Grants)

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

\$166,909

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.

Administrative personnel with Boys & Girls Clubs of Maui have years of experience managing large projects, including those that are grant-funded and require detailed oversight. With an annual agency budget of approximately \$2.5 million, we have experience managing large grants, including both the fiscal and programmatic aspects.

Our financial management, directed through Fohrman & Fohrman, Inc., a nonprofit accounting specialist, provides financial reporting and review, organizational and program budgeting, cash flow analysis and forecasting, and grant management services. Our organization's financial management systems are designed to maintain accurate and comprehensive accounting records meeting financial and audit requirements

in accordance with Generally Accepted Accounting Principles (GAAP). Our system adequately identifies the source and application of funds for all sponsored activities and grant programs. Fohrman & Fohrman, Inc. works with management and the board of directors to ensure proper governing and accounting policy and procedures are in place and followed. It is these accounting practices that give us the tools to enable us to properly administer these requested funds. In addition, our programmatic oversight for the entire project will follow our strong internal control policies and procedures.

Boys & Girls Clubs of Maui uses Sage 50 accounting software for bookkeeping, budgeting and financial reporting purposes. All grants are given individual account codes for ease of reporting. Financial statements are provided to the Board of Directors' Treasurer and Finance Committee on a monthly basis. The Finance Committee presents the report to the full Board of Directors for their review at the monthly board meetings. An independent audit of BGCM's financial records is completed on an annual basis.

The Hawaii State Alliance of Boys & Girls Clubs is well versed in collaborating services and programs through a federal grant provided by the Department of Education as a Native Hawaiian Education grant. Boys & Girls Club of Hawaii, as the grantee, has partnered with BGCM and BGCBI, along with Sylvan Learning Centers, and are currently in the second year of the three year grant. The project, Hawaii AIM, is a three-tiered, K – 12 supplemental program designed to remediate skill gaps and mover Native Hawaiian students forward academically.

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.

All three Boys & Girls Clubs organizations working under this project have multiple Clubhouses where programming is provided after school, during the summer, and for school breaks throughout the year. While each Clubhouse is unique due to facility size, location, staffing levels, and number of members, all of them are suitable, safe and welcoming places for club members to enjoy.

No additional facilities are being sought at this time.

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.

Boys & Girls Clubs of Maui:

Director of Operations Maurice Bajon, Project Director for this program, has been with the organization since 2007 and has been in his current role since 2009. He reports directly to the Chief Executive Officer, Kelly Pearson.

For this project, Maurice will oversee the programmatic aspects for each of the Clubhouses on Maui, and coordinate with personnel from Boys & Girls Clubs of the Big Island and Boys & Girls Club of Hawaii for the meeting the expected goals and outcomes required by the funder. Time spent on this project will be 25% of his total time.

Development Specialist Linda Gilbertson has been with Boys & Girls Clubs of Maui since 2015. She has 15 years of experience managing multiple federal, state and local grants, including providing programmatic and fiscal reporting to funders. She reports directly to the Chief Executive Officer, Kelly Pearson.

For this project, Linda will coordinate with Maurice Bajon and the representatives from the two other organizations for the required programmatic and financial reporting. Time spent on this project will be 15% of her total time.

Administrative Director Gina McLain will oversee compliance for the grant expenditures, ensuring all monies are being spent as directed by the funder. She reports directly to the Chief Executive Officer, Kelly Pearson, and has been with Boys & Girls Clubs of Maui for 10 years.

Gina will coordinate with Fohrman and Fohrman, our grant management consulting firm, on all financial aspects of the project, including timely spend down and reimbursement requests by all organizations involved. Time spent on this project will be 15% of her total time.

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.

Attached

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.

Chief Executive Officer - \$98,000

Director of Operations - \$65,720

Administrative Director - \$58,086

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.

We have no pending litigation or outstanding judgement.

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 grant will not be used to support or benefit a sectarian or non-sectarian 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.**

The overriding goal of this project is to improve the service we provide our youth members through the implementation of additional safety security measures, better training of staff, and improved staff-to-member ratios. Some of this project will involve one-time expenses (upgraded technology and equipment). We anticipate that, with additional training for staff and volunteers and the lower staff-to-member ratios, job satisfaction will improve, which is an investment for staff sustainability.

In terms of capacity building, increasing efficiencies throughout our organizations allows our staff to work more effectively. This in turn increases our ability to add programs, administer grants, and build revenues. Staff who don't have to worry about safety related matters can concentrate on programmatic work, which increases capacity, which leads to a healthier and more robust organization.

Increasing HR efficiency helps to retain staff and volunteers, decreases emergency instances, and decreases potential liabilities. Reducing injuries and workplace mishaps have positive effects on insurance policies, health benefit premiums and workers compensation costs. These contribute to a healthier and more robust organization.

Creating a secure information technology environment reduces cyber liability; again positive effect on insurance and related costs.

Safe and happy members will encourage others to come to our clubhouses, which increases our membership numbers.

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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: BOYS & GIRLS CLUBS OF MAUI, INC.

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	139,565			
2. Payroll Taxes & Assessments	15,352			
3. Fringe Benefits	20,935			
TOTAL PERSONNEL COST	175,852			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,715			
7. Telecommunication				
8. Utilities				
9. Marketing	1,000			
10. Statewide Safety Conference	3,000			
11. Bookkeeping Services	8,000			
12. Biometrics	10,000			
13. Tech Support	6,705			
14. Subcont: BGCH, Attachments A-C	261,818			
15. Subcont: BGCBI, Attachments D-E	130,910			
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	424,148			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	600,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	600,000	Kelly Pearson (808) 242-4363, x.222		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested		Signature of Authorized Official _____ Date <u>January 19, 2017</u>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official _____ Date _____		
TOTAL BUDGET	600,000	Kelly Pearson, Chief Executive Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: BOYS & GIRLS CLUBS OF MAUI, INC.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Operations	1.00	\$65,720.00	25.00%	\$ 16,430.00
Administrative Director	1.00	\$58,086.00	15.00%	\$ 8,712.90
Resource Development Specialist	1.00	\$47,476.00	15.00%	\$ 7,121.40
Volunteer Coordinator	1.00	\$20,000.00	100.00%	\$ 20,000.00
Central Club Director	1.00	\$49,000.00	20.00%	\$ 9,800.00
Haiku Club Director	1.00	\$47,476.00	20.00%	\$ 9,495.20
Makawao Club Director	1.00	\$47,476.00	20.00%	\$ 9,495.20
Lahaina Club Director	1.00	\$47,476.00	20.00%	\$ 9,495.20
Paukukalo Club Director	1.00	\$47,476.00	20.00%	\$ 9,495.20
Central Program Director	1.00	\$39,520.00	20.00%	\$ 7,904.00
Haiku Program Director	1.00	\$39,520.00	20.00%	\$ 7,904.00
Makawao Program Director	1.00	\$39,520.00	20.00%	\$ 7,904.00
Lahaina Program Director	1.00	\$39,520.00	20.00%	\$ 7,904.00
Paukukalo Program Director	1.00	\$39,520.00	20.00%	\$ 7,904.00
TOTAL:				139,565.10
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Boys & Girls Clubs of Maui, Inc.

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Boys & Girls Clubs of Maui, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	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						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Boys & Girls Clubs of Maui, Inc. (Subcontractor BGCH, Attachment A)

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	157,760			
2. Payroll Taxes & Assessments	17,985			
3. Fringe Benefits	44,457			
TOTAL PERSONNEL COST	220,202			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	12,100			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	4,000			
6. Supplies	5,516			
7. Telecommunication				
8. Utilities				
9. Computer Software	20,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	41,616			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	261,818			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	261,818	Paddy Kauhane (808) 949-4203		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	261,818	Name and Title (Please type or print)		

BUDGET JUSTIFICATION SOFTWARE PURCHASES

Applicant/Provider: Boys & Girls Clubs of Maui, Inc. (Subcontractor BGCH, Attachment C)

RFP No.: 2017 GIA Period: 7/1/2017 to 6/30/2018 Date Prepared: 1/19/2017

Contract No.: _____
(As Applicable)

DESCRIPTION OF SOFTWARE	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Human Resources and Volunteer Management	1	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
	1		20,000	20,000

JUSTIFICATION/COMMENTS:

Adhering to high standard practices for recruiting staff and volunteers requires processes that track each important step from start to finish and continues with performance management throughout the staff and volunteer's tenure. Applications, background checks, completion of mandatory training, reference checks and annual evaluations are automatically tracked. The system is essential as part of a strong and secure HR department and increases safety within the organization.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Boys & Girls Clubs of Maui, Inc. (Subcontractor BGCBI, Attachment D)

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	83,148			
2. Payroll Taxes & Assessments	6,361			
3. Fringe Benefits	13,440			
TOTAL PERSONNEL COST	102,949			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	6,000			
5. Staff Training				
6. Supplies	20,761			
7. Telecommunication	1,200			
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	27,961			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	130,910			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	130,910	Lita Lumalu (808) 961-5536		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	0			
TOTAL BUDGET	130,910	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: BGCM, Inc. (Subcontractor BGCBI, Attachment E)

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Chief Executive Officer	1.00	\$70,000.00	10.00%	\$ 7,000.00
Director of Operations	1.00	\$40,000.00	20.00%	\$ 8,000.00
Hilo Area Director	1.00	\$40,000.00	20.00%	\$ 8,000.00
Hilo Youth Dev. Coordinator	0.75	\$18,720.00	50.00%	\$ 9,360.00
Hilo Youth Dev. Specialist	0.75	\$18,720.00	20.00%	\$ 3,744.00
Hilo Youth Dev. Specialist	0.625	\$14,300.00	20.00%	\$ 2,860.00
Pahoa Area Director	1.00	\$40,000.00	20.00%	\$ 8,000.00
Pahoa Youth Dev. Coordinator	0.75	\$18,720.00	50.00%	\$ 9,360.00
Pahoa Youth Dev. Coordinator	0.75	\$18,720.00	20.00%	\$ 3,744.00
Pahoa Youth Dev. Coordinator	0.625	\$14,300.00	20.00%	\$ 2,860.00
Pahala Area Director	1.00	\$40,000.00	20.00%	\$ 8,000.00
Pahala Youth Dev. Coordinator	0.75	\$18,720.00	50.00%	\$ 9,360.00
Pahala Youth Dev. Specialist	0.625	\$14,300.00	20.00%	\$ 2,860.00
				\$ -
TOTAL:				83,148.00

JUSTIFICATION/COMMENTS:

Positions are created to plan and implement safety related initiatives and programs throughout the organization. All personnel are budgeted as project based and hired for a specific term. These staff will provide assessments of existing facilities and programs then create, implement and roll out safety related initiatives and programs while providing support to regular staff. Staff will be considered for permanent positions if funds are available after the GIA grant is complete.

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

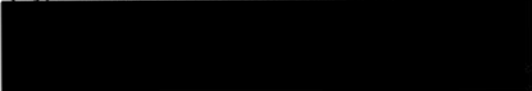
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Boys & Girls Clubs of Maui, Inc.
(Typed Name of Individual or Organization)

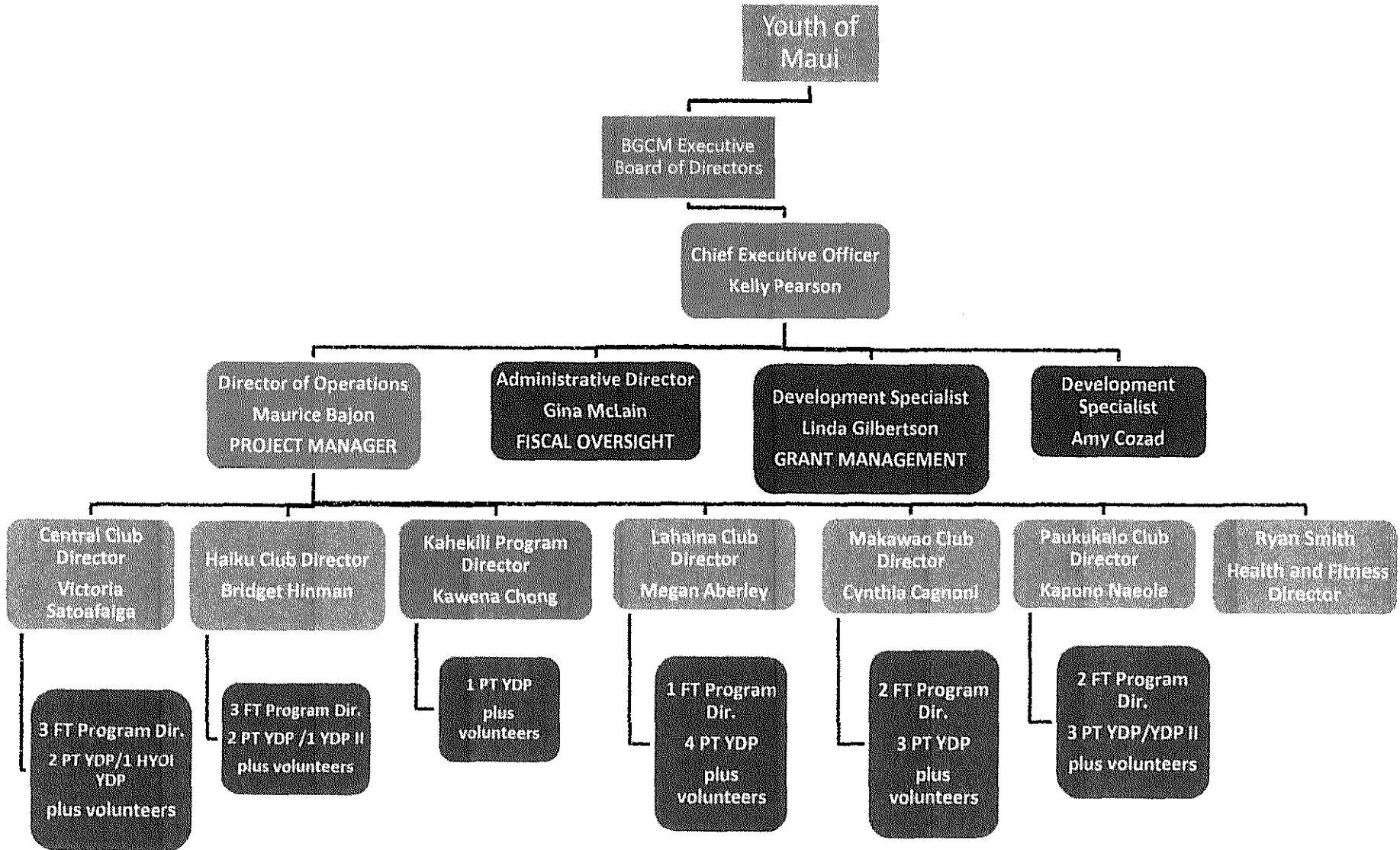


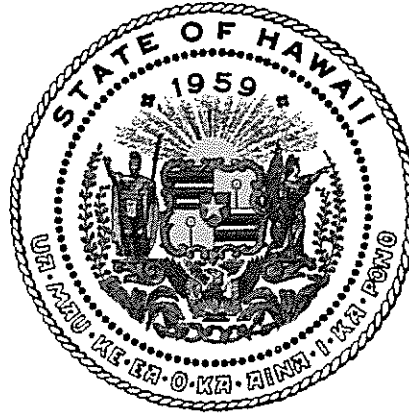
January 19, 2017
(Date)

Kelly Lanilei Pearson
(Typed Name)

Chief Executive Officer
(Title)

BOYS & GIRLS CLUBS OF MAUI 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

BOYS & GIRLS CLUBS OF MAUI, INC.

was incorporated under the laws of Hawaii on 06/26/1989 ; 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 12, 2017

Director of Commerce and Consumer Affairs

