

House District(s) 8, 9, 10,
11, 12, 13

Senate District(s) 5, 6, 7

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.

Dbas:

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 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:

**BOYS & GIRLS CLUBS OF MAUI
PAUKUKALO CLUBHOUSE CONSTRUCTION PROJECT:
MEETING THE NEEDS OF THE COMMUNITY**

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 1,500,000

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 \$ 75,000

PRIVATE/OTHER \$

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

KELLY PEARSON, CHIEF EXECUTIVE OFFICER

NAME & TITLE

January 16, 2018

DATE SIGNED

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

1. *A brief description of the applicant's background;*

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 years old can be themselves, experience positive role models, and learn the values and skills that promote success.

Founded in 2000, the Mission Statement 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.

At BGCM, we focus on increasing graduation rates and improving academic success for each member. Club programs and services promote and enhance the development of our members by instilling a sense of competence, usefulness, belonging and influence. We provide award-winning, evidence-based after school and summer programs in the areas of:

- Education and Career Development
- Character and Leadership Development
- Health and Life Skills
- The Arts
- Sports, Fitness and Recreation

BGCM serves more than 9,000 Maui County youth annually through our six Clubhouses and outreach activities. The Clubhouses are located in Central Maui (Kahului), Kahekili Terrace (public housing complex, accepts members as young as 6), Paukukalo (in the Hawaiian Homelands community, accepts members as young as 6), Haiku in Upcountry, Makawao in Upcountry and Lahaina on the Westside. The annual membership fee is \$5 per child, or \$10 for a family, which includes all programs and activities.

The clubs are staffed by youth development professionals who exemplify our values of excellence, fun, flexibility, 'ohana, respect, teamwork and safety. 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. 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.

The club offers young people what they need and want most: adults who respect and listen to them; a safe environment where they can have fun and be themselves; and interesting, constructive activities that channel youthful energy into challenging pursuits.

At Boys & Girls Clubs of Maui, 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;*

This proposal is for a project to build a stand-alone two-story Clubhouse for the BGCM Paukukalo club, which is located in a Hawaiian Homelands neighborhood in Wailuku. While Boys & Girls Clubs of Maui is a licensee for this location and not the owner, we have agreements with the Paukukalo Hawaiian Homesteaders Association and the Department of Hawaiian Home Lands for approval to build the facility at this location.

Unlike most of our other Clubhouses¹ that feature a large, well-equipped, stand-alone facility especially built for Boys & Girls Clubs of Maui, at Paukukalo activities take place in the Hawaiian Homes Community Center, a 3,670-square-foot single-room facility with a capacity of 240.

The Paukukalo Clubhouse has a current enrollment of 330 youth ages 6 to 17, a number that has had to be capped for the past three years due to the number that can be safely accommodated in the Center. Average daily enrollment, that is, the number of members who attend each day, is close to 200 and often exceeds that number. Due to the need identified in the community, Paukukalo is one of only two Clubhouses of Boys & Girls Clubs of Maui that accepts members who are ages 6 to 8. The other is located in the Kahekili Terrace Public Housing Complex.

Many of the Paukukalo Clubhouse members live in the Hawaiian Homes community. Our statistics show that more than 97% of Paukukalo club members come from households in the low- to moderate-income range, and a large percentage receive free or reduced lunch from their school.

A unique feature of this club is that it has many Hawaiian Language Immersion students as its members. Hawaiian language-speaking staff are able to assist them with homework and other educational needs, something not available in other BGCM locations or through other after-school organizations. We do not limit our membership based on where a child lives or goes to school, which means those in the Immersion schools can become members and utilize these services at Paukukalo. This is one reason the Paukukalo Clubhouse is so in demand for

¹ *This refers to the four larger clubs of Central, Haiku, Makawao and Lahaina. The only other exception to this is the Kahekili Terrace Clubhouse, which is located in a public housing facility and uses a room in the community center there but has a small number of registered members.*

membership, and why it is an important resource for many Maui youth.

The Paukukalo club faces a number of challenges and limitations. The Center consists of a single open room, meaning there no separate rooms for the division of activities indoors. This leads to a high noise level inside the building, which hinders concentration for activities such as homework and tutoring assistance, especially for our younger members and members with ADHD and/or other learning issues who typically require a quieter environment to accomplish these activities successfully. Also, there is no space for large game tables, such as pool or foosball, or a computer lab, which the other Clubhouses have.

Additionally, each day staff members have to set up and break down 23 6-foot tables and between 80 and 100 chairs, as well as the small orange cones that serve as “walls” to divide the activity areas. That typically takes at least two paid staff from 20 to 30 minutes for set up and another 20 to 30 minutes for breakdown and mopping the floors, meaning club staff are being paid for up to an hour each day for time that can be better used interacting with and providing programs for the members. On an annual basis, this is well over 200 hours per staff member that is not directly benefitting our youth.

During the school year, because other organizations and activities are scheduled to use the Center on a regular basis, the club is only open from afterschool time until 5 p.m., unlike the other BGCM facilities that are open until 7 p.m. During the summer intersession, Paukukalo is only open from noon until 5 p.m. Our other Clubhouses open at 8 a.m. during the summer for parents to drop off their kids before heading to work, with a 6 p.m. pick-up. Because the club is not open in the morning, Paukukalo parents must choose either to leave their children at home alone for a few hours or find other all-day arrangements.

The reality is that the number of members coming to the Paukukalo Clubhouse during the summer is consistently very low. BGCM summer programming includes educational activities designed to stop the “summer brain drain,” which occurs during summer intersession when what a student learned in school the previous year is diminished due to lack of reinforcement. Our “Summer Brain Gain” program focuses on educational retention, so that our members head back to school better prepared for the new grade. The limited number of hours for Paukukalo members to attend means they receive less time for important programs, and fewer members are able to receive the benefits of the programs at all.

For the past three years we have worked on a grant-funded education program (in partnership with the two other Boys & Girls Club organization in Hawaii) to provide tutoring in math and reading for an hour four times per week for those members who would receive the most benefit from it. This has been a very successful program that takes place at Paukukalo and our Central Clubhouse, but this year Paukukalo was unable to use the classrooms in the building adjacent to the Community Center because they were being used by another organization all day, five days a week. Those members are taken to the Central location to receive the tutoring instead, which is about a 10-minute van ride. While staff has made it work the best they can, this has been a burden to staff, members, and the Central Clubhouse, which had to find room for the additional number of members and tutors.

Building maintenance is another issue that occurs on a routine basis and is very disruptive to club activities. During the 2015-16 Winter Holiday Break, for example, the Center had to be closed entirely for scheduled repairs. This is a time when many of our members typically spend their long break participating in club activities.

Teenagers, who are inherently difficult to bring into the club but who need the programs and services the clubs provide as much if not more than younger members, become frustrated by not having a more private set-up and often stop attending, even if they have been members for several years. Many of our teen programs focus on character and leadership development, which are important concepts for teenagers to learn and practice. Club teens are given the opportunity to serve as mentors to the younger members, and are actively engaged in community service. We want to encourage more teens to remain active in the club as they get older, but too often lose them at that age at Paukukalo.

Despite these challenges, club staff have continually worked toward mitigating the negative aspects of the facility, such as creating rules and regulations that specifically address the issues in a way that is acceptable to and well understood by the members (e.g., orange cones designating “off limits” or “certain activities only” areas).

Staff often work with members to develop creative solutions to these issues. For instance, several teen members told staff they wanted to have a private space away from the younger members, some of whom are siblings to the teens. With the teens and staff working together, the teens set up a tent on the grounds, creating a “teen room” that only they could use. This was temporary fix, to be sure, but shows the commitment our club staff have toward their members and the desire to meet their needs and enhance their club experiences.

The smaller size of the current facility means we cannot accommodate as many members as we would like to, or as many as would like to participate. In fact, for the past three years we were forced to implement a first-come, first-served waiting list for membership, meaning we had to turn away some former members and siblings of members. That leaves youngsters with nowhere to go at a time, and at the age, when Boys & Girls Club activities could enrich their lives in many positive ways.

Because the space is shared with many other organizations, we cannot maintain supplies for any activities (sports, arts and crafts, games, etc.) due to a lack of adequate, safe storage. Likewise, without a secure computer room, we have to rely on a few small laptops for our members to do their homework and other activities.

Additionally, while our other clubs take advantage of an operational kitchen to serve a large variety of snacks and lunches (and breakfast during summer) to our members and to use for culinary classes, Paukukalo’s kitchen is very small and cannot be used to store any food supplies, requiring staff to store non-perishable food items in bins in the office area. Perishable items must be brought in as needed or available for immediate consumption. This limits the amount of food we can receive from the Maui Food Bank, which is a very important partner to BGCM.

The building has only one bathroom that has to accommodate up to 200 people each day. The preferred practice for a Boys & Girls Club is two multi-stall bathrooms (one for boys, one for girls) and a separate bathroom facility for staff and other adults.

The basic goals and objectives to be met with the construction of this facility are:

1. Increased membership to accommodate all youth who want and need our services
2. Improved club experiences for all age groups

This will be accomplished through:

- The Clubhouse being open more hours each day (at least 6 hours during the school year, 10 hours during the summer and school intersession)
- Having more and better equipment and supplies available to the members every day (based on availability of secure facilities, separate rooms for large game tables, a technology room for computers, and improved storage capacity)
- Increasing the quantity and quality of programs provided to all members
- Separation of groups by age, ability and interest
- Increasing the amount of staff time spend interacting with the members by eliminating the need for staff to set up and break down the room each day

3. *The public purpose and need to be served;*

The public purpose of the construction of the new Paukukalo Clubhouse is in the number of young members we can accommodate, the number of activities we can provide to them, and the quality of those activities.

When the club opened in 2005, the neighborhood was not a safe place to be, especially for children. Drug houses could be easily pointed out, and the club staff were required to meet the members at the bus stop and walk them into the facility to ensure their safety. Since then, the neighborhood has improved from that standpoint, but providing a safe and secure environment for all of our young members is still our number one goal each day.

Over the past few years, Paukukalo has had to limit the number of youth we add to our membership roster due to the size and accommodations of the facility we use. Not being able to serve as many children as we can, particularly for the Hawaiian Homelands Neighborhood that waited so long for a BGCM facility to be started, goes against our stated mission of helping those who need us most.

In particular, BGCM focuses on the academic progress of our youth. Several programs, such as the mandatory "Power Hour" homework assistance, encourage our members to become fully engaged in their own education, and to understand its importance to their lives. Because the current club facility consists of one large space, there is nowhere for our students to go to study in quiet or receive tutoring. The new facility will include a large, computer-equipped study room that will improve this particular activity and also enable us to increase the number of programs we offer that involve the use of computers, such as STEM-focused activities.

Additionally, many of our Paukukalo members attend Hawaiian Immersion schools. Because staff at the Paukukalo Clubhouse speak the Hawaiian language, they are able to assist with homework assignments. We want to encourage as many Hawaiian Immersion students as possible to become club members so we can provide this valuable assistance to them. The need to limit the number of members at Paukukalo means limiting the number of these students who can join.

With a large, dedicated Clubhouse building, we will be able to open more hours each day, both during the school year and for the summer months, so our members will be able to participate in even more of the enriching activities we provide. For the community, this means more children will receive the benefits of Boys & Girls Clubs of Maui membership and be actively engaged in positive activities after school and during school intersessions.

This project directly relates to our stated mission to help young people realize their full potential, and is especially important in meeting the needs of "those who need us most." Whether due to financial, social, physical or emotional hardships, it is these members we strive to inspire to be the best person they can be. Through this project, BGCM will be able to greatly expand the number of youth we serve, and increase the amount and type of programming we provide to meet the specific needs of each of our members, particularly those in the community served by the Paukukalo Clubhouse. This will assist us in fulfilling our mission.

4. *Describe the target population to be served; and*

Boys & Girls Clubs of Maui serves all local youth, ages 9 to 17 (or 18 if still in school), at our six clubs. At Paukukalo, we also accept members as young as 6.

The Paukukalo Clubhouse is the subject of this project. It is a place where youth from Iao Intermediate, Baldwin High, and Wailuku and Waihee elementary schools meet up with the youngsters who attend the Punana Leo Hawaiian Immersion Programs at King Kekaulike High, Kalama Intermediate and Paia Elementary schools. Because several of the Paukukalo club staff speak the Hawaiian language, they are able to assist students in the Immersion programs with their homework and other educational activities. For that reason, many of these students attend Paukukalo instead of a BGCM club location more convenient to their homes or schools. While it is not a requirement that a member has to live near or go to a school typically served by the club, a large number of our members come from the Hawaiian Home Lands neighborhood.

Overall for all clubs, our members, historically, come from families that fall into the low to moderate income levels. In fact, more than 97% of members at Paukukalo reflect this level, and a large percentage receive free or reduced lunch from their school. Every child is welcome at Boys & Girls Clubs of Maui, not matter where they live or go to school, or their family's socio-economic status.

5. *Describe the geographic coverage.*

The Paukukalo Clubhouse facility is located in the Hawaiian Homes area of Wailuku in central Maui. Although many of our members live in that community, location of residence and school attended are not a restricted requirement for membership in any of our 6 clubs. The Paukukalo club members come from many schools and communities throughout Maui.

II. Service Summary and Outcomes

1. *Describe the scope of work, tasks and responsibilities;*

Total cost for the construction of a facility for Paukukalo is \$4,250,000. Of this amount, we have received \$75,000 from the County of Maui for the planning and design phase. Additionally, we have requested \$1,000,000 from the County of Maui, Program Year 2018 Community Development Block Grant.

We are requesting \$1,500,000 through this application.

The remaining amount needed of \$1,675,000 will be raised through a combination of a directed Capital Campaign, and requests for grant funds and donations from several foundations and businesses that support this type of capital project. At this point, potential funders have already been identified and contact has been made regarding their interest in the project. Many require that they not be the first donor to such a project but will consider funding a capital project once it has gotten underway with other resources. We are encouraged by the interest in this project by many potential funders.

This will enable us to build a stand-alone Clubhouse for the BGCM Paukukalo location in the Hawaiian Homelands neighborhood. Architectural plans have already been completed for the facility and will be used for the construction, pending a new architectural and engineering review of those plans.

The two-story, 11,000-square-foot building will be constructed on the existing site of the basketball court, located adjacent to the Hawaiian Homelands Community Center that now houses the Paukukalo club activities. The basketball court includes a concrete foundation, partial concrete block walls and pillars supporting a steel-framed wooden roof structure.

Architectural plans call for the utilization of the existing structure as the base for the new building. The overall height of the existing structure is adequate for the proposed two-story facility. An engineering assessment of any necessary rehabilitation of the structure will be part of the initial development stage, although that was taken into consideration when the architectural plans were first developed. Reasonable consideration of any potential cost associated with rehabilitation of the existing structure has been included in the budget.

One important aspect of this facility is that it will be solar powered. This will be not only a cost savings for our electrical needs for years to come, but will assist in the state's goal of increasing the use of alternative energy sources.

Phase I will be the overall structure of the building (exterior walls, windows, interior walls, electrical, plumbing, etc.) that will include a completed first story and a shell for the second story, which will be completed at a later date as Phase II (not included in the project cost noted above).

The first story will consist of fully-functional areas for games and activities (with space for game tables such as pool, foosball and ping pong, a study area and a computer lab), a complete kitchen (to be used for lunch and snack preparation and food storage, as well as functioning as a cooking classroom for culinary arts), a fitness room, separate male and female bathroom facilities with showers, an office for staff, a meeting room, storage, mechanicals, a secure entry for the intake process of club members, and covered outdoor lanais.

The second story will be built as a shell (utilized as attic space initially) to accommodate future expansion of the Clubhouse. There is no timeframe for the completion of the second story at this time, and it will most likely depend on available funding for the construction, furnishings, and staffing levels needed.

However, once the requested project (Phase I) is completed, the Clubhouse will be fully functional for all club activities.

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

This project to build a stand-alone Clubhouse for the Paukukalo club has been in the planning phases for several years, pending availability of funding resources. The architectural plans for the structure have already been completed and approved, although a reassessment of the proposed facility by current BGCM staff and Board of Directors Building Committee members will be done prior to the commencement of this grant-funded project to take into account any proposed changes or adjustments.

Also, any items that can be accomplished without the expenditure of grant funds prior to the project start date will be done in a timely manner to decrease the amount of time spent on such activities once the grant period starts. This includes development of a draft construction timeline, which could change following the engineering assessment; the creation of the Request for Proposal for the construction project; and beginning the process to hire a Project Manager.

Pre-construction phase (Months 1 – 9)

- Architectural and Engineering
 - Final approval of architectural plans with any revisions addressed
 - Reassessment of state of existing structure
 - Revisions to existing plans based on engineering assessment
- Develop and release Request for Proposal (RFP)
- Select contractor for project (30-60 days following release of RFP)
- Hire Project Manager

- Zoning clearance
- Update Environmental Assessment as needed
- Obtain permits

Construction phase (Months 10-20)

- Rehab existing structure as necessary based on engineering findings
- Construction of facility (estimated at 12 months)
 - Framework
 - Roofing
 - HVAC
 - Plumbing
 - Electrical
 - Roofing
 - Interior walls and stairs
 - Painting and finish work
- Receive Certificate of Occupancy

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

BGCM is dedicated to providing exceptional experiences for all of its members. To that end, we will ensure the implementation of this project through completion by assigning staff to oversee every aspect of it, from creation of the Request for Proposal and selection of a contractor, to final walk through following completion of the facility.

Lead for this project is BGCM Chief Executive Officer Kelly Pearson, who was instrumental in the construction of four other BGCM Clubhouses during her 18 years with the organization and is familiar with the processes involved. Director of Operations Stephen Bennett will oversee the day-to-day progress being made on the project.

The Board of Directors will enact a 4-member (minimum) Building Committee specifically for this project with regular meetings held to discuss any problems or concerns, which will be addressed immediately so that the project will meet the timeline and budget set forth in this application.

Our Controller, the Board of Directors' Treasurer, and members of the Finance Committee will develop, maintain and review all financial records (grant monies received from the grantor, invoices received and paid, etc.) to ensure all funds are being spent as specified and within the set budget.

Additionally, we will contract with a professional construction Project Manager throughout the life of the project. The PM will maintain direct contact with the CEO and the builder, and will monitor progress against the timeline and specifications of the project.

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

As noted above, this is a construction project and all measures and reports will reflect only that aspect.

The following benchmarks will be used to measure the effectiveness of the progress made, and will be reported to the State Agency as requested:

- A. Meeting deadlines set forth within the Timeline (during both the Pre-Construction Phase and the Construction Phase);
- B. Ensuring the expenditures made during the project period meet the budget as detailed in the application and that all expenditures follow grant guidelines; and
- C. Meeting the construction timeline to ensure the project remains on schedule.

III. Financial

Budget

1. *The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.*
- a. *Budget request by source of funds*
Attached.
 - b. *Personnel salaries and wages*
Attached.
 - c. *Equipment and motor vehicles*
Attached.
 - d. *Capital project details*
Attached
 - e. *Government contracts, grants, and grants in aid*
Attached
2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$225,000	\$425,000	\$425,000	\$425,000	\$1,500,000

3. *The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.*

For this project, we have requested \$1,000,000 from the County of Maui, Community Development Block Grant funding (submitted in January 2018), and an undetermined amount from the Nuestro Futuro Foundation. At this time we have no other specific sources identified for FY 2019 funding of this project, but could submit additional requests based on the outcomes of the aforementioned submissions.

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.*

Boys & Girls Clubs of Maui has not received any state or federal tax credits during the prior three years and has neither applied for nor anticipates applying for any state or federal tax credits.

5. *The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.*

County of Maui, Department of Housing and Human Concerns: \$75,000 for planning and design (FY 2018-19)

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.*

Estimated balance of unrestricted assets as of 12/31/2017: **\$106,035**

IV. Experience and Capability

1. **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 BGCM have years of experience managing large projects, including those that are grant-funded and require detailed oversight.

Boys & Girls Clubs of Maui has built its capacity through the design, development and construction of four other Clubhouse facilities that serve the island community and in the administration of government and private funding sources. The years of success in the completion of prior facilities in a timely manner sets the pace for the continuation of our commitment to provide the youth of Maui with safe and secure facilities for the implementation

of BGCM programs.

CEO Kelly Pearson has been with BGCM since its inception in 2000, was Director of Operations for 14 years, and was promoted to her current position in July 2014. During her tenure at BGCM, we opened 6 separate Clubhouses throughout the county, of which four required the construction of a building, paid for through county funding but requiring direct and detailed oversight of the construction project by BGCM administrative staff and the Board of Directors.

With an annual agency budget of approximately \$2.5 million, we have had years of experience managing large grants, including both the fiscal and programmatic aspects. Our financial office, led by a controller (position is currently vacant but will be filled by February 2018), utilizes financial management systems that 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. The Controller works with agency management and the Board of Directors (including the Finance Committee) 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 Quick Books 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. Additionally, the Board of Directors' Building Committee will be directly involved in the development of project-specific reporting throughout the life of the project.

2. **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.

Boys & Girls Clubs of Maui operates in six individual Clubhouses, located throughout the County of Maui to conveniently serve the island's youth. Four of these facilities – Central Club in Kahului, Lahaina Club, Haiku Club and Makawao Club – feature stand-alone BGCM buildings that are located within County of Maui parks.

All four of these Clubhouses, which are between 3,800 and 8,800 square feet in size, include separate rooms for the various activities members participate in, such as a computer lab, homework and tutoring areas, arts and crafts rooms, space for indoor games including ping-pong and foosball, and teen-only rooms, as well as expansive outdoor recreational areas and facilities

for a variety of free-time activities and organized sports. The clubs also feature full-service kitchens, separate bathroom facilities (for boys, girls, plus a staff bathroom), and secure entrances. The smallest of these four Clubhouses, Haiku, is able to utilize other community club spaces within the complex of facilities at the park, so their actual size expands to meet the needs of the members.

The Kahekili Terrace club is located in a State Public Housing complex in Wailuku and shares a small space with the Housing and Community Development Corporation of Hawaii office. Most of the members come directly from the housing complex, and membership is relatively low at approximately 35 members. The complex features a central outdoor recreational space that is shared with the club.

The Paukukalo Clubhouse, the subject of this grant application, shares space with the Community Center in the Hawaiian Homelands neighborhood in the Wailuku area. Because it is located in a very populated community, and it offers Hawaiian Immersion students with Native Hawaiian Language learning assistance and guidance through its diverse staff, Paukukalo maintains high membership numbers. Due to the fact that the facility is a single open room, and that it is also used for other Hawaiian Homelands-sanctioned community events on a regular basis, the building is not as functional for the members as the other clubs with stand-alone facilities, including the number of hours it can be open on a daily basis.

In all, Boys & Girls Clubs of Maui serves at least 2,400 registered members annually, with another 5,000 to 7,000 youth served through outreach programs.

V. Personnel: Project Organization and Staffing

1. 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 has been able to successfully expand the number of its club facilities since it was first founded in 2000. This includes the construction of four stand-alone facilities built during this timeframe.

For the Paukukalo project, we will hire a Project Manager to help manage the project throughout the complete construction of the facility. This model has worked quite well in our previous building projects (four Clubhouses). Our Board of Directors' Building Committee will work diligently with the consultant to ensure all planning, design, and permitting occur in a timely manner during the pre-construction phase, and that the construction phase is completed on time and on budget.

Additionally, BGCM CEO Kelly Pearson will oversee all aspects of the project and will work with the hired Project Manager, the Building Committee members, the Controller (position vacant at this time) and the Director of Operations (Stephen Bennett) on a regular basis throughout the life of the project, ensuring full communication, reporting, and cooperation among all involved parties.

The overriding goal of this project is to serve the members of the Paukukalo Clubhouse to the best of our ability, and also to provide the community with a safe and secure facility that will enhance everyone's experiences there.

2. **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.

Organization Chart attached (project responsibility chain of command highlighted)

3. **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 - \$65,000
Administrative/Financial/HR Manager - \$61,686

VI. Other

1. **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.

Boys & Girls Clubs of Maui, Inc., is not a party to any pending litigation, nor any outstanding judgement.

2. **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.

There are no licensure, accreditation or other special qualifications relevant to this request.

3. **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.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

This grant request is for a construction project. Therefore, it is a one-time expense that will be completed with this funding, if approved, and additional funding from other resources as noted above.

Once built, all operational and other expenses will be the responsibility of Boys & Girls Clubs of Maui, Inc., through its regular funding resources that include a combination of grants, contracts, and donations, as is the case for all of our Clubhouses.

5. **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, 2017.

Certificate of Good Standing, dated January 3, 2018, attached.

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Signed **Declaration Statement** attached.

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes, as described herein.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App **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				
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	1,500,000	0	1,075,000	1,675,000
TOTAL (A+B+C+D+E)	1,500,000	0	1,075,000	1,675,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,500,000	Kelly Pearson (808) 242-4363 x 222		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	1,075,000	01-16-2018		
(d) Total Private/Other Funds Requested	1,675,000	Signature of Authorized Official Date		
TOTAL BUDGET	4,250,000	Kelly Pearson, Chief Executive Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

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)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				N/A
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Boys & Girls Clubs of Maui, Inc.

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Boys & Girls Clubs of Maui, Inc.

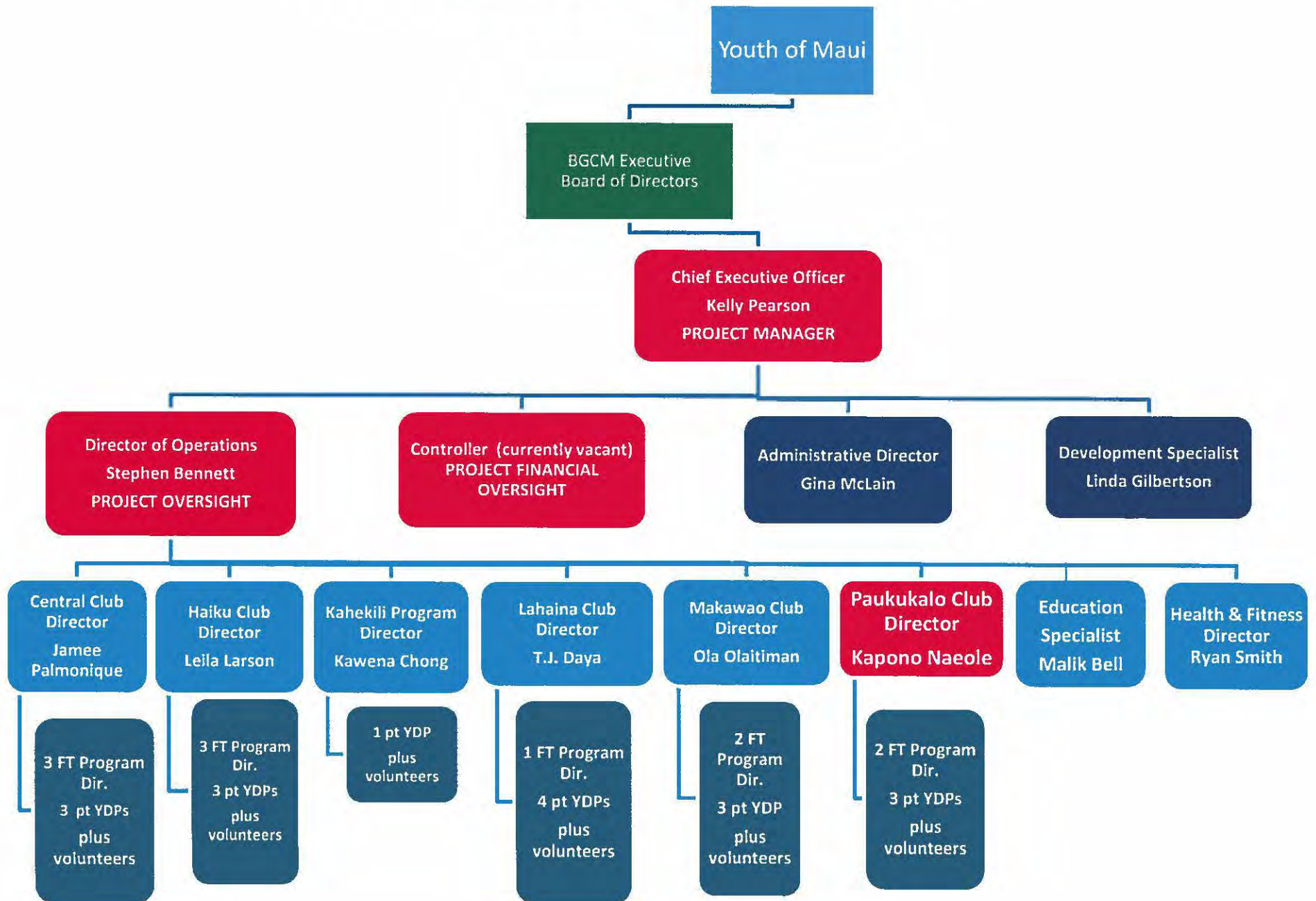
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN		75000		100000		
CONSTRUCTION			1500000	2575000		
EQUIPMENT						
TOTAL:		75000	1,500,000	2,675,000		
JUSTIFICATION/COMMENTS:						
Funds will be used for the construction of a stand-alone Clubhouse for Paukukalo at a total cost of \$4,250,000.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: **Boys & Girls Clubs of Maui, Inc.** Contracts Total: **3,793,721**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Grants in Aid - Operations: Safety (for Hawaii Alliance with Boys & Girls Clubs of Hawaii and Boys & Girls Club of Big Island - \$150,000 total)	FY2018	Grants in Aid	State of Hawaii	51,436
2	Community Partners Grant: Planning & Design for Paukukalo Clubhouse	FY2018	Dept. of Housing & Human Concerns	Maui County	75,000
3	STEM Mentoring - Sea Research Fdn.	FY2018	Office of Justice Programs	US Dept. of Justice	19,000
4	Epic Ohana	FY2018	Office of Youth Services	State of Hawaii	30,000
5	Annual Support	FY2018	Dept. of Housing & Human Concerns	Maui County	1,026,910
6	Mentoring At-Risk Youth - BGC of America	2017	Office of Justice Programs	US Dept. of Justice	68,700
7	Annual Support	FY2017	Dept. of Housing & Human Concerns	Maui County	1,026,910
8	Epic Ohana	FY2017	Office of Youth Services	State of Hawaii	22,000
9	Power Hour	FY2016	Office of Hawaiian Affairs	State of Hawaii	375,600
10	Annual Support	FY2016	Dept. of Housing & Human Concerns	Maui County	997,000
11	Epic Ohana	FY2016	Office of Youth Services	State of Hawaii	30,000
12	Mentoring At-Risk Youth - BGC of America	FY2016	Office of Justice Programs	US Dept. of Justice	71,165

BOYS & GIRLS CLUBS OF MAUI ORGANIZATIONAL CHART
PAUKUKALO CONSTRUCTION PROJECT





**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: **BOYS & GIRLS CLUBS OF MAUI, INC.***

DBA/Trade Name: **BOYS & GIRLS CLUBS OF MAUI, INC.***

Issue Date: **01/03/2018**

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX1575

DCCA FILE#: 75852

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation Internal Revenue Service	Compliant Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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)


(Signature)

January 16, 2018
(Date)

Kelly Pearson
(Typed Name)

Chief Executive Officer
(Title)