

House District(s) 1

Senate District(s) 4

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:
Hamakua Youth Foundation, Inc

Db/a: Hamakua Youth Center

Street Address: 45-3396 Mamane St, Honokaa, HI 96727

Mailing Address: PO Box 381, Honokaa, HI 96727

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name T. MAHEALANI MAIKU'I

Title Executive Director

Phone # 808-775-0976

Fax # none

E-mail hamakuayouthcenter@gmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HAMAKUA YOUTH AND TEEN CENTER

4. FEDERAL TAX ID #

5. STATE TAX ID #

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$80,000

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 \$ _____

TYPE NAME AUTHORIZED REPRESENTATIVE:

JACK ZIMMERMAN, PRESIDENT

1/3/18

NAME & TITLE

DATE SIGNED

Application for Grants

I. Background and Summary

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

The Hamakua Youth Center (HYC) was started as a grassroots project in 1996 by a group of community members who saw the need for youth to have a safe place to be during non-school hours. For 13 years, the YWCA supported and sponsored the HYC. The Hamakua Youth Foundation, Inc. (HYF), a community all-volunteer grassroots 501(c)3 organization, took over management of the Center on July 1, 2009 consisted of a core staff together with a growing group of community volunteers. Since its conception, HYF has been dedicated to creating a nurturing youth service program for ages 6-18 during non-school hours. We engage youth in environmental sustainability and stewardship, providing Hawaiian culture and arts education, developing youth leadership skills, offer academic tutoring, mentoring, and connecting youth and their families with social service agencies.

The Center offers programs daily after-school, during intersessions, occasional weekends and summer breaks to school age youth in Honokaa. HYC continually strives to encourage life skills guided by traditional Hawaiian values – **Kuleana, Aloha, Laulima, & Mahalo**. Currently we are planning to expand our media/music/video recording/production as well as traditional Hawaiian as well as contemporary arts and crafts and holiday themed craft activities. HYC is the only facility in the Hamakua District that focuses primarily on programs for elementary through high school youth. After-school alternatives for youth are limited and our youth are at risk for unhealthy behaviors based on the family demographics in our community.

Our basic objectives are to 1) expand the scope of our cultural programs to acquaint youth with the multi-cultural nature of the Hamakua District, 2) provide both traditional and contemporary agricultural opportunities, 3) offer a wider range of creative training in the arts, 4) initiate a comprehensive internship program for older youth to connect them with local business, professional and agricultural opportunities, and 5) establish a permanent teen center in Honoka'a. To support this expansion, we plan to offer additional training to staff and volunteers, and assist parents to enable youth to identify and correct unhealthy behaviors in their families. We aim to design programs that build a strong self-concept, respect for others and ability to engage in productive teamwork.

2. The goals and objectives related to the request;

HYF's primary goals relating to this request are three fold. First, we want to expand and strengthen the Center's sustainability. Expanding our fiscal resources from county and foundation grants and community donations to include state and eventually federal funding. This will help ensure that the Center will be available to provide a safe environment for youth year-round during the current transformation and regeneration of the local economy.

Second, we want to expand the activities offered significantly, particularly for middle and high school youth. Towards this goal, we conducted a needs assessment survey in 2015-16 that involved 400 youth from Honoka'a School and local adults. The survey identified additional activities, classes and skills that local youth and the adult community felt were desirable.

Third, we have initiated a comprehensive business plan for the expansion of HYC that includes revising the strategic plan created in 2011, establishing a sustainable financial foundation for HYC that includes a permanent facility near Honoka'a School that will include facilities for youth and a separate building that will house our new teen center. Other objectives of the business plan include developing a plan for an aquaponics system and animal care learning center. The business plan will include job descriptions for program and agriculture coordinators, and volunteers, a strategy for developing partner organizations and fiscal resources, and the formulation of quantitative criteria for evaluation of the planned program expansion.

3. The public purpose and need to be served;

Since 2015, HYC has been partnering with a new local "farm to table" non-profit organization, Hamakua Harvest Incorporated (HHI). The partnership will allow the youth to understand the deep connection that Hawaiian people have to the elements. They will plant, grow, market and sell agriculture products at HHI's farmers' market. This ongoing organizational partnership will help our youth to connect to the 'aina and to learn the importance of sustainability and culturally related activities that shape the community of Hamakua. More recently, HYC has been partnering with the Honoka'a Hongwanji Buddhist Temple in initiating a Hamakua multi-cultural program for youth. Each of the six major cultures represented in the Honoka'a area (Japanese, Filipino, Portuguese, Hawaiian/Polynesian, American/European, and Hispanic) will be given a focus for about eight weeks through experiential activities such as preparation of food and contemporary music.

HYC has a long standing partnership with Waipi'o Valley Taro Farmers and Kamehameha Schools Bishop Estate. Summer enrichment & intersessions have allowed youth to delve into Hawaii's host culture and learn through hands-on experiences working side by side with Kupuna who share mo'olelo (stories) and open their lives to these youth. Our newest partnership has been with Nalei Kahakalau and Hale Mua o Kipuupuu to create Ka Hamakua Makahiki for youth and their families in Hamakua.

We believe that when youth are engaged in activities with leadership training emphasized, they are being provided healthy alternatives that avoid self-destructive patterns. The best part of this approach is the youth end up feeling the program "is theirs" - they own it and realize they have longed for such activities. When youth learn about their local culture through chants, songs, planting, harvesting, preparation of food and traditional living patterns, the experiences become an integral part of their lives. Besides all the other activities, preparing snacks and meals at no cost to participants or their families invites the Center into their lives quite personally. As HYC builds stronger

partnerships with community organization and individuals, the cohesive effect of the Center's program expands.

During the past twenty years HYC's regular activities have included group games, hula, meal prep (consumption and clean up), monthly themed arts and crafts activities, tutoring, assistance with research and other homework support. Staff and volunteers take a personal approach to every youth entering the door with an emphasis on aloha, lifetime learning and building self-esteem. Many participants consider HYC their home away from home and have renamed it "Our House", which reflects their collective feelings of ownership in their community ohana.

HYF recently conducted a needs assessment for both the youth attending Honoka'a Intermediate and High School and adults in the Honoka'a community. We have over 500 total surveys to guide us in future expansion of special interest classes. The survey also led to the formulation of an Internship Program in this next cycle of the Center's growth for older youth that provides a variety of apprenticeships and provides teenagers opportunities to develop basic job skills. We plan to launch this program as part of the proposed program with internships in construction, agriculture, repair, retail sales and restaurant service.

Our program has grown from 15-20 youth attendees daily to 25-30 ages 6-12 years old, with 5 youth tutors. Our current facility does not allow the amount of space needed to operate multiple activities at the same time. The new space will allow us the multi-functional use. It will also allow teens to have a space where they express themselves in a non-impacting way that will alter younger participants' behavior. Establishing a sustainable permanent facility, including the proposed teen center, will allow us to serve younger and older youth in greater balance. Our goal is to have our constituency be about 60% under 13 years old, 35% between 13 and 18, and 5% over 18 years old.

4. Describe the target population to be served; and

The Hamakua Youth Foundation serves the high need population of Hamakua District on Hawai'i Island. Hamakua's population of 7,800 continues to experience a high poverty and unemployment rate which is 1.5 times the State average. The majority of working parents whose children are served by the center spend an average of 12 to 14 hours a day out of the home, which creates an extensive amount of unsupervised time. As a result, HYC is seeing a substantial number of underserved children. We serve over 600 youth monthly – an average of 25-30 youth each day.

Opening the Teen Center has significant implications regarding the populations we will be serving. Most important, approximately two-thirds of the high school students that attend Honoka'a School are from Waimea and thus use the regular school bus on a daily basis. Consequently, if the teen center is to serve more than the students who live in Honoka'a and its immediate surroundings, we will need to provide transportation between Honokaa and the community of Waimea. HYF will purchase a 15-person van, to use for field trips and as a regular shuttle between the Center, our keiki garden at Hamakua Harvest site, and other local sites. The van should provide adequate

transportation for taking the Waimea teens home after an afternoon at the new teen center. Providing this service will allow teens from the Honoka'a and Waimea areas to intermingle in a common non-school setting, thus drawing the two youth communities closer together.

Over 50% of students in the Honokaa school district are on free or reduced school lunch program. Approximately 22% of the area families have single heads of household and there is a continuing high level of unemployment and underemployment with local work opportunities minimal. Youth are often on their own in the mornings, after school, during intersessions, and often times in the evening as well. Our program provide a safe alternative.

HYC primarily serves the Honoka'a High & Intermediate School and Honoka'a Elementary School. The majority of our students that attend the youth center comes from Honoka'a town. The Honoka'a Elementary school has 380 students, and the intermediate school has an additional 100 students enrolled. With the opening of the teen center, we will also be servicing the 600 youth attending Honokaa High School. Of the 600 students attending Honokaa High school, approximately 2/3 of the students, about 400 of them, come from Waimea. In addition, we also service the 240 students from Paauilo Intermediate and Elementary School. So while the majority of our students live within 5 miles of the center, we cover a span of over 30 miles along the Hamakua Coast.

The ethnic make-up of our residents is diverse. According to 2010 census figures from the Hawaii County Data Book, 40% of the Hamakua District population identify themselves as Asian alone (this includes Filipino, Japanese, Chinese and Korean); 8% identify themselves as Hawaiian or Pacific Islander, 1% identify with other race only and the majority 52% identify themselves as mixed race. This is typical of the diverse population on throughout our island. Recent immigrants to our area include primarily Mexican and Marshallese. According to school statistics, students identify themselves as 28% Asian, 46% Pacific Island, 14% White, 6% Hispanic & 6% multiple race. The numbers shown have significant deviation between school and county data and demonstrates the diversity and mix of the ethnicity here.

5. Describe the geographic coverage.

HYC serves the Honoka'a High School Complex that includes students from Waimea, Waipi'o, Kukuihaele, Ahualoa, Honoka'a, Pa'auhau, Kalopa, and Pa'auilo. Hamakua coast is approximately 50 miles long, along the ocean beginning at O'okala and ending at Waipi'o valley. The district covers over 580 square miles and stretches south through the central plateau to the summit of Mauna Loa. The rainfall due to the prevailing trade winds produces steep erosional valleys and cliffs. The lush vegetation and lack of sandy beaches sharply contrasts with other regions of the island. The dominating geographic feature in Hamakua is Mauna Kea and remains rural in nature and primarily used for agriculture and ranching.

II. Service Summary and Outcomes

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

HYC first wants to expand current classes, activities, and programs offered. After identifying, what our youth want to do by compiling a comprehensive needs assessment survey. Over 400 students and approximately 100 adults in our community completed the survey. Results indicate students want, in order of popularity, 1) culinary arts, 2) music, 3) cultural classes, 4) agriculture, and 5) arts. Therefore, our curriculum could expand to include teaching how to cook meals, play ukulele, additional cultures within our community, gardening and animal care, and photography. This list is not conclusive, but represents only the beginning of our efforts to attract our underserved youth in relevant and engaging classes.

The *Connecting to the 'Aina* project will be conducted from July 2017 to June 2018. The project provides our multicultural youth with experiential learning opportunities to expand their horizons through agriculture, fine, arts, humanities and the traditions of our Hawaiian culture. These programs will also include parents and families of participant to help rebuild and strengthen family bonds strained due to economic hard times.

The project includes five main activities, including lauhala weaving, plant propagation, Hawaiian implement making, hula dancing, and farmers' market. We estimate these programs will serve 100 unduplicated individuals. Most participants will take multiple, if not all, of the programs but these activities are designed to be flexible for the users so if they are not able to attend one session they can continue participating.

The hula dancing, implement making and farmers' market activities will be year round. Hula normally takes about three hours per week while the implement making is four hours per week. The farmer's market is twice a month for five hours each so the total time of activities for just the year-round programs is 12 hours per week.

We schedule programs throughout the year and designed to create a fourth year-round activity. The schedule listed below provides approximate dates for the individual session. The lauhala weaving is two hours per week for 16 weeks; the plant propagation is six hours per week for 24 weeks. These programs provide a total of over 800 hours of activities. When compared to the total hours that the center is open, only 1,050 hours/year, these programs represent a significant portion of our service.

The lauhala weaving, plant propagation and Hawaiian implements can all develop products that will be sold at the farmers' market. A major part of this project is to develop independence, cultural awareness and leadership. The youth will raise plants that can be sold at the farmers' market or take home to share with their family.

Youth requested these programs to meet their collective interests, so we are providing them opportunities to refine their skills. We are adding value and sustainability through the farmers' market. While the youth enjoy making crafts and growing plants,

we instill a cultural awareness and a skill set that will serve them as they grow into adults. The ability to sell their products is the essential element that will support future success in life, help to determine their life work and ultimately their life worth.

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

Teen Center timeline include:

Real estate acquisition of the new center completed (July).
Renovations of the buildings (Jul & Aug)
Open new youth center for afterschool operations (continue finishing & furnishing) (Sep)
Open teen center. (with pool table/lounge, computer room & music center) (Oct)
Grand opening along with the center's Christmas Party to welcome all community members to visit our new facilities. (Dec)
Full operation of Hamakua Youth & Teen Center (Jan-Jun)
Hamakua Internship Program (HIP) for teens (Jul 2018 – Jun 2019)

Multi-cultural Awareness Program (MAP) timeline is:

Chinese culture (Jul & Aug)
Micronesian culture (Sep & Oct)
Review (Nov & Dec) – focus on the first five cultures (including Japanese, Filipino & Hawaiian) and preview the next five cultures to be covered in 2019.

Hawaiian culture timeline includes:

'Ulana Lauhala – fine arts – two 8-week sessions, (Aug – Sep 2018 & Feb – Mar 2019) 16 week total (two hours each class)
Hawaiian implements – fine arts – (Jul 2018 – Jun 2019) four 4-day camps
- Residential Camps during DOE intersessions and summer and winter breaks
Hawaiian printing – (Aug 2018)
Hula – fine arts – (Jul 2018 – Jun 2019) – Twice a week for 2 hours
- Sponsor, promote, and implement the 2019 HYF Hula Fest during Apr 2019.
Youth involved in the proposed program will attend as part of the program.
Makahiki – Hawaiian games – (Jul 2018 – Jun 2019) – Twice a week (two hours each class)
- Establish, promote and run the Ka Hamakua Makahiki during Oct/Nov 2018

Connecting to the 'Aina timeline is:

Plant Propagation – two 12-week sessions, (Apr - Jun & Aug - Oct 2018) – Twice a week for 24 weeks (three hours per class)
Open youth-run booth at Hamakua Harvest farmers' market (Aug)
Keiki garden at Hamakua Harvest (Jul 2018 – Jun 2019) – ongoing agriculture program

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

HYC use educators and leaders steeped in Hawaiian culture and others who can convey the rich values-based knowledge that exists in our community to schedule a variety of values-based activities, including presentations, and group discussions. These kupuna (elders) will assist activities, and intergenerational activities. Staff and kupuna will gather periodically during the service delivery period as well as at the conclusion to discuss program successes and possible weaknesses. This process will lead to corrective action if necessary to ensure quality assurance, continued youth participation and program success. We will use standard methodology consisting of additional discussions to correct problems, and creating a plan with timeframes to implement corrective action and allow sufficient time for follow-up. As our programs develop, the executive director and staff will develop further evaluation to monitor, evaluate and improve the results. While we are attempting to create safeguards for the community youth, we will be attempting to connect with underserved youth as a prevention to anti-social behavior.

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.

An easily identified objective will be the purchase, renovation and implementation of the new permanent home of the Hamakua Youth & Teen Center. Our program will expand from serving only 25-30 youth a day to being able to care for 60 youth and 15-20 teens a day.

HYF provides character-building, service-learning, after-school training for green job sector employment involving environmental stewardship, nature conservatory and resource management. We are building an educational pathway to career development to serve inexperienced and underserved youth living in a rural environment. Our measure of effectiveness will focus on providing job-skills and sustainable vocational training and evolve into internships that can lead to civically engaged youth in sustainable employment in related fields. Long-term goals include encouraging students to pursue higher education and careers in related fields. Encouraging entrepreneurship in agriculture along with emphasis on how to access available resources from government and community partnerships. Specialized training can include topics on business plan development, grant writing, resource management, vector control, and political and financial resources available for agricultural endeavors.

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 ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See attached budget forms.

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
\$20,000	\$20,000	\$20,000	\$20,000	\$80,000

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

In addition to this request, HYF is seeking funding support in fiscal year 2018 from the following sources:

- County of Hawaii Non-profit grants - \$40,000
- Atherton Family Foundation - \$17,000
- Friends of Hawaii Charities - \$8,500
- Hawaii Island United Way - \$9,000
- Walmart - \$25,000
- John Ross Foundation - \$5,000
- Cooke Foundation - \$10,000
- Hawaii People's Fund - \$7,500
- Women's Fund - \$5,000
- County of Hawaii Flex grant - \$20,000
- Hawaii Hotel Industry - \$5,000
- Office of Youth Services - \$10,000
- Office of Justice Juvenile Program - \$25,000
- E. Olson Family Trust - \$7,500
- Stephen B. Hard - \$2,500
- HMSA Foundation - \$10,000

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

HYF does not have any, nor anticipate 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.

We have not received any federal funding and the GIA is the only state funding grant we applied for in 2017. We have received allocation from Hawaii County non-profit funding of \$15,000 for 2015, \$9,500 in 2016 and \$18,638 in 2017. In 2018, we are requesting a county increase to \$40,000 to accommodate our expanding enrollment.

Over the last 8 years that we have been operating as an independent non-profit organization, we have raised over \$1,260,000. Almost \$472,000 has come from community donations. Less than \$351,000 has been from public funding of which approximately \$220,000 was from the County of Hawaii and the remaining \$130,000 came from the State of Hawaii via Office of Youth Services. The breakdown of funding sources is below:

- Donations - \$472,000 - 38%
 - Grants - \$531,000 - 35%
 - County - \$220,000 - 17%
 - State - \$130,000 - 10%
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

The balance of unrestricted current assets as of December 31, 2017 is \$4,615. This gives us a cash reserve of less than 1 month. The amount is broken out below:

- Cash in Bank is \$4,350
- Other Assets are \$265.

IV. Experience and Capability

1. Necessary Skills and Experience

The YWCA founded the Hamakua Youth Center in 1996 as a prevention program for youth. Over the past 19 years, the program has offered youth in the Hamakua District consistent prevention services in a multitude of ways. HYC is a no-fee drop-in center that offers the following: daily snacks and meals, homework lab, recreation opportunities, caring adult mentors, youth leaders, Hawaiian culture values-based learning, arts, multimedia, gender specific education, outdoor education, team building, environmental education, community service opportunities and access to social services that serve the family as a whole. HYC is a protective factor in youth's lives by providing a safe youth-focused environment, youth leadership, cultural education, life skills, and arts education as well as rotating special project throughout the year. HYC supports families by providing no-fee services for youth in a safe and structured environment during work hours thus assisting with childcare, food costs and homework.

HYC has served as an off-campus site for Honoka'a Intermediate and High School students. HYC has managed Alcohol and Drug Abuse Division (ADAD) grants, State of Hawaii Office of Youth Services grants, County of Hawaii grants and we are community partners with the Hawaii Island United Way. We have received funding through over 30 private foundations grants that range from \$2,000 to \$200,000. HYC has managed yearlong projects as well as multiple year programs specifically geared toward increasing the protective factors in youth's lives. The current staff and board of directors combined have well over fifty years of experience in planning, implementing, managing, and delivering outcomes for youth prevention services. HYC staff has referred youth to social services within our community, provided one-on-one mentorship with participants, and staff have experience as teachers, administrators, and youth advocates.

Staff provide regular mentoring of youth attending the center who face personal challenges relating to peer and family antisocial behavior. Hazards of substance abuse can be avoided through positive recreational and educational experiences, mentoring youth for the purpose of building self-concept and facilitating better communication with others. Providing youth with stability ensures the feeling of safety.

Many of the youth that frequent the HYC daily admit that if there were no youth center they would have nowhere to go and be susceptible to drugs and alcohol. HYC is a safe harbor for local youth, providing basics on the hierarch of needs; food, safety, support and love. HYC programs are voluntary, and each day just after the school bell rings the youth come pouring in.

Specifically, over the last three years, HYF has successfully run the programs listed below:

2016 - 2017 – *Connecting to the 'Aina*, an agriculture program

2016 – 2017 – *Multi-cultural Awareness Program*

2015 – 2017 - *Hamakua Harvest*, initiation of the Farmers Market

- 2014 - 2015 – *Summer enrichment* program
- 2012 – 2015 – *E Ola Pono, Righteous Living*, basic life skills program
- 2011 – 2015 – *Project Venture*, an underage drinking prevention program

2. **Facilities**

The HYF's Hamakua Youth Center, located at 45-3396 Mamane Street in Honoka'a, is directly across the street from Honoka'a Elementary/Intermediate and High Schools, making it readily accessible to students. The 900 square foot rented facility includes a homework and computer lab with four internet-connected workstations with several printers, a social area, a kitchen and a music-recording studio. The center is attended daily by 25-50 or more youth aged 5-20 years who flock to the center to enjoy the company of peers and access resources in a safe bully-free zone. In addition to utilizing our drop-in center, HYC utilize outdoor facilities at the county parks, Volcano National Park, Kalopa State Park, Kamehameha Schools' Kahalu'u Manowai in Kona, and private taro farms in Waipi'o Valley.

We are currently in the process of procuring a new facility to expand our program to include a separate teen center and increase the capacity of the youth center. Since this is a significant venture, we would like to develop the business plan to identify all of the risks and benefits to obtaining this property. This plan would include additional labor cost for maintaining and developing the building as well as capital cost to repair the current building to meet safety codes and limit liability.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

All staff has or will have at least two years of experience working with youth in a variety of settings, including outdoor garden and forestry work, youth councils, art and crafts, Hawaiian cultural activities and crafts, and indoors at our drop-in center.

Executive director leads the center's program implementation team in organizing activities, including scheduling of activity times, guest speakers, and staff schedules. Purchases and distributes necessary program materials and supplies. Leads or participates in special program activities that provide direct services to youth participants. Submits program activity updates and collaborates with the fiscal director, to monitor program expenses, participant attendance, and the results of programs and activities. Both directors provide assistance to HYF and other evaluators in completing evaluation and required participant survey forms.

The executive director position requires a minimum of three years organizing and leading youth programs. Experience with volunteer coordination and in a long-term community project including diverse age groups, community agencies and supporting community connections is required.

Program Coordinator will oversee the development agricultural project to address all aspects of the future program. The ag project plan must address future funding, revenue sources and operational expenses and capital development required for sustainability, as well as a partner development process established for future expansion. In addition, an evaluation process needs to be included within the plan to measure success and weaknesses of the new program. The coordinator will be responsible for the overseeing the plans for future program planning and requirements.

Activity specialists (two part-time) leads and conducts a variety of program activities such as Hawaiian cultural values based educational outdoor camping, gardening, music, hula, food preparation, and physical fitness activities and programs. Provides mentorship to participants in identifying special needs, providing one-on-one support and defining activities and roles for the participant which facilitate learning, building positive self-concept, and mutual respect. Completes required assessment reports on assigned participants. Attends required training. Monitors and supports volunteer leaders as assigned. Activities will include after school educational assistance, special interest classes requested by the participants, as well as cultural and agriculture programs.

Fiscal director is responsible for the financial management of HYF. The position involves managing the board-approved budget, as well as grant writing and general administration and management. Oversees the project, ensuring that activities and programs are consistent with HYF's mission and performance targets. Provides monthly staff, program and financial reports to the HYF board of directors to ensure

program expenditures stay within budget limitations. Represents the HYF at county meetings.

2. **Organization Chart**

HYF uses an organizational model based on the spirit of `ohana that is so central to the Hawaiian tradition. We incorporate the sense of a family working closely together to create a life-affirming environment for youth with clearly established pathways of communications among staff, board, youth, volunteers and the community of Hamakua. We envision the organization as both a business and family and see no inherent inconsistencies in youth, parents, volunteers, staff, board, and community working together in a professional and personal way. The board fulfills the basic requirements of a non-profit board of directors.

See the attached organization chart showing the proposed organization of the Hamakua Youth Center including the agriculture and program coordinators to be developed in the business plan for the agriculture program. Currently the center only employs the executive director, one activity specialist and contracts the fiscal officer.

3. **Compensation**

The annual budget includes salaries for an executive director, program coordinator & two part-time activity specialist that totals \$100,000. We also have a fiscal director that works as an independent contractor and is budgeted under contractor labor.

- Program Coordinator – \$42,000
- Executive Director - \$34,000
- 2 part time Activity Specialist - \$24,000
- Fiscal Director (contractor)- \$15,000

VI. Other

1. **Litigation**

HYF does not have any pending litigation or outstanding judgements.

2. **Licensure or Accreditation**

HYF does not have any special licensure or accreditation relevant to this request.

3. **Private Educational Institutions**

HYF will not use the grant to support a private education institution.

4. **Future Sustainability Plan**

While we have been making plans to move the youth center to a more permanent location, we developed the business plan to make the center fiscally sustainable and itemize what further development and cash flow we will require to expand to fulfill our vision. In preparation for a fiscal audit, we have improved our fiscal records procedures to provide transparency and full accountability to all of our sponsors. We further would like to expand our resources to include federal funding for future operational expenses.

5. **Certificate of Good Standing (If the Applicant is an Organization)**

See the attached Certificate of Good Standing. Hamakua Youth Foundation's Certificate of Good Standing is dated December 19, 2017.

6. **Declaration Statement**

HYF complies with Section 42F-103, Hawaii Revised Statutes.

7. **Public Purpose**

Pursuant to Section 42F-102, Hawaii Revised Statutes, the public purpose for the grant is for renovation of a facility to operate as a community youth and teen center.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Hamakua Youth Foundation, 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	25,000		14,000	62,000
2. Payroll Taxes & Assessments				3,000
3. Fringe Benefits	5,400			4,600
TOTAL PERSONNEL COST	30,400		14,000	69,600
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	6,700			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	600			10,300
5. Staff Training	1,500			
6. Supplies	5,500		4,000	
7. Telecommunication	1,500			
8. Utilities	6,000			
9. Professional Fees	2,350		2,000	
10. Operations	5,150		20,000	
11. Contract labor	16,300			4,200
12. Transportation/travel	4,000			
13. Food/beverage				7,500
14. Building renovation		50,000		
15.				
16.				
17.				
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19.				
20.				
TOTAL OTHER CURRENT EXPENSES	49,600	50,000	26,000	22,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	80,000	50,000	40,000	91,600
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Doug Connors 808-775-0976		
(b) Total Federal Funds Requested	50,000	Name (Please type or print) Phone		
(c) Total County Funds Requested	40,000	1/3/18		
(d) Total Private/Other Funds Requested	91,600	Signature of Authorized Official Date		
TOTAL BUDGET	261,600	Jack Zimmerman, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Hamakua Youth Foundation, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$34,000.00	25.00%	\$ 8,500.00
Program Coordinator	1	\$42,000.00	35.00%	\$ 14,700.00
Activity Specialist	1	\$24,000.00	30.00%	\$ 7,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				30,400.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Hamakua Youth Foundation, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
None requested.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Hamakua Youth Foundation, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: grant is for operations only						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hamakua Youth Foundation, Inc.

Contracts Total: \$ 98,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	County of Hawaii - Non Profit grant	7/1/17 - 6/30/18	County R & D	Hawaii	18,000
2	State of Hawaii - Grant-in-aid	7/1/17 - 6/30/18	Office of Youth Service	State	80,000
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hamakua Youth Foundation, Inc.

(Typed Name of Individual or Organization)

(Signature)

1/12/18

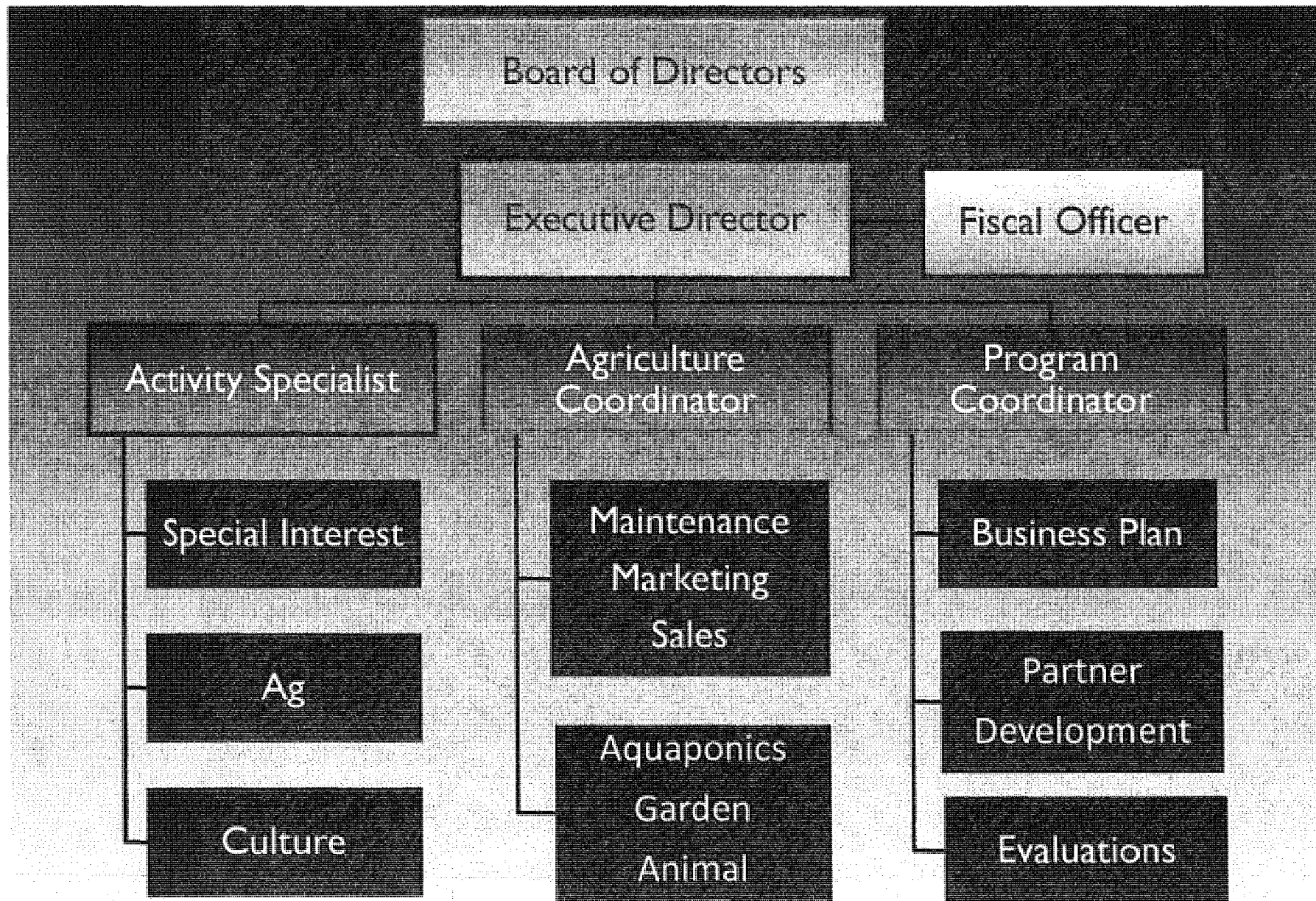
(Date)

Jack Zimmerman

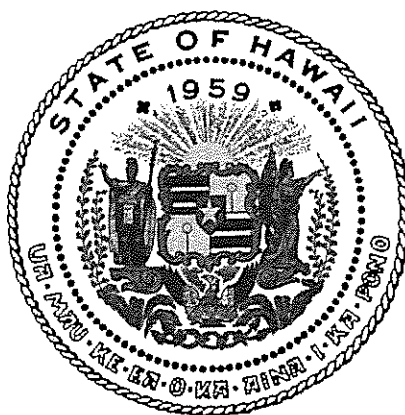
President

(Typed Name)

(Title)



Hamakua Youth Center Functional 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

HAMAKUA YOUTH FOUNDATION

was incorporated under the laws of Hawaii on 05/11/2009 ; 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: December 19, 2017

Director of Commerce and Consumer Affairs

