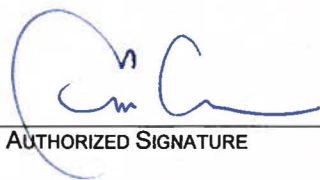


Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

EMMALY CALIBRARO, DIRECTOR OF DEVELOPMENT

PRINT NAME AND TITLE

1/17/2019

DATE

Continued Description of Request:

science, college exploration, etc. The new features at the Center will include an innovation center with partitioned space, computer lab, welcome lobby, observation deck for star studying, dining hall, commercial kitchen, fireplace, health center, rest rooms, and laundry that will accommodate up to 200 guests at a time and ADA-accessibility. Requested funds will be used towards construction activities & supplies for the building of the Center.

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. 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, 2018.

Attached

2. Declaration Statement

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

Attached

3. 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](#))

If awarded, a grant to Girls Scouts of Hawai'i for the proposed project will be used for public purposes pursuant to Section 42F-102 of the Hawaii Revised Statutes.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Girl Scouts of Hawai'i's mission is to build girls of courage, confidence, and character, who make the world a better place. Girl Scouting began in Hawai'i in 1917 when Florence Lowe, a teacher at Kamehameha School for Girls, organized a Girl Scout troop in Honolulu. A second group meeting was organized in what is now Kaka'ako. The groups became Troops One and Two, respectively, with Queen Lili'uokalani, the last Hawai'i monarch, as their sponsor. Girl Scouts of Hawai'i was chartered by the Girl

This project will better support high-quality STEM engagement of Girl Scouts to ensure that girls on O'ahu have equal access to opportunities that promote interest in STEM fields that are important to our state's future, yet are highly underrepresented by women. The STEM Center of Excellence will also serve as a resource facility to promote STEM education among students of O'ahu's schools and facilitate STEM training and professional development among local educators with curriculum support from some of our national partners like Raytheon, NASA, SETI Institute, etc..

4. Describe the target population to be served; and

Camp Paumalū serves Girl Scouts from all O'ahu neighborhoods as well as Girl Scouts from neighboring islands. Other O'ahu schools and community group also benefit from the recreational and educational facilities at the camp. In addition to supporting the delivery of high-quality STEM education for Girl Scouts, the STEM Center for Excellence is expected to increase community utilization of Camp Paumalū by engaging more local students in out-of-classroom experiential learning and providing STEM professional development and curriculum support opportunities for teachers. Girl Scouts of Hawai'i anticipates that this capital improvement project will increase utilization of Camp Paumalū to 50-75% of the year, compared to the current occupancy rate of 25% of the year.

The majority (69%) of Girl Scouts served during the 2018 membership year are from households with incomes below \$99,000, meaning Girl Scouts of Hawai'i mostly benefits girls from families below the area median income of \$96,000 as determined by HUD for the City & County of Honolulu. Our specialized outreach programming also targets 150 girls from low-income communities throughout O'ahu using an afterschool format that eliminates cost and reduces other barriers to Girl Scouting for underserved populations.

5. Describe the geographic coverage.

The 135-acre Camp Paumalū property is located on the North Shore of O'ahu alongside the Ko'olau mountain range approximately two miles inland from Sunset Beach. Camp Paumalū is bordered by Federal land to the south and east (as part of the Kahuku Training Area) and by State of Hawai'i land to the west (as part of the Pūpūkea-Paumalū State Park Reserve). The lands makai of the camp are privately owned. As part of the ahupua'a of Paumalū in the moku of Ko'olauloa, Camp Paumalū is adjacent to the ahupua'a of Pūpūkea, Waimea, and Kaunala but serves users residing throughout the island of O'ahu.

The architectural design will blend in with the site's natural surroundings, views of the ocean from the site will be opened through the removal of invasive vegetation, and sustainable elements can be added such as photovoltaic panels, rainwater catchment, and landscaping with native plants

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

Project period: October 1, 2018 – September 30, 2020

October 2018: Schematic Design

November 2018: Design Development

November 2018 - January 2019: General Contractor Procurement

December 2018: Permitting

February 2019: Construction Documents and Preparation

June - August 2019: Initiate construction

September 2020: Construction completed

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

Process measures will include whether the STEM Center for Excellence is completed within budget and according to the timeline in section 2, above. Outcome measures will be represented by the scope of work in signed contracts for construction services rendered.

Regularly scheduled meetings with contracted project management firm G70 will consist of evaluations, site visits, budget and schedule review, and quality control.

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.

Revenue	Requests
State GIA (will apply 1/19)	\$ 1,000,000
Weinberg Foundation (will apply 3/19)	\$ 1,000,000
Additional Foundations, Corporate & Individual donations (soliciting)	\$ 1,145,000
Kamehameha Schools (applied/pending)	\$ 400,000
Atherton Family Foundation (will apply 7/19)	\$ 200,000
Strong Foundation (applied/pending)	\$ 150,000
Alexander & Baldwin (will apply 2/19)	\$ 100,000
sub total	\$ 3,995,000

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.

Not applicable, Girl Scouts of Hawai'i has not received any state or federal tax credits in the past 3 years, nor does it anticipate applying for any pertaining to the construction of the STEM Center for Excellence.

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 2020 for program funding.

See attached government contracts, grants, and grants in aid table.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

The balance of Girl Scouts of Hawai'i's unrestricted assets as of December 31, 2018 is:
Unrestricted ~ 3.862 M

V. 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.

Capital Project Management Capacity: G70 is providing design and construction administration services for this major capital project, while Girl Scouts of Hawaii's highly

In FY13, Girl Scouts of Hawai'i was approved for a \$500,000 capital improvement project grant from the State of Hawai'i to fund planning, design, and initial construction of the road improvements. Due to this generous support, we were able to hire G70 to complete a comprehensive assessment of the surface transportation infrastructure serving Camp Paumalū, which was finalized in August of 2017. The cost of the remaining recommended roadway improvements was determined to be \$3,287,292.

In FY19 Girl Scouts of Hawai'i was approved for a \$450,000 capital improvement project grant from the State of Hawai'i to fund improvements to off-site access roadways and on-site driveways improvements. A contract is pending.

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.

There are 25,000 gross square feet of facilities at Camp Paumalu on 135 acres, connected through a network of trails and driveways. The entire camp can accommodate up to 200 persons, with permanent sheltered accommodation for about 150.

There are four separate camping sites consisting of cabins for sleeping shelter and restroom/shower facilities for each (168 beds total):

- Unit #1 – Makaha (50 beds)
- Unit #2 – Kani Ka Pila (48 beds)
- Unit #3 – Kolehale (30 beds)
- Unit #4 – Lani Ko Luna (40 beds)
- Unit #5 – Pililani (Primitive Camping area)

A fifth camp site does not have facilities on-site and is reserved for tent camping.

Common central facilities include:

- Hale Hui Lodge with kitchen and pavilion (170-person capacity)
- Central Showers (buildings #1 & #2) and Swimming pool (50-person capacity)
- Health center
- Ranger's house (caretaker's residence)

See attached organization chart.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer – \$110,250

Chief Financial Officer – \$90,000

Chief Operating Officer – \$85,000

VII. 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.

Girl Scouts of Hawai'i is not party to any litigation.

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.

Girl Scouts of Hawai'i is affiliated with Girl Scouts of the USA.

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.

No State funds will be used to support or benefit a private educational institution. If awarded, the proposed grant will support infrastructure improvements on property owned by Girl Scouts of Hawai'i and will directly benefit our 501 (c) (3) organization. Future student groups from local private schools may indirectly benefit from outdoor leadership and learning opportunities at the camp.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:



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

GIRL SCOUTS OF HAWAI'I

was incorporated under the laws of Hawaii on 05/03/1940 ; 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: October 10, 2018

Director of Commerce and Consumer Affairs

**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.

Girl Scouts of Hawai'i
(Typed Name of Individual or Organization)


(Signature)

1/07/18
(Date)

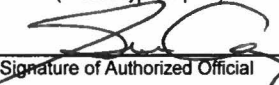
Shari Chang
(Typed Name) Chief Executive Officer
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App

Girl Scouts of Hawaii

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				
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13				
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16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,000,000	0	0	6,500,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Emmaly Calibraro (808) 675-5516		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	6,500,000	Signature of Authorized Official 1/7/2019 Date		
TOTAL BUDGET	7,500,000	Shari Chang, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Girl Scouts of Hawai'i

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN		\$ 459,598	\$ 40,000			
CONSTRUCTION		\$ 2,545,402	\$ 960,000	\$ 2,232,573		
EQUIPMENT		\$ 500,000		\$ 762,427		
TOTAL:		\$ 3,505,000	\$ 1,000,000	\$ 2,995,000		
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____

Girl Scouts of Hawaii

Contracts Total: 2,536,638

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State GIA - Road to Camp Paumalu	tba	DLIR-OCS	State of Hawaii	\$ 450,000
2	GIA (Contract 63916) Camps Wastewater Syst	1/30/15-06/30/19	BLNR	State of Hawaii	\$ 1,250,000
3	State CIP (OCS-CIP-15-13) Road to Camp	6/1/15-7/25/18	Off of Comm Svs	State of Hawaii	\$ 500,000
4	C&C GIA (CT-DTS-1800018) Outreach Prog	10/1/17-9/30/18	Dept of Comm Svs	Honolulu County	\$ 125,000
5	C&C GIA (CT-DTS-1700018) Outreach Prog	10/1/16-9/30/17	Dept of Comm Svs	Honolulu County	\$ 123,180
6	C&C GIA (CT-DTS-1600055) Outreach Prog	10/1/15-9/30/16	Dept of Comm Svs	Honolulu County	\$ 88,458
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**CHIEF EXECUTIVE OFFICER
Shari Chang**

EXECUTIVE ASSISTANT
Diana Char

**CHIEF FINANCIAL OFFICER
Anita DeMello**

ACCOUNTING MANAGER
Amiee Horton

ACCOUNTANT
Rissa Paguio

PROPERTY MANAGER/
RANGER
Michael Koehne

ISLAND REGIONAL & HAWAII
ISLAND COORDINATOR
Marci Goldman-Manker

KAUAI REGIONAL
COORDINATOR
Angela Hoover

MAUI REGIONAL
COORDINATOR
Tauna Neerings

**CHIEF OPERATING OFFICER
Kim Morris**

RECRUITMENT &
PLACEMENT COORDINATOR
Maria Candelario

OAHU MEMBERSHIP
MANAGER
Jennifer Gire

DATABASE SYSTEMS &
CUSTOMER SERVICE
SPECIALIST
Madeline McGowan

MEMBERSHIP & COMMUNITY
RELATIONS MANAGER
Kristy Ryan

SPONSORED PROGRAMS
COORDINATOR
Brittany Shenk

GIRL EXPERIENCE
MANAGER
Charelle Silva

CAMP COORDINATOR
Michael Uno

**DIRECTOR OF
PRODUCT SALES
Sara Muraoka**

PRODUCT MARKETING
COORDINATOR
Jheanelle Garvida

**DIRECTOR OF
DEVELOPMENT
Emmaly Calibraro**

DEVELOPMENT
COORDINATOR
Stephanie Richards