

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Hamakua Youth Foundation, Inc. Hamakua Youth Center

Amount of State Funds Requested: \$ 80,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

HYF's primary goals relating to this request are three fold. First, we want to expand the activities offered significantly, particularly for middle and high school youth. Second, 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. 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

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State: \$ <u>0</u>	\$ <u>330,000</u>
Federal: \$ <u>0</u>	Unrestricted Assets:
County: \$ <u>40,000</u>	\$ <u>19,923</u>
Private/Other: \$ <u>91,600</u>	

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:
 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:
PO Box 381
City: State: Zip:
Honokaa HI 96727

Contact Person for Matters Involving this Application	
Name: Doug Connors	Title: Fiscal Director
Email: hyconnors@gmail.com	Phone: 808-775-0976

Federal Tax ID#: [Redacted]	State Tax ID# [Redacted]
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Jack Zimmerman Jack Zimmerman, President Jan 10, 2019
Authorized Signature Name and Title Date Signed

received
1/14/19 1:30pm JZR

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



JACK ZIMMERMAN

JAN 10, 2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

Application for Grants

I. Certification

1. 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 January 8, 2019.

2. Declaration Statement

See the attached Declaration Statement. HYF complies with Section 42F-103, Hawaii Revised Statutes.

3. 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.



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: January 08, 2019

Director of Commerce and Consumer Affairs



II. Background and Summary

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

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. After-school alternatives for youth are limited and our youth are at risk for unhealthy behaviors based on the family demographics in our community.

Hamakua Youth Foundation, Inc. (HYF), a community all-volunteer grassroots 501(c)3 organization, was formed to take over management of the Center on July 1, 2009. Since then, HYF consisted of a Board of Directors and a core staff together with a growing group of community volunteers. HYF is a community based organization dedicated to creating a nurturing youth service program for ages 6 -18 during non-school hours, engaging youth in environmental sustainability and stewardship, providing Hawaiian culture and arts education, multicultural awareness, developing youth leadership and connecting youth and their families with social service agencies.

HYC provides low-cost after-school programs open daily, during intersessions, occasional weekends and summer breaks to school age youth in Honokaa. HYC offers safe, adult supervised programs, activities, and youth to youth mentoring through homework assistance and leadership training. We provide media, music & video recording/production as well as traditional Hawaiian and contemporary arts and crafts and holiday themed activities. HYC strives to instill life skills guided by traditional values - **Kuleana, Aloha, Laulima, & Mahalo**.

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 our sustainability by expanding our fiscal resources from county and foundation grants, and community donations to include state and eventually federal funding. This will help ensure that HYC will be available to provide a safe environment for youth year-round during the current transition to our new facility.

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 over 600 youth from Honoka'a School and local adults. The survey identified additional activities, classes and skills that local youth and the adult community desired. In addition, we will assess the youth with an intake council circle and always include their current ideas in our activity creation.

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 our new permanent facility near Honoka'a School that will include facilities for youth and a separate building that will house our new teen center. The plan will include a strategy for developing partner organizations

and fiscal resources, and the formulation of quantitative criteria for evaluation of the planned program expansion.

Lastly, we strive to support our keiki and their families. If there is one thing that is consistent in this ever-changing world and their lives, it is HYC always providing a reliable space for our kids and their families.

Our basic objectives are to 1) expand the scope of our Hawaiian cultural programs to acquaint our multicultural youth with their local cultural setting, 2) acquaint our youth with their multicultural setting through food and music, 3) provide both traditional and contemporary agricultural opportunities, 4) offer a wider range of creative training in the arts, 5) initiate a comprehensive internship program for older youth to connect them with local business, professional and agricultural opportunities, and 6) 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 themselves, their families, community and school. We design programs that build a strong self-concept, respect for others and ability to engage in productive teamwork.

3. The public purpose and need to be served;

Over 66% 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 since local work opportunities are minimal. Youth are often on their own after school and during intersessions.

HYC provides a safe supervised community student center during non-school hours and summer enrichment program provided for youth and teens. HYC offers free or low-cost programs that include free snacks and food for youth. Programs include cultural awareness (both Hawaiian and multi-cultural), life skills training (including academic, personal, social and leadership), and experiential learning (including agriculture, and mentoring and internship programs). HYC's impact on students include personal development (self-concept, confidence & healthy choices), academic skills, family interactions, social interactions & community awareness. We offer homework help, cultural practice/ceremony awareness, gardening, music, arts/crafts, cooking, introduction to Hawaiian language/chants and hula, as well as, field trips and other group activities.

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.

Our program has grown from 15 - 20 youth attendees daily to 35 - 40 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 75% under 13 years old, and 25% between 13 - 18 years old. With our program expansion, HYC will bring employment and job training opportunities for high school and college students as well as people who are interested in part-time work.

4. Describe the target population to be served; and

HYC 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 serving a substantial number of underserved children - over 150 unduplicated youth monthly (an average of 35 - 40 youth each day).

Opening the Teen Center significantly expands the population base we serve. This is due to the fact 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 purchased 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. 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.

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. HYC's registration intake shows that of the races above, 100% of our families are of mixed race with 80% of them identifying themselves as Native Hawaiian/ Part-Hawaiian with other mixed races.

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.

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 Pa'auilo Intermediate and Elementary School. 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.

III. Service Summary and Outcomes

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

HYC first wants to expand current classes, activities, and programs offered based on the comprehensive needs assessment survey completed two years ago. 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 is expanding to include teaching how to cook meals, play ukulele, studying additional cultures within our community, gardening and animal care, and photography. This list is not inclusive, but represents only the beginning of our efforts to attract our underserved youth in relevant and engaging activities.

In regard to HYC's partnering with other organizations, since 2015 HYC has been working with a new local "farm to table" non-profit organization, Hamakua Harvest Incorporated (HHI). This partnership will allow the youth to understand the deep connection that Hawaiian people have to the natural world. In the summer of 2019, HYC will partner with Na Kalai Wa'a, our keiki (along with other community gardens and schools) will help provision Wa'a Makali'i for a one month sail to Mokumanamana (Necker Island) with the plants that they grow at Hamakua Harvest site. The goal for Hamakua Harvest keiki garden is to plant, grow, and feed our keiki and families then market and sell agriculture products at HHI's Sunday farmers' market. This ongoing partnership and one with Waipi'o Valley farmers will help our youth connect to the 'aina and learn the importance of sustainability.

More recently, HYC has been collaborating 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 (Hawaiian/Polynesian, Japanese, Filipino, Portuguese, American/European, and Hispanic) will be given a focus for about eight weeks through experiential activities such as preparation of food, contemporary music, fashion and traditional stories. We are a diverse community and, through this program, our youth can learn more about who they are, where their ancestors came from and how they got here. This program nurtures our holistic vision to "Malama the whole child".

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 young people. Our newest partnership has been with Nalei Kahakalau and Hale Mua o Kipu'upu'u to create Ka Hamakua Makahiki for youth and their families in Hamakua. These partnerships allow our keiki to glimpse into the past and recognize the kuleana they may take on when they get older. It also allows them to walk in the footsteps of their ancestors. This partnership also perpetuates the environmental kinship that Hawaiian people had with the natural world.

These “*Connecting to the ‘Aina* projects” will be conducted from July 2019 to June 2020. Specific activities will include experiential learning opportunities through agriculture, fine arts, humanities and the traditions of the 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.

Other activities include lauhala weaving, plant propagation, Hawaiian implement making, hula dancing, and farmers’ market. We estimate these programs will serve 150 unduplicated individuals. Most participants will take multiple, if not all, of the programs but we designed these activities to be flexible so if they are not able to attend one session they can continue participating.

These programs provide a total of about 800 hours of activity. When compared to the total hours that the center is open (1,050 hours/year) these programs represent a significant portion of our service.

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 (Jan 2019).
Renovations of the buildings (Mar - Jun 2019)
Open teen center (with pool table, lounge, computer room & music center) (Jul 2019)
Grand opening to welcome all community members to visit our facilities. (Sep 2019)
Full operation of Hamakua Youth & Teen Center (Jul 2019 – Jun 2020)
Hamakua Internship Program (HIP) for teens (Jul 2019 – Jun 2020)
Collaboration with Honoka’a School - SMC class - (Aug 2019 - May 2020)

Multi-cultural Awareness Program (MAP) timeline is:

Chinese culture (Jul & Aug 2019)
Micronesian culture (Sep & Oct 2019)
Review the first five cultures explored (including Japanese, Filipino & Hawaiian) and preview the next five cultures to be covered in 2020. (Nov & Dec 2019)

Hawaiian culture timeline includes:

Residential Camps during DOE intercessions and summer break
Place-based learning – (Jun/Jul; Oct; Mar 2019)
Learning Na Mea Wa’a - Help provision Wa’a Makali’i, continually learn sustainable methods of food preservation. (summer 2019)
Makahiki – Hawaiian games – (Jul 2019 – Jun 2020)
Participate in Ka Moku o Keawe Makahiki (Jan 2020).
Establish, promote and run the Ka Hamakua Makahiki (Dec 2019)
Basic Hawaiian Language - Youth will learn basic Hawaiian language through practice, reciting, and storytelling (Year-around)
Hula - Learn basic hula steps and the process of making implements that accompany hula dances along with “all things Hula” (traditional methods of gathering, lei making etc.)

Connecting to the 'Aina timeline is:

Plant Propagation (Apr - Jun & Aug - Oct 2019)

Open youth-run booth at Hamakua Harvest farmers' market (Aug)

Keiki garden at Hamakua Harvest— ongoing agriculture program (Jul 2019 – Jun 2020)

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 uses educators and leaders steeped in Hawaiian culture who can convey the rich values-based knowledge that exists in our community. These kupuna will be included in a variety of intergenerational values-based activities, including presentations and group discussions. Staff and kupuna will gather periodically during the program as well as at their 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. Additional discussions will create plans and timeframes to implement corrective action and allow sufficient time for follow-up. Youth councils and parent and youth questionnaires will provide additional evaluations.

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.

Measures of effectiveness include:

- Percentage include in the youth we serve. For example, our goal is to expand from serving 25-30 youth a day to being able to care for 60 youth and 15-20 teens a day.
- Evidence of improve academic capability of teens that we serve.
- Semi-quantitative analysis of youth and parent questionnaires.
- Qualitative measure of HYC's importance within the community.

IV. 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](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

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 2020.

In addition to this request, HYF is seeking funding support in fiscal year 2020 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
 - John Ross Foundation - \$5,000
 - 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 2020 for program funding.

We have not received any federal funding and the GIA is the only state funding grant we applied for in 2018. We have received allocation from Hawaii County non-profit funding of \$12,200 for 2017, \$18,637 in 2018 and \$15,600 in 2019. We received state GIA funding of \$40,000 for 2017, \$80,000 for 2018, and \$75,000 operational funds and \$135,000 capital funds for 2019.

Over the last 9 years that we have been operating as an independent non-profit organization, we have raised over \$1,552,000. Almost \$534,000 has come from community donations. Less than \$466,000 has been from public funding of which approximately \$136,000 was from the County of Hawaii and the remaining \$330,000 came from the State of Hawaii via Office of Youth Services. The breakdown of funding sources is below:

- Grants - \$552,000 - 36%
- Donations - \$534,000 - 34%
- County - \$136,000 - 09%
- State - \$330,000 - 21%

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

The balance of unrestricted current assets as of December 31, 2018 is \$19,923. This gives us a cash reserve of less than 3 months. The amount is broken out below:

- Cash in Bank is \$19,658
- Other Assets are \$265

V. Experience and Capability

1. Necessary Skills and Experience

The YWCA founded the Hamakua Youth Center in 1996 as a support program for youth. Over the past 23 years, the program has offered youth in the Hamakua District consistent support services in a multitude of ways. HYC is a low-fee drop-in center that offers the following: daily snacks and meals, homework lab, recreation opportunities, caring adult mentors, youth leadership training, 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 training, cultural education, life skills, and arts education as well as multicultural awareness and internship.

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 \$90,000. 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 hundred 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, and provided one-on-one mentorship with participants. Our staff and board 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.

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

HYF's original facility, located at 45-3396 Mamane Street in Honoka'a, was directly across the street from Honoka'a Elementary/Intermediate and High Schools, making it readily accessible to students. The 1,500 square foot rented facility included a homework and computer lab with four internet-connected workstations with several printers, a social area, a kitchen and a music-recording studio. Up to 35 - 40 youth flocked to the center to enjoy the company of peers and access resources in a safe bully-free zone.

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 created a business plan to identify all of the risks and benefits in obtaining this property. This plan includes additional labor cost for maintaining and developing the building as well as capital costs to repair the current building to meet safety codes and limit liability.

This grant will assist us in improving the new facility that will more than double our current capacity and expand our user base to include underserved teens.

VI. 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, arts and crafts, Hawaiian cultural activities, and activities at our drop-in center.

Executive Director:

- Work directly with the BOD to fulfill HYF's mission.
- Financial Performance and Viability – develops resources sufficient to ensure the financial health of HYF.
- HYF Mission and Strategy: Works with Board and Staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Organization Operations – Oversees and implements appropriate resources to ensure that the operations of HYC are appropriate.

The executive director position requires a minimum of a Bachelor's degree and five 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.

Fiscal director

- Responsible for Hamakua Youth Foundation's (HYF) financial management and fund development.
- Maintains high degree of transparency and accuracy of all financials presented to the Board of Directors (BOD). The position involves working with the ED, PD, and the Finance Committee to develop an annual budget for BOD approval.
- Works with and provides information for the Finance Committee.
- Manages the BOD-approved budget, reviews and creates the monthly financials for the Treasurer, and writes grants.

Program Coordinator

- Responsible for supervision of program staff and program volunteers.
- Recommends the employment of new program staff members to the ED.
- Determines program work schedules, co-leads staff meetings, evaluates program staff performance, and takes necessary corrective action as needed.
- Responsible for program staff and program volunteer training and professional development.

- Working with Fiscal Director (FD), supervises the timely collection and compilation of program data for grant reporting.
- Working with FD, creates program aspects of budget.
- Provides program staff with information for youth and their families to access social services.

Activity specialists (two part-time)

- Organizes, prepares, schedules, and teaches special activities such as art, music, culture, or cooking that are part of the Center's drop-in program.
- Initiates project plans that includes required staffing, needed supplies, projected costs, and project timelines.
- Makes arrangements and coordinates efforts with other agencies and vendors for field trips and special events.
- Gathers required data for reports, incidents and program successes for review and analysis with PD in a regular and timely manner.

2. Organization Chart

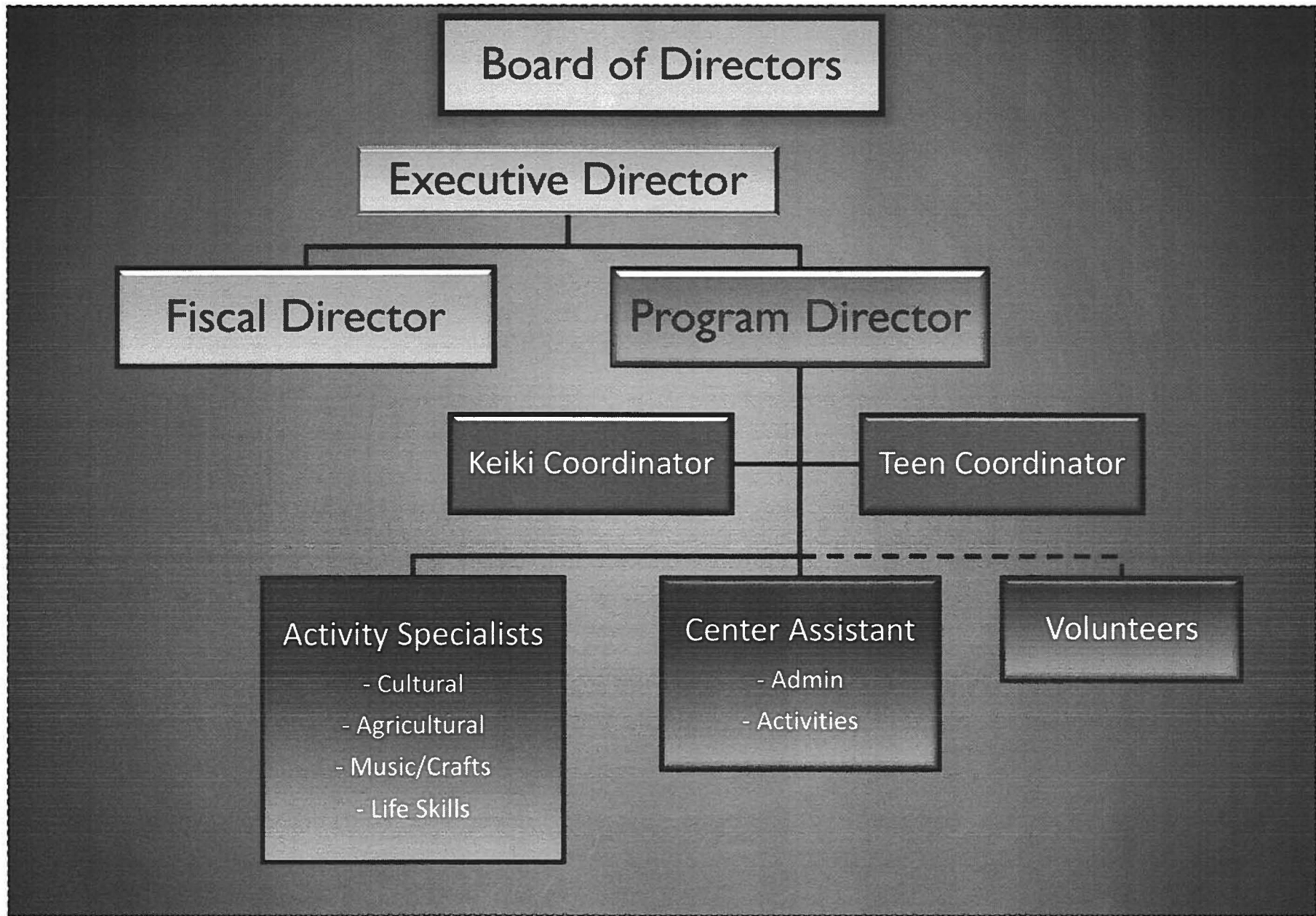
HYF uses an organizational model based on the spirit of `ohana that is so central to the Hawaiian tradition. We incorporate the sense of a family working closely together to create a life-affirming environment for youth with clearly established pathways of communications among staff, board, youth, volunteers 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 directors, coordinators and specialist required in the business plan. Currently the center staff consists of the program director, fiscal director and various activity specialists.

3. Compensation

The annual budget includes salaries for a program coordinator, part time executive director, fiscal director & two part-time activity specialist that totals \$118,000. The fiscal director works as an independent contractor and is budgeted under contractor labor.

- Program Coordinator – \$42,000
- Executive Director (part time)- \$28,000
- 2 Activity Specialist (part time) - \$24,000
- Fiscal Director (part time)- \$24,000



Hamakua Youth Foundation Organization Chart

VII. 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

Pursuant to Article X, Section 1, of the State Constitution, HYF will not use the grant to support a private education institution.

4. Future Sustainability Plan

To support the new facility, we have developed a business plan to make the center fiscally sustainable and itemize what further development and cash flow we require fulfilling our vision. In addition, to prepare 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.

**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.

Hamakua Youth Foundation, Inc.

(Typed Name of Individual or Organization)



(Signature)

Jan 10, 2019

(Date)

Jack Zimmerman

(Typed Name)

President

(Title)

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

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	0.5	\$28,000.00	25.00%	\$ 7,000.00
Program Coordinator	1	\$42,000.00	30.00%	\$ 12,600.00
Activity Specialist	1	\$24,000.00	25.00%	\$ 6,000.00
Fiscal Director	0.5	\$24,000.00	20.00%	\$ 4,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				30,400.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

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:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Hamankua Youth Foundation, 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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS		30,000				
LAND ACQUISITION		490,000				
DESIGN		30,000				
CONSTRUCTION		125,000	60,000	10,000		
EQUIPMENT		70,000		50,000		
TOTAL:	0	745,000	60,000	60,000	0	0

JUSTIFICATION/COMMENTS:

No funds are requested for capital projects as part of this grant application.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hamakua Youth Foundation, Inc.

Contracts Total: 800,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	County of Hawaii non-profit grant	7/1/18 - 6/30/19	county	Haw	10,000
2	GIA operations	7/1/18 - 6/30/19	grant in aid	State	75,000
3	GIA capital funds	7/1/18 - 6/30/19	grant in aid	State	135,000
4	USDA community facilities 30 year loan	2/1/19 - 1/30/49	USDA	US	580,000
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