

**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.

Boys & Girls Club of the Big Island

Amount of State Funds Requested: \$ 1,500,000.00

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

Please see attached word document.

Amount of Other Funds Available:

State: \$ 0.00

Federal: \$ 0.00

County: \$ 0.00

Private/Other: \$ 0.00

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 500,000.00

Unrestricted Assets:

\$ 450,000.00

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:

100 Kamakahonu Street

City: Hilo                      State: HI                      Zip: 96720

Contact Person for Matters Involving this Application

Name:  
Chad Cabral

Title:  
Chief Executive Officer

Email:  
chad@bgcbi.org

Phone:  
808-961-5536

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Chad Cabral, Chief Executive Officer

Name and Title

01/18/2022

Date Signed

## **Brief Description of Request**

The proposed CIP (Capital Improvement Project) request, totaling \$1,500,000 will provide the development and structure of a Youth Development Center in Kea'au for Puna and Kea'au based youth.

This facility would primarily support Hawaii Island community youth who are identified as homeless, living in poverty and/or a part of an income-challenged households residing in Low/Moderate Census Tract areas.

Through the support of the CIP project, BGCBI will gain the ability to provide:

Provide greater access to established BGCBI youth development facilities that are currently unavailable at our currently Keaau facility;

Increase the amount of daily youth development resource offerings to identified homeless, poverty, and low-income youth that are a part of community households residing in Low/Mod Income level Census Tracts on Hawaii Island;

Increase the daily rate of community youth participation to critical afterschool youth development activities among identified homeless, poverty, and low-income youth that are a part of community households residing in Low/Mod Income level Census Tracts on Hawaii Island;

Decrease the number of income-challenged community youth on Hawaii Island that currently go unsupervised afterschool;

Decrease the occurrence of juvenile crime, smoking, truancy alcohol and drug use, teen-age promiscuity, nutritional deficiency, school drop-out rate among Hawaii Island community youth;

Increase the personal success and academic achievement rates among Hawaii Island community youth identified as being homeless and/or living in poverty;

Increase the number of income-challenged youth on Hawaii Island that have the ability to access needed nutritional supplementation outside of public school hours.

## **Project Work Aspects**

- Installation of needed utility infrastructure (e.g. property waterlines, three-phase electrical, and sewage lines);
- Clearing and grating of property to adequately house building facility, parking, driveway access, and outdoor grass field spaces;
- Installation of cement and asphalt ground surfacing for property entryway, facility parking, and ADA accessibility;

- Installation of youth safety property fencing and main entry safety gate;
- Installation of adequate parking lot safety lighting needed;
- Construction of building facilities that contain youth bathrooms, a kitchen facility to provide Puna and Kea'au based youth with supplemental evening meals, and a large open-air covered patio for youth to be served a dinner before going home and to be able to receive daily afterschool academic support and homework tutoring;
- Securing of any additional design plans and County permits needed.

## 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



CHAD CABRAL, CHIEF EXECUTIVE OFFICER

01/21/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

## 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)**

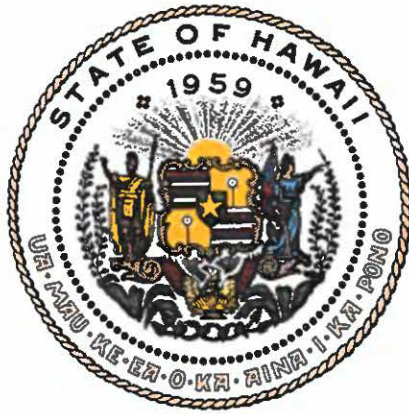
If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2021.

#### **2. Declaration Statement**

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

#### **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](#).



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**BOYS AND GIRLS CLUB OF THE BIG ISLAND**

was incorporated under the laws of Hawaii on 05/30/2002 ; 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 06, 2022

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:

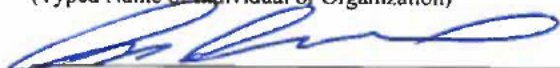
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

**Boys & Girls Club of the Big Island**

(Typed Name of Individual or Organization)



(Signature)

01/21/2022

(Date)

**Chad Cabral**

(Typed Name)

**Chief Executive Officer**

(Title)

## **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;

Boys & Girls Club of the Big Island (BGCBI) is a 501(c)3 charitable nonprofit organization that provides essential out-of-school youth development programming daily for children and teens ages 6-17 years that are a part of rural area communities that encompass Hawaii Island.

Opened in 1952, BGCBI is the first established and longest running Boys & Girls Club youth development program in the State of Hawaii (currently in our 70<sup>th</sup> year of operation), having nine (9) programming locations throughout the Island (Hilo, Kea'au, Pahoa, Pahala, Na'alehu-Ocean View, Kealakehe-Kona, Kahakai-Kona, Ulu Wini-Kona, and South Kona).

Essential Youth Development Services Provided Include:

- Homework Support, Academic Assistance & Tutoring;
- Nutritional Supplementation (daily healthy snacks and/or full evening meals);
- Transport Shuttling to and from Program Service Locations;
- Civic Engagement, Character Building & Leadership Development Opportunities;
- Higher Education & Career Exploration;
- Health Awareness Classes & Nutritional Education;
- Arts & Humanities Programming;
- Physical Fitness Activities Organized Sports & Recreation.

Operating independently from other Boys & Girls Club organizations in the State, BGCBI supports over 1000 youth each year, helping to supplement the daily academic and enrichment support that is needed for income-challenged family households that are unable to afford the high cost of private afterschool programs.

Nationally it is estimated to cost an average of \$4500 to provide quality afterschool programming annually for one child. At the Boys & Girls Club of the Big Island (BGCBI), we charge a youth membership fee of \$10 annually and no child is ever turned away.

BGCBI provides safe and supervised quality youth development activities for communities that have a lack of after school resources and for households that have no means to afford alternative afterschool services. The majority of youth that benefit from our services come from homeless living situations or from poverty and low-income family households.

In offering essential afterschool youth development programming through our nationally recognized Boys & Girls Club brand, BGCBI provide parents the assurances they need,



knowing their child is safe and well taken care of, while also affording them the flexibility to seek gainful employment and work the longer hours needed to financially support their family.

2. The goals and objectives related to the request;

The following communicates the proposed ADA and Safety related facility improvement outcomes and goals, as part of the completion of needed improvements to the proposed facility.

Project Work Aspects

- Installation of needed utility infrastructure (e.g. property waterlines, three-phase electrical, and sewage lines);
- Clearing and grating of property to adequately house building facility, parking, driveway access, and outdoor grass field spaces;
- Installation of cement and asphalt ground surfacing for property entryway, facility parking, and ADA accessibility;
- Installation of youth safety property fencing and main entry safety gate;
- Installation of adequate parking lot safety lighting needed;
- Construction of building facilities that contain youth bathrooms, a kitchen facility to provide Puna and Kea'au based youth with supplemental evening meals, and a large open-air covered patio for youth to be served a dinner before going home and to be able to receive daily afterschool academic support and homework tutoring;
- Securing of any additional design plans and County permits needed.

3. The public purpose and need to be served;

Pursuant to Section 42F-102, Hawaii Revised Statutes, a public purpose will be served by awarding of this grant. Access to afterschool youth development services among children that are homeless or a part of poverty and low-moderate income level households are critical in their future ability to prosper and achieve socially and professionally throughout adulthood.

Youth belonging to families living in poverty are at a higher risk, as they have fewer resources readily available to them and less of a family support network to assist them in their growth and development. This negatively impacts chances of future economic success and reaching goals of achieving social-economic independence. (National Center for Learning, 2017).

A need for increased youth development support on Hawaii Island is apparent and widespread as the latest data demonstrates:

- Hawaii County, at 27% has the highest rate of childhood poverty in the State of Hawaii at 14% and double the County of Honolulu at 12%, Maui at 12% and Kauai at 9% (Kids Count, 2016).
- 1 in 4 homeless service users on Hawaii Island are children (Homeless Services Utilization Report, 2014).
- Hawaii County at 66% has the highest rate of students accessing free/reduced lunch at school, compared with the State's average of 48% (Department of Human Services, 2015).

According to the UH Center of the Family (2015) the latest educational data communicates that Hawaii Island currently has:

- The highest percentage of public school suspensions
- Lowest average of daily school attendance
- Lowest stability in student school enrollment
- Lowest rate in high school seniors graduating
- Lowest rate of high school seniors with plans after high school
- Highest rates of juvenile drug-related arrests (double than the State average)
- Highest number of juvenile arrest offenses in the State

The Department of Education (DOE, 2018) Annual School Scoring of select Hawaii Island schools further demonstrates the gravity of the issues and critical need for increased youth development support:

Pahoa

Score: 202 out of 400                      Scoring Grade: D

61% of 3<sup>rd</sup> graders do not meet Math standards

60% do not meet the Literacy rate

65% do not meet Science standards

Kea'au

Score: 182 out of 400                      Scoring Grade: F

56% of 3<sup>rd</sup> graders do not meet Math standards

52% do not meet the Literacy rate

45% do not meet Science standards

According to the Afterschool Alliance, quality afterschool programming that are provided to income-challenged youth are essential and have shown to improve overall academic performance in school, enhanced student engagement, improved

work and study habits, reductions in reports of misconduct, and higher levels of persistence (Afterschool Fostering for Student Success in Hawaii, 2016).

As the data suggests, Hawaii Island youth that are a part of a poverty and low-moderate income level household residing in low-moderate census tracts are more susceptible to be involved in activities and behaviors that negatively impact their overall success and future attainment.

They have fewer resources readily available to them (within their community or geographic reach), have less access to consistent transportation, to be able to utilize supportive services (like a supplemental meal assistance program or homework support program), and they go more unsupervised during the afterschool hours that juvenile crime escalates (between 2pm to 6pm).

Quality structured afterschool youth development programs provide to income-challenged youth having little family support:

- Homework support that lead to greater academic achievement
- Activities that support the development of confidence and improved social-skills;
- Supplemental nourishment that adds to a child's daily nutritional needs;
- Daily programming where involved youth are less likely to get involved in risky behaviors (such as drug and alcohol use, sexual activity, participating in criminal offenses);
- Safe spaces that are adult supervised and free from bullying, peer-pressure, and negative activities;
- Supportive learning opportunities, mentoring and feedback that supports the positive growth of a child's overall character.

(America After 3PM Report, 2016)

BGCBI is trying to support the State of Hawaii and Hawaii Island communities in addressing this critical need for greater youth development offerings by increasing access to essential youth development resources through this proposed facilities improvement project submittal.

The proposed project outcome will benefit homeless youth and youth that are a part of poverty and low-moderate income level households that reside in low/moderate income level census tracts, currently not utilizing BGCBI programs.

#### Project Work Aspects

- Installation of needed utility infrastructure (e.g. property waterlines, three-phase electrical, and sewage lines);
- Clearing and grating of property to adequately house building facility, parking, driveway access, and outdoor grass field spaces;

- Installation of cement and asphalt ground surfacing for property entryway, facility parking, and ADA accessibility;
- Installation of youth safety property fencing and main entry safety gate;
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- Construction of building facilities that contain youth bathrooms, a kitchen facility to provide Puna and Kea'au based youth with supplemental evening meals, and a large open-air covered patio for youth to be served a dinner before going home and to be able to receive daily afterschool academic support and homework tutoring;
- Securing of any additional design plans and County permits needed.

4. Describe the target population to be served; and

Having a low-cost affordable daily afterschool youth development resource is significant, for youth and families that are struggling both socially and economically.

For over 70-years BGCBI has been the primary resource on Hawaii Island that has provided the essential, life-changing support service offerings, critical for a child's positive growth and development that poverty and low-income families have depended on.

At \$10 a year, households on a fixed or limited income can afford to enroll all youth residing in their family and know that their children will receive safe and well supervised, quality enrichment services that have a huge impact on their development and future success.

Many of the youth we service come from disadvantaged situations: 18% are from families that have an annual income of \$10k or less (of which 7% earn 5k or less), 50% come from households earning less than \$30k. 88% of our youth attending our rural area sites are from underrepresented minority populations. 57% of our youth are of Hawaiian ancestry.

Hawaii County at 24% has the highest child poverty rate in the State, more than double Honolulu County and above the United States National average. BGCBI currently serves a disproportionate amount of poverty level youth indicating a strong need for our services.

BGCBI provides safe and supervised quality youth development activities for communities that have a lack of after school resources and for households that have no means to afford alternative afterschool services. The majority of youth that benefit from our services come from homeless living situations or from poverty and low-income family households.

In offering essential afterschool youth development programming through our nationally recognized Boys & Girls Club brand, BGCBI provide parents the assurances they need, knowing their child is safe and well taken care of, while also affording them the flexibility to seek gainful employment and work the longer hours needed to financially support their family.

This facilities improvement project will primarily support youth ages 6-17 years, residing in rural area Low/Moderate Census Tract communities who are a part of homeless, poverty and low-income family households.

Low/Moderate Income Census Tract/Block	Community Area
CT 210.05 Blocks 1-4; CT 210.10 Blocks 1-3; CT 210.13 Blocks 1-2	Keaau
CT 211.01 Blocks 1-2	Pahoa

5. Describe the geographic coverage.

BGCBI programs currently support rural area communities on Hawaii Island that include: Hilo, Kea’au, Pahoa, Pahala, Na’alehu-Ocean View, Ulu Wini-Kona, Kahakai-Kona, South Kona, and Kealakehe-Kona.

These identified communities we service have a high percentage of homeless youth as well as youth that are a part of poverty and low-income level households, residing in Low-Moderate Census Tract areas.

Hawaii Island is geographically vast in the physical driving distance it takes to travel to and from established communities. Communities are mostly rural, having little or no afterschool support resources for children and the public bus system on Island is limited (due to the Island’s geographic distance) in its designated stops available and the frequency in which daily pick-ups occur.

BGCBI Program locations are intentionally situated close to DOE public schools (near or right on school properties) to best serve youth that are a part of families that have no (or very limited) transportation access to be able to participate in essential afterschool youth development programming.

The limiting factor and barrier for income-challenged youth and families is transportation, to be able to access the essential daily support resources desperately needed. BGCBI addresses this access and transportation barrier in providing daily transport shuttling to and from our program site locations.

The proposed ADA & Youth Safety Improvements to BGCBI’s Hilo Youth Development Center, once completed, will better serve all BGCBI site locations, through the increased daily services and essential resources that will reach all current BGCBI locations.

BGCBI's Central Operational Facilities serves as the organization's hub for service offerings. All daily nutritional supplementation (full cooked evening meals and daily healthy snacks) is housed, prepared, and distributed from this location. All BGCBI youth development equipment and daily supplies are received, housed, and distributed from this facility location. All BGCBI Island wide organized youth activities and sporting events are held on the property. And all BGCBI administrative services for coordinating with parents, youth guardians, and in hosting all staff trainings are held at the facility.

In addition, the Central Operational Facilities currently houses our daily Hilo youth development program services. The Keaau program has been able to host up to 50 youth each day but the lack of facilities has limited access to existing facilities and property areas and we have had no choice but to close off and restrict youth access, as the areas currently pose a physical threat and major safety risk to youth on property.

With the requested support, the facility and property will be able to support a greater amount of community youth again, at full capacity, increasing our ability to service up to more youth each day.



### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

Boys & Girls Club of the Big Island (BGCBI) afterschool and out of school youth public facilities (Program Centers) are the recognized and most heavily utilized youth support resources for homeless families and households living in poverty throughout Hawaii Island.

Project will provide an immediate and direct benefit to homeless and poverty-level minority youth that are currently unable to access and receive the critical youth development programming and critical needs support resources due to limited facility and program access available in the region.

Boys & Girls Club of the Big Island (BGCBI) has acquired a 4-Acre parcel of land donated by W.H. Shipman Ltd. for the immediate development and construction of a “Community Youth Development Center”.

This BGCBI acquired property is valued at \$200,000.

The property sits adjacent to Kea’au Elementary School, in the heart of Kea’au, and is an ideal location for a much needed “community youth development support center” that Boys & Girls Club of the Big Island would provide free for homeless and poverty-level minority youth to attend and receive services.

Currently the region of Puna and Kea’au has no established youth development center or youth facility that can support the needs of poverty-level youth/families of this fastest growing district in the State of Hawai’i.

For over 70-Years Boys & Girls Club of the Big Island (BGCBI) has been the trusted youth development support resource for homeless youth and poverty-level family households that require daily the much needed supplemental support resources.

No other youth or family support organization on Hawaii Island has the proven track-record or established community reach as BGCBI.

At this proposed “Youth Development Support Center” homeless children and poverty-level minority youth that reside in Low/Moderate Census Tract locations will be able to receive (free-of-charge):

- Shuttle Transportation to and from the Youth Development Center

- Supplemental Nutrition (hot meals and snacks before going home)
- Homework assistance, Academic Tutoring, Learning Technology
- Alcohol & Substance Educational Activities
- Youth Mentoring & Leadership Development Programming
- Healthy Lifestyles Activities (organized and recreational sports, cultural based programming, health and wellness activities)
- Critical Needs Resources (clothing & hygiene resource bank, food pantry)
- Out-of-School Youth Supervision

The hours when school ends to 6:00pm (M-F) are when youth have the highest occurrences of participating in illegal and harmful behaviors (Office of Juvenile Justice, 2018).

For youth that have both parents working, rides after school where the parent will need to take off from their job to provide the transportation needed is often not realistic. And for many homeless and poverty level youth, household access to a vehicle is a major barrier and limiting factor in the ability to utilize public services (BGCBI's youth development support resources). In both cases, often the child goes unsupervised after the school day ends, latchkey until parental guardians come home for the day.

Many of our communities throughout Hawaii County are located in underdeveloped rural areas that are spread geographically by significant distances.

Safe and supervised daily out of school youth development resources that the Boys & Girls Club of the Big Island offers for youth, many that are income-challenged identified, can only be accessed/utilized if children are able to attend an after school program when the school day ends.

Struggling income-challenged families often have no options but to reside in undeveloped rural areas (L/M census tract locations) to be able to secure affordable rental housing (such as in the communities within Puna and Kea'au).

Many rural area communities on Hawaii Island do not have the established social support public facilities required and reliable/frequent modes of public transportation (i.e. bus transportation system) are non-existent. The Public Facilities that often house many of the social service support and critical resources needed are not located in the communities where homeless and low-income families reside.

Many homeless and low-income families on Hawaii Island are unable to access the support and resources that social service agencies offer due to the unavailability of transportation and access to rides.

Without BGCBI's youth development support programs, critical youth resources, and prevention activities the County of Hawaii's Public Health & Safety agencies (i.e. police, fire, ambulance, hospitals, and as well essential social service agencies) will be

adversely affected in having to address a significant increase in crime, rehabilitation services, hospitalization, and incarceration.

The proposed expansion project and increased access to critical youth development resources/program services through youth development activities, once implemented, will have an immediate and direct benefit for homeless and poverty-level household Puna-Kea'au youth that reside in L/M income level Census Tract areas that are currently not receiving and benefiting from BGCB I support service offerings.

This project initiative will serve to increase the Public Health and Safety (in communities throughout Hawaii Island), in which greater food access and nutritional supplementation (in the form of dinner meals and healthy snacks) that will be provided, in greater frequency, to an increased number of homeless youth and youth that are a part of Low-Moderate income households residing in targeted L/M income census tract communities.

Providing these critical services to the communities provides supplemental support to families, individuals and neighborhoods that are struggling economically and have little to no social support resources in their proximity.

The availability and access to greater daily nutrition and daily social support services for homeless, poverty and L/M income level families is a "Public Health and Safety" issue, in which BGCB I is equipped to have an increased offering at its established program Centers and has the capacity to immediately expand and provide increased services towards.

#### Project Work Aspects

- Installation of needed utility infrastructure (e.g. property waterlines, three-phase electrical, and sewage lines);
- Clearing and grating of property to adequately house building facility, parking, driveway access, and outdoor grass field spaces;
- Installation of cement and asphalt ground surfacing for property entryway, facility parking, and ADA accessibility;
- Installation of youth safety property fencing and main entry safety gate;
- Installation of adequate parking lot safety lighting needed;
- Construction of building facilities that contain youth bathrooms, a kitchen facility to provide Puna and Kea'au based youth with supplemental evening meals, and a large open-air covered patio for youth to be served a dinner before going home and to be able to receive daily afterschool academic support and homework tutoring;

- Securing of any additional design plans and County permits needed.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

<b>Project Milestones/Tasks</b>	<b>Start Date</b>	<b>Completion Date</b>
Development of Construction Plans	07-01-2022	08-15-2022
Securing Building Permits	08-15-2022	12-30-2022
Project RFP/Proposal Review/Contractor Selection	01-01-2023	02-15-2023
Land Clearing & Waste Disposal	02-15-2023	03-01-2023
Youth Programming Pavilion, Kitchen & Bathroom Facilities	03-01-2023	06-15-2023
Driveway & Facility Paving	03-01-2023	06-15-2023
Project Completion Closeout	06-15-2023	06-30-2023

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

Project quality assurance will occur at great frequency throughout the project's duration.

Milestone evaluations (physical project reviews and work area checks) will be developed by BGCBI's Project Manager and CEO that will properly assess the contracted work activities and progress made in meeting each milestone completion date. Milestone evaluations (quality assurance assessments) will be conducted every two-weeks during the full duration of the project by BGCBI's Project Manager. Utilizing the design and construction plans BGCBI has already secured (developed by Engineering Partners Inc.), BGCBI will develop a quality assurance evaluation matrix that can properly assess the standards of the work activities being conducted and milestone completion progress.

BGCBI's Project Manager will physically monitor and identify project issues and/or time delays that affect the successful and timely completion of each contracted milestone. The Project Manager will have scheduled meetings (at minimum once a week) with the contracted construction vendor to discuss each assessment and evaluation findings, and to discuss with the contractor how they will adjust set project work activities to be able to meet scheduled completion deadlines.

BGCBI's Project Manager will have the authority (as set forth prior, in the work project contract agreement) to withhold scheduled installment payments as needed, if the contractor is not meeting contracted project work activity milestones. Milestone installment payments and calendar set milestones will be drafted (and signed into) the initial work project contract between BGCBI and the contract vendor. The ability to withhold installment payments for milestones not timely met will be drafted into the contract agreement. Breach of contract clauses will also be included into the contract

agreement utilizing BGCBI's legal counsel to assure the selected contract vendor properly executes all work activities in a timely fashion as prescribed in the signed executed contract.

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.

BGCBI will institute the following approaches and processes (measures of effectiveness) to assure a successful and fully completed delivery of all contracted project activities:

**Measure #1**

- **Project Activity Milestones:** BGCBI will provide to the State agency, a list of all project work activities required, dividing all area work aspects into "Milestones" (5-6 milestones in total) that will need to be fully accomplished by the construction contractor in a set contracted timeframe. Effectiveness will be measured by the ability for the contractor and BGCBI to fully and successfully competed each set milestone activity;

**Measure #2**

- **Projected Activity Completion Dates (Milestone Deadlines):** BGCBI will provide to the State agency, a listing of Milestone completion dates and timeframe that will communicate each deadline for completing contracted milestone activities. Effectiveness will be measured by the ability for the contractor and BGCBI to fully and successfully competed each set milestone within the contracted timeframe;

**Measure #3**

- **Quality Assurance Assessment of Completed Milestones:** BGCBI will provide to the State agency, a report on each project Milestone completed that communicates milestone area work activities conducted, the percentage of project work fully completed and total project work left to complete, photographs of completed work activities and if any adjustments are needing to be made. Effectiveness will be measured by the ability for the contractor and BGCBI to fully and successfully competed each set milestone within the contracted timeframe;

**Measure #4**

- **Project related Fiscal Tracking:** BGCBI will provide to the State agency, a fiscal report quarterly that communicates the grant funding spend-down in accordance with each set milestone deadline. Effectiveness will be measured by the ability for the contractor and BGCBI to fully and successfully competed each

set milestone within the contracted timeframe, to be able to receive grant funding reimbursement and disperse the set payment installment to the contractor within the milestone deadlines.

Throughout the duration of the proposed project, the State agency will receive (from BGCBI's Project Director and Finance Director) monthly and quarterly report transmittals that communicate project effectiveness and progress towards a full and successful completion of all project activity areas. Reports will include: all related fiscal reporting needed (including grant funding spend-down records, contractor payment request invoices for installment payment reimbursements); narratives describing milestone progress and milestone completion that meets set milestone dates and qualifies for work project milestone installment payments; photographs with captions of work activities in progress and completed work project activities (completed milestone facility improvements). A closeout report will also be prepared and timely submitted to the State agency communicating all completed project work activities, results of the project work, a full report of fiscal expenses and payments, and narrative communication (with project outcome photographs) of total project success.



## **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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$375,000.00	\$375,000.00	\$375,000.00	\$375,000.00	\$1,500,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

COH Nonprofit - \$500,000  
 Kamehameha Schools - \$250,000  
 Hawaii Island United Way - \$60,000  
 State of Hawaii - \$800,000

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.

None

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 2023 for program funding.

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii / Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Hilo, Keaau, Kealahou - Substance Abuse Prevention	2019-2020	State of Hawaii	Hawaii County	90,000

			Department of Health		
2	Hilo, Keaau, Kealakehe - Substance Abuse Prevention	2020-2021	State of Hawaii Department of Health	Hawaii County	240,000
3	Hilo, Keaau, Kealakehe - Substance Abuse Prevention	2021-2022	State of Hawaii Department of Health	Hawaii County	270,000
4	Daily Nutrition Security to Support Income Challenged Youth	2019-2020	County of Hawaii	Hawaii County	15,830
5	Literacy, Homework & Tutoring Support for Income Challenged (Hilo)	2019-2020	County of Hawaii	Hawaii County	15,455
6	Literacy, Homework & Tutoring Support for Income Challenged (Keaau)	2019-2020	County of Hawaii	Hawaii County	15,455
7	Literacy, Homework & Tutoring Support for Income Challenged (Kealakehe)	2019-2020	County of Hawaii	Hawaii County	15,455
8	Literacy, Homework & Tutoring Support for Income Challenged (Pahala)	2019-2020	County of Hawaii	Hawaii County	15,455
9	Literacy, Homework & Tutoring Support for Income Challenged (Pahoa)	2019-2020	County of Hawaii	Hawaii County	15,455
10	Daily Transport Services for Income-Challenged Youth	2019-2020	County of Hawaii	Hawaii County	16,830
11	Literacy, Homework & Tutoring Support for Income Challenged (Hilo)	2020-2021	County of Hawaii	Hawaii County	21,250
12	Literacy, Homework & Tutoring Support for Income Challenged (Keaau)	2020-2021	County of Hawaii	Hawaii County	22,500
13	Literacy, Homework & Tutoring Support for Income Challenged (Kealakehe & Ulu Wini)	2020-2021	County of Hawaii	Hawaii County	40,000
14	Daily Nutritional Security to Support Income Challenged Youth	2020-2021	County of Hawaii	Hawaii County	33,750
15	Literacy, Homework & Tutoring Support for	2020-2021	County of Hawaii	Hawaii County	22,500

	Income Challenged (Ocean View)				
16	Literacy, Homework & Tutoring Support for Income Challenged (Pahala)	2020-2021	County of Hawaii	Hawaii County	24,750
17	Literacy, Homework & Tutoring Support for Income Challenged (Pahoa)	2020-2021	County of Hawaii	Hawaii County	22,500
18	Daily Transport Services for Income-Challenged Youth	2020-2021	County of Hawaii	Hawaii County	21,250
19	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Hilo)	2021-2022	County of Hawaii	Hawaii County	50,000
20	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Keaau)	2021-2022	County of Hawaii	Hawaii County	50,000
21	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Kealakehe)	2021-2022	County of Hawaii	Hawaii County	50,000
22	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Ocean View)	2021-2022	County of Hawaii	Hawaii County	50,000
23	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Pahala)	2021-2022	County of Hawaii	Hawaii County	50,000
24	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Pahoa)	2021-2022	County of Hawaii	Hawaii County	50,000

25	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Ulu Wini)	2021-2022	County of Hawaii	Hawaii County	50,000
26	Community Meal Support for Income-Challenged Youth, Kupuna, and Families	2021-2022	County of Hawaii	Hawaii County	50,000
27	Daily Transport Services of Critical Needs Resources for Income-Challenged Youth, Kupuna, and Families	2021-2022	County of Hawaii	Hawaii County	50,000
28	CDBG CV-1: Meal Preparation and Delivery Program	2020-2021	COH OHCD- CDBG	Hawaii County	200,000
29	CDBG CV-2: Youth Development Services, Mobile Youth Outreach, Critical Resources, and Child Care	2020-2021	COH OHCD- CDBG	Hawaii County	376,000
30	CARES: Mobile Youth Outreach & Distance Learning Technology	2020-2021	COH Department of Research and Development	Hawaii County	400,000

PENDING: Private/Other Funds - \$140,000

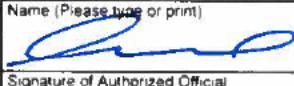
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

\$450,000.00

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App Boys & Girls Club of the Big Island

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	null	null	null	null
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Design Plans				
10. Construction Plans	50,000			
11. Construction	1,450,000	1,000,000	500,000	100,000
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	1,500,000	1,000,000	500,000	100,000
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	1,500,000	1,000,000	500,000	100,000
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Chad MK Cabral, Chief Executive Officer      808-785-6617		
(b) Total Federal Funds Requested	1,000,000	Name (Please type or print)      Phone		
(c) Total County Funds Requested	500,000			
(d) Total Private/Other Funds Requested	100,000	Signature of Authorized Official      Date <span style="float: right;">1/21/22</span>		
<b>TOTAL BUDGET</b>	<b>2,600,000</b>	Name and Title (Please type or print)      808-785-6617		
		Chad MK Cabral Chief Executive Officer		





BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES      Period: July 1, 2022 to June 30, 2023

Applicant: Boys & Girls Club of the Big Island

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Boys & Girls Club of the Big Island

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: 2020-2021	FY: 2021-2022	FY: 2022-2023	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025
Not Applicable						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Boys & Girls Club of the Big Island

Contracts Total: 2,344,435

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Hilo, Keaau, Kealakehe - Substance Abuse Prevention	2019-2020	State of Hawaii Department of Health	Hawaii County	90,000
2	Hilo, Keaau, Kealakehe - Substance Abuse Prevention	2020-2021	State of Hawaii Department of Health	Hawaii County	240,000
3	Hilo, Keaau, Kealakehe - Substance Abuse Prevention	2021-2022	State of Hawaii Department of Health	Hawaii County	270,000
4	Daily Nutrition Security to Support Income Challenged Youth	2019-2020	County of Hawaii	Hawaii County	15,830
5	Literacy, Homework & Tutoring Support for Income Challenged (Hilo)	2019-2020	County of Hawaii	Hawaii County	15,455
6	Literacy, Homework & Tutoring Support for Income Challenged (Keaau)	2019-2020	County of Hawaii	Hawaii County	15,455
7	Literacy, Homework & Tutoring Support for Income Challenged (Kealakehe)	2019-2020	County of Hawaii	Hawaii County	15,455
8	Literacy, Homework & Tutoring Support for Income Challenged (Pahala)	2019-2020	County of Hawaii	Hawaii County	15,455
9	Literacy, Homework & Tutoring Support for Income Challenged (Pahoa)	2019-2020	County of Hawaii	Hawaii County	15,455
10	Daily Transport Services for Income-Challenged Youth	2019-2020	County of Hawaii	Hawaii County	16,830
11	Literacy, Homework & Tutoring Support for Income Challenged (Hilo)	2020-2021	County of Hawaii	Hawaii County	21,250
12	Literacy, Homework & Tutoring Support for Income Challenged (Keaau)	2020-2021	County of Hawaii	Hawaii County	22,500
13	Literacy, Homework & Tutoring Support for Income Challenged (Kealakehe & Ulu Wini)	2020-2021	County of Hawaii	Hawaii County	40,000
14	Daily Nutritional Security to Support Income Challenged Youth	2020-2021	County of Hawaii	Hawaii County	33,750
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16	Literacy, Homework & Tutoring Support for Income Challenged (Pahala)	2020-2021	County of Hawaii	Hawaii County	24,750
17	Literacy, Homework & Tutoring Support for Income Challenged (Pahoa)	2020-2021	County of Hawaii	Hawaii County	22,500
18	Daily Transport Services for Income-Challenged Youth	2020-2021	County of Hawaii	Hawaii County	21,250
19	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Hilo)	2021-2022	County of Hawaii	Hawaii County	50,000
20	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Keaau)	2021-2022	County of Hawaii	Hawaii County	50,000
21	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Kealakehe)	2021-2022	County of Hawaii	Hawaii County	50,000
22	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Ocean View)	2021-2022	County of Hawaii	Hawaii County	50,000
23	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Pahala)	2021-2022	County of Hawaii	Hawaii County	50,000
24	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Pahoa)	2021-2022	County of Hawaii	Hawaii County	50,000
25	Critical Needs Resources, Academic Support, Youth Development Programming Income-Challenged Youth (Ulu Wini)	2021-2022	County of Hawaii	Hawaii County	50,000
26	Community Meal Support for Income-Challenged Youth, Kupuna, and Families	2021-2022	County of Hawaii	Hawaii County	50,000

27	Daily Transport Services of Critical Needs Resources for Income-Challenged Youth, Kupuna, and Families	2021-2022	County of Hawaii	Hawaii County	50,000
28	CDBG CV-1: Meal Preparation and Delivery Program	2020-2021	COH OHCD-CDBG	Hawaii County	200,000
29	CDBG CV-2: Youth Development Services, Mobile Youth Outreach, Critical Resources, and Child Care	2020-2021	COH OHCD-CDBG	Hawaii County	376,000
30	CARES: Mobile Youth Outreach & Distance Learning Technology	2020-2021	COH Department of Research and Development	Hawaii County	400,000

## **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.

#### ***Most Recent Three (3) Years of Related Experiences & Capabilities:***

In the past three (3) years, BGCBI has successfully operated large scale government funded (Federal, HUD, County of Hawaii) facility improvement grants similar to the proposed project requested in this proposal. The separate fiscal-year independent projects listed below were proposed/submitted/secured by BGCBI from the County of Hawaii through the HUD funded Community Development Block Grants (CDBG) program. BGCBI successfully completed each project within the set deadlines having no project completion issues. BGCBI has the experience, established leadership and qualified staffing in-place to fully execute large-scale government funded facility improvement projects identical to the requirements, processes, procedures, and implementation timeframe of the State of Hawaii 2022-2023 GIA and CIP offerings.

The following table communicates the specific facility improvement grants that BGCBI has successfully implemented to full completion:

<b>Project</b>	<b>Type</b>	<b>Award Year Amount Total</b>	<b>Status</b>
Program Operations Support: Youth Development Expansion Initiatives (nutrition, health)	County Nonprofit Grants Program	2010-2019 \$600,000	Completed
Facility Improvement: Renovation of Hilo Clubhouse Building Facilities	Federal/County OHCD-CDBG	\$1,157,474	Completed
Facility Improvement: Construction of Bathroom Facilities/Comfort Station Patio	Federal/County OHCD-CDBG	\$250,000	Completed
Facility Improvement: Construction of Commercial Kitchen Facilities	Federal/County OHCD-CDBG	\$526,478	Completed
Property Tree Clearing Safety Project	OHCD-CDBG	2017 \$121,000	Completed
Fence Installation Project	OHCD-CDBG	\$125,000	Completed
Meal Preparation and Delivery Program	Federal/County	2020-2021	Completed



	OHCD-CDBG CV-1	\$200,000	
Youth Development Services, Mobile Youth Outreach, Critical Resources, and Child Care	Federal/County OHCD-CDBG CV-2	2020-2021 \$376,000.00	Completed
Mobile Youth Outreach & Distance Learning Technology	COH Research & Development	2020-2021 \$400,000.00	Completed

Having past fiscal management of large scale government supported grants, BGCBI's Fiscal Department is experienced and specialized in providing all needed fiscal oversight required by government funded grant projects. As part, the fiscal department has established database monitoring systems and software that properly records, tracks and develops the fiscal reports that government funding agencies require. The fiscal department is fully experienced with Federal required Davis-Bacon wage and benefit determination and required tracking, submitting State grant required funding reimbursement requests, and in understanding grant funding allowances and restrictions that State contracts oblige.

BGCBI's Administrative Office (i.e. current Resource Development Director, Chief Executive Officer, Director of Operations, Facility Improvement Project Manager) has the needed staffing and required experiences and expertise (from the successful implementation of past government funded grant projects, specific to completing large-scale capitol improvement projects) that can fully execute and accomplish the proposed GIA/CIP facility improvement project.

## 2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

BGCBI has all needed facilities established for the proposed project work activities. All buildings and facilities involved in the proposed project renovations (and safety improvements) are secured and in-place by BGCBI and upon the requested facility improvements BGCBI will be able to immediately increase the access to essential youth development services to minority youth (physically disabled as well as able-bodied) that are identified as living homeless or a part of poverty and low-income households residing in low-moderate income level census tracts.

The following communicates the property, a part of this proposal that BGCBI has secured:

4-Acre parcel of land donated by W.H. Shipman Ltd.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

#### **Overview of BGCBI Leadership & Administration Staffing Array**

BGCBI is led by its fulltime Chief Executive Officer (CEO) that directs and guides the organization in meeting its community youth based mission and annual goals/objectives. The CEO oversees the organizational implementation, providing vision, guidance and support to overall areas related to direct services, support services, daily operations, Administration, resource and fund development, and finance. The CEO directly supervises BGCBI's Administration personnel that includes two (2) FT Operations Directors, a FT Resource Development Director (RDD), BGCBI's Fiscal team that includes a FT Fiscal Director, one (1) FT Fiscal Specialist/Controller, and one (1) FT Fiscal Support Specialist. The CEO is supported and guided by BGCBI's Board of Directors that is comprised of Hawaii Island community leaders and business owners. The Board of Directors (15-20 volunteer members per a given FY year) provide daily support to the CEO and organization to matters that drive and support its continued progress and sustainability. Board led "sub-committees" are assigned by the Board's Executive Committee to further assist the organization in capital building and facility improvement project, areas of resource development, design of operations implementation, and in assuring sound internal fiscal practices. The Board of Directors are comprised of a Board Chair (a 2yr Board voted assignment), an incoming Board Chair (Vice Chair), a Board Secretary, a Board Treasurer and a secondary Treasurer, all having all two-year posts.

BGCBI is also supported in Administration (which is located at the Hilo BGCBI service location) by the following employees:

- Database Specialist (PT19) that tracks and manages all membership, participation, and program service data collection;
- Grants Manager (FT40) that assures proper quality assurance for grant related service activities and develops and submits required grant reports;
- Executive Administrator (FT40) that manages the Administrative office and provides daily support to daily operations, resource development, BGCBI's CEO, and the organization's fiscal department;
- Two (2) Kitchen Managers (FT40) that implements the daily hot-meal and snack preparation, including daily distribution for West Hawaii and East Hawaii BGCBI afterschool youth development programs (one based in West Hawaii and one based in East Hawaii).

### Direct Service Staffing

BGCBI operates nine (9) program service locations throughout Hawaii Island, located in West Hawaii (two programs in Kealakehe, one program in Kahalu'u/Keauhou, one based in South Kona, one based in Ocean-View) and East Hawaii (Hilo, Kea'au, Pahoa, Pahala-Ka'u). Each program location has one FT Site/Program Coordinator that oversees all youth development services and daily activities that occur within the program. Program Coordinators provide daily oversight and communication to BGCBI's Operations Directors to keep Administration apprised of any service challenge or youth matter needing support. Program Coordinators oversee all building facilities, vehicles, supplies and program equipment that is assigned to the site location to ensure that all offerings are safe, in proper working order, and properly staffed and supervised for daily youth activities. Program Coordinators supervise a program staff of Part-Time direct services staff called Youth Development Specialists (YDS) that are assigned to facilitate daily youth activities and provide supervision. Boys & Girls Club of America (our National organization) requires a staffing ratio of one (1) trained adult staff member (YDS) to no more than twenty (20) youth. At each BGCBI site location an adequate number of YDS programming staff are required to be on duty that is in accordance with this national requirement and youth development standard.

This staffing array has been designed, tested, and Board evaluated over the past 6-years and has proven to be most effective in its implementation, to assure proper execution and management of the resource offerings required in delivering quality youth development program services.

For over 72-years BGCBI has been providing quality afterschool youth development programs for community youth on Hawaii Island. Over 70,000 Hawaii County youth have benefited from our services that have shaped the positive growth and development of our Island's children, most to which have been our income-challenged community youth. Through National Boys & Girls Club of America researched and proven programming initiatives, BGCBI is well equipped with the latest best practices, service models, and implementation training to effectively deliver the critical activities and support resources that our community youth and families are in need of.

Through our well-established Board of Directors body (most to which are successful Hawaii Island business owners and established community leaders) and Chief Executive Officer (CEO) that is from Hawaii Island and has a BA in Sociology, a Masters of Science in Education Administration and possesses over 15-years of leadership experience in youth development programs BGCBI is well equipped to oversee, operate, and successfully carryout large-scale (County/State/Federal grant funded) projects.

## **Proposed Project Management**

The following communicates the primary staffing BGCBI has in-place that will be tasked with the oversight and daily management of the proposed CIP facility improvement project:

**Chief Executive Officer** (FTE): Specific to the proposed project, the CEO provides the executive leadership and oversight required for the successful and timely project completion. Throughout the duration of the project, the CEO will prescribe to BGCBI's Administrative leadership (tasked with project implementation) the project overall objective, deadline and schedule, and each related project work activity milestone needed to be accomplished. The CEO will meet with assigned BGCBI project facilitators weekly to assess project progress, discuss project milestone accomplishments, project challenges and to provide project staffing and contractors with any needed adjustments that enhance efficiency towards a successful and timely project completion. Any project contractual issues that may arise will be facilitated by BGCBI's CEO.

*Chad MK Cabral currently serves as Chief Executive Officer for the Boys & Girls Club of the Big Island, a youth development nonprofit organization based on Hawai'i Island that has been servicing community youth for over 72-years.*

*Chad is from Hawai'i Island where he attended and graduated from Hilo High School, Hawaii Community College, and the University of Hawaii at Hilo. He holds a Bachelors of Arts degree in Sociology from UH-Hilo and went on to attend Colorado State University where he graduated with a Masters of Science degree in Education Administration.*

*Mr. Cabral was recently recognized in the State of Hawaii by the Hawaii Alliance of Nonprofit Organizations (HANO) as their 2018-2019 Nonprofit Emerging Leader, an annual Statewide Nonprofit CEO of the Year recognition.*

*Chad has been serving in his current role for 6-years now and was instrumental in turning around a \$600,000 organizational deficit, has brought new innovative youth support programming such as an Island wide community meal support feeding initiative and pandemic related mobile youth outreach support service, and has been able to double the annual operational fiscal year budget for the organization.*

*The Boys & Girls Club of the Big Island supports over 1,200 youth annually throughout the Island of Hawai'i and has nine program site locations and two kitchen operations based in East and West Hawai'i.*

*In the early beginnings of the pandemic, the Boys & Girls Club of the Big Island quickly adapted services to be able to offer community seniors, youth,*

*the homeless and families in-need with critical needs resources through its “Mobile Youth & Family Outreach” initiative and “Community Meal Support” efforts. Since March of 2020, over 275,000 individual hot-meals have been produced and delivered to those most affected by the pandemic, free by the nonprofit.*

*Mr. Cabral has previously worked in the division of Student Affairs with the University of Hawaii at Hilo (16-years, beginning in 1999) before transitioning to the career field of Nonprofit leadership.*

**Operations Directors** (FTE): BGCBI’s two (2) Operations Directors (DOO) provide the required oversight, leadership, and daily management of the facility to ensure overall project success. The DOO currently is based at the site of the proposed GIA project and oversees the property, facilities, and daily operations taking place on site. The DOO supervises all program Coordinators and YDS staff associated with the facility and provides all needed management, supervision, employee performance coaching, assessments and evaluation. The DOO assures that direct service implementation and activities are occurring as required, that programs and offerings are effective, well supervised, and safe for all individuals on property. As part, the DOO oversees that daily activity tracking and documentation is occurring properly and submitted for proper recording and required grant reporting. The DOO will provide daily progress assessment and communicate progress and/or project concerns directly to the CEO.

*Rory K. Akau currently serves as an Operations Director for the Boys & Girls Club of the Big Island. Rory is from Oahu Island where he later moved to Keaukaha, attended and graduated from Ke Ana La’ahana Public Charter School, and the University of Hawaii at Hilo. Receiving his Bachelors of Science in General Agriculture and Certificate of Natural Resource Management from UH-Hilo. Mr. Akau's recent occupation was Team Leader with HOPE Services Hawaii. A non-profit organization that supports the homeless population. Based out of Hilo he was in charge of daily operations and programs at two shelters in Hilo and two in Kona. Ensuring the end game for clients was to seek and obtain housing through the support of HOPE. His earlier beginnings were through the Natural Area Reserves, an agency within the Dept. of Forestry and Wildlife, where he trekked and protected the longevity of Hawaii’s unique flora and fauna in remote areas of Hawaii Island. Repelling off mountains’ sides, jumping out of helicopters or building miles of fence in the kua aina, Rory Akau committed 5 years to this endeavor. Rory Akau was also a club member and recalls the importance of youth development. He has benefited immensely from programs like The Boys and Girls Club and Na Pua No'eau. He can attest to the influences and opportunities from these programs that have led him to where he is today.*

*Kaipo McKeague was brought up in Hilo, Hawaii and is currently one of BGCBI’s Operational Directors located in the heart of Hilo, Hawaii. Kaipo started working with BGCBI as Program Manager for East Hawaii. One year later, she is now one*

*of the Operational Directors leading and implementing BGCBI policies and procedures to better improve day-to-day operations for our nine clubs island wide. After graduating from Hilo High School, Kaipo Attended Tulsa Technology Center in Oklahoma where she studied Advertising Design and became a member of the National Technical Honor Society. Soon after Kaipo received her Certificate in Ad Design, she returned home and continued her passion for design at local Web Design company. AS Designs enhanced her project manager skills, client relations and technical skills. Her skills in advertising design came in handy when she went back to school. She attended Hawaii Community College, earning an AA in Liberal Arts and attended University of Hawaii at Hilo earning a BA Geography Environmental Studies. In between studies, Kaipo learned promising operational and life skills while working in the commendable hospitality and restaurant industry.*

**Fiscal Director** (FTE): BGCBI's Fiscal Director provides the overall finance oversight of the nonprofit organization's current 2.6 million dollar annual budget. All income and expense tracking is managed by the Fiscal Director that leads a team of fulltime Fiscal Support Specialists assigned to track the accounts receivable and accounts payable finance areas. The Finance Director oversees all finances related to grants the organization secures and provides to funders all required fiscal reports and records that funding agencies mandate throughout the grant cycle periods. The Fiscal Director is also tasked with managing all FY records (both physical file records and electronic files) required by the annual contracted auditors that the organization engages each year.

*Ms. Debbie Perkins, has over 30 years experience in the Accounting/Finance Field. She graduated from Laupahoehoe High School and attended the University of Santa Clara where she obtained a Bachelors of Science in Commerce Degree. Ms Perkins has been in the non-profit field for nearly 20 years with a position of CFO with the Arc of Hilo for 15 years from 4/2005 to 2/2015 and in the role of the CEO from 2/2015 to 5/2018. She joined the Boys & Girls Club of the Big Island as the Finance Director and has been with the Boys & Girls Club for two years.*

**Resource Development Director** (FTE): BGCBI's RD Director provides the communication and reports required by the project funder (i.e. State GIA/CIP projects, HUD and County funded projects) that demonstrate project progress, area milestone success, daily/weekly/monthly/annual participant utilization, participant demographics, and other related reports, documents and communications required by project funders. The RD Director will gather, document/file, and submit all required paperwork, required State GIA/CIP reports and documentation to the assigned State agency.

*Jaci Parong currently serves as Resource Development Director for the Boys & Girls Club of the Big Island, a youth development nonprofit organization based on Hawai'i Island that has been servicing community youth for over 72-years.*

*Jaci is from Hawai'i Island where she attended and graduated from Waiakea High School and the University of Hawaii at Hilo. She holds a Bachelors of Arts in English and a Certificate in Educational Studies from UH-Hilo and went on to attend University of Phoenix where she is currently working on her Masters of Arts in Elementary Education.*

*Jaci has been serving in her current role for 3-years now and has transferred to West Hawai'i last year to support operations and expand services for Hawai'i Island youth.*

Throughout the State GIA/CIP Funded Project (Processes and Execution of Project) BGCBI's Resource Development Director and assigned Board of Director's sub-committee (Resource Development Committee) is tasked to assure overall project completion, as BGCBI goes through the required GIA steps and processes to accomplish the tasks needed for a successful project completion, within the State GIA timeframe.

#### Project Manager for GIA Project Implementation

If GIA selection is granted, BGCBI will contract hire a project manager that will manage and carryout all required GIA facility improvement activities and oversee all aspects and set milestones of the project to ensure a timely and fully completed project with in the contracted timeframe. The Project Manager will develop and submit all required communications, documents, and formal reports needed throughout the 2022 State GIA project. BGCBI's CEO and Board of Director's Resource Development sub-committee will supervise this position for the duration of the project and its full completion.

#### **Fiscal Management & Finance Oversight**

BGCBI has in place sound fiscal oversight that involves daily, weekly, monthly and annual reviews, evaluations and checks (internal controls) by lead by multiple BGCBI designees assigned to ensure proper tracking, oversight, documentation/record keeping, communication and accountability.

Included in these fiscal activities and processes are:

- One (1) Fulltime Fiscal Director (professional accountant) to oversee the daily/weekly/monthly/annual income and spend down of the organization's finances through our electronic and paper based systems of fiscal management. The Fiscal Director is also tasked with the providing daily fiscal management and support to BGCBI's Fiscal Specialists (Fiscal Controllers) and weekly/monthly/annual fiscal reports to BGCBI's CEO, Board Treasurer, and Board led Finance Committee (Board of Director sub-committee led by two Hawaii bank institution CEOs).
- Two (2) Fulltime Fiscal Controllers based at the Administrative office, that provide the required daily processing, recording, and fiscal tracking (i.e. received invoices, expenses, all income coming into the organization, grant reimbursements, credit card transactions, bank deposits, funding/donation logs,

fiscal related communications/reports, cutting of BGCBI checks, the copying, filling and securing of fiscal records/documents etc.);

- BGCBI's Chief Executive Officer (CEO) that is tasked to review and sign off on all BGCBI fiscal transactions, bank statements, issued checks with related invoices, bank deposits, donation logs, grant reimbursements, and BGCBI's purchase order processes. The CEO reviews and signs internal control documents authorizing the payment or purchase of all fiscal related transactions.
- BGCBI Board Treasurer provides weekly/monthly/annual fiscal review, oversight assessment and authorization on transactions and monthly/annual fiscal reports.
- BGCBI Finance Committee provides monthly and as needed review to all BGCBI fiscal matters, to assure that fiscal procedures/set internal controls are followed and to oversee spend-down to assure alignment to the Board developed and approved annual FY budget.
- BGCBI Executive Board provides additional oversight, monthly assessment, reviews and approvals related to fiscal protocols and fiscal operations, transactions, budget trends, any shortfalls/surplus that was not anticipated. Upon reviewing monthly fiscal reports the Executive Committee presents report findings to the whole Board for a full review, discussion, and action vote. Monthly Board meetings are set for each FY to discuss organizational operations, fund development, and BGCBI financial activities and outlook.

All paper-based and electronic BGCBI payments, purchase order requests, received invoices, bills, monetary transactions, and issued checks have BGCBI Board voted/accepted internal controls that all assigned designees are required to follow.

Each bill payment and/or fiscal transaction is requested first via created hardcopy finance document by BGCBI Fiscal Specialists (Fiscal Controllers) and authorized by BGCBI's Fiscal Director, that communicates the need, the item(s) requested, purpose, along with a copy of the invoice/bill for payment, item requested or purchase order. The transaction request form/documents are then reviewed by the CEO and signed, giving authorization to proceed with the purchase/transaction/deposit/transfer. Record copies are made by the fiscal department and filed within BGCBI's fiscal filing system (located in the fiscal office utilizing a locked filing system and location). Any transactions over \$500 require two BGCBI reviewers and signatories authorized to give approvals (CEO and DOO). Any transactions at or over \$2,000 require a request to BGCBI's Executive Committee Board where once reviewed and voted on, the CEO along with an Executive Committee Board member authorizes the fiscal department to issue a physical check (and related BGCBI fiscal recording documents) and both the CEO and Executive Committee Board member designee is required to sign the physical check before proceeding with a transaction.

BGCBI utilizes a paper-based fiscal filing system of all related financial transactions and fiscal activities. The Fiscal Department utilizes the most current and modern electronic fiscal database systems (MIP nonprofit fiscal



management software and QuickBooks) to record, track, and to provide budget reports, spend-down forecasting, and grant spend-down management. The fiscal software system complies with Federal Office of Management & Budget (OMB) circulars governing Nonprofit financial management and required audits (e.g. Procurement, Allowable Cost Principles, Cash Management, Davis-Bacon). Annual audits are conducted at the end of each fiscal year (by a BGCBI Board identified and vote approved) contracted fiscal auditor specialized in nonprofit audits. Each year for the past five-years, BGCBI has had clean audits with no significant findings. The contracted auditor also submits annually, as part of the audit services, BGCBI's required 990 filing.

### **Post Project Program Staffing**

The following communicates the BGCBI staffing array established and will be assigned to implement and manage the proposed project programming post project:

Program Site Coordinators, (FT 40): Stationed at each BGCBI program locations Program Coordinators are tasked with overseeing and directing the daily implementation of all youth development direct-service offerings. Manages all Youth Development Specialist (YDS) that work directly with youth daily facilitating the activities and events that are occurring on property. Assures that facilities are safe, well supervised, free from physical hazards, and are properly maintained and clean. Coordinators are also charged with expansion of program offerings to new-targeted youth (youth residing in L/M census tracts not currently accessing program resources and services, also homeless youth), actively establishing greater partnerships with schools and neighborhood community resources to promote youth development programs at our sites. Program Coordinators also provides the collection of daily participant tracking data and submits all required tracking logs and project activity sheets to BGCBI Administration for electronic recording.

Youth Development Specialists (YDS), (PT19): Tasked to provide the daily direct service activities for youth that attend our youth development programs. YDS provide daily transportation via a walking school-bus (staff led group walk with kids afterschool from school locations) and van transport shuttling of youth to our BGCBI program locations. They facilitate the daily youth homework assistance program, organize youth to receive the daily evening meal offering, host recreational healthy lifestyles activities (e.g. gardening, outdoor soccer, table-tennis, hula classes, keiki yoga) organized BGCBI sports (i.e. baseball and basketball) as well as help to provide the daily post program cleaning required for the facility/property. YDS staff provide the daily communication Program Coordinators, communicating the daily successes and challenges staff encounter, provide the first communication between BGCBI, participating youth, youth guardians, and prospective new project participants.

BGCBI has all needed staffing established to be able to fully complete the proposed GIA facility improvement project within the required timeframe and to deliver the proposed outcomes, to be able to increase access and critical youth development resources to income-challenged youth (physically disabled and able-bodied) currently not accessing BGCBI programs that are from targeted L/M income level census tracts.

Please see the attached Organizational Chart that communicates specific project staffing and staffing implementation specific to our program.

## **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

Please see the attached organizational chart that communicates the established BGCBI positions that will directly oversee and provide daily management of the proposed facility improvement project implementation.

## **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.

The following provides the annual salary range of BGCBI's three (3) highest paid officers/employees:

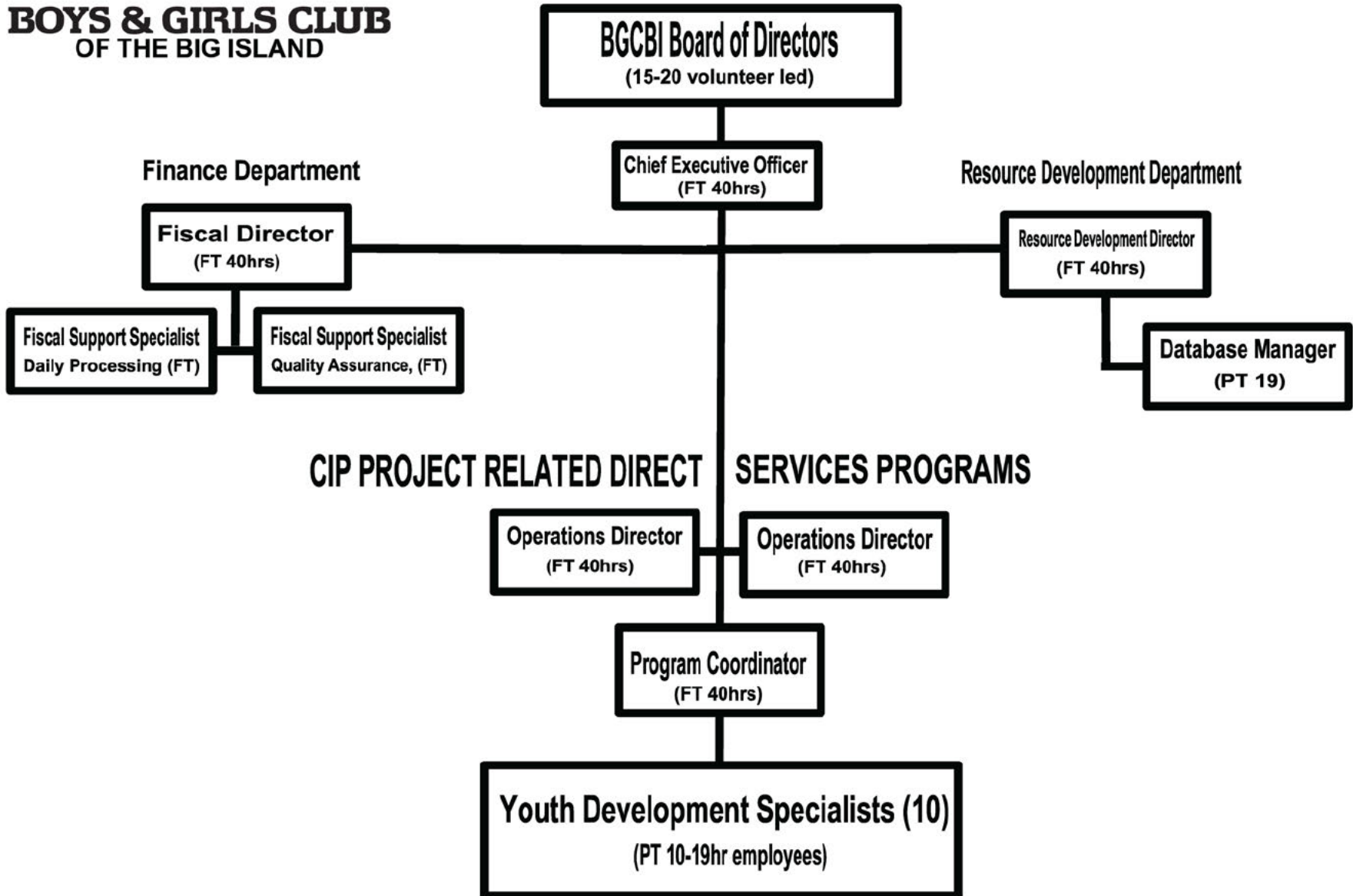
Chief Executive Officer (FTE)	Annual Salary: \$80,000
Operations Director (FTE)	Annual Salary: \$45,000
Finance Director (FTE)	Annual Salary: \$55,000



**BOYS & GIRLS CLUB**  
OF THE BIG ISLAND

# 2022 Project Proposal: Kea'au CIP

## ORGANIZATIONAL CHART



## **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.

BGCBI is not involved in any pending litigation to which the organization is a party of.

### **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.

For the purpose of this proposed project, no specialized licensure or accreditation by BGCBI is needed.

### **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.

BGCBI is not a sectarian or non-sectarian private educational institution nor will the proposed project support of benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

BGCBI has a well establish Resource Development department that has a proven track record (70-years of successful youth development services) of securing resources and the funding needed to support our organizational efforts.

Upon full project completion, BGCBI will raise all funding required to conduct the daily youth development activities and increases in services that will be occurring daily on the property.

BGCBI has the ability to secure funding resources and gain key partnerships that allow the organization to sustain existing youth development programs, expand service

locations throughout Hawaii Island (recently opening up a new afterschool program in Kealahou West Hawaii in 2017, Kahakai West Hawaii in 2021, and South Kona in 2021), and to develop new increased program service offerings (e.g. evening meal programs for all sites in 2020) that increase access for a greater amount of economically struggling youth.

BGCBI has developed the buy-in from a strong array of new partnerships that include: the Roberts Foundation that has supported the organization with over \$400,000 in the past two-years, Kamehameha Schools that has provided BGCBI with \$275,000 within the past two-years, Hawaii Electric Industries Foundation that has provided BGCBI with \$100,000 in funding support in the last year. And BGCBI has been able to develop stronger gift donations from community individuals like the recent donation from one private individual for \$25,000 (11/2018) towards our efforts to provide greater youth development offerings to an increased amount of income-challenged youth on Island.

BGCBI will continue to develop and maintain strong partnerships through local Governance, the communities we are a part of, and resources throughout the State of Hawaii and beyond, to sustain and expand the funding needed to operate the daily youth service offerings required upon the completion of this proposed CIP facilities improvement project.