

**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

Amount of State Funds Requested: \$ 310,000

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

The proposed project is to support the completion of Phase 2c of the Hāmākua Youth Foundation's rehabilitation of the historic Okada Hospital to serve as the permanent home of the Hāmākua Youth & Community Center. We are requesting \$310,000 of state GIA funds to achieve the following: Building Improvements of the 'Ōpio Wing and Community Kitchen breezeway including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout.

Amount of Other Funds Available:

State: \$ 257500

Federal: \$ 685000

County: \$ \_\_\_\_\_

Private/Other: \$ 100000

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 395000

Unrestricted Assets:

\$ 34351

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:

Honokaa

State:

HI

Zip:

96727

**Contact Person for Matters Involving this Application**

Name:  
Jeannette Soon-Ludes

Title:  
Director of Operations

Email:  
jeannette@hamakuayouthcenter.org

Phone:  
(808) 775-0976

Federal Tax ID#:

██████████

State Tax ID#

██████████

  
Authorized Signature

Jack Zimmerman, Board VP  
Name and Title

01/20/2023  
Date Signed

## Application Submittal Checklist

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

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

  
AUTHORIZED SIGNATURE

JACK ZIMMERMAN, BOARD VP

PRINT NAME AND TITLE

01/20/2023

DATE

## Application for Grants

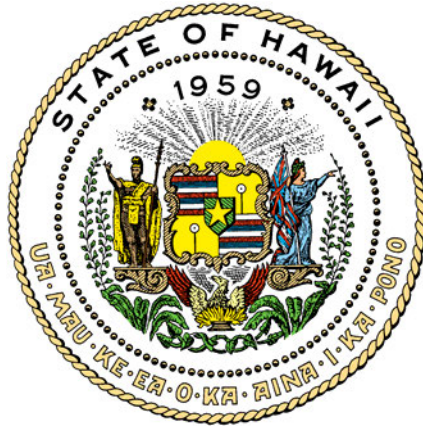
*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **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, 2022.

Attached on following pages.



## 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 18, 2023

Director of Commerce and Consumer Affairs

## **2. Declaration Statement**

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

Attached on following pages.



**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's 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's 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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii's 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii's 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)

 January 20, 2023  
(Signature) (Date)

Jack Zimmerman Board Vice President  
(Typed Name) (Title)

### 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](#).

The Hāmākua Youth Foundation, Inc. is a registered 501(c)3 that provides youth programming for ages 5-18, afterschool and intersession childcare for ages 5-12, and community food distribution for all ages. All programs serve the general public in accordance with Section 42F-102, Hawai'i Revised Statutes. The purpose for the grant, services to be supported by the grant, target group, and cost of the grant and the budget are described in Sections II thru IV and sub-section VII.4, below.

## 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;

**Mission:** Our Vision is that Hāmākua youth have access to unconditional support and guidance in life skills essential to their growth into kind, engaged, and inspired young adults. Our Mission is to open doorways to the world by sharing life skills rooted in the Hawaiian values of kuleana, aloha, laulima, and mahalo.

KULEANA | Mālama i kou kuleana | Take care of your responsibilities  
ALOHA | Aloha kekahi i kekahi | Love one another  
LAULIMA | E kuahui like i ka hana | Let everyone work together  
MAHALO | Mahalo i ka mea loa'a | Be thankful for all that you have

Our programs engage these values to cultivate the awareness necessary for Hāmākua youth to thrive both here and beyond.

**What We Do:** The Hāmākua Youth Foundation, Inc. provides holistic support to vulnerable youth and families from Kukuihaele to Laupahoehoe, including afterschool and intersession childcare, individualized tutoring, Hawaiian and multicultural enrichment programs, culturally relevant direct food assistance, digital connectivity, and social service navigation. Our strategic plan includes expanding organizational capacity to serve teens, seniors, persons with disabilities, and local entrepreneurs (especially in the value-added agricultural sector) through both increased staffing and community partnerships.

2. The goals and objectives related to the request;

The proposed project is to support the completion of Phase 2 of the Hāmākua Youth Foundation's rehabilitation of the historic Okada Hospital to serve as the permanent home of the Hāmākua Youth & Community Center, located at 45-3400 Māmane Street, Honoka'a, HI 96727.

Project activities will be underway prior to July 1, 2023. **Due to our timeline, rehabilitation activities to be covered in the scope of the proposed project are Phase 2c, Building Improvements. We are requesting \$310,000 of state GIA funds to support these phases of the rehabilitation.** The proposed project will achieve the following:

- Phase 2c: ‘Ōpio Wing and Community Kitchen: Building Improvements, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout. Does not include installation of Certified Kitchen (see below for detail).

The property consists of three tax map keys (TMKs) and is a total of 34,992 square feet. Built in 1937, the building has three distinct sections consisting of a total of 4,247 square feet. In addition, the property is accepted into the State Inventory of Historic Properties, SIHP No. 50-10-08-30890. The planned phases of rehabilitation are as follows (phases included in this proposal are *italicized and bold*):

**Preliminary Assessments:** Project plan development and required environmental assessments include:

- Targeted Hazardous Materials Survey & Soil Screen Report completed 01/2021.
- Phase II Environmental Site Assessment completed 06/2021.
- State Department of Health C-EHMP approval, completed 04/2022.
- Drainage plan completed 07/2022.
- County Planning Department plan approval, completed 09/2022.

### **Phase 1: Abatement and Foundation**

- (a) Removal of lead from the exterior of the building, including windows, doors, skirting, siding, and miscellaneous piping
- (b) Interior lead, asbestos, and mold abatement, including demolition of interior walls (non load bearing)
- (c) Removal of contaminated soils, including temporarily securing building foundation and excavation and disposal of contaminated soils
- (d) Foundation demolition, excavation to achieve proper soil bearing capacity, and reconstruction

### **Phase 2: Building Improvements**

- (a) Exterior Improvements: Roof framing and replacement, drainage, civil work, water tank
- (b) Keiki Wing: Building Improvements, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout. Also, accessory unit improvements.
- (c) *‘Ōpio Wing and Community Kitchen: Building Improvements, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout. Does not include installation of Certified Kitchen (see Phase 3, below).*

### **Phase 3: Building Improvements – Certified Kitchen Installation**



- Certified Kitchen installation, including appliances and health and safety measures

3. The public purpose and need to be served;

The Hāmākua Youth Foundation, Inc. provides holistic support to vulnerable youth and families from Kukuihaele to Laupahoehoe, including afterschool and intersession childcare, individualized tutoring, Hawaiian and multicultural enrichment programs, culturally relevant direct food assistance, digital connectivity, and social service navigation. Our strategic plan includes expanding organizational capacity to serve teens, seniors, persons with disabilities, and local entrepreneurs (especially in the value-added agricultural sector) through both increased staffing and community partnerships.

The renovation of the Hāmākua Youth & Community Center is essential to expanding the depth and breadth of programs in alignment with our strategic plan. Our current facility space is a small storefront that we have rented for several years. Our lessor is cooperative and supportive of our community work. However, they have also indicated an intention to reacquire the space for future use.

To address this challenge, in 2019 we finalized the purchase of the project site as a permanent home for our programs. The proposed project is to complete Phase 2c of the building improvements necessary to open the Hāmākua Youth & Community Center. The final phase, Phase 3, will be completed at a later time but is not necessary for core functionality of the center to improve existing services to our community. At 4,247 square feet, the fully renovated building will triple the space we have available for youth and community programs. Our plans include separate Keiki and ‘Ōpio Community Center wings with common areas and multipurpose rooms, certified kitchen and kitchen learning room, and recording studio. In addition, our youth programs will benefit from more square footage in the Keiki Center, private study rooms, arts and crafts rooms, as well as access to the certified kitchen and recording studio.

**Public Purpose:** The proposed project serves a variety of public purposes as outlined in the County of Hawai‘i General Plan:

**Public Facilities:**

The County General Plan identifies the main goal for public facilities as, “Encourage the provision of public facilities that effectively service community and visitor needs and seek ways of improving public service through better and more functional facilities in keeping with the environmental and aesthetic concerns of the community” (10.1.2 Public Facilities, Overview, Goals). The scope of our current community service and expanded capacity as a result of this proposed project is in alignment with this broad county goal. As a community-centered facility that is responsive to local needs, the proposed project also intersects with county goals in the following areas:

**Economy:**

The County General Plan identifies further development of agriculture and diversifying the economic base as key actions for the Hāmākua district (2.4.4.2 Economic, Districts, Hāmākua, Courses of Action). With expanded facility space that includes two

multipurpose rooms, we will be able to provide programs and technical assistance for small business ownership. In addition, the planned certified kitchen and kitchen learning room provides space for individuals to test and develop value-add products that source from local farms and diversify the local economy. This overlaps with our 'Ōpio Program in the area of internships for teens.

**Recreation:**

The County General Plan identifies a need for multipurpose rooms to accommodate community meetings and functions in Honoka'a (12.5.4.2 Recreation, Districts, Hāmākua, Courses of Action). The need is particularly acute for spaces that are welcoming and can accommodate seniors and persons with disabilities. With expanded facility space in the 'Ōpio & Community wing that includes two multipurpose rooms, we will be able to partner with local organizations to provide recreational and other programming for seniors and persons with disabilities.

**Historic Preservation:**

The County General Plan identifies a need to coordinate with the community to identify and preserve sites as part of a heritage corridor program (6.5.3.2 Historic Sites, Districts, Hāmākua, Courses of Action). The project site has already been added to the State Inventory of Historic Properties (SHIP No. 50-10-08-30890).

**Limited Alternatives:** The Hāmākua Youth Foundation, Inc. addresses a range of community needs for vulnerable youth and families in a rural area with limited alternatives. Comparable opportunities are as follows:

**Youth:** The Department of Education provides an A+ after school program, though the higher per child enrollment fee (\$100 to \$120 per child per month) is too expensive for many of our families. The county Department of Parks and Recreation provides intersession programs at the local recreation center but is not able to offer the depth of programming available through partnerships with the surrounding community. Ours is the only program that offers meaningful non-school hours enrichment alongside an affordable sliding enrollment fee that does not exceed \$50 per child per month (additional children for each family are only \$10 per child per month).

**Teens:** The Kō Education Center (formerly North Hawai'i Education and Research Center), affiliated with Hawai'i Community College, provides internship opportunities for teens in collaboration with Honoka'a High School. The high school also provides extracurricular activities, such as sports and clubs. Ours is the only local option that offers programming in the areas of Hawaiian culture and leadership development, multicultural education, and experiential and hands-on activities such as gardening, music, and the arts.

**Seniors and persons with disabilities:** The County Department of Parks and Recreation does not currently advertise for senior programs in the Hāmākua district, although limited programs were previously offered in the neighboring towns of Laupahoehoe and Papa'aloa. The Brantley Center, located in Honokaa, provides adult day health and

vocational rehabilitation programs for persons with disabilities. Once the renovation is complete, the Hāmākua Youth and Community Center will be able to develop a Keiki & Kupuna mentoring program, as well as offer facility hours to potential partner organizations interested in filling this unmet need for seniors and persons with disabilities.

Entrepreneurship: The Kō Education Center (formerly North Hawai‘i Education and Research Center), affiliated with Hawai‘i Community College, provides internship opportunities for teens and serves as a testing site for various trade certifications. There is space for entrepreneurial classes and technical assistance, though without a functional certified kitchen the facility does not presently have the capacity to encourage value-added agricultural entrepreneurship. Once complete, our facility will have space for both entrepreneurial classes and the testing/development of value-added agricultural products.

4. Describe the target population to be served; and

**Affected Persons:** HYF serves the high-need populations of the Hāmākua census district, which suffered after the last of the sugar plantations closed in the 1990s. With the disappearance of this key economic driver, former plantation workers and their families were left with limited work opportunities in our rural economy. The 2020 American Community Survey showed that 13% of youth in Honoka‘a live below the federal poverty line, a rate that continues to be higher than the state average of 11.7% of youth living in poverty. An influx of newcomers with the networks and resources to buoy LMI rates have resulted in modest improvements in our district. However, long-standing residents continue to experience disproportionate barriers to economic opportunity. Based on the American Community Survey 5-Year 2011-2015 Low- and Moderate-Income Summary, there continues to be sizable pockets of LMI individuals and families who will benefit from HYC services. LMI rates in the CDP areas we currently serve are 54% in Kukuihaele, 37% in Honokaa, 54% in Pa‘auilo, and 29% in Laupahoehoe.

**Benefits of Proposed Solution:** The Hāmākua Youth Foundation, Inc. has rented our present facility for several years. It is a small space that has limited our ability to serve the community. Once all phases are complete, the Hāmākua Youth & Community Center will triple the space presently available. Specifically, the fully renovated facility will enable us to:

- Expand our Keiki Program to serve 55 youth, ages 6-12, every day after school (83% from LMI households)
- Sustain our community food security programs that serves 225 individuals per month (anecdotal evidence suggest that greater than 85% of recipients are from low- and moderate- income households)
- Provide a separate physical space for our ‘Ōpio Program, ages 13-18, allowing an expansion of after school activities for up to 25 youth (83% from LMI households)
- Multipurpose rooms for use during the school day by programming benefitting LMI individuals including seniors and persons with disabilities (90% LMI households)
- Certified kitchen and kitchen learning room for value-add agricultural entrepreneurship (at least 50% low- and moderate- income individuals)

5. Describe the geographic coverage.

We are located on Hawai'i Island in the district of Hāmākua. Our programs currently support persons living between Laupahoehoe and Kukuihaele. The completed Hāmākua Youth & Community Center will provide wider geographic coverage, extending from Laupahoehoe to Waimea.

### **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;

We will use GIA funds to support Phase 2c, 'Ōpio Wing and Community Kitchen, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout.

We secured the services of a Construction Manager (CM) in July 2022 to support in the final phases of project planning and document project progression. Our project plan was approved by the County of Hawai'i Planning Department in April 2022 and an application for foundation-only permit was submitted to the Building Department on September 2022. Our application for the complete building permit was submitted in November 2022. Both the foundation-only and full building permit are currently under review by the County of Hawai'i Building Department. Bidding for the General Contractor (GC) will proceed in February to March 2023.

Phase 1 will be initiated in spring 2023 when the foundation-only permit is approved and will focus on toxin abatement and removal. The foundation will be stabilized prior to soil removal from beneath and around the building. We anticipate completing Phase 1 by November 30, 2023.

Building improvements in Phase 2 will be initiated December 1, 2023. The general contractor, in collaboration with our construction manager, will coordinate the following:

- Phase 2(a) Exterior Improvements: Roof framing and replacement, drainage, civil work, water tank
- Phase 2(b) Keiki Wing: Building Improvements, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout. Also, accessory unit improvements.
- Phase 2(c) 'Ōpio Wing and Community Kitchen: Building Improvements, including framing, wall and floor, electrical, plumbing, mechanical, door and window replacement, painting, and finishing interior walls and floors throughout. Includes general finishing of the designated community kitchen area but does not include installation of certified kitchen, which will be completed at a later date.

We anticipate this scope of work to be complete by June 30, 2024. Final inspections of the Keiki wing will be arranged by the general contractor, in collaboration with our construction manager, with an anticipated completion date of July 31, 2024. Phase 3 will be completed after July 2024 as funding permits.

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

Milestones/ Objectives / Tasks	Start Date	Completed Date
Submit for Plan Approval from Planning Department	3/1/22	9/21/2022
Advertise and accept bids for Construction Manager (CM)	3/1/22	6/29/22
Obtain Hydrology & Hydraulics Report and Drainage Plan	7/1/22	8/5/2022
Project Staging - HI OSHA Standards	10/21/2022	1/31/2023
Submit application for Phase 1 building permit to Building Department	10/11/22	1/31/2023
Submit application for Phase 2 and 3 building permit to Building Department	11/13/22	6/30/23
Advertise and accept bids for General Contractor (GC) for Phase 1	2/1/23	2/28/23
Phase 1 Activities (Environmental Services, Foundation Improvements)	3/1/2023	8/30/2023
Advertise and accept bids for General Contractor (GC) for Phase 2 and 3	2/1/23	2/28/23
Drainage	9/1/2023	9/30/2023
Framing and Roof Improvements	9/1/2023	11/30/2023
System Improvements (electrical, plumbing, mechanical)	11/1/2023	12/31/2023
Accessory Unit Improvements	11/1/2023	12/31/2023
Building Improvements and Finishings	2/1/2024	6/30/2024
Civil Work	4/1/2024	6/30/2024
Inspection for Initial Occupancy	7/1/2024	7/31/2024
Building Improvements Phase 3	7/1/2024	8/31/2024
Final Inspections	9/1/2024	9/30/2024
Notice of Completion	10/15/2024	10/15/2024

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

The Director of Operations (DO) for the Hāmākua Youth Foundation, Inc. has primary responsibility for coordinating all components of the proposed project in collaboration with the HYF Board of Trustees and capital improvement committee. The monitoring and evaluation of the proposed project will include:



- The Project Manager will provide weekly technical reports on the demolition and rehabilitation of the facility for review by the DO and HYF capital improvement committee. These reports will be submitted monthly by the DO to the HYF Board of Trustees.
- The Fiscal Director will provide weekly reports on the financial status of the project for review by the DO and HYF Board President. These reports will be submitted monthly by the DO to the HYF Board of Trustees.
  - HYF utilizes a QuickBooks accounting program and works closely with a CPA to maintain accurate accounting records. The HYF Board of Directors reviews records monthly and the CPA provides semi-annual compilations for Board review and approval. HYF complies with all OMB circulars governing financial management and audits.
- The Director of Operations will oversee the preparation and submission of all reports to funding agencies.

The monitoring and evaluation of the Hāmākua Youth & Community Center project is currently in alignment with the terms of our agreement with the U.S. Department of Agriculture rural development program, State of Hawai'i Grants-in-Aid program, and County of Hawai'i Community Development Block Grant program.

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.

#### Quantified Detail of Proposed Project

Phase 2c: 'Ōpio Wing and Community Kitchen, including:

- 'Ōpio (Teen) and Community Center: 1 office, 2 ADA bathrooms, 3 common areas, 3 multipurpose meeting/recreation rooms, 2 media rooms

## **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)


Applicant: **Hamakua Youth Foundation, Inc**

(1) Budget, (2) Capital Project Details, and (3) Government Contracts, Grants, and Grants In Aid forms attached on following pages.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hamakua Youth Foundation, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	310,000	810,000	0	400,000
<b>TOTAL (A+B+C+D+E)</b>	<b>310,000</b>	<b>810,000</b>	<b>0</b>	<b>400,000</b>
<b>SOURCES OF FUNDING</b>	Budget Prepared By:			
	(a) Total State Funds Requested	GIA (previous and current)	Jeannette Soon-Ludes (808) 217-7209	
	(b) Total Federal Funds Requested	CDBG (previous and current)	Name (Please type or print) Phone	
	(c) Total County Funds Requested		 Friday, January 20, 2023 Signature of Authorized Official Date	
	(d) Total Private/Other Funds Requested	HHF, private donations		
<b>TOTAL BUDGET</b>	<b>1,520,000</b>	Jack Zimmerman, Board VP Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hamakua Youth Foundation, Inc.

<b>FUNDING AMOUNT REQUESTED</b>						
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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		985000	310000	1210000	200000	
EQUIPMENT						
<b>TOTAL:</b>		<b>985,000</b>	<b>310,000</b>	<b>1,210,000</b>	<b>200,000</b>	
<b>JUSTIFICATION/COMMENTS:</b> We do not anticipate receiving the full \$810,000 from other funding sources for FY 23-24. State fund request of \$310,000 is the difference between the requested other sources and anticipated award.						

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

Applicant: Hamakua Youth Foundation, Inc.

Contracts Total: 945,000

	<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	Grant contract for Goods, Services, Design and Construction	4/1/20 to 3/31/21, renewal in-process	Dept. of Labor	State	60,000
2	Grant contract for Goods, Services, Design and Construction	4/1/22 to 3/31/23	Dept. of Labor	State	200,000
3	Grant contract for Goods, Services, Design and Construction	7/1/22 to 6/30/23	Dept. of Housing and Community Development	Hawaii County	685,000
4					
5					
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7					
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25					
26					
27					
28					
29					
30					



- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1: \$77,500  
 Quarter 2: \$77,500  
 Quarter 3: \$77,500  
 Quarter 4: \$77,500  
 Total: \$310,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

**Hāmākua Youth & Community Center Renovation Project**

Project Amount and Status by Donor:

Donor	Amount	Status
USDA – purchase of site	\$485,000	Complete
USDA – rehabilitation of site	\$95,000	Active
State of HI GIA 20	\$60,000	Active
HHF Historic Preservation Grant	\$100,000	Active
CDBG 22	\$685,000	Active
State of HI GIA 22	\$200,000	Active
CDBG 23	\$810,000	Pending

- 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.

The Hāmākua Youth Foundation, Inc. does not have any federal or state tax credits, nor any plans to apply for such credits that will be applied to the proposed capital project.

- 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 2024 for program funding.

We have four federal and state grants and loans that we will be receiving funds for during fiscal year 2024:

- USDA Rural Development Loan the amount of \$580,000 for the purchase (\$485,000) and renovation (\$95,000) of the Okada Building.
- State of Hawaii GIA 2020 in the amount of \$60,000 for renovation costs.
- County of Hawaii CDBG 2022 in the amount of \$685,000 for renovation costs (federal funds administered through the county).
- State of Hawaii GIA 2022 in the amount of \$200,000 for renovation costs.

All grants are currently active and in good standing, though in August 2023 the USDA funds will expire.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

As of December 31, 2022, the Hāmākua Youth Foundation, Inc. has \$34,351 of unrestricted funds in our operations and construction accounts.

## **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.

**Management structure and staffing:** The Hāmākua Youth Foundation, Inc. is a small organization with four full and part time staff members. Organizational leadership is provided by the Director of Operations and Programs Director, of which both positions report directly to the Board of Directors. Each of these roles is supported by staff as described below:

- Director of Operations: Responsible for overseeing the administration and strategic plan of the organization, and of working alongside the Director of Programs (DP) to develop, implement, and evaluate all Hāmākua Youth Center (HYC) programs. Other key duties include fundraising, marketing, and community engagement.
  - Fiscal Director: Manages the budget, reviews and creates the monthly financial reports for the Treasurer, supports grants writing and reporting activities, and is the primary contact with external accountants and auditors.
- Programs Director: Responsible for providing leadership, supervision, and administrative support to program staff and volunteers, and of working alongside the Director of Operations (DO) to develop, implement, and evaluate all Hāmākua Youth Center (HYC) programs.
  - Activity Specialist(s): Provides direct services to youth and community.

*The Director of Operations and Fiscal Director, described above, will be primarily responsible for managing the proposed project.*

**Organization's experience and ability in implementing and managing projects:**

The Hāmākua Youth Center (HYC) was started as a grassroots project in 1996 by a group of community members who saw the need for youth to have a safe place to be during non-school hours. For 13 years, the YWCA supported and sponsored the HYC. The Hāmākua 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. In the past three years the Hāmākua Youth Foundation, Inc. has been awarded 50 programmatic grants from the County of Hawai‘i, State of Hawai‘i, and private foundations, totaling \$735,963. Fourteen are active and the remaining were completed in good standing. We have also been awarded five capital improvement grants from the County of Hawai‘i, State of Hawai‘i and private foundations, totaling \$1,045,00.

**Project Title (1 of 2): Hāmākua Youth & Community Center Renovation Project**

Project Amount and Status by Donor:

Donor	Amount	Status
USDA – purchase of site	\$485,000	Complete
USDA – rehabilitation of site	\$95,000	Active
State of HI GIA 20	\$60,000	Active
HHF Historic Preservation Grant	\$100,000	Active
CDBG 22	\$685,000	Active
State of HI GIA 22	\$200,000	Active
CDBG 23	\$810,000	Pending

**Project Achievement to date:** Engineering and environmental assessments are complete; plans for toxin abatement, soil excavation, and foundation rehabilitation has been approved by State Health Department; project plan has been approved by the County Planning Department. Building plans and permits are under review by the County Building Department.

**Delays:** To purchase the proposed project site we utilized the U.S. Department of Agriculture Rural Development program. Based in part on the findings of our Phase I Environmental Site Assessment conducted in March 2018, our loan application for the program included an estimated renovation cost of \$369,500. Funding was secured to cover most of these estimated costs and after a lengthy process the purchase was finally completed in November 2019. Unfortunately, our subsequent Targeted Hazardous Materials Survey and Soil Screen Report and Phase II Environmental Site Assessment revealed extensive toxin contamination within the building and in the surrounding soils. Combined with Covid-19 closures, this development resulted in significant project delays.

**Audit findings:** No findings in our semi-annual accountant compilation reports.

### Status of Funding by Donor:

- USDA: Active and in good standing at present. The remaining \$95,000 in rehabilitation funds from the USDA Rural Development loan may be forfeited should the project experience further delays and the Keiki wing remain incomplete as of July 2023.
- GIA 20: The abovementioned delays necessitated we request approval to extend these previously secured GIA funds. Approval has been secured and remaining GIA funds will be expended to support Phases 1, 2a, and 2b of the project as described above in section II.2 of this proposal.
- HHF Historic Preservation Grant: Awarded in December 2021, this funding is active and in good standing.
- CDBG 2022: Final award confirmation and execution of sub-recipient agreement completed in 2022 Q4. Active and in good standing.
- GIA 22: Funds availability pending budget execution policies from the State Department of Budget and Finance. Active and in good standing.
- CDBG 2023: Last year we submitted a proposal for the 2032 County of Hawai'i CDBG program. In January 2023 we were notified that the County would like to recommend the U.S. Department of Housing and Urban Development award our project additional funding to the 2022 award (above), in an amount still to be determined. The status of these funds is pending County decision-making and HUD approval.

### Project Title (2 of 2): Hāmākua Youth Center Operations and Programs

Project Amount and Status: Hāmākua Youth Foundation, Inc. has been operating the Hāmākua Youth Center programs from a rented facility since 2009. Past performance for the three most recent years include 50 programmatic grants from the County of Hawai'i, State of Hawai'i, and private foundations, totaling \$735,963. Fourteen are active and the remaining were completed in good standing.

Project Achievement: The Hāmākua Youth Center offers low cost after school alternatives and summer programs for at-risk youth from across the Hāmākua district. Our staff and volunteers take a personal approach to every youth entering the door, with an emphasis on life-long learning and building self-esteem. Since December 2021, HYC has:

- Enrolled 46 keiki and 'ōpio (age range, 5-13) in our afterschool program
- Enrolled 22 keiki and 'ōpio in our 2022 summer program
- Provided enrichment programs in Hawaiian and multicultural education, Native Hawaiian foodways, arts and crafts, and STEM projects
- 4 huaka'i from mauka to makai (field trips from mountain to ocean)
- Distributed nearly 900 kokua bags to enrolled and community 'ohana, filled with meat, fruits, vegetables, and starches sourced locally whenever possible
- Awarded five scholarships to Honoka'a High School graduates

Delays: No delays affected our center operations and programs.

Audit findings: No findings in our semi-annual accountant compilation reports.

## 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.

The Hāmākua Youth Foundation, Inc. is in control of the project site. The purchase of the property was finalized on November 27, 2019.

Legal Owner: Hamakua Youth Foundation, Inc.

Land Area: 33,384 sqft

1 Building: 4,347 Sq. Ft.

County Zoning: RS-7.5 Residential

The project site consists of three TMKs: TMK 3/4-5-006-060 (residential and commercial), TMK 3/4-5-006-079 (residential), and TMK 3/4-5-006-082 (residential). The building sits on the first two parcels. Under this zoning, certified kitchens are required to include a type 1 hood with grease and vapor capturing equipment per HAR 11-39-12(b)(2). Since we intend to use our certified kitchen as a community learning space and will not be permitting grease and vapor laden cooking methods, we have been working with relevant public officials to secure a waiver to this requirement. Specifically, we have been in consultation with Joshua Marvit, Environmental Health Specialist IV, A/C Ventilation Section, Indoor Radiological Health Branch, Hawai‘i State Department of Health. Importantly, Mr. Marvit conducted an on-site consultation and indicates he will support us in obtaining the necessary waiver of HAR 11-39-12(b)(2).

## **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.

**Jeannette Soon-Ludes, Director of Operations:** Responsible for overseeing the administration and strategic plan of the organization, including all aspects of the proposed project. Jeannette has thirteen years’ experience in higher education and nonprofit management. She has extensive experience managing nonprofit programs, including ensuring grant deliverables and reporting requirements are met according to contract requirements.

**Summer Ah Choy, Fiscal Director:** Manages the budget, reviews and creates the monthly financial reports, supports grant writing and reporting activities, and primary contact with external accountants and auditors. Responsible for overseeing the budget of the proposed project. Summer recently received her bachelor’s degree in business management from the University of Hawai‘i-Hilo and specialized nonprofit Quickbooks training.



**Shamar Sarme, Project Manager:** Hired in July 2022 to support the Okada construction project. The scope of work includes:

- Coordination: a) Construction improvements of existing structure; b) Property maintenance throughout course of construction; c) Necessary County permits and State requirements; d) Licensed Contractor / Sub Contractor bidding for proposed improvements; e) Quoting / purchasing of supplies and building materials for repairs and improvements; f) Maintain safety of property.
- Documentation: a) Provide specifications of purchased products; b) Provide budgets and cost breakdown (spreadsheets/word docs); c) Provide timelines per project; d) Provide detailed weekly progress reports; e) Provide invoices of Contractors /Sub Contractors and documents of all disbursed funds; f) Review all Contracts, liability, warranty from Contractors / Sub Contractors.

## **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.

### **Hāmākua Youth Foundation, Inc. Organizational Structure August 2020**

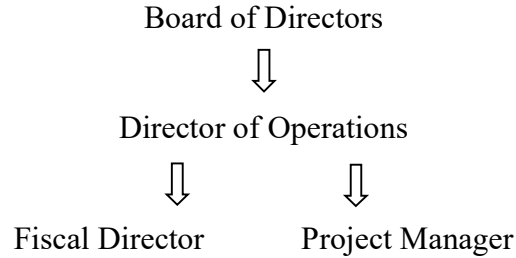
The Hāmākua Youth Foundation strives to put into organizational practice the values and commitments we share with our youth. This means that traditional Hawaiian knowledge is honored as an integral component of our leadership team and reflected in a structure that balances our values with the routine operational needs of a nonprofit organization.

Our organizational structure and job descriptions function as a road map toward 2023 when the Okada renovation will be complete and HYC programmatic expansion well underway. The capacity of our organization requires employees to move fluidly among roles as needed and this will especially be the case through FY 2023. For the duration of the period from August 2020 to December 2021, the Director of Operations role will engage in direct program support through the COVID-19 pandemic and initial ‘ōpio program expansion. As funding is secured, program coordinators will be hired to assume primary activities with our youth.

Responsibilities may require working varied hours depending on the needs of the position. All hourly pay rates are to be determined by the Board of Directors (BOD) in dialog with the Director of Operations (DO) and Director of Programs (DP). Center employees will be hired through Altres and are required to have drug screening, TB clearance, and a background check.

The Director of Operations, Director of Programs, and Fiscal Director report directly to the Board of Directors. All other employees report to the Director of Programs.

*The Project Manager for the proposed project will report to the Director of Operations.*



### 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.

Director of Operations, contracted, \$54,600 per year  
Program Director, employee, \$51,701 per year plus health benefits  
Fiscal Director, contracted, \$20,800 per year

## 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.

Not applicable.

### 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.  
Not applicable.

### 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.

The Hāmākua Youth Foundation, Inc. is a registered 501(c)3 that provides youth programming for ages 5-18, afterschool and intersession childcare for ages 5-12, and community food distribution for all ages. All programs serve the general public in accordance with Article X, Section 1, of the State Constitution.

### 4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

When we purchased the property, we understood that the age of the building would necessitate a major overhaul of many systems, including foundation, roofing, electricity, and plumbing. We also expected to find lead contamination. Unanticipated, however, was the extent of toxic materials in and around the building and the estimated expense of clean-up included in Phase 1 of the project. With these revisions to our early estimates, the total anticipated budget for the Hāmākua Youth & Community Center renovation is \$2,737,995.

By the end of 2022 all preliminary and planning activities were completed and paid for, totaling \$86,995. The barricade and fencing are in the process of construction, \$58,000. We have also secured \$1,187,781 to support Phase 1 and part of Phase 2. Our total outstanding need is \$1,405,219.

To address this challenge, our project has been divided into three phases. Phase 1 entails toxic abatement and contaminant removal activities, as well as foundation rehabilitation. We have secured \$894,782 for Phase 1, an amount slightly in excess of the anticipated cost. Any excess funds from Phase 1 will be added to the funding already secured for Phase 2, totaling \$386,781.

We still need to raise \$1,405,219 to complete Phases 2 and 3, as well as covering Design & Construction Management fees and Contingency. We have a pending request for \$810,000 to the County of Hawai'i through the CDBG program. The selection process takes several months, but we have been preliminarily notified that the County of Hawai'i Office of Housing and Community Development intends to recommend that our project be funded \$610,000 for Phase 2. Since these funds are not yet confirmed, we are requesting \$310,000 of State GIA 2023 capital funds in this proposal. To meet the remaining outstanding need, we plan to pursue private foundation funds and conduct a last-dollar capital campaign to finish the project.

To this goal, we have opened discussions with the Weinberg Foundation which currently funds our programs and has expressed an interest in funding our project. They offer a flexible and quick turnaround time that makes it possible to secure the funds necessary to complete Phase 2 and/or 3. The limitation with this prospective funder is a requirement to secure at least 50% of total funds prior to us making the request. With a commitment of State GIA funding we will pass this threshold with high likelihood of gaining support from this funder. Our hope is to secure \$200,000 from the Weinberg Foundation to support Phases 2 and 3 of this project.

In addition, we are also continuing to develop funding to support Phase 3. We are planning to submit a capital improvement proposal to the Atherton Family Foundation in July 2023. Like the Weinberg Foundation, the Atherton Family Foundation has a requirement to secure most of the funds prior to consideration for capital grants (60%), although the timing of our eligibility makes

Phase 3 a better prospect for securing funds. Our hope is to secure \$200,000 from the Atherton Family Foundation to support Phase 3 of this project.

To close the remaining gap and provide available cash to support the project while reimbursements are being requested from funders, our Board of Directors is developing a 2023 capital campaign effort. The Board has committed to \$15,000 in support to drive high-net worth and community member donations. In addition, we have a private donor who intends to donate \$100,000 to support our community fundraising efforts. For this campaign we have a goal of \$200,000 to support Phase 3 of this project.