

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



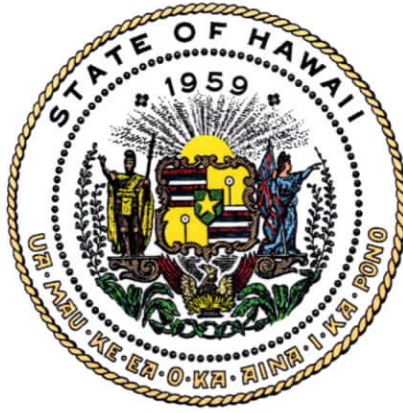
AUTHORIZED SIGNATURE

WENDY BOTELHO-CORTEZ, Chief
Executive Officer/President

PRINT NAME AND TITLE

1.19.2023

DATE



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

THE ISLAND OF HAWAII YMCA

was incorporated under the laws of Hawaii on 01/27/1959 ;
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





STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: THE ISLAND OF HAWAII YMCA

DBA/Trade Name: Island of Hawaii YMCA

Issue Date: 01/13/2023

Status: **Compliant**

Hawaii Tax#: 40395478-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2295

UI#: XXXXXX6713

DCCA FILE#: 7310

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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; and
- 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.
- 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 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.

ISLAND OF HAWAII YMCA

(Typed Name of Individual or Organization)


(Signature)

1-19-2023

(Date)

WENDY BOTELHO-CORTEZ

(Typed Name)

Chief Executive Officer/President

(Title)

Verification of Public Purpose

The Island of Hawai'i YMCA hereby verifies that the application submitted to the appropriate standing committees of the legislature at the start of the regular session of the legislature states the following as required by HRS42F-102:

1. The name of the requesting organization or individual
2. The public purpose for the grant
3. The services to be supported by the grant
4. The target group; and
5. The cost of the grant and the budget

	Wendy S. Botelho-Corkz, CED	1-19-23
Authorized Signature	Printed Name & 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, 2022.

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](#).

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;

The Island of Hawaii YMCA (YMCA) is a non-profit organization whose mission is to build healthy spirit, mind, and body for all through its programs. The YMCA is dedicated to giving people of all ages, backgrounds and walks of life the opportunity to reach their full potential with dignity. The YMCA is committed to strengthening community, empowering young people, improving the health & well-being of people of all ages and inspiring action in and across communities. The YMCA has been providing essential services to the Big Island community for over 40 years. The YMCA helps to make Hilo and our Big Island community stronger by focusing on four priority areas:

- Providing a safe place for our Youth to grow and develop;
 - Preschool
 - Intersession and Summer day camps
 - After school care
 - Junior Leaders program

- Young adult program
- Sailing program
- Help our members improve their health and adopt healthier lifestyles;
 - Transformative programs targeted towards Seniors
 - Gardening for healthier eating
 - Diabetes prevention educational programs
 - Fitness Center
 - Fitness classes and programs
- Help families break the cycle of abuse and domestic violence;
 - Family Visitation Center - supervised visits & safe child exchanges
- Expanding the reach of our programs;
 - Partnership with county and state agencies to leverage our resources
 - Growing our facilities and outreach

The communities of the Big Island face new challenges that create greater needs that the YMCA strives to address. The ALICE 2020 report highlights the concerns that the Big Island faces. We see opportunities for our members, volunteers and staff to make a difference.

We need your support to help to expand our programs and services to serve our community. Together, we can make a difference for our Big Island community.

2. The goals and objectives related to the request;

The requested grant will assist the YMCA to purchase an adjoining 1.8 acre parcel and begin the initial planning for the project. The proposed budget calls for:

- \$575,000 Property Purchase
 - 175,000 Property planning, designing, engineering, variance application, permitting
 - 150,000 Property clearing, grading, gravel parking lot & roadway
 - 50,000 Property fencing
 - 50,000 Miscellaneous

Purchase Price: property owners have indicated that they would entertain a purchase price of \$550,000 from the YMCA. Sellers will use proceeds of the sale of this property to payoff a note that they are carrying that is for the purchase of another parcel that they eventually would like to build their church on. The sellers are paying monthly of their note and anticipate that they would probably expend approximately \$12,000 over six months. Not knowing how long it will take to fund a GIA grant, if approved, we have proposed to increase the purchase price to \$575,000 as an inducement to restore the monthly out of pocket expense that the sellers might incur for up to a year.

Property planning, designing, engineering, rezoning, permitting: The YMCA intends to immediately begin the planning process for the parcel, in order to maximize its long term potential use to support the YMCA's care for our community.

Property clearing, grading, gravel parking lot & roadway: To support the planning process as well as to provide additional playground and open fields, portions of the property need to be cleared and graded. The YMCA's existing parking lot is inadequate to meet current needs. Until future facilities are built, additional temporary parking and an access roadway is proposed.

Property fencing: The property needs to be secured to protect the YMCA from any unlawful or damaging use of the property.

Miscellaneous: There will undoubtedly be expenses that we might otherwise not anticipate, but are necessary to pay for. These include items such as closing costs and attorney fees related to purchase documents.

3. The public purpose and need to be served;

The YMCA's 2023 grant-in-aid CIP application is intended to support the expanded home for the YMCA that will be the base for the YMCA's community service programs and a resource hub for the community. This application will be used for public purposes pursuant to Section 42F-102, Hawaii Revised Statutes. The purpose of the proposed project is to increase availability and access for families and individuals to high quality child care learning environments, youth development programs, healthy living opportunities and to provide services for survivors of domestic violence and sexual assault. The property is in Hilo located on Kapiolani Street area where the YMCA provides programs with the following focus areas:

Child Care, Early learning, Education::

The ALICE (Asset Limited, Income Constrained, Employed) report points out that education is one of the few ways that ALICE families can get ahead in the long run. The report goes on to say that finding quality, affordable child care is an ongoing issue for these families. Child care is essential in order for parents to work. Parents with low-wage jobs find it challenging to afford the cost of child care. The YMCA helps by providing access to affordable, quality child care that includes a food program, STEM, promoting healthy development and well-being for children & youth.

Youth Development Programs (Out of School & Junior Leaders):

The YMCA's youth development programs help children by providing quality programs that extend learning experiences beyond the school classroom. Capacity issues at our current facility limit the number of school age children that the YMCA can help. Out of school experiences for children and youth at the YMCA offers them opportunities to promote positive trajectories in the areas of academic learning, social and emotional development, physical and mental health, pro-social behaviors and nutrition. Children who come from less advantageous

circumstances (ALICE families, food insecurity or from neighborhoods with high violence & crime), face numerous obstacles in having their needs met in accessing positive out-of-school programs.

The YMCA responded to the need of essential working families during the COVID-19 pandemic and held its one-of-a-kind "COVID-Camp". This camp included distant learning for children in grades Kindergarten through middle school; provided nutritious meals & healthy snacks; allowed for safe-social interactions; included a Connectivity program with free access to the internet and emotional support/counseling. Because of the high standards held for its children and families, this out of school program remained "COVID-free" for more than 17 months. A structured schedule was held Monday-Friday from 6:30 am - 5:30 pm.

The Junior Leader program focuses on teens. This program is fostered by caring adults who provide mentorship as role models and inspire teens to realize who they are and what they are capable of achieving. This program connects young people ages 12-18 with adult advisors to develop leadership skills while fostering a culture of service. This program provides teens the opportunity to volunteer and earn credit through internship programs and credit for volunteer hours that can be used toward scholarship and employment opportunities. Our community is faced with the lack of safe, positive environments for young teens to feel safe, socially connected and supervised. The cause of this challenge is the lack of social environments for teens to meet, express themselves, learn life-skills and learn the value of volunteerism by role models and mentors.

Healthy Living:

The YMCA is a leading voice on health and well-being. With a mission centered on well-being and balance, the YMCA brings families closer together, encourages good health and fosters connections through fitness, activities, events and shared interests. The YMCA is building healthier communities by collaborating with like-mind organizations and policy-makers in the areas of chronic disease prevention and obesity. The YMCA provides access to healthy living fitness classes, the fitness center and programs to kupuna, individuals and teens.

Family Visitation Center Program:

The FVC has been serving survivors of domestic violence (DV) and sexual assault (SA) for more than 28 years. Established in 1995, this program provides a safe haven for parents who are victim survivors of intimate partner violence and their children who require support through supervised visits and safe child exchanges. The FVC provides direct support to victim survivors by enhancing victim services as a coordinated community resource, addressing needs of those who have experienced DV, intimate partner violence and/or stalking. This program ensures that no further harm comes to the children and survivor parent. This program provides a safe haven for the non-custodial (or perpetrator) parent to experience a level of accountability for their actions through opportunity for personal change and to engage as a parent who is present to the children. The FVC is a referral agency that identifies and connects families with resources to improve and elevate the health and wellbeing of the survivor, the child and/or the perpetuating parent.

For more than five decades, the YMCA has worked with Hawaii's children, families, kupuna and victims of reported and unreported crimes to create safe and strong communities. The ALICE report shows that 51% of the households in Hawaii County are below the ALICE threshold and 53% of households are "just getting by" or "finding it difficult" to get by. Hawaii County has an 18% poverty rate and a 34% rate of ALICE households. This means that more than 50% of the households in Hawaii County don't earn enough to afford housing, child care, food, transportation, health care, a smartphone plan (connectivity) - the basics that are needed to live and work in our modern economy.

The YMCA needs to acquire the property next door in order to meet the needs of this poverty-stricken community. This piece of property has been put up for sale by its current owner. Back in 2010, when the YMCA suffered severe operating losses, the YMCA sold this same property to the Waiakea Uka Bible Church. The Church originally intended to have built their church on the property. However, the Church has recently revised their plans and will build in a different location. Hence their intent to sell the property and use the proceeds to partially cover the cost of their new church. The YMCA has this rare opportunity to purchase the property next door. The YMCA intends to use the adjoining property to expand the programs and services that it offers to the community. Our existing facility, built in 1965 is cramped, requires extensive maintenance, and restricts our ability to offer more programs and services to serve a larger population.

4. Describe the target population to be served; and

The YMCA serves children, families and kupuna in Hilo and across the Island of Hawaii. Target population will be the communities of Hilo, Waiakea, Kaumana, Keaau, Pahoa, Mt. View, Papaikou, Pepeekeo, Kamuela, North Kohala, South Kohala and Kona.

The YMCA's base of operation will remain in Hilo, however an expanded facility will facilitate outreach to distant communities by providing administrative and operational support for programs in those communities.

Below is a list of our target populations:

- Children ages 5.5 - 13
- Teens ages 13-18
- Youth and Young Adults
- Single adults/individuals
- Families with school age children
- Seniors/kupuna
- Families and Spouses who are at risk due to domestic violence and abuse
- Survivors of domestic violence
- Survivors of sexual assault
- Survivors of sex trafficking

- Individuals needing batterer intervention programs
- Opportunity Youth
- Families needing child visitation/exchange services
- Families living in poverty/ALICE families
- Native Hawaiians & Pacific Islanders

5. Describe the geographic coverage.

The Island of Hawaii YMCA currently offers its services through its existing facility located in Hilo, Hawaii. In addition, the YMCA also runs a youth development program in Pahala and offers its Family Visitation services to spouses and families located in North and West Hawaii as needed.

The 2018 ALICE report notes that the Big Island had a population of 200,983, with 71,565 households. The statistics mentioned in the report provide evidence that more resources need to be made available to east Hawaii residents of the Big Island.

- Median household income of \$57,571 vs a state average of \$80,212
- Unemployment rate of 5.2% vs a state average of 3.8%
- ALICE households of 31% vs a state average of 33%
- Households in poverty of 17% vs a state average of 9%
- 51% of households are below the ALICE threshold
- 53% of households are “just getting by” or “finding it difficult to get by”

- Hilo has 16,900 households of which 47% are below the ALICE threshold
- Keaau - Mountain View has 12,532 households of which 57% are below the ALICE threshold
- North Hilo has 585 households of which 61% are below the ALICE threshold
- Paauhau-Paauilo has 834 households of which 55% are below the ALICE threshold
- Pahoa-Kalapana has 4,495 households of which 65% are below the ALICE threshold.

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;

Negotiations with seller	Wendy Botelho-Cortez, CEO Mike Miyahira, director David DeLuz, director
Prepare & Submit GIA application	Martha Rodillas, Exec Assistant Mike Miyahira, director Loren Tsugawa, Treasurer Wendy Botelho-Cortez
If application is approved; coordinate with disbursing agency	Loren Tsugawa, Treasurer
Coordinate closing with seller Draw up conveyance documents Obtain title insurance and other requirements	Mike Miyahira, director Martha Rodillas, Exec Assistant Wendy Botelho-Cortez, CEO
Upon closing, hold a preliminary project meeting to consider property development options.	Wendy Botelho-Cortez, CEO Stacey Haumea, Board Chair Aaron Castillo, Project Manager
Upon closing, engage the contractor to fence the property boundary.	Wendy Botelho-Cortez, CEO Martha Rodillas, Exec Assistant Aaron Castillo, Project Manager
Upon closing, engage contractor to clear and gravel the roadway and parking area.	Wendy Botelho-Cortez, CEO Aaron Castillo, Project Manager
Once a ballpark development cost has been determined, begin preliminary discussions with potential funding sources including internal fund raising through YMCA members, private foundations, state and federal resources.	Wendy Botelho-Cortez, CEO Stacey Haumea, Board Chair Aaron Castillo, Project Manager FundRaising Chair

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

July 2023 - August 2023:	Purchase of property
September 2023 - November 2023:	Clearing & grading
December 2023 - January 2024:	Fencing of property
February 2024 - July 2024:	Planning, design, engineering

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 YMCA board of directors will monitor progress and require monthly status reports. The Project Manager shall provide the board with monthly progress updates.

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.

A descriptive financial progress report could be provided, that would list achievement milestones and monies spent versus monies budgeted.

- Objective #1: Purchase property
- Objective #2: Clear and grade property.
- Objective #3: Fence property.
- Objective #4: Planning and preliminary design work for a new facility.

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

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$625,000	\$100,000	\$100,000	\$175,000	\$1,000,000

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

None

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.

Refer to Attachment "Government Contracts, Grants, and/or Grants in Aid" (Budget form "Page 10") for employee retention credit received. No other tax credit received nor applied/anticipated for any capital project.

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 2024 for program funding.

Refer to Attachment "Government Contracts, Grants, and/or Grants in Aid" (Budget form "Page 10")

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

\$231,267

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.

Wendy Botelho-Cortez, Chief Executive Officer & President of the Island of Hawaii YMCA, will oversee the project manager. She will provide regular reports to the Island of Hawaii YMCA Board of Directors, and its sub-committee that will monitor the project regularly and also oversee the project.

The YMCA recently satisfactorily completed a major renovation project in 2022 that was funded by a \$698,000 State GIA that was approved in 2017. The YMCA's professional staff and volunteers worked with a licensed professional engineering company and a licensed general contractor to successfully complete the project.

YMCA Board of Director volunteers have experience with construction, real property development and related experiences. The organization does have necessary skills and experience needed to successfully complete the purchase and pursue the future development of the property.

Aaron Castillo; Matson Navigation; experience with the family's construction company
Loren Tsugawa; CFO, Isemoto Contracting Co
Mike Miyahira; past real property development 560 acre project
David DeLuz, Jr.; DeLuz Enterprises; property development experience, business executive

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.

N/A

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.

Wendy Botelho-Cortez, Chief Executive Officer/President

Wendy Botelho-Cortez is the President and CEO of the Island of Hawaii YMCA. The YMCA has 2 properties, 9 full-time employees, 25 part-time employees and a \$936,000 budget. During Wendy's leadership at the YMCA of the past 4+ years, she is responsible for improving the financial condition of the YMCA through positive changes. Changes include increase in enrollment of the youth day camp program; increase of gym membership; improving the Aquatic Sailing Program by obtaining grants to repair aging boats & equipment as a result, the program is more active and in a better financial condition. Wendy has also solidified partnerships with the following non-profit agencies & government agencies: 1) Kumukahi Health & Wellness which provides services of signing up uninsured individuals with MedQuest health insurance 2) Goodwill Industries 3) TSA Pre-Check/Idemia Identogo fingerprint & application processing. She continues to keep the needs of the community at the forefront of all decisions. Under her leadership, the annual operating revenue size of the YMCA has tripled.

Loren Tsugawa, Treasurer, Director, Island of Hawaii YMCA Board

Loren is the CFO of Isemoto Contracting Co and has served as the Treasurer for the YMCA's Board of Directors for over 10 years. Loren has a proven track record as a financial officer leader. Loren is a licensed CPA. His role includes monitoring, recording and reporting financials of the YMCA's budget and grants.

Aaron Castillo, Director, Island of Hawaii YMCA Board

Aaron Castillo is the Assistant Manager at Matson Terminals on the Big Island. He has a demonstrated history of working in both the Construction and Transportation industries. He earned Master Degrees in Business Administration (MBA) from Chaminade University of Honolulu and Accountancy (MAcc) from the University of Scranton. Aaron was recently the project manager of an extensive renovation project at the YMCA. Aaron is a member of the Island of Hawaii YMCA's Board of Directors.

Martha Rodillas, Administrative Office Manager

Martha has been the Administrative Office Manager of the Island of Hawaii YMCA since the year 2000. Martha is deeply involved in grant writing and grant reporting. Prior to this position, Martha has been with various departments within the County of Hawaii. Her last position was with the Executive Office of the Mayor as an Executive Assistant to the Mayor. Martha has extensive experience in government operations, office

management, high-level organizational skills, coordinating projects and events, training subordinates and spearheading projects & events.

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.

See attached Organization Chart.

3. Compensation

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

Chief Executive Officer - \$75,000
Program Director - \$52,000
Administrative Office Manager - \$45,760

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

N/A

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.

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or nonsectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

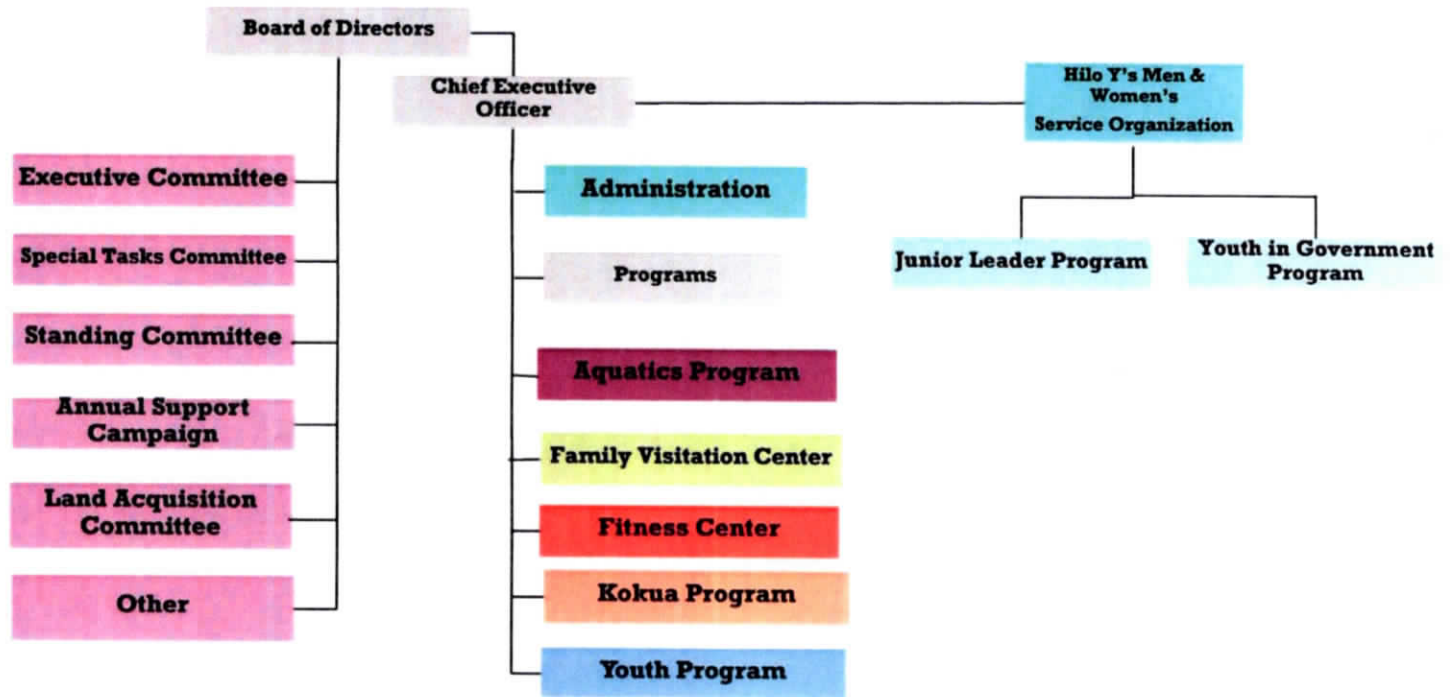
The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

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

The YMCA runs its operations at a surplus and our plan is to continue to run our programs and services in this manner.

Island of Hawai'i YMCA

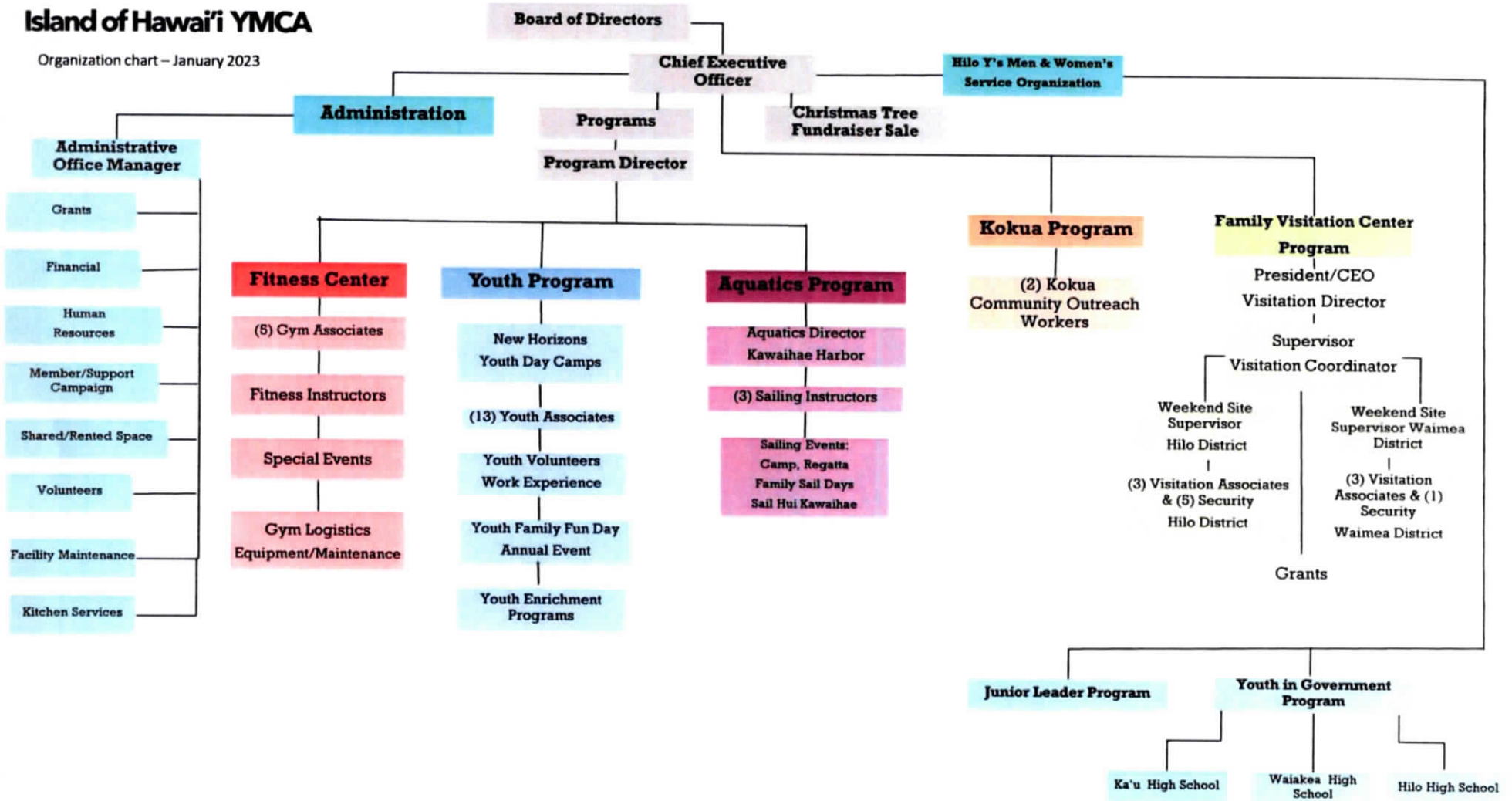
Organization chart – January, 2023



Board of Directors:
 Stacey Haumea, Chief Volunteer/Board Chair
 Loren Tsugawa, Treasurer
 Belinda Hall-Hughes, Secretary
 Wendy Botelho-Cortez, Chief Executive Officer

Island of Hawai'i YMCA

Organization chart – January 2023



BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2023 to June 30, 2024

Applicant: Island of Hawaii YMCA

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2023 to June 30, 2024

Applicant: Island of Hawaii YMCA

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS			175,000			
LAND ACQUISITION			625,000			
DESIGN						
CONSTRUCTION			200,000			
EQUIPMENT						
TOTAL:			1,000,000			
JUSTIFICATION/COMMENTS:						
Amount requested is for the purchase of adjoining 1.8 acre undeveloped land parcel located at 1320 Kapiolani Street, Hilo 96720. Once acquired, will install perimeter fence and clear/grade the lot to put gravel parking lot and roadway, while planning for its permanent use.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Island of Hawaii YMCA

Contracts Total: 627,190

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maul County)	CONTRACT VALUE
1	DLIR RUDDER Program	April 2020	Workforce Development	State	25,000
2	County Holomua Grant (CARES Act)	Sep 2020	Office of Mayor	Hawaii County	10,000
3	Paycheck Protection Program Forgiveness	April 2021	SBA	US	54,700
4	Employee Retention Credit	Nov 2021	US Treasury	US	8,740
5	Connectivity & Child Care (CARES Act)	Aug 2020	Research & Development	Hawaii County	325,000
6	Family Visitation Program	April 2020	Contingency Fund	Hawaii County	10,500
7	Child Care Program	July 2020	County GIA	Hawaii County	13,750
8	Family Visitation Program	July 2020	County GIA	Hawaii County	49,500
9	Child Care Program	July 2021	County GIA	Hawaii County	11,000
10	Family Visitation Program	July 2021	County GIA	Hawaii County	44,000
11	Family Visitation Program	March 2022	Contingency Fund	Hawaii County	10,000
12	Child Care Program	July 2022	County GIA	Hawaii County	15,000
13	Family Visitation Program	July 2022	County GIA	Hawaii County	50,000
14					
15					
26					
27					
28					
29					
30					