

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) Hawaii Compliance Express Certificate (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

KATHLEEN MCGILVRAY, CEO
PRINT NAME AND TITLE

1/19/2024
DATE



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: YWCA OF HAWAI'I ISLAND

DBA/Trade Name: YWCA OF HAWAI'I ISLAND

Issue Date: 01/10/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX9762
UI#: XXXXXX0212
DCCA FILE#: 2073

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 |

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I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

See Page 2 and duplicate on page 5

2. Declaration Statement

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

See Page 6

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](#).

See Page 6



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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

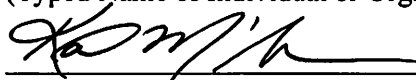
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

YWCA of Hawaii Island
(Typed Name of Individual or Organization)

 1/19/2023
(Signature) (Date)

Kathleen McGilvray CEO
(Typed Name) (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;

The YWCA of Hawaii Island is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

The YWCA of Hawai'i Island (YWCA), which is part of the national organization consisting of 300 YWCA Associations with 2.6 million members, first organized in Hilo in 1919, was established as a 501(c)(3) non-profit organization in 1965 and has been a partner agency of the Hawai'i Island United Way (HIUW) since 1979. Employing over 50 full-time and part-time staff, the YWCA provides services to the entire Big Island.

The Developmental Preschool (Preschool), providing childcare services since the mid-1960's, is nationally accredited (National Association for Education of Young Children) and licensed to provide services to 115 children between the ages of 2 and 5. With pandemic conditions, the preschool was able to provide trauma informed care training to staff through Promising Minds, a Hawaii Community Foundation initiative, and provided counseling services to children and parents experiencing stressors. Our preschool is in downtown Hilo and provides childcare to families from all over East Hawaii.

YWCA's Sexual Assault Support Services (SASS) has been providing services to victims of sexual violence for over 40 years. Our services are at no cost to the survivor and include sex assault hotline with 24-hour on call crisis intervention; support to victims throughout the medical and forensic exam, legal process; individual/group therapeutic counseling; case management, and prevention education. In conjunction with the SASS program, the YWCA also has the Sexual Assault Nurse Examiner (SANE) program which supplies specially trained nurses to collect evidence from victims of sexual assault and strangulation for law enforcement. The SANE program has been in operation since 2012. Both SASS and SANE provide services for the entire island and have offices in East and West Hawaii.

Our Healthy Families Hawaii Program (HFP), a child abuse and neglect prevention program, has been providing services for over 40 years to parents of children ages 0 to 3. This home visiting program screens 100% of the newborns birthed at the Hilo Medical Center and offers services if parents indicate there are

stressors in the household that might impact healthy development and growth of their child. This program has a team of staff who support and provide education to help the parents to be their best parent. The HFP program provides services to residents of East Hawaii with boundaries from Volcano National Park to Paauilo.

All our programs collaborate with community agencies in partnership to support our work and refer out to specialized services when needed. With a 100+ year history, the YWCA continues to work in the community to provide services to all ages and stages of life.

2. The goals and objectives related to the request;

The YWCA's current campus on Haili and Ululani Streets houses the original cottage built prior to 1926 that serves as our preschool, a two-story multi-purpose room used by program staff and community members, and two swimming pools that closed 8 years ago when its operations proved financially unsustainable. This property has been owned by the YWCA since 1926. See attached deed.

The YWCA of Hawaii Island recently celebrated its 100th year in operations. The board of directors engaged in strategic planning and created a plan to set the foundation for its next century of service. The YWCA engaged the services of Fleming & Associates to lead the organization in conceptualizing a campus redesign. The conceptual master plan developed by includes a new modern preschool facility, a new program center, and 10 studio apartments. The estimate, based on the conceptual design to fund the master plan, total \$24 million.

In 2021, the YWCA contracted with Netzel Grigsby Associates (NGA) to conduct a capital campaign feasibility study to evaluate the YWCA's organizational capacity to conduct a capital campaign, determine the fundraising capacity, and recommend a plan to achieve the fundraising plan. After careful analysis, NGA recommended a 3-phased approach with a phase 1 goal of \$9.5 million to construct a new preschool facility.

The new preschool facility will replace the existing cottage, swimming pools, and locker rooms on the campus. The preschool facility will be 9500 square feet including five classrooms, shaded secure play areas, and a commercial kitchen to support our meal preparation and nutrition education for the families enrolled at the preschool. In addition, the new facility will provide additional parking places and safer drop and pick up off locations for keiki.

The new center will grow from the existing number of children enrolled of 85 to an NAEYC accredited and Hawaii licensed capacity of 115. The YWCA preschool serves 2-to-5-year-olds with a curriculum that balances structured learning with creativity, character, and social skills.

The YWCA has been serving the Island of Hawaii for over 100 years. We are a vital part of the fabric of downtown Hilo. Not only will this project enable the YWCA to strengthen and grow its program but will add to the revitalization of the downtown community.

Proposed use of funds

- a. The funds will be used to prepare the site for a new early learning childcare center. This includes the construction phase (demolition) to remove two defunct swimming pools and locker rooms and an out of repair cottage.
- b. Currently work is being completed to obtain EA, demolition plans and entitlements so that demolition can occur as soon as funding is available. Timeframes may be adjusted based on availability of funds.

3. The public purpose and need to be served;

Since 1919, the YWCA of Hawaii Island has been a nexus for people of Hawaii Island to thrive, especially women and girls who may have had limited opportunities. Originally the programs included housing, wellness activities and training with an emphasis on the unique needs for women, although programs and services are provided to all. The programs have evolved and changed over generations and continue to meet new needs as times change and community needs grow.

Since 1926 the main campus for YWCA of Hawaii Island has been at our owned location, 145 Ululani Street in Downtown Hilo. For approximately 80 years it has housed our preschool as well as community spaces. Additionally, we provide the island's only rape crisis center: 24/7 sex assault crisis hotline, forensic nursing exams and short- and long-term counseling and the nationally recognized and accredited Healthy Families program to help new parents bond with their newborns during the first 3 years of life. Throughout our history we have been a gathering place for community members, meetings and conferences.

This location is central to Hilo, just a short walk to the Mo`oheau bus terminal and our scenic downtown area. The central location is easy to reach for people relying on public or private transportation. The property is wholly owned by the YWCA of Hawaii Island, which is a unique position among nonprofit organizations and is a testament to the planning of our founders. Property ownership provides us with stability and the opportunity to plan for our future and design a campus reflective of changing community needs.

Preschool

The YWCA preschool has nurtured generations of children with 50 weeks of instruction and full days to support working families. The YWCA Preschool is licensed by the State of Hawaii and has been accredited by NAEYC for over 17 years. The program's creative curriculum by Teaching Strategies, is focused on the whole child, social - emotional, motor skills, cognitive development and

academic rigor. The preschool also has expanded services to include the family with mental health services for parents and children as well as financial literacy and reading nights for the whole family.

Gardening and incorporation of fresh foods into our nutrition program is an important part of our focus on health and wellness. We provide each child with a nutritious breakfast, lunch and snack daily.

We provide full day instruction to 2-5-year-olds and are one of the few programs which will support children prior to potty training. Because of our longevity in the community, we are on our 2nd or 3rd generation of preschoolers, our graduates have returned to us as parents, grandparents, staff and board members.

Healthy Families Program

Family stressors for adults who have experienced traumatic childhoods can be difficult to overcome. Through our Healthy Families program, we work with new parents who want a better life for their children. No child comes with an instruction book, and our accredited healthy families has provided in home coaches for encouragement and education as well as developmental screening, screens for family violence, postpartum depression, medical needs, and support and referrals. The program is voluntary and provides critical linkage to services for new parents in need of support.

SASS and SANE

Our Sex Assault support services program provides immediate crisis counseling 24 hours a day 7 day a week to victims of sex assault on Hawaii Island and their support systems who have been affected. Additionally, we provide forensic evidence exams by trained nurses for our justice system and support to victims through that process and any other interactions or interview they have. We work in concert with the justice system to hold a safe space for survivors as they heal and will support them with long term counseling as they move forward with their lives.

Advocacy

YWCA of Hawaii Island has been an advocate for women and girls since our founding in 1919. We have advocated in conjunction with other YWCAs nationally and across the state as well as groups such Association of University Women, the Hilo Women's Club, Zonta Club of Hilo, League of Women Voters. Through our efforts and the efforts of likeminded group collaboration we are constantly working toward improving the lives of women, girls and families.

Community Convening

For over 100 years the YWCA of Hawaii Island has served as a gathering place for community meetings, organizers, businesses starting out, retreats, trainings, dances, socials, family parties and other gatherings.

4. Describe the target population to be served; and

The preschool program supports working families. This is our mission in action, supporting families and creating a nurturing safe environment to instill the love of education for children **and** caring for them while their parents work or go to school in order to create a better life. We see preschool as a critical workforce infrastructure necessity. In this way we have been helping to support change and the betterment of our community for over 100 years. Our mission is to eliminate racism and empower women, we serve the entire family in every program because our entire community needs to thrive for true progress.

We collect data on free and reduced lunch and the majority (generally 70%+) of our families have incomes below free and reduced lunch limits. Well over 60% of our families are Hawaiian and part Hawaiian and work with Pauahi Keiki Scholars (Kamehameha Schools) as well as a variety of funders to support families with tuition assistance. Many of our families are single mother head of household.

The preschool focuses on serving all students and goes to great effort to support families that have short term emergencies so that preschool continues even if the family has a job interruption. This kind of consistency for children is incredibly important as families weather challenging times. Our island has had a number of traumatic events in the last few years which has added to economic and housing insecurity. Hurricane Lane, housing displacement due to lava inundation, COVID19, in addition to interpersonal family situations have created uncertainty for many children, we provide daily consistency.

Due to the incredible challenges our children have seen, we have applied a trauma informed lens to our preschool and have embedded mental health supports in the preschool for children and families. Parents can participate in Family Hui, Literacy nights and collaborate on stressors and interventions their children and parents are experiencing.

5. Describe the geographic coverage.

Our preschool is located at our owned 1.4-acre campus at 145 Ululani Street in Downtown Hilo, we serve families from the entire east side of the Island as far as Honokaa to Volcano and lower Puna as parents commute to work or school.

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D E E D

THIS INDENTURE made and executed this 3rd day of July, A. D. 1929 by and between THE REALTY INVESTMENT COMPANY, LIMITED, an Hawaiian corporation having its principal place of business and office in Hilo, Hawaii, hereinafter called the GRANTOR, and THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF HILO, HAWAII, an eleemosynary corporation having its principal place of business and office in Hilo aforesaid, hereinafter called the GRANTEE,

W I T N E S S E T H:

That the said Grantor, for and in consideration of the sum of TEN THOUSAND DOLLARS (\$10,000.00) to it in hand paid by the said Grantee, the receipt whereof is hereby acknowledged, has sold and, by these presents, does hereby bargain, sell, assign, convey and transfer unto the said Grantee, its successors and assigns, all of that certain piece or parcel of land situate on the mauka side of Kinoole Street in Hilo aforesaid, and more particularly described as follows:

"Beginning at the East corner of this lot on the West side of Kinoole Street and marked by a X cut in sidewalk, the coordinates of said point of beginning referred to the Gov't Survey Trig. Station "Halai" being 2716.21 feet North and 2779.60 feet East and running by true azimuths:-

1. 58° 55' 00" - 125.00 feet along remainder of Wetmore and Deacon property, owned by The Realty Investment Co., Ltd., to 1" iron pipe;
2. 328° 55' 00" - 170.19 feet along same to 1" iron pipe;
3. 59° 25' 00" - 195.62 feet along same to 1" iron pipe;
4. 148° 15' 30" - 202.91 feet along the East side of Ululani Street to 1" iron pipe;
5. 242° 10' 40" - 323.49 feet along lot owned by the Trustees B.P.O.E. Lodge #759 to a X cut in sidewalk at the West side of Kinoole Street;
6. 328° 55' 00" - 16.00 feet along the West side of Kinoole Street to point of beginning.

Containing an area of 41423 Square Feet."

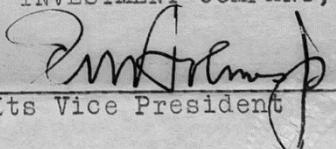
TOGETHER with all and singular the rights, tenements, privileges, appurtenances and hereditaments thereto belonging or in any wise appertaining.

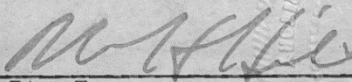
TO HAVE AND TO HOLD the same, together with the appurtenances, unto the said Grantee, its successors and assigns, in fee simple forever.

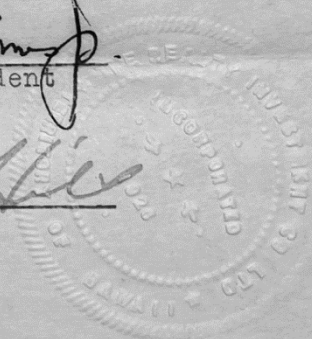
And for the consideration aforesaid the said Grantor hereby covenants and agrees to and with the said Grantee, its successors and assigns, that it, the said Grantor, is well seized of an estate in fee simple in and to the property hereinabove described; that it has good right and lawful authority to sell and convey the same as aforesaid; that the said property is free and clear of all encumbrances of every kind and nature, and that the said Grantor will forever warrant and defend the title to the premises hereby conveyed unto the said Grantee, its successors and assigns against the lawful claims of all persons.

IN WITNESS WHEREOF the said Grantor has caused these presents to be executed by its proper officers thereunto duly authorized upon the day and year first above written.

THE REALTY INVESTMENT COMPANY, LIMITED,

By 
Its Vice President

By 
Its Treasurer



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;

The YWCA's current campus on Haili and Ululani Streets houses the original cottage built in 1926 that serves as our preschool, a two-story multi-purpose room used by program staff and community members, and a swimming pool that closed 8 years ago when its operations proved financially unsustainable. This property has been owned by the YWCA since 1929, (See deed, previous pages).

The YWCA's board of directors began envisioning a revitalized campus that positions the YWCA of Hawaii Island for its next century of service. The YWCA engaged the services of Fleming & Associates to lead the organization in conceptualizing a campus redesign. The conceptual master plan developed by Fleming & Associates includes a new modern preschool facility, a renovated program center, and 10 new studio apartments. The new preschool facility is the focus of this proposal.

The new preschool facility will replace the existing cottage currently housing the preschool program, swimming pools, and locker rooms on the campus that have been closed for the past 10 years. The existing cottage has served us well but was never intended to be a preschool. The amount of damage and repairs required is extensive. The building has had lead abatement performed, pipes have been replaced, is on substandard footings, and is not ADA accessible or built to code. Although not listed on the State Register of Historic Places, we recognize the historic nature of the structure and will work with SHPD to document the building, which we believe was moved to the site in the late 1920's or early 1930's.

The YWCA is requesting GIA CIP funds to complete the entitlements and demolition of the existing preschool cottage, pool building housing the closed locker rooms, and the two existing swimming pools.in order to make way for the construction of a new preschool facility. The total cost for Phases 1 & 2, entitlements and demolition, is \$1,934,000. The YWCA has utilized the funding from 2023 GIA of \$330,000 for planning and development phases of the project and architectural work. The YWCA has utilized \$266,000 of the 2023 GIA to cover the cost of architectural and other entitlement services necessary to complete the demolition of the facilities mentioned above. The remaining \$64,000 of 2023 GIA will be applied to architectural services for the newly designed facility. This is an important step for the YWCA for two reasons. The demolition and site preparation, phases 1 & 2, will not only prepare the site for the construction of the new preschool facility but will eliminate an ongoing maintenance and safety hazard on the site. YWCA is currently seeking \$ 1,200,000 from GIA CIP for completion of Phase 1 & 2 and demolition, we have a pending request for the balance with Hawaii County CDBG funds.

The GIA CIP grant will position the YWCA to move forward with phase 3, construction of the new preschool facility. Concurrently, the YWCA is seeking funds from foundations,

other government sources, and individuals to fund the construction costs of the new facility. At the completion of phases 1 and 2 contained in this proposal, we will have a shovel ready project and funds identified to construct the new preschool facility.

The preschool facility will be 9500 square feet including five classrooms, shaded play areas, and a commercial kitchen to support our meal preparation and nutrition education for the families enrolled at the preschool. In addition, the new facility will provide thirteen parking places. The new center will grow from the existing number of children enrolled of 85 to an NAEYC accredited and Hawaii licensed capacity of 115. The YWCA preschool serves 2-to-5-year-olds with a curriculum that balances structured learning with creativity, character, and social skills. Historically, our school has served majority (60-70%) low-income families.

The YWCA has been serving the Island of Hawaii for over 100 years. Located in downtown Hilo, not only will this project enable the YWCA to strengthen and grow its program but will add to the revitalization of the downtown community.

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

See master schedule

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 YWCA has a long-standing reputation for program and project management within its 100+ year history. Every program has multiple funding streams, federal, state, private donors all requiring their own unique management and many of the funding streams are short-term, project specific defined outputs and outcomes.

Each program has its own program director, all answering to the Chief Executive Officer to demonstrate the program's overall effectiveness and contribute to the organization's success. While the Program Directors are responsible for the day-to-day operations of the program and ensuring compliance to the contractual scope of work, the Finance Department works with each program to ensure compliance to good accounting practices and fiscal responsibilities as contractual obligations.

All of our fiscal and program staff are well aware of State, County and Federal fiscal requirements and are constantly keeping abreast of changes. The Board has retained Fleming and Associates to design and facilitate the demolition and site preparation of the new preschool facility. Utilizing their expertise, we will put together a team to carry out the project on time and on budget.

YWCA and Fleming and Associates will monitor the project to ensure our deliverables with set milestones will be met. In advance of the award, Fleming and Associates is designing the demolition plan so that the project is ready to go upon funding.

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.

| Milestones | Start Date | Completed Date | Funding Source (GIA/Other) | Projected Expenditure | Status |
|-------------------------------|------------------|------------------|----------------------------|-----------------------|------------|
| PHASE 1 - ENTITLEMENTS | 12/1/2023 | 11/1/2024 | | \$37,240 | |
| Environmental Assessment | 12/1/2023 | 11/1/2024 | GIA 2023 | \$13,300 | In Process |
| TIAR: if required | 12/1/2023 | 2/1/2024 | GIA 2023 | \$13,300 | In Process |

| | | | | | |
|--|------------------|-----------------|-----------------------------|--------------------|------------|
| Cottage: Archaeological Assessment | 12/1/2023 | 2/1/2024 | GIA 2023 | \$5,320 | In Process |
| Cottage: Existing Condition Drawings (for Archaeological Assessment) | 11/15/2023 | 12/15/2023 | GIA 2023 | \$5,320 | In Process |
| | | | | | |
| PHASE 2 - DEMOLITION | 12/1/2023 | 5/1/2025 | | \$228,760 | |
| Hazardous Materials Survey & Report | 12/1/2023 | 5/15/2024 | GIA 2023 | \$13,300 | In Process |
| Topo Survey | 12/1/2023 | 1/15/2024 | GIA 2023 | \$26,600 | In Process |
| Toning & Infrastructure Assessment | 12/1/2023 | 1/15/2024 | GIA 2023 | \$13,300 | In Process |
| Prepare combination Topo/Utility Plan | 2/7/2024 | 2/21/2024 | GIA 2023 | \$13,300 | Scheduled |
| Prepare Existing Condition Demolition & Site Restoration drawings | 12/1/2023 | 1/1/2024 | GIA 2023 | \$13,300 | In Process |
| Prepare Demolition Bid Package for competitive bid | 2/21/2024 | 4/7/2024 | GIA 2023 | \$53,200 | Scheduled |
| Prepare Demolition Permit Package for competitive bid | 2/21/2024 | 4/7/2024 | GIA 2023 | \$79,800 | Scheduled |
| Demolition Permit | 4/7/2024 | 9/1/2024 | GIA 2023 | \$2,660 | Scheduled |
| Bidding | 4/7/2024 | 6/1/2024 | GIA 2023 | \$7,980 | Scheduled |
| Bid Award | 6/1/2024 | 6/21/2024 | GIA 2023 | \$5,320 | Scheduled |
| | | | | | |
| Construction | 7/1/2024 | 4/1/2025 | | \$1,668,000 | |
| Mobilization | 7/1/2024 | 7/15/2024 | Secured | \$133,840 | Scheduled |
| Conduct a Survey of the Building | 7/15/2024 | 8/1/2024 | Secured | \$83,600 | Scheduled |
| Perform a Structural Survey of the Building | 8/1/2024 | 8/15/2024 | Secured | \$83,760 | Scheduled |
| Remove Any Hazardous Materials | 8/15/2024 | 10/15/2024 | Pending app(\$8800 secured) | \$166,800 | TBD |
| Perform Demolition | 10/15/2024 | 12/15/2024 | GIA 2024 | \$500,400 | TBD |
| Dispose of Demolition Debris | 12/15/2024 | 1/15/2025 | GIA 2024 | \$250,000 | TBD |

| | | | | | |
|---|-----------|-----------|----------|--------------------|-----|
| Backfill and regrading | 1/15/2025 | 3/15/2025 | GIA 2024 | \$333,600 | TBD |
| Demobilization | 3/15/2025 | 4/1/2025 | GIA 2024 | \$83,000 | TBD |
| Resurvey to establish existing conditions | 4/1/2025 | 5/1/2025 | GIA 2024 | \$33,000 | TBD |
| Total | | | | \$1,934,000 | |
| GIA 2023 | | | | \$266,000 | |
| Balance Required | | | | \$1,668,000 | |
| Breakdown of Balance Required | | | | | |
| GIA 2024 Request | | | | \$1,200,000 | |
| Pending CDBG App. | | | | \$468,000 | |

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 2025.**

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$250,200 | \$250,200 | \$583,600 | \$116,000 | \$1,200,000 |

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

YWCA of Hawaii is pending funding decision for this capital project from the County of Hawaii Community Development Block Grant, the decision is pending.

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not Applicable

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 2025 for program funding.**

A listing of Federal, State and County Government contracts and grants are listed by funding source below. The YWCA of Hawaii Island received a Grant in Aid from the State of Hawaii for \$330,000 which has not been expended and will be expended in FY2024. The YWCA has received County grant in aid funds.

Please note in the chart below, several grants span multiple years. Other grant sources for FY 25 are pending.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County) | CONTRACT VALUE |
|----|---|---------------------|---|--|----------------|
| 1 | State of Hawaii Dept. of Health - MIEHV | 7/1/2023-6/30/2024 | Dept of Health | State/Federal | 1,046,279 |
| 2 | State of Hawaii Dept. of Health - MIEHV | 7/1/2022-6/30/2023 | Dept of Health | State/Federal | 1,174,702 |
| 3 | State of Hawaii Dept. of Health - MIEHV | 7/1/2021-6/30/2022 | Dept of Health | State/Federal | 969,807 |
| 4 | State of Hawaii Dept. of Health - MIEHV | 7/1/2020-6/30/2021 | Dept of Health | State/Federal | 912,385 |
| 5 | State of Hawaii Dept. of Health - MIEHV | 7/1/2019-6/30/2020 | Dept of Health | State/Federal | 857,889 |
| 6 | Sex Assault Treatment Services | 7/1/2023-6/30/2024 | Kapiolani Medical Center for Women & Children | State | 498,730 |
| 7 | Sex Assault Treatment Services | 7/1/2022-6/30/2023 | Kapiolani Medical Center for Women & Children | State | 477,532 |
| 8 | Sex Assault Treatment Services | 7/1/2021-6/30/2022 | Kapiolani Medical Center for Women & Children | State | 481,836 |
| 9 | Sex Assault Treatment Services | 7/1/2020-6/30/2021 | Kapiolani Medical Center for Women & Children | State | 441,113 |
| 10 | Sex Assault Treatment Services | 7/1/2019-6/30/2020 | Kapiolani Medical Center for Women & Children | State | 439,760 |
| 11 | Sex Assault Treatment Services | 7/1/2021-6/30/2022 | Kapiolani Medical Center for Women & Children | State/Federal | 81,540 |
| 12 | Teen Court | 7/1/2020-6/30/2021 | Judiciary | State | 16,542 |
| 13 | Teen Court | 7/1/2019-6/30/2020 | Judiciary | State | 155,000 |
| 14 | Victims of Crime Act (VOCA) | 7/1/2023-6/30/2024 | Office of the Prosecuting Attorney | County | 73,000 |
| 15 | Victims of Crime Act (VOCA) | 7/1/2022-6/30/2023 | Office of the Prosecuting Attorney | County | 50,000 |
| 16 | Victims of Crime Act (VOCA) | 7/1/2021-6/30/2022 | Office of the Prosecuting Attorney | County | 10,000 |
| 17 | Victims of Crime Act (VOCA) | 7/1/2020-6/30/2021 | Office of the Prosecuting Attorney | County | 50,000 |
| 18 | Victims of Crime Act (VOCA) | 7/1/2019-6/30/2020 | Office of the Prosecuting Attorney | County | 50,000 |
| 19 | Nonprofits Grants Program | 7/1/2022-6/30/2023 | County of Hawaii | County | 85,000 |
| 20 | Nonprofits Grants Program | 7/1/2021-6/30/2022 | County of Hawaii | County | 34,000 |
| 21 | Nonprofits Grants Program | 7/1/2020-6/30/2021 | County of Hawaii | County | 29,500 |
| 22 | Nonprofits Grants Program | 7/1/2019-6/30/2020 | County of Hawaii | County | 33,917 |
| 23 | Sex Assault Nurse Examiner | 7/1/2023-6/30/2024 | Hawaii Police Department | County/Federal | 55,000 |
| 24 | Sex Assault Nurse Examiner | 7/1/2022-6/30/2023 | Hawaii Police Department | County/Federal | 55,000 |
| 25 | Sex Assault Nurse Examiner | 7/1/2021-6/30/2022 | Hawaii Police Department | County/Federal | 61,936 |
| 32 | Sex Assault Nurse Examiner | 7/1/2020-6/30/2021 | Hawaii Police Department | County/Federal | 83,561 |
| 33 | Sex Assault Nurse Examiner | 7/1/2019-6/30/2020 | Hawaii Police Department | County/Federal | 70,163 |
| 34 | PPP | 4/8/2020-09/30/2021 | U.S. Small Business Administration | Federal | 647,923 |
| | Childcare Stabilization | 2/25/2022-3/31/2023 | Department of Human Services | Federal | 567,715 |
| | | | | | |
| | | | | | |
| | | | | | |

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

The unrestricted current assets as of December 31, 2023, were \$1,394,745.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

| 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 | 1,200,000 | | | |
| TOTAL (A+B+C+D+E) | 1,200,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 1,200,000 | Janell Kuamoo 808-930-5703 | | |
| (b) Total Federal Funds Requested | | Name (Please type or print) Phone | | |
| (c) Total County Funds Requested | | Signature of Authorized Official Date | | |
| (d) Total Private/Other Funds Requested | | Kathleen McGilvray, CEO | | |
| TOTAL BUDGET | 1,200,000 | Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------------|-----------------|------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii 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: 2022-2023 | FY: 2023-2024 | FY:2024-2025 | FY:2024-2025 | FY:2025-2026 | FY:2026-2027 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| ENVIRONMENTAL ASSESSMENTS/ARCHITECTURAL SVCS | | 330000 | | | | |
| CONSTRUCTION | | | 1200000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | 330000 | 1,200,000 | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

YWCA of Hawaii Island

Contracts Total:

7,288,847

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County) | CONTRACT VALUE |
|----|---|------------------------|---|--|-----------------------|
| 1 | State of Hawaii Dept. of Health - MIEHV | 7/1/2023-6/30/2024 | Dept of Health | State/Federal | 1,046,279 |
| 2 | State of Hawaii Dept. of Health - MIEHV | 7/1/2022-6/30/2023 | Dept of Health | State/Federal | 1,174,702 |
| 3 | State of Hawaii Dept. of Health - MIEHV | 7/1/2021-6/30/2022 | Dept of Health | State/Federal | 969,807 |
| 4 | State of Hawaii Dept. of Health - MIEHV | 7/1/2020-6/30/2021 | Dept of Health | State/Federal | 912,385 |
| 5 | State of Hawaii Dept. of Health - MIEHV | 7/1/2019-6/30/2020 | Dept of Health | State/Federal | 857,889 |
| 6 | Sex Assault Treatment Services | 7/1/2023-6/30/2024 | Kapiolani Medical Center for Women & Children | State | 498,730 |
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| 8 | Sex Assault Treatment Services | 7/1/2021-6/30/2022 | Kapiolani Medical Center for Women & Children | State | 481,836 |
| 9 | Sex Assault Treatment Services | 7/1/2020-6/30/2021 | Kapiolani Medical Center for Women & Children | State | 441,113 |
| 10 | Sex Assault Treatment Services | 7/1/2019-6/30/2020 | Kapiolani Medical Center for Women & Children | State | 439,760 |
| 11 | Sex Assault Treatment Services | 7/1/2021-6/30/2022 | Kapiolani Medical Center for Women & Children | State/Federal | 81,540 |
| 12 | Teen Court | 7/1/2020-6/30/2021 | Judiciary | State | 16,542 |
| 13 | Teen Court | 7/1/2019-6/30/2020 | Judiciary | State | 155,000 |
| 14 | Victims of Crime Act (VOCA) | 7/1/2023-6/30/2024 | Office of the Prosecuting Attorney | County | 73,000 |
| 15 | Victims of Crime Act (VOCA) | 7/1/2022-6/30/2023 | Office of the Prosecuting Attorney | County | 50,000 |
| 16 | Victims of Crime Act (VOCA) | 7/1/2021-6/30/2022 | Office of the Prosecuting Attorney | County | 10,000 |
| 17 | Victims of Crime Act (VOCA) | 7/1/2020-6/30/2021 | Office of the Prosecuting Attorney | County | 50,000 |
| 18 | Victims of Crime Act (VOCA) | 7/1/2019-6/30/2020 | Office of the Prosecuting Attorney | County | 50,000 |
| 19 | Nonprofits Grants Program | 7/1/2022-6/30/2023 | County of Hawaii | County | 85,000 |
| 20 | Nonprofits Grants Program | 7/1/2021-6/30/2022 | County of Hawaii | County | 34,000 |
| 21 | Nonprofits Grants Program | 7/1/2020-6/30/2021 | County of Hawaii | County | 29,500 |
| 22 | Nonprofits Grants Program | 7/1/2019-6/30/2020 | County of Hawaii | County | 33,917 |
| 23 | Sex Assault Nurse Examiner | 7/1/2023-6/30/2024 | Hawaii Police Department | County/Federal | 55,000 |
| 24 | Sex Assault Nurse Examiner | 7/1/2022-6/30/2023 | Hawaii Police Department | County/Federal | 55,000 |
| 25 | Sex Assault Nurse Examiner | 7/1/2021-6/30/2022 | Hawaii Police Department | County/Federal | 61,936 |
| 32 | Sex Assault Nurse Examiner | 7/1/2020-6/30/2021 | Hawaii Police Department | County/Federal | 83,561 |
| 33 | Sex Assault Nurse Examiner | 7/1/2019-6/30/2020 | Hawaii Police Department | County/Federal | 70,163 |
| 34 | PPP | 4/8/2020-09/30/2021 | U.S. Small Business Administration | Federal | 647,923 |
| | Chidlcare Stabilization | 2/25/2022-3/31/2023 | Department of Human Services | Federal | 567,715 |
| | | | | | |
| | | | | | |
| | | | | | |

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.

The YWCA of Hawaii Island has the skills, abilities and knowledge to carry out the work in this request. We have over a century of service on Hawaii Island and are seeking funding to create a facility to support us for 100 years more. We have a committed Board, experienced and excellent leadership, extensive experience in performing work, superior staff and we have rich, multigenerational relationships.

This project will be spearheaded by the Chief Executive Officer, Kathleen McGilvray, with oversight by the YWCA of Hawaii Island's Board of Directors. The Board of Directors has a diverse mix of women with various kinds of experience that brings them to the table. The Board of Directors has committees to support various activities within the organization and each committee draws on community members to support those activities, either as a regular member of the committee or as an ad hoc member, and sometimes just by invitation to learn more about the mechanics of the project.

Our Board of Directors has a facilities committee leading this project's governance. This committee consists of members who have been involved with facilities development or repairs, an electrician, a former contractor and engineer and have also brought in subject matter experts from the community to help further define processes. The Facilities Committee has retained Fleming and Associates as consultants to provide professional Architectural and Engineering design services for this phase, entitlements and demolition. They will facilitate and oversee the compliance, design, bid and construction (demolition) process.

Additionally, our campaign leaders are Toby Taniguchi, Jennifer Zelko-Schleuter, Ashley Kierkiewicz, Ross Wilson, Sue Lee Loy, Linda Clifford, Cary Boeddeker and Sandy Tokouke, led by Chair, Tim Richards.

2. Facilities

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

Our 1.4-acre campus on the corner of Haili and Ululani Street is just above the Palace Theater and the Tsunami Zone, with a view of downtown Hilo. It is easy to access from the bus or on foot, just a short walk from the farmers market.

The campus has two aging pools on it and three buildings, the cottage, multipurpose building and the pool lanai building, which is not able to be used. Preschool is in multiple locations, the cottage and the multipurpose building. The cottage has been in use since 1926, we believe it was moved to the campus and was in use before then. Originally it was a home for women. Younger children are in our multipurpose building, in an area that was formerly administrative offices. Although the buildings are adequate, we know that the children would be better served at one location, with a commercial kitchen, with an area for pickups and drop offs, with spaces designed for children, rather than originally designed for adults. This would also make the former administrative building available for offices, allowing us to reduce rented space.

This request supports the modernization of this facility and supports the strategic direction our board is headed in, a one stop shop with all areas of the campus being used to serve the community. Since many of our services overlap, we believe our reach will be extended and our families better served.

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.

The YWCA of Hawaii Island is governed by a board of local community leaders and supervises the Chief Executive Officer who leads the organization. The board is organized into the following committees, executive, finance, facilities, fund development, governance, and nominating.

The YWCA of Hawaii Island will implement the project with leadership from the community volunteers on the board, who lend their experience and expertise to the organization.

Kathleen McGilvray, Chief Executive Officer, BS Management, Aviation Operations, Honors Certificate, Career Development Facilitator Instructor (CDFI)

Ms. McGilvray has been the organization's leader since 2013. With the board she has been conducting the campus redesign, is securing funding and will supervise the planning and construction. She has been in nonprofit and program management for 21 years in Hawaii County as the Hawaii County Workforce Investment Board Director, supervising education and training programs for out of school youth and unemployed adults and was the Hawaii County Branch Director for Goodwill Industries supervising education and training program for people with barriers to employment such as long term unemployed, out of school youth, people with disabilities, immigrant populations and retail operations. She is a past president and member of Zonta Club of Hilo for 18 years and Rotary Club of Hilo for 9 years.

Janell Kuamoo, Accounting Manager, Associates Degree in Accounting, Hawaii Community College

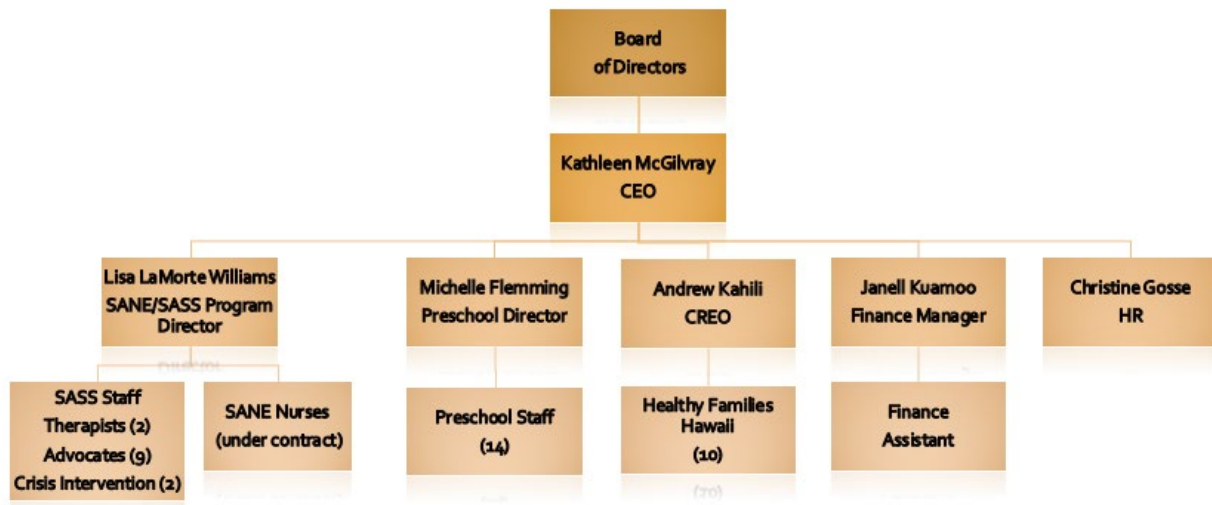
Ms. Kuamoo has been with the YWCA of Hawaii Island for eight years. She has served in all positions in the department in a series of promotions. She plans and directs the accounting activities and fiscal compliance within the finance department. As part of the YWCA Management team, she directs the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community. She has been in management and operations for 17 years, formerly in retail and services for people with disabilities and our youth. Ms. Kuamoo is currently the treasurer for Rotary Club of Hilo Bay, she has been a member for three years.

The CEO reports directly to the board of directors which is made up of community leaders from a variety of experiences. The board has retained Fleming and Associates to assist with the design and demolition preparation areas of this project, through the bid process for construction (demolition).

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.

YWCA of Hawaii Island 2024



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 \$90,000
 Community Relations and Events Officer \$65,000
 Therapist \$63,682

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.

There are no pending litigations or outstanding judgements against the YWCA of Hawaii Island.

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.

The YWCA of Hawaii Island is licensed by the State of Hawaii as a Preschool and accredited by the National Association for the Education of Young Children, NAEYC, which speaks to our excellence in performing the services of preschool but not to the building construction, which is what this proposal is requesting.

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.

Not Applicable, our nonsectarian facility provides early childhood education and care to serve the general public with no barriers to attendance.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

(a) Received by the applicant for fiscal year 2024-25, but

If the full amount is received for the fiscal year, we will complete the project as outlined within our timeframes.

(b) Not received by the applicant thereafter.

We will be honored to receive funding for this project, and we will also pursue other funding sources this year and in subsequent years as we complete this project.