

## 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



Wendy Botelho, Chief Executive Officer

January 7, 2025

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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:** THE ISLAND OF HAWAII YMCA

**DBA/Trade Name:** Island of Hawaii YMCA

**Issue Date:** 12/24/2024

**Status:** **Compliant**

Hawaii Tax#: 40395478-01  
New Hawaii Tax#: GE-0861265920-01  
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.

**The Island of Hawaii YMCA dba Island of Hawaii YMCA**

(Typed Name of Individual or Organization)



(Signature)

**Wendy Botelho**

(Typed Name)

**January 7, 2025**

(Date)

**Chief Executive Officer**

(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 HRS 42F-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



\_\_\_\_\_  
Authorized Signature

Wendy Botelho, Chief Executive Officer

Printed Name & Title

January 7, 2025

Date

**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:                      Island of Hawaii YMCA  
The Island of Hawaii YMCA

Amount of State Funds Requested: \$ 750,000

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

Phase 2 of Island of Hawaii YMCA Community Center Project includes Design Services for the recently acquired undeveloped land. Such services includes the following, but not limited to:

- Due diligence, investigation and resolve any existing or new pre-design entitlement processes needed to develop the property. • Environmental assessment
- Design of new facility, including basic landscape, stormwater drainage and other necessary designs
- Submit and manage permits and plans for approval for building, grading, special land use, NPDES and others that may be required
- Bid services such as providing bid documents, distribution to potential bidders, management of bid process, award and issuance of Notice to Proceed.
- Other necessary tasks to design the community center and have the property ready for the construction phase

Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5 Fiscal Years:
State:                      \$ <u>0</u>	\$ <u>600,000</u>
Federal:                      \$ <u>0</u>	Unrestricted Assets:
County:                      \$ <u>0</u>	\$ <u>170,000</u>
Private/Other: \$ <u>0</u>	

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

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	300 West Lanikaula Street
<input type="checkbox"/> Other Non Profit	City:                                      State:                                      Zip:
<input type="checkbox"/> Other	Hilo                                      HI                                      96720

Contact Person for Matters Involving this Application	
Name: Martha Rodillas	Title: Business Manager
Email: martha.rodillas@islandofhawaiiymca.org	Phone: 808-935-3721

	Wendy Botelho, Chief Executive Officer	January 7, 2025
Authorized Signature	Name and Title	Date Signed

## Application for Grants

### I. Certification – See attached after cover page

1. **Hawai'i Compliance Express Certificate** See attached Certificate of Vendor Compliance dated December 24, 2024.
2. **Declaration Statement**  
See attached declaration statement affirming compliance with Section 42F-103.
3. **Public Purpose**  
The grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes as follows:  
**Name of Requesting Organization or individual:** The Island of Hawai'i YMCA dba Island of Hawai'i YMCA  
**Public Purpose for the grant:** Serving kupuna in need through preventative wellness, health & wellness education (See Section II for details)  
**Services to be supported by grant:** Evidenced-based activities promoting wellness for seniors in need, children and ALICE households.  
**Target group:** Older adults, youth ages 5.5 – 13; teens ages 13-19; individuals, working families, ALICE families.  
**Cost of the grant and the budget:** Island of Hawai'i YMCA requests a \$750,000 state Grant-In-Aid to help support a \$1.4 million program budget. See budget for details.

### II. Background and Summary

1. **A brief description of the applicant's background:** The Island of Hawai'i 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:

- a. Providing a safe place for Youth to grow and develop:
  - i. Youth Programs
  - ii. Intersession and Summer Day camps
  - iii. After school care
  - iv. Junior Leaders program
  - v. Young adult program
  - vi. Sailing Camp program
  - vii. Youth in Government
  - viii. Environmental/Gardening Program
- b. Provide a safe space and opportunities for community members to improve their health and adopt healthier lifestyles:
  - i. Transformative programs targeted for Seniors (kupuna)
  - ii. Social connection opportunities
  - iii. Gardening for healthier eating
  - iv. Diabetes prevention educational programs
  - v. Fitness Center
  - vi. Fitness Classes and programs that include balance, strength, stretching, wellness, etc.
  - vii. Inclusive programs, including social opportunities for LGBTQ+ community (children, teens, individuals, kupuna)
- c. Help families break the cycle of abuse and domestic violence:
  - i. Family Visitation Center – supervised visits with non-custodial parent & safe child exchanges
  - ii. Referral services
- d. Expanding the reach of our programs:
  - i. Partnership with county and state agencies to leverage our resources
  - ii. Partner and collaborate with non-profits who provide essential services & programs to broaden reach within the rural community
  - iii. 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. The YMCA sees opportunities for community members, volunteers and staff to make a difference.

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

### **Goals and Objectives related to the request:**

The requested grant will assist the YMCA to commence Phase 2 of the YMCA Community Center Building project that will include the following Design Services:

- Due diligence, investigation and resolve any existing or new pre-design entitlement processes need to develop the property
- Environmental Assessment
- Design of new facility, including basic landscape, stormwater drainage and other necessary designs
- Submit and manage permits and plans for approval for building, grading special land use, NPDES and others that may be required
- Bid services such as providing bid documents, distribution to potential bidders, management of bid process, award and issuance of Notice to Proceed
- Other necessary tasks to design the community center and have the property ready for the construction phase

### **2. Public purpose and need to be served:**

- a. The YMCA's 2025 grant-in-aid CIP application is intended to support the design and planning for the construction of 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, Hawai'i Revised Statutes. The purpose of the proposed project is to increase availability and access for families and individuals to high quality childcare learning environments, youth development programs, healthy living opportunities and to provide services for survivors of domestic violence and sexual assault. A main objective and focus includes services and programs for kupuna such as healthy living classes, physical fitness classes, social gathering opportunities and resources.

The YMCA builds strong communities by connecting people to their potential, purpose and each other. From early learning to on-the-job training, the YMCA's programs, and services support people at every stage of life. The project is in Hilo located at 1320 Kapiolani Street, Hilo, Hawai'i.

**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 childcare is an ongoing issue for these families. Childcare is essential for parents to work. Parents with low-wage jobs find it challenging to afford the cost of childcare. The YMCA helps by providing access to affordable, quality childcare 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 can achieve. 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 wellbeing. 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-minded organizations and policymakers in the areas of chronic disease prevention and obesity. The YMCA provides access to healthy living fitness classes, a fitness center and programs for kupuna, individuals and teens. The LGBTQ+ community in East Hawai'i feel comfortable at the YMCA's mixed-culture environment. This community frequents the YMCA's facilities and participates in its inclusive programs in a “normally accepted” environment.

### **Family Visitation Center Program:**

The FVC has been serving survivors of domestic violence and sexual assault for more than 30 years. Established in 1995, this program provides a 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 the needs of those who

have experienced domestic violence, intimate partner violence and/or stalking. This program ensures that no further harm comes to the children and survivor parent. This program provides a 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 Hawai'i'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 Hawai'i County are below the ALICE threshold and 53% of households are "just getting by" or "finding it difficult" to get by. Hawai'i County has an 18% poverty rate and a 34% rate of ALICE households. This means that more than 50% of the households in Hawai'i County don't earn enough to afford housing, childcare, food, transportation, health care a smartphone plan (connectivity) – the basics that are needed live and work in our modern economy.

In 2024, The YMCA acquired ownership of 1320 Kapiolani Street, Hilo, Hawai'i through State of Hawai'i GIA funds. This property is located next door to the existing YMCA campus at 300 W. Lanikaula Street, Hilo, Hawai'i. The future home of the expanded YMCA will allow for expansion of programs and services that it offers to the community, The existing facility, built in 1965 is cramped, requires extensive maintenance, and restricts the ability to offer more programs and services to serve a larger population with extended hours of operation to meet the needs and demands of the community.

### **3. Target population to be served**

The YMCA serves keiki, ohana and kupuna (inclusive of the LGBTQ+ community) in Hilo and across the Island of Hawai'i. 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 the 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 age 5.5 – 13
- Teens age 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
- Youth employment opportunities as a 1<sup>st</sup> time employer
- Families needing child visitation/exchange services
  - Keiki who want to visit with their parent(s).
  - Parent(s) who want to visit with their keiki.
- Families living in poverty/ALICE families
- Native Hawaiians & Pacific Islanders
- LGBTQ+ community: youth, young adults & kupuna

#### 4. **Geographic coverage**

The Island of Hawai'i YMCA currently offers its services through its existing facility located in Hilo, Hawaii. In addition, the YMCA offers its Family Visitation services to spouses and families located in North and West Hawai'i 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 1,2531 households of which 57% are below the ALICE threshold
- North Hilo has 585 households of which 61% 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

Meet with licensed architect/engineering firm to discuss project, scope of work	Wendy Botelho, CEO Martha Rodillas, Business Manager Aaron Castillo, Director
Prepare & submit GIA application	Martha Rodillas, Business Manager Loren Tsugawa, Treasurer Wendy Botelho, CEO Aaron Castillo, Director
If application is approved; coordinate with disbursing State agency	Martha Rodillas, Business Manager Loren Tsugawa, Treasurer
Secure and coordinate with architect/engineering firm scope of services & timeline for design as stated in Goals/Objectives	Wendy Botelho, CEO Martha Rodillas, Business Manager Aaron Castillo, Director Architect/Engineering Firm
Completion of Goals/Objectives of Phase 2 – Design of Community Center	Wendy Botelho, CEO Martha Rodillas, Business Manager Aaron Castillo, Director Architect/Engineering Firm

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

- July 2025 Select & secure Architect/Engineering Firm
- August 2025 Finalize and sign contract with State of Hawai'i
- September 2025 Finalize and sign contract with Architect/Engineering Firm
- October 2025 Execute contract and scope of work services With Architect/Engineering Firm
- June 2025 – request for extension from State of Hawai'i as appropriate to complete project.

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

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.

- Objective #1: Secure funding
- Objective #2: Secure and acquire Architect/Engineering firm
- Objective #3: Complete Scope of Work by Architect/Engineering firm

**IV. Financial**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable. (See attachments.)
2. The applicant shall provide its anticipated quarterly funding requests for the year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$187,500	\$187,500	\$187,500	\$187,500	\$750,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

None

4. The applicant shall provide a listing of all state and federal tax credits they have 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 2026 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 the unrestricted current assets as of December 31, 2024.

\$170,000

### **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, Chief Executive Officer and President of the Island of Hawai'i YMCA, will oversee the project manager. She will provide regular reports to the Island of Hawai'i YMCA Board of Directors, and its sub-committee that will monitor the project regularly and oversee the project.

Aaron Castillo, Project Manager, YMCA Board of Director will oversee the project as the project manager. He will provide regular updates and reports to the CEO. Aaron is currently the Assistant Terminal Manager at Matson. He directs all stevedoring equipment, facilities and operations on the Big Island at the Ports of Hilo and Kawaihae. He headed State funded projects with impactful results as follows:

- Development and Implementation of Hawaii PortCall.com, HTA and DOT Harbors - \$340,000 (2015-2016)
- GIA funded YMCA renovations - \$689,000 (2017-2022)
- Various ongoing projects with DOT Harbors
- University of Hawai'i, Hilo ADA sidewalks & ramps (2006)
- Kalopa Park ADA sidewalks and ramps, utility trenches (2005)
- Lanakila Housing Project, Phase II Demo & construction (2004-2005)
- Kinoole Senior Housing, groundwork, utility trenching, building footings and septic tanks (2004)

Martha Rodillas, Business Manager of the Island of Hawai'i YMCA, will oversee the daily transactions, reports, compliances, certifications, checks and balances and other necessary requirements stated in the contract. She will work with the staff of the State agency that administers the funds to ensure accurate and timely reports. In her tenure at the YMCA, she has managed, processed and reported over \$1.2 million of government funds, including State and County funds in addition to managing private, philanthropic funding sources.

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.

The YMCA recently satisfactorily completed a major land acquisition project in 2024 that was funded by a \$600,000 State GIA that was approved in 2023. The YMCA's professional staff and volunteers worked with the seller, the title company, the financial institution and licensed sub-contractors to successfully complete the project. This project is in its final reporting stage with the Office of Community Services.

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

## 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

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

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 directions relative to the request.

### Wendy Botelho, Chief Executive Officer/President

Wendy Botelho is the President and CEO of the Island of Hawai'i YMCA. The YMCA has 3 properties, 10 full-time employees, 30 part-time employees and a \$1.4 million budget. During Wendy's leadership at the YMCA of the past 5+ 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 continues to be robust and in better financial condition. Wendy has solidified partnerships with the following: 1) Goodwill Industries 2) TSA Pre-Check/Idemia Identogo fingerprint & application processing 3) Fieldprint fingerprint processing 4) Kamehameha Preschools. She continues to keep the needs of the community at the forefront of all decisions. Under her leadership, the annual operating revenue size and capacity of the YMCA has tripled.

### Aaron Castillo, Board Director & Project Manager, Island of Hawai'i YMCA

Aaron is the Assistant Terminal Manager at Matson. He directs all stevedoring equipment, facilities, and operations on the Big Island at the Ports of Hilo and Kawaihae. He has headed construction projects while serving in the US Army while in Afghanistan in 2003-2004. Aaron developed and requisitioned baseline requirements for 10 Provincial Reconstruction Team sites throughout Afghanistan from the ground up. He negotiated over \$3 million worth of contracted work and purchase for the Government. Aaron grew up in the construction industry working in his father's contracting company, AC Excavators Inc., specializing in excavation and groundwork. Most recently, he was the Project Manager and over seen the State GIA funded YMCA renovations - \$689,000 (2017-2022).

Loren Tsugawa, Treasurer, Director, Island of Hawai'i YMCA

Loren is the CFO of Isemoto Contracting Co., and has served as the Treasurer for the YMCA's Board of Directors for over 11 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.

Martha Rodillas, Business Manager

Martha has been the Business Manager of the Island of Hawai'i YMCA since 2020. Martha is deeply involved in grant writing, reporting and monitoring. She has experience with Government, non-profit and private grant funding policies, procedures and requirements. 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 and events. Martha oversees all grant funded projects.

2, Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of the 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 - \$85,000  
Family Visitation Supervisor - \$49,840  
Business Manager - \$49,840

**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 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter

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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App'l of Hawai'i YMCA dba Island of Hawai YMCA

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	750,000			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	750,000	Wendy Botelho	808-935-3721	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested			1-7-25	
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>750,000</b>	Wendy Botelho, CEO/President Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: The Island of Hawai'i YMCA dba Island of Hawai'i YMCA

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: The Island of Hawai'i YMCA dba Isla

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN			750,000			
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>			<b>750,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
Design of recently acquired 1.8 acre undeveloped land parcel for a community center.						

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

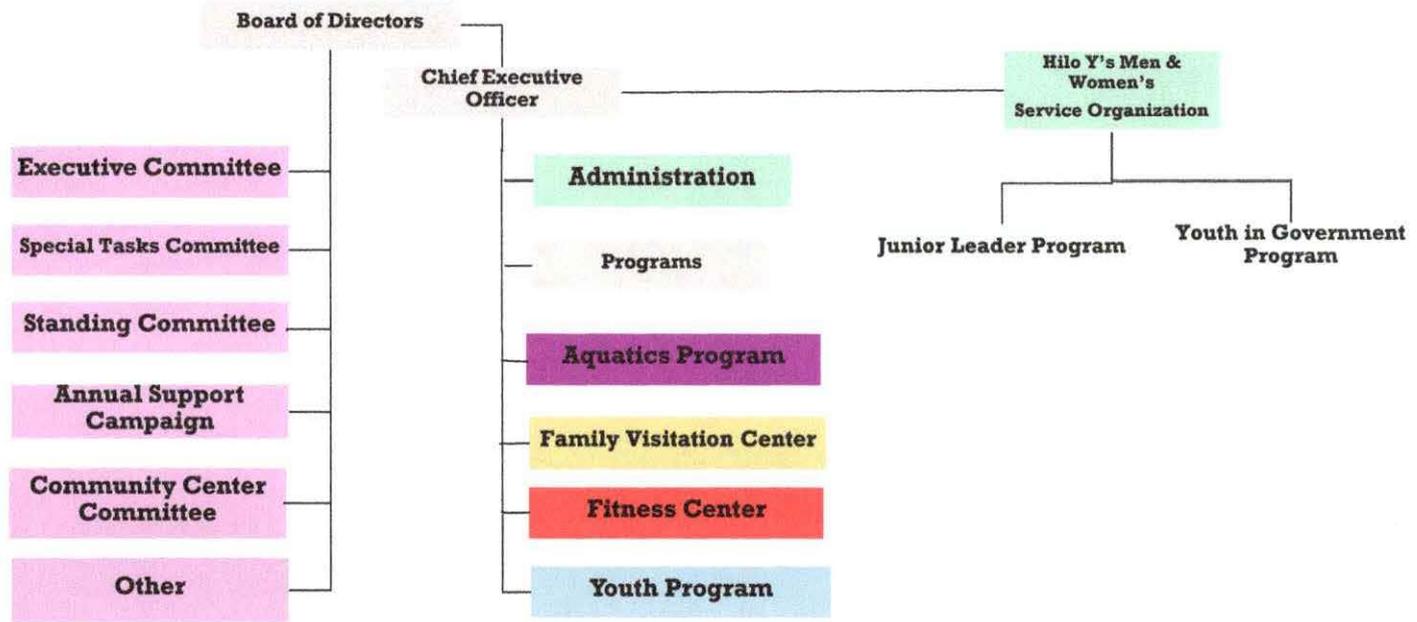
Applicant: The Island of Hawai'i YMCA dba Island of Hawai'i YMCA

Contracts Total: 1,447,865

	<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	DLIR RUDDER Program	April 2020	Workforce Development	State	25,000
2	County Holomua Grant (CARES Act)	September 2022	Office of Mayor	Hawaii County	10,000
3	Paycheck Protection Program Foregiveness	April 2021	SBA	US	54,700
4	Employee Retention Credit	November 2021	US Treasury	US	8,740
5	Connectivity & Child Care (CARES Act)	August 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	Family Visitation Program	December 2022	Contingency fund	Hawaii County	3,000
15	Water Bottle Filling Station	February 2023	Contingency fund	Hawaii County	4,015
16	Family Visitation Program	June 2023	Contingency fund	Hawaii County	14,000
17	Family Visitation Program	July 2023	County GIA	Hawaii County	50,000
18	Ice Machine	December 2023	Contingency fund	Hawaii County	5,950
19	Youth Program - Mural Project Ph 1	April 2024	Contingency fund	Hawaii County	4,850
20	GIA-Acquisition of Land and Construction	April 2024	DLIR	State	600,000
21	Youth Program - Mural Project Ph 2	June 2024	Contingency fund	Hawaii County	4,235
22	Family Visitation Program	July 2024	County GIA	Hawaii County	50,000
23	Youth Program - Mural Project Ph 3	October 2024	Contingency fund	Hawaii County	9,625
24	Small Business Economic Recovery & Support Gra	October 2024	Research & Development	Hawaii County	75,000
25					
26					
27					
28					
29					
30					

# Island of Hawai'i YMCA

Organization chart – January, 2025



## Board of Directors:

Steven Sylvester, Chief Volunteer/Board Chair

Loren Tsugawa, Treasurer

Belinda Hall-Hughes, Secretary

Wendy Botelho, Chief Executive Officer

# Island of Hawai'i YMCA

Organization chart – January 2025

