THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

☐ Operating ☒ Capital

Legal Name of Requesting Organization or Individual: Boys and Girls Club of the Big Island

Dba: Boys & Girls Club of the Big Island

Amount of State Funds Requested: $ 3,500,000.00

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

Please see attached word document describing the proposed project.

Amount of Other Funds Available:

State: $40,000.00 for Youth Development Programming

Federal: $ 0

County: $ 571,560.00 HUD/CDBG for Initial Gym Repairs

Private/Other: $ 295,000.00

Total amount of State Grants Received in the Past 5 Fiscal Years:

$ 292,727.00 (Non-Capital Improvement Funds)

Unrestricted Assets:

$ 58,421.00 (To Date FY 2018-2019)

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

Type of Business Entity:

☒ 501(C)(3) Non Profit Corporation

☐ Other Non Profit

☐ Other

Mailing Address:

100 Kamakahonu St.

City:	State:	Zip:
Hilo	HI	96720

Contact Person for Matters Involving this Application

Name: Chad MK Cabral

Title: Chief Executive Officer

Email: Chad@bgcbi.org

Phone: (808) 961-5536

Federal Tax ID#: [redacted]

State Tax ID# [redacted]

Authorized Signature

Doug Adams, Board Secretary

Name and Title

1/17/2019

Date Signed

received 1/18/19 2:10p SR

Brief Description of Request

The proposed CIP (Capital Improvement Project) request, totaling $3,500,000 will provide critical facility improvements to the established Boys & Girls Club of the Big Island (BGCBI) Central Youth Development Operational Facilities on Hawaii Island (located in Hilo), addressing: Identified ADA accessibility compliance issues and current disability needs; Identified critical facility safety issues; Enhancing facilities to support physically disabled youth (as well as able-bodied community youth) with greater homework study amenities and youth development activity spaces.

This current facility has primarily supported Hawaii Island community youth who have been identified as homeless, living in poverty and/or a part of a income-challenged households residing in Low/Moderate Census Tract areas.

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

ADA access and reasonable accommodation for physically disabled community youth currently unable to access essential youth development program services;

Provide greater access to established BGCBI youth development facilities that are currently closed and restricted for child usage, as identified facility areas have been evaluated and deemed unsafe and pose a serious threat and safety risk to youth currently utilizing the facility's afterschool youth development services, increasing overall youth safety;

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

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

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

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

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

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

Applicant Boys & Girls Club of the Big Island

Application Submittal Checklist

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

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

AUTHORIZED SIGNATURE	DOUG ADAMS, BOARD SECRETARY PRINT NAME AND TITLE	JANUARY 17, 2019 DATE

Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

BOYS AND GIRLS CLUB OF THE BIG ISLAND

was incorporated under the laws of Hawaii on 05/30/2002 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: May 16, 2018

Director of Commerce and Consumer Affairs

DECLARATION STATEMENT OF APPLICANTS FOR GRANTS PURSUANT TO CHAPTER 42F, HAWAI'I REVISED 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.

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.

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.

Boys & Girls Club of the Big Island
(Typed Name of Individual or Organization)

January 17, 2019
(Signature) (Date)

Doug Adams — Board Secretary
(Typed Name) (Title)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 28 2007

BOYS AND GIRLS CLUB OF THE BIG ISLAND
100 KAMAKAHONU ST
HILO, HI 96720

Employer Identification Number:
81-0575345
DLN:
17053027708017
Contact Person:
THOMAS C KOESTER ID# 31116
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
509(a)(2)

Dear Applicant:

Our letter dated APRIL 23, 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

RECEIVED
MAR 05 2007

Letter 1050 (DO/CG)

II. Background & Summary

1. Description of the Applicant's Background

The Boys & Girls Club of the Big Island (BGCBI) is a 501c3 charitable nonprofit organization that provides essential out-of-school youth development programming daily for children and teens ages 6-18 years that are a part of rural area communities that encompass Hawaii Island.

Opened in 1952, BGCBI is the first established and longest running Boys & Girls Club youth development program in the State of Hawaii (currently in our 66th year of operation), having six (6) programming locations throughout the Island (Hilo, Kea'au, Pahoa, Pahala, Na'alehu-Ocean View, Kealakehe-Kona).

Essential Youth Development Services Provided Include (Free of Charge Daily):

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

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

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

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

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

2. Goals and Objectives related to the request

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

- Proper ADA accessibility for physically disabled youth and/or physically disabled parents, to be able to properly access ADA bathrooms & shower facilities on property;

- Proper ADA accessibility for physically disabled youth and/or physically disabled parents, to be able to properly access and utilize facility parking areas to various youth development activity areas on property;

- Proper ADA accessibility for physically disabled youth and/or physically disabled parents, to be able to properly access the gymnasium facilities and all organized youth development activities that occur indoors, within the gymnasium complex;

- Proper ADA accessibility for physically disabled youth and/or physically disabled parents, to be able to properly access existing baseball field facilities & spectator viewing areas, to provide reasonable accommodations and increased participation for youth development baseball activities that occur;

- Proper ADA accessibility for physically disabled youth and/or physically disabled parents, to be able to properly access Administrative Services that provide them with reasonable accommodations to essential information pertaining to available youth support resources;

- Adequate exterior lighting that addresses current visibility issues and evening safety for able-bodied and disabled youth utilization during nighttime hosted youth development events;

- Alternative property access route for Emergency Responders (i.e. fire rescue, ambulance, police) to properly access multiple facility areas on property, having an adequate secondary entrance route to be able to conduct timely emergency response;

- Improved youth safety properly addressing backstop safety-barrier hazards, providing access (renewed area access) for youth to facility baseball fields and related youth development activities;

- Adequate property ground/surface water diversion through the proper installation of "dry-wells" that address rain water pooling on Handicap parking areas and ADA pathways;

- Increased daily utilization of essential youth development resources by physically disabled youth needing reasonable accommodations to access support services;

- Increased daily participation among minority youth that are homeless or from poverty and low-income households, that are in need of critical youth development resources.

3. Public Purpose and Need to be Served

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

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

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

- Hawaii County, at 27% has the highest rate of childhood poverty in the State of Hawaii at 14% and double the County of Honolulu at 12%, Maui at 12% and Kauai at 9% (Kids Count, 2016).

- 1 in 4 homeless service users on Hawaii Island are children (Homeless Services Utilization Report, 2014).

- Hawaii County at 66% has the highest rate of students accessing free/reduced lunch at school, compared with the State's average of 48% (Department of Human Services, 2015).

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

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

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

Pahala
Score: 178 out of 400 Scoring Grade: F
88% of 3rd graders do not meet Math standards
77% do not meet the Literacy rate
87% do not meet Science standards

Na'alehu

Score: 170 out of 400 Scoring Grade: F
85% of 3rd graders do not meet Math standards
84% do not meet the Literacy rate
61% do not meet Science standards

Pahoa
Score: 202 out of 400 Scoring Grade: D
61% of 3rd graders do not meet Math standards
60% do not meet the Literacy rate
65% do not meet Science standards

Kea'au
Score: 182 out of 400 Scoring Grade: F
56% of 3rd graders do not meet Math standards
52% do not meet the Literacy rate
45% do not meet Science standards

Hilo Union School
Score: 179 out of 400 Scoring Grade: F
69% of 3rd graders do not meet Math standards
61% do not meet the Literacy rate
74% do meet Science standards

Kealakehe
Score: 142 out of 400 Scoring Grade: F
62% of 3rd graders do not meet Math standards
66% do not meet the Literacy rate
55% do not meet Science standards

According to the Afterschool Alliance, quality afterschool programming that are provided to income-challenged youth are essential and have shown to improve overall academic performance in school, enhanced student engagement, improved work and study habits, reductions in reports of misconduct, and higher levels of persistence (Afterschool Fostering for Student Success in Hawaii, 2016).

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

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

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

- Homework support that lead to greater academic achievement
- Activities that support the development of confidence and improved social-skills;

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

(America After 3PM Report, 2016)

BGCBI is trying to support the State of Hawaii and Hawaii Island communities in addressing this critical need for greater youth development offerings by increasing access to essential youth development resources through this proposed facilities improvement project submittal. The current youth development program hosted at our Hilo program property facilities (14-acre property located at 100 Kamakahonu Street, Hilo Hawaii 96720) has been identified through a facilities assessment (conducted by Engineering Partners) as having an critical need for:

- ADA accessibility (Building & Facility access) for physically disabled individuals currently unable to access service offerings or reasonable accommodations;

- Handicap accessible parking and pathways, to access property facilities and service resources currently not accessible by physically disabled individuals;

- Facility safety issues and structural failures (i.e. baseball field backstop safety barrier failure, an alternative emergency access route for emergency responders, adequate exterior evening lighting for parking and pathway access areas, installation of property dry-wells to address parking and pathway hazzards from rain-water pooling and rain run-off) that need immediate correction.

The proposed project outcome will benefit homeless youth and youth that are a part of poverty and low-moderate income level households that reside in low/moderate income level census tracts, currently not utilizing BGCBI programs due to current access issues, inadequate ADA accessibility to property Administrative office, baseball fields, covered gymnasium, and locker-room showers and locker-room bathrooms, and limits on program offerings due to BGCBI restricted and closed off property areas, as facility infrastructure failures and related safety issues are present. The proposed project will bring:

- Greater ADA accessibility (Building & Facility access) for physically disabled individuals currently unable to access service offerings or reasonable accommodations;

- Greater Handicap accessible parking, pathways and overall general parking, for increased access to property facilities and service resources currently not accessible by physically disabled individuals:

- Enhanced ADA Federal legal compliance in providing adequate support needs for disabled individuals access the grounds/facilities and services;

Adequate correction to identified facility safety issues and structural failures (i.e. baseball field backstop safety barrier failure, an alternative emergency access route for emergency responders, adequate exterior evening lighting for parking and pathway access areas, installation of property dry-wells to address parking and pathway hazzards from rain-water pooling and rain run-off) that need immediate attention to limit risk and physical harm.

4. Target Population to be Served

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

For over 66-years BGCBI has been the primary resource on Hawaii Island that has provided the essential, life-changing support service offerings, critical for a child's positive growth and development that poverty and low-income families have depended on.

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

Many of the youth we service come from disadvantaged situations: 30% are from families that have an annual income of $10k or less (of which 20% earn 5k or less), 60% come from households earning less than $30k. 90% of our youth attending our rural area sites are from underrepresented minority populations. 53% of our youth are of Hawaiian ancestry and 15% are of Filipino ancestry.

Hawaii County at 26% has the highest child poverty rate in the State, more than double Honolulu County and above the United States National average. BGCBI currently serves a disproportionate amount of poverty level youth indicating a strong need for our services.

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

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

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

Low/Moderate Income Census Tract/Block	Community Area
CT 203 Blocks 1-3; CT 204 Blocks 1-4; CT 205 Blocks 1-5 (Central Operational Facilities, site location of proposed project CT 203)	Hilo
CT 210.05 Blocks 1-4; CT 210.10 Blocks 1-3; CT 210.13 Blocks 1-2	Keaau
CT 211.01 Blocks 1-2	Pahoa
CT 212.02 Blocks 1-4	Ka'u
CT 215.04 Block 2	Kealakehe-Kona

5. Geographic Coverage
BGCBI programs currently support rural area communities on Hawaii Island that include: Hilo, Kea'au, Pahoa, Pahala, Na'alehu-Ocean View, and Kealakehe-Kona.

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

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

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

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

The proposed Facility Improvement project of our Central Operational Facilities in Hilo, once completed, will better serve all BGCBI site locations, through the increased daily services and essential resources that will reach all current BGCBI locations.

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

In addition, the Central Operational Facilities currently houses our daily Hilo youth development program services. The Hilo program has been able to host up to 250 youth each day but the deteriorating facilities and lack of ADA access (identified areas communicated in this proposal) has limited access to existing facilities and property areas and we have had no choice but to close off and restrict youth access, as the areas currently pose a physical threat and major safety risk to youth on property.

With the requested support improvements, the facility and property will be able to support a greater amount of community youth again, at full capacity, increasing our ability to service up to 300 youth each day. In addition, greater ADA accessibility to the facilities will provide physically disabled youth (and/or disabled parents), currently not able to access BGCBI services, with reasonable accommodations to handicap parking and ADA accessible pathways allowing access to BGCBI service facilities.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

Upon the proposed project completion that addresses the identified ADA accessibility and facility safety issues on property will bring immediate remediation to the facilities that allow for increased community access to essential youth development resources for physically disabled individuals needing reasonable accommodations that comply with federal and State ADA regulations and laws. The completed facility improvements will also bring immediate increased access to greater youth development daily resources for homeless youth and minority youth (ages 6-17 years) that are a part of poverty and low-income households that reside in identified Low-Moderate income Census Tract communities.

Boys & Girls Club of the Big Island (BGCBI) will assume the full responsibility of developing the needed project work Request for Proposal (RFP) that will be utilized to properly identify, solicit, and select the needed State of Hawaii licensed construction vendor(s) (one (1) to two (2) licensed contractors) that would be qualified and contracted by BGCBI to fully carryout all proposed facility improvement areas described below. BGCBI would also be responsible for: Developing the project contract with the selected vendor(s); Setting project milestones; Overseeing each project aspect area to assure proper construction that meets (BGCBI secured) engineering design and construction plans; That each project construction area follows and successfully meets the set project timeframe/milestone schedule (set by BGCBI); Assuring that contracted scheduled payments and project related work invoices are properly recorded, tracked, and submitted to the assigned State agency; Assure that the end of project close out processes and reporting are properly fulfilled. BGCBI's Administrative office (BGCBI's Project Manager, Chief Executive Officer, and Finance Director) will also be fully responsible for the communication needed and overall management of the GIA/CIP grant award and contract between the State and BGCBI. BGCBI has in place all qualified staffing and required leadership needed to fully be able to execute a successful implementation and completion of this proposed facility improvement project.

The following describes the scope of work and tasks for each proposed project work area, to be fully completed by the contracted vendor selected by BGCBI (i.e. State of Hawaii certified and licensed construction company):

ADA Accessibility & Handicap Parking to Administrative Services
Installation of ADA accessibility asphalt paved pathway for disabled individuals (youth and/or disabled parents of youth) to be able to gain access to the Boys & Girls Club Administrative Office, to learn about daily youth programs, to sign up for program offerings and resource services, and to speak with BGCBI representatives in private, regarding matters of providing reasonable accommodations for the specific ADA needs of disabled students;

Installation of handicap parking stalls and full access parking lot at Administrative Office (minimum two handicap accessible stalls) with ADA accessible pathways leading to and from the Administrative Office (conference meeting room). Parking

area equipped with adequate evening exterior lighting (minimum two pole style exterior lights with underground electrical infrastructure). Area free from rain-water pooling on accessible ground surface, utilizing the placement of a dry-well in proximity to address surface water runoff.

ADA Accessibility & Handicap Parking to Baseball Fields & Spectator Bleachers

Installation of ADA accessibility asphalt paved pathway for disabled individuals (youth wanting to participate in youth development program services and/or disabled parents of youth) providing ADA accessibility to the property baseball field (upper field) and adjacent spectator bleachers (to view upper and lower fields and grass field fronting Administrative office), increasing participation in youth baseball activities and the viewing of games;

Installation of handicap parking stalls, a full access parking area and driveway access renovation (having a minimum two handicap accessible stalls included) with an ADA accessible pathway to and from the upper baseball field, the grass field fronting the Administrative Office, and upper and lower spectator bleachers. Area equipped with adequate evening exterior lighting (minimum three pole style exterior lights with underground electrical infrastructure). Area free from rain-water pooling on accessible ground surface, utilizing the placement of a dry-well in proximity to address surface water runoff. Access Paving of general parking lot and access driveway leading from the main facility clubhouse to and from the baseball fields, increasing the total area space to accommodate both handicap stall placement needs and adequate property parking.

Emergency Services Secondary Property Access for Adequate Emergency Response

Installation of an adequate asphalt paved access route for Emergency Services (Fire, Rescue, Medical Services, Police) to gain entrance to the property from a secondary alternative point of access (Laimana Street), to be able to administer immediate emergency response to all areas on property, not currently accessible. Safety access improvement area equipped with adequate evening exterior lighting (minimum one pole style exterior light with underground electrical infrastructure). If identified as a need, the installation of one dry-well in proximity to address surface rain-water runoff.

ADA Accessibility & Handicap Parking to Gymnasium Facilities

Installation of ADA accessibility asphalt paved pathway for disabled individuals (youth wanting to participate in youth development program services and/or disabled parents of youth) providing access to the property gymnasium facilities, allowing for increased participation of disabled individuals to gym held organized youth activities;

Installation of handicap parking (minimum one accessible stall) adjacent to gym with an ADA accessible route to and from the property gymnasium. Area equipped with adequate evening exterior lighting. Area to replace facility underground waterline where handicap stall will be placed. Area free from rain-water pooling on accessible ground surface with the installation of one dry-well in proximity, if identified as needed.

Gymnasium Facility Renovations

As identified in a facility/property assessment conducted by a State of Hawaii licensed Civil Engineer (Yen Wen Fang of Engineering Partners) the following gym and connected facility areas have been identified as needing critical improvements to address outdated building infrastructure, improve facility usage safety, and to be able to increase greater youth access of the facility:

- ADA access to the gym facility for youth and/or parents with disabilities;
- Installation of new fire-rated entry/exit doors that youth can deploy, meeting proper fire code regulations, and that can be properly secured afterhours;
- Fortification and/or replacement of structural building materials identified as needing replacement and/or modification;
- Installation of a building air-cooling system (AC system) and required ceiling insulation and enclosure to address gym facility temperature (excessive heat issues) during youth classroom based activities;
- Address building sidewalls to address damaged wall slats that have deteriorated and present a safety risk for youth utilizing the gym;
- Soundproofing of gym facility, to provide increased study spaces for youth, conducive for daily structured homework activities and the hosting of greater academic support programming;
- Installation of an adequate photovoltaic system to allow for increased facility access and usage to support youth development activities, and to operate an air-cooling system and required building fire alarm system;
- Installation of an updated fire alarm system that includes station pull boxes, ADA fire notification sirens, and ADA flashing light alarm notifications;
- Installation of updated interior light switch boxes, wall outlets, electric wiring, breaker boxes, indoor lighting, and emergency exit signage that meet modern County and Fire code regulations;
- Installation of exterior area lighting units and poles needed to support building area entry and exit pedestrian visibility during evening hours;
- Installation of emergency access driveway leading to the rear of the building facility to provide emergency service responders a secondary access for emergency response (currently unpaved grass access);
- Resurfacing of exterior surface area adjacent to the rear of the gym facility, addressing access issues, potholes, and uneven pathways;
- Installation of needed property "dry-wells" to support facility and building area rain and surface water drainage, addressing potential building/facility flooding;
- Repaint building facility (interior and exterior);
- Resurfacing of existing gymnasium wooden floor;
- Acquisition of all needed construction permits, environmental studies and construction design plans required to carryout work project aspects;
- Replace existing electrical system with modern system that complies with County and State building codes;
- Installation of an interior fire suppression system that meets building codes.

ADA Accessibility & Handicap Parking to Locker-Room Bathroom Facilities & Shower Facilities

Installation of ADA accessibility asphalt paved pathways for disabled individuals (youth wanting to participate in youth development program services and/or

disabled parents of youth) providing access to property locker-rooms and locker-room bathrooms, allowing for increased participation of disabled individuals (youth and disabled parents of participating youth) needing adequate access to shower and bathroom facilities;

Installation of handicap parking stalls (minimum two handicap stalls) and full asphalt paved parking area and driveway leading to main property entrance driveway with an ADA accessible pathway to and from the property locker-room facilities. Area equipped with adequate evening exterior lighting (minimum one pole style exterior light with underground or above ground electrical infrastructure). Area free from rain-water pooling on accessible ground surface, utilizing the placement of dry-well(s) in proximity to address surface water runoff if identified as required.

Addressing Current Infrastructure Failure of Property Baseball Field Backstops that Affect Youth Play Area & Youth/Facility Safety

Removal and proper disposal of existing baseball field backstop safety barrier (two backstops in total) that is currently rusted and breaking, folding over, and poses an immediate safety danger for youth accessing the fields. Removal and disposal of the current chain-link fencing that is approximately 60ft and 70ft tall and 200ft and 300ft wide and the supporting backstop frame (aluminum commercial grade fencing poles cemented into the ground surface, which connects the backstop chain-link fencing).

Installation replacement of the needed baseball field backstop safety barrier (two backstops in total), installing new backstop frames with adequate base (utilizing adequate commercial grade fencing poles secured into the ground surface in accordance with industry standards) with the installation of commercial grade chain-link fencing (approximately 60ft and 70ft tall by 200ft and 300ft wide) properly secured to the newly installed backstop frame.

Development of Design and Construction Plans

Securing of any additional design and construction plans needed to be able to fully carryout the ADA, Safety, and facility improvements on property as describe in the project proposal.

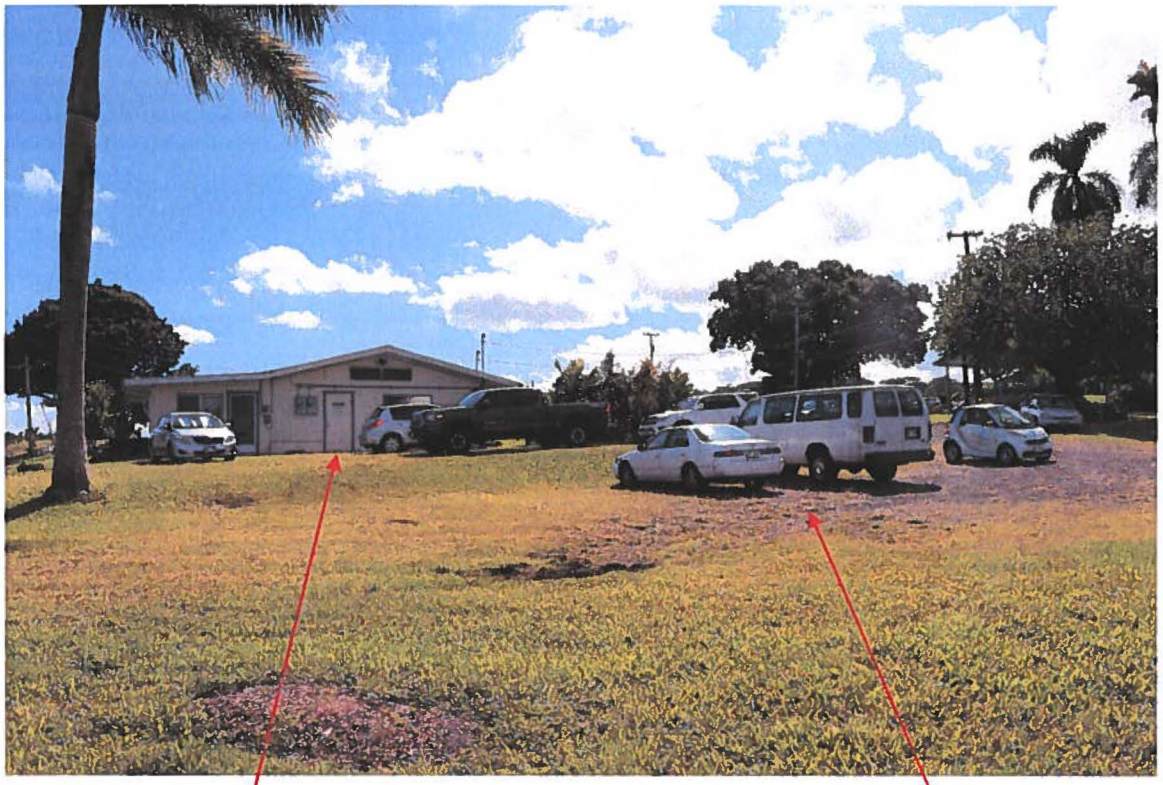
Construction of Patio Facility to Address the need for Additional Covered Classroom & Homework Study Spaces

The building of one (1) stand alone covered patio enclosure (approximately 45ft x 80ft) equipped with all foundational infrastructural support (cement pillars or foundation) and all building electrical (lighting, outlets, internet access) needed to provide youth with additional open-air classroom spaces.

Addressing Administrative Building Electrical Issues

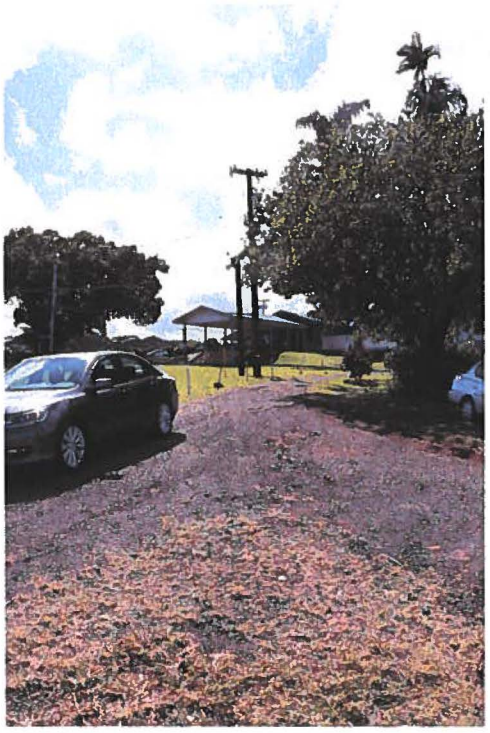
Replace and update current building electrical system to meet and comply with current County and State building codes and Fire Safety regulations.

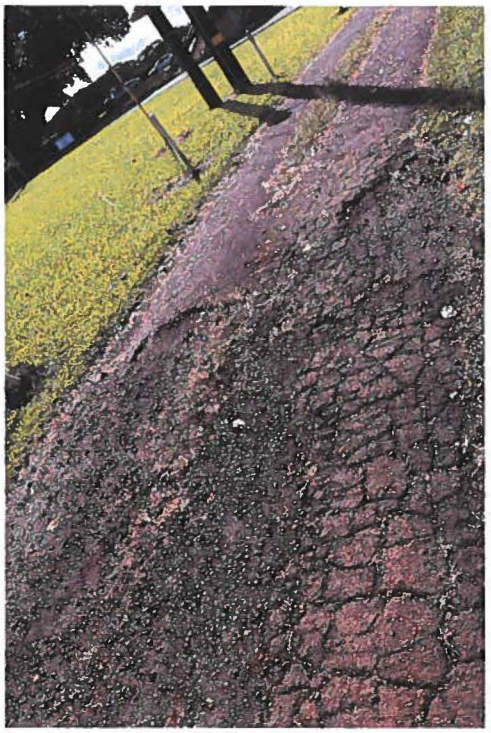
ADA Accessibility & Handicap Parking to
Administrative Office Services



Proposed ADA Accessible Pathway to Administrative Office.

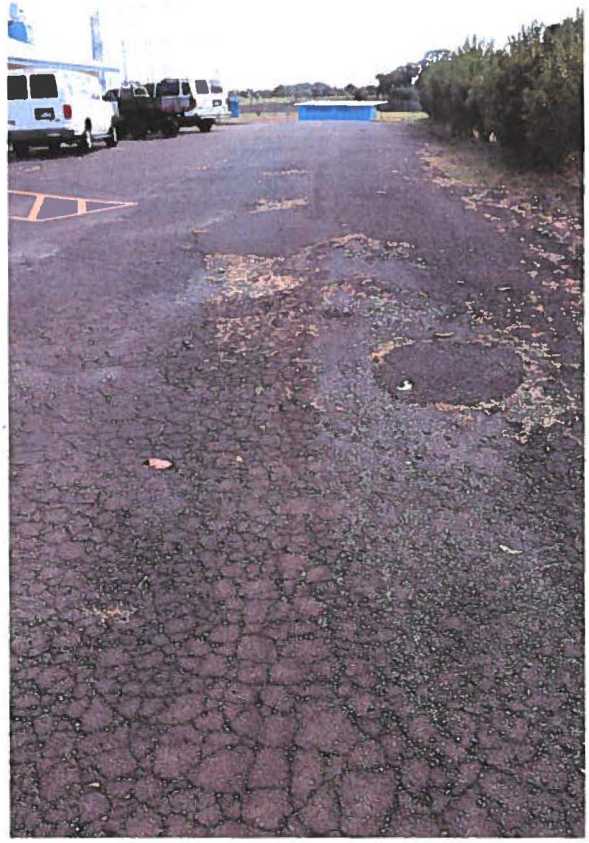
Proposed ADA Pathways & Handicap Stalls.

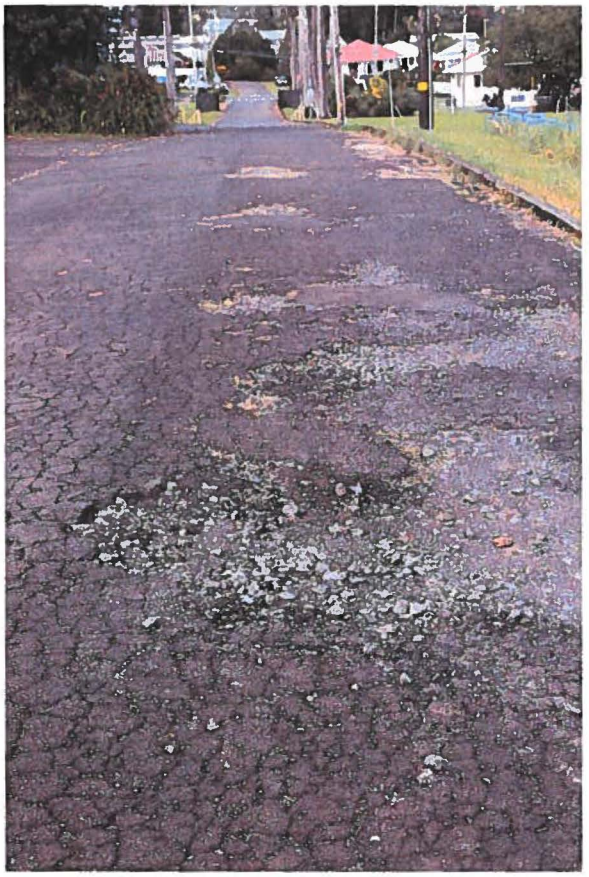




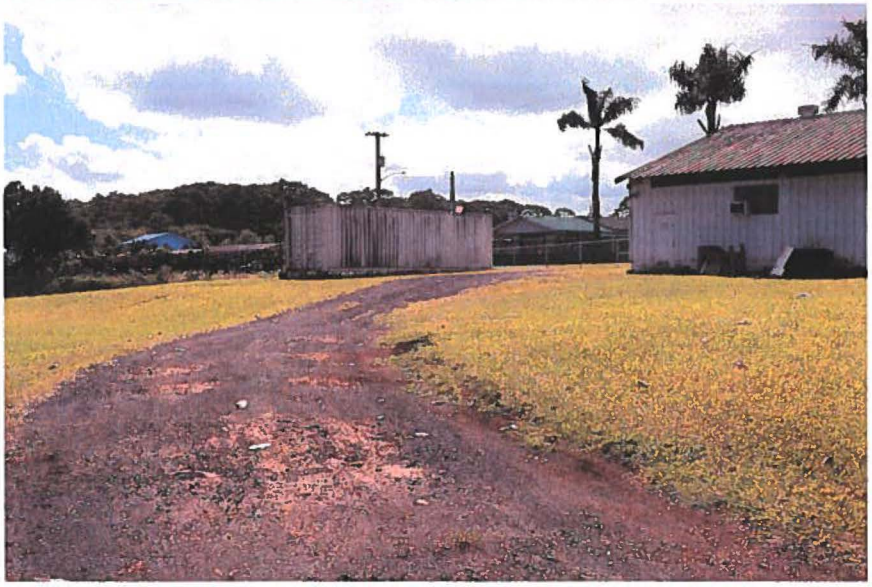
ADA Accessibility & Handicap Parking to
Baseball Fields & Spectator Bleachers

Proposed Areas



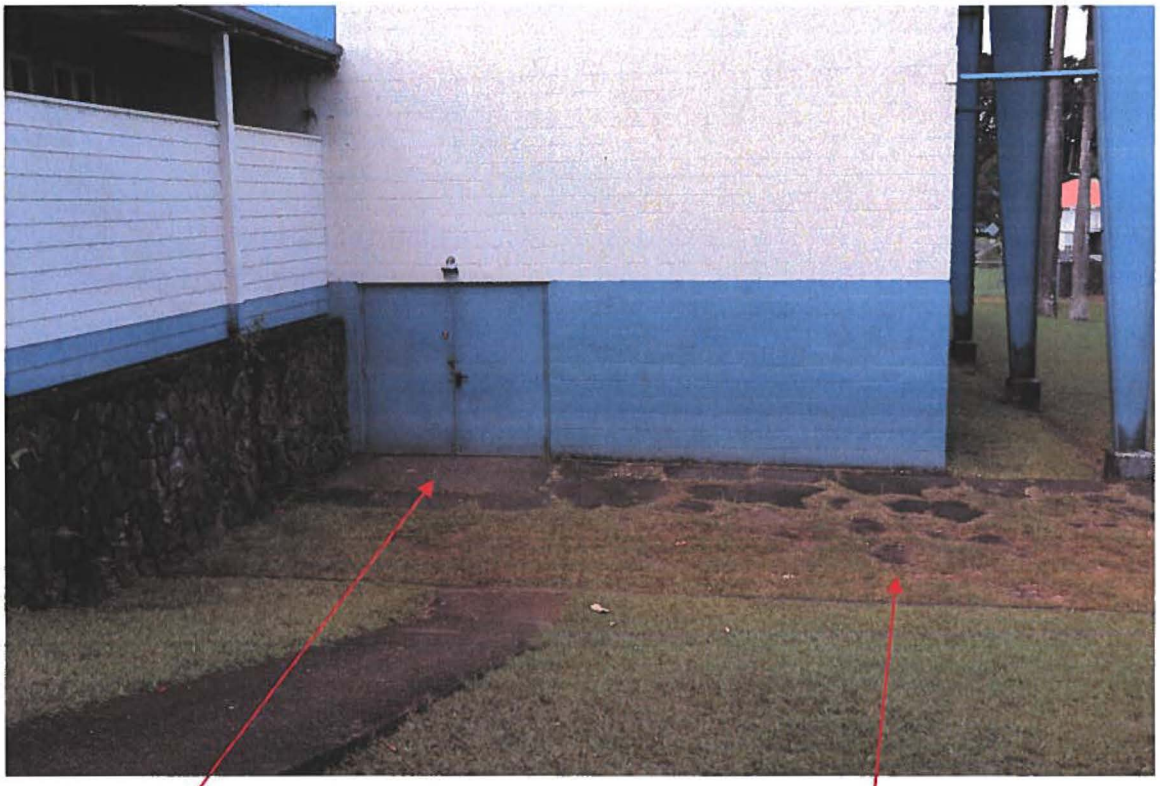


Emergency Services Secondary Access for Adequate Emergency Response



Laimana Street Access to Property Facilities.

ADA Accessibility & Handicap Parking to Gymnasium Facilities



Proposed ADA Access to Gym Entrance.

Proposed Handicap Accessible Parking Stall.

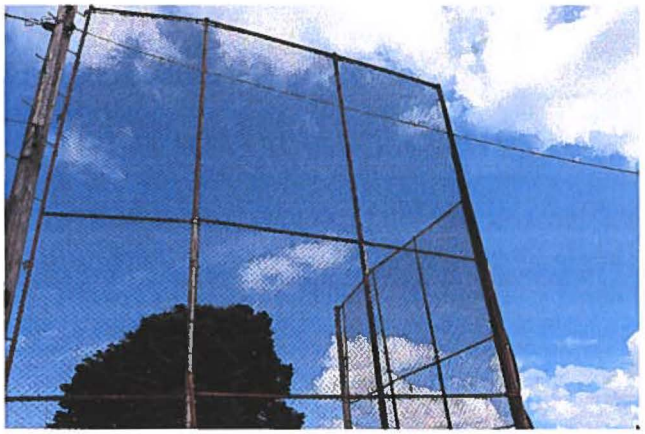
ADA Accessibility & Handicap Parking to
Locker-Room Bathroom Facilities & Shower Facilities

Proposed Area for Handicap Parking & ADA Access Pathways.

Proposed Driveway to Access Handicap Stalls & Locker-Room.

Entrance to Locker-Room Facilities, Currently Not Accessible for Physically Disabled Individuals.

Addressing Current Infrastructure Failure of Property Baseball Field Backstops that Affect Youth/Facility Safety

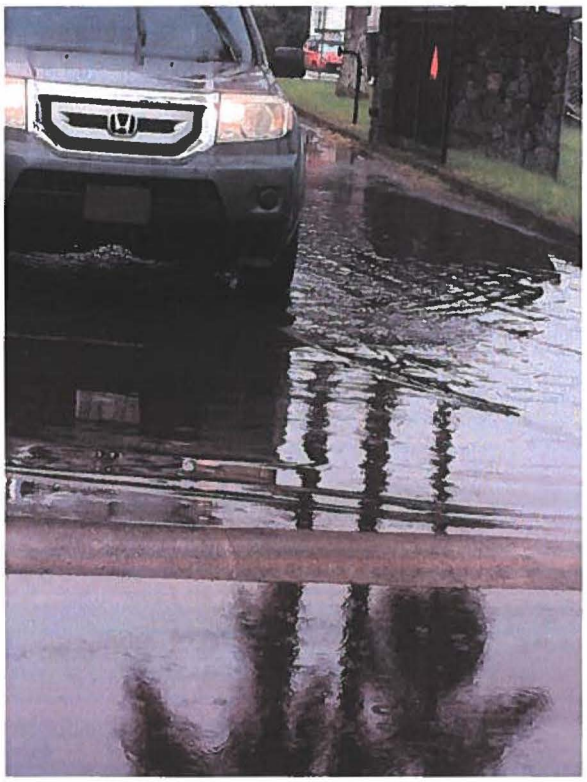


Exterior photo of gym needing Renovation.

Interior photo of gym needing Renovation.

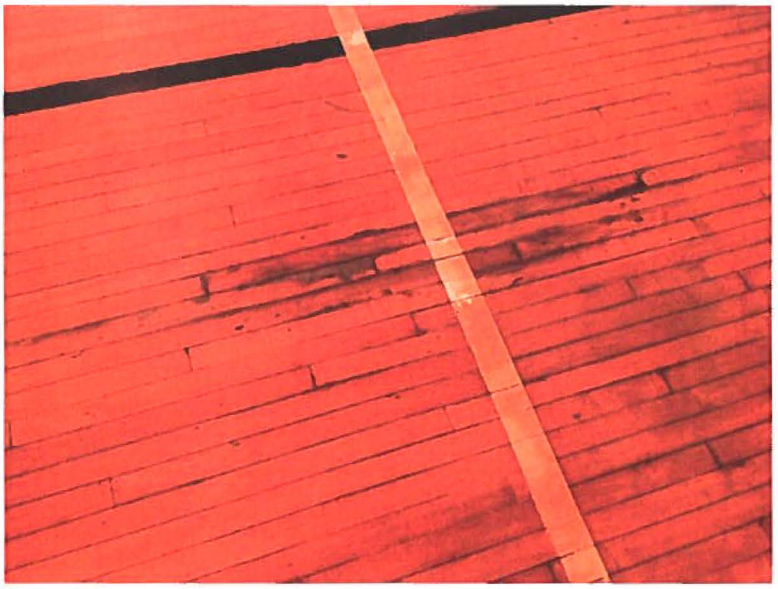
Gym slats needing repair.

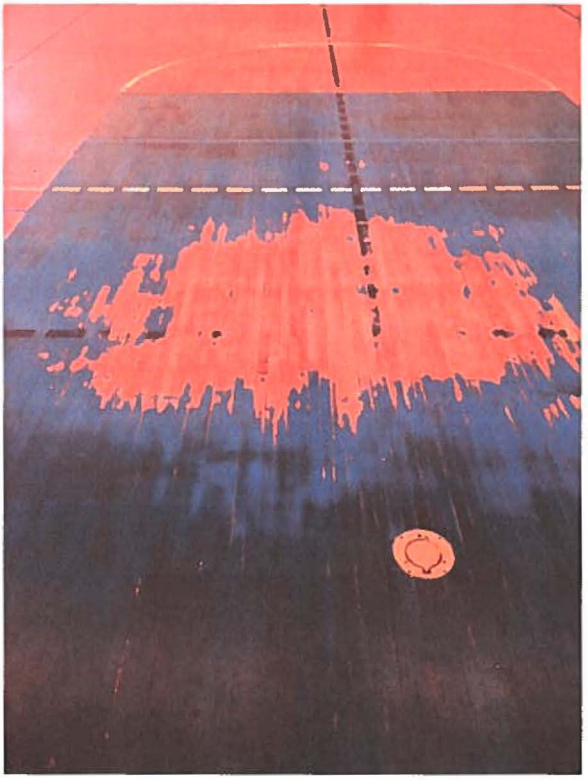
Need for Property Dry-Wells



Photos of deteriorating gym doors to entry way that needs to be made ADA accessible.

Photos of water damaged and worn gym floors.





NEEDED GYM FIRE ELECTRICAL SYSTEM REPAIR

Non-functioning fire breaker in need of repair.

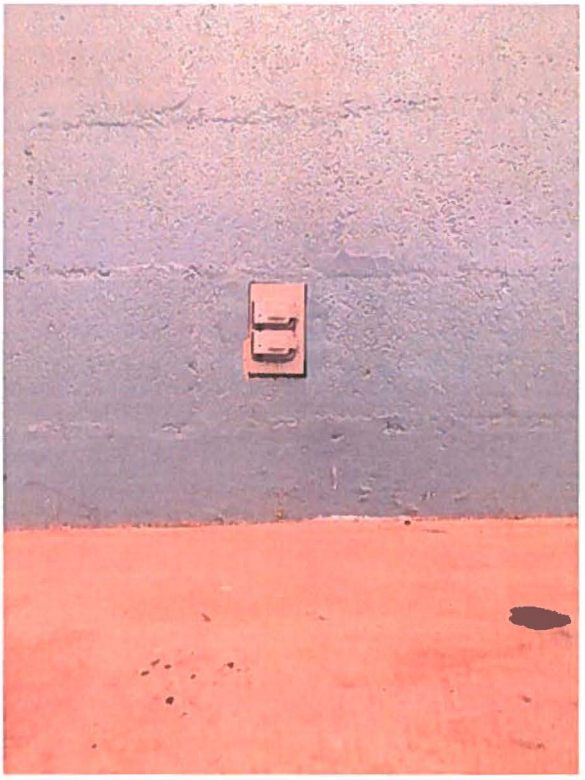
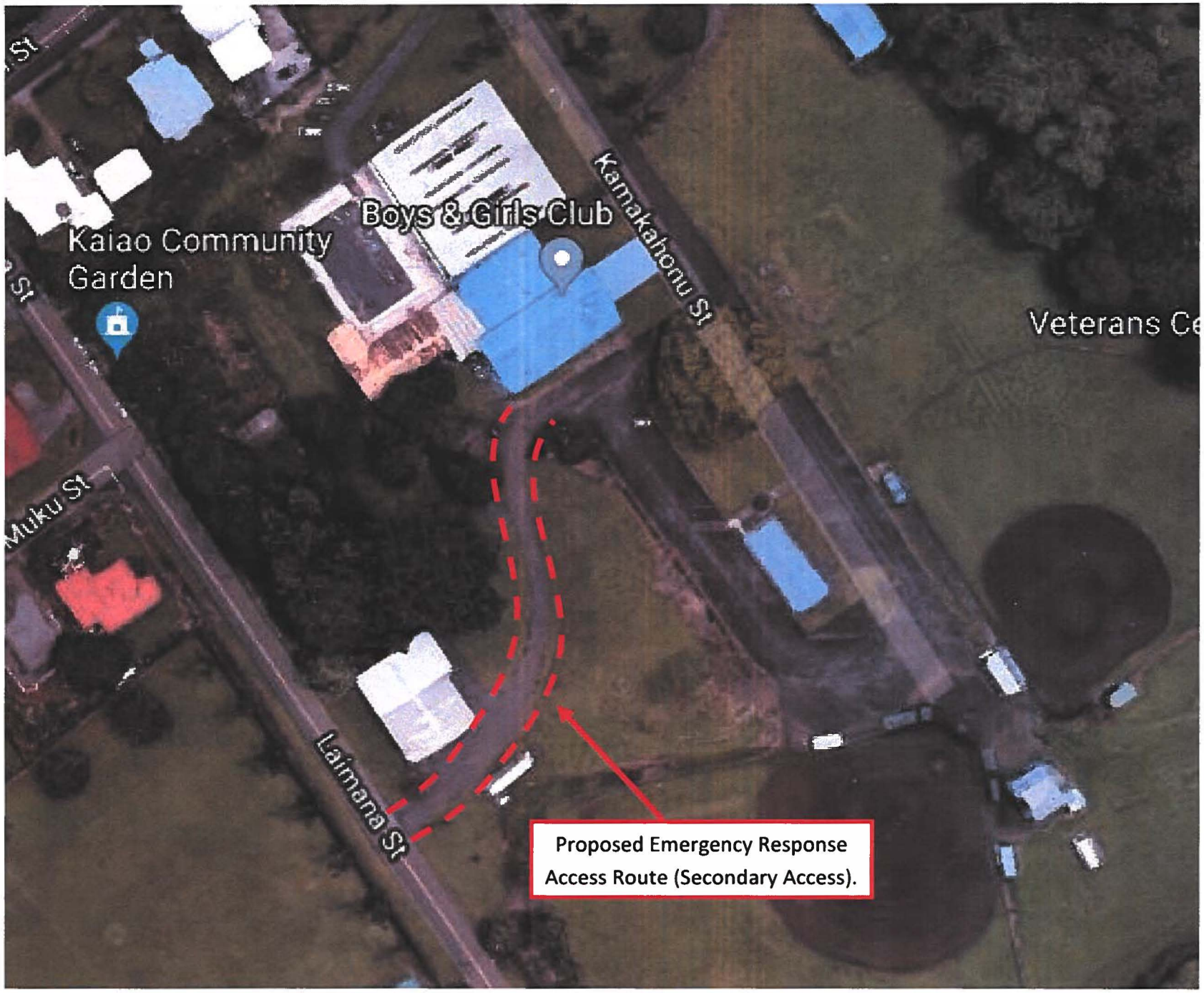


Photo showing height of one of several original outlets that need to be brought up to code.

Original breaker box needs to be brought up to code.

Site Location of Proposed Facility Improvement Project


Proposed ADA Accessible
Handicap Parking &
Pathways/Visitor Parking
Boys & Girls Club
unity
Kamakahonu St


Kaiao Community Garden
Boys & Girls Club
Kamakahonu St
Veterans Ce
Muku St
Laimana St
Proposed Emergency Response Access Route (Secondary Access).


Proposed ADA Accessible
Handicap Parking & Pathways
to Locker-Room Bathroom
Facilities & Shower Facilities
Boys & Girls Club
Kaiao Community
Garden
Kamakahonu St

UPDATED DESIGN PLAN CONTRACT

ENGINEERING PARTNERS

ENGINEERING PARTNERS

455 E. Lanikaula Street
Hilo, Hawaii 96720
www.epinc.pro
808.933.7900

P17082-18-01 BCEL

November 6, 2018

Boys & Girls Club of the Big Island
100 Kamakahonu Street
Hilo, Hawaii 96720
(808) 961-5536
chad@bgcbi.org

Attention: Mr. Chad MK Cabral, CEO

Subject: **Boys & Girls Club Hilo**
Gym Roof & Pavement Improvements
TMK: 2-3-020: 001

Engineering Partners is pleased to submit herewith a fee proposal to provide Topographic Survey, Civil, Electrical, Building Engineering and Design services for the subject project. Included for your review and information is our scope of work.

Project Scope:

- Construction budget of $570,000, funded by County/HUD grant
- For the purpose of prioritizing the improvement items and design proposal, this proposal is broken up into
  - 1) Base Bid with some deductive alternates to match the construction budget,
  - 2) Add Alternates up to $250,000 of construction in addition to the Base Bid items
  - 3) Wish Alternates, any future or desirable improvements that would like to be designed at this time
- Base Bid items:
  - Reroofing of existing Gym building, incl some purlin R&R, est. cost: $250,000
  - Gym roof purlin extension or add flashing to reduce water intrusion, est. cost: $50,000
  - Reroofing of existing locker room building, est. cost: $30,000
  - New doors for Gym, est. cost: $40,000
  - New electric switches, wiring and new LED lighting, est. cost: $80,000
  - Spot repair and polish floor, est. cost: $10,000
  - New ADA parking stall & driveway & waterline for Gym, est. cost: $25,000
  - Conduit for 6 new light pole standards, est. cost: $30,000
  - Parking lot replace pavement, 2" AC / 6" AB, est. cost: 3 increments @ $60,000 ea.=$180,000
  - Total Base Bid @ 0% Design, estimated cost = $695,000
- Add Alternate items:
  - 3 new Big Ass fans in Gym, est. cost: $50,000
  - 6 new light standards & foundation in parking lot, est. cost: $60,000
  - Repair broken wooden window slates & termite damage repair, est. cost: $10,000
  - Upgrade Fire Alarm system, est. cost: $100,000
  - New driveway to Administration building, est. cost: $10,000

- New parking lot for Administration Building, est. cost: $ 30,000
- New driveway to Laimana Street, est. cost: $25,000
- New paint, est. cost: $100,000
- Total Add Alternate @ 0% Design, estimated cost = $385,000

- Wishlist Alternate Items:
  - Alternate ADA solution to remove existing non-functional chair lifts
  - Address old pool deck concrete and repurpose of old pool area
  - ADA routes to ball fields
  - Fire protection upgrade, incl. offsite waterline improvement, onsite waterline, fire sprinkler system...
  - Air conditioning of the gym, including new window systems and insulation...
  - Overall site drainage improvement to reduce runoff intensity to downstream neighbors.

Scope of work:

General

1. Provide initial field investigation to verify as-built conditions of the areas within our scope of work and engineering discipline(s).
2. Preparation of Construction Documents, consisting primarily of drawings and drawing specifications setting forth in reasonable detail the requirements for constructing the engineering systems within our scope of work and engineering discipline(s).
3. Preparation of Bid Documents, consisting of Schedule of Values, Bid Alternates and conducting pre-bid meeting.
4. Coordination and review with the local governing authority, including response to plans check comments and review of code related issues.
5. Basic construction administration includes response to RFIs, review submittals and shop drawings and one site visit.

Topographic Survey

1. Provide topographic survey of the affected area;

Civil Engineering

2. Plan approval, Drainage calculation and design will be required for Add Alternate option
3. NPDES permit will be required for Add Alternate option

Building & Structural Engineering

4. Code search will be performed for the work to be permitted only.
5. ADA chair lift removal will trigger a substantial modification of the floor plan layout.

Electrical Engineering

6. The electrical work in Base Bid may be further broken up into smaller increments.

Exclusions: The following are not included in our scope of work.

1. Design of any system not specifically described above will be considered as Wishlist Alternates;

2. Variance to County Codes or Regulations. Our services will not include filing of any State or County Variances of any kind;
3. Special inspections, this can be provided for under a separate proposal;
4. Permit / Application fees; all agency fees are considered reimbursable
5. Hazardous or contaminated material and Environmental related issues. It is our assumption that there is no hazardous or contaminated material or environmental sensitive area on site;
6. Soils, Traffic, IWS, or Life Safety Engineering;
7. We are assuming that water and other utilities will be readily available at the site, should it be difficult to obtain water for the site, we will need to charge for additional services;
8. **Value Engineering.** Any value engineering or redesign will be considered extra work and will be invoiced on Time and Material basis.

Breakdown of fee proposal:

	Base Bid	Add Alt.	Wishlist Alt.	Subtotal
Topographic Survey	$ 1,700.00	$ 2,800.00	T&E	$ 4,500.00
Civil	$ 5,860.00	$13,540.00	T&E	$ 19,400.00
Building	$21,160.00	$ 2,640.00	T&E	
Structural	$ 3,690.00		T&E	
Electrical	$13,460.00	$ 6,320.00	T&E	$ 19,780.00
Mechanical	$ -	$ -	T&E	$ -
Plumbing			T&E	$ -
Subtotal	$45,870.00	$25,300.00	T&E	$ 71,170.00
Reimb. Expenses				$ -
HI GE Tax (4.166%)				$ 2,964.94
TOTAL				$ 74,134.94
15% Discount				$ (11,120.24)
Discounted Total				**$ 63,014.70**

T&E: Time and Expense, per hourly rate & out-of-pocket expenses

Should this proposal meet with your approval, please acknowledge your acceptance by returning a signed copy of this proposal and initial payment of $2,500.00 to our office so that we may proceed with the work. Please note that full payment will be required prior to release of final drawings.

Thank you for inviting Engineering Partners, Inc. to provide you with a fee proposal for the subject. Should you have any questions regarding this proposal or project, please contact our office.

Sincerely,

ENGINEERING PARTNERS

Yen Wen Fang
C=US, E=yen@epintegrated.com, O="Engineering Partners, Inc", CN=Yen Wen Fang
2018.11.06 10:55:30-10'00'

Yen Wen Fang, P.E.
Principal

Approved this,_____day of_____,2018

By:_____

Its:

STANDARD TERMS AND CONDITIONS

EXISTING CONDITIONS: In the event that during demolition and construction, conditions are found that were not previously shown either on as-built documents or through knowledge of the Owner and his representative, then the engineer shall be notified promptly as to the extent and ramifications to the project. The design to accommodate the existing conditions will be billed on an hourly basis using the attached rate chart. A supplemental proposal will be issued with a "not to exceed" limit. The cost increase due to the unforeseen or unknown conditions is the responsibility of the Owner. The Consultant cannot be held liable for additional cost due to known or unknown existing conditions.

EXISTING UNPERMITTED / NON-COMPLIANT IMPROVEMENTS: All effort related to resolving issues with existing unpermitted, open permitted, and/or non-compliant improvements will be considered additional work and is subject to Time and Expense charges.

PROPOSAL ACCEPTANCE: This proposal shall become binding, subject to the terms and conditions herein, when accepted by the Client through written or verbal acknowledgment, commencement of the work, furnishing of any documents, payments for services by Client or acceptance of payment by Engineer. This proposal is valid for a period of 30 days.

ADDITIONAL WORK: Our fee for performing additional work shall be on a time and material basis in accordance with the following rate schedule. This work shall not be undertaken until we have your written authorization to proceed:

Principal Engineer	$200/hr	Licensed Land Surveyor	$150/hr
Project Manager	$150/hr	Survey Analyst	$110/hr
Project Engineer	$130/hr	Survey Crew Chief	$100/hr
Designer	$100/hr	Survey Assistant	$80/hr

TIME & EXPENSE NOT TO EXCEED: When billing is based on T&E NTE, we are responsible to notify the client that the NTE amount is approaching or slightly exceeded. The Client shall give clear direction as to whether to continue the project or to stop in order to limit the unnecessary additional expenses.

BILLING/PAYMENT SCHEDULE AND INTEREST RATE FOR LATE PAYMENT: We shall invoice you monthly for services performed and will have our invoice in your office by the date and time you designate. Payment for our services is due within 30 days of our invoice.

PAYMENT TERMS: Overdue balance maybe subject to monthly interest of 1.5%. If the Client fails to make payments when due and the Consultant incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to the Consultant. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable Consultant staff costs at standard billing rates for the Consultant's times spent in efforts to collect. This obligation of the client to pay the Consultant's collection costs shall survive the term of this Agreement or any earlier termination by either party.

ASSIGNMENT: During the term of the Agreement and following its expiration or termination for any reason, neither Client nor Consultant may assign this Agreement or any right, claim, cause of action, duty or obligation under it without the prior written consent of the other party.

LIMITATION OF LIABILITY: The Client agrees to limit our liability for damages to the sum of $50,000.00 or the total amount of our design fee, whichever is less. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

INACTIVE PROJECT: The Client agrees to pay 100% of the work complete and expenses incurred when a project is put on hold during the design phase for more than 6 consecutive months or no construct contract is award and commenced within 12 months of permit issuance. Restarting, permit resubmittal and renewal, and delayed construction schedule of the project will be considered as an Additional Service Request (ASR) with an updated fee schedule.

PROJECT TERMINATION: In the event of termination of this agreement, we shall be reimbursed for all services rendered and all costs incurred through the date and time of the termination at the hourly rates then in effect.

OWNERSHIP OF DOCUMENTS: All documents, drawings, reports, field data, notes and specifications (including drawings and other data provided on any form of electronic media) prepared by us pursuant to this agreement, are instruments of service with respect to the project. We shall retain an ownership and property interest therein, whether or not the project is completed. You may make and retain copies for information and reference in connection with this project. Such documents (including electronic media) are not intended or represented to be suitable for reuse by you or others on extensions of this project or any other project.

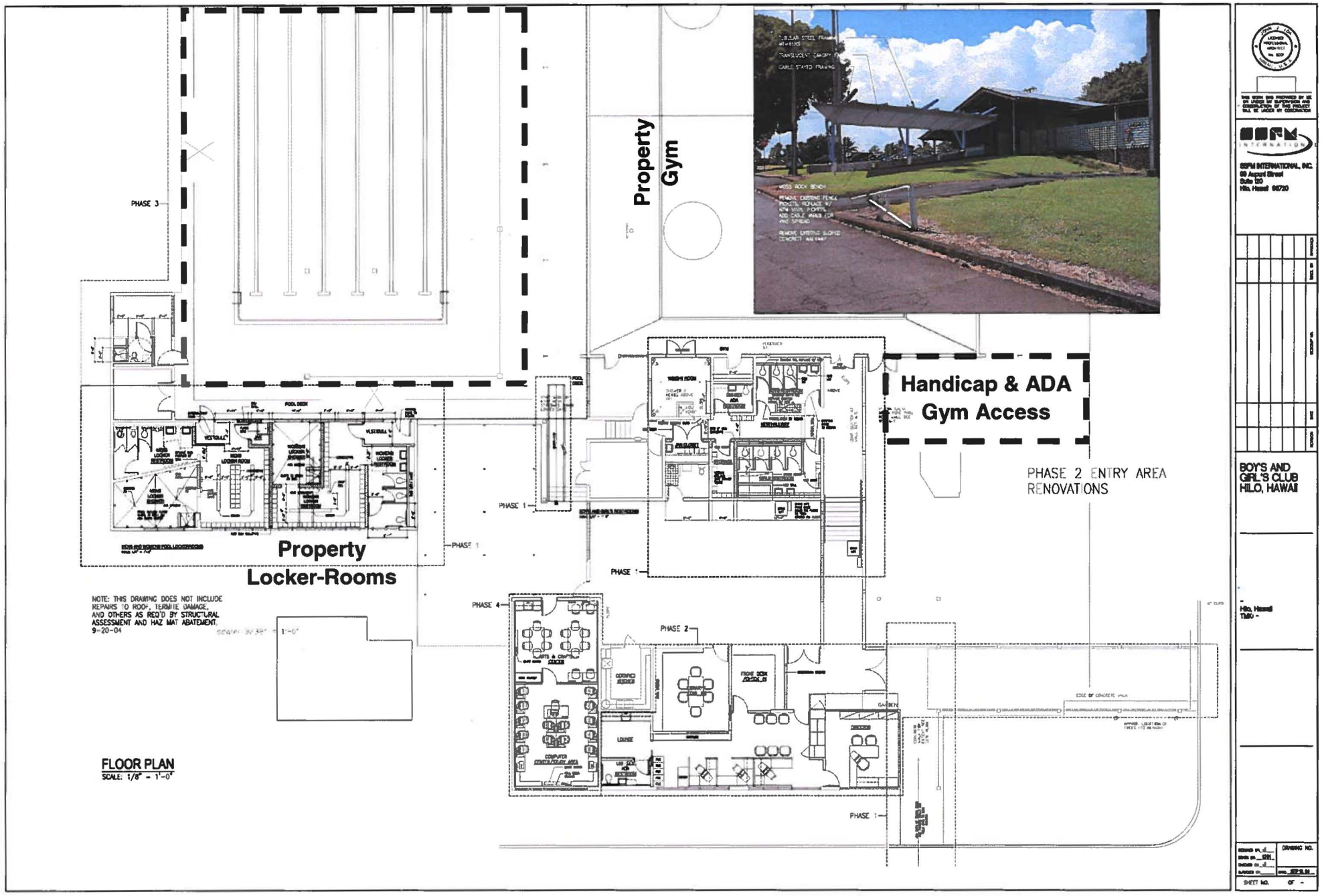
CONSTRUCTION SAFETY: We have not been retained or compensated to provide design and construction review services relating to the Contractors safety precautions or to means, methods, techniques, sequences or procedures required for the Contractor to perform his work on this project.

OPINIONS OF PROBABLE COST: Since we have no control over the costs of labor, materials, equipment or services furnished by others, the Contractor's methods of determining prices, or competitive bidding or market conditions, our Opinions of Probable Cost will be made on the basis of our experience and qualifications and represent our best judgment as an experienced and qualified professional engineer familiar with the construction industry. We cannot and do not guarantee that proposals, bids or actual construction costs will not vary from our Opinions of Probable Cost.

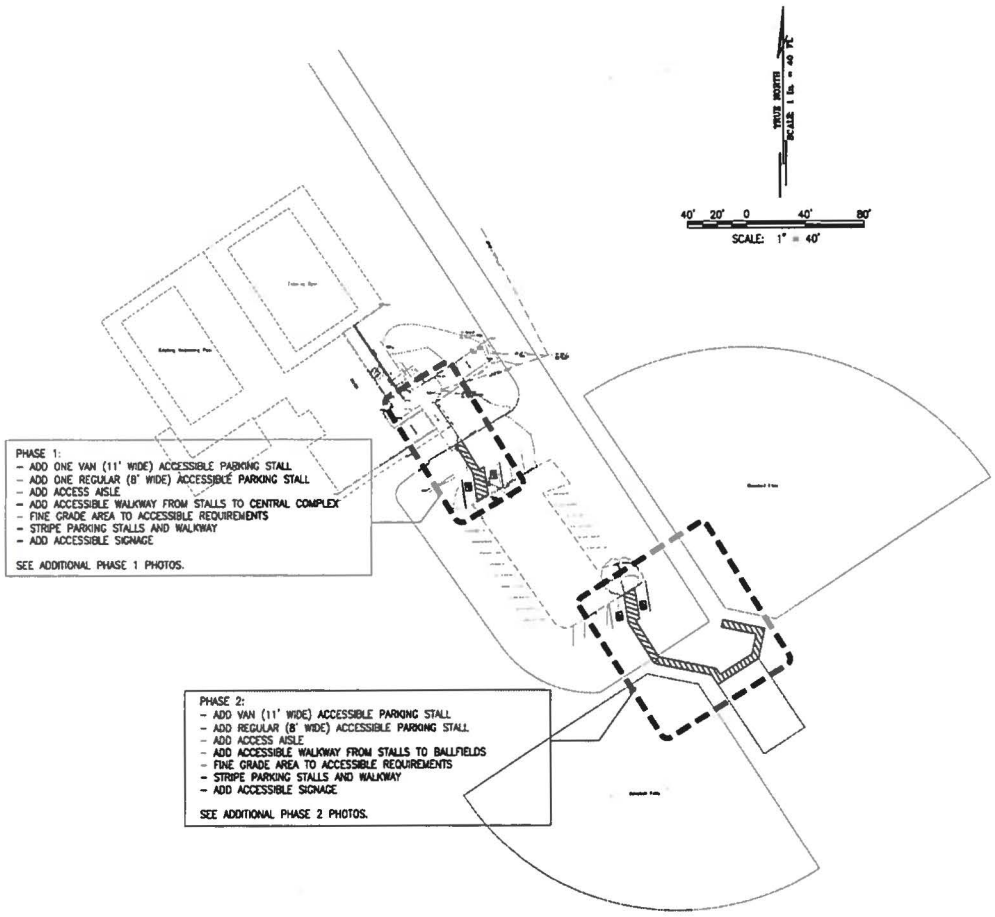
SHOP DRAWINGS: We shall review shop drawings, samples and other product data which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept of the project and compliance with the information given in the documents. Such reviews shall not extend to means, methods, techniques, sequences or procedures of construction.

CONSTRUCTION DELAYS: We cannot be held responsible for delays caused by factors beyond our reasonable control, including but not limited to failure of the Client to furnish timely information or to approve or disapprove our services or our work, or delays caused by faulty performance by the Client or by contractors of any level. In addition, we shall not be responsible for the construction schedule, as we have no control over the Contractor's scheduling, manpower resources, equipment availability or workload.

DISPUTE RESOLUTION: In an effort to resolve any conflicts that may arise during or following the completion of the project, we both agree that all disputes arising out of or relating to this agreement shall be submitted to non-binding mediation under the auspices of a nationally recognized mediation agency.



Sample: Project Improvements
Architectural Plans



Sample: Project Area Architectural Plans

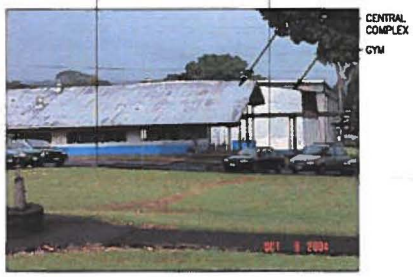
MASTER PLAN – SITE PLAN
SCALE: 1" = 40'

VAN AND REGULAR ACCESSIBLE PARKING STALLS, ACCESS AISLE AND WALKWAY TO CENTRAL COMPLEX

ACCESSIBLE WALKWAY TO FRONT ENTRANCE

PHASE 1 – ACCESSIBLE WALK TO CENTRAL COMPLEX
NOT TO SCALE

VAN AND REGULAR ACCESSIBLE PARKING STALLS, ACCESS AISLE AND WALKWAY TO CENTRAL COMPLEX



PHASE 1 – ACCESSIBLE WALK TO CENTRAL COMPLEX
NOT TO SCALE

VAN AND REGULAR ACCESSIBLE PARKING STALLS, ACCESS AISLE AND WALKWAY TO BALLFIELDS

PHASE 2 – ACCESSIBLE WALK TO BALLFIELDS
NOT TO SCALE

THIS WORK WAS PREPARED BY ME OR UNDER MY SUPERVISION AND CONSTRUCTION OF THIS PROJECT WILL BE UNDER MY OBSERVATION

SSFM INTERNATIONAL

SSFM International, Inc.
99 Aupuni Street
Suite 120
Hilo, Hawaii 96720

REVISION	DATE	DESCRIPTION	DWN BY	APPROVED

Boy's and Girl's Club of Hilo

Renovation of Boy's and Girl's Club of Hilo - Master Plan
Hilo, Hawaii 96720

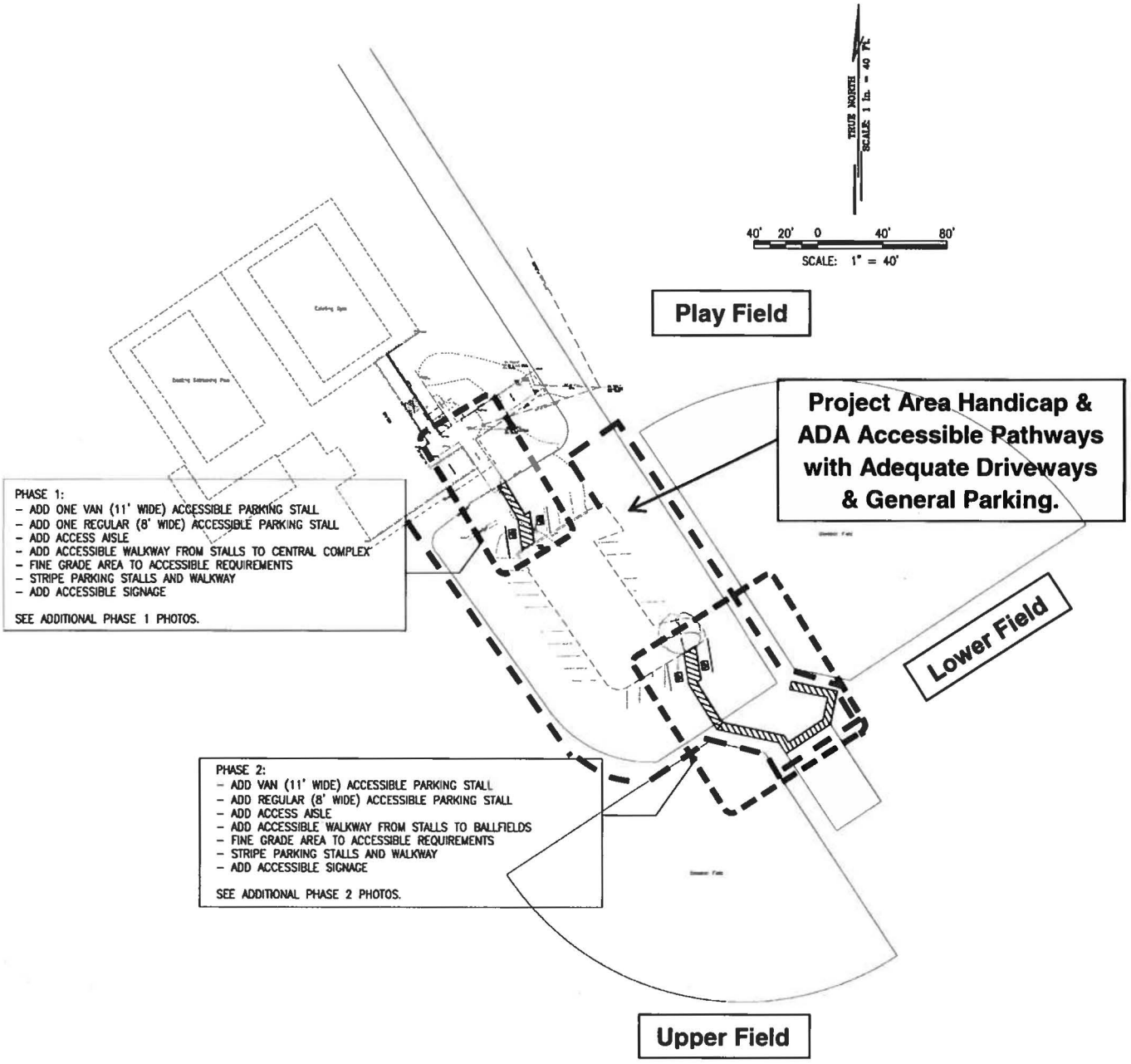
TMK ____

Submitted file:
SFM Project file:

DRAWING TITLE
MASTER PLAN – SITE PLAN

DRAWING NO. C-1

SHEET NO. OF X



MASTER PLAN – SITE PLAN

SCALE: 1" = 40'

SSFM PROPERTY DESIGN PLAN

The Boys' and Girls' Club of the Big Island

RENOVATION MASTER PLAN

December 2004

Prepared by:

SSFM International, Inc.

Sub-Consultants:

Urban Works	Architect
SSFM International, Inc.	Civil Engineer
SSFM International, Inc.	Structural Engineer
WA Hirai and Associates	Mechanical Engineer
Wallace T. Oki, PE	Electrical Engineer
Myounghee Noh and Associates.	Environmental

SSFM INTERNATIONAL

1.0 EXECUTIVE SUMMARY

1.1 Boys' and Girls' Club of the Big Island – Facility Background

The Boys' and Girls' Club of the Big Island is the Big island of Hawaii's premier youth development organization. The Club opened its door in 1953 as the Boys' Club of Hilo and became the Boys' and Girls' Club of Hilo in 1989. The Club later became a unit of the Oahu based Boys' and Girls' Club of Honolulu in 2001 due to financial challenges. Finally, on January 1, 2003, it became the Boys' and Girls' Club of the Big Island, a stand-alone organization once again.

The Club offers after school, evening and weekend programs to youth ages 6-18. The core program areas include education, leadership and character development, health and life skills, athletic and fitness and the arts.

Core Programs:

Character and Leadership Development:
Programs in character and leadership development empower youth to support and influence their club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

Health and Life Skills:
Programs in health and Life Skills develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and embrace life successfully as self-sufficient adults.

The Arts:
Programs in the Arts enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness and Recreation:
Programs in Sports, Fitness and Recreation develop fitness, positive use of leisure times, skills for stress management, appreciation for the environment and social skills.

Description of Existing Project Facilities:
The current facility consists of a Central Complex, a cottage which has been converted for administrative and classroom use, a parking lot and two baseball fields. The Central Complex and cottage are currently shared by the Boys' and Girls' Club and the Haili Christian School. In addition to administrative and classroom spaces, the facilities contain kitchens and restrooms and

Instruction to printer:

INSERT 2 PDF "041006 MP phasing" DRAWINGS HERE

It is a 2-paged pdf file which should be printed 11x17" and inserted among the 8 ½ x 11 narrative pages for binding. All pages to be bound along their left edge with all 11x17 pages tri-folded to fit within 8 ½ x 11.

Program and Office areas: Group V-Non-fire rated is permissible.

Exterior Wall and Opening Protection Based on Location on Property:
Gym: Walls must be more than 5' from property line; walls must be fire rated if less than 20' from the property line.
Program Areas: Walls must be more than 5' from property line; Wall must be fire rated if less than 10' from property line.

Allowable Floor Area:

Gym:	10,500 square feet.
Program and Office Areas:	9100 square feet.

Actual Floor Area:

Gym:	9983 square feet.
Program and Office Areas:	10,173 square feet.

Allowable Area Increases where Yards more than 20' deep:
Open areas around program and office areas allow 12% increase in allowable floor area.

Allowable Occupant Load (Section 1002; Table 10-A):

Gym:	9983/15 = 665.6
Program spaces:	9964/20 = 498.2
Offices:	930/100 = 9.3
Pool and pool deck:	3718/50 + 5828/15 = 463.4

Minimum Number of Exists Required (Section 1003.1):

Gym:	2 exits
Program Areas:	2 exits
Offices:	1 exit
Pool and pool deck:	2 exits.

Phase 2 – Civil Site Work

No civil site work is expected in Phase 2 of the Boys' and Girls' Club.

Phase 3 – Civil Ball Field Access Site Work

In Phase 3 of the Boys' and Girls' Club Renovation Master Plan, one van accessible parking stall and one regular accessible parking stall should be constructed to the north of the ball fields' home plates. As mentioned in the Phase 1 section two total accessible (one van and one regular) parking should be added. As mentioned previously the amount of accessible parking stalls constructed in Phase 1 and Phase 3 should exceed the 1998 ADAAG accessible parking stall requirements.

The one van accessible parking stall should be 11'-0" wide and the regular accessible parking stall should be 8'-0" wide. A 5'-0" wide access aisle should be striped between the van and regular accessible stalls. The 5'-0" wide accessible walkway should continue from the two accessible parking stalls to the ball field area. An accessible loading/unloading area (typically a 20'-0" x 5'-0" level area) may be required by DCAB. This requirement should be confirmed with DCAB during the design process. The access aisle and accessible walkway should be striped appropriately. Signage which designates the van accessible parking stall, access aisle, and regular accessible parking stall should be installed.

The limits of the accessible parking stalls and accessible walkway should be sloped in accordance with the ADAAG. The longitudinal slope of the accessible walkways should not exceed 5.0%. If the longitudinal slope must exceed 5.0% handrails along the accessible route are required. The maximum permissible longitudinal slope is 8.33%. The cross slope of the accessible parking stalls, access aisle, and accessible walkway should not exceed 2.0%. The accessible parking area should be graded and sloped to also achieve positive drainage away from the building and parking stalls. Construction tolerances for fine grading should also be considered when designing the accessible areas. The area where the accessible parking stalls and access aisle will be located is currently paved with asphalt concrete pavement. This paved area may need to be demolished and repaved in order to fine grade the area to meet drainage and accessibility requirements.

The Phase 3 construction documents should also include best-management erosion control measures to limit the amount of sediment from leaving the construction area.

Phase 4 – Civil Site Work

No civil site work is expected in Phase 4 of the Boys' and Girls' Club renovation.

3.2 Architectural Improvements

Phase 1 – Central complex renovation

Scope of work:

1) Restroom and locker room renovations from boys' to co-ed facilities
2) Repairs to roof, termite damage and other as required by structural assessment
3) ADA compliance for the main facility including access from parking area to complex
4) Hazardous material assessment and abatement measures.

Restroom and Locker Room Renovation:

The existing pool locker room and gym restroom was originally designed for boys' use only. Phase 1 work requires these rooms to be retrofitted for girls' use.

The existing locker room contains two toilets, three urinals, one lavatory, and a gang shower with ten showerheads. The room at the makai side of the building is a classroom for the Haili Christian School. The renovation of the space calls out for gutting the interior space with the exception of the gang shower CMU walls and existing structural columns. The space will be divided into boys' and girls' locker rooms.

The existing boys' restroom contains two toilets, two lavatories, and two urinals. Adjacent to the restroom is a locker room. The existing locker room space will be converted into a connecting hallway from the pool deck and the covered walkway leading to the gym and the girls' restroom. The storage room located between the existing shower room and boys' restroom will be converted to an ADA compliant toilet room. The shower room will be converted to a weight room with a new door provided at the gym wall.

The boys' and girls' locker rooms will be divided into four areas: 1) restroom, 2) locker room, 3) vestibule, and 4) gang shower area. Vestibules are provided at both rooms to provide visual privacy from the pool deck area. Lockers for both rooms will sit on concrete curbs. Both locker rooms will have ceramic tile floors, ceramic tile walls at gang shower, and ceramic tile wainscots throughout. A janitor's closet with mop sink is located at the boys' locker room for maintenance of both areas.

Girls' Locker Room:
The girls' restroom will be provided with new toilets (three), and lavatories (two). A plumbing chase wall will be added to avoid penetrations into the adjacent wall.

The locker room area has 49 locker spaces. The lockers are the stacked type similar to the boys' lockers. The total lockers provided are 147. Two benches will be provided. Hair dryers and mirrors will also be provided.

Eight showerheads including one ADA shower are provided. The existing concrete floor will be removed and replaced with a new concrete floor to allow floor slope to drains.

Boys' Restroom:
New toilets (three), lavatories (two), and urinals will be provided. New ceramic tile floor and wainscot are to be installed. Existing gypsum board walls and ceilings are to be repainted.

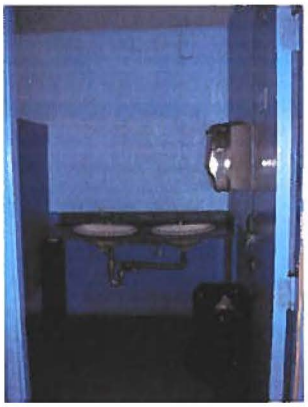


Figure 5 Existing Boys' RR

Figure 6 Existing Boys' RR

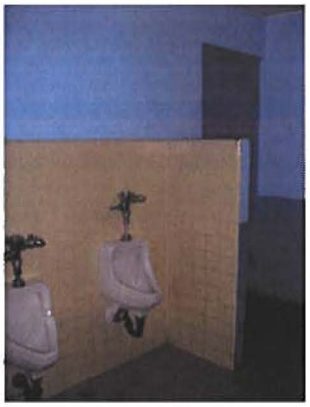


Figure 7 Existing Boys' RR

Uni-Sex ADA Restroom:
To provide space efficiency within the girls' and boys' restroom, a uni-sex ADA compliant restroom has been provided. New ceramic tile floor and wainscot is to be installed. Existing gypsum board walls and ceilings are to be repainted.

Weight Room:
Work in this room is limited to an addition of a two-leaf door and repainting existing gypsum walls.

Girls' Restroom:
Four toilets, and two lavatories, and a vestibule will be provided. Column is to be removed and structurally retrofitted. A plumbing chase wall is to be added at the back of the toilets. New ceramic tile floor and wainscot are to be provided.

Figure 12 Existing Locker Room

Figure 138 Existing Locker Room

Figure 14 Existing Locker

Janitor's Closet and Storage:
Janitor's closet and storage provided to serve immediate and surrounding areas.

ADA Accessibility:
Per ADA Accessibility Guidelines section 4.1.6 (2): "Alterations to an Area Containing a Primary Function: In addition to the requirements of 4.1.6(1), an alteration that affects or could affect the usability of or access to an area containing a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area, are readily accessible to and usable by individuals with disabilities, unless such alterations are disproportionate to the overall alterations in terms of cost and scope (as determined under criteria established by the Attorney General)." Under this criteria access the pool area, teen center, and gym floor level do not comply because access to these areas is through intervening stairs or steps. Compliance to these areas was made by adding ADA compliant ramp addition at the pool area and a chair lift at the teen center and covered walkway stair.

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Access to ball fields:
One van and one regular ADA parking stall are to be located adjacent to the ball fields near the concession stand. An ADA compliant path of travel is to be provided from the main building, parking stalls, concession stand and to the ball field bleachers. ADA compliant viewing area is to be integrated within the existing bleachers.

Phase 4 – Certified Kitchen and Computer Room Relocation

Scope of work:

1) Renovate existing kitchen to certified kitchen
2) New computer center into central complex.

Certified Kitchen Renovation:
The existing kitchen will be gutted and replaced with stainless steel work surfaces and equipment. Kitchen layout is to be designed by a certified commercial kitchen consultant. A grease trap per Health Department standards is to be included.

Computer Center Relocation into Complex Central Complex:
The computer center is planned to be located at the classroom space adjacent to the open lanai area. The entry to the classroom space is from the open lanai area through a chain link fence and door. Because the computers will require air-conditioning, a stud wall sheathed with gypsum board will replace the chain link wall. The space will be subdivided into an Arts and Crafts area and a computer center. The Arts and Crafts area will include a sink along with upper and lower cabinet spaces. Seating for sixteen students is provided.

The computer room will have 14 computer stations along with a computer room monitors station. This space will be fully networked. An overhead projector along with a roll down screen is provided for class sessions. Bookcases are provided along the wall where the roll down screen is located.

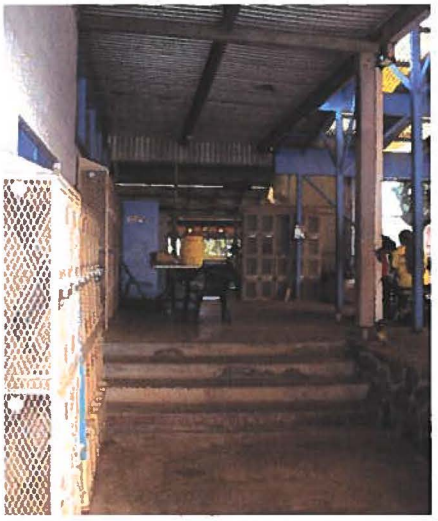

Figure 26 Classroom Chain Link Wall

3.3 Structural Improvements

Phase 1 – Structural Central Complex Renovation

Scope of Work:
Phase 1 of the Boy's and Girl's Club Renovation Master Plan include three areas of structural involvement:

1) Restroom and Locker Room Renovation
2) ADA Accessibility
3) Damage Repair.

Restroom and Locker Room Renovation:
Under the proposed renovation of the restroom and locker rooms facilities, two areas of the complex will be reconstructed: the existing pool dressing rooms and the existing boys' locker room with storage adjacent to the gymnasium.

The existing structure for the pool dressing rooms consist of a single story structure. The roof framing is made up of metal roofing on wood rafters. The wood roof framing is supported by the perimeter CMU walls and interior columns spaced along the ridge line. Resistance to wind and seismic lateral loads is currently being provided by the exterior CMU walls. Interior CMU partitions are non bearing and do not extend to the roof framing. The proposed renovation will involve demolition of a portion of the existing CMU partition walls, installation of new CMU partition walls, connection for new restroom and shower fixtures, and grade slab modifications to support the conversion to separate boys' and girls' locker rooms. Replacement of the damage roofing members are anticipated and should be specified under the "Damage Repair" work specified below.

The existing boys' locker room and storage areas consist of a lower level space (below grade) to the multileveled gymnasium facility. Framing for this portion of the existing structure consists of CMU walls supporting a roof framing made of wood framing and decking with built up roofing. Subsequently, as compared to the original drawings, the space between the gymnasium and the administration building was enclosed. Currently a portion of the existing framing for the proposed restroom facility now supports a mezzanine level space as part of the recreation/game room. Renovations for this space will involve removal of existing CMU walls, relocation of an existing support column, installation of new CMU wall partitions, connection of new restroom fixtures, and grade slab modifications to support the conversion to separate boys' and girls' restrooms as well as an ADA compliant unisex toilet. Replacement of the damage structural members is anticipated and should be specified under the "Damage Repair" work specified below.

Renovation of the Interior Office Space:
Renovation of the interior office space involves rearrangement of the existing office and administrative area layout. No major structural work is anticipated. Assistance to the architect on support of interior partition walls may be required.

Renovation of the Entry Façade:
Renovation of the entry façade will involve removal and replacement of the existing wood framed covered walkway. The proposed new covered walkway and entry façade consists of cantilevered steel framing supporting a translucent canopy fabric. The cantilevered support frame is envisioned to be built up of tapered steel tubing. Support of the steel frames is expected to be provided by concrete column footings with the base plates encased by concrete pedestals. Soil design data should be obtained for the design of the footings. Design drawings and specifications shall be provided for the bid package.

Phase 3 – Structural Pool and Ball Field Renovation

Scope of Work:
Phase 3 of the Boys' and Girls' Club Renovation Master Plan which includes renovation of the pool and pool deck along with access to the ball fields is not expected to include any major structural work.

Phase 4 – Structural Kitchen and Computer Room Renovation

Scope of Work:
Phase 4 of the Boys' and Girls' Club Renovation Master Plan includes two possible areas of structural involvement:

1) Certified Kitchen Renovation
2) Computer Center Relocation.

The extent of structural work for these two areas of renovation work is expected to consist of providing structural consultation for the support of fixtures and equipment, new roof penetration for exhaust ventilation, and support of new partition walls. Structural drawings and specifications are not expected. Details shall be incorporated in the respective drawings.

Ventilation Work:
A supply air ventilation system will be required for the front desk/check-in to meet the Department of Health requirements for ventilation. The ventilation system is required in lieu of natural ventilation which does not seem to be provided for this room. The ventilation system will consist of a supply fan, duct work, and air devices to provide fresh air into the space as stipulated by the Department of Health requirements for ventilation. The owners may want to consider air conditioning for this space; however, this is currently not part of the scope of work. Depending on the type of system selected, the air conditioning system will be able to provide the ventilation requirements stipulated by the DOH.

Phase 3 – Mechanical Pool Renovation

Scope of Work:
Phase 3 of the Boys' and Girls' Club Master Plan consists of the renovation of the Pool and Pool Systems.

The mechanical work required in this phase will consist of gutting and redoing the pool mechanical systems. This will include the installation of new circulation pumps, pool filters, pool level control devices, and chlorination system. All systems will comply with the Department of Health requirements for public pools.

The existing pumps will be replaced with new pool pumps to provide a circulation rate of on complete volume change every 8 hour. A new sand filter system will be installed and sized based on the rate of flow produced by the new pumps. The pool level control will be electronic as there is inadequate space to provide for a balance tank. The proposed chlorination system will consist of the use of the PPG system which uses an erosion method to provide the required chlorination to the pool. The chlorination system will also be provided with an acid injection system to allow for proper Ph balance of the pool.

In addition to changing the mechanical systems for the pool, new piping to the pool from the mechanical room will be provided. A new drain system, pool main drain, and recirculation piping will be provided. Construction of this piping will be with schedule 80 PVC piping.

Although not part of the scope of work, the owners my want to consider the use of solar or some other means of pool heating.

Phase 4 – Mechanical Kitchen and Computer Room Renovation

Scope of Work:
Phase 4 of the Boy's & Girls' Club Master Plan consists of the renovation of the following areas:

1) Renovation of the Certified Kitchen
2) Re-location of the Computer Center

3.5 Electrical Improvements

Existing electrical service voltage is 208Y/120 volts, 3 phase, 4 wires. The existing rating is 400 amperes for an effective capacity of 115 KVA. The present measured demand is close to 22 KVA, a utilization of 19 percent.

The existing electrical capacity should be adequate for the work planned for Phases 1, 2, and 3, but may need to be upgraded for the Phase 4 work depending on type of appliances used in the Kitchen work and the amount of air conditioning installed in the Computer Center and Interior Office work in Phase 2.

Phase 1 – Electrical Central Complex Renovation

Scope of Work:
Phase 1 work will be governed by extent of Architectural Work, Structural Repairs, and ADAAG Accessibility Work.

Restrooms and Locker Rooms:
The Restroom and Locker Room work will require demolition work and complete new lighting and receptacle systems, and a new fire alarm system.

Structural-Related Electrical Work:
The repairs to structural members/elements for the roof may require that existing wiring be removed and re-installed or new provided. As the extent of the work is not defined, a cost "allowance" is recommended for this work.

ADA-Related Electrical Work:
No electrical work is planned for the ADAAG accessibility improvements. No improvements to the distribution/feeder system are anticipated for Phase 1.

Phase 2 – Additional Central Complex Electrical Renovation

Scope of Work:
Phase 2 work will be governed by extent of Architectural and Mechanical work.

Interior Offices and Entry:
The Interior Office and Entry Facade work will require demolition and relocation work, new lighting fixtures and receptacles, new telephone and data wiring, new fire alarm devices, and related work for new ventilation/air conditioning. A new feeder and load center system is planned with this Phase 2 work.

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SSFM INTERNATIONAL

APPENDIX A

Estimates of Probable Construction Cost

SUMMARY SHEET

	Phase 1 Central Complex Renovation		Phase 2 Offices and Entry Façade		Phase 3 Pool, Pool Deck and Ball Fields		Phase 4 Kitchen and Computer Center	
	Low	**High**	**Low**	**High**	**Low**	**High**	**Low**	**High**
Civil	$22,500	$24,800	n/a	n/a	$39,400	$43,300	n/a	n/a
Arch	$121,900	$121,900	$34,500	$34,500	$6,400	$6,400	$39,250	$39,250
Struct	$80,000	$80,000	n/a	n/a	n/a	n/a	n/a	n/a
Mech	$121,000	$121,000	$13,400	$13,400	$40,000*	$40,000*	$38,500	$38,500
Pool	n/a	n/a	n/a	n/a	$377,000*	$475,000*	n/a	n/a
Elec	$30,000	$38,000	$30,000	$30,000	$65,000	$65,000	$90,000	$90,000
TOTAL	**$375,400**	**$385,700**	**$77,900**	**$77,900**	**$527,800**	**$629,700**	**$167,750**	**$167,750**

* The estimates for the Pool Renovation are based upon the combination of portions of the mechanical consultant's opinion of construction cost and a pool renovation proposal from C&J Contracting which was prepared for the Boys' and Girls' Club in 2001. The C&J proposal (attached within this section of the report) was forwarded when an estimate for repairs was solicited by SSFM for Master Plan preparation. Mr. Clifton Crawford of C&J offered the caveat that today's pricing could be 30% to 50% higher depending upon material and inflation as well as the actual scope of work that the Club ultimately decided upon. For purposes of calculating estimates, these contingencies were applied in addition to $40,000 as the mechanical consultant's estimate for level control equipment and circulating pump replacement (not included in C&J's proposal).

COMPLETED PROPERTY HAZMAT SURVEY

HAZARDOUS MATERIAL SURVEY REPORT FOR HILO BOYS' & GIRLS' CLUB 100 KAMAKAHONU STREET HILO, HAWAII 96720

MNA JOB No. 50305

SEPTEMBER 24, 2004

Environmental Studies and Consulting Services
99-1046 Iwaena Street Suite 210A, Aiea, Hawaii, USA 96701 • 808.484.9214

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renovation is planned. Samples suspected to contain asbestos, arsenic, or lead were collected in a manner that minimized airborne dust generation.

The samples were collected using a pre-wiped chisel, razor knife, a hammer, and plastic bags. Each sample was labeled with a specific ID. The date, sample appearance, analyte, and sample location were recorded on a field data sheet. Sample location photographs and maps and are provided in Appendix A and Appendix B, respectively.

4.0 ASBESTOS RESULTS

Ten of the twenty-three (23) samples collected contained asbestos. Samples determined to contain greater than, or equal to, 1% asbestos fibers by volume are considered regulated asbestos-containing materials under the National Standards of Hazardous Air pollutants (NESHAPS, 40 CFR 61). Asbestos results are summarized in Table 1, sample location photographs and maps are presented in Appendices A and B, and the complete laboratory report is presented in Appendix C.

Table 1. Asbestos Sample Results

Sample ID	Location	Type	Friable?	Appearance	% Asbestos & type	ACM?
305-A1	Gymnasium/ Physical Director's Office	Mastic under carpet	Y	Yellow-brown	ND	No
305-A2	Gymnasium/ Physical Director's Office	Mastic under carpet	Y	Yellow-brown	ND	No
305-A3	Boys' Bathroom Room 22	Ceramic wall tiles	N	Yellow speckled	ND	No
305-A4	Boys' Bathroom Room 22	Formica Countertop w/ mastic	N	Blue w/ brown underlayer	ND	No
305-A5	**Game Room-Lounge Area**	**Vinyl (9" x 9") floor tiles (layer 1)**	**N**	**Green-brown w/ speckles**	**4% Chrystotile**	**Yes**
305-A5	**Game Room-Lounge Area**	**Mastic (layer 2)**	**N**	**Black**	**<1% Chrysotile**	**Yes**
305-A6	Game Room-Lounge Area	Covebase w/ mastic	N	Brown	ND	No

Sample ID	Location	Type	Friable?	Appearance	% Asbestos & type	ACM?
305-A20	**Main Office Bldg.**	**Built-up roofing (around roof fixture)**	**N**	**Gray-black**	**4% Chrysotile**	**Yes**
305-A21	**Main Office Bldg.**	**Built-up roofing (layer 1)**	**N**	**Gray black**	**4% Chrysotile**	**Yes**
305-A21	Main Office Bldg.	Fiber Board (layer 2)	N	Brown	ND	No
305-A22	**Main Office Bldg.**	**Built-up roofing (layer 1)**	**N**	**Gray black**	**3% Chrysotile**	**Yes**
305-A22	Main Office Bldg.	Fiber Board (layer 2)	N	Brown	ND	No
305-A23	**Main Office Bldg.**	**Built-up roofing**	**N**	**Gray black**	**3% Chrysotile**	**Yes**
Regulated ACM					**1%**	

ND-None Detected

5.0 ARSENIC RESULTS

The two (2) canec-board ceiling panel and two (2) canec-board roofing underlayer samples contained arsenic. A summary of the arsenic sample results is provided in Table 2, the sample location photographs and maps are presented in Appendices A and B, and the complete laboratory report in Appendix C.

Table 2. Arsenic Sample Results

Sample ID	Location	Material Type	Material Appearance	Arsenic (mg/kg)	RL (mg/kg)
305-ARS1	Gymnasium/ Physical Director's Office	Canec-board ceiling panel	Painted white w/ brown fibrous layer	**3,100**	**3**
305-ARS2	Lounge Area	Canec-board ceiling panel	Painted white w/ brown fibrous layer	**1,200**	**4**
305-ARS3	Main Office Bldg.	Canec-board underlayer	Brownish	**24**	**3**
305-ARS4	Main Office Bldg.	Canec-board underlayer	Brownish	**3**	**3**

Note: Any detectable level of arsenic in building materials that will be disturbed triggers OSHA requirements.
RL - Reporting Limit

Sample ID	Location	Substrate & Material Type	Appearance/ Condition	Lead (ppm)	Lead Y/N
305-P15	Game Room-Lounge Area	Metal handrail	Blue w/ light yellow underlayer/ Poor	<190	No
305-P16	Kitchen	Concrete walls	Yellow/ Fair	**1,500**	**Yes**
305-P17	Kitchen	Wood cabinets	Tan/ Fair	**1,500**	**Yes**
305-P18	Classroom 13, outside Game Room	Concrete floor	Green/ Poor	<540	No
305-P19	**Shower-Locker Room Equipment Cage**	**Metal cage**	**Green/ Fair**	**27,000**	**Yes**
305-P20	Shower-Locker Room Equipment Cage	Wood window sill	Green/ Fair	**1,900**	**Yes**
305-P21	Gymnasium* (swimming pool side)	Concrete wall (exterior)	Light blue/ Fair	**480**	**Yes**
305-P22	Gymnasium Utility Room (swimming pool side)	Wood wall	Light blue/ Fair	<87	No
305-P23	Swimming Pool Deck	Metal handrail	Light blue/ Poor	**470**	**Yes**
305-P24	**Gymnasium***	**Metal support beam**	**Faded green w/ tan underlayer/ Poor**	**9,200**	**Yes**
305-P25	Swimming Pool	Metal/ life guard stand	Red/ Poor	**1,800**	**Yes**
305-P26	Swimming Pool	Concrete/ trim	Blue/ Poor	<280	No
305-P27	Shower-Locker Room	Metal/ flashing	Faded yellow/ Poor	**710**	**Yes**
305-P28	Main Office Bldg.*	Concrete/ wall (lower trim)	Blue/ Fair	**380**	**Yes**
305-P29	Main Office Bldg.*	Concrete/ wall (upper trim)	White/ Fair	**1,300**	**Yes**
305-P30	**Exterior Fascia & Walkway ***	**Wood/ support beam**	**Reddish-brown/ Fair**	**29,000**	**Yes**
305-P31	Exterior Walkway	Wood/ post	Gray/ Fair	<190	No
EPA/HUD Lead-based paint				**5,000 ppm**	

* Sample results apply to all similar substrate/materials i.e.: all metal support beams for Gymnasium; lower/upper trim on all exterior concrete walls; all wood support beams for Fascia and walkway; exterior concrete walls of Gymnasium.

LCP-

- Blue w/ white dark brown underlayer paint on wood door of Physical Director's Office
- White w/ gray underlayer paint on concrete walls in Physical Director's Office
- Light blue paint on wood window sill in Physical Director's Office
- Blue paint on concrete block interior walls of Gymnasium
- White paint on wood fence in Passage Room 28
- White paint on upper trim of interior concrete walls in Game Room
- Yellow paint on concrete walls in Kitchen
- Tan paint on wood cabinets in Kitchen
- Green paint on wood window sills in equipment cage area of Shower-Locker Room
- Light blue paint on concrete exterior walls of Gymnasium
- Light blue paint on metal handrail near Swimming Pool Deck (Gymnasium side)
- Red paint on metal Life Guard Stand (poolside)
- Faded yellow paint on metal flashing along roof near Shower-Locker Room
- Blue paint on lower trim of exterior concrete walls
- White paint on upper trim of exterior concrete walls

Light Ballast

There were no light ballasts suspected of containing PCBs identified in any of the rooms inspected.

9.0 RECOMMENDED ACTIONS

Asbestos

Based on the sampling results, any work-involving disturbance of the subject materials, as indicated in Table 1, must be performed implementing specific control measures in accordance with the Occupational Safety and Health Administration (OSHA 1926.1101) and Hawaii Industrial Occupational Safety and Health (HIOSH) regulations (12-145.1). Workers involved in disturbance of ACM shall wear at a minimum, a disposable coverall, a NIOSH/MSHA approved respirator for asbestos or lead-containing paint removal work, protective eyewear, steel-toed safety shoes or boots, and a hard hat. The specific practices & control and quality assurance methods are summarized as follows, but are not limited to:

Mandated Practices regardless of the levels of exposure

- ❑ Notification to DOH, EPA, and user
- ❑ Respirators and personal protective equipment
- ❑ High Efficiency Particulate Air (HEPA) vacuum
- ❑ Installation, inspection, and repair of polyethylene sheeting in work and high traffic areas

The specific practices and control & quality assurance methods are summarized as follows, but are not limited to:

1. Initial air sampling must be performed to determine airborne arsenic levels.

2. Employees must utilize respiratory protection.

3. Exposure assessment should be carried out when workers are disturbing the arsenic containing surfaces and ensure that workers are not exposed over the 8-hour time weighted average of 5 $\mu g/m^3$.

4. The arsenic-containing debris must be collected separately, from other construction debris, with High Efficiency Particulate Air filter equipment. Dry sweeping of debris or dust must not be allowed.

5. The collected debris should be tested for leachability of arsenic, following the EPA Toxicity Characteristic Leachate Procedure (TCLP), and should be disposed of properly according to the test results and landfill requirements.

Lead

According to the OSHA Lead in Construction Standard, 29 CFR 1926.62, employees involved in the renovation must be appropriately protected. When renovation work disturbs surfaces with lead-containing paint, the work must be executed in accordance with the lead construction standard.

The following guidance is applicable when work is being performed on components that have a lead containing paint or coating. Work practices that would trigger these requirements include sanding, blasting, welding, cutting, or scraping.

1. Initial air sampling must be performed to determine airborne lead levels.

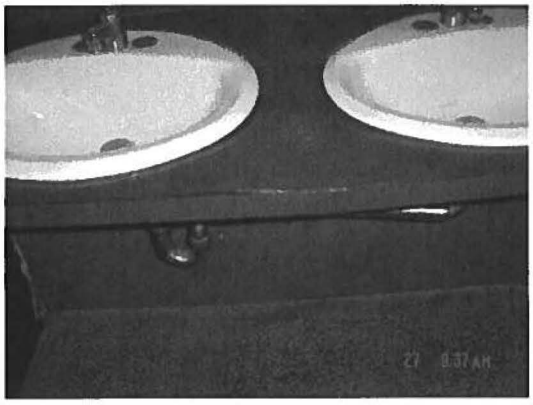
2. Employees must utilize respiratory protection until the initial assessment documents safe working levels of airborne lead [29 CFR 1926.62(d)(1) and (2)(I)(A)].

3. Exposure assessment should be carried out when workers are disturbing the lead-containing paint surfaces and ensure that workers are not exposed over the 8-hour time weighted average of 50 $\mu g/m^3$.

4. The paint chips or dust must be collected separately, from other construction debris, with High Efficiency Particulate Air filter equipment. Dry sweeping of paint chips or dust must not be allowed.

APPENDIX A

SAMPLE LOCATION PHOTOGRAPHS



Sample no: 305-A4. Boys' Bathroom, Room 22. Formica countertop, blue w/ brown underlayer w/ mastic.

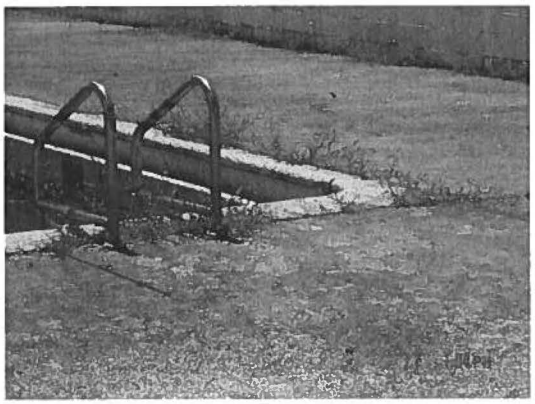
Sample no: 305-A5. Game Room-Lounge Area. Green-brown w/ speckles, 9" X 9" vinyl floor tile w/ black mastic.
ACM 4% Chrysotile (floor tile)
ACM <1% Chrysotile (mastic)

Sample no: 305-A6. Game Room-Lounge Area. Brown covebase w/ mastic (covebase is painted light blue).

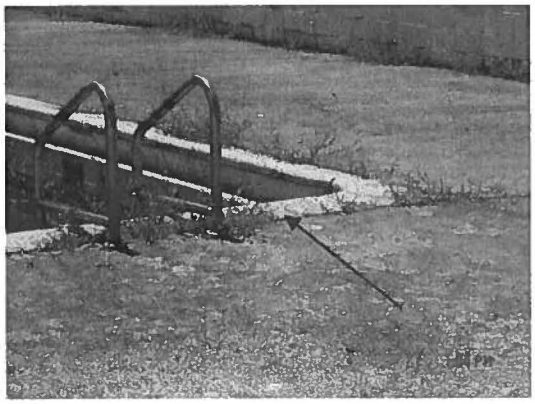
Sample no: 305-A10. Game Room.
Speckled tan (patch) vinyl floor tile w/ mastic.

Sample no: 305-A11. Kitchen, Room 10.
Burnt-orange vinyl floor tile w/ mastic.

Sample no: 305-A12. Kitchen, Room 10.
Brown covebase w/ mastic.
ACM 35% Chrysotile (covebase)



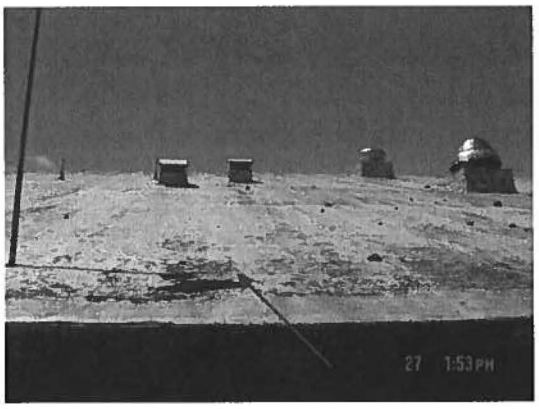
Sample no: 305-A16. Swimming Pool. Gray-white caulking along pool edge and concrete deck.



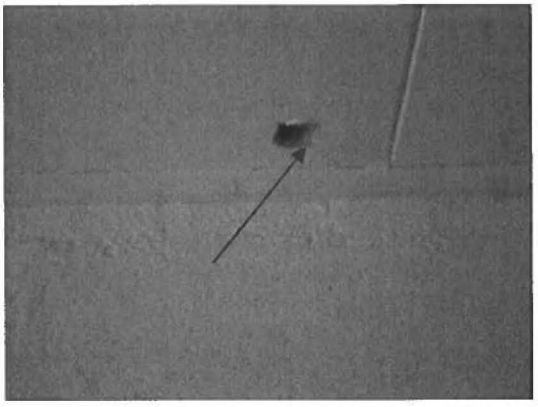
Sample no: 305-A17. Swimming Pool. Gray-white caulking along pool edge and concrete deck.

Sample no: 305-A18. Main Office Building. Gray-black built-up roofing material around roof fixture.
ACM 6% Chrysotile

Sample no: 305-A22. Main Office Building. Gray-black built-up roofing material.
ACM 3% Chrysotile



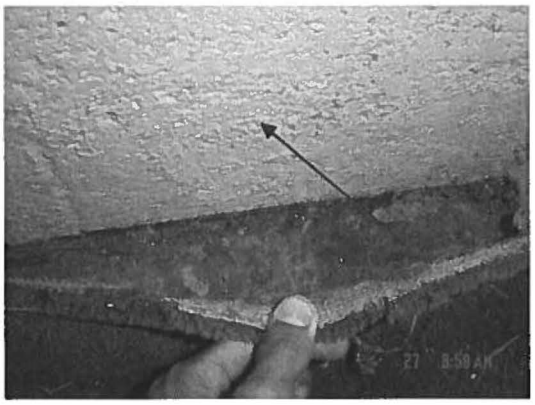
Sample no: 305-A23. Main Office Building. Gray-black built-up roofing material.
ACM 3% Chrysotile



Sample no: 305-ARS1. Gymnasium, Physical Directors' Office. Canec-board ceiling panel painted white w/ brown fibrous layer.
ARSENIC 3,100 ppm

NO PHOTOGRAPH AVAILABLE

Sample no: 305-P1. Gymnasium, Physical Directors' Office. Blue w/ white/ dark brown underlayer on wood door.
LCP



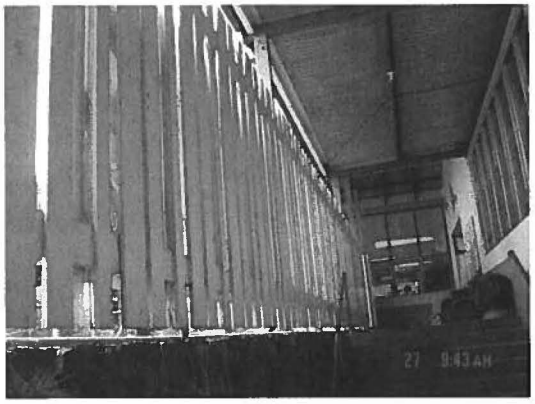
Sample no: 305-P2. Gymnasium, Physical Directors' Office. White w/ gray underlayer on concrete wall in office.
LCP

NO PHOTOGRAPH AVAILABLE

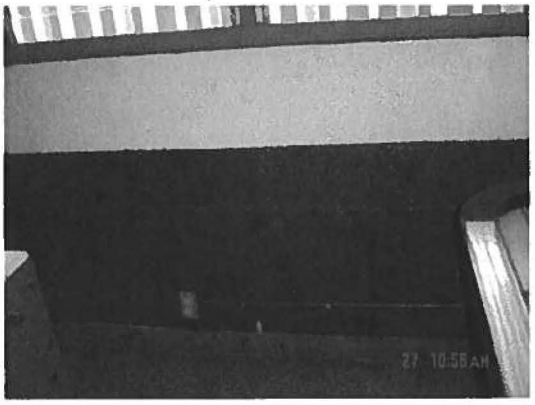
Sample no: 305-P3. Gymnasium, Physical Director's Office. Light blue wood interior window sill.
LCP

Sample no: 305-P7. Gymnasium. Blue concrete block interior walls.
LCP

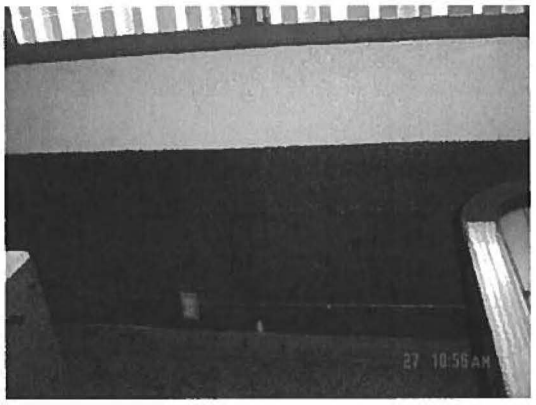
Sample no: 305-P8. Gymnasium. Blue wood exit door.



Sample no: 305-P9. Passage Room 28. White wood fence above stone wall adjacent to stairway.
LCP



Sample no: 305-P13. Game Room. White upper trim on concrete block wall. LCP

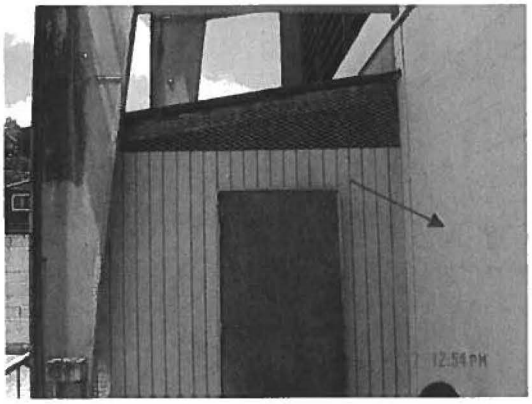


Sample no: 305-P14. Game Room. Blue lower trim on concrete block wall.

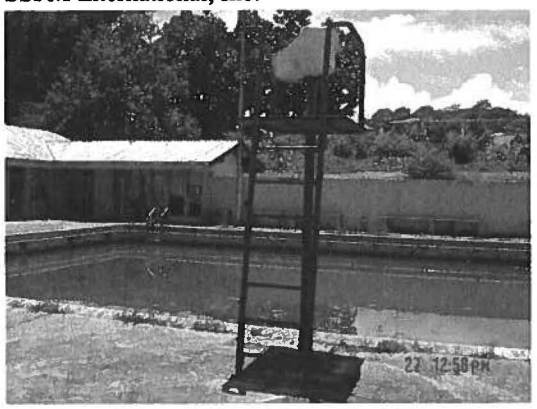
Sample no: 305-P15. Game Room to Lounge Area. Blue w/ light yellow underlayer metal handrail (same as guardrail on lounge floor).

Sample no: 305-P19. Shower-Locker Room. Green metal equipment cage storage area.
LBP 27,000 ppm

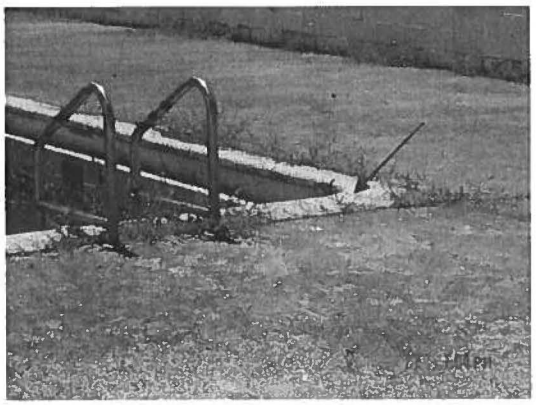
Sample no: 305-P20. Shower-Locker Room. Green wood window sill in equipment cage storage area.
LCP



Sample no: 305-P21. Gymnasium. Light blue concrete exterior wall (swimming pool side).
LCP



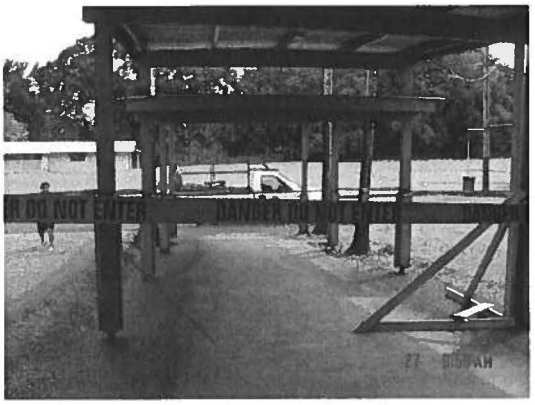
Sample no: 305-P25. Swimming Pool. Red metal Life Guard Stand.
LCP



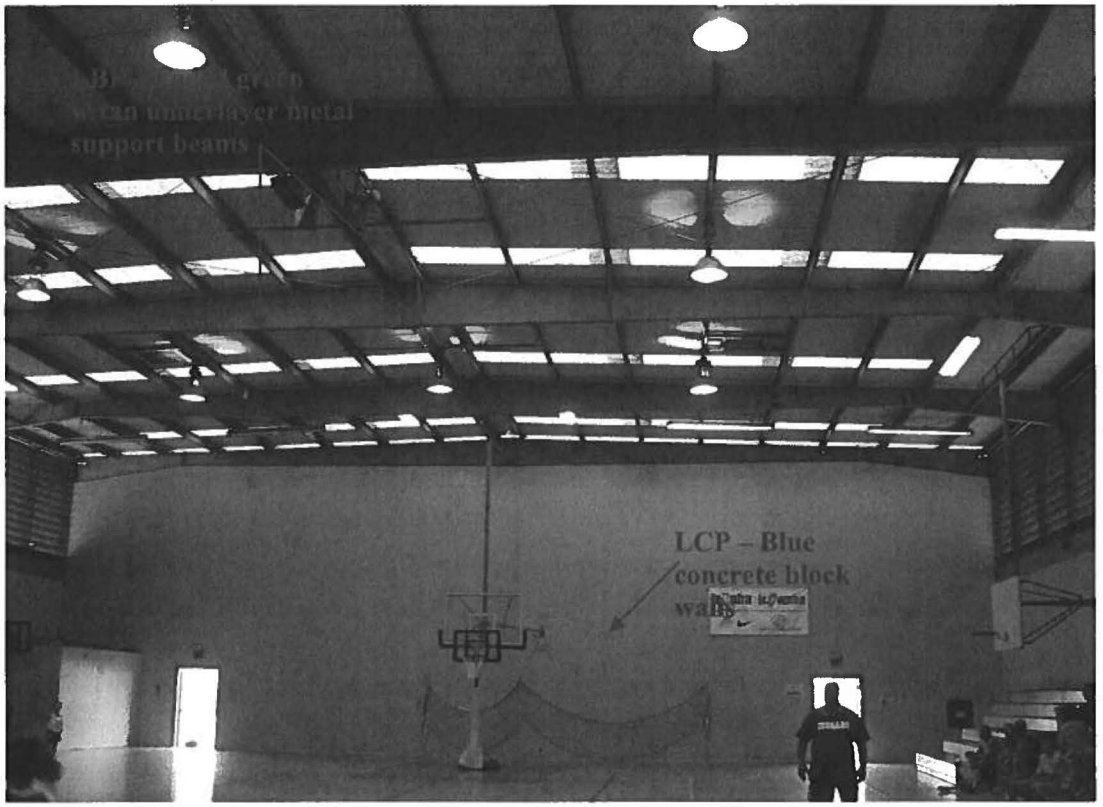
Sample no: 305-P26. Swimming Pool. Blue concrete trim around pool edge and concrete deck.

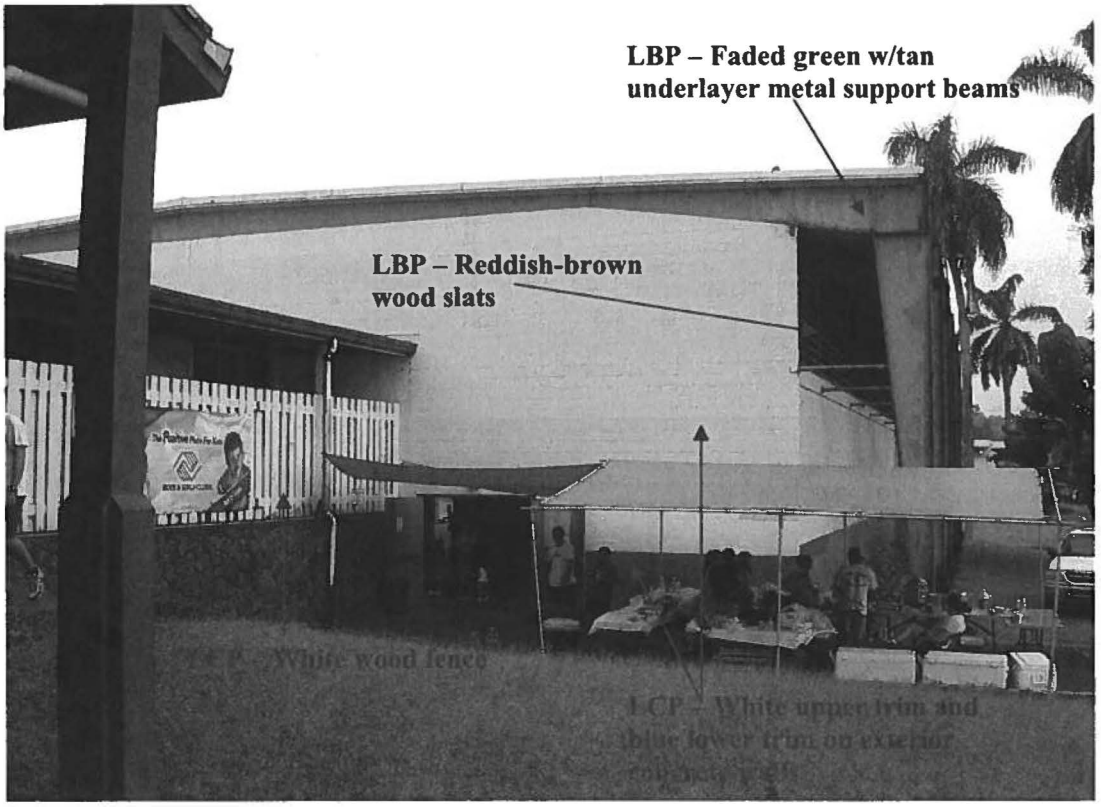
Sample no: 305-P27. Shower-Locker Room. Faded yellow metal flashing along roof.
LCP

Hazmat Survey-Hilo Boys' & Girls' Club
Hilo, Hawaii
SSFM International, Inc.



Sample no: 305-P31. Exterior Walkway.
Gray wood support post.


LCP – Blue
concrete block
walls


LBP – Faded green w/tan
underlayer metal support beams
LBP – Reddish-brown
wood slats

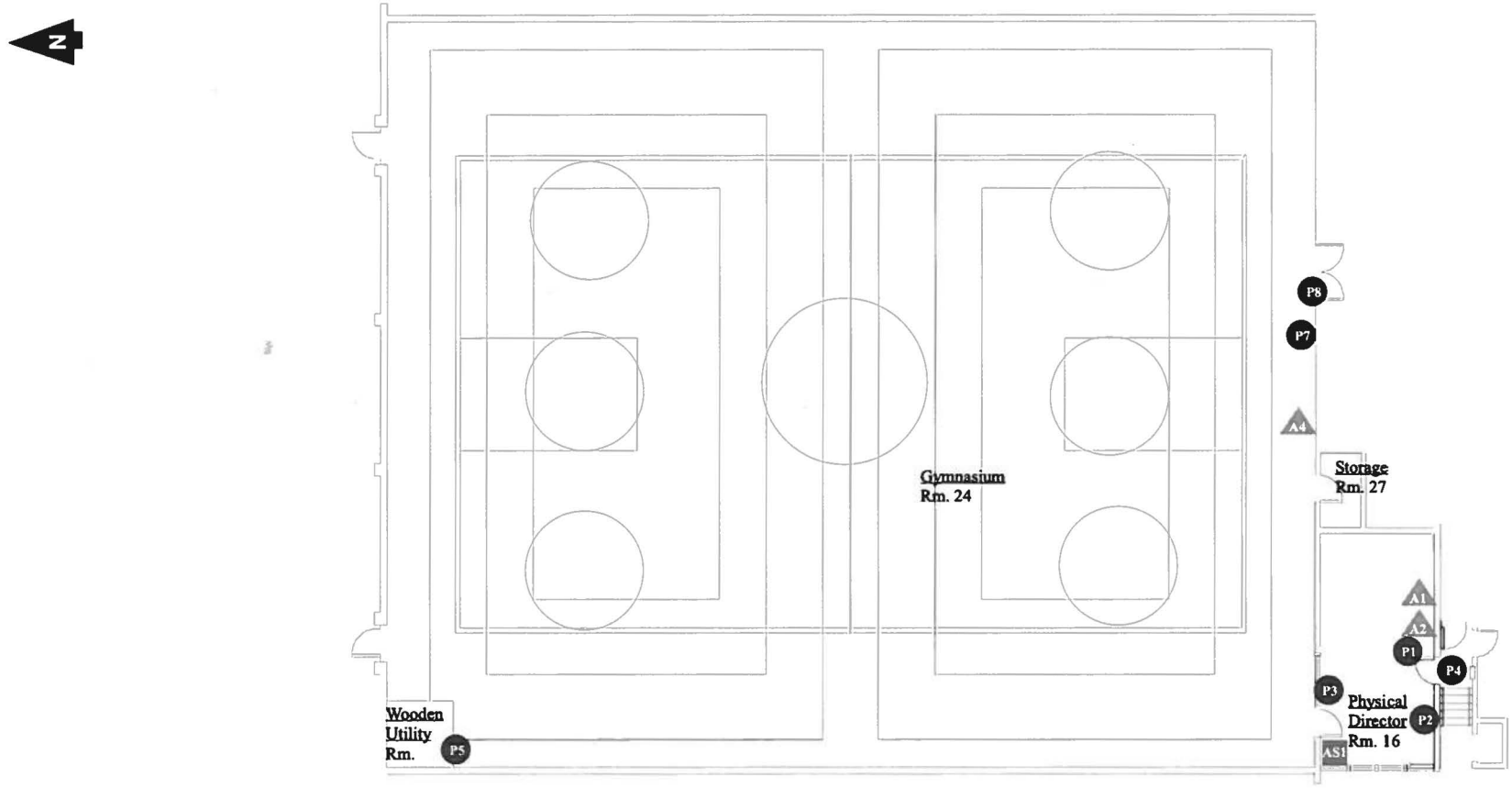
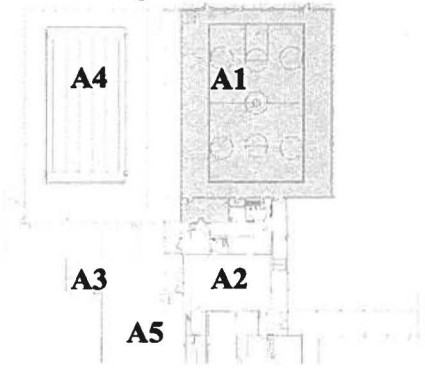


Figure B1. Sample Locations: Gymnasium Area A1

Subject Area



Legend

- A1 Bulk sample locations
- P1 Paint sample locations
- AS1 Arsenic sample locations

Hazardous Material Survey

Boys' and Girls' Club
Hilo, Hawaii

August 2004
MNA Job No. 50305

Myounghee Noh & Associates, L.L.C.

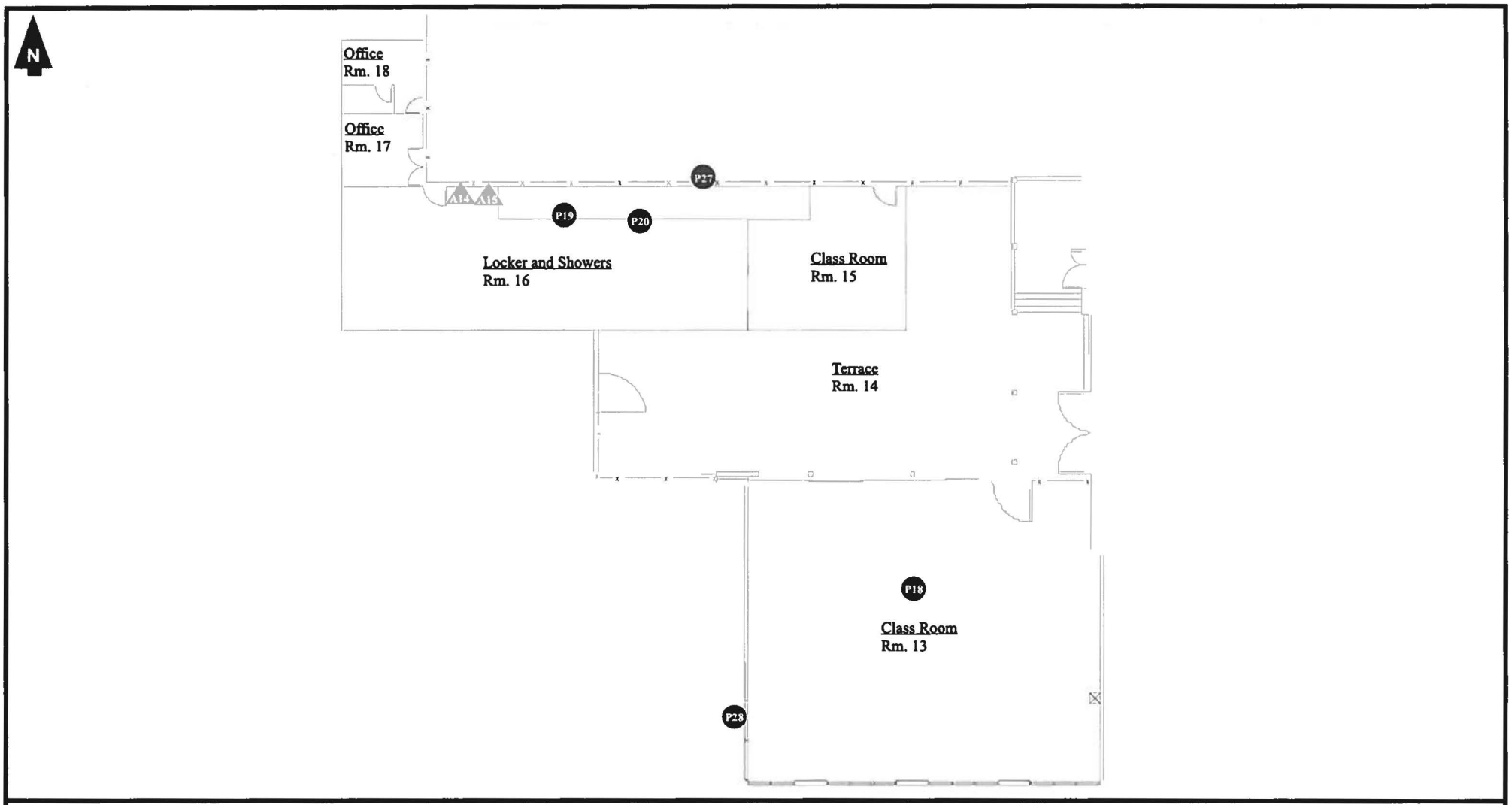
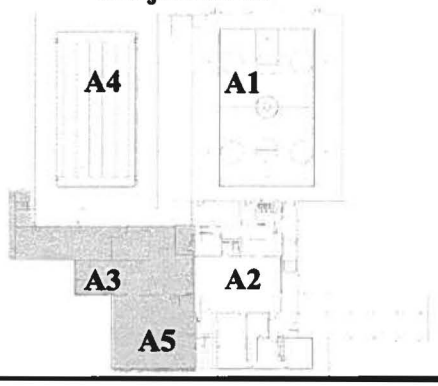


Figure B3 Sample Locations: Terrace and Class Room Area A3

Subject Area



Legend

- A1 Bulk sample locations
- P1 Paint sample locations
- AS1 Arsenic sample locations

Hazardous Material Survey

Boys' and Girls' Club
Hilo, Hawaii

August 2004
MNA Job No. 50305

Myounghee Noh & Associates, L.L.C.

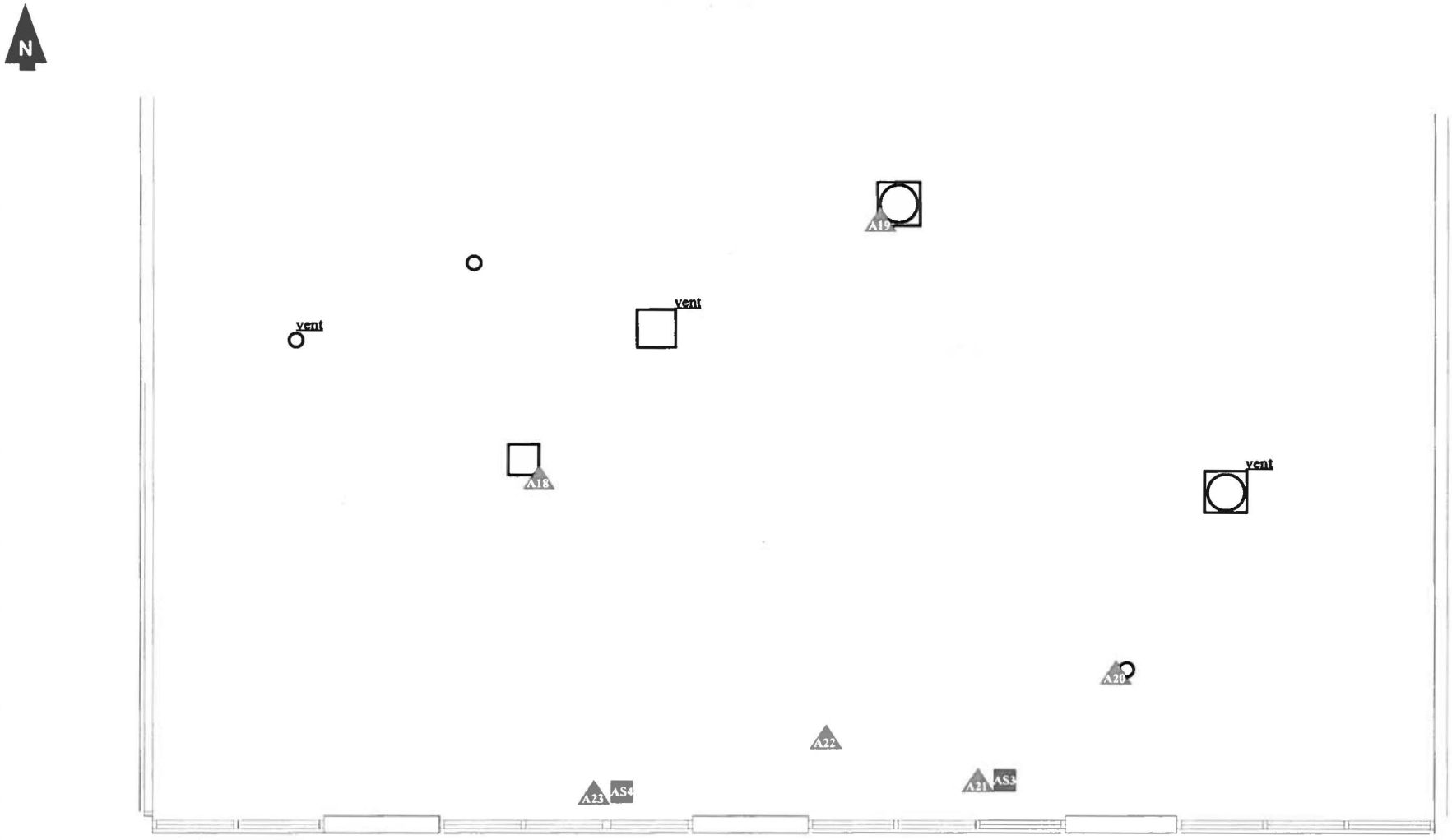
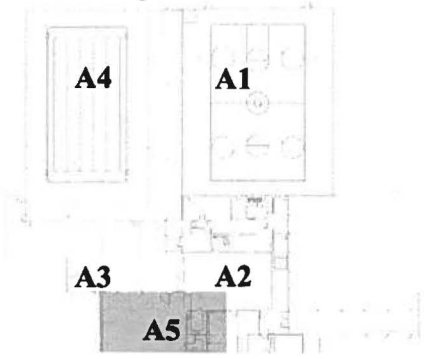


Figure B5. Sample Locations: Classroom 13 Roof

Subject Area



Legend

- A1 Bulk sample locations
- P1 Paint sample locations
- AS1 Arsenic sample locations

Hazardous Material Survey

Boys' and Girls' Club
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Note: The arrows are for emphasis; painted surfaces will extend beyond the limits of the area indicated by the arrows.

Storage Rm.

Lounge Rm. 20

Equipment Storage Rm. 17

Game Room Rm. 11

Passage Room Rm. 28

Kitchen Rm. 10

Library Rm. 8

Control Rm. 5

Secretary Rm. 4

Exec. Office Rm. 3

Conf. Rm. 12

Conf. Rm. 9

LCP- 1-500 ppm
Blue paint
Interior walls and trim
Bathroom

LBP-5,800 ppm
White paint
Exterior concrete walls

LCP-450 ppm
White paint
Wood fence

LBP -180,000 ppm
Grey over orange paint
Metal hand rail

LBP - 6,900 ppm
Blue-gray over beige paint
Exterior wood windows sills

LCP-130 ppm
White paint
Interior concrete walls
Game Room & Lounge

LCP- 1-500 ppm
Blue-gray paint
Wood trim, walkway

LBP - 29,000 ppm
Reddish brown paint
Wood window sills, trim, walkway columns

LCP-1,500 ppm
Yellow paint
Concrete walls
Kitchen

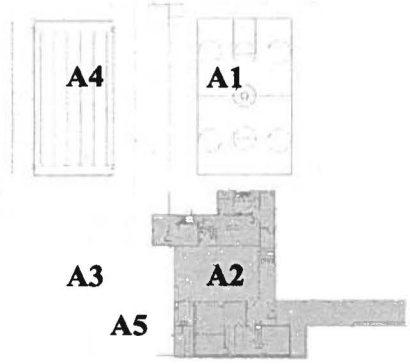
LCP-1,500 ppm
Tan paint
Wooden Cabinets
Kitchen

LCP-380 ppm
Blue paint
Exterior concrete walls

LCP-1,300 ppm
White paint
Exterior concrete walls

Figure B7. Lead Paint Locations: Game Room Area A2

Subject Area



Legend

LBP Lead Based Paint: paint containing lead at concentrations equal to or greater than 5,000 ppm
Paint color and appearance
Painted component

LCP Lead-Containing Paint: paint containing concentrations of lead from 1 to 5,000 ppm
Paint color and appearance
Painted component

Hazardous Material Survey

Boys' and Girls' Club
Hilo, Hawaii

August 2004
MNA Job No. 50305

Myounghee Noh & Associates, L.L.C.

Note: The arrows are for emphasis: painted surfaces will extend beyond the limits of the area indicated by the arrows.

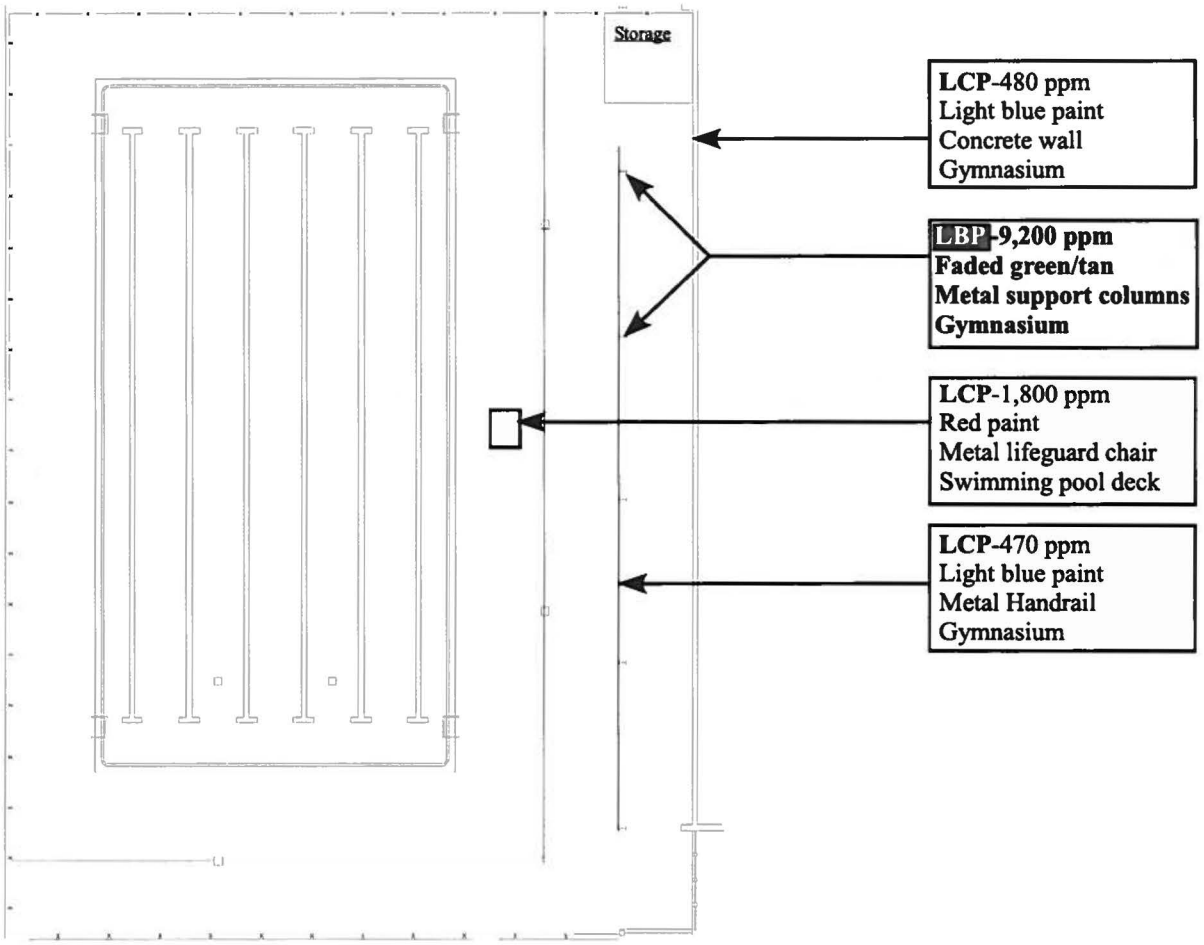
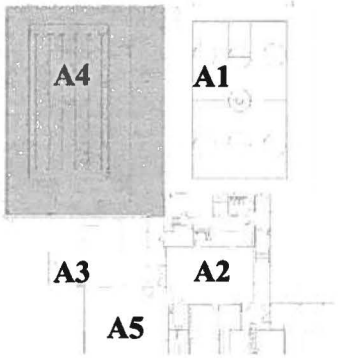


Figure B9. Lead Paint Locations: Pool Area A4

Subject Area



Legend

LBP Lead Based Paint: paint containing lead at concentrations equal to or greater than 5,000 ppm
Paint color and appearance
Painted component

LCP Lead-Containing Paint: paint containing concentrations of lead from 1 to 5,000 ppm
Paint color and appearance
Painted component

Hazardous Material Survey

Boys' and Girls' Club
Hilo, Hawaii

August 2004
MNA Job No. 50305

Myounghee Noh & Associates, L.L.C.

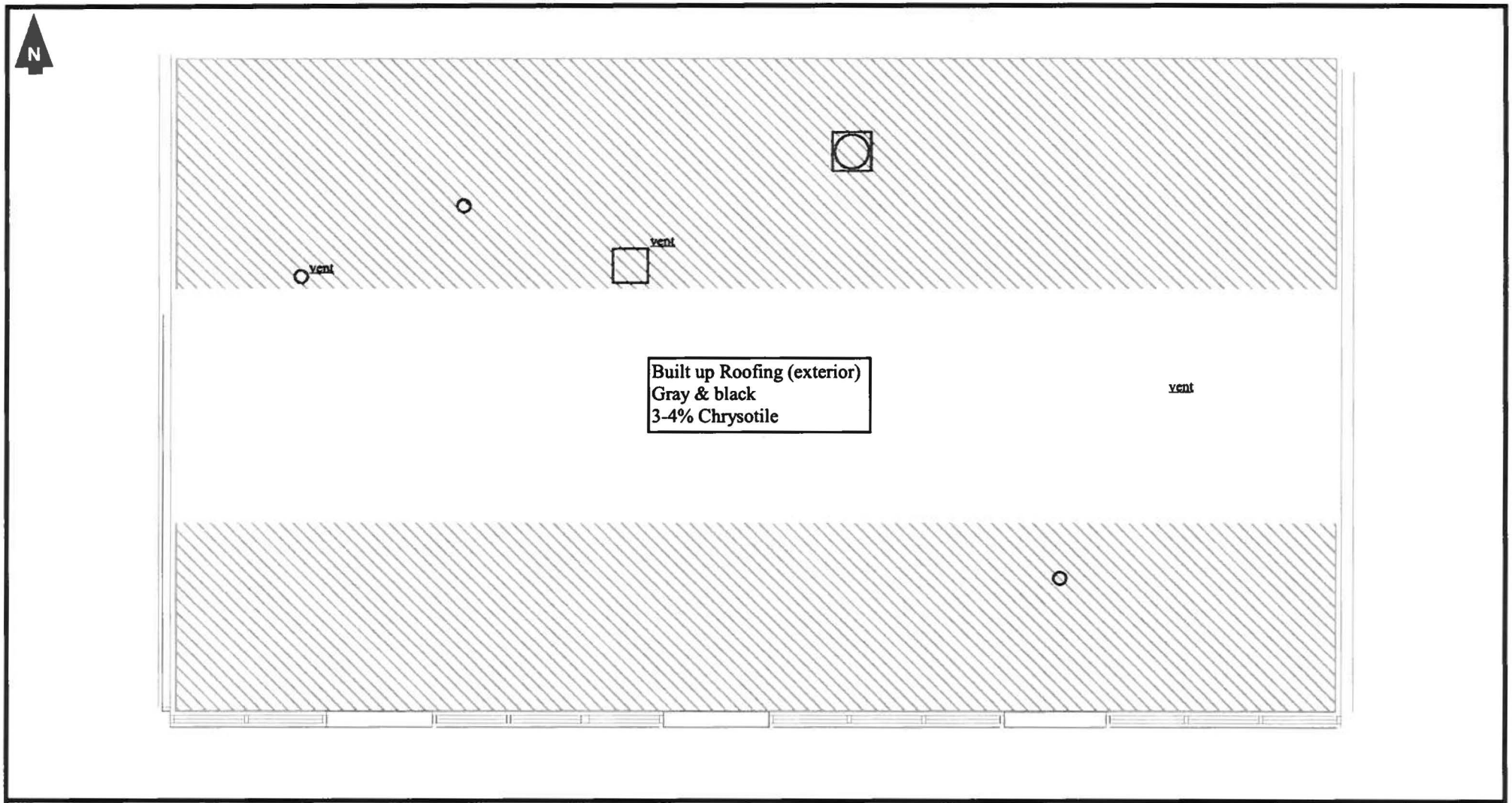
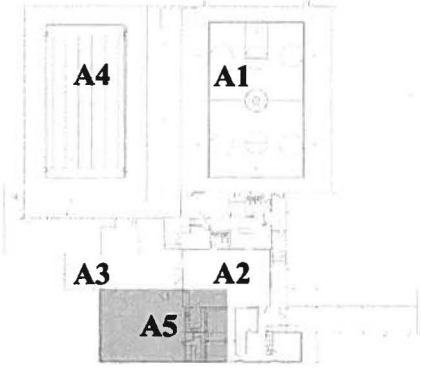


Figure B11. Asbestos Locations: Classroom 13 Roof Area A5

Subject Site



Hazardous Material Survey

Boys' and Girls' Club
Hilo, Hawaii

August 2004
MNA Job No. 50305

Myounghee Noh & Associates, L.L.C.

Final Report

Forensic Analytical

Metals Analysis of Bulks

White Environmental
Shanna Santos
2290 Alahao Place Unit #301

Honolulu, HI 96819

Client ID: 3228
Report Number: M066176
Date Received: 08/31/04
Date Analyzed: 09/02/04
Date Printed: 09/02/04
First Reported: 09/02/04

Job ID / Site: Myounghee Noh, SSFM-Boys & Girls Club, Hilo - MNA 50305 ,PO#H04-1325

FASI Job ID: 3228-653

Sample Number	Lab Number	Analyte	Result	Result Units	Reporting Limit	Method Reference
305-ARS-1	30208696	As	3100	mg/kg	3	EPA 3050B/6010B
305-ARS-2	30208697	As	1200	mg/kg	4	EPA 3050B/6010B
305-ARS-3	30208698	As	24	mg/kg	3	EPA 3050B/6010B
305-ARS-4	30208699	As	3	mg/kg	3	EPA 3050B/6010B

Dave Sandusky, Laboratory Supervisor, Hayward Laboratory

[MNA Tech][Asbestos]

Myounghee Noh & Associates, L.L.C.

BULK SAMPLE DATA

Page: 1 of 1

SAMPLING DATE: 8/27/04	SITE LOCATION: Hilo Boys and Girls Club	ANALYSIS: Asbestos
JOB NO./NAME: SSFM Hilo Boys and Girls Club 50305	CLIENT: SSFM	

	Sample ID	Building	Floor	Room	Area (sq. ft.)	Color	Description	Friable (Y/N)
1	305 ~~A1~~ 3C ARS 1	Gym	1	Physical Director	Ceiling	white outer brown fiber	Canec Panel ceiling	
2	ARS 2	Game Room	1 1/2	Lounge	Ceiling	white outer brown fiber	Canec Panel ceiling	
3	ARS 3	Roof	2	roof	roof	canec brown	Canec underlayer of roof	
4	ARS 4	Roof	2	roof	roof	"	"	
5								
6								
7								
8								
9								
10								
11								
12								

Sampled By: EB, BK & AI Date/Time: 8/27/04 / 0900

Relinquished By: [signature] Date/Time: 8/30/04 / 13:55 Received By: [signature] Date/Time: 8/30/04 1400

Shipped Via: _____ Airbill No.: _____ Date/Time: _____

Send Results to: ☐ _____

99-1046 Iwaena St. Suite 210-A, Aiea, Hawaii USA • Tel 808.484.9214 • Fax 808.484.4660
Toll free 888.747.8448 • m_noh@aloha.net • www.noh-associates.com

WHITE ENVIRONMENTAL CONSULTANTS INC.
2290 Alahao Pl. Unit #301, Honolulu, HI 96819-2283 (808) 843-0655
FAX: (808) 843-0657

AIHA
102845

Lead Analysis in Paint

WEC Project #: H04-1371
Client Project#: MNA 50305

Report #: 5731
Report By: E.Pugh
Report Date: 9/7/2004

305-P23	HP04-3332	470	ppm	280
305-P24	HP04-3333	9,200	ppm	640
305-P25	HP04-3334	1,800	ppm	210
305-P26	HP04-3335	< 280	ppm	280
305-P27	HP04-3336	710	ppm	560
305-P28	HP04-3337	380	ppm	100
305-P29	HP04-3338	1,300	ppm	120
305-P30	HP04-3339	29,000	ppm	230
305-P31	HP04-3340	< 190	ppm	190

Analyst Christie R Hoffman **Date** 9/7/04
QC [illegible] **Date** 9/7/04

If units of "weight %" are desired, use the following conversion equation: ppm/10,000 = wt %. Using units of "ppm" allows low concentrations of lead to be reported as whole numbers. EPA SW-846 Chapter 3.2 used in sample preparation. Analysis performed by flame atomic absorption spectroscopy using EPA Method SW-846-7420 and NIOSH Method 7082. The Reporting Limit is at least twice that of the Method Detection Limit (MDL). The MDL (defined as the minimum concentration of an analyte that can be reported with 99% confidence to have a concentration greater than zero) is determined from statistical analysis of replicate samples in a given matrix containing the analyte, as defined in 40CFR Part 136, Appendix B. Unless otherwise stated, all quality control samples were acceptable. Modifications made to the previously referenced test methods are documented in WEC Inc.'s Standard Operating Procedures Manual. Supporting laboratory documentation is available upon request. WEC Inc. Honolulu is AIHA accredited in the Industrial Hygiene Program. WEC Inc. Honolulu is also AIHA accredited in the Environmental Lead Program for soils, dust wipes, and paint chips (Lab ID# 102845). Test reports must not be reproduced without the approval of WEC Inc., and are subject to WEC Inc. General Terms and Conditions (see reverse).

WHITE ENVIRONMENTAL CONSULTANTS INC.

2290 Alahao Place Unit 301 Honolulu, HI 96819-2283 phone: 808-843-0655 fax: 808-843-0657

Sample Chain of Custody

Client Name / Billing Information: Myounghee Noh & Associates, L.L.C. 99-1046 Iwaena St. Suite 210-A Aiea, HI 96701	***Client Project Name / Location:*** SSFM/Hilo Boys and Girls Club Island of Hawaii ***Client Project Number: MNA 50305***
Relinquished by: Myounghee Noh/ Bob Lange	***Received by:*** J. Sarfis
Date Relinquished: 8-16-04	***Date/Time Received:*** 8/30/04 1400

Please Circle Requested Analysis Type Below:

LEAD		**ASBESTOS**		**OTHER**
AIR	NIOSH 7082	**PCM**	NIOSH 7400A	**TCLP 8 RCRA Metal**
Wipe	HUD 14.2	**PLM**	EPA 600/R93/116	**PCB**
Paint	SW 846-7420	**TEM**		**Arsenic**
Soil	SW 846-3050B			
TCLP	SW-846-1311			

	Client Sample Number	Collection Date	Requested TAT RUSH 24hr 48hr 72hr 5day	Other Sample Information	Sample A/R
1	305-P27	8/27/04	5day		
2	305-P28	8/27/04	5day		
3	305-P29	8/27/04	5day		
4	305-P30	8/27/04	5day		
5	305-P31	8/27/04	5day		
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

*All samples submitted to WEC Inc. shall be sealed in the appropriate container, cartridge, or collection vessel; shall be free if exterior dust or contamination; and shall pose no immediate or potential hazard to personnel during sample receiving and processing. When applicable, please include field blanks as required by sampling method.

*Document below any correspondence with client regarding sample acceptance criteria or other aspects of analytical request:

[MNA Tech][LEAD SAMPLE DATA SHEET]

Myounghee Noh & Associates, L.L.C.

PAINT SURVEY

Page: 2 of 2

DATE: 8/27/04	SITE LOCATION: Hilo Boys and Girls Club	ANALYSIS: Pb
JOB NO./NAME: SSFM Hilo Boys and Girls Club 50305	CLIENT: SSFM	

	Sample ID	Location	Substrate/Material Type	Material Appearance/ Condition	Area (sq. ft) Approx.
1	305 P16	Kitchen adjacent to gameroom, wall	yellow concrete wall	fair to poor	80 sq
2	305 P17	Kitchen " "	Cabinet wood, tan	poor	80 sq
3	305 P18	Classroom	concrete floor green	poor	600 sq
4	305 P 19	Showen Lockeroom / Equipment cage	green paint on metal cage	poor	80 sq
5	305 P 20	Shower " "	green paint on window sill	poor	8 linear
6	305 P21	Gym exterior adjacent to pool	light blue on concrete	fair to poor	1,000
7	305 P 22	Utility building adjacent to pool	light blue wood wall	poor	3,000
8	305 P23	~~Light~~ Hand rail edge of pool deck	light blue metal	poor	80 linear
9	305 P24	Support strut gym exterior	faded green/tan on metal	poor	1,000
10	305 P25	Life guard stand pool	Red metal	poor	
11	305 P26	Blue paint, pool trim	Blue concrete	poor	300 sq
12	P27	Metal flashing above lockers adjacent to pool	metal faded yellow	poor	
13	P28	Exterior blue paint lower cmu wall	concrete blue	fair to poor	
14	P29	Exterior white paint lower cmu wall	concrete white	fair to poor	
15	P30	Exterior fascia & walkway supports	wood reddish brown	Fair to poor	
Note:	P31	Exterior walkway wood post	wood grey	fair to poor	

Sampled By: EB, BK & AI

Date/Time: 8/27/04 / 0900

99-1046 Iwaena St. Suite 210-A, Aiea, Hawaii USA • Tel 808.484.9214 • Fax 808.484.4660
Toll free 888.747.8448 • m_noh@aloha.net • www.noh-associates.com

WHITE ENVIRONMENTAL CONSULTANTS INC.
2290 Alahao Pl. Unit #301, Honolulu, HI 96819-2283
(808) 843-0655
FAX: (808) 843-0657

NVLAP® 200350-0

Bulk Sample Analysis for Asbestos

WEC Project #: H04-1371
Client Project#: MNA 50305

Report #: 5727
Report By: E.Pugh
Report Date: 9/7/2004

Client ID#	WEC ID#	Location	Material	Layer
305-A4	HB04-4618A	Gym Bldg. 1st Fl - Bathroom 22	Formica	1 of 2

ASBESTOS

None Detected

Other Fibrous Materials

None Detected

% Non-Fibrous Materials: 100%

Homo-genous: Yes

Color: Blue

Client ID#	WEC ID#	Location	Material	Layer
305-A4	HB04-4618B	Gym Bldg. 1st Fl - Bathroom 22	Mastic	2 of 2

ASBESTOS

None Detected

Other Fibrous Materials

Cellulose	60%

% Other Fibrous Materials: 60%
% Non-Fibrous Materials: 40%

Homo-genous: No

Color: Brown

Client ID#	WEC ID#	Location	Material	Layer
305-A5	HB04-4619A	Gameroom Bldg. Lounge	Tile	1 of 2

ASBESTOS

Chrysotile	4%

Other Fibrous Materials

Cellulose	2%

% Asbestos: 4%
% Other Fibrous Materials: 2%
% Non-Fibrous Materials: 94%

Homo-genous: No

Color: Multi-Color

Client ID#	WEC ID#	Location	Material	Layer
305-A5	HB04-4619B	Gameroom Bldg. Lounge	Mastic	2 of 2

ASBESTOS

Chrysotile	<1%

Other Fibrous Materials

Cellulose	2%

% Asbestos: <1%
% Other Fibrous Materials: 2%
% Non-Fibrous Materials: 98%

Homo-genous: No

Color: Black

Sample Comments: Minimal amount of mastic on tile. Percentage of asbestos may be higher.

Client ID#	WEC ID#	Location	Material	Layer
305-A6	HB04-4620A	Gameroom Bldg. Lounge	Covebase	1 of 2

ASBESTOS

None Detected

Other Fibrous Materials

Cellulose	<1%

% Other Fibrous Materials: <1%
% Non-Fibrous Materials: 100%

Homo-genous: No

Color: Brown/Blue

WHITE ENVIRONMENTAL CONSULTANTS INC.
2290 Alahao Pl. Unit #301, Honolulu, HI 96819-2283
(808) 843-0655
FAX: (808) 843-0657

NVLAP® 200350-0

Bulk Sample Analysis for Asbestos

WEC Project #: H04-1371
Client Project#: MNA 50305

Report #: 5727
Report By: E.Pugh
Report Date: 9/7/2004

Client ID#	WEC ID#	Location	Material	Layer
305-A9	HB04-4623B	Gameroom Bldg. 1st Fl. Lounge	Mastic	2 of 2

ASBESTOS

None Detected

% Other Fibrous Materials: <1%
% Non-Fibrous Materials: 100%

Homogenous: No
Color: Brown

Other Fibrous Materials	
Cellulose	<1%

Client ID#	WEC ID#	Location	Material	Layer
305-A10	HB04-4624	Gameroom Bldg. 1st Fl. Lounge	Tile	1 of 1

ASBESTOS

None Detected

% Other Fibrous Materials: 2%
% Non-Fibrous Materials: 98%

Homogenous: No
Color: Beige

Other Fibrous Materials	
Cellulose	2%

Sample Comments: No mastic or patch material found on tile.

Client ID#	WEC ID#	Location	Material	Layer
305-A11	HB04-4625A	Gameroom Kitchen	Tile	1 of 2

ASBESTOS

None Detected

% Other Fibrous Materials: <1%
% Non-Fibrous Materials: 100%

Homogenous: No
Color: Brown

Other Fibrous Materials	
Cellulose	<1%

Sample Comments: Client listed material as tile. Sample appeared to be covebase.

Client ID#	WEC ID#	Location	Material	Layer
305-A11	HB04-4625B	Gameroom Kitchen	Mastic	2 of 2

ASBESTOS

None Detected

% Other Fibrous Materials: 5%
% Non-Fibrous Materials: 95%

Homogenous: No
Color: Brown

Other Fibrous Materials	
Cellulose	2%
Wollastonite	3%

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200350-0

Bulk Sample Analysis for Asbestos

WEC Project #: H04-1371
Client Project#: MNA 50305

Report #: 5727
Report By: E.Pugh
Report Date: 9/7/2004

Client ID#	WEC ID#	Location	Material	Layer
305-A14	HB04-4628	Locker Adjacent to Pool	Piping Insulation	1 of 1

ASBESTOS

None Detected

% Other Fibrous Materials: 94%
% Non-Fibrous Materials: 6%

Homogenous: No
Color: Yellow/Brown

Other Fibrous Materials	
Fiberous Glass	92%
Cellulose	2%

Client ID#	WEC ID#	Location	Material	Layer
305-A15	HB04-4629	Locker Adjacent to Pool	Piping Insulation	1 of 1

ASBESTOS

None Detected

% Other Fibrous Materials: 94%
% Non-Fibrous Materials: 6%

Homogenous: No
Color: Yellow/Brown

Other Fibrous Materials	
Fiberous Glass	92%
Cellulose	2%

Client ID#	WEC ID#	Location	Material	Layer
305-A16	HB04-4630	At Edge of Pool	Caulking	1 of 1

ASBESTOS

None Detected

% Other Fibrous Materials: 2%
% Non-Fibrous Materials: 98%

Homogenous: No
Color: Gray/White

Other Fibrous Materials	
Cellulose	2%

Client ID#	WEC ID#	Location	Material	Layer
305-A17	HB04-4631	At Edge of Pool	Caulking	1 of 1

ASBESTOS

None Detected

% Other Fibrous Materials: 2%
% Non-Fibrous Materials: 98%

Homogenous: No
Color: Gray/White

Other Fibrous Materials	
Cellulose	2%

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NVLAP® 200350-0

Bulk Sample Analysis for Asbestos

WEC Project #: H04-1371
Client Project#: MNA 50305

Report #: 5727
Report By: E.Pugh
Report Date: 9/7/2004

Client ID#	WEC ID#	Location	Material	Layer
305-A21	HB04-4635B	Roof	Fiber Board	2 of 2

ASBESTOS

None Detected

Other Fibrous Materials

Cellulose	98%

% Other Fibrous Materials: 98%
% Non-Fibrous Materials: 2%

Homogenous: No
Color: Brown

Client ID#	WEC ID#	Location	Material	Layer
305-A22	HB04-4636A	Roof	Roofing	1 of 2

ASBESTOS

Chrysotile	3%

Other Fibrous Materials

Fiberous Glass	20%
Cellulose	3%

% Asbestos: 3%
% Other Fibrous Materials: 23%
% Non-Fibrous Materials: 74%

Homogenous: No
Color: Black/Silver

Client ID#	WEC ID#	Location	Material	Layer
305-A22	HB04-4636B	Roof	Fiber Board	2 of 2

ASBESTOS

None Detected

Other Fibrous Materials

Cellulose	98%

% Other Fibrous Materials: 98%
% Non-Fibrous Materials: 2%

Homogenous: No
Color: Brown

Client ID#	WEC ID#	Location	Material	Layer
305-A23	HB04-4637	Roof	Roofing	1 of 1

ASBESTOS

Chrysotile	3%

Other Fibrous Materials

Fiberous Glass	20%
Cellulose	3%

% Asbestos: 3%
% Other Fibrous Materials: 23%
% Non-Fibrous Materials: 74%

Homogenous: No
Color: Black/Silver

Myounghee Noh & Associates, L.L.C.

BULK SAMPLE DATA

SAMPLING DATE: 8/27/04	SITE LOCATION: Hilo Boys and Girls Club	ANALYSIS: Asbestos
JOB NO./NAME: 50305	CLIENT: SSFM	

	Sample ID	Building	Floor	Room	Area (sq. ft.)	Color	Description	Friable (Y/N)
1	305-A1	Gym	1	Physical Director	see diagram	yellow brown	Carpet mastic	Y
2	305-A2	Gym	" "	" "	" "	" "	Carpet mastic	Y
3	305-A3	Gym		Bath 22	40	yellow speckeled	Ceramic wall tile	N
4	305-A4	Gym		Bath 22	8	blue/brown	Formica Counterptop with mastic	N
5	305-A5	Gameroom		Lounge	500	green brown speckle	Floor tile w/ mastic	N
6	305-A6	" "		Lounge	100 liner	brown	Covebase w/mastic	N
7	305-A7			Gameroom	1,000	green brown speckle	Floor tile with mastic	N
8	305-A8				450	white	Textured ceiling covering	N
9	305-A9				40 lin.	brown	Covebase w/mastic	N
10	305-A10			" "	6	speckled tan	Floor tile with mastic (patch)	N
11	305-A11			Kitchen	80	burnt orange	Floor tile with mastic	N
12	305-A12	" "	" "	Kitchen	20 lin	brown	Cove base with mastic	N

Sampled By: EB, BK & AI Date/Time: 8/27/04 / 0900

Relinquished By: [signature] Date/Time: 8/30/04 / 13:55 Received By: [signature] Date/Time: 8/30/04 1400

Shipped Via: Airbill No.: Date/Time:

Send Results to: ☐

99-1046 Iwaena St. Suite 210-A, Aiea, Hawaii USA • Tel 808.484.9214 • Fax 808.484.4660
Toll free 888.747.8448 • m_noh@aloha.net • www.noh-associates.com

WHITE ENVIRONMENTAL CONSULTANTS INC.

2290 Alahao Place Unit 301 Honolulu, HI 96819-2283 phone: 808-843-0655 fax: 808-843-0657

Sample Chain of Custody

Client Name / Billing Information: Myounghee Noh & Associates, L.L.C. 99-1046 Iwaena St. Suite 210-A Aiea, HI 96701	***Client Project Name / Location:*** SSFM/Hilo Boys and Girls Club Island of Hawaii ***Client Project Number: MNA 50305***
Relinquished by: Myounghee Noh / Bob Kinney	***Received by:*** J. Santos
Date Relinquished: 8-16-04	***Date/Time Received:*** 8/30/04 200pm

Please Circle Requested Analysis Type Below:

LEAD		**ASBESTOS**		**OTHER**
AIR	NIOSH 7082	**PCM**	NIOSH 7400A	**TCLP 8 RCRA Metal**
Wipe	HUD 14.2	**PLM**	EPA 600/R93/116	**PCB**
Paint	SW 846-7420	**TEM**		**Arsenic**
Soil	SW 846-3050B			
TCLP	SW-846-1311			

	Client Sample Number	Collection Date	Requested TAT RUSH 24hr 48hr 72hr 5day	Other Sample Information	Sample A/R
1	305-A1	8/27/04	5day		
2	305-A2	8/27/04	5day		
3	305-A3	8/27/04	5day		
4	305-A4	8/27/04	5day		
5	305-A5	8/27/04	5day	Floor tile with mastic	
6	305-A6	8/27/04	5day	Covebase with mastic	
7	305-A7	8/27/04	5day	Floor tile with mastic	
8	305-A8	8/27/04	5day		
9	305-A9	8/27/04	5day	Covebase with mastic	
10	305-A10	8/27/04	5day	Floor tile with mastic	
11	305-A11	8/27/04	5day	Floor tile with mastic	
12	305-A12	8/27/04	5day	Cove base with mastic	
13	305-A13	8/27/04	5day		
14	305-A14	8/27/04	5day		
15	305-A15	8/27/04	5day		
16	305-A16	8/27/04	5day		
17	305-A17	8/27/04	5day		
18	305-A18	8/27/04	5day	Built up roofing (multilayer)	
19	305-A19	8/27/04	5day	Built up roofing (multilayer)	
20	305-A20	8/27/04	5day	Built up roofing (multilayer)	
21	305-A21	8/27/04	5day	Built up roofing (multilayer)	
22	305-A22	8/27/04	5day	Built up roofing (multilayer)	
23	305-A23	8/27/04	5day	Built up roofing (multilayer)	
24					
25					
26					
27					

*All samples submitted to WEC Inc. shall be sealed in the appropriate container, cartridge, or collection vessel; shall be free if exterior dust or contamination; and shall pose no immediate or potential hazard to personnel during sample receiving and processing. When applicable, please include field blanks as required by sampling method.

*Document below any correspondence with client regarding sample acceptance criteria or other aspects of analytical request:

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

Project completion will be fully completed and closed out with the State by August 1, 2020. Please see the table below that describes the proposed project "Milestones" and overall project completion timeline:

Project Activity Milestones	Projected Completion Date	Area Responsibility
Project Award Notification	June 2019	State of Hawaii
Project Award Acceptance & Agreement Contract Signed	July 2019	BGCBI- Chief Executive Officer
RFP Solicitation/Advertisement Acceptance of Proposals	August 2019	BGCBI- Project Manager
RFP Proposal Review & Outcome: Contractor Selected	September 2019	BGCBI- Project Manager, CEO, Board Committee
Work Project Contract Executed between Contractor and BGCBI, Communications to State Agency	December 2019	BGCBI- Project Manager
Project Work Initiated	January 2020	Contracted Construction Vendor
Work Area 1: Milestone Met & First Installment Payment	May 1, 2020	Contracted Construction Vendor, BGCBI Fiscal Director
Work Area 2: Milestone Met & Second Installment Payment	September 1, 2020	Contracted Construction Vendor, BGCBI Fiscal Director
Work Area 3: Milestone Met & Third Installment Payment	December 1, 2020	Contracted Construction Vendor, BGCBI Fiscal Director
Work Area 4: Milestone Met & Fourth Installment Payment	March 1, 2020	Contracted Construction Vendor, BGCBI Fiscal Director
Work Area 5: Milestone Met & Fifth Installment Payment	June 1, 2020	Contracted Construction Vendor, BGCBI Fiscal Director
Project Work Construction Fully Completed	June 1, 2020	Contracted Construction Vendor
Submittal of Required State Project Closeout Documents	August 1, 2020	BGCBI- Project Manager

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

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

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

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

4. List the measures of effectiveness that will be reported to the State agency through which grant funds are appropriated. Measures will provide an objective way for the State to assess the program's achievement.

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

Measure #1

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

Measure #2

- ***Projected Activity Completion Dates*** (Milestone Deadlines): BGCBI will provide to the State agency, a listing of Milestone completion dates and timeframe that will communicate each deadline for completing contracted

milestone activities. Effectiveness will be measured by the ability for the contractor and BGCBI to fully and successfully competed each set milestone within the contracted timeframe;

Measure #3

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

Measure #4

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

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

IV. Financial

Budget

1. Please see the attached completed budget forms required of the proposal.

2. The following provides a detailed listing of BGCBI's anticipated quarterly funding requests for the fiscal year 2020:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
$875,000	$875,000	$875,000	$875,000	$3,500,000.00

3. The following provides a listing of all other sources of funding that BGCBI is seeking for fiscal year 2020.

FUNDING SOURCE	AMOUNT	SUPPORT AREA
State Department of Health	$ 40,000.00	Daily youth development program operations
Hawaii Electric Industries Foundation	$ 20,000.00	Daily youth development program operations
Hawaii Island United Way	$ 8,000.00	Daily youth development program operations
Trustees of the Hilo Boarding School	$ 72,000.00	Property/Facility upkeep and maintenance
3 Annual Fundraisers	$ 90,000.00	Daily youth development program operations
County Nonprofit Grants	$ 40,000.00	Daily youth development program operations
Atherton Foundation	$ 40,000.00	Daily youth development program operations
HCF Flex Grant	$ 25,000.00	Daily youth development program operations
CDBG Van Acquisition	$ 70,000.00	Daily youth development program operations
TOTAL INCOME:	$ 405,000.00	

Please note that BGCBI will not be requesting any further FY-2020 funding from the State of Hawaii pertaining to this proposed project.

4. BGCBI has not received any State or Federal tax credits within the past three (3) years. In addition, BGCBI has not applied for any State of Federal tax credits nor does the organization anticipate applying for tax credits.

5. The following communicates a summary listing of all Federal, State, and County of Hawaii government grant contract awards received in the past three (3) years:

Funding Source	Gov Entity	Amount
County of Hawaii	County	$ 234,050.00
Office of Hawaiian Affairs Grants	State	$ 365,638.00
Community Development Block Grants	County	$ 865,060.00
Grants in Aid	State	$ 32,727.00
Office of Justice Programs Grants	U.S.	$ 124,550.00
State Department of Health Grants	State	$ 260,000.00
Total		$ 1,882,025.00

A detailed, complete listing is included in this project proposal.

6. Included in this project proposal is BGCBI's current balance sheet of unrestricted assets as of December 31, 2018. See attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Boys & Girls Club of the Big Island

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	**0**	**0**	**0**	**0**
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Plans	$ 50,000.00	0		$ 17,000.00
10. Design	$ 50,000.00	0		$ 17,000.00
11. Construction (includes contracted project manager)	$ 3,400,000.00	0	$ 990,000.00	
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	**3,500,000**	**0**	**990,000**	**34,000**
C. EQUIPMENT PURCHASES	**0**	**0**	**0**	**0**
D. MOTOR VEHICLE PURCHASES	**0**	**0**	**0**	**0**
E. CAPITAL	**0**	**0**	**0**	**0**
TOTAL (A+B+C+D+E)	**$ 3,500,000.00**	**0**	**$ 990,000.00**	**$ 34,000.00**

SOURCES OF FUNDING	
(a) Total State Funds Requested	$ 3,500,000.00
(b) Total Federal Funds Requested	0
(c) Total County Funds Requested	$ 990,000.00
(d) Total Private/Other Funds Requested	$ 34,654.99
TOTAL BUDGET	**4,524,655**

Budget Prepared By:

Chad MK Cabral — (808) 961-5536

Name (Please type or print) — Phone

1/8/2019

Signature of Authorized Official — Date

Chad MK Cabral, Chief Executive Officer

Name and Title (Please type or print)

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Boys & Girls Club of the Big Island

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				$ -
Not Applicable				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Boys & Girls Club of the Big Island

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			$ -	
Not Applicable			$ -	
			$ -	
			$ -	
			$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			$ -	
Not Applicable			$ -	
			$ -	
			$ -	
			$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Boys & Girls Club of the Big Island

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS	0	0	$ 50,000.00	$17,327.50*	0	0
LAND ACQUISITION	n/a: BGCBI secured	n/a: BGCBI secured	n/a: BGCBI secured	n/a: BGCBI secured	n/a: BGCBI secured	n/a: BGCBI secured
DESIGN	0	0	$ 50,000.00	$17,327.49*	0	0
CONSTRUCTION	0	0	$3,400,000**	$ 990,000.00	0	0
EQUIPMENT	0	0	n/a	0	0	0
TOTAL:	**0**	**0**	$3,500,000.00	$ 1,024,654.99	0	0

JUSTIFICATION/COMMENTS: *Funds secured by BGCBI

** Includes contracted project manager

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Boys & Girls Club of the Big Island

Contracts Total: 1,882,025

	GRANT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Tree removal for Hilo Club fence	2017-2018	CDBG/OHCD	Hawaii County	121,500
2	Security fencing around Hilo Club grounds	2017-2018	CDBG/OHCD	Hawaii County	125,000
3	Van acquisition: expand Hilo & Pahoa services	2018-2019	CDBG/OHCD	Hawaii County	47,000
4	Gym & paving of Hilo Club grounds	2018-2019	CDBG/OHCD	Hawaii County	571,560
5	Hilo: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	8,750
6	Hamakua: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	8,750
7	Keaau: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	8,750
8	Ocean View: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	7,500
9	Pahala: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	8,750
10	Pahoa: Out-of-School Fitness for Life	2016-2017	County Nonprofit	Hawaii County	8,750
11	Seed to table for Healthy Big Island Youth	2016-2017	County Nonprofit	Hawaii County	6,750
12	Big Island Youth: Fit for Life	2016-2017	Shippers' Wharf	Hawaii County	50,000
13	Keaau Club General Support	2016-2017	Council contingency	Hawaii County	2,000
14	Pahoa Club General Support	2016-2017	Council contingency	Hawaii County	7,500
15	Hilo academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	15,875
16	Kealakehe academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	17,625
17	Keaau academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	15,875
18	Ocean View academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	17,125
19	Pahala academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	16,425
20	Pahoa academic support for income challenged	2017-2018	County Nonprofit	Hawaii County	17,250
21	Nutritional support for income challenged	2017-2018	County Nonprofit	Hawaii County	16,375
22	Keaau Mentoring program	2016	Office of Justice Programs	U.S.	7,500
23	Pahoa Mentoring program	2016	Office of Justice Programs	U.S.	10,000
24	Hilo Mentoring program	2016	Office of Justice Programs	U.S.	30,750
25	Keaau Mentoring program	2017	Office of Justice Programs	U.S.	7,000
26	Pahoa Mentoring program	2017	Office of Justice Programs	U.S.	8,800
27	Hilo Mentoring program	2017	Office of Justice Programs	U.S.	30,500
28	Keaau Mentoring program	2018	Office of Justice Programs	U.S.	15,000
29	Pahoa Mentoring program	2018	Office of Justice Programs	U.S.	15,000

Applicant: Boys & Girls Club of the Big Island

Contracts Total: 1,882,025

	GRANT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
30	Safety	2018	Grants in Aid: DHS	State	32,727
31	Pahoa & Pahala Substance abuse prevention	2016-2018	State Dept of Health	State	160,000
32	Pahoa & Pahala Substance abuse prevention	2018-2019	State Dept of Health	State	100,000
33	Youth Health	2017	fice of Hawaiian Affairs	State	115,000
34	Academic Support	2017-2019	Office of Hawaiian Affairs	State	250,638

Boys and Girls Club of The Big Island
Balance Sheet
As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
100 Cash	
101 Change Fund	0.00
102 General Checking	143,027.83
103 Special Checking - Capital	0.00
104 Petty cash	1,785.32
105 Hilo Unit Checking 04-256026	0.00
106 Kea'au Unit Checking 04-7139691	0.00
108 Fundraising/Reserve Checking	400,000.00
111 Pahoa Unit Checking 04-255992	0.00
113 Athletic Checking 04-256018	0.00
114 Pahala Unit Checking 04-495594	0.00
116 Hamakua Unit Checking 04-785495	0.00
117 Ocean View Unit Chkg 04-785509	0.00
118 Petty Cash - Hilo Unit	0.00
121 ASB checking	0.00
122 HNB Fundraising 8029067	8,067.97
123 FHB - FIRST HAWAIIAN BANK	4,980.30
124 Fidelity Investment - Kuriyama	21,468.96
Outstanding items - bank	0.00
Total 100 Cash	**$ 579,330.38**
Total Bank Accounts	**$ 579,330.38**
Accounts Receivable	
109 Accounts Receivable	0.00
Reserve for Uncollectible	0.00
Returned checks	0.00
Total 109 Accounts Receivable	**$ 0.00**
110 Grants Receivable	59,083.40
Abstinence Grant	0.00
ADAD 2011-2012	0.00
BGCA - ARRA GRANT OCV	0.00
BGCA - HILO TORCH CLUB GRANT	0.00
BGCH YMCA	0.00
CDBG	0.00
COH CONTING - HILO (HIGA)	0.00
COH CONTING - HILO (IKEDA)	0.00
COH CONTING - HILO (ONISHI)	0.00
COH CONTING - HMK (YAGONG)	0.00
COH CONTING - KEAAU (YOSHIMOTO)	0.00

COH CONTING - OCV (ENRIQUEZ)		0.00
COH CONTING - PAHOA (NAEOLE)		0.00
COH CONTING - PHL (ENRIQUEZ)		0.00
COH Finance 7/07-8/08		0.00
COH FINANCE 7/2008 - 6/2009		0.00
COH FINANCE 7/2009-6/2010		0.00
County		0.00
COX GRANT - BGCA		0.00
Dept. of Health - ADAD		0.00
DHS 10 OYS 103		0.00
DHS OYS 08-26		0.00
DHS-07-OYS-4091		0.00
DHS-07-OYS-4091 EXT		0.00
DHS-11-OYS/BESSD		0.00
DOE - OHCNP		0.00
EDI Grant		0.00
Federal Lunch		0.00
FirstPic Immersion Presents		0.00
Grants Receivable other		0.00
Haili Christian School		0.00
HCF Meth		0.00
HCF Meth - Ka'u		0.00
HCF Meth - Puna 1/07 - 12/07		0.00
HCF TOBACCO		0.00
HI Island Tobacco Free Partner		0.00
HIUW		0.00
HIUW-Supplemental		0.00
HUD		0.00
OJJDP		0.00
OJP - OCVW		0.00
OJP - PAHALA		0.00
OJP - PAHOA		0.00
OJP Capacity 01/06 - 06/07		0.00
OJP Growth 01/06 - 06/07		0.00
OYS		0.00
RYCPP Outreach		0.00
RYP CB 3RD YR 07-08		0.00
RYP Center Base 12/06-11/07		0.00
RYP OR 3RD YR 07-08		0.00
RYP Outreach 12/2006-11/2007		0.00
WalMart Healthy Eating 2010		0.00
YCP - Outreach		0.00
Total 110 Grants Receivable	**$**	**59,083.40**
112 Pledges receivable		675.00
Hilo Boarding School		0.00
Pledges Receivable HIUW		0.00
Pledges Receivable other		0.00

Total 112 Pledges receivable	$	675.00
119 Intercompany Transfer		0.00
BGCBI ATHLETIC		0.00
BGCBI HAMAKUA		0.00
BGCBI HILO		0.00
BGCBI KEA'AU		0.00
BGCBI OCEANVIEW		0.00
BGCBI PAHALA		0.00
BGCBI PAHOA		0.00
Total 119 Intercompany Transfer	$	0.00
120 Other receivables		0.00
Alu Like Summer		0.00
Membership Receivable		0.00
Payroll Receivable - See Hawaii		0.00
Total 120 Other receivables	$	0.00
COH - Finance		
Hamakua 2010-11		0.00
Hilo 2010-11		0.00
Keaau 2010-11		0.00
OceanView 2010-11		0.00
Pahala 2010-11		0.00
Pahoa 2010-11		0.00
Total COH - Finance	$	0.00
COH HILO 2011-2012		0.00
COH HMK 2011-2012		0.00
COH KEAAU 2011-2012		0.00
COH OCV 2011-2012		0.00
COH PAHALA 2011-2012		0.00
COH PAHOA 2011-2012		0.00
Dept of Health		
ADAD 10-11		0.00
Total Dept of Health	$	0.00
Total Accounts Receivable	$	59,758.40
Other Current Assets		
115 Due from Honolulu		0.00
130 Prepaid Insurance		0.00
Prepaid Auto Insurance		0.00
Prepaid D&O Insurance		0.00
Prepaid Finance Charge		0.00
Prepaid General Liability Ins		0.00
Prepaid Property Insurance		0.00
Prepaid WC Insurance		0.00
Total 130 Prepaid Insurance	$	0.00
131 Prepaid Expenses		0.00
Prepaid Postage		0.00
Total 131 Prepaid Expenses	$	0.00
132 Marketable Security		0.00

140 Investments		0.00
Kuriyama & Co LLC		178,081.17
Total 140 Investments	$	178,081.17
149 Undeposited Funds		0.00
150 Account Transfers		0.00
Capital Account		0.00
Reserve Account		0.00
Total 150 Account Transfers	$	0.00
Total Other Current Assets	$	178,081.17
Total Current Assets	$	817,169.95
Fixed Assets		
133 Vehicles		58,854.77
134 Sports Equipment		606.77
Varsity Scoreboard		3,826.32
Total 134 Sports Equipment	$	4,433.09
135 Equipment		189,178.04
3000 PSI Pressure Washer		573.36
Aussie 270L Cooler (Athletics)		416.66
Garden Tent 20x50x8		5,276.96
Lawn Mower		17,666.25
Refrigerator - Hilo Club		1,374.92
Trailer for Equipment Transportation		6,464.00
Total 135 Equipment	$	220,950.19
136 Office Equipment		0.00
avtech dhs oys 08-26		0.00
Dell #003-008120979-003		0.00
Dell Financial Computers/Laptop		0.00
Epson EX5200 Projector		0.00
HCF METH PUNA EQUIP 2007		0.00
HPPavilion CNF1160HWR		0.00
IDVille - ID Maker & Accessorie		2,927.72
LAPTOP COMPUTERS 2011-2012		9,960.80
Total 136 Office Equipment	$	12,888.52
137 Leasehold Improvements		8,292.00
Add Certified Kitchen & Lanai		534,600.00
CLUB DRIVEWAY IMPROVEMENT 2012		4,470.15
HSG-COMFORT STATION		250,000.00
Leasehold Improvements - Tree Removal		0.00
Phase I Club Renovations-Hilo		1,254,972.97
Phase II CLub Renovations-Hilo		600,000.00
Total 137 Leasehold Improvements	$	2,652,335.12
138 Construction in Progress		0.00
139 Accumulated Depreciation		-903,160.68
Total Fixed Assets	$	2,046,301.01
TOTAL ASSETS	$	2,863,470.96
LIABILITIES AND EQUITY		
Liabilities		

Current Liabilities		
Accounts Payable		
201 Accounts payable		18,184.11
202 Notes Payable		
Dell Financial LN#5018120979001		0.00
Total 202 Notes Payable	**$**	**0.00**
Total Accounts Payable	**$**	**18,184.11**
Credit Cards		
290 Amex-8100		0.00
291 Chase Credit Card		
291.1 C. Cabral		3,979.69
291.2 M. Toledo		3,203.99
291.3 A. QUINORIES		533.52
291.4 M.Farias		1,670.80
291.5 G. Hamasu		1,861.43
Total 291 Chase Credit Card	**$**	**11,249.43**
Total Credit Cards	**$**	**11,249.43**
Other Current Liabilities		
203 Insurance Payment Plan		0.00
204 Lease/Rent Space Payable		6,000.00
205 Unearned Revenue		0.00
COH HAMAKUA		0.00
COH HILO		0.00
COH KEA'AU		0.00
COH OCEANVIEW		0.00
COH PAHALA		0.00
COH PAHOA		0.00
County		0.00
Haili Christian School Ins.		0.00
HCF Meth		0.00
HCF Meth - Ka'u		0.00
HCF TOBACCO		0.00
HCF TOBACCO 07-08		0.00
HI Island Tobacco Free Partner		0.00
HIUW Supplemental		0.00
OYS		0.00
Summer Fees		0.00
Teen		0.00
Total 205 Unearned Revenue	**$**	**0.00**
206 Dell #003-8120979-003		0.00
207 Avtech dhs oys 08-26 fy 07-08		0.00
209 Accounts Payable - Other		0.00
210 Deferred Revenue		0.00
Deferred EDI Grant		0.00
Deferred HCF Tobacco 06-07 Rev		0.00
Deferred Rev Federal Lunch		0.00
Deferred Revenue OYS		0.00

Deferred SETO 2007		0.00
Edna McConnell Clark Grant		0.00
Total 210 Deferred Revenue	$	0.00
211 Rental Deposits		0.00
212 Accrued vacation & leave		10,721.17
213 Accrued expenses		0.00
230 Life/LTD Payable		0.00
240 Salaries and Wages Payable		-1,615.38
242 Federal Payroll Taxes Payable		0.00
Federal W/holding EE		0.00
Total 242 Federal Payroll Taxes Payable	$	0.00
244 State Payroll Taxes Payable		0.00
245 TDI Payable		0.00
246 SUTA Payable		0.00
247 Garnishment		0.00
248 B&G Club Donation Payable		0.00
249 Other Employee Payables		0.00
401K Employee Deferral		0.00
AFLAC		0.00
Child Support		0.00
Employee Miscellaneous Purchase		0.00
Flex Plan		0.00
Garnishment/Levy		0.00
HIUW - Employee contribution		0.00
Life Insurance		0.00
Total 249 Other Employee Payables	$	0.00
250 ASB Line of Credit		0.00
251 HNB LINE OF CREDIT		0.00
Total Other Current Liabilities	$	15,105.79
Total Current Liabilities	$	44,539.33
Long-Term Liabilities		
220 Pension Payable		0.00
275 Capitalized Leases		0.00
280 Capital Lease-Ford Motor Credit		0.00
Total Long-Term Liabilities	$	0.00
Total Liabilities	$	44,539.33
Equity		
300 Unrestricted Net Assets		0.00
Advisory Board		0.00
Total 300 Unrestricted Net Assets	$	0.00
301 Fund Balance		2,634,758.34
309 Opening Bal Equity		3,232.00
330 Temp restricted net assets		
HIUW		0.00
Power UP		0.00
RBI		0.00
Total 330 Temp restricted net assets	$	0.00

Net Income		180,941.29
Total Equity	**$**	**2,818,931.63**
TOTAL LIABILITIES AND EQUITY	**$**	**2,863,470.96**

Friday, Jan 11, 2019 12:13:38 PM GMT-8 - Accrual Basis

V. Experience & Capabilities

1. Necessary Skills and Experiences

Most Recent Three (3) Years of Related Experiences & Capabilities:
In the past three (3) years, BGCBI has successfully operated large scale government funded (Federal, HUD, County of Hawaii) facility improvement grants similar to the proposed project requested in this proposal. The separate fiscal-year independent projects listed below were proposed/submitted/secured by BGCBI from the County of Hawaii through the HUD funded Community Development Block Grants (CDBG) program. BGCBI successfully completed each project within the set deadlines having no project completion issues. BGCBI has the experience, established leadership and qualified staffing in-place to fully execute large-scale government funded facility improvement projects identical to the requirements, processes, procedures, and implementation timeframe of the State of Hawaii 2019-2020 GIA and CIP offerings.

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

Facility Improvement Area / Project Date	Government Agency Funded Project	Total Award/ Successfully Completed
Main Clubhouse Facility Renovation 2005	HUD/CDBG	$1,157,474 - Completed
Kitchen & Bathroom, New Construction 2014/15	HUD/CDBG	$776,478 Completed
Property Tree Clearing 2017/18	HUD/CDBG	$121,500 - Completed
Property Security Fencing, New Construction 2017/18	HUD/CDBG	$125,000 - Completed
Gymnasium Roof & Access Door Replacement 2018/19	HUD/CDBG	$571,560 - In progress

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

BGCBI's Administrative Office (i.e. current Resource Development Director, Chief Executive Officer, Director of Operations, Facility Improvement Project Manager) has the needed staffing and required experiences and expertise (from the successful

implementation of past government funded grant projects, specific to completing large-scale capitol improvement projects) that can fully execute and accomplish the proposed GIA/CIP facility improvement project.

In addition, BGCBI has invested a total of $34,000 (of BGCBI secured funding) to secure all engineering designs and construction plans (utilizing Engineering Partners Inc.) required to fully carryout and complete the proposed project improvement activities within the set State funding timeframe.

2. Facilities

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

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

Facility Name:	Boys & Girls Club of the Big Island, Youth Development Program Operational Headquarters & Hilo Youth Program
Property Location:	100 Kamakahonu Street Hilo, Hawaii 96720
TMK#:	(3) 2-3-020-001

The proposed CIP project facilities are comprised of six (6) main stand alone buildings and two (2) property baseball fields that include:

1. Main Youth Development Center (includes: one Recreation/Game Room, one Computer Lab, one Library, one Art Room, one Teen Center);
2. Locker-Room & Shower Building;
3. Covered Gymnasium Building;
4. Youth Meal Building Facility (that includes: one Cafeteria/Kitchen, one Covered Dining Area, one connected Bathrooms, adjacent Food Storage Pantry);
5. Administrative Services Building;
6. Multipurpose Building Facility (Homework and Tutoring Services, Fitness Center)

VI. Personnel: Project Organization & Staffing

1. Proposed Staffing, Staff Qualifications, Supervision & Training

Overview of BGCBI Leadership & Administration Staffing Array

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

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

- Database Specialist (PT19) who tracks and manages all membership, participation, and program service data collection;
- Grants Manager (FT40) who assures proper quality assurance for grant related service activities and develops and submits required grant reports;
- Executive Administrator (FT40) who manages the Administrative office and provides daily support to daily operations, resource development, BGCBI's CEO, and the organization's fiscal department;
- Nutritional Supplementation Program Kitchen Manager (FT40) implements the meal and snack preparation and distribution offerings.

Direct Service Staffing

BGCBI operates six (6) program service locations throughout Hawaii Island (located at Hilo, Kea'au, Pahoa, Pahala, Naalehu-Ocean View, Kealakehe. Each program location has one FT Site/Program Coordinator that oversees all youth development services and daily activities that occur within the program. Program Coordinators provide daily oversight and communication to BGCBI's Director of Operations to keep Administration appraised of any service challenge or youth matter needing support. Program Coordinators oversee all building facilities,

vehicles, supplies and program equipment that is assigned to the site location to ensure that all offerings are safe, in proper working order, and properly staffed and supervised for daily youth activities. Program Coordinators supervise a program staff of Part-Time direct services staff called Youth Development Specialists (YDS) who are assigned to facilitate daily youth activities and provide supervision. Boys & Girls Club of America (our National organization) requires a staffing ratio of one (1) trained adult staff member (YDS) to no more than twenty (20) youth. At each BGCBI site location an adequate number of YDS programming staff are required to be on duty which is in accordance with this national requirement and youth development standard.

This staffing array has been designed, tested, and Board evaluated over the past 5-years and has proven to be most effective in its implementation, to assure proper execution and management of the resource offerings required in delivering quality youth development program services.

For over 66-years BGCBI has provided quality afterschool youth development programs for community youth on Hawaii Island. Over 50,000 Hawaii County youth have benefited from our services that have shaped the positive growth and development of our Island's children, most of who have been our income-challenged community youth. Through National Boys & Girls Club of America researched and proven programming initiatives, BGCBI is well equipped with the latest best practices, service models, and implementation training to effectively deliver the critical activities and support resources that our community youth and families are in need of.

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

Proposed CIP Project Management

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

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

Chad Cabral is BGCBI's Chief Executive Officer. He holds an M.S. in Higher Education Administration; a B.A. in Sociology; and an A.A. in Liberal Studies and took leadership in 2016. With over 15 years in program development, grants management, and executive administration combined with his deep roots in Hawaii Island communities and culture, he has realigned programs to the organization's mission, established relationships and partnerships with key community stakeholders, and brought awareness to the broader community and state about the impact that BGCBI has on the youth and families it serves.

Chief Operations Officer (FTE):
BGCBI's COO provides the required oversight and leadership to ensure overall project success. The COO is based at the site of the proposed CIP project and guides the Director of Operation (DOO) in overseeing the property, facilities, and operations taking place on site. The COO has overall executive responsibility in guiding the DOO in overseeing the program Coordinators and YDS staff associated with the facility and providing all needed management, supervision, employee performance coaching, assessments and evaluation. The COO, in partnership with the DOO, assures that direct service implementation and activities are occurring as required, that programs and offerings are effective, well supervised, and safe for all individuals on property. The COO advise the DOO in ensuring daily activity tracking and documentation is occurring properly and submitted for proper recording and required grant reporting. The COO will provide daily progress assessment and communicate progress and/or project concerns directly to the CEO.

Ryan Quesenberry serves as Chief Operations Officer (COO). In the past, Mr. Quesenberry served as Athletics Director for Saint Joseph's Middle and High School in Hilo. He has a Bachelors of Arts degree in Business Management from the University of Hawaii at Hilo. Mr. Quesenberry has over 15-years of full-time, professional work experience managing business operations based in Hilo and O'ahu that incorporate large-scale staffing of 20-100 part-time and full-time employees. With guidance from CEO Cabral, Mr. Quesenberry. oversees all aspects of operations for BGCBI's Hilo, Keaau, Pahoa, Pahala, Ocean View and Kealakehe-Kona sites.

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

Ms. Malia Farias serves as Director of Operations. Ms. Farias has 2 years of experience in this role and brings over 10 years of managerial experience to the organization. With guidance from CEO and COO, she is responsible for training and management of all program staff at all 6 BGCBI sites.

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

Ms. Gail Hamasu is the Resource Development Director. She oversees and directs all aspects of fundraising, public communications, grants management, organizational marketing, visibility/promotions, partnership and relationship building, and community networking throughout East and West Hawaii. Ms. Hamasu has 5 years of experience in nonprofit administration and program management.

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

Project Manager for CIP Project Implementation
If CIP selection is granted, BGCBI will contract hire a project manager that will manage and carryout all required CIP facility improvement activities and oversee all aspects and set milestones of the project to ensure a timely and fully completed project with in the contracted timeframe. The Project Manager will develop and submit all required communications, documents, and formal reports needed throughout the 2019 State CIP project. BGCBI's CEO and Board of Director's Resource Development sub-committee will supervise this position for the duration of the project and its full completion.

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

Included in these fiscal activities and processes are:

- Two (2) Full and Part-Time Fiscal Controllers based at the Administrative office, that provide the required daily processing, recording, and fiscal tracking (i.e. received invoices, expenses, all income coming into the organization, grant

reimbursements, credit card transactions, bank deposits, funding/donation logs, fiscal related communications/reports, cutting of BGCBI checks, the copying, filling and securing of fiscal records/documents etc.);

- One (1) Fiscal Director (professional accountant) that is contracted by BGCBI to oversee the daily/weekly/monthly/annual income and spend down of the organization's finances through our electronic and paper based systems of fiscal management. The Fiscal Director is also tasked with the providing daily fiscal management and support to BGCBI's Fiscal Specialists (Fiscal Controllers) and weekly/monthly/annual fiscal reports to BGCBI's CEO, Board Treasurer, and Board led Finance Committee (Board of Director sub-committee led by two Hawaii bank institution CEOs).
- BGCBI's Chief Executive Officer (CEO) that is tasked to review and sign off on all BGCBI fiscal transactions, bank statements, issued checks with related invoices, bank deposits, donation logs, grant reimbursements, and BGCBI's purchase order processes. The CEO reviews and signs internal control documents authorizing the payment or purchase of all fiscal related transactions.
- BGCBI Board Treasurer provides weekly/monthly/annual fiscal review, oversight assessment and authorization on transactions and monthly/annual fiscal reports.
- BGCBI Finance Committee provides monthly and as needed review to all BGCBI fiscal matters, to assure that fiscal procedures/set internal controls are followed and to oversee spend-down to assure alignment to the Board developed and approved annual FY budget.
- BGCBI Executive Board provides additional oversight, monthly assessment, reviews and approvals related to fiscal protocols and fiscal operations, transactions, budget trends, any shortfalls/surplus that was not anticipated. Upon reviewing monthly fiscal reports the Executive Committee presents report findings to the whole Board for a full review, discussion, and action vote. Monthly Board meetings are set for each FY to discuss organizational operations, fund development, and BGCBI financial activities and outlook.

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

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

the CEO and Executive Committee Board member designee is required to sign the physical check before proceeding with a transaction.

BGCBI utilizes a paper-based fiscal filing system of all related financial transactions and fiscal activities. The Fiscal Department utilizes the most current and modern electronic fiscal database systems (MIP nonprofit fiscal management software and QuickBooks) to record, track, and to provide budget reports, spend-down forecasting, and grant spend-down management. The fiscal software system complies with Federal Office of Management & Budget (OMB) circulars governing Nonprofit financial management and required audits (e.g. Procurement, Allowable Cost Principles, Cash Management, Davis-Bacon).

Annual audits are conducted at the end of each fiscal year (by a BGCBI Board identified and vote approved) contracted fiscal auditor specialized in nonprofit audits. Each year for the past five-years, BGCBI has had clean audits with no significant findings. The contracted auditor also submits annually, as part of the audit services, BGCBI's required 990 filing.

Post Project Program Staffing

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

Hilo Program Site Coordinator, 1 (FT 40): Stationed at the Hilo BGCBI program location (Main "Clubhouse" Facility, the Hilo Coordinator is tasked with overseeing and directing the daily implementation of the Hilo youth development service offerings. Manages 6-7 part-time Youth Development Specialist (YDS) that work directly with youth daily facilitating the activities and events that are occurring on the Hilo property. Assures that facilities are safe, well supervised, free from physical hazzards, and are properly maintained and clean. The Hilo Coordinator is also charged with expansion of program offerings to new-targeted youth (youth residing in L/M census tracts not currently accessing program resources and services, also homeless youth), actively establishing greater partnerships with schools and neighborhood community resources to promote youth development programs at the Hilo site. The Hilo Coordinator also provides the collection of daily participant tracking data and submits all required tracking logs and project activity sheets to BGCBI Administration for electronic recording.

Hilo facility Youth Development Specialist (YDS), 6-7 in total (PT19): Tasked to provide the daily direct service activities for youth that attend Hilo youth development programs. YDS provide daily transportation via a walking school-bus (staff led group walk with kids afterschool from school locations) and van transport shuttling of youth to the Hilo BGCBI program location. They facilitate the daily youth homework assistance program, organize youth to receive the daily evening meal offering, host recreational healthy lifestyles activities (e.g. gardening, outdoor soccer, table-tennis, hula classes, keiki yoga) organized BGCBI sports (i.e. baseball and basketball) as well as help to provide the daily post program cleaning required for the facility/property. YDS staff provide the daily communication to Hilo Program Coordinator, communicating the daily successes and challenges staff encounter, provide the first communication

between BGCBI, participating youth, youth guardians, and prospective new project participants.

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

For the proposed facility improvement project, other than the contracted project manager, no GIA funds will be utilized to fund the other positions that were communicated above.

2. Organizational Chart

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

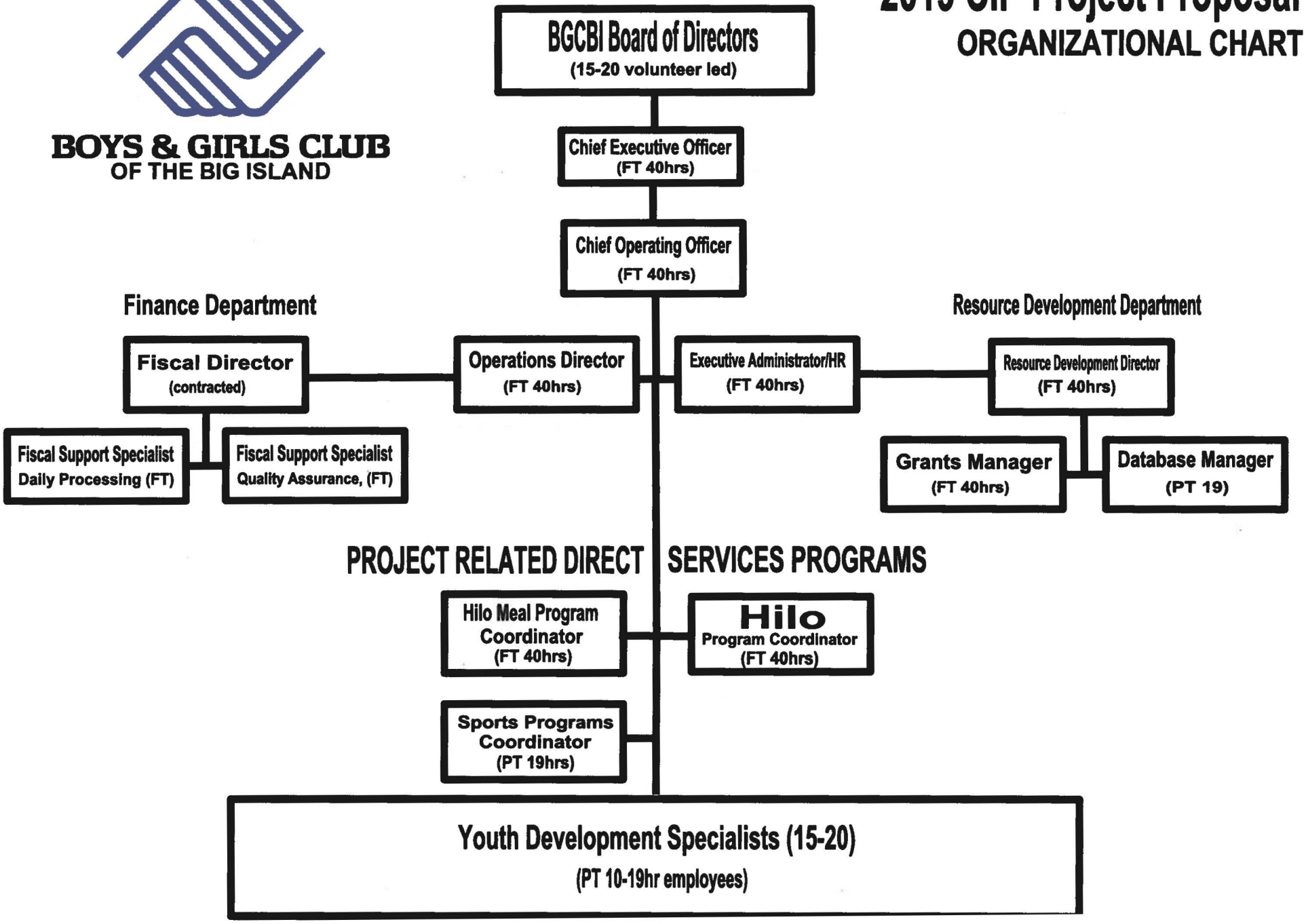
3. Compensation

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

Chief Executive Officer (FTE)	Annual Salary: $80,000
Director of Operations/Chief Operations Officer (FTE)	Annual Salary: $43,000
Resource Development Director (FTE)	Annual Salary: $42,500

2019 CIP Project Proposal
ORGANIZATIONAL CHART

BOYS & GIRLS CLUB
OF THE BIG ISLAND



VII. Other

1. Litigation

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

2. Licensure or Accreditation

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

3. Private Educational Institutional

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

4. Future Sustainability Plan

BGCBI has a well establish Resource Development department that has a proven track record (66-years of successful youth development services) of securing resources and the funding needed to support our organizational efforts.

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

BGCBI has the ability to secure funding resources and gain key partnerships that allow the organization to sustain existing youth development programs, expand service locations throughout Hawaii Island (recently opening up a new afterschool program in Kealakehe West Hawaii in 2017), and to develop new increased program service offerings (e.g. Hilo evening meal program in 2017) that increase access for a greater amount of economically struggling youth.

BGCBI has developed the buy-in from a strong array of new partnerships that include: the Roberts Foundation that has supported the organization with over $400,000 in the past two-years, Kamehameha Schools that has provided BGCBI with $350,000 within the past two-years, Hawaii Electric Industries Foundation that has provided BGCBI with $100,000 in funding support in the last year. And BGCBI has been able to develop stronger gift donations from community individuals like the recent donation from one private individual for $25,000 (11/2018) towards our efforts to provide greater youth development offerings to an increased amount of income-challenged youth on Island.

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