

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](#))
N/A
 - d) Capital project details ([Link](#))
N/A
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

received
1/17/20 20

1:14 pm

Paddy Kauhane
AUTHORIZED SIGNATURE

PADDY KAUHANE, PRESIDENT
PRINT NAME AND TITLE

01/17/2020
DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Boys & Girls Club of Hawaii

Amount of State Funds Requested: \$ 150,000

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

Boys & Girls Club of Hawaii - 2020 Pu'uohonua Initiative, creating safe, mentoring and healthy spaces where the youth of Oahu and Kauai will find the resources they need to have a Great Future. Our ten clubhouses are located on or near Title I schools and directly serve nearly 5,000 youth aged 7 - 17 years for as little as \$10 per year in membership fees.

Please see attached word document. +

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 135,340

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

\$ 1,225,855

Unrestricted Assets:

\$ 1,179,598

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:

1000 Bishop Street, Suite 505

City: State: Zip:

Honolulu HI 96813

Contact Person for Matters Involving this Application

Name:
Paddy Kauhane

Title:
President & CEO

Email:
pkauhane@bgch.com

Phone:
808-949-4203

Federal Tax ID#:

State Tax ID#

Paddy Kauhane

Authorized Signature

Paddy Kauhane, President & CEO

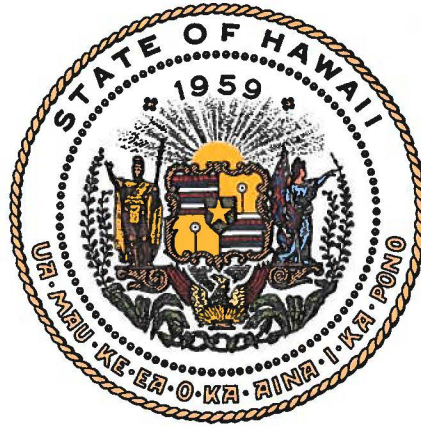
Name and Title

01/17/2020

Date Signed

Boys & Girls Club of Hawaii - 2020 Pu'uhonua Initiative, creating safe, mentoring and healthy spaces where the youth of Oahu and Kauai will find the resources they need to have a Great Future. Our ten clubhouses are located on or near Title I schools and directly serve nearly 5,000 youth aged 7 - 17 years for as little as \$10 per year in membership fees.

The 2020 Pu'uhonua Initiative addresses safety and data improvements in our clubhouses through critical information management systems, robust policies, processes and procedures, and trained, qualified staff and volunteers.



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 HAWAII

was incorporated under the laws of Hawaii on 06/21/1960 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 15, 2020

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Boys & Girls Club of Hawaii
(Typed Name of Individual or Organization)

Paddy Kauhane
(Signature)

January 17, 2020
(Date)

Paddy Kauhane
(Typed Name)

President & CEO
(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

Certificate of Good Standing attached.

2. Declaration Statement

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

Declaration Statement attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Boys & Girls Club of Hawaii attests that, if awarded, the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The (1) name of the organization is Boys & Girls Club of Hawaii, (2) the public purpose for the grant, (3) the services to be supported by the grant, (4) the target group, and (5) the cost of the grant and budget are all detailed in this application.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The Boys & Girls Club of Hawaii (BGCH), a non-profit 501 (c) (3) youth guidance organization, opened its doors in 1976 and has evolved from a single room, after-school sports and recreational program to an inter-disciplinary community-based organization located on or near Title I schools in McCully-Moilili, Waianae, Nanakuli, Ewa Beach and Windward areas on Oahu, and Kapaa, Lihue and Waimea on Kauai.

Over the years, BGCH has increased its capacity to serve in excess of 14,000 youth, aged 7 – 17 years, through outreach services and nearly 5,000 directly through our 10 clubhouses and teen centers. In 2019, 81% of our youth members' family income were considered low to extra low income according to HUD standards. While it costs over \$1,400 per year to serve each child, BGCH intentionally keeps our fees low to ensure all youth may access our clubs and services. Fees are \$25 per year for elementary and middle school members and \$10 per year for high school members.

With over 40 years of experience working with Hawaii's youth, BGCH is uniquely positioned to deliver meaningful youth development services and activities. The mission of BGCH is to inspire all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. To accomplish this, BGCH has adopted Boys & Girls Club of America's "Formula for Impact", a research-based theory of change that describes how individual Clubs and the Movement as a whole can increase our impact – exponentially – on the young people of America.

The Formula for Impact begins with the young people, physically, in our Clubs. It calls for us to consistently provide the most powerful Club Experience possible by implementing the Five Key Elements for Positive Youth Development: (1) Safe, Positive Environment, (2) Fun, (3) Supportive Relationships, (4) Opportunities and Expectations, and (5) Recognition. These along with high-yield learning activities and targeted programs help our members to achieve priority outcomes in the areas of Academic Success, Good Character & Citizenship and Healthy Lifestyles. BGCH creates a physically, emotionally, and intellectually safe place for youth to grow, provides mentoring by supportive staff and caring volunteers who nurture character development and life-enhancing skills, and provide hope and opportunity for all youth.

2. The goals and objectives related to the request;

The number one priority of the Boys & Girls Club of Hawaii is to ensure the safety of our youth members, which is also the first key element necessary for positive youth development. It is a proven fact that Social Emotional Wellness is linked with a youth's ability to learn. Prioritizing a safe climate within our clubhouses will add to our member's feelings of safety which in turn boosts our youths' learning and coping abilities. In contrast, a community which is deemed unsafe or uncared for makes it physically and mentally more difficult for youth to learn and more likely for them to act out or drop out. When we consider the demographic of the youth BGCH serves, many coming from disadvantaged and broken homes, or who are in the foster system, the Club represents a safe haven and provides youth with stability, safety and support. It is because of this safety priority that we have created the **2020 Pu'uhonua Initiative**. Pu'uhonua translates to a place of refuge, where peace and safety is found. BGCH's priority is to create space for our youth to feel safe so that they can reach their full potential.

BGCH intends to increase safety and maximize efficiencies in our clubhouses by creating a data system that is encompassing, analytical, secure and accessible. We will accomplish this through the integrated management information system (iMIS) created by Boys & Girls Club of America called "MyClubHub". MyClubHub's (MCH) priority capabilities are front desk operations, reporting & analytics, program management, fee and payments management, surveys and outcomes tracking, online portal, case and incident report management, communications, staff management, volunteer management, and facility/fleet management. The iMIS contains data security based on the most stringent PII international standards and is a proven product with over 4,000 non-profit customers. Over 700 club professionals from 423 BGC organizations nationally served on the development team providing direct input on system needs, design, and priorities based on their expert experience on youth service and safety. It is literally a system designed for youth centers.

Examples of how MyClubHub will increase safety include increased communication with our youth parents and guardians through a secure online portal where they may confirm their child has checked in to the club and is attending programs. In a natural disaster or emergency, Club and administrative staff and youth parents and guardians will have access to cloud-based communication from anywhere on any device. Additionally, in the event of an evacuation, attendance details are accessible by staff from anywhere on any device. Fire and other safety drill reports are stored and accessible in the system. Safety, member and facility issues are recorded and tracked in the system. All information is date and time stamped and is associated to corresponding staff accounts. Interactive digital safety training facilitated by BGCA experts is available to all staff through the iMIS and training outcomes and certificates are tracked in the system.

The broad capabilities provided by MyClubHub will enable BGCH to increase efficiency, leaving our staff with more time for what matters – working with youth, teens and their families. Club-informed work flows mean fewer clicks/screens per action, all club sites are accessible through one system and a single log-in, templates for reporting, program setup and other important daily work are available through the system, online registration will save time on data entry and paper/ink/copy costs, fee collection and integrated POS at all clubhouses, data will all be in one place providing the ability to perform multiple operations activities from a single screen, and youth members will scan in through the system upon arrival and departure to/from the club, as well as attendance in specific programs during the day, providing real time attendance data.

BGCH will hire a consultant with expertise in data systems and management to facilitate the preparation, planning and setup of the iMIS and to build robust operating procedures and policies to govern the related processes.

The consultant will assess where BGCH is currently in our data collection and systems management and help us to determine where we need to be. Data fidelity, data importance, safety liabilities, incident reporting and follow up, data migration, data audiences and data security will all be analyzed and planned for. Identifying existing

staff roles in safety and iMIS will be prioritized at all levels to determine where resources are needed, including staff training in data literacy and data driven decision making. Through this critical work, BGCH will develop a system wide approach to data management that supports our organization's strategic goals, objectives and mission.

Once the iMIS and new safety/data processes are in place, the consultant will create templates for BGCH to measure our progress at minimum annually and to continuously identify new priorities and maintain a solid culture of continuous quality improvement.

3. The public purpose and need to be served;

With an average cumulative daily attendance of nearly 800 youth, outreach of over 14,000, and nearly 5,000 registered members between the ages of 7 – 17 years, including over 2,000 teens, BGCH is uniquely positioned to make a significant difference in communities throughout Oahu and Kauai. As one of the leading youth service organizations in the state, BGCH has been providing services to youth from disadvantaged circumstances for decades. Our Clubhouses are situated on or next to school campuses where large percentages of students are enrolled in free or reduced lunch programs.

Serving our members safely is BGCH's priority. By increasing our capacity to serve through safer and well maintained facilities, we can increase our outreach and memberships with increased space and additional unrestricted revenues directed to operations instead of capital improvements.

According to Afterschool Alliance (afterschoolalliance.org), a study conducted by Policy Studies Associates Inc. links outcomes to high-quality afterschool programs. The study of approximately 3,000 low-income, ethnically diverse elementary and middle school students found that those who regularly attended high-quality afterschool programs for more than two years gained up to 20 percentiles in standardized math test scores compared with peers who were routinely unsupervised during after school hours. Students with lower program attendance gained 12 percentiles compared with their non-participating peers.

Afterschool Alliance also states that "for every child in an afterschool program, two are waiting to get in. And in rural communities, three children are waiting for every child enrolled". BGCH has wait lists at nearly all of our clubhouses.

BGCH's goal is to increase our ability to serve in the communities we currently have a presence, and to branch out in other areas of O'ahu and Kaua'i with the intent of supporting the large percentage of underserved youth on these islands.

4. Describe the target population to be served; and

BGCH serves nearly 5,000 youth aged 7 – 17 years directly through our clubhouses. Almost 800 of these youth attend programs on any given day (average daily attendance). 81% of our members' families report income levels that are considered low to extremely low according to HUD standards. BGCH's membership is ethnically diverse, with 51% self-identifying as native Hawaiian or part native Hawaiian, 35% Asian and the remainder broken down by Caucasian, Other Pacific Islander, African American, American Indian/Alaska Native, and Other. 40% of our youth membership are teens, aged 13-17 years and 60% are youth aged 7-12 years. 45% of our members self-identify as female and 55% as male. In 2019, 100% of our Leaders in Training Teen members who were seniors in school graduated from high school. Of those, 75% were accepted to college and 13% are now serving in the military. As one of the leading youth service organizations in the state, BGCH has been providing services to youth from disadvantaged circumstances for decades. Our Clubhouses are situated on or next to school campuses where large percentages of students are enrolled in free or reduced lunch programs.

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The additional public service BGCH proposes to provide will benefit other non-profit organizations in the State of Hawaii. As our planning, analysis, systems, and policies and procedures are finalized and put into place, BGCH will share this information and related templates with other non-profit organizations who are looking for resources to build their information management systems. Through meetings and workshops described in the scope of work below, BGCH would like to help other organizations who need help and can benefit from the work, trial & error, and systems BGCH has experienced and created.

5. Describe the geographic coverage.

BGCH Clubhouses are situated on or next to school campuses on the islands of Oahu and Kauai. Our clubhouse sites are located in the neighborhoods of:

- McCully-Moilili, Honolulu, beside Washington Middle School and in the vicinity of Kaimuki and McKinley High Schools and Lunalilo Elementary School.
- Nanakuli beside Nanaikapono Elementary and in the vicinity of Nanakuli Elementary and Ma'ili Elementary Schools, and Ka Waihona O Ka Na'auao Public Charter School, as well as our teen center located beside Nanakuli Intermediate & High School
- Waianae beside Waianae Elementary and in the vicinity of Makaha, Leihoku and Maili Elementary Schools, Waianae Intermediate, Waianae High School, Kamaile Academy and Adventist Malama Elementary & Maili Bible private schools.
- Kailua beside Kailua Intermediate School, with nine nearby feeder elementary schools, and two high schools: Kailua and Kalaheo.
- Ewa Beach beside Campbell High School and Ilima Intermediate School and in the vicinity of Pohakea, Ewa Beach, Ewa, Makakilo, Maukalani, Kaimiloa, Keoneula, and Holomua Elementary schools, Ewa Makai and Kapolei Middle schools, Kapolei High School, Lanakila Baptist, Friendship Bible, Our Lady of Perpetual Help Private School, Island Pacific Academy and Hawaii Tech Academy.
- West Kauai at the Waimea Tech Center in the vicinity of Waimea High School, Waimea Canyon Middle School, Eleele and Kekaha Schools and St. Theresa School in Kekaha.
- Lihue in the vicinity of Elsie H. Wilcox Elementary, Chiefess Kamakahahele Middle School and Kauai High School, as well as Island School and Kawaikini Public Charter School.
- Kapa'a beside Kapa'a High, Middle and Elementary schools and St. Catherine's School.

Additionally, BGCH consistently visits multiple gathering places in all the communities we serve to provide outreach services to teens, youth and their families.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

Non-profits are increasingly being asked by government agencies, education institutions, community members, funders and donors alike to provide both quantitative and qualitative data that can validate their program performance and tell their stories more effectively. For non-profits to best serve their mission, they need to have a better understanding of how their organization handles their internal data. The data life-cycle can be broken down in the following steps: 1) identifying an organization's goals and determining what problems they are trying to understand and solve 2) identifying and prioritizing the multiple sources of data in the organization 3) identifying who and how the data is being collected 4) analyzing and reporting of the findings, and 5) turning findings and insights into action.

These five steps can help a non-profit organization become more data-driven in their decision making and reporting. In the for-profit sector, businesses have been utilizing data to make data-driven decisions for decades with many recent advances and technology to collect and study their data. Non-profits, on the other hand, have been lagging in the data department. Mainly due to the lack of resources available to them or a lack of knowledge and skill to take it on. The success of the data-driven decision-making approach is very much dependent on the most resource-consuming part of the process for non-profits: the data collection portion.

BGCH is requesting \$150,000 to purchase the MyClubHub Information Management System and hire a contractor with data and management systems expertise who will facilitate the project from start to finish with focus on the five steps identified above. The contractor will work closely with BGCH management and staff at all levels of the organization to complete a needs assessment, templates and planning documents, installation of iMIS and data migration, creating P&Ps, reports, standard operating procedures, identifying training needs for staff and work with management to put training into place, data and system testing and finally post implementation assessments for continuous quality control and improvement.

Once the implementation and systems are in place and operational, BGCH will compile a tutorial and shared templates to begin the process of providing support to local non-profit organizations who may benefit from this information. We will reach into the community through partnerships and relationships with other CBOs and through government agencies to share available dates and times where FREE one-day workshops will be held. The workshops will be facilitated by BGCH's Executive Vice President and Chief Advancement Officer, Nadia Assaf, a doctoral student at the University of Southern California. Nadia is uniquely qualified to lead these workshops as she will be intimately involved in the information management system implementation with BGCH from start to finish. Through her doctoral work at USC, Nadia is conducting a mixed-methods study examining the program staff experience of collecting program data in youth service organizations. Her study will conduct gap analysis in the areas of knowledge, motivation, and organizational influences on a program staff's ability to collect data when running their youth programs. The knowledge obtained from her study will be utilized to understand better how to measure the effectiveness of non-profit programs and identify the barriers non-profit program

employees face when collecting program data to come up with the best solution. Her study will include both quantitative (surveys) and qualitative (interviews) analysis of data collection practices. This information will be shared as part of the workshop curriculum BGCH is proposing to share with other non-profits in the state.

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

Quarter 1: Hire Project Facilitator, conduct needs assessment, planning meetings with management, program staff, corporate board, board led safety committee, branch boards, youth member families, community partners, funding agencies, CBOs. Identify goals and determine what problems BGCH needs to understand and solve.

Quarter 2: Purchase MyClubHub, analysis of existing data: identify and prioritize the multiple sources of data in our organization and what is missing or needed. Identify who and how the data is being collected. Create standard operating procedures and systems.

Quarter 3: Migrate existing clean data into MyClubHub, analyze and report findings. Roll out organization wide training in new information management system. Begin new processes of data/information collection. Test and analyze data for fidelity and standardization. Create outcome reports and share with all levels of the organization.

Quarter 4: Turn findings and insights into action with the goal of BGCH becoming a data and mission driven organization with the ability and resources we need to make decisions that increase safety and service capacity. Create templates and tutorials to share with other non-profit organizations.

Subsequent to year 1, BGCH will continue to offer workshops to other non-profit organizations looking to improve their information management systems where possible and while information is relevant and needed. BGCH will continue our culture of continuous quality improvement by conducting regular analysis of outcomes,

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

A data committee consisting of the Data & Information Systems Consultant, Board Led Safety Committee Chair, Grants and Data Manager, Chief Advancement Officer, Director of Operations, Information Technology Manager and Clubhouse Director(s) will be created to monitor, evaluate and improve results. This committee will establish goals and target dates, including the development of a data dashboard. The data dashboard will be specific to each club as well as one for the organization as a whole and will be utilized by boards, management, program staff and interested parties to track progress.

Data champions will be designated at each club who will be responsible for accuracy, validity and consistency of their data.

The Data Committee and Data Champions will regularly monitor data and report out on outcomes and results.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.
 1. Program data including participation in specific programs, graduation on time rates and post-high school plans.
 2. National Youth Outcomes Initiative data administered annually by Boys & Girls Club of America to measure effectiveness of programs and youth members' feelings of safety and engagement.
 3. Safety related incidents, including emergency events, and follow up.
 4. Attendance data.
 5. Membership data including number of new and returning members, family income, sex, ethnicity and age. This data will tie into safety initiatives and goals on reducing number of members to staff ratio, wait list data, diversity, etc.
 6. Capacity building data reported through staffing numbers, new programming, partnerships, volunteer count, etc.
 7. Staff and volunteer training outcomes.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
N/A
 - d. Capital project details ([Link](#))
N/A
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
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\$31,300	\$60,300	\$30,900	\$27,500	\$150,000
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- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Other funds have been secured through private sector sources:

\$90,000 Pacific Youth Foundation – secured – 2020

\$45,340 private sector and misc corporate donations secured through proven annual fundraising events.

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

N/A

- The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

Please see list attached.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

\$1,179,598

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

BGCH has multiple years of experience managing and completing capital projects, building repairs & maintenance and safety and operations systems projects.

- 2015 BGCH opened its Windward clubhouse facilities after 8 years of planning, capital fundraising and construction. The 7200 sq foot state of the art facility located on the grounds of Kailua Middle School includes a social recreation

room, three classrooms, offices, a conference room, reception area, foyer, teaching kitchen, storage and an outside program and garden area.

2. At the time of constructing the clubhouse, a second project was completed concurrently to renovate Kailua Intermediate's boys' locker room, exercise room and laundry room to create a boys' and girls' locker room, laundry room and exercise room. This second stage was in partnership with Department of Education and a requirement for BGCH as part of the deal in building our new clubhouse on the school site. This second project was also completed on time and on budget. Total value of project: \$7.4mil (\$4.8mil capital costs plus \$2.6mil building maintenance endowment).
3. In the past three years BGCH has managed and completed energy efficiency air conditioning upgrades at four clubhouses, all of which required modifications to the buildings to accommodate the new systems. Projects were completed on time and on budget. Combined value of projects: \$250,000.
4. In 2014 an extension was built on the Lihue clubhouse to increase program space; the final result was a 1600 sq ft learning center. Project was completed on time and on budget. Value: \$150,000.
5. In 2017 BGCH partnered with Boys & Girls Club of Maui and Boys & Girls Club of Big Island on a safety improvement grant. BGCH replaced aging computer servers and upgraded technology and communication equipment at all sites for greater connectivity and with increased security standards while incorporating more robust policies and procedures. Value: \$105,000
6. In 2019 the Lihue Teen Center was built in a private partnership with Pure Good Foundation and Pure Storage Company. The teen center is located adjacent to the Lihue Clubhouse and consists of an age appropriate, open concept learning center, technology center, study area, and two private restrooms with showers. Value: \$250,000.

2. Facilities

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

BGCH operates eight brick & mortar clubhouses and two separate teen centers on the islands of O'ahu and Kaua'i. All clubhouses are multi-space facilities which include learning centers (classrooms), kitchens or concession areas, recreation areas, multi-function spaces, meeting rooms, storage rooms, restrooms, and common areas. Three clubhouses have full gymnasiums, two clubhouses have multi-media rooms, and one clubhouse has an outdoor amphitheater and native Hawaiian garden.

1. Charles C. Spalding Clubhouse (est. 1975)
1704 Waiola Street, Honolulu
2. Hale Pono Clubhouse (est 1989; new building 2002)
91-884 Fort Weaver Road, Suite A, Ewa Beach
3. NFL YET Hawaii Clubhouse (est 1997; new building 2009)
989-159 Mano Avenue, Nanakuli
4. Nanakuli Teen Center (est 2008)
89-969 Lahikiola Place, Wai'anae
5. Wai'anae Clubhouse (est 1988)
85-165 Plantation Road, Wai'anae
6. Windward Clubhouse (est 2006; new building 2015)
145 S. Kainalu Drive, Kailua
7. Kapa'a Clubhouse (est 1993)
4695 Malihuna Road, Kapa'a
8. Lihue Clubhouse (est 2004; addition 2013)
4193 Hardy Street, Lihue
9. Lihue Teen Center (est 2019)
4193 Hardy Street, Lihue
10. West Kaua'i Clubhouse (est 2014)
9565 Kaumualii Highway, Suite 105, Waimea

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

- 1) John Katahira, Principal of The Limtiaco Consulting Group, is a licensed civil engineer registered in the State of Hawaii and is a BGCH Corporate Board Director and serves on the Executive Committee and as the Chair of the BGCH Safety Committee. John brings 23 years of civil, sanitary, and environmental engineering experience to BGCH. In addition to Mr. Katahira, the BGCH Safety Committee includes Board Directors from an array of industries including HECO, Atlas Insurance, and AECOM Hawaii, all of whom will be lending their expertise to the project.
- 2) Paddy Kauhane, President & CEO, has over 30 years in non-profit sectors in Hawaii and Vancouver, Canada. She is experienced managing multi-million dollar budgets and most recently as Sr. Vice President and CFO of Bishop Museum, managed two State of Hawaii CIP grants: \$1mil Deferred Maintenance and \$2mil Energy Efficiency Upgrades grants. During her time in Canada, she was part of the senior

management team responsible for capital development, planning and constructing a multi-media Arts Center and 486 seat main stage theater in partnership with the regional district government.

- 3) Nadia Assaf, Executive Vice President and Chief Advancement Officer, has over twenty years of project and people management in senior banking positions. Her recent role before joining Boys and Girls Club as Director of Human Resources, was at American Savings Bank where she was there for seven years as a Vice President in Human Resources and Head of Recruitment and Strategic Projects. Some of those projects include overhauling the recruitment and hiring practices to include standard operating procedures and data and technology efficiencies. She partnered with data scientists to build a data analyst internship program to help solve complex problems throughout the bank and in different departments. Nadia's expertise is in identifying gaps and opportunities in organizations and finding ways to improve processes and systems while bringing the best out of her staff and those that she works with. Nadia holds a Bachelor's Degree in Nutrition and Food Service Management from Northern Illinois University and graduated with an MBA from Hawaii Pacific University. She is currently enrolled in USC's Doctoral Program in Education with an emphasis on Leadership and Organizational Change.
- 4) Claudia Fernandez, Director of Operations, has been with the organization for 13 years, implementing and executing multiple youth programs for ages 6-18 years. Claudia oversees and manages employees, operations, budgets, contracts and is a National BGCA trainer. Claudia is experienced in board development and community capacity building. She had a major part in managing the clubhouse renovation and upgrade projects over the past 11 years and specifically the construction of the new Nanakuli YET clubhouse in 2009.
- 5) Tina Albao, Kauai Director of Operations and Development has been with BGCH for 17 years, working through the organization levels on Kauai from program to business management and finally in her current capacity since March 2017. Tina has been instrumental in managing capital improvement projects at all three Kauai locations and coordinating community service events to benefit Kauai. Previously Tina held management positions with local Kauai government and major hotels.
- 6) Jennifer Crawford, Grants and Data Manager, brings to BGCH over 10 years experience managing government and private grants and data systems as well as education and outreach coordination for the corporate, non-profit and government sectors. Jennifer's experience with a wide variety of organizations, including University of Hawaii, Hawaii P-20 Partnership, Hawaii Department of Education and NOAA, will ensure a high level of expertise on this project.
- 7) Natprapa (Fan) Panyarat, BGCH I.T. Manager, has over 10 years of experience in the Information Technology field, including development, programming, networking and project managements. Fan's recent major projects include upgrading BGCH current technology system to include server virtualization, strengthening network

security protocols, implementing asset tag inventory systems and an online I.T. and Safety Helpdesk systems. Fan's previous I.T. experience includes Bishop Museum and Life Foundation in Honolulu, where he implemented overhauls of I.T. network systems and security protocols.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

Organization chart attached.

3. Compensation

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

1. President & CEO: \$140,000
2. Executive Vice President & CAO: \$125,000
3. Controller: \$110,000

VII. Other

1. Litigation

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

N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

3. Private Educational Institutions

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

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The grant request to support the 2020 Pu'u honua Initiative is to increase safety and efficiencies throughout the organization by creating robust data systems and processes. If awarded, BGCH will be in a position to use other revenue sources earmarked for operations to build capacity within the organization and grow programs to serve more youth. Increased capacity and more diverse programming will lead to growth in operations and program grants, partnerships with other community based organizations and increase in donor support as our stakeholders see their investments grow in services to our youth.

BGCH will continue fundraising through private donations, foundations and corporations, locally and nationally, with a priority focus on building endowments and contingency funds through major giving programs and legacy giving. We have continued our investment in contractors to provide Grant Writing services as well as Development Strategies, Marketing and Fundraising services that we began in 2019 to great success. Both contractors are experienced and well known in the state of Hawaii and bring to BGCH a high track record of successes in these areas to buoy our future sustainability.

BGCH continues to maintain a strong relationship with the national organization, Boys & Girls Club of America, where we are able to access resources, funding and support from national partners like Ross Stores, Toyota and Disney, and military partners through the Military Youth Outreach Initiative and corporations like Raytheon.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Boys & Girls Club of Hawaii

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				101,000
2. Payroll Taxes & Assessments				15,150
3. Fringe Benefits				19,190
TOTAL PERSONNEL COST				135,340
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,900			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	1,600			
6. Supplies	1,500			
7. Telecommunication				
8. Utilities				
9. Focus Group Meeting Supplies	2,000			
10. Data & Systems Contractor	110,000			
11. Information Management System	31,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	150,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000			135,340
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Carol Hirai (808)949-4203		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Paddy Kauhane</i> 1/17/2020		
(d) Total Private/Other Funds Requested	135,340	Signature of Authorized Official Date		
TOTAL BUDGET	285,340	Paddy Kauhane, President & CEO Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Boys & Girls Club of Hawaii

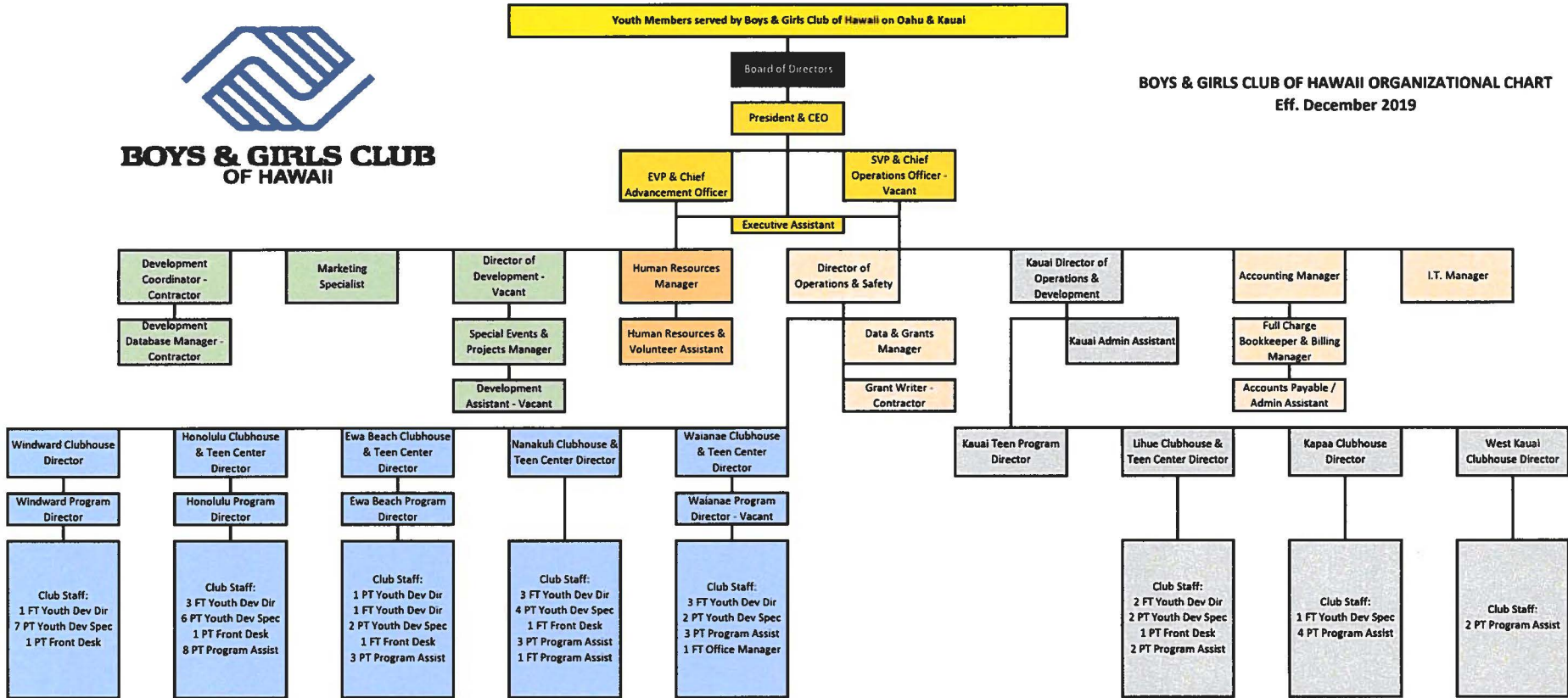
Contracts Total: 8,407,151

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	BGCA - OJP grants (7)	1/1/18 - 12/31/18	Passthrough OJP	U.S.	185,000
2	DOE Native Hawaiian Education	9/15/15-9/14/18	DOE	U.S.	2,547,110
3	DHS OYS - Waimea	7/1/17 - 6/30/18	Dept Health	State	40,000
4	DHS OYS - Nanakuli	7/1/17 - 6/30/18	Dept Health	State	100,000
5	DHS TANF	1/1/18-12/31/18	DHHS	U.S.	250,000
6	ADAD - Waianae	7/1/16-6/30/18	Dept Health	State	250,000
7	ADAD - Kauai	7/1/16-6/30/18	Dept Health	State	230,400
8	DOE NHEEI	10/1/17-09/30/20	DOE	U.S.	2,583,931
9	SOH GIA - Pass thru Boys & Girls Club Maui	4/1/18-12/31/18	Passthrough SOH	State	65,455
10	BGCA - OJP grants (7)	1/1/17 - 12/31/17	Passthrough OJP	U.S.	215,000
11	DHS TANF	1/1/17 - 12/31/17	DHHS	U.S.	300,000
12	C&CH GIA - Waianae & Nanakuli	10/1/17 - 09/30/18	GIA Children's Services	County	150,000
13	C&CH GIA - Ewa Beach & Nanakuli	10/1/16 - 09/30/17	GIA Children's Services	County	125,000
14	NOAA B-Wetlands	10/1/2016 - 09/30/17	Coastal Management	U.S.	60,255
15	DHS TANF	1/1/19-12/31/19	DHHS	U.S.	250,000
18	DHS OYS Waimea	7/1/16 - 6/30/17	Dept Health	State	40,000
20	C&CH GIA - Honolulu	2019/2020	GIA Children's Services	County	125,000
22	State of Hawaii Capital GIA	2019/2020	GIA Capital Improve	State	500,000
23	BGCA - OJP grants (7)	1/1/18-12/31/18	Passthrough OJP	U.S.	205,000
24	BGCA - OJP grants (7)	1/1/19-12/31/19	Passthrough OJP	U.S.	185,000
25					
26					
27					
28					
29					
30					



**BOYS & GIRLS CLUB
OF HAWAII**

BOYS & GIRLS CLUB OF HAWAII ORGANIZATIONAL CHART
Eff. December 2019



KEY

Board
Executive
Admin
Development
Kauai - Clubs
Oahu - Clubs