

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Hamakua Youth Foundation, Inc.

Amount of State Funds Requested: \$ 545,000

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

The proposed project is to renovate the historic Okada Hospital to serve as the permanent home of the Hamakua Youth & Community Center, located at 45-3400 Mamane Street, Honokaa, HI 96727. The proposed project will achieve the following: a) Phase 1D: Foundation demolition, excavation to achieve proper soil bearing, and reconstruction; b) Phase 2A: Rehabilitation of the Keiki wing of the Hamakua Youth & Community Center; and c) Phase 2B: Civil work to improve parking and ensure ADA accessibility.

Amount of Other Funds Available:

State: \$ 137,536
Federal: \$ 0
County: \$ 550,000 pending
Private/Other: \$ 100,000

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

\$ 245,000

Unrestricted Assets:

\$ 140,863

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:

PO Box 381

City:

Honokaa

State:

HI

Zip:

96727

Contact Person for Matters Involving this Application

Name:
Jeannette Soon-Ludes

Title:
Director of Operations

Email:
jeannette@hamakuayouthcenter.org

Phone:
(808) 775-0976

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]

Teresa R Sugg
Authorized Signature

Teresa R. Sugg, Board President
Name and Title

1/21/22
Date Signed

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.

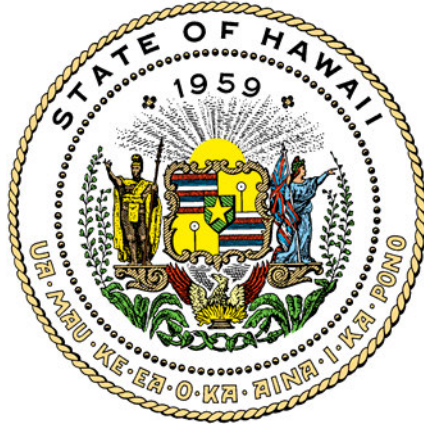
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries 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

TERESA R. SUGG
PRINT NAME AND TITLE

01/20/22

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

HAMAKUA YOUTH FOUNDATION

was incorporated under the laws of Hawaii on 05/11/2009 ; 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 19, 2022

Director of Commerce and Consumer Affairs

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, 2021.

2. Declaration Statement

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

3. Public Purpose

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

The Hāmākua Youth Foundation, Inc. is a registered 501(c)3 that provides youth programming for ages 5-18, afterschool and intersession childcare for ages 5-12, and community food distribution for all ages. All programs serve the general public in accordance with Section 42F-102, Hawai'i Revised Statutes. The purpose for the grant, services to be supported by the grant, target group, and cost of the grant and the budget are described in Sections II thru IV and sub-section VII.4, below.

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;

Mission: Our Vision is that Hāmākua youth have access to unconditional support and guidance in life skills essential to their growth into kind, engaged, and inspired young adults. Our Mission is to open doorways to the world by sharing life skills rooted in the Hawaiian values of kuleana, aloha, laulima, and mahalo.

KULEANA | Mālama i kou kuleana | Take care of your responsibilities

ALOHA | Aloha kekahi i kekahi | Love one another

LAULIMA | E kuahui like i ka hana | Let everyone work together

MAHALO | Mahalo i ka mea loa‘a | Be thankful for all that you have
Our programs engage these values to cultivate the awareness necessary for Hāmākua youth to thrive both here and beyond.

What We Do: The Hāmākua Youth Foundation, Inc. provides holistic support to vulnerable youth and families from Kukuihaele to Laupahoehoe, including afterschool and intersession childcare, individualized tutoring, Hawaiian and multicultural enrichment programs, culturally relevant direct food assistance, digital connectivity, and social service navigation. Our strategic plan includes expanding organizational capacity to serve teens, seniors, persons with disabilities, and local entrepreneurs (especially in the value-added agricultural sector) through both increased staffing and community partnerships.

2. The goals and objectives related to the request;

The proposed project is to complete Phases 1 and 2 the Hāmākua Youth Foundation’s rehabilitation of the historic Okada Hospital to serve as the permanent home of the Hāmākua Youth & Community Center, located at 45-3400 Māmane Street, Honoka‘a, HI 96727. Project activities will be underway prior to July 1, 2022. **Due to our timeline, rehabilitation activities to be covered in the scope of the proposed project are Phases 1D, 2A, and 2B. We are requesting \$545,000 of state GIA funds to support these phases of the rehabilitation.** The proposed project will achieve the following:

- Phase 1D: Foundation demolition, excavation to achieve proper soil bearing, and reconstruction
- Phase 2A: Rehabilitation of the Keiki wing of the Hāmākua Youth & Community Center in the historic Okada building
- Phase 2B: Civil work to ensure ADA parking compliance

The property consists of three tax map keys (TMKs) and is a total of 34,992 square feet. Built in 1937, the building has three distinct sections consisting of a total of 4,247 square feet. In addition, the property is accepted into the State Inventory of Historic Properties, SIHP No. 50-10-08-30890. The planned phases of rehabilitation are as follows (phases included in this proposal are *italicized and bold*):

Preliminary Assessments: Project plan development and required environmental assessments include:

- Targeted Hazardous Materials Survey & Soil Screen Report completed 01/25/2021.
- Phase II Environmental Site Assessment completed 06/2021.
- Additional soils testing for waste removal underway, anticipated completion 12/2021.
- Submission of C-EHMP to Department of Health, anticipated completion 12/2021.

Phase 1: Abatement and Foundation

- Phase 1A: Removal of lead from the exterior of the building, including windows, doors, skirting, siding, and miscellaneous piping
- Phase 1B: Interior lead, asbestos, and mold abatement, including demolition of interior walls (non load bearing)

- Phase 1C: Removal of contaminated soils, including temporarily securing building foundation and excavation and disposal of contaminated soils
- ***Phase 1D: Foundation demolition, excavation to achieve proper soil bearing capacity, and reconstruction***

Phase 2: Building Improvements – Keiki Wing

- ***Phase 2A: Building Improvements, including framing, electrical, water tank, plumbing, door and window replacement, painting, and finishing interior walls and floors throughout.***
- ***Phase 2B: Civil work, including new parking, ADA striping and asphalt repair.***

Phases 3: Building Improvements – Certified Kitchen

- Certified Kitchen improvements, including framing, electrical, plumbing, door and window replacement, appliance installation, painting, finishing interior walls and floors throughout

Phase 4: Building Improvements – Community Wing

- Community Wing improvements, including door and window replacement, bathrooms, appliance installation, painting, finishing interior walls and floors throughout.

3. The public purpose and need to be served;

The Hāmākua Youth Foundation, Inc. provides holistic support to vulnerable youth and families from Kukuihaele to Laupahoehoe, including afterschool and intersession childcare, individualized tutoring, Hawaiian and multicultural enrichment programs, culturally relevant direct food assistance, digital connectivity, and social service navigation. Our strategic plan includes expanding organizational capacity to serve teens, seniors, persons with disabilities, and local entrepreneurs (especially in the value-added agricultural sector) through both increased staffing and community partnerships.

The renovation of the Hāmākua Youth & Community Center is essential to expanding the depth and breadth of programs in alignment with our strategic plan. Our current facility space is a small storefront that we have rented for several years. Our lessor is cooperative and supportive of our community work. However, they have also indicated an intention to reacquire the space for future use.

To address this challenge, in 2019 we finalized the purchase of the project site as a permanent home for our programs. The proposed project is to complete the foundation and building improvements necessary to open the Keiki wing of the Hāmākua Youth & Community Center. At 4,247 square feet, the fully renovated building will triple the space we have available for youth and community programs. Our plans include separate Keiki and ‘Ōpio Community Center wings with common areas and multipurpose rooms, certified kitchen and kitchen learning room, and recording studio. In addition, our youth programs will benefit from more square footage in the Keiki Center, private study rooms, arts and crafts rooms, as well as access to the certified kitchen and recording studio.

Public Purpose: The proposed project serves a variety of public purposes as outlined in the County of Hawai'i General Plan:

Public Facilities:

The County General Plan identifies the main goal for public facilities as, “Encourage the provision of public facilities that effectively service community and visitor needs and seek ways of improving public service through better and more functional facilities in keeping with the environmental and aesthetic concerns of the community” (10.1.2 Public Facilities, Overview, Goals). The scope of our current community service and expanded capacity as a result of this proposed project is in alignment with this broad county goal. As a community-centered facility that is responsive to local needs, the proposed project also intersects with county goals in the following areas:

Economy:

The County General Plan identifies further development of agriculture and diversifying the economic base as key actions for the Hāmākua district (2.4.4.2 Economic, Districts, Hāmākua, Courses of Action). With expanded facility space that includes two multipurpose rooms, we will be able to provide programs and technical assistance for small business ownership. In addition, the planned certified kitchen and kitchen learning room provides space for individuals to test and develop value-add products that source from local farms and diversify the local economy. This overlaps with our ‘Ōpio Program in the area of internships for teens.

Recreation:

The County General Plan identifies a need for multipurpose rooms to accommodate community meetings and functions in Honoka‘a (12.5.4.2 Recreation, Districts, Hāmākua, Courses of Action). The need is particularly acute for spaces that are welcoming and can accommodate seniors and persons with disabilities. With expanded facility space in the ‘Ōpio & Community wing that includes two multipurpose rooms, we will be able to partner with local organizations to provide recreational and other programming for seniors and persons with disabilities.

Historic Preservation:

The County General Plan identifies a need to coordinate with the community to identify and preserve sites as part of a heritage corridor program (6.5.3.2 Historic Sites, Districts, Hāmākua, Courses of Action). The project site has already been added to the State Inventory of Historic Properties (SHIP No. 50-10-08-30890).

Limited Alternatives: The Hāmākua Youth Foundation, Inc. addresses a range of community needs for vulnerable youth and families in a rural area with limited alternatives. Comparable opportunities are as follows:

Youth: The Department of Education provides an A+ after school program, though the higher per child enrollment fee (\$100 to \$120 per child per month) is too expensive for many of our families. The county Department of Parks and Recreation provides intersession programs at the local recreation center but is not able to offer the depth of

programming available through partnerships with the surrounding community. Ours is the only program that offers meaningful non-school hours enrichment alongside an affordable sliding enrollment fee that does not exceed \$50 per child per month (additional children for each family are only \$10 per child per month).

Teens: The Kō Education Center (formerly North Hawai‘i Education and Research Center), affiliated with Hawai‘i Community College, provides internship opportunities for teens in collaboration with Honoka‘a High School. The high school also provides extracurricular activities, such as sports and clubs. Ours is the only local option that offers programming in the areas of Hawaiian culture and leadership development, multicultural education, and experiential and hands-on activities such as gardening, music, and the arts.

Seniors and persons with disabilities: The County Department of Parks and Recreation does not currently advertise for senior programs in the Hāmākua district, although limited programs were previously offered in the neighboring towns of Laupahoehoe and Papa‘aloo. The Brantley Center, located in Honokaa, provides adult day health and vocational rehabilitation programs for persons with disabilities. Once the renovation is complete, the Hāmākua Youth and Community Center will be able to develop a Keiki & Kupuna mentoring program, as well as offer facility hours to potential partner organizations interested in filling this unmet need for seniors and persons with disabilities.

Entrepreneurship: The Kō Education Center (formerly North Hawai‘i Education and Research Center), affiliated with Hawai‘i Community College, provides internship opportunities for teens and serves as a testing site for various trade certifications. There is space for entrepreneurial classes and technical assistance, though without a functional certified kitchen the facility does not presently have the capacity to encourage value-added agricultural entrepreneurship. Once complete, our facility will have space for both entrepreneurial classes and the testing/development of value-added agricultural products.

4. Describe the target population to be served; and

Affected Persons: HYF serves the high-need populations of the Hāmākua census district, which suffered after the last of the sugar plantations closed in the 1990s. With the disappearance of this key economic driver, former plantation workers and their families were left with limited work opportunities in our rural economy. The 2010 decennial census showed an unemployment rate of 1.5 times the state average and many single heads of household (22%). More recently, an influx of newcomers with the networks and resources to buoy LMI rates have resulted in modest improvements in our district. However, long-standing residents continue to experience disproportionate barriers to economic opportunity. Based on the American Community Survey 5-Year 2011-2015 Low and Moderate Income Summary, there continue to be sizable pockets of LMI individuals and families who will benefit from the proposed expansion of services. LMI rates in the CDP areas we currently serve are 54% in Kukuihaele, 37% in Honokaa, 54% in Paauiilo, and 29% in Laupahoehoe.

Benefits of Proposed Solution: The Hāmākua Youth Foundation, Inc. has rented our present facility for several years. It is a small space that has limited our ability to serve the community. Once all phases are complete, the Hāmākua Youth & Community Center will triple the space presently available. Specifically, the fully renovated facility will enable us to:

- Expand our Keiki Program to serve 55 youth, ages 6-12, every day after school (76% from low- and moderate- income households)
- Sustain our community food security programs that serve 225 individuals per month (anecdotal evidence suggest that greater than 85% of recipients are from low- and moderate- income households)
- Provide a separate physical space for our ‘Ōpio Program, ages 13-18, allowing an expansion of after school activities (76% from low- and moderate- income households)
- Multipurpose rooms for use during the school day by programming benefitting LMI individuals including seniors and persons with disabilities (90% low- and moderate-income households)
- Certified kitchen and kitchen learning room for value-add agricultural entrepreneurship (at least 50% low- and moderate- income individuals)

5. Describe the geographic coverage.

We are located on Hawai‘i Island in the district of Hāmākua. Our programs currently support persons living between Laupahoehoe and Kukuihaele. The completed Hāmākua Youth & Community Center will provide wider geographic coverage, extending from Laupahoehoe to Waimea.

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;

We will use GIA funds to support Phases 1D to 2B, including foundation improvements, building improvements to the Keiki wing of the Hāmākua Youth & Community Center, and required civil work for parking and ADA accessibility.

Our C-EHMP and our application for a foundation-only permit were both submitted by December 31, 2021 (by an environmental consultant to the Department of Health and an architect, to the County, respectively). Our application for the complete building permit will be submitted by an architect in spring 2022. Bidding for the positions of construction manager (CM) and general contractor (GC) will proceed in February to March 2022.

Phase 1 will be initiated in spring 2022 when the C-EHMP and permit are approved and will focus on toxin abatement and removal. The foundation will be stabilized prior to soil removal from beneath and around the building. GIA funds are requested for installation of the permanent

footings and retaining walls that will bring the building up to current county codes. We anticipate completing Phase 1 by November 30, 2022.

Building improvements in Phase 2 will be initiated December 1, 2022. The general contractor, in collaboration with our construction manager, will coordinate the rehabilitation of electric and plumbing systems, framing of the roof, walls, flooring, and finishings in the Keiki wing. In addition, the general contractor, in collaboration with our construction manager, will coordinate the necessary parking improvements. GIA funds are requested to support both Phase 2A and 2B. We anticipate this scope of work to be complete by June 30, 2023.

Final inspections of the Keiki wing will be arranged by the general contractor, in collaboration with our construction manager, with an anticipated completion date of July 31, 2023.

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

Milestones/ Objectives / Tasks	Start Date	Completed Date	Projected Expenditure	Performed By
Submit environmental clean-up plan to Dept. of Health	n/a	11/30/21	\$0.00	Environmental Consultant
Submit application for foundation-only permit to County	n/a	12/31/2021	\$1,000	Architect
Advertise and accept bids for Construction Manager (CM)	3/1/22	3/15/22	Contingency	HYF Board of Directors and Staff (HYF)
Advertise and accept bids for General Contractor (GC)	3/15/22	3/31/22	Contingency	CM + HYF
Submit application for building permit to County	In Progress	3/1/2022	\$1,000	Architect
Project Staging - HI OSHA Standards	4/1/2022	4/12/2022	Contingency	CM/GC
Landscape Removal, Grubbing	4/13/2022	5/1/2022	\$66,000	CM/GC/SubC
Environmental Services, demolition	5/2/2022	7/18/2022	\$270,000	CM/GC/SubC
Foundation Shoring, demolition	6/15/2022	8/31/22	See Foundation Improvement	CM/GC/SubC
Foundation/Basement Improvements	9/1/2022	11/30/22	\$465,000.00	CM/GC/SubC
Building Improvements	12/1/2022	5/31/2023	\$450,000	CM/GC/SubC
Civil Work	5/1/23	6/30/23	\$50,000	CM/GC/SubC
Final Inspections	5/1/23	7/15/23	Contingency	County
Notice of Completion	7/31/23	7/31/23	Contingency	CM/GC

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

The Director of Operations (DO) for the Hāmākua Youth Foundation, Inc. has primary responsibility for coordinating all components of the proposed project in collaboration with the HYF Board of Trustees and capital improvement committee. The monitoring and evaluation of the proposed project will include:

- The Project Manager will provide weekly technical reports on the demolition and rehabilitation of the facility for review by the DO and HYF capital improvement committee. These reports will be submitted monthly by the DO to the HYF Board of Trustees.
- The Fiscal Director will provide weekly reports on the financial status of the project for review by the DO and HYF Board President. These reports will be submitted monthly by the DO to the HYF Board of Trustees.
 - HYF utilizes a QuickBooks accounting program and works closely with a CPA to maintain accurate accounting records. The HYF Board of Directors reviews records monthly and the CPA provides semi-annual compilations for Board review and approval. HYF complies with all OMB circulars governing financial management and audits.
- The Director of Operations will oversee the preparation and submission of all reports to funding agencies.

The monitoring and evaluation of the Hāmākua Youth & Community Center project is currently in alignment with the terms of our agreement with the U.S. Department of Agriculture rural development program and State of Hawai'i Grants-in-Aid program. This will continue throughout and expand to compliance with the County of Hawai'i Community Development Block Grant program, should CDBG funding be approved by the U.S. Department of Housing and Urban Development.

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.

Quantified Detail of Proposed Project

Phase 1D: Foundation. Excavate at a depth of three feet down to achieve proper soil bearing; level area under the building from the new sloped grade and set all footing at one level; install foundation and retaining walls before backfilling around the perimeter and courtyard with imported soil. Metrics include:

- Excavate and remove 995 cubic yards of contaminated soil from beneath and out to ten feet from the roof line of the building (8,962 square feet)

- Install 788 linear feet of continuous footings at the perimeter and interior and 9 isolated pads
- Build 300 lineal feet of retaining wall, various heights
- Backfill 480 cubic yards of imported soil

Phase 2A: Interior improvements through the Keiki wing of the Hāmākua Youth & Community Center, including:

- Keiki Center: 1 office, 2 ADA bathrooms, 3 common areas, 3 multipurpose rooms
- Accessory Apartment: 2 offices, 1 common area, 1 bathroom and small kitchen

Phase 2B: Civil Improvements. Civil work, including new parking, ADA striping and asphalt repair, including:

- Installation of 2 parking stalls and 1 ADA compliant parking stall

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

Attached on following pages.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hamakua Youth Foundation, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
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TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	682,536	550,000		187,464
TOTAL (A+B+C+D+E)	682,536	550,000		187,464
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	GIA (previous and current)	Jeannette Soon-Ludes	(808) 775-0976	
(b) Total Federal Funds Requested	CDBG	Name (Please type or print)	Phone	
(c) Total County Funds Requested		<i>Teresa R. Sugg</i>	1/21/2022	
(d) Total Private/Other Funds Requested	HHF, private donations	Signature of Authorized Official	Date	
TOTAL BUDGET	1,420,000	Teresa R. Sugg Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Hamakua Youth Foundation

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	137536		545000	737464	550000	550000
EQUIPMENT						
TOTAL:	137,536		545,000	737,464	550,000	550000
JUSTIFICATION/COMMENTS: Funds requested thru FY 22-23 are to complete Phases 1 and 2 of the proposed project. Funds needed in FY 23-24 and FY 24-25 will be to complete Phases 3 and 4 of the rehabilitation of the Hamakua Youth & Community Center. See project narrative for details.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hamakua Youth Foundation, Inc.

Contracts Total: 195,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Grant Contract for Goods, Services, Design and Construction	10/1/19-9/30/20, renewed 2022	Office of Community Services	State	135,000
2	Grant Contract for Goods, Services, Design and Construction	4/1/20-3/31/21, renewed 2022	Office of Community Services	State	60,000
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- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1: \$25,000
 Quarter 2: \$25,000
 Quarter 3: \$50,000
 Quarter 4: \$50,000
 Total: \$150,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

Hāmākua Youth & Community Center Renovation Project

Project Amount and Status by Donor:

Donor	Amount	Status
USDA – purchase of site	\$485,000	Complete
USDA – rehabilitation of site	\$95,000	Active
State of HI GIA 18	\$135,000	Active
State of HI GIA 20	\$60,000	Active
HHF Historic Preservation Grant	\$100,000	Active
CDBG 22	\$550,000	Pending

Project Achievement to date: Engineering and environmental assessments are complete; plans for toxin abatement, soil excavation, and foundation rehabilitation have been submitted to the relevant state and county offices for permissions and permits.

Delays: To purchase the proposed project site we utilized the U.S. Department of Agriculture Rural Development program. Based in part on the findings of our Phase I Environmental Site Assessment conducted in March 2018, our loan application for the program included an estimated renovation cost of \$369,500. Funding was secured to cover most of these estimated costs and after a lengthy process the purchase was finally completed in November 2019. Unfortunately, our subsequent Targeted Hazardous Materials Survey and Soil Screen Report and Phase II Environmental Site Assessment revealed extensive toxin contamination within the building and in the surrounding soils. Combined with Covid-19 closures, this development resulted in significant project delays.

Audit findings: No findings in our semi-annual accountant compilation reports.

Status of Funding by Donor:

- GIA 18 and 20: The abovementioned delays necessitated we request approval to extend these previously secured GIA funds. Approval has been secured and remaining GIA funds will be expended to begin Phases 1A and 1B of the project as described above in section II.2 of this proposal.
 - USDA: Active and in good standing. In August 2022 we will need to request a one-year extension on use of the \$95,000 in rehabilitation funds from the USDA Rural Development loan.
 - HHF Historic Preservation Grant: Awarded in December 2021, this funding is active and in good standing.
 - CDBG: Last year we submitted a proposal for the 2022 County of Hawai'i CDBG program. In January 2022 we were notified that the County is recommending the U.S. Department of Housing and Urban Development award our project \$550,000 as part of their 2022 CDBG Action Plan. The status of these funds are pending HUD approval.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

The Hāmākua Youth Foundation, Inc. does not have any federal or state tax credits, nor any plans to apply for such credits that will be applied to the proposed capital project.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

We have four federal and state grants and loans that we will be receiving funds for during fiscal year 2023:

- USDA Rural Development Loan the amount of \$580,000 for the purchase (\$485,000) and renovation (\$95,000) of the Okada Building.
- State of Hawaii GIA18 in the amount of \$135,000 for renovation costs.
- State of Hawaii GIA 20 in the amount of \$60,000 for renovation costs.
- Office of Hawaiian Affairs COVID-19 Impact and Response Grant in the amount of \$50,000 for direct food assistance and youth programming.

All grants are currently active and in good standing, though in August 2022 we will need to request a one-year extension on use of the \$95,000 in renovations funds from the USDA Rural Development loan to complete Phase 2 of the proposed project.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

As of December 31, 2021, the Hāmākua Youth Foundation, Inc. has \$140,863 of unrestricted funds in our operations and construction accounts.

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.

Management structure and staffing: The Hāmākua Youth Foundation, Inc. is a small organization with six full and part time staff members. Organizational leadership is provided by the Director of Operations and Programs Director, of which both positions report directly to the Board of Directors. Each of these roles is supported by staff as described below:

- Director of Operations: Responsible for overseeing the administration and strategic plan of the organization, and of working alongside the Director of Programs (DP) to develop, implement, and evaluate all Hāmākua Youth Center (HYC) programs. Other key duties include fundraising, marketing, and community engagement.
 - Fiscal Director: Manages the budget, reviews and creates the monthly financial reports for the Treasurer, supports grants writing and reporting activities, and is the primary contact with external accountants and auditors.
- Programs Director: Responsible for providing leadership, supervision, and administrative support to program staff and volunteers, and of working alongside the Director of Operations (DO) to develop, implement, and evaluate all Hāmākua Youth Center (HYC) programs.
 - Activity Specialists and Community Liaison: Provides direct services to youth and community.

The Director of Operations and Fiscal Director, described above, will be primarily responsible for managing the proposed project.

Organization’s experience and ability in implementing and managing projects:

The Hāmākua Youth Center (HYC) was started as a grassroots project in 1996 by a group of community members who saw the need for youth to have a safe place to be during non-school hours. For 13 years, the YWCA supported and sponsored the HYC. The Hāmākua Youth Foundation, Inc. (HYF), a community all-volunteer grassroots 501(c)3 organization, was formed to take over management of the Center on July 1, 2009. In the past three years the Hāmākua Youth Foundation, Inc. has been awarded 43 grants from the County of Hawai‘i, State of Hawai‘i, and private foundations, totaling \$837,625. Twelve are active and the remaining were completed in good standing. Of this total, 49% of funds were received in the last year as we increase our organizational capacity in anticipation of the opening of our permanent facility, including increasing from 2 to 6 full and part time staff members.

Project Title (1 of 2): Hāmākua Youth & Community Center Renovation Project

Project Amount and Status by Donor:

Donor	Amount	Status
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USDA – purchase of site	\$485,000	Complete
USDA – rehabilitation of site	\$95,000	Active
State of HI GIA 18	\$135,000	Active
State of HI GIA 20	\$60,000	Active
HHF Historic Preservation Grant	\$100,000	Active

Project Achievement: Engineering and environmental assessments are complete; plans for toxin abatement, soil excavation, and foundation rehabilitation have been submitted to the relevant state and county offices for permissions and permits.

Delays: Covid-19 closures produced delays in obtaining engineering and environmental assessments; unanticipated costs and environmental findings threatened the success of this project and required dividing the total renovation into phases to ensure sufficient funding could be secured over the course of several years.

Audit findings: No findings in our semi-annual accountant compilation reports.

Project Title (2 of 2): Hāmākua Youth Center Operations and Programs

Project Amount and Status: Hāmākua Youth Foundation, Inc. has been operating the Hāmākua Youth Center programs from a rented facility since 2009. Past performance for the three most recent years include 45 grants from the County of Hawai‘i, State of Hawai‘i, and private foundations, totaling \$737,625. Eleven are active and the remaining were completed in good standing.

Project Achievement: The Hāmākua Youth Center offers low cost after school alternatives and summer programs for at-risk youth from across the Hāmākua district. Our staff and volunteers take a personal approach to every youth entering the door, with an emphasis on life-long learning and building self-esteem. Since September 2020, HYC has:

- Enrolled 33 keiki (children ages 12 and under) in our full-day distance learning support and enrichment program during the COVID school closures
- Enrolled 28 keiki and ‘ōpio in our 2021 summer program
- Provided enrichment programs in Hawaiian and multicultural education, Native Hawaiian foodways at our Keiki Garden, arts and crafts, and STEM projects
- 4 virtual huaka‘i from mauka to makai (field trips from mountain to ocean)
- Distributed over 1,500 boxes of groceries, 6,000 meals, and 6,500 pounds of fresh, local produce and meat to our youth, families, and local kupuna
- Partnered with the Kō Educational Center to provide 16 high school interns with valuable work experience in summer 2020 and spring 2021
- Awarded three scholarships to Honoka‘a High School graduates

Delays: No delays affected our center operations and programs.

Audit findings: No findings in our semi-annual accountant compilation reports.

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.

The Hāmākua Youth Foundation, Inc. is in control of the project site. The purchase of the property was finalized on November 27, 2019.

Legal Owner: Hamakua Youth Foundation, Inc.
Land Area: 33,384 sqft
1 Building: 4,347 Sq. Ft.
County Zoning: RS-7.5 Residential

The project site consists of three TMKs: TMK 3/4-5-006-060 (residential and commercial), TMK 3/4-5-006-079 (residential), and TMK 3/4-5-006-082 (residential). The building sits on the first two parcels. Under this zoning, certified kitchens are required to include a type 1 hood with grease and vapor capturing equipment per HAR 11-39-12(b)(2). Since we intend to use our certified kitchen as a community learning space and will not be permitting grease and vapor laden cooking methods, we have been working with relevant public officials to secure a waiver to this requirement. Specifically, we have been in consultation with Joshua Marvit, Environmental Health Specialist IV, A/C Ventilation Section, Indoor Radiological Health Branch, Hawai'i State Department of Health. Importantly, Mr. Marvit conducted an on-site consultation and indicates he will support us in obtaining the necessary waiver of HAR 11-39-12(b)(2).

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.

Jeannette Soon-Ludes, Director of Operations: Responsible for overseeing the administration and strategic plan of the organization, including all aspects of the proposed project. Jeannette has twelve years' experience in higher education and nonprofit management. She has extensive experience managing nonprofit programs, including ensuring grant deliverables and reporting requirements are met according to contract requirements.

Lori Beach, Fiscal Director: Manages the budget, reviews and creates the monthly financial reports, supports grant writing and reporting activities, and primary contact with external accountants and auditors. Responsible for overseeing the budget of the proposed project. Lori

has over 35 years of experience in administration and finance and has a long history of leading or assisting in community projects.

Project Manager: To be hired at the outset of Phase I in accordance with the requirements of a competitive bidding process as stipulated in our contract with the USDA. The scope of work will include:

- Coordination: a) Construction improvements of existing structure; b) Property maintenance throughout course of construction; c) Necessary County permits and State requirements; d) Licensed Contractor / Sub Contractor bidding for proposed improvements; e) Quoting / purchasing of supplies and building materials for repairs and improvements; f) Maintain safety of property.
- Documentation: a) Provide specifications of purchased products; b) Provide budgets and cost breakdown (spreadsheets/word docs); c) Provide timelines per project; d) Provide detailed weekly progress reports; e) Provide invoices of Contractors /Sub Contractors and documents of all disbursed funds; f) Review all Contracts, liability, warranty from Contractors / Sub Contractors.

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.

Hāmākua Youth Foundation, Inc. Organizational Structure August 2020

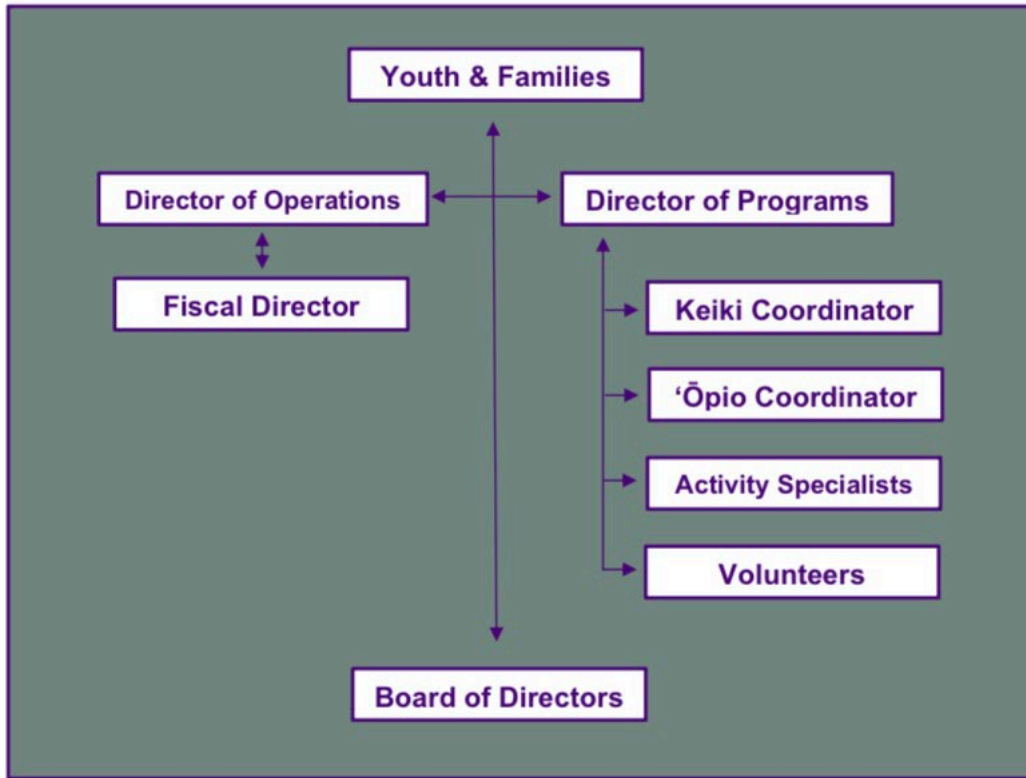
The Hāmākua Youth Foundation strives to put into organizational practice the values and commitments we share with our youth. This means that traditional Hawaiian knowledge is honored as an integral component of our leadership team and reflected in a structure that balances our values with the routine operational needs of a nonprofit organization.

Our organizational structure and job descriptions function as a road map toward 2023 when the Okada renovation will be complete and HYC programmatic expansion well underway. The capacity of our organization requires employees to move fluidly among roles as needed and this will especially be the case through FY 2023. For the duration of the period from August 2020 to December 2021, the Director of Operations role will engage in direct program support through the COVID-19 pandemic and initial ‘ōpio program expansion. As funding is secured, program coordinators will be hired to assume primary activities with our youth.

Responsibilities may require working varied hours depending on the needs of the position. All hourly pay rates are to be determined by the Board of Directors (BOD) in dialog with the Director of Operations (DO) and Director of Programs (DP). Center employees will be hired through Altres and are required to have drug screening, TB clearance, and a background check.

The Director of Operations, Director of Programs, and Fiscal Director report directly to the Board of Directors. All other employees report to the Director of Programs.

The Project Manager for the proposed project will report to the Director of Operations.



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.

Director of Operations, contracted, \$36,000 per year

Program Director, employee, \$39,000 per year plus health benefits

Fiscal Director, contracted, \$24,700 per year

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.

Not applicable.

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.

Not applicable.

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.

The Hāmākua Youth Foundation, Inc. is a registered 501(c)3 that provides youth programming for ages 5-18, afterschool and intersession childcare for ages 5-12, and community food distribution for all ages. All programs serve the general public in accordance with Article X, Section 1, of the State Constitution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

When we purchased the property, we understood that the age of the building would necessitate a major overhaul of many systems, including foundation, roofing, electricity, and plumbing. We also expected to find lead contamination. Unanticipated, however, was the extent of toxic materials in and around the building and the estimated expense of clean-up included in Phase 1 of the project. With these revisions to our early estimates, the total anticipated budget for the Hāmākua Youth & Community Center renovation is \$2,629,995.

To address this challenge, our project has been divided into four phases. Phase 1 entails toxic abatement, contaminant removal, and foundation rehabilitation. We anticipate this phase will cost \$875,000. We are currently drawing upon state GIA, HHF Historic Preservation Grant, and capital campaign funds in the combined amount of \$281,300 to support initial abatement of the exterior of the building. An additional \$550,000 will become available to advance Phase 1, pending HUD approval of the County of Hawai'i 2022 CDBG Action Plan. Current unmet need for Phase 1 is \$43,700 and is part of the request for funds in this proposal. This request for funding will also support the majority of Phase 2 and enable us to begin operations from the facility while Phases 3 and 4 are completed.

The necessity of dividing the rehabilitation of the Hāmākua Youth & Community Center into four distinct phases has required extensive planning for the sustaining the project. Should we receive funding for fiscal 2022-23 but not thereafter, we intend to continue discussions with private capital donors, seek a second allocation of CDBG funding, and run annual community-based capital campaigns to support Phases 3 and 4 of this project.

Private Donors: We have opened discussions with the Weinberg Foundation which currently funds our programs and has expressed an interest in funding up to 25% of the total renovation costs. The limitation with this prospective funder is a requirement to secure at least 50% of total funds prior to us making the request. With a commitment of GIA funding we will pass this threshold with high likelihood of gaining support from this funder. In addition, the Atherton Family Foundation, which currently funds our programs, offers a capital campaign grant program with a proposal deadline in July 2022. We intend to submit a proposal at that time.

CDBG: Should the Department of Housing and Urban Development approve the County's 2022 CDBG Action Plan, we intend to apply for a second round of support to complete Phases 3 and 4 of this project.

Community Capital Campaign: Our Board of Directors are developing a 2022 capital campaign effort to raise \$50k in support of Phase 2. The Board has committed to \$15,000 in support to drive high-net work and community member donations. We intend to hold similar campaigns for Phases 3 and 4 with messaging connected to the positive impacts of the Keiki wing, commercial kitchen, and 'Ōpio & Community wing for our rural community.