

Application Submittal Checklist

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

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



KATHLEEN MCGILVRAY, CEO

1/19/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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:

YWCA of Hawaii Island

Amount of State Funds Requested: \$ 132,698

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Please see the next page entitled "Brief Description of Request:"

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 330,000

Unrestricted Assets:

\$ 1,394,745

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:

145 Ululani Street

City: State: Zip:

Hilo HI 96720

Contact Person for Matters Involving this Application

Name:
Kathleen McGilvray

Title:
Chief Executive Officer

Email:
kmcgilvray@ywcahawaiiisland.org

Phone:
808-930-5760

Federal Tax ID#:

State Tax ID#


Authorized Signature

Kathleen McGilvray, CEO

Name and Title

1/19/2024

Date Signed

Brief Description of Request:

The YWCA of Hawaii Island's Developmental Preschool (Preschool) is requesting assistance with operational funds for the next fiscal year. The Preschool was able to reopen their school in June 2020, after the state closure in March 2020. With the help of American Recovery funds, full subsidies for families and regular funding, the preschool was able to provide a COVID safe environment for children and staff, continued to provide USDA approved breakfasts, lunch and snacks, provide mental health services to children and families experiencing not only the stressors of COVID related issues, but also everyday stressors and in response to the American Recovery fund requirements, provided wage adjustments to meet the minimum wage requirements of the Recovery funds. The additional funding received during COVID and post COVID to support the changes in operation will be depleted by July 2024.

Inflation rates have skyrocketed in a post COVID environment, and the school is facing drastic cuts to remain open. According to the Hawaii County Early Childhood Community Profile (2023) there are 8668 children who have both parents in the workforce and potentially need childcare services in Hawaii County. There are only 2762 childcare slots available in Hawaii County, suggesting that there is a gross shortage of childcare availability in Hawaii County. The Preschool is licensed to take 115 children but has only 85 of those slots filled due to lack of qualified childcare staff. The Preschool also has 80 children on their current wait list. Food costs have increased by 40% without reimbursement costs adjusting to the inflation rate. Staff wages, while meeting State of Hawaii minimum wage requirements and better, are not competitive and staff attrition has increased because they can work in a fast-food establishment or retail store for a substantially higher wage (a \$2.00/hour minimum increase, generally.)

The YWCA plans to raise tuition rates to meet some of the demands of rising costs but cannot justify families taking on the entire brunt of the inflation issues. The programs that were put in place during COVID had a positive impact on families and staff and to eliminate them due to lack of funding would harm the program.

The YWCA is requesting assistance in operational funds while the board and leadership staff strategize and develop a roadmap to keep the preschool open and available to our community.

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

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

Please see Page 3.

2. Declaration Statement

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

Please see Page 4.

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](#).

Please see Page 4.



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: YWCA OF HAWAI'I ISLAND

DBA/Trade Name: YWCA OF HAWAI'I ISLAND

Issue Date: 01/10/2024

Status: **Compliant**

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

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

YWCA of Hawaii Island

(Typed Name of Individual or Organization)



(Signature)

1/19/2023

(Date)

Kathleen McGilvray

(Typed Name)

CEO

(Title)

Rev 8/30/23

Application for Grants

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;

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

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

The Developmental Preschool (Preschool), providing childcare services since the mid-1960's, is nationally accredited (National Association for Education of Young Children) and licensed to provide services to 115 children between the ages of 2 and 5. With pandemic conditions, the preschool was able to continue to provide childcare after a brief closure and also began to provide trauma informed care training to staff through Promising Minds, a Hawaii Community Foundation initiative. Through this initiative, the preschool provided counseling services to children and parents experiencing stressors associated with the Impact of COVID as well as normal day-to-day stressors. Our preschool is in downtown Hilo and provides childcare to families from all over East Hawaii. The preschool is open 50 weeks a year and provides free breakfast, lunch, and snacks in addition to a safe and nurturing learning environment.

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

Our Healthy Families Hawaii Program (HFP), a child abuse and neglect prevention program, has been providing services for over 40 years to parents of children ages 0 to 3. This home visiting program screens 100% of the newborns birthed at the Hilo Medical Center and offers services if parents indicate there are stressors in the household that might impact healthy development and growth of their child. This program has a team of staff who support and provide education to help the parents to be their best parent. The HFP program provides services to residents of East Hawaii with boundaries from Volcano National Park to Paauilo.

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

For this application, the YWCA is requesting financial support for the preschool to continue to provide breakfast, lunch, and snacks to the children, to continue providing intervention and mental health services to the children and their families, and to support increased wages to line staff in order to retain qualified staff in the program.

2. The goals and objectives related to the request;

Problem: With food expenses increasing 40% in the past year, the preschool is seeking support in covering the increase that is not generally covered by USDA CACFP reimbursements without burdening the parent.

Goal for the food program:

To continue to provide USDA approved breakfast, lunches, and snacks to all enrolled children every day they are in school.

Objectives for the food program:

Provide nutritious and filling meals and snacks to support healthy bodies and learning.

Recognizing that our meals are sometimes the only food a child will get, to provide the child with food that will sustain them during the school day.

Plan menus with a variety of foods and use the food as an opportunity for children to learn about different foods and to try foods that are not typically served in the home.

Inform parents of the variety of foods being served with nutritional information and ideas for meals they can serve their child.

Problem: During COVID, recognizing the stressors of a pandemic, job insecurities and being home with a toddler, the preschool supported the hiring of a 0.5FTE therapist and a 0.25 therapist to provide mental health services to the

children, staff and families experiencing stressors that were affecting their everyday life. The primary goal was to provide a support system to children, staff, and families to work together to provide education and coping skills so that children who were acting out from the stressors could: 1. Be provided with intervention techniques that would allow the child to stay in school as opposed to being expelled. 2. Provide education and support to the parents in collaboration with the teachers to help their child cope, and 3. Provide support for staff to work with the child and still maintain classroom support.

The funding for the staff was through a variety of funders and the funding ended in June 2023. The school continues to maintain the staff due to the successes that the program has seen (i.e., less suspensions and expulsions, more communication and involvement of the parents and parent's eagerness to participate in the Family Hui, Literacy Nights, and other preschool activities.)

Goal for mental health support:

To continue to provide mental health support to children and their families as they are related to everyday stressors.

To continue to work with children and staff about "disruptive children" and "bad actors" to provide interventions that keep the child in the preschool and not to be suspended or expelled.

To continue to work with staff regarding their own stressors and wellness techniques to prevent burn-out and enhance their ability to work with the children and families on a challenging day.

Objectives for mental health support:

Support the 0.5FTE therapist currently working with the children and families.

Support the 0.25FTE therapist currently working with the staff and classroom support.

All staff and children needing mental health support will receive help.

Therapists will reach out to the families of the children in the program for one-on-one support.

The child therapist will offer once a month Family Hui to discuss a variety of topics which include, child development, child play habits, how to discipline a child and other topics that enhance the child/parent interactions.

Problem: Since COVID, the preschool has lost 30 staff members for a variety of reasons. Four of the employees involuntarily left and the rest left on a voluntary basis. Reasons for leaving were listed as wage issues or leaving the field entirely because they can earn more at local eateries or retail stores, moving out of district, and going to school in a different field. We have had continuous recruitment for teachers and aids since 2019 and it takes an average of 6-8 months to find a qualified person to work at the wages we offer. We have set into effect wage increases for current staff to support staff retention and are

establishing a salary range to support competitive recruitment. The preschool has a current wait list of 80 children and we cannot add to our roster without additional staffing. We have not been able to add an additional classroom (serves 16 children) to our school, even though we have the physical space to add a classroom but have not been able to attract or retain staffing.

Goal for staff retention assistance:

Provide sufficient wage increases and establish new hire wages to maintain and attract qualified staff.

Objectives for staff retention assistance:

Provide a wage increase that is in line with the State of Hawaii Minimum Wage requirements (or better).

Establish new hire wage ranges to attract qualified applicants and subsequent employees.

Establish wage ranges and incentives to retain the employees for a continuum of care for the children.

To support the additional expenses that the preschool will incur with food, mental health staffing and wage increases for recruitment and retention, in addition to the general increase in expenditures due to inflation, the preschool does not want to pass on the increases by increasing tuition rates to support all the additional expenses. The preschool is currently planning to increase tuition to support some of the increased expenditures but plans to do this incrementally to not distress families financially. Most of the families will qualify for increased subsidies and the preschool is applying for grants that will offset other expenses and tuition assistance for the parents that do not qualify for subsidies.

The YWCA is requesting assistance while the Board of Directors and YWCA leadership develop a strategic plan to support a program that will not be able to run without a deficit and keep childcare costs affordable for working families.

3. The public purpose and need to be served;

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

The YWCA preschool has nurtured generations of children with 50 weeks of instruction and full days to support working families. The YWCA Preschool is licensed by the State of Hawaii and has been accredited by NAEYC for over 18

years. The program's creative curriculum by Teaching Strategies, is focused on the educational objectives for the whole child; social - emotional, motor skills, cognitive development, and academic rigor. The preschool expanded services to include the family with mental health services for parents and children as well as financial literacy and reading nights for the whole family.

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

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

4. Describe the target population to be served; and

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

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

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

Due to the incredible challenges our children have seen, we have applied a trauma informed lens to our preschool and have embedded mental health supports in the preschool for children and families. Parents can participate in

Family Hui, Literacy nights and collaborate on stressors and interventions their children and parents are experiencing.

5. Describe the geographic coverage.

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

III. Service Summary and Outcomes

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

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

The funds will be used to: 1. Provide meals (breakfast, lunch, and snack to all children enrolled in the preschool when they are present for the day) at no additional cost to the family. 2. Continue to provide mental health support services to children and their families, along with in-class evaluations and support for teachers. 3. Support the additional wage increases for staff to support staff retention and recruitment.

All funds will be used throughout the term of the funding as expenditures are made.

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

Milestone Objectives/Tasks	Start Date	Date of Expenditures	Projected Expenditure	Supervised by:
Provide USDA approved meals and snacks to all enrolled children	July 1, 2024	On-going throughout the fiscal year	\$45,000	Program Director with assistance from the Finance Manager
Tasks:				
Monthly: Prepare monthly menu. Purchase food and supplies for breakfast and snacks according to the menu plan.	July 1, 2024	On-going throughout the fiscal year		Program Director

Milestone Objectives/Tasks	Start Date	Date of Expenditures	Projected Expenditure	Supervised by:
Daily: Prepare breakfasts. Order lunches. Prepare snacks. Monitor and report Number of children receiving meals daily.				
Continue with Mental Health services for preschool children and families.	July 1, 2024	On-going throughout the fiscal year	\$39,491.75 Salary \$8,287.27 Fringe Benefits TOTAL: \$47,779.02	Program Director for general supervision and a contracted licensed clinician to review clinical charts and provide clinical supervision.
Tasks:				
As needed: Respond to teacher and/or parent concerns about child behaviors. Observe the child in the classroom. Reach out to parents to provide additional support. Work with parents and staff to strive for the best outcomes for all involved. Host Hui night once a month for parents. Maintain clinical charts. Search for and	July 1, 2024	On-going throughout the fiscal year		Program Director for general supervision and a contracted licensed clinician to review clinical charts and provide clinical supervision.

Milestone Objectives/Tasks	Start Date	Date of Expenditures	Projected Expenditure	Supervised by:
provide resources for additional support as needed.				
Support the additional wage increases to staff to support staff retention and recruitment.	July 1, 2024	On-going throughout the fiscal year	\$33,000 Salary \$6,918.73 Fringe Benefits TOTAL: 39.918.73	Program Director with assistance from the Finance Manager and HR Manager.
Tasks:				
Establish new wages in line with competition, State of Hawaii Requirements. Provide appropriate increases based on experience and education. Monitor attrition and retention rates. Continue to recruit with new wages.	July 1, 2024	On-going throughout the fiscal year		Program Director with assistance from the YWCA Leadership and HR Manager.
GRAND TOTAL			\$132,698	

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 work will be overseen by our Childcare Program Director with assistance from the leadership team of the YWCA of Hawaii Island, which consists of the Chief Executive Officer, other Program Directors, the Finance Manager, and the HR Manager. The leadership team meets weekly to discuss on-going projects, challenges, and successes. The CEO and the Childcare Program Director meet weekly for one-on-one supervision and during this meeting will discuss program issues, progress, and upcoming tasks. All staff on the leadership team maintain an open-door policy to support one another.

In addition, the Preschool is audited by the USDA CACFP program staff for compliance monthly to determine reimbursement, Department of Human

Services Licensing branch for childcare centers and the National Association for the Education of Young Children (NAEYC) for to maintain certification. When problems are encountered and/or identified, either internally or externally, the Childcare Program Director will investigate, and based on findings, establish a corrective action plan to prevent further issues. The appropriate staff are brought in to make the corrections and follow new policies and procedures when required.

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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- a. State of Hawaii GIA Requests for reimbursement submissions:

YWCA of Hawaii Island will provide State required documentation both for work completed invoices and project status tracking as required by the awarded grant.

We follow generally accepted accounting principles and are subject to yearly 3rd party audits including a federal single file audit when federal funds are at or over the threshold. Taketa Iwata and Hara are our auditors and audits are available upon request.

- b. Project and Expenditure Tracking: The Program Director will work with the Finance Department to monitor project and expenditure tracking. The Program Director and Finance Director will meet regularly to discuss progress, issues, and corrective actions, if required. Any changes made in the accounting system will be done with the approval of the Program Director in writing.
- c. Retention of records: All invoices, payment receipts, and tracking of project-related work carried out will be kept on file for evaluation.

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 see Page 15
 - b. Personnel salaries and wages see Page 16
 - c. Equipment and motor vehicles see Page 17
 - d. Capital project details see Page 18
 - e. Government contracts, grants, and grants in aid see Page 19

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$33,174.50	\$33,174.50	\$33,174.50	\$33,174.50	\$132,698

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

We are seeking private and governmental, state and county funds for operations as well as incremental increases in tuition.

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

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

Please see Page 20.

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

As of December 31, 2023, the unrestricted current assets were \$1,394,745

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	72,492			
2. Payroll Taxes & Assessments	7,481			
3. Fringe Benefits	7,725			
TOTAL PERSONNEL COST	87,698			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Breakfast, Lunch, Snacks	45,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	45,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	132,698			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	132,698	Janeil Kuamoo	808-930-5703	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			1/17/2024	
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	132,698	Kathleen McGilvray, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Preschool Counselor	1	\$51,500.00	50.00%	\$ 25,750.00
Mental Health Counselor	1	\$54,967.00	25.00%	\$ 13,741.75
Various PS Teachers	1	\$29,880.00	100.00%	\$ 33,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				72,491.75
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: YWCA of Hawaii Island

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS			N/A			
LAND ACQUISITION			N/A			
ENVIRONMENTAL ASSESSMENTS/ARCHITECTURAL SVCS			N/A			
CONSTRUCTION			N/A			
EQUIPMENT			N/A			
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

YWCA of Hawaii Island

Contracts Total:

7,288,847

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

V. Experience and Capability

1. Necessary Skills and Experience

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

The YWCA of Hawaii Island has the skills, abilities, and knowledge to carry out the work in this request. We have over a century of service in Hawaii Island and are seeking funding to continue to support the preschool in the upcoming year as we work to strategize how to keep our costs manageable without excessive financial distress to our families. We have a committed Board, experienced and excellent leadership, extensive experience in performing work, superior staff and we have rich, multigenerational relationships.

The preschool has been in existence for over 60 years serving our community. It was one of the first preschools, other than Kamehameha Schools, to become NAEYC accredited. The preschool has staff that have worked at the preschool long enough that they are now teaching the 2nd generation of former students.

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.

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

The campus has two aging pools on it and three buildings, the cottage, multipurpose building and the pool lanai building, which is not able to be used. Preschool is in multiple locations, the cottage, and the multipurpose building. The cottage has been in use since 1926, we believe it was moved to the campus and was in use before then. Originally it was a home for women. Younger children are in our multipurpose building, in an area that was formerly administrative offices.

The preschool operates in two buildings with 5402 square feet for classrooms and a director's office. The interiors of the buildings house 6 classrooms, separated by age,

allowing for 35 square feet per child. There is currently room enough to add another 16-child classroom to the mix. The outer area of the buildings is used for playground and parking. The playground area is large enough to accommodate 75 square feet of play area per child. There are two designated playground areas with age-appropriate playground equipment.

The entire preschool area used is gated to provide a safe and secure environment for the children. Both buildings are accessible according to ADA requirements.

The campus has monthly fire drills and other emergency drills (as needed) and has an annual inspection by the Fire Department for compliance with fire prevention requirements for childcare centers.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

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

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

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

Ms. McGilvray has been the organization's leader since 2013. With the board she has been conducting the campus redesign, is securing funding and will supervise the planning and construction. She has been in nonprofit and program management for 22 years in Hawaii County as the Hawaii County Workforce Investment Board Director, supervising education and training programs for out of school youth and unemployed adults and was the Hawaii County Branch Director for Goodwill Industries supervising education and training program for people with barriers to employment such as long term unemployed, out of school youth, people with disabilities, immigrant populations and retail operations. She is a past president and member of Zonta Club of Hilo for 19 years and Rotary Club of Hilo for ten years.

Michelle Flemming, Childcare Program Director, B.A. in Communications, University of Hawaii, Hilo and A.A. in Early Childhood Education, Hawaii Community College.

Ms. Flemming has been the Childcare Program Director at the YWCA since 2017. Prior to her promotion to Program Director, she served as a Preschool Teacher for 3 years. Prior to joining the YWCA of Hawaii Island, she worked with the DOE as an Educational Assistant. Ms. Flemming has been a member of Rotary Club of Hilo Bay for four years and is the proud parent of two YWCA preschool alumna.

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

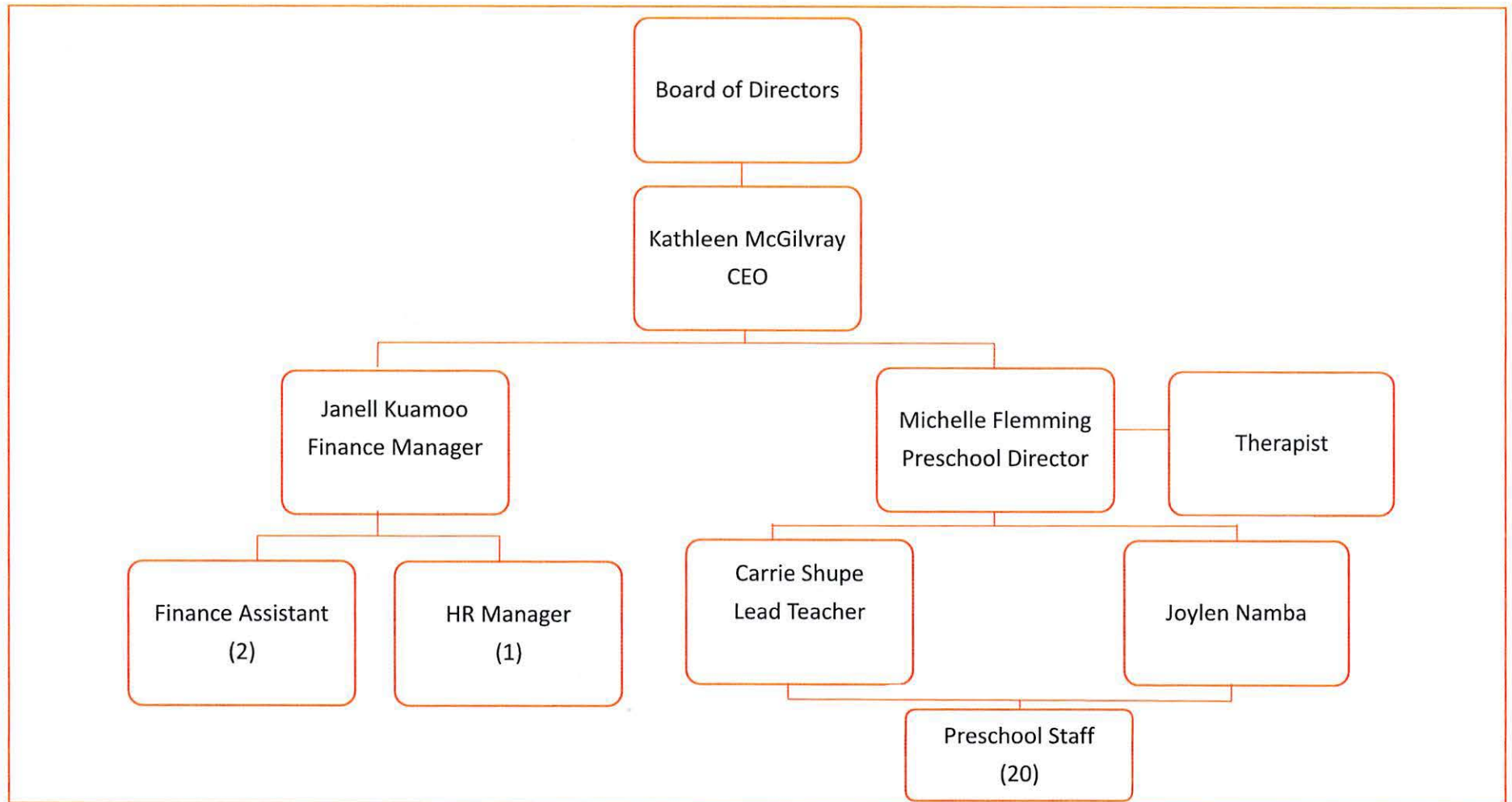
Ms. Kuamoo has been with the YWCA of Hawaii Island for nine years. She has served in all positions in the department in a series of promotions. She plans and directs the accounting activities and fiscal compliance within the finance department. As part of the YWCA Management team, she directs the organization's financial planning and accounting practices as well as its relationship with lending institutions, shareholders, and the financial community. She has been in management and operations for 18 years, formerly in retail and services for people with disabilities and our youth. Ms. Kuamoo is currently the treasurer for Rotary Club of Hilo Bay, she has been a member for four years.

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.

Please see Page 23

YWCA of Hawaii Island Preschool Organizational Chart January 2024



3. Compensation

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

Chief Executive Officer (Exempt)	\$90,000.00
Community Resource & Event Officer (Exempt)	\$64,312.21
Therapist (Exempt)	\$63,682.59

VII. Other

1. Litigation

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

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

2. Licensure or Accreditation

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

The YWCA of Hawaii Island Preschool is licensed by the State of Hawaii as a Preschool and accredited by the National Association for the Education of Young Children, NAEYC, which speaks to our excellence in performing the services of preschool.

3. Private Educational Institutions

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

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

4. Future Sustainability Plan

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

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

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

- (b) Not received by the applicant thereafter.

We will be honored to receive funding for this project, and we will also pursue other funding sources for this fiscal year and in subsequent years as we continue to provide necessary services to our community. Our Board of Directors will work closely with the YWCA to put a strategic plan in place to continue to provide valuable services.

The YWCA is committed to writing grants, taking on fundraising and friend raising activities and developing relationships that result in future donations, collaborations, and partnerships.