

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



AUTHORIZED SIGNATURE

WENDY BOTELHO, Chief Executive Officer

PRINT NAME AND TITLE

Jan. 9. 2026

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: THE ISLAND OF HAWAII YMCA

DBA/Trade Name: Island of Hawaii YMCA

Issue Date: 01/07/2026

Status: **Compliant**

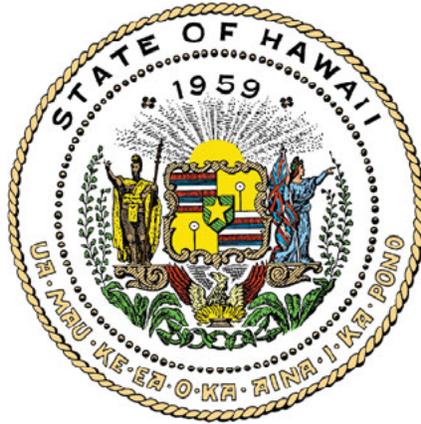
Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX6713
DCCA FILE#: 7310

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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



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

THE ISLAND OF HAWAII YMCA

was incorporated under the laws of Hawaii on 01/27/1959 ; 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: December 31, 2025

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

THE ISLAND OF HAWAI'I YMCA dba ISLAND OF HAWAI'I YMCA

(Typed Name of Individual or Organization)



(Signature)

Jan. 9. 2024

(Date)

WENDY BOTELHO

(Typed Name)

CHIEF EXECUTIVE OFFICER

(Title)

VERIFICATION OF PUBLIC PURPOSE

The Island of Hawai'i YMCA dba Island of Hawai'i YMCA hereby verifies that the application submitted to the appropriate standing committees of the legislature at the start of the regular session of the legislature states the following as required by HRS 42F-102:

1. The name of the requesting organization or individual
2. The public purpose for the grant
3. The services to be supported by the grant
4. The target group, and
5. The cost of the grant and the budget



Authorized Signature



Date

Printed name & title:

WENDY BOTELHO, Chief Executive Officer

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, 2025.

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](#).

II. Background and Summary

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

- 1. A brief description of the applicant's background;** The Island of Hawai'i YMCA (YMCA) is a non-profit organization whose mission is to build healthy spirit, mind, and body for all through its programs and services. The YMCA is dedicated to giving people of all ages, backgrounds and walks of life the opportunity to reach their full potential with dignity. YMCA is committed to strengthening community, empowering young people, improving the health and wellbeing of people of all ages and inspiring action in and across communities. YMCA has been providing essential services to the Big Island community for over 41 years. YMCA helps to make Hilo and the Big Island community stronger by focusing on four priority areas:
 - a. Providing a safe place for Youth to grow and develop:
 - i. Youth Programs
 - ii. Intersession and Summer Day Camps
 - iii. After School Care

- iv. Junior Leaders Program
 - v. Early childhood/preschool education
 - vi. Young adult program
 - vii. Sailing Camp program
 - viii. Youth in Government
 - ix. Environmental/Gardening Program
 - x. Electronic Smoking Device Prevention Program
- b. Provide a safe space and opportunities for community members to improve their health and adopt healthier lifestyles:
- i. Transformative programs targeted for Seniors (kupuna)
 - ii. Social connection opportunities
 - iii. Gardening for healthier eating
 - iv. Diabetes prevention educational programs
 - v. Fitness Center
 - vi. Fitness Classes and programs that include balance, strength, stretching, wellness, mindfulness, mental clarity, etc.
 - vii. Inclusive programs and social opportunities for all genders
- c. Help families break the cycle of abuse and domestic violence:
- i. Family Visitation Center – supervised visits with non-custodial parent and safe child exchanges
 - ii. Referral services
- d. Expanding the reach of programs and services:
- i. Partnership with county, state and judiciary agencies to leverage resources, including but not limited to the Department of Public Safety and the Judiciary Community Service programs
 - ii. Partner and collaborate with non-profits and organizations such as Goodwill Industries, National Guard Job Challenge, Child & Family Services, Alu Like, etc., who provide essential services and programs to broaden reach within the rural community
 - iii. Grow facilities and outreach

The communities of the Big Island face new challenges that create greater needs that the YMCA strives to address. The ALICE 2020 report highlights the concerns that the Big Island faces. YMCA sees opportunities for community members, volunteers and staff to make a difference.

The YMCA needs your support to improve the preschool restrooms that are 60 years old, original (since 1965), functionally & aesthetically obsolete & do not meet requirements for Code & ADA compliance. Plumbing fixtures continue to crack & leak regularly, are outdated & unavailable. Shower stalls are irreparable. Walkway to the restrooms are not ADA compliant.

2. The goals and objectives related to the request: The requested grant will:

- a. Consist of the renovation of existing boys' and girls' toilet and shower room facilities, common amenities and access to the affected areas. Existing facilities are original to the existing building construction, functionally and aesthetically obsolete and do not meet requirements for the Building Code and ADA compliance.
- b. Removal of and reconfiguration of interior partitions as required for a functional layout, replacement of floor, wall and ceiling finishes; replacement of toilet and sink fixtures and faucets; replacement of toilet accessories and toilet partitions; replacement of interior lighting with new LED lighting; upgrades to domestic water and sewer piping as may be required; replacement of water heater; replacement of doors; replacement of common area hand wash sinks and drinking fountains; painting and replacement of supporting electrical system infrastructure as required.
- c. Submit and manage permits and plans for approval of renovations.
- d. Bid services such as providing bid documents, distribution to potential bidders, management of bid process, award and issuance of Notice to Proceed.
- e. Other necessary tasks to complete the preschool restroom renovations.

3. The public purpose and need to be served; YMCA's 2026 grant-in-aid CIP application is intended to support the renovations of the preschool restrooms at the YMCA. This application will be used for public purposes pursuant to Section 42F-102, Hawai'i Revised Statutes. The purpose of this proposed project is to increase availability and access for families and individuals to high quality early childhood learning environments, youth development programs and to provide services for survivors of domestic violence and sexual assault. A main objective and focus includes making the restroom facilities ADA accessible, compliant and child-friendly/accessible. This project is not a luxury, rather it is a necessity. YMCA builds strong communities by connecting people to their potential, purpose and each other. From early childhood education to on-the-job training, the YMCA's programs and services support people at every stage of life. This project in Hilo is located at 300 West Lanikaula Street.

Child Care, Early Learning, Education: The ALICE (Asset Limited, Income Constrained, Employed) report points out that education is one

of the few ways that ALICE families can get ahead in the long run. The report goes on to say that finding quality, affordable childcare is an ongoing issue for these families. Childcare is essential for parents to maintain employment and contribute to the community. Parents with low-wage jobs find it challenging to afford the cost of childcare. YMCA helps by providing access to affordable, quality childcare that includes a food program, STEM, promoting healthy development and well-being for children and youth.

Youth Development Programs (Out of School & Junior Leaders): YMCA's youth development programs help children by providing quality programs that extend learning experiences beyond the school classroom. Capacity issues at our current facility limit the number of school age children that the YMCA can help. Out of school experiences for children and youth at the YMCA offers them opportunities to promote positive trajectories in the areas of academic learning, social and emotional development, physical and mental health, pro-social behaviors and nutrition. Children who come from less advantageous circumstances (ALICE families, food insecurity or from neighborhoods with high violence & crime), face numerous obstacles in having their needs met in accessing positive out-of-school programs.

YMCA responded to the need of essential working families during the COVID-19 pandemic and held its one-of-a-kind "COVID-Camp". This camp included distant learning for children in grades kindergarten through middle school provided nutritious meals and healthy snacks; allowed for safe-social interactions; included a Connectivity program with free access to the internet and emotional support/counseling. Because of the high standards held for its children and families, this out-of-school program remained "COVID-free" for more than 17 months. A structured schedule was held Monday-Friday from 6:30 am – 5:30 pm.

Junior Leader program focuses on teens. This program is fostered by caring adults who provide mentorship as role models and inspire teens to realize who they are and what they can achieve. This program connects young people ages 12-18 with adult advisors to develop leadership skills while fostering a culture of service. This program provides teens the opportunity to volunteer and earn credit through internship programs and credit for volunteer hours that can be used toward scholarship and employment opportunities. Our community is faced with the lack of safe, positive environments for young teens to feel safe, socially connected and supervised. The cause of this

challenge is the lack of social environments for teens to meet, express themselves, learn life-skills and learn the value of volunteerism by role models and mentors.

Healthy Living: YMCA is a trusted leader in healthy and well-being, offering programs that support prevention and long-term wellness. With a mission centered on well-being and balance, YMCA brings families closer together, encourages good health and fosters connections through fitness, activities, events and shared interests. YMCA is building healthier communities by collaborating with like-minded organizations and policymakers in the areas of chronic disease prevention and obesity. YMCA provides access to healthy living fitness classes, a fitness center and programs for kupuna, individuals and teens. YMCA accepts all genders and races in its programs.

Family Visitation Center Program: The FVC has been serving survivors of domestic violence and sexual assault for more than 31 years. Established in 1995, this program provides a haven for parents who are victim survivors of intimate partner violence and their children who require support through supervised visits and safe child exchanges. FVC provides direct support to victim survivors by enhancing victim services as a coordinated community resource, addressing the needs of those who have experienced domestic violence, intimate partner violence and/or stalking. This program ensures that no further harm comes to the children and survivor parent. This program provides a haven for the non-custodial (or perpetrator) parent to experience a level of accountability for their actions through opportunity for personal change and to engage as a parent who is present to the children. FVC is a referral agency that identifies and connects families with resources to improve and elevate the health and wellbeing of the survivor, the child and/or the perpetrator parent.

For more than five decades, the YMCA has worked with Hawai'i's children, families, kupuna and victims of reported and unreported crimes to create safe and strong communities. The ALICE report shows that 51% of the households in Hawaii County are below the ALICE threshold and 53% of the households are "just getting by" or "finding it difficult" to get by. Hawai'i County has an 18% poverty rate and a 34% rate of ALICE households. This means that more than 50% of the households in Hawai'i County don't earn enough to afford housing, childcare food, transportation, health care a smartphone plan (connectivity) – the basics that are needed to live and work in our modern economy.

- 4. Describe the target population to be served:** The YMCA serves keiki, ohana and kupuna. Target population for this restroom renovation project will be preschool-aged children & teachers/staff, children ages 0-18 who participate in the Family Visitation Center safe child exchanges and supervised visitation program; parents of FVC program. Children, teachers/staff and parents come from the communities of Hilo, Waiakea, Kaumana, Keaau, Pahoa, Mt. View, Papaikou, Pepeekeo, Kamuela, North Kohala, South Kohala and Kona.

Below is a list of our target populations:

- Children ages preschool – 18 years of age
- Youth and youth adults
- Families with school-aged children
- Families and spouses who are at risk due to domestic violence and abuse
- Survivors of domestic violence
- Survivors of sexual assault
- Survivors of sex trafficking
- Families needing child visitation/exchange services
 - Keiki who want to visit with their parent(s)
 - Parent(s) who want to visit with their keiki
- Families living in poverty/ALICE families
- Native Hawaiians & Pacific Islanders
- All genders, races

- 5. Describe the geographic coverage:** YMCA currently offers its services through its existing facility located in rural South Hilo, Hawai'i.

YMCA is in the State House District 2. The ALICE report represents that 3,096 are classified as ALICE households; 1,897 are at the poverty level and 51% of the population are below the ALICE threshold amount. These numbers are reflective and quantify the number of households who struggle to make ends meet in the district.

In Hawai'i, families with children held steady and did not decline from 2010 – 2023. Growing number of families with children below the ALICE threshold was driven by an increase in married-parent and single-male-headed households below the threshold (up 16% and a notable 61%, respectively). The number of single-female-headed households below the threshold decreased slightly (down 7%), yet this group consistently has the highest share of households below the threshold of any family type.

The 2018 ALICE report notes that the Big Island had a population of 200,983 with 71,565 households. The statistics mentioned in the report provide evidence that more resources need to be made available to East Hawai'i residents of the Big Island.

- Median household income of \$57,571 vs. a state average of \$80,212.
- Unemployment rate of 5.2% vs. a state average of 3.8%.
- ALICE households of 31% vs. a state average of 33%.
- Households in poverty of 17% vs. a state average of 9%.
- 51% of households are below the ALICE threshold.
- 53% of households are “just getting by” or “finding it difficult to get by”.
- Hilo has 16,900 households of which 47% are below the ALICE threshold

III. Service Summary and Outcomes

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

1. Describe the scope of work, tasks and responsibilities

Meet preliminarily with licensed architect/engineering firm & contractors to discuss project, scope of work	Wendy Botelho, CEO Martha Rodillas, Director of Grants Aaron Castillo, YMCA Board Director
Prepare & submit GIA application	Martha Rodillas, Director of Grants Loren Tsugawa, Treasurer Daniel Chun, Treasurer, YMCA Board Director Wendy Botelho, CEO
If application is approved, coordinate with disbursing State agency	Martha Rodillas, Director of Grants
Issue RFP & Scope of Work for open bidding process	Martha Rodillas, Director of Grants Jenny Berry, Grants Assistant
Select, secure, & coordinate with architect/engineering firm & contractor scope of services and timeline for renovation as stated in Goals/Objectives	Wendy Botelho, CEO Martha Rodillas, Director of Grants Aaron Castillo, YMCA Board Director
Renovation project demolition & construction	Wendy Botelho, CEO Martha Rodillas, Director of Grants Aaron Castillo, YMCA Board Member Jenny Berry, Grants Assistant Selected Licensed Contractor & Architect
On-going renovation project construction	Licensed Contractors
Progress reports on renovation project	Licensed Contractors Martha Rodillas, Director of Grants Jenny Berry, Grants Assistant
Completion of renovation project	Licensed Contractors
File final reports	Martha Rodillas, Director of Grants Jenny Berry, Grants Assistant

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

November 2026	Execute contract with State
January 2027	Select, secure & coordinate contractor & architect/engineering firms. Scope of work & contract.
May 2027	Restroom Renovation project begins
August 2027	Request for extension from State of Hawai'i as appropriate to complete project
October 2027	Restroom Renovation project completed

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

YMCA will implement a structured quality assurance and evaluation plan to ensure the restroom renovation project is completed on time within scope, and to the highest standards of safety, accessibility and functionality.

Project Oversight and Quality Control

YMCA’s executive leadership team and facilities staff will oversee the renovation in coordination with licensed contractors and inspectors. YMCA Board of Directors will monitor progress and require monthly status reports. Quality assurance measures include:

- Review and approval of construction plans to ensure compliance with local building codes, ADA accessibility standards and YMCA safety policies
- Regular site walkthroughs to monitor workmanship, materials, and adherence to project specifications
- Required inspections at key milestones to verify code compliance and proper installation of fixtures, plumbing, ventilation, and safety features

Any deficiencies identified during inspections will be documented and corrected promptly prior to project sign-off.

Monitoring and Evaluation

Project progress reports provided to the Board of Directors by the Grants Director and Project Manager will be monitored through a defined timeline and checklist of deliverables. YMCA will evaluate success using the following indicators:

- Completion of the project within the approved budget and timeline
- Compliance with all health, safety and accessibility requirements
- Improved restroom functionality, cleanliness, and durability

Following completion, maintenance logs and service requests will be reviewed to identify any recurring issues.

Continuous Improvement

Evaluation findings will be used to improve ongoing facility management and future capital projects. YMCA will:

- Address any post-construction issues promptly under contractor warranties
- Adjust cleaning and maintenance schedules to extend the life of new fixtures and finishes
- Incorporate lessons learned into future renovation planning and budgeting

This continuous improvement approach ensures the renovated restrooms remain safe, accessible, and welcoming, supporting the YMCA's commitment to providing high-quality facilities that meet the needs of the community.

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.**

Facility & Infrastructure Improvements

- Number of restrooms renovated and brought into compliance with current building codes.
- Completion of renovations on schedule and within approved budget.
- Verification of ADA accessibility improvements, including compliant fixtures, pathways, and safety features.
- Installation of upgraded fixtures (toilets, sinks, partitions, lighting, ventilation).

Health & Safety & Accessibility Outcomes

- Improved accessibility for individuals with disabilities, measured by ADA-compliant features added.
- Enhanced health and sanitation conditions, measured by reduced maintenance issues or health-related complaints.
- Improved safety, measured by updated lighting non-slip flooring, and secure fixtures.

Usage & Community Impact

- Increased restroom availability for children, program participants and visitors, measured by facility usage data.
- Reduced restroom closures or service disruptions due to maintenance or repairs.
- Positive user feedback, measured through surveys, comment cards, or informal feedback logs.

Operational Efficiency & Sustainability

- Reduction in water usage, measured by installation of low-flow fixtures.
- Lower maintenance and repair costs following renovation.
- Extended lifespan of restroom facilities, reducing future capital repair needs.

Reporting & Accountability

- Submission of progress and final reports to the state agency documenting completion, expenditures, and outcomes.
- Inspection sign-offs verifying completed improvements.

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](#)) (DOES NOT APPLY)**
 - c. Equipment and motor vehicles ([Link](#)) (DOES NOT APPLY)**
 - d. Capital project details ([Link](#))**
 - e. Government contracts, grants, and grants in aid ([Link](#))**

SEE ATTACHMENTS

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
237,500	237,500	237,500	237,500	950,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

NONE.

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.

Refer to Attachment "Government Contracts, Grants, and/or Grants in Aid" (Budget Form "Page 10). No other tax credit received nor applied/anticipated for any capital project.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.

Refer to Attachment "Government Contracts, Grants, and/or Grants in Aid" (Budget Form "Page 10).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

\$455,069

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.

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

Aaron Castillo, Project Manager and YMCA Board of Director will oversee the project as the project manager. He will provide regular updates and reports to the CEO. Aaron is currently the Hawai'i District Manager for the State of Hawai'i, DOT Harbors. He headed State funded projects with impactful results as follows:

- Development and Implementation of Hawai'i PortCall.com, HTA and DOT Harbors - \$340,000 (2015-2016)
- GIA funded YMCA renovations - \$689,000 (2017-2022)
- Various ongoing projects with DOT Harbors
- University of Hawaii', Hilo ADA sidewalk & ramps (2006)
- Kalopa Park ADA sidewalks and ramps, utility trenches (2005)
- Lanakila Housing Project, Phase II Demo & construction (2004-2005)
- Kinoole Senior Housing, groundwork, utility trenching building footings and septic tanks (2004)
- GIA funded Land Acquisition and Construction \$600,000 (2024)

Loren Tsugawa, Treasurer/Director, Island of Hawai'i YMCA Board of Directors. Licensed CPA. Roles includes monitoring, recording and reporting financials of the YMCA's budgets and grants; compliance with spending and reporting guidelines.

Martha Rodillas, Director of Grants Management of the Island of Hawai'i YMCA, will oversee the daily transactions, reports, compliances, certifications, checks and balances, permitting and other necessary requirements stated in the contract. She will work with the staff of the State agency that administers the funds to ensure accurate and timely reports. In her tenure at the YMCA, she has managed, processed and reported over

\$1.2 million of government funds, including Federal, State and County funds in addition to managing private, philanthropic funding sources.

Jenny Berry, Administrative Assistant in Grants Management of the Island of Hawai'i YMCA. Will provide overall support of the project that include daily transactions, reports, checks and balances.

In 2022, YMCA satisfactorily completed a major renovation project that was funded by a \$698,000 State GIA that was approved in 2017. The YMCA's professional staff and volunteers worked with a licensed professional engineering company and a licensed general contractor to successfully complete the project.

In 2024, YMCA satisfactorily completed a major land acquisition project that was funded by a \$600,000 State GIA that was approved in 2023. YMCA's professional staff worked with the seller, title company, financial institution and licensed sub-contractors to successfully complete the project. This project was completed and all reports were successfully submitted and accepted by the State of Hawai'i's Office of Community Services.

YMCA's Board of Director volunteers have the experience with construction, real property development and related experiences. The organization does have the necessary skills and experience needed to successfully complete the selection of an architect firm and a licensed contractor to complete the renovation restroom project.

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.

YMCA operates a multi-use community facility that serves children, youth, families, and community members throughout the year. The facility supports a wide range of programs, including youth day camps, preschool, family visitation services, child supervised exchanges, health and wellness activities and community events.

The restrooms included in this request are located in high-traffic areas of the facility and are used daily by program participants, staff, volunteers and visitors. Due to the age of the building and the volume of use, the existing restroom facilities require renovation to ensure they remain safe, sanitary, accessible, and compliant with current building and ADA standards.

The proposed restroom renovation will improve functionality, accessibility and health conditions, allowing the YMCA to continue delivering essential services in a safe and welcoming environment. The facility is adequately sized and staffed to support the improvements outlined in this request and the renovations will directly enhance the quality, safety, and usability of the space for the community it serves.

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.

Wendy Botelho, Chief Executive Officer/President

Wendy Botelho is the President and CEO of the Island of Hawai'i YMCA. The YMCA has 3 properties, 11 full-time employees, 30 part-time employees and a \$1.4 million budget. During Wendy's leadership at the YMCA of the past 6+ years, she is responsible for improving the financial condition of the YMCA through positive changes. Changes include increase in enrollment of the youth day camp program; increase of gym membership; improving the Aquatic Sailing Program through grant funding that was used to repair and replace aging boats & equipment as a result, the program continues to be robust and in better financial condition. Increased capacity by obtaining 3 20' x 40' event tents that created "Covered Safe Spaces" to hold youth programs, community events and health/fitness classes. Wendy has solidified partnerships with the following organizations: 1) Goodwill Industries 2) TSA Pre-Check/Idemia Identogo fingerprint & application processing 3) Fieldprint Fingerprinting 4) Kamehameha Preschools 5) Judiciary Community Service/Probation 6) State of Hawai'i Department of Public Safety Work line Program 7) The Food Basket 8) Arise Church. She continues to keep the needs of the community at the forefront of all decisions. Under her leadership, the annual operating revenue size and capacity of the YMCA has tripled and continues to increase.

Aaron Castillo, Board Director & Project Manager

Aaron is currently the Hawai'i District Manager for the State of Hawai'i, DOT Harbors. He has headed construction projects while serving in the US Army while in Afghanistan in 2003-2004. Aaron developed and requisitioned baseline requirements for 10 Provincial Reconstruction Team sites throughout Afghanistan from the ground up. He negotiated over \$3 million of contracted work and purchase for the Government. Aaron grew up

in the construction industry working in his father's contracting company AC Excavator's Inc., specializing in excavation and groundwork. Most recently, he was the Project Manager and over seen the State GIA funded YMCA renovations - \$689,000 (2017 – 2022).

Loren Tsugawa, (Dec. 2025) Treasurer, Director YMCA Board of Directors

Loren is the CFO of a construction company and has served as the Treasurer for the YMCA's Board of Directors for over 11 years. Loren has a proven track record as a financial officer leader. Loren is a licensed CPA. His role includes monitoring, recording and reporting financials of the YMCA's budget and grants.

Alika (Daniel) Chun, (Jan, 2026) Treasurer, Director YMCA Board of Directors

Alika is a KTA team member and finance professional with over 10 years of experience in banking, accounting, and financial analysis. As Treasurer of the Island of Hawai'i YMCA Board, Alika supports financial oversight, reporting, and stewardship of grant and donor funds.

Martha Rodillas, Director of Grants Management

Martha has been with the Island of Hawai'i YMCA since 2000, serving as Office/Business Manager before assuming the role of Director of Grants Management in 2025. In this capacity, she leads grant writing, compliance, and reporting efforts. Her proven track record has resulted in securing more than \$2 million in grant funding for the YMCA in a short period of time.

Prior to joining the YMCA, Martha held positions across several departments within the County of Hawai'i. Most notably, she served in the Office of the Mayor as Executive Assistant to the Mayor. Martha brings extensive experience in government operations, office management, and high-level organizational leadership, with demonstrated strengths in project and event coordination, staff training, and spearheading complex initiatives.

Jenny Berry, Administrative Assistant-Grants Management

Jenny is an operations professional with 4 years of experience in project management, systems & processes optimization, and grant management. Jenny tracks timelines, budgets, and compliance requirements for the Island of Hawai'i YMCA's Grants Department, working cross-functionally to deliver accurate results to internal and external stakeholders. Working with government contractors, non-profits, and small businesses, Jenny always provides a detail-oriented approach to projects.

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.

See attached Organization Chart

3. Compensation

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

Chief Executive Officer - \$90,000
Director of Grants Management - \$54,080
Youth Director - \$52,000

VII. Other

1. Litigation

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

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.

Not applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

The YMCA will sustain the benefits of the funded project through diversified funding, proactive maintenance and strong operational planning. The restroom renovation is a **one-time capital improvement** that does not require ongoing grant funding to remain functional or effective. Once completed, the YMCA will assume full responsibility for long-term operation and upkeep using existing resources and established sustainability practices. Ongoing costs for utilities, routine maintenance, and minor repairs will be absorbed into the YMCA's annual operating budget. The YMCA will continue to leverage:

- Membership revenue and program fees
- Individual donations and corporate sponsorships
- Annual fundraising events and community campaigns

These diversified revenue streams reduce reliance on any single funding source and support long-term facility sustainability.

The YMCA's team will incorporate the renovated restrooms into its regular maintenance and inspection schedule. Durable, water-efficient fixtures and modern materials will help reduce long-term maintenance and repair costs and utility usage, improving overall efficiency.

YMCA maintains a long-term facilities plan that prioritizes preventive maintenance and responsible capital reinvestment. Lessons learned from this project will inform future improvements, ensuring continued high standards of safety, accessibility, and cleanliness.

Through careful planning and sound financial management, the YMCA will sustain the improvements made through the FY 2027 grant well beyond the grant period, ensuring lasting benefit to members, program participants, and the broader community.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: ISLAND OF HAWAII YMCA

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	950,000			
TOTAL (A+B+C+D+E)	950,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	950,000	Wendy Botelho 808-896-7224		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Wendy Botelho</i> Jan. 9, 2026		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	950,000	Wendy Botelho, Chief Executive Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

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

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, 2026 to June 30, 2027

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

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: 2024-2025	FY: 2025-2026	FY: 2026-2027	FY: 2026-2027	FY: 2027-2028	FY: 2028-2029
PLANS			195500			
LAND ACQUISITION						
DESIGN			34500			
CONSTRUCTION			720000			
EQUIPMENT						
TOTAL:			950,000			
JUSTIFICATION/COMMENTS:						
Renovation of existing restroom (boys & girls toilet & shower rooms) facilities, common amenities & access to affected areas. Includes plans, design, permits, removal of & reconfiguration of interior partitions, replacement of floors, walls & ceiling, toilet & sink fixtures/faucets, toilet accessories/partitions, interior lighting; water & sewer piping; water heater; doors; hand washing sinks & drinking fountains; painting; electrical system infrastructure as required by Building Codes.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

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

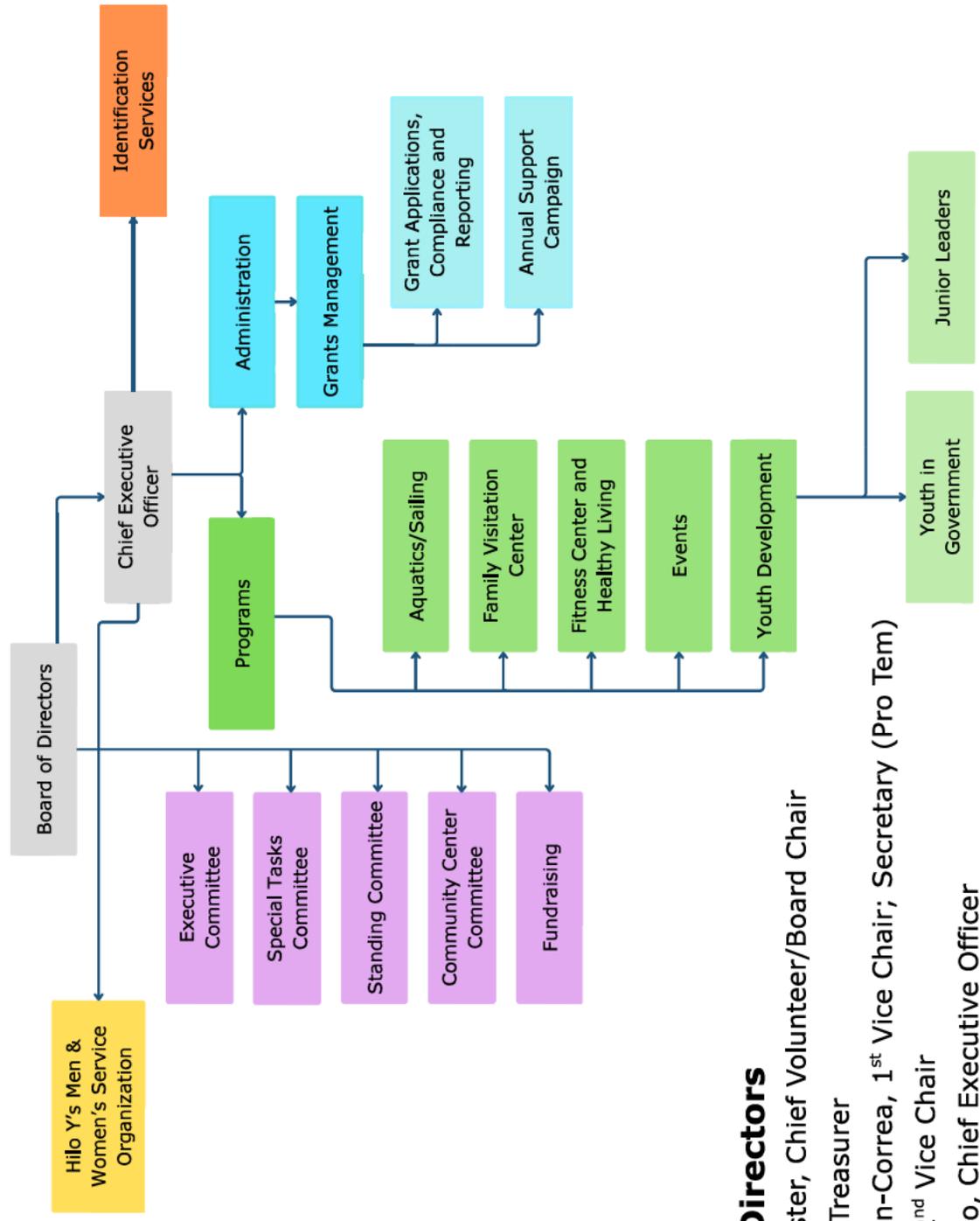
Contracts Total:

1,893,625

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Family Visitation Center	July 2023	County GIA	Hawaii County	50,000
2	Child Care Program	July 2023	County GIA	Hawaii County	15,000
3	Water Bottle Filling Station	February 2023	Contingency Fund	Hawaii County	4,015
4	Family Visitation Program	June 2023	Contingency Fund	Hawaii County	14,000
5	Family Visitation Program	July 2023	County GIA	Hawaii County	50,000
6	Ice Machine	December 2023	Contingency Fund	Hawaii County	5,950
7	Land Acquisition & Construction	August 2024	Community Project Funding	HUD	625,000
8	Youth Program - Mural Project Phase 1	April 2024	Contingency Fund	Hawaii County	4,850
9	GIA-Acquisition of Land and Construction	April 2024	DLIR	State	600,000
10	Youth Program - Mural Project Phase 2	June 2024	Contingency Fund	Hawaii County	4,235
11	Family Visitation Program	July 2024	County GIA	Hawaii County	50,000
12	Youth Program - Mural Project Phase 3	October 2024	Contingency Fund	Hawaii County	9,625
13	Small Business Economic Recovery/Support	October 2024	Research & Development	Hawaii County	75,000
14	Family Visitation Center	July 2025	County GIA	Hawaii County	50,000
15	Sailing Program	May 2025	Contingency Fund	Hawaii County	9,650
16	Youth Program	July 2025	Contingency Fund	Hawaii County	5,000
17	Youth Program	August 2025	Contingency Fund	Hawaii County	800
18	Family Visitation Program	December 2025	Contingency Fund	Hawaii County	4,000
19	Family Visitation Program	February 2025	Contingency Fund	Hawaii County	16,500
20	GIA-CIP-Design Services Community Center 2026		DLIR	State	300,000
20					
21					
22					
23					
24					
25					
26					
27					
29					
30					

The Island of Hawai'i YMCA

Organization Chart - January 2026



Board of Directors

- Steven Sylvester, Chief Volunteer/Board Chair
- Daniel Chun, Treasurer
- Debbie Watson-Correa, 1st Vice Chair; Secretary (Pro Tem)
- Malia Kekai, 2nd Vice Chair
- Wendy Botelho, Chief Executive Officer

The Island of Hawai'i YMCA

Organization Chart - January 2026

