

**eliminating racism
empowering women**

ywca

Hawai'i Island

RFP 4576

County of Hawai'i State and Local Fiscal Recovery Funds

Early Childhood Initiates Program

Submitted May 17, 2024

REDACTED

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3.1 Entity Description

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.

Led by Chief Executive Officer, Kathleen McGilvray, for the past 11 years, Ms. McGilvray will be the point of contact and contract manager for this project.

The YWCA offers multiple programs to support the Hawaii Island community. Employing over 50 full-time and part-time staff, the YWCA provides services to the entire Big Island. The YWCA offers a Developmental Preschool which serves East Hawaii, the Sexual Assault Support Services Program and the Sex Assault Nurse Examiner Program which serves the entire Hawaii Island and the Healthy Families Program which serves East Hawaii. With the base location at 145 Ululani since the 1920's and a Kailua-Kona presence since the 1980's, the YWCA has a rich history of serving our island community.

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. The preschool campus is located at our base location and has provided childcare for over 60 years to our East Hawaii families. The preschool is open 50 weeks a year and provides free breakfast, lunch, and snacks in addition to a safe and nurturing learning environment.

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 expand our capacity by a minimum of 36 children taking our licensing from 115 to 151 children with the addition of modular buildings on the campus. The YWCA currently has a wait list of several hundred families seeking childcare services.

The Preschool employs 7 FTE teachers, 9 FTE aids, a 0.5 FTE therapist, 1 .0 FTE Program Director and 0.5 FTE clerical support. With the addition of 36 children, it is anticipated that there will be a minimum of 5 FTE teachers, and 5-6 FTE aids to support the expansion. Other services (cleaning, lawn, food prep) are contracted out to local providers that also support the operations of the Preschool, further supporting local businesses in the community.

3.2 Project Description

The YWCA is currently in a capital campaign to build a new preschool on the campus at Ululani Street. The initial proposal was to build a school that would support 115 children in the school. However, as the project has continued to develop, the need for more slots and staffing has been identified to support the needs of our community. The YWCA has been in contact with HPM regarding modular spaces that are turnkey ready at delivery. The addition of a 24'x60' modular classroom and associated restrooms by the end of 2026 is feasible and would increase our capacity by a minimum of 36 slots (two-year-olds) and a maximum of 40 slots (three- to five-year-olds). Based on the National Association of Early Childhood Education, the space in one module would house 36 two-year-olds (six classes), or 40 three-year-olds (five classes) or 40 four- or five-year-olds (four classes) or a combination thereof. Slots are determined by space required for each child (35 square feet of unencumbered space) and NAEYC ratio requirements of one teacher per six students for two-year-olds, one teacher per eight students for three-year-olds, and one teacher per ten students for four- and five-year-olds. Preference for the type of classroom would be based on the waitlist and available staffing. NAEYC standards are more stringent than Department of Human Services licensing requirements. The YWCA would seek licensing approval and then NAEYC approval for the additional slots and expanded program.

The YWCA preschool resides on property owned by the YWCA. The property has a large two-story building in which the first floor is dedicated to our toddlers and three-year-olds, the second floor in partial use for late born five-year-olds. The Cottage area houses four- and five-year-olds. The property also has a defunct pool area that houses a large and small ground pool, along with a lanai area and restrooms/showers. The Cottage area and the pool area are slated for demolition and excavation to prepare the site for a new preschool. The YWCA has already raised 2.79 million to support the building of a new preschool and has done preliminary work to begin demolition of the pool area and the current Cottage. The YWCA will move the current Cottage students to the 2nd floor of the main building and continue with preschool activities during the demolition and excavation and preparation of a foundation for the new preschool. It is anticipated that the demolition can commence as early as fall 2024. Once demolition of the buildings and excavation of the grounds has been completed, the preparation for the foundation and infrastructure for the building will commence. While demolition and foundational infrastructure is in process, HPM will be fabricating the modular school room and restroom module according to specifications and preparing both modules to be transported and installed. The YWCA anticipates that the module can be installed in late fall 2025 and pending licensing, accreditation, and staffing, can offer new slots to families beginning January 2026.

The YWCA is committed to recruiting and providing staffing, purchasing the appropriate classroom materials and supplies, compliance to licensing and accreditation standards and promoting the expansion of slots through additional grant applications, fund raising and other capital campaign activities.

See Attachment 1: Resume of Chief Executive

See Attachment 2: Current Certificate of Good Standing

3.3 Response to Negative Impacts of COVID 19

Childcare capacity plays a crucial role in supporting recovery efforts and providing relief for families impacted by the COVID-19 pandemic. By expanding childcare services, several key benefits can be realized that contribute to increased resiliency and aid in the overall recovery process.

Economic Recovery: One of the primary ways in which increasing childcare capacity can support recovery is through its impact on the economy. Access to reliable childcare allows parents, especially mothers, to return to work or increase their working hours. This, in turn, boosts workforce participation rates and productivity, leading to economic growth.

Support for Essential Workers: During the pandemic, essential workers such as healthcare professionals, first responders, and other critical staff faced significant challenges in balancing work responsibilities with childcare needs. By expanding childcare capacity, these essential workers can have peace of mind knowing that their children are well cared for while they perform their vital roles. This support is crucial for maintaining essential services during times of crisis.

Mental Health and Well-being: The stress and uncertainty brought about by the pandemic have taken a toll on the mental health of many individuals, including parents struggling to juggle work and caregiving responsibilities. Increased access to quality childcare services can alleviate some of this burden by providing parents with much-needed support and respite. This, in turn, can improve parental mental health and well-being, contributing to overall family resilience.

Educational Development: Quality early childhood education is essential for children's cognitive development and school readiness. By expanding childcare capacity, more children can benefit from structured learning environments that promote socialization, emotional growth, and academic skills development. Investing in early childhood education through increased childcare availability sets a strong foundation for future academic success and lifelong resilience.

Social Equity: Access to affordable and high-quality childcare is essential for promoting social equity and reducing disparities among families. Low-income households are disproportionately affected by limited childcare options, which can hinder parents' ability to work or pursue educational opportunities. Increasing childcare capacity ensures that all families have equal access to supportive services that enable them to thrive despite challenging circumstances.

Timeline:

All activities can be accomplished within the timeline of the grant period. Please see the attachment entitled **Attachment 3: Timeline** for detailed tasks and estimated times of completion.

Community Served:

The YWCA preschool serves East Hawaii families. No preference is given regarding economic status or protected classes. The YWCA works with families to apply for financial assistance through various government entities and through scholarships. Students arrive from all over East Hawaii, as far north as Laupahoehoe and as far south as Ka'u and lower Puna.

Expansion of Existing Licensed Childcare Programs

Physical Renovations. Please see **Attachment 4** that includes a schematic of the 24'x60' classroom and the 12'x20' ADA bathroom.

The modules will be turnkey ready once installed on the YWCA property.

Using the childcare allotment of 35 square feet per child, the 1442 square foot classroom can provide up to 36 – 40 additional slots for children (depending upon ages). Mobile petitions will be used to make individual classrooms. There will be limited encumbered space to keep within the 35 square feet per child requirement. The number of slots will be based on the current waitlist needs and staff availability.

During the entire grant period and beyond, the YWCA will be in contact with DHS and NAEYC to make sure that the plans and processes are in compliance with licensing and accreditation requirements.

Plan Design and Implementation

The YWCA is already in a capital campaign to build a new preschool. Architects have presented a concept design and modifications to the plan are in process as further needs are determined. The YWCA has secured and encumbered funding to do an environmental assessment and other permitting requirements. We are currently in the demolition planning phase and will be to bid on demolition in fall of 2024, EA and entitlements will be complete and we will begin design work in fall of 2024, reading the site for the modules in early 2025. In talks with HPM, who would be the supplier of the modules, they are able to commit to delivery of completed modules in the grant period. The Timeline attachment shows the plans for implementation, the general tasks, and the timeline for completion. The YWCA, in their progress reports and meetings with ECRT staff, will provide the County of Hawaii with progress, issues, concerns, and delays up to date.

Budget and Justification

Please see the **Budget and Financial Section** and **Attachment D** entitled Budget and Justification. The budget for this proposal consists of the purchase of a classroom module, a restroom module and support in getting the infrastructure (water, sewer and electrical) ready for the installation of the modules. The YWCA is committed to paying for other fees associated with the project and further addition of modular classrooms and restrooms as part of their capital campaign. Furthermore, the YWCA is committed to outfitting the classrooms with age-appropriate furniture and supplies, recruitment, hiring and training of staff, the development of playground areas, and other general costs that will go towards the expansion.

3.4 Community Benefit

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.

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.

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.

Preschool education provides ongoing community benefits with measurable outcomes in various ways:

Preschool education plays a crucial role in enhancing children's **cognitive development**. It provides a structured environment where children can engage in activities that promote critical thinking, problem-solving skills, and language development. Research has shown that children who attend preschool are more likely to perform better academically later in life.

Children **develop social skills** by learning how to interact with their peers, share, take turns, and communicate effectively. These social skills are essential for building relationships and functioning well within a community.

Preschool helps children **develop emotional intelligence** by teaching them how to identify and manage their emotions. This early exposure to emotional literacy can have long-term positive effects on mental health and well-being.

Attending preschool **prepares children for the formal school setting** by introducing them to routines, structure, and basic academic concepts. This smooth transition to kindergarten sets the stage for future academic success.

Our preschool **involves parents** in their child's learning journey through activities, workshops, and communication. This engagement strengthens the bond between parents and children and creates a supportive community around early childhood education.

The impact to the community and to the County of Hawaii includes:

Reduced Crime Rates: Studies have shown that communities with higher rates of preschool attendance experience lower crime rates in the long run. Early childhood education equips children with essential skills that can steer them away from delinquent behavior later in life.

Economic Growth: Investing in preschool education leads to long-term economic benefits for communities. Children who receive quality early education are more likely to secure stable employment and contribute positively to the economy as adults.

Healthier Communities: Preschool education promotes healthy habits and lifestyles from an early age, leading to reduced healthcare costs associated with preventable diseases later in life. Healthy children grow up to be healthy adults who can actively participate in community life.

The impact of preschool education on communities can be measured through various indicators:

Academic Achievement: Longitudinal studies have demonstrated that children who attended preschool perform better academically throughout their school years compared to those who did not have access to early education.

Graduation Rates: Communities with higher rates of preschool attendance often see improved high school graduation rates, indicating the long-term benefits of investing in early childhood education.

Employment Rates: Individuals who received quality preschool education are more likely to secure gainful employment as adults, contributing positively to the workforce and overall economic stability of the community.

3.5 Leveraging Partnerships

In the 100+ years of YWCA's existence, the organization has had a Board of Directors consisting of community members to govern the organization. The Board of Directors used their experience, wisdom, and their own community contacts to support the YWCA. The YWCA has also had advisory boards for different programs throughout the YWCA's history. Working very similarly to the Board of Directors, but without governing authority, the advisory teams helped the YWCA to develop their best practices for the program and address the current needs of the community. Many of the advisors were past participants. The YWCA has community partners in government, both state and local, funders that provide federal funds, state funds, county funds, foundational funds in addition to fee for service funds, donations, and fundraising efforts. The current partners include the Office of the Prosecuting Attorney, Hawaii Police Department, other Preschool Directors, Hawaii Community Foundation, and civic clubs like Rotary, just to name a few. These partners all support YWCA efforts and serve in a variety of ways. The YWCA programs vary from a single government contract to a multiple contract program to a fee for service program. All programs are supported by additional grant monies, donations, and fundraising activities.

In this project, the YWCA has partnered with architects Flemming and Associates and a team of local construction experts for professional support, design entitlements, permitting and demolition. The YWCA has also partnered with Netzel, Grisby, to support in capital campaign efforts. Construction partners will be obtained through competitive bid process and overseen by our campaign committee and board of Directors, specifically our facilities committee, providing governance, which include business and government leaders with construction and facilities expertise. Additionally, our campaign leaders are Toby Taniguchi, Jennifer Zelko-Schleuter, Ashley Kierkiewicz, Ross Wilson, Sue Lee Loy, Linda Clifford, Cary Boeddeker and Sandy Tokuuke, led by Chair, Tim Richards. The efforts to make the new preschool become a reality are based on the efforts of several entities bringing their expertise to the table.

Expanding the slots for the preschool is a phase of a total project of having a new preschool. After one classroom is set up, the YWCA will continue to campaign to set up additional classrooms to maintain 150 child slots in our educational program. New partnerships and funders will be sought through campaign activities, grant writing and fundraisers.

The preschool itself will operate on a fee for service schedule, augmenting additional dollars through contracts with the USDA, partnerships with Open Doors, Puahi Keiki Scholars, and other scholarship programs and through grant writing and fundraising activities. Annual budgets are developed, presented to the Board of Directors, and once accepted, monitored throughout the year. Adjustments to the budget are made based on real time revenue and expenditures with corrective actions taken when there is a determination of a deficit or potential for future deficits.

3.6 Management Capacity and Measurable Outcomes

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.

The YWCA has several repeat contracts and funders that demonstrate the capability to manage funds.

CHART Redacted

For this grant, activity reports will include the information required in the RFP and outcomes will be based on the successful completion of each task located in the Attachment entitled Timeline. The YWCA will maintain a project file that can be reviewed at any time during the grant period to demonstrate activities and accomplishments.

Fiscal Responsibilities

a. County of Hawaii Requests for reimbursement submissions:

YWCA of Hawaii Island will provide County required documentation both for work completed invoices and project status tracking on a quarterly basis, as noted in the RFP document.

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 YWCA utilizes a commercial accounting software, Intacct, which is an approved cloud-based accounting software. The software provides the capability to assign a unique identifying number to a grant and all expenditures associated with that grant are coded according to the YWCA universal accounting codes and specific funder code. The Assignment of the codes are done by the Program/Project Manager and reviewed by a second person, another Program Director. The review is for completeness, reasonableness, and accuracy. The invoice/expense is forwarded to the finance department for entry into the Intacct accounting system. If there is an anomaly noted by the Finance Department, the

invoice is returned to the originator with the anomaly noted. Changes in coding cannot occur without approval from the Program/Project Director.

Expenditure reports are generated on an as needed basis internally and quarterly to the funder for this project. The report will be reviewed by the Finance Director for accuracy, reasonableness, and completeness. The report is routed to the Program/Project Director for review before sending to the funder.

The CEO will work with the Finance Department to monitor project and expenditure tracking. The CEO 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 CEO in writing.

The YWCA has a manual on Financial Policies and Procedures, including accounting practices, and can be made available upon request.

- c. Retention of records: All invoices, payment receipts, and tracking of project-related work conducted will be kept on file for evaluation.

3.7 Budget and Financials

a. N/A

b. Total Grant Amount \$367,200

c. Budget narrative:

The grant amount requested is for the purchase of a 24'x60' modular classroom, 12'x20' mobile ADA bathroom, accessible ramps, installation costs, permits and delivery costs. YWCA is committed to doing all preliminary work: groundwork, permits, infrastructure and foundations. Funds will be used for the modulars, ramps installation, permit fees paid to vendor and delivery costs.

d. Funds received from Federal COVID-19 aid packages are:

1. Paycheck Protection Program 1 and 2 totaled \$647,922.50 and was received in April 2020 and March 2021. The funds were used to pay for staff salaries and benefits during COVID-19. The PPP allowed us to retain all our staff when childcare was needed for our essential workers.
2. ARPA Childcare Stabilization Funds totaled \$579,137.95. The funding received in 2021-2023 was used to pay for staff retention salaries, benefits, and mental health and wellness support for Preschool Staff only.

e. See timeline for our plan to obligate by 12/31/2024 and expend all funds by 8/31/2026.

Entitlements and permits are in process already and the YWCA can exceed the dates set forth in the RFP.

Profit and Loss Statements last two years.

Balance Sheets last two years

990's last two years

Current and prior year approved budgets

Most recent audits.

5.0 Attachments

Attachment 1: Resume of Kathleen McGilvray, Chief Executive Officer

Attachment 2: Certificate of Good Standing from the State of Hawaii
DCCA

Attachment 3: Timelines

Timeline Year 1

Year 1 July 1, 2024-June 30, 2025

Item	J	A	S	O	N	D	J	F	M	A	M	J
Contract Signed	■											
Quarterly Narrative Reports				■			■			■		
Quarterly Fiscal Reports				■			■			■		
Quarterly ECRT Meetings and as needed	x			■			■			■		
Modular Specs reviewed by architects and finalized	■	■	■									
Permits applied for				■	■							
Modular orders submitted to HPM, Funds Encumbered					■	■						
Demolition process planned	■	■	■	■	■							
DHS site visit arranged					■							
Cottage classes moved to big building					■							
Demolition begins						■						
Demolition and Excavation completed						■	■	■				
Foundation and infrastructure plans developed	■	■	■	■	■	■	■	■				
Foundation and infrastructure plans implemented									■	■	■	■

Timeline Year 3

Year 3: July 1, 2026 to December 31, 2026

Item	J	A	S	O	N	D	J
Foundation and infrastructure plans implemented							
Quarterly Narrative Reports							
Quarterly Fiscal Reports							
Quarterly ECRT Meetings and as needed	x						
Final Reports Generated							
YWCA continues to recruit appropriate staffing, hiring, and providing necessary training.							
YWCA advertises addition of slots.							
YWCA accepts students.							
New classrooms are in use.							

Attachment 4: Schematic of Mobile Classroom and ADA Mobile Bathroom

Attachment A: Proposal Application Checklist

Attachment B: Proposal Application Form

Attachment D: Line Item Budget

Attachment F: Appendix I