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THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 31-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DOL DEPARTMENT OF LABOR OFFICE OF COMMUNITY SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hawaii County Economic Opportunity Council

Db/a: HCEOC

Street Address: 47 Rainbow Drive, Hilo, HI* 96720

Mailing Address: 47 Rainbow Drive, Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARY MIHO FINLEY

Title Housing Program Manager

Phone # 808-961-2681 Ext. 207

Fax # 808-935-9213

e-mail marymiho.finley@gmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HCEOC KONA OFFICE EMERGENCY REPAIRS AND HANDICAPPED ACCESS IMPROVEMENTS TO ENSURE SAFE AND EQUAL ACCESS TO SAFETY NET COMMUNITY SERVICES (TRANSPORTATION, ENERGY SAVING, FOOD ASSISTANCE) OF OVER 3,000 RESIDENTS FROM KA'U TO SOUTH KOHALA

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ \$133,564

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE

AT THE TIME OF THIS REQUEST:

STATE \$ 133,564

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE

LESTER SETO, EXECUTIVE DIRECTOR

NAME & TITLE

01/29/12
DATE SIGNED

Application for Grants and Subsidies

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

I. 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. Include the following:

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

Hawaii County Economic Opportunity Council is a private non-profit Community Action Agency (CAA) whose mission is to prevent, alleviate and eliminate poverty in the county of Hawaii. For over 44 years it has provided services and programs to meet community needs of the island's disadvantaged population. It has done this with public and private support. The organization is governed by a 12-member board comprised of one third public, one third private and one third low-income community members representatives, the tri-party board that characterizes CAAs.

2. The goals and objectives related to the request;

Programs, such as transportation, food, energy and housing assistance, are provided to geographically-dispersed low-income residents through a central office and four district offices. The Kona HCEOC is a vital center of safety net services for over 3,000 residents from Ocean View in the south to Waikoloa in the North, a distance of over 90 miles. The building is the property of the State of Hawaii Department of Education and was old Keauhou School teachers' office building.

3. State the public purpose and need to be served;

HCEOC Kona is in dire need of repair to ensure safe access to services, such as LIHEAP (Low Income Home Energy Assistance Program) and WAP (Weatherization Assistance Program) as well as a place for low-income and handicapped community members to hold meetings. The building has reached a critical point if it is to continue to be a locus of community support services. Roof leaks, failed gutters, termite damage, overhanging trees are taking their toll. Upgrading of World War II-era wiring, unpaved driveway, a cracked sidewalk and installing handicapped access are critical to ensure continued use now and into the future. Correcting deficiencies now will also preserve a part of Kona history.

4. Describe the target population to be served; and

Target population are low-income residents (100% to 150% of U.S. poverty index), particularly elderly, disabled and single parent families who come to access services and attend meetings.

5. Describe the geographic coverage.

HCEOC Kona office service area covers West Hawaii communities from Ocean View (Ka'u) in the south to Waikoloa (South Kohala) in the north, a distance of over 90 miles where over 3,000 low-income residents reside.

II. 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.

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

SCOPE:

Removal and replacement of existing:

To remove existing deteriorated roof and replace with 26g prepainted galvanized panels, while replacing rotted roof framing as required. Replace fascia all around and install continuous aluminum gutters all around,

To fumigate to arrest active termite infestation obtaining the longest guarantee period available,

To replace at least 3 "floating" perimeter posts and any other failing foundation members,

To repair termite damage to building floors, walls and ceilings as critical for structural integrity,

To replace outdated, unsafe 2-wire (1940's era) wiring and bring electrical up to Code, installing sufficient outlets for computers, printers/copiers in all 4 offices and for a refreshment center in a corner of the meeting room,

To repair fire exit (inner back door lock, screen for screen door, bottom step and railing),

To replace deteriorated/mismatched screens all around to keep insects out and where needed repair windows to operate easily,

To remove overhanging trees to save roof and keep vermin out and

To prime and paint the repairs (2 coats superior exterior paint).

Upgrades:

To convert one of two existing bathrooms into a handicapped-accessible bathroom incorporating one of the office closets into a wheelchair accessible hallway,

To grade and pave the dirt parking area as part of constructing a safe access route for the mobility-impaired persons in walkers and wheelchairs.

To construct handicapped access from parking area into the building.

TASKS AND RESPONSIBILITIES:

FOR KONA HCEOC BUILDING REHAB WE PROPOSE:

HCEOC Housing Program Manager will:

- Manage solicitation and hiring of a licensed professional engineer to design the driveway and parking improvements (grading, installation of retaining walls) and handicapped access and a licensed general contractor to perform the work.
- Prepare and coordinate execution of contracts (time of construction, milestones, schedules, payment process, tax clearances)
- Coordinate permit approvals
- Issue the Notice to Proceed
- Monitor progress of construction
- Initiate and coordinate payment process

- With approvals of Deputy and ED process payments
- Report to OCS
- Coordinate delivery of services/point of contact for county, engineer, contractor, state
- Make reports to OCS.
- Publish Notice of Completion

HCEOC BookKeeper will:

- Keep accounts,
- Drawdown funds
- Cut checks to pay contractor(s)/vendor(s)
- Generate fiscal reports.

HCEOC Executive Director will:

- Oversee the project from start to finish,
- Approve the scope of work, selection of contractor(s)/vendor(s), preparation of contract(s),
- Supervise quality of work approvals by Kona staff and
- Authorize paying contractors.

The County of Hawaii Public Works Department Building Division Inspectors will:

Review and Approve building permits

- Conduct periodic inspections when called
- Determine whether the work passes (complies with safety/current County Building Code).
- Make reports/notify HCEOC Housing Program Manager, if work does not pass.

RESULTS:

Ultimate Measures of Effectiveness:

We will consider the project as success if:

- all work items have been completed per contract,
- the county building department has certified Code Compliance/safety and
- HCEOC staff has certified the quality of work as satisfactory.

See QUALITY ASSURANCE AND EVALUATION PLANS in #3 below.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

TIMELINE:

2012 May – June - Request proposals from engineers and general contractors
July - Select engineer and contractor(s) (1st phase construction - \$3,491)

August - Prepare and execute contracts

August-Sept. – Complete engineering of upgraded parking & handicapped access

September – Submit Building Plans

October – County approves plans, Issue Notice to Proceed

October – December – Rehabilitate Building (tenting, replace roof, R&R step, railing, screens; repair floors; reinstall doors; trim/cut trees) 2nd Phase - \$39,591

2013 January - February - 3rd phase: Handicapped Access (\$52,991)

March – 4th phase: Electrical re-wiring (\$18,000)

March - May – 5th phase: Painting Exterior (\$19,491)

June - Close out and final payment to contractor.

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

QUALITY ASSURANCE AND EVALUATION PLANS

- License, insurance and complaint record of each bidder will be checked with the DCCA Consumer Resource Center and past job references,
- Contracts will provide for either party to cancel contract for cause providing specified number of days written notice, require County Building permits and work be passed by County inspections before proceeding to next phase of construction,
- County of Hawaii Building Inspections will ensure safety and Code compliance
- HCEOC will test and verify functionality of all construction, particularly parking upgrade and electrical installation.
- HCEOC Housing Program Manager will monitor construction and verify conformance with approved plans.
- HCEOC Kona staff will report construction progress to Housing Program Manager on a daily basis and during the year following completion, report any construction failures.
- Payments will not be made until stages of construction are completed, quality of work approved per Contract and county inspections passed, as applicable.
- Final Payment will be made after Final county inspection has been passed, all permits closed and HCEOC has approved quality of work,
- Work quality and effectiveness of repairs will continue to be monitored throughout the twelve months following completion and contractor will be called back to address any failures should any occur during the one year warranty period provided by State law.

Ultimately Measures of Effectiveness:

We will consider the project a success if:

- all work items correcting health and safety deficiencies have been completed per contract,
- the county building department has certified Code Compliance/safety and
- HCEOC staff has certified the quality of work as satisfactory.

4. The applicant shall 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.

HCEOC will report to OCS project milestones of:

- Bid Solicitation
- Selection of contractor(s)
- Execution of Building Contract(s)
- Application for, Receipt of Approved Building Permits
- Issuance of Notice to Proceed
- Start of construction
- HCEOC site inspection reports: Completion of each contracted stage of construction and county inspection passed
- Paying Contractor(s)
- Close out of project (passing Final Building inspection, closing all permits and making Final Payment.

III. Financial

Budget

- The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$3,491	\$39,491	\$70,991	\$19,491	\$133,564

- The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.

We will be looking for private support to preserve a part of Kona history, the historic Keauhou School teachers' office, and plan to apply to the County of Hawaii (Office of Housing and Community Development) for 2013 HUD CDBG for support of handicapped access improvements. An opportunity to seek USDA Rural Development community facility assistance is unknown at this time.

- The applicant shall provide a listing of all state and federal tax credits that have 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.

HCEOC has not applied for nor received any state or federal tax credits ever.

IV. Experience and Capability

A. 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.

HCEOC has the experience and expertise to manage the rehabilitation and handicapped access improvements for Kona HCEOC office.

- In 2007 using State GIA grant funding HCEOC, under supervision of OCS, coordinated the repair of two failing 50,000 gallon water tanks and installation of one new 50,000 gallon water tank dedicated to fire suppression for Milolii native Hawaiian village private water system.
- Between 1989 and the present HCEOC has managed repair programs that have removed the health and safety defects from 129 homes owned and occupied by low- and very low-income homeowners (using funding from USDA Rural Development Housing Preservation Grant - 108 homes, federal Department of Health and Human Services Rural Housing Discretionary Grant - 14 homes and HUD HOME Investment Partnership - 7 homes). Among the 129 projects completed 21 homes involved handicapped access improvements and 10 involved State Historic Preservation review.
- HCEOC carpentry training program completed 29 on-the-job training projects (single family and commercial) 1993 – 2000.
- 1991 – 1998 HCEOC managed the completion of 74 single family homes in self help housing projects in Hilo and Kona.

B. 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. Also describe how the facilities meet ADA requirements, as applicable.

HCEOC operates programs out of a Central Office in Hilo and four satellite offices in the districts (Hamakua, Kona and Ka'u). Only HCEOC Central* is handicapped-accessible. Of the four district offices only the Pahoia office belonging to the County of Hawaii is handicapped accessible. Of the remaining three offices (Hamakua, Ka'u and Kona), the Kona office is the one relied on most heavily by low-income, West Hawaii residents from Ocean View to Waikoloa.

- HCEOC Central Office has handicapped designated parking spaces for handicapped clients arriving at each building group: one for the mauka two buildings' parking lot and one for the makai building's parking lot.

- The handicapped parking stalls are clearly marked on the pavement and by vertical signage and are wide enough for handicapped person to get from their vehicle into a wheelchair.
- Curbs are cutaway to allow wheelchair to access sidewalks that lead to all buildings. Both mauka buildings are connected by a mauka sidewalk over five foot wide. The makai buildings are connected by an over five foot wide sidewalk with roof over. Both mauka buildings and makai buildings have sidewalks at least 42-inches wide on their makai sides.
- External main office doors for makai buildings and mauka administration building are double wide. All internal office doors are 36 inches wide as are the doors to all bathrooms.
- Inside makai Community Services building single Men's bathroom and single Women's bathroom are both handicapped accessible. Both multi-stalled Men's Bathroom and the Women's Bathroom in the breezeway of makai building have one handicapped accessible stall each.
- One inside women's stall/bathroom and one inside men's stall/bathroom in each mauka building are handicapped accessible. Accessible bathrooms are characterized by a minimum five feet of turning space for a wheelchair in front of the toilets and sinks. Sinks are all wall sinks.
- All of Central Office doors, exterior double doors, interior office and bathroom doors have handicapped accessible lever type door handles except for the makai building back exterior door which was replaced with a regular exterior door knob after being vandalized several times. The front door with double wide doors and lever handles is the door for the public.

V. Personnel: Project Organization and Staffing

A. 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.

- **HCEOC Executive Director** has experience managing multiple programs with varied program years and has done so for the past two and three-quarters years. He has overseen the completion of the successful ARRA WAP contract 2009-2010 (installation of nearly 100 solar hot water systems and other energy devices, over \$800,000 budget), processing of over 4,000 LIHEAP applications for electrical subsidy, management of over \$600,000 in transportation and food services. He will oversee the project from start to finish, review and approve all aspects of

the project from scope of work to selection of contractors, preparation of contracts, coordinate approvals and processing of payments.

- **HCEOC Housing Program Manager** has been the key staff person responsible for 73% of the construction record in **part IV A. Necessary skills and experience** above. She is responsible for the 2007 Milolii private water system water tank repair and upgrade project, rehabilitation of 117 out of 129 homes repaired between 1993 and the present, the completion of 26 of 74 self-help homes between 1995 and 2000 in Hilo and Kona and 29 on-the-job training projects by the Carpentry Training Program 1993 - 2000. She will report to the Community Services Director.
- **HCEOC BookKeeper** has a degree in Business Administration from BYU-Hawaii and has private business experience. He will report to the Executive Director.

B. 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 organizational chart that illustrates the placement of this request.

HCEOC organizational chart is attached.

VI. Other

A. 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.

HCEOC is not a party to any outstanding litigation.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

HCEOC Housing Program Manager has learned construction management while working under licensed contractors doing home renovations for the past 18 years with HCEOC successful rehabilitation programs and from over 3 years working as a Housing Specialist with the County of Hawaii Office of Housing and Community Development. She keeps current with housing issues and community needs from serving on the boards of Hale Aloha 'O Hilo Habitat for Humanity (5 years) and Big Island Housing Foundation (3 years). She has taken formal courses in Construction Management, Environmental Assessment, Renovating in the Presence of Lead-Based Paint and Single Family home weatherization and energy auditing.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2012 to June 30, 2013)

Appwail County Economic Opportunity Council

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(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	133,564			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	133,564	Lester Seto 808.961.2681		
(b)		Name (Please type or print) Phone		
(c)		[Redacted] 01/30/12		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	133,564	Lester Seto, Executive Director		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Hawaii County Economic Opportunity Council (HCEOC)

Period: July 1, 2012 to June 30, 2013

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS			0			
LAND ACQUISITION			0			
DESIGN			1000			
CONSTRUCTION			132564			
EQUIPMENT						
TOTAL:			133,564			
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Hawaii County Economic Opportunity Council

(Typed Name of Individual or Organization)



(Signature)

01/30/12

(Date)

Lester Seto

(Typed Name)

Interim Executive Director

(Title)

HCEOC/Hawaii County Economic Opportunity Council

