

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

Type of Grant Request:

Operating Capital

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

Amount of State Funds Requested: \$ 147,477.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Request for funding to support HCEOC Transportation Program to facilitate the effective delivery of critical transportation services for elderly, disabled, and low-income populations in the Hawaii County.

Amount of Other Funds Available:
State: \$ 679,435.00
Federal: \$ 165,000.00
County: \$ 682,333.00
Private/Other: \$ 169,859.00

Total amount of State Grants Received in the Past 5
Fiscal Years: \$ 2,989,000.00
Unrestricted Assets:
\$ _____

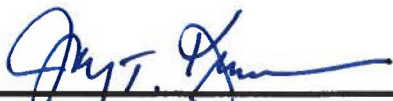
New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:
 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:
47 Rainbow Drive
City: State: Zip:
Hilo Hawaii 96720

Contact Person for Matters Involving this Application	
Name: Chad Hasegawa	Title: Deputy Director
Email: chasegawa@hceoc.net	Phone: 808-935-5219

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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 Jay T. Kimura 01/17/2019
Authorized Signature Name and Title Date Signed

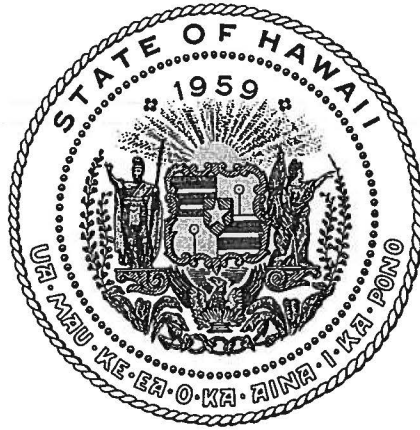
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Application Submittal Checklist

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

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

 Jay T. Kimura Executive Director January 17, 2019
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

was incorporated under the laws of Hawaii on 05/27/1965 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 18, 2019

Director of Commerce and Consumer Affairs



**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

Vendor Name: HI COUNTY ECONOMIC OPPORTUNITY COUNCIL

DBA/Trade Name: HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Issue Date: 01/15/2019

Status: Compliant

Hawaii Tax#: W40397626

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3845

UI#: XXXXXX1162

DCCA FILE#: 13035

Status of Compliance for this Vendor on Issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	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	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

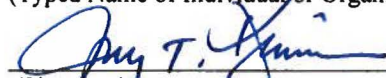
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hawaii County Economic Opportunity Council
(Typed Name of Individual or Organization)


(Signature)

1/17/19
(Date)

Jay T. Kimura
(Typed Name)

Executive Director
(Title)

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

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.

This grant, if awarded, 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:

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965. It qualifies as a Community Action Agency (CAA) governed by a 12-member tri-partite Board of Directors, equally representing public, private, and low-income community members. HCEOC mobilizes public and private resources to assist disadvantaged and underserved youth, adults, elderly, and disabled persons. Its goal is to enable them to become more self-sufficient and enjoy a higher quality of life through programs and services that reduce, mitigate, and alleviate the impacts of poverty in Hawaii County.

HCEOC's main program is its transportation program which, for over 50 years, has been serving elderly, low-income, and disabled persons in Hawaii County by helping them to access medical services, nutrition sites, shopping areas, places of employment, financial institutions, government agencies, and recreational activities.

Throughout the years, HCEOC has developed, and continues to develop, expertise and collaborative relationships with other community agencies to coordinate the provision of transportation services. These agencies include:

- Government/Public: Hawaii County Mass Transit Agency, Hawaii County Office of Aging—Nutrition Program, Hawaii County Parks and Recreation Department—Elderly Activities Division, and the State Department of Health, Adult Mental Health Division
- Private: Hilo and Kona ARC (Association of Retarded Citizens), Brantley Center, Inc. (a nonprofit community rehabilitation program), Hilo Adult Day Care, Easter Seals, Vocational Rehabilitation, Salvation Army, Dialysis Centers, Drug rehabilitation centers, Veterans' Service Centers, and Hui Malama Ola Na 'Oiwi (a nonprofit organization providing healthcare services for Native Hawaiians)

HCEOC is also in the process of developing Memorandums of Agreement with other service providers, including LogistiCare (a coordinated care provider) and the Boys and Girls Club of the Big Island. HCEOC will continue to coordinate with public and private resource agencies to find ways to overcome identified gaps in services, and to ensure the continuation of essential transportation services for disadvantaged and underserved residents in Hawaii County.

2. The goals and objectives related to the request:

Goal One: Reduce the impacts of poverty for a minimum of 1,000 Hawaii County residents.

Goal Two: Improve the quality of life for disadvantaged and underserved individuals and families in Hawaii County.

Goal Three: Increase self-sufficiency for elderly, low-income, and disabled persons in Hawaii County.

Objective 1: Provide transportation to essential services including, but not limited to, medical facilities, nutrition sites, shopping areas, recreational activities, financial institutions, and government agencies for a minimum of 300 elderly residents.

Objective 2: Provide transportation to essential services including, but not limited to, medical facilities, nutrition sites, shopping areas, recreational activities, places of employment, financial institutions, and government agencies for a minimum of 400 disabled persons.

Objective 3: Provide transportation to essential services including places of employment and nutrition sites for a minimum of 200 low-income working persons.

Objective 3: Provide transportation to and from after-school programs and activities for a minimum of 100 low-income youth.

Service Segment	Unit of Measurement	Total Unit	Number of Persons Served, Unduplicated
Elderly	Passenger trips*	62,400	300
Disabled	Passenger trips*	120,000	400
Working Poor	Passenger trips*	82,000	200
Low-Income Youth	Passenger trips*	40,000	100

*Passenger trips=Discrete segment of travel from passenger boarding to disembarking.

3. The public purpose and need to be served:

The public purpose of this request is to enable HCEOC’s transportation program to continue to provide essential transportation services to vulnerable, disadvantaged, and low-income residents of Hawaii County.

HCEOC’s transportation program provides a range of services from identifying the special needs population to implementing point-to-point and specialized transportation services. Clients are picked up at home, taken to destinations such as medical clinics, County nutrition sites, adult day care centers, social and recreational activity sites, government offices, and shopping areas, then returned home at no cost to the qualified population. Some HCEOC vehicles are equipped with wheelchair lifts to safely load and unload passengers in wheelchairs.

HCEOC’s transportation program ensures that our elderly, disabled, and low-income residents will not be denied access to essential services or employment because of their inability to drive or find adequate transportation. Also, we are the only agency that exclusively transports the elderly and disabled to Hawaii County nutrition program sites for meals, and assists in the delivery of nutritious fresh or frozen meals to these vulnerable and marginalized groups.

Additional factors that demonstrate the need for HCEOC’s transportation services include the following:

- The sheer geographic size of Hawaii Island and the considerable distance between travel points. Hawaii County encompasses an area of 4,028 square miles, twice the size of all the other five islands combined:

Hawaii: 4,028 square miles
Maui: 728 square miles

Oahu: 597 square miles
Kauai: 552 square miles
Molokai: 250 square miles
Lanai: 141 square miles

- Unaffordable vehicle operation, maintenance, and fuel costs
- Physical or other disabilities that prevent individuals from driving a vehicle
- Lack of transportation alternatives (Hawaii County Mass Transit bus service is restricted to highway travel as their buses cannot negotiate narrow, winding, and unpaved roads where many elderly, disabled, and impoverished persons reside in former plantation camps)
- Inaccessibility to highway bus stops; many people are unable to walk the two (2) or more miles to reach the bus stops
- The County transportation schedule is often not convenient for the special needs population. For example, the bus pick-up may be before 7:00a.m. in the more remote areas, making it difficult for elderly and/or disabled persons to get there in time, or requiring them to travel in the dark to wait at unlighted stops.

Funding sources in maintaining the HCEOC transportation program have been depleting steadily in the past several years primarily due to limited financial resources in government and private grants and contracts. It has been difficult to maintain the transportation services required and keep agency operations functional.

Although HCEOC has two (2) major County of Hawaii contracts: 1) Mass Transit and 2) Office of Aging—Nutrition Program, the funds are not enough to cover the cost of operations throughout the fiscal year. For example, the actual cost per trip is approximately \$12 but HCEOC receives only \$6.45 from its contracts and is forced to cover the shortage through other grants. Because of this shortfall, funds that are available through the State of Hawaii, Office of Community Service, and the federal Community Service Block Grant are diverted to assist the transportation program; this situation seriously compromises other agency programs.

4. Describe the target population to be served:

The target population to be served is a minimum of 1,000 vulnerable, disadvantaged, and underserved individuals, to include low-income, elderly, mentally and/or physically disabled persons, the working poor, and disadvantaged youth.

5. Describe the geographic coverage:

HCEOC's transportation services are provided island-wide; there is no residential area not served by our transportation program. From East Hawaii/Hilo to communities on the Hamakua coast, Waimea and Waikoloa, Kohala, North and South Kona, Kau and Puna districts—all are areas of service.

Elderly, disabled, and low-income residents are isolated by the island's size and long distance to services; this isolation is exacerbated by their lack of mobility. Many of our clients live alone. HCEOC's transportation service is a lifeline to essential services and helps ameliorate the impact of physical and psychological isolation.

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:

a. Community outreach

- HCEOC staff provides outreach to inform low-income families about available services, and conducts intake processes for potential transportation participants.
- HCEOC attends community meetings and contacts private organizations and senior clubs/centers to explain transportation services.
- HCEOC coordinates with other service agencies that provide referrals of underserved low-income persons/potential clients for transportation services.
- HCEOC cross-promotes transportation services through other HCEOC programs and through partner agencies.
- HCEOC obtains referrals for persons needing transportation services from HCEOC District Council Boards.
- Other community outreach services include the following:
 1. Print notices in newsletters, newspapers
 2. Distribute signs on public or community bulletin boards
 3. Public service announcements
 4. Word of mouth, online social networking

b. Daily bus services

1. Provides point-to-point service from off-highway communities to:
 - Medical facilities
 - County nutrition centers
 - Adult rehabilitative programs
 - Adult supervision programs, such as the ARC of Hilo, ARC of Kona, and Easter Seals
 - Government services, including postal services
 - Banks, shopping areas, and social activities/recreational sites
2. HCEOC transportation services are mostly provided between the hours of 6:00am and 5:30pm Monday through Friday, but also includes some holiday and weekend service—e.g., for persons needing dialysis services.
3. Drivers assist passengers to board and disembark from vehicles, including the loading and unloading of their belongings.
4. Specialized services may be provided for special events and/or other client

needs outside of normal operating hours.

c. Program Monitoring

1. District Supervisors (DS) in East and West Hawaii coordinate with partner service agencies and resource centers to address passenger needs.
2. DSs, using SHAH software:
 - review, process, and file application forms to determine eligibility and transportation needs;
 - analyze routes to create the most efficient trip services;
 - receive and respond to passenger requests;
 - generate daily schedules;
 - tabulate daily and monthly mileage logs;
 - maintain employee records and other documents;
 - maintain communication between HCEOC administration and transportation staff;
 - provide data and feedback as necessary to administration.
3. DSs also:
 - conduct regular maintenance and service checks and schedule repairs to ensure efficient performance and safe operability of vehicles;
 - arrange driver improvement training twice annually and conduct in-service trainings for staff as needed;
 - maintain a corps of substitute drivers to replace regular drivers when they are sick or on authorized leave;
 - ensure that HCEOC complies with all federal, state, and county rules and regulations regarding vehicle licensing and registration, safety checks, and equipment.

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

HCEOC's transportation program has been in operation for over 50 years; there will be no time lag in the provision of services. The program operates Monday through Friday from 6:00am until 5:30pm and occasionally on weekends for elderly functions or other needs. Client enrollments, program assessments, and vehicle maintenance are conducted continuously throughout the year. District Supervisors oversee transportation activities to ensure that goals and objectives are met—primarily the safe, timely, and courteous transport of low-income elderly, disabled, and working poor individuals from home to destination and back.

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

HCEOC's evaluation process starts with monitoring daily transportation program activities by recording and tracking data (e.g., passengers' names, destinations, mileage, and reasons for trips), documenting services performed, maintaining individual client information files, and noting program accomplishments.

HCEOC utilizes the SHAH software program, which has been developing systems for transportation management and client tracking for more than twenty years. The suite of products combine to create a comprehensive, web-based information system for transportation service providers. This system includes functionalities for client registration, trip reservations and scheduling, dispatching, trip billing, menu-driven reports, easy Ad Hoc report creation, vehicle and driver tracking, vehicle maintenance and reminders, driver training and training reminders, and more.

Passengers are also encouraged to express their comments and suggestions for improvements via an HCEOC suggestion form, which is available in each vehicle. In addition, rider satisfaction surveys are conducted throughout the year. HCEOC maintains grievance policies and procedures that are available for riders to review as well. All of these forms are compiled and analyzed by the transportation staff for review and reporting purposes.

District Supervisors regularly meet with drivers to discuss transportation routes, ridership, and ways to improve services. Detailed records of all transportation services are maintained. Passenger quotas and scheduled runs are established for all drivers. Drivers are required to check vehicles at the beginning (pre-trip inspection) and end (post-trip inspection) of each day, log passengers transported, miles traveled, number of passengers, number and type of trips taken, and destinations of each trip segment.

Daily passenger service statistics are compiled, reviewed, and compared against program goals, objectives and outcomes on a monthly basis by transportation staff, department supervisors, and the Executive Director. Reports are completed and submitted to each funding source as required. In addition, the District Council Boards (DCBs)* and HCEOC Executive Committee review program activities and accomplishments at bi-monthly meetings and make recommendations for improvement to the Board of Directors.

**HCEOC maintains DCBs in four (4) districts where transportation service is provided (Hilo, Hamakua, Kona, Kau/Puna). DCBs are made up of low-income residents and supporters from low-income neighborhoods who meet regularly to review programs and services and to advise HCEOC administration. Each DCB elects a director; these DCB directors are an essential part of the governing board and is one of the features that distinguishes CAAs throughout the State of Hawaii, e.g., Honolulu Community Action Program (HCAP), Maui Economic Opportunity (MEO), and Kauai Economic Opportunity (KEO), from other non-profit organizations that may also serve the low-income population.*

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.

The measures of effectiveness/outcomes for this request are as follows:

1. A minimum of 300 elderly persons will be provided transportation to essential services including, but not limited to, medical and/or other professional services, social and recreational activities, adult day care centers, and nutrition sites.
2. A minimum of 400 disabled persons will be provided transportation to essential services including, but not limited to, medical clinics, rehabilitative and independent living centers, nutrition sites, shopping areas, and places of employment.
3. A minimum of 200 low-income employed persons without vehicles will be transported to and from work and to nutrition sites as needed.
4. A minimum of 100 low-income youth will be provided transportation to and from after-school activities.

These outcomes are illustrated in the table below:

Service Segment	Unit of Measurement	Total Unit	Number of Persons Served, Unduplicated
Elderly	Passenger trips*	62,400	300
Disabled	Passenger trips*	120,000	400
Working Poor	Passenger trips*	82,000	200
Low-Income Youth	Passenger trips*	40,000	100

*Passenger trips=Discrete segment of travel from passenger boarding to disembarking.

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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$36,869.25	\$36,869.25	\$36,869.25	\$36,869.25	\$147,477.00

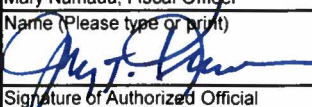
3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
 - Hawaii County Nonprofit Grant: \$150,000.00
(to allow Community Service Block Grant funds to be utilized for other programs)

4. The applicant shall provide a listing of all state and federal tax credits it has been

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii County Economic Opportunity Council

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				(80% state funds)
1. Salaries	\$ 82,003.00	\$ 92,851.00	\$ 342,922.00	\$ 167,055.00
2. Payroll Taxes & Assessments	\$ 13,144.00	\$ 16,056.00	\$ 61,942.00	\$ 26,208.00
3. Fringe Benefits	\$ 11,480.00	\$ 13,833.00	\$ 39,228.00	\$ 20,587.00
TOTAL PERSONNEL COST	\$ 106,627.00	\$ 122,740.00	\$ 444,092.00	\$ 213,850.00
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$ -	\$ 350.00	\$ 1,200.00	\$ 1,899.00
2. Insurance	\$ 4,000.00	\$ 9,522.00	\$ 20,000.00	\$ 8,713.00
3. Lease/Rental of Equipment	\$ 300.00	\$ 404.00	\$ 1,200.00	\$ 836.00
4. Lease/Rental of Space	\$ 1,500.00	\$ 908.00	\$ 3,200.00	\$ 904.00
5. Staff Training	\$ -	\$ 90.00	\$ 2,400.00	\$ 1,703.00
6. Supplies	\$ 1,000.00	\$ 271.00	\$ 2,350.00	\$ 6,329.00
7. Telecommunication	\$ 2,500.00	\$ 1,512.00	\$ 6,150.00	\$ 2,137.00
8. Utilities	\$ 1,100.00	\$ 3,192.00	\$ 14,400.00	\$ 7,510.00
9. Data Processing	\$ 4,050.00	\$ 3,377.00	\$ 9,000.00	\$ 3,148.00
10. Audit Fees	\$ 3,500.00	\$ 3,681.00	\$ 9,163.00	\$ 1,628.00
11. Physical Exam/Drug Testing	\$ 200.00	\$ 90.00	\$ 500.00	\$ 146.00
12. Criminal Background Check	\$ 300.00	\$ -	\$ 600.00	\$ 250.00
13. Mileage	\$ -	\$ 50.00	\$ 300.00	\$ -
14. Publication & Printing	\$ -	\$ 90.00	\$ 1,100.00	\$ 852.00
15. Postage	\$ 200.00	\$ 100.00	\$ 200.00	\$ 660.00
16. Vehicle Gas & Oil	\$ 10,000.00	\$ 8,514.00	\$ 39,615.00	\$ 36,627.00
17. Vehicle Maintenance & License	\$ 5,000.00	\$ 3,734.00	\$ 20,000.00	\$ 14,672.00
18. Vehicle Insurance & Registration	\$ 6,500.00	\$ 5,726.00	\$ 10,000.00	\$ 4,000.00
19. Repair & Maintenance-Space & Equip	\$ 700.00	\$ 649.00	\$ 4,530.00	\$ 4,494.00
20. Per Diem/Lodging	\$ -	\$ -	\$ 2,000.00	\$ 936.00
TOTAL OTHER CURRENT EXPENSES	\$ 40,850.00	\$ 42,260.00	\$ 147,908.00	\$ 97,444.00
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				\$ 538,000.00
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$ 147,477.00	\$ 165,000.00	\$ 592,000.00	\$ 849,294.00
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 147,477.00	Mary Namauu, Fiscal Officer	808.961.2681	
(b) Total Federal Funds Requested	\$ 165,000.00	Name (Please type or print)	Phone	
(c) Total County Funds Requested	\$ 592,000.00		1/10/2019	
(d) Total Private/Other Funds Requested	\$ 849,294.00	Signature of Authorized Official	Date	
TOTAL BUDGET	\$ 1,753,771.00	Jay Kimura, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii County Economic Opportunity Council

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.00	\$ 61,800.00	2.50%	\$ 1,545.00
Fiscal Officer	1.00	\$ 50,985.00	2.50%	\$ 1,275.00
Pre-Audit Clerk (Payroll)	1.00	\$ 36,400.00	2.50%	\$ 910.00
Pre-Audit clerk (Payables)	1.00	\$ 24,960.00	2.50%	\$ 624.00
Pre-Audit Clerk (Receivables)	1.00	\$ 24,960.00	2.50%	\$ 624.00
Office Manager	1.00	\$ 35,000.00	2.50%	\$ 875.00
Transportation Manager	1.00	\$ 23,850.00	20.00%	\$ 4,770.00
District Supervisor - East Hawaii	1.00	\$ 33,000.00	20.00%	\$ 6,600.00
District Supervisor - West Hawaii	1.00	\$ 33,000.00	20.00%	\$ 6,600.00
Transportation Clerk I	1.00	\$ 26,478.00	20.00%	\$ 5,296.00
Transportation Clerk II	1.00	\$ 26,478.00	20.00%	\$ 5,296.00
Transportation Mechanic	1.00	\$ 37,518.00	20.00%	\$ 7,504.00
Driver - East Hawaii	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - East Hawaii	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
TOTAL:				\$ 47,215.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii County Economic Opportunity Council

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Driver - EH Hamakua	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - EH Hamakua	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - West Hawaii	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - EH Hilo	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - EH Hilo	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - EH Hilo	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - EH Hilo	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - EH Hilo	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - EH Hilo	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - WH Ka'u	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - WH Kona	1.00	\$ 26,998.00	10.00%	\$ 2,700.00
Driver - WH Kona	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
Driver - WH Kona	1.00	\$ 26,478.00	10.00%	\$ 2,648.00
TOTAL:				\$ 34,788.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii County Economic Opportunity Council

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii County Economic Opportunity Council

FUNDING AMOUNT REQUESTED: <u>NOT APPLICABLE</u>						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii County Economic Opportunity Council

Contracts Total: \$ 852,192.00

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Hawaii County Mass Transit (Provide essential transportation services for elderly, disabled, and low-income Hawaii County residents)	Feb 2019-Jan 2020	Mass Transit	County of Hawaii	\$ 545,333.00
2	Hawaii County Office of Aging, Nutrition Program (Provide transport to County nutrition sites and food shopping for elderly residents and deliver meals to elder shut-in residents)	Oct 2018-Sept 2019	Office of Aging	County of Hawaii	\$ 137,000.00
3	Community Services Block Grant (CSBG)	Oct 2018-Sept 2019	Office of Community Services	State of Hawaii	\$ 169,859.00

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

- **NOT APPLICABLE**

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

- **\$47,543.58**

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.

Agency

For over 50 years, HCEOC has helped low-income individuals and families to improve their lives by administering programs that provide services such as transportation, energy and housing assistance, job-training, and services for disadvantaged youth. HCEOC has demonstrated its capability, knowledge, skills and capacity to positively impact the lives of impoverished persons by serving approximately 5,000 economically disadvantaged persons in Hawaii County each year.

HCEOC was established in 1965 as a 501(c)(3) non-profit Community Action Agency; its mission is to alleviate poverty by providing services and programs for low-income, elderly, and disabled Hawaii County citizens. Over the years, HCEOC developed, and continues to develop, expertise and working relationships with other community agencies to coordinate the provision of services, and especially transportation services. These agencies include:

- **Government/Public:** Hawaii County Mass Transit Agency, Hawaii County Office of Aging—Nutrition Program, Hawaii County Parks and Recreation Department—Elderly Activities Division, and the State Department of Health, Adult Mental Health Division
- **Private:** Hilo and Kona ARC (Association of Retarded Citizens), Brantley Center, Inc. (a nonprofit community rehabilitation program that provides employment and

rehabilitation services to disabled adults), Hilo Adult Day Care (provides day care for elderly citizens and respite services for caregivers), Easter Seals, Vocational Rehabilitation, Salvation Army, Dialysis Centers, Drug rehabilitation centers, Veterans' Service Centers, Hui Malama Ola Na 'Oiwi (a nonprofit organization providing healthcare services for Native Hawaiians)

A primary service gap for Hawaii County is, and has always been, transportation. HCEOC currently has two (2) contracts to provide transportation services for Hawaii County citizens.

- 1) County of Hawaii, Mass Transit: presently in its third year of a three (3) year contract, but also a continuation of similar contracts providing transportation services for Hawaii County.
- 2) County of Hawaii, Office of Aging—Nutrition Division: also a continuation of services that has been ongoing for several years.

A contract with LogistiCare, a coordinated care provider, is presently under review and being re-negotiated.

From 1965 to present, HCEOC has had very qualified managers providing oversight of the transportation program, as well as experienced and capable drivers. Throughout the years, program directives and protocols have been developed and refined to the point where procedures are now very comprehensive and clearly defined.

Personnel

HCEOC's transportation program personnel is a veteran staff with many years of transportation service. The East Hawaii District Supervisor has over 25 years of service with the transportation program while the West Hawaii District Supervisor has over 40 years of service with the program.

HCEOC's Transportation Manager has recently retired (at the end of December 2017) and we are currently seeking a new manager with similar qualities and experience.

HCEOC employs 18 drivers; 10 are CDL certified. Future plans include having all 18 drivers CDL certified. Seven (7) of the drivers have over 20 years of service and eleven have over 10 years of service. HCEOC's licensed mechanic in charge has over 15 years of service with the transportation program.

Governance Structure

HCEOC maintains District Council Boards (DCBs) in four (4) districts where transportation services are provided (Hilo, Hamakua, Kona, Kau/Puna). DCBs are made up of low-income residents and supporters from low-income neighborhoods who meet regularly to review programs and services and to advise HCEOC administration. Each DCB elects a director; the DCB directors are an essential part of the governing board, comprising the low-income community sector of HCEOC's tripartite Board of Directors. This is one of the features that

distinguishes Community Action Agencies from other non-profit organizations that serve the low-income population throughout the State of Hawaii.

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.

HCEOC has four (4) office locations. Its main office is located in Hilo at 47 Rainbow Drive, directly across the street from the Rainbow Falls State Park. This main office sits on three (3) acres of land; plans are being developed to build a repair and storage structure with three (3) repair bays, restrooms, a storage area, and a driver lounge on the mauka end of the lot.

The other three (3) locations include an office building on a 7,000 square foot parcel in Naalehu, a similar office building on a 6,000 square foot parcel in Honokaa, and a similar office setting in West Hawaii/Kona.

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.

HCEOC's primary administrator is Executive Director (ED) Jay Kimura, who will provide general oversight and administrative direction for the transportation program; he has been HCEOC's ED for almost five (5) years. Mr. Kimura previously worked in the County of Hawaii's Office of the Prosecuting Attorney for over 30 years—appointed as Deputy Prosecuting Attorney in 1979, First Deputy in 1982, was elected County Prosecuting Attorney in 1992 and served until 2011.

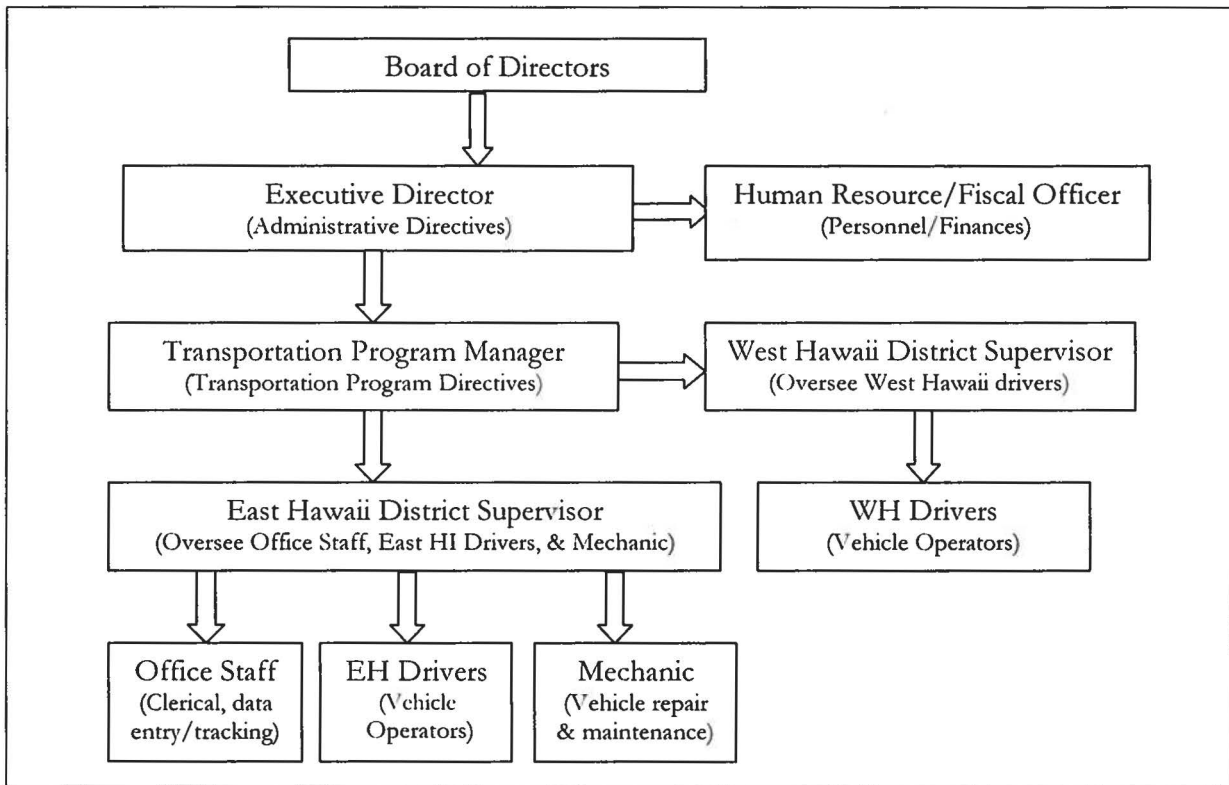
The Transportation Program Manager will provide daily oversight of the program and make the major decisions with the ED's approval. The Transportation Manager will also be responsible for training the drivers and keeping them abreast of any new rules and regulations in the driver certification and transportation industry. He will supervise the two (2) District Supervisors, whose main responsibilities include oversight of the drivers, certifying new drivers, and oversight of processing new clients.

HCEOC's licensed mechanic works under the East Hawaii District Supervisor and has over 15 years of service with the program. Drivers are listed according to years of service; seniority prioritizes those with years of service. Ten drivers are CDL certified with plans to have all 18 drivers CDL certified.

As noted in Section IV. Experience and Capability, 1.Necessary Skills and Experience: HCEOC’s transportation personnel is a veteran staff, with over 65 years of experience between the two (2) District Supervisors, and 11 drivers having over 10 years of experience with the transportation program and seven (7) drivers with over 20 years of experience.

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.



3. Compensation

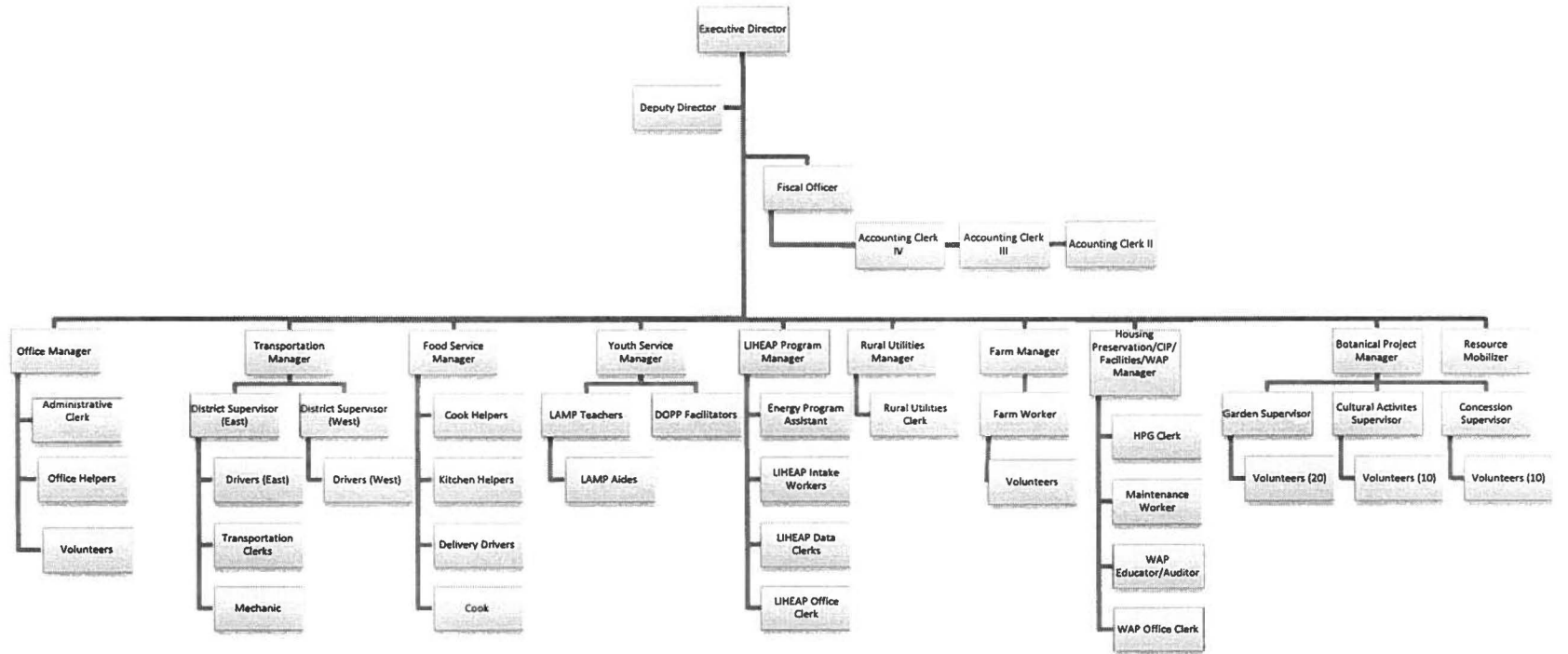
The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The top three (3) highest paid officers/employees of HCEOC are as follows:

1. Executive Director: \$61,800
2. Deputy Director: \$51,500
3. Fiscal Officer: \$50,985

VII. Other

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL – Organization Chart



1. **Litigation: NOT APPLICABLE**

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

2. **Licensure or Accreditation: NOT APPLICABLE**

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

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.

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

HCEOC will continue to pursue funding streams and contracts to sustain the operations of the transportation program beyond the 2019-2020 fiscal year. These funding streams and contracts include the County of Hawaii Mass Transit Division, County of Hawaii Office of Aging— Nutrition Program, LogistiCare, Boys and Girls Club of the Big Island, Federal, State, County, and private foundation grants as they are available and in keeping with the mission of HCEOC and its transportation program.