

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



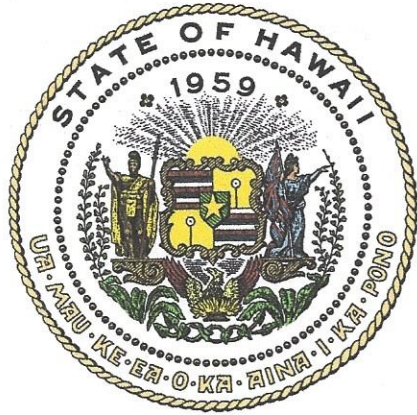
AUTHORIZED SIGNATURE

IRENE CARPENTER, CHIEF EXECUTIVE OFFICER

PRINT NAME AND TITLE

JANUARY 19, 2022

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

HAMAKUA HEALTH CENTER, INC.

was incorporated under the laws of Hawaii on 10/30/1964 ; 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 11, 2022

Catherine P. Awai-Cole

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Hamakua Health Center, Inc.

(Typed Name of Individual or Organization)

Irene Carpenter
(Signature)

1/18/22
(Date)

Irene Carpenter

(Typed Name)

Chief Executive Officer

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2021. **See Attached**

2. Declaration Statement

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

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 will be used for a public purpose to continue to provide access to healthcare for low to moderate-income individuals in the rural Honokaa Community.

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;
Hamakua Health Center, Inc. (HHC), d.b.a. Hamakua-Kohala Health, has four Health Center locations and serves over 10,000 patients on the island of Hawai'i. Hamakua-Kohala Health has been serving the Hamakua coast for over 50 years. HKH Health Center locations are in rural locations and transportation is a major barrier to primary and behavioral care. HKH clinics provide approximately 18,000 patient visits annually. Our foundation and history on the Hamakua and Kohala coasts can be traced to the first dispensaries of the early sugar plantation days.

Our mission is to "Provide quality healthcare that is responsive to our patients' and communities' needs".

2) Current in person and telehealth Programs:

- **Primary Care**
- **Behavioral Health**
- **Pain Management**
- **Women's Health/Prenatal**
- **Substance abuse counseling**
- **Diabetes prevention Program**
- **Tobacco cessation Program**
- **Family Planning Education**

A FEDERALLY QUALIFIED HEALTH CENTER

Hamakua-Kohala Health is a Federally Qualified Health Center (FQHC). We provide comprehensive, culturally competent, quality primary, behavioral health and dental care to medically under-served communities and vulnerable populations. This includes all people who face barriers in accessing services because of poverty, language or cultural differences or an insufficient number of health professionals or resources in the area.

2. The goals and objectives related to the request;
The current facilities at Honokaa Health Center are over 25-years old with no room for expansion. Due to the cramped and antiquated space, it is difficult to recruit and retain quality healthcare professionals to meet the growing demand. Federal dollars are available for expanded specialty care services, however, because of the lack of space, we are currently unable to qualify for those additional federal dollars or to add those services. The goal of this request is to secure funding to complete the planning, design, permitting and beginning infrastructure work for construction of a new two-story 15,000 square foot facility in Honoka'a that will be designed to include collaborative workspaces, integrated team spaces and community rooms for enhanced partnerships with social service organizations to Patient Centered Medical Care (PCMH). It will also include
 - **Expanded Primary Patient Care Services Areas**
 - **Expanded Outpatient Behavioral Health and Substance Abuse Treatment**
 - **Wellness Classroom**
 - **Pediatrics, women's health**
 - **On-Site pharmacy and Lab**
 - **Telehealth Room**

3. The public purpose and need to be served;
The new Center will enable Hamakua-Kohala Health to increase the number of physicians, psychologists, and telehealth services to shorten appointment wait times for patients and address Social Determinants of Health by increasing Enabling services such as transportation, food

insecurity and elderly care. The new center will also create new jobs as well as expand training opportunities for residents wanting an opportunity to pursue a career in the medical field.

4. Describe the target population to be served; and

Our patient population consists of:

- A) 10,300 patients**
- B) 60% below the 200% of Poverty.**
- C) 34% Medicaid patients**
- D) 24% Medicare patients**

Hamakua Kohala Health serves a large elderly patient population (24% Medicare). We wanted to ensure this population is not isolated and have a place to turn to for care, medications, and other assistance. Our telehealth goal is to maintain healthcare continuity and quality of care through technology.

Hamakua-Kohala Health provides access to quality health care for low to moderate-income individuals that are not insured, or insured by Medicare, Medicaid or MedQuest. This center provides services regardless of patients' ability to pay. None of the private practice physicians in this rural area accept Medicare, Medicaid or MedQuest patients. As a federally qualified health center, Hamakua-Kohala Health delivers high quality, culturally competent, comprehensive primary care, as well as supportive services such as health education, translation, and transportation that promote access to health care. Our system of patient-centered and integrated care responds to the unique needs of the diverse medically underserved patients in this area. In 2021, we served over 10,000 patients and over 30,000 visits.

5. Describe the geographic coverage.

The population of the area served is over 26,000 and spread over 100 square miles. Hamakua-Kohala Health provides medical, dental, and behavioral health services to the communities of Hawi, Kapa'au, Hala'ula, Makapala, Kawaihae, Waimea/Kamuela, Waikoloa, Honoka'a, Kukuihaele, Waipio Valley, Pauilo, O'okala, Ninole, Laupahoehoe, and Hakalau.

III. Service Summary and Outcomes

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

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

The scope of work includes the planning, design, permitting and initial construction work needed to construct a new medical facility to serve as the Honokaa Clinic. Hamakua-Kohala Health will work with architects, engineers and other consultants to ensure that the planning and design will meet the growing need for healthcare services in this rural community.

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

The planning, design and permitting phase of the project will take approximately 12-18 months to complete once funding is available to draw down on.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and **Hamakua-Kohala Health is required to have a Quality Improvement Committee, these committee will provide continuous improvement oversight and proper reporting, the Board of Directors will provide feedback and guidance on the progress of the project. The CEO will also be tasked with working directly with the architects, engineers and consultants to ensure that the progress of this phase is monitored and evaluated.**

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 architects, engineers and consultants will all be required to provide a timeline and workplan to the CEO and board of directors for approval. This timeline and workplan will ensure the project's success.

IV. Financial

Budget

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

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
Hamakua-Kohala Health will be seeking funding from the following in 2023 for construction of the new facility:
 - Federal Funding
 - The Harry and Jeanette Weinberg Foundation
 - County of Hawaii Funding
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. **Not applicable**
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding. **See Attached**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021. **\$2,848,784**

V. Experience and Capability

1. Necessary Skills and Experience

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

The Chief Executive Officer and Chief of Operations have experience managing more than \$4.0 million from multiple funding streams. Together they have also coordinated with local, state and federal funding sources in support of existing and new funding streams. They monitor the organization’s cash position and direct the Chief Financial Officer to review all journal entries associated with projects. The CFO ensures proper General Accounting Principles to all accounts and prepares and publishes timely monthly reports and year-end financial statements. All financial activities are also coordinated with auditors. In addition,

Hamakua-Kohala Health has purchased and is currently renovating a new facility in Kapaau to serve as the new Kohala Health Clinic and has doubled its Waimea Clinic space to keep up with the growing need for healthcare services in North 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.

The current facilities at Honokaa Health Center are over 25-years old with no room for expansion. Due to the cramped and antiquated space, it is difficult to recruit and retain quality healthcare professionals to meet the growing demand. Plans call for construction of a new two-story 15,000 square foot facility in Honoka'a that will be designed to include collaborative workspaces, integrated team spaces and community rooms for enhanced partnerships with social service organizations to support patient-centered care.

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.

CEO, Irene Carpenter who has been with the Center for over eight years will oversee the project. Under her leadership, Hamakua-Kohala Health has dramatically expanded its program and services serving at four sites in North Hawaii.

- **Honokaa Health Center providing primary care, diagnostic tests, substance use treatment, pain management; pre-natal and wellness care.**
- **Kohala Family Health Center and Hamakua-Kohala Health Dental Bus in Kapaau providing primary care, and pediatric dentistry.**
- **Waimea Health Clinic in the Carter Professional Building in Waimea providing primary care for chronic diseases within a largely Native Hawaiian population.**
- **Laupahoehoe Health Clinic to address the growing behavioral problems among school-aged children and youth, a clinic was opened at Laupahoehoe School to meet those needs.**

While many healthcare organizations struggle to recruit and retain physicians, Hamakua Health Center has had great success in attracting physicians to this

rural community and is expanding all of our health clinics to meet the growing demand for quality healthcare.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request. **See Attached**

3. Compensation

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

Pediatrician:	\$220,000
MD:	\$197,000
MD:	\$190,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. **Not Applicable**

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request. **Hamakua Health Center, Inc. is designated as a Federally Qualified Health Center.**

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question. **Not Applicable**

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

If the full \$1.0 million is received from this request, we will not need additional funding for the planning and design phase of this project. Plans call for seeking federal funding for the construction of the new facility once the planning and design phase is completed.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hamakua Health Center, Inc.

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	#VALUE!			
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	0	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	1,000,000	0	0	50,000
TOTAL (A+B+C+D+E)	1,050,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Irene Carpenter	808-930-2752	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0	<i>Irene Carpenter</i>		11/18/22
(d) Total Private/Other Funds Requested	50,000	Signature of Authorized Official		Date
TOTAL BUDGET	1,050,000	Irene Carpenter, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Hamakua-Kohala Health, Inc.

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Hamakua Health Center, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	\$ -	\$ 50,000.00	\$400,000	\$ -	\$ -	\$ -
LAND ACQUISITION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DESIGN	\$ -	\$ -	\$ 400,000.00	\$ -	\$ -	\$ -
CONSTRUCTION	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ -	\$ 50,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ -
JUSTIFICATION/COMMENT Phase I Costs include planning, design, permitting, initial construction and other related costs to prepare the site for construction of the new facility.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hamakua Health Center, Inc.

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
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Hamakua Health Center, Inc
Organizational Chart 06.26.19

