

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
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details
 - e) Government contracts, grants, and grants in aid
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

Brenda S. Ho
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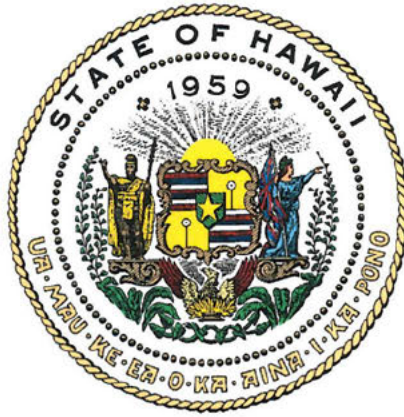
BRENDA S. HO, CEO

2023. 1.20

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

HOSPICE OF HILO

was incorporated under the laws of Hawaii on 01/10/1980 ; 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 10, 2023

Director of Commerce and Consumer Affairs



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

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

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

Hawai'i Care Choices dba Hospice of Hilo

(Typed Name of Individual or Organization)

Brenda S. Ho

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1.20.2023

(Signature)

(Date)

Brenda S. Ho

CEO

(Typed Name)

(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)

(Please see attached)

Hawaii Care Choices (HiCARE) has submitted 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, 2022

2. Declaration Statement

(Please see attached)

HiCARE has submitted 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](#).

Pursuant to Section 42F-102, Hawaii Revised Statutes, this grant will be used for a public purpose. HiCARE is the sole provider of hospice, palliative, and bereavement care services for the East Hawai'i region of the Big Island. Moreover, to better serve the following needs, the current HiCARE headquarter facility must be renovated for the specified purpose of:

- Provision of community bereavement counseling / grief support services for anyone coping with death of their loved ones regardless of the circumstances of death, as well as, those experiencing other major/devastating loss
- Workforce development and training center of nurse apprentices (newly graduated nurses going through hospice and palliative care focused mentorship program), advanced practice registered nurses, and other clinical staff, as well as, community volunteers
- Volunteer support activities
- Home office for all administrative and operational infrastructure support to the delivery of home and community-based hospice and palliative care services staff team(s)

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:**

Hawai'i Care Choices (HiCARE), formerly Hospice of Hilo, is a private, non-profit 501(c)3 agency that has compassionately provided support to individuals with serious or life-limiting diagnoses since 1983. HiCARE is a Medicare/Medicaid certified hospice whose mission is *to improve the lives of those we touch by offering support, guidance, and compassionate care of body, mind, and spirit.* The administrative and operational support office of HiCARE is located at 1011 Waianuenue Avenue, Hilo, Hawaii.

In addition to direct patient care, HiCARE also provides community education on end-of-life issues as well as grief support services to the community. Both of these services are offered free of charge. The community education program offers timely information on such topics as advance healthcare directives, practical issues facing families at the end of life and ways to help others in coping with loss. The bereavement support program offers individual and family counseling as well as grief support groups for widows, parents who have lost a child, and other adults who have suffered a loss. In addition, HiCARE offers a specialized children's grief support program for children and youth ages 5-17.

The HiCARE team is professionally trained and certified in various clinical disciplines, including medical, behavioral health, and spiritual care. We employ Physicians, Advanced Practice Registered Nurses, Registered Nurses, Certified Nursing Assistants, Licensed Clinical Social Workers, Medical Social Workers, Bereavement and Spiritual Counselors, and Board Certified Chaplains. Our Executive Leadership Team consists of a CEO, Medical Director, Director of Clinical Services, Director of HR and Accounting, and Director of Organizational Excellence and Advancement. Each of these professionals has been in non-profit healthcare leadership roles for 25+ years.

Faced with a steady increase in the demand for hospice and palliative care services, HiCARE continues to expand its volunteer and professional staff. Today, the organization has over 50 specialized volunteers and employs about 100 professionals.

2. **The goals and objectives related to the request;**

The goal of this capital grant request is to renovate both the interior and exterior of the headquarter buildings A and B of Hawai'i Care Choices located at 1011 Waianuenue Avenue in Hilo, Hawaii in order to provide a safe, comfortable, and energy-efficient location for the East Hawai'i community and HiCARE staff.

The building is currently over 20 years old, and most of the proposed renovations are first-time improvements since the construction of the building. Facility improvement is crucial for HiCARE to continue the provision of palliative, hospice, and bereavement services to the East Hawai'i community.

The renovations will include:

- Replacing existing cooling, venting, and heating systems (Building B only)
- Refreshing existing interior spaces including paint, floor coverings, window coverings, and acoustical ceiling tile
- Revising mechanical ductwork, electrical, lighting, fire suppression and plumbing where required to service the new interior configuration.
- Upgrading data and audio/visual systems.
- Updating entry lock exterior door systems to electronic card (or fob) system.
- Providing building alarm system.
- Replacing furniture, fixtures, and equipment
- Parking lot improvements and expansion

3. The public purpose and need to be served;

As previously mentioned, pursuant to Section 42F-102, Hawaii Revised Statutes, a public purpose will be served by awarding of this grant.

4. Describe the target population to be served; and

During the calendar year 2022, Hawai'i Care Choices served nearly 900 unduplicated patients and their loved ones through home-based hospice and community-based palliative care, in-patient hospice facility care (Pohai Malama Care Center), and both hospice family and community bereavement care.

Beneficiaries of our services are people of all ages in our community coping with serious illness, death, and/or major loss in their life. The target population to be served consists of individuals diagnosed with a serious illness, as well as those who have been diagnosed as terminally ill with a life expectancies of six (6) months or less. This includes Medicare and Medicaid patients and those with commercial insurance, as well as those who are uninsured.

During 2022, nearly 30% of the patients and families served were classified as Medicaid eligible. Federal law allows the following categories to participate in Medicaid: Americans under age 65 who are under 133% of the federal poverty level, qualified pregnant women and children, or individuals receiving Supplemental Security Income (SSI).

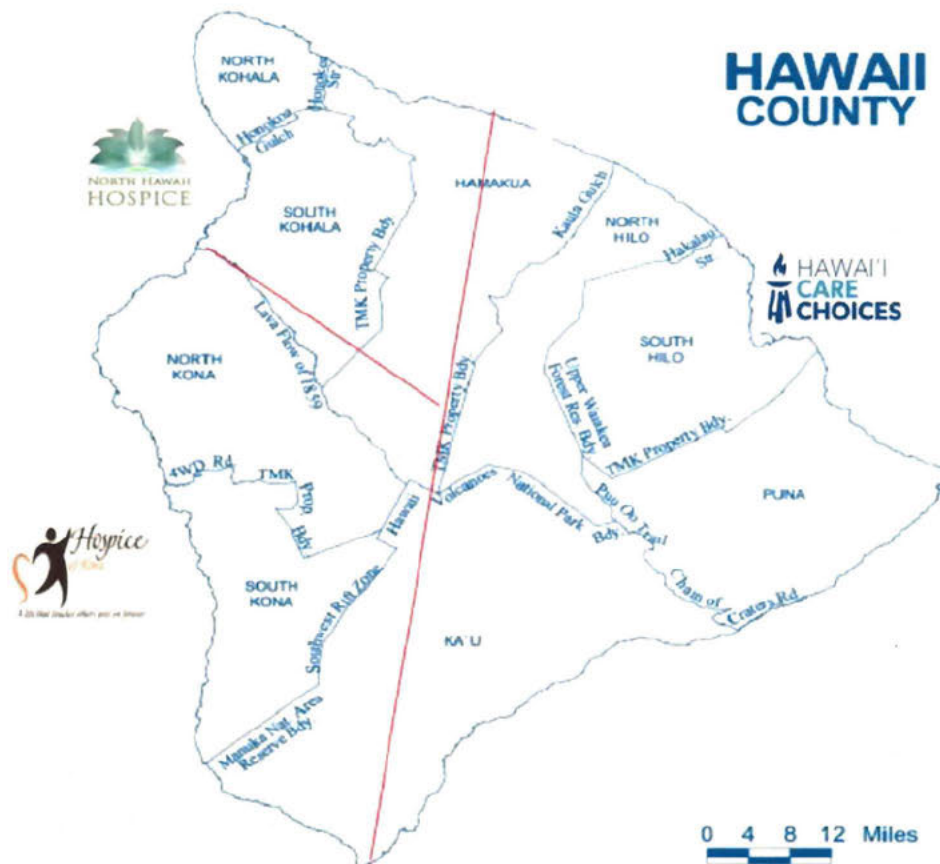
In our geographic region, some of the highest disability rates were found in Hawai'i County, with Ka'u CCD and North Kohala CCD having disability rates approaching 20 percent. This is the service area of HiCARE. Ongoing tactical strategies are to leverage our inter-professional team at HiCARE and work with community partners who are experts in addressing the social determinants of

health. It is of the utmost importance to keep in mind that meeting basic needs and economic security, especially around housing and access to healthy foods, impact health, wellbeing, and access to care.

5. **Describe the geographic coverage.**

HiCARE has over 150 staff and volunteers to provide hospice, palliative, and bereavement care for the East Hawai'i region encompassing over 2,000 square miles.

Our team serves the East and South portions of Hawaii Island from Laupāhoehoe to South Point Ka'ū. Please refer to the diagram below:



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 administrative headquarter building of Hawai'i Care Choice will go through various interior renovation and site upgrades. There are two buildings at this site location (1011 Waianuenue Avenue, Hilo HI). Building A is composed of office space areas with a bereavement counseling room(s), a community room, and a conference / training room. Building B is currently used as the main office building for a team of Clinical Operations Support and a docking site for other mobile clinical staff.

This scope of work is proposed as architectural and engineering design and construction services based on a requested proposal for services.

Building A:

1. Adjust and/or repair architectural ceilings, mechanical systems, life safety systems and lighting systems as required to accommodate scope of work items described for this building.
2. Room 101 – existing ENTRY / WALK: no work.
3. Room 102 – existing RECEPTION: relocate arrival desk to the middle of the existing space with a nod towards security without compromising an open and welcoming feel.
 - a. Provide new permanent partition between Room 102 and Room 103.
 - b. Relocate existing electrical/telephone/data as required.
 - c. Provide new lighting and/or relocate existing lighting.
 - d. Provide new pass-thru door to separate public lobby space from staff- only spaces.
 - e. Replace existing flooring surfaces affected by relocated elements.
 - f. Provide new ceiling soffit over arrival desk and/or repair existing ceiling.
4. Room 103 – existing WAITING: Convert to new BEREAVEMENT & COUNSELING OFFICE
 - a. Provide new full-height permanent partition between Room 102 and Room 103.
 - b. Provide new interior door to Room 104.
 - c. Remove existing built—in shelving and sink.

- d. Remove plumbing where possible: cap existing stub-outs and abandon in-place.
 - e. Adjust and/or repair existing power / telephone / data / lighting / mechanical at partition and ceiling as required.
 - f. Remove existing exterior window and replace with new exterior door with concrete landing and sidewalk connection to existing sidewalk at parking.
 - g. Overhead exterior roof soffit to remain as-is to provide cover during rain.
5. Room 104 – existing CORRIDOR: remove existing built-in shelving on shared wall with Room 103.
- a. Adjust and/or repair existing power / telephone / data / lighting / mechanical at partition and ceiling as required.
6. Room 105 – Combined with I.T...
7. Room 106 – existing I.T.:
- a. Remove washer/dryer plumbing where possible: cap existing stub-outs and abandon in-place.
 - b. Add window AC for Server.
 - c. Replace pair metal doors (to exterior).
 - d. Provide alarm pad and interior and exterior doors.
 - e. Remove upper built-in shelving.
 - f. Improve lighting.
8. Room 107 – existing COUNSELING: Convert to KITCHEN / LOUNGE with refrigerator, microwave and coffee maker.
- a. Anticipate addition of base and upper cabinets and sink (possibly relocated from existing Room 126).
 - b. Sink is not required for this room.
 - c. Add new door to Room 104 CORRIDOR.
 - d. Infill existing door.
9. Room 107A – existing COUNSELING: Convert to OFFICE.
- a. Anticipate addition of base and upper cabinets and sink (possibly relocated from existing Room 126).
 - b. Sink is not required for this room.
 - c. Add new door to Room 108 OPEN OFFICE.
 - d. Infill existing door to Room 104 CORRIDOR.

10. Room 108 – existing OPEN OFFICE:
 - a. Owner to add visual aids such as televisions and monitors provide electrical connections as required.
 - b. Provide power, data and portable/individual task lighting. These items can likely be accomplished utilizing overhead “power pole” drops from the ceiling; this will allow electrical to be provided without having to disturb the existing concrete floor slab.
11. Room 109 – existing OFFICE: no work.
12. Room 110 – existing ELECTRICAL CLOSET: no work.
13. Room 111 – existing W.H. ROOM:
 - a. Remove water heater; cap existing stub-outs and abandon in-place.
 - b. Remove existing door to Room 109 and infill with partition.
 - c. Remove partition at rear of room to allow new opening to Room 106.
14. Room 112 – existing OFFICE: no work.
15. Room 113 – existing OFFICE: no work.
16. Room 114 – existing OFFICE: no work.
17. Room 115 – existing CORRIDOR: no work.
18. Room 116 – existing OFFICE: no work.
19. Room 117 – existing OFFICE: no work.
20. Room 118 – existing OFFICE: no work.
21. Room 119 – existing OFFICE: no work.
22. Room 120 – existing EQUIPMENT: no work.
23. Room 121 – existing CORRIDOR: no work.
24. Room 122 - # not used.
25. Room 123 - existing CORRIDOR: no work.
26. Room 124 – existing MEN'S RESTROOM: Add touchless water faucets, soap dispensers and paper towel dispensers.
27. Room 125 – existing WOMEN'S RESTROOM: Add touchless water faucets, soap dispensers and paper towel dispensers.
28. Room 126 – existing LOUNGE: Convert to DEVELOPMENT & COMMUNITY OFFICE:
 - a. Remove existing built—in shelving and sink.
 - b. Remove plumbing where possible: cap existing stub-outs and abandon in-place.
 - c. Provide new closet (at old location of existing shelving/sink) with

secure doors.

- d. Adjust and/or repair existing power / telephone / data / lighting / mechanical at partition and ceiling as required.
- e. Remove existing exterior sliding glass door system and replace with new exterior door with concrete landing and sidewalk connection to existing sidewalk at parking.
- f. Replace existing flooring surfaces affected by relocated elements.
- g. Overhead exterior roof soffit to remain as-is to provide cover during rain.

29. Room 127 – existing CONFERENCE ROOM:

- a. Remove existing sink and cabinetry.
- b. Remove plumbing where possible: cap existing stub-outs and abandon in-place.
- c. Adjust and/or repair existing power / telephone / data / lighting / mechanical at partition and ceiling as required.
- d. Replace existing flooring surfaces affected by relocated elements.

Building B:

1. General: Replace lighting fixtures with new LED fixtures.
2. Exterior: Remove existing monumental sliding doors. Infill existing wall opening with new opaque wall and new aluminum storefront system, exit sign, signage, etc.
3. Room 129 – existing entry / walk: no work.
4. Room 130 – existing ENTRY (interior):
 - a. Remove existing pair of doors to exterior and provide new picture window within existing opening. This may not be possible due to compliance with exiting requirements.
 - b. Remove and replace existing flooring.
5. Room 131 – existing MEN'S RESTROOM.
 - a. Remove existing finish material on partition separating Room 131 from Room 134 and install acoustical insulation.
 - b. Add touchless water faucets, soap dispensers and paper towel dispensers.
6. Room 132 – existing WOMEN'S RESTROOM:
 - a. Remove existing finish material on partition separating Room 131 from Room 134 and install acoustical insulation.
 - b. Add touchless water faucets, soap and paper towel dispensers.

7. Room 133 – existing UTILITY: no work.
8. Room 134 – existing STORAGE / MECHANICAL: no work.
9. Room 135 – existing STORAGE:
 - a. Remove existing partition and pair door separating Room from Room 138.
 - b. Provide new base cabinets and upper cabinets with dual compartment sink in existing alcove space; this space will be open to newly created BREAK ROOM.
10. Room 136 – existing ELECTRICAL CLOSET: no work.
11. Room 137 – existing STORAGE:
 - a. Remove existing partition and pair door separating Room from Room 138.
12. Room 138 – existing ASSEMBLY ROOM to be converted to OPEN OFFICE:
 - a. Provide power, data and portable/individual task lighting. These items can likely be accomplished utilizing overhead “power pole” drops from the ceiling; this will allow electrical to be provided without having to disturb the existing concrete floor slab.
 - b. Provide new flooring.
 - c. Remove built-in storage cabinets on wall (facing Waianuenue Ave) in main assembly space. Adjust and/or repair existing power / telephone / data / lighting / mechanical at partition and ceiling as required.
 - d. Existing ceiling is gypsum board with recessed can lighting. The new Open Office use is better served with a new SAT ceiling for flexibility. It is undetermined if the existing ceiling should be removed to allow for the installation of the new lighting, power drops and mechanical systems.
 - e. Provide new permanent partitions and door at southwest corner of Room 138 (where Room 136 is currently located) to create a new OFFICE (approximately 9'-0" x 11'-6").
 - i. Provide marker boards, tack boards and video monitor in this room.
 - ii. Provide SAT ceiling.
 - f. Provide new permanent partitions and door at southeast corner of Room 138 (where Room 135 is currently located) to create a new BREAK ROOM (approximately 9'-0" x 11'-6").
 - i. Provide marker boards and tack boards in this room.
 - ii. Provide SAT ceiling.

13. Room 139 – existing (exterior covered) ROTUNDA: no work.

Site Improvements: Two separate parking areas exist on-site; one immediately west of Building A and one immediately east of Building B. The building was originally designed when they had a staff of 20. Currently, there are 90+ staff with plans to expand as need/demand for services continue to rise.

Parking must first comply with Hawaii County Code for intended occupancies, then for Hawai'i Care Choices' preferences. Further planned work includes:

1. General: upgrade all parking lot lighting.
2. Provide new parking with gravel surface. Parking shall be an extension running the length of the existing parking lot facing the existing drainage canal. New parking surface shall allow tandem parking located immediately east of the existing parking stalls.
 - a. Engineering Partners to provide a limited Topographic Survey of approximately 16,000 s.f. for the area described above. Note that if a property deed or title search with certified metes and bounds description of the property cannot be provided, additional research will be needed.
3. Provide design for new canopy for Photovoltaic panels/system.
 - a. Structural Engineer to provide up to three concept designs.

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

(Winter/Spring 2023)

Apply for Capital Improvement Grant monies and State and County GIA

(Beginning Late Summer /Early Fall 2023)

Schematic Design Phase / Design Development Phase (Finalize)

- Assumes one to two (1-2) months

(Late Fall 2023 / Winter/Spring 2024)

Construction Documents Phase

Bidding Phase

Permitting (Building Permit)

- Assumes three (3) months

(Summer / Early Fall 2024)

Construction Phase

- Assumes six to eight (6-8) months
- Assumes total of six (6) maximum OAC site visits

Post-Construction Phase

- Assumes total of three (3) punch list observation site visits

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

HiCARE has extensive experience in applying evidence-based quality assurance and evaluation principles to improve coordination and quality of care, patient and staff satisfaction, and patient centered care outcomes in the health care setting, which will also be used to help ensure the successful completion of the proposed project and achievement of stated objectives and outcomes.

Specifically, we will apply the core framework of the Lean Six Sigma methodology Plan, Do, Check, Act (PDCA) for implementation, evaluation, and continuous improvement of project-related activities.

During the "Plan" phase, objective data is used to identify ways and opportunities to institute practice change. During the "Do" phase, project team members incorporate their understanding of and vision to address identified challenges and barriers to implement the proposed activities. The "Check" phase allows for review and analysis of outcomes related to project activities at regular intervals to determine if the desired results have been achieved, and if not, how project activities and/or processes could be altered or enhanced to more effectively support stated project goals. If the desired results have been achieved, the "Act" phase allows the project team to identify opportunities to expand successful activities to ultimately benefit more patients.

In addition to tracking and reporting the measures of effectiveness listed below, HiCARE will ensure the renovation project activities remain on schedule and all milestones and deliverables are met through regular communication - including virtual and in-person meetings - between the project management team and HiCARE leadership.

A master work plan will be developed, monitored, and updated as needed, with conservative time frames for each project phase to ensure that any potential challenges can be addressed and resolved prior to agreed-upon deadlines. When planning/permitting activities have been completed and actual renovation work commences, site visits will occur at regularly scheduled intervals to confirm the quality and timeliness of the work to be performed, as well as adherence to the master work schedule.

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.**

Our primary measure of effectiveness to be reported for the proposed project will be the successful completion of all project construction activities (to be supported by requested 2023 Grant-In-Aid funding) within 12 months of the release of funding.

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 2024.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$1,600,506.6	\$228,643.8	\$228,643.8	\$228,643.8	\$2,286,438

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.**

(Please see attached)

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.***
- 4/24/2020 Paycheck Protection Program which our application for 100% forgiveness was approved and received \$1,009,800
 - 2021 American Rescue Plan Act (ARPA) credit:
 - Salary Dollars: \$11,995.92
 - Employee Healthcare Deduction: \$20,166.38
 - Employee Healthcare Portion: \$80,747.32
 - Tax Credits: \$14,936.33
 - COVID-19 Pandemic Stimulus funding:
 - 4/10/2020 \$329,419.39
 - 11/23/2021 \$263,507.42 APR Rural Funding
 - 12/16/2021 \$32,755.71 Phase 4 Payment
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 2024 for program funding.***
- 2021 Department of Health ASO – Log No. 20-224 for \$200,000 for Culturally Competent Palliative Care
 - 2020 -2021 County of Hawaii, District Contingency Fund Grants: (2) \$1,000 and (1) \$1,500.
 - State Department of Labor and Industrial Relations (RUDDER program) to fund all new hires between 3/1/2020-12/18/2020 (was 2/28/2021). Up to \$1,500 was awarded once a new hire completed 6 months of work at HiCARE. Total received from this program was \$34,500.
6. ***The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.***
HiCARE's current assets balance: \$373,433.63 as of 12/31/2022.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Care Choices

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	43,693			
2. Payroll Taxes & Assessments	33,154			
3. Fringe Benefits	21,669			
TOTAL PERSONNEL COST	98,517			
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. Project Manager (Contracted)	50,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000	0		
C. EQUIPMENT PURCHASES	0	0		
D. MOTOR VEHICLE PURCHASES	0	0		
E. CAPITAL	2,137,921	0	300,000	150,000
TOTAL (A+B+C+D+E)	2,286,438		300,000	150,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,286,438	Lori Jordan (808) 969-1733		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	300,000	Brenda S. Ho <small>Digitally signed by Brenda S. Ho Date: 2023.01.20 15:03:54 -10'00'</small> Jan. 20, 2023		
(d) Total Private/Other Funds Requested	150,000	Signature of Authorized Official Date		
TOTAL BUDGET	2,736,438	Brenda S. Ho, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Care Choices

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Workplace Infrastructure Manager	1	\$78,641.00	30.00%	\$ 23,592.30
Executive Assistant	1	\$47,278.00	10.00%	\$ 4,727.80
CEO	1	\$180,353.00	5.00%	\$ 9,017.65
Full Charge Bookkeeper	1	\$59,114.00	5.00%	\$ 2,955.70
Advancement Manager	1	\$68,000.00	5.00%	\$ 3,400.00
				\$ -
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				\$ -
				\$ -
				\$ -
TOTAL:				43,693.45
JUSTIFICATION/COMMENTS:				
Please see Section "Project Organization and Staffing" for detailed justification for each positions.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Care Choices

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	0	\$0.00	\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	0	0	\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Care Choices

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS	\$0.00	\$0.00	\$21,722.50	\$0.00	\$0.00	\$0.00
LAND ACQUISITION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DESIGN	\$0.00	\$0.00	\$31,083.76	\$150,000.00	\$0.00	\$0.00
CONSTRUCTION	\$0.00	\$0.00	\$2,085,115.18	\$300,000.00	\$0.00	\$0.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$0.00	\$0.00	\$2,137,921.44	\$450,000.00	\$0.00	\$0.00
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i Care Choices

Contracts Total: 237,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Department of Health ASO – Log No. 20-224for Culturally Competent Palliative Care	OCT 2020 - OCT 2021	State	Hawaii Depart. Of Health	200,000
2	County of Hawaii	2020 - 2021	County	Hawaii	3,500
3	State Department of Labor and Industrial Relations (RUDDER program)	3/1/2020 -12/18/2020			34,000
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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.

In 1998, HiCARE successfully completed a \$2.3 million capital campaign to construct its current administration and education center. Also, in 2012, HiCARE completed a \$10 million capital campaign to construct a 12-bed 15,000 square foot, in-patient facility in Hilo with the support of \$3 million state grant-in-aid. In 2021, HiCARE completed the replacement of the administrative office building's HVAC units which cost over \$1million.

The headquarters building will be mainly used as the center hub for HiCARE's home-based community hospice and palace care staff as well as for community education and bereavement services. The bereavement programs will be conducted by a Licensed Clinical Social Worker (LCSW) and a Licensed Grief Counselor/ Board Certified Chaplain (MDiv). The LCSW has extensive training and experience in grief and trauma. The Licensed Grief Counselor / Board Certified Chaplain has over 12 years of experience in creating, implementing and managing hospice bereavement programs, numerous hospice related bereavement work with individual adults and children and providing various bereavement groups. Both of these professionals bring experience in diversity, equity, inclusion, and access. We value diversity as it strengthens our community and care. We embrace the diversity of cultures, thoughts, beliefs and traditions of our employees, volunteers and people we are honored to serve across our network. Our diverse staff reflects our community and each day, we work to be respectful, sensitive, and competent with each other and those in our care. Two Volunteer Coordinators and an Engagement Coordinator will oversee the training and management of all volunteer programs. The three staff have several years of service in hospice and palliative care, as well as experiences in community engagement with businesses, educational institutions, and healthcare facilities. Additionally, they bring their own personal loss experiences to model the way of hope and well-being, while giving permission to mourn losses in life, which is very powerful mechanism for healing.

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.

HiCARE's headquarter administrative offices located at 1011 Waianuenu Street, Hilo, HI are composed of a 4,000 square foot administrative center (Building A) and a 1,500 sq. ft. office (Building B). They are located on 1.75 acres of land leased from the Department of Land and Natural Resources. The lease runs until 2063. Both of these buildings comply with ADA requirements. The administrative center houses administrative and clinical staff which includes a reception area, a conference room a staff lounge, a counseling room, a central equipment/copy room, a supply room, nine (9) closed-door rooms and several staff rooms with work stations. All staff members are connected to a central computer network. There is on-site parking space for 40 vehicles.

The conference room located in Building A is used steadily for the following purposes:

- (1) training hospice volunteers,
- (2) community lectures on end-of-life topics such as Advance Healthcare Directives,
- (3) adult and children's bereavement support group meetings,
- (4) volunteer office support/tasks
- (5) staff meetings,
- (6) physician education programs, and
- (7) meetings with other non-profit organizations and community organizations

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.

The CEO is Brenda Ho, RN, MS. She holds an RN degree and a Masters degree in Nursing Administration and has been in her role as CEO for 33 years. Currently, she serves on the Board of Directors for the East Hawaii Regional Hospital – Hilo Medical Center. She is a recipient of the Athena Award from the Hawaii Chamber of Commerce and the Healthcare Association of Hawaii's Ho`okele Award in Leadership. She was extensively involved in the initial capital campaign and building project for the Pohai Malama Care Center, the state's first neighbor island hospice inpatient facility. She brings a depth of experience on the needs of facility improvement, as well as holds strong local community roots and developed relationships with business partners.

The Workplace Infrastructure Manager, Devin Nakata, has successfully overseen and managed the completion of a new million dollar AC replacement project on Building A of the administrative building in 2022. His background includes facilities management, oversight of multi-site information systems and technology, and special project management. He will be the lead internal staff person working alongside a

contracted Project Manager focused solely on this major capital improvement project for HiCARE.

The **Executive Assistant** Alda Gomes is key to providing support to the entire staff and contractor team in terms of reporting to the board of directors and other communication and administrative tasks.

The **Full Charge Bookkeeper** Divina Padasdao is solely responsible for the administrative/financial function of tracking all expenses and invoice submissions to the state of Hawaii for reimbursement and sound accounting reporting.

The **Advancement Manager** Hayoung (Amy) Lee is responsible for the grant reporting due to the state of Hawaii at required intervals.

A contracted **Project Manager** (TBD) will be secured to oversee this entire capital improvement project.

Contractor Oversight for all services - Fleming & Associates - Architecture & Planning represents the progression of a thriving firm originally established in Hilo almost 42 years ago. In 1966, Russell Oda and Harrell McCarty began a thirty-eight year tradition of providing professional architectural services to the Hawaii Island community under the name of Oda/McCarty Architects Presently, Scott Fleming, AIA, owner and principal Architect for this project, has over 18 years of experience working on projects of all types and sizes on the islands of Hawai'i, Maui, Oahu as well as in Arizona and California.

A few examples of projects completed by Fleming & Associates include:

- STATE OF HAWAII Hilo Judiciary Complex and Hilo Airport Air Conditioning Replacement
- Arc of Hilo Community Support Classroom and Administration Building and the Auditorium Building
- UHH Community College Building 379 Renovation
- COUNTY OF HAWAII Captain Cook Fire and Police Complex Renovations

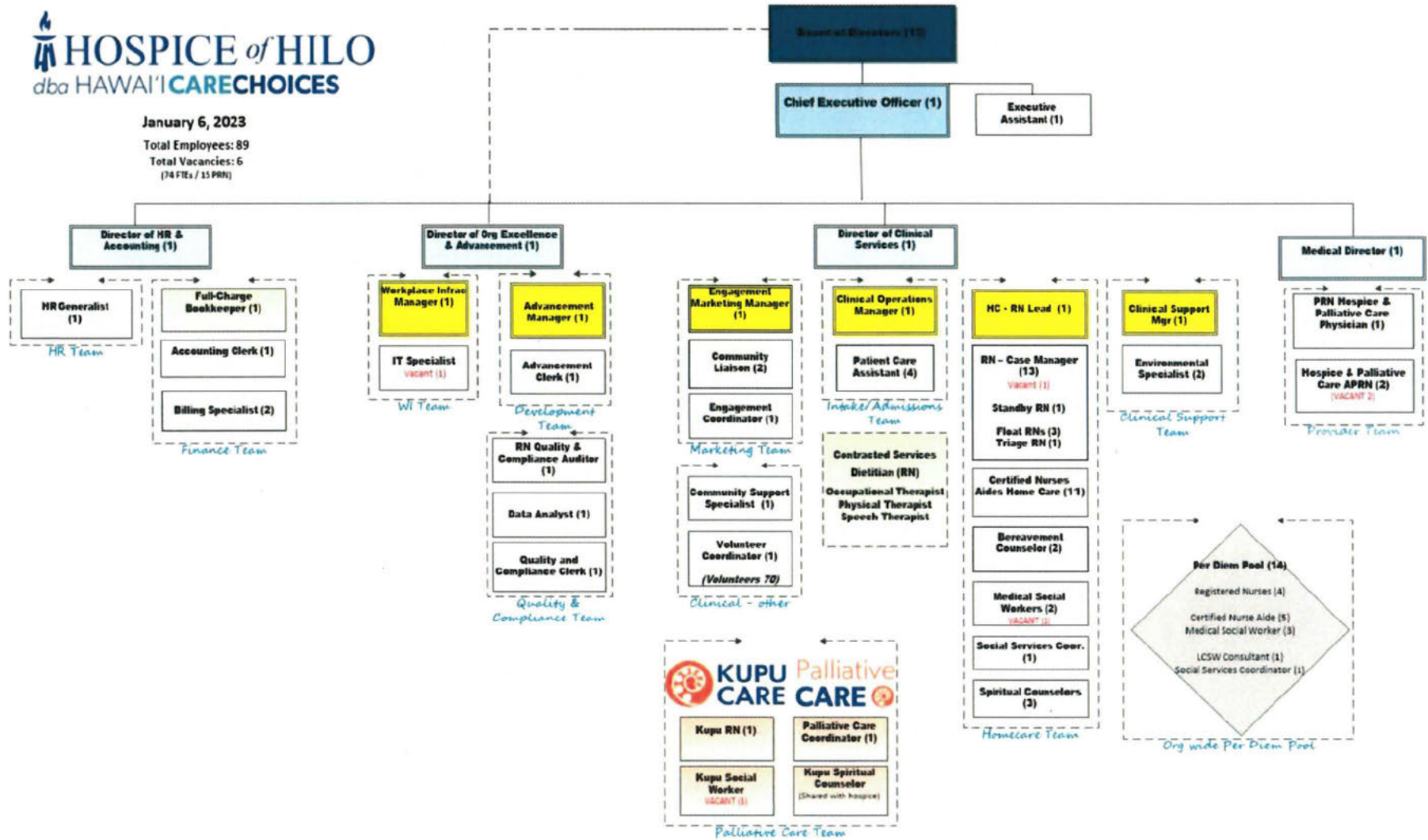
2. Organization Chart

(Please see attached next page)

HiCARE has included an Organization Chart that illustrates the position of each staff and line of responsibility/supervision.

January 6, 2023

Total Employees: 89
Total Vacancies: 6
(74 FTEs / 15 PRNs)



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.

- CEO: \$180,000 – \$200,000
- Director of Clinical Services: \$145,000 – \$160,000
- APRN: \$145,000 - \$160,000

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.

HiCARE is not a party in any pending litigation at this time.

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 – (Not Applicable)

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.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- Received by the applicant for fiscal year 2023-24, but*
- Not received by the applicant thereafter.*

The activity is the interior and exterior improvement of existing facilities (including cost efficiencies). This is a one-off project and therefore, no additional funding is necessary

to sustain the activity beyond 2023-24. In fact, the projected improvements will most likely reduce HiCARE's energy consumption and costs for many years to come.

If funding is not awarded, the organization will seek for other sources of funding for this capital project.