

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 a: Hawaii County Economic Opportunity Council
Hawaii County Economic Opportunity Council

Amount of State Funds Requested: \$ 250,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Hawai'i County Economic Opportunity Council seeks funding to establish a revolving fund to support the agency's general operating expenses. This fund will serve as a vital financial resource to ensure the continuity of essential services, operational stability, and the agency's ability to respond flexibly to emerging community needs.

The revolving fund will provide a reliable mechanism to manage cash flow fluctuations, enabling the agency to cover administrative costs, staff salaries, program implementation, and other operational requirements. By maintaining this financial resource, it will reduce its reliance on delayed reimbursements or external borrowing, ultimately ensuring the efficient delivery of programs and services.

Hawai'i County Economic Opportunity Council request funding to establish and maintain this revolving fund, recognizing its critical role in supporting the organization's mission to address economic and social challenges within Hawai'i County.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

Total amount of State Grants Received in the Past 5
Fiscal Years:

\$ 290,146.00

Unrestricted Assets:

\$ 2,873,977.56

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: Hilo

State: HI

Zip: 96720

Contact Person for Matters Involving this Application

Name: Chad Hasegawa

Title: Executive Director

Email: chasegawa@hceoc.net

Phone: (808)731-7009



Chad Hasegawa (Jan 15, 2025 11:03 HST)

Authorized Signature

Chad Hasegawa, Executive Director

Name and Title

15/01/25

Date Signed



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 (DCCA).

Vendor Name: HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

DBA/Trade Name: HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

Issue Date: 01/13/2025

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3845

UI#:

DCCA FILE#: 13035

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	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	A status determination has not yet been made
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 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; and
- 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.
- 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, 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.

Hawai'i County Economic Opportunity Council

(Typed Name of Individual or Organization)


Chad Hasegawa (Jan 15, 2025 11:17 HST)

(Signature)

15/01/25

(Date)

Chad Hasegawa

(Typed Name)

Executive Director

(Title)

**PUBLIC PURPOSE VERIFICATION DOCUMENT
OF APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

§42F-102 Applications for Grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;

Hawai'i County Economic Opportunity Council (HCEOC)

- (2) The public purpose of the grant;

Hawai'i County Economic Opportunity Council is a 501(c)3 nonprofit, the proposed operating funding request through the State of Hawai'i will be utilized with the public purpose to provide transportation, senior (60 years and older) case management, housing and energy, and food services for residents facing food insecurities. The funds will ensure that the programs will continue to operate.

HCEOC's programs and services create a comprehensive support network that meets the public purpose by enhancing the quality of life, empowering vulnerable populations, and strengthening community infrastructure. HCEOC helps build a more resilient and equitable society.

- (3) The services to be supported by the grant;

Hawai'i County Economic Opportunity Council (HCEOC) social services effectively meet the public purpose of providing essential community services in Transportation, Housing and Energy, Mālama Kūpuna, and Food Services through its targeted efforts to address critical needs within Hawai'i County and its communities.

- (4) The target group; and

HCEOC's grant target groups primarily consist of underserved and vulnerable Hawai'i County populations facing significant economic, social, and logistical challenges. HCEOC serves low-income individuals and families, seniors (60 years and older), individuals with disabilities, at-risk populations, children (under 18 years of age), rural and isolated communities, and indigenous groups.

- (5) The cost of the grant and the budget;

2025 GIA Support Request: \$250,000

Application for Grants

I. Background and Summary

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

Hawai'i County Economic Opportunity Council (HCEOC) is a private nonprofit organization established in May 1965. As a designated Community Action Agency (CAA), HCEOC operates under the guidance of a 12-member tri-partite Board of Directors, with equal representation from public officials, private sector representatives, and low-income community members. The organization is dedicated to mobilizing public and private resources to assist youth, adults, seniors, and individuals with disabilities who face economic challenges and have incomes below the federal poverty line. HCEOC's mission is to empower these individuals and families to achieve greater self-sufficiency and a better quality of life through comprehensive programs and services designed to reduce, mitigate, and alleviate the impact of poverty in Hawai'i County.

For 60 years, HCEOC has provided vital services and programs that address the needs of Hawai'i County's most vulnerable residents. Key initiatives include:

- **Transportation Services:** Ensuring qualified residents have access to medical care, nutrition sites, employment, financial institutions, government services, shopping, and recreational activities.
- **Food Services:** Delivering and providing nutritious meals to seniors, low-income individuals, families, and school-age children.
- **Energy Assistance:** Offering support for utility bills and implementing energy efficiency measures in homes.
- **Housing Support:** Providing financial assistance for rent and utilities to prevent homelessness and ensure access to safe, energy-efficient housing.
- **Senior Case Management:** Providing support and assistance to seniors and their caregivers to ensure they can live in their homes with the appropriate level of care.

Through these programs, HCEOC serves seniors, low-income individuals and families, and persons with disabilities, addressing critical barriers to economic stability and fostering community well-being. By leveraging state funds, HCEOC aims to expand its impact, ensuring every resident of Hawai'i County can thrive.

2. The goals and objectives related to the request;

HCEOC's overarching goal is to alleviate the impact of poverty and empower individuals and families in Hawai'i County to achieve self-sufficiency and a higher quality of life. This mission is accomplished through targeted programs and services that address essential needs, including transportation, housing, energy assistance, senior case management, and access to nutritious food. The revolving fund supports these goals by providing a sustainable financial mechanism to

enhance and expand HCEOC's impact.

One of the major issues that many non-profit organizations encounter is cash flow. Currently, all of HCEOC's programs are funded on a reimbursable basis which strains cash flow due to the gap between the actual expense and the reimbursement. Billing for reimbursement is monthly with receipt of payment generally 30-60 days thereafter; sometimes longer. Payroll is typically the major component of any billing. Conceivably this means the agency could be covering 4-6 bi-monthly pay periods before receiving reimbursement. This is a burden that could threaten the fiscal wellbeing of the agency that endeavors to provide services for the public good. This grant request will be used internally for establishment of a "revolving fund" to alleviate this cash flow burden.

The revolving fund aligns with HCEOC's objectives in the following ways:

1. Sustainability of Services

- By establishing a revolving fund, HCEOC can create a renewable pool of resources that supports ongoing program operations and reduces dependency on external, one-time funding. It ensures the continuity of essential services like transportation, food service, case management, and energy efficiency programs.

2. Expansion of Impact

- With a dedicated revolving fund, HCEOC can scale its programs to reach more residents, addressing critical gaps in services for low-income families, seniors, and individuals with disabilities. The fund allows for strategic reinvestment, enabling the organization to assist additional beneficiaries over time.

3. Support for Economic Stability

- A revolving fund provides the financial flexibility to respond to immediate community needs, such as housing stability through rent and utility assistance. By reducing the risk of homelessness or utility shutoffs, HCEOC empowers residents to focus on achieving long-term economic self-sufficiency.

4. Fostering Self-Sufficiency

- Through innovative use of revolving funds, HCEOC can develop programs that offer low-interest loans or grants for energy efficiency upgrades, small business development, or workforce training, further enabling residents to improve their financial independence.

5. Enhanced Accountability and Efficiency

- The revolving fund ensures that resources are managed with accountability and efficiency. Funds are cycled back into the programs, providing a transparent and measurable way to maximize the return on investment for the state and the community.

In summary, the revolving fund will serve as a cornerstone for HCEOC's mission by creating a sustainable, flexible, and impactful financial structure to address the multifaceted challenges Hawai'i County's underserved populations face. This request is integral to advancing HCEOC's ability to deliver transformative programs

that break the cycle of poverty and foster community resilience.

3. The public purpose and need to be served;

The requested grant for establishing a revolving fund serves a vital public purpose by directly addressing the economic and social challenges of vulnerable populations in Hawai'i County. By supporting the Hawai'i County Economic Opportunity Council's (HCEOC) programs and services, the grant will enable the organization to meet critical community needs while promoting long-term self-sufficiency and economic stability. The public purpose of this grant includes:

1. Alleviating Poverty

- The revolving fund will support programs that reduce the impact of poverty, including rent and utility assistance, energy efficiency upgrades, and access to affordable transportation. These services ensure that individuals and families with limited resources can maintain stable housing, essential utilities, and mobility within the community.

2. Enhancing Quality of Life

- The grant improves health and well-being for low-income seniors, families, and individuals with disabilities by ensuring access to nutritious meals, medical services, and safe housing. It aligns with the broader public goal of enhancing the quality of life for all residents.

3. Fostering Economic Resilience

- The revolving fund will provide a sustainable financial model to support programs that empower individuals to achieve self-sufficiency, such as job training, small business development, and financial literacy. These initiatives contribute to a more resilient and economically stable community.

4. Promoting Energy Efficiency and Sustainability

- Funding energy efficiency improvements for low-income households reduces utility costs, environmental impact, and the financial burden on families, aligning with state goals for sustainability and energy conservation.

5. Reducing Social Inequities

- The grant targets underserved populations, including low-income residents, seniors, and individuals with disabilities, to promote equitable access to essential services and opportunities and address systemic disparities in Hawai'i County.

6. Strengthening Community Infrastructure

- Supporting HCEOC's programs enhances the social safety net, reducing strain on emergency services, healthcare systems, and other public resources. It creates a healthier, more resilient community for all residents.

The grant will empower HCEOC to expand its proven track record of delivering impactful programs that address pressing community needs, ensuring that public resources are effectively used to create lasting benefits for Hawai'i County.

4. Describe the target population to be served; and

The target population for this grant consists of economically disadvantaged

residents of Hawai'i County who face significant barriers to achieving self-sufficiency and stability. It includes:

- Individuals and families whose incomes are below the federal poverty line struggle to meet their basic needs, such as housing, food, utilities, and transportation,
- Seniors (aged 60 and older) on fixed incomes who require assistance to access essential services, including healthcare, nutritious meals, and safe housing,
- Persons with Disabilities who face barriers to employment, transportation, and independent living require additional support to maintain stability and access community resources and
- At-risk youth and young adults from economically disadvantaged households may lack access to educational or employment opportunities, putting them at greater risk for long-term poverty.

Hawai'i County encompasses diverse communities, including many rural and remote areas with higher poverty rates than the state average. According to the Small Area Income and Poverty Estimates, in 2023, Hawai'i County had the highest percentage of people living in poverty of all four counties and the nation. Hawai'i County had 16% living in poverty, while the other counties had 9%. The national percentage is 12%.

This grant aims to support programs that directly address the unique needs of these groups, providing services and resources to improve their quality of life, reduce economic disparities, and promote long-term self-sufficiency.

5. Describe the geographic coverage.

The geographic coverage area of HCEOC's programs spans Hawai'i County, encompassing the diverse communities of Hawai'i Island. From the urban centers of Hilo and Kona to the rural areas and remote communities across the island's expansive terrain, HCEOC ensures that its services reach residents in need. The organization is committed to addressing the unique challenges faced by the island's population, including those in geographically isolated regions, ensuring equitable access to resources and support programs.

II. Service Summary and Outcomes

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

HCEOC's scope of work, tasks, and responsibilities regarding the revolving fund and its programs are focused on ensuring effective management, impactful implementation, and sustainable outcomes. The organization is tasked with administering the revolving fund responsibly by maintaining detailed financial records, ensuring compliance with funding guidelines, and leveraging the fund to support program goals.

HCEOC's responsibilities include developing and implementing programs that address community needs, such as housing and energy assistance, transportation, case management, and food security. Tasks include identifying target populations, designing evidence-based interventions, and coordinating with community stakeholders to maximize program reach and efficiency. HCEOC is also responsible for monitoring program performance through data collection and evaluation, using insights to enhance effectiveness and align with desired outcomes.

Additionally, HCEOC is committed to transparency and accountability in its use of the revolving fund by providing regular reports to stakeholders, demonstrating how funds are utilized to achieve measurable results. Reporting the usage of the fund will ensure the revolving fund supports both immediate program delivery and long-term community impact, fulfilling the organization's mission to empower individuals and improve quality of life across Hawaii County.

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

Quarter 1 (July - September)

Initial Setup

- **Source of Funds:** The nonprofit secures initial funds from the State GIA to establish the revolving fund internally.
- **Fund Objectives:** Define the fund's purpose—whether to cover general operating expenses, specific program costs, or both. The objective is to cover the agency's general operating expenses by filling the gap between when the expense is incurred and when the program funder collects the receivables. All programs that HCEOC currently operates are reimbursable, meaning the costs are incurred first, and then, at the end of each month, the funder (typically Federal, State, and County) is billed for the services rendered. The collection of that receivable is anywhere from 30-90 days from the billing date, depending on the funder and aberrations in the current business environment. Billings incurred at the end of the funder's fiscal year typically have a more extended collection period.

Quarter 2 (October - December)

Fund Utilization

- **Disbursement for Operations:** Allocate funds for recurring operational needs, such as salaries, rent, utilities, and program expenses. While this fund will predominantly be utilized to cover personnel costs, it would be available to cover other operational needs and program expenses depending on need. Payroll is bi-weekly and aggregates approximately \$200,000 per month.
- **Use the fund strategically,** ensuring disbursements align with the nonprofit's budget and cash flow requirements. Grant funds would be operated as a revolving fund. A separate cash account will be established for ease of accountability and tracking. Draws from the fund will be based on need and tied to specific billings. Drawdowns from the revolving fund will be replenished upon receipt of payment for a particular billing. This way, the fund will be available for future draws, easily reconciled and managed.

Quarter 3 (January - March)

Financial Oversight

- Monitoring and Reporting: Maintain detailed records of fund inflows and outflows. It will be done via the monthly reconciliation of the fund account. Additionally, HCEOC will provide monthly QB reporting to Executive Management and HCEOC's Board of Directors.
- Generate periodic financial reports to assess the fund's health and sustainability. See above.
- Evaluation and Adjustments: Review fund performance regularly and adjust strategies to ensure it continues to meet operating needs. The fund will be reconciled monthly and included as a standing topic at the monthly Fiscal Meeting with Executive Management.
- Risk Management: Establish safeguards to prevent fund depletion, such as maintaining a minimum reserve or limiting disbursement percentages. Fund management will be done under the direct supervision of the Executive Director or Deputy Director. The fiscal officer will recommend draws in consultation with executive management, authorize them, reconcile them by the fiscal reconciliation clerk, and be responsible for monthly QB reporting for executive management and BOD.

Quarter 4 (April - June)

Final Evaluation

- Financial Sustainability: The revolving fund provides a steady source of funding for operational needs, reducing reliance on unpredictable external grants or donations. Properly operated, this fund will be involved and replenished by pre-identified, collectible government program receivables. It will accelerate the cash flows needed to cover personnel/staff expenses.
- Independence: A well-managed revolving fund can give the nonprofit more control over its financial stability and reduce its vulnerability to external funding cycles.

By combining strategic fund use with effective replenishment mechanisms, a nonprofit can create a self-sustaining financial model that supports its mission and day-to-day operations.

3. 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 quality assurance and evaluation plan for the revolving fund is designed to ensure the effective use of resources, continuous improvement of programs, and achievement of desired outcomes. The plan integrates robust monitoring, evaluation, and feedback mechanisms to maintain high standards of performance and accountability.

Quality Assurance Plan

1. Policy and Procedure Development:

- Establish clear guidelines for the management and utilization of the revolving fund.
- Implement standardized processes for program delivery, fund allocation,

- and reporting.
- 2. Training and Capacity Building:
 - Provide regular training for staff on compliance, data management, and program implementation best practices.
 - Ensure all team members understand their roles and responsibilities in quality assurance.
- 3. Internal Audits:
 - Conduct periodic internal audits to ensure financial integrity and adherence to operational standards.

Monitoring Plan

1. Real-Time Fund Tracking:
 - Utilize financial management software to monitor fund disbursement and program expenditures in real-time.
 - Generate regular financial reports to track spending against budget projections.
2. Program Monitoring:
 - Establish key performance indicators (KPIs) and benchmarks to evaluate program progress.
 - Conduct regular check-ins with program coordinators to ensure alignment with objectives.
3. Beneficiary Feedback:
 - Gather feedback from program participants through surveys, focus groups, and interviews to assess program effectiveness and identify areas for improvement.

Evaluation Plan

1. Performance Evaluation:
 - Compare program outcomes against established goals and KPIs at mid-year and year-end intervals.
 - For a comprehensive analysis, use both quantitative data (e.g., service delivery numbers, cost-effectiveness) and qualitative data (e.g., participant testimonials and stakeholder feedback).
2. Independent Reviews:
 - Engage third-party evaluators for objective assessments of fund management and program effectiveness.

Improvement Plan

1. Feedback Loop Integration:
 - Use evaluation findings to adjust program strategies, resource allocation, and operational processes.
 - Hold quarterly review meetings with staff and stakeholders to discuss performance and implement recommended changes.
2. Continuous Learning:
 - Stay informed of industry best practices and incorporate them into program design and fund management.
 - Foster a culture of learning and adaptation within the organization.

3. Transparent Reporting:

- HCEOC will share evaluation results and improvement actions with stakeholders and the community to build trust and accountability.

Through these comprehensive plans, HCEOC will ensure the revolving fund is effectively managed to deliver measurable, impactful results while fostering a culture of excellence and continuous improvement.

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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of Effectiveness for Assessing the Revolving Fund

1. Fund Utilization Rate

- **Definition:** Percentage of the revolving fund utilized annually for program implementation.
- **Standard:** At least 90% of allocated funds should be used for intended purposes within the fiscal year.
- **Objective:** Each month, HCEOC will utilize financial audits and expenditure reports to ensure that the revolving fund is used for its intended purposes.

2. Program Participation and Reach

- **Definition:** Number of individuals or households served through programs supported by the revolving fund.
- **Standard:** Annual participation numbers should meet or exceed projected targets based on the Community Services Block Grant Annual Report, which shows that 8,758 unduplicated household members benefit from HCEOC's programs and services.
- **Objective:** Each month, HCEOC will use program records, enrollment data, service logs, and financial records to ensure that participation numbers meet or exceed programs' goals and objectives.

3. Outcome Achievement Rate

- **Definition:** Percentage of program participants achieving desired outcomes (e.g., job placements, housing stability, skill acquisition).
- **Standard:** At least 75% of participants should meet specified program outcomes within the fiscal year.
- **Objective:** Each quarter, HCEOC will use program surveys, success stories, outcome reports, or a combination of these to assess participants' meeting program outcomes.

4. Fund Replenishment Rate

- **Definition:** Percentage of funds replenished through repayments or revenue generated (if applicable).

- **Standard:** Annually, HCEOC will achieve a minimum annual replenishment rate of 70% to maintain fund sustainability.
- **Objective:** Each month, HCEOC will review financial statements and repayment records to ensure deposits are made to replenish the revolving fund.

5. Cost-Effectiveness

- **Definition:** Average cost per program participant or successful outcome.
- **Standard:** Annually, HCEOC will align costs with agency benchmarks.
- **Objective:** Each quarter, HCEOC will perform cost analysis and comparisons to departments and programs.

6. Timeliness of Fund Allocation

- **Definition:** Average time to allocate funds to programs or initiatives after approval.
- **Standard:** Funds should be allocated within 30 days of approval.
- **Objective:** HCEOC will monitor fund disbursement logs and internal reports each month to ensure funds are allocated within 30 days of approval.

7. Stakeholder Satisfaction

- **Definition:** A level of stakeholder satisfaction regarding the effectiveness and transparency of fund utilization.
- **Standard:** At least 80% of stakeholders should report satisfaction in annual surveys.
- **Objective:** HCEOC will conduct annual surveys, focus groups, and feedback forms to ensure satisfaction.

8. Program Sustainability

- **Definition:** Percentage of programs funded by the revolving fund that continue to operate successfully beyond the funding cycle.
- **Standard:** At least 70% of HCEOC's programs should demonstrate sustainability or secure alternative funding sources annually.
- **Objective:** HCEOC will conduct follow-up evaluations and program continuity reports quarterly.

9. Compliance Rate

- **Definition:** Adherence to all State guidelines, regulations, and reporting requirements for the revolving fund.
- **Standard:** HCEOC will be 100% compliant with annual audits and reviews.
- **Objective:** HCEOC will utilize audit reports and regulatory reviews to meet all grant and regulatory requirements.

These measures provide a standard and objective framework for the State to assess the revolving fund's achievement and effectiveness in delivering meaningful outcomes and maintaining financial integrity.

III. 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 ([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](#))

The intent of this grant is to operate as a revolving fund that is drawn on only when needed; and repaid/replenished as billing receivables are received. As such, the true test of whether the facility is being used as intended would be the inflows and outflows from the cash account. It would be management's expectation that the cash account fund would be fully funded initially and drawn down/repaid over time.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000.00				\$250,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2026.

HCEOC is not seeking funding from any other source at this time.

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.

From 2020 to 2022, HCEOC applied for COVID wage credits and COVID "RTI" payroll tax credits.

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 2026 for program funding.

Here is the list of grants and contracts HCEOC has had within the prior three years:

- United States Department of Agriculture Housing Preservation Grant
- State of Hawai'i – Capital Improvement Project and Grant in Aid
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Community Services Grant Program CARES
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Senior Farmers' Market Nutrition Program

- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Low-Income Home Energy Assistance Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Weatherization Assistance Program for Low-Income Persons and Weatherization Assistance Program Bipartisan Infrastructure Law
- State of Hawai'i Department of Human Services, Benefit, Employment, and Support Services Division – Hawai'i Home Energy Assistance Program (HHEAP) and Hawai'i Home Water Assistance Program (HHWAP)
- County of Hawai'i Department of Parks and Recreation – Summer Fun Meals and Meals on Wheels
- County of Hawai'i Office of Aging – Mālama Kūpuna Case Management Services
- County of Hawai'i, The Mass Transit Agency - Elderly, Disabled, Low-Income Transportation Services
- County of Hawai'i Office of Aging - Senior Transportation Services

Here is a list of grants and contracts HCEOC will receive in 2025:

- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Senior Farmers' Market Nutrition Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Hawai'i Home Energy Assistance Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Weatherization Assistance Program for Low-Income Persons and Weatherization Assistance Program Bipartisan Infrastructure Law
- State of Hawai'i Department of Human Services, Benefit, Employment, and Support Services Division – Hawai'i Home Energy Assistance Program (HHEAP) and Hawai'i Home Water Assistance Program (HHWAP)
- County of Hawai'i Department of Parks and Recreation – Meals on Wheels
- County of Hawai'i Office of Aging – Malama Kūpuna Case Management Services
- County of Hawai'i, The Mass Transit Agency - Elderly, Disabled, Low-Income Transportation Services
- County of Hawai'i Office of Aging - Senior Transportation Services
- County of Hawai'i Office of Housing and Community Development – Community Development Block Grant

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

HCEOC's balance of unrestricted funds is \$2,873,977.56.

IV. 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 60 years, HCEOC has assisted low-income individuals and families in improving their lives by administering transportation, housing, energy, and food assistance. HCEOC has demonstrated its capability, knowledge, skills, and capacity to impact the lives of low-income people by serving approximately 5,000 economically disadvantaged people in Hawai'i County each year.

In 1965, community members established HCEOC as a Community Action Agency. In 1971, HCEOC received its 501(c)(3) Nonprofit Tax Exemption from the United States Department of the Treasury, Internal Revenue Service. Its mission is to prevent, alleviate, and mitigate poverty by providing services and programs for low-income, elderly, and individuals with disabilities in Hawai'i County. Over the years, HCEOC developed and continues to grow expertise and working relationships with other community agencies to coordinate services. These agencies include:

- Government/Public: Hawai'i County Mass Transit Agency, Hawai'i County Office of Aging—Nutrition Program, Hawaii County Parks and Recreation Department—Elderly Activities Division and Recreation, the State Department of Labor and Industrial Relations-Office of Community Services, and the State Department of Human Services-Benefits, Employment, and Support Services Division
- Private: The Arc of Hilo, Brantley Center, Inc., Cooper Center Farmers Market, Dimple Creek Market, Easterseals Hawai'i, Hawaiian Community Lending, Hawaiian Fresh Products, Hilo Farmers' Market, HOPE Services Hawai'i, Keauhou Farmers Market, Kino'ole Farmers Market, KTA Superstores, Laupāhoehoe Farmers Market, Lions Club of Region VII, Men of Pa'a, OK Farms, Neighborhood Place of Puna, Waiākea Hawaiian Water, Waimea Mid Week Farmers Market

Personnel

HCEOC's Executive Director, Chad Hasegawa, joined HCEOC in 2016. The board of directors appointed Mr. Hasegawa as the Executive Director in 2020. He has served as the Deputy Director, Transportation Manager, and Housing Program Manager.

HCEOC's Deputy Director, Gregory Ayau, joined HCEOC in 2020. Mr. Ayau provides general oversight and administrative direction of program operations.

The Transportation Department has a Transportation Director who oversees the department. Eleven drivers provide transportation services in Hawai'i County. The department also has a transportation clerk and mechanic.

HCEOC's Food Service Department personnel are a veteran staff with many years of service in the food industry. The department has 16 staff members. There is a program director who oversees the department. There are eight staff in the kitchen; in the bakery, there are four staff. The Food Service Department also has an administrative assistant and a delivery driver.

The Housing and Energy Department has a Housing and Energy Department Director who oversees the daily operation of three programs (Weatherization Assistance Program (WAP), Weatherization Assistance Program - Low-Income Housing Energy Assistance Program (WAP-LIHEAP), and Hawai'i Home Energy Assistance Program (HHEAP). There are two staff members for WAP and WAP-LIHEAP. HHEAP has a manager and a half-time intake aide throughout the program year. During the summer months of the program, there are seven intake aides since they receive approximately 3,000 applications.

The Mālama Kūpuna program has three staff members: one program manager and two case managers. The staff has over 67 years of experience in program and case management.

The Administration Department comprises the Executive Director, Deputy Director, Executive Assistant, Resource and Development Coordinator, and Maintenance and Facilities workers. The Resource and Development Coordinator has over four years of experience with grant writing and implementation. The Executive Assistant has 15 years of customer service and administrative experience.

Governance

HCEOC maintains District Council Boards (DCBs) in each district in Hawai'i County. DCBs consist of low-income residents and supporters from low-income neighborhoods who meet regularly to review programs and services and advise the HCEOC administration. Each DCB elects a director; the DCB directors are essential to the governing board, comprising the low-income community sector of HCEOC's tripartite Board of Directors. The DCB is one of the features that distinguishes Community Action Agencies from other nonprofit organizations that serve the low-income population throughout the State of Hawai'i.

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 five office locations. Its central office is in Hilo at 47 Rainbow Drive, directly across the street from the Rainbow Falls State Park. This main office sits on three acres of land.

The other three locations include an office building on a 7,000-square-foot parcel in Nā'ālehu, a similar office building on a 6,000-square-foot property in Honoka'a, and

a similar office setting in West Hawai'i/Kona. The fifth office is in Kailua-Kona at Hanama Place, which houses the Mālama Kūpuna program. Each location is wheelchair accessible and meets the requirements of the Americans with Disabilities Act (ADA).

HCEOC currently has three 7-passenger vans and twelve 15-passenger vans.

V. 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 Chad Hasegawa, who will provide the organization's general oversight and administrative direction.

The secondary administrator is Deputy Director Gregory Ayau, who will provide general oversight and administrative direction at the Executive Director's discretion.

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 the attached Organization Chart for HCEOC.

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.

Executive Director: \$65,000 - \$80,000

Fiscal Officer: \$48,500 - \$60,375

Housing & Energy Director: \$48,500 - \$58,656

VI. 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.

Currently, HCEOC has no pending litigation or outstanding judgment.

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.

Not applicable at this time.

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 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 2026 the activity funded by the grant if the grant of this application is:


- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

This request is a one-time ask. If granted, there will be no need to pursue future funding, and other funding sources will cover the future maintenance of the revolving fund.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i 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				
1. Salaries	250,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	250,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Chad Hasegawa (808)731-7009		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 16/01/25		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	250,000	Chad Hasegawa, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i 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)
H&E Manager 2 (Exempt)	1	\$43,888.00	12.84%	\$ 5,635.22
GL Clerk-AR & AP	1	\$44,784.12	12.84%	\$ 5,750.28
Deputy Director (Exempt)	1	\$43,888.00	12.84%	\$ 5,635.22
Bakery Help 2	0.5	\$14,999.11	12.84%	\$ 1,925.89
Driver 1	1	\$32,449.25	12.84%	\$ 4,166.48
Malama Kupuna Manager (Exempt)	1	\$50,000.00	12.84%	\$ 6,420.00
GL Clerk-Reconciliation	1	\$44,784.12	12.84%	\$ 5,750.28
Driver 2	1	\$33,302.08	12.84%	\$ 4,275.99
Driver 3	1	\$32,990.07	12.84%	\$ 4,235.92
Transportation Dispatch Coordinator	1	\$36,975.50	12.84%	\$ 4,747.65
Kitchen Helper 3	1	\$33,385.28	12.84%	\$ 4,286.67
Kitchen Helper 4	1	\$35,049.35	12.84%	\$ 4,500.34
FS Accounting Clerk	0.5	\$31,203.00	12.84%	\$ 4,006.47
Facilities Worker	0.5	\$15,269.55	12.84%	\$ 1,960.61
Executive Assistant	1	\$50,878.76	12.84%	\$ 6,532.83
Transportation Director (Exempt)	1	\$55,000.00	12.84%	\$ 7,062.00
Fiscal Officer (Exempt)	1	\$60,375.00	12.84%	\$ 7,752.15
Maintenance Worker	1	\$30,535.57	12.84%	\$ 3,920.77
Driver 4	1	\$34,612.53	12.84%	\$ 4,444.25
Executive Director (Exempt)	1	\$80,000.00	12.84%	\$ 10,272.00

Resource and Development Coordinator	1	\$41,643.20	12.84%	\$ 5,346.99
Kitchen Helper 2	0.5	\$15,602.40	12.84%	\$ 2,003.35
HHEAP Processing Clerk	1	\$32,241.24	12.84%	\$ 4,139.78
Kitchen Helper 5	1	\$33,385.28	12.84%	\$ 4,286.67
Accounting Assistant	1	\$37,129.43	12.84%	\$ 4,767.42
Driver 5	1	\$33,863.70	12.84%	\$ 4,348.10
H&E Manager 1 (Exempt)	1	\$49,088.00	12.84%	\$ 6,302.90
Driver 6	1	\$40,187.15	12.84%	\$ 5,160.03
H&E Caseworker 1	1	\$36,401.40	12.84%	\$ 4,673.94
Driver 7	1	\$33,946.91	12.84%	\$ 4,358.78
Kitchen Helper 1	1	\$32,137.24	12.84%	\$ 4,126.42
Housing & Energy Director (Exempt)	1	\$58,656.00	12.84%	\$ 7,531.43
Driver 8	1	\$34,300.52	12.84%	\$ 4,404.19
SFMNP Coordinator	0.5	\$11,700.00	12.84%	\$ 1,502.28
Bakery Help 1	0.5	\$15,602.40	12.84%	\$ 2,003.35
H&E Caseworker 3	1	\$33,281.28	12.84%	\$ 4,273.32
Lead Baker	1	\$36,422.20	12.84%	\$ 4,676.61
Transportation Clerk	1	\$32,761.26	12.84%	\$ 4,206.55
Assistant Kitchen Manager	1	\$44,201.70	12.84%	\$ 5,675.50
Case Manager 1	1	\$50,462.74	12.84%	\$ 6,479.42
Driver 9	1	\$33,863.70	12.84%	\$ 4,348.10
Mechanic (Exempt)	1	\$47,417.05	12.84%	\$ 6,088.35
Food Service Director (Exempt)	1	\$58,656.00	12.84%	\$ 7,531.43
FS Admin Assistant	1	\$32,761.26	12.84%	\$ 4,206.55
H&E Caseworker 6	1	\$32,241.24	12.84%	\$ 4,139.78
Driver 10	1	\$34,404.52	12.84%	\$ 4,417.54

Bakery Help 4	0.5	\$23,400.00	12.84%	\$	3,004.56
Cook 1	1	\$38,772.69	12.84%	\$	4,978.41
FS Merchandiser	1	\$36,734.21	12.84%	\$	4,716.67
Bakery Help 3	0.5	\$24,570.00	12.84%	\$	3,154.79
Case Manager 2	1	\$43,515.27	12.84%	\$	5,587.36
Driver 11	1	\$33,385.28	12.84%	\$	4,286.67
TOTAL:					250,008.23
JUSTIFICATION/COMMENTS: Currently, all of HCEOC's programs are funded on a reimbursable basis which strains cash flow due the gap between the actual expense and the reimbursement. This grant request will be used internally for establishment of a "revolving fund" to alleviate this cash flow burden.					

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i 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, 2025 to June 30, 2026

Applicant: Hawai'i County Economic Opportunity Council

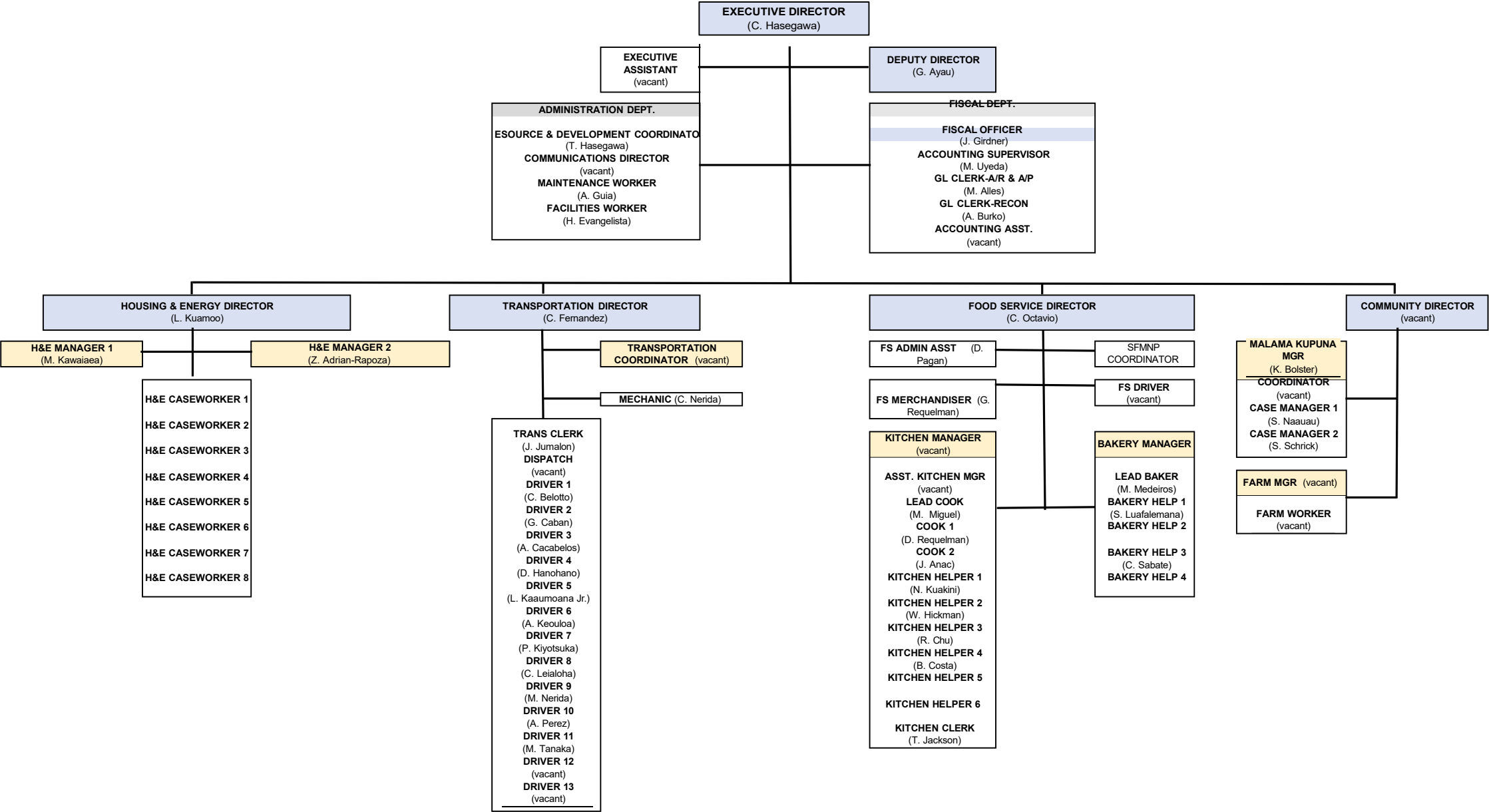
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	Not Applicable					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i County Economic Opportunity Council

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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30					



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) Hawaii Compliance Express Certificate (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


Chad Hasegawa (Jan 15, 2025 11:03 HST)
AUTHORIZED SIGNATURE

Chad Hasegawa, Executive Director
PRINT NAME AND TITLE

15/01/25
DATE

Binder1: State GIA Documents

Final Audit Report

2025-01-15

Created:	2025-01-15
By:	Tara Hasegawa (thasegawa@hceoc.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAALdJzApG8kBrS5OP-TvooW-7SCAwIVwr

"Binder1: State GIA Documents" History

-  Document created by Tara Hasegawa (thasegawa@hceoc.net)
2025-01-15 - 6:31:02 PM GMT
-  Document emailed to Chad Hasegawa (chasegawa@hceoc.net) for signature
2025-01-15 - 6:31:07 PM GMT
-  Email viewed by Chad Hasegawa (chasegawa@hceoc.net)
2025-01-15 - 9:00:49 PM GMT
-  Document e-signed by Chad Hasegawa (chasegawa@hceoc.net)
Signature Date: 2025-01-15 - 9:03:43 PM GMT - Time Source: server
-  Agreement completed.
2025-01-15 - 9:03:43 PM GMT

DECLARATION STATEMENT

Final Audit Report

2025-01-15

Created:	2025-01-15
By:	Tara Hasegawa (thasegawa@hceoc.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAINYmcLZ9ihzUCpT3VT12zOoK9zhs6wuv

"DECLARATION STATEMENT" History

-  Document created by Tara Hasegawa (thasegawa@hceoc.net)
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-  Document emailed to Chad Hasegawa (chasegawa@hceoc.net) for signature
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-  Email viewed by Chad Hasegawa (chasegawa@hceoc.net)
2025-01-15 - 9:17:08 PM GMT
-  Document e-signed by Chad Hasegawa (chasegawa@hceoc.net)
Signature Date: 2025-01-15 - 9:17:22 PM GMT - Time Source: server
-  Agreement completed.
2025-01-15 - 9:17:22 PM GMT

Grant-In-Aid Budget

Final Audit Report

2025-01-16

Created:	2025-01-16
By:	Tara Hasegawa (thasegawa@hceoc.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9M4nZcLxwO98ojg7gKFNGKU5caHPqPFs

"Grant-In-Aid Budget" History

-  Document created by Tara Hasegawa (thasegawa@hceoc.net)
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-  Document emailed to Chad Hasegawa (chasegawa@hceoc.net) for signature
2025-01-16 - 9:20:01 PM GMT
-  Email viewed by Chad Hasegawa (chasegawa@hceoc.net)
2025-01-16 - 9:20:08 PM GMT
-  Document e-signed by Chad Hasegawa (chasegawa@hceoc.net)
Signature Date: 2025-01-16 - 9:20:19 PM GMT - Time Source: server
-  Agreement completed.
2025-01-16 - 9:20:19 PM GMT