

**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:

West Hawaii Community Health Center Inc.

Hawaii Island Community Health Center

Amount of State Funds Requested: \$ 1,000,000

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

Pursuant to Section 42F-102, Hawaii Revised Statutes, this proposal is designed to address the critical need for workforce housing in the underserved district of Ka'u, on Hawaii Island, creating a lasting public benefit for the community. Workforce housing is an essential component of improving access to care and supporting the health and well-being of Ka'u's residents. By ensuring healthcare professionals have a place to live locally, this initiative directly strengthens the capacity of Hawaii Island Community Health Center (HICHC) to deliver comprehensive, high-quality care to the region's vulnerable populations.

HICHC, a Federally Qualified Community Health Center (FQHC) and a 501(c)(3) nonprofit, is deeply committed to advancing public health and improving lives. As a provider of preventive care, primary medical services, oral health, and mental health/substance use disorder treatment, HICHC serves medically underserved populations, including uninsured individuals and those living below the poverty level.

Amount of Other Funds Available:

State: \$ 1,000,000

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 1,325,000

Unrestricted Assets:

\$ 9,737,000

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:

75-5751 Kuakini Hwy., STE 203

City:

Kailua Kona

State:

HI

Zip:

96740

Contact Person for Matters Involving this Application

Name:

Richard Taafe

Title:

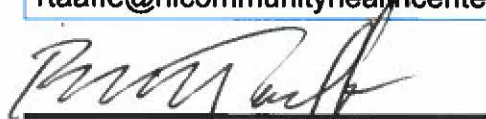
CEO

Email:

rtaafe@hicomcommunityhealthcenter.org

Phone:

808-326-3878

  
Authorized Signature

Richard Taafe, CEO

Name and Title

01/16/2025

Date Signed

Applicant West Hawaii Community Health Center

## 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



AUTHORIZED SIGNATURE

Richard Taaffe, CEO

PRINT NAME AND TITLE

1/16/2025

DATE

**WEST HAWAII COMMUNITY HEALTH CENTER, INC**  
**(dba)**  
**HAWAII ISLAND COMMUNITY HEALTH CENTER**  
**FY 2024 LEGISLATIVE**  
**GRANT IN AID FOR A CAPITAL IMPROVEMENT PROJECT - FY 2026**

**I. CERTIFICATION**

- 1. Certificate of Good Standing** (see attached)
- 2. Declaration Statement** (see attached)
- 3. Public Purpose**

Pursuant to Section 42F-102, Hawaii Revised Statutes, this proposal is designed to address the critical need for workforce housing in the underserved district of Ka‘ū on Hawaii Island, creating a lasting public benefit for the community. Workforce housing is an essential component of improving access to care and supporting the health and well-being of Ka‘ū’s residents. By ensuring healthcare professionals have a place to live locally, this initiative directly strengthens the capacity of Hawaii Island Community Health Center (HICHC) to deliver comprehensive, high-quality care to the region’s vulnerable populations.

HICHC, a Federally Qualified Community Health Center (FQHC) and a 501(c)(3) nonprofit, is deeply committed to advancing public health and improving lives. As a provider of preventive care, primary medical services, oral health, and mental health/substance use disorder treatment, HICHC serves medically underserved populations, including uninsured individuals and those living below the poverty level. Our guiding mission ensures that no one is turned away due to their inability to pay, making our services a vital safety net for the Ka‘ū district.

With this FY 2026 Grant-in-Aid (GIA) request, HICHC seeks \$1,000,000 in public funding to renovate an existing structure (TMK: 3-9-5-09:003), owned by HICHC, and convert it into much-needed workforce housing. This housing will provide a stable, affordable living option for healthcare professionals, enabling them to work and live in the rural and remote Ka‘ū district.

The public good achieved by this project is multifaceted. Workforce housing will help recruit and retain skilled healthcare providers, ensuring that the entire population of Ka‘ū - many of whom face geographic and financial barriers to care—has access to essential health services. In turn, this will improve health outcomes, support economic stability, and contribute to the social and cultural resilience of the community.

HICHC is proud to align this workforce housing project with our broader mission of serving Hawai‘i Island’s residents, and we humbly ask for your support to invest in this critical infrastructure, which will uplift the lives of countless individuals and families in Ka‘ū for generations to come.

## **II. BACKGROUND AND SUMMARY**

### **1. Applicants' Background**

On July 1, 2022, West Hawaii Community Health Center (based in Kailua-Kona) and Bay Clinic (based in Hilo) united to form Hawai'i Island Community Health Center (HICHC), combining two trusted healthcare organizations with decades of experience in service to Hawai'i Island communities. West Hawaii Community Health Center remains the legally surviving entity, retaining its EIN (20-0495394).

HICHC provides integrated primary medical, dental, and behavioral health care across a vast service area that encompasses 20 ZIP codes, including 96738, 96740, 96725, 96750, 96726, 96704, 96737, 96772, 96777, 96785, 96778, 96771, 96760, 96749, 96720, 96781, 96783, 96710, 96728, and 96773. This expansive area is home to 175,734 residents, 38,072 (22%) of whom are registered patients with HICHC. As a Federally Qualified Community Health Center (FQHC), HICHC is committed to improving the health and well-being of underserved communities, empowering individuals to address challenges unique to their circumstances, and driving innovation in healthcare delivery.

HICHC operates with a mission to promote lifelong health and wellness through quality healthcare that is comprehensive, integrated, culturally responsive, and accessible to all. As an FQHC, HICHC strives to go beyond traditional care by addressing the social determinants of health that often lead to poor health outcomes, including nutrition, mental illness, homelessness, and substance use disorder. Alongside primary care, HICHC offers enabling services to help patients overcome barriers to care, such as translation, insurance enrollment assistance, specialist referrals, and access to social services. These services are provided to all individuals, regardless of their ability to pay, and without discrimination based on race, color, national origin, age, disability, religion, sex (including pregnancy, sexual orientation, and gender identity), or any other factor.

HICHC is proud of its dedicated workforce of 460 employees, including 73 medical, dental, and behavioral health providers. In addition to delivering quality care, the organization has earned a reputation for excellence in financial management, organizational stability, and clinical quality.

In 2022, HICHC received four federal HRSA Quality Recognition Awards, including the prestigious National Quality Leader in Behavioral Health Award, placing its Behavioral Health Department in the top 1-2% of all Federally Qualified Health Centers nationwide. Other recognitions include the Quality Health Leader Award – Bronze Level, ranking HICHC in the top 21-30% of all FQHCs for achieving exceptional performance in clinical quality measures, and the Advancing Health Information Technology for Quality Award, recognizing HICHC's leadership in optimizing health IT services, advancing telehealth capabilities, improving patient engagement, and collecting social determinants of health data to increase access to care. Additionally, HICHC has achieved Patient-Centered Medical Home (PCMH) recognition across all sites under its HRSA 330e grant.

HICHHC's commitment to excellence extends to every aspect of its operations, including the planning and execution of innovative projects like the development of workforce housing in Ka'ū. This project will address the critical need for affordable housing for healthcare workers, ensuring that HICHHC can continue to recruit and retain highly skilled providers to serve the Ka'ū community. By investing in this project, HICHHC is not only addressing an urgent workforce need but also strengthening its ability to provide high-quality care to some of Hawai'i Island's most underserved and rural populations.

## **2. Goals and Objectives**

HICHHC is proposing to use FY 2026 GIA funds for the purpose of renovating a 3,456 sq ft residential building (TMK: 3-9-5-09:003). Goals and objectives include planning, design, architecture and engineering, interior demolition, and hazmat remediation.

### **GOAL:**

The goal of this CIP GIA grant application project is to urgently address the critical shortage of workforce housing in the rural district of Ka'ū on Hawai'i Island by creating safe, affordable, and accessible housing solutions for healthcare professionals. This initiative is vital to ensuring the recruitment and retention of skilled providers in this underserved region, enabling HICHHC to continue delivering essential healthcare services and improving health outcomes for the Ka'ū community.

### **OBJECTIVES:**

- **Comprehensive Project Planning:** Develop a detailed project plan that outlines timelines, budgets, and resource allocation for the creation of workforce housing, ensuring alignment with the unique needs of the Ka'ū district and compliance with all regulatory requirements.
- **Design Development:** Collaborate with architects and engineers to produce culturally responsive and sustainable design plans for the workforce housing project, reflecting the priorities of functionality, safety, and long-term viability.
- **Engineering and Infrastructure Assessment:** Conduct a thorough engineering assessment to evaluate the property's infrastructure and identify necessary upgrades or modifications to meet building codes and ensure structural integrity.
- **Property Interior Demolition:** Safely and efficiently complete the interior demolition of the existing structure to prepare the property for renovation, adhering to all environmental and safety regulations.
- **Stakeholder Engagement and Approvals:** Engage with key stakeholders, including community members, local government, and regulatory agencies, to

finalize and approve the planning and design phases, ensuring the project meets community needs and regulatory standards.

### **3. Public Purpose and Need**

The creation of workforce housing in Nā'ālehu, located in the rural district of Ka'ū, serves a critical public purpose by addressing an urgent need for healthcare access in one of the most underserved areas of Hawai'i Island. The U.S. Department of Health and Human Services has designated Hawai'i Island as a Dental Care Health Professional Shortage Area (HPSA), a Mental Health Professional Shortage Area, a Primary Care Professional Shortage Area, and a Medically Underserved Population (MUP). These overlapping shortage designations underscore a monumental need for healthcare services, particularly for high-risk populations.

Exacerbating this need, a recent Community First report, Access to Care (April 2022), revealed alarming trends in the local healthcare workforce. Nearly half (47%) of Hawai'i Island providers reported they were imminently retiring or leaving medicine, 44% were relocating to the mainland, and 49% were reducing their hours. The report warns of a worsening healthcare provider shortage on Hawai'i Island, which already experiences higher rates of poverty, uninsured residents, homelessness, and public assistance compared to the rest of the state. These social and economic disparities further compound the difficulty of accessing timely and affordable healthcare.

Workforce housing is a vital component in addressing this crisis. Without affordable housing options, healthcare professionals face significant barriers to living and working in rural communities like Ka'ū. This project will not only enable the recruitment and retention of healthcare providers in Nā'ālehu but also strengthen Hawai'i Island Community Health Center's (HCHC) ability to deliver accessible, comprehensive care to underserved populations. By increasing access to primary care and preventive services, the community will experience reduced in-patient hospital costs—currently a significant burden passed on to taxpayers—and improved overall health outcomes.

The public purpose of this project extends beyond healthcare. Children who lack access to healthcare often face poor health status, school absences, and academic struggles, perpetuating cycles of poverty and poor health. By ensuring a stable healthcare workforce in Nā'ālehu, this initiative will improve the health, education, and quality of life for future generations. Ultimately, the creation of workforce housing will foster a healthier, more resilient community, reduce systemic healthcare costs, and improve the well-being of the residents of Ka'ū.

The re-establishment of workforce housing at this location in Ka'ū carries a profound significance, as it not only addresses the pressing need for affordable housing for healthcare providers but also revives a legacy of supporting those who serve our community. This very site holds historical and symbolic importance, as it was once home to Hawai'i's current governor, Dr. Josh Green, when he first moved to the state and began

his medical career in Ka'ū. During his time here, Dr. Green experienced firsthand the unique challenges of living and practicing in a rural, underserved community. The availability of workforce housing at that critical juncture enabled him to provide much-needed care to the people of Ka'ū while immersing himself in the community he served. By restoring workforce housing to this location, we not only honor his legacy but also ensure that future healthcare providers have the stability and support necessary to continue delivering essential services to this remote district. This initiative will empower a new generation of healthcare workers to follow in Governor Green's footsteps, strengthening the foundation of healthcare in Ka'ū and improving the lives of its residents for years to come.

#### **4. Target Population**

The creation of new workforce housing in Ka'ū is designed to serve the entire population of this rural district, with a specific focus on providing a critical medical safety net for low-income and high-risk populations who face significant barriers to accessing healthcare. As a Federally Qualified Health Center, Hawai'i Island Community Health Center (HICHC) is committed to offering care to anyone in need, regardless of their income or ability to pay. Our target population includes uninsured, underinsured, and low-income individuals and families, many of whom rely on HICHC for comprehensive, affordable care.

Approximately 89% of HICHC's patients live at or below 200% of the federal poverty level, and many utilize our Sliding Scale Fee program, which ensures that care is accessible, with fees adjusted based on income and family size. For some patients, this means no payment at all. The typical HICHC patient seeks care an average of 3.5 times per year, highlighting the vital role our organization plays in addressing ongoing health needs in this underserved area.

Ka'ū is home to a diverse population, with many patients identifying as Native Hawaiian, Asian, Filipino, Marshallese, Hispanic, Micronesian, or Pacific Islander. Our target population also includes individuals who are homeless, LGBTQ+, Spanish-speaking, or of mixed race/ethnicity. These populations experience significant health disparities and are disproportionately affected by chronic diseases such as diabetes, asthma, obesity, depression, and substance use disorder, as well as poor oral health.

By creating workforce housing in Nā'ālehu, HICHC aims to address one of the key barriers to recruiting and retaining healthcare providers in this remote area. This housing will directly support the delivery of care to Ka'ū's residents, ensuring that underserved and vulnerable populations have reliable access to quality healthcare. This initiative will ultimately improve health outcomes, reduce systemic healthcare costs, and promote equity and wellness in one of Hawai'i Island's most economically disadvantaged regions.

#### **5. Geographic Area to be Served**

This CIP workforce housing project will serve the geographic district of Ka'ū, on Hawaii Island.



### **III. SERVICE SUMMARY AND OUTCOMES**

#### **1. Scope of Work**

HICHHC has already taken critical steps to initiate the renovation of the 3,456-square-foot house located in Ka‘ū, which was originally built in 1938. To ensure the feasibility of this project, a structural engineer has evaluated the building's integrity, and the report confirms that the foundation is sound, providing a solid base for the planned renovations. Additionally, HICHHC has proactively tented the structure for termites, addressing a key concern associated with older buildings.

With funding from this GIA grant, HICHHC will advance to the next phase of the project, which includes architectural and engineering (A&E) work, the design phase, interior demolition, and hazardous materials remediation. While this phase is underway, HICHHC will concurrently seek additional funding from both public and private sources to complete the construction and furnish and equip the facility (FF&E). These efforts represent a significant step toward the creation of workforce housing, ensuring this project moves forward efficiently and effectively to support healthcare providers in the Ka‘ū community.

#### **2. Project Annual Timeline**

The timeline for the work that will be accomplished with funds made available through this GIA award are summarized below:

##### **Secure Architecture Firm for Design, Planning, and A&E (By 06/30/2025):**

- Issue a Request for Proposals (RFP) to identify and contract a qualified architecture firm with experience in rural housing design and renovation.
- Collaborate with the selected firm to conduct site assessments, finalize the scope of work, and begin detailed architectural, engineering, and design plans that align with community needs, safety standards, and cultural considerations.

##### **Submit Permits to the County Permitting Department (By 10/30/2025):**

- Finalize architectural and engineering plans for submission to the County of Hawai‘i’s permitting department.
- Engage with County officials, inspectors, and consultants to expedite the permitting process and address any feedback or required revisions to ensure compliance with local building codes and regulations.
- Simultaneously, complete a demolition plan and hazardous materials remediation strategy to be implemented post-permit approval.

##### **Receive Building Permits (By 02/28/2026):**

- Secure all necessary building permits from the County of Hawai‘i to proceed with renovation work.
- Commence demolition of the building interior, execute hazardous materials remediation (e.g., asbestos and lead), and prepare the site for renovation.



### 3. Quality Assurance and Evaluation Plan

HICHC is deeply committed to maintaining the highest standards of quality assurance and evaluation across all aspects of its operations, from construction projects to clinical care. With a proven track record in capital improvement projects, HICHC has successfully managed one new construction project and fourteen tenant improvement projects, with a combined value exceeding \$25 million. These projects were completed through strong planning, rigorous oversight, and experienced project management. Key elements of our success include utilizing project management software to track critical timelines, holding weekly meetings with stakeholders, and ensuring clear and effective communication with staff, architects, contractors, and subcontractors.

In addition to our project management expertise, HICHC has established robust performance improvement plans and compliance processes that are integral to our operations. We conduct regular audits of clinical, operational, and financial systems to ensure adherence to policies, procedures, and regulatory standards. Our electronic health records (EHR) system enables us to monitor and track quality and clinical indicators in real time, allowing us to respond proactively to patient and organizational needs.

Key indicators monitored to evaluate operational and clinical performance include:

- **Patient Access:** Panel sizes, appointment wait times, and clinic cycle times to ensure timely and equitable care delivery.
- **Best Practices:** Patient care outcomes, with a focus on chronic disease management and adherence to evidence-based practices.
- **Patient Safety:** Compliance with OSHA regulations for bloodborne pathogens, infection control, patient identifiers, and medical abbreviations.
- **Viability:** Revenue cycle management, including billing, collections, reimbursement, and coding compliance to sustain financial health.
- **Leadership:** Patient satisfaction, staff satisfaction, and employee retention rates to maintain a high-performing, motivated workforce.

HICHC's unwavering commitment to quality and excellence ensures that all projects and operations are conducted with meticulous attention to detail, accountability, and a focus on achieving the best outcomes for the communities we serve. This dedication positions us to successfully execute the workforce housing project while continuing to deliver exceptional healthcare services to Hawai'i Island.

### 4. Measures of Effectiveness

At HICHC, we are committed to ensuring the success of our workforce housing CIP project by implementing clear and measurable outcomes that demonstrate its effectiveness in addressing healthcare access, provider retention, and community health in Ka'u. By providing affordable and high-quality housing for healthcare professionals, this project will

enable us to tackle the critical provider shortage in one of Hawai'i Island's most underserved regions, ensuring sustainable, long-term health services for the community.

We will measure the effectiveness of this project through several key indicators, including:

**Provider Recruitment and Retention:**

- Tracking the number of healthcare professionals, we are able to recruit and retain in Ka'ū after the housing is operational.
- Monitoring reductions in provider turnover rates within the first two years of the project.

**Improved Healthcare Access:**

- Measuring increases in patient visits to HICHC clinics in Ka'ū as a direct result of enhanced provider availability.
- Reducing appointment wait times for primary care, dental, and behavioral health services, ensuring timely access to care for residents.

**Community Impact:**

- Gathering feedback from Ka'ū residents through patient surveys to assess improvements in access to healthcare.
- Analyzing reductions in preventable hospital admissions and emergency room visits due to increased access to primary and preventive care.

**Housing Utilization:**

- Monitoring the occupancy rate of the workforce housing units.
- Evaluating the average length of stay for healthcare providers utilizing the housing, ensuring it meets their needs and promotes long-term retention.

**Cost Efficiency:**

- Identifying cost savings by reducing reliance on temporary staffing and travel expenses for healthcare providers.
- Comparing the costs of provider recruitment and retention before and after the implementation of the workforce housing project.

These measures will allow HICHC to continually assess the impact of the workforce housing project, ensuring it fulfills its purpose of improving access to quality healthcare for the Ka'ū community while supporting the well-being and stability of the healthcare professionals who serve it.

**IV. FINACIAL**

**1. Budget forms are attached.**

**2. Quarterly Funding Request**

2025 Q3	2025 Q4	2026 Q1	2026 Q2	TOTAL
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

### **3. Other Sources of Funding for Project**

HICHC is committed to the successful completion of the workforce housing project in Ka‘ū and will actively seek a combination of public and private funding sources to ensure its realization. Once the architectural and engineering phases are complete and the actual construction costs are determined, HICHC will develop a comprehensive funding strategy to secure the additional resources necessary to complete the project. This strategy will include pursuing grants from federal, state, and county programs, as well as partnering with private foundations, businesses, and philanthropic organizations that share our commitment to addressing the critical need for workforce housing and healthcare access in rural communities. By leveraging a diverse mix of funding sources, HICHC will ensure the project’s financial sustainability and its ability to deliver long-term benefits to the Ka‘ū community.

### **4. All State and Federal Tax Credits Received in Past 3 Years**

N/A

### **5. All Federal, State and County Contracts/Grants**

*See Attached chart of grants and contracts.*

### **6. Balance of Unrestricted Assets (\$9,737,000)**

## **V. EXPERIENCE AND CAPABILITY**

### **1. Necessary Skills and Experience**

HICHC, a Federally Qualified Health Center (FQHC), brings decades of combined experience in managing federal grants, including the HRSA 330e program grant and federal capital improvement project (CIP) grants, such as HRSA-21-114 (C8ECS44749). As a recipient of federal funding, HICHC consistently demonstrates compliance with rigorous program and operational standards. This includes fulfilling health center program eligibility requirements, conducting thorough service area needs assessments, ensuring effective program oversight, providing comprehensive staffing and health services, maintaining quality improvement assurances, and exercising strong financial oversight.

HICHC undergoes an annual independent financial audit and management review, and every three years, it successfully completes an in-depth Operational Site Visit (OSV) conducted by HRSA officers. These audits and reviews evaluate all aspects of the organization’s clinical, financial, and administrative systems, affirming that HICHC operates efficiently, responsibly, and in full compliance with federal requirements while delivering accessible, affordable, and high-quality healthcare to its patients.

HICHC is supported by a highly experienced senior management team with the skills and expertise necessary to manage complex programs and construction projects. Key team members include:

**Project Manager (Armin Guenther):** With over 30 years of experience in designing and constructing residential and commercial facilities, our Project Manager is an architect by training and previously operated his own design and construction firm. Over the past ten years, he has successfully managed three construction projects for HICHC, bringing invaluable expertise to the organization.

**Chief Executive Officer (Richard Taaffe):** With more than 50 years of experience managing and developing community-based programs, including 25 years leading community health centers, our CEO has overseen and directed eight major healthcare facility construction and renovation projects totaling over \$25 million. He has served as President/CEO of West Hawai'i Community Health Center since 2005 and is now the CEO of the merged Hawai'i Island Community Health Center.

**Chief Financial Officer (Diane Pautz):** With an MBA in finance and more than 32 years of experience in both the nonprofit and private sectors, our CFO has a strong background in managing construction and renovation projects, having successfully overseen six such projects prior to joining HICHC. She has been a critical member of the HICHC leadership team since 2008.

With this team's deep expertise in project management, financial oversight, and organizational leadership, HICHC is well-positioned to successfully execute the workforce housing CIP project while ensuring accountability, efficiency, and alignment with the community's needs.

## 2. Facilities

Hawaii Island Community Health Center currently provides health care services at the following locations across Hawaii Island:

1. **Administrative Office Kona;** 75-5751 Kuakini Hwy., STE 230, Kailua-Kona, HI 96740
2. **Administrative Office Hilo;** 450 Kilauea Ave, STE 105, Hilo, HI 96720
3. **Kuakini Family Medical;** 75-5751 Kuakini Hwy., STE 101A, Kailua-Kona, HI 96740
4. **Hilo Family Dental Center;** 1257 Kilauea Ave., STE 100, Hilo, HI 96720
5. **Hilo Women's Health Center;** 73 Puuhonu Pl., Hilo, HI 96720
6. **Kealakehe Elementary School Based Health;** 74-5118 Kealakaa St., Kailua Kona, HI 96740
7. **Kealakehe Intermediate School Based Health;** 74-5062 Onipaa St., Kailua Kona, HI 96740
8. **Honaunau School Based Health;** 83-5360 Mamalahoa Hwy., Captain Cook, HI 96704
9. **Kea`au Family Health and Dental;** 16-192 Pili Mua St., Kea`au, HI 96749
10. **Pahoa Women and Children's Health Center;** 15-2866 Pahoa Village Road, Pahoa, HI 96778
11. **Waikoloa Family Dental;** 68-1845 Waikoloa Rd., STE 205, Waikoloa, HI 96738
12. **Kealakekua Family Health;** 81-980 Halekii St., STE 107, Kealakekua, HI 96750
13. **Hilo Family Health Center;** 1178 Kinoole Ave, Hilo, HI 96720

- 14. **Mobile Clinic East (Medical & Dental);** 15-2866 Pahoa Village Rd., Pahoa, HI 96778
- 15. **Wailuku Family Health Center;** 305 Wailuku Dr., STE 2A, Hilo, HI 96720
- 16. **Kealahou Family Medical & Dental;** 74-5214 Keanalehu Dr., Kailua Kona, HI 96740
- 17. **Pahoa Family Health Center;** 15-2866 Pahoa Village Rd., Pahoa, HI 96778
- 18. **Ka`u Family Health & Dental;** 95-5583 Mamalahoa Hwy., Naalehu, HI 96772
- 19. **Waikoloa Family Medical;** 68-1845 Waikoloa Rd., STE 207, Waikoloa HI 96738

## **VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

### **1. Proposed Staffing – Staff Qualifications**

HCHC will implement a robust Facilities Management Program to ensure the successful operation, maintenance, and management of the new workforce housing facility in Ka‘ū. The program will be overseen by HCHC’s Facilities Team, which has extensive experience managing multiple healthcare and administrative sites across the island. This team will be responsible for coordinating staff housing logistics, ensuring the safety and comfort of residents, and maintaining the physical condition of the property to preserve its long-term value and functionality.

#### **Key Responsibilities of the Facilities Management Program:**

##### **Staff Housing Coordination:**

- Assign housing units to healthcare staff based on availability and need.
- Develop and enforce tenant agreements, including move-in/move-out procedures, policies, and guidelines for residents.
- Serve as the primary point of contact for housing-related inquiries and support.

##### **Building Maintenance and Upkeep:**

- Conduct regular inspections to ensure the property meets safety and quality standards.
- Oversee routine maintenance tasks, including landscaping, pest control, plumbing, electrical, and HVAC system servicing.
- Respond promptly to maintenance requests or emergencies to minimize disruptions for residents.

##### **Operational Oversight:**

- Implement energy-efficient and cost-effective operational strategies to manage utility expenses and sustainability goals.
- Maintain compliance with local building codes, health and safety regulations, and insurance requirements.

##### **Facilities Management Reporting:**

- Track and document maintenance schedules, repairs, and capital improvements.
- Regularly report on operational performance, budget adherence, and occupancy rates to HCHC leadership.

**Key Facilities Team Positions:**

**Facilities Manager:**

- Responsible for overall management and operations of the workforce housing facility.
- Develops and implements maintenance schedules, supervises facilities staff, and ensures compliance with safety and regulatory standards.
- Oversees vendor contracts, budgets, and facility improvement projects.
- Acts as a liaison between housing residents and the HICHC leadership team.

**Housing Coordinator:**

- Coordinates housing assignments and tenant agreements for healthcare staff.
- Maintains resident records and addresses tenant concerns or requests.
- Ensures housing policies are communicated clearly and adhered to by all residents.

**Custodial Staff:**

- Maintains the cleanliness and sanitation of common areas, ensuring the building remains welcoming and safe for residents.
- Conducts regular cleaning and restocking of shared spaces, such as laundry rooms or lounges.

HICHC's Facilities Team will implement the management program at the start of operations and continuously monitor its effectiveness. Regular resident surveys will be conducted to gather feedback and ensure the housing program meets the needs of healthcare professionals. This program will ensure that the workforce housing facility operates efficiently, supports the recruitment and retention of healthcare staff, and provides a safe, high-quality living environment.

**2. Organization Chart** (See ORG Chart Attached)

**3. Compensation of top (3) Employees:**

President/CEO -- \$275,000; CFO --\$250,000; Physicians --\$254,615

**VII. OTHER**

**1. Litigation**

There is no pending litigation against West Hawaii Community Health Center (dba) Hawaii Island Community Health Center or any of the Center's staff.

**2. Licensure of Accreditation**

West Hawaii Community Health Center (dba) Hawaii Island Community Health Center has all required licenses needed to conduct medical practice.

**3. Private Education Institutions**

Not applicable.

**4. Future Sustainability**

Not Applicable –the request is for capital, not operational funds. Organization is fully funded for operations, as explained elsewhere in this application



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; 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.

West Hawaii Community Health Center (dba) Hawaii Island Community Health Center

(Typed Name of Individual or Organization)

(Signature)

**Richard Taaffe**

(Typed Name)

**01/16/2025**

(Date)

**CEO**

(Title)



**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:** WEST HAWAII COMMUNITY HEALTH CENTER, INC.

**DBA/Trade Name:** HAWAII ISLAND COMMUNITY HEALTH CENTER

**Issue Date:** 01/10/2025

**Status:** Compliant

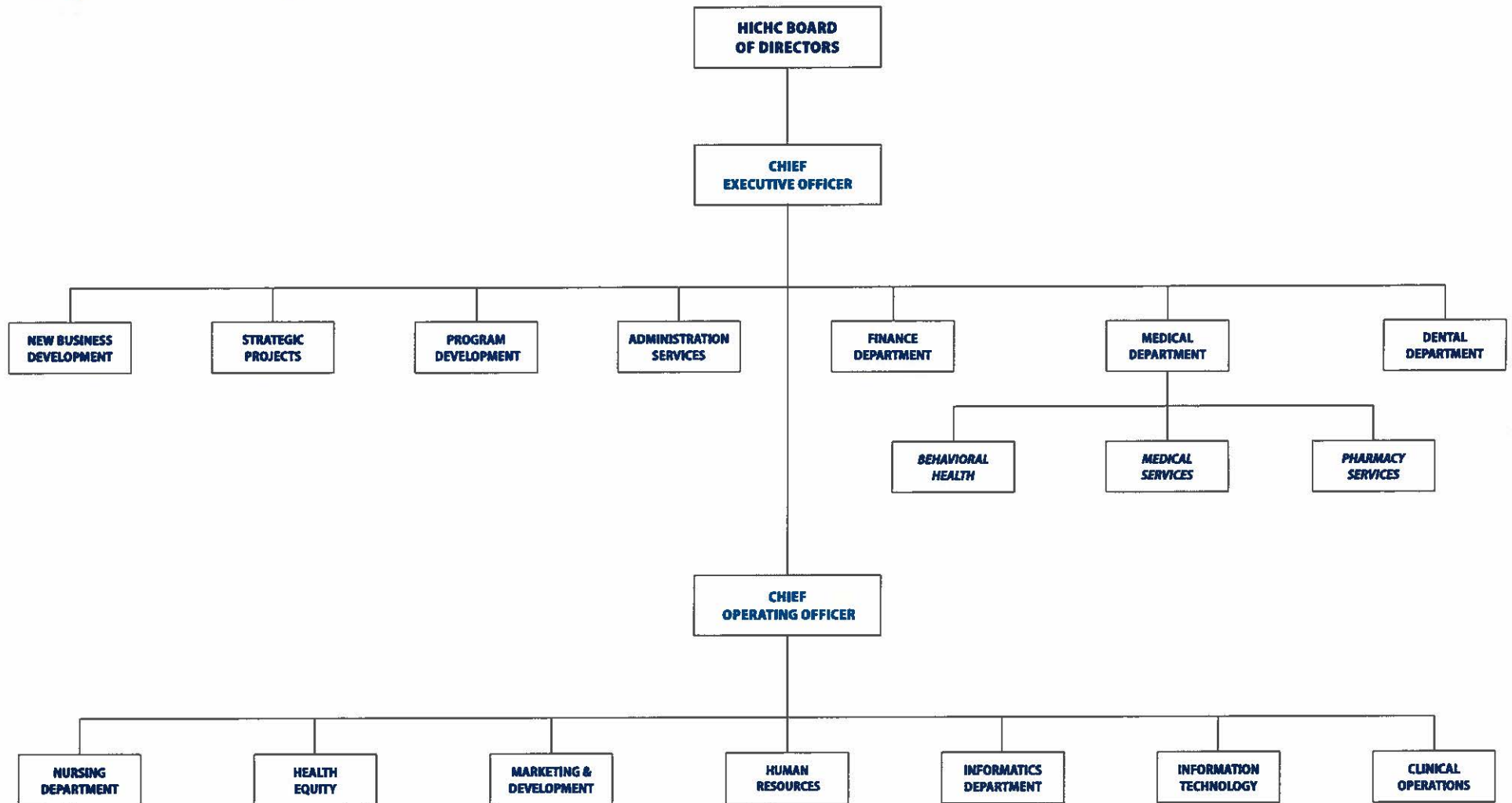
**Hawaii Tax#:** 14840852-48  
**New Hawaii Tax#:** GE-1484085248-01  
**FEIN/SSN#:** XX-XXX5394  
**UI#:** XXXXXX8072  
**DCCA FILE#:** 206368

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



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App West Hawaii Community Health Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
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				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	1,000,000			
<b>TOTAL (A+B+C+D+E)</b>				
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Richard Taaffe, CEO      808-756-5255		
(b) Total Federal Funds Requested	0	Name (Please type or print)      Phone		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0			
<b>TOTAL BUDGET</b>	1,000,000	Richard Taaffe, CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: West Hawaii Community Health Center

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			\$100K	0		
LAND ACQUISITION			0	0		
DESIGN			\$500K	0		
CONSTRUCTION				0		
Demo/Hazmat Remediation			\$400K	0		
TOTAL:			\$1 Million			
JUSTIFICATION/COMMENT						
The budget includes architecture and engineering costs, design and planning costs, along with demo and hazmat remediation.						

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: West Hawaii Community Health Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: West Hawaii Community Health Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



**GOVERNMENT GRANTS AND CONTRACT**

<b>FEDERAL AWARDS</b>			
<b>Award Number</b>	<b>Grant Title</b>	<b>Award Amount</b>	<b>Grant Period</b>
HRSA (H80CS06640)	Health Center Program	\$3,791,184 (annually)	01/01/2022 to 12/31/2025
HRSA-20-031 (GA1RH39618)	Rural Opioid Response Program (RCORP)	\$1,000,000	09/01/2020 to 08/31/2023
HRSA-21-093 (H2ECS45530)	School Based Health Center Services	\$200,000 (annually)	05/01/2022 thru 04/30/2025
HRSA-21-114 (C8ECS44749)	Health Center Infrastructure Support	\$1,423,973	09/15/2021 to 09/14/2024
HRSA (H8F40645)	American Rescue Plan Act Funding for Health Centers	\$6,624,875	04/01/21 thru 03/31/25
HRSA (H8G48599)	FY 2023 Expanding COVID- 19 Vaccination	\$394,933	12/01/22 thru 05/31/23
<b>STATE AWARDS</b>			
<b>Award Number</b>	<b>Grant Title</b>	<b>Award Amount</b>	<b>Grant Period</b>
DOH-VHPP	Viral HEP Prevention Program	\$14,999	04/01/22 thru 03/30/23
DOH-Q22001303	HERO - HEP Prevention	\$14,999	04/01/22 thru 03/30/25
DOH WIC Services: HTH-560-W IC 17- 01	WIC - Women Infant Children	\$234,000	10/01/2017 to present
State GIA Log NO: 18-197	CIP – Kealahkekua Health Center Expansion	\$925,000	01/08/2018 to 06/30/2022
DOH-CHC-RFA- DP17-1701	Cancer Screening	\$45,000	04/25/2022 to 06/29/2022
DOH-Reproductive Health	East Hawaii - Family Planning	\$500,000	Present
State of Hawaii CIP GIA	Keaau Health Center Design	\$400,000	Present
<b>COUNTY OF HAWAII AWARDS</b>			
<b>Award Number</b>	<b>Grant Title</b>	<b>Award Amount</b>	<b>Grant Period</b>
COH FY 2022-23	Outreach to Vulnerable Populations	\$45,000	07/01/2022 to 06/30/2023
COH FY 2021-22	Dental Expansion for Low Income in South Kona	\$12,000	07/01/2021 to 6/30/2022
COH FY 2021-22	Street Medicine/Homeless Outreach	\$9,000	07/01/2021 to 06/30/2022
COH FY 2021-22	Outreach to Vulnerable Populations	\$12,000	07/01/2021 to 06/30/2022
COH FY 2020-21	Adult Dental Program for Under-Served	\$15,625	07/01/2020 to 06/30/2021

Hawaii Island Community Health Center  
Grants and Contracts

COH FY 2020-21	Community Outreach to Vulnerable Populations	\$11,989	07/01/2020 to 06/30/2021
Contract NO. 008776	Kealakekua COVID Testing Site	\$695,0000	09/10/2020 to 12/31/2020
COH Council Contingence	Pandemic Response	\$17,500	09/10/2020 to 12/31/2020
COH Council Contingence	Pandemic Response	\$5,500	09/10/2020 to 12/31/2020