

## 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

*Brenda S. Ho*

AUTHORIZED SIGNATURE

Brenda Ho, CEO

PRINT NAME AND TITLE

January 19, 2026

DATE



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:** HOSPICE OF HILO

**DBA/Trade Name:** HAWAI'I CARE CHOICES

**Issue Date:** 01/12/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX1346

DCCA FILE#: 42257

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Waived
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:

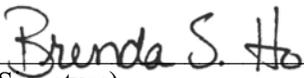
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

**Hawaii Care Choices DBA Hospice of Hilo**

(Typed Name of Individual or Organization)

	1/20/2026
(Signature)	(Date)

Brenda Ho	CEO
(Typed Name)	(Title)

# Application for Grants

*If any item is not applicable to the request, the applicant should enter “not applicable”.*

## **I. Certification – Please attach immediately after cover page**

### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025. *See attached.*

### **2. Declaration Statement**

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

### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#). Yes. The requested grant funds will be used for a **public purpose** pursuant to Section 42F-102, Hawai'i Revised Statutes. The proposed capital improvements will expand access to hospice, palliative care, grief support, and healthcare workforce training for residents of East Hawai'i. residents impacted include kūpuna, individuals with serious illness, and families facing geographic, economic, and transportation barriers. These improvements directly support the public health, safety, and welfare of the State by strengthening healthcare infrastructure, improving access to essential medical and supportive services in rural communities, and preparing a skilled healthcare workforce to meet Hawai'i's growing aging population.

## **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Hospice of Hilo, dba Hawai'i Care Choices is a nonprofit healthcare organization and the sole provider of hospice, palliative, and bereavement services in East Hawai'i. For decades, Hawai'i Care Choices has delivered compassionate, culturally responsive, and community-based care to individuals and families

facing serious illness, end-of-life transitions, and grief, regardless of their ability to pay.

Serving the largest and most rural region on Hawai'i Island, the organization plays a critical role in the local healthcare safety net, supporting kūpuna, medically fragile individuals, and families navigating complex medical and social challenges.

2. The goals and objectives related to the request;

The goal of this request is to strengthen healthcare access and infrastructure in East Hawai'i through strategic capital improvements that will:

- Expand access to hospice, palliative, and grief services for rural and underserved communities
- Improve care coordination and operational efficiency for complex, interdisciplinary healthcare teams
- Create modern, culturally grounded spaces for community healing and caregiver support
- Build and sustain a skilled healthcare workforce through expanded training and education facilities

3. The public purpose and need to be served;

East Hawai'i faces significant geographic and socioeconomic barriers to healthcare access. Many residents live far from medical facilities, lack reliable transportation, and experience high rates of serious illness and economic hardship. These challenges are especially acute for kūpuna and individuals with advanced or chronic conditions.

Demand for hospice, palliative care, and grief support continues to grow, yet Hawai'i Care Choices' existing facilities were not designed to meet today's level of need. Fragmented workspaces limit care coordination, grief services lack appropriate and private settings, and workforce training is constrained by outdated infrastructure.

In addition, Hawaii Care Choices new workforce training center in Hilo will be the engine that expands island-wide palliative care to West and North Hawai'i. Right now, families facing cancer, heart failure, kidney failure and other serious illnesses often struggle to access consistent, high-quality pain and symptom management close to home. By training a new generation of palliative care professionals on Hawai'i Island, Hawai'i Care Choices can build a locally rooted workforce that knows the communities it serves, understands cultural values, and can respond quickly where the need is greatest.

As Hawai'i Care Choices launches its island-wide palliative care program, the Hilo training center becomes the hub that continuously prepares nurses, social workers, and other clinicians to deliver expert pain management and whole-

person support not only in East Hawai'i, but across West and North Hawai'i as well. Currently, comprehensive palliative care services are unavailable on Hawaii Island. Instead of depending on off-island recruitment or sporadic training, this center will create a steady pipeline of skilled professionals who can live and work in Kona, Waimea, Kohala, and surrounding areas. In short, investing in this training center is the most direct way to ensure that every resident of Hawai'i Island can receive compassionate palliative care and effective pain management regardless of where they live. The proposed capital improvements address these critical gaps by modernizing our facilities, expanding access to care in rural communities, and ensuring families receive dignified, compassionate, and culturally responsive services now and into the future.

4. Describe the target population to be served; and

The project will directly serve individuals and families across East Hawai'i, including:

- Kūpuna and individuals with serious or life-limiting illnesses
- Families and caregivers receiving hospice, palliative, and bereavement services
- Rural and underserved populations facing transportation and access barriers
- Healthcare professionals, students, and trainees preparing for careers in nursing, social work, spiritual care, and allied health fields

In 2025 alone, Hawai'i Care Choices served:

- 602 hospice patients and families
- 285 palliative care patients
- Over 1,000 individuals through grief support and counseling
- Dozens of healthcare students and trainees through workforce development programs

In addition, the expansion of the palliative care program through our Hilo training center will benefit all residents of Hawaii Island.

5. Describe the geographic coverage.

Hawaii Island is the proposed geographic coverage area.

### **III. Service Summary and Outcomes**

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

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

Hawai'i Care Choices will implement a coordinated capital improvement project to expand hospice, palliative care, grief services, and healthcare workforce

training across East Hawai'i. The scope of work includes the following components:

- Renovating and modernizing existing facilities to create culturally appropriate healing areas.
- Develop dedicated training spaces for nurses, social workers, aides, spiritual counselors, volunteers, and interdisciplinary healthcare teams.
- Install infrastructure to support hands-on education, continuing education, certification programs, and workforce development initiatives.
- Ensure compliance with safety, accessibility (ADA), and building code requirements.
- Improve operational efficiency to reduce administrative burden and allow clinicians to devote more time to patient and family care.

### **Responsibilities**

- Hawai'i Care Choices will oversee project management, contractor coordination, compliance, fiscal oversight, and reporting.
- Licensed architects, engineers, and contractors will be engaged for design, construction, and inspections.
- Clinical leadership will guide space planning to ensure alignment with care delivery, cultural values, and workforce needs.

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

Upon receipt of a Notice to Proceed, Hawai'i Care Choices will initiate building renovations, with construction anticipated to be completed within a twelve-month period.

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

Hawai'i Care Choices will maintain a comprehensive quality assurance and evaluation framework to monitor progress, ensure accountability, to ensure the project is completed on time and on budget.

### **Monitoring and Evaluation Methods**

- Regular project management reviews to track timelines, budgets, and construction milestones
  - Ongoing compliance monitoring with State, federal, and licensing requirements
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the

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

Hawai'i Care Choices will report the following objective measures of effectiveness to the expending State agency:

- Number of capital improvement milestones completed (design, construction, occupancy)
- Square footage renovated and brought into service

#### **IV. Financial**

##### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027. Hawaii Care Choices is seeking private philanthropic support from Hawaii based foundations and corporations as well as individuals.
  
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. *Not applicable.*
  
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding. *See attached*
  
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025
  - a. \$5,472,638.87

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

App Hospice of Hilo, dba Hawaii Care Choices

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,000,000	0	0	4,300,000
<b>TOTAL (A+B+C+D+E)</b>	<b>6,300,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Shola Kahiapo-Trevino 808-969-1733		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Brenda S. Ho 1/20/2026		
(d) Total Private/Other Funds Requested	4,300,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>6,300,000</b>	Brenda S. Ho, CEO		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Hospice of Hilo, dba Hawaii Care Choices

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		\$ 2,800,000	\$ 2,000,000	\$ 1,500,000	0	0
EQUIPMENT						
<b>TOTAL:</b>		<b>\$ 2,800,000</b>	<b>\$ 2,000,000</b>	<b>\$ 1,500,000</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENT GIA Funds will be used to improve access to end of life and palliative care for Hawaii Island						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

App: Hospice of Hilo DBA Hawai'i Care Choices

Contracts Total: 1,516,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Palliative Care GIA	7/1/2025-6/30/2026	Legislation	State	75,000
2	Facility construction planning, designs, improvements	12/1/24-11/30/25	Office of Community Service	State	200,000
3	Grief Support Keiki Coloring Book	2025	CRF	Hawaii County	3,000
4	COL: Sound, staging, lighting, (AV) system and portable toilet rental	2025	CRF	Hawaii County	2,000
5	Schatz: CDS	9/30/2024-9/29/2027	LHHS	Federal	1,217,000
6	COL: Marketing PR Supplies	2024	CRF: District 1	Hawaii County	2,000
7	COL: Sound System and Staging	2024	CRF: District 2	Hawaii County	2,000
8	COL: Equipment & Supplies	2024	CRF: District 3	Hawaii County	1,500
9	COL: Marketing PR Supplies	2024	CRF: District 4	Hawaii County	2,000
10	COL: Marketing PR Supplies	2024	CRF: District 5	Hawaii County	2,000
11	COL: Marketing PR Supplies	2023	CRF: District 1	Hawaii County	2,000
12	COL: Sound System and Staging	2023	CRF: District 2	Hawaii County	2,000
13	COL: Equipment & Supplies	2023	CRF: District 3	Hawaii County	1,500
14	COL: Marketing PR Supplies	2023	CRF: District 4	Hawaii County	2,000
15	COL: Marketing PR Supplies	2023	CRF: District 5	Hawaii County	2,000
16					
17					
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25					

## **V. Experience and Capability**

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

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

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

### **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.

Hawai'i Care Choices currently operates from owned facilities in East Hawai'i that serve as the primary base for hospice, palliative care, bereavement services, and administrative operations. While these facilities have supported essential services for many years, they were not designed to accommodate the current and projected demand for care, workforce training, and coordinated service delivery required to meet the needs of East Hawai'i's growing aging population.

Existing spaces are constrained by outdated layouts that limit interdisciplinary collaboration, lack adequate private areas for grief counseling and family support, and provide insufficient capacity for workforce education and training. Additionally, current infrastructure does not adequately support expanded telehealth services or modern care coordination workflows.

To address these limitations, Hawai'i Care Choices has completed planning, design, and permitting for comprehensive renovations of its existing buildings.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The CEO is Brenda Ho, RN, MS. She holds an RN degree and a Masters degree in Nursing Administration and has been in her role as CEO for 35 years. Currently, she serves on the Board of Directors for the East Hawaii Regional Hospital - Hilo Benioff Medical Center. She is a recipient of the Athena Award from the Hawaii Chamber of Commerce and the Healthcare Association of Hawaii's Ho'okele Award in Leadership. She was extensively involved in the initial capital campaign and building project for the Pohai Malama Care Center, the state's first neighbor island hospice inpatient facility. She brings a depth of experience on the needs of facility improvement, as well as holds strong local community roots and developed relationships with business partners.

The Workplace Infrastructure Manager, Devin Nakata, has successfully overseen and managed the upgrade of administration building's AC replacement project. His background includes facilities management, oversight of multi-site information systems and technology, and special project management. He will be supporting the lead Project Manager focused solely on this major capital improvement project for HiCARE.

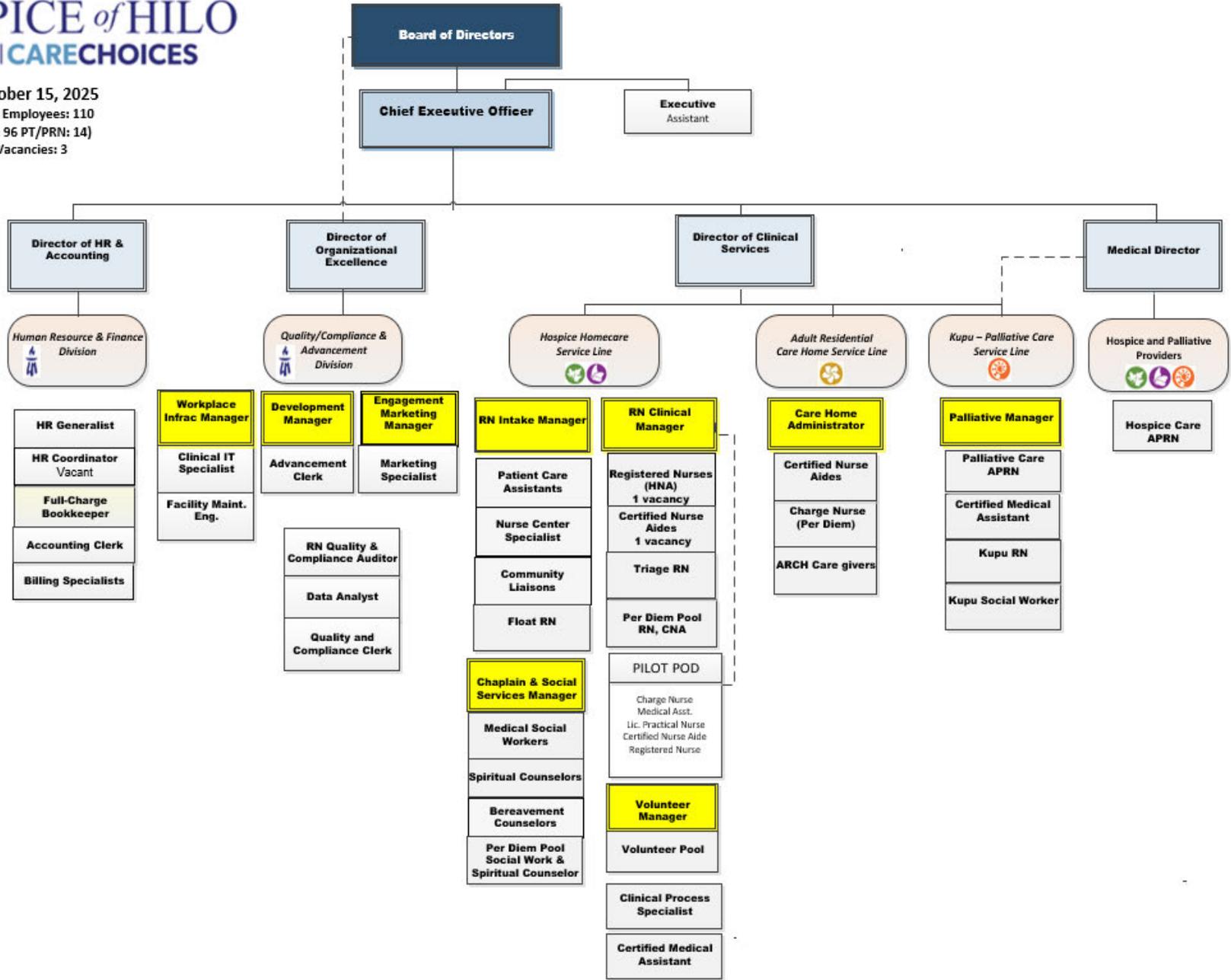
Alda Gomes has served as Executive Assistant to the CEO of HiCare for over 12 years and will lead project management for the current Capital Campaign. She brings extensive experience in special program management, administrative coordination, and organizational operations.

All construction and renovation work will be performed by properly licensed and qualified contractors in compliance with applicable state and local regulations.

## **2. Organization Chart**

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

October 15, 2025  
Total Employees: 110  
(FTE: 96 PT/PRN: 14)  
Vacancies: 3



### **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.

- Chief Executive Officer: \$200,904
- Director of Clinical Services: \$162,355
- Director of Organizational Excellence & Advancement: \$137,483

## **VII. Other**

### **1. Litigation**

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

### **2. Licensure or Accreditation**

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

### **3. Private Educational Institutions**

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

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

Hawai'i Care Choices has a strong track record of fiscal stewardship and long-term sustainability. If grant funds are received for fiscal year 2027 but not thereafter, the organization will sustain the activities supported by this request through a diversified funding strategy and prudent financial management.

### **Capital Sustainability**

The requested grant funds will be used for one-time capital improvements, including facility renovations and infrastructure enhancements. Once completed, these improvements will not require ongoing State operating support. The renovated facilities will reduce deferred maintenance costs, improve operational efficiency, and support long-term service delivery without recurring capital expenditures.

### **Operating Sustainability**

Ongoing operations within the renovated facilities will be sustained through a combination of:

- Medicare, Medicaid, and private insurance reimbursements for hospice and palliative care services
- Organizational reserves and operating revenues
- Continued private philanthropy, including individual, foundation, and corporate support
- Cost efficiencies gained through centralized care coordination and improved workflows