House District	THE TWENTY-SEVENTH LEGISLATURE			
Senate District	APPLICATION FOR GRANTS & SUBSIDIES CHAPTER 42F, HAWAII REVISED STATUTES			Log No:
Senate District			<u> </u>	
Type of Grant or Subsidy Request:			l	For Legislature's Use Only
GRANT REQUEST - OPERATING	☐ GRANT R	EQUEST – CAPITAL	☐ Subsi	DY REQUEST
"Grant" means an award of state funds by the lepermit the community to benefit from those active		ion to a specified recipient, to support	the activi	ties of the recipient and
"Subsidy" means an award of state funds by the incurred by the organization or individual in prov			propriatio	n, to reduce the costs
"Recipient" means any organization or person re	eceiving a grant or subsidy			
STATE DEPARTMENT OR AGENCY RELATED TO THIS		unknown):		
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNO	OWN):			
1. APPLICANT INFORMATION:		2. CONTACT PERSON FOR MATTERS I	NVOLVIN	G THIS
Legal Name of Requesting Organization or Indiv	vidual:	APPLICATION:		
Legal Name of Requesting Organization or Indiv Hawaii County Economic Opportunity Cou	uncil	Name George Yokoyama		
Dba:	_	Title Resource Mobilizer		
Street Address: 47 Rainbow Drive, Hilo HI 9	6720	Phone # 808-961-2681, ext 107		
Mailing Address: 47 Rainbow Drive, Hilo, H	I 96720	Fax#808-935-9213		
		e-mail hceocgy@hawaii.rr.com		
		C-Mail		
2 There or recovery		6 Processor and a control of the con	nia nnovin	iom.
3. Type of business entity:		6. DESCRIPTIVE TITLE OF APPLICANT	"S REQUE	ST:
☑ Non Profit Corporation ☐ For Profit Corporation	Capital funds are requested to			
☐ LIMITED LIABILITY COMPANY ☐ SOLE PROPRIETORSHIP/INDIVIDUAL		purchase vehicles	for	HCEOC's
		Transportation Pr	ograi	m to continue
		services for the	_	
				_
		and working poor	OI Ha	awaii County.
4. FEDERAL TAX ID#:		7. AMOUNT OF STATE FUNDS REQUES	TED:	
5. State tax id #:				
		FISCAL YEAR 2014: \$ 568,19	99.65	
8. Status of service described in this request:				
☐ NEW SERVICE (PRESENTLY DOES NOT EXIST) SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:				
STATE \$				
FEDERAL \$COUNTY \$				
PRIVATE/OTHER \$				
TYPE NAME & TITLE OF AUTHORISES SEPRESENTATIVE:		n treche M	· · · · ·	
Le	ester Seto, Inte	erim Exec. Director	1	129/2013
ZEO	NAME	& TITLE	₽	ATE SIGNED

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Application for Grants and Subsidies

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

I. BACKGROUND AND SUMMARY

1. Applicant Background

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964, as amended, and qualifies as a charitable and educational organization. HCEOC's purpose and function is to prevent, alleviate, and eliminate poverty in the County of Hawaii.

For over 30 years, HCEOC has been the recognized transportation provider servicing all of Hawaii County. During this time, HCEOC has maintained coverage service for the elderly, low-income and/or disabled persons. NOTE: Although this request is for capital funding only, this application includes relevant elaboration regarding the HCEOC Transportation Program.

2. Goals and Objectives

This request is for partial replacement and maintenance of HCEOC's existing vehicle fleet in order to continue meeting the needs of low-income residents who face severely restricted access to basic services and have little or no transportation alternatives.

3. Public Purpose and Need to be Served

Various factors in Hawaii County exacerbate the need for transportation:

- a. Sheer geographic size and distance between travel points
 - o Hawaii County encompasses the island of Hawaii, an area of 4,028 square miles, or more than twice the combined size of the other main islands

Hawaii: 4028 sq milesKauai: 552 sq miles

Lanai: 141 sq miles

■ Maui: 728 sq miles

■ Molokai: 259 sq miles

Oahu: 597 sq miles

The dominance of island size over lifestyle cannot be understated and has created rural "deserts" that lack basic services including medical care; affordable, nutritious groceries; and little or no employment opportunities. Geography dictated development of Hawaii's sugar plantations and plantation camps, which sustained the general daily needs of its residents. However, the decline of sugar has created a void acutely affecting the aged, disabled and impoverished residents in these isolated, "pocket" communities. Certain population centers (i.e., Hilo, Kea'au, Kona and Kamuela) have become more urbanized

Applicant	<u> HCEOC</u>
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and provide modern services. HCEOC's transportation services are essential to keep all citizens connected to basic needs, services and jobs.

The island's sheer size has also strained HCEOC's vans and buses. Despite prudent use and maintenance, over a third of the vehicles (9 out of 30) are **worn beyond repair** and have been removed from the active fleet due to inoperability or precarious vehicle condition; some vehicles have logged over 400,000 miles. The remaining vehicles all require servicing and/or equipment such as tires, brake pads, batteries and alternators. The agency will use capital grant funds to acquire ten (10) vehicles: four 14-passenger Handilift buses; four 12-passenger, center-aisle vans; and two 25-passenger buses.

- b. High expense and client's physical or mental inability to operate and maintain personal vehicle. Based on County population, this island has the highest percentage statewide of welfare clients or Temporary Assistance to Needy Families (TANF) and food stamp recipients (Source: Hawaii Department of Human Services)
- c. Lack of alternative means of transportation, including incompatibility with County Mass Transit. Hawaii County's Hele-On bus is restricted to highway-travel and cannot navigate the narrow, windy streets of pocket communities. Meanwhile, elderly, disabled or otherwise infirm passengers are unable conveniently reach or wait at County bus-stops. HCEOC therefore serves these "off-route" clients.
- d. Poor roads or other infrastructure that impede client's driving ability

4, 5. Geographic Coverage and Target Population to be Served

HCEOC's transportation service covers ninety-five (95) 'pocket' communities throughout the island of Hawaii. There is no residential area HCEOC does not assist.

The target populations to be served include the following: low-income elderly, mentally and/or physically disabled persons, and working families. HCEOC also contracts to assist Medicaid clients with private service providers such as LogistiCare. Passengers benefit from safe, supervised, punctual, convenient and comfortable door-to-door conveyance to medical care, rehabilitative treatment, employment, and other social and civic activities.

II. SERVICE SUMMARY & OUTCOMES

1. Scope of Work, Tasks and Responsibilities

The County of Hawaii, encompassing the island of Hawaii, has an area of 4,028 square miles.

The island is more than twice the combined size of the other islands in the state. This impact of the island's size cannot be understated. In addition, because population centers are scattered,

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communities have become isolated and mobility severely restricted for low-income elderly, mentally and physically-disabled persons. Transportation is essential to remove this isolation.

HCEOC's transportation service ensures that low-income populations, mentally/physically disabled will not be denied participation at service centers or employment because of their inability to drive or find adequate transportation. HCEOC is the only agency in Hawaii that exclusively transports low-income persons and assists in delivering nutritious, fresh or frozen meals to clients. Disadvantaged elderly, mentally/physically disabled, and others who have little or no alternative means of transportation are connected to needed medical treatment including dialysis and rehabilitation centers; County Nutrition and adult day care; social and/or recreational outlets for the elderly and handicapped to local parks for healthy, pleasant, supervised leisure activity; government offices; employment and training activities; and shopping needs. Drivers assist clients on and off the vehicle as needed.

HCEOC transportation services meet the need by providing transportation for the above-mentioned target groups. The range of services includes identification of people with special needs and the implementation of point-to-point specialized transport services, the routes of which are door-to-door — into the rural community, low-income housing and pocket communities. Services are between the client's home and specific service agencies or resource centers which address passengers' needs. These routes may be unnavigable for larger county buses where roads are narrow or unpaved. In many cases, Mass Transit stops are too far, unsafe, lack appropriate supervision or fail to meet timing needs of elderly or disabled riders.

HCEOC has developed the expertise and working relationships with many community agencies to coordinate provision of transportation services, including the following:

- Government/Public: Office on Aging, County Elderly Activities Division, County Nutrition Program, County Mass Transit Agency, Department of Health
- Private: Brantley Center, Hilo Adult Day Care, Hilo ARC, Hilo Easter Seals, Vocational Rehab, Salvation Army, Dialysis Center

In some cases, HCEOC has Memoranda of Agreement with agencies, but other relationships remain informal. HCEOC will continue to coordinate with other public and private resource agencies and government offices to satisfy identified gaps in services and to assure continuation of an efficient service delivery system that addresses the maximum number of transportation needs of disadvantaged persons.

HCEOC District Council Boards (DCB) exist in each district. The DCB reviews its district's program statistics, advises HCEOC Central, and liaisons with community groups and others interested in HCEOC programs.

Tasks and Responsibilities

The capital funding received with this grant will sustain HCEOC's Transportation program to promote a healthy, enriched lifestyle for the Big Island's elderly, disabled/handicapped, and low-income employed persons. Hours of service are 6:00 AM – 5:30 PM, Monday to Friday.

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Specialized services may be provided for special events and/or other client needs outside of normal operating hours. The daily bus schedule provides point-to-point service from off-highway communities to:

- Medical facilities
- Nutrition sites
- Adult rehabilitative programs
- Adult supervision, such as Arc of Hilo and Easter Seals
- Government services including Post Office
- Banks, shopping and recreational sites
- 1. HCEOC staff conduct outreach to inform low-income families about available services and provide intake on potential transportation participants.
- 2. Plan for recruitment:
 - a. Conduct community outreach
 - i. Attending and explaining programs to community meetings, private organizations, and senior clubs
 - ii. Coordinate with other service agencies for referral and leads to locate underserved low-income potential clients
 - iii. Cross-promotion through other HCEOC programs and partner agencies
 - iv. Obtain referrals from HCEOC District Council Board (DCB) for persons with transportation needs
 - b. Inform community through the following media
 - i. Print notices in newsletters, newspapers
 - ii. Distribution of other printed material, including signs on public or community bulletin boards
 - iii. Public service announcements
 - iv. Word of mouth, online social networking
- 3. District Supervisors (DS) coordinate with fellow service agencies and resource centers to address passenger needs
- 4. DS review, process and file intake forms to determine eligibility and transportation needs; analyze routes to create most-efficient trip services; receive passenger requests and generate daily schedules; tabulate daily and monthly trip/mileage logs; maintain employee records and other documents; maintain communication between HCEOC administration and Transportation Staff; provide data and feedback as necessary to administration
- 5. DS conduct regular maintenance, service checks and vehicle repair to ensure efficient performance and safe operability
- 6. DS arrange driver improvement training twice a year and conduct in-house training for staff as necessary
- 7. DS ensures that district will have qualified substitute drivers to replace regular drivers on authorized leave
- 8. Staff assist passengers and belongings to board and disembark vehicles
- 9. HCEOC Deputy Director for Community Services will ensure that HCEOC complies with all federal, state and county rules and regulations regarding licensing and equipment

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2. TIMELINE

HCEOC's transportation program operates weekdays, July 1st of the starting year through June 30th of the following year, except on state and federal holidays. The agency conducts client enrollment, program assessment and vehicle maintenance continuously throughout the year. District Supervisors will carry out transportation activities to meet goals and objectives in transporting the following persons from home to their respective destinations: 500 elderly, 200 mentally and/or physically disabled, and 50 working-poor.

At the annual end of the program period, low-income employed and elderly, mentally and/or physically disabled persons will access employment, resource centers, and public and private services.

START	COMPLETION	TASK
July 1, 2013	August 31, 2013	Conduct Driver training in-house, verify licensures Contact Driver Improvement Training
July 1, 2013	June 30, 2014	Conduct outreach and intake activities Review intake forms to determine need Coordinate scheduling of routes Have substitute drivers available Perform vehicle maintenance, repairs as needed Transport target population, i.e. clients Provide specialized transportation services Assist in linking clients to resource centers Compliance with all applicable Federal, State and County Rules

3. QUALITY ASSURANCE AND EVALUATION PLANS

Evaluation Methodology consists of monitoring daily transportation program activities, data collection, documenting transportation services performed, record keeping, maintaining individual client information flies and documenting program accomplishments. HCEOC conducts "rider satisfaction surveys" throughout the year. HCEOC grievance policies and procedures are also available for clients' review. Annual reports will be compiled and submitted to the funding source within thirty (30) calendar days of the end of the contract year. Participants may also express their opinion regarding services and suggest improvements via HCEOC suggestion forms available in each vehicle. HCEOC Central Staff analyze and compile these forms for reporting to respective funding sources.

Actual accomplishments of the transportation program are reviewed and compared to the stated program goals, objectives and outcomes on a monthly basis by Staff, District Supervisors (DS),

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and the Deputy Director for Community Services. DS meet daily with drivers to discuss transportation routes, ridership and ways to improve services. HCEOC maintains detailed records of all transportation services. Passenger quotas and scheduled runs are established for all drivers. Drivers are required to pre/post-check their vehicles, log miles traveled, number of passengers, the number and type of passenger trips taken, and destination of each trip.

The daily passenger service statistical data is compiled, reviewed and compared to program goals, objectives and outcomes on a monthly basis by HCEOC Staff, department supervisors and the Deputy Director for Community Services. Monthly/quarterly reports are compiled and submitted to the funding source. In addition, the District Council Boards and HCEOC Executive Committee review program accomplishments at its bimonthly meetings and present recommendations to the Board Membership.

4. MEASURE OF EFFECTIVENESS

Service Segment	Unit of Measurement	Total Unit	Number of Persons Served, unduplicated
Elderly	Passenger trip*	108,000	600
Disabled	Passenger trip*	10,000	200
Working Poor	Passenger trip*	28,000	50

^{*}Passenger trip = Discrete segment of travel between passenger boarding and disembarking

- 1. Elderly minimum 600 elderly will be provided transportation allowing them access to a variety of medical, other professional services, consumer and recreational, adult day care and/or nutrition sites.
- 2. Disabled minimum 200 disabled persons will be provided transportation to rehabilitative and independent living centers
- 3. Working poor minimum 50 persons will be transported to and from work

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III. Financial

Budget

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

Please see attached forms on following four pages.

2. The applicant shall provide its anticipated quarterly funding requests for fiscal year 2014

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$568,199.65	0	0	0	\$568,199.65

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

Community Service Block Grant - \$500,000 County of Hawaii - \$600,000 JARC - \$75,000 New Freedom - \$75,000 LogistiCare - \$240,000

4. The applicant shall provide a listing of all state and federal tax credits is has been granted within the prior three years. Additionally, applicant shall provide a listing of all state and federal tax credits applied for or anticipate applying for pertaining to any capital project, if applicable.

NOT APPLICABLE

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant:	HCEOC	

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d) _	
	(a)	(6)	(c)	(u) ,	ł
A. PERSONNEL COST	\$35,360.00				
1. Salaries	1	1			-
2. Payroll Taxes & Assessments	\$3,988.61 \$9,777.04				ĺ
3. Fringe Benefits	\$49,125.65				ł
TOTAL PERSONNEL COST	Ψ±2,123.0.				
B. OTHER CURRENT EXPENSES]				ı
Airfare, Inter-Island					
2. Insurance]
3. Lease/Rental of Equipment					
4. Lease/Rental of Space					
5. Staff Training	<u> </u>				
6. Supplies					
7. Telecommunication					l
8. Utilities					
9					
10					1
11					[
12					l
13					
14	<u> </u>				l
15					
. 16					
17					
18					ŀ
19					
20					
TOTAL OTHER CURRENT EXPENSES					
C. EQUIPMENT PURCHASES					
D. MOTOR VEHICLE PURCHASES	\$489,860.00				
E. CAPITAL	\$29,214.00				
TOTAL (A+B+C+D+E)	\$568,199.65				
		Budget Prepared B	y:		
SOURCES OF FUNDING	d=60 100 6	Taivach	ina che	011 2121	
(a) Total State Funds Requested	\$568,199.69			961-2681	ę. i
(b)		Name (Please type or pri		Phone	
(c)			1/2	9/2013	
(d)		Signature of Authorized C	official	· · · · · · · · · · · · · · · · · · ·	n, a statut physiologic sta
(u)		Lester Seto	, Interim Exe	ec. Director	estados e
TOTAL BUDGET	. :	Name and Title (Please ty	pe or print)	in the specification	P P
	<u> </u>		Арр	lication for Grants are	a oud

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

. 1		
1	HCEOC	
Applicant:	110000	
r ippliounit.		

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Mechanic	1	\$35,360	100%	\$ 35,360.00 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 35,360.00
JUSTIFICATION/COMMENTS:				
			Applie	Page cation for Grants and Subsidie

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant:	HCEOC	Period: July 1, 2013	to June 30, 2014
			•

DESCRIPTION EQUIPMENT	NO. OF	COST PER	TOTAL COST	TOTAL BUDGETED
Tire changer	1	\$3,000.00	\$3,000.00_	
Tire balancer	1	\$2,000.00	\$ 2,000.00	
Transmission replacement	6	\$13,800.00	\$13,800.00	
Front, rear tires and brake pads; alternators			\$10,414.00	
S-belts; batteries; radiators; A/C repair (1)			\$ -	
TOTAL:				\$29,214.00

JUSTIFICATION/COMMENTS: possessing tire-changer and balancer will enable HCEOC to purchase tires at wholesale, an estimated cost-savings of 50%-66% per tire versus retail. Equipment will pay for itself when less than 2/3 of the current fleet is re-tired.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
12-passenger Ford Econoline van	4	40,000.00	\$120,000.00	
14-passenger Handilift bus (Soderholm)	4	62,010.00	\$248,040.00	
25-passenger bus (Soderholm)	2	60,910.00	\$121,820.00	
			\$ -	
			\$ -	
TOTAL:				\$489,860.00

JUSTIFICATION/COMMENTS: 9 of 21 fleet vehicles are beyond repair and need immediate replacement. This request also enables HCEOC to expand operations to service additional forecasted client needs.

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: HCEOC						
	Period: July 1, 2013 to June 30, 2014					
	FUNDI	NG AMOUNT RE	QUESTED			
TOTAL PROJECT COST	ALL SOURCE RECEIVED IN	S OF FUNDS PRIOR YEARS	STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED		EQUIRED IN ING YEARS
A SA CALL STATE OF THE SA CALL	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS			-			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
тота	L:					
JUSTIFICATION/COMMENTS:	APPLICABLE					

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HCEOC is the only agency in Hawaii that exclusively transports low-income persons to central service points. Clients include the elderly, mentally/physically disabled, and the working poor who live in rural and isolated areas of Hawaii County with little or no alternative transportation. Transportation is an essential element to accessing many human service programs. Yet, without HCEOC assistance, the following factors prevent target clients from accessing needed services: considerable geographic distance between home and destination(s), unaffordable vehicle operation/maintenance/fuel costs; physical or other disability preventing drivership; public transit unavailable in some areas; other poor or nonexistent infrastructure. Clients are transported on-time, safely and comfortably to the following destinations:

- Medical care including doctor visits and critical treatment such as dialysis
- County Nutrition sites
- Social and/or recreational outlets for the elderly and/or disabled adults
- Rehabilitative treatment programs
- Government services including Post Office and Social Security
- Employment and training activities
- Banking, grocery-shopping
- Local county and state parks for healthy, pleasant, supervised leisure activity

HCEOC has developed and maintained specialized administrative capabilities in the operation of this program to help manage or eliminate the transportation barrier. HCEOC recruits, hires and continually trains drivers to meet and exceed applicable requirements and client expectations. Staff continuously analyze transportation needs to develop comprehensive routes and implement adjustments as necessary.

HCEOC has developed strong working relationships with public and private sectors resulting in effective resource mobilization and successful program implementation. HCEOC's contractual agreements for fiscal year 2012 are listed below:

1. Agency: Hawaii County Mass Transit

Address: 630 East Lanikaula Street, Hilo, HI 96720

808-961-8343

Period: 2005 – present Funding: \$100,00

Program Title: County Mass Transit contract

Contact: Tiffany Kai

2. Hawaii County Office on Aging

Address: 101 Aupuni Street, Suite 342, Hilo, HI 96720

808-961-8600

Period: 2005 - present

Program Title: Elderly Nutrition Transportation

Funding: \$200,000 Contact: Alan Parker

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3. State Office of Community Services – DLIR

Address: 830 Punchbowl Street, Room 420, Honolulu, HI 96813

808-586-8675

Program Title: Community Services Block Grant

Funding: \$100,000 Contact: En Young

4. LogistiCare

Address: LogistiCare Solutions LLC 4832 E. McDowell Road, Ste 100

Phoenix, AZ 85008

808-772-4593

Period: 2010 - present Program Title: LogistiCare

Funding: \$240,000 Contact: Mark Kanno

B. Facilities

Due to the Big Island's great geographical area, HCEOC has divided the County into East and West areas of operation. Transportation offices are located in Hilo, Honoka'a and Keauhou (Kona), with central program administration at HCEOC's headquarters in Hilo, near the medical area (Hilo Medical Center, Kaiser Permanente Clinic, dialysis center, ARC of Hilo).

These offices that house staff and shelter the transportation vehicles are bases for program operation, and are located in areas easily accessible to the community. All facilities comply with the American with Disabilities Act (ADA). HCEOC transportation provides round-trip services for clients from home to resource centers and back, so facilities such as bus stops are not necessary.

V. Personnel: Project Organization and Staffing

HCEOC's service coverage is island-wide. The agency has demonstrated through past implementation of its transportation program that its staff has the experience, knowledge, and ability to successfully carry the proposed service activities. Staff, as described below, is sufficient to administer, manage, supervise and provide proposed services. Services will not be contracted out.

The HCEOC Director of Community Services will supervise the transportation District Supervisors (DS) and maintains overall responsibility of the program. Other HCEOC fiscal staffmembers are involved on a pro-rated basis and are responsible for the following: maintain

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account records; prepare fiscal reports and provide financial analyses; post and summarize data; maintain audit invoices; and administer payroll.

The Island-wide Transportation Manager and two District Supervisors (DS) are in charge of day-to-day coordinated operations and have over twenty (20) years' combined experience. DS are experts in their capacity to plan and/or alter scheduled routes, support drivers, and manage the vehicle fleet. Regular HCEOC routes feed to the County transit routes. Newer, short-term routes may be created to serve participants' needs to services, meal centers, appointments, and public and private facilities. DS are also responsible for compiling reports, keeping documents on drivers and vehicles up to date, and ensuring compliance with Federal, State and County Rules and Regulations. In addition, DS maintain voluminous records on daily and monthly ridership, client files, and have, without fail, submitted or provide access to these data as requested. Each supervisor possesses a current Commercial Drivers License (CDL).

The Staff Mechanic funded by this grant will be expected to be fully cognizant of the unique demands and functionality of HCEOC's Transportation program and be able to fulfill fleet needs to maximize safe and efficient vehicle operation. DS will work closely with the Mechanic to ensure vehicles are cleaned and visually inspected on a daily basis; problems are diagnosed and addressed as appropriate; vehicles receive routine service and safety-inspections; and all possible fleet repairs are performed in-house to maximize the agency's financial competence.

Transportation Staff

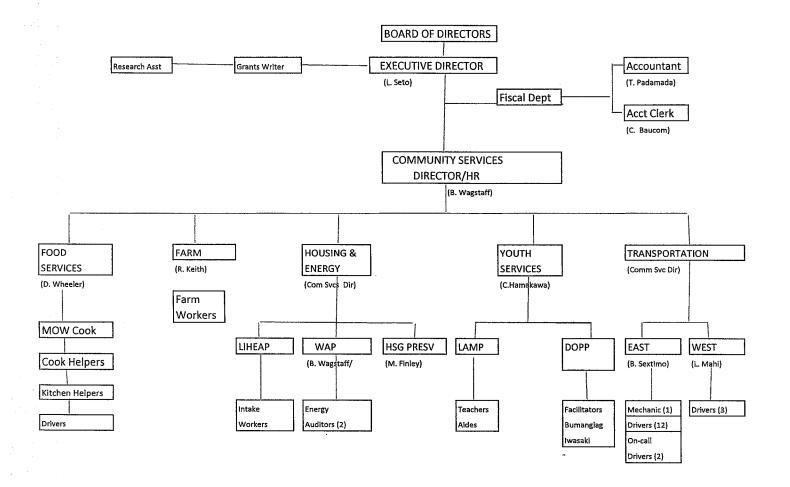
HCEOC drivers have extensive experience operating passenger vehicles and in providing specialized services transporting elderly and disabled persons. Drivers are proficient in the use of special equipment such as wheelchair lifts and wheelchair tie-downs, and assist passengers and belongings to board and disembark as requested.

Each year, HCEOC provides Driver Improvement Training and defensive driving instruction. Drivers attend twice-yearly supplemental training and quarterly in-house training. Both District Supervisors and HCEOC drivers are required to possess a Commercial Drivers License (CDL) with passenger (P) and school bus (S) endorsements, and must pass the state recertification testing and medical examination biannually to retain their CDL. Transportation staff also have current First-Aid/CPR licensure to ensure appropriate emergency response to situations that may occur during provision of services.

B. Organization Chart

Please see attached organization chart.

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VI. Other

A. Litigation

NOT APPLICABLE

B. Licensure or Accreditation

Transportation District Supervisors and Driver staff possess the following current licensures:

Commercial Driver's License First Aid/CPR

DECLARATION STATEMENT OF APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO CHAPTER 42F, HAWAI'I 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 and subsidies pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy 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 or subsidy 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 or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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 County Economic Opportunity Council, HCEOC

Name of Individual or Organization)	
	1/29/2013
(Orginaturo)	(Date)

Lester Seto, Interim Executive Director

(Typed Name)

(Title)