

House District 8,9,10,11,12,13

Senate District 4,5,6

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

X GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dbas:

Street Address: 99 Mahalani Street, Wailuku, HI 96793

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYN MCNEFF

Title Chief Executive Officer

Phone # 808-249-2990

Fax # 808-249-2991

e-mail lyn.mcneff@meoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
FOR PROFIT CORPORATION
LIMITED LIABILITY COMPANY
SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FUNDS FOR VEHICLE WASH/VACUUM STATION AND EMERGENCY GENERATOR/SURROUNDING BUILDING ON MEO TRANSPORTATION CENTER SITE WHICH, WHEN COMPLETE, WILL CONSOLIDATE BUS STORAGE, DISPATCH, MAINTENANCE, AND ADMINISTRATION IN ONE LOCATION.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 1,162,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
EXISTING SERVICE (PRESENTLY IN OPERATION)

MAINTENANCE BUILDING FOR EXISTING SERVICE TO BE OPERATED OUT OF NEW MEO TRANSPORTATION CENTER

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 0

NO OTHER FUNDS ARE CURRENTLY AVAILABLE FOR THE VEHICLE WASH/VACUUM STATION OR THE EMERGENCY GENERATOR/SURROUNDING BUILDING FOR THE MEO TRANSPORTATION CENTER

TYP

SCOTT OKADA, MEO BOARD PRESIDENT

1/29/13
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

1. **A BRIEF description of the applicant's background:** Maui Economic Opportunity, Inc. (MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to "*strengthen the community while helping people in need restore their hope, reach their potential, and enrich their lives.*" MEO helps the low-income, elderly, youth, veterans, persons with disabilities, immigrants, disadvantaged persons, and the general public to help themselves so that they may become self-sufficient and enrich their lives.

MEO provides programming in workforce development, youth services, small business development, prisoner re-entry, Head Start, and a variety of other social services that help the communities on Maui, Molokai, and Lanai prosper and grow. MEO delivers services and operations in the belief that instead of giving people fish, it is better to teach them how to catch fish for themselves.

MEO Transportation began its operation in 1969. From a small start-up with a single used station wagon, MEO's fleet has grown to 95 vehicles providing a wide range of transportation services to the residents of Maui County. MEO provides County-subsidized on-demand transportation services to the elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as to preschool children and disadvantaged youth in Maui County. In addition MEO contracts with other entities to provide specialized transportation services. MEO transportation operations funding for FY 2012/2013 is \$5,924,922.

The following are highlights of MEO Transportation services:

- 354,918 trips were provided in FY 2011/12 to serve 3,990 individuals, including the elderly, low-income, persons with disabilities, residents with medical transportation needs, veterans, preschoolers, and youth.
- Staff consists of 80 employees that serve in administration, driving, and repair/maintenance, including four ASE certified automotive technicians.
- MEO has a fleet of 95 vehicles in service on Maui, Molokai, and Lanai. 62 of those vehicles are wheelchair lift equipped.
- MEO's fleet travels over one million miles annually providing transportation services to Maui County residents.
- The general operation begins as early as 4:30 a.m. and continues until as late as 10:30 p.m., Monday through Saturday. A reduced schedule operates most holidays.
- MEO is a participant in the County's Civil Defense group and is ready to assist with transportation and dispatching needs when called upon.

Although Maui County's Maui Bus system does operate a complementary Paratransit service, many individuals in need of transportation service do not fit within the parameters of that service. For that reason, the County continues to fund MEO's transportation programs to ensure that those with transportation needs from all areas of the county, not just those living near the fixed routes, have access to transportation.

2. **The goals and objectives related to the request:** MEO is requesting \$1,162,000 in GIA funds to purchase an emergency generator and bus cleaning station, both instrumental portions of MEO's Transportation Center, which is currently in the final stages of bid award. The goals for this purchase are to ensure that those most in need of transportation services, regardless of their location in the County, have access to safe, comfortable, efficient, well-maintained vehicles. The objective required to meet that goal is to ensure the vehicles being used to provide this service are maintained in a way that will extend the life of the vehicles and provide greater return on investment. A further objective is to ensure that no lapse in transportation operations or disaster preparedness/response activities occurs because of a power outage at the Transportation Center.

Emergency Generator within Enclosed Building: This generator is designed to support the fully developed site, to include the maintenance facility, vehicle cleaning and fueling stations, and a transportation operations building enclosure housing dispatchers and managers. The generator and building will have the capacity to also support the electrical and backup power needs of the MEO Administration Building to be constructed at the site in future phases. The one-story building will house a transformer, electrical equipment, and generator. This generator will provide backup electrical power during outages or emergencies to ensure dispatching and other transportation operations, including maintenance of vehicles, can continue uninterrupted, and to maintain MEO's critical role in the County's civil defense network.

Bus Wash/Vacuum Cleaning Facility - This centralized facility will provide one-stop service for bus washing and vacuuming. The bus wash unit will be an enclosed structure designed to capture, filter, store, and recycle wash and rinse water. The vacuum cleaning unit will be set up for drivers or other personnel to vacuum buses efficiently. Currently, buses are washed by hand in an open area, then swept, mopped and vacuumed by drivers. The new bus wash/vacuum cleaning facility will enable more efficient and cost effective maintenance and servicing of buses.

Current funding for the MEO Transportation Center, which includes State, County, and private dollars, will cover required improvements (such as the left turn lane on Hanson Road), preparing the portion of the 10 acres that will be initially developed, preparing parking for the current fleet and employee parking, moving the office trailers, and fencing the property. Funding is yet to be secured for the vehicle maintenance facility, expanded parking (along with the additional lighting), the vehicle wash station, vacuum area, fueling station, emergency generator building and equipment, and eventually the permanent office building

The MEO Transportation Center is critical to meeting the ever-increasing demand for services and the growing fleet of vehicles the County's constituents have come to depend on. The new site has ample room for a maintenance facility, as well as bus cleaning and fueling stations, a

significant improvement over current facilities that are scattered throughout central Maui. This GIA funding would allow MEO to construct the planned vehicle wash and vacuuming station, which will decrease the amount of staff time required on a daily basis to ensure the vehicles are clean and sanitary. Keeping the vehicle exteriors clean will extend their useful life, decreasing the likelihood that the necessity of premature body repairs will continue.

The new 10-acre MEO Transportation Center site is over three times the area of the existing MEO facilities and can accommodate long-term expansion, adequate to serve the growing community needs over the next 20 years, and longer. This site will enable MEO and the County of Maui, who funds most of MEO’s transportation services, to more efficiently serve the elderly, youth, persons with special needs, and the general public, and to foster a continued partnership between the two agencies to accomplish this objective.

The cost of the project and funding available to date are included in the following table.

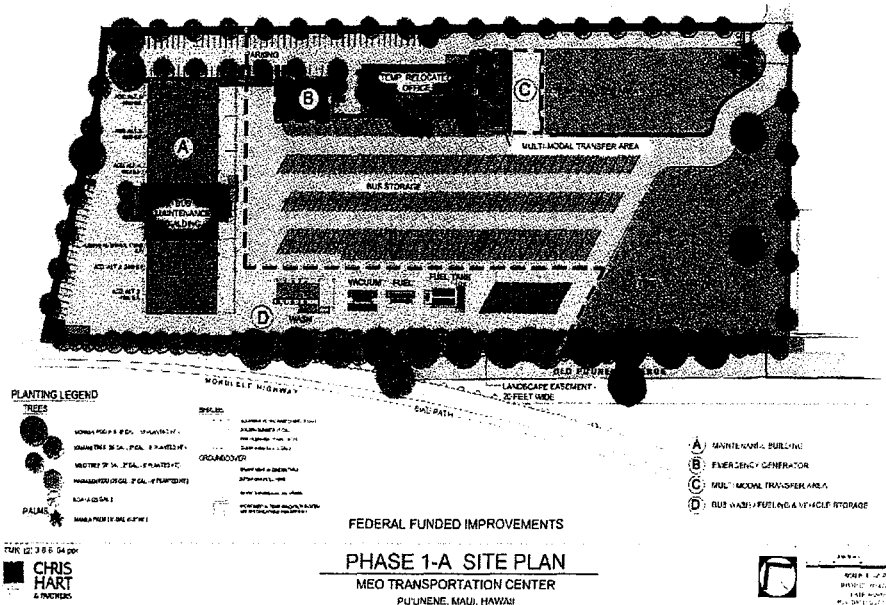
<b>TOTAL PHASE 1-A PROJECT COST</b>		<b>\$ 23,182,665</b>
<b>Less Funding Committed/Received</b>		
Alexander & Baldwin, Inc.	-8,600,000	
Bank of Hawaii (Private)	-100,000	
MEO Capital Campaign	-188,545	
MEO Funds	-494,120	
State of Hawaii	-5,200,000	
County of Maui	-1,350,000	
<b>TOTAL Committed/Received</b>		<b>-15,932,665</b>
<b>Remaining Funding Needed</b>		<b>\$ 7,250,000</b>

MEO has worked diligently over the years to develop public/private partnerships to support the MEO Transportation Center project so it will result in a win/win for all stakeholders. The County of Maui, which funds MEO’s Transportation Services, depends on MEO to provide high quality services, and the Transportation Center goes far toward ensuring that. To date, the County has contributed \$1.35 million dollars toward planning, design, and construction of the project. The State of Hawaii has also been a key partner in the development of MEO’s Transportation Center, as they previously provided \$1.2 million for the purchase of the land, and later committed another \$4 million for project construction, with \$100,000 of that designated for additional planning and design.

Another significant partner in the development of the MEO Transportation Center is one of Maui’s largest private landowners, Alexander and Baldwin, Inc. (A&B), which also owns and operates various businesses throughout the County. A&B donated five acres of land, and provided a deep discount for the remaining five acres, for the Center’s site. A&B has a history of providing support in the form of land and other resources for worthy organizations throughout the County, and recognizes the significant contribution to Maui this Transportation Center will provide. Other private funds contributed to the project include \$100,000 from the Bank of Hawaii, \$188,545 from an MEO capital campaign, and another \$494,120 of MEO funds.

All the funding committed thus far will cover the following Phase 1-A project costs:

- Engineering and Design
- Land Acquisition
- Utility and Infrastructure Improvements
- Relocation of Portable Office Buildings
- Perimeter Fencing and Gates
- Site Landscaping
- Vehicle Storage Area



Future funding, including this GIA request, will be obtained to cover the remaining costs of Phase I:

- Maintenance Building (fewer bays initially)
- Vehicle Washing/Vacuumping/Fueling Facilities
- Emergency Generator with Enclosed Building
- Multi-Modal Transfer Center
- Concrete Surfacing

These GIA funds would go far toward ensuring Maui County's residents are provided the most efficient, cost-effective specialized transportation service possible. Future Phases, to include the development of the remaining portion of the 10-acre site, the additional maintenance bays, and a permanent office building will be constructed as funding becomes available.

**3. State the public purpose and need to be served:** MEO's primary role as a specialized transportation provider for almost 4,000 individuals on Maui through more than 354,900 passenger trips a year requires a well-maintained fleet of vehicles capable of serving all locations as well as the expected increases in passengers due to the aging population and a larger number of persons with disabilities and medical needs that require frequent trips. The expected gain in desired efficiency due to the consolidation of the bus storage/dispatch area and the maintenance facility will better serve the transportation needs of the community, contribute to the economic vitality of the Maui County islands, and promote better quality of life for its citizens. MEO is also a critical partner in Maui County's Civil Defense activities, and this site plays an important role in prevention and response activities. The site provides a location where all of the County's vehicles (buses and others) can be relocated during disaster warnings. The Center is outside of the tsunami zone, where dispatch services, with the emergency generator as backup, can provide a critical link in the communication activities required to appropriately prepare for and respond to any type of disaster.

**4. Describe the target population to be served:** The target population to be served through the MEO Transportation Center includes elderly, low-income individuals, persons with disabilities, and medically needy residents, as well as veterans, preschool children, and disadvantaged youth in Maui County. Disaster capabilities this site provides will benefit the entire County.

**5. Describe the geographic coverage:** The vehicles that will receive more efficient maintenance and uninterrupted dispatching with these funds will be used in the geographic area of the County of Maui, including the islands of Maui, Molokai, and Lanai. MEO will continue to serve even the distant rural regions of Keanae and Hana on Maui, albeit more efficiently from the new consolidated MEO Transportation Center.

## **II. Service Summary and Outcomes**

### **1. Describe the scope of work, tasks and responsibilities:**

To obtain both the Vehicle Wash/Vacuum Station and the Emergency Generator/Building, the following tasks will be completed:

- Preparation of bid package by MEO staff, Project Architect, and Project Engineer
- Publication of bid notice and deadline for submittal by MEO staff
- Bid review by MEO staff
- Issuance of bid contract by MEO staff
- Project construction by Contractor

The following summarizes the benefits/outcomes provided by MEO transportation service activities. MEO transportation has provided the opportunity for disadvantaged people in the community to access a wide range of social, health, cultural, business, and government services. Through MEO, citizens participate in county-sponsored lunch nutrition programs, see their doctors, attend cultural events, conduct their shopping and banking, receive frequent dialysis treatment, and visit with friends and old acquaintances, among other activities.

People with disabilities are now able to receive the same range of services on a regular basis, giving them freedom to become active members of the community. For those with gainful employment whose schedules cannot be served by the Maui Bus or who do not meet the restrictions of its complementary paratransit service, MEO is their key link to remaining employed.

MEO has also enabled families of non-independent elderly to continue their productive lives as opposed to being housebound caregivers. Through a common objective of helping families stay and live together, MEO provides transportation to adult daycare centers throughout the County.

Children increase their chance of success at school by assuring their participation in Head Start programs through MEO's reliable transportation. Public school children of similar family

groups are able to take advantage of after-school activities managed by various community agencies throughout the County, thanks to transportation by MEO.

The shuttle service operated by MEO and accessible from low-income housing areas facilitates the mobility of residents who could least afford personal transportation. Because of this service, these residents are able to become more self-sufficient, increasing their chance of transitioning to a more sustainable lifestyle.

MEO recognizes the hardships encountered by low-income and other disadvantaged individuals and families and seeks input from those populations when reviewing and modifying services to meet their needs. The numbers of the low-income, disadvantaged, elderly, youth, and persons with disabilities have increased substantially over the past years. There are many reasons, but one of the primary reasons is the onset of the aging of the “baby-boom” generation, coupled with the economic downturn with its attendant unemployment, high housing/rental costs, and unavailable child care.

Transportation is one of the highest priority needs identified in Maui County by the survey conducted for the Focus Maui Nui report. MEO Transportation proposes to continue meeting this need through a combination of on-demand, fixed route, and fixed schedule systems. Routes include both on and off the main highway, curb-to-curb, and/or door-to-door service. The components of the MEO Transportation Center to be purchased with these funds will go far toward ensuring those most in need of transportation services have access to them.

Additionally, MEO will continue to provide information to clients on routes, pick-up points, street locations, pick-up times, and donation policy to those who call regarding special needs transportation. In some cases, and due to the type of vehicles at MEO transportation, MEO serves as the primary provider of non-emergency medical transportation on the three islands. MEO has also been instrumental in helping Maui Memorial Medical Center alleviate room shortages by transporting non-critical patients to long-term care facilities such as Hale Makua or to Kula Sanatorium. In some cases, patients are transported home when they elect to remain close with family members. MEO has the capability of providing gurney transportation as needed. All MEO Drivers are required to assist clients boarding and alighting, and to carry packages for the elderly and disabled to ensure their safe travels.

MEO further offers different levels of service in each isolated area such as Molokai, Lanai and Hana. On the island of Molokai, MEO has a Driver Supervisor as well as a Branch Director. On Lanai, MEO has two buses and two drivers (one also serves as the Branch Manager), while Hana is now served by three vans and four drivers to address the much needed dialysis transportation as well as increased shopping/medical trips to Central Maui. MEO’s three-island service area is characterized by isolated rural communities with high service cost due to increased travel time, and rapid wear and tear of equipment brought about by long distances and generally substandard road conditions. The vehicle wash and vacuuming station will go far toward ensuring vehicles can be maintained quickly and efficiently, extending the useful life of the MEO vehicles. The emergency generator will ensure that MEO’s dispatch and maintenance services for daily transportation operations, as well as MEO’s role in emergency response activities, are not compromised at any time.

**2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service:**

Within the first 15 days after award of these funds, the bid package will be prepared. Contractors will have the following 30 days to submit their bids. Upon receipt of all bids by the deadline, MEO staff, over the next 15 days, will review all bids submitted. During the following 30 days MEO will prepare and issue the bid contract. The contractor will then be expected to complete construction within 210 days. The total time allotted for this project, from preparation of the bid package to completion of construction, is approximately ten months.

**3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:**

MEO has a written plan to ensure quality, including procedures that ensure its services are provided in conformance with all federal, state, and county requirements, as well as the requirements of this RFP. MEO will apply similar quality standards to the construction of the vehicle cleaning/vacuum stations and emergency generator/building.

Quality Assurance (QA) begins when a group is called together when a program director finds or is informed of a possible funding source. The director fills out a Grant Review Form which documents the requirements of the funding source, what gaps in service will be addressed, and whether or not it fits within the agency's mission, etc. The Chief Executive Officer (CEO) and Chief Programs Officer (CPO) then review the form and, if it is determined a good fit for the agency, they may call a meeting which also includes the Chief Financial Officer (CFO), the program director who issued the Grant Review Form, any appropriate program staff, and the grant writer.

The funding opportunity is reviewed by the team to determine who will be involved with its implementation, staffing and space requirements, and how much funding should be sought, etc. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission. This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision after applications are submitted, MEO continuously seeks additional sources of funds to assure the continuation of services. MEO also continues to monitor the needs of the community as expressed in various community wide events such as budget hearings and senior meetings, and with annual surveys.

Once MEO is awarded funds for a project, the funding letter, contract, and requirements are distributed to the implementing departments, as well as fiscal and executive staff who review the requirements and meet to determine the next steps in program or project implementation.

Resources needed and authorized for the project, such as new-hires, equipment, or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract.



Monitoring and tracking systems designed in the proposal are put in place, and outreach activities and education programs are implemented, if applicable. Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, and PSA's.

All programs gather documentation daily; in this case, Transportation Department personnel will document every step of the request for the bid and construction process to ensure all requirements are met. All files are locked for confidentiality and electronic files are backed up at the close of each business day. Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, resolutions to the challenges are discussed, and recommendations are made for resolving the challenges.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets and where budget modifications can be determined. These meetings include the CPO and CFO, program directors, and line staff managing the programs. This provides an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding, as well as for the executive staff to monitor overall program effectiveness and financial responsibility. These also provide multiple opportunities to identify and resolve problems in a timely manner.

Monthly/quarterly statistical and narrative reports are prepared by the responsible program staff, then reviewed by their supervisors and department director. These reports are analyzed and reviewed by the CPO to ensure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of MEO's Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, along with the narratives and receives the CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency are required to sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given to the BOD by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This QA plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs. MEO also has a four year strategic plan. A quarterly progress report is completed by every director and then reviewed by the CPO. The annual report of progress on the strategic plan is prepared, then reviewed by the P&E committee. Each year's implementation plan is reviewed and approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, clients are asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of

the services they received and to make recommendations about improvements or state other areas of need. Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings, and testimony regarding the efficacy of MEO programs and services. Several residents from all walks of life serve on MEO’s advisory committees who provide feedback, needs assessments, and recommend service requirements as well as community responses to MEO’s various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals, e.g. number of clients as specified in the proposal?
- Has the program been implemented in accordance with the funds received?
- Is the client on a path towards self-sufficiency?
- Has the program remediated some need in the community?

If the answer to all applicable questions is yes, then we have succeeded.

Under the direction of the MEO Human Resources Department, all department directors receive periodic training in staff evaluation, leadership, and communication to aid in quality control. The MEO staff evaluation process is based on the most current principles of the American Management Association, and staff performance is evaluated against written job descriptions. A key part of the evaluation is the opportunity for an employee to improve personally and professionally. If any deficiencies are identified, a timeline is established for performance improvement and as a baseline for future evaluation.

MEO believes individual development is critical to agency success. MEO provides college educational assistance (tuition and books) to employees seeking to enhance competency in a current position if they receive a B or better in the class. MEO also provides support to all MEO staff who wish to take non-credit courses to update their skills.

MEO provides its supervisors with regular training opportunities provided by both in-house and consultant trainers. The MEO motto, “*Helping People. Changing Lives.*” also means offering a variety of training opportunities to its staff. MEO believes individual development is critical to agency success and the quality of services provided. Several senior staff members are graduates of *The Pacific Institute*, a world-renowned, self-development course conducted by Lou Tice and a team of trained facilitators. The chart below outlines a sampling of MEO training opportunities.

Training	Purpose	Participants
Educational Assistance	To enhance competency in current position	Staff who receive a B or better
Non-Credited Courses	To update skills	All staff

Safety Awareness	Occupational Health and Safety regulations	All staff
Driver Improvement Training	Department of Transportation Regulations	All Commercial Drivers
Computer Training	Update skills and learn new programs	All PC users
Supervisor Training series	Information sharing, policy training, enhance competencies and groom new supervisors	All senior staff, program assistants, and frontline supervisors

MEO staff members also receive multiple individual incentives to provide quality service. Each month staff members are recognized for excellent client services by peers, clients, or community members. The following are examples of MEO employee recognition and team building activities.

Recognition and Activities	Purpose	Eligible Participants	Reward
Service Awards	Acknowledge employees who have worked 3, 5, 10, 15 and 20+ years	All Employees	Monetary
Cash for No Crash	Acknowledge professional drivers who are accident free	All Commercial Bus Drivers	Monetary
Driver of the Year	Acknowledge a driver who exceeded the standard.	All Commercial Bus Drivers	Monetary
Safety Contest	Safety and Health awareness	All Employees	Monetary
Excellent Client Service Award	Acknowledge outstanding client service	All Employees	CEO Thank you letter and public recognition
Employee of the Month	Peer recognition of employee excellence.	All Employees	Monetary, public recognition and a paid
Employee Assistance Program	Provide free confidential counseling for employees and their families.	All Employees	Mental and emotional health
Executive Staff/Senior Staff meetings	Information sharing and problem solving	Executive and Senior Staff	Team Building, united leadership

Recognition and Activities	Purpose	Eligible Participants	Reward
Department and General staff meetings	Information sharing and employee recognition	All Employees	Team Building, information sharing.

Throughout every step of the bid process and construction of this maintenance facility, and guided by the principles outlined above, MEO’s well-trained staff will diligently adhere to all federal, state, and local purchasing requirements. Staff will continually monitor the progress of construction to ensure the building specifications are met and that delivery will be on time and within budget.

**4. The applicant shall 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.**

The success of this construction will be determined by the completion of the vehicle cleaning/vacuum stations and emergency generator/building per the specifications ordered, on time and within budget. MEO can also measure and report the number of trips provided with MEO vehicles effected by these MEO Transportation Center components monthly, quarterly, and annually, if requested.

MEO serves all areas of the County, including rural and isolated areas outside of the primary population centers. MEO records every trip, including both pickup and destination points. Although all of Maui County is designated either rural or isolated, there are areas such as Hana, Keanae, Molokai, Lanai, etc. which are outside the primary population centers and more isolated than others.

MEO Transportation tracks the following information for each trip provided: vehicle used, miles traveled, origin, destination, funding source, type of mobility assistance needed, whether an attendant is required, and other information necessary to ensure each individual is transported safely and efficiently. This information is compiled in a database of information collected by the reservationists and in daily trip logs recorded by the drivers. MEO also records any incidents that may occur in the delivery of services, records all passenger comments, and collects feedback from passengers through annual client satisfaction surveys. All of this information and any construction-related information is available for review upon request.

### III. Financial

#### Budget

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

See attached.

**2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$34,860 (3%)	\$522,900 (45%)	\$522,900 (45%)	\$81,340 (7%)	\$1,162,000

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

MEO continues to apply to federal, state, local, and private sources as funds are available to ensure its MEO Transportation Center is completed with all the components required to make MEO services as safe, efficient, and effective as possible. MEO is currently composing an application to the Fidelity Foundation to seek funding for various components of the MEO Transportation Center, and will apply to others as sources are identified.

**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.**

N/A

### IV. Experience and Capability

#### A. Necessary Skills and Experience

MEO has been providing transportation for residents of Maui County since 1969. During that time MEO has contracted with federal, state, county, and private funders to provide a wide array of services to passengers from all walks of life, including seniors, persons with disabilities, youth, veterans, low-income individuals, and many others.

MEO's current Transportation Director has been involved in MEO's transportation services and management since 2004. MEO's Automotive Technician Supervisor has served in that capacity for over ten years and has been directly involved in designing the specifications for the MEO

Transportation Center, and will assist in ensuring the washing/vacuuming station meet those specifications throughout construction. MEO staff have extensive experience in the competitive bidding process, ensuring all stages of purchase and construction meet or exceed the funders' standards.

MEO has been providing specialized transportation services for the County of Maui since the inception of the transportation program in 1969. MEO also has extensive experience providing services for various public and private entities. Currently MEO serves as an authorized provider for Medicaid transportation in Maui County and provides both wheelchair and gurney nonemergency transportation for Maui Memorial Medical Center. MEO also provides transportation for the Head Start program which carries with it extensive safety requirements. MEO has developed extensive skills in identifying the requirements for each type of transportation, developing specifications for purchases that meet those requirements, and inspecting each vehicle carefully to ensure all service and safety measures are included. In addition, MEO has an extensive maintenance program and driver trainer program to ensure the vehicles are well cared for and operated within the standards of all funding sources. MEO's entire fleet, regardless of the type of vehicle, has safety belts for each passenger, including every child and their special securement standards. The vehicle washing/vacuuming station and emergency generator/building to be constructed with these GIA funds will go far toward ensuring MEO vehicles, and ultimately uninterrupted service to the passengers, will be maintained in a manner that is safe, efficient, and cost-effective.

MEO has extensive experience managing all types of grants, with an annual operating budget exceeding \$16 million, operating 60 different programs using a variety of state, local, federal, and private funds ranging from \$500 to \$5 million. In addition, MEO constructed an Administration Building on time and under budget in 1999, and remodeled a residential training center at a cost of \$3.4 million, which was completed in 2011. The current construction of the MEO Transportation Center is under the direction of the CEO and Transportation Director. Many of the individuals involved in those previous projects will be assisting with this project. MEO also has a representative of the Maui Contractors Association and two attorneys on the Ad Hoc Committee of the MEO Board of Directors, which deals with MEO construction projects. Two other board members who will assist in this project also have construction funding and application experience. In addition, MEO's Project Manager has extensive experience, having served as a Planner with the County of Maui, and has overseen multiple construction projects for MEO.

## **B. Facilities**

Maui Economic Opportunity, Inc. has POPs (Points of Presence) in Kaunakakai on Molokai, Lanai City on Lanai, and Lahaina, Hana, and Kahului on Maui, with its main Administration Office in Wailuku on Maui. Transportation base operations are located in Kahului, Maui with branch operations in Hana, Kaunakakai (Molokai), and Lanai City. MEO also operates its own vehicle repair facility in Kahului, Maui.

MEO's maintenance facility is currently located on Alamaha Street in Wailuku, HI in a light industrial area approximately 2.5 miles from the site of the new MEO Transportation Center

which will house transportation administrative and operations staff and a secured vehicle storage facility. MEO is able to perform all maintenance required to keep the fleet running with the exception of wheel alignment and body work, which are subbed out. It should be noted that at full buildout of the maintenance building (11 bays), MEO anticipates that much of this work could be completed in-house. Equipment on hand includes three portable column lifts, each capable of lifting the largest of the fleet vehicles, tire changer, wheel balancer, brake lathe, hydraulic press, AC machine, plasma cutter, arc welder, air compressor for air tools, fluids for service (engine oil and transmission fluid) metered through digital dispensers, all current diagnostic tools and software for the fleet (International, Ford, GM, Dodge), transmission testers, breakout boxes (for electronics component testing), jacks, etc.

MEO's current vehicle storage facility consists of 3.5 acres of state-owned property centrally located on Kane Street adjacent to the new Maui Community College dormitories and in the vicinity of the Queen Ka'ahumanu Shopping Center. Also located on this site are a building that houses MEO's transportation administration and operations personnel, and buildings that serve as a training room for transportation staff, and storage that houses wheelchairs and gurneys for passengers. All of this will be relocated to the MEO Transportation Center.

MEO currently has vehicles and drivers stationed in the Lahaina area which allows west-side transportation to continue even when the Pali is closed. Services currently being provided in that area are to dialysis, senior nutrition sites, day care, and shopping shuttles into Lahaina. Vehicles are currently stored in a fenced area at the West Maui Senior Center.

MEO's transportation success lies in its ability to coordinate and respond immediately to various situations encountered, ensuring safe, efficient, and timely delivery of needed services, and the radio system provides the backbone. MEO's transportation service is dispersed throughout the island of Maui and the radios available in each MEO passenger vehicle provide clear voice communications within all areas. MEO currently utilizes the Harmer Communications LTR-Net radio system for air time. The system has main sites at Puu Namau, at the 6,984 foot level of Haleakala, and another main site at Waiakeakua Peak on the island of Lanai at the 3,250 foot level. Both systems provide excellent and seamless coverage through the central, upcountry, south and west Maui regions.

Because it is a trunking system where radios automatically switch to the most appropriate repeater, service remains constant, even where many cell phones fail, such as the Pali area on the road to Lahaina. The system allows communication from vehicle to vehicle and between vehicles and the dispatch office, as well as with supervisors who carry hand-held portables and monitor transmissions throughout the day. Maintenance personnel, dispatchers, drivers, and supervisors use a separate radio channel for any non-public information that needs to be transmitted.

Recently the Shah Transportation Manager software upgrade was implemented, which includes a touchscreen mounted in each vehicle that allows dispatchers and supervisors to provide real-time information to each driver. Drivers have the capacity to record boardings, mileage, fares, and other information all with that one device. MEO also uses Shah Transportation Manager web-based dispatching/scheduling software to ensure services are scheduled and provided efficiently

and effectively. The radio system also services as an Automatic Vehicle Locator (GPS) which allows dispatchers to track the location of vehicles via a live map at their work station, aiding in making last-minute adjustments to passenger pickups and dropoffs to increase efficiency or respond to emergencies when necessary. The emergency generator to be purchased with these funds is critical to ensuring these capabilities can function uninterrupted.

MEO's facilities are classified as "Places of Public Accommodation" under the Americans with Disabilities Act (ADA). Along with its equipment and fleet, MEO Transportation facilities are in full compliance with Federal ADA (American with Disabilities Act) requirements, as well as Federal Transit Administration safety-related requirements on its vehicles as administered by the State of Hawaii Department of Transportation. MEO Transportation has passed each and every unannounced visit by the Maui-based DOT vehicle inspector.

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

### **A. 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.**

#### **Transportation Director**

MEO's Transportation Director previously served as the Operations Manager of the program for eight years, after spending two years as a MEO driver (Passenger Assistance Technician). He has directed the planning, scheduling, dispatching, billing, program reporting, and outlying branch operations, and overseen the daily operations of the safety department, automotive maintenance shop, vehicle procurement, and building and facilities maintenance. Prior to his tenure with MEO he was a career Air Force officer and pilot whose service included a stint as an Operations Officer responsible for managing aircraft scheduling, aircrew certification and training, flying safety and operations, and administration. This military experience directly relates to the qualifications needed to excel as MEO's Transportation Director.

#### **Maintenance Personnel**

MEO has four Automotive Technicians and one Assistant who are responsible for the fleet of vehicles used in providing all contracts for service for MEO, one of those serving as the Automotive Technician Supervisor. All MEO transportation maintenance employee conduct is governed under the MEO Employee Handbook umbrella which contains specific MEO Transportation House Rules. Guidelines for facility and fleet maintenance, accident and safety-related reporting, and drug/alcohol procedures are also included in the MEO Employee Handbook.

The MEO Automotive Technician Supervisor carries all the necessary certifications and all of the other Technicians carry one or more. The following is a summary of those certifications held by the existing MEO Automotive Technician Supervisor.



**ASE Master School Bus Technician**

Includes: Body Systems & Spec Equipment  
Diesel Engines  
Drive Train  
Brakes  
Suspension and Steering  
Electrical/Electronic Systems  
Air Conditioning Systems

**ASE Master Medium/Heavy Truck Technician**

Includes: Gasoline Engines  
Diesel Engines  
Drive Train  
Brakes  
Suspension and Steering  
Electrical/Electronic Systems  
Heating, Ventilation, and A/C  
Preventive Maintenance Inspection

**ASE Master Automobile Technician**

Includes: Engine Repair  
Automotive Trans/Transaxle  
Manual Drive Train and Axles  
Suspension and Steering  
Brakes  
Electrical/Electronic Systems  
Heating and Air Conditioning  
Engine Performance

**Advanced Brake Training - International Truck and Engine Corporation 2006 Air System Brake Training**

ATG Ford 6.0L & 7.3L Direct Injection Diesels Diagnosis and Repair

GM 6.6 Liter Duramax Diesel Electronic Engine System

GM EL-2 Advanced Electrical Principles -- Electronic and Transistor Operation

GM EL-1 Electrical Principles – Battery, Alternator and Circuit Testing

Tech II (GM Diagnostics)

ACDelco Service Training

Includes: General Motors On-Board Diagnostics II  
Intermediate Automotive Electrical  
General Motors Service Programming System  
Air Conditioning Controls

Ricon Wheelchair Lifts and Accessories S & K Series

Standard Motor Products Professional Technician Rapid Component Diagnostics

Telma Maintenance and Troubleshooting Training

In addition, the Automotive Technician Supervisor also has a current Hawaii CDL type B license with a Passenger endorsement.

Three of the Automotive Technicians hold CDL type B's with passenger endorsement and two have the additional school bus endorsement. This provides them a unique understanding of how

the mechanics of the vehicles relates to their operation and thus the service provided. In addition to the individual Automotive Technician certifications, MEO is an authorized service center for Ricon lifts and Penntax alternators, and the Automotive Technicians have training in GM Fleet Service.

MEO strongly believes in staff development and has provided opportunities for staff who desire additional training at every level. Every year all of MEO's Automotive Technicians participate in additional training and certification activities to keep pace with industry standards.

### **Driver Personnel**

The training program at MEO for drivers is extensive and ongoing. Evidence of that are the many training and policy and procedure manuals developed by MEO that are followed diligently. MEO's Safety and Health Manual includes information on Accident Reporting, Hazard Communication, and Bloodborne Pathogens, all directly applicable to the transportation program. In addition, it includes detailed documentation on Fleet Safety, including Fleet Safety Guidelines, Accident Reporting and Investigation, Preventative Maintenance, Vehicle Inspection, Fleet Safety Rules, and Inspection Records/Forms. All staff consistently receive initial as well as ongoing training in these areas to ensure safety remains the top priority for all programs, especially as transportation is provided for some of our most vulnerable residents.

MEO takes very seriously its obligation to ensure drivers and other staff are trained appropriately. In addition to the Safety and Training Manual, MEO also provides training to drivers as identified in its Driver Manual which includes Defensive Driving Requirements, Emergency Driving Procedures, Passenger Relations, and Two-Way Radio Procedures. Other topics covered in this manual are Causes of Accidents, Vehicle Pre-Check Inspections, Driving at Night, Passenger Injuries/Illness, Passenger Complaints, Passengers with Personal Assistive Devices (crutches, canes, walkers, braces, artificial limbs), Passengers in Wheelchairs, and Radio Procedures, to name a few. Updates of most training components are required annually for every driver.

MEO maintains a computerized system for tracking driver participation in required trainings to ensure drivers are maintaining compliance with State/Federal DOT Requirements. This system provides a method to track required updates such as driving abstracts, license renewal, criminal background checks, and medical examiner's certificates so they are renewed or completed before their expiration date. It also documents participation in child safety restraint training, seatbelt cutter training, fire extinguisher training, emergency evacuation training, mandated reporters training, wheelchair safety training, CPR/First Aid certification, drug and alcohol abuse program training, and PASS Passenger Service and Safety Certification, which includes driver sensitivity training, and safety and security training for disabled passengers. MEO also tracks the state-approved Driver Improvement Program (DIP) participation through an electronic DIP Log that tracks the major areas of training required for all drivers, as well as videos on various topics that are rotated annually.

All transportation positions initially require passing the DOT physical, providing a negative drug test, and a clear traffic and criminal abstract, all of which are updated as needed throughout employment. All safety sensitive transportation employees (drivers, dispatchers, supervisors,

managers, maintenance personnel, etc.) are also randomly selected for drug testing at any time during their employment. MEO has a well-developed Substance Abuse program that meets FTA requirements. Testing is administered by a certified Medical Review Officer (MRO), and at all times of the day or night. All testing procedures are confidential and records are retained only by the Human Resources Department.

MEO has six transportation managers and supervisors who have received certification for the nationally accepted Passenger Service and Safety (PASS) (three are trainers), and two certified trainers for the USDOT Paratransit Operators and Bus Operators Courses. Four transportation supervisors also completed a 10-week virtual training course designed for ADA Complementary Paratransit Managers. This ensures trainers and supervisors have in-depth knowledge of ADA requirements, various disabilities (e.g. hearing impairments, speech disorders, cognitive disabilities, alzheimer's, stroke, cerebral palsy, mental illness, autism, brain injury, etc.), mobility devices, lift operating procedures, and many other topics so they are teaching "best practices" as they conduct ADA training and driver supervision throughout the year.

Drivers are issued their own personal copy of the Federal Motor Carrier Safety Regulations annually and receive training in any significant changes to those requirements as they occur. Participation with the National Safety Council also ensures MEO's safety and training programs are up to date and in compliance with OSHA and other regulatory agencies.

To encourage and support safe driving, MEO also sponsors Safety Incentive programs. Cash for No Crash is designed to promote MEO's commitment to providing a safe and healthy work environment and an accident free/incident free workplace. Drivers who log at least 400 hours in a calendar year and are accident/incident free are entitled to monetary awards, with amounts varying depending on the number of hours spent driving a company vehicle for company business. Bonuses are awarded for consecutive years of accident/incident free transportation service.

Additional recognition and a monetary award are given to the Driver of the Year, selected from among those who drive a company vehicle at least 800 hours in a calendar year, have no accidents/incidents during the past three years, and exhibit other qualities as outlined in the Driver of the Year criteria. Both of these programs increase the safety of operations and reward drivers who go out of their way to provide excellent service.

Passengers acknowledge the highly trained MEO drivers. As one passenger put it, "The MEO transportation staff and drivers have become my extended 'ohana. It is their willingness to serve us that uplifts and strengthens us. They give us hope, when at times in our lives, we are just struggling to stay alive." MEO's training program delivers experienced, professional, and compassionate drivers who create an uplifting and life sustaining environment, and are a movable force toward a higher quality of life on Maui. MEO extends its training and safety practices above and beyond requirements and it shows.

### **Supervisory Personnel**

MEO Transportation Supervisors and Managers have management experience and extensive knowledge of transportation operations systems and personnel in order to maintain safe, reliable

service. Those positions include the Transportation Director, Operations Manager, Office Manager, Quality Assurance Specialist, Driver Trainer/Safety Supervisor, and three Driver Supervisors.

MEO can demonstrate many areas of expertise among supervisory staff within MEO's Transportation Department. For example, MEO's transportation trainers have provided instruction for 155 CDL hopefuls, of which 144 passed. Three of MEO's Transportation Department supervisory personnel have been certified to teach Community Transportation Association of America (CTAA)'s Passenger Service and Safety curriculum, the industry standard for skill and sensitivity in providing specialized transportation services.

Current MEO Transportation Department Managers, Supervisors, and Trainers are also certified in other transportation areas such as:

- TMA's Teaching Passenger Assistance Techniques
- USDOT Paratransit Operator Training Course Instructor
- USDOT Bus Operator Training Instructor
- USDOT Transit Bus System Safety
- Certified Professional Dispatcher
- Bus Collision Investigation
- Comprehensive Safety Analysis
- Professional Standards for Tour/Driver Guides
- OSHA General Industry Safety & Health Training (30 hrs)
- FTA Drug & Alcohol Reasonable Suspicion Supervisor Training
- Safety & Security Manager

Supervisory personnel have also completed the following additional training:

- Workplace Conflict: Preventing and Resolving it Using Emotional Intelligence
- Managing and Resolving Workplace Conflict
- Leading with Emotional Intelligence
- Medicare Fraud and Abuse
- Manage Emotions and Stress in Customer Service
- Discover Your Strengths and Unique Work Style
- Managing Emotions Under Pressure
- Mediation Services
- Handling Difficult Customers With Ease
- Performance Coaching: Give Feedback that Motivates not Deflates
- Workplace Communication Skills
- What's My Work Style? Leadership Style? Communication Style?
- Situational Leadership for Managers
- 7 Habits for Managers
- How to Handle Difficult Questions for Supervisors
- Job Description Development and Utilization

All of the skills gained through these types of training provide additional expertise to handle customers appropriately and provide a positive work environment that ultimately results in better overall transportation service to the community.

MEO not only has a culture of employee development, and policies that support advancement of employees within the organization, but the emphasis on training is significant. The following is a list of training programs drivers and other Transportation Department employees participated in during a recent nine month period.

- Fundamentals of Bus Collision Investigation
- Intermediate Problems in Bus Collision Investigation
- Transit Bus System Safety
- HI Transportation Association Comprehensive Safety Analysis 2010
- Aloha Hawaii School Bus Maintenance and New Technology Forum
- Substance Abuse Awareness and Prevention in the Workplace
- Alcohol and Drug Testing – Training and Awareness
- School Bus Evacuation Training
- Driver Improvement Program (DIP) Training
- Ferno Model 28-Z PROFlexx Gurney Training
- Harassment Education and Prevention
- Solo Cleat Tie-Down Securement
- Multiple Microsoft Office Workshops
- Guidelines for Mandated Reports Vulnerable Adult Abuse and Neglect
- Guidelines for Reporting Suspected Child Abuse or Neglect
- Child Protective Services, Adult Protective Services Training
- Bloodborne Pathogens
- Fire Extinguisher Training
- ADA Tie Down Securement/Wheelchair Training
- Wheelchair Safety Belt
- Seat Belt Cutter
- First Aid/CPR
- Federal Motor Carrier Safety Regulations (individual copies to drivers)
- Health Insurance Portability and Accountability Act (HIPPA)
- Back Fitness Training
- Forklift Training
- Traffic Violations
- Fixed Objects
- Vehicle Inspection
- Accident Procedures
- Seeing Hazards
- Using Your Mirrors
- Driving Techniques
- City Driving
- Emergency Maneuvers
- Left turn, Right turn, Intersection
- Speed/Space Management

MEO has in-house trainers for many of these courses, including CPR/First Aid. This list grows considerably each month as more and more training occurs. All of this demonstrates how serious MEO is about training employees to provide the best possible specialized transportation service.

It is obvious that the extent of MEO's supervision and training policies will ensure that the MEO Transportation Center will be well cared for, both by the drivers and by the maintenance personnel, under the supervision of MEO Transportation managers and supervisors.

In addition to the transportation staff expertise, the construction experience of MEO's personnel, including the CEO, Board Members, the Transportation Director, and the Project Manager, is outlined in Section IV. A. Necessary Skills and Experience.

## **B. 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 organizational chart that illustrates the placement of this request.**

Although this request is not for operating funds, MEO is providing organization charts for both the Transportation Department and the agency to demonstrate how the Transportation Department is structured and how it fits within the structure of the entire agency.

The Transportation Department is the largest of the five MEO program services departments. The Transportation Director is supervised by and reports to MEO's Chief Programs Officer (CPO), who is an officer of the corporation on the level with the Chief Fiscal Officer. The CPO as well as all other officers report to the Chief Executive Officer, who reports to the Board of Directors.

The Organizational Chart also shows the management and supervisory structure of MEO branch offices on Molokai and Lanai, where transportation services are provided in addition to those on Maui. The organizational chart of the Transportation Department shows that the neighbor islands of Molokai and Lanai operate independently from the Maui Transportation Department. The transportation services on Molokai are managed and supervised by the Driver Supervisor who reports to the Branch Director of Molokai MEO. The Lanai Branch Manager manages and supervises the driver on Lanai.

Despite the size of MEO (approx. 200 employees), this structure has proven to be efficient and effective as witnessed by MEO consistently achieving and more often than not, exceeding its program goals and objectives. This structure also resulted in MEO receiving the distinction of being one of four Community Action Agencies across the nation to be certified in 2003 as an Agency of Excellence. Ten rigorous Standards of Excellence were not only achieved, but surpassed. MEO maintains this designation today.

## **VI. Other**

### **A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.**

MEO is neither a defendant nor a plaintiff in any pending litigation and does not have any outstanding judgments.


### **B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.**

MEO holds a Certificate of Public Convenience and Necessity issued by the Public Utilities Commission State of Hawaii License #4575-C. This enables MEO to transport ambulatory and non-ambulatory persons in the County of Maui.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: Maui Economic Opportunity, Inc.

BUDGET CATEGORIES	Total State Funds Requested	(b)	(c)	(d)
	(a)			
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	1,162,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>1,162,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,162,000	Ana Garcia	808-249-2990	
(b)			Phone	
(c)			1/29/13	
(d)		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>1,162,000</b>	Scott Okada, MEO Board President Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: MEO Transportation Center

Period: July 1, 2013 to June 30, 2014

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>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Emergency Generator with Surrounding Building	1	691,000	691,000	691,000
Vehicle Wash and Vacuum Station	1	471,000	471,000	471,000
			0	
			0	
			0	
<b>TOTAL:</b>	<b>2</b>		<b>1,162,000</b>	<b>1,162,000</b>

**JUSTIFICATION/COMMENTS:**

Both are critical components of the MEO Transportation Center -- one to ensure the useful life of vehicles is extended and are clean and sanitary ... the other to ensure no disruption in transportation operations or civil defense disaster response.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Maui Economic Opportunity, Inc.

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER FUNDS FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			1,162,000			
EQUIPMENT						
<b>TOTAL:</b>			<b>1,162,000</b>			
<p><b>JUSTIFICATION/COMMENTS:</b>            No funds have been received from any other sources for these two components of the MEO Transportation Center, and no future funds will be requested for these items. MEO may request State funding for additional components of the Center pending unsuccessful requests for other sources of funds.</p>						

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 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, 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 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, 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.

Pursuant to Section 42F-103, Hawaii 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.

Maui Economic Opportunity, Inc.  
\_\_\_\_\_  
(Signature) or Organization)

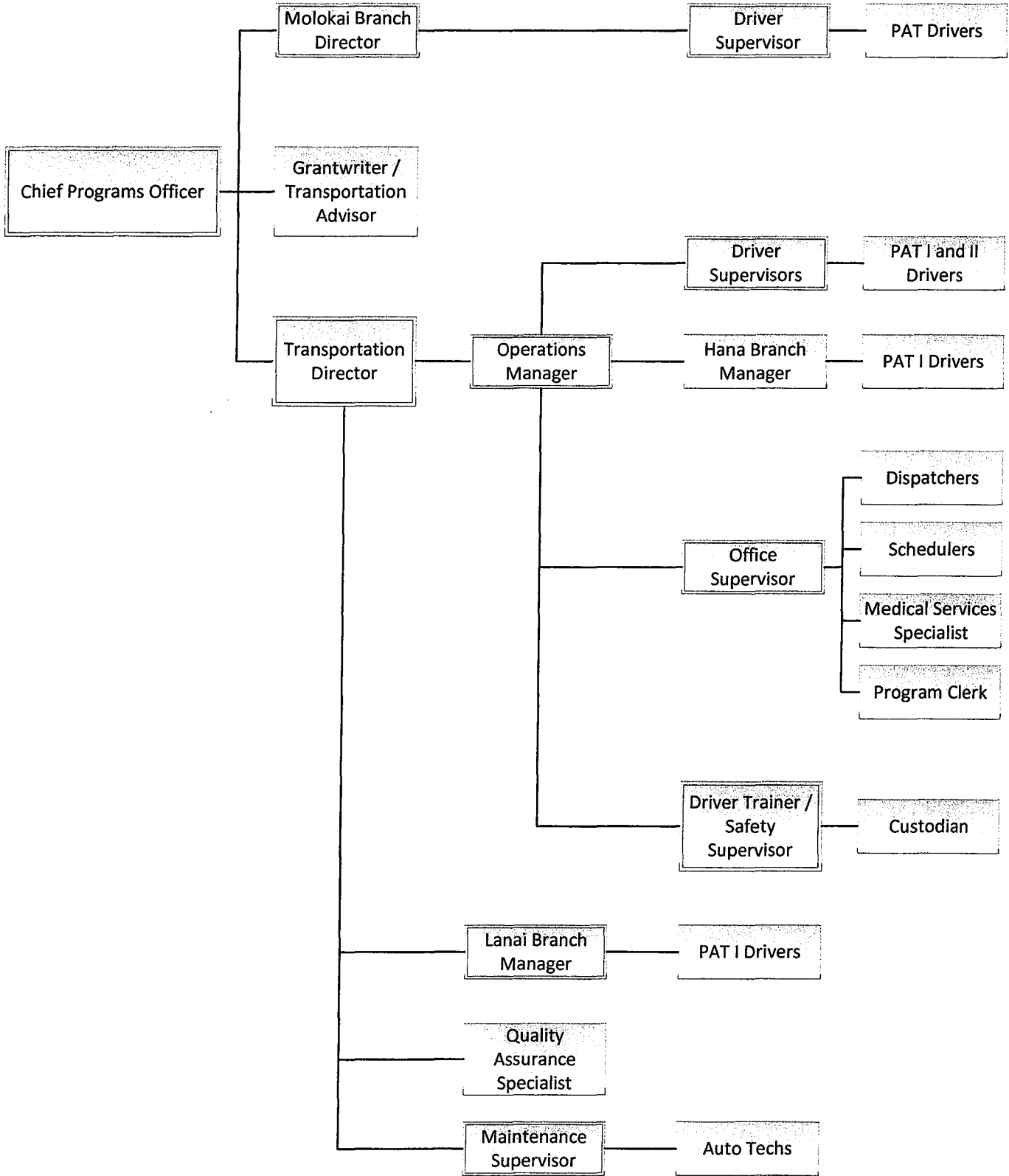


1/29/13  
(Date)

Scott Okada  
(Typed Name)

MEO Board President  
(Title)

# Transportation Organizational Chart



# MEO Organizational Chart

