

COPY

House District 6

Senate District 3

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

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

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):

DOL OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL
Db: HCEOC

Street Address: 47 Rainbow Drive Hilo, HI 96720

Mailing Address: 47 Rainbow Drive Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name GEORGE YOKOYAMA

Title Resource Mobilizer

Phone # 961-2681 Ext.107

Fax # 935-9213

e-mail hceocgy@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CAPITAL FUNDS ARE REQUESTED TO PURCHASE VEHICLES FOR HCEOC'S TRANSPORTATION PROGRAM TO CONTINUE EXISTING SERVICES TO THE ELDERLY, DISABLED AND WORKING POOR OF HAWAII COUNTY.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 481,408

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 50,000
 FEDERAL \$ 209,681
 COUNTY \$ 592,000
 PRIVATE/OTHER \$ 290,218

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:



JAY KIMURA, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 29, 2014
DATE SIGNED

Application for Grants and Subsidies CAPITAL GRANT REQUEST

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

I. Background and Summary

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

1. Applicant Background

Hawaii County Economic Opportunity Council 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. The organization is governed by a 12-member board comprised of one third public, one third private and one third low-income community member's representatives, the tri-party board that characterizes Community Action Agencies established by 1964 "War on Poverty". Program is supported by federal, state and county government sources.

For over 48 years, HCEOC has been the recognized transportation provider servicing all of Hawaii County. During this time, HCEOC has maintained service for the elderly and disabled low-income persons. HCEOC Transportation Service is provided at a much lower cost than county transportation service. NOTE: Although this request is for capital funding only, this application includes relevant elaboration regarding the HCEOC Transportation Program.

2. Goals and Objective

To purchase vans and mini-buses to expand HCEOC's existing vehicle fleet in order to continue meeting the needs of low-income elderly and disabled residents, who face severely restricted access to basic services and have little or no transportation alternatives.

East side/Hilo HCEOC provides service to over 1,200 residents from Naalehu in the south to Kapaau on the northern coast, a distance of over 145 miles. West side/Kona HCEOC transportation services over 500 residents from Ocean View in the south to Waikoloa in the North, a distance of over 84 miles.

3. Public Purpose and Need to be Served

Critical need for vehicles is exacerbated by several factors unique to Hawaii island

- a. Sheer geographic size and distance between travel points (See map attached)
 - o Hawaii County encompasses the island of Hawaii, an area of 4,028 square miles, or twice the size of all other five islands combined.
 - Hawai'i: 4028 sq. miles
 - Maui: 728 sq. miles

- O`ahu: 597 sq. miles
- Kauai: 552 sq. miles
- Moloka`i: 259 sq. miles
- Lanai 141 sq. miles

The dominance of island size over lifestyle cannot be overstated and along with history explains the existence of rural "deserts" that lack basic services, including critical medical care; affordable, nutritious groceries; and little to no employment opportunities. Geography dictated development of Hawaii's sugar plantations and plantation camps, which, at one time, sustained the general daily needs of its residents. The demise of the sugar industry has created voids that acutely affect the aged and disabled and impoverished residents of these isolated, "pocket" communities. (see "How Big is Big?" map attached)

Part V of DOL Office of Community Services PROPOSED SERVICES FOR FISCAL BIENIUM 2014-2015 identifies the NEED HCEOC has been trying to address on the Big Island for over 40 years. OCS Finding No. 12 states: "Inadequate public transportation services, particularly on the Neighbor Islands, adversely affect our client communities in finding and keeping jobs, attending schools, obtaining medical care, traveling to job training sites, and similar critical needs. And *Recommendation: Advocate for enhanced transportation services, especially for isolated areas on the Neighbor Islands.*" (our bold)

b. Sub-standard roads

The island's sheer size along with miles of substandard roads (steep, narrow and/or unpaved) has strained HCEOC's vans and buses. Despite prudent use and maintenance, over a third of vehicles are **worn beyond repair** and have had to be removed from service. DOE school bus transportation requires buses to be replaced after they have logged 300,000 miles. Some HCEOC buses have logged over 400,000 miles. The remaining vehicles all require repairs and/or replacement of parts, such as tires, brake pads, transmissions, batteries and/or alternators. The agency will use capital grant funds to acquire up to 7 new vehicles: three (3) 12-passenger, center-aisle vans; three 14-passenger Handilift mini-buses; and one 25-passenger bus. The vans and mini-buses will be retrofitted with Handilift to accommodate persons in wheelchairs.

c. Lack of transportation alternatives

Hawaii County Hele-On Bus Service is restricted to highway travel and cannot navigate the narrow, winding and oftentimes unpaved roads where elderly and disabled, low-income clients reside. Many of these riders are unable to conveniently reach County bus stops because they have no means to get to there or the distance is too far for them to walk. HCEOC provides home to destination service for these "off county bus-route", elderly/disabled/low-income persons.

4. 5. Geographic Converge and Target Population to be Served

HCEOC's Transportation service area covers over 60 'pocket' communities throughout the Big Island. There is no residential area not served by HCEOC Transportation Service.

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 transportation to medical care, rehabilitative treatment, employment and other social and civic activities.

II. SERVICE SUMMARY & OUTCOMES

1. Scope of Work, Tasks and Responsibilities

OVERCOMING PHYSICAL BARRIERS

The County of Hawaii, 4028 square miles, is roughly the size of the state of Connecticut. The island is twice the size of all other islands combined. (See map attached.) Elderly and disabled low-income residents are isolated by the island's size and long distance to services as well as their lack of mobility. Many riders live alone. For the population served, HCEOC Transportation Service is a **life line** to essential services and helps ameliorate the impacts of physical and psychological isolation.

NO OTHER PROVIDER OF UNIQUE SERVICE

HCEOC is the only agency on Hawaii island that exclusively transports low-income persons and assists in the delivery of nutritious, fresh or frozen meals to elderly and disabled shut-ins.

HCEOC transportation provides a range of services from identifying the special needs population to implementing point-to-point and specialized transportation service. Clients are picked up at home, delivered to destinations (medical treatment, including dialysis and rehabilitation centers; County Nutrition sites; adult day care; other social/recreational activities; government offices and shopping centers) and then returned to home at no cost to the qualified population. Many HCEOC vehicles are equipped with Handlift to safely load and unload passengers in wheelchairs. Besides living on roads where County buses cannot go, most riders live too far from County bus stops, or lack the means to get to the highway bus stops, some bus stops are not safe for frail elderly/disabled persons and the county transportation schedule is often not appropriate for the special needs population. For example, the bus pick-up may be before 7 a.m. in the morning in the more remote areas, making it difficult for elderly/disabled persons to get there in time or requiring them to travel in the dark to wait at unlighted bus stop. HCEOC's transportation service ensures that low-income elderly and disabled residents will not be denied participation at service centers or employment because of their inability to drive or find adequate transportation.

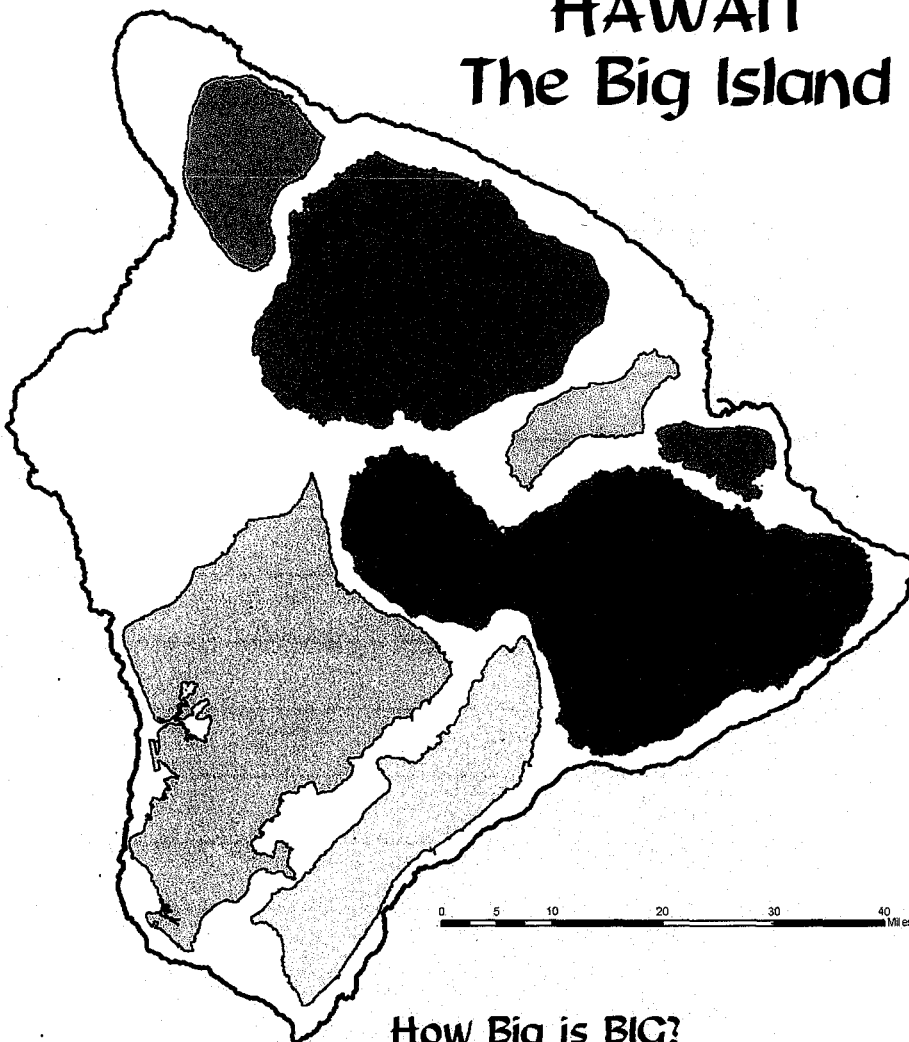
OVER 40 YEARS OF WELL-DEVELOPED LINKS WITH OTHER SERVICE PROVIDERS

HCEOC has over 40 years developed the expertise and working relationships with other community agencies to coordinate provision of transportation services. These agencies include:

- Government/Public: County Office on Aging, County Elderly Activities Division and Nutrition Program (under County Department of Parks and Recreation), County Mass Transit Agency, State Department of Health
- Private: Hilo and Kona ARC (Association for Retarded Citizens), Brantley Center (provides employment and rehabilitation services to disabled adults), Hilo Adult Day Care (private day care/respite service for elderly citizens) , Hilo Easter Seals









HAWAII

The Big Island



How Big is BIG?

Island Name

-  Hawaii
-  Kaho'olawe
-  Maui
-  Moloka'i
-  O'ahu
-  Ni'ihau
-  Kaua'i
-  Lāna'i

As you can see, the Big Island can host all the other major islands of the state with ample room to spare. Total area of the other seven islands combined is approximately 2,395 square miles, compared to Hawaii's approximately 4,028 square miles.

In terms of population, however, Hawaii County ranks a distant 2nd behind Honolulu County. Here's the breakdown:

- * Honolulu County (Island of O'ahu), pop. 953,207
- * Hawaii County (Island of Hawaii), pop. 185,079
- * Maui County (Islands of Maui, Moloka'i, Kaho'olawe, and Lāna'i), pop. 154,834
- * Kaua'i County (Islands of Kaua'i and Ni'ihau), pop. 67,091
- * Also, Kalawao County, the smallest county in the U.S., is located on Moloka'i containing the former leprosy settlement of Kalaupapa, pop. 90

*Note: The other islands are not in their natural North/South orientations, but have been rotated simply for the sake of fitting the puzzle pieces within the coastline of Hawaii. All the islands are drawn to the same scale. Area and Population figures are from U.S. Census Bureau, State & County QuickFacts (2000).

(rehabilitation services for disabled children), Vocational Rehabilitation (employment training and job search for disabled adults), Salvation Army, Dialysis Centers

HCEOC has Memoranda of Agreement with other service providers. HCEOC will continue to coordinate with other public and private resource agencies and government offices to find ways to overcome identified gaps in services and to assure continuation of efficient Transportation Service to the maximum number of disadvantaged residents.

GOVERNANCE STRUCTURE THAT SUPPORTS SERVICE DELIVERY

HCEOC maintains District Council Boards (DCB) in each of four districts where transportation service is provided. DCB's are made up of low-income residents and supporters from low-income neighborhoods who meet regularly to review programs and services and to advise HCEOC administration. Each DCB elects a director or two who with fellow DCB representatives comprise the Low-Income Community sector of HCEOC's tripartite Board of Directors. DCB directors, an essential part of HCEOC's governing board, are one of the features that distinguishes CAA's (Community Action Agencies: HCEOC and HCAP-Honolulu Community Action Program, MEO-Maui Economic Opportunity and KEO-Kauai Economic Opportunity) from other non-profit organizations that may also serve the low-income population.

Tasks and Responsibilities

1. HCEOC staff conducts outreach to inform low-income families about available services and provide intake on potential transportation participants.
2. The daily bus service provides point-to-point service from off-highway communities to:
 - Medical facilities
 - County Nutrition Centers
 - Adult rehabilitative programs
 - Adult supervision, such as ARC of Hilo and ARC of Kona and Easter Seals
 - Government services including post offices
 - Banks, shopping and recreational sites
 - HCEOC Transportation Service is mostly provided between the hours of 6:00 AM and 5:30 PM Monday through Friday, but also includes some holiday service, such as for persons needing dialysis service.
3. Recruitment:
 - a. Conduct community outreach
 - i. Attend community meetings, private organizations and senior clubs/centers to explain transportation services
 - ii. Coordinate with other service agencies who provide referrals of underserved low-income persons, potential clients for transportation service
 - iii. Cross-promote transportation service through other HCEOC programs and through other partner agencies
 - iv. Obtain referrals from HCEOC District Council Boards of persons needing transportation service
 - b. Inform community through the following:
 - i. Print notices in newsletters, newspapers
 - ii. Distribute signs on public or community bulletin boards

- iii. Public service announcements
- iv., Word of mouth, on-line social networking
4. District Supervisors (DS) coordinate with fellow service agencies and resource center to address passenger needs
5. DS review, process and file application 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 the administration.
6. DS conducts regular maintenance and service checks, and schedules repairs to ensure efficient performance and safe operability.
7. Drivers conduct daily vehicle maintenance checks.
8. DS arrange drive improvement training twice a year and conduct in-service training for staff as necessary.
9. DS ensures that district maintains a corps of substitute drivers to replace regular drivers when out sick or on authorized leave.
10. Drivers assist passengers to board and disembark from vehicles, including the loading and unloading of their belongings.
11. HCEOC Deputy Director ensures that HCEOC complies with all federal, state and county rules and regulations regarding vehicle licensing and registration, safety checks and equipment.
 - Specialized services may be provided for special events and/or other clients' needs outside of normal operating hours.

The capital funding received from this grant will sustain HCEOC's Transportation Program to promote a healthy, enriched lifestyle for the Big Island's elderly, disabled and low-income employed persons.

2. TIMELINE

HCEOC's Transportation program operates weekdays. The agency conducts client enrollment, program assessment and vehicle maintenance continuously throughout the year. District Supervisors ensure fulfillment of transportation activities to meet goals and objectives – safe, timely and courteous transport of elderly, disabled and working poor persons from home to destination and back.

3. QUALITY ASSURANCE AND EVALUATION PLANS

Evaluation methodology consists of monitoring daily transportation program activities, recording statistics (passenger name, where-to-where, mileage, reason for trip), documenting services performed, keeping records, maintaining individual client information files and documenting program accomplishments.

- Passengers are able to express their opinions and suggest improvements via HCEOC suggestion forms available in each vehicle.
- HCEOC central staff analyzes and compiles these forms for reporting purposes.
- HCEOC conducts "rider satisfaction surveys" throughout the year.

- HCEOC maintains grievance policies and procedures that are available for riders to review.
- Periodic reports will be made as required.
- Annual reports will be compiled and submitted to the funding source within 30 days of the end of the fund calendar year.

Actual accomplishments of the program are reviewed and compared to the stated program goals, objectives and outcomes on a monthly basis by transportation staff, District Supervisors and Executive Director. 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 check vehicles at the beginning and end of each day, log passengers transported, miles traveled, number of passengers, number and types of trips taken, and destinations of each trip segment.

Daily passenger service statistics are compiled, reviewed and compared against program goals, objectives and outcomes on a monthly basis by HCEOC staff, department supervisors and the Deputy Director of 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 bimonthly meetings and make recommendations to the Board of Directors.

4. MEASURES OF EFFECTIVENESS

Service Segment	Unit of Measurement	Total Unit	Number of Persons Served, Unduplicated
Elderly	Passenger trip*	144,000	800
Disabled	Passenger trip*	20,000	200
Working Poor	Passenger trip*	28,000	50

* *Passenger trip = Discrete segment of travel from passenger boarding to disembarking*

1. Elderly - minimum of 800 elderly will be provided transportation to medical and other professional services, consumer and recreational, adult day care and/or nutrition sites.
2. Disabled - minimum of 200 disabled persons will be provided transportation to rehabilitative and independent living centers.
3. Working poor - minimum of 50 employed low-income persons will be transported to and from work.

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 budget forms attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014-2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$481,408				\$481,408

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2014-2015.

OPERATING EXPENSES

Operating Expenses to include driver salaries and fringe benefits.

Community Services Block Grant	\$50,000
County of Hawaii Trans. Operating	600,000
County Nutrition Transportation	200,000
LogistiCare	240,000

- o HCEOC plans to apportion \$50,000 of annual Community Services Block Grant funding (from State Department of Labor Office of Community Services) to HCEOC Transportation Program (STAFF salaries and fringe benefits).
- o HCEOC will also seek \$600,000 of operational funding from the County Mass Transit and \$200,000 (from County Office of Aging) for daily transportation to County Nutrition centers for congregate dining.
- o Based upon recent experience over past 3 years, we expect LogistiCare reimbursements for transportation to generate at least \$240,000. LogistiCare reimburses HCEOC for providing medical transportation service for elderly/disabled clients. Reimbursements are from private insurance companies.
- o Note: HCEOC has submitted a \$375,000 2014 CDBG (HUD Community Development Block Grant) application to the County (Office of Housing and Community Development) to expand HCEOC Transportation Service to at least 114 more elderly/disabled low-income persons who applied in 2013, but have not been served because of a shortage of vehicles!

NOTE:

It is expected that CSBG AND LOGISTICARE can support the hiring of at least 4 additional drivers to expand services quickly. As a provider of existing transportation services HCEOC can tap existing pool of "Back-up/Relief Drivers" to fill positions quickly.

4. FEDERAL TAX CREDITS, if applicable.
NOT APPLICABLE.

HCEOC has not applied for, nor received any tax credits.

5. The applicant shall provide the balance of its unrestricted current assets as of

December 31, 2013.

Strictly speaking: unrestricted cash and other assets = \$286,258.93, however, by January 7, 2014 (after payroll, accounts payable, working capital loan payments and deferred revenues are figured in, the amount is: -\$51,635.82. (See Balance Sheet attached.)

IV. Experience and Capability

A. Necessary Skills and Experience

For over 48 years HCEOC has delivered a variety of programs to assist low-income individuals and families to improve their lives by delivering education, social and economic training and services. HCEOC has demonstrated its capability, knowledge, skills and capacity to positively impact the lives of disadvantaged persons of Hawaii County. HCEOC serves an average client base of between 5,000 and 6,000 economically disadvantaged persons each year. At least 1,800 are unduplicated individuals receiving Transportation Service.

HCEOC is the only agency in Hawaii that exclusively transports low-income persons from home to destinations. Clients include the elderly, mentally and physically disabled and working poor persons, many of whom live in isolated rural areas with few, if any, alternative means of transportation. HCEOC Transportation provides a life line connecting these over 60 pocket communities with services essential for survival. Without HCEOC assistance, the following factors are obstacles that prevent target clients from accessing needed services:

- Considerable geographic distance from home to destinations
- Unaffordable vehicle operation/maintenance/fuel costs
- Physical or other disability prevents individual from driving a vehicle
- Public transportation non-existent in some areas
- Poor or non-existent roads.

HCEOC Transportation Service provides passengers *on-time, safe and comfortable* transport to the following destinations:

- Medical care including doctor visits and critical treatment, such as dialysis
- County Nutrition sites
- Social or recreational outlets
- Rehabilitative treatment, such as orthopedic and substance abuse outpatient services
- Government services, such as Post Offices and Social Security
- Employment and training activities
- Banking, grocery-shopping
- Local county and state parks for healthy, supervised recreation and other activities.

HCEOC has developed specialized administrative capabilities in the operation of Transportation Program to help manage or eliminate the barriers to transportation in Hawaii County. HCEOC recruits, hires and continually trains drivers to meet and exceed applicable requirements and client expectations. Staff continuously analyses transportation needs to develop comprehensive routes and adjust to new service demands as necessary. The ability to respond to community needs readily is currently stunted by the lack of sufficient working vehicles. **In 2013 a shortage**

Hawaii County Economic Opportunity Council
Balance Sheet
As of December 31, 2013

Dec 31, 13

ASSETS

Current Assets

Checking/Savings

		Due to/from	Effective Cash	
10000 - Bank of HI - Checking	37,215.29	39,903.02	77,118.31	
10200 - Bank of HI - HPG 5997	7,714.91	(2,500.00)	5,214.91	Restricted
10300 - CPB - Acct #9843	341.40	(9,000.00)	(8,658.60)	
10600 - CPB - Acct #5895	513.29		513.29	
10601 - CPB-RURAL UTILITIES ACCT#8982	2,585.44		2,585.44	Restricted
10700 - BoH- FS Acct#7073	87,547.50	(4,271.65)	83,275.85	
10800 - BoH-MTP Acct.#0149	5,537.96	(16,131.37)	(10,593.41)	
11300 - CPB - Acct #7057	902.25	(8,000.00)	(7,097.75)	
Total Checking/Savings	142,358.04	-	142,358.04	
			(5,214.91)	
			(2,585.44)	
			134,557.69	Unrestricted Cash

Accounts Receivable

12000 - Accounts Receivable	73,549.00			
Total Accounts Receivable	73,549.00		73,549.00	Accounts Receivable
Other Current Assets				- primarily FS and Trans - unrestricted

11000 - Petty Cash	8.16			
11100 - Petty Cash - Gift Shop	123.11			
12001 - Undeposited Funds	(613.25)			
12400 - Grants Receivables	34,800.29			
12501 - AR - Customer Other	(100.00)			
14000 - Prepaid Expenses	27,237.93			
14400 - Security Deposits	16,696.00			
Total Other Current Assets	78,152.24		78,152.24	Primarily Unrestricted Other Assets

Total Current Assets

Payroll liabilities

22200 - Accrued Payroll Deduction	2,484.21			
22300 - Accrued Pension & Life	31,760.79			
22650 - Accrued Federal Withholding T	12,383.48			
22700 - Accrued Social Security	17,873.74			
22800 - Accrued Medicare	4,180.16			
22900 - Accrued SUTA	7,564.83			
23050 - Accrued State Withholding Tax	7,241.41			
23060 - Accrued 401K	4,027.64			
23070 - Garnishment	960.00			
	88,476.26		(88,476.26)	Payroll Liabilities

Accounts Payable

20000 - Accounts Payable	106,427.23		(106,427.23)	Accounts Payable
24550 - Short Term Loan	128,440.97		(128,440.97)	Working Capital Loans
24000 - Deferred Revenue	14,550.29		(14,550.29)	Deferred Revenues

NET UNRESTRICTED CURRENT ASSETS

(51,635.82)

of vehicles prevented HCEOC from serving more than 114 individuals who requested transportation services.

HCEOC has developed strong, working relationships with public and private sectors that result in effective mobilization of resources on the Big Island and successful HCEOC Transportation program implementation. Contractual agreements for fiscal year 2014 are listed below:

1. Program Title: County Mass Transit
Contact: Tiffany Kai
Agency: Hawaii County Mass Transit
Address: 630 Lanikaula Street, Hilo, HI 96720
808-961-8343
Period: 2005 to the present
Funding: \$600,000 operating funds

2. Program Title: Elderly Nutrition Transportation
Contact: Alan Parker
Agency: Hawaii County Office of Aging
Address: 101 Aupuni Street, Suite 342, Hilo, HI 96720
808-961-8600
Period: 2005 to present
Funding: \$200,000

3. Program Title: LogistiCare transportation reimbursement
Contact: Mark Kanno
Agency: LogistiCare Solutions LLC
Address: 4832 McDowell Road, Suite 100, Phoenix AZ 85008
808-772-4593
Period: 2010 to present
Funding: projected \$240,000 annually

B. Facilities

Due to the Big Island's large geography, HCEOC transportation features long routes, many 70 miles or more, and for administrative convenience is divided into East and West side operations. Main transportation office is located in Hilo which connects points as far south as Naalehu (**70 miles one way**) and as far north as Kapaau, North Kohala (**75 miles one way**) to essential services of Hilo, the second largest city in the state where government offices, medical and other services are concentrated. West Hawaii handles all transportation from Ocean View (**50 miles one way service**) and Waikoloa (**40 miles one way service**) to Kailua urban area and essential services that stretch from Kailua to as far south as Captain Cook 17 miles away. Hilo headquarters/central program administration is located less than five minutes from nearby medical facilities (Hilo Medical Center, Kaiser Permanente Clinic, dialysis center) and a stone's throw from the ARC of Hilo. Honokaa transportation substation serves as a driver rest stop along the long run from Hilo to North Kohala 75 miles away.

Hilo and Kona (staff offices and vehicle shelter/parking areas) are the bases of operations for East and West Hawaii. Hilo facility complies with all American Disabilities Act (ADA) accessibility requirements. Kona headquarters is seeking 2014 CIP funding to construct handicapped access improvements (accessible parking, building ramp and making one bathroom accessible).

By providing round-trip service from home to resource centers and back and having many vehicles retrofitted with Handilifts HCEOC Transportation Service by designed serves the needs of elderly and disabled persons and eliminates the need for accessible bus stops.

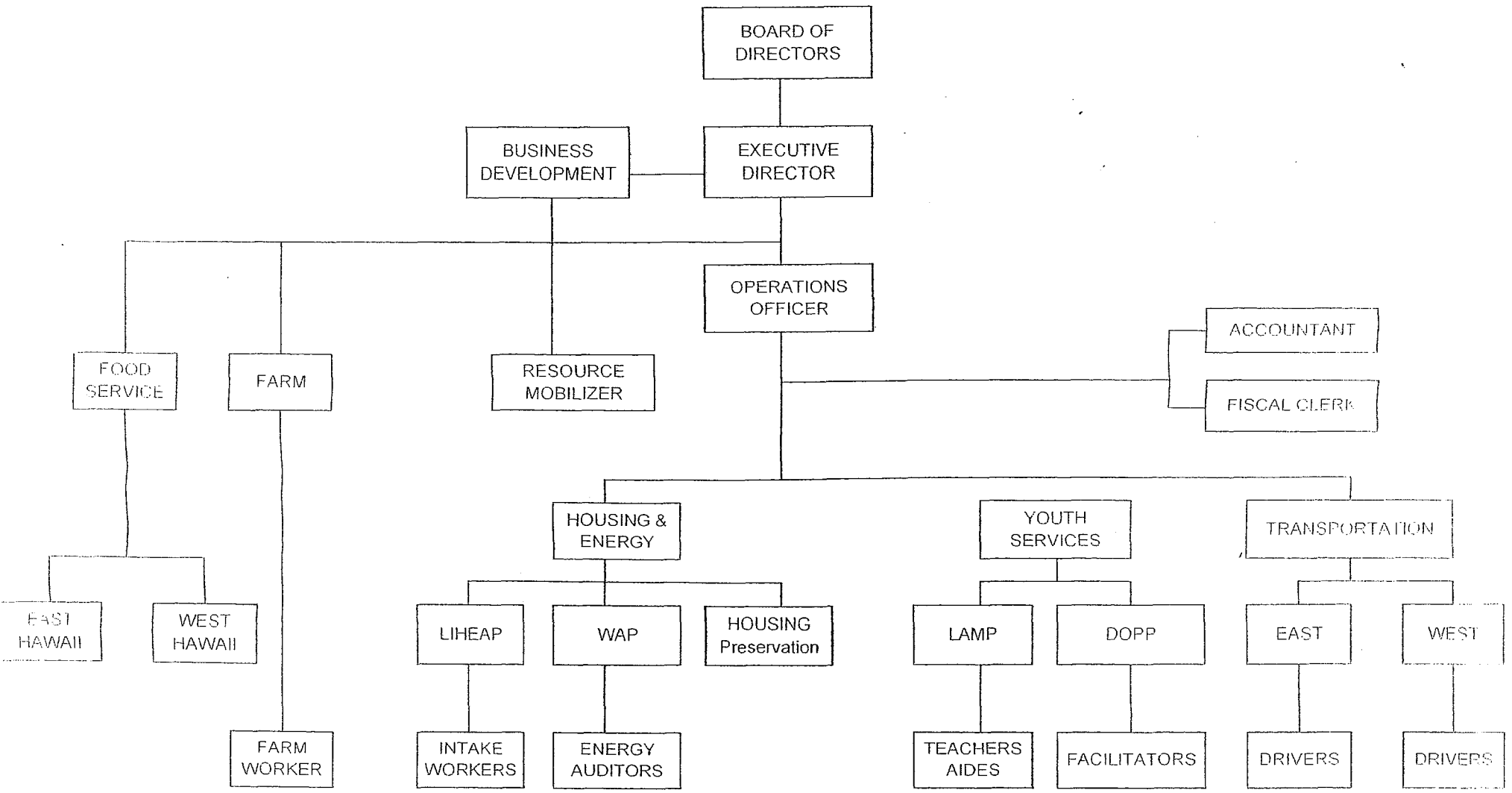
V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Qualifications, Supervision and Training

HCEOC's Transportation service area covers the entire island of Hawaii. The agency has demonstrated over a 40 year history of providing service that it has the staff and the experience, knowledge and abilities to successfully carry out the proposed transportation service. Staff, as described below is sufficient to administer, manage, supervise and implement the proposed service. Services will not be contracted out.

- **HCEOC Executive Director** supervises the **two Transportation District Supervisors (DS)** and maintains overall responsibility for the program.
- **HCEOC fiscal and other administrative staff** members take care of tasks and are paid on a pro-rata basis for the following:
 - ✓ maintaining account records
 - ✓ preparing fiscal reports
 - ✓ providing financial analyses
 - ✓ posting and summarizing trip data
 - ✓ maintaining audit invoices
 - ✓ administering payroll
 - ✓ maintaining personnel records and providing Human Resource services.
- Island-wide Transportation Manager and two District Supervisors (DS) are in charge of day-to-day operations and coordination and have over twenty years (20) years combined experience. DS are experts in their capacity to plan and/or alter scheduled routes, support drivers and manage the vehicle fleet.
- Newer, short-term routes may be created as appropriate depending on participant needs (meal service, appointments, public and private facilities).
- DS are 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, "from" and "to" information, mileage records, client files, and provide access to data as requested.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL ORGANIZATIONAL CHART



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: _____

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST	0			
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	9,200			
D. MOTOR VEHICLE PURCHASES	472,208			
E. CAPITAL				
TOTAL (A+B+C+D+E)	481,408			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	481,408	George Yokoyama 808-961-2681 X.207		
(b)		Name (Please type or print) _____ Phone _____		
(c)		Signature of Authorized Official _____ Date _____		
(d)				
TOTAL BUDGET	481,408	Jay Kimura, Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: HCEOC

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
NOT APPLICABLE -				\$ -
CAPITAL REQUEST ONLY				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

HCEOC

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Transmission replacement	4.00	\$2,300.00	\$ 9,200.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	4		\$ 9,200.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
12-passenger Ford raised roof van with Handilift	3.00	\$48,150.00	\$ 144,450.00	
14-passenger Aerotech Mini-bus with Handilift	3.00	\$81,621.00	\$ 244,863.00	
21-passenger Bus	1.00	\$82,895.00	\$ 82,895.00	
			\$ -	
			\$ -	
TOTAL:	7		\$ 472,208.00	
JUSTIFICATION/COMMENTS:				
11 of 21 fleet vehicles are beyond repair and need immediate replacement. This				
request also enables HCEOC to expand operations to service additional forecasted disadvantaged client needs.				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: _____ HCEOC
Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	170,000	481,408	100%		
TOTAL:		170,000	481,408	100%		
JUSTIFICATION/COMMENTS: 11 of 21 fleet vehicles are beyond repair and need to be replaced. This request also enables HCEOC to expand operations to service additional forecasted client needs.						

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

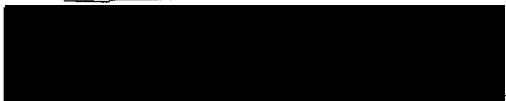
The undersigned authorized representative of the applicant certifies the following:

- 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.

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL



(Signature)

1/29/14
(Date)

Jay Kimura
(Typed Name)

Executive Director
(Title)