

House District 1 - 7
Senate District 1 - 4

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): Office of Community Services
DLIR

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii County Economic Opportunity
Dbas: Council
Street Address: 47 Rainbow Drive
47 Rainbow Drive
Mailing Address: Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name George Yokoyama
Title Resource Mobilizer
Phone # 808-961-2681 ext 107
Fax # 808-961-2812
E-mail gyokoyama@hceoc.net

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 OTHER
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Capital Request for Purchase of
Transportation vehicles

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 2,025,000.00

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 FUNDS AVAILABLE
AT THE TIME OF THIS REQUEST:

STATE \$ n/a
FEDERAL \$ n/a
COUNTY \$ n/a
PRIVATE/OTHER \$ n/a

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Jay T. Kimura - Executive Director

1/28/15
DATE SIGNED



RECEIVED
1-29-15 VT

APPLICATION FOR GRANTS

I. Background and Summary

1. A brief description of the applicant's background.

Hawaii County Economic Opportunity Council is a private non-profit organization established in 1965 and qualifies as a charitable and educational organization. HCEOC's purpose 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 representatives.

For over 46 years HCEOC has been the recognized transportation provider for serving the elderly and physically disable persons for the County of Hawaii at a much lower cost than the County Mass Transit.

2. The goals and objectives related to the request.

To purchase mini-buses, vans and sedans to replenish transportation vehicles meeting the needs of the elderly and disabled residents who are facing severely restricted access to basic needs and have little or no transportation alternatives.

3. The public purpose and need to be served.

Public purpose is to provide mobility to the elderly and disabled to public and private service facilities to include visits to doctors, hospitals, government offices, financial institutions, senior centers and for shopping, funerals, and other places.

The DIRE NEED is the replenishment of critically needed transportation vehicles.

HCEOC since year 2000 has attempted to mobilize funds for the purpose of purchasing new vehicles with the exception of the purchase of 8 mini-buses, unfortunately failed.

HCEOC vehicles have reached the point of fair wear and tear and beyond repair, and presently from the fleet of 33 mini-buses, 12 vans and 6 SUV's, only 3 mini buses, 4 vans and 4 SUV's are in operating condition, to include 3 sedans for

medicaid patients; and transportation services had to be drastically curtailed from serving more than 4,600 clients to a mere hundreds at present.

The critical need for vehicle is exacerbated by several factors unique to the Big Island of Hawaii:

- The sheer geographic size and the distance between travel points.
- Hawaii county encompasses an area of 4,028 square miles, twice the size of all other five islands combined:

Hawaii: 4, 028 square miles

Maui 728 square miles

Oahu 597 square miles

Kauai 552 square miles

Molokai 250 square miles

Lanai 141 square miles

- Geography dictated the development of Hawaii's sugar plantations and plantation camps, which at one time sustained the daily needs of its residents. However, the demise of the sugar industry created voids that acutely affected the elderly and disable and impoverished residents of these isolated "pocket" communities numbering more than 4,000 persons.
- Substandard roads (steep, narrow, and unpaved) had strained HCEOC's buses and vans. Despite prudent use and maintenance vehicles became worn much quicker than those driven on paved roads(DOE school transportation of students requires buses to be replaced after they have logged 300,000 miles. Most, if not, all of HCEOC buses have logged over 500,000 miles.
- Lack of transportation alternatives. Hawaii County Mass Transit Hele-On Bus Service is restricted to highway travel and cannot negotiate the narrow, winding, unpaved roads where the elderly and disabled reside in the former plantation camps, and most of our clients are unable to conveniently reach the highway bus stops. Some must walk two or more miles to the highway bus stops.

4. Describe the target population to be served; and

The target population to be served include the following: low-income, elderly, mentally and/or physically disable 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.

5. Describe the geographic coverage.

HCEOC transportation service covers 60 pocket communities in a widely dispersed geographic perimeter. There is no residential area not served by HCEOC transportation service. HCEOC also contracts to assist Medicaid clients with private service providers such as LogistiCare. Passengers benefit from safe supervised, punctual and convenient door-to-door transportation to medical care, rehabilitative treatment and other service establishments.

OVERCOMING PHYSICAL BARRIERS

The County of Hawaii 4028 square miles, is roughly the size of the state of Connecticut. The island is more than the size of all other islands combined. Elderly and disabled 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 Services is a **life line** to essential services and helps ameliorate the impact of physical and psychological isolation.

NO OTHER PROVIDER OF UNIQUE SERVICE

HCEOC is also the only agency on Hawaii island that exclusively transports the elderly and disabled 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 Wheelchair lift 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 of Retarded Citizens), Brantley Center (provides employment and rehabilitation services to disabled adults), Hilo Adult Day Care (private day care/respite services for elderly citizens), Hilo Easter Seals (rehabilitation services for disable children), Vocational Rehabilitation (employment training and job search for disabled adults), Salvation Army, Dialysis Centers.

HCEOC has a Memorandum 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.

II. Service Summary and Outcomes

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 a.m. and 5:30 p.m. Monday through Friday, but also includes some holiday service, such as 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 way of life 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, disable 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 to review program accomplishments at bi-monthly meetings and make recommendations to the Board of Directors.

4. MEASURES OF EFFECTIVENESS (Per year)

Service Segment	Unit of Measurement	Total Unit	Number of Persons Served, Unduplicated
Elderly	Passenger trip*	1,450,000	3,000
Disabled	Passenger trip*	170,000	300
Working Poor	Passenger trip*	28,000	50

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

1. Elderly – minimum of 3,000 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 300 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.
4. Service restored to full capacity of clients.

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. Capital Request Only

Quarter 1	Quarter 2	Quarter 3	Total Grant
\$2,025,000.00	0.00	0.00	\$2,025,000.00

3. The applicant shall provide a listing of all other sources of fund 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

- 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).
- 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.
- 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.
- 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 500 more elderly/disabled low-income persons who applied in 2014, 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, 2014.

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.

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.

HCEOC is committed to providing quality transportation for out clients and the residents of Hawaii County. A program to replace our vehicles and purchase additional vehicles so we may grow out transportation system is vital

We respectfully request to enhance HCEOC's transportation system by proving finding to purchase vehicles to address the needs of our island. The total request amounts to \$2,025,000.00.

Following is a breakdown of our Vehicle Enhancement Request:

Type	Quantity	Price	TOTAL COST
21 Passenger school bus	8	\$85,000.00	\$680,000.00
15 Passenger handicap accessible raised roof	10	\$75,000.00	\$750,000.00
7 Passenger handicap accessible mini van	7	\$45,000.00	\$315,000.00
7 Passenger Senior accessible minivan	5	\$38,000.00	\$190,000.00
4-door sedan for Medicaid transports	3	\$30,000.00	\$90,000.00
TOTAL	33		\$2,025,000.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: HCEOC

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
21 passenger school bus	8	85,000	\$ 680,000 -	
15 passenger handicap accessible raised roof	10	75,000	\$ 750,000 -	
7 passenger handicap accessible minivan	7	45,000	\$ 315,000 -	
7 passenger Senior accessible minivan	5	38,000	\$ 190,000 -	
4-door sedan for Medicaid transports	3	30,000	\$ 90,000 -	
TOTAL:			\$2,025,000	
JUSTIFICATION/COMMENTS:				

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

The undersigned authorized representative of the applicant certifies the following:

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

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Jay T. Kimura - Hawaii County Economic Opportunity Council

(Typed Name of Individual or Organization)



(Signature)

(Date)

1/27/15

Jay T. Kimura - Executive Director

1/27/15

(Typed Name)

(Title)