

House District 4
Senate District 2

**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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hui Mālama Ola Nā 'Ōiwi

Dbas: **Hui Mālama Ola Nā 'Ōiwi**

Street Address: 69 Railroad Ave, Suite A-3
Hilo, HI 96720

Mailing Address: 69 Railroad Ave, Suite A-3
Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHELLE MALIA HIRAISHI

Title Executive Director

Phone # 808-969-9220

Fax # 808-961-4794

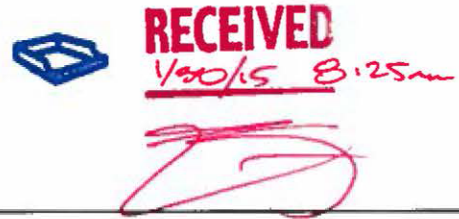
E-mail Michelle@huimalamahawaii.com

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:

**Hui Mālama Ola Na 'Ōiwi Kōkua Hali Health
Transportation Program**



4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 142,097

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 \$ 0 * INCLUDES ALL FUNDS FOR ALL AGENCY PROGRAMS
FEDERAL \$ 1,294,195
COUNTY \$ 22,175
PRIVATE/OTHER \$ 10,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

AUTHORIZED SIGNATURE

 MICHELLE MALIA HIRAISHI, EXECUTIVE DIRECTOR
NAME & TITLE

 01/29/15
DATE SIGNED

Application for Grants

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. Please include the following:

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

Hui Mālama Ola Nā 'Ōiwi began as a non-profit organization in the District of Puna (Southeast Hawai'i Island) when Hawaiian community leaders (mostly farmers), health professionals, and educators in collaboration with Alu Like, responded to the Puna Hui 'Ohana concern about Native Hawaiians' reluctance to seek medical care until it was too late. In 1985, with funding provided by the U.S. Department of Agriculture, a grassroots campaign was organized to address concerns about access to preventive and primary health care services and the many health issues facing Native Hawaiians who lived in remote areas of Hawai'i Island. These community efforts led to research that established the need for improved access to care and later resulted in the formation of the Native Hawaiian Health Task Force of Hawai'i Island in 1988. Finally in 1991, under the Native Hawaiian Health Care Improvement Act (Public Law 100-579), Hui Mālama Ola Nā 'Ōiwi ("Hui Mālama") became incorporated and opened its doors, and was recognized as the Hawaiian health entity representing the Big Island's Native Hawaiians.

For 23 years Hui Mālama has worked to improve the health of all of Hawai'i Island's people. We provide Case Management services to assist clients in accessing and navigating the health care world, and manage their health consistently. We promote disease prevention and health enhancement through education and management of diabetes and hypertension, nutrition education, tobacco cessation courses, cancer awareness education, behavioral health services, traditional Native Hawaiian healing, and medical-related transportation. Our services have helped our clients significantly improve their clinical measures in diabetes and hypertension, reduce their weight, quit smoking, access medical and health care services, increase their longevity, and improve their quality of life.

2. The goals and objectives related to the request;

Hui Mālama Ola Na 'Ōiwi Kōkua Hali Health Transportation Program provides island-wide transportation to health and medical related activities (non-emergency). However, this funding request focuses on health-related transportation services for the Puna District, to assist those residents in need in dealing with the advancing lava crisis. This assistance request is crucial not

only for when the lava crosses Highway 130 (the only paved entrance/exit from Lower Puna), but even now as often we must deny requests for transportation services due to our limited capacity.

Goal: Reduce barriers to, and increase access to, health care and medical services for Puna District residents who are without adequate transportation

Objective 1: Provide non-emergency transportation services to health related appointments and activities; increase our current capacity 50% during the funding year

Objective 2: Collaborate with three other social service agencies to provide health related transportation services for their clients in need

3. The public purpose and need to be served;

The purpose of this funding request is to provide health related transportation services for residents in the Puna District, to assist them now and in the future as they continue to contend with the advancing lava crisis. The area's residents already deal with numerous barriers to include socio-economic factors and geographic disadvantages, and recently they have been plagued with natural disasters. In addition to dealing with the damage from Hurricane Iselle, the advancing lava from Pu'u O'o Crater is predicted to cross Highway 130 (the only paved access in and out of "lower" Puna) and further isolate the region. To manage this crisis, the County has graded alternative routes. However those routes are gravel not paved, and the expected high volume of traffic is sure to damage the roads and make them less passable. As this happens, the need for a reliable vehicle with four-wheel drive capability increases exponentially.

Hawai'i Island, also known as the "The Big Island", has a land mass of 4,028 square miles and is approximately the size of the state of Connecticut. All the other Hawaiian Islands can "fit" comfortably within the borders of Hawai'i Island. East, North, and West Hawai'i are geographically separated from each other by volcanoes, thus establishing three main population and services hubs: Hilo (East Hawai'i), Kona (West Hawai'i), and Waimea (North Hawai'i.) One main road circles the island, many (if not most) secondary roads are unpaved, and public transportation is extremely limited.

In addition to ranking highest in numerous health risk factors (ie number of smokers in the state, highest obesity rate), Hawai'i Island falls below both the state and the nation for per capita income and has the highest levels of poverty in the state. One in five residents (18.4%) has an income at or below 100% Federal Poverty Level and more than one-third of our population (35.0%) has an income at or below 200% Federal Poverty Level. Our residents fall below the state and the nation for possessing at least a bachelor's degree. Yet the 2010 U.S. Census shows Hawai'i Island experienced a 24% population growth from 2000 to 2010; the Puna District itself experienced a booming 66% population growth between 2000 and 2010, growing from 27,232 to 45,326 individuals.

The District of Puna is one of the nine Hawai'i County districts. It is located on the easternmost portion of our island, and is only slightly smaller than the island of Kaua'i. The entire district's population is 45,326, of which 9,417 people are living within the predicted lava flow "cut-off zone" (the area that will be isolated when the lava flow crosses Hwy 130.) Puna is rural and much of it is isolated. There are several large subdivisions with approximately 50,000 buildable housing lots, about one-quarter of which have been developed. Most subdivision lots are accessed by private, unpaved roads. The streets generally lack sidewalks and lighting, and do not meet current Hawai'i County standards in numerous design parameters (such as pavement width and drainage.) None of the subdivisions have central sewer systems, and only a couple have private water systems. Most lots rely on individual water catchment systems supplemented with private delivery trucks for potable water. Large sections of some subdivisions are off the power grid.

The largest town in Puna is Pāhoa, located within the lava cut-off zone. The area has the state's third highest unemployment rate, the third lowest per capita income, and the highest percentage (55%) of families who rely on food stamps. More than 25% of the residents in Pāhoa receive government financial aid (TANF). Approximately 85% of Hawai'i Island's Section 8 low-income rental housing certificate holders are Puna residents. And now recently due to the advancing lava, many of the limited business and services that are available in lower Puna have relocated outside the lava cut-off zone.

To prepare for the advancing lava, Hui Mālama Ola Nā 'Ōiwi is requesting funds to purchase two new four-wheel drive multi-passenger vehicles (such as a Sport Utility Vehicle) to provide transportation services to health related activities for residents in need in the Puna area. The vehicles and transportation staff will be stationed at our Pāhoa office with priority given to Puna District residents. The data we have collected over the years clearly shows the increasing need for our transportation services in the Puna District. Our last fiscal year's (08/01/13–07/31/14) data shows over 200 people were transported, and our vehicles traveled 23,396 miles (note: the circumference of the earth is 24,901 miles, which is only slightly more than the miles we transported in Puna alone!) Our current Puna vehicles are a 2005 7-passenger Nissan Quest with 137,398 miles, and a 2004 8-passenger Ford Excursion with 201,642 miles. The lava flow and pending closure of Hwy 130 means longer travel on unpaved roads - our current vehicles will not last much longer. New vehicles mean the guarantee of continued transportation services to the people of Puna, to get them to health and medical related services; our expectation is our transportation numbers will increase in the Puna District during the funding period and beyond.

4. Describe the target population to be served; and

Hui Mālama Ola Nā 'Ōiwi target population is Native Hawaiians, and our services focus on those health disparity areas that are most prevalent for Native Hawaiians. However we practice inclusion not exclusion and follow the Hawaiian value of 'ohana (family): we welcome anyone of any ethnicity into our services.

For purposes of this funding request our target population is Native Hawaiians and all other residents of the Puna District who are without adequate transportation.

5. Describe the geographic coverage.

Hawai'i County is comprised of a large population that lives in rural communities and frequently travels to the towns of Hilo or Kailua-Kona for work, shopping, healthcare and other needs. But our island's roads are minimally paved and susceptible to spontaneous floods and mudslides during heavy rains. Limited public transportation, no interstate system, rural roads in disrepair that are difficult to traverse, and lengthy driving distances...our island population faces huge geographic barriers to healthcare.

As was described in detail in section I.3. above (public purpose and need), the Puna District is extremely rural and isolated. It is located on the easternmost portion of our island, and at approximately 500 square miles it is about the size of the islands of Kaua'i or O'ahu. The district is typically divided into "Upper Puna", encompassing the areas from Hilo to Hawai'i Volcanoes National Park, and "Lower Puna" encompassing those areas from Hilo to Pāhoā and Kalapana. Highway 130 is the only paved road into and out of Lower Puna. The Puna District is comprised of many smaller communities with numerous population hubs living "off the grid" with roads requiring four-wheel drive vehicles to access. Hui Mālama Ola Na 'Ōiwi geographic coverage area for the Puna District includes all the Lower Puna and Upper Puna communities.

The recent natural disasters and devastation inundating the Puna District has prompted much discussion and movement in the area of transportation. Several of our staff and vehicles deployed into the communities effected by Hurricane Iselle and worked in partnership with the County of Hawai'i, Office of Aging, Big Island Substance Abuse Council, and Hope Services to check on elderly and medically-fragile residents and provide transportation to those in need. The continuing June 27, 2014 lava flow is the recent focus of most agency round table meetings, community meetings, and even client feedback. When the lava crosses Highway 130, accessibility for the isolated communities in Puna will be via underdeveloped roads and cause a hardship with the huge amount of people and vehicles within the Puna District.

II. Service Summary and Outcomes

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

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

Hui Mālama Ola Na 'Ōiwi provides disease prevention and health enhancement programs on Hawai'i Island, and we approach all our services from a team perspective. Our Kōkua Hali

Health Transportation Program is not a stand-alone service, but rather ties into a larger health promotion agency.

All Hui Mālama services begin when a person simply requests our services, either on their own or through their doctor. Initially the client completes a comprehensive intake assessment with an Outreach Case Manager (OCM) who is either a Certified Nursing Assistant or Licensed Practical Nurse. Based on the client's needs and health issues, the OCM offers referrals to community programs and services as well as Hui Mālama services. Our services include on-going Case Management to assist clients in accessing and navigating the health care world, and manage their health consistently. We offer health education and management programs in diabetes, hypertension, nutrition, tobacco cessation, and Hawaiian Healing. We offer behavior health services, support groups, and health related transportation.

Likewise Hui Mālama takes a team approach to the scope of work in providing transportation services. In addition to the Transportation Specialist's tasks and responsibilities, this project will have responsibilities for all levels of staff. If grant funds are awarded, administrative staff must research and purchase the vehicles, as well as ensure the funds are allocated to cover the costs of maintaining the vehicles during the funding year and beyond. To be eligible for transportation services a client must meet certain criteria (ie have no other means of transportation including family members). The OCM must first make that determination and then refer the client to the program; the OCM must continually verify the client's eligibility for the program. As part of the program processes the site Receptionist is responsible for the daily scheduling of transports and pre-transport reminder calls. The Supervisor is responsible for ensuring the Transportation Specialist is trained, and assists with any issues that may arise. Even clients are expected to be part of the team and do their part by following the procedures and rules.

The Transportation Specialist tasks and responsibilities include providing quality client care at all times, employing safe driving practices at all times, transporting clients to health and medical related activities, and interacting with clients to provide a friendly environment. Staff is expected to follow the program's policies and procedures, and the agency's requirements for daily and weekly vehicle preventative maintenance checks and services.

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

We expect to adhere to the following timeline to accomplish the outcomes of the service. Upon execution of the grant contract:

- Continue to be actively involved in County groups and consortia that work to identify gaps and address the many issues affecting the Puna District (currently attending as scheduled)
- Within two business days begin to attend the Puna Round Table meetings (if not already attending)
- Within two business days begin negotiations with local car dealerships to purchase vehicles
- Within two business days post the Transportation Specialist position in various media
- Within 15 business days complete the contracts for vehicle purchase

- Within 15 business days complete all Transportation Specialist interviews and make a job offer to the selected applicant
 - Within 45 business days receive the new vehicles
 - Within 45 business days complete all Transportation Specialist training
 - Within 50 business days begin providing transportation services in the newly purchased vehicles to residents in need in the Puna District
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Our two-part evaluation procedure, based on a Formative Evaluation Model, utilizes both process measures and outcome measures to evaluate the quality of the program implementation, and the effects of our project on participants. Process measures assess the extent to which the program as described in this proposal is actually implemented. Outcome measures assess the effectiveness of the program in meeting its goals and objectives in terms of expected changes in the participants.

The format for the process evaluation includes: 1) frequent monitoring of transportation services by the Site Manager, Outreach Clinical Supervisor, Operations Director, and the Executive Director (we utilize a data program as well as an electronic health records system); 2) monthly project staff and management meetings to review results of data reports and QA activities, as well as progress of program implementation; and 3) monthly Operations Director statistical reports will be submitted to the Executive Director and Management Team for review and feedback on all transportation program data and reports

Detailed monthly reports are completed by all transportation staff and entered into our electronic data system. Custom reports will be generated to analyze and measure the level of performance and success in meeting our deliverables. Our current data system tracks all the proposed measures of effectiveness and statistics gathered will be used to assess the impact of services.

Qualitative data (outcome measures) will be gathered from on-going evaluation considerations including meetings with staff, management, and community partners on problems encountered and appropriate corrective actions to be taken. Participant feedback surveys and direct dialogue with participants, community members and partners will also provide a natural venue to assess effectiveness and impact of our transportation services. The Operations Director will complete monthly Quality Assurance calls to randomly selected passengers to confirm reported data and collect participant feedback on concerns and/or satisfaction. Results will be reported to the Executive Director, who in turn reports progress to the Board of Directors.

All information gathered through all venues and methods will be utilized to make programmatic and culturally competent adaptations as necessary.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Hui Mālama Ola Nā 'Ōiwi will use all reports (quantitative and qualitative) to evaluate the effectiveness of our transportation services in providing access to health care services for people in the Puna area.

The measures of effectiveness for the program for a 12-month period are:

Objective 1

- 250 residents (unduplicated*) living in the Puna District will be transported to medical related appointments
- 800 passengers** living in the Puna District will be transported from their home residence to a health care provider and/or a specialist
- 175 passengers** living in the Puna District will be transported to pharmacy services
- 150 passengers** living in the Puna District will be transported to laboratory services
- 200 passengers** living in the Puna District will be transported to health education programs and activities
- 200 passengers** living in the Puna District will be transported to other social and/or human services appointments

* Unduplicated means a person is counted only once, regardless of how many times and to how many places we transport them; differs from "passenger" count

** Passenger is our term for a transport from "point-A-to-point-B"; thus if we pick up Auntie at her house (we do not make her walk to a bus stop!) and take her to her doctor's office that's "1"; then we pick her up from her doctor's and take her to the laboratory that's "2"; then pick her up from the lab and take her to the pharmacy that's "3", etc.

Objective 2

- Leadership and Puna site staff will attend Puna Roundtable meetings quarterly
- Leadership and Puna site staff will attend County and State task force meetings regarding meeting the needs of the Puna District
- Leadership will establish a Memorandum of Agreement with three local social service agencies that service the Puna District, to provide health related transportation services for their clients in need

III. Financial

Budget

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

Please see:

Attachment B: Budget Justification – Personnel Salaries and Wages

Attachment C: Budget Justification – Equipment and Motor Vehicles

Attachment D: Budget Justification – Capital Project Details (blank, N/A)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$110,525	\$10,524	\$10,524	\$10,524	\$142,097

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

Please see Attachment A: Budget Request by Source of Funds

The Budget Request by Source of Funds includes our current budget allocations as well as requested funding for costs to provide our Kōkua Hali Health Transportation Program island-wide. The program is currently supported by both Federal and County funds; State grant funds would allow us to leverage our existing funding to significantly expand the service.

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.

Hui Mālama Ola Nā 'Oiwī does not currently have any state nor federal tax credits granted within the last three years. Likewise we have not applied for and do not anticipate applying for any state or federal tax credits for any capital project.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

Please see Attachment E: Government Contracts and/or Grants

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

The balance of our unrestricted current assets (total unrestricted net assets) per our annual A-133 audit on July 31, 2014 was \$479,723, and per our financial records December 31, 2014 was \$472,054.

IV. Experience and Capability

A. Necessary Skills and Experience

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

Hui Mālama Ola Nā 'Ōiwi has the skills, abilities knowledge, and experience to provide health-related transportation services in the Puna District. We are ideally suited to deliver this service as we have perfected the process in the many years we have been providing transportation services in Puna as well as island-wide. Our existing Transportation Specialists frequently drive between 180-200 miles in a single day to get clients to health services.

Hui Mālama staff are experts at connecting with people, and are able to deliver services “Hawaiian style”: gentle, friendly, supportive and strength-based, optimistic and positive. They understand cultural and socio-economic barriers to health care, and offer a style that helps to put clients at ease and reduce stress levels. Relationships are a fundamental aspect in all of Hawaiian culture and Hui Mālama staff possess what Hawaiians call *ho'omalimali*, the skill to “talk story”, interact familiarly, and communicate locally. Use of broken English (referred to as “pidgin”) is a characteristic of many Native Hawaiians and often serves as a barrier for those not immersed in the culture. The ability of Hui Mālama staff to ho'omalimali breaks down barriers that have often kept clients from seeking consistent medical care.

Contracts and agreement relating to Hui Mālama Ola Nā 'Ōiwi transportation services for the last three years:

1. Federal funding through Department of Human Services, Health Resources and Services Administration – HRSA has provided federal funds annually to support our transportation program
2. County of Hawai‘i non-profit grant funding – Hawai‘i County has provided funding annually to support our transportation program
3. Memorandum of Agreement (MOA) with Hawaii Island’s three Community Health Centers (CHC) – We have established formal agreements with all three of our island’s CHCs to provide transportation services to their clients

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Please see Attachment F: Hui Mālama Ola Nā 'Ōiwi Office Locations

Hui Mālama Ola Nā 'Ōiwi services are provided island-wide. We have five offices located around Hawai'i Island, each strategically planned to be close to the center of the targeted geographic area. This has helped us establish presence and rapport with the surrounding agencies, schools, businesses, and residential communities. All our sites have connectivity via our internal network, as well as video teleconferencing (VTC) capability. Additionally, all our staff are full-time employees (with the exception of one administrative staff), and generally live within the area they serve.

Our administrative office is located between two large Hawaiian Homestead areas in Hilo, and is home base to six administrative staff. The main office also houses our Hilo site with 15 program and support staff (six of whom provide island-wide services.) The site has a large multipurpose room used for classes and support groups, two private intake offices, and a warehouse bay for storage and securing of program records and documentation. The service area for this site is East Hawai'i, from Laupāhoehoe through South Hilo.

We serve the Puna District (the focus area for this request) from our office in the Pāhoa Market Place in the town of Pāhoa. This office was directly in the path of the advancing lava, however that front has since stalled and the office is out of danger (at least at this point.) Current staffing here consists of two Outreach Case Managers (one of whom is also the Site Manager), one Receptionist, and one Transportation Specialist. The office space includes a small multi-purpose room for classes. The service area for this site is East Hawai'i, from Kalapana to Kea'au, to Hawai'i Volcanoes National Park.

The Ka'ū District is served from our office located in the heart of Na'ālehu and home to one Outreach Case Manager/Site Manager and one Transportation Specialist. The site includes a multi-purpose room used for classes and support groups, and a private intake office. The service area for this site is South Hawai'i, from Hawai'i Volcanoes National Park through Hawaiian Ocean View.

We serve the Kona districts from our office in Captain Cook, located mid-way between North and South Kona. This office is home to two Outreach Case Managers (one of whom is also the Site Manager), one Receptionist, one Community Health Worker, and one Transportation Specialist. The site has a very small multi-purpose room and we collaborate with local agencies to utilize their space for classes and support groups. The service area for this site is West Hawai'i, from Miloli'i through North Kona.

We serve the districts of north Hawai'i Island from our office in the central town of Waimea. Staff here includes two Outreach Case Managers (one of whom is also the Site Manager), one Community Health Educator, one Community Health Worker, and one Transportation Specialist.

Our current site is donated space and is extremely small, thus we collaborate with local agencies to utilize their space for classes and groups. The service area for this site is North Hawai'i, from Kohala, through Waimea, to Honoka'a.

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.

Please see Attachment G: Hui Mālama Ola Nā 'Ōiwī Transportation Specialist Job Description

Hui Mālama Ola Na 'Ōiwī Kōkua Hali Health Transportation Program is requesting funds to support a full-time (1.0 FTE) Transportation Specialist ("TS") to serve the Puna District. This additional staff will work in conjunction with the existing TS (1.0 FTE; funded through federal funds.) We expect to double the current capacity of the site, transporting at least 250 individual people throughout the funding period (average 125 clients per Specialist.)

The qualifications and experience required of the personnel filling the Transportation Specialist position is described in the attached job description. If awarded the requested funds we anticipate hiring the staff member within 30 days of award. Upon hire the TS will go through comprehensive orientation with the Executive Director, Human Resources, Facilities, and Health and Safety. The employee will then go through an extensive training program (over 80 hours) provided by various in-house staff learning our data system, program processes, the TS's role within the client's "team", and maintenance of his/her vehicle. The new employee will then "shadow" the existing TS and accompany her on transports, as well as familiarize him/herself with the roads in the Puna District. Additionally every employee must complete a 90-day probationary period, during which they are formally evaluated and provided feedback from the Supervisor.

The Transportation Specialist will be supervised by the Puna Site Manager. The two staff are housed together in our Pāhoa office (described in section IV.B. above) and have daily contact and interaction. This allows for instant feedback and guidance to the TS from the Supervisor to correct problems or address concerns. The Site Manager is supervised and given direction by the Outreach Clinical Supervisor (RN), a senior management level position.

The TS will participate in monthly All-Staff meetings, quarterly transportation meetings, and regular site meetings. These meetings are an opportunity for trainings, to share information, to address concerns or issues, to plan future events, etc.

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 organization chart that illustrates the placement of this request.

Please see Attachment H: Hui Mālama Ola Nā 'Ōiwi Organizational Chart, 01/2015

Hui Mālama is a large, multi-purpose organization. Our programs include Outreach Case Management, Diabetes Education and Management, Hypertension Education and Management, Nutrition, Cancer, Behavioral Health, Traditional Hawaiian Healing, and Kōkua Hali Health Transportation Program. All services are free and offered island-wide.

This funding will allow Hui Mālama to expand our current Transportation Program in Puna, adding a second full-time Transportation Specialist to the existing staff at that site. That Specialist will report directly to the Puna Site Supervisor. The Supervisor reports to the Outreach Clinical Supervisor, who reports to the Operations Director, who reports to the Executive Director. The Executive Director is accountable to the Board of Directors.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The three highest paid employees of Hui Mālama are 1) Michelle Hiraishi, Executive Director, \$75,305; 2) Kelsey Hiraishi, Operations Director, \$60,297; and 3) Sandra Andrade, RN Outreach Clinical Supervisor, \$55,413.

VI. Other

A. Litigation

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

Hui Mālama is not a party to any pending litigation nor any outstanding judgment.

B. Licensure or Accreditation

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

Via the Native Hawaiian Health Care Improvement Act (Public Law 100-579, 1988), Hui Mālama Ola Nā 'Ōiwi has been federally designated as the health entity responsible for providing health care assistance to Native Hawaiians on Hawai'i Island. As such we have been providing health promotion and disease prevention services to Native Hawaiians and all people of Hawai'i Island for over 23 years.

We are uniquely qualified to complete this project as we have been providing health related transportation services to all the people of Hawai'i Island for the past decade. We constantly receive comments often from clients and health care providers alike that without our transportation assistance patients would not be getting to their doctors.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

Please see Attachment E: Government Contracts and/or Grants

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Hui Mālama will not use the grant funds to support or benefit a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

If this state funding is acquired Hui Mālama Ola Nā 'Ōiwi's plan for sustaining the Kōkua Hali Health Transportation Program activities after FY 2015-16 will consist of reliance on Health Resources Service Administration (HRSA, our federal funder for over 20 years) and Hawai'i County Non-Profit Grant funding. State funds would allow us to purchase two four-wheel drive passenger vehicles that are expected to transport passengers for many years beyond the funding

period. HRSA funds will be utilized to cover the future costs of the Transportation Specialist position initiated by State funding. Acquiring these two vehicles will reduce our currently high repair and maintenance costs (as is common with high mileage vehicles). Future maintenance costs will be allocated from HRSA and County grant funds, as will fuel costs post-State funding.

Hui Mālama's Executive Director and Board of Directors have been meeting with local legislature to find the necessary financial resources to update our aging fleet of vehicles. We await the posting of the County of Hawai'i's RFA for the 2015 Community Development Block Grant (CDBG) funding. CDBG funding would allow Hui Mālama to replace more of our aging vehicles to reduce costs and provide reliable safe health transportation services, thereby reducing barriers to health care services for our island's people.

In September 2014 we participated in the State of Hawai'i's Mobility Management Plan meetings in Hilo. Hui Mālama and several other local non-profit organizations discussed needs and concerns related to providing transportation services, with an emphasis on the growing number of elderly. The group committed to working together to find ways to support programs and develop a financial plan to support specialized services such as our Kōkua Hali program. We are committed to participating in this statewide task force and advocate for the growing transit needs on our island.

Our sustainability plans include working with insurance companies and health agencies to gain billed revenue for transporting clients to medical appointments. Likewise, program service fees have been considered but we have decided against fees as the majority of passengers already deal with multiple health issues and socio-economic factors. Hui Mālama has elected to operate our transportation program using the concept of "makana aloha" (figuratively *gift from the heart*), allowing passengers to make donations and contributions if they are able.

A final strategy in our sustainability plan is to negotiate possible contracts for transportation services with the three Federally Qualified Health Centers (the Community Health Centers) on our island. Federal funding for FQHCs appears to have a high priority, and we will work closely with our FQHCs to leverage federal funds to support the need of our island population in accessing health services.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

Please see Attachment I: Certificate of Good Standing

Please Attachment J: Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawai'i Revised Statutes

ATTACHMENT A
BUDGET REQUEST BY SOURCE OF FUNDS
 Period: July 1, 2015 to June 30, 2016

Applicant: Hui Malama Ola Na 'Oiwi

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	21,216	132,733		
2. Payroll Taxes & Assessments	3,503	21,914		
3. Fringe Benefits	8,738	52,429		
TOTAL PERSONNEL COST	33,457	207,076		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance (auto policy)	1,500	6,834	5,000	
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	60	240		
6. Supplies	100	400		
7. Telecommunication (cell phones)	480	2,880		
8. Utilities				
9. Fuel for vehicles	6,000	4,000	30,000	
10. Vehicle repair & maintenance	500	5,000	15,000	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	8,640	19,354	50,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	100,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	142,097	226,430	50,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	142,097	Matt Crosson 808-969-9220		
(b) Total Federal Funds Requested	226,430	Name (Please type or print) Phone		
(c) Total County Funds Requested	50,000	[Redacted Signature] 2-2-15		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	418,527	Matt Crosson, Fiscal & Administrative Director Name and Title (Please type or print)		

ATTACHMENT B

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Hui Malama Ola Na 'Oiwi

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Transportation Specialist - Puna - new position	1	\$21,216.00	100.00%	\$ 21,216.00
Transportation Specialist - Puna - existing position	1	\$21,236.00	0.00%	\$ -
Transportation Specialist - ADA van	1	\$25,015.00	0.00%	\$ -
Transportation Specialist - Hilo	1	\$21,454.00	0.00%	\$ -
Transportation Specialist - Ka'u	1	\$22,596.00	0.00%	\$ -
Transportation Specialist - Kona	1	\$21,216.00	0.00%	\$ -
Transportation Specialist - Waimea	1	\$21,216.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				21,216.00

JUSTIFICATION/COMMENTS:
 The organization is requesting State funds to pay for the cost of one new Transportation Specialist (TS) in the Puna district. The annual rate of \$21,216 is the organization's pay rate for entry-level TS. Federal funds will be used for the remaining six TS positions.

ATTACHMENT C

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Hui Malama Ola Na 'Oiwi

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
Two four-wheel-drive SUV vehicles, among models being	2.00	\$50,000.00	\$ 100,000.00	100,000.00
considered are Ford Expedition, Toyota Sequoia, GMC			\$ -	
Yukon, Chevrolet Suburban, and Nissan Armada. Bids			\$ -	
will be solicited from the local Ford, Toyota, Chevrolet,			\$ -	
and Nissan dealerships			\$ -	
TOTAL:	2		\$ 100,000.00	100,000.00
JUSTIFICATION/COMMENTS:				
The organization is looking for four-wheel-drive vehicles that can seat at least three large adult passengers. Four-wheel-drive is needed due to the poor and often unpaved roads in the rural Puna district. The cost estimation of \$50,000 per vehicle is based on recent local dealership advertising as well as MSRP prices found online.				

ATTACHMENT D

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

***** NOT APPLICABLE ***

***** NOT APPLICABLE *****

***** NOT APPLICABLE *****

Applicant: _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

ATTACHMENT E

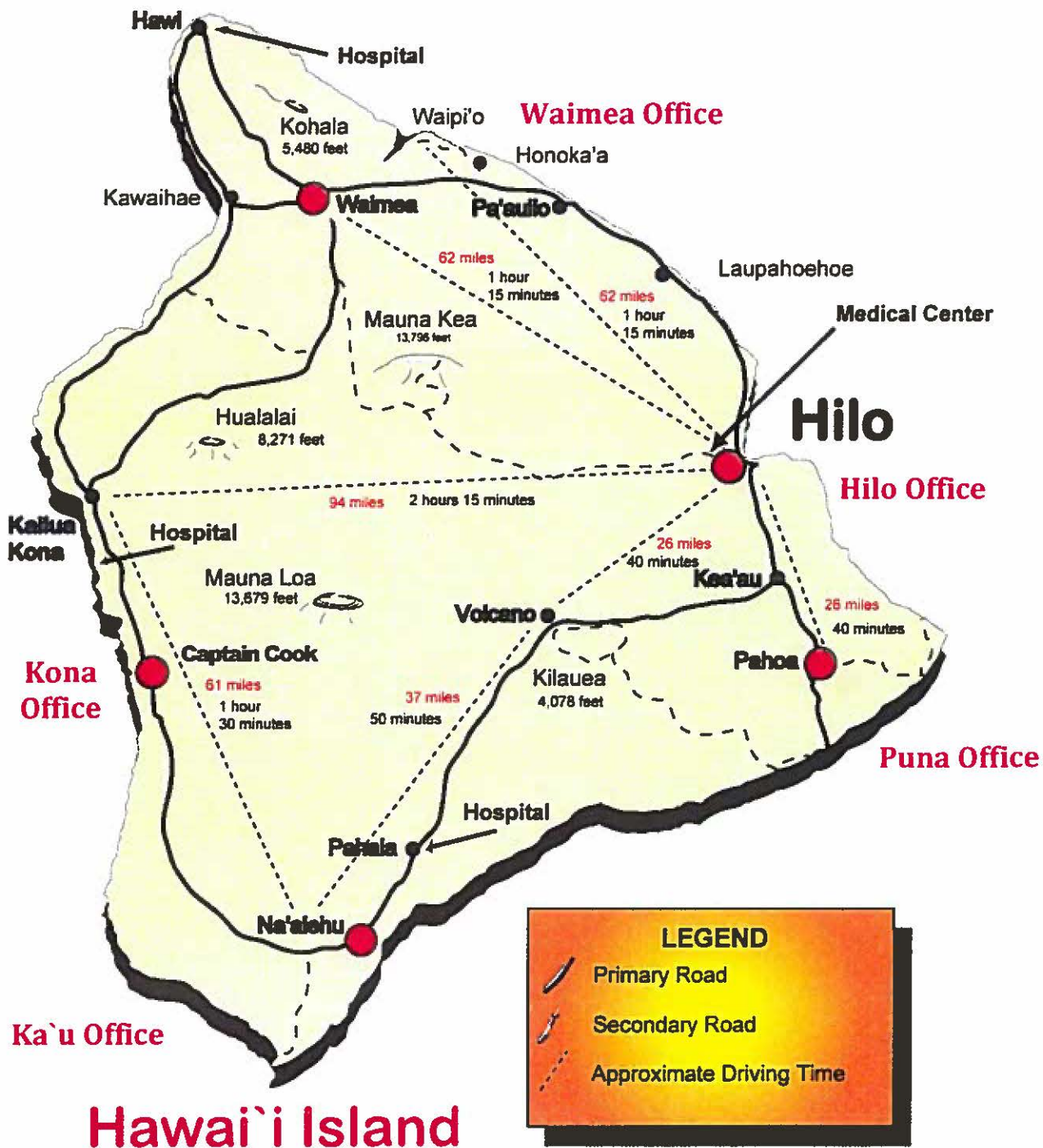
GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Hui Malama Ola Na 'Oiwi

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Native Hawaiian Health Care (continuous funding since 1991; current award value depicted, final award value pending)	8/1/15 through 7/31/16	Health Resources and Services Administration	U.S. Department of Health and Human Services	\$2,114,194
2.	Kokua Hali Health Transportation Program (continuous funding since 2010; current award value depicted, final award value pending)	7/1/15 through 6/30/16	Finance Department	County of Hawai'i	\$ 50,000
3.					
4.					
5.					
6.					
7.					
8.					
				TOTAL	\$2,164,194

Hui Mālama Ola Nā `Ōiwi

Office Locations



ATTACHMENT G

NATIVE HAWAIIAN HEALTH CARE SYSTEM -- HUI MĀLAMA OLA NĀ 'ŌIWI

POSITION: TRANSPORTATION SPECIALIST

FLSA CLASSIFICATION: NON-EXEMPT

SUPERVISOR: OUTREACH CASE MANAGER/SITE MANAGER

RESPONSIBLE TO: EXECUTIVE DIRECTOR & HUI MĀLAMA OLA NĀ 'ŌIWI BOARD OF DIRECTORS

STARTING SALARY: Commensurate with degrees, skills, knowledge and experience. Negotiable.

INTRODUCTORY/POLICY: Shall serve in the capacity of providing support and assigned tasks under the supervision of the Outreach Case Manager/Site Manager. The position entails the operation, maintenance, and upkeep of a five- to seven-passenger van or assigned vehicle to transport clients enrolled in Hui Mālama Ola Nā 'Ōiwi services.

This position requires working and being available during the evenings and on occasional weekends benefiting the services of this Agency.

I. DUTIES AND RESPONSIBILITIES:

- a. Responsible for assisting with the transport of clients to and from treatment and/or referral services, using proper care in entering and exiting the vehicle using appropriate physical assistance as necessary
- b. Responsible for providing the following, to include but not limited to:
 - Aiding and assisting clients to safely enter and exit the vehicle by coming to a complete stop, exiting and opening the door and assuring that they are sitting comfortably in the vehicle with their seat-belts fastened
 - Lifting wheelchair in and out of vehicle, assisting clients in and out of vehicle and into the wheelchair; safely maneuvering clients in wheelchairs up and down ramps and through doorways (building entries)

- Observing and reporting to Supervisor other than usual client behaviors during transport and following through with brief required documentation citing the incident
 - Ensure that there will be NO SMOKING or consuming of food or beverages during transportation with the exception of the need for medication under the specific direction of the Outreach Case Manager or Supervisors
 - Inform clients of the safety and comfort rules; uses appropriate methods to enforce regulations stipulated during transport
- c. Assure that all clients have access to services provided by the Agency and other federal funded organizations in a manner appropriate and cognizant of the concerns and communicating ability of all clients
 - d. Distribute mail and supplies between Hui Mālama Ola Nā 'Ōiwi offices and/or local agencies as needed
 - e. Perform additional duties as required

SUPPORT AND MAINTENANCES SERVICES

- a. Assist, as required, in regular preventative maintenance of the vehicle, which includes daily pre-use checks, annual safety check, registration, safety equipment, e.g. fire extinguishers, road safety equipment, medical kit and awareness of warranty schedules
- b. Complete weekly maintenance and cleaning of the interior, washing and waxing the vehicle and maintaining minor repairs as they occur or are required
- c. Prepares requisitions pertinent to vehicle maintenance, registration and upkeep

II. KNOWLEDGE & ABILITIES

Applicant must have the ability to establish and maintain favorable and comfortable professional relationships with clients, agency staff, and other networking providers

Ability to read, write, and communicate verbally in an appropriate manner keeping in mind the sensitiveness of the client and his/her ability to communicate and complete simple forms

Ability to keep accurate records in an orderly fashion while making transport entries and preparing simple reports

Ability to work under pressure and in a fast-paced environment

Knowledge of Native Hawaiian issues; Hawaiian-based community development organizations and practices, Hawaiian culture, history and current events are essential

Knowledge of logistics and geographical layout of assigned areas and districts served

Must be able to obtain FIRST AID and CPR training immediately upon employment renewing certification each year as mandated

Ability to lift 40 lbs. without assistance

III. QUALIFICATIONS

MINIMUM REQUIREMENTS

Graduation from an accredited school with a High School Diploma or equivalent, e.g. GED

Applicant must possess a current Hawai'i driver's license and a clean vehicle driving abstract

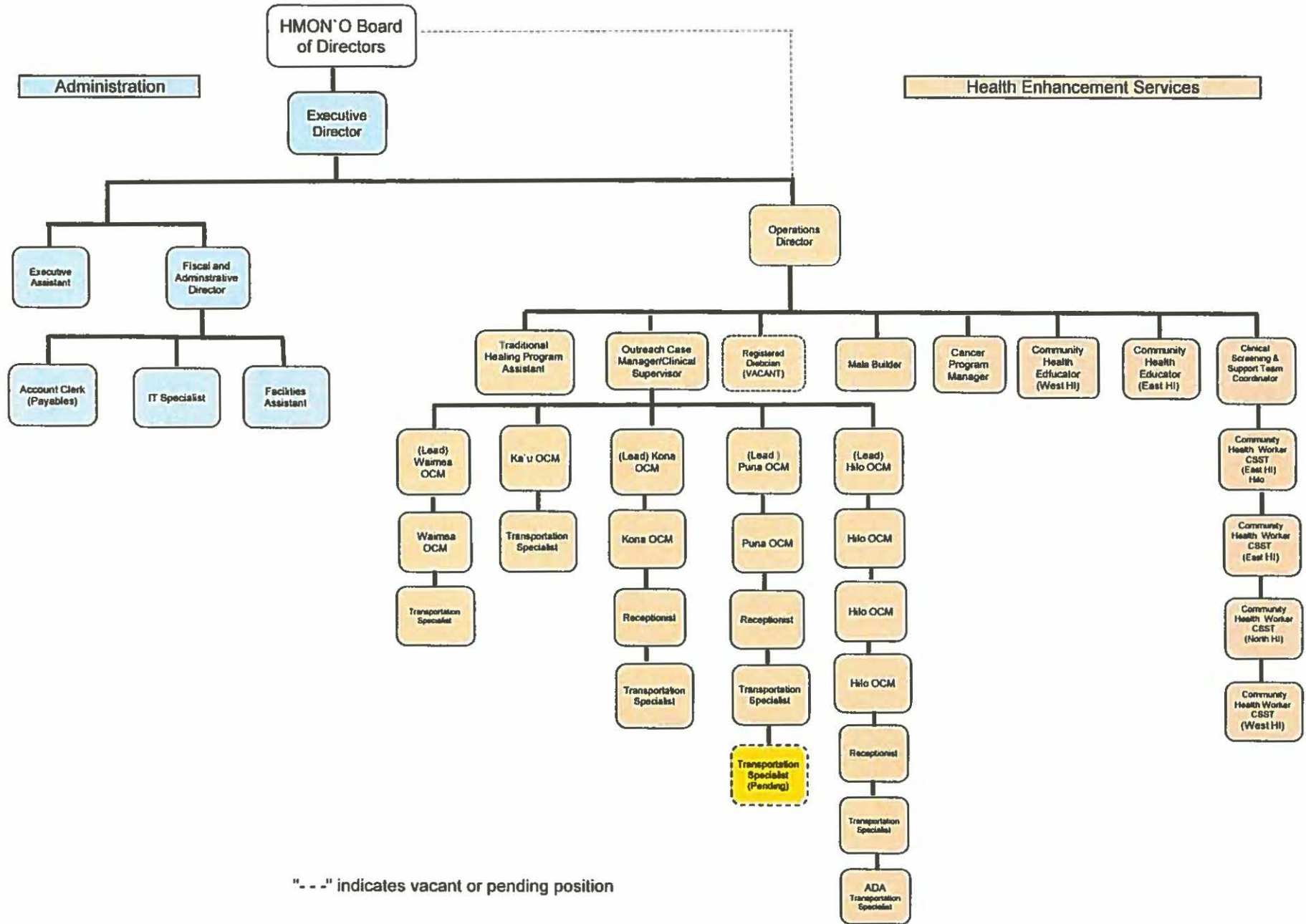
Applicant must have no less than 5 years driving experience, to include a personal vehicle

Must be eligible to work in the United States

IV. WORKSITE: PAHOA OFFICE; PUNA DISTRICT SERVICE

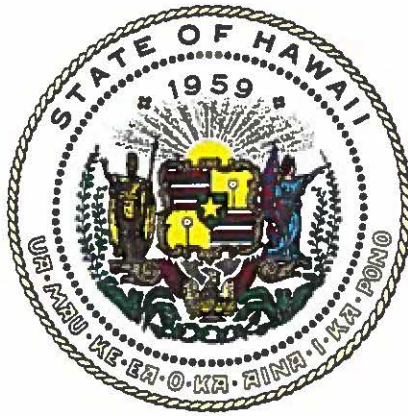
SALARY: \$20,800 – \$25,000 annually

ATTACHMENT H



"- -" indicates vacant or pending position

ATTACHMENT I



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HUI MALAMA OLA NA 'OIWI

was incorporated under the laws of Hawaii on 05/03/1991 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 15, 2014

Director of Commerce and Consumer Affairs



ATTACHMENT J

DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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.

Hui Malama Ola Na 'Oiwi

(Typed Name of Individual or Organization)

[Redacted Signature]

(Signature)

01/29/15

(Date)

Michelle M. Hiraishi

(Typed Name)

[Redacted Signature]

Mabel De Silva

Executive Director

(Title)

1/29/15

Chair, Board of Directors