

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    DbA:  
Hawaii County Economic Opportunity Council                      HCEOC

Amount of State Funds Requested: \$ 147,735.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Drop Out Prevention Program (DOPP), The aim and purpose of this program is to help at-risk and low-income school and court referred high school students improve their attendance, behavior and academics by working collaboratively with the students, parents, staff and available resources in the community to prevent students from dropping out of high school.

Amount of Other Funds Available:

State:                      \$ \_\_\_\_\_  
Federal:                      \$ \_\_\_\_\_  
County:                      \$ 3982.00  
Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ 2,989,000.00

Unrestricted Assets: \$ \_\_\_\_\_

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):


Type of Business Entity:

501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:  
47 Rainbow Drive  
City:                                      State:                                      Zip:  
Hilo                                      Hawaii                                      96720

Contact Person for Matters Involving this Application	
Name: Chad Hasegawa	Title: Deputy Director
Email: chasegawa@hceoc.net	Phone: 808-935-5219

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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                      Jay T. Kimura Executive Director                      01/17/2019  
Authorized Signature                      Name and Title                      Date Signed

**received**  
1/18/19 2:10p 

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Jay T. Kimura Executive Director  
PRINT NAME AND TITLE

January 17, 2019  
DATE



## 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

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

was incorporated under the laws of Hawaii on 05/27/1965 ; 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: January 18, 2019

Director of Commerce and Consumer Affairs



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name: HI COUNTY ECONOMIC OPPORTUNITY COUNCIL**

**DBA/Trade Name: HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL**

**Issue Date: 01/15/2019**

**Status: Compliant**

Hawaii Tax#: W40397626

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3845

UI#: XXXXXX1162

DCCA FILE#: 13035

**Status of Compliance for this Vendor on issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

<b>Status</b>	<b>Description</b>
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

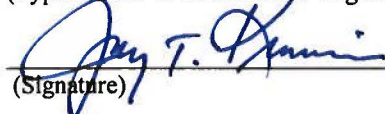
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants 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.

Hawaii County Economic Opportunity Council  
(Typed Name of Individual or Organization)

  
(Signature)

1/17/19  
(Date)

Jay T. Kimura  
(Typed Name)

Executive Director  
(Title)

Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

**This grant, if awarded, WILL be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.**

## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2018.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

### **II. 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;  
Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit organization established in 1965 under the provisions of the Economic Opportunity Act of 1964, as amended and qualifies as a charitable and educational organization. HCEOC's purpose and function is to prevent, alleviate, and eliminate poverty in the County of Hawaii. HCEOC's Mission Statement specifically addresses educating children and youth in becoming responsible contributing adults in society as one of its accomplishing goals.
2. The goals and objectives related to the request;  
For 43 years, the primary goal of HCEOC'S Drop Out Prevention Program (DOPP) has been to prevent high school dropouts by providing educational and support services to students at-risk of dropping out. Spurred by the 2009 American Recovery and Reinvestment Act, the Hawaii Department of Education (DOE) also stresses high-school completion in its Race to the Top (RTTT) achievement target of a 90% high school graduation rate by 2018.

DOPP's objectives for participating students are as follows:

- 1. 95% graduation rate for referred high school seniors
- 2. 85% of the participating non-senior clients will be promoted to the next grade level
- 3. 75% of all clients will have no suspensions exceeding three consecutive days.
- 4. 75% of all clients will attend school 85% of school days.

- 3. The public purpose and need to be served; HCEOC'S Dropout Prevention Program has been an extremely successful service that connects potential high school dropouts and their families with schools and outside agencies. DOPP Facilitators perform a core role by establishing and maintaining a support network for clients. Since potential dropouts and their parents often fail to receive essential assistance due to ineffective communication with school authorities, the purpose of this project is to eliminate the barriers of communication between involved parties, build positive rapport, and to mainstream the student back into the regular classroom. These students may also require assistance due to their negative attitude and non-participatory behavior toward school.

Since 2007, as a direct result of the nation's economic recession, drastic cuts in federal funding have occurred. This led to such unprecedented outcomes such as Hawaii DOE's "Furlough Fridays." HCEOC temporarily lost its traditional federal Funding source, Community Service Block Grant (CSBG), as well as monies from the American Recovery and Reinvestment Act (ARRA). During the 2009-2010 school year, DOPP existed solely from CSBG and county grants. The funding was only adequate to keep the program active at Honoka'a High where 17 DOPP client slots were filled, and an estimated 50+ students were deemed at-risk students.

In spite of these funding constraints, DOPP continues to meet or exceed program objectives and demonstrates effectiveness in improving attendance, academic performance, graduation rates, and overall attitude of students. Below the chart are achievements at various high schools over the last 3-5 school years.

The table immediately below shows the improvement in drop-out rate, attendance rate, and suspensions issued for Hilo High School for which funding was available to provide non-stop and consistent service the past three school years. \*Note –Funding unfortunately was not available for Pahoa High and Kau High for the full duration of the past three school years. However, the results show that gains were still made in spite of partial and inconsistent service due to lack of adequate funding.

High School	Drop Out Rate 2015-16 vs 2016-17	Average Daily Attendance 2015-16 vs 2016-17	Suspensions Issued 2015-16 vs 2016-17	Free Lunch Percentage
HILO	18.5% - 10%	93.5% - 93.5%	100/102	56.3% - 53.1%
PAHOA	20% - 20.8%	85.5% - 85.1%	100/112	84.7% - 100%
KAU	19.6% - 25.4%	87.8% - 87.5%	168/143	86.3% - 100%

\*Note: All students attending Pahoa and Kau High were afforded free lunch in the 2016-17 school year along with all other students in the Ka'u-Keaau-Pahoa educational complex area as it was identified as one of the highest poverty complex areas in the state of Hawaii.

**Hilo High:**

- Helped Hilo High achieve the **LOWEST DROP-OUT RATE** of 10% in 2016-17 school year along with the **GREATEST** year-over-year decrease in drop-out rate of ALL public high schools on the Big Island!
- 100% of high school senior clients enrolled at Hilo High in the past three school years from 2014-15 to 2016-17.
- Over 70% of all clients grades 9-12 had a 2.0 or higher GPA by the end of the past three school years from 2014-15 to 2016-17.
- Over 80% of the clients attended school 85% of school days in 2014-15 and 2015-16 school years.

**Ka'u High:**

- 100% of high school senior clients enrolled at Kau High graduated in the 2013-14, 2015-16 and 2016-17 school year!
- Assisted a client to be first in family to attend college at the West Hawaii Palamanui Campus
- Average daily attendance improved to over 80% at Kau High by the end of the 2013-14 school year.

**Pahoa High:**

- Over 75% of the student clients finished the 2015-16 and 2016-17 school year with a 2.0 or higher GPA
- Over 80% of the student clients had no suspensions of three or more consecutive days.
- 100% of senior clients graduated in the 2016-17 school year

**Honokaa High:**

- Less than 9% dropouts at Honokaa High, achieved in the 2012-13 school year.
- Honokaa High achieved a 10.5% dropout rate in 2013-14 school year

HCEOC believes clients' success is directly linked to individualized support provided by DOPP facilitators working one-on-one with students.

4. Describe the target population to be served; and

The target population is students who are appropriately referred by school administration as potential dro pouts, using one or more of the following criteria:

1. Referred by school and/or Probation Officer
2. Failure in two or more subjects
3. Accumulated ten or more unexcused absences
4. Exhibits difficulty in dealing with problems arising from the student's ethnicity or minority status
5. In a situation where home-to-school dialogue is critical for student success in school

HCEOC may not assist students without referral. Per DOE contract, each Facilitator is limited to a maximum of 26 client students during the school year. However, Facilitators provide service and support to numerous other non-client referrals, which may be ten or more times the number of DOPP clients, such as tracking students identified as "no shows" and return them to the classroom. Significantly, DOPP is the only key entity authorized by the DOE to locate, communicate, and interact with referred students off campus through activities such as home visits, parental meetings, and court hearings.

5. Describe the geographic coverage.

HCEOC DOPP will service three public high schools within Hawaii County based upon an aggregated ranking of the dropout percentage, suspensions issued, average daily attendance rate, and percentage of students receiving free and reduced lunch in the most recent 2016-17 school year. (most recent data available). The exception to this rule is Hilo High in continuing service to maintain the recently achieved success in significantly reducing the drop-out rate over the course of the last four school years.

HIGH SCHOOL	Dropout Rate	Average Daily Attendance	Suspensions Issued	Free Lunch Percentage
HILO	10%	93.5%	102	53.1%
PAHOA	20.8%	85.1%	112	100%
KAU	25.4%	87.5%	143	100%
KONAWEANA	15.5%	89.6%	102	61.4%

- Hilo High School is located near the Wailuku river on the island of Hawaii. The school is situated at 556 Waianuenue Avenue across the street from Hilo Intermediate School, one of its two feeder schools, the other being Kalaniana'ole Intermediate School.



- Pahoa High School is located in the district of Puna with a strong agriculturally based community and serves as the ultimate recipient school for students attending Pahoa Elementary, Pahoa Intermediate and Keonepoko Elementary schools.
  - Ka'u High and Pahala Elementary School is a small rural K-12 school with approximately 540 students. It is located in the southern district of Ka'u in the former plantation community of Pahala. Ka'u is the largest district on the island, and in the state of Hawaii, with an area over 600,000 acres.
  - Konawaena High school is located in Kealahou-Kona and has a student population largely consisting of students living southern Kona with some students from as far away as Ocean View. This school was last served by our agency in the 2010-11 school year.
- \* Note - Funding and lower performance at other high schools prevented us from continuing to serve this school in these past five school years.

### **III. 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;

HCEOC'S Dropout Prevention Program has been a critically needed and successful service that connects potential high school dropouts and their families with schools and outside agencies. DOPP Facilitators perform a core role by establishing and maintaining a support network for clients. Many students and parents are not able to establish effective communication with school authorities and are therefore not receptive to assistance. In addition, students who are alienated from school are oftentimes from single-parent homes, economically and/or culturally-disadvantaged, or are experiencing personal crisis. To address these challenges, HCEOC Facilitators conduct home visits and activities in a non-threatening, non-school environment, and promote students' selfworth and self-esteem. In providing a comprehensive array of services for our students, DOPP maintains collaborative relationships with agencies including, but not limited to, Big Island Substance Abuse Council, Family Youth Enrichment Center, Uplink, and after-school tutoring providers such as Kuman and Orchid Isle Tutoring.

In order for the students to re-enter the mainstream of academic and non-academic life, DOPP targets one or both of the following:

- a. Eliminate or reduce the barriers of communication prohibiting the problem solving dialogue necessary to address the problem(s) facing potential dropout students, their parents, and school authorities that lead to the students' academic stagnation.

b. Reduce the ethnic in-grouping and out-grouping attitudes and behavior among students so that minority students enter the main steam of campus life as well as become contributing members of society. Ethnic isolation sustains contempt between minorities and non-minorities in school and community.

In tandem with DOE goals, DOPP encourages students to internalize and develop personal ethics. DOPP Facilitators teach by example, emphasizing character traits such as honesty, integrity, personal responsibility, respect and compassion for self and others. General program goals for each client include the following: 2.0 GPA or higher, attend a minimum of 80% of school days, and no suspensions or detentions.

### Intervention Activities

DOPP Facilitators provide essential, individualized support to clients and at-risk students to boost their self-worth and academic success. Data shows that without DOPP assistance, students falter or dropout from secondary education at higher rates than that where DOPP is present. Finally, DOPP employs strategies to improve student's non-cognitive abilities of motivation, persistence, and resilience in learning.

#### 1. INDIVIDUALLY ASSIGNED CLIENTS

Facilitator conducts individualized, one-to-one consultation sessions with client to identify and resolve problems. Other duties include:

- Help all assigned clients meet graduation requirements and obtain information relevant to his/her success in school and beyond
- On a daily basis, locate and encourage "no-shows" to return to school
- Create achievable plans with clients to improve academics and behavior
- Improve students' self-esteem
- Assist student in setting realistic goals. Upon initial success, higher goals are set.
- Provide praise when student reaches an academic or any other relevant milestone
- Liaison with community agencies for other or more specialized support
- Help students avoid substance abuse and cope with negative peer pressure to drink/use drugs

#### 2. NON-ASSIGNED REFERRAL STUDENTS

- Assist counselors and school staff in locating and contacting students who have been chronically absent.
- Provide assistance to non-assigned students on an as-needed basis from school staff in accessing academic supports, outside agency supports, and various alternative education, employment, and social services support in the community.

- Assist school staff by making home visits for students and families that DOE staff have difficulty in making contact with.
- Provide brief counseling sessions to non-assigned students to remind them about the importance of daily attendance, education, obeying rules, and appropriate behavior at school

### 3. THE FAMILY UNIT

DOPP acknowledges and emphasizes parents as primary role-model in their child's life, and works to:

- Maximize parental involvement in his/her child's education; understanding the DOE system; and remaining up-to-date on events, expectations and requirements
- Facilitate communication between all parties so that parents may express concerns and constructive input regarding their child's educational plan
- Conduct mini-PTSA meetings, conferences and workshops

### 4. CLIENT'S SCHOOL & OTHER AGENCIES

As mentioned previously, DOPP facilitators perform a core role by establishing and maintaining a support network for assigned clients. Facilitators work to improve communication and foster positive, effective relationships amongst parties involved in the student's education via the following:

- Liaison with other public and private agencies to coordinate aid for both clients and referred non-client students. For example, a Facilitator will contact Alu Like for employment for a client of Hawaiian descent; organize a client's tutoring sessions at Lanakila Learning Center; or funnel referral to Youth Challenge.
- Facilitators also collaborate to provide workshops and training for career/employment, and higher education
- Assist school with registering students not registered for the following school year
- Orient potential referrals, both student and parent, for the next school year regarding available program services

### 5. EXTRACURRICULAR

DOPP will increase focus on post-secondary education and career planning assistance. Prior field trips to local career and/or trade shows at Hilo Community College, University of Hawaii at Hilo, etc. have been valuable for clients and will be continued.

### 6. PROGRAM MANAGEMENT

Facilitator is responsible for keeping accurate, confidential account of all services provided and effectiveness:

- Prepares monthly and periodic program reports
- Regular, in-person contact with clients, families, schools

Program Supervision  
Program Manager will

- Provide training
- Generate and submit quarterly reports to the DOE
- In-person site visits once per month

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

By July 1, 2019: Staff each site/school with one facilitator

July 30, 2019: Complete an orientation workshop for staff and go over plan to achieve DOPP goals and objectives

September 30, 2019: Enroll 26 DOPP clients per school

October, January, April, July: Submit quarterly reports to funding body

October 30, 2019: Receive pre assessment results from DOPP centers

January 30, 2020: Complete a mid-year assessment and analysis on DOPP clients complete an informal mid-year assessment on the effectiveness of DOPP

May 30, 2019: Receive post assessment results from DOPP centers

June 30, 2019: Receive final narratives from DOPP centers

July 15, 2019: Submit the final report to the funding body

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

DOPP facilitators are responsible for keeping accurate, confidential accounts of all services provided. Facilitators maintain a case-file folder for each referred student which consists of the following objective-oriented data and forms:

- a. Program Data Collection
- b. Program Daily Contact Record Sheet
- c. Program Referral Form
- d. Daily Attendance Log
- e. Report Cards
- f. Student, Pre- and Post-Attitudinal and Communication Surveys
- g. Parent, Pre- and Post-Attitudinal and Communication Surveys
- h. Other forms and documents

The pre-surveys are administered at the time the student enters DOPP. Post-surveys are given at the end of the schools year to measure perceived changes as a result of DOPP participation.

DOPP facilitators compile data into monthly, quarterly, and/or annual reports for submittal to program supervisor. Reports describe the work accomplished during the reporting period, identification of persons serviced, immediate problems encountered, proposed resolutions, and a short summary of anticipated activities for students and parents.

HCEOC Quality Assurance Plan is attached in addition to above.

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.

OBJECTIVE	SCHOOL BASE ASSESMENT
95% graduation rate for referred high school seniors	Report cards; diploma
85% promotion rate for referred underclassmen	Report cards
85% of clients attend school at least 85% of school days	Daily Attendance Record Sheet
75% of clients will finish school year without suspensions over three days	School Suspension Record
85% of clients will demonstrate positive change in attitude	Student Observation Form
Parents and clients have 70% more communication with others	Parent Observation Form

## **IV. Financial**

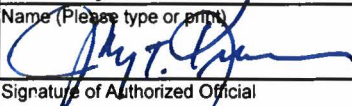
### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant:   HCEOC  

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	92,275			
2. Payroll Taxes & Assessments	19,393			
3. Fringe Benefits	12,917			
<b>TOTAL PERSONNEL COST</b>	<b>124,585</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,000			
3. Lease/Rental of Equipment	900			
4. Lease/Rental of Space	1,200			
5. Staff Training	0			
6. Supplies	4,500			
7. Telecommunication	2,300			
8. Utilities	1,200			
9. Data Processing	250			
10. Audit Fee	1,000			
11. Physical Exam/Drug Testing	250			
12. Criminal Background Che	150			
13. Mileage	8,500			
14. Publication and Printing	300			
15. Postage	100			
16. Program Activities	1,500			
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>23,150</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>147,735</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	147,735	Chad Hasegawa <span style="float: right;">808-935-5219</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	3,982			
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Thursday, January 17, 2019</span>		
		Date		
<b>TOTAL BUDGET</b>	<b>151,717</b>	Jay T. Kimura Executive Director		
		Name and Title (Please type or print)		



**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_ HCEOC \_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$61,800.00	1.00%	\$ 618.00
Fiscal Officer	1	\$50,985.00	1.00%	\$ 509.85
Pre-Audit Clerk /Pavrolll	1	\$36,400.00	1.00%	\$ 364.00
Pre-Audit clerk /Pavables)	1	\$24,960.00	1.00%	\$ 249.60
Pre-Audit Clerk (Receivables)	1	\$24,960.00	1.00%	\$ 249.60
Office Manaaer	1	\$35,000.00	1.00%	\$ 350.00
DOPP Manaaer	0.55	\$22,319.00	50.00%	\$ 11,159.50
DOPP Facilitator - Hilo Hiah	1	\$28,434.00	100.00%	\$ 28,434.00
DOPP Facilitator - Pahoa Hiah	1	\$28,434.00	100.00%	\$ 28,434.00
DOPP Facilitator - Ka'u Hinh	1	\$28,434.00	100.00%	\$ 28,434.00
DOPP Facilitator - Konawaena Hiah	1	\$28,434.00	100.00%	\$ 28,434.00
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>127,236.55</b>

**JUSTIFICATION/COMMENTS:** The following positions are needed for providing DOPP services at Hilo High, Pahoa High, Ka'u High, and Konawaena High schools.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant:   HCEOC  

Contracts Total: 4,325

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	LAMP PROGRAM	7/1/2018	County Council	Hawaii County	4,325
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

- d. Capital project details ([Link](#))
- e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$36,933.75	\$36,933.75	\$36,933.75	\$36,933.75	\$147,735.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

- Federal, Community Services Block Grants

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.

NON APPLICABLE

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

The DOPP program received a grant from the County of Hawaii, \$30,000, in the 2016-17 fiscal year and \$18,625 in the 2017-18 fiscal year.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

The applicant has ZERO BALANCE of unrestricted current assets as of December 31, 2018.

**V. Experience and Capability**

**1. 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.

For 43 years, HCEOC DOPP has fulfilled a critical need and aided the prevention of hundreds, if not thousands, of potential high school dropouts. HCEOC believes that because client students receive one-on-one service, the students' academic progress parallels not only measurable improvements in positive attitude, interpersonal communication, but also intangible personal growth in self-concept. DOPP Facilitators are trusted advocates, driven to provide service and enable effective communication between client students, their families, school personnel and various agencies. Facilitators are also expert at funneling families toward outside resources and have eased demands on schools.

A Monitoring Report dated September 9, 1998 by DOE Budget Branch Specialist and School Renewal Specialist determined that not only did DOPP staff meet job qualification requirements, but commended Facilitators and Program Supervisor for their dedication working with potential dropouts. DOPP Facilitators care deeply for their clients and families, and are knowledgeable and effectively relate to specific problems such as depression; domestic abuse; neglect and/or violence; and cultural assimilation difficulties experienced by ethnic minorities.

Major funding for HCEOC DOPP from 1974-1981 was provided through federal grants. From 1982 to present, DOPP has primarily been funded by the state and county.

## **2. 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.

A strong working relationship has been established between the Department of Education Staff and HCEOC's Staff (Facilitators). The Hawaii District Schools that participated and received HCEOC Drop-Out Prevention services provide adequate work space on their school campuses for HCEOC staff to conduct counseling sessions and student activities. No additional facility is required since services are primarily provided off campus and during after school hours on a one-to-one basis.

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

### **1. 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.



### Proposed Staffing

The DOPP will require one part-time Program Manager position and five (5) DOPP Facilitators. Each facilitator will be assigned to provide services to each of the following public high schools on the Big Island: Hilo, Waiakea, Honokaa, Kau, and Pahoa High schools.

### Staff Qualifications

The Program Manager shall supervise and conduct monitoring visits periodically to support Facilitators and meet with school's administration as part of his/her monitoring and evaluation process.

DOPP Facilitators shall be responsible for providing one-on-one and group counseling to referred at-risk youths and their families.

### Program Manager

- Knowledge of legislative process.
- Knowledge of teaching and instructional methods, processes, and practices.
- Skill in use of general office equipment, computer, and software applications.
- Skill to correct, edit, and proofread instructional materials and documents.
- Ability and skill to plan, organize, and present instructional presentations and demonstrations to staff.
- Ability to work cooperatively as an effective team member of HCEOC and the DOE.
- College graduate in the field of Education or related field or two years of progressively responsible experience in related field.
- Excellent verbal and written skills.
- Detail oriented. Must be able to maintain records and submit reports, and other information accurately.
- Knowledgeable of community, agencies, and organizations within the area they serve.
- Must have the ability to relate and communicate effectively to minority groups, people, and community.
- Must possess a valid driver's license and have daily access to a vehicle.

### Supervision and Training

Program Manager will plan and conduct Staff Development Training a minimum of once a month. Program staff will receive training and learn acquired skills in operation of the project and their dealings with potential high school dropouts and their parents through the collaboration with various resource agencies.

Most recently over the past three years, HCEOC'S Facilitators in this program received training coordinated by the University of Hawaii-Hilo, the Hawaii Community College, the Department of Health, Alu Like, Office of Hawaiian Affairs, Dr. Carol Alread, Dr. Kimo Alameda, and the Department of Human Services.

HCEOC staff will coordinate their activities and continue to receive technical and curricular assistance from the Department of Education. DOE personnel extend invitations to HCEOC staff to In-Service Training and various workshops that help them in being more effective in working with high school students.

## **2. 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 attached organizational charts.

## **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director: \$61,800 (1.0% TIME TO CONTRACT) = \$618

Deputy Director: \$51,500 (0% TIME TO CONTRACT) = \$0

Fiscal Officer: \$50,980 (1.0% TIME TO CONTRACT) = \$510

## **VII. Other**

### **1. 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.

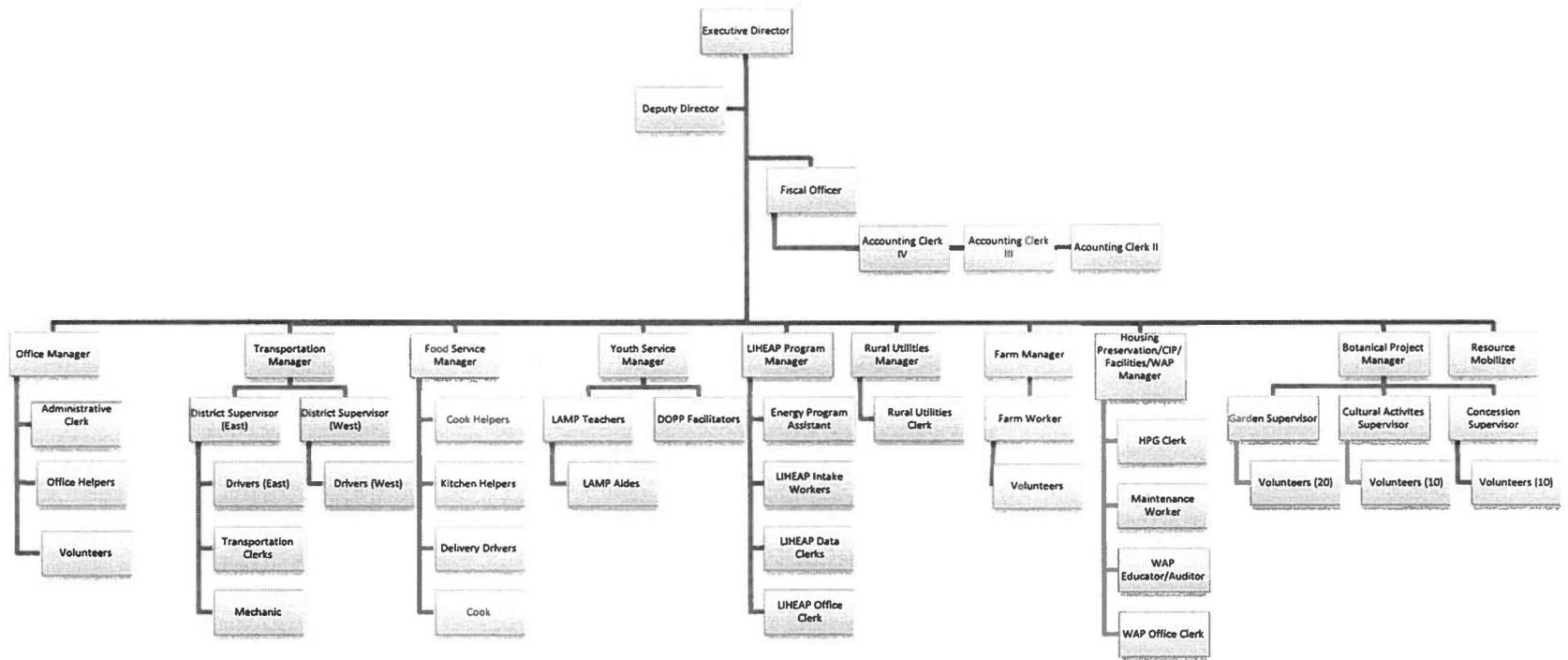
NOT APPLICABLE

### **2. 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.

NOT APPLICABLE

HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL – Organization Chart



### **3. 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.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but  
The plan to keep this program sustained is to work with Hawaii County for further grants-in-aid along with federal funds as well as state funds from other sources besides grants-in-aid. The grants writer of HCEOC is also seeking and researching other sources and avenues of funding to sustain this program beyond the 2019-20 fiscal year.
- (b) Not received by the applicant thereafter.