

**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

Amount of State Funds Requested: \$ 199,090.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
The goal of this project is to improve the quality of life for disadvantaged and underserved individuals and families in Ka'u. By the end of this project period, there will be an increase in Ka'u residents who will be energy household secure and increasing Seniors Farmers Market access and consumption of healthy locally grown fresh produce for seniors residing in Ka'u.

Amount of Other Funds Available:

State: \$ 199,090.00
Federal: \$ _____
County: \$ _____
Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ _____
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: Hilo State: HI Zip: 96720

Contact Person for Matters Involving this Application

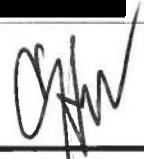
Name: Olani Lilly	Title: Grantwriter
Email: hceocwriter@hceoc.net	Phone: 808-961-2681

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Chad Hasegawa, Interim Executive

Name and Title

1/13/2020

Date Signed

received
01/16/2020

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



CHAD HASEGAWA, INTERIM EXECUTIVE
DIRECTOR

JANUARY 13, 2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



**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: 12/20/2019

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:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
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, 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'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, Hawaii'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, Hawaii'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, Hawaii'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)

(Date)

Chad Hasegawa, Interim Executive Director January 13, 2020
(Typed Name) (Title)

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, 2019.

SEE ATTACHED

2. Declaration Statement

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

SEE ATTACHED

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](#))

After reviewing Section 42F-102 HCECO verifies that this application aligns with a public purpose pursuant to Section 42F-102.

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. It qualifies as a Community Action Agency (CAA) governed by a 12-member tri-partite Board of Directors, equally representing public, private, and low-income community members. HCEOC mobilizes public and private resources to assist disadvantaged and underserved youth, adults, seniors, and disabled

persons. Its goal is to enable them to become more self-sufficient and enjoy a higher quality of life through programs and services that reduce, mitigate, and alleviate the impacts of poverty in Hawaii County.

HCEOC's programs include transportation, food security, energy assistance and others, for over 50 years. These programs serve seniors, low-income, and persons with disabilities in Hawaii County by helping them to access medical services, nutrition sites, shopping areas, places of employment, financial institutions, government agencies, and recreational activities.

Throughout the years, HCEOC has developed, and continues to develop, expertise and collaborative relationships with other community agencies to coordinate the provision of services. These agencies include:

- Government/Public: Hawaii County Mass Transit Agency, Hawaii County Office of Aging, Hawaii County Parks and Recreation Department—Elderly Activities Division, and the State Department of Health, Adult Mental Health Division, Department of Human Services, Vocational Rehabilitation Division
- Private: Hilo and Kona ARC (Association of Retarded Citizens), Brantley Center, Inc. (a nonprofit community rehabilitation program), Hawaii Island Adult Care, Easter Seal Society of Hawaii, Salvation Army, Dialysis Centers, Drug Rehabilitation Centers, Veterans' Service Centers, and Hui Malama Ola Na 'Oiwi (a nonprofit organization providing healthcare services for Native Hawaiians)

2. The goals and objectives related to the request;

The goal of this project is to improve the quality of life for disadvantaged and underserved individuals and families in Ka'u.

Objective 1: Increase the number of Ka'u residents by 50% successfully apply for support from the Low Income Housing Energy Assistance Program.

Outcome/Result: By the end of this project period, there will be an increase in Ka'u residents who will be energy household secure.

Objective 2: Increase the number of Ka'u seniors by 50% participating and redeeming coupons for fresh produce.

Outcome/Result: By the end of this project period, the Seniors Farmers Market increase access and consumption of healthy locally grown fresh produce for seniors residing in Ka'u.

3. The public purpose and need to be served;

The Ka'u community experiences substantial number of economic, social, and educational hardships. The unemployment rate of 16.1% is the worst in the State. The per capita income of \$14,118 is lower than in most other communities Statewide. Ka'u has the highest percent (21.5%) of people 65 years or older living alone 21.5 % compared to the State percentage of 17.8%. Additionally, individuals 65 years or older living in poverty (13.9%) is also higher than the State's 17.8%.

High proportions of the very young and the very old live in poverty, and one-third of the families receive food stamps. Ka'u has the highest percentage in the State of "idle teens" (not in school and not working).

Ka'u has very few jobs and residents must commute long distances to access jobs, health and social services.

Despite these challenges, over 60% of the adolescents from the Ka'u– Area responding to a Statewide survey reported strong neighborhood ties. Home ownership and residential stability are above the State average. Although only a small percentage of high school seniors from the Ka'u– Area plan to go to college.

While Ka'u has the highest percentage of low-income households in the State of Hawai'i, HCEOC Low-Income Housing Energy Assistance Program sees a lower percentage of applicants for the Energy Credit or Emergency Crisis Intervention programs from Ka'u.

Currently the Seniors Farmers Market provides fifty dollars worth of coupons per senior which equates to (10) five dollar coupons for six months (April - September). Half a year of fresh produce will not have the long term health benefits we hope to achieve through this program. Therefore we are seeking additional funding to provide fresh produce through a pilot program in Ka'u.

4. Describe the target population to be served; and

The target population to be served is a minimum of 1,000 vulnerable, disadvantaged, and underserved individuals, to include low-income households, elderly, persons with disabilities and the working poor, residing in Ka'u.

5. Describe the geographic coverage.

This project will focus on the district of Ka'u (Pahala through Ocean View) on the island of Hawai'i.

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;

COMMUNITY OUTREACH SERVICES IN KA'U

HCEOC staff provides outreach to inform low-income families about available services, and conducts intake processes for potential participants. Staff attend community meetings and contact private organizations and senior clubs/centers to explain services. The Energy Manager, Farm Manager and Deputy Director will coordinate with other service agencies that provide referrals of underserved low-income persons/potential clients for services. HCEOC Deputy Director also receives referrals for persons needing senior farmers market and LIHEAP application services from HCEOC District Council Boards.

SENIORS FARMERS MARKET KA'U PILOT

Senior Farmers Market provides low-income elderly with a coupon book of 10 five dollar coupons to purchase fresh produce at farmers markets. With this program HCEOC will partner with Food Basket to provide a reliable, centrally located access to fresh produce. HCEOC will provide the coupons and transportation to the Food Basket Mobile Market and Da Box distribution sites for qualified elderly. Currently the Senior Farmers Market funding provides coupons from April - September. This request will pilot in Ka'u a 10 month program providing produce all year long.

HCEOC will partner with the Food Basket to assist seniors in accessing Da Box and the Mobile Market. HCEOC through its transportation services will provide transportation to the once a month distribution sites in Pahala and Ocean View. Through this pilot program seniors will be given a choice to use their coupons for Da Box or mobile market.

This pilot project also proposes a new element through a contract between HCEOC and a certified nutritionist to provide cooking and health workshops for seniors residing in Ka'u. The nutritionist will work with the HCEOC Farm Manager and Food Basket to design a health new meal item using the fresh produce the seniors will receive through this program. These workshops will occur once a quarter. Additionally, a nurse practitioner will conduct pre and post health screenings and survey to determine if the program is increasing healthy behaviors and health indicators such as healthy levels of blood sugar, cholesterol and blood pressure.

LIHEAP ENERGY SUPPORT PROGRAM

LIHEAP Energy Credit Application Workshops will be conducted in Pahala, Na'alehu and Ocean View to assist community members without or limited transportation to complete and submit their applications. These workshops will occur in throughout the

year with Intake staff working with low-income households to successfully complete their Energy Credit Application and Emergency Crisis Intervention support. This work will include other agencies, programs and community organizations to conduct these trainings and set up locations for Ka'u residents to access one-on-one assistance in order to successfully complete the application.

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

Objective 1: Increase the number of Ka'u residents by 50% successfully apply for support from the Low Income Housing Energy Assistance Program.

Outcome/Result: By the end of this project period, there will be an increase in Ka'u residents who will be energy household secure.

Timeline	Activity	Person Responsible
June - July 2020	Develop outreach presentations for LIHEAP	Energy Manager/Farm Manager
July 2020	Develop measurement tools including surveys	Deputy Director
June 2020 -	Conduct at least 3 outreach presentations for LIHEAP	Energy Manager
July 2020	Conduct outreach presentation surveys & analyze information	Deputy Director
July - August 2020	Conduct STAT Data Review session with Team	Deputy Director
August 2020	Make necessary changes to outreach based on feedback and data analysis.	Energy Manager
June 2020	Develop online application workshop on YouTube to be posted on the HCEOC website.	Deputy Director
June 2020	Application for both	Deputy Director

	programs will be online at HCEOC website.	
July - September 2020	Conduct 2 application training activities in Ka'u	Energy Manager/Farm Manager
September 2020	Conduct outreach presentation surveys & analyze information	Deputy Director
October 2020	Conduct STAT Data Review session with Team	Deputy Director
October 2020	Make necessary changes to outreach based on feedback and data analysis.	Energy Manager
November - December 2020	Conduct 3 outreach presentations	Energy Manager/Intake Worker
December 2020	Conduct outreach presentation surveys & analyze information	Deputy Director
January 2021	Conduct STAT Data Review session with Team	Deputy Director
January 2021	Make necessary changes to outreach based on feedback and data analysis.	Energy Manager
January - March 2021	Conduct 2 application training activities in Ka'u	Energy Manager/Intake Worker
March 2021	Conduct outreach presentation surveys & analyze information	Deputy Director
March 2021	Conduct STAT Data Review session with Team	Deputy Director
April - May 2021	Make necessary changes to outreach based on feedback and data analysis.	Energy Manager

May 2021	Complete Final Report	Executive Director
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Objective 2: Increase the number of Ka'u seniors by 50% participating and redeeming coupons for fresh produce for an entire year.

Outcome/Result: By the end of this project period, the Seniors Farmers Market increase access and consumption of healthy locally grown fresh produce for seniors residing in Ka'u.

Timeline	Activity	Person Responsible
June - July 2020	Develop outreach presentations for Senior Farmers Market (SFM)	Farm Manager
June 2020	Contract with Certified Nutritionist and Nurse Practitioner.	Deputy Director
July 2020	Work with Food Basket to coordinate Produce distribution and nutrition education program.	Deputy Director
July 2020	Schedule Nutritionist workshops and Nurse Practitioner Pre/Post Health Screening and Survey	Farm Manager
July 2020	Develop measurement tools including surveys	Deputy Director
June 2020 -	Conduct at least 3 outreach presentations and enroll new seniors.	Farm Manager
July 2020	Conduct outreach presentation surveys & analyze information	Deputy Director
July - August 2020	Conduct STAT Data Review session with Team	Deputy Director
August 2020	Make necessary changes	Farm Manager

	to outreach based on feedback and data analysis.	
June 2020	Develop online application workshop on YouTube to be posted on the HCEOC website.	Deputy Director
June 2020	Application for both programs will be online at HCEOC website.	Deputy Director
July - September 2020	Conduct 2 outreach activities in Ka'u	Farm Manager
July - August 2020	Conduct first pre health screening and surveys	Farm Manager/Nurse Practitioner
July - August 2020	Conduct First Quarter Nutrition Workshops	Farm Manager
September 2020	Collect outreach, presentation surveys, health screening and surveys and nutrition workshop feedback to analyze information	Deputy Director
October 2020	Conduct STAT Data Review session with Team	Deputy Director
October 2020	Make necessary changes to outreach based on feedback and data analysis.	Farm Manager
October 2020 - March 2021	Distribution of extended fresh produce delivery	Farm Manager
October 2020	Conduct 2 outreach activities in Ka'u	Farm Manager
October 2020	Conduct pre health screening and surveys with new enrolled seniors	Farm Manager/Nurse Practitioner

October - November 2020	Conduct Second Quarter Nutrition Workshops	Farm Manager
December 2020	Collect outreach, presentation surveys, health screening and surveys and nutrition workshop feedback to analyze information	Deputy Director
December 2020	Conduct STAT Data Review session with Team	Deputy Director
December 2020	Make necessary changes to outreach based on feedback and data analysis.	Farm Manager
January - February 2021	Conduct Third Quarter Nutrition Workshops	Farm Manager
March 2021	Collect nutrition workshop feedback to analyze information	Deputy Director
March 2021	Conduct STAT Data Review session with Team	Deputy Director
March 2020	Make necessary changes to outreach based on feedback and data analysis.	Farm Manager
March - April 2021	Conduct Fourth Quarter Nutrition Workshops	Farm Manager
April 2021	Conduct Post Health Screening and Survey	Farm Manager/Nurse Practitioner
April 2021	Collect nutrition workshop feedback to analyze information	Deputy Director
April 2021	Conduct STAT Data Review session with Team	Deputy Director
March 2021	Make necessary changes	Farm Manager

	to outreach based on feedback and data analysis.	
May 2021	Complete Final Report	Executive Director

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

HCEOC's evaluation process starts with monitoring outreach daily program activities by recording and tracking data (e.g., passengers' names, destinations, mileage, and reasons for trips), documenting services performed, maintaining individual client information files, and noting program accomplishments.

HCEOC utilizes the SHAH software program, which has been developing systems for program participant management and tracking for more than twenty years. The suite of products combine to create a comprehensive, web-based information system for service providers. This system allows us to collect demographic information, store survey results as well as data related to program measures.

The Deputy Director and Executive Director regularly meet with managers to analyze the data and discuss strengths and weaknesses. These sessions are called STAT Data review sessions. From these sessions improvements can be developed as well as new measures to determine if those programmatic changes are moving us closer to our intended outcome.

The District Council Boards (DCBs)* and HCEOC Executive Committee review program activities and accomplishments at bi-monthly meetings and make recommendations for improvement to the Board of Directors.

**HCEOC maintains DCBs in four (4) districts where service is provided (Hilo, Hamakua, Kona, Kau/Puna). DCBs are made up of low-income residents and supporters from low-income neighborhoods who meet regularly to review programs and services and to advise HCEOC administration. Each DCB elects a director; these DCB directors are an essential part of the governing board and is one of the features that distinguishes CAAs throughout the State of Hawaii, e.g., Honolulu Community Action Program (HCAP), Maui Economic Opportunity (MEO), and Kauai Economic Opportunity (KEO), from other non-profit organizations that may also serve the low-income population.*

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 1: Increase the number of Ka'u residents by 50% successfully apply for support from the Low Income Housing Energy Assistance Program.

Measure 1: 500 applications will be distributed to residents of Ka'u.

Measure 2: Intake worker will work with 250 Low income households to complete application.

Measure 3: 500 applications will be successfully completed and submitted for energy support.

Outcome/Result: By the end of this project period, there will be an increase in Ka'u residents who will be energy household secure.

Objective 2: Increase the number of Ka'u seniors by 50% participating and redeeming coupons for fresh produce.

Measure 1: 500 seniors from Ka'u will be enrolled in Seniors Farmers Market

Measure 2: 500 seniors will redeem all their coupons for the entire year.

Measure 3: 50% of seniors participating in the Seniors Farmers Market will indicate increase in nutrition knowledge and healthy recipes.

Measure 4: 30% of seniors participating in the Seniors Farmers Market will indicate and increase in healthy indicators.

Outcome/Result: By the end of this project period, the Seniors Farmers Market increase access and consumption of healthy locally grown fresh produce for seniors residing in Ka'u.

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](#))
 - 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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
49,772.50	49,772.50	49,772.50	49,772.50	199,090.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Office of Hawaiian Affairs

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.

NOT 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 2021 for program funding.

Seniors Farmers Market	Feb 1, 2020 - October 31, 2020	Office of Community Services	State of Hawaii	86,033
LIHEAP	Oct 1, 2019 - Sept 30, 2020	Department of Human Services	State of Hawaii	137,270

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

NONE

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 over 50 years, HCEOC has helped low-income individuals and families to improve their lives by administering programs that provide services such as transportation, energy and housing assistance, job-training, and services for disadvantaged youth. HCEOC has demonstrated its capability, knowledge, skills and capacity to positively impact the lives of impoverished persons by serving approximately 5,000 economically disadvantaged persons in Hawaii County each year.

HCEOC was established in 1965 as a 501(c)(3) non-profit Community Action Agency; its mission is to alleviate poverty by providing services and programs for low-income, elderly, and disabled Hawaii County citizens. Over the years, HCEOC developed, and continues to develop, expertise and working relationships with other community agencies to coordinate the provision of services. These agencies include:

- Government/Public: Hawaii County Mass Transit Agency, Hawaii County Office of Aging—Nutrition Program, Hawaii County Parks and Recreation Department—Elderly Activities Division, and the State Department of Health, Adult Mental Health Division
- Private: Hilo and Kona ARC (Association of Retarded Citizens), Brantley Center, Inc. (a nonprofit community rehabilitation program that provides employment and rehabilitation services to disabled adults), Hilo Adult Day Care (provides day care for elderly citizens and respite services for caregivers), Easter Seals, Vocational Rehabilitation, Salvation Army, Dialysis Centers, Drug rehabilitation centers, Veterans' Service Centers, Hui Malama Ola Na 'Oiwi (a nonprofit organization providing healthcare services for Native Hawaiians)

HCEOC currently provides LIHEAP and Senior Farmer's Market services. This request will provided additional funding to target Ka'u and provided additional services.

Personnel

Both the Energy Manager and Farm Manager have been running these programs for many years.

Governance Structure

HCEOC maintains District Council Boards (DCBs) in four (4) districts where services are provided (Hilo, Hamakua, Kona, Kau/Puna). DCBs are made up of low-income residents and supporters from low-income neighborhoods who meet regularly to review

programs and services and to advise HCEOC administration. Each DCB elects a director; the DCB directors are an essential part of the governing board, comprising the low-income community sector of HCEOC's tripartite Board of Directors. This is one of the features that distinguishes Community Action Agencies from other non-profit organizations that serve the low-income population throughout the State of Hawaii.

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.

HCEOC has four (4) office locations. Its main office is located in Hilo at 47 Rainbow Drive, directly across the street from the Rainbow Falls State Park. This main office sits on three (3) acres of land; plans are being developed to build a repair and storage structure with three (3) repair bays, restrooms, a storage area, and a driver lounge on the mauka end of the lot.

The other three (3) locations include an office building on a 7,000 square foot parcel in Naalehu, a similar office building on a 6,000 square foot parcel in Honokaa, and a similar office setting in West Hawaii/Kona.

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.

HCEOC's primary administrator is Interim Executive Director (ED) Chad Hasegawa who will provide general oversight and administrative direction for the transportation program. Mr. Hasegawa has worked as HCEOC's Deputy Director for the last four years and has more than 10 years experience in nonprofit organization.

The Deputy Director works closely with the Managers to ensure that the program meets its goals, objectives, outcomes and measures. The Deputy Director develops data collection including demographics, use, activities and user satisfaction. The Deputy Director analyzes data and facilitate the STAT Data Review sessions.

This request will also pay for a portion of our fiscal team in order for accounts to be paid, payroll and budget management. The fiscal team includes the fiscal officer, 2 clerks (payroll and payables/receiveables).

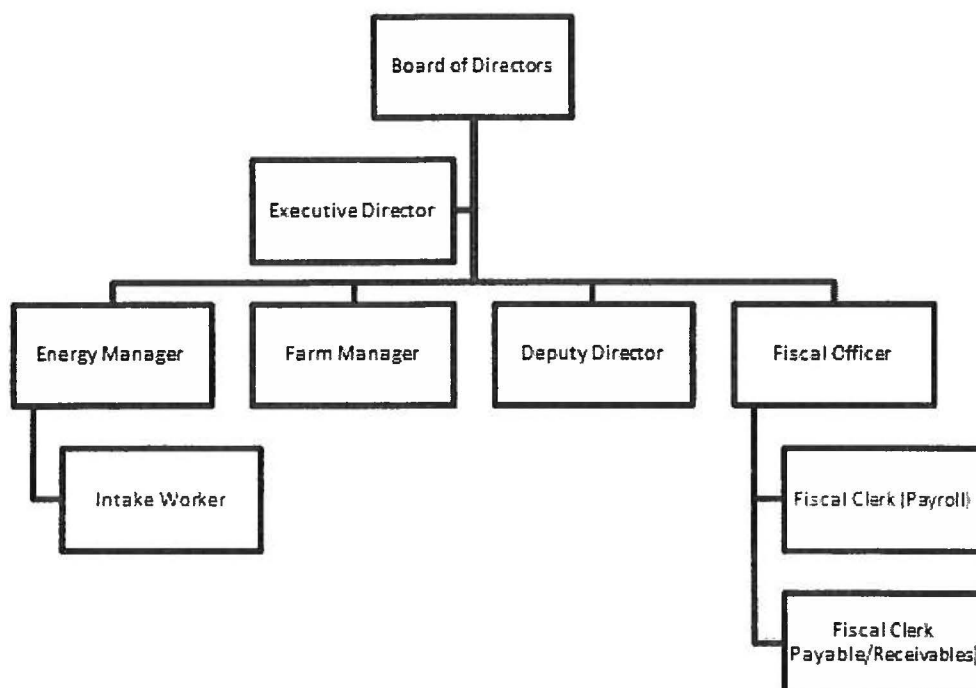
The Energy Manager conducts outreach and application workshops. This position also trains the Intake worker to conduct one-on-one LIHEAP application workshop. The Energy Manager ensures that the program data being inputted into the SHAH client management system is correct. The Energy Manager identifies partners and establishes relationships with individuals, community organizations and government offices in order to increase the number of successful applicants in Ka'u. The Energy Manager schedule and organize logistics for outreach and Intake Worker Application workshops and one-on-one application assistance.

The LIHEAP Intake Worker will conduct outreach and application workshops in Ka'u. This position will be dedicated to the district of Ka'u and will work one-on-one with interested LIHEAP applicants to successfully complete their applications and submit the required documentation.

The Farm Manager conducts outreach and program support and communication for the Seniors Farmers Market. The Farm Manager will enroll seniors, schedule and organize logistics with the contracted certified nutritionist and nurse practitioner. The Farm Manager will also work with Food Basket to coordinate participation in Da Box CSA food program and Mobile Market. Additionally, the Farm Manager will work with HCEOC transporations services to transport program participants to produce distributions sites in Pahala and Ocean View. The Energy Manager ensures that the program data being inputted into the SHAH client management system is correct.

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.



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 Annual Salary \$61,800.00

Deputy Director Annual Salary \$50,985.00

Fiscal Officer Annual Salary \$50,985.00

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.

NONE

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

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.

NOT APPLICABLE

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

HCEOC will continue to pursue funding streams and contracts to sustain the operations of the services provided to the Ka'u district 2020 - 2021 fiscal year. These funding streams and contracts include the County of Hawaii Office of Aging— Nutrition Program, LogistiCare, Food Basket, Federal, State, County, and private foundation grants as they are available and in keeping with the mission of HCEOC and its programs.

Applicant: Hawaii County Economic Opportunity Council

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	15.00%	\$ 9,270.00
Deputy Director	1	\$50,985.00	15.00%	\$ 7,647.75
Fiscal Officer	1	\$50,985.00	15.00%	\$ 7,647.75
Pre-Audit Clerk (Payroll)	1	\$36,400.00	15.00%	\$ 5,460.00
Pre-Audit Clerk (Payables/Recievables)	1	\$24,960.00	15.00%	\$ 3,744.00
Farm Manager	1	\$40,644.00	50.00%	\$ 20,322.00
LIHEAP Manager	1	\$40,644.00	50.00%	\$ 20,322.00
LIHEAP Intake & Data Worker	0.5	\$26,654.00	100.00%	\$ 26,654.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TOTAL:				101,067.50
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JUSTIFICATION/COMMENTS:

The administration to this grant is based on 15% allocation based on the total cost of LIHEAP and Seniors Farmers Market services at HCEOC. The program staff including Farm Manager allocated at 50% of total program costs and the LIHEAP Intake & Data Worker will be 100% allocated to this program.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Hawaii County Economic Opportunity Council

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NONE	0.00	\$0.00	\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NONE	0.00	\$0.00	\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: _Hawaii County Economic Opportunity
Council_

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	15000	0	0	0	0	0
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	265000					
EQUIPMENT						
TOTAL:	280000					
JUSTIFICATION/COMMENTS:						
HCEOC just received notice from DAGS to submit release letter to Governor on December 18, 2019. HCEOC has not received any funds currently.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Hawaii County Economic Opportunity Council

Contracts Total: 223,303

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Seniors Farmers Market	Feb 1, 2020 - October 31, 2020	Office of Community Services	State of Hawaii	86,033
2	LIHEAP	Oct 1, 2019 - Sept 30, 2020	Department of Human Services	State of Hawaii	137,270
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