

Application Submittal Checklist

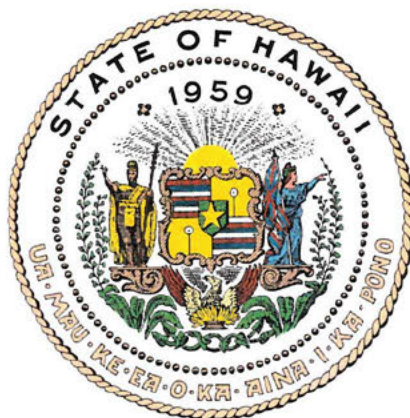
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

CHERYL VASCONCELLOS
PRINT NAME AND TITLE

DECEMBER 20, 2022
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

HANA HEALTH

was incorporated under the laws of Hawaii on 11/06/1995 ; 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 20, 2022

Director of Commerce and Consumer Affairs

**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.

HANA HEALTH

(Typed Name of Individual or Organization)

Cheryl Vasconcellos

(Signature)

12-20-22

(Date)

Cheryl Vasconcellos

(Typed Name)

Executive Director

(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, 2022.

ATTACHED.

2. Declaration Statement

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

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](#).

The requested grant in the amount of \$1,200,000 dollars will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. Construction of workforce housing will support the delivery of health care services to the remote, primarily Native Hawaiian population of the Hana District, assuring the health, wellness and safety of residents and those who visit the area.

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;

Hana Health is a 501(c)(3) non-profit organization and Federally Qualified Health Center (FQHC). The purpose of Hana Health is to improve the general health and well-being of the Hana community through the provision of medical care and other social, economic and health related programs. Hana Health is the only health care provider in the Hana district, serving the primary health care and

emergent medical needs of residents and visitors alike.

Hana Health currently provides primary medical, dental and behavioral health services to the people of Hana. Unlike most primary care clinics in the State and country, Hana Health coordinates activities with American Medical Response and Maui Memorial Medical Center in the provision of urgent/emergency medical services prior to transport to the hospital on the other side of the island. This takes place seven days a week, 24 hours a day. Hana Health is the source of almost all COVID-19 related services in the Hana District including testing, treatment and vaccination.

In fiscal year 2021-2022, Hana Health provided medical care to 1,917 individual patients who made 5,595 visits to the Health Center. Dental care was provided to an additional 677 patients who made 1,434 visits to the health center. Almost half of the patients served were insured through Medicaid, Medicare, or were uninsured and provided with subsidized care. Fifty one percent (51%) of patients served were Native Hawaiian.

2. The goals and objectives related to the request;

Goal 1. To advance health equity for Hana's medically under- served population (designated by federal government) the majority of whom are Native Hawaiian or Part Hawaiian, as well as the persistently underserved, residents of this rural, isolated community.

Goal 2. To improve the health, well-being, resilience and economic security of all community residents through an expanded health care delivery system.

Objective A. Secure a building permit and complete construction of on-site affordable workforce housing in order to recruit and retain health care workers, locum tenens physicians and specialists. Specifically;

- Initiate and complete construction of two 500 sq. ft. studio units to be used by traveling medical providers/specialists, two 700 sq.ft. single family dwellings and two 1,000 sq. ft. single family dwellings to accommodate health center staff and their families, who are relocating to the area for employment with Hana Health, i.e. physicians, nurses, nurse practitioners, administrative staff.

3. The public purpose and need to be served;

Construction of modern health care and support service facilities including workforce housing will improve the health, wellness and safety of the resident population, as well as visitors to the area who often need urgent care for illness and injury. This has never been more apparent than during the on-going COVID-19 pandemic. Without Hana Health, the only medical center in the District of

Hana, the entire resident population would be at greatly increased risk for infection and other serious, often fatal medical problems and injury resulting in death. Services close to home and the need for professionals to provide those services has never been more important.

Located on the eastern side of the island of Maui, the moku (district) of Hana (Census tract 301) is one of the most isolated, rural areas in the state of Hawaii. The one-way trip from Hana to the population center of the island, takes approximately 2.5 hours, at a speed of between 10 and 25 miles an hour, along a single lane road with 617 turns and 56 one-lane bridges. If not for Hana Health, virtually all health care – primary, specialty, tertiary, ancillary, urgent/emergent services - would need to be obtained from the main population center on the other side of the island. Hana is federally designated as a Medically Under-Served Population, a Primary Care Health Professional Shortage Area, a Dental Health Professional Shortage Area and a Mental Health Professional Shortage Area.

According to U.S. Census 2021 American Community Survey 5-Year Estimates, there are approximately 825 Native Hawaiians/Part Hawaiians living in the Hana District, or 69.1% of the total population (1,195). Hana Health believes this is a significant undercount based on the number of patients currently serviced who reside in the Hana District - 1,632.

Native Hawaiians and Pacific Islanders have among the highest rates of cardio-metabolic disorders which include obesity, diabetes and cardiovascular disease. Native Hawaiians have higher rates of death for diabetes and heart disease, as well as cancer and other leading causes of death as compared to the overall State's population (Center for Native and Pacific Health Disparities Research, John A. Burns School of Medicine, University of Hawaii).

The overall mortality rate in the Hana District is 813.6 per 100,000 compared to 573.9 statewide. Mortality due to heart disease is 179.6 compared to 121.7 statewide. The cancer death rate is 158.0 compared to 119.4 statewide. The hospitalization rate for all causes is 1,053.6 per 100,000 compared to 785.7 statewide. Almost 20% of adults living in Hana have diabetes compared with 10.9% statewide and (43%) are obese compared to 24.5% statewide. (DOH, Hawaii Health Data Warehouse; Source American Community Survey 5-year: 2014-2018).

The District of Hana is one of the poorest communities in the State, with a cost of living that is higher than the State average. Per capita income is \$27,178 (in 2018 inflation-adjusted dollars) compared to \$33,792 in Maui County and \$34,035 for the state. The median household income in the Hana District is \$75,833 compared to the States median household income of \$84,857.

Overall, the standard of living in Hana is far below most other areas in the State. Based on numerous studies, the socioeconomic status of the district is presumed to have a negative impact on health status. Additionally, the economy of the district has a significant impact on the availability and accessibility of needed services and is a barrier to assuring a seamless system of health care.

The geographic isolation, lack of housing and the special health care needs of the Native Hawaiian population are factors which impact access to and delivery of health care services in the Hana District.

Continuity of care and access to an expanded level of primary and specialty care will be improved with the development of workforce housing for medical professionals and support staff.

4. Describe the target population to be served; and

The entire District of Hana will benefit from this project. Native Hawaiians, children, the elderly, those with or at risk of chronic health conditions, those with specific medical conditions, and those with behavioral or mental health conditions are primary targets of the programs and services provided by Hana Health. Recruitment and retention of needed health care professionals to deliver care will improve if we address the need for safe, modern and affordable housing in this very remote community.

5. Describe the geographic coverage.

The District of Hana – Census Tract 301

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;

The Executive Director is responsible for managing the development of the workforce housing project and is working with G70 a full service architectural firm to complete all pre-development work and manage the construction project.

A. In Process

1. Schematic Design phase includes preparation of complete design and basis of design; final code check; and consulting with Structural, Mechanical,

Electrical, Plumbing (SMEP) engineers as to service options to the site. Final deliverables to include the final schematic set which entails: a cover, code summary, floor and roof plans, elevations, building sections, corresponding SMEP basis of design narrative, and site civil and landscape design. A basis of design, conceptual exterior renderings, and updated conceptual estimate will be provided.

2. Design Development Phase will establish design elements, layout, size and finishes for the project. The engineered system would be advanced with consulting SMEP engineers. This phase would also conclude final site electrical design and confirm utility service requests. Final deliverables will include cover, code summary, floor and roof plans, finish schedules and corresponding SMEP plans and system schedules and details. Basis of design will be updated with conceptual exterior renderings and conceptual estimate also revised.
3. Working Drawing/Construction Document phase would establish design elements, layout, size and finishes for the project. Site electrical design will be completed and confirm utility service request. Coordination of interior design will be completed.

B. Building Permit and General Contractor

1. Submit building permit applications to Maui County and monitor review. Integration of County comments into CDs and prepare final construction submittal documents for Hāna Health review and approval prior to construction bid.
2. Final Design submittal would be provided with specification and details of summarized plans in previous phases and include exterior/interior finish board, FF&E plans, a final basis of design, and final estimate.
3. Prepare and publish RFP for General Contractor, review and evaluate bids, select winning bid and execute contract.

C. Construction

1. Mobilization, Survey and Layout – General Contractor
2. Site Preparation – General Contractor, Sub-Contractors
3. Construction – General Contractor, Sub-Contractors
4. Clean/Equip/Shakedown– General Contractor, Sub-Contractors

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

ATTACHED.

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

Hana Health is committed to providing quality services to all beneficiaries in an organization - wide effort to continuously improve our processes and the delivery of care to the community we serve. Hana Health maintains a Quality Assurance/Performance Improvement System to assure excellence in the quality of care provided. The system is designed to increase accountability, support quality improvement, facilitate and support program decisions, monitor the population's health status, empower patients and families to make informed health care decisions and provide evidence to eliminate wasteful practices. Hana Health's quality assurance program measures, monitors, tracks and improves performance in key aspects of all operations.

The Board of Directors maintains oversight for the Quality Assurance/Performance Improvement Program and will be monitoring progress on this project as well.

G70 is the architect firm that has been contracted to design this project. Management of the construction project is included in their scope of services to be provided. This will ensure that the completed buildings support the design intent, conforms to the construction documents and ensures the quality of materials and workmanship. The architect will be available for advice and consultation with the Executive Director and the Board of Directors throughout the construction phase. Additionally, the project will be monitored against both time and cost objectives.

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.

The Contractors work plan as included in the executed contract, will provide the objective basis for assessing the progress of the construction project. Payment will be made as each phase of the work plan is completed until a Certificate of Occupancy is secured.

Deliverables include:

- Maui County Building Permit
- Executed Contractors Agreement
- Certificate of Occupancy

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)

ATTACHED.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
0	0	\$600,000	\$600,000	\$1,200,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

County of Maui \$500,000
 Hawaii Foundations \$160,000

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.

NA

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 2024 for program funding.

SEE PAGE 10 ATTACHED.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

\$165,701

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.

Hana Health has been providing medical care to the district of Hana since July 1997 when the State transferred the operation of the Hana Medical Clinic to Hana Health (Act 263). State POS agreements have been awarded to Hana Health for the same period. Hana Health was granted Federally Qualified Health Center status in 2000 after meeting numerous requirements and has received federal operating support from the Bureau of Primary Health Care since that time.

Hana Health's Executive Director and Board of Directors has a demonstrated track record in securing and managing public and private funds for operations, capital improvement and special projects. In addition, Hana Health manages a twelve-acre project site leased from the State of Hawaii, which currently includes the medical center, an employee residence, administrative offices, Hana Fresh Nutrition Center built in 2012 (a \$2.3 million project), the Hana Fresh organic farm and farm stand. The Executive Director has managed three Environmental Assessments, construction of the \$2.3 million nutrition center, a \$900,000 medical center renovation project, an \$80,000 employee residence renovation project, the closure of four Large Capacity Cesspools and installation of three septic systems, a \$200,000 project. She is also managing the pre-development phase of a 30- acre parcel of property owned by Hana Health and located immediately behind the leased state property, as well as the pre-development phase for a new specialty clinic and workforce housing.

The Executive Director worked with Urban Works Architect firm in the development of design and construction documents for the Rehabilitation and Support Center, secured a determination from DLNR that additional environmental review is not required for project construction pursuant to Hawaii Administrative Rules Section 11-200.1-11 and secured the Maui County building permit. The development of Hale Kūola, a \$6 million dollar, 3,800 sq.ft. facility was completed in December 2022, on time and on budget.

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.

Hana Health operates on a 2.035 acre parcel of property where the current medical center is located, and on an adjoining ten acre parcel where the Hana Fresh farm is located. Both parcels are owned by the State of Hawaii and have been leased to Hana Health for 55 years, at \$1 per year. With the exception of the Hana Fresh Nutrition Center which was completed in May 2012 and the newly developed Hale Kūola completed in December 2022, Hana Health facilities range in age from almost 60 years old (the medical facility) to more than 90 years old and are in need of continual repair and maintenance. Built in 1965, the current 4,000 square foot medical center underwent a major renovation several years ago (2015) including the installation of new windows, floors, central air conditioning and a new roof. However, the space is inadequate to meet the need for delivering comprehensive health care services to this isolated area.

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.

Staffing

Position Requirements

Executive Director

A minimum of 10 years experience in similar capacity.

The Executive Director is responsible for project implementation and oversight. She has worked with several architectural and planning firms to address the completion of state and federal environmental assessments, zoning issues, conceptual designs for the health center campus, schematic designs and construction documents for the Hana Health Nutrition Center and the Maui County building permit process. She managed construction of the Nutrition Center, as well as the permit process for the Telemedicine, Business and Training Center which did not move forward due to lack of approval from DLNR. Ms. Vasconcellos managed a \$900,000 state CIP grant for the renovation of the medical center and the installation of three new septic systems to replace the existing Large Capacity Cesspools located on the property as required by EPA. Ms. Vasconcellos has recently completed the development of Hale Kūola (Rehab Center), a \$6 million, 3,800 sq. ft. facility and is working with G70 on design and construction documents for the Hana Health Specialty Clinic and Workforce Housing.

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.

ATTACHED.

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.

Medical Director	\$251,500 - \$301,800
Physician	\$201,200 - \$251,500
Executive Director	\$158,800 - \$238,200

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.

NA

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.

All clinical staff are appropriately licensed and credentialed.

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.

NA

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

This is a CIP request which will not require on-going funding.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: HANA HEALTH

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,200,000		500,000	160,000
TOTAL (A+B+C+D+E)	1,200,000		500,000	160,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,200,000	Cheryl Vasconcellos 808-248-7515, ext 26		
(b) Total Federal Funds Requested	195,000	Name (Please type or print) Phone		
(c) Total County Funds Requested	500,000	<i>Cheryl Vasconcellos</i> 12-20-23		
(d) Total Private/Other Funds Requested	160,000	Signature of Authorized Official Date		
TOTAL BUDGET	2,055,000	Cheryl Vasconcellos, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: HANA HEALTH

NA

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

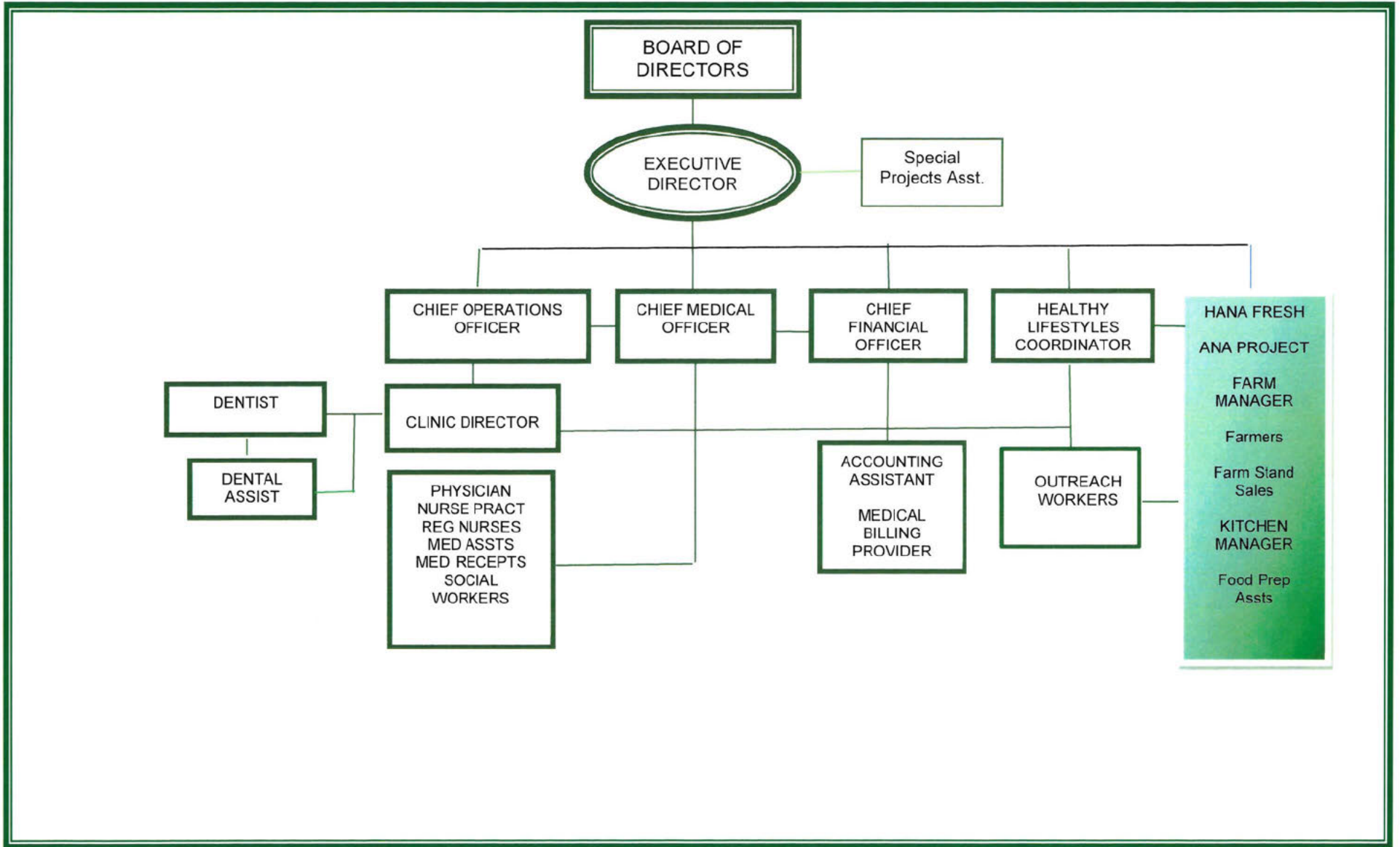
Period: July 1, 2023 to June 30, 2024

Applicant: HANA HEALTH

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN		195,000				
CONSTRUCTION			1,200,000	660,000		
EQUIPMENT						
TOTAL:		195,000	1,200,000	660,000		
JUSTIFICATION/COMMENTS: Architectural/Engineering: \$195,500 Site Work and Infrastructure: \$979,500 Home Construction @\$400/sq. ft. \$880,000						



ORGANIZATION CHART
2022



WORKFORCE HOUSING DEVELOPMENT - HANA HEALTH

