

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

Chad Hasegawa (Jan 19, 2023 08:37 HST)
AUTHORIZED SIGNATURE

Chad Hasegawa, Executive Director
PRINT NAME AND TITLE

19 January 2023
DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db/a:

Hawaii County Economic Opportunity Council (HCEOC)

Amount of State Funds Requested: \$ 730,763.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
The request for vehicles ensures that Hawai'i County Economic Opportunity Council (HCEOC) and its departments can provide quality programs and services to low-income seniors, individuals, families, and persons with disabilities.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 4,085,174.06

Unrestricted Assets:

\$ 378,768.00

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: Chad Hasegawa	Title: Executive Director
Email: chasegawa@hceoc.net	Phone: (808)731-7009

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Chad Hasegawa
Chad Hasegawa (Jan 20, 2023 10:43 HST)

Authorized Signature

Chad Hasegawa, Executive Director

Name and Title

20 January 2023

Date Signed



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 03, 2023

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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Hawaii County Economic Opportunity Council (HCEOC)

(Typed Name of Individual or Organization)

Chad Hasegawa

Chad Hasegawa (Jan 19, 2023 08:38 HST)

(Signature)

19 January 2023

(Date)

Chad Hasegawa

(Typed Name)

Executive Director

(Title)

**PUBLIC PURPOSE VERIFICATION DOCUMENT
OF APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI‘I REVISED STATUTES**

§42F-102 Applications for Grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;

Hawai‘i County Economic Opportunity Council (HCEOC)

- (2) The public purpose of the grant;

Hawai‘i County Economic Opportunity Council is a 501(c)3 nonprofit, the proposed program funding request through the State of Hawai‘i will be utilized with the public purpose to provide transportation services, senior (60 years and older) case management services, and food services for residents facing food insecurities.

- (3) The services to be supported by the grant;

Hawai‘i County Economic Opportunity Council’s program will continue providing essential transportation, food, and case management services to low-income individuals, families, persons with disabilities, and seniors in Hawai‘i County.

- (4) The target group; and

The target groups of the grant are seniors, families with school age children, individuals with disabilities, and individuals who have financial hardships and meet the federal poverty guidelines.

- (5) The cost of the grant and the budget

2023 GIA Support Request: \$730,763.00

Other Sources of Funding Secured: N/A

Overall Total Program Budget: N/A

Application for Grants

I. Certification

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

Hawai'i County Economic Opportunity Council's (HCEOC) Certificate of Good Standing is located after the Thirtieth Legislature Application for Grants Cover Page.

2. Declaration Statement

HCEOC's Declaration Statement is placed after the Cover Page.

3. Public Purpose

HCEOC's statement of public purpose is located after the Declaration Statement

II. Background and Summary

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

HCEOC is a private nonprofit organization established in May 1965 and received its 501(c)(3) tax-exempt status in 1971 from the U.S. Department of Treasury, Internal Revenue Service. 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 youth, adults, seniors, and individuals with disabilities who face economic hardships and whose incomes are below the poverty line. 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 impact of poverty in Hawai'i County.

For over 55 years, HCEOC's programs have included transportation, food service, energy utility assistance, housing, and energy efficiency. These programs serve seniors, low-income individuals, low-income families, and persons with disabilities in Hawai'i County by helping them access safe, energy-efficient housing, nutritious meals, medical services, nutrition sites, social services, shopping, places of employment, financial institutions, government agencies, and recreational areas. HCEOC provides transportation services to qualified residents to ensure access to the above services and activities in the community. The Agency also offers financial assistance for rent and utility costs, so no one is without housing or utilities.

HCEOC has developed and continues to grow expertise and collaborative relationships with other community agencies to coordinate services. These agencies include:

- Government/Public: Hawai'i County Office of Aging, County of Hawai'i County Council, County of Hawai'i Mass Transit Agency, County of Hawai'i Parks and Recreation - Elderly Activities Division, County of Hawai'i Office of Housing and Community Development, County of Hawai'i Research and Development, State of Hawai'i Department of Human Services, and State of Hawai'i Department of Labor and Industrial Relations - Workforce Development Division and Office of Community Services.
- Private: ARC of Hilo, Frank's Food, Brantley Center, Easterseals Hawai'i, HOPE Services Hawai'i, Eden Roc Association, Fern Acres Community Association, Friends of the Future, Hale Ho Aloha, Hana Lulima Lahui, Hawai'i Community Assets, Hawai'i First Federal Credit Union's Free Navigation Services, Hawai'i Island Home for Recovery, Hawai'i Community Lending, Hua o Lahui, Kailapa Community Center, Keaukaha Community Association/Panaewa Community Association, KIK Kaeikahalekani, KTA Superstores, Legal Society of Hawai'i, Men of Pa'a, Neighborhood Place of Puna, Ohana Fuels, OK Farmers, Ulu Cooperative, Waiakea Hawaiian Water, and various Farmers Markets around the county.

2. The goals and objectives related to the request;

The goals and objectives listed below are for the fourteen vehicles HCEOC requests for the project.

Goal #1: In Fiscal Year 2023-2024, HCEOC will purchase fourteen vehicles for the Transportation, Food Service, Malama Kupuna, Housing and Energy, and Administration departments to ensure the agency and each department's programs meet their goals and objectives.

Objective 1: In the fiscal year, the Transportation Department will receive ten passenger vans to provide transportation services to low-income residents of Hawai'i County.

Objective 2: By June 2024, the Food Service Department will receive one vehicle to deliver meals and distribute food to low-income residents in the county.

Objective 3: By June 2024, the Mālama Kūpuna program will receive one vehicle to conduct various case management tasks, such as In-Home

Assessments and home visits, and delivery of home safety equipment to seniors who qualify for the program.

Objective 4: In the fiscal year, the Housing and Energy Department will receive one vehicle to conduct the following program activities: outreach events for the Low-Income Housing Energy Assistance Program (LIHEAP), conducting housing audits for applicants of the Weatherization Assistance Programs (WAP), and delivery of energy-efficient home items, such as light bulbs, shower heads, power strips, etc.

Objective 5: In the Fiscal Year 2023-24, the Administrative Department will receive a vehicle to travel throughout the county to conduct business, visit program sites, and meet with partners and other agencies, both public and private.

Goal #2: By the end of June 2024, with ten new vans, HCEOC's Transportation Department (West and East Hawai'i offices) will transport 5114 passengers (a total of unduplicated passengers annually) for 28,855 units of trips. Each unit equals a drop-off of a passenger at a location.

Objective 1: Each month of the fiscal year, the Transportation Department will transport an average of 213 unduplicated passengers.

Objective 2: Each month of the fiscal year, HCEOC will provide an average of 1,202 units of trips a month to low-income passengers.

Goal #3: By the end of June 2024, with a new van, HCEOC's Food Service Department will produce and distribute meals and food to 18,379 low-income individuals and households in Hawai'i County.

Objective 1: Each month of the fiscal year, the Food Service Department will produce and distribute meals and food items to an average of 1531 people a month.

Objective 2: Each month of the fiscal year, HCEOC will produce and distribute 9952 meals and food items to low-income residents of the county.

Goal #4: By the end of Fiscal Year 2023-2024, HCEOC's Mālama Kūpuna will provide case management services to 300 seniors for 3600 units for the year.

Objective 1: Each month of the year, the Mālama Kūpuna program will provide case management services to an average of 35 clients.

Objective 2: The program will provide 300 units of service (15-minute increment) to program clients every month of the fiscal year.

Goal #5: By the end of Fiscal Year 2023-2024, HCEOC's Housing and Energy Department will provide Energy Crisis Intervention to 240 households, Energy Credit to 2,700 homes, distribute energy-efficient appliances and devices to 100 families, and repair five homes to ensure that low-income households can maintain safe homes.

Objective 1: Each month of the year, HCEOC's LIHEAP will process 20 applications for Energy Crisis Intervention for a total of 240 applications for the year.

Objective 2: In June 2024, HCEOC's LIHEAP will process 2,700 applications for Energy Credit to ensure that low-income households can maintain their utilities.

Objective 3: In May 2024, LIHEAP will conduct 33 outreach events to inform approximately 400 residents of the county about the Energy Credit application.

Objective 4: Each month of the fiscal year, the Weatherization programs will complete audits and distribute energy-efficient appliances and devices to 100 homes.

Objective 5: Throughout the fiscal year, the Housing and Energy Department will repair five houses owned by low-income households in rural areas of the county. HCEOC uses the US Department of Agriculture's definition of rural.

Goal #6: For the Fiscal Year 2023-2024, HCEOC's Administrative Department will receive a vehicle to conduct agency-wide activities, such as visiting program sites in Hilo and Kona areas, visiting partner agencies, and completing outreach events.

Objective 1: Every month of the fiscal year, the Administrative Department will visit program sites and partner agencies at least five times a month.

Objective 2: Every month of the fiscal year, the Administrative Department will visit program sites at least three times a month.

Objective 3: The Administrative Department will complete at least two outreach events each month of the fiscal year.

3. The public purpose and need to be served;

The public purpose is twofold. For the Transportation Department, the ten vans will accommodate the growth and expansion of the program. For Housing &

Energy, Food Service, Mālama Kūpuna, and Administration, the public purpose is to provide more efficiency in delivering services to qualifying low-income seniors, individuals, families, and persons with disabilities. With the vehicles, HCEOC can work towards meeting its mission and goal of reducing, mitigating, and alleviating poverty and increasing the self-sufficiency of residents in the County.

	County	State	Nation		
Poverty Level (%)	14.8%	11.2%	12.8%		
Hawaii County	Children <18	Adults 18-34	Adults 35-64	Seniors 65+	Total
Below Poverty Level (#)	7,909	5,154	11,677	4,748	29,488
Below Poverty Level (%)	18.8%	14.2%	15.4%	10.3%	14.8%
Individuals with Disabilities (#)	1,639	14,439		14,030	30,108
Individuals with Disabilities (%)	3.8%	12.8%		30.5%	15.0%

*According to the United States Census Bureau American Community Survey 2021

HCEOC's programs and services address the above residents' basic needs of food and shelter, access to employment and social services to afford their needs, living with dignity, and participation in their communities and island-wide activities.

4. Describe the target population to be served; and

The target population of the grant is individuals and families who meet the requirements of the federal poverty guidelines. The population groups who qualify are:

- Seniors (60 years and older),
- School-age children,
- Individuals with disabilities,
- And low-income families and individuals.

5. Describe the geographic coverage.

The coverage area of the grant encompasses all districts of Hawaii County. All residents who reside in the County are eligible for services if they meet the guidelines and requirements of the specific programs.

III. Service Summary and Outcomes

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

The scope of work, tasks, and responsibilities for this request involve the following:

1. HCEOC's Executive Director, Deputy Director, Transportation Department Coordinators, Housing and Energy Division Directory, Food Service Director, Fiscal Officer, and Resource and Development Coordinator will discuss and draft plans for the project to ensure the proper procurement procedures and program goals and objectives are in place.
 2. The purchase of the vehicles will be in the order of need for the programs. HCEOC will go through the procurement process to purchase the vehicles.
 3. While waiting for the delivery of the vehicles, program managers, supervisors, and staff will start planning, strategizing, advertising, and applying processes to meet their program goals and objectives.
 4. Once HCEOC receives the delivery date, the program managers, supervisors, and staff will start working on program goals and objectives.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Months 1-2: Procurement of vehicles, program planning, and strategizing

Months 3-4: Vehicles delivered to the programs, start the delivery of programs and services.

Months 5-10 years: Programs will utilize the vehicles to meet their goals and objectives according to the current fiscal year goals and objectives.

The timeline is subject to change based on the delivery date of the vehicles from the car dealership.

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

The Executive Director or Deputy Director will complete the overall project's quality assurance and plan evaluation. The Executive Director has transportation experience and on meeting grant expectations.

Each program manager and supervisor will complete quality assurance for its program services and programs to ensure they meet their goals and objectives. There will be monthly reports to ensure that each program is meeting its goals and 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.

HCEOC will cultivate the following processes to ensure the proper and timely completion of the project. These measures will include, but are not limited to:

Measure #1: Project Activities: HCEOC will provide the Agency with a list of required activities needed for HCEOC to complete the project successfully. The activities are:

1. HCEOC procures and receives 14 vehicles for Transportation (10), Housing and Energy (1), Food Service (1), Mālama Kūpuna (1), and Administration (1).
2. Division Directors and program managers to detail their plans, strategy, and delivery of programs and services to low-income seniors, individuals, families, and persons with disabilities.
3. Division Directors, program managers, and staff carry out their plans to meet monthly program goals and objectives.

Measure #2: Projected Activity Completion Dates: HCEOC will provide the Agency with a list of projected completion dates for the above activities. HCEOC will monitor the timeline and progress toward meeting the activities listed.

Measure #3: Quality Assurance: HCEOC will provide the State of Hawai'i Agency with a monthly progress report or, as required, identify completed activities and progress meeting programs' goals and objectives.

Measure #4: Fiscal Tracking: HCEOC will provide the Agency with the required reports and all the necessary reporting as specified in the Project Award Contract.

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)

See the attached budget forms for the project.

At this time, HCEOC can only provide a quote from one local vehicle dealership, and HCEOC reached out to another dealer. They could not provide a quote per manufacturer because no surplus of vehicles is available for purchase. The price in the budget is from the manufacturer's website for the passenger van currently in HCEOC's fleet.

The Transportation Department will use the Transit Vans to transport clients to various locations countywide. HCEOC will have the vans wrapped with agency information so potential clients can identify HCEOC and connect for services. The different departments will use other vehicles for outreach events, home visits, delivery, and visiting rural areas, which the Transit van or minivan needs help navigating.

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
\$583,448.18	\$22,480.00	\$0	\$0	\$605,928.18

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

At this time, HCEOC is not seeking funding for this facility from any other source.

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.

From 2020 to 2022, HCEOC applied for COVID wages credit and COVID payroll tax credits.

At this time, HCEOC does not anticipate applying for any state or federal tax credit on any capital project.

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.

List of federal, state, and county government contracts, grants, and grants in aid within the prior three years:

- United States Department of Agriculture Housing Preservation Grant
- State of Hawai'i – Capital Improvement Project and Grant in Aid
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Community Services Grant Program CARES
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Community Services Grant Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Senior Farmers' Market Nutrition Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Low-Income Home Energy Assistance Program
- State of Hawai'i Department of Labor and Industrial Relations, Office of Community Services – Weatherization Assistance Program for Low-Income Persons
- County of Hawai'i Office of Housing Community Development Block Grant Program - Coronavirus (CDBG-CV)
- County of Hawai'i Department of Research and Development Innovation and COVID-19 Economic Recovery Grant - Food Out (Food Assistance Program)
- County of Hawai'i Department of Research and Development Innovation and COVID-19 Economic Recovery Grant - KEEP ON (Non-Government Utility Assistance Program)
- County of Hawai'i Department of Research and Development Innovation and COVID-19 Economic Recovery Grant - Mobile WiFi Connectivity Enhancement Program
- County of Hawai'i Department of Research and Development - Senior Farmers Market Revolving Fund
- County of Hawai'i Department of Research and Development
- County of Hawai'i – Language Arts Multicultural Program (LAMP)
- County of Hawai'i, Office of Policy and Procedure
- County of Hawai'i Waiwai Grant Program (formerly known as Nonprofit Grant) – Kokua O Puna, Mass Transit, Nutrition Transportation, and Senior Farmer's Market for East and West Hawai'i.

List of county government contracts, grants, and grants in aid within the prior three years and will be applying for fiscal year 2023 for program funding:

- County of Hawai'i Department of Parks and Recreation – Summer Fun Meals and Meals on Wheels
- County of Hawai'i Office of Aging - Kūpuna Care Case Management Services
- County of Hawai'i, The Mass Transit Agency - Elderly, Disabled, Low-Income Transportation Services
- County of Hawai'i Office of Aging - Nutrition Transportation

- County of Hawai'i Office of Housing and Community Development – Community Development Block Grant and Homelessness and Housing Support Grant

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

HCEOC's balance of unrestricted funds is \$378,768.00.

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.

Agency

As noted in Section II, Background, HCEOC has assisted low-income individuals and families in improving their lives by administering transportation, energy and housing, and food assistance for 57 years. HCEOC has demonstrated its capability, knowledge, skills, and capacity to impact the lives of low-income people by serving approximately 5,000 economically disadvantaged people in Hawai'i County each year. Over the years, HCEOC developed and continues to grow expertise and working relationships with other community agencies to coordinate services. These agencies include:

- Government/Public:
County of Hawai'i: Mass Transit Agency, Office of Aging - Nutrition Transportation, Department of Parks and Recreation - Summer Fun and The Elderly Activities Division, Office of Housing

State of Hawai'i - Department of Human Services, Department of Labor and Industrial Relations

United States - Department of Agriculture

- Private:
ARC of Hilo, Big Island Beef Producers, Big Island Delights, Brantley Center, Cooper Center Farmers Market, Dimple Creek Market, EasterSeals Hawaii, Eden Roc Association, Fern Acres Community Association, Frank's Food, Friends of the Future, Habitat for Humanity, Haili Elderly Housing, Hale Ho Aloha, Hana Laulima Lahui, Hawai'i Community Assets, Hawai'i First Federal Credit Union's Free Navigation

Services, Hawai'i Island Home for Recovery, Hawai'i Island United Way, Hawaiian Community Lending, Hawaiian Fresh Products, Hilo Farmers' Market, HOPE Services Hawai'i, Hua O Lahui, Island Naturals Market, Kailapa Community Center, Keaukaha Community Association/Panaewa Community Association, Keauhou Farmers Market, KIK Ka'eaikahelani, Kinoole Farmers Market, KTA Superstores, Laupahoehoe Farmers Market, Lions Club of Region VII, Mauna Loa Macadamia, Men of Pa'a, OK Farms, Neighborhood Place of Puna, Ulu Cooperative, Waiakea Hawaiian Water, Waimea Mid Week Farmers Market

Personnel

HCEOC's Executive Director, Chad Hasegawa, joined HCEOC in 2016. In 2020, the board of directors appointed Mr. Hasegawa as the Executive Director. He has served as the Deputy Director, Transportation Manager, and Housing & Energy Program Manager.

HCEOC's Deputy Director, Gregory Ayau, joined HCEOC in 2020. Mr. Ayau provides general oversight and administrative direction of programs' operations.

The Transportation Department has one East Hawai'i Transportation Coordinator and one West Hawai'i Transportation Coordinator. There are three drivers in West Hawai'i and ten drivers in East Hawai'i. The department also has a transportation clerk and mechanic.

HCEOC's Food Service personnel are seasoned with many years of service in the food industry. The bakery manager has 20 years of baking experience and management. Overall, Food Service has 14 staff members. There is a Division Director who oversees both the kitchen and bakery. In the kitchen, there is eight staff; in the bakery, there is four staff. There is also an administrative assistant and a delivery driver.

The Housing and Energy Department has a Housing and Energy Division Director who oversees the daily operation of five programs (Weatherization Assistance Program (WAP), Weatherization Assistance Program - Low-Income Housing Energy Assistance Program (WAP-LIHEAP), Housing Preservation Grant (HPG), Low-Income Housing Energy Assistance Program (LIHEAP), and Emergency Rental Assistance Program (ERAP)). There are two staff members for WAP and WAP-LIHEAP. LIHEAP has a LIHEAP manager and a half-time intake aide throughout the program year. During the summer months of the program, there are seven intake aides since they receive approximately 2,000 applications. ERAP has a manager and four processing clerks.

The Mālama Kūpuna program has three staff members, including one program manager and two case managers. The staff has over 67 years of experience in program and case management.

The Administration Department comprises the Executive Director, Deputy Director, Executive Assistant, Resource and Development Coordinator, Communications Coordinator, and Maintenance and Facilities workers. The Resource and Development Coordinator has over four years of experience with grant writing and implementation, and the Communications Coordinator has over two years of experience providing community organizational information. The Executive Assistance has 15 years of customer service and administrative experience.

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 office locations. The main office is in Hilo at 47 Rainbow Drive, directly across the Rainbow Falls State Park, and it sits on five acres of leased land. The three other offices are in Naalehu, Honoka'a, and West Hawai'i.

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.

Except for the ten additional vehicles for Transportation, the other vehicles are to improve the efficiency of the various departments, so there is no impact on staffing.

The increase in vehicles for Transportation will require the hiring/training/management of additional drivers for which the Transportation Coordinators are well versed.

The Coordinator for West Hawai'i has over 30+ years of experience in the transportation/supervisory field with HCEOC.

The Coordinator for East Hawai'i joined HCEOC Transportation in February 2022. She is a business management graduate with 17 years of management/staff training experience in the financial industry.

HCEOC's primary administrator is Executive Director Chad Hasegawa, who will provide the organization's general oversight and administrative direction.

The secondary administrator is Deputy Director Gregory Ayau, who will provide general oversight and administrative direction at the Executive Director's discretion.

The Department Managers for Food Service and Housing & Energy will oversee their respective programs and are responsible for the day-to-day decisions. Both of these Managers have been with HCEOC in 2020 and 2021, respectively, and both come with decades of management experience, predominantly in the financial industry.

The Mālama Kūpuna Manager has been in the case management field, both public (COH-Office of Aging) and private (Services for Seniors). She joined HCEOC in 2021 and manages a staff of two.

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.

See attached Organization Chart.

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: \$65,000 - \$70,000

Fiscal Officer: \$48,500 - \$57,500

Housing & Energy Director: \$48,500 - \$50,825

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.

At this time, HCEOC has no pending litigation or outstanding judgment.

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.

This grant will not 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 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 request is a one-time ask. If granted, there will be no need to pursue future funding, and in-house resources will cover the future maintenance costs of the vehicles.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i County Economic Opportunity Council

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	33,946			
D. MOTOR VEHICLE PURCHASES	696,817			
E. CAPITAL				
TOTAL (A+B+C+D+E)	730,763			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	730,763	Tara Hasegawa (808)731-7009, ext 602		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Chad Hasegawa, Executive Director		
TOTAL BUDGET	730,763	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i County Economic Opportunity Council

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Telecommunication: WiFi	14.00	\$639.00	\$ 8,946.00	8946
Auto Wrapping of Ford Transit Passenger Vans	10	\$2,500.00	\$ 25,000.00	25000
		\$ -		
		\$ -		
		\$ -		
TOTAL:	24		\$ 33,946.00	33,946

JUSTIFICATION/COMMENTS: HCEOC requires its vehicles to have wireless fidelity (WiFi) for two reasons: (1) the Transportation Department utilizes an online reservation system for clients to reserve transport and staff for scheduling and map purposes and (2) for outreach purposes, in which employees can use tablets to assist potential clients in applying for programs.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
2023 Toyota Sienna Vans	3.00	\$41,303.12	\$ 123,909.36	123909.36
2023 Toyota 4Runner	1.00	\$46,507.62	\$ 46,507.62	46507.62
2023 Ford Transit Passenger Van XLT	10.00	\$52,640.00	\$ 526,400.00	526400
		\$ -		
		\$ -		
TOTAL:	14		\$ 696,816.98	696,817

JUSTIFICATION/COMMENTS: HCEOC requires vans to provide services due to the volume of passengers and locations that the Transportation Department transports. Also, Mālama Kūpuna, Housing and Energy, Food Service, and Administration need vans due to staff attending outreach events and delivering items. HCEOC requires a sport utility vehicle due to the rural locations in Hawai'i County staff visit to provide services to seniors, families, and individuals.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i County Economic Opportunity

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	Not applicable					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii'i County Economic Opportunity Council

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
6					
7					
8					
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30					



Sales Quote # SQ-158086-1

Hawaii County Economic Opportunity Council
47 Rainbow Drive
Hilo, HI 96720
USA
Contact: chasegawa@hceoc.net

Date 12/28/2022
Quote expires on 3/28/2023

Subscription License Summary	Quantity	Cost Summary	Amount
MA3-NCESS	15	Extended Cost before Discount	\$9,585.00
Total Licenses with Renewal End Date: 12/27/2025	15	Total Discount	\$0.00
		Total Due	\$9,585.00

Renew your NetCloud subscription to continue access to:

- * NetCloud for centralized device orchestration and management
- * Enterprise technical support
- * Limited lifetime warranty on endpoint
- * Router, modem, cloud software updates
- * On-demand training with Cradlepoint University

For more information about Cradlepoint subscriptions and renewals click <https://cradlepoint.com/products/netcloud-service/subscription/>.

Renewal of expired subscription licenses will be subject to a 10% Reinstatement Fee.

If you have any questions regarding this renewal, please contact ServiceRenewal@cradlepoint.com.



Qty	Part #	Description	Subscription Start	Subscription End	Term Length	MSRP	Prorated MSRP	Discount \$	Discount %	Unit Cost	Extended Cost
15	MA3-NCESS	3-yr NetCloud Mobile Essentials Plan, supports IBR900 and IBR11X0 series	12/28/2022	12/27/2025		\$639.00		\$0.00	0.00%	\$639.00	\$9,585.00

Subscription License Summary	Quantity	Cost Summary	Amount
MA3-NCESS	15	Extended Cost before Discount	\$9,585.00
Total Licenses with Renewal End Date: 12/27/2025	15	Total Discount	\$0.00
		Total Due	\$9,585.00

Questions? Contact your Cradlepoint Authorized Partner or ServiceRenewal@cradlepoint.com. Renewal of expired subscriptions are subject to a 10% Reinstatement fee.

This proposal, together with the Cradlepoint Master Services Terms and Conditions located at <https://cradlepoint.com/about-us/terms-of-service/> which Customer hereby acknowledges and accepts, constitutes the entire agreement between Cradlepoint and Customer governing the Services referenced above ("Agreement"), to the exclusion of all other terms. Any capitalized terms not otherwise defined herein shall have the meanings attributed in the Cradlepoint Master Services Terms and Conditions. The terms of this proposal are Cradlepoint Confidential Information.

808DESIGN101, INC.

76 Pookela St. B, Hilo, HI 96720 • 808-961-2697

INVOICE #	HCEOC #12776
P.O. #	Greg Ayau
DATE	9/28/22

Sold To:

Ship To:

Hawaii County Economic Opportunity Council

47 Rainbow Drive

Hilo, HI 96720-2013

Quantity	Description	Amount
10	Auto wrapping of HCEOC's 350 Transit Ford Vans - Wrapping driver's side, passenger's side, and back doors with full color vinyl wrapping.	\$25,000.00
1	Payment in 3 parts: 1) \$8000.00 upon receipt of this invoice 2) \$8,000.00 after completion of 5 Vans 3) \$9,000.00 after completion of final 5 Vans.	
1	All wrapping to be done on Fridays after 5:00pm and completed by Sunday 6:00pm or sooner. One to two Vans per weekend.	

Mafialo

Terms: Payment due in advance or upon completion of job unless otherwise arranged prior to starting job. No statements will be sent. This invoice is your original receipt or emailed digital file is your original copy. Any returned check(s) for any reason will be subject to a \$25.00 fee plus any bank charges.

SHIPPING	
TOTAL	\$25,000.00
TAX	0
TOTAL DUE	\$25,000.00

BIG ISLAND TOYOTA

SALESPERSON Mark REFERRED BY _____ DATE 10-27

SOURCE: NP PH RADIO CU RP TV DM INTERNET OTHER _____ DEAL # 304748

NAME1 Hawaii County Economic Opportunity Council STOCK# _____

NAME2 _____

ADDRESS 47 Rainbow Dr. CITY Hilo STATE HI ZIP 96720

PHONE (H) _____ (C) _____ (W) _____ INSURANCE _____ FULL COV _____

EMAIL _____

NEW USED YEAR 23 MAKE TOY MODEL 4runner TYPE S 5 4x4 5 seater COLOR/TRIM white

VIN# _____ LIC# _____ SAFETY _____

CIRCLE EQUIPMENT AS NEEDED MILEAGE _____

EQUIPMENT	MARKET VALUE	CUSTOMERS PRESENT VEHICLE
Engine Size _____ Liter 4Cyl <input checked="" type="checkbox"/> V8	<p>43850</p> <p>2082.66</p> <p>349.00</p> <p>225.96</p> <hr/> <p>46507.62</p>	YEAR _____ MAKE _____
HYBRID _____ Plug-in _____		MODEL _____ TYPE _____
Manual Transmission: 5Sp 6Sp 8Sp _____		MILEAGE _____ PAYMENT _____
Automatic: 5Sp <input checked="" type="checkbox"/> 8Sp CVT Paddle _____		BANK _____
4X2 <input checked="" type="checkbox"/> 4 AWD FWD RWD _____		PAYOFF/BALANCE _____ DATE _____
TOW PACKAGE _____		
Radio: AM FM SAT HO _____		
CD PLAYER _____		
Media: Bluetooth Aux USB MP3 _____		
NAVIGATION _____		
POWER STEERING EPS _____		
Tilt/Telescoping Steering Wheel _____		
Air Conditioning Type _____		
Power Windows Locks Keyless Remote _____		
REAR WIPER _____		
REAR SPOILER _____		
ALUMINUM WHEELS _____		
Floor Mats: Carpet All-Weather _____		
Cruise Control Dynamic Laser _____		
RUNNING BOARDS _____		
MOONROOF _____		
ANTI-LOCK BRAKES _____		
Engine Immobilizer Entry Alarm _____		
REAR SONAR _____		
Blindspot Monitor w/Cross Traffic Alert _____		
TOYOTA SAFETY SENCE P C _____		
LEATHER SOFTEX _____		
Apple Care Play/Android Auto _____		
SPECIAL COLOR _____		
TOYOTA HAWAII CARE 2yr/20k _____		
TOYOTA SAFETY CONNECT _____		
PACKAGE/OPTIONS: _____		

BIG ISLAND TOYOTA

SALESPERSON Mark REFERRED BY _____ DATE 10.27

SOURCE: NP PH RADIO CU RP TV DM INTERNET OTHER _____ DEAL # 304748

NAME1 Hawaii County Economic Opportunity Council STOCK# _____

NAME2 _____

ADDRESS 47 Rainbow Dr. CITY Hilo STATE HI ZIP 96720

PHONE (H) _____ (C) _____ (W) _____ INSURANCE _____ FULL COV _____

EMAIL _____

NEW USED YEAR 23 MAKE TOY MODEL Sienna TYPE LE FWD COLOR/TRIM white

VIN# _____ LIC# _____ SAFETY _____

CIRCLE EQUIPMENT AS NEEDED MILEAGE _____

EQUIPMENT	MARKET VALUE	CUSTOMERS PRESENT VEHICLE
Engine Size _____ Liter 4Cyl V6 V8	<p>38880</p> <p>1848.47</p> <p>349.00</p> <p>225.65</p> <hr/> <p>41303.12</p>	YEAR _____ MAKE _____
HYBRID Plug-in <input checked="" type="checkbox"/>		MODEL _____ TYPE _____
Manual Transmission: 5Sp 6Sp 8Sp _____		MILEAGE _____ PAYMENT _____
Automatic: 5Sp 6Sp 8Sp CVT Paddle <input checked="" type="checkbox"/>		BANK _____
4X2 4X4 AWD FWD RWD <input checked="" type="checkbox"/>		PAYOFF/BALANCE _____ DATE _____
TOW PACKAGE _____		
Radio: AM FM SAT HD _____		
CD PLAYER _____		
Media: Bluetooth Aux USB MP3 <input checked="" type="checkbox"/>		
NAVIGATION _____		
POWER STEERING EPS <input checked="" type="checkbox"/>		
Tilt/Telescoping Steering Wheel <input checked="" type="checkbox"/>		
Air Conditioning Type _____ <input checked="" type="checkbox"/>		
Power Windows Locks Keyless Remote <input checked="" type="checkbox"/>		
REAR WIPER <input checked="" type="checkbox"/>		
REAR SPOILER _____		
ALUMINUM WHEELS _____		
Floor Mats: Carpet All-Weather _____		
Cruise Control Dynamic Laser _____		
RUNNING BOARDS _____		
MOONROOF _____		
ANTI-LOCK BRAKES _____		
Engine Immobilizer Entry Alarm _____		
REAR SONAR _____		
Blindspot Monitor w/Cross Traffic Alert _____		
TOYOTA SAFETY SENCE P C <input checked="" type="checkbox"/>		
LEATHER SOFTEX _____		
Apple Care Play/Android Auto _____		
SPECIAL COLOR _____		
TOYOTA HAWAII CARE 2yrl/20k _____		
TOYOTA SAFETY CONNECT _____		
PACKAGE/OPTIONS: _____		



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\$52,640

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Hawai'i County Economic Opportunity Council Organization Chart

