

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


David Derauf (Jan 17, 2023 20:08 HST)
AUTHORIZED SIGNATURE

David Derauf CEO

PRINT NAME AND TITLE

Jan 17, 2023

DATE

GIAChecklist

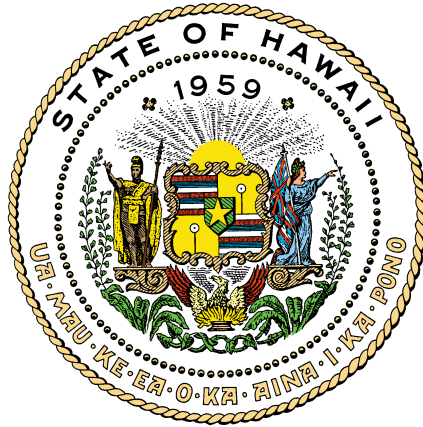
Final Audit Report

2023-01-18

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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

KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

was incorporated under the laws of Hawaii on 05/15/1972 ;
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 30, 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; 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.

Kōkua Kalihi Valley Comprehensive Family Services.
(Typed Name of Individual or Organization)


David Derauf (Dec 30, 2022 11:44 CST)
(Signature)

Dec 30, 2022
(Date)

Dr. David Derauf
(Typed Name)

CEO
(Title)

Page5 - Declaration

Final Audit Report

2022-12-30

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"Page5 - Declaration" History

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PUBLIC PURPOSE

1. The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes
 - a. The name of the requesting organization or individual:
Kokua Kalihi Valley Comprehensive Family Services (KKV)
 - b. The public purpose for the grant:
KKV will conduct a feasibility study to renovate the Judd Medical clinic at 2239 N. School Street for the purpose of creating an urgent care facility and increased space for mental health services. In 2020, we built a temporary/ emergency COVID clinic in the parking garage under the building. This structure must be removed as per orders by the City & County. KKV desperately needs more space but needs to understand the engineering, traffic, fire, and architectural issues impacting a build out of the garage, especially as it effects structural integrity and functionality of the whole building. The CIP funding will enable us to identify challenges and opportunities before launching a large-scale building campaign.
 - c. The services to be supported by the grant:
 - Preliminary structural, mechanical, electrical, and plumbing engineering reports.
 - Permit and zoning research.
 - Traffic engineering study.
 - Environmental assessment.
 - Healthcare facilities planning consultation.
 - Facilitation of KKV staff and management team to determine priorities and needs.
 - d. The target group:
11,000 low-income Asian, Native Hawaiian, and Pacific Islander patients in Kalihi.
 - e. The cost of the grant and the budget [L1997, c190, pt of 3; am L 2014, c 96, 6]:
\$150,000

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant’s knowledge.

Kokua Kalihi Valley Comprehensive Family Services

Organization


David Derauf Jan 20, 2023 08:55 HST

Dr. David Derauf, CEO

Jan 20, 2023

Date

PUBLIC PURPOSE cip

Final Audit Report

2023-01-20

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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.

2. Declaration Statement

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

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](#).

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;

Founded in 1972, KKV has 51 years of experience providing residents of Kalihi with a broad array of comprehensive and holistic care that includes medical, dental, vision, mental health, pharmacy, Elder Care, Maternal Child Health, and enabling services. KKV also provides many culturally based community programs that are integrated with the clinical services. These include four youth programs, women's programs, vocational education, a unique cultural food program "Roots," and Ho'oulu 'Aina, a nature preserve where KKV offers indigenous healing programs, plant-medicine, and education. At Ho'oulu 'Aina, KKV works to heal through community-engaged forest restoration, farming, and agroforestry. KKV's programs have served as models for culturally responsive care, justice, and equity, and malama 'aina/ care for the land.

In 1989, KKV was designated a Federally Qualified Health Center (FQHC) and is the only FQHC in the nation to care for a 100-acre nature preserve as part of its healing sites. KKV provides care for over 11,000 patients annually with a staff of 267 that provides interpretation services in 26 languages and dialects. KKV's patients are 96% Asian, Native Hawaiian, and Pacific Islander; 61% at or below 100% of federal poverty guidelines; and 43% which are best served in languages other than English. We operate

from nine service locations and are the only FQHC in the nation to care for a nature preserve as part of our healing activities. Kokua Kalihi Valley Comprehensive Family Services (KKV) is a community health center with the mission: *“Together we work to advance health, to inspire healing, to foster reconciliation, and to celebrate abundance in the ahupua'a of Kalihi through strong relationships that honor culture and place.”* Kalihi is a Medically Underserved Area (MUA) and a Health Professional Shortage Area (HPSA) for Primary Care, Mental Health, and Dental Care.

KKV's Clinical Director is Dr. Laura Carr DeVilbiss, MD, MPH, who has worked for KKV for more than 24 years. DeVilbiss received her education at Andover, Princeton, Tulane, and the George Washington School of Medicine. She has been active with the Hawaii Academy of Family Physicians, serving in leadership positions on both the HAFP board and the HAFP Foundation board. She has also served on the boards of three local hospitals.

KKV's Executive Director is Dr. David Derauf, MD, MPH, has been with KKV for 31 years. In 1989, he was hired as KKV's first Clinical Director and remained in this position until being named as KKV's Executive Director in 2003. Dr. Derauf worked from 1987-1988 as the Assistant Director of Public Health in the Thai Highland Project on the border of Thailand and Burma. He is board certified in General Preventive Medicine. Dr. Derauf has served as Assistant Clinical Professor of Public Health, Medicine, and Nursing at the University of Hawaii. He serves as a board member of the Association of Asian and Pacific Island Community Health Organizations (AAPCHO), the Hawaii Primary Care Association, and Aloha Care, a Hawaii Medicaid Managed Care Corporation.

2. The goals and objectives related to the request;

KKV seeks funding to conduct a feasibility study to do a large-scale renovation of the Charles Judd Medical Clinic. This facility had inadequate ventilation and space layout to accommodate patients during the COVID-19 pandemic. KKV built a temporary clinic we called Na Koa in the underground parking area that opens to the outside. This has accommodated patients effectively and helped KKV manage an increase in patients and services. But the temporary structure must be taken down in 2022 as per the City & County of Honolulu. KKV desperately needs an after-hours and Urgent Care facility, as well as more space for our mental health programs. The feasibility study will enable us to determine what is possible within the parking garage space, and what structural changes can be made overall to improve functionality of the clinic. In 2023, KKV will renovate the main floor and the third floor of the clinic to update furnishings and fixtures, but we need the feasibility study to understand structural, mechanical, electrical, plumbing, and permit/code issues to move forward with a large-scale renovation.

Goals: To identify the feasibility and cost of a full-scale renovation and expansion of the Judd Medical Clinic.

Objective 1: To meet the needs of patients who walk in to receive medical services in their community.

Objective 2: To make sound financial decisions regarding expansion.

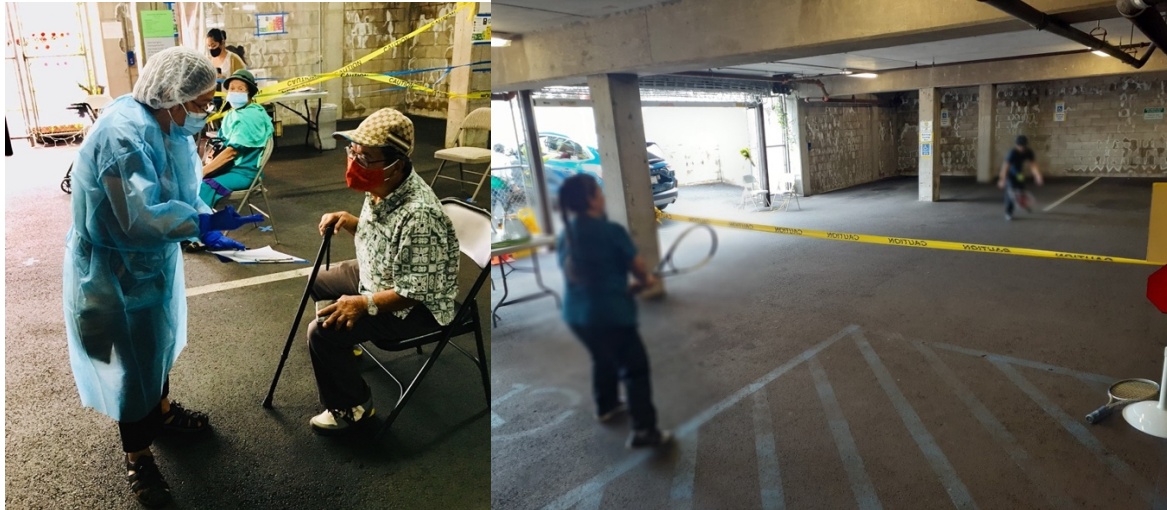
Objective 3: To improve KKV's ability to serve Kalihi residents going forward.

3. The public purpose and need to be served;

Public Purpose:

The purpose of this CIP application is to improve long-term healthcare services for low-income Kalihi residents. Planning now is critical because of the impending redevelopment at Kuhio Park, which will increase the number of residents within blocks of KKV. We anticipate that this will have a significant impact on need for clinical space and urgent care in Kalihi.

KKV will conduct a feasibility study to renovate the Judd Medical clinic at 2239 N. School Street for the purpose of creating an urgent care facility and increased space for mental health services. In 2020, we built a temporary/ emergency COVID clinic in the parking garage under the building. This structure must be removed as per orders by the City & County. KKV desperately needs more space but needs to understand the engineering, traffic, fire, and architectural issues impacting a build out of the garage, especially as it effects structural integrity and functionality of the whole building. The CIP funding will enable us to identify challenges and opportunities before launching a large-scale building campaign.



Left: Serving senior patients in the temporary Na Koa Clinic in KKV’s parking garage. Right: 6,000 square foot garage space to scale.

Need:

KKV’s medical patients have anxiety about medical care and high rates of missed appointments.

Over 93% of KKV’s patients are Asian and Pacific Islander migrants to Hawaii who hold deep distrust of medical care and associate visits to the clinic or the hospital with trauma or death. Many do not seek insurance or care until their condition reaches a crisis stage. KKV experiences a high rate of “no-shows” or missed appointments in part, because many patients are accustomed to walk-in care and less familiar with the process of scheduling appointments. The use of telehealth in 2020 had a surprising benefit in that the no-show rate dropped when some patients received smart phones and could visit with their providers virtually. Additional cultural factors that impact care access include the role of families, extended families, and traditional healers in an individual’s medical decisions; differing cultural attitudes about death and dying that affect “compliance”; the role of physical environment on client comfort and trust; and the effect of American lifestyles and diets on the health of immigrant families. Creating a more welcoming space for patients and their families at the Judd Clinic will be essential to supporting KKV’s patients in a culturally responsive manner.

In 2020 and 2021, COVID-19 impacted API patients at a higher rate than any other communities in the State of Hawaii. Of the 2,865 patients KKV tested for COVID-19, there were 514 positive cases and since many patients live in dense housing, the impact was significant for the larger community. KKV’s Judd Medical Building was not designed to accommodate infectious disease care. Although portions of the building was retrofitted with air filtration systems, other portions were closed off in 2020. Instead of entering the ground floor of the Judd building for medical care, patients were re-routed behind the building to a new temporary clinic (Na Koa) created in an underground parking garage. It was here where KKV moved Eligibility and Billing and conducted COVID-19 testing. This new way of accessing the Judd Clinic has made it clear how much Judd needs a full renovation.

4. Describe the target population to be served; and

KKV serves 11,000 residents of Kalihi who are 96% Asian, Native Hawaiian, and Pacific Islander. Over 30% of KKV’s patients are ages 50 and older and 43% are best served in languages other than English. There are over 1750 seniors currently served by Elder Care, a program that is growing each year. Over 60% of KKV’s patients are at or below 100% of the federal poverty guidelines and 99% are at or below 200% of FPG. KKV’s patients have the highest rates of obesity, diabetes, hypertension, and cancer in the state. We serve residents of Hawaii’s largest public housing complexes, the Towers at Kuhio Park and Kalihi Valley Homes, where the largest populations of residents is COFA Micronesian, Marshallese, Pohnpeian, and Samoan. Many of the migrant families have come to Hawaii seeking health care and experience multiple chronic conditions. Most patients prefer to walk-in to the clinic and building trust relationships with their providers is essential to care.

5. Describe the geographic coverage.

KKV’s service area is Kalihi and the majority of KKV patients live in zip codes 96819 and 96817. However, KKV serves many patients who move away from the area, with the largest concentrations in 96797, 96701, and 96796.

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;

Scope of work:

Scope of Work	Tasks	Responsibilities
Feasibility Study/Design Preparation	Environmental assessment.	Project Manager Environmental Consultant
	Preliminary structural, mechanical, electrical, and plumbing engineering reports.	Project Manager Engineers
	Permit and zoning research.	Project Manager Architects
	Traffic engineering study.	Project Manager Traffic Engineer
	Healthcare facilities planning consultation.	Project Manager Healthcare planning consultant
	Facilitation of KKV staff and management team to determine priorities and needs.	Project Manager Facilitator Management Team

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Results	Outcomes
Preliminary Engineering Report	Identification of structural, mechanical, plumbing, electrical, and fire issues impacting construction and cost.
Environmental Assessment	Identification of environmental issues required for permitting.
Permit and zoning research	Identification of building requirements and design restrictions.
Traffic study	Identification of potential traffic issues, including access to the site, fire egress, emergency services.
Evaluation of needs and care flow operations.	Assessment of most efficient use of space for medical purposes.
Staff needs assessment and input.	Input from staff and community to ensure all voices are heard.

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

Outcomes	Timeline
Preliminary Engineering Report	Completion December 2023
Environmental Assessment	Completion March 2024
Permit and zoning research	Completion December 2023
Traffic study	Completion December 2023
Evaluation of needs and care flow operations.	Completion December 2023
Staff needs assessment and input.	Completion December 2023 and review of results in February 2024

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

KKV has the capacity. KKV’s twelve-member Board of Directors oversees our financial position. We have an eight-member Accounting team that monitors all financial transactions, including all grant expenditures. Annually, KKV undertakes a single audit that is comprised of the consolidated statement of financial and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements. KKV’s management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the US; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

The CIP project will be directed by KKV’s Chief Operations Officer, Mui Kong who is responsible for ensuring that KKV complies with contracts, including construction and other capital activities. She will hire a Project Coordinator with experience scheduling and coordinating meetings to oversee the tasks are completed on schedule. Kong has over twenty-years-experience in managing nonprofit grants and contracts. KKV plans to work with the architect Kevin Miyamura of AMA/AE who is already working with us on the first-floor renovation activities at Judd.

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.

Results	Measures of Effectiveness
Preliminary Engineering Report	Completion of Report
Environmental Assessment	Completion of Report
Permit and zoning research	Completion of Report
Traffic study	Completion of Report
Evaluation of needs and care flow operations.	Completion of Report
Staff needs assessment and input.	Completion of Report

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
\$37,500	\$37,500	\$37,500	\$37,500	\$150,000

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

KKV does not have any additional sources of funding for the Feasibility Study.

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.

KKV has not applied for any state or federal tax credits within the prior three years. We do not anticipate in applying for any in 2023 for the 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.

Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services, DHS, State, \$400,000
Elderly Affairs Division, Transportation, EAD, State, 1/1/23-12/31/24, reimbursed by ride.
Title III Transportation, 3/30/21-9/30/23, EAD, State, \$175,400
Breast and Cervical Cancer Control Program, 6/30/21-6/31/22, DOH-Family Health Services Division, State, \$70,000
DOH-Primary Care, 7/1/16-6/30/25, DOH-Family Health Services Division, State, \$650,150
WIC Infrastructure, thru 9/30/22, DOH-Family Health Services Division, State, \$3,075
Elderly Oral Health Assessment, ongoing, State Oral Health Program, State, \$2,400
Reproductive Health Care and Support Services, 7/1/21-6/30/23, DOH-Women, Infants and Children Services Branch, State, \$179,033
Fostering Access, Rights And Education (FARE Grant Program, 9/15/22-3/31/24, Department of Labor, Federal, \$337,849
HA_Forestry - La MauiOla Project, 8/1/21-6/30/24, USDA, Federal, \$150,000
COVID - CONSTRUCTION COSTS, HRSA, Federal, \$626,338
Kalihi Food Prescription Pilot Program, 6/15/21-6/14/24, USDA/ NIFA, Federal, \$560,317
GIA CIP, 10/1/21-9/30/22, Department of Labor, State, \$350,000
GusNIP Grant Project (DA BUX Incentive), 9/1/20-8/31/23, USDA, Federal, \$498,105
Optional Breastfeeding Peer Counselor Services , through 9/30/2023, Department of Health, State, \$50,000
Special Supplemental Nutrition Program for Women, Infants, and Children, through 9/30/2023, Department of Health, State, \$284,400
Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services, through 12/31/2022, Department of Human Services, State, \$250,000
Resource and Technical Development, open, Department of Health, State, \$48,500

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.
\$8.9 million

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.

KKV has a strong track record of completing capital improvement projects and has accomplished these through careful planning and a combination of government and foundation support. These are KKV’s successfully completed capital projects:

1. *Shade Shelter, Kaluaopalena Community Park.* 2022. \$100,000 in private funding.

2. *Rehabilitation of Gulick Elder Center and Replacement of Exterior Covered Walkway and Deck,* 2019-2020.

This project included repairs to side walls and foundation for mold abatement; replacement of the covered front porch; mold abatement in the lower level; creation of two ADA compliant restrooms, including one with a shower facility on the lower level. \$700,000. Funded by: The Hawai‘i State Legislature, Grant-In-Aid 2015; City & County of Honolulu – Community Development Block Grant; and Kahala Nui Foundation. In 2020, KKV replaced the exterior covered walkway and deck \$160,000 (private funding).

3. *Charles Judd Community Health Center*

In 2008, KKV completed the construction of a 12,000-square-foot health clinic on the site of a former gas station. For the following decade, the Charles Judd Community Health Center—with eight medical exam rooms, six dental operatories, three behavioral health offices, a Maternal and Child Health section, and a large community education room—was the primary home to KKV’s clinical services. This construction project was completed within schedule and within budget. \$6.4 million.

4. *Harry and Jeanette Weinberg Wellness Center*

In 2012, KKV opened its 16,000-square-foot Harry & Jeanette Weinberg Wellness Center across the street from the main Judd clinic. The major renovation effort gutted and converted the former structure (P&P Supermarket) into a Wellness Center that houses 12 state-of-the-art dental operatories and dental operations/outreach office, a commercial kitchen and Roots Café, pharmacy, intake/eligibility, optometry/vision, OB-GYN wing, health education room, Medical-Legal Partnership legal advocacy services, and Administration (Development, Accounting, Patient Intake, Billing). \$8.1 million.

5. *Kalihi Valley Instructional Bike Exchange (KVIBE) Warehouse Renovation*

Renovation of a warehouse to develop programming space for KVIBE and also for KKV storage. Funded by: City & County of Honolulu – Community Development Block Grant 2015. \$270,000.

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.

KKV Facilities	Hours of Service	Services	Location & Proximity	Description
KKV Main Clinic - Charles Judd Medical Clinic	Mon. – Thur. 8:00 – 12:00 pm & 1:00 – 6:00pm Friday 9:00 – 6:00 pm Walk-in By appointment	Medical Maternal Child Health Chronic Care Management Team Behavioral Health	2239 N. School St. Honolulu, HI 96819	16,000 square feet. Two stories and lower-level parking garage.

	Telehealth	Substance Use Disorders Enabling services Admin/Service Delivery Site Medicare billing site.		
Harry & Jeanette Weinburg Wellness Center	Mon. – Thur. 8:00 – 12:00 pm & 1:00 – 6:00pm Friday 9:00 – 6:00 pm Saturday Walk-in By appointment	Dental Roots Café & Food Hub Pediatrics OB/GYN Optometry Pharmacy Admin Medicare billing site.	2229 N. School St. Honolulu, HI 96819	12,000 square feet. Two stories.
Gulick Elder Care	Mon. – Fri. 7:30 am – 4:00 PM	Elder Care services Admin/ Service delivery site. Medicare billing site.	1846 Gulick Ave. Honolulu, HI 96819	5,000 square feet. Two stories and a mezzanine area. Wood construction.
Ke Ola Hou Clinic – Kuhio Park Terrace Public Housing	Mon. – Thur. 9:00 – 12:00 pm Friday 9:00 – 6:00 pm Saturday Walk-in By appointment	Medical Enabling services Admin/ Service delivery site. Medicare billing site.	1475 Linapuni St BLDG A Honolulu, HI 96819 Also on site: Seams Wonderful vocational education Pacific Voices youth program Elder Care exercise program Kaluaopalena Community garden (Roots)	Clinic within Kuhio Park Terrace Public housing. Not owned by KKV.
KKV Mobile Clinic 1	Mobile serving schools on set schedule	Dental Van 1 Service delivery site. Medicare billing site.	2239 N. School Honolulu, HI 96819	Van
KKV Mobile Clinic 2	Mobile serving schools on set schedule	Dental Van 2 Service delivery site. Medicare billing site.	2239 N. School Honolulu, HI 96819	Van
Hauiki Homes Public Housing	As needed	Eligibility	1574 Meyers St. Honolulu, HI 96819	Facility within public housing.

Ho’oulu ‘Aina	Mon. – Fri. 8:00 – 5:00 pm	Native Hawaiian healing	3659 Kalihi St. Honolulu, HI 96819	100-acre nature preserve.
Kalihi Valley Homes	As needed	Eligibility Health center does not/will not bill under the FQHC Medicare system at this site.	2243 Kalaunu St. Honolulu, HI 96819	Facility within public housing.

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.

Project Supervisor is Mui Kong, Chief Operations Officer, KKV
 Mui Kong, MA comes to KKV from the Department of Human Service, Homeless Program Office. She previously worked for Lanakila Pacific/Lanakila Meals on Wheels as their Operations Manager and served in various positions in Catholic Charities Hawaii: Director of Developmental Disability Medicaid Waiver Program, Coordinator of Lanakila Multipurpose Senior Center, and Home Study Specialist of Statewide Resource Families Program. Mui has an MA in Human Services Administration from the University of Northern Iowa and has a BA in Social Work from Hong Kong Polytechnic University. She is trilingual in English, Cantonese, and Mandarin. She will supervise the Project Coordinator.

Project Coordinator is a new hire. See attached JD.
 Skills include experience managing contractors for pre-construction planning activities.

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.

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.

CEO \$232,617

Clinical Director \$228,880
Physician \$165,809

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.

NA

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 CIP project is a one-time feasibility study for the parking garage and structure of the Judd Medical Clinic. The study will indicate whether and how we move forward to raise capital for the renovation. KKV does not anticipate additional needs to support the feasibility study after 2024.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley

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	15,500			
2. Payroll Taxes & Assessments	2,000			
3. Fringe Benefits	3,000			
TOTAL PERSONNEL COST	20,500			
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	1,000			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	1,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	128,500			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Diane Evans		
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			Jan 20, 2023
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official		Date
TOTAL BUDGET	150,000	David Derauf VEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley Comprehensive Family

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Kokua Kalihi Valley

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			0			
LAND ACQUISITION			0			
DESIGN			128,500			
CONSTRUCTION			0			
EQUIPMENT			0			
TOTAL:			128,500			
JUSTIFICATION/COMMENTS:						
The breakdown of contract services is: Engineering \$27,000; Environmental Assessment \$60,000; Architect \$13,000; Traffic engineer \$15,000; Healthcare facilities planning consultant \$10,000; Facilitator \$3,500.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kokua Kalihi Valley Comprehensive Family Services

Contracts Total: 5,187,607

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	1/1/23-12/31/23	DHS	State	400,000
2	Elderly Affairs Division, Transportation	3/30/21-12/31/22	EAD	State	268,000
3	Title III Transportation	3/30/21-12/31/22	EAD	State	175,040
4	Breast and Cervical Cancer Control Program	6/30/21-6/31/22	DOH-Family Health Services Division	State	70,000
5	DOH-Primary Care	7/1/16-6/30/25	DOH-Family Health Services Division	State	650,150
6	WIC Infrastructure	thru 9/30/22	DOH-Family Health Services Division	State	3,075
7	Elderly Oral Health Assessment	ongoing	State Oral Health Program	State	2,400
8	Reproductive Health Care and Support Services	7/1/21-6/30/23	DOH-Women, Infants and Children Services Branch	State	179,033
9	Fostering Access, Rights And Education (FARE Grant Program	9/15/22-3/31/24	Department of Labor	Federal	337,849
10	HA_Forestry - La MauiOla Project	8/1/21-6/30/24	USDA	Federal	150,000
11	COVID - CONTRUCTION COSTS	9/15/21-9/14/24	HRSA	Federal	626,338
12	Kalihi Food Prescription Pilot Program	6/15/21-6/14/24	USDA/ NIFA	Federal	560,317
13	GIA CIP	10/1/21-9/30/22	Department of Labor	State	350,000
14	GusNIP Grant Project (DA BUX Incentive)	9/1/20-8/31/23	USDA	Federal	498,105
15	Optional Breastfeeding Peer Counselor Services	through 9/30/2023	Department of Health	Hawaii	50,000
16	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	284,400
17	Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	through 12/31/2022	Department of Human Services	Hawaii	250,000
18	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	284,400
19	Resource and Technical Development	open	Department of Health	Hawaii	48,500
20					
21					

GIA CIP Budget Proposal

Final Audit Report

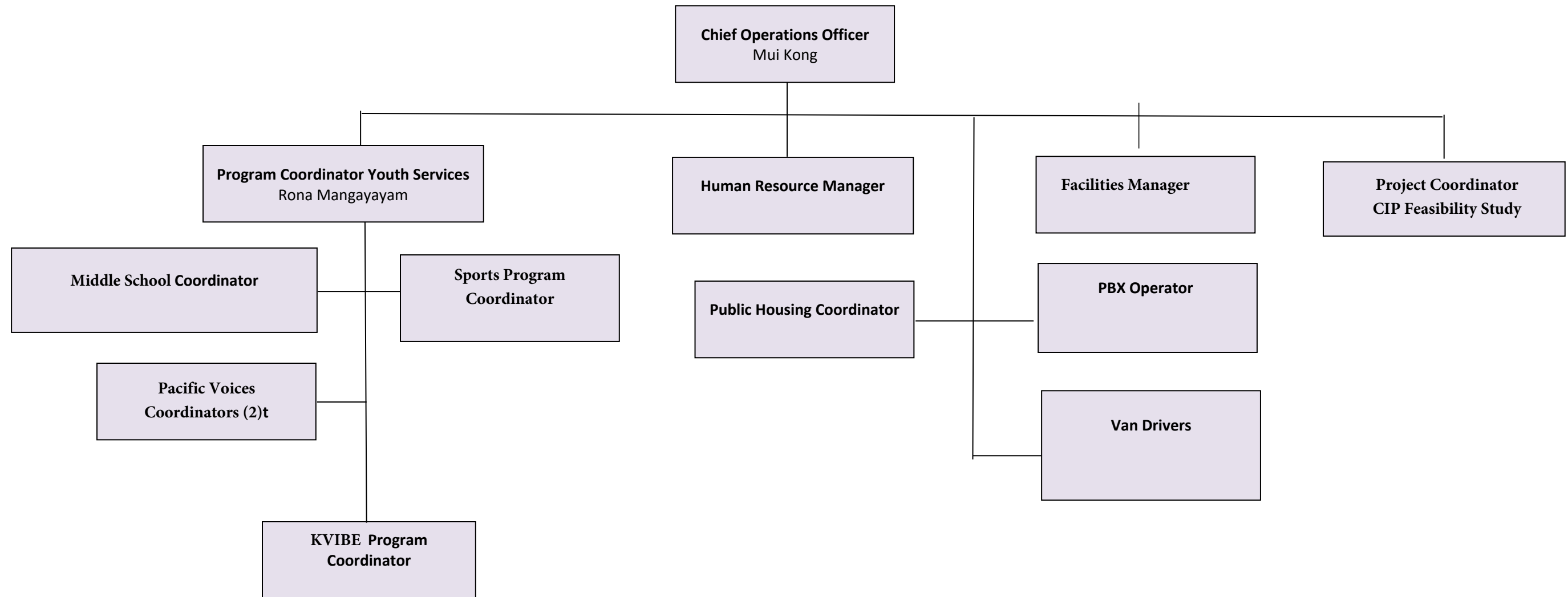
2023-01-20

Created:	2023-01-20
By:	Diane Evans (devans@kkv.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAGa8Adnjf-ZD6t2QYWK4kYWeMpKZY4kpT

"GIA CIP Budget Proposal" History

-  Document created by Diane Evans (devans@kkv.net)
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Kōkua Kalihi Valley
Operations





KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES JOB DESCRIPTION

DATE: 5/5/2022

JOB TITLE: Project Coordinator I (Facilities Constructions and Renovations)

STATUS: Exempt **SALARY GRADE:** 12 **RESPONSIBLE TO:** Chief Operations Officer (COO)

JOB SUMMARY: Coordinates the constructions and renovations of KKV's facilities that require careful coordination with KKV management, staff, multiple program leads, designers, accountants, and architects. The goal is to create a more functional, welcoming, community-appropriate, and culturally responsive space for patients, staff, and multiple programs.

ESSENTIAL DUTIES:

1. Responsible for coordinating the activities of project teams and ensuring KKV meets all management and funding deliverables.
2. Responsible for aggregating metrics and for completion of reports to funders and management.
3. Oversees invoicing and expenditures for KKV's Accounting office (and Grants team) to ensure project is implemented according to budget.
4. Assists with the development of a master workplan and ensures that plan remains on schedule, to the extent feasible, and is updated as needed.
5. Reports to KKV's Management team about progress, budget status, and challenges.
6. Supports and helps coordinate project working teams through meetings and site visits.
7. Supports Interior Designer and Architect with permitting and/or other project issues as needed.
8. Responsible for supporting KKV Management and Facilities with inspections and other project-related issues.
9. Ensures that project implementation respects and includes solutions for temporary relocations of staff work areas, disruption of services, and attention to COVID/ emergency restrictions and requirements.

OTHER DUTIES

1. Adheres to KKV policies and procedures including applicable OSHA, State, and Federal regulations.
2. Attends and participates in staff meetings, trainings, retreats, and other staff events as required.
3. Carries out any related duties assigned by the supervisor and the project committee.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

WORKING CONDITIONS

Location: Air-conditioned office setting, outdoor environment with tropical climate temperature when traveling in the community. Position will require on-site presence as needed but could be partly remote.

Equipment: Computer, tablet, printer, fax machine, copy machine, 10-key calculator, and multi-line telephone.

Work Hours: Monday – Friday with occasional weekend hours; position is scheduled for a 40 hours/week schedule with regular attendance.

MENTAL DEMANDS: Constant interaction with staff and stakeholders, ability to listen deeply and prioritize multiple tasks and priorities; attention to detail. Effective verbal and written, communications skills.

Project Coordinator (Facilities Renovations)

PHYSICAL DEMANDS: Requires constant movement of occasionally standing, frequently sitting, and occasionally standing. Occasional lifting of supplies not to exceed 30 pounds.

The physical/work demands described herein are representative of those that must be met by the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

Skills/Knowledge:

1. Demonstrated ability to oversee complex grant-funded renovation/construction projects, required.
2. Experience administering large government grants, preferred.
3. Highly organized and detailed oriented, required.
4. Ability to work with a multi-cultural staff and stakeholder population, required.
5. Demonstrated problem-solving, leadership, management and decision-making skills, required.
6. Ability to handle confidential financial information, required.
7. Bilingual/bicultural skills preferred.
8. Able to drive and meet KKV's driver abstract requirements.

Education/Training

1. Bachelor's degree in related field, preferred.
2. Proficient in computer office software, required.

Experience

1. Three years' experience in managing construction/renovation projects, required.
2. Two years' experience managing government grants for renovation and/or construction projects, preferred.
3. Experience in community health setting, preferred.

Other

Lives in the Kalihi Valley area, preferred.

Acknowledgement of Receipt of Job Description: I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature: _____

Date: _____

Print Name: _____