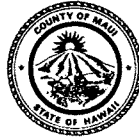


Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
Tasha Kama

Councilmembers  
Riki Hokama  
Kelly Takaya King  
Michael J. Molina  
Tamara Paltin  
Shane M. Sinenci  
Yuki Lei K. Sugimura



Director of Council Services  
Traci N. T. Fujita, Esq.

**COUNTY COUNCIL**  
COUNTY OF MAUI  
200 S. HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.MauiCounty.us](http://www.MauiCounty.us)

April 2, 2020

Ms. Lori Tsuhako, Director  
Department of Housing and Human Concerns  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Tsuhako:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET** (HC-1) (EDB-1)

May I please request that you be prepared to answer the following questions at the EDB Committee meeting held online on **April 8, 2020**. \* This will enable the Committee to comprehensively review the FY 2021 Budget.

*\*Date subject to change without notice.*

Overall

1. Please provide recommendations for a 5% reduction of entire departmental budget. (RH)
2. If the Council finds that, due to the current COVID-19 crisis, a budget reduction is required, how would the Department propose to implement the needed cuts? Are there specific programs the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g., professional services)? Would the Department seek to increase user fees for activities or programs? (TK) (TP)

Category "A" – Salaries and Wages

3. Please provide vacancy and overtime reports for the Department. (RH)

4. Please provide the SR/step and dollar amount allotted for all position titles within the Department, and which positions are vacant, if any. This information is missing from Budget Details. (TP)
5. Please explain the need for the Departmental Personnel Clerk Expansion position and provide the position description, summary of duties, and minimum qualifications. (Budget Details, Page 8-3, Index Code 914002A) (TP)
6. Relating to Budget Details, Page 8-7, Index Code 914127A:
  - a. Please explain the need for a Housing Program Specialist II in addition to three Housing Program Specialist IV positions, and provide position descriptions, summary of duties, and minimum qualifications. (TP) (YLS)
  - b. Will this position be involved in the creation of new affordable housing units? (MM)
7. What are the main responsibilities of the Housing Program Specialist position (Page 275, Index Code 914156A, 5101) that differ from those of the Homeless Program Coordinator? (MM)
8. Relating to "Expansion of two Senior Services Transit Aide II" (Page 275, Index Code 914325A, 5101):
  - a. What is the reason two positions are needed, and what program will the positions serve? (MM) (TP)
  - b. Please provide the position description, summary of duties, and minimum qualifications. (TP)
9. Please explain how the Immigrant Services Program Coordinator is being reallocated. (Budget Details, Page 8-14, Index Code 914143A) (TP)
10. Please provide the position description, summary of duties, and minimum qualifications for Office Operations Assistant II and Clerk III, and explain the need for the position reallocation. (Budget Details, Page 8-14, Index Code 914143A) (TP)

Category “B” - Operations

11. What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name. (RH)
12. Relating to Program Budget, Page 264 and Budget Details, Page 8-9 and 8-10, Index Codes 914121B-6132, 914123B-6132, 914457B-6112/6132:
  - a. Please provide an update on the funds expended on Services for FY 2020.
  - b. What was the outcome of the parcel studies and analysis of impediments?
  - c. Was the Waiale parcel, or any other parcel, studied or selected for possible affordable housing development?
  - d. Can the Department explain why these parcel studies were not conducted, and what the Department did to identify potential sites for housing.
  - e. What does it mean that the Department “didn’t have the capacity to use those funds?”
  - f. If there are other parcel studies being performed, when will they be ready to be reviewed by the Council? (TP) (MM)
13. Relating to Budget Details, Page 8-12, Index Code 914163B, 6317, First Time Homebuyers Program:
  - a. How many families can the Department assist with a home purchase with the proposed \$3 million in funding?
  - b. How much if any of this \$3 million will be used for administrative costs?

- c. Will any of this funding be used for first time homebuying education? (MM)
- 14. Please explain the 28.2% increase in “Other Costs.” Was that the shortfall in FY 2020 for the First Time Homebuyers Program? (Program Budget, Page 264) (TP)
- 15. Is it likely there will not be as many homebuyers in FY 2021 due to the current economic situation? (TP)
- 16. Is there a greater need for Homeowners and Housing Counseling or for First Time Home Buyer – Down Payment Assistance? (TP)
- 17. Could the time to purchase under the First Time Homebuyer Program be increased? (YLS)
- 18. What is the timeline for the Revolving Fund? (Budget Details, Page 8-12, 914163B, First Time Homebuyers Program) (YLS)
- 19. How does the County assist those facing lease cancellations from the Department of Hawaiian Home Lands? (Program Budget, Page 266, Hale Mahaolu for Homeowners and Housing Counseling Program) (TP)
- 20. Given the COVID-19 crisis, could the Hale Mahaolu Homeownership Program remain at its FY 2020 level of \$150,000? (Budget Details, Page 8-12, 914129B, 6317) (YLS)
- 21. Please provide a status update on the Kulamalu Hale Apartments. (Page 268) (TP)
- 22. Please provide a status update on the Komohana Hale Apartments. (Page 268) (TP)
- 23. Please explain the Reserve Study recommendations that will be implemented with this funding. (Budget Details, Page 8-66, Index Code XXXXXX-6139, Komohana Hale Apts Program) (KRF)
- 24. Relating to Program Budget, Pages 267-268, HOME Investment Partnership and National Housing Trust Fund:

- a. What is this funding used for?
  - b. Can this funding be used for the creation of housing units, buying land, or infrastructure improvements for affordable housing?
  - c. Does the Department foresee any reductions in the anticipated grant awards for the HOME and HTF programs (26.1% increase in "Other Costs") or any other grant awards due to the COVID-19 pandemic? (Budget Details, Page 8-67, XXXXXX-6317) (MM) (TP)
25. The grant award for Strategic Prevention Framework Partnerships for Success for FY 2018 and FY 2019 was \$10,000. The adopted FY 2020 and proposed FY 2021 grant award is \$100,000. Please explain the increase. (Page 260) (TK)
26. In the Operational and Budgetary Review of the Housing Division (AH-32) #12, has the question of who initiated the additional \$560,000 been resolved? If so, what was the resolution? (TK)
27. Is the funding for Hale Makua for a Master Plan or for Physician Health Services? Please explain as there seems to be a discrepancy between the descriptions on pages 284 and 285 in the Program Budget? (TP)
28. Relating to Program Budget, Page 276, Index Code 914162B, 6317, Hale Makua master planning and design for new building:
- a. What is the purpose of this building?
  - b. What programs will be conducted in the building? Please elaborate if any of these programs are available/accessible to the public?
  - c. Will there be an opportunity for community input on the functionality portion of the design?

- d. Will there be additional appropriation requested to move this project forward? (MM)
- 29. Relating to Program Budget, Page 276, Index Code 914156C-7040, Pick-up truck with liftgate:
  - a. What is the reason a truck is needed as opposed to a van for the Homeless Program?
  - b. Are there additional expenses, such as vehicle maintenance, that have been factored into the proposed amount? (MM)
- 30. Will the cargo van for the West Maui Senior Center be used strictly for transport of seniors? If not, please elaborate on the usage of this vehicle. (Page 276, Index Code 914366C-7040) (MM)
- 31. What "Materials and Supplies" will be purchased with the proposed \$20,000 increase from FY 2020? (Page 314) (MM)
- 32. Please explain the proposed \$11,211 increase for travel. (Page 314) (MM)
- 33. Given the restrictions on of out-of-state travel due to COVID-19, please explain the budgeted increase for travel and provide an update on FY 2020 expenditures to date. (Page 264) (TP)
- 34. Could travel be restricted to essential travel only from July to December due to COVID-19? (Budget Details, Page 8-5, 914002B, 6201; Page 8-27, 914234B, 6201 (\$4,500 and \$3,200); Page 8-32, 914431B, 6201) (YLS)
- 35. Please provide the names of organizations receiving these funds and provide data on effectiveness of this program. (Budget Details, Page 8-12, 914485B, 6317 County Grant subsidy, \$1,400,000) (YLS)
- 36. Relating to the Homeless Program:
  - a. Are there any plans to provide more outreach and information to the general public on COVID-19?

- b. Can the Department provide any new statistics on the amount of inquiries for services the Department has received since January 2020, and if there has been an increase, should additional monetary resources be allocated? (MM)
- 37. What has the Department done to increase the capacity for nonprofits to serve the homeless population on Maui? (Page 251) (AL)
- 38. The County's Compassionate Response Team for the homeless plays a significant role in trying to manage our homeless population. Where is the funding in the FY 2021 Budget to pay for the many services the County provides the homeless? (AL)
- 39. Does the Department conduct a second round of grants distribution if there are excess funds available after the first round? (Page 251) (AL)
- 40. Please provide an update on the Council added provisos for homeless programs and substance abuse education. (Page 274, 914901B-6317, 914906B-6317, 914801B-6317) (TP)
- 41. Relating to "Food, Shelter and Safety Grants" (page 277):
  - a. Please provide the disbursement amounts.
  - b. Please explain the decrease in the proposed amount from \$959,711 adopted in FY 2020 to \$882,843 proposed for FY 2021. (TP) (MM)
- 42. Relating to "Substance Abuse Programs" (page 281):
  - a. Please provide the disbursement amounts.
  - b. The budget increased from \$506,530 in FY 2019 to \$801,567 in FY 2020, and is now proposed as \$756,049 for FY 2021. Has the significant increase in appropriation from FY 2019 to FY 2020 resulted in an increase in the number of individuals successfully graduating from the Aloha House, Inc. and Community Clinics of Maui, Inc. programs? (TP) (MM)

43. Please provide the disbursement amounts for Early Childhood Programs. (Page 278) (TP)
44. Please provide the disbursement amounts for Youth Alcohol Education Awareness Programs. (Page 281) (TP)
45. Please provide the disbursement amounts for the Homeless Program. (Pages 284-286) (TP)
46. Please provide the disbursement amounts for the Self-Sufficiency Programs. (Page 284, 288) (TP)
47. Please provide the disbursement amounts of Grant for Services to the Frail and Elderly. (Page 285, 288) (TP)
48. Please describe how mentorship for the Hawaii Association for the Education of Young Children (HAEYC) has been previously provided for those seeking National Association for the Education of Young Children (NAEYC) accreditation. (Page 279) (TP)
49. Please explain the differences between the new initiative Collaborative Support Systems, Inc. and Healthy Start. (Page 280) (TP)
50. Where do Volunteer Center funds come from and where are they reported? (Pages 311-313) (TP)
51. What are the anticipated expenses for Habitat for Humanity Maui? (Page 283) (TP)
52. Please provide details of this new Habitat for Humanity program funding, how it will be implemented and identified focus areas (i.e., district or island specific, age and income thresholds, etc.) (Budget Details, Page 8-41, Index Code 914977B-6317) (KRF)
53. Relating to the Imua Family Services Discovery Garden (Budget Details, Page 8-42, Index Code 914978B-6317):
  - a. Please provide details for the Discovery Garden project and the breakdown of expenditure for the \$500,000 request.



- b. Is this requested amount a matching grant? What other funds have been secured?
  - c. Please explain the costs of the Discovery Garden as compared to the gardens for the Maui School Garden Network. (KRF) (TP) (KTK)
- 54. Relating to Lanai Kinaole (Budget Details, Page 8-37, Index Code 914219B-6317):
  - a. When available, please provide quarterly and final reports for Lanai Kinaole for FY 2020.
  - b. Please explain the doubling of expenses and the need for the increase in services.
  - c. How many more individuals will be served by the expansion?
  - d. Is the County the sole source of funding for Lanai Kinaole? (TP) (KTK)
- 55. Relating to the Maui Family YMCA (Budget Details, Page 8-42, Index Code 914980B-6317):
  - a. Please provide details for the gymnasium project.
  - b. Is the County the sole funder for the new gymnasium, or is the requested amount a matching grant or supplemental funding? If so, what other funds have been secured?
  - c. Has the YMCA conducted a capital campaign to raise funds?
  - d. Do they currently have a gymnasium, and will the new gymnasium be open to the public at no cost? (KRF) (TP) (KTK)
- 56. Please outline what type of Professional Services the transferred county grant subsidy funds from sub-object code 6317/6130 will be used for. (Budget Details, Page 8-27, Index Code 914234B-6132) (KRF)

57. Is this proposed assistance funding for all languages? Please provide details for how this service will be administered. Is \$1000 sufficient to meet the requirements of E.O. 13166? (Budget Details, Page 8-31, Index Code 914374B-6123) (KRF)
58. Please explain if COLA is funded every year for this non-County position? How is this figure arrived at? Besides this position, how many other NGOs (non-governmental organizations) have COLA increases funded by the County? (Budget Details, Page 8-36, Index Code 914132B-6317) (KRF)
59. Will the funds satisfy the completion of construction for project? (Budget Details, Page 8-51, Index Code 914889B-6317) (KRF)
60. Please provide details for the current rental agreement and explain the \$65,000 increase. Was the amount funded for FY 2020 insufficient to cover rent for the year? (Budget Details, Page 8-6, Section 8 Housing Admin-6231) (KRF)
61. Please describe the type of additional training and the monetary increase amount for certification training, the schedule of renewal for each, and the number of Equivalent Positions covered by this funding. (Budget Details, Page 8-94, Healthy Aging Partnership Empowering Elders Program-6221) (KRF)
62. When available, please provide quarterly and final reports for Molokai Humane Society Grant award. (Page 323) (TP)
63. Relating to the Animal Management Program's "Multi-Use Barn" (Page 321, 322):
  - a. Will the barn store an influx or overflow of animals?
  - b. How many stray animals picked up and transported will be housed in the barn? (MM) (TP)
64. Please provide a status on the operation of the feral cat program. Has the increase in funding resulted in a significant reduction in feral cats? (MM)

Program Goals and Objectives

65. How many of the estimated FY 2020 affordable housing projects were developed? How many individual units were added to the housing inventory? (Page 262, Goal #2.2) (TP)
66. How many of the estimated FY 2021 affordable housing projects are anticipated to be approved for development? How many individual units are expected to be added to the housing inventory? (Page 262, Goal #2.2) (TP)
67. Please provide a status update for all FY 2020 Goals and Objectives to date for the Homeless Program. (Pages 300-302) (TP)
68. Why does the Department expect the number of community partner organizations actively engaged in the Maui County Early Childhood Resource Center Family Literacy initiative to decrease? (Page 295, Goal #1.5) (TP)
69. Does the U.S. Citizenship and Immigration Services (USCIS) already have data on the number of people screened for benefits? (Page 303, Goal #1.1) (TP)
70. Please explain the lack of baseline data from FY 2019 Actual for Senior Services. What are the FY 2020 estimated counts and percentages for Goals #1-3? (Pages 306-307) (TP)
71. Please explain the lack of baseline data from FY 2019 Actual for the Volunteer Center. What are the FY 2020 estimated counts and percentages for Goals #1-3? (Pages 311-313) (TP)
72. Please explain the significant decrease in outreach and educational messaging for the Animal Management Program. (Page 320, Goal #1.1) (TP)
73. How many of the estimated FY 2020 clients purchased a home with County Down Payment Assistance to date? (Page 262, Goal #2.3) (TP)

Ms. Lori Tsuhako  
April 2, 2020  
Page 12

74. In the Operational and Budgetary Review of the Housing Division (AH-32) #3, please explain this statement: "Once the Department calls up the waitlisted applicants from previous years, it will start on the new applicants if vouchers are still available." How many vouchers were available before the waitlist opened up and how many are available now that the waitlist has closed? (TK)
75. In the Operational and Budgetary Review of the Housing Division (AH-32) #9, has the Department completed its review and will this project qualify as an Experimental Housing Program. If so, what are the specifics, and who else applied but may have missed the deadline? (TK)

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021budget:200402ahc01:ans

cc: Mayor Michael P. Victorino  
Budget Director

Council Chair  
Alice L. Lee

Vice-Chair  
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore  
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Director of Council Services  
Traci N. T. Fujita, Esq.

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April 9, 2020

Ms. Michele Yoshimura, Budget Director  
Office of the Mayor  
County of Maui  
Wailuku, Hawaii 96793

Dear Ms. Yoshimura:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (BD-2) (EDB-1)**

May I please request copies of all notes used by department directors and other Administration officials to respond to Councilmembers' questions during Economic Development and Budget Committee meetings on EDB-1. This will enable the Committee to comprehensively review the FY 2021 Budget.

May I further request that you transmit your responses no later than five calendar days after the Department's review before the Committee.

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference. Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, Chester Carson at ext. 7659, Richard Mitchell at ext. 7662, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Keani Rawlins-Fernandez". The signature is written in a cursive, flowing style.

KEANI RAWLINS-FERNANDEZ, Chair  
Economic Development and Budget  
Committee

edb:2021budget:200409abd01:ske

cc: Mayor Michael P. Victorino

Michael P. Victorino  
Mayor

Sananda K. Baz  
Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
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[www.mauicounty.gov](http://www.mauicounty.gov)

April 14, 2020

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

**APPROVED FOR TRANSMITTAL**

Michael P. Victorino 4/14/20  
Mayor Date

For Transmittal to:

Honorable Keani N.W. Rawlins-Fernandez, Chair  
Economic Development and Budget Committee  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET** (BD-2) (EDB-1)

Please see attached response from Director Lori Tsuhako, Department of Housing and Human Concerns.

Should you have any questions, please contact me at ext. 7212.

Sincerely,

A handwritten signature in black ink, appearing to read "Michele M. Yoshimura".

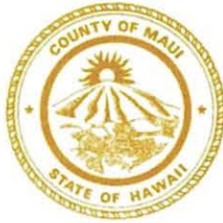
MICHELE M. YOSHIMURA  
Budget Director

Attachment

MICHAEL P. VICTORINO  
Mayor

LORI TSUHAKE  
Director

LINDA R. MUNSELL  
Deputy Director



DEPARTMENT OF HOUSING  
& HUMAN CONCERNS  
COUNTY OF MAUI  
2200 MAIN STREET, SUITE 546  
WAILUKU, MAUI, HAWAII 96793  
PHONE: (808) 270-7805

April 13, 2020

Ms. Michele M. Yoshimura  
Budget Director, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

Honorable Michael P. Victorino  
Mayor, County of Maui  
200 South High Street  
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Keani Rawlins-Fernandez  
Chair, Economic Development and Budget Committee  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

**SUBJECT: FISCAL YEAR ("FY") 2021 BUDGET (HC-1) (EDB-1)**

Thank you for your correspondence of April 2, 2020. The information requested in your letter is listed below in bold and is followed by the Department's responses.

**1. Please provide recommendations for a 5% reduction of entire departmental budget. (RH)**

The Department recommends that to achieve 5% reduction in overall budget, all new line item grants and any expansion of grant funding from FY20 levels be deleted. Such strategy would result in a savings of approximately \$1,948,000 from Human Concerns. Maintaining funding at FY20 levels for the First Time Homebuyers' Program will add \$1,000,000 to savings (Total \$2,948,000). This is more than 5% of the Department's total budget.

As a secondary strategy, the Department recommends that expansion positions (One personnel clerk, One homeless program specialist, One Housing Program

Specialist, 3.0 FTE for Kaunoa) be deleted from the Department's budget request, along with associated salary, and equipment. Strategy #2 will result in savings of approximately \$173,084.

2. **If the Council finds that, due to the current COVID-19 crisis, a budget reduction is required, how would the Department propose to implement the needed cuts? Are there specific programs the Department would discontinue? Would the Department delay or cancel planned "external" costs (e.g., professional services)? Would the Department seek to increase user fees for activities or programs? (TK) (TP)**

Please see response to question 1 above about the specific strategies that the Department would implement to achieve budget reductions. If further reductions are required, the Department would focus on reducing our grant funding to non profits, and would provide the Council with recommendations for priority funding. The Department's position regarding grant funding is that strategic reductions based on community need priorities, program performance, and relevant program specific budgets would be preferable to an across-the board reduction to all grantees. Funding could be reduced or eliminated from programs that consistently underperform and struggle to show program and financial accountability. Programs can also be prioritized so there is less reduction in funding to programs that meet high demand community needs. Top priorities would include homeless shelters and outreach, substance abuse treatment, and food security. Grant funding for grantee capital improvement projects could also be reduced or eliminated in this year's budget given the gravity of our current Covid-19 crisis.

3. **Please provide vacancy and overtime reports for the Department. (RH)**

Information provided by Budget Director on 4/6/2020.

4. **Please provide the SR/step and dollar amount allotted for all position titles within the Department, and which positions are vacant, if any. The information is missing from the Budget Details. (TP)**

Information provided by Budget Director on 4/6/2020.

5. **Please explain the need for the Departmental Personnel Clerk Expansion position and provide the position descriptions, summary of duties, and minimum qualifications. (Budget Details, Page 8-3, Index Code 914002A) (TP)**

DHHC is comprised of over 160 employees in nine divisions with one Administrative Officer responsible for all HR/Administrative/Payroll related tasks. DHHC is a highly complex department responsible for managing many different programs and services, and is comprised of employees across three bargaining units and includes exempt, half-time, three-quarter time, and casual hires. Currently, the Administrative Officer receives assistance from the Secretary to the Deputy Director to handle simpler administrative/clerical tasks, but it hinders the



ability of the Secretary to provide quality assistance to the Deputy Director. Thus, this expansion position will be assigned directly to assist the Administrative Officer to not only handle simpler administrative/clerical tasks, but also allow for continuity in times of absence. Position description is attached as Exhibit A.

**6. Relating to Budget Details, Page 8-7, Index Code 914127A:**

**a. Please explain the need for a Housing Program Specialist II in addition to three Housing Program Specialist IV positions, and provide position descriptions, summary of duties, and minimum qualifications. (TP) (YLS)**

Housing Specialist IV's manage and oversee programs. In some cases, they manage several programs such as:

- Workforce Housing
- HOME/HTF Programs
- Affordable Housing Fund/First Time Homebuyer's Program

In addition to managing programs, these specialists are also responsible for monitoring the projects both during construction and after occupancy. This includes the use of funds, prevailing wages, marketing oversight, and the tenant/owner selection processes. After occupancy they provide on-going monitoring to verify owner occupancy, process requests to refinance and/or sell, review rents and rent rolls, and many other things for the duration of the project affordability period. As construction of affordable and workforce housing increases and affordability periods get longer, the number of projects being tracked has increased. This has shifted the focus of Housing Specialists almost entirely away from planning.

The new Housing Specialist II, will take the responsibility of monitoring and tracking the projects for the duration of each affordability period, allowing the Specialist IV staff to shift their focus back to running their programs, and identifying and developing new strategies for meeting current and future housing needs. It will also allow the Housing Division to increase capacity through cross-training, and will create monitoring consistency across programs. Requested documents are attached as Exhibit B.

**b. Will this position be involved in the creation of new affordable housing units? (MM)**

Yes, all Housing Program positions are instrumental in supporting the creation of new affordable housing units.

**7. What are the main responsibilities of the Housing Program Specialist (should be Homeless Program Specialist) position (Page 275, Index Code**

**914156A, 5101) that differ from those of the Homeless Program Coordinator? (MM)**

The proposed Homeless Program Specialist position's duties will be primarily working with the community/service providers on development of programs and initiatives on homelessness and coordinating Maui County's policy work to further align with State and Federal best practices. The Homeless Program Coordinator will continue to oversee both program development and the County's Compassionate Responses (enforcement/clean-ups).

**8. Relating to "Expansion of two Senior Service Transit Aid II" (Page 275, Index Code 914325A, 5101):**

**a. What is the reason two positions are needed, and what program will the positions serve? (MM) (TP)**

Two Senior Services Transit Aides are being requested for Kaunoa's Assisted Transportation program on Maui. Positions are needed to meet increasing demand for door-to-door, escorted service for critical services such as cancer treatment and dialysis. Clients are increasingly more frail, require one-on-one assistance and reside in outskirt areas, far away from critical services. The program needs additional drivers to provide the essential transportation services required by the most frail and vulnerable seniors of Maui County.

**b. Please provide the position description, summary of duties, and minimum qualifications. (TP)**

The requested information is attached as Exhibit C.

**9. Please explain how the Immigrant Services Program Coordinator is being reallocated. (Budget Details, Page 8-14, Index Code 914143A) (TP)**

The Immigrant Services Program Coordinator position is being reallocated from an SR-24 to EM03 based on the position's responsibility/supervision of a staff of 6.5 FTE on three different islands. Related administrative requirements will be addressed through the Department of Personnel Services.

**10. Please provide the position description, summary of duties, and minimum qualifications for Office Operations Assistant II and Clerk III, and explain the need for the position reallocation. (Budget Details, Page 8-14, Index Code 914143A) (TP)**

The requested position descriptions, summaries of duties and minimum qualifications are attached as Exhibit D.

Molokai's Office Operations Assistant II (HT) position was left vacant for 2 yrs. following the incumbent's re-allocation to Immigrant Services Assistant II (FTE). In order to reflect the level of duties consistent with Molokai's operational needs, the Office Operations Assistant II (HT) position was re-allocated to Clerk III (HT), and the vacancy filled in 2019.

11. **What amount from the General Fund was used to offset federal grants program personnel and benefits? Please provide details of position type, amounts, and grant name. (RH)**

Position Type	# of Positions	Fringe Amount	Grant Name
Permanent Civil Service--Aging and Disability Services Specialists I, II, III	5	\$175,627 (65.39)	Aging Title III Programs
Sr. Services Program Assistant III, Office Operations Assistant II, and Program Assistant I	7	\$198,299	Congregate Nutrition Program -Funded via Title III funds and voluntary contributions
Sr. Services Program Assistant I, Clerk III, Sr. Services Transit Aide II	6	\$143,098	Assisted Transportation - Funded via Kupuna Care and voluntary contributions
Sr. Services Program Specialist III, Sr. Services Program Assistant II, Clerk III, and Nutrition Program Aides	10	\$203,497	Home Delivered Meals Program (aka Meals on Wheels)- Funded via Title III, Kupuna Care and voluntary contributions
Sr. Services Program Assistant III	1	\$47,834	Federal RSVP grant
Housing Section 8 (All positions)	17	\$552,272	Section 8 Housing grant

All Human Concerns positions are civil service. MCOA has one grant for which the General Fund was used to offset the cost of fringe benefits. It must be noted that if fringe benefits must be paid by the Aging Title III Program Grant Revenue, the result will be that MCOA will be unable to fund some of the positions at Senior Services currently funded by Title III Grant Revenue funds. This is due to Federal guidelines that currently specify how the grant must be expended.

**12. Relating to Program Budget, Page 264 and Budget Details, Page 8-9 and 8-10, Index Codes 914121B-6132, 914123B-6132, 914457B-6112 / 6132:**

**a. Please provide an update on the funds expended on Services for FY 2020.**

- 914121B-6132 Parcel Studies \$450,000 - will go unused
- 914123B-6132 Papalaua Street \$50,000 - will go unused
- 914457B-6112 Analysis of Impediments/Tree and Lot Maintenance \$80,000 budget/\$30,000 expended
- 914457B-6132 Parcel Studies \$180,000 budget/expect to expend a total of \$110,000 for Waiale North and South.

**b. What was the outcome of the parcel studies and analysis of impediments?**

The Mayor's office utilized a portion of the parcel study fund to initiate an evaluation of approximately 495 acres in Waikapu, which is identified as Waiale North and South. PBR Hawaii was contracted to conduct the study at a cost of \$82,292, and has completed an initial assessment of the property. A final report is expected within the next week, and if approved by the Mayor, this report will be transmitted to Council. Also pending approval from the Mayor, we anticipate using addition funding to complete an appraisal of the property, should a decision to move forward with the purchase be made.

The Analysis of Impediments study is a HUD requirement of our federal funding, and must be completed every 4-5 years. This year, the County reviewed internal policies on fair housing to identify possible impediments and areas of improvement in our programs. The total cost of the study will be \$30,000, which is less than originally budgeted.

**c. Was the Waiale parcel, or any other parcel, studied or selected for possible affordable housing development?**

The initial evaluation of the Waiale property is nearly complete. Once finalized and approved by the Mayor, the study will be forwarded to Council for review.

- d. **Can the Department explain why these parcel studies were not conducted, and what the Department did to identify potential sites for housing.**

The Department reviewed a list of County-owned parcels and the parcel study that had been completed in 2018. The parcels owned by the County are typically in use, or were purchased for a particular purpose, such as drainage, conservation, or parks. One parcel that was identified as a potential housing site, has been included in the study of the Waiale North and South project.

- e. **What does it mean that the Department "didn't have the capacity to use those funds?"**

There were delays in the recruitment of the Housing Project Coordinator Position. One of the primary functions of this position was to research and study parcels for possible housing development projects. Utilization of the funding was delayed until the position was filled in September, 2019. Once on board, the project coordinator immediately began work moving the UHMC Dorm project forward. Pending a decision on the Waiale North and South properties, he will be in a position to help move that project forward, as well.

- f. **If there are other parcel studies being performed, when will they be ready to be reviewed by the Council? (TP) (MM)**

There are none at this time.

13. **Relating to Budget Details, Page 8-12, Index Code 914163B, 6317, First Time Homebuyers Program:**

- a. **How many families can the Department assist with a home purchase with the proposed \$3 million in funding?**

Based on the maximum award amount per household of \$30,000, \$3 million in funding would support at least 100 households. Not all clients receive the maximum award possible, so there may be an opportunity to serve a higher number of households.

- b. **How much if any of this \$3 million will be used for administrative costs?**

None of the funding will be used for administrative costs. The entire allocation is committed to program costs to serve clients.

- c. **Will any of this funding be used for first time home buying education? (MM)**

No. Participating clients are required to complete a HUD approved homeowner education class prior to closing and are allowed to choose the approved course provider of their choice. The County provides other funding through our Grants Management Division for housing counseling.

- 14. Please explain the 28.2% increase in "Other Costs." Was that the shortfall in FY 2020 for the First Time Homebuyers Program? (Program Budget, Page 264) (TP)**

The 28.2% increase in "Other Costs" is due to the proposed \$1,000,000 increase to the First-Time Home Buyers Program from \$2 million to \$3 million.

- 15. Is it likely there will not be as many homebuyers in FY 2021 due to the current economic situation? (TP)**

It is currently too early to predict exactly what impacts the COVID-19 pandemic will have on the housing market, or how long those impacts will be felt in our community. Based on feedback from current program participants, some are considering postponing their search to purchase a home while others are proceeding to enter into contracts. When the First-Time Home Buyer Program was first implemented in FY 2010, during the recession, the program was very successful, and there were more clients searching for homes than available funding.

- 16. Is there a greater need for Homeowners and Housing Counseling or for First Time Home Buyer - Down Payment Assistance? (TP)**

There is a need for both services. Programs that offer homeownership and housing counseling provide an important service: they help those looking to become homeowners understand how to prepare for homeownership and how to succeed once homeownership is attained. Some housing counseling programs also offer important education on topics such as foreclosure counseling or credit repair, which are very beneficial to clients seeking those services. The First-Time Home Buyer Down Payment Assistance Program meets a very different need: it helps those who are interested in becoming homeowners who are able to find a property that would be suitable to their needs who could afford the monthly mortgage payment but not the full down payment required. The First-Time Home Buyer Down Payment Assistance Program meets a tangible need in our community.

- 17. Could the time to purchase under the First Time Homebuyer Program be increased? (YLS)**

Yes, it is possible for the program guidelines to be revised to increase the amount of time to purchase a home. The process to revise these guidelines would be similar to what occurred in Fall of 2018, when the Department revised the

guidelines which were presented to Council for approval. At this time, the Department feels it is too soon to revise the Program Guidelines to change the way the program operates or the length of time to purchase, as the program has now only been operating for just over one year.

**18. What is the timeline for the Revolving Fund? (Budget Details, Page 8-12, 914163B, First Time Homebuyers Program) (YLS)**

The Department is currently in the process of transmitting a proposed ordinance to establish a revolving fund that would serve the First-Time Home Buyers Program. Our hope is that should the ordinance receive County Council's approval, that the funds allocated to the program for FY 2021 could be captured in the revolving fund to increase the sustainability of the program and allow the Department to work to expand the program further.

**19. How does the County assist those facing lease cancellations from the Department of Hawaiian Home Lands? (Program Budget, Page 266, Hale Mahaolu for Homeowners and Housing Counseling Program) (TP)**

Hale Mahaolu receives a grant from the County to offer Homeownership and Housing Counseling. Hale Mahaolu's program is HUD approved and also has HUD certified counselors. Any DHHL lessees who may be facing lease cancellations are encouraged to contact Hale Mahaolu to arrange for free one-on-one counseling services from this program.

**20. Given the COVID-19 crisis, could the Hale Mahaolu Homeownership Program remain at its FY 2020 level of \$150,000? (Budget Details, Page 8-12, 914129B, 6317) (YLS)**

In the agency's grant application, Hale Mahaolu requested to receive \$150,000 in funding for FY 2021 and FY 2022. The Department believes the program could continue to operate effectively if funded with \$150,000.

**21. Please provide a status update on the Kulamalu Hale Apartments. (Page 268) (TP)**

The project was completed in late 2017. It is leased up and is currently managed by Hale Mahaolu.

**22. Please provide a status update on the Komohana Hale Apartments. (Page 268) (TP)**

Komohana Hale Apartments is fully leased. Project manager Hale Mahaolu reports no operational issues.

**23. Please explain the Reserve Study recommendations that will be implemented with this funding. (Budget Details, Page 8-66, Index Code XXXXXX-6139, Komohana Hale Apts Program) (KRF)**

The Komohana Hale project was built in the 90's, so is nearly 30 years old. A replacement reserve study was completed in 2019 and is used to project how much funding we should be putting aside in the operating budget to ensure that the project is properly maintained for the next 30 years.

The 2019 reserve study identified that we are currently behind in our reserve account investments, and have not been putting aside the funds necessary to ensure the long-term viability of the project. The amount reflected in the budget is the annual investment recommended to make up the current shortfall, and to achieve 100% funding within the 30 year time frame the study was intended to cover.

All of the funding for the reserves will be generated through rental and other income, and does not come out of the general fund.

**24. Relating to Program Budget, Pages 267-268, HOME Investment Partnership and National Housing Trust Fund:**

**a. What is this funding used for?**

Both the HOME Investment Partnership and National Housing Trust Fund programs are Federal programs designed to increase the availability of affordable housing. Each program has its own separate funding capabilities and restrictions. The County intends to use the funds received through these programs to support the development of additional affordable housing units.

**b. Can this funding be used for the creation of housing units, buying land, or infrastructure improvements for affordable housing?**

The funds from these programs must be tied to specific housing projects. Depending on the funding source and the scope of the project itself, it may be possible for funds from these programs to be used for some of the activities described above in this question.

**c. Does the Department foresee any reductions in the anticipated grant awards for the HOME and HTF programs (26.1% increase in "Other Costs") or any other grant awards due to the COVID-19 pandemic? (Budget Details, Page 8-67, XXXXXX-6317) (MM) (TP)**



At this time, the Department does not foresee a reduction in the anticipated grant awards due to COVID-19. Please note that the HOME and HTF funds are received by the County on a three-year rotational basis with the other non-metropolitan counties. In the case of the HTF funding, the County of Maui is also receiving the allocation originally intended for the City and County of Honolulu, effectively doubling the amount of funding received through this program for Maui County in FY 2021. The last round of HOME and HTF funding was received by Maui County in FY 2018. The next round is anticipated in FY2024.

- 25. The grant award for Strategic Prevention Framework Partnerships for Success for FY 2018 and FY 2019 was \$10,000. The adopted FY 2020 and proposed FY 2021 grant award is \$100,000. Please explain the increase. (Page 260) (TK)**

Adopted amounts for the Strategic Prevention Framework Partnerships for Success grant in FY2018 and FY2019 of \$10,000 were estimates as the grant is a Federal pass through the State that was not awarded until after County budget ordinance passed. The budget was amended during the fiscal year to match the award amount. Each year resulted in a total award of \$110,000. The program was funded at about \$110,000 per year for 3 years on a Federal fiscal year from Sep 30, 2016 – Sep. 29, 2018. The grant has been renewed at about \$110,000 for an additional 5 years from Sep. 30, 2018 – Sep. 29, 2023.

- 26. In the Operational and Budgetary Review of the Housing Division (AH-32) #12, has the question of who initiated the additional \$560,000 been resolved? If so, what was the resolution? (TK)**

- 914123B-6132 Professional Services - \$50,000 Papalaua Street parcel study - added by Council
- 914457B-6112 Contractual Services - \$60,000 Analysis of Impediments/Tree & Lot maintenance - requested by Department (total of \$80K)
- 914457B-6132 Professional Services - \$180,000 3 parcel studies at \$60K each, requested by Department
- 914121B-6132 Professional Services - \$450,000 (shown as index 914457B-6132 in narrative pg. 264), which consists of:
  - 3 additional parcel studies at \$60K each, added by Council (\$180K)
  - \$270K of unknown origin

Note: Papalaua Street (\$50K), the Analysis of Impediments (\$60K) plus the Professional Services (\$450K) added by council, equal \$560,000.

**27. Is the funding for Hale Makua for a Master Plan or for Physician Health Services? Please explain as there seems to be a discrepancy between the descriptions on pages 284 and 285 in the Program Budget? (TP)**

The Department apologizes for confusion and discrepancy in the documents. The Department did not receive a grant request from Hale Makua (it was submitted directly to the Budget Office), but was able to ascertain information about their project. The agency is requesting funding for planning and design of Hale Makua's integrated healthcare building which would be built on a 7.5 acre parcel of Kahului Community Center. The building would offer support and services, living, and care opportunities for Maui's frail elders which would enable the agency to consolidate its two campuses into a single Kahului campus, thus freeing up the current Hale Makua Wailuku property.

**28. Relating to Program Budget, Page 276, Index Code 914162B, 6317, Hale Makua master planning and design for new building: (response provided by grantee)**

**a. What is the purpose of this building?**

The proposed integrated healthcare building has several purposes, including providing additional skilled nursing beds to meet the growing needs of Maui's aging population; building a state-of-the-art in and outpatient rehabilitation gym for physical, occupational and speech therapies; creating space for expanding home health services in order to increase the services we're able to provide in-home; and develop an educational space that supports the need to grow our local healthcare workforce. In addition, Hale Makua's goal would be consolidate its operations into a centralized Kahului campus.

**b. What programs will be conducted in the building? Please elaborate if any of these programs are available/ accessible to the public?**

While the building is still subject to geographic, design and financial constraints, programming currently being evaluated includes creating space to accommodate 52 – 78 skilled nursing beds with an in- and outpatient rehabilitation gym, home health offices, a kitchen and educational space. Additional medical space is also being considered at this time. All services with the exception of the kitchen, which would be used to support the individuals receiving skilled nursing care, would be available and accessible to the public.

**c. Will there be an opportunity for community input on the functionality portion of the design?**

Yes, community outreach would be included as part of the required Environmental Assessment for this project. Thanks to prior year funding from the County of Maui, Hale Makua, in conjunction with the County, has contracted for a "Health Impact Assessment" for the Kahului Community Center park, of which this project is part of. The objectives of the Health Impact Assessment include the following:

- Provide useful information, guidance and recommendations for decision makers and planners regarding KCC
- Community Engagement to build shared understanding, trust, buy-in and commitment to possible futures for KCC
- Engage and learn with stakeholders regarding critical issues such as intergenerational interaction, social determinants of health, population health and the future of Maui
- Set groundwork for successful implementation of whatever future scenarios are pursued by developing a clear project narrative, helping to manage expectations, conducting a credible process and identifying relevant challenges
- Develop capacity within Hale Makua by helping to strengthen its community relationships and its abilities to carry out successful community development projects
- Given Maui's strength in its Kupuna community and attention from national stakeholders, capitalize on opportunities to make Maui an example of best practice for similar projects across the state and the country

**d. Will there be additional appropriation requested to move this project forward? {MM}**

Yes, we anticipate that Hale Makua will need to ask for additional appropriations for this project in the future. The purpose of this request is for funding for the schematic designs and environmental assessment phase of the project. Once this phase is complete, in approximately one year, we will begin the design and construction drawing phase, followed by the construction phase. The Hale Makua Foundation has some funds available, which will be used for development costs, and we plan to seek construction financing. However, we anticipate needing additional State and County appropriations to move this project forward.

**29. Relating to Program Budget, Page 276, Index Code 914156C-7040, Pick-up truck with liftgate:**

**a. What is the reason a truck is needed as opposed to a van for the Homeless Program?**

The need for a truck versus a van is related to its ability to be used in off-road, remote locations where many homeless encampments are located. Homeless Programs staff regularly go out to these encampments and assist with the serving of Notices to Vacate. Their ability to access properties is significant. The truck would also be used to load and haul trash from vacated encampments.

- b. Are there additional expenses, such as vehicle maintenance, that have been factored into the proposed amount? {MM}**

No additional expenses have been factored in. The vehicle will be maintained by the County DPW motor pool, who we believe budgets for such purposes.

- 30. Will the cargo van for the West Maui Senior Center be used strictly for transport of seniors? If not, please elaborate on the usage of this vehicle. (Page 276, Index Code 914366C-7040) (MM)**

The cargo van for West Maui Senior Center will be used to pick up meals for the Congregate Nutrition Program, pick up and deliver meals for the Home Delivered Meals Program, pick up and transport supplies and equipment to/from West Maui from other parts of the island, and transport seniors as needed.

- 31. What "Materials and Supplies" will be purchased with the proposed \$20,000 increase from FY 2020? (Page 314) {MM}**

The increase of \$20,000 for Materials and Supplies is broken down as follows:

\$15,000 – Replacement of weights for the Enhanced Fitness Program  
\$3,250 – Replacement of small electronics for the Enhanced Fitness Program  
\$2,500 – Office supplies needed for the ADRC program

\*Difference of \$750 offset by reduction in various Human Concerns expenses

- 32. Please explain the proposed \$11,211 increase for travel. (Page 314) (MM)**

The increase of \$11,211 is to cover travel to/from Lanai 3x a week due to loss of an Enhanced Fitness instructor (\$10,000) and \$1,211 increase based actual expenditures.

- 33. Given the restrictions on of out-of-state travel due to COVID-19, please explain the budgeted increase for travel and provide an update on FY 2020 expenditures to date. (Page 264-Housing) (TP)**

The increases were submitted before the COVID-19 outbreak. With no timetable on travel bans, this item is open to reduction.

- 34. Could travel be restricted to essential travel only from July to December due to COVID-19? (Budget Details, Page 8-5, 914002B, 6201; Page 8-27, 914234B, 6201 (\$4,500 and \$3,200); Page 8-32, 914431B, 6201) (YLS)**

Yes. However, the Early Childhood (914431B-6201) travel budget is used to support early childhood programs on Molokai and Lanai and attend state wide meetings that will have an impact on young children and families with young children so that Maui County is represented, and the needs specific to Maui County are communicated when decisions are made.

- 35. Please provide the names of organizations receiving these funds and provide data on effectiveness of this program. (Budget Details, Page 8-12, 914485B, 6317 County Grant subsidy, \$1,400,000) (YLS)**

The four agencies who receive funding for the Affordable Rental Housing Program are: Ka Hale A Ke Ola, Maui Economic Opportunity, Family Life Center, and Women Helping Women. Based on the data available from the 2nd quarter report (the 3rd quarter report is due on April 21, 2020), a total of 273 households have received assistance year to date.

- 36. Relating to the Homeless Program:**

- a. Are there any plans to provide more outreach and information to the general public on COVID-19?**

Currently, due to COVID-19, homeless outreach is still active, but with a focus on the safety of both outreach staff and the homeless population they serve by minimizing personal contact. However, outreach is distributing informational flyers to the unsheltered population emphasizing CDC guidance on infection prevention.

- b. Can the Department provide any new statistics on the amount of inquiries for services the Department has received since January 2020, and if there has been an increase, should additional monetary resources be allocated? (MM)**

Unfortunately, the Homeless Program (HP) does not have reliable data on the number of inquiries for services. This information is not captured by a statewide data base. The Homeless Program handles a high volume of inquiries or complaints regarding various matters relating to homelessness.

**37. What has the Department done to increase the capacity for nonprofits to serve the homeless population on Maui? (Page 251) (AL)**

The Department has increased the capacity by funding grants for:

- Family Life Center – Outreach, Case Management, and for facility renovation.
- KHAKO – Central and West Side for operations and care manager. Also, their Puuhonua Remedial Respite and Drop-in Center (at St. Theresa's).
- Legal Aid Society – Assisting homeless clientele in obtaining their documents to obtain permanent housing.
- Teens on Call – Newly executed grant to assist in clean-ups of trash at vacated encampments.

The Department has also invested a great deal of time and effort toward the Maui Homeless Alliance's efforts to plan and coordinate a response to homelessness that is focused on permanent housing. We have worked to align our funding strategies to work in coordination with the federal and state efforts to avoid duplication and instead achieve a high level of leveraging. The Department has convened many meetings to discuss possible new programs geared toward meeting unmet needs in the community. For example, the Department has tried to recruit a physician to go with outreach workers into the field/streets to address medical needs of the homeless and provide office hours so that eligibility for specialized programs can be established. Some of these efforts have been delayed due to the Covid-19 crisis, but remain in planning mode.

**38. The County's Compassionate Response Team for the homeless plays a significant role in trying to manage our homeless population. Where is the funding in the FY 2021 Budget to pay for the many services the County provides the homeless? (AL)**

The Homeless Program is tasked with the coordination of the Compassionate Responses. The coordination is between homeless outreach providers, MPD, DPW, MCCC Workline, the Parks Dept. (if on parks property), and occasionally Teens on Call and/or private security agencies. Each of these entities utilizes their own resources to fund their part of these responses and have been more than generous of their time and resources to address the issue of public health and safety.

**39. Does the Department conduct a second round of grants distribution if there are excess funds available after the first round? (Page 251) (AL)**

The Grants Management Division (GMD) has issued follow up notices of available funding to solicit proposals to use funds not yet utilized. GMD recently issued a notice of available funding for Homeless Program funds with a deadline for proposals on March 31st. Unfortunately, as of April 4, no proposals have been

received. The department will also utilize remaining funds to address emergent needs through current awarded grantees.

40. **Please provide an update on the Council added provisos for homeless programs and substance abuse education. (Page 274, 914901B-6317, 914906B-6317, 914801B-6317)**

GMD recently issued a notice of available funding for the proviso homeless program funds with a deadline for proposals on March 31st. Unfortunately, no proposals were received. DHHC has also discussed with organizations how the funds might be utilized. Unfortunately, there have not been any viable options for funding. No proposals have been received by GMD for the proviso Substance Abuse funds and discussions with existing grantees has not led to any viable options.

41. **Relating to "Food, Shelter and Safety Grants" (page 277):**

- a. **Please provide the disbursement amounts.**

<b>Food, Shelter, and Safety Grants</b>		
<b>Organization</b>	<b>Program</b>	<b>FY21 Requested</b>
Aloha House	(Residential) Substance Abuse Treatment for Adults	\$ 143,000
Ka Hale Pomaikai	Co-occurring Disorder/Substance Abuse Treatment	\$ 30,000
Malama Na Makua A Keiki	Substance Abuse Treatment for Women	\$ 185,643
Maui AIDS Foundation	Maui County HIV/HCV/STI Rapid Testing, Prevention and Counseling Prgm	\$ 140,000
Maui Economic Opportunity, Inc.	Independent Living for Persons with Disabilities	\$ 63,200
Mediation Services of Maui, Inc.	Mediation Services and Conflict Resolution Training	\$ 51,000
Molokai Community Service Council	Hale Ho'omalua Domestic Violence Shelter	\$ 65,000
Molokai Community Service Council	Kapili Umbrella Program	\$ 65,000
Parents and Children Together	Maui Family Peace Center	\$ 80,000
Roman Catholic Church of Hawaii	St Theresa Church - Hale Kau Kau	\$ 60,000
<b>TOTAL:</b>		<b>\$ 882,843</b>

- b. **Please explain the decrease in the proposed amount from \$959,711 adopted in FY 2020 to \$882,843 proposed for FY 2021. (TP) (MM)**

The decrease in funding from FY20 to FY21 is because 3 grantees funded in FY20 did not apply for FY21 funding. Child and Family Services (\$5,000), Moloka'i Service Council-Maurice Thompson Drop In Center (\$15,000) and Moloka'i General Hospital (Women's Health Center -\$57,141) did not reapply for funding.

**42. Relating to "Substance Abuse Programs" (page 281):**

**a. Please provide the disbursement amounts.**

SUBSTANCE ABUSE PROGRAMS		
Organization	Program	FY21 Requested
Aloha House	Medically Monitored Substance Detox	\$ 125,000
Community Clinics of Maui, Inc	Substance Abuse Treatment Program **	\$ 60,000
Ka Hale Pomaika'i	Sober Housing & Culture Based Treatment on Molokai	\$ 63,000
Maui Family Support Services	Teen Voices - Teen Services Program	\$ 40,499
Maui Youth and Family Services	Substance Abuse Treatment for Adolescents	\$ 62,500
Mental Health Kokua	Homeless Outreach for Mental Health Empowerment & Psychosocial Rehab	\$ 95,000
Ohana Makamae, Inc.	Substance Abuse/ Mental Health Services	\$ 50,050
TBD	To Address Arising Needs	\$ 150,000
Lokahi Pacific	Ho'oulu Na Kamali'i Program	\$ 110,000
	<b>TOTAL:</b>	<b>\$ 756,049</b>

**b. The budget increased from \$506,530 in FY 2019 to \$801,567 in FY 2020, and is now proposed as \$756,049 for FY 2021. Has the significant increase in appropriation from FY 2019 to FY 2020 resulted in an increase in the number of individuals successfully graduating from the Aloha House, Inc. and Community Clinics of Maui, Inc. programs? (TP) (MM)**

Although there have been changes in the total amount of funding in the Substance Abuse Programs fund, the grant to Aloha House for the Medically Monitored Substance Detox program has not changed from year to year. Aloha House received \$125,000 each year in FY19, FY20 and



proposed for FY21. The program goals for persons serviced also did not increase year to year. The grant to Community Clinics of Maui increased from FY19 at \$60,000 to FY20 at \$86,567. The program proposed a 50% increase in persons served. Grant program 3rd quarter reports are due on April 21, 2020, thus FY20 is not complete and unable to be compared to FY19 yet. It is anticipated that due to the COVID-19 impact, many program will not reach their proposed goals.

**43. Please provide the disbursement amounts for Early Childhood Programs. (Page 278) (TP)**

EARLY CHILDHOOD PROGRAMS		
Agency	Program	FY2021 Allocation
Maui Family Support Service (MFSS)	Maui Childcare Subsidy Assistance	\$121,043
People Attentive to Children (PATCH)	Licensed Childcare Recruitment & Retention Program	\$20,000
IMUA Family Services	Teddy Bear Corner (Molokai)	\$13,150
IMUA Family Services	Infant & Early Childhood Program Services	\$56,250
Hawaii Association for Education of Young Children (HAEYC)	Early Childhood Accreditation Coach Mentor Program *See note below	\$0
People Attentive to Children (PATCH)	Early Childhood Family Literacy Program	\$85,000
Collaborative Support Systems Inc.	Early Childhood Action Strategy (ECAS) Community Based Action Strategy **See note below	\$0
TOTAL:		\$295,443

Notes: \*Early Childhood Accreditation Coach Mentor Program Grant Application (\$15,000)  
\*\*Community Based Action Strategy Program Grant Application (\$75,000)  
Both were noted in the budget narrative but not funded in line item details

**44. Please provide the disbursement amounts for Youth Alcohol Education Awareness Programs. (Page 281) (TP)**

YOUTH ALCOHOL EDUCATION AWARENESS PROGRAMS		
Organization	Program	FY21 Requested
Paia Youth Council	MPPV Underage Drinking Prevention	\$ 50,000
To Be Determined	Teen Expo	\$ 20,000
TOTAL:		\$ 70,000

**45. Please provide the disbursement amounts for the Homeless Program. (Pages 284-286) (TP)**

HOMELESS PROGRAMS		
Organization	Program	FY21 Requested
Family Life Center	Case Management	\$ 180,000
Family Life Center	Outreach	\$ 140,000
Ka Hale A Ke Ola Homeless Resource Centers, Inc.	Central/West Side Operations and Step-up (w/care manager)	\$ 652,000
Ka Hale A Ke Ola Homeless Resource Centers, Inc.	Puuhonua: Homeless Remedial Respite and Drop-in Center	\$ 202,806
Legal Aid Society of Hawaii	Holistic Legal Services for Maui County's Most Vulnerable	\$ 70,000
TBD	Kahului Prevention Project	\$ 125,000
TBD	*To Address Arising Needs	\$ 200,000
Lokahi Pacific	Teens on Call - Homeless Site Cleanups	\$ 50,000
	<b>TOTAL:</b>	<b>\$ 1,619,806</b>

46. Please provide the disbursement amounts for the Self-Sufficiency Programs. (Page 284, 288) (TP)

SELF SUFFICIENCY PROGRAMS		
Organization	Program	FY21 Requested
Maui Family Support Services	Early Childhood Programs	\$ 75,000
Maui Farm, The	Stipend Program	\$ 20,000
	<b>TOTAL:</b>	<b>\$ 95,000</b>

47. Please provide the disbursement amounts of Grant for Services to the Frail and Elderly. (Page 285, 288) (TP)

GRANTS FOR FRAIL AND ELDERLY		
Organization	Services	FY21 Fee-for-Service Estimate
Hale Mahaolu	Personal Care, Attendant Care, Homemaker, Chore, In-Home Respite	\$200,000
Ho'okele Caregivers Maui	Personal Care, Homemaker, Attendant Care, In-Home Respite	\$140,000
Care Options	Personal Care, Attendant Care, Homemaker, Chore, In-Home Respite	\$140,000
Legal Aid	Assistance to Seniors with issues such as wills, POA, and landlord tenant disputes	\$ 10,000
Maui Adult Day Care Centers	Personal Care, Adult Day Care, Adult Day Care Respite	\$221,739

Na Puuwai	Personal Care, Adult Day Care, Adult Day Care Respite, Homemaker, In-Home Respite	\$100,000
Kaunoa Senior Services	Transportation	\$ 10,000
Hale Kau Kau (a portion of the overall grant funding is allotted from this index as the service assists many seniors—this is in addition to the \$60,000 amount detailed under Index Code 914310B for a total of \$100,000)	Home Delivered Meals for Seniors and Frail	\$ 40,000
	<b>TOTAL:</b>	<b>\$ 861,739</b>

- 48. Please describe how mentorship for the Hawaii Association for the Education of Young Children (HAEYC) has been previously provided for those seeking National Association for the Education of Young Children (NAEYC) accreditation. (Page 279) (TP)**

HAEYC Accreditation Mentorship History:

Pilot Project began and was funded by Maui County 1996 to 2002. Hawaii Community Foundation funded the project from 2002 through 2005. Kamehameha Schools funded the project and expanded it state wide from 2005 to 2015. From 2015 to 2019, HAEYC self-funded the program. The program was not funded in 2020. At its highest point, Maui County had 22 (NAEYC) accredited programs. Currently Maui County has 9 NAEYC accredited programs. The program proposal focuses on individualized assessment, planning, continuous quality improvement mentorship so that community based programs (preschools) can achieve NAEYC accreditation. Hawaii does not have a Quality Rating Improvement System.

- 49. Please explain the differences between the new initiative Collaborative Support Systems, Inc. and Healthy Start. (Page 280) (TP)**

Healthy Start statewide was a direct service home visiting program that ended in 2014. Home visiting is a prevention strategy used to support pregnant moms and new parents to promote infant and child health, foster educational development and school readiness, and help prevent child abuse and neglect.

Collaborative Support Systems Inc. - Community Based Action Strategy is designed to be a platform to leverage county resources for additional federal and state funding and direct access to private funding and resources already committed to early childhood. The program also specifically leverages existing Early Childhood Action Strategy (ECAS) resources focused on Maui County families with young children. The project will allow the Early Childhood Program to collect and use data effectively to monitor and impact early childhood indicators including child wellbeing indicators. (Key components include: community surveys,

focus groups, state initiative implementation evaluation, capacity and resource mapping, community level data collection, analysis and publication, community action planning, and the Maui County Early Childhood Community Profile).

**50. Where do Volunteer Center funds come from and where are they reported? (Pages 311-313) (TP)**

The Volunteer Center is funded through the General Fund and is part of the Human Concerns budget program.

**51. What are the anticipated expenses for Habitat for Humanity Maui? (Page 283) (TP)**

Anticipated expenses for Habitat for Humanity Maui (Page 283) are as follows:

1. EXPENSE CATEGORIES	2. AMOUNT REQUESTED	3. MATCHING FUNDS	4. *OTHER RESOURCES (Not from Maui County)	5. TOTAL BUDGET
A. Personnel	13,500.48			13,500.48
B. Payroll Taxes and Fringe Benefits	3,145.95			3,145.95
C. Equipment				
D. Supplies	103,500.00			103,500.00
E. Staff Training	1,500.00			1,500.00
F. Other				
G. Administrative Costs	3,353.57			3,353.57
<b>TOTAL COSTS</b>	<b>125,000.00</b>			<b>125,000.00</b>

**52. Please provide details of this new Habitat for Humanity program funding, how it will be implemented and identified focus areas (i.e., district or island specific, age and income thresholds, etc.) (Budget Details, Page 8-41, Index Code 914977B-6317) (KRF)**

Details of the Habitat for Humanity (Budget Details, Page 8-41, Index Code 914978B-6317) implementation and identified focus areas are as follows:

The purpose of this program is to assist low-income senior and/or disabled older adult homeowners with repairs and/or retrofits that are needed for safety reasons in order to allow these individuals to continue residing in their homes rather than be placed in institutions. One goal is to decrease the number of senior homeowners living in substandard or unsafe conditions (ability to age-in-place safely). A second goal is to provide long-term solutions in order to avoid the necessity for ongoing in-home assistance. For instance, if the reason a senior requires a personal care assistant to come to the home 3x each week to help with bathing is because that senior cannot safely step over the bathtub edge, a simple tub-to-shower conversion is much more economical in the long-run. By converting the tub to a shower, money is saved over time AND the senior is able to maintain independence and dignity for more years. Most of the monies as indicated in the

budget will be for building supplies to improve identified needs in the home. Services could be used for but limited to: tub-to-shower conversions, installation of grab bars, wheelchair ramp construction, access to running water/working plumbing, major roof repair/replacement, mold remediation, weatherization, insect/pest control, window screens.

Habitat for Humanity Maui anticipates they will directly serve 15 low-income senior citizens and/or disabled older adults during each fiscal year through this program, county-wide (Maui, Molokai, and Lanai). Over the course of the two-year grant, Habitat for Humanity Maui hopes to serve a total of at least 30 unduplicated persons. This number, however, does not include non-senior/disabled members of the household or those indirectly affected by the safety improvements, such as extended family or caregivers.

The target population is senior homeowners who earn 60% or less of AMI for Maui County. Referrals would come from Maui County Office on Aging, USDA Rural Development Maui Office, Maui Economic Opportunity, and public health nursing primarily.

Increased funding for Habitat for Humanity would result in a proportionate increase in the number of individuals who could receive assistance.

**53. Relating to the Imua Family Services Discovery Garden (Budget Details, Page 8-42, Index Code 914978B-6317): (Response provided by grantee)**

**a. Please provide details for the Discovery Garden project and the breakdown of expenditure for the \$500,000 request.**

<b>Expense</b>	<b>Amount</b>
Purchase Price	\$4,000,000
Architectural/Engineering	\$113,000
Construction Documents	\$3,500
Permitting	\$14,000
Demolition/Removal	\$51,144
Building Construction	\$1,502,740
Inspection Fees	\$12,000
Contingency (10%)	\$155,388

Inspection Contingency	\$7,375
Advertising & Campaign	\$10,000
Equipment and Furnishings	\$300,000.
<b>TOTAL</b>	<b>\$6,169,147.</b>

**b. Is this requested amount a matching grant? What other funds have been secured?**

Yes, the amount from the County of Maui will be matched by donor Susan Moulton of The Will Smith Foundation – dollar for dollar. The Will Smith Foundation has committed in contract \$2.2M to the Capital Campaign – Imua will take this news public in the Media at the appropriate time to launch the Capital Campaign. Originally we had planned to make this announcement on April 4 at the Imua Gala but will wait until we feel the climate for positive news is more appropriate. Additionally a \$975K GIA has been requested from the State of Hawaii. Dean has met with the Ways and Means committee to garner support of the project. Also built into the sale of the property agreement is a \$600K commitment from the Ka'anapali Kai LLC (Yokouchi Estate) for a Naming Opportunity to the Imua Family Discovery Gardens.

**c. Please explain the costs of the Discovery Garden as compared to the gardens for the Maui School Garden Network. (KRF) (TP) (KTK)**

Cannot comment on this because I don't know the costs of the Maui School Garden Network – except to say that the Discovery Gardens are not “farmers gardens of vegetables” the Gardens is a name for the Botanical Space that is created for the community.

**54. Relating to Lanai Kinaole (Budget Details, Page 8-37, Index Code 914219B-6317):**

**a. When available, please provide quarterly and final reports for Lanai Kinaole for FY 2020.**

The First and Second Quarter Reports for Lanai Kinaole are attached as Exhibit E. The Department will provide the Third Quarter and Annual reports as they become available.

**b. Please explain the doubling of expenses and the need for the increase in services.**

Lanai Kinaole formed with an initial focus on supporting the continuation of licensed Home Health Services (Registered Nursing assessments and monitoring, medication management, assistance in collection of specimens for lab testing, caregiver support and respite) when the only existing agency on Lanai that provided such services ceased to exist on Lanai. During the first year of existence, two Registered Nurses volunteered their services. Lanai Kinaole founders were more concerned about seniors having the help they needed to be able to remain in the community than they were about being paid. Without the agency, several Kupuna would have had to move from the island and/or be placed in institutions. The doubling of funding request, therefore, is an effort to be able to pay all personnel and hire an administrative staff member.

Additionally, Lanai Kinaole proposes to expand services to include Home and Community Based Services such as Personal Care, Light Housekeeping and Assistance to Lanai residents who are 60 years and older who have difficulty with performing Activities of Daily Living (Eating, Bathing, Ambulating, etc.) and Instrumental Activities of Daily Living (shopping, cleaning, managing money, driving, etc.). Without these services and supports, Kupuna are at risk of chronic illness, falls, multiple hospital visits/admissions, and Long-Term Care Institutional Placement. With the increase of funds, Lanai Kinaole will be able to hire additional Certified Nursing Assistants, provide additional services, and pay all personnel.

**c. How many more individuals will be served by the expansion?**

Lanai Kinaole plan to services 35 unduplicated Lanai residents with Home Health Services and 100 unduplicated Lanai residents with Home and Community Based Services. This is a planned increase of 10 individuals to receive Home Health Services and 100 residents to receive in-home assistance.

**d. Is the County the sole source of funding for Lanai Kinaole? (TP) (KTK)**

Yes. Lanai Kinaole is a startup Home Health Services Agency. Prior to receiving Grant Funds from Maui County (July 1, 2019) Lanai Kinaole staff have been providing Home Health Services to the Lanai Community for 18 months without any payment. The agency is actively looking into obtaining Medicaid and Medicare reimbursement, but they must be in business for a period of two years at minimum before applying for such reimbursement. The agency believes they will not require County funding after FY22.

**55. Relating to the Maui Family YMCA (Budget Details, Page 8-42, Index Code 914980B-6317): (Response provided by grantee)**

**a. Please provide details for the gymnasium project.**

The gym is phase three of a three phase project for the Y. Phase one was repairing current facilities, Phase two was remodeling current facilities and Phase three is the construction of a new gym on the 250 Kanaloa Ave property.

The gym will be approximately 8,000 square feet in size to include room for basketball, volleyball, pickleball, spin classes, community meetings and other activities. Estimated cost of the gym is \$3.5 million.

**b. Is the County the sole funder for the new gymnasium, or is the requested amount a matching grant or supplemental funding? If so, what other funds have been secured?**

Currently the Y has \$400,000 in the bank, a Grant-In-Aid into the State for \$2,500,000 and Grant from the County of Maui request for \$1,000,000.

**c. Has the YMCA conducted a capital campaign to raise funds?**

Yes, the goal for the campaign was \$5.5 million. All money has been raised except for the current grant request to the State for \$2.5 million and the County for \$1 million. Phase I and II have been completed with the money raised, leaving a balance of \$400,000.

**d. Do they currently have a gymnasium, and will the new gymnasium be open to the public at no cost? (KRF) (TP) (KTK)**

The gym would be a part of the YMCA and the Y's current operating model includes revenues from Membership Fee, Program Fees and charitable contributions. This model is a great working model for public and private collaborations because it provides for a one time grant for infrastructure and not ongoing yearly support.

As a charitable non-profit, the Y does not turn anyone away due to inability to pay for membership or program participation. Last year, the Y provided over \$150,000 in financial assistance to Maui families and individuals.

The Y does plan to provide programming for the gym on a regular basis that will be open to Y Members and the public. In fact, the majority of our 15,000 program participants are not Y members.

**56. Please outline what type of Professional Services the transferred county grant subsidy funds from sub-object code 6317/6130 will be used for. (Budget Details, Page 8-27, Index Code 914234B-6132) (KRF)**  
**Professional Fees are used as followed:**



- Digital Marketing fees to promote the Volunteer Center and Partner Agencies Volunteer and Event Opportunity Needs on [www.handsonmaui.com](http://www.handsonmaui.com). This is also referred to the "Get Connected" Program at times. The focus is on marketing with social media, email marketing and website update and maintenance.
- Co-sponsorship of volunteer Leadership group training programs/forums which includes administrative assistance.
- Technical assistance with the Get Connected Program - keeping it up to date and active for potential volunteers and growth of volunteer programs.
- Annual Volunteer Hero Program & administrative assistance

**57. Is this proposed assistance funding for all languages? Please provide details for how this service will be administered. Is \$1000 sufficient to meet the requirements of E.O. 13166? (Budget Details, Page 8-31, Index Code 914374B-6123) (KRF)**

All languages are eligible for translation services of the program's written documents. Kaunoa's Assisted Transportation Program FTA 5310 Limited English Proficiency (LEP) Plan for implementation plan is attached as Exhibit F. \$1,000 is an estimate based on current translation demands.

**58. Please explain if COLA is funded every year for this non-County position? How is this figure arrived at? Besides this position, how many other NGOs (non-governmental organizations) have COLA increases funded by the County? (Budget Details, Page 8-36, Index Code 914132B-6317) (KRF)**

To GMD's knowledge, none of the grantees include a COLA for personnel. Grantees will request a percent increase to compensate for inflation. GMD reviews all grant applications, increases or not, with the goal to award funding at levels that are justifiable, allowable and allocable. This funding for this specific grant, although the title states a senior coordinator position, covers a full program including operation, administrative and personnel costs.

**59. Will the funds satisfy the completion of construction for project? (Budget Details, Page 8-51, Index Code 914889B-6317) (KRF)**

The Department did not receive this information from the grantee.

**60. Please provide details for the current rental agreement and explain the \$65,000 increase. Was the amount funded for FY 2020 insufficient to cover rent for the year? (Budget Details, Page 8-6, Section 8 Housing Admin-6231) (KRF)**

The previous budget amount was an estimation based on relocation of the Housing Division office. The FY21 amount reflects the rent for the entire fiscal year. This increase is paid via Federal funds from the Section 8 Program – no funding is taken from the County's General fund for this increase.

- 61. Please describe the type of additional training and the monetary increase amount for certification training, the schedule of renewal for each, and the number of Equivalent Positions covered by this funding. (Budget Details, Page 8-94, Healthy Aging Partnership Empowering Elders Program-6221) (KRF)**

Healthy Aging Partnership Empowering Elders funds 1 Equivalent Position. Funds also support the operational needs of the Enhance@Fitness Program (EF). Increases in Sub-object 6221 Miscellaneous Other Costs are due to an increased need for training additional instructors, site licensure for additional sites, ongoing licensure, and certification of trainers. Because EF currently has a waitlist of over 100 seniors and is not currently offered on the island of Molokai, the Division seeks to add five new sites. The addition of these sites will result in costs for site licensures (\$500 each) and the need to train instructors (approximately \$1,000 each for 8 new instructors). Agency licensure due in FY 21 will be \$2,000. However, some of the budgeted \$55,000 included in 6221 will be diverted to Sub-object 6201 Airfare, Transportation to pay costs incurred as the Division expands the EF program to Molokai. The Division has been unsuccessful in identifying an instructor that meets EF credentialing criteria who lives on Molokai, so EF Instructors from Maui will travel to and from the island three times each week until an Instructor from the community comes forward. It is anticipated that the bulk of the expansion request will be directly applied to implementing at least one EF class on Molokai.

- 62. When available, please provide quarterly and final reports for Molokai Humane Society Grant award. (Page 323) (TP)**

The organization has yet to submit quarterly reports for FY2020 due to late submission of their proposal. Once available, reports can be forwarded to the County Council. The agency failed to submit a completed proposal before the deadline, therefore there was no executed grant award in FY2019, and thus, no reports were made.

- 63. Relating to the Animal Management Program's "Multi-Use Barn" (Page 321, 322):**

- a. Will the barn store an influx or overflow of animals?**
- c. How many stray animals picked up and transported will be housed in the barn? (MM) (TP)**

Unfortunately the Department did not receive this information from the grantee.

**64. Please provide a status on the operation of the feral cat program. Has the increase in funding resulted in a significant reduction in feral cats? (MM)**

The funding for the Maui Humane Society Sheltering program and the Enforcement Program is for more than just addressing the feral cat challenge. Maui Humane Society continues to promote and educate the public in this area. The MHS oversees a trap, neuter, and release program as well as an aggressive Spay/Neuter effort. The Maui Humane Society has greatly expanded their effort in managing this area with no additional funding from the County. With support from various foundations they have increased the number of surgeries as well as appointing a grant-funded Coordinator that works with the various colony managers, does community education, and tracks all of their efforts. This has been effective in reducing cat colonies in known locations. It is difficult to come by reliable statistics because there is no agreed upon number of feral cats. Maui Humane Society is currently working with national experts on attempting to accurately establish a reliable estimate of the feral cat population.

**65. How many of the estimated FY 2020 affordable housing projects were developed? How many individual units were added to the housing inventory? (Page 262, Goal #2.2) (TP)**

Goal 2.2 is to "Increase the County's inventory of affordable housing units" and is tracked using the following metric: number of housing projects that receive technical assistance in planning affordable or workforce units (as related to MCC 2.96, 2.97, HRS 201H-038, etc.). The Department proposed to provide technical assistance to 25 different projects. To date in FY 20, the Department has provided technical assistance to 21 different housing projects. If completed as proposed, the 21 housing projects would provide approximately 1,000 affordable units to our Maui County inventory.

**66. How many of the estimated FY 2021 affordable housing projects are anticipated to be approved for development? How many individual units are expected to be added to the housing inventory? (Page 262, Goal #2.2) (TP)**

The Department has transmitted the proposed Affordable Housing Fund plan, which has been referred to the Affordable Housing Committee. Should all five of the proposed projects receive County approval and move forward, a projected 304 units will be added to the housing inventory for affordable units and 16 units of special needs housing.

In FY 2021, the Department plans to provide technical assistance to a minimum of 25 different housing projects planning affordable or workforce units.

**67. Please provide a status update for all FY 2020 Goals and Objectives to date for the Homeless Program. (Pages 300-302) (TP)**

# of single individuals placed into permanent housing via CES (coordinated entry system):

FY2020 estimate: 75

As of March 31, 2020: 174

# of family household members placed into permanent housing via CES:

FY2020 estimate: 400

As of March 31, 2020: 422

# of chronically homeless placed into permanent housing via CES:

FY2020 estimate: 50

As of March 31, 2020: 38

# of homeless youth (18-24) placed into permanent housing via CES:

FY2020 estimate: 50

As of March 31, 2020: 17

# of homeless veterans placed into permanent housing via CES:

FY2020 estimate: 25

As of March 31, 2020: 24

# of forums/panels the Homeless Division participates in (educating the public):

FY202 estimate: 12

As of March 31, 2020: 9

# of Compassionate Action Plans initiated to clean-up larger illegal encampments:

FY2020 estimate: 12

As of March 31, 2020: 7

**68. Why does the Department expect the number of community partner organizations actively engaged in the Maui County Early Childhood Resource Center Family Literacy initiative to decrease? (Page 295, Goal # 1.5) (TP)**

The Department does not expect a decrease. A clerical error was made by the Department and the correct FY21 estimate for Goal 1.5 should be 18.

**69. Does the U.S. Citizenship and Immigration Services (USCIS) already have data on the number of people screened for benefits? (Page 303, Goal # 1.1) (TP)**

The U.S. Citizenship and Immigration Services (USCIS) maintains data on the number of people who apply for U.S. immigration benefits. However, USCIS does not screen applicant's appropriateness for an immigration benefit. If a person applies for immigration benefits with incorrect forms, applies in an untimely manner (too soon/late), or is denied a benefit(s) for any reason, USCIS does not return an applicant's fees. USCIS application fees are for processing, not for approval.

ISD's goals for screening are:

- Save people time and money
- Provide education and guidance for people seeking to determine their eligibility for immigration relief, as well, fee waivers for same
- Minimize risk (some cases may not be appropriate for ISD program assistance)

- 70. Please explain the lack of baseline data from FY 2019 Actual for Senior Services. What are the FY 2020 estimated counts and percentages for Goals # 1-3? (Pages 306-307) (TP)**

Baseline data for FY 2019 Actual and FY 2019 estimates are not available because these performance measure are new for FY 2021.

- 71. Please explain the lack of baseline data from FY 2019 Actual for the Volunteer Center. What are the FY 2020 estimated counts and percentages for Goals #1-3? (Pages 311-313) (TP)**

There is no data available for FY 2019 Actual compared to FY 2020 estimated counts and percentages for Goals #1-3 as the department developed new outcomes based on performance measures for FY 2021 which are completely different than what we had collected/ reported in FY 2019 & 2020.

- 72. Please explain the significant decrease in outreach and educational messaging for the Animal Management Program. (Page 320, Goal #1.1) (TP)**

The estimate of 12,000 for FY2020 and 13,500 for FY2021 is based on the distribution of the Maui Humane Society's newsletter "Cause of Paws". The actual number reported in the FY2019 includes grant funding of a position of Education and Outreach Coordinator. This person has been active in the school system and community events providing education on a wide variety of topics. The Maui Humane Society will be expanding its education and outreach programs to the community and recognizes Education and Outreach are key elements in building responsible pet ownership.

- 73. How many of the estimated FY 2020 clients purchased a home with County Down Payment Assistance to date? (Page 262, Goal #2.3) (TP)**

To date, twenty-nine (29) households have closed on home purchases using the First-Time Home Buyer Down Payment Assistance Program in FY2020.

- 74. In the Operational and Budgetary Review of the Housing Division (AH-32) #3, please explain this statement: "Once the Department calls up the waitlisted applicants from previous years, it will start on the new applicants if vouchers are still available." How many vouchers were available before the waitlist opened up and how many are available now that the waitlist has closed? (TK)**

The County of Maui oversees 1,464 Housing Choice Vouchers and 35 Veterans Affairs Supportive Housing (VASH) vouchers. We strive to keep all of those vouchers utilized at all times. As participants leave the program and vouchers become available, new applicants are called off the wait list and are issued vouchers so vouchers are recycled back into the community as quickly as possible.

At the time we opened the wait list in January 2020, there were 10 available vouchers. That number has now grown to 20 vouchers and we are currently issuing voucher to new applicants from the list. Before calling up those individuals who applied to the 2020 wait list, applicants from prior wait lists will need to be exhausted. There are currently 52 applicants who remain on the 2018 wait list, and we are currently in the process of conducting intake and eligibility for those individuals first.

- 75. In the Operational and Budgetary Review of the Housing Division (AH-32) #9, has the Department completed its review and will this project qualify as an Experimental Housing Program. If so, what are the specifics, and who else applied but may have missed the deadline? (TK)**

The Department is in the final stages of its internal review of an application that was received in response to the Request for Proposals for the Experimental Housing Program. Once the review is complete, the Department will be able to share if the project may qualify as an Experimental Housing Program. Although there were 15 developers who expressed an interest in the funding, only one application was ultimately submitted.

Please note that the funding for the Experimental and Demonstration Housing Projects is found in the budget for the Department of Finance, and not in the budget for Housing and Human Concerns. However, the department did take the initiative to solicit interest in this funding in the hope of identifying an appropriate project for the funds.

- 76. Additional request made on April 8, 2020 for the Request for Proposals issued by the Department for Homeless Services for FY2020.**

See attached Exhibit G.

Honorable Keani Rawlins-Fernandez  
Chair, Economic Development and Budget Committee  
Maui County Council  
April 13, 2020  
Page 33 of 33

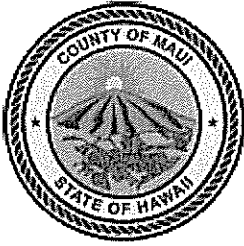
Thank you for the opportunity to provide this information to the Committee.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lori Tsuhako", is written over the word "Sincerely,".

LORI TSUHAKE, LSW, ACSW  
Director of Housing and Human Concerns

Attachments



# DEPARTMENTAL PERSONNEL CLERK

Class Code:  
1G.003

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI  
Established Date: Apr 1, 1982  
Revision Date: Feb 25, 2016

## SALARY RANGE

\$3,061.00 Monthly

### DUTIES SUMMARY:

Maintains departmental personnel and position records and files; completes forms for requesting personnel actions and processing transactions; explains civil service rules, regulations and procedures to departmental personnel; performs routine administrative housekeeping functions; and performs other duties as required.

#### Distinguishing Characteristics:

This class is distinguished from other clerical classes by the specialized nature of clerical duties performed in connection with the operation of a departmental personnel and administrative program.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

Maintains file of individual employee folders; prepares and processes requests for personnel actions involving appointments, transfers, promotions, reallocations, resignations, leave of absences, temporary assignments, etc.; maintains records of employees' sick leaves, vacation, increment dates, etc., and informs employees of their respective status; advises employees of personnel rules, regulations and procedures; assists in resolving routine personnel problems; establishes, maintains, and controls files of expenditures, reports, appropriations, inventory, etc.; prepares operational reports; sees that deadline for reports are met; verifies and audits items that have been authorized for payment; checks whether correct appropriation symbols and program activities have been charged; examines payroll claims to determine the validity of payments to employees; prepares correspondence and memoranda for the department



head; maintains adequate levels of office and other supplies.

This is the first specification for the new class, DEPARTMENTAL PERSONNEL CLERK, effective April 1, 1982.

APPROVED: August 4, 1982

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and two years of clerical experience, one of which shall have involved personnel record keeping and related experience.

**Knowledge of:** laws, rules, and regulations and procedures governing the county civil service; basic merit system philosophy; various types of personnel transactions and record keeping; office practice and procedures; use of standard office machines.

**Ability to:** understand and interpret laws, rules, regulations, policies and procedures; deal tactfully with employees and the public; make arithmetic computations; prepare reports.

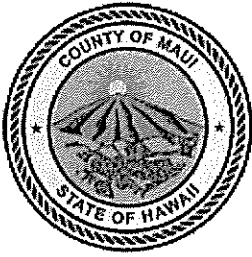
**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

**Physical Effort Grouping:** Light

This is an amendment to the minimum qualification specification for the class, DEPARTMENTAL PERSONNEL CLERK, approved August 4, 1982; effective November 16, 1998.

APPROVED: November 16, 1998



# HOUSING PROGRAM SPECIALIST II

Class Code:  
2B.068

Bargaining Unit: Professional and  
Scientific Employees (HGEA)

COUNTY OF MAUI

Established Date: Feb 5, 1997

Revision Date: Mar 1, 2016

## SALARY RANGE

\$3,774.00 Monthly

### DUTIES SUMMARY:

Performs a variety of activities, from simple to moderately complex, in one or more of the major functional areas of the County's Housing Program; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from the Housing Program Specialist I in that the Housing Program Specialist II, as an advanced trainee, performs a variety of assignments ranging from simple to moderately complex, with varying degrees of supervision, requiring some application of principles, techniques, laws, methodology and work processes pertinent to the Housing Program; whereas the Housing Program Specialist I, performs as a trainee in learning the principles, techniques, laws, methodology and work processes pertinent to the County's Housing Program under close supervision and performs specific and limited work assignments which are designed to provide experience in the professional aspects of the program.

This class differs from the Housing Program Specialist III in that the Housing Program Specialist II, as an advanced trainee, performs a variety of assignments ranging from simple to moderately complex, with varying degrees of supervision, requiring some application of principles, techniques, laws, methodology and work processes pertinent to the Housing Program; whereas the Housing Program Specialist III independently performs a variety of tasks relative to one or more of the functional areas within the County's Housing Program.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude

management from assigning such duties if such duties are a logical assignment for the position.

- Interviews, counsels and provides assistance to applicants and other participants in the housing program.
- Reviews simple applications to determine eligibility for tenancy in housing projects.
- Assists in conducting special studies relative to the housing program as assigned.
- Reviews and determines tenant's share of rent and amount of subsidy for qualified applicants, where the issues are simple and the determination is made in compliance with clear and specific guidelines.
- Assists in follow-up on owners and tenant's complaints and appeals.
- Confers with representatives of public and private agencies to verify data.
- Assists in inspecting housing units for conformance with housing quality standards and prepares inspection reports citing deficiencies and recommending corrective measures.
- Attends meetings to explain the housing program to prospective tenants.
- Maintains records and prepares reports as required.

This is an amendment to the specification for the class, HOUSING PROGRAM SPECIALIST II, approved on February 5, 1997, effective January 1, 2011.

APPROVED: February 28, 2011

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, political science, sociology, psychology or a related field and one year of professional work experience in housing and real property management, financing, selling real estate, or in programs dealing with social services, health, or education.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

**Knowledge of:** the principles, methods and techniques which apply to housing management; federal, state and county laws, rules, regulations, policies and procedures governing public housing; interviewing principles and techniques; sources of information concerning the renting or purchasing of a home; socioeconomic factors influencing human behavior; community resources and their utilization.

**Ability to:** collect, evaluate and interpret facts; secure the confidence and cooperation of others; learn the principles, methods, and techniques of the County's Housing Program; learn and interpret laws, rules and regulations; research data and prepare clear and concise reports; learn the requirements of conducting unit inspections in accordance with the appropriate standards; learn how to calculate the proper rental assistance amounts for program participants; learn the requirements for making determinations of eligibility for applicants and participants; express ideas logically, both orally and in writing; deal tactfully and effectively with other employees, operating officials, landlords, program participants, and the general public; follow oral and written instructions.

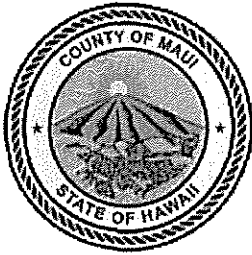
**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping: Light**

This is an amendment to the specification for the class, HOUSING PROGRAM SPECIALIST II, approved on February 5, 1997, effective January 1, 2011.

APPROVED: February 28, 2011



# HOUSING PROGRAM SPECIALIST IV

Class Code:  
2B.075

Bargaining Unit: Professional and  
Scientific Employees (HGEA)

COUNTY OF MAUI

Established Date: Nov 12, 1975

Revision Date: Mar 1, 2016

## SALARY RANGE

\$4,413.00 Monthly

### DUTIES SUMMARY:

Serves as a staff specialist in the development and evaluation of housing programs and functions and/or supervises and performs work in one or more of the functional areas of the Housing Program; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from the Housing Program Specialist III in that the Housing Program Specialist IV serves as a staff specialist in the development and evaluation of housing programs and functions and/or supervises and performs work in one or more of the functional areas of the Housing Program; whereas the Housing Program Specialist III, independently performs the full range of housing management tasks under general supervision.

This class differs from the Housing Program Specialist V in that the Housing Program Specialist IV serves as a staff specialist in the development and evaluation of housing programs and functions and/or supervises and performs work in one or more of the functional areas of the Housing Program; whereas the Housing Program Specialist V serves as a staff specialist in the development and evaluation of housing programs and functions, and assists in planning and coordinating the operation of the County's Housing and Community Development Program.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Conducts special studies.

- Develops new or improved programs in the area of public housing and related socioeconomic programs relative to the needs of the homeless.
- Develops and recommends new policies and procedures.
- Reviews program activities to ensure that goals and objectives are met and to make recommendations for changes as necessary.
- Supervises and performs work in one or more functional areas of the Housing Program.
- Provides technical assistance to staff, tenant organizations and other interested persons.
- Maintains appropriate records of housing projects/units.
- Supervises and participates in the activities of the Federal Section 8 housing assistance program including determining tenant eligibility, inspecting housing units for conformance with housing quality standards, and assisting in the settlement of disputes between tenant and landlord.
- Plans, assigns and coordinates the work involved in the sales and related activities of the County's home ownership projects.
- Supervises and participates in the establishment and maintenance of waiting lists and the qualifying of applicants in accordance with program requirements.
- Assists applicants in arranging and securing favorable financing.
- Administers project covenants which include buy-back options and architectural controls.
- Oversees the County's requirements for employee housing and affordable housing relative to private development projects.
- Participates with other departmental or agency representatives in the development and execution of employee housing and/or affordable housing agreements between the County and private developers.
- Ensures developer compliance with the terms and conditions of such agreements.
- Perform periodic checks, reviews, and/or inspections to ensure compliance with terms and conditions of agreements.
- Maintains records and prepares reports as required.

This is an amendment to the specification for the class, HOUSING PROGRAM SPECIALIST, approved on November 12, 1975, amended and retitled to HOUSING PROGRAM SPECIALIST II on December 23, 1976, and amended January 6, 1988, September 1, 1991, amended and retitled to HOUSING PROGRAM SPECIALIST IV January 1, 1997, effective January 1, 2011.

APPROVED: February 28, 2011

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, political science, sociology, psychology or a related field and three years of responsible professional work experience which shall have demonstrated a working knowledge in the specific specialization as applicable:

- a. Program Coordination -professional work experience in planning programs in the area of social services, health, or education, including or supplemented by experience with the operational activities of a housing project.
- b. Housing Sales and Related Activities -professional work experience in housing or real property management activities, including or supplemented by experience in real estate financing or real estate sales.

- c. Affordable Housing -professional work experience in housing and real property management activities, including or supplemented by experience in the development and administration of contractual agreements relative to housing development projects.

License Requirement: Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3).

Knowledge of: Federal, State, and local laws and ordinances relating to the functional area assigned; principles, practices and techniques applicable to the functional area assigned; public relations; principles and practices of public administration and social services; interviewing techniques; socioeconomic factors influencing human behavior; community resources and their utilization; research methods and techniques; report writing.

Ability to: read, comprehend, interpret and apply rules, regulations, policies and procedures applicable to functional area assigned; collect, evaluate and interpret facts; develop and implement operational policies and procedures; establish and maintain effective working relationships with others; maintain accurate records; present ideas clearly, concisely and effectively, orally and in writing; read and interpret blueprints and construction specifications where applicable to functional area assigned.

#### Health and Physical Condition:

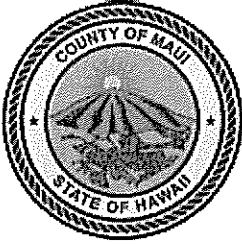
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

#### Physical Effort Grouping: Light

This is an amendment to the specification for the class, HOUSING PROGRAM SPECIALIST, approved on November 12, 1975, amended and retitled to HOUSING PROGRAM SPECIALIST II on December 23, 1976, and amended January 6, 1988, September 1, 1991, amended and retitled to HOUSING PROGRAM SPECIALIST IV January 1, 1997, effective January 1, 2011.

APPROVED: February 28, 2011

[Close this window](#)



# SENIOR SERVICES TRANSIT AIDE II

Class Code:  
1H.356

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI  
Established Date: Feb 11, 2005  
Revision Date: Feb 26, 2016

## SALARY RANGE

\$2,620.00 Monthly

### DUTIES SUMMARY:

Performs complex work in processing service requests and in preparing and maintaining weekly escort schedules in accordance with established practices and procedures for the Assisted Transportation Program; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from the Senior Services Transit Aide I in that the Senior Services Transit Aide II independently performs complex work in processing service requests and in preparing and maintaining weekly escort schedules in accordance with established practices and procedures for the Assisted Transportation Program; whereas the Senior Services Transit Aide I performs as a trainee and receives orientation in the principles, policies, and work processes of the Assisted Transportation Program.

This class differs from the Senior Services Transit Aide III in that the Senior Services Transit Aide II independently performs complex work in processing service requests and in preparing and maintaining weekly escort schedules in accordance with established practices and procedures for the Assisted Transportation Program; whereas the Senior Services Transit Aide III supervises and participates in performing complex work in processing service requests and in preparing and maintaining weekly escort schedules in accordance with established practices and procedures for the Assisted Transportation Program.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one



position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Accepts and compiles requests for transportation services for elderly citizens;
- Formulates the most effective and efficient routing and timing schedules for each driver based on requests for services and knowledge of all clients' needs, conditions, locations, etc.;
- Provides transportation assistance for elderly citizens;
- Communicates and interacts with clients and families in a positive and courteous manner;
- Ensures safety and care of client by providing physical support for elderly, carrying article(s) or package(s), opening door(s) from home to car to medical facilities, resource agencies, shopping, and/or banking, etc.;
- Interprets and/or assists elderly in communicating and reinforces what has been said;
- Receives requests for services or requests for information regarding services available for the elderly in the community;
- Accurately recognizes and documents abnormal signs and symptoms of clients;
- Refers elderly to other agencies when need arises for health, educational, social, recreational, or commercial resources;
- Consults with other agencies to ensure that the specific or individualized needs are met on a timely basis;
- Follows up with clients to ensure services received were appropriate;
- Assists clients by interpreting and/or writing letters, completing forms to enable client to obtain required services;
- Coordinates with other agencies and personnel in order to meet the needs and problems of the elderly;
- Serves as a resource person and advocates for clients in matters pertaining to their welfare;
- Keeps clients informed of new or amended Senior Services policies and procedures;
- Promotes, collects, and deposits donations and other fees;
- Participates in the planning, development and coordination of program wide special events which benefit all Senior Services;
- Administers first aid or other emergency treatment when necessary;
- Performs other related duties as required.

This is the first specification for the class, SENIOR SERVICES TRANSIT AIDE II, effective February 11, 2005.

APPROVED: October 24, 2006

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and one (1) year experience as a Senior Services Transit Aide I.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to

State of Hawaii Type 3); possession of a current American Red Cross Community First Aid and Safety Certificate; and a current Hawaii Heart Association or American Red Cross Cardio-Pulmonary Resuscitation (CPR) Certificate.

Knowledge of: the characteristics and needs of the elderly and target group individuals; pertinent functions of County, State, and Federal agencies; basic localities of Maui County; community resources and their utilization; interviewing techniques; public relations; basic skills in reading, writing, and speaking; basic first aid skills.

Ability to: communicate with clients; relate well to people of all ethnic and socio economic groups; establish and maintain effective relationships with program participants and others; understand and explain written materials.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for the performance of the duties.

Physical Effort Grouping: Light

This is an amendment to the minimum qualification specification for the class, SENIOR SERVICES TRANSIT AIDE II, approved February 11, 2005, effective January 22, 2015.

APPROVE: March 5, 2015

## SENIOR SERVICES TRANSIT AIDE II JOB DESCRIPTION

Under the general supervision of the Program Specialist, the Senior Services Transit Aide II will perform a variety of tasks related to providing transportation, outreach, and referral services to older adults of Maui County.

- 55% 1. Provide transportation assistance to the elderly, using assigned county vehicles or an approved private vehicle. (a)
- a. Safely assists participant from home to vehicle to medical facilities, resource agencies, shopping, banking, and other approved sites. Supports clients as they enter/exit vehicle, walk, carry article(s) or package(s), negotiate stairways, open doors. (a)
  - b. Assists participants with approved tasks which they may require for daily living (a)
  - c. Assists with verbal/written communications and/or directions. Interprets and reinforces what has been said to participant when needed. (a)
  - d. Accurately recognizes, follows up on, and documents abnormal physical and behavioral signs and symptoms of participants. Reports change in status to required agencies and contacts. (a)
  - e. Administers first aid or other emergency treatment when necessary. (a)
- 30% 2. Assists in maintaining program operations to ensure compliance and consistency with program rules, regulations, procedures and goals. (a)
- a. Receives and follows up on referrals for authorized transportation services. (a)
  - b. Keeps senior participants informed of new/amended Senior Transportation policies and procedures. Promotes and informs

senior participants on pertinent information that will benefit or be of concern to them. (a)

- c. Works with staff to compile, analyze and develop daily master transportation schedule. (a)
- d. Attends required meetings and training sessions. (a)
- f. Promotes, collects and prepares deposits of voluntary contributions and other fees. (a)
- g. Participates in the planning, development and coordination of division-wide events. (a)
- h. Completes, records and maintains forms, case records and statistical information as required. (a)
- i. Coordinates and assigns volunteers to provide transportation services as needed. (a)
- j. Provides orientation of program to participants and authorized ride-alongs to approved persons.

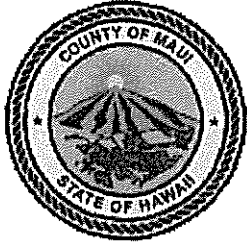
10% 3. Provides outreach to communities in order to locate and identify potential program participants, particularly isolated, frail, and vulnerable elderly. Apprise them of available senior services and programs and collect data as needed. (a)

- a. Receives information regarding elderly services and resources in the community and disseminates information to participants and families.
- b. Links senior participants to referral agencies or directs them to services of other agencies. (a)
- c. Consults, coordinates, and follows-up with other agencies to ensure that participant's needs are addressed and rendered on a timely basis.(a)

- d. Conducts surveys to assist in determining senior participant's needs and satisfaction with service delivery. (a)
- e. Presents information, either individually or in a group setting, to a variety of persons, on services available to seniors. (a)
- f. Assists the participant with submission of necessary forms for required services. (a)
- g. Advocates for participants in matters related to their welfare. Serve as a resource person.(a)

5% 3. Performs other related duties as required (a)

- a. Plans, organizes and coordinates the purchase, packaging and delivery of items to senior participants. (a)
- b. Plans, organizes and arranges one-to-one activities which encourages senior participants to socialize. (a)
- c. Plans, organizes and arranges volunteer recognition type of events. (a)
- d. Performs other duties as assigned.



# OFFICE OPERATIONS ASSISTANT II

Class Code:  
1B.015

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI  
Established Date: Dec 9, 1963  
Revision Date: Jan 4, 2016

## SALARY RANGE

\$2,722.00 Monthly

### DUTIES SUMMARY:

Prepares a variety of documents using word processing and other office equipment and technologies to perform a variety of clerical work in reviewing, refining and verifying data for conformance with established requirements; interprets laws, rules and regulations; may supervise others; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from that of the Office Operations Assistant I in that the Office Operations

Assistant II uses word processing and other office equipment and technologies in performing a variety of clerical work involving the review, refinement, and verification of data, interpretation of legal provisions, rules and regulations, and judgment in selecting and adapting alternate methods or procedures to meet different situations and conditions; whereas the Office Operations Assistant I uses word processing and other office equipment and technologies to execute a variety of documents into finished form from rough drafts and unorganized notes, and performs a variety of clerical work in checking and processing clerical material for completion, accuracy, and conformance with standard requirements and procedures with reference to a variety of established sources.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Prepares various materials (e.g. contracts, specifications, letters, reports, etc.) from rough copy, notes, and/or oral and written instructions and arranges into

proper format.

- Checks and verifies data from different sources and ensures conformance with legal and procedural requirements.
- Review various materials (e.g. contract bids, intent to bid, financial statements, etc.) to ensure accuracy, completeness, and conformity with legal and procedural requirements.
- Complete forms or requests for information and data from general oral or written instructions.
- Perform follow-up actions to assure compliance with legal and procedural requirements.
- Reviews and verifies payroll for accuracy of computations, completeness and conformance to contractual and legal provisions.
- Assemble various information and materials for preparation of progress reports on various projects, assignments, etc.
- Reviews, updates, and maintains files of various materials (e.g. reports, correspondence, etc.).
- Complete various types of leave requests.
- Reproduce various documents and materials (e.g. reports, statements, etc.).
- Answers telephone and provides information, refers callers to proper personnel, and/or makes appointments.
- Posts information to records.
- May supervise others performing clerical work.
- Performs other related duties as required.

This is an amendment and retitling to the class specification for the class SENIOR CLERK-TYPIST, approved December 9, 1963, retitled as CLERK-TYPIST III on October 20, 1964, amended May 24, 1993, effective May 27, 2009.

APPROVED: 5/05/09

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and two years of clerical experience which shall have included some typing or keyboarding.

**Substitutions Allowed - Training for Experience:** Successful completion of a clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.

**Certificate/License Requirement:** A current typing or keyboarding proficiency certificate from an authorized agency with a minimum speed of 40 net words per minute.

Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) may be required for specific positions.

**Knowledge of:** office practices and procedures; filing methods and systems; punctuation, grammar, spelling and word usage; use of standard office machines and equipment, including personal computers, peripheral equipment, and software

applications.

Ability to: use a personal computer; type/keyboard accurately at the rate of 40 net words per minute; make arithmetic computations; compare names and numbers rapidly and accurately; read and interpret written material; follow oral and written instructions; deal tactfully and effectively with the public; maintain effective working relationships with fellow employees and others.

**Health and Physical Condition:**

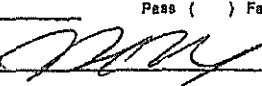
Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping: Light**

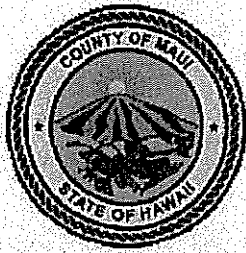
This is an amendment and retitling to the minimum qualification specification for the class, SENIOR CLERK-TYPIST, approved December 9, 1963, retitled as CLERK-TYPIST III on October 20, 1964, amended May 24, 1993, effective May 27, 2009.

APPROVED: 5/05/09



DEPARTMENT OF PERSONNEL SERVICES		Dept: HOUSING & HUMAN CONCERNS	
County of Maui		Div: IMMIGRANT SERVICES DIVISION	
POSITION DESCRIPTION		Section:	Physical Location: Molokai Office
1. Pos. No. HC-0180		2. PRESENT CLASS Office Operations Assistant II SR: 10	
Perm <input checked="" type="checkbox"/> Temp <input type="checkbox"/>		3. Incumbent's Name:	
Full-time <input type="checkbox"/> Pt-time <input checked="" type="checkbox"/>		4. Action Requested: Initial Allocation ( <input type="radio"/> ) Reallocation ( <input checked="" type="radio"/> ) Description Only ( <input type="radio"/> ) Redescription-Review ( <input type="radio"/> )	
Recommended Allocation: CLASS: Clerk III		SR: 10	
5. Authorized by: (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved): Req No. 3441			
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
**SEE ATTACHED			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc ( ) Realloc ( ) No Change ( ) Other: Change in class			
CLASS: 1A.015 Clerk III		SR: 10	
See Audit Rpt No. 2019-221		Study By: AW Alloc Notice No.	
Non-Comp Exam Req: Date Admn:		Pass ( ) Fail ( ) Score:	
EFFECTIVE DATE: 3/16/19		APPROVED:  DATE: 3/18/19	

<b>7. Supervision Received</b> (Give name and title of immediate supervisor): Name: <u>Rosalina O'Keefe</u> Title: <u>Immigrant Services Assistant II</u>							
<b>8. Responsibilities of the Position:</b> a. Supervisory Responsibilities (List names, titles and nature of supervision given): <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Name</th> <th style="text-align: center; border-bottom: 1px solid black;">Title</th> <th style="text-align: center; border-bottom: 1px solid black;">Nature of Supervision</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center; padding: 10px;">n/a</td> </tr> </tbody> </table> b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a): <p>Due to the remote location of the position, check-in with Maui office may be required when supervisor is out.</p> c. Tools and Equipment (List tools and equipment used or operated): <p>Personal automobile, Basic Office Equipment (computer, copy machine, printers, etc.), computer applications (i.e. Microsoft Word, Excel, etc.); mobile/digital telephone equipment.</p> d. Hazards, Hardship, etc (List and describe any unusual working conditions): <p>Position includes traveling to the neighbor islands, and possibly the mainland. Some weekend and holiday work may be requested outside of M-F hours. This position will be expected to provide own transportation.</p> e. List Licenses or Certificates Held: <p>Possession of valid motor vehicle driver's license (equiv. to HI type 3)</p>		Name	Title	Nature of Supervision	n/a		
Name	Title	Nature of Supervision					
n/a							
<b>9. CERTIFICATE OF EMPLOYEE:</b> I certify that the statements above are accurate and complete. Signature of Employee: _____ Date: _____							
<b>10. Statement of Immediate Supervisor</b> a. Comment on the statements made by employee (indicate exceptions or additions):  b. Describe the nature and extent of supervision you exercise over this position: <p>Direct</p> c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements): <p>Combination of education and experience substantially equivalent to graduation from high school and two years of clerical work experience.</p> d. License and/or Certificates Required: <p>Possession of valid motor vehicle driver's license (equiv to State of Hawaii Type 3).</p>							
<b>11. CERTIFICATE OF IMMEDIATE SUPERVISOR:</b> I certify that the statements above are accurate and complete. Signature of Immediate Supervisor: <u><i>Rosalina O'Keefe</i></u> Date: <u>3/8/2019</u>							
<b>12. CERTIFICATE OF DIVISION HEAD:</b> I certify that I have reviewed the statements above and that they are accurate and complete. Signature of Division Head: <u><i>Michael M. O'Rourke</i></u> Date: <u>3/8/19</u>							
<b>13. Statement of Department Head:</b> a. Indicate and comment on any inaccuracies or disagreements:  b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.							
<b>14. CERTIFICATE OF DEPARTMENT HEAD:</b> I certify that the statements above are accurate and complete. Signature of Department Head: <u><i>[Signature]</i></u> Date: <u>3/8/19</u>							



## CLERK III

Class Code:  
1A.015

Bargaining Unit: Non-Supervisory White  
Collar Workers (HGEA)

COUNTY OF MAUI

Established Date: Oct 20, 1964

Revision Date: Dec 22, 2015

### SALARY RANGE

\$2,722.00 Monthly

### DUTIES SUMMARY:

Performs a variety of clerical work involving the review, refinement and verification of data for conformance to established requirements; interprets legal provisions, rules and regulations; prepares reports and maintains records; may supervise others; and performs other related duties as required.

#### Distinguishing Characteristics:

This class differs from that of Clerk II in that the Clerk III performs a variety of clerical work involving (1) the review, refinement and verification of data, (2) interpretation of rules and legal provisions, (3) judgment in selecting or adapting alternative methods or procedures, and (4) may supervise others in performing clerical work; whereas, the Clerk II performs a variety of clerical work in checking and processing a variety of clerical material in accordance with established procedures for completion, accuracy and conformance with standard requirements and reference to a variety of established sources.

### EXAMPLES OF DUTIES:

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Reviews and checks various materials (e.g. forms, reports, records, applications, requisitions, purchase orders, invoices, etc.) for accuracy, completion and conformance with statutes, ordinances, rules and regulations, and policies.
- Posts a variety of data to control records and statements.
- Searches files, assembles and selects a variety of data from records and files for use of a superior or the preparation of operational reports, budgetary estimates, etc.
- Summarizes and briefs materials.

- Prepares reports which require the compilation of materials and data from a number of sources and works out the details of presentation.
- Gives information over a counter or telephone where judgment, knowledge and interpretation of facts are required.
- Composes correspondence from general oral or written instructions.
- Receives cash payments, issues receipts, and deposits cash in a bank or in the county treasurer's office, and maintains records of cash received.
- Prepares payrolls.
- Reviews, updates, and maintains files of various materials (e.g. records, reports, correspondence, etc.).
- Reproduce various documents and materials (e.g. reports, statements, etc.).
- Answers telephone and provides information, refers callers to proper personnel, and/or makes appointments.
- Maintains supplies and materials inventory.
- May use word processing and other office equipment and technologies in the performance of miscellaneous tasks.
- May follow-up on complaints received from the public.
- May supervise the work of others engaged in clerical work.
- Performs other related duties as required.

This is an amendment to the class specification for the class SENIOR CLERK, approved October 20, 1964, retitled to CLERK III on March 9, 1965, amended January 25, 1993, effective May 27, 2009.

APPROVED: 5/07/09

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and two years of clerical work experience.

**Substitutions Allowed - Training for Experience:** Successful completion of a clerical/office support/business technology curriculum leading to a degree, diploma or certificate at an accredited community college, business or technical school which included courses in English, clerical/office procedures, and mathematics may be substituted for the required Clerical Experience on the basis of fifteen (15) semester credits of satisfactorily completed coursework for six (6) months of experience, up to a maximum of two (2) years.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3) may be required for specific positions.

**Knowledge of:** office practices and procedures; filing methods and systems; punctuation, grammar, spelling and word usage; use of standard office machines and equipment, including personal computers, peripheral equipment, and software applications.

**Ability to:** use a personal computer; make arithmetic computations; compare names and numbers rapidly and accurately; read and interpret written material; keep records; follow oral and written instructions; operate standard office machines and equipment; deal tactfully and effectively with the public; supervise the work of others; maintain effective working relationships with fellow employees and others.

**Health and Physical Condition:**

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping: Light**

This is an amendment to the minimum qualification specification for the class, SENIOR CLERK, approved October 20, 1964, retitled as CLERK III on March 9, 1965, amended January 25, 1993, effective May 27, 2009.

APPROVED: 5/07/09

DEPARTMENT OF PERSONNEL SERVICES  
COUNTY OF MAUI  
200 South High Street  
Wailuku, HI 96793

RECEIVED

2019 MAR 19 PM 12:36

March 18, 2019

DHHC-DIRECTOR'S OFFICE  
COUNTY OF MAUI

TO: LORI TSUHAKO, DEPUTY DIRECTOR OF HOUSING & HUMAN CONCERNS

SUBJECT: NOTICE OF DIRECTOR'S ACTION

1. IDENTIFICATION:

- a. Position No. & Incumbent: **HC-0180, Vacant** (Req No. 03441)  
b. Class Title & SR: **Office Operations Assistant II, SR-10**

DIRECTOR'S ACTION: This is to notify you that the Director has taken the following action following a review of the position identified above:

( ) Initial Allocation to the class:

Pay Range: B. U.: Effective Date:

( ) No change in classification:

(X) Reallocate: ( ) Up ( ) Down (X) Other - Change in Class

To the class: **1A.015 Clerk III**

Pay Range: **SR-10** B.U.: **03** Effective Date: **3/16/19**

3. APPEAL: (a) An incumbent may appeal the Director's classification action or the Director's initial pricing action of a new class to the Civil Service Commission within twenty days of the date of this Notice of Director's Action as provided by Section 11-102-37, Chapter 102 of the Rules of Practice & Procedure of the Civil Service Commission. The last day to file an appeal is **April 8, 2019 Pursuant to HRS Section 76-14 and Section 11-102-3 of the Rules of the Civil Service Commission, classification/reclassification and initial pricing appeals are limited to affected employees.**

4. DEPARTMENT:

*(Reminder: In accordance with § 7 of the Budget Ordinance "Funds shall not be disbursed for reallocations and reclassifications which involve a change in supervisory duties and responsibilities until the Council receives written notice setting forth (1) an explanation of the reasons for the change, and (2) organizational charts showing the existing organization and the proposed organization of the department with the positions involved.)*

5. REMARKS: Enclosed are your copies of the position description for the above position to which all applicable classification and compensation actions have been certified.

  
DAVID J. UNDERWOOD  
Director of Personnel Services

xc: Agnes Hayashi

**POSITION DESCRIPTION**  
**HC-0180**  
**CLERK III (Half-Time)**  
**IMMIGRANT SERVICES DIVISION – MOLOKAI**  
**DEPARTMENT OF HOUSING AND HUMAN CONCERNS**

**SUMMARY**

This Clerk III position functions under the direct supervision of the Immigrant Services Assistant II on Molokai. The position has immediate responsibility for the clerical and administrative activities needed in the Immigrant Services Division office on Molokai.

**DUTIES AND RESPONSIBILITIES:**

1. Meets and greets the public and directs them to register on the sign-in sheet. Provides general information regarding U.S. Citizenship and Immigration Services (USCIS). Upon request, provides appropriate USCIS forms and may assist in the completion of the forms. Refer clients to appropriate State and County agencies, Legal Aid, etc. for specific or related issues. (30%) (a)(b)
2. Answers telephone and gives out information, relays messages and/or routes calls to appropriate personnel. Provide general information regarding USCIS services to clients over the telephone, and if unable to answer questions, may contact the Immigrant Services Coordinator or the USCIS office on Oahu to acquire information. May complete online ordering of client's civil documents as required by the USCIS and National Visa Center (NVC). Provide assistance to clients in need of securing off-island USCIS and/or consulate appointments. (30%) (a)(b)
3. Operates a computer in performing a variety of clerical work involving typing letters, memoranda, reports, statements, or other materials from rough or corrected copy and arranging into proper and final format. Review documents for accuracy, completeness and conformance to established policies and procedures. Utilizes an electric calculator to compute data and submit weekly/monthly/quarterly/annual performance reports to the Immigrant Services Coordinator. (10%) (a)(b)
4. Maintains files for the office and assist in preparation of staff personnel forms as needed. Orders office supplies and other materials as needed. Ensure an adequate supply of required USCIS and/or County forms are available in the office. Operates the copy machine to make copies of client's supporting documents for USCIS purposes. (10%) (a)(b)
5. Assist with organizing meetings and special events which may include: securing venues, creating spreadsheets, ordering necessary supplies and items for the event. May, from time to time, conduct outreach services to the local school, employers, or other private entities to provide information and deliver USCIS forms. (10%) (a)(b)
6. Performs other related duties as required. (10%) (a)(b)

\*\*\*\*\*



COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
**OFFICE ON AGING**  
95 Mahalani Street Rm 20, Wailuku, Hawaii 96793

## QUARTERLY CERTIFICATION

FISCAL YEAR 2020  
2019

Organization: Lanai Community Association (LCA)  
Program: Lanai Kinaole Inc Home Health  
Grant No. G5052

### Reporting Period:

☒ **1st Quarter** (Jul 1 - Sep 30)  
Due October 21

☐ **2nd Quarter** (Oct 1 - Dec 31)  
Due January 21

☐ **3rd Quarter** (Jan 1 - Mar 31)  
Due April 21

☐ **4th Quarter** (Apr 1 - Jun 30)  
Due July 21


☐ **Final Report**  
(Check only if reporting for the final quarter of this grant)

### Certification:

I hereby certify that the attached reports are true and accurate to the best of my knowledge.

  
Signature (Executive Director)

2/3/2020  
Date

 Quarterly reports must be submitted in typed or electronic format. Hand written reports will be returned for correction. If you are unsure about electronic preparation please contact the GMD at 270-7807 for instruction.





COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
OFFICE ON AGING

Grant No. 45052

FISCAL YEAR 2019 2020

QUARTERLY FINANCIAL EXPENDITURE REPORT (QFR)

Organization: <b>Lanal Community Association (LCA)</b>		Ph: 808-565-8001		<input checked="" type="checkbox"/> 1st Qtr (Jul-Sep) <input type="checkbox"/> 3rd Qtr (Jan-Mar) <input type="checkbox"/> 2nd Qtr (Oct-Dec) <input type="checkbox"/> 4th Qtr (Apr-Jun)		
Program: <b>Lanal Kinaole Inc Home Health</b>						
	CATEGORY	(A) Grant Amount	(B) Total Previously Reported	(C) Current Quarter Expenditures	(D) Y-T-D (B+C)	(E) % Y-T-D (D+A)
<b>PAYROLL EXPENSES</b>						
<b>A. PERSONNEL</b>						
	Salaries	35,880.00			-	0%
<b>B. PAYROLL TAXES AND FRINGE BENEFITS</b>						
	Payroll Taxes (FICA, Work Comp, TDI, Unemp)	5,758.00			-	0%
	Fringe Benefits (Medical/Dental only)				-	
<b>TOTAL PAYROLL EXPENSES (A &amp; B)</b>		<b>41,638.00</b>	-	-	-	0%
<b>OPERATING EXPENSES</b>						
<b>C. EQUIPMENT</b>						
	Equipment Purchases	33,400.00			-	0%
<b>D. SUPPLIES</b>						
	Office Supplies	5,000.00			-	0%
	Program Supplies	8,000.00		320.60	320.60	4%
<b>E. STAFF TRAINING</b>						
	Airfare/ferry				-	
	Registration fees				-	
	Accommodations				-	
	Ground transportation, gas purchases, parking				-	
<b>F. OTHER</b>						
	Occupancy/rent				-	
	Utilities				-	
	Travel/mileage (client services)				-	
	Facility repair/maintenance				-	
	Postage/freight				-	
	Printing				-	
	Contract services (program)				-	
	Telephone				-	
	Equipment Rental/R & M				-	
<b>TOTAL OPERATING EXPENSES (C-F)</b>		<b>46,400.00</b>	-	<b>320.60</b>	<b>320.60</b>	<b>1%</b>
<b>ADMIN EXPENSES (12% Budget LIMIT)</b>						
<b>G. ADMIN COST</b>						
	Audit (once every three years)	900.00			-	0%
	Incidental mileage (non-program services)				-	
	Professional Fees (Admin)				-	
	Insurance (General liability, life insurance, etc.)				-	
	Pension				-	
	Public Relations				-	
	Membership Dues				-	
	Publications/Subscriptions				-	
	Taxes (General Excise Taxes)				-	
	Staff Recruitment and Supervision				-	
	General Administration, Accounting and Payroll	11,062.00			-	0%
	Staff MIS/Tech Support				-	
<b>TOTAL ADMIN EXPENSES (G)</b>		<b>11,962.00</b>	-	-	-	0%
<b>GRANT TOTAL PAYROLL &amp; OPERATING EXPENSE</b>		<b>100,000.00</b>	-	<b>320.60</b>	<b>320.60</b>	<b>0%</b>

Budget deviations of less than 20% per budget item are allowed\*. A budget deviation of more than 20% per budget item requires a written Budget Revision request. Budget Revision request(s) must be submitted no later than the end of the 3rd quarter. \*NO INCREASE IS ALLOWED FOR ADMIN COSTS.

Valerie Janikowski  
Print Name of Executive Director

*Valerie Janikowski*  
Signature

2/3/2020  
Date



COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
OFFICE ON AGING

## QUARTERLY DEMOGRAPHICS REPORT (QDR)

FISCAL YEAR ~~2019~~ 2020

Grant No. <b>G5052</b>	
Organization: <b>Lanai Community Association (LCA)</b>	
Program: <b>Lanai Kinaole Inc Home Health</b>	<input checked="" type="checkbox"/> 1st Qtr (Jul-Sep) <input type="checkbox"/> 3rd Qtr (Jan-Mar)
Phone: <b>808-565-8001</b>	<input type="checkbox"/> 2nd Qtr (Oct-Dec) <input type="checkbox"/> 4th Qtr (Apr-Jun)

### UNDUPLICATED NUMBER OF PARTICIPANTS

PROGRAM	Annual Goal # Participants	Total Participants Previously Reported	New Unduplicated Participants	Y-T-D Participants	Percent of Annual Goal
Home Team	25	0	23	23	92%
<b>TOTAL PARTICIPANTS</b>	<b>25</b>	<b>0</b>	<b>23</b>	<b>23</b>	<b>92%</b>
<b>GEOGRAPHIC AREA SERVED</b>					
Central Maui					
South Maui					
East Maui					
Upcountry					
West Maui					
Moloka'i					
Lana'i			23	23	
Other					
<b>TOTAL GEOGRAPHIC AREA</b>		<b>0</b>	<b>23</b>	<b>23</b>	
<b>GENDER</b>					
Female		0	14	14	
Male		0	9	9	
<b>TOTAL GENDER</b>		<b>0</b>	<b>23</b>	<b>23</b>	
<b>ETHNICITY</b>					
Caucasian		0	4	4	
Hawaiian/Part Hawaiian		0	7	7	
Pacific Islander (Marshallese, Samoan, etc.)		0	0		
Asian (Chinese, Japanese, Filipino, etc.)		0	11	11	
African American		0	0		
Aleutian/Native American Indian		0	0		
Hispanic (Guatemalan, Mexican, Puerto Rican, etc.)		0	1	1	
Other		0			
<b>TOTAL ETHNICITY</b>		<b>0</b>	<b>23</b>	<b>23</b>	



COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
**OFFICE ON AGING**  
95 Mahalani Street Rm 20, Wailuku, Hawaii 96793

## QUARTERLY CERTIFICATION

FISCAL YEAR ~~2019~~ 2020

Organization: Lanai Community Association (LCA)  
Program: Lanai Kinaole Inc Home Team  
Grant No. G5052

### Reporting Period:

☐ **1st Quarter** (Jul 1 - Sep 30)  
Due October 21

☐ **3rd Quarter** (Jan 1 - Mar 31)  
Due April 21

☒ **2nd Quarter** (Oct 1 - Dec 31)  
Due January 21

☐ **4th Quarter** (Apr 1 - Jun 30)  
Due July 21

☐ **Final Report**  
(Check only if reporting for the final quarter of this grant)

### Certification:

I hereby certify that the attached reports are true and accurate to the best of my knowledge.

  
\_\_\_\_\_  
Signature (Executive Director)

2/3/2020  
Date



Quarterly reports must be submitted in typed or electronic format. Hand written reports will be returned for correction. If you are unsure about electronic preparation please contact the GMD at 270-7807 for instruction.



COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
OFFICE ON AGING

Grant No. G5052

FISCAL YEAR 2019 2020

QUARTERLY FINANCIAL EXPENDITURE REPORT (QFR)

Organization: <b>Lanal Community Association (LCA)</b>		Ph: 808-565-8001		1st Qtr (Jul-Sep) _____ 3rd Qtr (Jan-Mar) _____		
Program: <b>Lanal Kinaole Inc Home Team</b>				X 2nd Qtr (Oct-Dec) _____ 4th Qtr (Apr-Jun) _____		
	CATEGORY	(A) Grant Amount	(B) Total Previously Reported	(C) Current Quarter Expenditures	(D) Y-T-D (B+C)	(E) % Y-T-D (D+A)
<b>PAYROLL EXPENSES</b>						
<b>A. PERSONNEL</b>						
	Salaries	35,880.00			-	0%
<b>B. PAYROLL TAXES AND FRINGE BENEFITS</b>						
	Payroll Taxes (FICA, Work Comp, TDI, Unemp)	5,758.00			-	0%
	Fringe Benefits (Medical/Dental only)				-	
<b>TOTAL PAYROLL EXPENSES (A &amp; B)</b>		<b>41,638.00</b>	-	-	-	0%
<b>OPERATING EXPENSES</b>						
<b>C. EQUIPMENT</b>						
	Equipment Purchases	33,400.00		896.48	896.48	3%
<b>D. SUPPLIES</b>						
	Office Supplies	5,000.00		513.07	513.07	10%
	Program Supplies	8,000.00	320.60	632.48	953.08	12%
<b>E. STAFF TRAINING</b>						
	Airfare/ferry				-	
	Registration fees				-	
	Accommodations				-	
	Ground transportation, gas purchases, parking				-	
<b>F. OTHER</b>						
	Occupancy/rent				-	
	Utilities				-	
	Travel/mileage (client services)				-	
	Facility repair/maintenance				-	
	Postage/freight				-	
	Printing				-	
	Contract services (program)				-	
	Telephone				-	
	Equipment Rental/R & M				-	
<b>TOTAL OPERATING EXPENSES (C-F)</b>		<b>46,400.00</b>	<b>320.60</b>	<b>2,042.03</b>	<b>2,362.63</b>	<b>5%</b>
<b>ADMIN EXPENSES (12% Budget LIMIT)</b>						
<b>G. ADMIN COST</b>						
	Audit (once every three years)	900.00			-	0%
	Incidental mileage (non-program services)				-	
	Professional Fees (Admin)				-	
	Insurance (General liability, life insurance, etc.)				-	
	Pension				-	
	Public Relations				-	
	Membership Dues				-	
	Publications/Subscriptions				-	
	Taxes (General Excise Taxes)				-	
	Staff Recruitment and Supervision				-	
	General Administration, Accounting and Payroll	11,062.00			-	0%
	Staff MIS/Tech Support				-	
<b>TOTAL ADMIN EXPENSES (G)</b>		<b>11,962.00</b>	-	-	-	0%
<b>GRANT TOTAL PAYROLL &amp; OPERATING EXPENSE</b>		<b>100,000.00</b>	<b>320.60</b>	<b>2,042.03</b>	<b>2,362.63</b>	<b>2%</b>

Budget deviations of less than 20% per budget item are allowed\*. A budget deviation of more than 20% per budget item requires a written Budget Revision request. Budget Revision request(s) must be submitted no later than the end of the 3rd quarter. \*NO INCREASE IS ALLOWED FOR ADMIN COSTS.

Valerie Janikowski

Print Name of Executive Director

Signature

2/3/2020

Date



COUNTY OF MAUI  
DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
OFFICE ON AGING

## QUARTERLY DEMOGRAPHICS REPORT (QDR)

FISCAL YEAR 2019 2020

Grant No. <b>G5052</b>		
Organization: <b>Lanai Community Association (LCA)</b>		
Program: <b>Lanai Kinaole Inc Home Team</b>		
Phone: <b>808-565-8001</b>	<input type="checkbox"/> 1st Qtr (Jul-Sep) <input checked="" type="checkbox"/> 2nd Qtr (Oct-Dec)	<input type="checkbox"/> 3rd Qtr (Jan-Mar) <input type="checkbox"/> 4th Qtr (Apr-Jun)

### UNDUPLICATED NUMBER OF PARTICIPANTS

PROGRAM	Annual Goal # Participants	Total Participants Previously Reported	New Unduplicated Participants	Y-T-D Participants	Percent of Annual Goal
Home Team	25	0	23	23	92%
			23	23	
<b>TOTAL PARTICIPANTS</b>	<b>25</b>	<b>0</b>	<b>46</b>	<b>46</b>	<b>184%</b>
<b>GEOGRAPHIC AREA SERVED</b>					
Central Maui					
South Maui					
East Maui					
Upcountry					
West Maui					
Moloka'i					
Lana'i			23	23	
Other					
<b>TOTAL GEOGRAPHIC AREA</b>		<b>0</b>	<b>23</b>	<b>23</b>	
<b>GENDER</b>					
Female			14	14	
Male			9	9	
<b>TOTAL GENDER</b>		<b>0</b>	<b>23</b>	<b>23</b>	
<b>ETHNICITY</b>					
Caucasian			4	4	
Hawaiian/Part Hawaiian			7	7	
Pacific Islander (Marshallese, Samoan, etc.)			0		
Asian (Chinese, Japanese, Filipino, etc.)			11	11	
African American			0		
Aleutian/Native American Indian			0		
Hispanic (Guatemalan, Mexican, Puerto Rican, etc.)			1	1	
Other					
<b>TOTAL ETHNICITY</b>		<b>0</b>	<b>23</b>	<b>23</b>	



COUNTY OF MAUI  
DEPARTMENT OF HOUSING & HUMAN CONCERNS  
OFFICE ON AGING

QUARTERLY NARRATIVE REPORT

FISCAL YEAR ~~2019~~ <sup>2020</sup>

Grant No: G5052	Report Date: 1/31/2020	
Organization: Lanai Community Association (LCA) Program: Lanai Kinaole Inc Home Team Phone: (808)565-8001	X 1st Qtr (Jul-Sep) X 2nd Qtr (Oct-Dec)	3rd Qtr (Jan-Mar) 4th Qtr (Apr-Jun)

INSTRUCTIONS: (Refer to your current proposal as a guide in preparing your response.)

I. BOARD OF DIRECTORS

- A. Does your Board meet minimum membership requirements? X Yes No

If not, please explain the Board's plan of action, including timeline, for achieving its minimum membership: NA

- B. Were there any new member(s) appointed to the Board during the quarter? X Yes No  
See attachment #1

If yes, did the member(s) receive Board training and orientation? X Yes No  
Informal Board of Directors (BOD) training member to member, through reading and online ongoing. New members have been training with an existing member who have been in role protom, been in officer seat and/or have existing BOD experience. Additionally, fiscal training scheduled with bookkeeper, BOD treasurer and Program Administrator. Additionally, information sought routinely per experience agencies i.e. Lanai Community Association (LCA) Advisors, Hawaii Community Foundation (HCF) and online resources.

If not, when will training and orientation occur?  
Formal board training being sought – TBF, scheduling dependent on provider however goal for scheduling 6/2020.

- C. How many meetings were held during this quarter? 9

How many of the meetings held had a quorum? 7

- D. Please share any other significant information relating to your Board.

New officers for President, Treasurer and Secretary.

Voting TBF on any applying members including ex officio member

Agency annul BOD public meeting is scheduled for 2/18/2020 at 1600 at Lanai Kinaole Home Team office.

See attachment #1 – BOD 1 2020

II. PERSONNEL/STAFFING

A. Did any staffing changes occur during the quarter? ☒ Yes ☐ No

If yes, why? What impact did it have on the delivery of program services? If changes were to staff included on the grant, provide detail of staff changes including name, position and description of change.

We continue with staffing vacancies related to funding limitations and staffing availability. Top priority is to hire additional CNAs and nurses.

One casual CNA started 1/2020 as funding received per previous award. Employee name Micha Velasco CNA currently working 16-19 hours as funding permits and client care requirements dictate.

Awaiting additional funding source(s) to ensure labor expenses can be covered and allow for increase in staffing levels.

Did any staff vacancies occur? ☐ Yes ☒ No

If yes, what vacancies (name, position) occurred and when will it be filled?  
No departures.

B. Explain any other significant personnel matters and how it impacted the overall agency operations and/or delivery of program services.

Program Administrator continues as only full time (FT) nurse, providing direct patient care, as well as, administrative and leadership responsibilities and continues with unpaid status for over one year. Additionally, clerical and administrative support staff required to manage daily operations as activity continues and increases. To maintain and enhance programs securing funding to hire employees is directly impactful success of programs, on client care quality delivery, safe practice and admission abilities.

Continue with fiscal sponsorship for limited administrative support i.e. check writing, bank account oversight. Secured a contracted bookkeeper who has been supportive with payroll and creating financial log. Working on accessing reporting with program with contractor oversight.

Client wait list required due to staffing limitations related to funding limitations. Admissions dependent on staffing availability, client census and acuity.

### III. OVERALL PROGRAM/AGENCY STATUS

A. Explain any challenges that occurred during the quarter. How did it impact the overall agency operations and/or delivery of program services? How was it addressed?

*As above with staffing limitations.* We continue to pursue funding, through numerous options/entities, with a goal to increase staffing which will permit additional service provision. Increase staffing will allow increase delegation or allocation of various responsibilities or project assignments.

Without Medicaid certification credentialing with insurance companies for reimbursements and hospital or agency referrals have limitations. Reapplication in process for credentialing denial with major insurer.

Implementation of electronic health record (EHR) in progress. EHR and billing system will ensure timely and compliant submission for individual contracted and/or private payors. Grant received for EHR and billing program and secured experienced contractor to facilitate, train staff and implement program. Launch/implementation scheduled for 6/2020.

B. Please feel free to share any other significant information impacting the agency and/or program.

Pursuing a company vehicle with goal to implement "Holoholo" program with partial funding which has been awarded for program to benefit clients and caregivers with out of home transportation, personal or

scheduled excursions, staffing for such and gasoline expense, etc. Services are reliant on personal vehicles which has limitations with various contributing factors. Purchase TBF with adequate funding allocation.

- C. Were County funds used to purchase any equipment over \$5,000 (including multiple quantities of same items totaling over \$5,000)? Yes ☒ No ☐ If yes, provide details.

Note: In the 4<sup>th</sup> Quarter/Final Report please include an overview of the year: successes/challenges in meeting program goals and at least one "success" story, and complete the inventory report form.

#### IV. PROGRAM OUTCOMES AND OUTPUTS

- A. See table on the following page.
- B. If outputs were not accomplished or completed as planned, explain reason and impact on overall program. Also explain how you plan to adjust and/or make up for non-completion of outcomes/outputs.

We continue with a plan to offer monthly group caregiver group sessions. Currently awaiting additional staffing to facilitate client care needs and allow for additional program and staff time allocation. Offering basic and dementia caregiver program/sessions as able along with one-one caregiver support sessions on an individually needed bases to avoid crisis circumstances. Part time (PT) Registered Nurse (RN) hire scheduled for 2/2020. However, required deferral to 4/2020 related to personnel availability. As able we plan to employ additional staffing support with the goal to increase client program availability and project/program delegation options.

Outcomes are better measured annually per set of all clients, will re-evaluate metrics prior to next reporting to ensure valued reporting.



Grant No: <b>G5052</b>	Report Date: <b>1/31/2020</b>					
Organization: <b>Lanai Community Association (LCA)</b>	1st Qtr (Jul-Sep) 2nd Qtr (Oct-Dec) 3rd Qtr (Jan-Mar) 4th Qtr (Apr-Jun)					
Program Title: <b>Lanai Kinaole Inc Home Team</b>						
Briefly state your agency's Outcomes (goals) and Outputs (activities planned to attain outcomes/goals; include measurable information, i.e., <u>number of</u> persons served, classes, trainings, outreach encounters, presentation, or performances, etc.).						
OUTCOMES & OUTPUTS (After each outcome list the corresponding outputs)	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Y-T-D
Seventy-five percent (75%) of all home care/home health enrolled clients will express satisfaction with the in-home services received. Any recommendations for improvements shall be reviewed and implemented, as indicated.	10	3	1			4
Seventy-five percent (75%) of home care/home health clients will remain free from falls with staff present, and fifty percent (50%) will report being free from falls when staff not present.	15	2	5			7
Fifty percent (50%) of home care/home health clients will remain in their homes, with service provision, for as long as it is safe and feasibly possible avoiding Long Term Care (LTC) admissions for greater than 60 days consecutively.	10	NA	7			7
Seventy-five percent (75%) of all home care/home health clients will receive an individual fall risk assessment and will receive fall reduction education verbally and written.	10	5	7			12
Twenty-five percent (25%) decrease in ER visits, and/or hospital or LTC admission for overall population of home care/home health clients annually.	10	NA	NA			NA

\* To ADD OR DELETE ROWS, unlock form: Click on the *Review Tab*, select *Restrict Editing* then click on *Stop Protection* button that appears in the bottom left corner of the window. Then, copy and paste for additional rows or delete unnecessary rows..

# KAUNOA ASSISTED TRANSPORTATION PROGRAM

*FTA 5310*

*Limited English Proficiency  
(LEP) Plan*



**March 23, 2018**

The **Kaunoa Assisted Transportation Program** has developed the following LEP Plan to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to the **Kaunoa Assisted Transportation Program** programs, services, or activities as required by Executive Order 13166. An LEP person is one who does not speak English as their primary language, and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **Kaunoa Assisted Transportation Program** extent of obligation to provide LEP services, the **Kaunoa Assisted Transportation Program** undertook a USDOT's four-factor LEP analysis which considers the following:

- (1) The number or proportion of LEP persons eligible in the **Kaunoa Assisted Transportation Program** service area who may be served or likely to encounter by the **Kaunoa Assisted Transportation Program** program, activities, or services.

Primary Language	Number
English	5,762
Ilocano	60
Japanese	20
Other	10
Spanish	3
Korean	2
Hawaiian	1
Visayan	1

Source: Maui County Office on Aging and Aging & Disability Resource Center's Harmony Data from Initial Intake Assessment for the period of July 1, 2012 through July 9, 2015 which includes individuals who disclosed that English is not their primary language outside of their home.

- (2) The frequency with which LEP individuals come in contract with the **Kaunoa Assisted Transportation Program** services.

LEP individuals come in contact with the Kaunoa Assisted Transportation Program primarily through customer service interactions and utilizing transportation services, only after they have been assessed and authorized for transportation services by the Maui County Office on Aging. Other less frequent contacts include word of mouth via friends, family, health care providers, or other Kaunoa Senior Services programs. Kaunoa Assisted Transportation vehicles/drivers sometimes encounter inquiries from the general public while providing transportation services, especially to medical facilities.

- (3) The nature and importance of the program, activities or services provided by the **Kaunoa Assisted Transportation Program** to the LEP population.

Transportation is the primary service that our program provides to the LEP population in order to access medical care, business appointments, Day Care and other essential purposes. In addition, our drivers assist participants with approved tasks which they may require for daily living; assist with verbal/written communications; interpret and reinforce what has been said to participants; keep participants informed of pertinent information that will benefit or be of concern to them. The purpose of all of these activities and services is to provide a sense of well-being and to promote independence and access to their community.

- (4) The resources available to the **Kaunoa Assisted Transportation Program** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

The Kaunoa Assisted Transportation Program will make every effort to provide vital information to LEP individuals in the language requested, with no cost to the individual whenever possible.

The following resources will be considered:

- 1) Office of Language Access
- 2) Helping Hands of Hawaii
- 3) Language Services Hawaii
- 4) Pacific Gateway Center – Hawaii Language Bank
- 5) Maui Interpreters Hui
- 6) Hawaii Interpreters and Translators Association
- 7) CTS Language Link
- 8) Maui County Office on Aging/Aging & Disability Resource Center

#### Safe Harbor Provision

The **Kaunoa Assisted Transportation Program** complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Ilocano LEP language. With respect to Title VI information, the following shall be made available in Ilocano LEP:

- (1) Title VI Notice

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital Documents include the following:

(1) Notices of free language assistance for persons with LEP

**PROVIDE SAMPLE DOCUMENTS OF THE TYPES OF SERVICES YOUR AGENCY PROVIDES FOR LEP INDIVIDUALS.**

Attachment 5: LEP Poster



## TITLE VI POLICY

It is HDOT policy for all recipients of Federal funds, including HDOT divisions, Metropolitan Planning Organizations (MPO's), and subrecipients to ensure that they are in compliance with Title VI of the Civil Rights Act of 1964 and all related statutes, regulations, and directives in all programs and activities. No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any HDOT program, policy, or activity.

## AUTHORITY

The primary authorities for Title VI compliance and enforcement are the Civil Rights Act of 1964, as amended, and the Civil Rights Restoration Act of 1987. Other statutes, laws, regulations and Executive Orders protect against discrimination and include: the Federal-aid Highway Act of 1973 (sex); Section 504 of the Rehabilitation Act of 1973 (disability); Age Discrimination Act of 1975 (age); the Uniform Relocation Act of 1970; and Executive Orders 12898 (EJ) and 13166 (LEP).



"Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination."

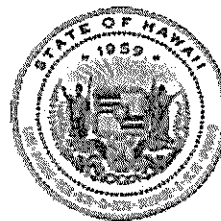
**President John F. Kennedy, in his message for enactment of Title VI, 1963**

**This publication may be made available in an alternative format upon request by contacting the Office of Civil Rights, Title VI Program at:**

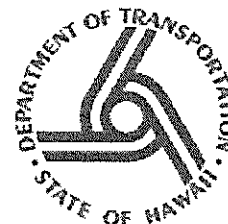
**(808) 831-7924**

**or**

**(808) 831-7931 (TTY)**



DAVID Y. IGE  
Governor

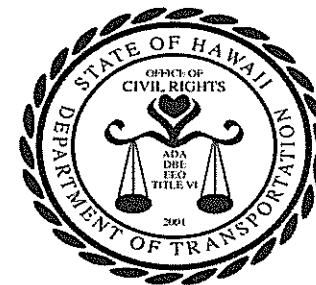


FORD N. FUCHIGAMI  
Director

MELANIE MARTIN  
Acting Civil Rights Coordinator

## *YOU and HDOT*

*Your Rights Under  
Title VI  
of  
The Civil Rights Act of 1964*



*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."*

### **What is Title VI?**

Title VI of the Civil Rights Act of 1964, as amended, is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance.

### **What is Environmental Justice (EJ) Executive Order (EO) 12898?**

To the greatest extent practicable and permitted by law each agency shall make achieving EJ part of its mission by identifying and addressing as appropriate, disproportionately high and adverse human health or environmental effects on its programs, policies, and activities on minority populations and low-income populations in the United States and its territories and possessions, the District of Columbia, the Commonwealth of Puerto Rico, and the Commonwealth of the Mariana Islands.

### **What is Limited English Proficiency (LEP) Executive Order (EO) 13166?**

EO 13166 directs HDOT to assess and address the needs of individuals seeking access to HDOT programs and activities who, due to limited English proficiency (LEP), cannot fully and equally participate in or benefit from those programs and activities.

### **What does Title VI Cover?**

As a recipient of federal assistance, HDOT must manage programs and deliver benefits and services to individuals in a nondiscriminatory manner to achieve the goals of the federal legislation that authorizes the programs.

### **What is Discrimination?**

Discrimination under Title VI of the Civil Rights Act of 1964, as amended, and other nondiscrimination authorities, is an act (action or inaction), whether intentional or unintentional, through which a person solely because of race, color, national origin and has been otherwise subjected to unequal treatment or impact, under any program or activity receiving financial assistance.

### **What discrimination does Title VI prohibit?**

There are many forms of discrimination based on race, color, national origin that can limit the opportunity of individuals to gain equal access to services and programs. In operating federally assisted programs, a recipient cannot discriminate either directly or through contractual means by:

Denying program services, financial aids, or benefits;

Denying persons opportunity to participate in the program through the provision of services;

Providing a different service, financial aid, or benefit, or provide them in a manner different than they are provided to others; or

Subjecting a person to segregation or separate treatment in any manner related to the receipt of any service, financial aid, or other benefits under the program.

### **Who may file a Title VI complaint?**

Any person who believes that he or she, individually, as a member of any class has been subjected to discrimination on the basis of race, color, or national origin may file a Title VI complaint.

### **How to file a discrimination complaint.**

Each federal agency that provides federal financial assistance is responsible for investigating complaints of discrimination based on race, color, or national origin in the use of its funds. If you believe that you or others protected by Title VI have been discriminated against by HDOT, you may file a complaint with the federal agency that provides the respective funding for that program or at HDOT. Complaints filed with HDOT should be directed to:

Hawaii Department of Transportation  
Office of Civil Rights  
200 Rodgers Blvd.  
Honolulu, HI 96819

(808) 831-7924 (Voice)  
(808) 831-7931 (TTY)

### **What information should be included in a complaint?**

1. Your name, address and telephone number. If you are filing on behalf of another person, include their name, address, telephone number and your relations to that person (e.g., friend, attorney, parent, etc.)
2. The name and address of the agency, institution, department and or persons you believe discriminated against you.
3. Your signature.
4. A description of how, why, and when you believe you were discriminated against. Include as much background

information as possible about the alleged acts of discrimination.

5. The names of any persons, if known, that the investigative agency could contact for additional information to support or clarify your allegations.

### **How will HDOT deal with my complaint?**

Once a complaint is filed, the HDOT OCR will forward the complaint to the federal agency responsible for the area of alleged discrimination if the complaint is against HDOT. If the complaint is against a subrecipient then the HDOT OCR will investigate the allegations and resolve the issue.

### **What happens if there is retaliation for asserting your rights or filing a complaint?**

A subrecipient is prohibited, as is HDOT, from retaliating against a complainant or any person because they reported an unlawful policy or practice, or made charges, testified, or participated in any complaint action under Title VI.

**For additional information on HDOT's nondiscrimination obligations call (808) 831-7924 (Voice), (808) 831-7931 (TTY).**



**Invitation to Apply  
County of Maui  
Department of Housing & Human Concerns  
Grant Application (FY2020)  
Homeless Programs**

In an effort to meet the needs of Maui County residents, all qualified private non-profit and for-profit organizations providing or planning to provide services and programs in the area of homelessness within Maui County are invited to submit a Grant Application to the Department of Housing and Human Concerns (DHHC).

**Funding periods:**

Remaining months of Fiscal Year 2020 (Notice of Award to June 30, 2020)

**Grant Fund Categories (2 Separate Categories):**

- 1) Homeless Programs (Molokai)
  - a) Primary focus of program must include homeless outreach service on the island of Molokai only.
  - b) Outreach services on the island of Molokai must occur at least twice a month.
  - c) Applying organization and subsequent program must adhere to the Housing First approach.
  - d) Applying agency and applicable staff must be or become "access points" for the Coordinated Entry System as defined by the Coordinated Entry System policy and procedures.
  - e) Applying organization must be or become a member of the Bridging the Gap Continuum of Care.
- 2) Homeless Programs (Central Maui)
  - a) Primary focus of program must include the purchasing and operation of a homeless mobile hygiene unit to be located and operated in the Central Maui district only.
  - b) Applying organization and subsequent program must adhere to the Housing First approach.
  - c) Program must include homeless outreach services.
  - d) Applying agency and applicable staff must be or become "access points" for the Coordinated Entry System as defined by the Coordinated Entry System policy and procedures.
  - e) Applying organization must be or become a member of the Bridging the Gap Continuum of Care.
  - f) Maximum funding amount limited to \$200,000 inclusive of purchasing mobile hygiene unit and operations.

**Qualifying Requirements for Applicants:**

- > Must be a profit organization incorporated under the laws of the State of Hawaii, or a nonprofit organization determined to be exempt from federal income tax by the Internal Revenue Service.
- > In case of a nonprofit organization, have a governing board whose members have no material conflict of interest and serve without compensation.
- > Have bylaws or policies which describe the manner in which business is conducted. Such bylaws or policies shall include provisions relating to nepotism and management potential conflict-of-interest situations.
- > Be licensed and accredited in accordance with applicable requirements of federal, state, and county governments, as necessary.

**Grant Application Submission:**

Qualified organizations wishing to submit a request for grant funds are required to use the DHHC Grant Application (FY2020) forms.

Grant Applications will be reviewed by the DHHC and organization will be notified.

**Applications Are Now Available:**

Online at <https://www.mauicounty.gov/252/Grants-Management-Division>. A request can also be made to have an application emailed by calling 270-7807 or emailing [grants.hhc@mauicounty.gov](mailto:grants.hhc@mauicounty.gov).

**Applications DUE: No Later Than March 31, 2020**

**Hand delivered applications:** Must be received by the DHHC/GMD at 2200 Main St, Ste 547, Wailuku, Maui, **No Later Than: 4:30 p.m. on March 31, 2020.**

**Mailed applications:** Must be sent to the DHHC, Grants Management Division at 200 South High Street, Wailuku, Hawaii, 96793 and postmarked **No Later Than: March 31, 2020.**

DEPARTMENT OF HOUSING AND HUMAN CONCERNS  
GRANTS MANAGEMENT DIVISION  
(Sgd.) Lori Tshako  
Director of Housing and Human Concerns

## EDB Committee

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**From:** Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>  
**Sent:** Tuesday, April 14, 2020 6:35 PM  
**To:** EDB Committee  
**Cc:** Shirley Blackburn; Wendy Nathan  
**Subject:** FY 2021 Budget (EDB-1)  
**Attachments:** Shirley Blackburn.vcf; BD-2 (HC-1)\_EDB-1.pdf; HC-1 (Salaries & Wages)-EDB-1.pdf; HC-1\_ Office of Aging (Lanai)EDB-1.pdf; HC-1 (Kaunoha Assist Prog)\_EDB-1.pdf; HC-1 (Homeless Program Grant) EDB-1.pdf

Aloha Committee Chair Rawlins-Fernandez,

Attached please find response from Budget Director relating to Department of Housing & Human Concerns, Director Lori Tsuchako, (HC-1)\_EDB-1.

Mahalo,

**Shirley L. Blackburn**

Budget Specialist

County of Maui

Office of the Mayor

[shirley.blackburn@co.maui.hi.us](mailto:shirley.blackburn@co.maui.hi.us)

(808) 270-7516