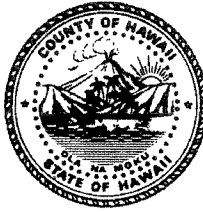


From the office of -  
Council Member  
District 3



Office: (808) 961-8396  
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Email: sue.leeloy@hawaiicounty.gov

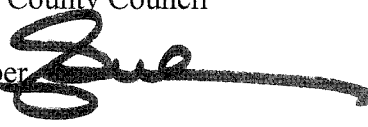
**SUSAN L.K. LEE LOY**  
25 Aupuni Street, Hilo, Hawai'i 96720

2021 JAN 14 PM 12:56  
COUNTY CLERK  
COUNTY OF HAWAII

MEMORANDUM

DATE: January 14, 2021

TO: Maile David, Council Chair  
and Members of the Hawai'i County Council

FROM: Sue Lee Loy, Council Member 

SUBJECT: Formation of an ad hoc committee regarding review of nonprofit grant-in-aid applications for FY 21-22.

Pursuant to Hawai'i Revised Statutes Section 92-2.5(b), I am requesting approximately 15 minutes on the February 16, 2021, agenda of the Human Services and Social Services Committee for the formation of a permitted interaction group. This group is intended to be constituted as an ad hoc committee that will review and make recommendations on grant applications from nonprofit organizations submitted to the Finance Department under the procedures established in the Hawai'i County Code, Article 25, and specifically in Section 2-139(a)(1)(C)<sup>1</sup>.

The scope of this committee will be limited to investigating and making relevant inquiries to nonprofit organizations the director of finance deems eligible, pursuant to Section 2-139(a)(1)(B), to receive grant awards, and then recommending appropriation amounts to the Council for funding in the fiscal year beginning July 1, 2021.

I anticipate that the ad hoc committee will include myself and other council members (comprising less than a majority of the whole Council) whose names will be determined on February 16.

Copies of signed and eligible applications received by the Department of Finance will be forwarded to all Council Members. All supporting (or prequalifying) documents such as financial statements, current liability insurance certificates, articles of incorporation, and bylaws will be maintained by the Department of Finance, but shall be available for inspection.

<sup>1</sup> Section 2-139(a)(1)(C): "The director shall submit to the Council all qualifying applications as provided in sections 2-137 and 2-138 for its review and appropriation of funds. Site visitations of nonprofit organizations submitting complete applications may be conducted by the council and its designated staff, as deemed necessary by the chair of the appropriate committee, after January 31 but prior to final action on the operating budget by the council. Any site visitations shall be publicly noticed and conducted in a manner that allows flexible councilmember participation and designated staff support."

Comm. No. 99  
Ref. To: HSSSC  
Ref. Date: JAN 14 2021

Interviews with eligible nonprofits will be held the week of March 8-12, with potential backups in the week beginning March 15. The location, format, and schedule of interviews will be communicated to the eligible nonprofit groups, and all interviews will be conducted in full compliance with COVID-19 safety protocols. Interviews may be held virtually, on the phone, in person, or some combination thereof, at the Hawai'i County Building, 25 Aupuni Street, Hilo, and/or at the West Hawai'i Civic Center, 74-5044 Ane Keohokālole Highway, Kailua-Kona. Any site visitations, if scheduled, will be publicly noticed.

Once the ad hoc committee is established, HRS Section 92-2.5(b)(1)(C) requires the findings and recommendations of its investigation to be presented at a future meeting of the HSSS Committee – anticipated to be April 6, 2021 – with deliberation and decision-making on the recommendations anticipated to be held on April 20, 2021.

Participating Council members' staff will be enlisted to facilitate meetings, and to provide technical, logistical, and clerical support.

SL:ps