

ATTACHMENT A
5.1 PROPOSAL APPLICATION CHECKLIST

Applicant: Collaborative Support Services Inc.

RFP No.: 4576

The applicant's proposal must contain the following components in the order shown below.
Return this checklist to the purchasing agency as part of the Proposal Application.

Item	Reference in RFP	Format/ Instructions Provided	Required by Purchasing Agency	Applicant to place "X" for items included in Proposal
General:				
Proposal Application Checklist	Section 1, RFP	Attachment A	X	X
Proposal Application Form	Section 1, RFP	Attachment B	X	X
Proposal Table of Contents Entity Description & COGS Project Description Community Benefit Leveraging Partns. & Res. Mgmt. Capacity & Outcomes Budget & Financials/ Statements	Section 3, RFP	Section 3, RFP	X	X
One Unredacted Electronic Copy of Proposal (PDF format)	Section 1, RFP	Section 1, RFP	X	X
One Redacted Electronic Copy of Proposal (PDF format)	Section 1, RFP	Section 1, RFP	X	X
Certifications:				
Federal Certifications	Section 5, RFP	Attachment F, App. I	X	X
Program Specific Requirements:	N/A			

ATTACHMENT B

5.1 PROPOSAL APPLICATION FORM

Project Title:	Continuing the Management and Convening of the Pāhoā Promise Partnership & Building on this Effort in Conjunction with the Pāhoā Promise Partners and ECRT.
Organization Name:	Collaborative Support Services Inc.
Contact:	Kerrie Urosevich, PhD
Telephone:	808.381.9635
Email:	Kerrie@ecashawaii.org

Project Category: EARLY CHILDHOOD INITIATIVES PROGRAM

Funding Summary.	Amount
SLFRF Funds Requested.	\$ 399,974
Funds From Other Sources (if available).	\$ 30,000
In-kind Contribution Value (if available).	\$25,000
Total Project Cost	\$ 454,974

ACKNOWLEDGEMENT

I, the undersigned, hereby certify that the information provided in this County of Hawai'i Request for Proposals has been reviewed in its entirety and the affixed signature accepts responsibility on behalf of said organization to inform its members of the content herein. All terms and conditions of this County of Hawai'i Request for Proposals shall be a part of any contract entered into as a result of this proposal.

Signature:	<i>Kerrie Urosevich</i>
Name (please type or print clearly):	Kerrie Urosevich PhD
Title:	Executive Director
Date Signed:	05.17.2024

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3.1 Entity description and principal's statement of qualifications

3.1.a. Brief description of your entity including mission, goals, and history in the County of Hawai'i.

Collaborative Support Services (CSS) Inc. is the registered 501(c)3 that houses Early Childhood Action Strategy (ECAS). Now in its 12th year of operations, the Early Childhood Action Strategy (ECAS) is a statewide government-non government collaborative designed to improve the system of care for Hawai'i's youngest keiki and their families. Over 350 network partners work across sectors to increase the number of young children in Hawai'i who are born healthy, developing on track, ready for school when they enter kindergarten, and are proficient learners by third grade. The Early Childhood Action Strategy (ECAS) is well positioned to help support and coordinate the Pāhoa Promise work by maintaining government-non government partnerships, supporting the convening of workgroups, assisting with data and communications, supporting meetings, and monitoring progress toward the Pāhoa Promise action plan.

For the past two years, CSS-ECAS has helped to support the development of early childhood continuum efforts in the Pāhoa community and has developed an understanding of community goals, desired outcomes, project teams and partners. In addition to CSS-ECAS backbone staff, CSS-ECAS will contract with a nonprofit organization in Pāhoa to provide on-the-ground project management support. CSS-ECAS staff and contractors have the following skill sets:

- Degrees and/or equivalent experiences in maternal and child health areas of focus, early childhood education and/or family supports;
- Strong communications, facilitation, planning, and problem-solving skills;
- Demonstrated experience in developing priorities, strategies and implementation plans and in tracking and monitoring the progress and challenges of a collaborative;
- Experience in collecting and maintaining data that reflects the successes and areas of challenge of projects similar to Pāhoa Promise and experience producing reports that summarize results.

3.1.b. Name of the principal responsible for the entities' organizational operations and qualifications.

Kerrie Urosevich, MA, PhD, is the Executive Director of CSS' ECAS program. She previously served in Governor Neil Abercrombie's and Governor David Ige's Administrations under the Executive Office on Early Learning (EOEL). Before joining EOEL, Kerrie worked for 15 years in systems building, conflict resolution and violence prevention, through her mediation and facilitation consultancy. (See Attachment A for CV)

3.1.c. Number of employees or jobs your entity provides opportunities for.

CSS-ECAS employs an ECAS backbone staff of 11.5 individuals.

3.1.d. The community served by your entity.

CSS-ECAS works to improve child outcomes for all keiki from prenatal to age eight statewide. CSS has a staff and convener leadership team that reflects the diversity of Hawai'i. CSS-ECAS serves as a backbone organization for over 25 statewide working collaboratives involved in early childhood development and wellbeing, providing planning and implementation support, facilitation, communications, testimony support, neighbor-island travel, data expertise and professional development

3.1.e. Certificate of Good Standing from the State of Hawai'i DCCA, dated within thirty (30) days of proposal submittal. See Attachment B

3.2 COVID-19 Impacts

3.2a Description of Economic Harm

Across Hawai'i County, Families with young children have faced additional hardship as a result of the coronavirus pandemic.¹ Statewide, 61% of Hawai'i residents reported that they had lost income due to the pandemic, and by the

¹ U.S. Department of the Treasury 31 CFR Part 35 Final Rule (2022 Final Rule): <https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>. P. 111 § 35.6 (b)(1); Hawai'i County Early Childhood Community Profile. 2023. <https://www.rd.hawaiicounty.gov/data-information/r-d-reports>

end of 2021, a quarter of residents (24%) reported that they were unsure how they were going to be able to pay next month's rent.² The economic after-effects of the pandemic continue to be felt by many families. One third of families with young children in Pāhoa (36%) live in poverty, and working parents face a significant shortage of childcare.³

3.2b How the project responds to the negative impacts of COVID

The Pāhoa Promise is a systematic effort to bring community resources together in order to respond to the negative impacts of COVID. Pāhoa Promise partners are working with parents, health care providers, social service agencies, and early care and learning providers to wrap young children in a safety net of support; identifying and remediating developmental concerns quickly, and setting young children in the community on a pathway to success in school and later in life.

3.3 Project Description

3.3.a. Describe your project in detail and how it increases resiliency, supports recovery, and/or provides relief.

The Pāhoa Promise partnership is a community-driven initiative designed to improve health, safety, and school readiness of young children from birth to eight (8) years old in the Pāhoa School Complex, with a particular focus on remediating developmental deficits that are the result of the coronavirus pandemic. Currently 50 partners representing more than 30 organizations participate in the project.⁴

Pāhoa Promise partners are working together to link, strengthen, and leverage existing services to support early childhood development and school success for the 1,176 children between birth and 8 years of age in the Pāhoa community, extending from birth through third grade. In Pāhoa, one in three families with young children (36%) live in poverty, and one in eleven parents (9%) report that they have difficulty covering basic living expenses almost every day.⁵

Working in partnership with the Hawai'i County Early Childhood Resource Team (ECRT) and the Pāhoa Reads program, Early Childhood Action Strategy (CSS-ECAS) proposes to provide management and implementation support to the Pāhoa Promise partnership. This will include providing oversight and on-the-ground staffing for the Pāhoa Promise partnership in order to continue and accelerate efforts to improve outcomes of keiki, birth to 8 years of age. This will include staffing the four Pāhoa Promise work groups and providing technical assistance, administrative support, communications, evaluation, and reporting to Pāhoa Promise partners and external audiences.

Support to implement the Pāhoa Reads initiative as needed. Pāhoa Reads is the implementation strategy of the Pāhoa Promise partnership. The Pāhoa Promise facilitator will work closely with the Early Childhood Resource leadership team and Pāhoa Reads leadership to implement all components of the Pāhoa Reads initiative.

The coordinator will also support efforts to sustain the work, working with partners and key stakeholders including central Department of Education leadership, Complex Area leadership and with technical assistance providers.

The coordinator will also develop project and budget reports for the Pāhoa Promise, including quarterly and end-of-year reports for the community, funders, and policymakers.

² Percent of households not current on their rent or mortgage and/or have no confidence they can pay next month's rent. Weekly Household Pulse Survey, December, 2021. U.S. Census Bureau.

³ Hawai'i Child Care Capacity Dashboard. 2024. March.

https://lookerstudio.google.com/reporting/6266e4b8-c275-4801-bc86-aa3488baadod/page/p_s5m4kzprwc

⁴ The Pāhoa Promise includes the communities of Paradise Park, Hawaiian Beaches, 'Ainaloa, Pāhoa town, Leilani Estates, Nānāwale, Black Sands, 'Opihikau, Seaview, and Kalapana as these are largely the feeder neighborhoods to Pāhoa and Keonepoko Elementary schools. Currently, partners representing 50 organizations participate in Pāhoa Promise events. They are listed in [Leveraging Partnerships](#) below.

⁵ ACS estimates, US Census 2023, Pāhoa Promise Neighborhood Survey, November 2023

3.3.b. Describe how this proposal directly responds to the negative economic impacts of the COVID-19 pandemic consistent with ARPA guidelines (include relevant citations from the U.S. Treasury materials, as needed).

Programs and services offered by the Pāhoā Promise partnership are eligible for ARPA funds as they address “a harm ... caused or exacerbated by the public health emergency or its negative economic impacts and the program, service, or capital expenditure responds to such harm.” The negative impacts of the pandemic for families in Hawai'i County and the Pāhoā community are documented in *The Hawai'i County Early Childhood Community Profile*.⁶

The coronavirus pandemic compounded the early childhood development concerns of families in the Pāhoā community. Post-pandemic, young keiki in Pāhoā and across Hawai'i County have had reduced contact with health care providers, social service agencies, and early care and learning opportunities. Early care and learning enrollment, for example, remains 18% below pre-pandemic rates.⁷ Without interventions, the negative implications of early childhood developmental deficits will be long-lasting. Today, only one in five new students (21.2%) in Pāhoā reach kindergarten ready to thrive, and fewer than one in four third graders in Pāhoā are reading at grade level.⁸

3.3.c. Include a timeline for regular check-in meetings with ECRT staff.

The CSS-ECAS Pāhoā Promise coordinator will meet with the ECRT monthly at Pāhoā Promise meetings, including the Core Team meeting, the Early Learning meeting, the Health team meeting, and the Family Safety and Security meeting. Additionally, CSS-ECAS will augment these monthly meetings with a quarterly review of the project's progress and financial status.

3.3.d. Describe the experience this entity has to carry out the goals of this project.

CSS-ECAS convenes more than 25 workgroups made up of over 350 partners working across sectors to increase the number of young children in Hawai'i who are born healthy, developing on track, ready for school when they enter kindergarten, and proficient learners by third grade. CSS-ECAS is well positioned to help support and coordinate the Pāhoā Promise work by maintaining government-non government partnerships, convening workgroups, assisting with data and communications, supporting meetings, and monitoring progress toward the Pāhoā Promise action plan.

3.4. Community Benefit

3.4.a. Entity's history of creating community benefits

For 12 years, CSS - ECAS has worked with over 350 partners from across the State of Hawai'i to improve developmental outcomes for young children, including the number of children who are born healthy, developing to their full capacity, have access to high quality services and supports, and are prepared to thrive in school. CSS-ECAS has helped to incubate or support a number of initiatives that strengthen the foundations for early childhood development, including the Makua Allies program that offers pregnant and parenting women suffering with substance use disorder a trusted partner to help them access community supports and services; the Ka `Upena Shared Services model that provides centralized, shared services to childcare providers to relieve their administrative challenges; the Words Matter LENA early literacy program that has provided language and literacy support to over 800 children and families; and the Hawai'i County based Nest for Families program that offers support to new parents of children birth to 18 months with on-demand resources and referrals, and currently serves 600 families. CSS-ECAS philanthropic partners have also supported the development of the County level Early Childhood Community Profiles, including the Hawai'i County Early Childhood Community profile.⁹

⁶ U.S. Department of the Treasury 31 CFR Part 35 Final Rule (2022 Final Rule):

<https://www.govinfo.gov/content/pkg/FR-2022-01-27/pdf/2022-00292.pdf>. P. 111 § 35.6 (b)(1); Hawai'i County Early Childhood Community Profile. 2023. <https://www.rd.hawaiicounty.gov/data-information/r-d-reports>

⁷ Hawai'i Child Care Capacity Dashboard. 2024. March.

https://lookerstudio.google.com/reporting/6266e4b8-c275-4801-bc86-aa3488baadod/page/p_s5m4kzprwc

⁸ Pāhoā Promise Neighborhood Survey 2023; HI_DOE accountability data 2023; Hawai'i County Early Childhood Community Profile. 2023.

⁹ Hawai'i County Early Childhood Community Profile. 2023. <https://www.rd.hawaiicounty.gov/data-information/r-d-reports>

3.4.b. Describe how this project will provide ongoing community benefits with impactful, measurable outcomes.

The pandemic undermined the safety net of supports for young children in fragile families. The Pāhoia Promise plan is designed to leverage existing and new supports and services to strengthen the early childhood development and school success of children between birth and 8 years of age in the Pāhoia community. One in three families with young children in Pahoia live in poverty.¹⁰

The Pāhoia Promise, will support improvements in the number and percent of:

- Newborns, infants & toddlers in each community with a medical home; receiving their full schedule of well-child visits; and receiving developmental screenings at recommended intervals
- Families with a child <5 who read, sing & tell stories with their young child daily
- Children <5 who participate in high-quality early learning programs
- Entering kindergarteners reaching age-appropriate benchmarks on the KEA
- Young learners making successful progress in grades K-3
- 3rd graders reading at grade-level

3.4.c. Describe if and how this project benefits the County.

The Pāhoia Promise Partnership will offer a comprehensive set of interventions to all young children in the community, setting them on a pathway to optimal early childhood development, school readiness, and academic success. The Pāhoia Promise partnership has set the bold goal of improving school readiness scores by 10% in each of the next five years, which should translate into meaningful gains on third grade reading measures.

The Pāhoia Promise partnership builds on the partnership infrastructure developed and lessons learned in Hawai'i County through the Preschool through Third Grade Education Reform Initiative.¹¹ The Pāhoia Promise combines that experience with lessons learned from community-based, early-childhood continuums of sequenced and mutually-reinforcing supports underway across the country. These efforts have resulted in more young children having a medical home and receiving well-child visits; participating in high-quality early learning experiences; meeting early development & school readiness benchmarks; reading at grade level in 3rd and 4th grade; and having fewer behavior issues or disciplinary referrals.¹²

During the first 18 months of the Pāhoia Promise partnership development, the community identified a set of goals, linked indicators, and strategies for action. By linking partners together to form a continuum of supports, and by following the experiences of young children and families, and by paying careful attention to associated developmental and school readiness outcomes, the Pāhoia Promise will support the community by strengthening the health, family stability, and early learning experiences of young children and their families.

In turn, these outcomes will translate into a growing share of keiki on-track with well-child visits and who receive developmental screenings each year; a rise in rates of daily attendance in early learning programs; a rise in school readiness scores on the kindergarten entry assessment; and a rise in the share of students reading at grade level by the end of third grade; and a rising share of families that report they have safe and stable access to the resources they need to cover their basic needs, including housing and nutrition.

¹⁰ Data sources: ACS estimates, US Census 2023, Pāhoia Promise Neighborhood Survey, November 2023

¹¹ C.f.: https://www.rand.org/pubs/research_reports/RR1100.html

¹² Outcomes data for community-based early childhood continuum efforts available at:

https://promiseneighborhoods.ed.gov/pdf/Infographic_Indianola_FY12.pdf;

https://www.promiseneighborhoodsinstitute.org/sites/default/files/PNI_chula%20vista_070615_b.pdf;

<https://www.strivetogether.org/our-impact/case-studies/seeding-success/>;

https://strivetogether.org/wp-content/uploads/2020/08/ST_spartanburg_exec_summary_final.pdf

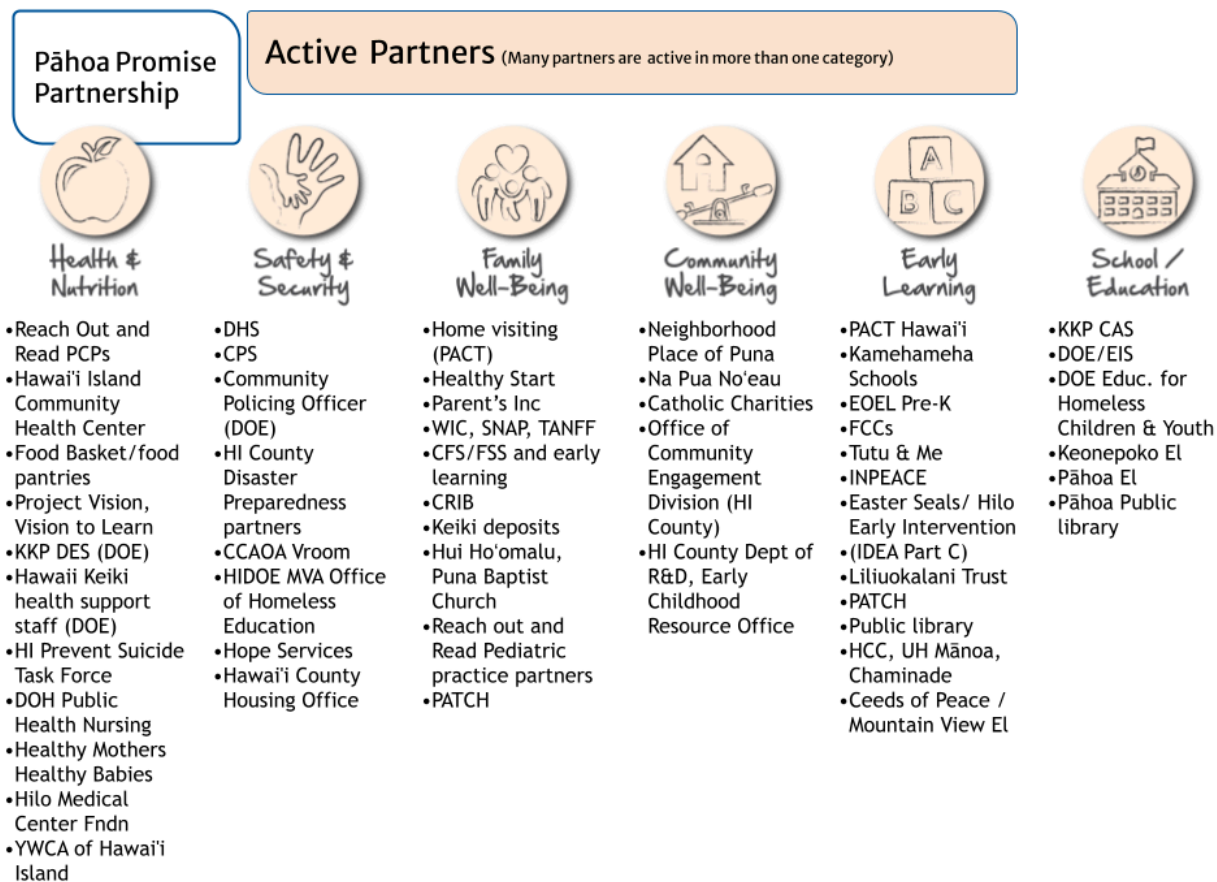
3.5. Leveraging Partnerships and Resources

3.5.a. Describe your entity’s track record of leveraging partnerships, funding and other resources.

CSS-ECAS has an established track record of over 12 years working with over 350 partners, convening more than 25 work groups, and leveraging philanthropic, and governmental funding. CSS-ECAS provides over \$800,000/annually in staffing to support the convening of government and nongovernment partners, data and research support, grant writing, contracts management, policy technical assistance and strategy development expertise. In addition, CSS-ECAS matches government and nongovernment funding, totally between 2-3M annually to ECAS Network partners/teams who are working on cross-sector projects.

3.5.b. Describe how your entity will leverage additional partnerships, funding and other resources as part of a sustainable effort to continue the program beyond 2026.

The Pāhoia Promise partnership is designed to leverage and align the efforts of community organizations addressing keiki and 'ohana health and nutrition, safety and security, family well-being, community well-being, early care and learning, and pre-k through 3rd grade education. Beginning with some 30 partner organizations, the Pāhoia Promise has grown to include the following organizations and agencies:



The Pāhoia Promise links together these partners’ efforts to build a continuum of supports to reach children from birth through early elementary school, working with health care providers, early educators, family support services, and directly with parents. By sharing information on child development and student success, partners will build a foundational understanding of their contribution to that story, and identify opportunities to expand and strengthen their programs and services. Instantiating these partnerships in community practice will help to sustain the work.

3.6. Management Capacity and Measurable Outcomes

3.6.a. Entity’s experience and capacity to manage, implement, measure and report on grant deliverable and funds.

CSS-ECAS manages a portfolio of more than \$3.0M annually in governmental and philanthropic grant funds and contracts, and brings extensive experience with grants management, implementation, reporting, and evaluation. CSS-ECAS backbone staff average oversight of 30 contracts per year on average and use a backend accounting service called CFM.

3.6.b. Describe how your entity will manage, implement, measure and report as part of this proposal.

Consistent with RFP4576 ARPA SLFRF Section 2.2 Contract Monitoring and Evaluation, CSS-ECAS will submit quarterly “Project and Expenditure Reports” to the County, following the guidelines provided (pp. 19-20).

Measurable Outcomes:

Over the past eighteen months, the Pāhoa Promise partnership has conducted an extensive review of community-level data with key stakeholder groups in order to identify relevant indicators of child, family, and community wellbeing that are strongly linked to improved early childhood development. The Pāhoa Promise facilitator will work closely with the CSS-ECAS backbone, ECRT and Pāhoa Promise team to establish and track specific measures, which include key performance measures, key outputs associated with the plan; and key outcomes concerning child development, school readiness and academic success. The partnership is still working to develop a complete set of measures. Sample indicators include:

Key Process Indicators	
Dimension to be monitored	Potential indicator
Compliance with SLFRF requirements	All SLFRF funds are encumbered by December 31, 2024
	All SLFRF funds are fully expended by August 31, 2026.
	All quarterly “Project and Expenditure Reports” are submitted to the County, consistent with RFP guidelines
The strength of current partnerships and continued collaboration	# of Partners participating regularly in partner convenings
	# of regular updates documenting the Pāhoa Promise effort and highlighting what is working, & what is stalled
The ways in which the Pāhoa Promise continuum is sustained in community practices	# of programs engaged in regularly sharing information on the services they offer to children and families
	the # of participating children, and associated outcomes, in support of the Pāhoa Promise continuum
	# of programs included in a shared MOU and data sharing agreement with the Pāhoa Promise partnership
	# of applications for new and continuing support from local, county, state and federal public and private funding streams.

Key Output Indicators	
Dimension to be monitored	Potential indicators

The reach of the safety net for young children and their families because of the Pāhoa Promise	# and capacity of programs supporting young children and families
The share of the community exposed to programs in the Pāhoa Promise, the number & combination of exposures by each family, & the duration of each	# and % of children & families in Pāhoa participating in programs and services in the Continuum (from partner reports)
	# and % of children <5 who participate in high-quality early learning programs & experiences (from reports of ECE providers, and surveys of parents)
	# and % of newborns, infants & toddlers in each community with a medical home; receiving their full schedule of Early Childhood well-child visits; and receiving developmental screenings at recommended intervals (DOH / FQHC data)
	# and % of families with a child <5 who report they read, sing & tell stories with their young child daily (captured by community surveys)

Key Outcomes Indicators	
Dimension to be monitored	Potential indicators
What's working? How well are children doing as a result of having been served by the Pāhoa Promise continuum of supports? Strength of the association between exposure to Pāhoa Promise efforts and child and student outcomes	# and % of 3-year-olds meeting age-appropriate developmental benchmarks
	# and % of entering kindergarteners reaching age-appropriate levels on key measures of readiness on the KEA. (Current baseline of 19% of children in KKP demonstrating readiness)
	# and % of young learners making successful progress in grades PreK-3 (focused on indicators of course achievement, behavior & attendance)
	# and % of 3rd graders reading at grade-level (baseline of 22%)

3.6.c. How will the addition of staffing support regaining pre-COVID enrollment numbers

CSS-ECAS seeks funding to add one staff member, a **Pāhoa Promise Partnership Coordinator**, to champion and support the project. This individual will work closely with CSS-ECAS backbone staff and will be located in Pāhoa. The coordinator will manage on-the-ground efforts to strengthen existing partnerships, implement all plan components, and guide the continuing development of the Pāhoa Promise.

3.6.d. Describe how your entity will identify and track eligible beneficiaries.

The goal of the Pāhoa Promise is to reach all children from prenatal through 3rd grade in the Pāhoa Complex. We will employ a multi-part strategy to identify and reach these children.

- First, using US Census data, the project partners have developed estimates of the total number of children in each age group (these estimates establish our denominator for the set of interventions: the desired population to reach).

- Then, by collecting data on the reach of each of the project’s partners, we are starting to build an understanding of the cohorts of children currently served by different programs (This information becomes the numerator on the project’s current reach).
- The project will track the number and percent of children and families reached, as well as outcomes associated with exposure to the interventions, and comparable data for the total population (This will allow for tracking the reach of partners’ supports across the possible population of young children and their families)
- Combining these measures, the project will track the share of all eligible children and families reached, with the ultimate goal of achieving positive population level changes.

3.7. Budget and Financials

3.7.a. Total funding request to carry out the category’s program.

\$399,974

3.7.b. For category A. (Expansion of Existing Licensed Childcare Programs)

Not applicable

3.7.c. Brief budget narrative to accompany “Line Item Budget” summarizing major expenses and other sources of revenue including matching funds.

The Project Line Item Budget is Attached as Attachment C

Brief budget narrative

Budget category	Brief Budget Narrative	Cost / year	Grant Total
Salaries and Benefits	Pāhoa Promise Community-based coordinator	\$100k	\$200,000
	Early childhood continuum lead (0.5 FTE committed to Pāhoa project)	\$50,000	\$100,000
Services & Supplies	4 in-person meetings / yr	\$10,000	\$20,000
Contracts for Service Delivery	Technical assistance, evaluation support, network development, communications, sustainability support	\$20,000	\$40,000
Equipment	Laptop computer & software	\$2,750	2,750
Other Expenses	Travel: Inter-Island & T/A travel to participate in end of year summit	\$10,000	\$20,000
	Administrative Overhead: 4.5%	\$8,595	\$17,190
Total Project Budget			\$399,974

3.7.d. List any funds received from other County or Federal COVID-19 aid packages (such as the Paycheck Protection Program).

CSS-ECAS has not received funds from any other COVID-19 aid packages

3.7.e. Project timeline

Date	Project Milestones
7.1.24	Grant awards announced

7.30.24	Pāhoa Promise Coordinator hired; In-person partner mid-year convening
10.5.2024	Data & evaluation review; neighborhood survey prepared & distributed; Report Due to County
11.15.2024	Year end in-person summit; year end data & evaluation review, update existing mapping of services and supports
12.15.2024	Year end project report completed & submitted
12.31.24	All project funds obligated; first draft of sustainability plan completed
1.5.2025	2025 meeting and activity timeline and data collection process established; develop a shared MOU and data sharing agreement with Pāhoa Promise partners; Report Due to County
4.5.2025	Project status review; partner convening and MoU finalized; Establish summer training schedule and resource provision in anticipation of fall KEA; Report Due to County
7.5.2025	In-person partner convening; Review summer programming; Collate and report project data to community and external partners; Complete second draft of sustainability plan; Report Due to County
10.5.2025	Data & evaluation review (inc. KEA); neighborhood survey prepared, delivered, collected, analyzed and shared back with partners; Report due to County
11.15.2025	Year end in-person summit; year end data & evaluation review
12.15.2025	Year end project report submitted; new federal, state or philanthropic grant application completed
1.5.2026	2026 meeting and activity timeline established; Report Due to County
4.5.2026	Project review; partner convening; Establish summer training schedule; Report Due to County; review # of programs included in a shared Pāhoa Promise MOU
7.5.2026	In-person partner convening; report project data to community and external partners; Establish summer training and resourcing in anticipation of fall KEA; Report Due to County
8.31.26	All funds expended and all work completed

How will CSS-ECAS be able to expend all funds and complete any required work?

Over the past two years, CSS-ECAS has established working relationships with the ECR team and all project partners, has developed a broad understanding of project needs, and has identified partners with interest and capacity to respond. CSS-ECAS will leverage this experience to move rapidly to establish project timelines, resource requirements, and deliverables in order to meet all grant timetables for expenditures and work completion.

3.7.f. Financial documents

Required financial documents are included in the set of attachments (Section 5.o) below.

5.0 **Attachments**

- A. Executive Director CV
- B. Certificate of Good Standing
- C. Project Budget
- D. Statement Related to Use of Federal Funds
- E. Audited Financial Statements
- F. FYE21 and FYE 22 Form 990
- G. FYE23 and FYE24 Operating Budgets
- H. Liability insurance form
- I. Certificate of compliance