

House District 14/15/16

Senate District 7

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 54-C

For Legislature's Use Only

Rec'd JAN 28 2011

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF ACCOUNTING GENERAL SERVICES (DAGS)

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

KAUAI ECONOMIC OPPORTUNITY, INC

Dbas:

Street Address: 2804 WEHE ROAD
LIHUE, HAWAII 96766

Mailing Address: SAME AS ABOVE

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALFRED NEBRE, JR.

Title YOUTH SERVICE DIRECTOR

Phone # 808 245-4077

Fax # 808 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO REPLACE DAMAGE ROOF AT LIHUE EARLY CENTER CAUSE BY MAJOR STORM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 80,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0
 FEDERAL \$ 0
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0

MABEL FERREIRO-FUJIUCHI CEO

ORIGINAL

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License (Lihue Early Learning Center)

EXECUTIVE SUMMARY

Summary of the proposal

Kauai Economic Opportunity, Incorporated (KEO) is requesting a \$80,000 contribution to help with funding to replace the damaged roof at our Lihue Early Learning Center. The replacement of the roof will allow us to continue to provide a safe environment to carry on our mission of providing pre-school age children a smooth transition from home to school as well as providing low-cost child care so parents can maintain employment. The roof was damaged during the 42 days of rain from February to April of 2006 in which large amounts of water leaked into the center seeping into the walls which created a safety hazard on the electrical wiring and formed mold and mildew in the dry wall. Contractors have indicated a need to replace the roof due to age, design, and unavailability of the roofing material which is out of production. The target population includes children ages 2 years 9 months to 8 years from low-income and working families who need affordable and dependable child care on the island of Kauai. As of this point and time, we have done minor repairs, and have never replaced the roof due to the unavailability of funds.

Kauai Economic Opportunity, Incorporated (KEO), a 501 (c)(3) private non-profit organization is committed to promoting grassroots participation to create social and economic self-sufficiency among disadvantaged and economically challenged families. KEO provides a multitude of service programs to its clients including two (2) Early Learning Centers (ELCs), one in Lihue and one in Kalaheo. These centers provide a safe, clean, reliable child care environment for the children of low-income and working families and allows the children the developmental opportunities to make a smooth transition from home to school.

PROPOSAL

History and Mission of the Organization

Kauai Economic Opportunity, Incorporated (KEO), is a 501 (c)(3) private non-profit agency established on March 16, 1965, to fight America's war against poverty. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services.

Over the past 46 years, the agency has generated and fiscally administered millions of dollars in Federal, State, County, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients, such as: Emergency Food Pantry; Elderly Nutrition Congregate Program; Food Services; Emergency Food and Shelter Program; Transitional Housing; Housing Placement Program; Alcohol and Drug Abuse Prevention After School Program; Horticulture; Person-In-Need Grants; Mediation Program; Group Homes for Physically Challenged Adults; Low-Income Home Energy Assistance Program (LIHEAP); Weatherization Assistance Program (WAP); and two Early Learning Centers – one in Lihue and one in Kalaheo.

KEO is the only human services organization on Kauai with the purpose of providing a wide range of services and activities that alleviate the conditions of poverty and allow low-income individuals and families to attain social and economic self-sufficiency. The mission of the Lihue Early Learning Center is to help pre-school age children make a smooth transition from home to school. The objectives of the Lihue Early Learning Center is to provide qualified and caring staff, create a nurturing atmosphere, stimulate the child's discovery in new and different surroundings, and provide opportunity for the child to experience acceptance, recognition, kindness, and fairness.

For over 25 years KEO has successfully provided daily, quality child care year-round for children ages 2 years 9 months to 8 years old from low-income and working families. Between KEO's two child care facilities, 72 children are cared for daily. We provide childcare Monday through Friday from 7:00 am to 5:00 pm that includes breakfast, lunch, and an afternoon snack for a low monthly fee of \$550. The Lihue Early Learning Center provides pre-school services for the Lihue, Kapa'a, Hanama'ulu, Wailua, and Puhi areas.

At Lihue Early Learning Center (LELC) there is one (1) Head Teacher/Director, one (1) Teacher, one (1) Teacher's Assistant, and one (1) Teacher's Aide. The Head Teacher/Director, Teachers, Teacher's Assistants, and Teacher's Aides meet the Department of Human Services (DHS) licensing requirements for an early childhood care facility. The current Head Teacher/Director possesses a Child Development Associate (CDA) credential from the CDA National Credential Program. At LELC, the Head Teacher/Director has nearly 20 years of teaching experience and the additional staff has a combined experience of over 20 years. Additional substitute personnel have a combined 30 years of employment for the KEO ELCs. The ELC staff attends USDA

trainings to comply with the Hawaii Child Nutrition Program guidelines. In addition, the staff also receives training in CPR and First Aid as required by the DHS.

The Youth Services Program Director will be responsible for the overall operations of the two ELCs and for the supervision and direction of the Head Teacher/Director. The Youth Services Director has a Bachelors Degree in Business Administration and five (7) years experience at KEO in the Youth Services program. The Youth Services Director reports directly to the KEO Chief Executive Officer.

The KEO Chief Executive Officer (CEO) manages the day to day business of KEO and exercises administrative functions and responsibility over agency operations. The CEO, who has been employed by KEO for over 38 years, is an appointee of the KEO Board of Directors to which she reports directly.

The Fiscal Officer is responsible for administration of all financial operations of the agency. The Fiscal Officer provides fiscal support and has financial supervisory function over KEO projects and programs. She has worked for KEO for 29 years and provides direct supervision and control over the Fiscal staff that includes an Accountant and an Account Clerk.

The Administrative Officer has supervisory functions over human resources and provides required administrative support for efficient functioning of KEO personnel and effective operations of agency projects and programs. She exercises administrative supervision over employees in the Administrative Section of KEO that include the Administrative Clerks, Planning Director, Multi-Service Director, Intake Worker, and Janitor. She has 21 years of experience with KEO.

Contribution Request

KEO is requesting \$80,000 to contribute to the replacement of the damaged roof at our Lihue Early Learning Center so that we can continue to offer a safe environment to carry on our mission of providing pre-school age children a smooth transition from home to school as well as providing low-cost child care so parents can maintain employment. The roof was damaged during the 42 days of rain from February to April of 2006 during which large amounts of water leaked into the center and seeped into the walls. The center was able to remain open but the leakage created a safety hazard on the electrical wiring and formed mold and mildew in the dry wall which could result in a health hazard. The Department of Human Services which licenses the center has monitored the situation, and, although a handyman completed a temporary patch, contractors have indicated a need to replace the roof due to age, design, and unavailability of the roofing material which is out of production.

The target population includes low-income and working families who need affordable and dependable child care on the island of Kauai. The ELCs offer year-round education and care for children ages 2 years 9 months to 8 years old. The Lihue Early Learning Center services 48 students per day as licensed by DHS. We are currently one of the most affordable child care programs on Kauai. With the proposed roof replacement, we hope to ensure the affordability that

we currently provide in a safe and secure environment for the children and families in our community that attend our child care program.

Anticipated Outcome

The anticipated outcome is a new roof for the Lihue Early Learning Center. The new roof will allow the LELC to continue to provide a safe and healthy environment to carry on our mission of providing young children with school readiness skills, including socialization and interaction, at an affordable price.

The activity to be performed is the installation of a new roof for the Lihue Early Learning Center. KEO has an established bid process for procurement of goods, space or services which states that three formal written quotations are required. Justification for the selection of the bid award is then submitted to the Fiscal Officer and forwarded to the CEO for approval before goods, space or services are procured.

Following this procedure, KEO will submit bid requests to contractors for the LELC roof replacement to companies who are in compliance with the State of Hawaii. We will receive proposals from these companies no later than January 31, 2010. Refer to the timeline below.

TIMELINE				
GRANT REQUEST ACTIVITIES	JULY	AUGUST	SEPTEMBER	APRIL
1. Bid proposal for roof replacement	X			
2. Award bid		X		
3. Schedule work			X	
4. Complete roof replacement				X

The expected results are that the KEO Lihue Early Learning Center can continued to provide safe environment to carry on our mission of providing pre-school age children a smooth transition from home to school as well as providing low-cost child care so parents can maintain employment. An additional expectation is that the center meets the health and safety requirements of the DHS to maintain certification. The specific objectives of the LELC are to provide qualified and caring staff, create a nurturing atmosphere, stimulate the child’s discovery in new and different surroundings, and provide opportunity for the child to experience acceptance, recognition, kindness, and fairness.

To measure these specific results and objectives, several metrics will be performed. The health and safety of the facility will be monitored by the DHS. Child attendance at the LELC will be monitored as well as staff evaluation of each child’s socialization progress as determined by participation, attitude, behavior, and interaction with the staff and other students. These metrics will be monitored on a regular basis by the KEO Board of Directors and Program Evaluation Committee. KEO conducts an annual single audit to ensure fiscal management and administration is at par and consistent with rules and regulations.

It is the policy of KEO that internal reporting of program performance towards attaining objectives is made regularly. A monthly reporting process, which has been found to be effective, consists of quantitative evaluation of on-going programs that include problems encountered during the various stages of implementation. Quarterly reports are submitted according to funding requirements. KEO complies with any additional requirements of the funding agency.

Staff meetings are called on a weekly basis to monitor, assess and evaluate delivery of services that help improve the Early Learning Center and its mission. Monthly meetings concerning program and agency budgets are held by the Board of Directors, Chief Executive Officer, Fiscal Officer and Program Director to track efficiency and effectiveness of the budgetary outlay in supporting the program and agency to make needed fiscal adjustments.

Problems and concerns are handled in a timely manner following KEO's Grievance Procedure which is provided to KEO's clientele and staff. Following the procedure, if grievances are not resolved with the Program Director, KEO's clients are able to proceed and request consideration from the Chief Executive Officer and then the KEO Board of Directors.

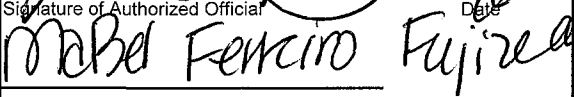
BUDGET

(Period _____ to _____)

Applicant/Provider: Kauai Economic Opportunity, Inc

RFP No.: _____

Contract No. (As Applicable): _____

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Office Supplies				
2. Program Supplies				
3. Postage				
4. Air Fare-Interisland				
5. Per Diem-Interisland				
6. Other Travel				
7. Mileage				
8. Equipment Rental				
9. Audit				
10. Payroll Service				
11. Janitorial - Center				
12. Consultant (Kaiola Canoe)				
13. Utilities				
14. Telephone				
15. Repairs & Maintenance				
16. Gasoline				
17. Insurance- Auto				
18. Insurance - Liability				
19. Insurance - Property				
20. Insurance - Crime				
21. Printing of Materials				
22. Advertising				
23. dues & Subscription				
24. Program Activities				
25. Administrative Cost 15%				
26. Roof Replacement at Lihue ELC	80,000			
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	80,000	BRIGITTE CORRIEA 808 245 4077		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		 Name and Title (Please type or print)		
TOTAL REVENUE	80,000	For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	1000	0	80000			
EQUIPMENT						
TOTAL:			80,000			
JUSTIFICATION/COMMENTS: Requesting funds to replace the roof at the Lihue Early Learning Center for the safety and welfare of the pre-school age children.						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

KALIA ECONOMIC OPPORTUNITY INCORPORATED

[Redacted Signature]

(Signature)

1/27/11

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

A. Litigation – Kaua`i Economic Opportunity, Incorporated is not involved in any litigation actions nor are any anticipated in the near future.

ATTACHMENT:

B. Lihue Early Learning License Certificate Of Approval #014267

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION

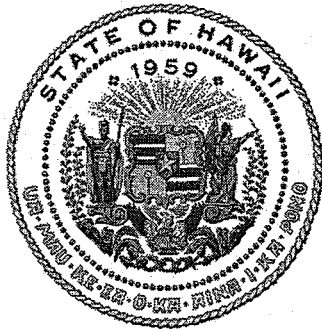
LIHUE EARLY LEARNING CENTER

is hereby granted a
Certificate of Approval


014267

to operate a GCC - Preschool Program at
4360 PAHEE ST, LIHUE, HI 96766

for children not to exceed 48 in number. Said children shall be over 2 yrs & 9 mos of age and under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii Revised Statutes, 1985, for the period beginning September 11, 2010, and ending September 10, 2011, unless sooner revoked for cause.



LILLIAN B. KOLLER
Director, Department of Human Services


Administrator