

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: 51-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

*Rec'd* JAN 28 2011

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):

DHS/HPHA

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Dbas:

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: 2804 Wehe Road, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHANIE FERNANDES

Title Homeless & Housing Programs Director

Phone # 808-245-4077 ext. 228

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:

**KEO HOMELESS OUTREACH PROGRAM  
CARE-A-VAN REPLACEMENT**

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 26,000

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 \$ \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

AUTHORIZED SIGNATURE

MABEL FERREIRO-FUJIIUCHI/CEO  
NAME & TITLE

1/26/10  
DATE SIGNED

**ORIGINAL**

## Application for Grants and Subsidies

### *Table of Contents*

<b>I.</b>	<b>Background and Summary</b> .....	1
<b>II.</b>	<b>Service Summary and Outcomes</b> .....	5
<b>III.</b>	<b>Financial</b> .....	8
<b>IV.</b>	<b>Experience and Capability</b> .....	9
	A. Necessary Skills and Experience .....	9
	B. Facilities .....	12
<b>V.</b>	<b>Personnel</b>	
	A. Proposed Staffing.....	13
	B. Staff Qualifications.....	13
<b>VI.</b>	<b>Other</b>	
	A. Litigation .....	16
	B. Licensure or Accreditation .....	16
<b>VII.</b>	<b>Attachments</b>	
	A. Applicable Budget Forms	
	B. Organization-Wide and Program Chart	
	C. Declaration Statement	

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. 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 45 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, 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. KEO's energy programs reflect the agency's ability to change with the needs of the clients and KEO resolves to address the needs.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

The KEO Office has been located in Lihue for the past 45 years and the current office was constructed through funding by the State and property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle, the property was recently turned over to

County of Kauai who in turned leased this and the adjacent property, which has been developed into a emergency shelter and transitional housing for homeless to KEO for another 20 years at no cost.

2. The goals and objectives related to the request;

The major goal of the Homeless Outreach Program are the following.

- Remedy and prevent homelessness through direct and indirect services\
- Provide survival supplies to homeless persons to ensure survival.
- Provide preventative and primary medical care through direct services and/or referrals.
- Advocate for and provide counseling to homeless persons.

As a community action agency on Kauai, KEO is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income persons live are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

For this project specifically, the National Goal and Performance Indicator is:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

Outcome: The number of low-income individuals or families served by community action who obtained employment.

When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems (Family)

National Performance Indicator 6.2 Emergency Assistance.

Outcome: The number of low-income individuals or families served by community action that sought emergency assistance and for which assistance was provided.

3. State the public purpose and need to be served;

Kaua'i Economic Opportunity, Incorporated operates a Homeless Outreach Care-a-Van Program (CAV), and brings mobile outreach services to hundreds of unsheltered homeless individuals and families on Kaua'i. The CAV provides a vital link between the island's homeless and health services, legal services, emergency food and supplies, and social services. The program goal is to assist unsheltered homeless persons toward a healthier, stable living condition with transition to housing and self-sufficiency. County of Kaua'i Consolidated Plan (7/1/2010 – 6/30/2015) ranks Public Service Needs high priority. KEO requests funds to purchase a van in order to continue to provide its homeless outreach services.

4. Describe the target population to be served; and

The target population to be served are:

- Unsheltered homeless persons who have a primary nighttime residence that is a public or private place not designated for, or used as a regular sleeping accommodation for human beings, including beaches, parks, vehicles, and streets.

5. Describe the geographic coverage.

The geographic location to be covered by this project is the island of Kauai. Kauai is located at the northern end of the Hawaiian Islands, approximately 100 miles northwest of Oahu. The island is 551 square miles and ranks fourth in geographic size among seven major islands. With a population of approximately 64,000, Kauai is a rural community that is supported primarily by a tourist industry and government.

## **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;

Since 1992, KEO has operated a mobile outreach service for hundreds of unsheltered homeless individuals and families on the island of Kaua'i. Honored by the National Association of Community Action Agencies as an innovative service project, the Care-a-Van provides a vital link between the island's homeless and medical services, legal services, emergency food and supplies, and social services. It is the only mobile homeless outreach program on Kaua'i.

KEO purchased its current Care-a-Van in 2000. It has accumulated a total of 109,521 miles, and has needed major repair work recently. In order to ensure safe, reliable transportation of services and goods to unsheltered homeless on the island, KEO is requesting GIA funds to purchase a cargo van.

In fiscal year ending July 31, 2010, the Homeless Outreach Program assisted a total of 450 unsheltered homeless persons. Unsheltered homeless live in our beach parks, on our streets, in their vehicles, in campsites, and areas where homeless people live and congregate. The estimated count of homeless on Kauai may range from 600 – 800 homeless persons as our statistics do not include those unsheltered homeless who do not receive services from the Care-a-Van. The majority of homeless are male, between the ages of 20 – 50, and unemployed. Their general health may be poor due to years of substance abuse and poor nutrition. Since this summer, there has been an increase in the number of homeless families with minor children who are served by the Care-a-Van. Due to the recession and with workers experiencing reduction of hours or jobs being terminated, families, unable to pay their rent, have been evicted from their rental homes, with little or no resources to obtain other housing.

The mobile Care-a-Van is needed to provide program supplies (i.e. food, camping supplies, clothing, hygiene products, medical and dental supplies) to unsheltered homeless persons to ensure their survival; preventive and basic medical care to increase our clients' stability in the area of health through direct services and/or referrals; advocacy and counseling to homeless persons; and assistance to clients to strengthen their network of supportive services and access to these services in order to achieve economic self-sufficiency and housing.

Each week, the outreach case manager and volunteers from other community agencies travel to 14 scheduled sites at beaches, parks, campsites, and other areas where homeless people live and congregate. They provide basic medical care, emergency supplies and referrals; health and nutrition education; referrals to: legal services, substance abuse

treatment and counseling, mental health counseling, employment services, emergency shelter and housing, financial and medical benefits, and food stamps benefits. They provide case management (intake and assessment, counseling and referral, monitoring and follow-up). The staff also assists clients with completing housing applications and applications for HUD section 8 rental assistance subsidy. We have assisted clients with obtaining documents (i.e. birth certificates, picture identification, social security cards). KEO provides weekly updates of employment opportunities on the island that are available from the Care-a-Van, and clients are also referred to employment services from the State Employment Office-Workwise program and/or Department of Vocational Rehabilitation (DVR).

The immediate benefit for the community will be that unsheltered homeless persons in crisis and living in dangerous conditions will be assisted toward a healthier, more stable living condition by addressing their basic survival needs (i.e. food, shelter as best as possible, medical attention); by identifying causes of homelessness and barriers to achieving a more stable living condition; by assisting clients to implement solutions to address those barriers and initiating the transition to permanent housing and self-sufficiency; by linking homeless persons with community resources; and by providing services on-site where homeless live and congregate (i.e. mobile services).

The long-term benefit for the community will be that homeless persons will successfully transition from unsafe, unsanitary living conditions to obtaining long-term tenancy in permanent housing, and become productive members of our community.

KEO provides homeless outreach services through the mobile outreach Care-a-Van (CAV) to approximately 500-600 homeless people annually. Last fiscal year, there was a slight decrease in total number served as 450 total people received services from the CAV. The reduction in the numbers of unsheltered homeless clients were due to their ability to access shelter at Mana`olana Emergency Homeless Shelter and transitional housing, some were able to move into State housing, some received rent assistance through the KEO Homeless Prevention Rapid Rehousing grant, and some were able to received HUD section 8 rental assistance vouchers to move into permanent housing. Unfortunately, there are still many more homeless who are unable to transition quickly into housing. For those in our community who are most vulnerable, the CAV program provides a safety net, stabilizes their living situation, provides for their immediate basic survival needs, and addresses barriers to self-sufficiency and housing.



<b>Outcomes/ Objectives</b>	<b>FY 2012 Proposed</b>
a. Number of new intakes/assessment	200
b. Total number of homeless persons served	525
Single persons	380
Families with children	36
Individuals in families	146
c. Number of encounters (duplicated)	1850
d. Number of clients provided with case management	525
e. Number of clients provided referrals and follow up (non-medical)	1500
f. Number of clients provided with medical care or referred for health care services	425
g. Number of clients provided food supplies	900
h. Number of clients provided with supplies (clothing, hygiene supplies, tents, etc)	800
i. Number of clients who obtained employment	15
j. Number of participants who transitioned to emergency or transitional housing.	65
k. Number of participants who transitioned to permanent housing.	25
l. Number of participants who access drug/alcohol treatment program.	10
m. Number of participants who access specific medical attention from appropriate source.	100
n. Number of participants who access mental health counseling	10
o. Number of persons who obtain financial benefits, food stamps, and/or medical insurance.	275

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See Attachment A - Applicable budget forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2011-2012.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 26,000	\$ 0	\$0	\$ 0	\$ 26,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.

- County of Kauai – Community Development Block Grant

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since 1992, KEO has operated a mobile outreach service for hundreds of unsheltered homeless individuals and families on the island of Kaua'i. Honored by the National Association of Community Action Agencies as an innovative service project, the Care-a-Van provides a vital link between the island's homeless and medical services, legal services, emergency food and supplies, and social services. It is the only mobile homeless outreach program on Kaua'i.

Since 2000, KEO has operated two (2) transitional homeless shelters. The Komohana Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. The second shelter is located in Lihue at the Lihue Court Townhomes housing project. KEO leases 8 two-bedroom apartments from Lihue Court Townhomes Corp., and is under a guaranteed lease that is dedicated as a transitional shelter for 15 years. A third KEO transitional housing site opened in November 2007. It is located next to KEO's administrative offices, and houses a maximum of 20 people. The site includes 8 one-bedroom apartments. A fourth transitional housing program site opened in December 2007 in the former Lihue Courthouse and provided a bridging project for 20 homeless working families to transition to permanent housing within 24 months. Under a Sub-Grantee Agreement with the Kauai County Housing Agency, ACT 100 State funds passed through to KEO to operate transitional housing program services and manage the facility. The contract ended in November 2009.

KEO also owns and operates a group home for homeless individuals with disability. The Pa'a Hana Group Home is a 4-bedroom home located in Kapaa, Kauai. The home has a HUD mortgage and tenants have rent subsidized under HUD section 8/202 rental assistance program. KEO has operated and managed this group home since 1985.

As a certified Community Housing and Development Organization (CHDO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease

agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families.

KEO also obtained HOME funds to renovate 8 one-bedroom apartments for the Mana`olana transitional housing program, which opened in November 2007.

The program staff possesses the skills and work experience necessary for the provision of services in the KEO homeless and housing programs. The current program staff has a combined total of almost 29 years experience in working with low-income and homeless persons. The Homeless and Housing Programs Director is a certified Housing Occupancy Specialist.

The staff have attended numerous Federal, State, and private workshops, training, and meetings on homeless, poverty, and housing issues. They are knowledgeable of the eligibility requirements of specific programs and services offered in our community. Over the years, they have been able to provide support services to our homeless in partnership with other community organizations and faith-based groups.

It is of importance that KEO's homeless and housing programs provide safe, decent, and sanitary shelters to homeless individuals and families in accordance with the Americans with Disabilities Act (ADA). Funding from various grants has enabled KEO to provide case management, life skills and pre-employment training, employment services and counseling, housing services, nutrition education, mental health counseling to its transitional housing participants, and to provide needed repairs and maintenance to the group homes.

KEO has secured program finding from government and private resources to operate its homeless and housing programs. The following is a list of projects or contracts, which KEO has obtained past and present to administer the proposed service:

1992 – Present            KEO has obtained funding from the State Homeless Outreach Program to operate a mobile outreach program for the unsheltered homeless on Kauai.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street  
Honolulu, HI. 96817      (808) 832-5930

2007 – 2009    KEO obtained funding to operate its Ka Uapo transitional housing program at the former Lihue Courthouse. Funding was obtained from the State's ACT 100 funds for Temporary emergency Housing for Homeless, and passed through from the County of Kauai to KEO.

Gary Mackler  
Development Coordinator

Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4429 [gmackler@kauai.gov](mailto:gmackler@kauai.gov)

2000 – present KEO has obtained funding from State Homeless Shelter Stipend Program to operate 3 transitional housing sites and an emergency homeless shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street  
Honolulu, HI. 96817 (808) 832-5930

2007 – present Emergency Shelter Grants Program (ESGP) grant provides funds for operating cost of the homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street,  
Honolulu, HI 96817 (808) 832-5932

1999 – present HOME funds to rehabilitate transitional housing units.

Gary Mackler  
Development Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4429 [gmackler@kauai.gov](mailto:gmackler@kauai.gov)

1999- 2009 Community Development Block Grant to rehabilitate homeless emergency shelter and transitional housing units, provide emergency grants for security deposit/first month's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing, and funds to purchase the Homeless Outreach Program Care-a-Van.

Jo Shimamoto  
CDBG Coordinator  
Kauai County Housing Agency  
Pi'ikoi Building  
4444 Rice Street, Suite 330  
Lihue, HI. 96766 (808) 241-4428 [jshimamoto@kauai.gov](mailto:jshimamoto@kauai.gov)

2002– 2006 KEO was awarded funding from the Hawaii Community Foundation Persons-in-Need grants – Lillian Wilder and Irving Singer PIN grants for homeless

persons with Hawaiian ancestry, and Gwenfread Allen PIN fund for homeless persons with mental health condition(s).

Hawaii Community Foundation  
1164 Bishop Street, Suite 800  
Honolulu, HI. 96813 Phone (808) 537-6333

2006 Grants-in-Aid funding for the operation of the Mana`olana homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)  
Homeless Programs Branch, Bldg. H  
1002 N. School Street,  
Honolulu, HI 96817 (808) 832-5932

2008 Grants-in-Aid funding for renovation of Mana`olana Emergency Homeless Shelter certified kitchen.

En Young  
Office of Community Services  
830 Punchbowl Street, Room 420  
Honolulu, HI. 96813 (808) 586-8675

**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The Homeless Outreach staff and mobile outreach vehicle is headquartered at the KEO Administration Office which is located at 2804 Wehe Road, Lihue, Kauai HI 96766. The building meets Americans with Disabilities Act (ADA) requirements and is within walking distance to a bus stop. The Kauai Bus also provides para-transit door to door service for those with disabilities. The Care-A-Van provides mobile outreach at beach parks, campsites and other locations where unsheltered are known to congregate. The Care-A-Van is able to provide services at other locations as requested community service providers and individuals who make arrangements for a specific time and location.

The office hours are 7:45 a.m. to 4:30 p.m. Monday to Friday except when closed in observance of State and Federal holidays.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

#### **1. Proposed Staffing**

Chief Executive Officer – Overall administrator of the program.

Homeless and Housing Programs Director – Direct administrator of program. Responsible for staff recruitment, orientation, and training. Responsible for the implementation and monitoring of the program. Responsible for approval of documents and submission of case files. Responsible for budget expenditures within program contract guidelines, and preparation of program reports to Chief Executive Officer and to the Contractor.

Homeless Outreach Case Manager - Drives the mobile outreach vehicle and is responsible for direct client services for the Homeless Outreach Care-a-Van program.

#### **2. Staffing Qualification**

a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Science degree, and with 21 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer.

b. Homeless Outreach Case Manager: Graduation from an accredited four year university with a Bachelor of Arts degree with 18 years work experience as the Homeless Outreach Case Manager.

#### **3. Supervision**

a. A formal orientation is held with each employee prior to beginning work with program clients. During this session, the employee is given an overview of the agency, its mission, policies and procedures, and programs. A review of the position description, role and responsibility are discussed with the employee.

- b. Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period and then annually on or before the date of hire. An employee's developmental needs and plans for improving the employee's future performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review.
- c. Employee Performance Reviews are submitted to the Chief Executive Officer for approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.
- d. Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer is responsible for the supervision of all employees in the agency. Program Directors are responsible for direct program management and supervision of their program staff and program activities.

#### **4. Training**

- a. KEO provides orientation for all new employees. Orientations are completed with each employee prior to beginning work with program clients.
- b. Homeless Outreach Program staff are trained and certified annually in CPR and First Aid.
- c. Examples of past and current training classes include the following:
- Leading Community Change: Advanced Organizing and Advocacy Strategies
  - Mobilizing Resources – Resource Development for Community Action Agencies
  - Adkins Lifeskills Training
  - Case Management
  - Basic Mediation
  - Communicable Diseases
  - Substance Abuse Prevention
  - Fire Safety Training
  - HIV/AIDS Education
  - Strengthening Hawaii's Families
  - Computer Classes: MS Word, MS Excel, MS Access
  - How to Work with Difficult People
  - Employment Strategies for Homeless
  - Bridges Out of Poverty
  - Disaster Preparedness Training



**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See Attachment B: KEO Organization-Wide Chart  
Homeless and Housing Programs Chart

## **VI. Other**

### **A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable

### **B. Licensure or Accreditation**


Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not Applicable

**ATTACHMENT A**  
**APPLICABLE BUDGET FORMS**

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2011 to June 30, 2012)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested	(b)	(c)	(d)
	(a)			
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Contractual Services - Security				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Postage				
10 Publication & Printing				
11 Repairs & Maintenance				
12 Program Supplies				
13 Audit Services				
14 Pre-Employment Requirements				
15 Gasoline				
16 Dues & Subscription				
17 Advertising				
18 Contractual - Payroll Services				
19 Program Activities				
20. Food				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	26,000			
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>26,000</b>			
<b>SOURCES OF FUNDING</b>	(a) Total State Funds Requested	26,000	Budget Prepared By:	
	(b)		Stephanie Fernandes  2/15/2011	
	(c)		Date	
	(d)		Signature of Authorized Official	
	<b>TOTAL BUDGET</b>	<b>26,000</b>	MaBel Fujiuchi/Chief Executive Officer	
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorp      Period: July 1, 2011 to June 30, 2012

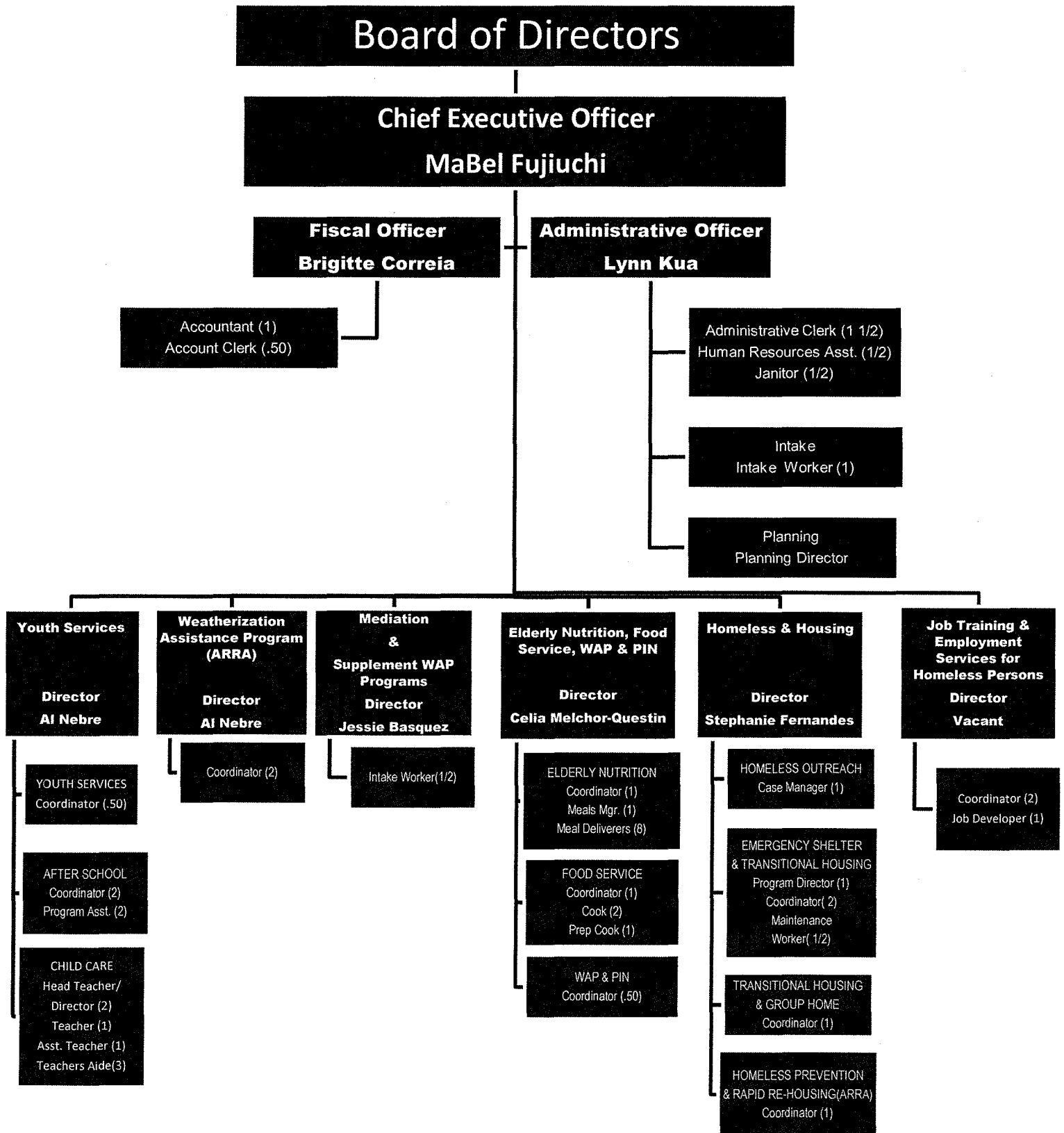
DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Ford Transit Cargo Van	1.00	\$26,000.00	\$ 26,000.00	26000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>1</b>		<b>\$ 26,000.00</b>	<b>26,000</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Replacement vehicle for mobile outreach program. Current cargo van was purchased in 2000 and has 109,521 miles on the odometer.				

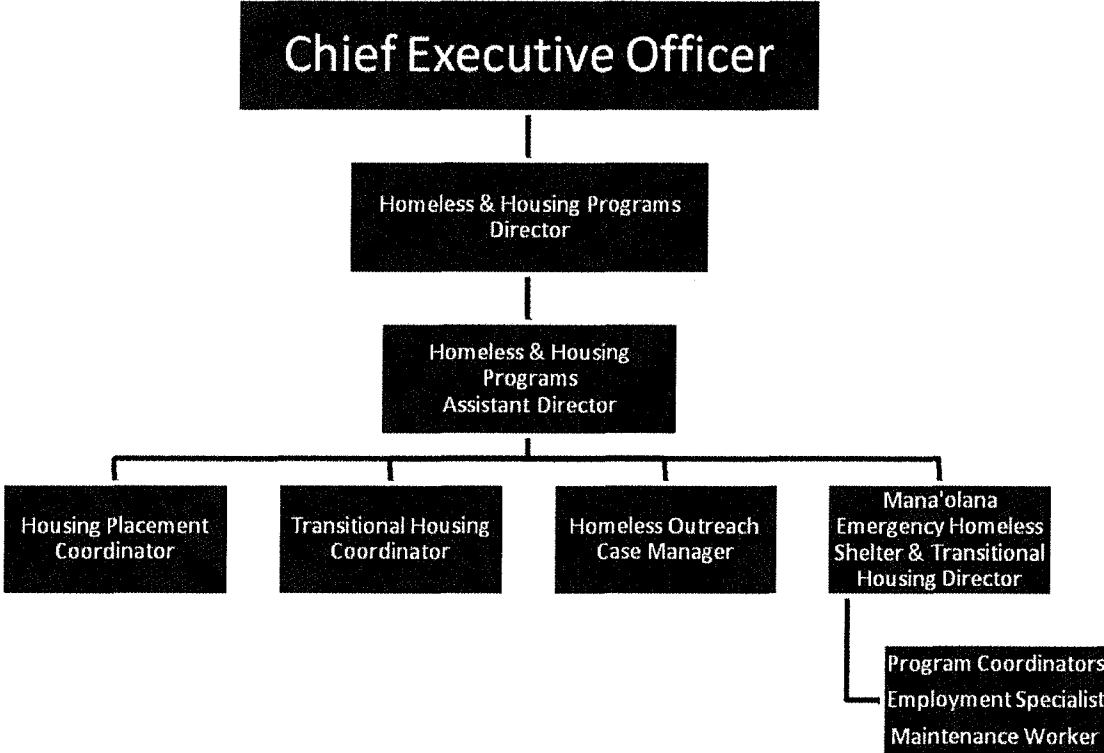
**ATTACHMENT B**

**ORGANIZATION-WIDE AND PROGRAM CHART**

# Kauai Economic Opportunity, Incorporated



# Homeless & Housing Programs Chart





**ATTACHMENT C**

**DECLARATION STATEMENT FORM**

**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.

Kauai Economic Opportunity, Incorporated



(Signature)

(Date)

1/20/11

MaBel Ferreiro- Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

Attachment D

KEO Programs Brochure

**STATE HOMELESS STIPEND PROGRAM** –

Mana'olana, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** – The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

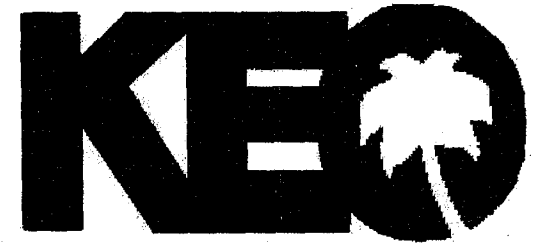
## The Promise of Community Action

**“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.**

**We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”**



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766**

**Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org**

