

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: 48-0

For Legislature's Use Only

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 HUMAN SERVICES, BENEFIT EMPLOYMENT SUPPORT SERVICES DIV, HOMELESS PROGRAMS OFFICE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
Dba:

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:

HOMELESS BARRIERS REMOVAL PROGRAM FOR HOMELESS PERSONS ON KAUAI

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$ 185,636.00

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 \$ _____
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER
NAME & TITLE

11/27/12
DATE SIGNED

COPY

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 private, non-profit community action agency that was chartered in March of 1965. KEO originated as a result of the formation of the national Office of Economic Opportunity, and its efforts to eliminate poverty. KEO's mission is to alleviate conditions of poverty on Kaua'i, to promote positive life changes, and promote self-sufficiency. For almost 47 years, KEO has provided a wide range of services that have benefited economically disadvantaged residents of the island.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs. KEO has further executed the acquisition and construction projects addressing specific needs that included rehabilitation/renovation projects for a homeless emergency shelter, transitional housing units, and a group home for homeless persons with disability.

As a private, non-profit agency, KEO is able to operate with a reduced overhead and has accomplished 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 independent audits annually, and is periodically audited by the State of Hawaii.

2. The goals and objectives related to the request;

KEO proposes to provide job training and employment services targeted for homeless individuals. The program will serve 200 homeless individuals with emphasized assistance to subgroups within the general homeless population, such as mentally ill persons, chemically dependent individuals, families with children, single men, or single women.

Goal 1: Low-income people become more self-sufficient.

Objective: To increase sustainable employment and self-sufficiency by providing personal and professional development, job training, and access to employment.

Objective: To increase the earning potential and retention of employment of homeless persons.

Objective: To create new job positions in the community

Goal 2: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems.

Objective: To enable homeless people to become self-sufficient and obtain and maintain housing.

The immediate benefit for the community will be that homeless persons will be assisted to overcome barriers towards employment and self-sufficiency. The long-term benefit for the community will be that homeless persons will obtain employment and successfully transition from unsafe, unsanitary living conditions to obtaining long-term tenancy in permanent housing, and become productive members of our community. When homeless people obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue.

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

Homeless individuals can face a broad array of problems -- ranging from substance abuse, to basic skills deficiencies, to lack of transportation, lack of childcare, and appropriate clothing -- that need to be addressed before they are likely to secure and retain employment. For each homeless individual, these problems come in different combinations and intensities, which means that individual circumstances need to be carefully assessed and the range of services provided need to be targeted on the needs of each individual served.

According to the County of Kauai Consolidated Plan, one of the high priorities (H3) as identified in the homeless strategy is based on the prioritization of providing a "safety net" for the islands unsheltered homeless population. The Homeless Goals Logic Model specifies, "*Provide CDBG funds to support service providers that can assist with outreach and intake, mental health care, substance abuse treatment, childcare, job training, and life skills training.*" Our project will provide these essential services.

Since the early 1980s the problem of homelessness in the United States, particularly within urban communities, has been the subject of increasing public attention. This attention has been generated in part by the increased number of visible homeless, and by important changes in the socioeconomic and demographic composition of the homeless population to include more families, working poor, and individuals suffering from problems of chronic mental illness and chemical dependency.

The recession has forced more than 1.5 million people into homelessness over the past two years, according to estimates by The National Alliance to End Homelessness. In a 2008 report, the U.S. Conference of Mayors cited a major increase in the number of homeless in 19 out of the 25 cities surveyed. On average, cities reported a 12 percent increase of homelessness since 2007.

Although homelessness is a difficult number to measure definitively, it appears that more people—especially families—are sleeping in shelters, living in their cars, and taking up residence at beach parks and campsites.

The number of homeless is difficult to ascertain because estimates vary depending on the methodology used. Numbers also vary substantially depending on whether a measurement is taken on a single night or is extrapolated to a given year. The number of homeless on Kauai based on the 2011 Hawaii homeless point-in-time count taken on a given day was 239, a 12.2% increase from the previous year. KEO's Homeless Outreach Program served 377 homeless persons in the past fiscal year and our Mana'olana Emergency and Transitional Shelter Programs served 299 homeless individuals.

For persons in families, the three most commonly cited causes, according to a U.S. Conference of Mayors study are:

- Lack of affordable housing
- Poverty
- Unemployment

For singles, the three most commonly cited causes of homelessness are:

- Substance abuse
- Lack of affordable housing
- Mental illness

4. Describe the target population to be served

KEO's Homeless Barriers Removal Program will serve homeless individuals as defined below:

Unsheltered Homeless – Families or individuals who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including beaches, parks, automobiles, and streets.

Sheltered Homeless – Families or individuals who lack a fixed, regular, and adequate nighttime residence and have a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (e.g., emergency or transitional shelter or church).

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 over 64,000 people, 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;

The Homeless Barrier Removal Program, a Job Training for Homeless Persons Project, will include the following core services provided by either KEO or through linkages with other local human service providers to assist homeless individuals to secure and maintain employment:

- case management and counseling;
- assessment and employability development planning;
- job training services, including remedial education, basic skills training, literacy
- instruction, job search assistance, job counseling, vocational and occupational
- skills training, and on-the-job training;
- job development and placement services;
- post-placement follow-up and support services (e.g., additional job placement
- services, training after placement, self-help support groups, mentoring);
- housing services (e.g., emergency housing assistance, assessment of housing needs, Ready to Rent training classes to provide success strategies for clients with housing barriers, referrals to appropriate housing alternatives); and
- other support services (e.g. child care; transportation; chemical dependency assessment, counseling, and referral to outpatient or inpatient treatment as appropriate; mental health assessment, counseling, and referral to treatment; other health care services; clothing; and Adkins lifeskills training classes.

Recent research, and data from other states, shows clear evidence that homelessness does not have to be a permanent condition and that homeless people can go on to pay for and manage their own housing, hold regular jobs, and be a contributing member of our communities.

There is no job training or employment program specifically targeting homeless individuals who often have difficulty due to substance abuse, mental health issues, lack of education and/or experience, and also an unstable living environment.

The Employment Services Director and Job Training & Employment Coordinators will administer the program at the Mana'olana training center located next to our main office at 2808 Wehe Road. The training center is in a building located at Mana'olana where we have on the property our homeless emergency shelter and 8 transitional housing units. We also have a kitchen and cafeteria in this building where we provide meals for the emergency shelter residents. This building meets ADA requirements.

KEO also has a van acquired through CDBG funding specifically to assist in removing the barrier of transportation in support of employment. It will be utilized to transport participants to job search, job training, job fairs, meetings, etc.

The Training Center will need to be equipped with computers (and internet access) and will be utilized by the program staff as well as clients to conduct job search, complete resumes, and apply for jobs. The computers may be used for a multitude of educational uses, skill building, and informational functions. We also have cameras and video equipment to assist in providing job readiness activities such as mock interviews.

We will have staff that are trained in the evidenced based Adkins Life Skills Program and Ready to Rent Program. See the following for a brief overview of the curriculum for both programs:

Adkins Life Skills

The ten units in the Adkins Life Skills Program: Career Development Series are directed at helping people understand themselves, learn how to explore career and job alternatives, use resources, make career-related choices and plans, acquire the skills they need to apply and interview for jobs and develop work adjustment coping strategies to keep their job and advance on a career ladder.

- **The Choosing Module**

- **Unit 1 Exploring Who I Am and Where I Want To Go**

- Learners initiate the self-assessment process by examining their interests, abilities, personal characteristics in relation to job and career alternatives. They begin to believe they can make choices and gain confidence in their ability to carry them out; leads to a formal videotaped " Who I Am" presentation.

- **Unit 2 Exploring the World of Work**

- Learners explore a broad range of occupational possibilities, learn strategies for evaluating information about jobs

and careers that interest them and are exposed to a variety of print-based and Internet based sources of information about occupations, education and training opportunities.

Unit 3 Making Good Career Decisions

Learners identify their decision-making style and examine the processes of career decision making. They identify internal and external barriers that may be inhibiting their own choice process and conclude the self-assessment process by using their goals, feelings and needs to evaluate career choices.

- **The Job Search Module**

Unit 4 Finding Job Information and Contacting Employers

Learners acquire the skills they need to use basic sources of information about locating employment and training opportunities in their community. They learn how to conduct their own job searches, read and interpret want ads, make effective telephone calls and write letters of inquiry about employment opportunities.

Unit 5 Using Employment Agencies and Personal Contacts

Learners become aware of the concept of networking and identify a variety of personal and professional contacts to approach for information or assistance in obtaining jobs or getting into education and training programs. They also learn how to use employment agencies and become familiar with interviews, contracts, application forms and fees.

- **The Career Planning Module**

Unit 6 Planning and Managing Time Effectively

Learners are introduced to planning skills by selecting a non-vocational project or goal they want to accomplish. They define the sequence of steps needed to accomplish it and use time management strategies to schedule, prioritize, monitor, overcome obstacles and complete tasks related to their goal.

Unit 7 Developing a Career Plan

Learners prepare a short-term and long-term plan for achieving their employment, career and educational goals. They develop strategies, describe stages and steps to be taken, prepare a calendar and time chart and incorporate the concept of a career ladder into their plans and goals.

- **The Getting a Job Module**

Unit 8 Presenting Myself on Paper: Application Forms and Resumes

Learners are introduced to formal methods for applying for jobs. They learn how to prepare an employment application, examine typical mistakes people make, and learn to reply to each question. They learn through a step-by-step process how to write their own resumes and prepare cover letters to accompany them.

Unit 9 Developing Effective Interviewing Skills

Learners identify and demonstrate a variety of effective verbal and non-verbal communication skills to use in the employment interview. Video modeling tapes present examples of ineffective and effective behaviors. Strategies for handling difficult questions are reviewed and learners practice job interviews which are videotaped for feedback and discussion.

- **The Keeping a Job Module**

Unit 10 Keeping a Job: Strategies that Help

Learners begin to recognize and handle problems that could lead to losing or leaving a job. They analyze employer-employee responsibilities, explore on-the-job problems they might have with respect to absenteeism, taking directions from supervisors, dealing with authority, handling conflicts with co-workers and managing time on the job. They role-play methods to help overcome these difficulties and also learn about grievances and sexual harassment issues.

Ready to Rent

- **Ready to Get Started** sets the tone for all succeeding sessions. A good part of this session is spent establishing a level of comfort with peers and trainers. Instructors emphasize to participants, with help from peers and trainers, that they can take charge of their own situation and take positive actions to improve.
- **Ready to Solve Problems** includes participants completing their action plan contract, based on identified challenges in the areas of Rental History, Money Management, Income, Credit and Finance, Legal Problems, or other identified issues. Interactive workstations are established in the classroom around each of these topics, with work plans for participants to undertake and complete.
- **Ready to Prepare Finances** focuses on producing a workable budget or "spending plan." Participants begin with choosing and prioritizing goals. Then they take a look at current spending habits and compare it to an analysis of their income. They stop briefly to consider moving expenses, and with a proposed spending plan that sets them on the road to renting.
- **Ready to Shop for a Home** has three major themes: Finding a place; the application process; and an introduction to the rental agreement. Participants begin by reviewing housing needs and wants identified and prioritized in the first session. Participants use these priorities to create a shopping list to screen available rental units. After learning to read want ads, participants model communication skills for making calls and talking to landlords.
- **Ready to Settle In** is all about being a successful renter. The session begins by examining the rental agreement in close detail. Participants then identify problem-solving strategies and practice their skills in implementing them. This session is designed to strengthen the message that participants must understand and follow the rules in their rental agreements. Further, when problems arise, they must address them in a business-like way.
- **Ready to Move On** is the last of the series and is focused on successful completion of tenancy and of the training. Learning activities are directed to "moving on." The content emphasizes ordinary and proper moving procedures but also considers the possibility of eviction. During previous sessions, participants collected questions that they need expert help with. In this session participants will meet with experts to have questions answered and problems addressed. The instructor invites appropriate experts, based on the work during sessions one through five. A graduation ceremony is held and designed in such a way as to impress upon participants the importance of what they have accomplished and to reward their work

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activity Date	Program Activities & Strategies	Program Outcomes
7/2012	Recruit, hire, and provide orientation for program staff	Staff recruited and trained in KEO and program policies and procedures. New jobs created in the community.
8/2012	Staff Training	Staff certification to provide instructional classes in Adkins Lifeskills Program and Ready

		to Rent Program
8/2012-ongoing	Outreach and recruit eligible program clients; Information provided to public and target population; update KEO website	Increase access to program services
9/2012-ongoing	Recruitment, Intake and Assessment of clients to determine eligibility and appropriateness of program	Placement of eligible clients into the program and initiate training sessions
10/2012-ongoing	Job Counseling, Job Search and activities; Initiate evidence-based training classes (lifeskills, ready to rent);	Increase program completion rate; clients begin to work on addressing barriers
2/2013-ongoing	Job retention and continued support services as identified in Individual Employment Plan.	Increase numbers of participants who obtain and retain employment
3/2013-ongoing	Housing search, assist with referrals and applications; use established landlord listing and contact on regular basis.	Increase the numbers of participants who obtain and maintain housing

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

KEO has a centralized intake process that collects all data pertaining to clients. This is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. There is a written documentation (**Intake Manual**) on the procedures for the Intake Worker to follow. The intake process requires client documentation which includes income and household verification, needs assessment, case notes, authorizations and other program requirements in order to determine eligibility based on the criteria in accordance with program proposal and contract. All applications are reviewed and approved by the Administrative Officer and the Fiscal department is charged to control access to central client files to ensure quality. The information is recorded both electronically and in hard copy files which are kept in secured files which are backed up on a daily basis. A copy of the backed up record is sent to a secured site off premise weekly.

KEO's internal reporting procedures require Program Directors to submit **monthly agency reports** of program progress towards performance goals and objectives due by the 8th of each month to the CEO, Administrative Officer and Planning Director. The written report includes statistical and narrative sections with information required for contract required

reports and CSBG reporting requirements. The report is developed by the Program Director who works with Planning Director, Administrative Officer and Fiscal Officer for every program contract awarded to KEO. The Homeless Barriers Removal program would include actual accomplishments (number of clients completed training, number of clients who obtained employment, number of clients maintaining employment, etc) which are documented and compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. These reports are reviewed during the weekly management and staff meetings to ensure that performance outcomes are being met. In addition, the Fiscal Officer distributes **monthly financial reports** and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2nd Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed.

The Board of Directors are also provided monthly and quarterly agency and program contract reports as well as a **Board Financial Report**. The Board Program Evaluation Committee meeting includes a review of **monthly agency reports** and Program Directors are invited to attend on a regular basis to report significant accomplishments or how problems or concerns are being resolved. The Board Finance Committee meeting includes a review of the **Board Financial Report** by the Fiscal Officer at which time committee members request information about the balance sheet and specific budgetary concerns. KEO also complies with reporting requirements of the funding agency such as quarterly and final program reports. Reports follow standards and time frame as measure of program outcomes. Private and government audits are also conducted on a yearly basis and results are documented.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services. KEO will closely monitor the program and conduct surveys throughout the training and follow to establish rapport with the participants and for review to make changes as needed. KEO will collaborate with our internal agency programs, organizations outside our agency, and the Kauai Community Alliance, a Continuum of Care Committee whose purpose is to address gaps in services for the homeless, to determine that the program is meeting its objectives.

KEO will comply with monitoring requirements conducted by the State agency through which grant funds are appropriated which may include an annual on-site visit and review of client files, program and financial records.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of

appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

KEO proposes the following measures of effectiveness:

Common Outcome	Program Outcome	Indicator	Proposed
1. Increased Access to Services	Clients enroll in the program	Number of clients enrolling in the training program	200
2. Increased Participation/ Attendance	Clients enroll in the program	Number and percent of clients still enrolled after the first week of training	125/62.5%
3. Build Skills/ Knowledge	Increased skills	Percent of clients passing job skill competency exams on initial attempt after completing course	60
4. Build Skills/ Knowledge	Increased skills	Number of supplemental support hours utilized per client (on coaching, counseling)	20
5 Program Completion	Increase program completion rate	Number and percent of clients who complete the training	160/80%
6 Increased Employment	Increased employment Options	Number of job interviews per client	3
7 Increased Employment	Increased employment Options	Number of job offers per client within the first 3 months of program completion	2
8 Increased Employment	Increased employment options	Number and percent of clients who accept a job offer	80/40%
9 Increased Employment	Increased employment options	Number of employer partners; percent of employer partners offering jobs to clients	15/80%
10 Increased Employment	Increased job placement	Number of homeless placed in jobs	80
11 Increased Employment	Increased job placement	Percent of clients placed in jobs	60%
12 Increased Employment	Increased sustainable employment/retention	Percent of clients in same job after 3 months of being placed	70%
13 Increased Employment	Increased sustainable employment/retention	Percent of past clients still working after 6 months	60%
14 Increased Employment	Increased sustainable employment/retention	Percent of past clients still working after 12months	50%
15 Economically Empower Individuals	Increased earnings	Average hourly wage of clients who became employed after training	\$10.00
16. Increase Self-sufficiency	Obtain and maintain housing	Percent of clients who obtain and maintain housing for 3 months or longer	45%

III. Financial

Budget

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

Attached are the following budget forms as applicable, detailing the cost of the request:

- Budget Request by Source of Funds
- Budget Justification – Personnel – Salaries and Wages
- Budget Justification – Personnel – Payroll Taxes, Assessments & Fringe Benefits
- Budget Justification: Equipment & Motor Vehicles

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2012-2013.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$49,861	\$45,196	\$45,194	\$45,194	\$185,445

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2012-2013.


KEO has applied with the Kauai County Housing Agency – Community Development Block Grant 2012.

4. The applicant shall provide a listing of all state and federal tax credits that have been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

KEO has not received state or federal tax credits within the prior three years, nor has KEO applied for or anticipates applying for such credits pertaining to any capital project.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2012 to June 30, 2013)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	Program (b)	Administration (c)	(d)
A. PERSONNEL COST				
1. Salaries	105,952	85,873	20,079	
2. Payroll Taxes & Assessments	13,743	11,138	2,605	
3. Fringe Benefits	30,991	26,699	4,292	
TOTAL PERSONNEL COST	150,686	123,710	26,976	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,000	3,000		
3. Lease/Rental of Equipment	500	500		
4. Lease/Rental of Space	0	0		
5. Staff Training	2,000	2,000		
6. Supplies	600	600		
7. Telecommunication	750	750		
8. Utilities	500	500		
9. Postage	100	100		
10. Repairs & Maintenance	1,000	1,000		
11. Program Supplies	10,000	10,000		
12. Audit Services	1,200	1,200		
13. Pre-employment Requirements	900	900		
14. Gasoline	2,500	2,500		
15. Contractual - Payroll Services	300	300		
16. Program Activities	6,000	6,000		
17. Repairs and Maintenance- Van	1,000	1,000		
18. Vehicle Insurance	1,100	1,100		
19				
20				
TOTAL OTHER CURRENT EXPENSES	31,450	31,450	0	
C. EQUIPMENT PURCHASES	3,500	3,500	0	
D. MOTOR VEHICLE PURCHASES	0	0	0	
E. CAPITAL	0	0	0	
TOTAL (A+B+C+D+E)	185,636	158,660	26,976	
SOURCES OF FUNDING		Budget Prepared By: Stephanie Fernandes (808) 245-4077 ext. 228		
(a) Total State Funds Requested	185,636	 Signature of Authorized Official _____ Date _____		
(b)				
(c)				
(d)				
TOTAL BUDGET	185,636	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAUAI ECONOMIC OPPORTUNITY INCORPORATE

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Homeless and Housing Programs Director	1	\$45,936.00	10.00%	\$ 4,594.00
Employment Services Director	1	\$26,844.00	100.00%	\$ 26,844.00
Job Training & Employment Coordinator II	1	\$24,840.00	100.00%	\$ 24,840.00
Job Training & Employment Coordinator II	1	\$24,840.00	100.00%	\$ 24,840.00
Central Intake Worker	1	\$19,020.00	25.00%	\$ 4,755.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				85,873.00
JUSTIFICATION/COMMENTS:				
Salaries for Program Staff				

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: KAUAI ECONOMIC OPPORTUNITY INCORPORATED

RFP No.: _____ Period: JULY 1, 2012 to JUNE 30, 2013

Date Prepared: 01/25/2012

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$6,569.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	2.02%	\$1,735.00
Worker's Compensation	As required by law	2.50%	\$2,147.00
Temporary Disability Insurance	As required by law	0.80%	\$687.00
			\$11,138.00
SUBTOTAL:			
FRINGE BENEFITS:			
Health Insurance	\$536 X 3.35 FTE X 12		\$21,547.00
Retirement		6%	\$5,152.00
SUBTOTAL:			\$26,699.00
TOTAL:			\$37,837.00

JUSTIFICATION/COMMENTS:

Program Staff payroll taxes and fringe benefits

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAUAI ECONOMIC OPPORTUNITY INCORPORATE

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Chief Executive Officer	1	\$101,226.00	6.00%	\$ 6,074.00
Fiscal Officer	1	\$80,112.00	6.00%	\$ 4,807.00
Administrative Officer	1	\$60,291.00	6.00%	\$ 3,617.00
Planner	1	\$26,844.00	6.00%	\$ 1,611.00
Accountant	1	\$27,723.00	6.00%	\$ 1,663.00
Account/Administrative Clerk	1	\$38,442.00	6.00%	\$ 2,307.00
Administrative Clerk	1	\$17,628.00	6.00%	\$ 1,058.00
Janitor	0.5	\$27,540.00	6.00%	\$ 826.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				20,079.00
JUSTIFICATION/COMMENTS:				
Salaries for Administrative Staff				

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: KAUAI ECONOMIC OPPORTUNITY INCORPORATED

RFP No.: _____ Period: JULY 1, 2012 to JUNE 30, 2013

Date Prepared: 01/25/2012

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$1,536.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	2.02%	\$406.00
Worker's Compensation	As required by law	2.50%	\$502.00
Temporary Disability Insurance	As required by law	0.80%	\$161.00
			\$2,605.00
SUBTOTAL:			
FRINGE BENEFITS:			
Health Insurance	\$536 X .48 FTE X 12		\$3,087.00
Retirement		6%	\$1,205.00
SUBTOTAL:			\$4,292.00
TOTAL:			\$6,897.00

JUSTIFICATION/COMMENTS:
Administrative Staff payroll taxes and fringe benefits

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: KAUAI ECONOMIC OPPORTUNITY,INC Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer system	3	\$1,000.00	\$ 3,000.00	\$ 3,000.00
Printer	1	\$500.00	\$ 500.00	500
			\$ -	
			\$ -	
			\$ -	
TOTAL:	4		\$ 3,500.00	\$ 3,500.00

JUSTIFICATION/COMMENTS: computer system for program staff to improve capacity to track client data and case management services using the State Homeless Management Information System and KEO Client Care system, and computer systems so clients can search for jobs apply for jobs on-line; complete resumes; and a multitude of educational uses, skill building, and informational functions

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: _____

Period: July 1, 2012 to June 30, 2013

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: 2010-2011	FY: 2011-2012	FY:2012-2013	FY:2012-2013	FY:2013-2014	FY:2014-2015
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

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.

An Employment Core Services Program for Low-income Persons (ECSLIP) was administered by KEO from 1999 to 2009. During this time, the staff conducted over 130 formal assessments to income eligible individuals in order to determine their skills and abilities, interests, personality, health and personal needs, as well as identify specific individual and family barriers. These barriers may include lack of educational training, transportation, perseverance to work, child care, permanent housing, family support, and basic needs that would impede their ability to successfully obtain and maintain employment.

The program staff identified ways to improve their clients' productivity and efficiency, and increase their job skills. As certified instructors of the Adkins Life Skills Program Development Series, staff members conducted classes in group setting and/or one-on one sessions with clients. The staff also built a rapport with a variety of representatives from private businesses, corporations, unions, hotels and resorts to refer prospective employees/participants for jobs. To assist with eliminating or decreasing barriers, the staff worked collaboratively with over twenty (20) community agencies, faith-based and local organizations to provide additional resources. The staff participated in many local job fairs and resource fairs organized by the State Employment Office – WorkWise program- as well as others offered in the community by other community providers and private employers.

KEO provided assistance to eligible homeless persons through our Homeless Barriers Removal Program in 2010. The funding for this program was through the Community Services Block Grant ARRA funds. The program staff navigated homeless clients through barriers such as obtaining documents such as birth certificates, photo identification, as well as employment assessment, counseling, job search and supportive services through a case management plan for each client. In the short 4 month period that the program was in operation, the staff assisted 10 individuals to obtain employment and 7 individuals to increase their earnings.

KEO has an extensive experience working with the target population of homeless individuals and families. KEO's homeless and housing programs are administered within the Department of Housing and Urban Development's (HUD) Continuum of Care system, a coordinated approach to the delivery of services for the homeless:

- Homeless Outreach Program – provides mobile outreach, case management and supportive services to 400-500 unsheltered homeless per year;
- KEO Emergency Homeless Shelter – Offers temporary emergency shelter and services for up to 19 homeless persons per night;
- KEO Transitional Housing Program – provides temporary housing for homeless individuals and families with case management and supportive services. KEO is able to assist 6 homeless single persons in a group home, 8 homeless families in 2-bedroom apartments, 8 homeless families in 1-bedroom apartments. KEO has acquired a 3-bedroom home that will accommodate large families of 6-9 people. The home is scheduled to be renovated and is scheduled to open by the summer of 2012.
- Pa'a Hana Group Home – provides permanent rental (4 bedroom group home) for homeless individuals with disability. Tenant rent is subsidized through HUD section 8/202 multi-family housing project.
- Shelter Plus Care – program provides rent subsidy to single chronic homeless individuals with substance abuse.
- Homeless Prevention Rapid Rehousing Grant – provides rent assistance to homeless or at-risk homeless persons with security deposit, past due rent payments, and rent subsidy in order to obtain and maintain housing. The staff have assisted many of our homeless clients to locate and obtain affordable housing.

The program staff possesses skills and work experience necessary for the provision of services for the KEO Homeless and Housing Programs. The program staff has a combined total of over 28 years experience in working with low-income and homeless persons. They are knowledgeable of the eligibility requirements and services available 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. They are able to work with a diverse group of people in a professional manner.

KEO has secured funding 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:

- 2000 – present KEO obtained funding from the State Homeless Shelter Stipend Program to operate an emergency shelter and 3 transitional housing sites.
- 1992 – present KEO obtained funding from the State Homeless Outreach Program to operate a mobile outreach care-a-van to provide basic survival

supplies, supportive services and case management to unsheltered homeless on Kauai.

Ms. L. Tshako
Department of Human Services
Homeless Programs Office
820 Mililani Street. Ste 606
Honolulu, HI. 96813 (808) 586-7082

- 2006 – present KEO received grants fro Emergency Shelter Grant Program for operational costs for Mana`olana Emergency Shelter.

Ms. L. Tshako
DHS, Homeless Programs Office
820 Mililani Street. Ste 606
Honolulu, HI. 96813 (808) 586-7082

- 1999 – present HOME funds to rehabilitate transitional housing units

Mr. Gary Mackler
County Housing Agency
4444 Rice Street, Ste. 330
Lihue, HI. 96766 808 241-4429

- 1999 – present Community Development Block Grant to renovate transitional housing projects and the KEO emergency shelter; to purchase a van for the Homeless Outreach Program; to provide emergency grants for security deposit/first mont's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing.

Ms. Kerri Villa
CDBG Coordinator
County Housing Agency
4444 Rice Street, Ste. 330
Lihue, HI. 96766 808 241-4428

- 2010 Office of Hawaiian Affairs grant to provide operational costs for the emergency shelter and to assist with improving the lives of homeless with Hawaiian ancestry.

Ms. Nancy King
Community Relations Specialist
Office of Hawaiian Affairs
711 Kapiolani Blvd. Suite 500
Honolulu, HI.96813

- 2010 FEMA Emergency Food & Shelter Program grant provides cost to purchase food for dinner meals for emergency shelter clients.

Mr. Scott Giarman
Kauai United Way
4374 Kukui Grove St. Ste 201
Lihue, HI. 96766

- 2010 United Way Allocation provides funds for the maintenance and repair of the septic wastewater system at Mana`olana.

Mr. Scott Giarman
Kauai United Way
4374 Kukui Grove St. Ste 201
Lihue, HI. 96766

- 2010 CSBG ARRA Homeless Barrier Removal Program
Laurie Hirohara
Office of Community Services (OCS)
830 Punchbowl Street Room 420
Honolulu, HI. 96813
- 1999-2009 Employment Core Services for Low-income Persons
Michael Hane
Office of Community Services (OCS)
830 Punchbowl Street Room 420
Honolulu, HI. 96813

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.

Mana`olana emergency homeless shelter and transitional housing is located along Wehe Road in Lihue, Tax Map Key (4) 3-8-005:001. KEO's office building is adjacent to the site, along the west boundary of the property. The project site provides facilities that will address two key components of the island's homeless Continuum of Care system – an emergency shelter and transitional housing units. KEO has secured a long-term lease with the County of Kauai for this property.

The Employment Services Director and staff will administer the program at the Mana'olana training center located next to our main office. The training center is in a building located at Mana'olana where we also have on the property our homeless emergency shelter that serves up to 19 homeless people and 8 transitional housing units that provides temporary shelter for up to 20 people. We also have a kitchen and cafeteria in this building where we provide meals for the emergency shelter residents.

The training center is where clients will go to attend lifeskills training, employment services, education classes (GED), computer classes, counseling sessions, Ready to Rent classes and other activities as needed for participants to successfully obtain employment and transition into housing.

Design plans for the building was reviewed and after modifications were made, the plans were approved by the Disability and Communications Access Board (DCAB). The facility is in compliance with ADA requirements. All hardware, including faucets, door knobs, light switches are ADA compliant. There are also exterior ramps and walkways for wheelchair accessibility in the buildings. The parking lot has designated ADA parking stalls.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

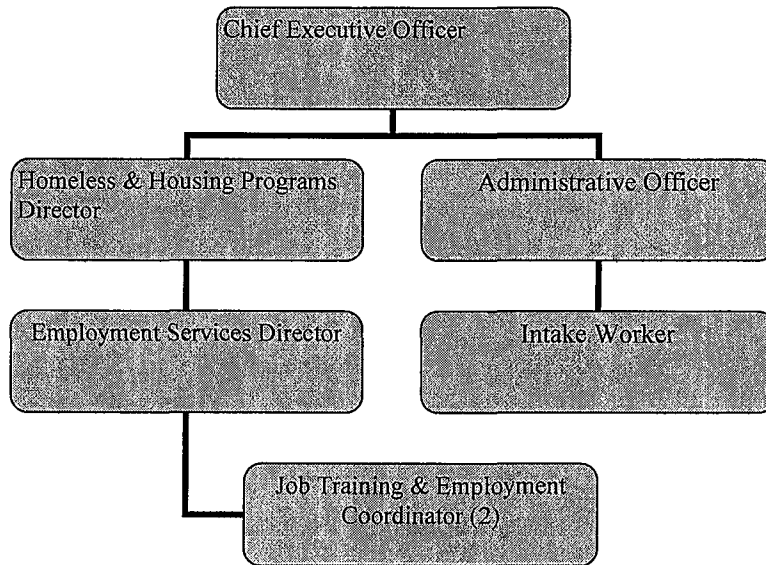
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative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

- Stephanie Fernandes is the Homeless and Housing Programs Director who will oversee the project and administrative functions (10%). The Director has over 11 years of experience in administering services for the agency's homeless clients and executing program contracts. She supervises a staff of 10 people in six major KEO homeless and housing programs.
- Employment Services Director (1.0 FTE) – Directs and coordinates the Job Training and Employment Program, providing services to homeless individuals. Supervises staff, plans, organizes and implements program objectives in coordination with Agency objectives. The position is vacant and will need to be filled upon award. The job description for this Director position includes a minimum qualification of BA Degree or comparable experience and with experience working with the public, preferably within the human resources or social service field.
- Job Training and Employment Coordinator (2 FTE) – Provides case management which includes employment readiness, technical training, career planning, job development and job placement assistance and referral and retention services, as well as housing readiness and support services for homeless. This staff have yet to be hired. The job description for this Coordinator position includes a minimum qualification of BA Degree or comparable experience and with experience working with the public, preferably within the human resources or social service field.
- Central Intake Worker (.25 FTE) – Provides intake and referral for the agency's clientele. Collects required documentation from incoming clients, identifies client's needs, determines appropriate action, and refers to appropriate services. Provides follow-up on referrals made. The job description for this position includes a minimum AA degree.

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.



KEO Board of Directors

Chief Executive Officer
MaBel Fujiuchi

Fiscal Officer
Brigitte Correia

Administrative Officer
Lynn Kua

Accountant (1)
Account Clerk (.5)

Administrative Clerk (.5)
Janitor (.375)

Intake Worker (1)

Youth & Mediation Services

Elderly Nutrition, Food Service, WAP & PIN

Homeles & Housing

Director
Al Nebre

Director
Celia Melchor-Questin

Director
Stephanie Fernandes

AFTER SCHOOL
Coordinator (2@.5)
Program Asst (2@.5)

CHILD CARE
Head Teacher (2)
Teacher (1)
Asst. Teacher (1)
Teachers Aide (3)

MEDIATION
Intake Worker (.5)

ELDERLY NUTRITION
Coordinator (1)
Meals Mgr (.375)
Meal Deliverers (8@.375)

FOOD SERVICE
Coordinator (1)
Cook (2)
Prep Cook (1)

WAP
Coordinator (.5)

HOMELESS OUTREACH
Case Manager (1)

EMERGENCY SHELTER & TRANSITIONAL HOUSING
Program Director (.5)
Coordinator (2@.80)
Maintenance Worker (.5)

TRANSITIONAL HOUSING & GROUP HOME
Coordinator (1)

HOMELESS PREVENTION & RAPID RE-HOUSING
Coordinator (.75)

BARRIER REMOVAL PROGRAM
Program Director (1)
Coordinator (2)

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.

KEO is not party to any pending litigation, including any outstanding judgments.

B. Licensure or Accreditation

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

There are no special qualifications that KEO or the program is required to possess relevant to this application.

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII 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, Hawaii 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)

January 27, 2012

(Date)

MaBel Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)