

House District 14/15/16

Senate District 7

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

Log No:

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: **Kauai Economic Opportunity, Inc.**

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 CELIA MELCHOR-QUESTIN

Title Nutrition Services Director

Phone # 808-2454077

Fax # 808-2457476

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:

FUNDS FOR THE ACQUISITION OF A CARGO VAN FOR KAUAI ECONOMIC OPPORTUNITY, INC.'S FOOD SERVICE PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$ 30,000.00

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

COPY

[REDACTED]
EL FERREIRO-FUJIUCHI/CEO
NAME & TITLE

11/30/13
DATE SIGNED

**Application for Grant and Subsidies
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POS Proposal Application

I. Background and Summary

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, 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 a multi-purpose organization with funding from a variety of sources. Over the past 48 years, the Agency has generated and fiscally administered million dollars of Federal, State, County, and private funds. The Agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO has administered a variety of community service programs such as: Title XX Home Management and Chore Services, Consumer Education, Emergency Food and Medical Services, Economic Development, Transportation, Child Care, Language Arts Multicultural Program, Head Start, Emergency School Aide Act, Elderly Nutrition and Wellness Programs, Shoppers Program for the Elderly and Disabled, Horticulture, Employment Training, Family Development, Family Development for Immigrants and Refugees, Family and Youth Services, Persons-In-Need Grants, Lokahi Pacific - Kauai Business Loan Program, a Community Anti-Crime Program, Mediation Program, Legal Services, Group Homes for Mentally and/or Physically Challenged Adults, Wilson P. Cannon Youth Volunteer Program, Homeless Programs, Horticulture, After School Program, Medicare Prescription Drug Discount Card Program and other programs for the disabled, Hurricane Relief, and Food Services. KEO has further executed the acquisition and construction projects addressing specific needs.

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 Agency uses volunteers extensively in the Elderly Nutrition and Mediation Programs. KEO has aggressively sought and received a multitude of services programs for needy clientele and has been able to offer its clients many services at one place in a more economical fashion, unlike a single purpose, single program agency.

The goal is to obtain funding for purchase of one vehicle for the Food Service Program. The Food Service Program serves around 190,000 meals annually, to Kauai's frail and disabled elderly residents 60 years and older and to pre-school children, teenagers, mentally and physically challenged individuals, to promote their health and well being. Providing a vital service, the program enables homebound elderly to remain self-sufficient at home, a lower cost alternative to institutionalization. The Food Service Program presently provides meals not only for the elderly individuals on the Home-Delivered Meals Program

but also provides meals for the following target population all over the County of Kauai:

- Elderly Clients in the County of Kauai's Congregate meal program
- Pre-school children enrolled in the Pre Plus program
- Pre-school children enrolled in the Head Start programs
- Kupuna in the Alu Like Homebound Meals Program
- Kupuna who attend the Alu Like Centers at Anahola and Waimea
- Pre-School children attending five (5) different Early Learning Centers
- Students attending a Charter School
- Elderly who attend Wilcox Adult Day Care (Alzheimer) Center Program
- Manaolana Emergency Homeless Shelter clients
- Elderly who are registered with the State of Hawaii Medicaid program
- Other private clients

The goal targets both the elderly who tend to be healthier and better off economically, yet, the aging process circumscribe and delimit their daily life functioning; and the pre-school children, to prevent obesity. Good nutrition is a major factor in keeping seniors healthy and independent. It has been recognized as an essential component in disease prevention and affects a person's overall general well being. In addition, good nutrition if done at an early age, for pre-school children will help prevent obesity, which is a major thrust of the current administration.

As a non-profit serving the community, KEO's Food Service program has been able to keep the meals economically affordable to serve the maximum number of participants. KEO has several food delivery vans, one of which is assigned to the Food Service Program. The vehicle is one 2000 Ford E150 which is used to transport the meals. This vehicle to be replaced is already 13 years old and has over 53,300 miles on the odometer. This vehicle is used to deliver meals for the elderly congregate meal participants, for pre-school children in 5 learning centers, for the students in a charter school and for the Kids First program. Due to age, the vehicle has rusted top and the doors are hard to open. There are no Program nor Agency funds to purchase a new delivery vehicle. There are no spare vehicle for times when this is in repair and out of commission. The contingency plan is for the food service deliverer to use their own vehicles. They are given a mileage allowance, but it does not take into consideration the wear and tear on the use.

KEO is requesting a grant of \$30,000.00 to purchase one cargo van to insure that the elderly participants and all the pre-school children and the students, can be served their meals without disruption. This vehicle is used to distribute the meals to all the participants in the Lihue area:

- Lihue Senior Center congregate meals with 25 participants
- Lihue Dance Group congregate meals with 15 participants
- Hongwanji Pre-school with 47 children
- Lihue Early Learning Center with 36 children
- Ekahi Head Start with 22 children
- Elua Head Start with 18 children

- Koa Keiki Head Start with 23 children
- Kids First Program with 19 participants
- Kawaikini Charter School with 85 students
- Punana Leo with 20 children
- KCC Early Child Development Center with 20 students
- ManaOlana with 19 homeless participants

II. Service Summary and Outcomes

The Food Service Program serves more than 190,000 meals annually. The program targets the elderly and disabled low-income population with priority given to underserved vulnerable residents that are in greatest economic or social need and whose ability to perform normal daily tasks is restricted to such a degree that independent living is threatened. It also targets the young individuals from underprivileged homes whose one meal provided by KEO may very well be the only hot, well balanced meal they receive for the day. Good nutrition is a major factor in keeping seniors and youngsters healthy. Food alone is not the key to a longer and healthier life. Good nutrition should be a part of an overall healthy lifestyle, which also includes regular exercise, not smoking or drinking alcohol excessively, stress management and limiting exposure to environmental hazards. And no matter how well one eats, genes also play a big part in a person's risk for certain health problems. But often people underestimate the influence of how and what a person eats. It has been recognized as an essential component in disease prevention and affects a person's overall general well being.

Meals prepared by KEO's Food Service Program are USDA approved and meet the 33 1/3 Recommended Dietary Requirements for adults and children. The meals that are provided are:

- Appealing and attractive to adults and children
- Served in clean and pleasant settings
- Approved by a Registered Dietician and meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Served with only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA; and
- Include grains that are, at a minimum, whole grain.

As a non-profit serving the community, KEO's Food Service program has been able to keep the meals economically affordable for the all the programs, assisting under-privileged individuals in order to serve the maximum number of participants. Approximately 750 meals are delivered throughout the island of Kauai – from Kekaha on the Westside to Hanalei on the Northshore, on a daily basis. The Food Service vehicle delivers food to 350 participants in the Lihue area. The other meals are delivered by the Homebound Meal Delivery drivers.

III. Financial

Budget

1. Applicable budget pages are complete and are attached
2. Below is the anticipated quarterly funding requirements for the fiscal year 2013-2014 for this project.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00

3. There are no other sources of funding that we are trying to obtain for this fiscal year 2013-2014.
4. KEO has not been granted any state and federal tax credits within the prior three years. Additionally, KEO has not applied for or anticipate applying for state and federal credits.

IV. Experience and Capability

A. Necessary Skills and Experience

KEO has initiated and administered the Elderly Nutrition program since 1974, providing nutritious USDA meal service for the elderly 60 years or over, either in a congregate site or delivered to their home. Since its inception in 1974, The Elderly Nutrition Program has evolved into the Food Service program which not only provides meals to the elderly but also provides meal service for pre-school aged children, for children enrolled in charter school and for the homeless people. The Food Service Program serves around 190,000 meals annually.

Existing Contracts for this year include the following:

- Contracting Agency : Agency on Elderly Affairs
Program Title : Home Delivered Meals – Federal Funds
Contract Period : 2012 – 2013
Funding Amount : \$314,012
Performance Goals : To serve 38,062 home-delivered meals to elderly clients

- Contracting Agency : Agency on Elderly Affairs
Program Title : Home Delivered Meals – State Funds
Contract Period : 2012 – 2013
Funding Amount : \$259,141
Performance Goals : To serve 31,411 home-delivered meals to elderly clients

- Contracting Agency : Agency on Elderly Affairs
Program Title : Congregate Meals
Contract Period : 2012 – 2013
Funding Amount : \$94,998
Performance Goals : To serve 14,615 meals to elderly clients in different sites

- Contracting Agencies : Pre-schools (Pre-Plus, 7 Head Start, 2 KEO, Punana Leo, Hongwanji, KCC-ECDC)
Contract Period : 2012-2013
Funding Amount : It varies
Performance Goals : To serve breakfast and lunch to pre-school students/children

- Contracting Agency: Kawaikini Charter School
Contract Period : 2012-2013
Funding Amount : It varies
Performance Goals : To serve lunch to students – kinder to high school

- Contracting Agencies: Other Adult Day Cares (Medicaid, Alu Like, Wilcox)
Contract Period : 2012-2013
Funding Amount : It varies
Performance Goals : To serve lunch to adult participants
- Contracting Agency : Mana Olana Homeless Shelter
Contract Period : 2011-2012
Funding Amount : It varies
Performance Goals : To serve dinner to 19 clients of the Shelter

B. Facilities

Currently, the Food Service staff prepares the meals at the Food Service Kitchen located at 3343 Kanakolu Street, Lihue, Hawaii. The kitchen meets the Department of Health's licensing requirements and is re-certified bi-annually. The meals are packed by program staff and delivered to the different sites.

With the requested funding, Kauai Economic Opportunity, Inc. will be able to purchase a new food service delivery vehicle that will replace the old and rusted vehicle. This vehicle is used to transport to the participants of the Program in the Lihue area.

V. Personnel: Project Organization and Staffing

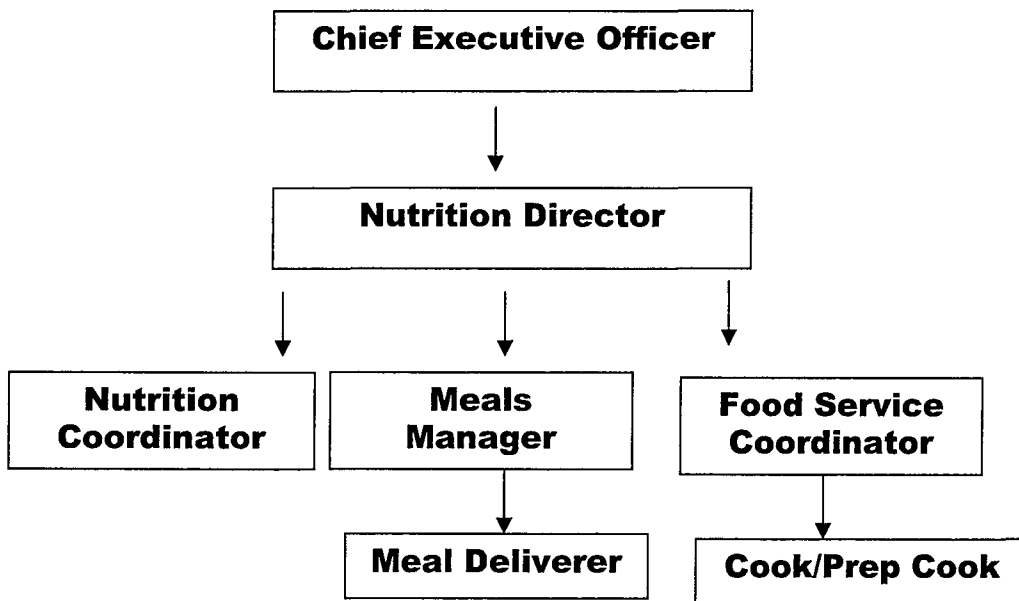
A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Food Service Program is currently administered by the Nutrition Services Component. Staffing consist of a Nutrition Director, Food Service Coordinator 2 Cooks and 1 Prep Cook. The Prep Cook delivers the food, mostly in bulk, to the participants in the Lihue Area.

Kauai Economic Opportunity, Inc. has administered the Program since its inception in 1974. KEO has trained staff who are experienced with food service. The Food Service Staff has a combined years of experience which is 45 years. KEO's experienced staff and extensive internal resources contribute to program operation and enhancement.

B. Organization Chart

Program Chart:



See attached for the Organization-wide chart.

VI. Other

A. Litigation

None.

B. Licensure or Accreditation

Certified as a Commercial Kitchen by the Department of Health.

**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 assuring 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.

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

~~KAHALECONOMIC OPPORTUNITY, INCORPORATED~~



1/30/13

(Date)

MaBel Ferreiro-Fujiuchi
(Typed Name)

Chief Executive Officer
(Title)

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 Services
Director
Al Nebre**

**Mediation
Director
Jessie Basquez**

**Elderly Nutrition, Food Service, WAP & PIN
Director
Celia Melchor-Questin**

**Homeles & Housing
Director
Stephanie Fernandes**

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

Intake Worker (.5)

After School
Program Coordinator (1)
Program Assistant(1)

ELDERLY NUTRITION
Coordinator (1)
Meals Mgr (.875)
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 EMERGENCY SOLUTIONS
Coordinator (1)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				\$0
2. Payroll Taxes & Assessments				\$0
3. Fringe Benefits				\$0
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Admin				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				0
D. MOTOR VEHICLE PURCHASES	30,000			
E. CAPITAL				0
TOTAL (A+B+C+D+E)	\$30,000			\$30,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	30,000			
(b)				
(c)				
(d)				
TOTAL REVENUE	30,000	Signature of Authorized Official  Date _____ MaBel Ferreiro-Fujiuchi/Chief Executive Officer Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL-SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
NOT APPLICABLE				
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE				
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Cargo Van	1.00	\$30,000.00	\$ 30,000.00	0
			\$ -	0
			\$ -	0
			\$ -	0
TOTAL:	1		\$ 30,000.00	0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2011-2012	FY:2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
NOT APPLICABLE						
TOTAL:			0			
JUSTIFICATION/COMMENTS:						