

House District 24/15/16

Senate District 7

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND 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): DEPARTMENT OF AGRICULTURE

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
**Kaua'i Economic Opportunity, Inc**

Dbas:

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: Same

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name ALFRED NEBRE, JR.

Title Youth Service Director

Phone # 808 245-4077

Fax # 808 245-7476

e-mail keo@keoinc.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

COMMUNITY GARDENING FOR UNSHELTERED HOMELESS, SHELTERED HOMELESS, SHELTER PLUS CARE CLIENTS, AND LOW-INCOME CLIENTS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2015: \$ 136,310.00

**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 \$ \_\_\_\_\_

[REDACTED SIGNATURE]

MABEL FUJIUCHI CEO

11/30/14

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

COPY

## **Application for Grants and Subsidies**

### **Community Gardening For Unsheltered Homeless, sheltered Homeless, Shelter Plus Care Clients, and Low-Income Clients**

#### **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;**

Kaua'i 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 49 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kaua'i, 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 services programs to cater to the needs of its clients. The programs and services offered by KEO include one Early Learning Center program located in Lihue. After School Programs, Transitional housing for homeless, Weatherization assistance program, low-income home energy assistance, LIHAEP, Elderly Nutrition, Employment Services, Conflict Mediation, Persons-In-Need Assistance, Homeless Outreach, Hiiola Hawaii Health Connectors, and other programs.

Kauai Economic Opportunity maintain a lease on a 6 acre farm land from the State of Hawaii located at 7035 Moalepe Road, Kapaa, HI 96746. We propose to use the parcel to form a community garden for our clients here at KEO.

##### **2. The Goals and objective related to the request;**

The goal of the project is to assemble Kaua'i Economic Opportunity Incorporated low income participants from Manaolana Emergency shelter for homeless, Manaolana Transitional Housing, Lihue Court Transitional Housing, Komohana Group Home and Paa Hana Group Home, Shelter Plus-Care, Homeless Care-Van clients and low income residents who will in turn create a successful community garden. A Program Director and Project Coach will oversee the project and report to the CEO of Kaua'i Economic Opportunity Inc. It is envisaged this garden by planting a combination of vegetables and flowers that will be grown. Once these vegetables are

ready to harvest, they will be taken back to their homes to be prepared for a nutrition meal. Each individual plot will be 5' x 20' which is a good size for "new-to-gardening" folks or for gardeners with limited time. Paths will be well defined and there will be a minimum of 30" between gardener's plots to allow for wheelbarrows and other equipment. A composter will be kept onsite to reduce waste and improve soil quality in the gardens. A sign will be posted to inform the community of the project and we will acknowledge sponsors.

The objectives of this project are as follows:

1. Overall participants to plant grow and tend to their plots within 2 month of the project
2. Involve inter generational mentoring once cultivation has taken place.
3. Provide self reliance by growing fresh vegetables and flowers for consumption for health & economic needs.
4. Participants will see progress by attending to their garden and seeing results..
5. Provide food for participant families within 3 months of the first plant.
6. Increase income of the participants by selling their vegetable after a year of the project.

### **3. The public purpose and need to be served;**

Community gardens offer a wide spectrum of benefits to a community and serve a diverse group of people. The benefits of community gardens are varied and are summarized here in four broad categories; health, personal well-being, and community development and environmental. Our hope is that our clients will acquire some basic gardening and horticultural knowledge and skills, learn about and appreciate where food comes from, work cooperatively in groups to produce results, and ideally make smarter, healthier food choices outside of their home and throughout their lives. In addition, we envision that the garden will become a place where children, adolescents, young adults and parents can get involved together to help extend positive food attitudes and choices into their home.

Funds requested will be used to clear the property of high grass and Albizi trees, purchase lumber to be used to form planting beds, and purchase essential tools and equipment, fuel and maintenance of an already owned KEO van that will be used to transport clients from Transitional Housing, Emergency Shelter and unsheltered homeless to the Kaua'i Economic Opportunity Farm in Kapahi to enhance participation. Staffing, supplies and programmatic needs are included in the budget.

**4. Describe the target population to be served;**

The target population will be participants and residents of the Manaolana Emergency Shelter for Homeless, Manaolana Transitional Housing, Lihue Court Transitional Housing, Komohana Group Home, Paa Hana Group home located in Kapaa, The Care-van, homeless clients, Shelter Plus-Care clients, as well as low income Kaua'i residents.

4. Describe the geographic Coverage;

Kauai Economic Opportunity has a lease on a 6 acre farm land from the State of Hawaii located at 7035 Moalepe Road, Kapaa, HI 96746. Which will be the site of the community garden project. It is located on the island of Kaua'i and participants residing throughout the island will be eligible, if low income and/or homeless.

## **Service Summary and Outcomes**

This 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. The applicant shall:

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

Community gardens offer a wide spectrum of benefits to a community and serve a diverse group of people. The benefits of community gardens are varied and are summarized here in four broad categories: health, personal well being, and community development and environmental.

Our hope is to enroll 50 participants who acquire some basic gardening and horticultural knowledge and skills, learn about and appreciate where food comes from, work cooperatively in groups to produce results, and ideally make smarter, healthier food choices outside of their home and throughout their lives. In addition, we envision that the garden will become a place where kids and parents can get involved together to help extend positive food attitudes and choices into their home.

As a Community Action Agency on Kaua'i, KEO, Inc. 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 people 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 Resources 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 goals and Performance Indicators are:

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

National Performance Indicator 1.2 – Employment Supports

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

National Performance Indicator 6.2 – Food

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.

This project will start on July 2014 and end on June 2015. During this period, participants will gain knowledge in gardening such as planting, harvesting their crop and become more self sufficiency.

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

KEO internal reporting procedures require monthly reporting of the program progress towards performance goals and objectives. The report includes statistical and narrative sections. Actual accomplishments can be compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. KEO will also comply with any additional reporting requirements of the funding agency such as quarterly and final program reports. Reports will follow standards and time frame as measure of program

management. In house, KEO conducts a weekly management meeting for program evaluation and update and to share information on accomplishments, upcoming events with KEO and with other community agencies. In addition, KEO-CEO and Fiscal Officer hold monthly financial meetings with program directors to review program operation and financial status. Private and government audits are also conducted on a yearly basis.

KEO will follow reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines will serve as in output performance or measurement of progress thereby meeting the need and proper delivery of service.

4. 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.

Community Gardening Project <b>OUTCOME/MEASURES OF EFFECTIVINESS</b>	<b>FY 2014 - 2015 PROPOSED</b>
Enrolled clients in to the program	50
6 Garden classes for the first 6 months will be be given by a Master Gardener.	50
Start to clear the farm and build the garden beds with top soil and be ready for planting	1 <sup>st</sup> Quarter
Plant seeds, & seedlings	2 <sup>nd</sup> Quarter
Harvest Vegetables and crop, consume or sell harvest	3 <sup>rd</sup> & 4 <sup>th</sup> Quarter

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
50,000	28,770	28,770	28,770	\$ 136,310

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015. (None)
4. The applicant shall provide a listing of all state and federal tax credits it has 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 applied for nor has it been granted any state and federal tax credits within the prior three years.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

The balance of KEO's unrestricted current assets as of December 31, 2013 is \$307,369.00



## **IV. Experience and Capability**

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

As an agency, KEO has administered a variety of community service programs such as: Emergency Food Pantry, elderly Nutrition Congregate Program, Food Services, Emergency Food and Drug Abuse Prevention After School Program, Employment Core Service for Immigrants and for Low-Income, Persons-In-Need Grants, Mediation Program, Group Homes for the Physically Challenged Adults, LIHEAP, WAP and other programs.

KEO mission is to alleviate poverty on Kaua'i by providing support service aimed at effecting positive life changes, and promoting self-sufficiency. KEO has provided services and programs that have benefited economically disadvantaged residents of Kaua'i for almost the pass 49 years. For over 30 years, KEO has provided a farm site to interested clients so they may grow tropical flowers and to be able to market and sell the flowers to supplement their monthly household income.

KEO has administered funding and provided services for thousands of low-income families toward their quest for self-sufficiency. In any given year, KEO has coordinated with at least 30 different organizations to serve those who are low-income, including but not limited to the homeless, and the elderly.

### **B. Facilities**

Kaua'i Economic Opportunity, Inc Administration Office is located at 2804 Wehe Road, Lihue, Kaua'i HI 96766. Located in the office is the central intake where the preliminary process is done for all KEO service program applicants. Lihue is the main town on Kaua'i and it is the central location for other special resources to meet the needs of the community. The building meets American with Disabilities Act (ADA) requirements.

The office hours are 7:45 a.m. to 4:30 p.m. Monday to Fridays except when closed in observance of State and Federal Holidays. The farm hours will be open daily for 8:00 am to 5:00 pm, 7 days a week.

KEO farm is located on 7035 Moalepe Road, Kapaa, HI 96746, TMK: 4-6-004-013-0000. This property is a 5.45 Acres southwest corner of this parcel of land, at the southeast corner of Lot 33, Kapaa Homesteads, First Series and on the north side of Moalepe Road.

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

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

For this project KEO will hire one (1) Program Director; and one (1) Production Coach. They will:

- Educate our clients in various aspects of gardening utilizing University of Hawaii science-based gardening information
- Answer garden related questions at the helpline and in the community
- Provide home gardeners living in the County of Kaua'i with science-based gardening information through workshops, community events, and speaking engagements.
- Train KEO clients to accomplish their mission on being a good gardener.
- Provide KEO clients with hands-on-training and experiences to reinforce and extend information learned in the classroom.
- Identify, support and develop sites for gardening training, demonstrations, and community outreach and involvement.

The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, Youth Service Director and the Program Directors report directly to the CEO.

The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs.

Attached are job descriptions of key program staff that includes other essential duties.

Plan for essential staff training for proper program management will include KEO's monthly evaluation, planning, and in-service 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.

Attached please find the "Organization-wide" and "Program" organization charts.

**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officer, directors, or employees of the organization by position.

Chief Executive Officer	- \$104,236.00
Fiscal Officer	- \$ 80,112.00
Administrative Officer	- \$ 65,211.00

## **VI. Other**

### **A. Litigation**

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

Kaua'i Economic Opportunity, Inc. is not a party to any pending litigation, including any outstanding judgments.

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

The applicant shall 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 request.

## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2014 to June 30, 2015)

Applicant: Kaua'i Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	51,684.00			
2. Payroll Taxes & Assessments	6,910.15			
3. Fringe Benefits	15,648.72			
<b>TOTAL PERSONNEL COST</b>	<b>74,242.87</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	3,000.00			
3. Lease/Rental of Equipment	560.00			
4. Lease/Rental of Space	480.00			
5. Staff Training	3,200.00			
6. Supplies	500.00			
7. Telecommunication	550.00			
8. Utilities	650.00			
9. Repairs Maintenance	3,000.00			
10. Audit Services	500.00			
11. Mileage	1,000.00			
12. Dues & Subscription	400.00			
13. Advertising	300.00			
14. Contractual - Payroll Services	300.00			
15. Postage, Freight & Delivery	160.00			
16. Program Activities	25,094.00			
17. Admin 15%	22,374.00			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>62,068.00</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>136,310.87</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	136,310.87	<div style="background-color: black; width: 100px; height: 20px; display: inline-block;"></div> Alfred Nohia [Redacted] 208-245-4977		
(b)		<div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div>		
(c)		<div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div>		
(d)		<div style="background-color: black; width: 100%; height: 20px; display: inline-block;"></div>		
<b>TOTAL BUDGET</b>	<b>136,310.87</b>	Signature of Authorized Official: _____ Date: _____ MaBel Fugiuchi / Chief Executive Officer Name and Title (Please type or print)		



# BUDGET JUSTIFICATION

## PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRING BENEFITS

Applicant/Provider: KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2014 to June 30, 2015

51,684.00

TYPE	ASSESSMENTS OR	OF	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	7.65%	As required by law	As required by law
			3,953.83
Unemployment Insurance (Federal)		As required by law	As required by law
Unemployment Insurance (State)	2.42%	As required by law	As required by law
			1,250.75
Worker's Compensation	2.50%	As required by law	As required by law
			1,292.10
Temporary Disability Insurance	0.80%	As required by law	As required by law
			413.47
			6,910.15
<b>FRINGE BENEFITS:</b>			
Health Insurance		522.82 x 12mo X 2	As required by law
			12,547.68
Retirement	6%		As required by law
			3,101.04
			15,648.72
			22,558.87
<b>JUSTIFICATION/COMMENTS:</b>			
<b>JUSTIFICATION/COMMENTS:</b>			

**Applicant:** Kaua'i Economic Opportunity, Inc

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO	1	\$104,236.00	5.00%	\$ 5,211.80
Fiscial Officer	1	\$80,112.00	5.00%	\$ 4,005.60
Administrative Officer	1	\$65,211.00	5.00%	\$ 3,260.55
Accountant	1	\$26,524.00	5.00%	\$ 1,326.20
Accountant/Administrative Clerk	1	\$38,628.00	5.00%	\$ 1,931.40
Janitor (0.375%)	1	\$28,640.00	5.00%	\$ 1,432.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				17,167.55
<b>JUSTIFICATION/COMMENTS:</b>				



# BUDGET JUSTIFICATION

## PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRING BENEFITS

Applicant/Provider: KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2014 to June 30, 2015

17,167.55

TYPE	ASSESSMENTS OR	OF	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	7.65%	As required by law	As required by law
			1,313.32
Unemployment Insurance (Federal)		As required by law	As required by law
Unemployment Insurance (State)	2.42%	As required by law	As required by law
			415.45
Worker's Compensation	2.50%	As required by law	As required by law
			429.19
Temporary Disability Insurance	0.80%	As required by law	As required by law
			137.34
			2,295.30
<b>FRINGE BENEFITS:</b>			
Health Insurance		522.82 x 12mo X 30%	1,882.00
Retirement	6%		1,030.05
			2,912.05
			5,207.35
<b>JUSTIFICATION/COMMENTS:</b>			
<b>JUSTIFICATION/COMMENTS:</b>			

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Weed Wacker	5	\$250.00	\$ 1,250.00	1250
Tiller	2	\$600.00	\$ 1,200.00	1200
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>7</b>		<b>\$ 2,450.00</b>	<b>2,450</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The 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:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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

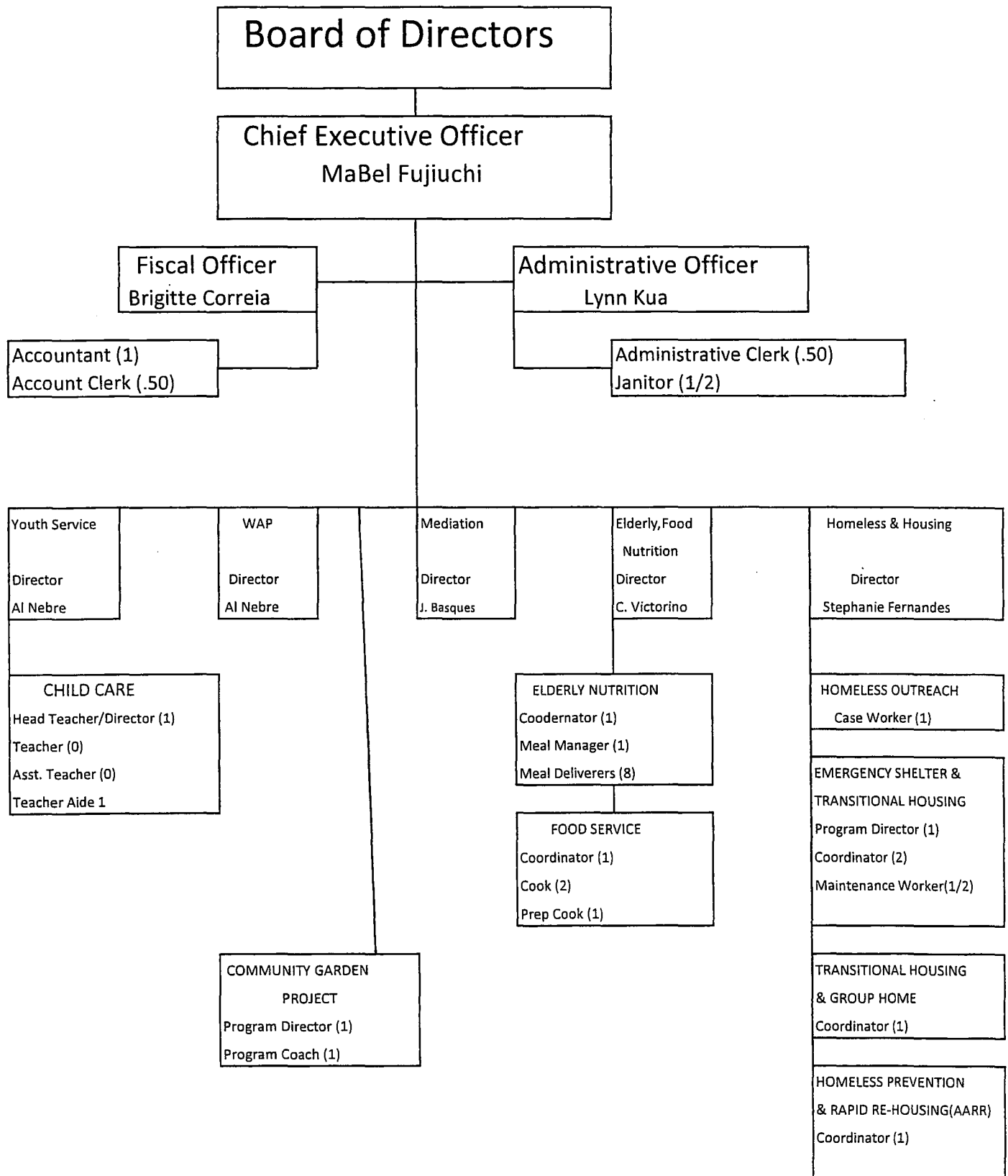
(Signature)

(Date)

Mabel Ferreiro-Fujiuchi  
(Typed Name)

Chief Executive Officer  
Title

# Kaua'i Economic Opportunity, Incorporated



KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION

JOB/POSITION TITLE: Chief Executive Officer

STATUS: Exempt

DATE: 5/1/93

\*\*\*\*\*

PRIMARY PURPOSE: Administer the overall legal, financial, and program operations of the agency. Reports to the Board of Directors.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview senior staff.
- Review and approve reports, forms, recommendations, and activities.
- Determine organizational lines of authority and delineate areas of responsibility.
- Attend Board of Directors' meetings and present agency status report.
- Assist, inform, and consult with Board of Directors in developing, maintaining, and implementing agency policies and procedures.
- Establish, promote, and maintain good public and staff relations.
- Develop and maintain working relationships with various local, state, and federal agencies, and negotiate with them on matters of programs and finances.
- Plan, search, and advocate for alternate and new programs and funding sources.
- Plan, organize, and attend training classes, workshops, and meetings.

OTHER DUTIES/FUNCTIONS:

- Serve on various community committees to promote the agency's mission.

WORKING CONDITIONS: Mostly indoors in air conditioned office.

Equipment Use: Daily use of usual office equipment and supplies is required.

Work Hours: Monday-Friday, 7:45 a.m. - 4:30 p.m.

MENTAL DEMANDS: Duties require continuous use of judgement and occasional attention to detail.

PHYSICAL DEMANDS: Duties require continuous sitting for periods of time.

COMMUNICATION DEMANDS: Duties require frequent communication both inside and outside the agency involving difficult negotiations.

QUALIFICATION REQUIREMENTS:

Education/Experience: BA degree and four years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

## RESUME'

### MaBel Ferreiro-Fujiuchi

Address:

[REDACTED]

Birthdate:

[REDACTED]

Birthplace:

[REDACTED]

Marital Status:

[REDACTED]

Child:

[REDACTED]

### EDUCATION:

Elementary:

St. Catherine School, Kapaa, HI (K-3) 1953 – 1962

High School:

Kapaa High School, Kapaa, HI (9-12) 1962 – 1966

College:

Wayne State College

Wayne, Nebraska 1966 – 1970

### Graduated, 1970 – Bachelor of Arts

Major: Home Economics

Minor: Chemistry and Library Science

### Activities and Honors

Queen of the Green (Freshman) finalist 1966, Katz Club 1967-1969; 6 Member – Ballet Ensemble Performer 1966-1970; Cheerleader 1967-1969; Colhecon (College Home Economics Assn.) 1967-1969; Vice-President, Pile Hall, 1968-1969, President, Pile Hall 1969-1970; Nebraska Education Association 1969-1970; Wayne State Educational Association 1969-1970; American Home Economics Association 1968-1970; Secretary, 1967-1968; Vice-President, 1968-1969, President, 1969-1970, Phi Mu National Fraternity (Sorority); Ideal Coed, Phi Mu, 1970; Leadership Award 1969, Wayne State College; Top Girl (For Glamour Magazine), Wayne State College, 1969; Homecoming Queen Finalist 1969 and 1970; Carnation Queen, Annual Wayne State Carnation Ball, 1970.

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**Other Education**

University of Hawaii

Practices & Principles of Real Estate

Nutritional Sciences Courses

Consumerism (Graduate Courses)

Assertive Skills for Managers – 16 CPE Credits

Kauai Community College

Taxation

Others

National Associate of Realtors

Graduate, Realtors Institute

The Grantsmanship Center

Grantsmanship Training Program

University of Santa Barbara

Planned Gifts, Prospecting, Presentation, Estate Planning & Analysis,  
Proposals

Farmers Home Administration

Loan Packager Designation Certificate

Department of Housing and Urban Development

Certification (to certify Section 8 Rental Assistance Applications)

Note: Additionally, many seminars and workshops pertinent to employment.

**WORK EXPERIENCE AND CAREER:**

Summers of 1967,  
1968, 1969, 1970

Clerk, Big Save Inc.  
At Big Save and Resort Gift Shops

1967 – 1970

Model; Brandeis Corporation (Sioux City, IA; Omaha, NE)  
Runway modeling in the fine clothing department for special events.



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1970 – 1971                    Department of Education  
Kauai – Educational Assistant  
Taught English and Science

1971 – 1980                    Kauai Economic Opportunity, Inc.

Supervisor, Consumer Education and Emergency Food & Medical Services:  
Supervise staff, program operations and served as Nutritionist/

Training Coordinator: Sought and arranged training programs for all staff  
members. Also served as Coordinator for the Title IV-A and XVI Programs in  
1974.

Homemaker Services: Wrote Proposals for soliciting program funds.

1975 – 1980                    Kauai Economic Opportunity, Inc.

Coordinator, Community Improvement and Development: Supervised staff,  
trained staff, coordinated programs, planned for and wrote grants preparing  
proposals for all programs at KEO including, but not limited to: General  
Community Program, Food Stamp Outreach, Consumer Education, Child  
Care, Youth Agriculture, ACTION.SCET, CETA, Energy, Community Food  
and Nutrition program, WIN, Group Home, Hui A'o Tutorial Project, Elderly  
Nutrition and more. Responsible for writing and the publication of the Annual  
Report, Affirmative Action Plan and the Planning Process.

1980 – 1989                    Kauai Economic Opportunity, Inc.

Director of Research, Planning and Program Development: Responsible for  
the Planning and Research for the Planning and the preparation of proposals  
(grant writing) in a continuous process of solicitation of funds from  
Federal, State, County, Private trusts and foundations, and other sources for  
various services. Also responsible for the publication of Annual reports,  
surveys and other evaluation instruments.

Coordinated and started up various agency programs and supervised  
supervisory staff. Developed programs and projects from "ground level" to all  
phases of program acquisition and development, building construction,  
selection and supervision of staff, client selection, and overall coordinator and  
supervision, evaluation.

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1989 – 12/1992

Kauai Economic Opportunity, Inc.

Deputy Director: Assisted the President and Chief Executive Officer in the administration of the agency. Performed as the President and Chief Executive Officer in his absence.

Responsible for the supervisory staff and several of the agency's programs. Responsible for planning, grant proposals, reports, program coordination, and public relations. Responsible for all facets of developing new programs.

Authored various documents and publications.

12/92 – 12/93

Kauai Economic Opportunity, Inc.

Officer, Community Services: Responsible for overall operations of 24 of the 28 KEO Programs and the professional, managerial, programmatic and services staff in their supervision, training, and evaluation.

Responsible for developing and maintaining relationships with local, state and federal agencies. Establish and conduct public relations. Research, plan and organize grant proposals. Organize and implement new programs.

Assist the Chief Executive Officer in developing, maintaining and implementing program policies and procedures.

Author publications as needed.

12/93 – Present

Kauai Economic Opportunity, Inc.

Chief Executive Officer: Administer the overall legal, financial and program operations of the agency. Supervise, train, evaluate, and interview senior staff. Determine organizational lines of authority and delineate area of responsibility. Establish, promote, and maintain working relationships with various local, state and federal agencies, and negotiate with them on matters of programs and finances. Plan, search, and advocate for alternate and new programs and funding sources. Serve on various community committees to promote the agency's mission.

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**Community Activities (Active Participation Only)**

1983 – 1984	Hawaii State Health Coordinating Council Governor Appointed Member
1973 – 1984	Community Health Planning Kauai Sub-area Health Planning Council Governor Appointed Member
1980 – 1986	Kapaa Elementary School Parent Group for Independent Studies Program for Gifted Children
1981 – Present	Zonta International Club for Executive Women in Business and Professions A Service organization
	Recording Secretary                      1982 – 1984
	Corresponding Secretary                1984 – 1986
	President Elect                              1986 – 1987
	President                                      1987 – 1989
	Executive Board                          1989 – 1991
	Service Committee                      1992 – 1994
	Scholarship Chairman
1984 – 1986	St. Catherine Parish Council Secretary                                      1984 – 1986
1981 – 1983	March of Dimes Mother's March
1986 – 1990	Kauai Police Department Auxiliary President                                      1986 – 1987
1985 – 1986	Permanency Planning for Foster Children Task Force Team Member
10/1992 – 12/1993	Hawaii Hurricane Relief Foundation Task Force Team Member
12/1993 – Present	Hawaii CAP Directors Association President Treasurer

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- 2002 – Present            Director, Board of Directors:    Ho'ike Public Television
- 1995 – Present            Hawaii Access to Justice Committee
- 1999 – Present            Rural Development CAC
- 1999 – Present            Workforce Investment Board
- 1997 – Present            Americorps Commissioner

**AWARDS**

- 1973                        Outstanding Young Women of America  
                                  (National Designation)
- 1983                        Zontian of the Year, Zonta International of Kauai

**PUBLICATIONS**

“How KEO Serves Kauai” 1973, a supplement to the Garden Island Newspaper by MaBel Fujiuchi. The publication won first place in a newswriting tabloid competition as submitted by The Garden Island Newspaper.

KEO Annual and Biennium Reports by MaBel Fujiuchi, every biennium since 1979.

HAWAII COMMUNITY ACTION AGENCIES, 1981  
MaBel Fujiuchi as a contributing member to the author.

KAUAI SOCIOECONOMIC PROFILE, 1975  
MaBel Fujiuchi as a contributing member to the author.

KAUAI NEEDS ASSESSMENT STUDY, 1981  
MaBel Fujiuchi as a contributing member and researcher to the author.

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION

JOB/POSITION TITLE: Fiscal Officer

STATUS: Exempt

DATE: 5/1/93

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PRIMARY PURPOSE: Administer the financial operations of the agency. Reports to the Chief Executive Officer.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview fiscal staff.
- Review and approve reports, forms, recommendations, and activities.
- Prepare and analyze financial reports, forms, contracts, budgets, and operational manuals.
- Assist, inform, and consult with Chief Executive Officer and Program Officers in developing, maintaining, and implementing program budgets and financial status reports.
- Establish all accounting systems, financial procedures and forms to maintain internal controls, and develop accounting procedures in accordance with federal and state regulations and funding agency procedures.
- Analyze financial statements to establish expenditure trends, determine program needs, establish funds control, and anticipate possible reprogramming needs.
- Plan, organize, and attend training classes, workshops, and meetings.
- Develop and maintain working relationships with various local, state, and federal agencies.
- Prepare and revise cost allocations.
- Establish, promote, and maintain good public and staff relations.

OTHER DUTIES/FUNCTIONS:

- Perform other duties as required.

WORKING CONDITIONS: Mostly indoors in air conditioned office.

Equipment Use: Daily use of usual office equipment and supplies and use of computer and calculator is required.

Work Hours: Monday-Friday, 7:45 a.m. - 4:30 p.m.

MENTAL DEMANDS: Duties require frequent attention to detail, mathematical ability and use of judgement.

PHYSICAL DEMANDS: Duties require continuous sitting for periods of time.

COMMUNICATION DEMANDS: Duties require frequent communication inside and occasional communication outside the agency using considerable tact, persuasion, and discretion.

QUALIFICATION REQUIREMENTS:

Education/Experience: BA degree and two years of administrative or fiscal experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to accounting or management preferred.

**BRIGITTE CORREIA**



PLACE OF BIRTH: Lihue, Kauai, Hawaii

MARITAL STATUS: Married

BIRTHDATE:

EDUCATION: Kapaa Elementary School  
Kapaa High & Intermediate School – 1977 Graduate  
Kauai Community College – Sept. 1977 – Dec. 1979  
Associate Degree – Accounting

EMPLOYMENT:

July, 1991  
Present  
Kauai Economic Opportunity, Inc.  
Fiscal Officer

July, 1984  
June, 1991  
Kauai Economic Opportunity, Inc.  
Chief Accountant

March, 1981  
June, 1984  
Kauai Economic Opportunity, Inc.  
Account Clerk

October, 1980  
March, 1981  
Department of Health, Kauai District Office  
Lab Assistant

January, 1980  
September, 1980  
Department of Health, Kauai District Office  
Clerk Typist

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION**

**JOB/POSITION TITLE:** Project Director

**STATUS:** Exempt                      **DATE:** 07/01/2014

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**PRIMARY PURPOSE:**     *Under the supervisions of the Chief Executive Officer, coordinate, implement, and monitor development plans and support services for the agency's low-income clients to help them achieve self-sufficiency and promote healthy choices through good nutrition.*

**ESSENTIAL DUTIES/FUNCTIONS:**

- *Supervise, train, evaluate, and interview the Production Coach.*
- *Performs regularly scheduled farm site inspections.*
- *Plan, arrange, schedule, and coordinate gardening training classes for participants.*
- *Maintain safe and clean farm site.*
- *Order, purchase, and maintain farm equipment and supplies.*
- *Establish and enforce rules and regulations of the farm site.*
- *Coordinate with funding sources and community agencies and programs in achieving program goals and objectives.*
- *Refer participants to appropriate agencies for assistance and follow up as needed.*
- *Prepare, maintain, and file participant assessments, and plans.*
- *Prepare, maintain, and file monthly and quarterly reports.*
- *Plan, organize, and attend training classes, workshops, and meetings.*

**OTHER DUTIES/FUNCTIONS:**

- *Performs other duties as required.*

**WORKING CONDITIONS:**             *Both indoors in air-conditioned office and outdoors. Exposure to chemicals, dust, and fumes. Bathroom facilities not available at the farm.*

**Equipment Use:**             *Use of company vehicle, tractor, and basic office equipment and farm/gardening equipment and supplies is required. Use of computer is required.*



Work Hours: Monday-Friday, 2 hours/week, hours may vary.

**MENTAL DEMANDS:** Duties require frequent use of judgment and attention to detail.

**PHYSICAL DEMANDS:** Duties require sitting for periods of time, stooping, walking, pushing, pulling, lifting, and carrying up to 50 lbs. (farm equipment and supplies).

**COMMUNICATION DEMANDS:** Duties require frequent communication both inside and outside the agency using considerable tact, persuasion, and discretion.

**QUALIFICATION REQUIREMENTS:**

Education/Experience: BA degree, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to agriculture preferred.

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED  
JOB DESCRIPTION**

**JOB/POSITION TITLE:** Production Coach

**STATUS:** Non-Exempt      **DATE:** 07/01/2014

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**PRIMARY PURPOSE:**      *Under the supervision of the Farm Project Director, operate the agency's Community Garden Project to help low-income persons achieve self-sufficiency and promote healthy choices through good nutrition.*

**ESSENTIAL DUTIES/FUNCTIONS:**

- *Outreach and recruits potential clients.*
- *Conduct program intake, nutritional assessment, and project exit with clients.*
- *Performs regularly scheduled unit inspections.*
- *Provide assistance, including transportation as needed, for participants to attend training classes and program participants' meetings, and accessibility to and from the farm site.*
- *Supervise and train program participants in basic farming skills.*
- *Monitor participation and progress of participants with case management and support services.*
- *Maintain safe and clean site environment.*
- *Establish and enforce rules and regulations of the farm site.*
- *Refer participants to appropriate agencies for assistance and follow up as needed.*
- *Prepare, maintain, and file participant assessments, and plans.*
- *Prepare, maintain, and submit monthly and quarterly reports to Project Director.*
- *Plan, organize, and attend training classes, workshops, and meetings.*

**OTHER DUTIES/FUNCTIONS:**

- *Performs other duties as required.*

**WORKING CONDITIONS:**      *Mostly outdoors. Exposure to chemicals, dust, and fumes.  
Bathroom facilities not available at the farm.*

**Equipment Use:**      *Use of company vehicles, tractor, farm equipment and supplies is required.*

Work Hours: Monday-Friday, 4 hours a day, hours may vary.

**MENTAL DEMANDS:** Duties require frequent use of judgment, attention to detail, alertness. Some mathematical ability is required.

**PHYSICAL DEMANDS:** Duties require frequent walking, occasional stooping, pushing, pulling, lifting, and carrying up to 50 lbs. (farm equipment and supplies)

**COMMUNICATION DEMANDS:** Duties require frequent communication both immediate supervisor, co-workers, program volunteers and program participants

**QUALIFICATION REQUIREMENTS:**

Education/Experience: High school diploma or equivalent required. Knowledge of farming / gardening is required. Experience in working with community gardening project(s) helpful.