

House District 14, 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):

DAGS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: Kaua'i Economic Opportunity, Inc.

Street Address: 2804 Wehe Road Lihu'e, HI 96766

Mailing Address: 2804 Wehe Road Lihu'e, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CAROLINE VICTORINO

Title ELDERLY NUTRITION & FOOD SERVICES PROGRAM 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:

LAND/BUILDING ACQUISITION FOR KEO FOOD SERVICE

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 1,548,499.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

MABEL FERREIRO-FUJIUCHI/CEO  
NAME & TITLE

1/30/14  
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;

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 Act of 1965. 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 millions of dollars of Federal, State, County of Kaua'i, and private funds. The Agency is the only human services organization on Kaua'i, 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, Disaster Relief, and Food Services. KEO continues to provide energy and weatherization assistance to eligible families. KEO has further executed the acquisition and construction projects addressing specific needs, such as, the Mana 'Olana Emergency Shelter housing project, the Kau 'Apo Transitional project, and several other transitional housing projects, and most recently a grant to be the "connector" for the a Health Program.

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 to accomplish. 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 service 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.

2. The goals and objectives related to the request;

Our goal is to obtain funding for the acquisition of land AND the construction or purchase or renovation of a building for a Food Service kitchen and Community Enterprise kitchen. The Food Service Program serves around 189,000 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.

Currently, KEO, for its Food Service program rents a certified kitchen from a church in Lihu'e for just under \$40,000.00 a year with annual increases. The objective is to eliminate this cost and increase and/or improve services rendered to target populations.

As a Community Action Agency on Kaua'i, KEO, Inc. is held to high standard of Performance and Measures which consists 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 as follows:

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

*National Performance Indicator 6.1 – Independent Living*  
*National Performance Indicator 6.2 – Emergency Assistance*  
*National Performance Indicator 6.3 – Child and Family Development*

For this project specifically, the National Goals and Performance Indicators are:

Goal 2. The conditions in which low-income people lives are improved.  
(Community)

*National Performance Indicator 2.1 – Community Improvement and Revitalization*

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*

3. The public purpose and need to be served;

This program provides a vital service, allowing homebound elderly to remain self-sufficient at home and offering a lower cost alternative to institutionalization. Not only does the Food Service Program provide meals for elderly individuals on the Meals on Wheels Program, but also provides meals for the following target population covering the entire County of Kaua'i:

- Elderly clients in the County of Kaua'i's Congregate meal program
- Pre-School children enrolled in the Head Start program
- Kupuna in the Alu Like Homebound Meals Program
- Kupuna who attend the Alu Like Center programs in Anahola and Waimea
- Pre-School students attending KEO's Early Learning Center and other private preschools.
- Elderly who attend Wilcox Adult Day Care (Alzheimer) Center Program
- Mana'olana Emergency Homeless Shelter
- Elderly who are registered with the State of Hawai'i Medicaid program
- Students enrolled in the County of Kaua'i's Summer Enrichment Program
- Private, home-bound clients

4. Describe the target population to be served; and

KEO's program seeks to provide service to Kaua'i's elderly population, whether it is through homebound delivery service or through community programs where the elderly are afforded socialization activities and meal delivery. Having a new and improved kitchen facility would also allow us to increase and improve our capacity to serve other organizations and programs, such as preschools and school intercession programs. The new facility would also allow for community members to have an affordable, certified kitchen to produce their food products and develop their businesses through the Community Kitchen Enterprise program.

5. Describe the geographic coverage.

Currently we are servicing all of the County of Kaua'i, between Hanalei and Kekaha. We are, however, equipped to deliver to the entire County from Ha'ena to Kekaha.

## **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. The applicant shall:

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

The projected scope of the work to be done is to: 1) acquire the land and/or building for the new kitchen facility, 2) plan for the building and/or renovation of the new facility, and 3) carry through with the construction and/or renovations of the new facility.

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

Projected timeline for this project from beginning to completion is from July 1, 2014 to June 30, 2015.

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

To ensure quality, KEO's internal reporting procedures require monthly reporting of program progress towards performance goals and objectives, the written report include statistical and narrative sections. Actual accomplishments (number of clients served) are documented and compared with the goals and any deviation could be worked out to ensure quality and timely accomplishment of the project. The reports are reviewed during management meetings to ensure that the performance outcomes are met. Financial meetings are also done monthly to make sure that the project is within budget.

KEO follows reporting guidelines especially in identifying realistic and achievable goals for the program. Surveys will be developed to determine that the kitchen is producing the necessary meals for the clients and that the business entrepreneurs are being assisted with their business.

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.

To measure the effectiveness of the programs use of appropriations, KEO has internal reporting procedures to ensure program goals and objectives are being met. Daily logs, statistical and narrative monthly reports, and other internal reporting ensure the accountability of the funds for programs.

### **III. Financial**

#### **Budget**

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

See attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$700,000.00	\$400,000.00	\$250,000.00	\$198,499.00	\$1,548,499.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

No other sources for this program are being sought at this time.

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 been granted any State or Federal tax credits within the past 3 years, but if available and eligible will apply for State and Federal tax credits pertaining to this program.

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

The current balance of KEO's unrestricted funds is \$307,369.00.

### **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 group setting 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 Summer Fun activities, and for homeless people. The Food Service Program serves around 189,000 meals annually.

KEO initiated and administered a mini Community Enterprise Commercial Kitchen. There were many requests from community entrepreneurs but due to the size of the current kitchen, KEO was not able to accommodate all of the small business owners. Small business owners have used the kitchen for operating a Hot Dog Concession Stand at Home Depot and another owner used the kitchen to prepare Kauai Shrimps which she sold off of her mobile restaurant. Currently, there had been requests for the use of the kitchen which cannot be accommodated because KEO has also increased the use of the kitchen with more individuals being served. There is a definite need for this service and KEO is able to expand this program for the community.

Kauai Economic Opportunity, Inc. is the only human services organization in the County of Kauai and has been in operation for the last 48 years. It currently manages 31 community service programs that focus on un-served and underserved communities, individuals, and families who qualify under the agency's eligibility requirements. These are programs and projects that address the needs of the low-income, homeless, elderly, pre-school children, at-risk youth, immigrant, jobless and the mentally and physically challenged persons.

Existing Contracts for this year include the following:

- Contracting Agency : County of Kaua'i - Agency on Elderly Affairs  
Program Title : Home Delivered Meals – Federal Funds  
Contract Period : 2013-2014  
Funding Amount : \$259,383.00  
Performance Goals : To serve 29,643 home-delivered meals to elderly clients
  
- Contracting Agency : County of Kaua'i - Agency on Elderly Affairs  
Program Title : Congregate Meals  
Contract Period : 2013-2014  
Funding Amount : \$84,000.00  
Performance Goals : To serve 12,000 meals to elderly clients at different sites
  
- Contracting Agencies : Pre-schools (8 Head Start, 1 KEO, Punana Leo, & Lihu'e Hongwanji)  
Contract Period : 2013-2014

- Funding Amount : Varies
- Performance Goals : To serve breakfast, snack and lunch to pre-school students/children
  
- Contracting Agencies : Other Adult Daycares (State of Hawai'i Medicaid Program, Alu Like, Kaua'i Adult Daycare Center)
  - Contract Period : 2013-2014
  - Funding Amount : Varies
  - Performance Goals : To serve lunch to adult participants
  
- Contracting Agency : Mana 'Olana Homeless Shelter
  - Contract Period : 2013-2014
  - Funding Amount : Varies
  - Performance Goals : To serve dinner to 18 clients of the Shelter

**B. Facilities**

Currently, the Food Service staff prepares the meals at the Food Service kitchen located at 3343 Kanakolu Street, Lihu'e, Hawai'i. This is a rental property, which is old and obsolete with outdated equipment and facilities hampering efficiency both in production and energy. The kitchen meets the Department of Health's licensing requirements and is re-certified bi-annually. The meals are individually packed by program staff and volunteers and delivered to individual homes throughout Kaua'i.

Other meals are packed in "bulk" and delivered to specific congregate meal sites, like Neighborhood Centers (Kekaha, Waimea, Kaumakani, Koloa, Lihu'e, and Kilauea), Head Start Centers, Day Care Centers and other sites.

With the requested funding, Kaua'i Economic Opportunity, Inc. will be able to actively pursue the purchase of property to build the proposed Food Service Kitchen and Community Enterprise kitchen. If granted, the amount paid for rent now can be programmed into direct services instead, allowing KEO to provide more and/or enhanced services to those we serve. Current costs are about \$7,000.00 to \$8,000.00 per month for space and utilities and are facing obsolescence.

We have researched commercial property available on Kaua'i and within the Lihu'e area. We know of two possible properties – one for the purchase of land only for approximately \$600,000.00 and another "warehouse type" facility for approximately \$900,000.00 - \$1,000,000.00. It is KEO's plan to move forward as environmentally conscious as possible with this new kitchen. Construction will include a solar heater and all equipment requested will be energy-efficient.



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

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

The Food Service and Community Kitchen Enterprise programs will be under the direction of the Elderly Nutrition & Food Service Director who will report directly to the Chief Executive Officer. A full-time Enterprise Coordinator will be hired to manage and oversee the Community Kitchen Enterprise project and report to the Elderly Nutrition & Food Service Director.

KEO has administered the Food Services program, since its inception in 1974, and has trained staff members who are experienced in the food industry. A pre-screening of all potential KEO employees is conducted and the following standards have to be met:

- Pre-employment physical
- Drug screen
- TB screen
- Criminal conviction record check
- Clean traffic abstract

The experienced staff at KEO contributes greatly to program operation and enhancement. The Director responsibly prepares for on-going training of program staff. This includes, but not limited to, regular staff meetings, CPR/First Aid training, Food Safety and Sanitation training, Driver Safety courses, and other workshops/trainings pertinent to the functions of the staff as required by County, State, and Federal entities.

**B. Organization Chart**

See attached Organization Chart.

**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, 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**

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



**B. Licensure or Accreditation**

KEO, Inc. is certified as a commercial kitchen by the Department of Health in good standing without violation at its current kitchen site.

## BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	\$28,094			\$28,094
2. Payroll Taxes & Assessments	\$5,304			\$5,304
3. Fringe Benefits	\$5,285			\$5,285
<b>TOTAL PERSONNEL COST</b>	<b>\$38,683</b>			<b>\$38,683</b>
<b>B. OTHER CURRENT EXPENSES</b>				
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	\$23,316			\$23,316
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$23,316</b>			<b>\$23,316</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$136,500.00</b>			<b>\$136,500.00</b>
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>\$1,350,000.00</b>			<b>\$1,350,000.00</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$1,548,499</b>			<b>\$1,548,499</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,548,499	Caroline Victoria  808-245-4077		
(b)				
(c)				
(d)				
<b>TOTAL REVENUE</b>	<b>1,548,499</b>	Signature of Authorized Officer: <u>MaBel Ferreiro-Fujiuchi/Chief Executive Officer</u> Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL-SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Project Director	1	\$32,544	10.00%	3,254
Coordinator	1	\$24,840	100.00%	24,840
				0
<b>TOTAL:</b>				28,094
<b>JUSTIFICATION/COMMENTS:</b>				

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO	1	104,236	5.00%	\$ 5,212
Fiscal Officer	1	80,112	5.00%	\$ 4,006
Administrative Officer	1	65,211	5.00%	\$ 3,261
Planner	1	0	5.00%	\$ -
MultiServices Director	1	0	0.00%	\$ -
Accountant	1	26,524	5.00%	\$ 1,326
Account Clerk/Administrative Clerk	1	38,628	5.00%	\$ 1,931
Administrative Clerk	1	0	5.00%	\$ -
Intake Worker	1	0	5.00%	\$ -
Janitorial	1	28,640	5.00%	\$ 1,432
			45.00%	\$ -
				\$ -
<b>TOTAL:</b>				<b>17,168</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Ice Maker	1	\$6,000.00	\$6,000.00	0
4-Compartment Sink with disposal	1	\$6,500.00	\$6,500.00	0
Diswashing machine	1	\$5,000.00	\$5,000.00	0
Food Warmer	1	\$6,000.00	\$6,000.00	0
Preparation tables	5	\$600.00	\$3,000.00	0
Convection ovens	3	\$8,000.00	\$24,000.00	0
Food Prep Equipment (pots,pans,fryers,steamers,scales,et	1	\$15,000.00	\$15,000.00	0
Serving counter	1	\$2,000.00	\$2,000.00	0
Cabinets	5	\$2,000.00	\$10,000.00	0
Meat slicer, Food processor	1	\$5,000.00	\$5,000.00	0
Gas Salamander	1	\$3,000.00	\$3,000.00	0
Walk-in cooler	1	\$20,000.00	\$20,000.00	0
Office chair, table	2	\$500.00	\$1,000.00	0
Air-conditioner	1	\$30,000.00	\$30,000.00	0
			\$ -	0
<b>TOTAL:</b>	<b>25</b>		<b>\$ 136,500.00</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

### BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	0
			\$ -	0
<b>NOT APPLICABLE</b>			\$ -	0
			\$ -	0
			\$ -	0
<b>TOTAL:</b>				<b>0</b>

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS				\$25,000.00		
LAND ACQUISITION				\$650,000.00		
DESIGN				\$25,000.00		
CONSTRUCTION/BUILDING ACQUISITION				\$600,000.00		
EQUIPMENT				\$50,000		
<b>TOTAL:</b>				\$1,350,000.00		
<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.

Kaua'i Economic Opportunity, Inc.

(Typed Name of Individual or Organization)

(Signature)

(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

CEO

(Title)

**KEO Board of Directors**

**Chief Executive Officer**

**Fiscal Officer**

**Administrative Officer**

Accountant (1)  
Account Clerk (.5)

Administrative Clerk (.5)  
Janitor (.375)  
Intake Worker (1)

**Youth Services,  
Emergency  
Homeless Shelter  
& WAP**  
  
Director

**Hi'iola Health  
Connector**  
  
Director

**Mediation**  
  
Director

**Elderly Nutrition,  
Food Service, & PIN**  
  
Director

**Homeles & Housing**  
  
Director

**CHILD CARE**  
Head Teacher (1)  
Teachers Aide (1)

**EMERGENCY SHELTER**  
Coordinator (3@.80)  
Maintenance Worker (.5)

COORDINATOR (4)

**ELDERLY NUTRITION**  
Coordinator (1)  
Meals Mgr (.875)  
Meal Deliverers (7@.375)

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

**ENTERPRISE**  
Coordinator (1)

**HOMELESS OUTREACH**  
Case Manager (.625)

**TRANSITIONAL  
HOUSING & GROUP  
HOME**  
Coordinator (1)

**HPRP/Barrier**  
Coordinator (1)