

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): DLIR/OCS

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:

PURCHASE OF THE LAND FOR THE LIHUE EARLY LEARNING CENTER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 700,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

Mabel Ferrero Fujinuchi

1/30/14

NAME & TITLE

DATE SIGNED

COPY

Application for Grants and Subsidies

I. Background and Summary

This section shall clearly and concisely summarize the highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request including 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 Centers, 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. The main goal of the Early Learning Center is to help pre-school age children make a smooth transition from home to school. In addition, it provides childcare so families can obtain or maintain employment.

2. The goals and objectives related to the request;

The main goal of this request is to acquire the land is fee simple where the Lihue Early Learning Center building is located. KEO acquired and own the building in May 2001. And leases the land thru Grove Farm Cooperation. The lease has been constantly going up every year. KEO would like to maintain the affordability of its preschool services by lowering expenditures, the major expenditure of the center is the cost of the land lease.

The public purpose and need to be served;

Parents need to work to become self-sufficient and need reliable childcare to complete that need. The target population includes working families who need affordable and dependable childcare. The geographic coverage includes the entire County of Kaua'i.

3. Describe the target population to be served;

We are currently a very affordable childcare program on the Island of Kaua'i. With the proposed acquisition of the Lihue Early Learning Center (LELC) land, we are able to ensure the affordability and continue to provide a secure environment for the children and families in our community that need childcare. The child care program is licensed by the State Department of Human Services to attain children between the ages of 2 years 9 months and 8 year old.

4. Describe the geographic coverage;

Geographic Coverage will be the Central Area of Kauai, which consists of Hanamaulu, Lihue, Puhi and Koloa.

II. Service Summary and Outcomes

The service Summary shall include a detailed discussion of the application'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

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

Through our Early Learning Centers, families can obtain child care in order to maintain employment and striving for or maintain self sufficiency.

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

National Performance Indicator 6.3 – Child and Family Development

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

Child enrolled in KEO's Early Learning Centers participate in pre-school activities to develop school readiness skills, Graduates are developmentally ready to enter Kindergarten.

Through this grant, KEO will be able to acquire the land where the LELC is built and will be able to reduce expenditures and maintain the affordability that we are currently providing to the

parents of the children enrolled at our pre-school. Once the grant is awarded, KEO will start the process to purchase the property. Within 6 months, property should be purchased.

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

KEO's internal reporting procedures require monthly reporting of 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. Individual Private and government audits are also conducted on a annual basis. Incompliance with Federal and State mandates.

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 services. Consistent evaluations will occur and improvements as necessary monthly implementation.

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.

Lihue Early Learning Center OUTCOME:	FY 2013 PROPOSED
Acquire proper documentations from land owner	1 st quarter
Get land appraised	1 st quarter

Finalize all documentation of property	2 nd Quarter
Approval of land documents, signing & Purchase of property from landowner	3 rd 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		\$650,000		\$700,000

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 Shelter Program, Transitional Housing, Housing Placement Program, Child Care, Alcohol 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.

For over 30 years Kaua'i Economic Opportunity, Inc has successfully provided daily, quality childcare year round for children ages 2 years and 9 months to 8 years old, for low income and working families. There are currently 24 enrolled at our Lihue Early Learning Center. We provide childcare Monday through Friday from 7:00 a.m. to 5:00 p.m. that includes lunch for a low monthly fee of \$575.

The Director/Head Teacher has the skills, abilities and knowledge to deliver the requested services. She joined KEO a couple of years ago; she had number of years of experience in managing projects in her previous jobs with Head Start as a Director Teacher in the preschool. The Teacher's aide has 8 years experience

Head Teacher/Director and Teacher's aide will be supervised by the Director of Youth Services who been with KEO for the past 10 years and KEO Administrative Officer who also has such abilities and experience. She has been with KEO for the past 21 years.

B. Facilities

KEO Administrative 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 services 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 Americans with Disabilities ACT (ADA) requirements.

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

KEO operates one childcare center; KEO Early Learning Center located at 4360 Pahee Street. The LELC was built in 1993 and it was purchase by KEO last May, 2011. Lihue Early Learning Center is wheelchair accessible and meets ADA requirements. It is this center of which KEO is seeking funding to acquire the leased land in fee simple ownership (KEO owns the building.)

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

The Project Director will coordinate the proper documentation to purchase the property; 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 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. The Fiscal Officer, Administrative Officer, Youth Service Director and most of the Program Directors report directly to the CEO.

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

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.

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

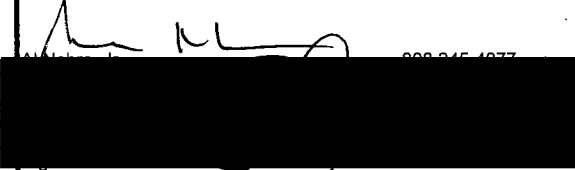
B. Licensure or Accreditation

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

Attached is a copy of Lihue Early Learning Center License to operate a preschool

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Kaua'i Economic Opportunity, Inc

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Admin Cost to excute the sale	50,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL (Purchase Property)	650,000			
TOTAL (A+B+C+D+E)	700,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	700,000			
(b)				
(c)				
(d)				
TOTAL BUDGET	700,000	Mabel Ferreiro-Fujiuchi, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Kaua'i Economic Opportunity, Inc

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION			700,000.00			
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			700,000.00			
<p>JUSTIFICATION/COMMENTS: A total of 700k will be used to purchase the property at Lihue Early Learning Center. Out of the 700k, 25k will be used to gather all legal documents, land appraisal, & closing cost. Acquisition of the LELC land would reduce the expenditure for the rent and would maintain the affordability of service.</p>						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISSED 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, Incorporated
(Typed Name of Individual or Organization)

(Signature)

(Date)

Mabel Ferreiro-Fujiuchi
(Typed Name)

Chief Executive Officer
Title