

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):

DEPARTMENT OF HUMAN SERVICES, HOMELESS PROGRAMS OFFICE

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

**Kauai Economic Opportunity, Incorporated**

Dbas: **KEO, Inc.**

Street Address: **2804 Wehe Road, Lihue, HI 96766**

Mailing Address: **2804 Wehe Road, Lihue, HI 96766**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MABEL FUJIUCHI

Title Chief Executive Office

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:

ACHIEVING SELF-SUFFICIENCY

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 145,779.00

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 \$ \_\_\_\_\_

AUTHORIZED SIGNATURE

MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

JANUARY 28, 2014  
DATE SIGNED

COPY

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Kauai Economic Opportunity, Incorporated (KEO) is a private, non-profit community action agency that was chartered in March of 1965. KEO originated as a result of the formation of the national Office of Economic Opportunity, and its efforts to eliminate poverty. For almost 49 years, KEO has provided a wide range of services that alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency.

KEO also serves as a catalyst in encouraging effective local advocacy among the economically disadvantaged. Advocacy includes educating public officials and the general community to understand the needs and issues of the disadvantaged on Kauai, and to mobilize resources for the greatest impact on poverty. KEO has maintained the ability to assess conditions on the local level and change its focus to address the needs of the community it serves.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide an array of services to meet the needs of low-income persons.

The agency leads the effort to end homelessness in our community by creating a variety of shelter and housing options, providing supportive services, and facilitating collaboration, education and advocacy based on the belief that every person is entitled to the dignity of living in a home. KEO's homeless and housing programs are administered within the Department of Housing and Urban Development's (HUD) Continuum of Care system, a coordinated approach to the delivery of services for the homeless:

- Homeless Outreach Program – provides the only mobile outreach service for unsheltered homeless population with case management and supportive services to 450 – 600 unsheltered homeless per year;
- KEO Emergency Homeless Shelter – Offers temporary emergency shelter and services for up to 19 homeless persons per night;

- KEO Transitional Housing Program – provides temporary housing for homeless individuals and families with case management and supportive services. KEO is able to assist 6 homeless single persons in a group home, 8 homeless families in 2-bedroom apartments, 8 homeless families in 1-bedroom apartments. KEO acquired 2 three-bedroom homes that will accommodate large families of 6-9 people.
- Pa'a Hana Group Home – provides permanent rental (4-bedroom group home) for homeless individuals with a disability. Tenant rent is subsidized through HUD section 8/202 multi-family housing project.
- Shelter Plus Care – program provides rent subsidy to six (6) single chronic homeless individuals with substance abuse.

2. The goals and objectives related to the request;

The goals of this program are: to eliminate chronic homelessness; to improve conditions in which homeless people live; and to assist homeless persons to become self-sufficient.

Program objectives include: increase the number of homeless people who transition from homelessness into permanent housing, and to increase the number of homeless persons who become economically independent and self-sufficient.

3. The public purpose and need to be served;

Our records indicate that KEO provided services to almost 900 homeless persons during fiscal year 2013. On any given day on Kauai, there are approximately 418 unsheltered homeless individuals who live in our beach parks, on our streets, in their vehicles, in campsites, and areas where homeless people live and congregate (Yuan, S.; Stern, I.R., & Vo, H. (2013). Homeless Service Utilization Report; Hawaii 2013. Honolulu: University of Hawaii, Center on the Family).

The primary cause of homelessness is the growing gap between housing costs and income. Over the last few years, our KEO case managers have reported an increase in the numbers of families and individuals who are experiencing homelessness with limited affordable rental units available, a tight rental market, and escalation of housing costs on Kauai.

Other causes of homelessness cited have included poor health, poor credit history and landlord references, limited job skills and work experience, substance abuse and criminal history. Many do not have reliable and affordable childcare and/or transportation in order to become employed.

KEO has promoted a progressive series of programs and supportive services aimed at breaking the cycle of homelessness and empowering individuals and families to become self-sufficient. With the implementation of the KEO transitional housing program in August 2000, and the homeless emergency shelter at Mana'olana in 2007, the agency is

able to provide services the Kaua'i's homeless population using a continuum of care system. This system, developed by the Department of Housing and Urban Development (HUD), provides a comprehensive strategy that addresses a wide range of issues and gaps in services related to homelessness in a integrated, coordinated manner. Components of this system include: Outreach and Assessment; Emergency shelters; Transitional Housing; Permanent Housing; Supportive Services.

Through expanded case management services, the KEO homeless and housing programs will be able to assist its homeless clients to resolve barriers towards self-sufficiency so they may be able to move into either transitional housing or obtain and maintain permanent housing for the long-term.

4. Describe the target population to be served; and

The target population to be served are:

- Unsheltered homeless persons who have a primary nighttime residence that is a public or private place not designated for, or used as a regular sleeping accommodation for human beings, including beaches, parks, vehicles, and streets.
- Sheltered homeless persons who lack a fixed and adequate nighttime residence and have a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (such as a church, emergency or transitional shelter) that provides temporary residence for people intended to be institutionalized.

5. Describe the geographic coverage.

The geographic location to be covered by this project is the island of Kauai. Kauai is located at the northern end of the Hawaiian Islands, approximately 100 miles northwest of Oahu. The island is 551 square miles and ranks fourth in geographic size among seven major islands. With a population of approximately 68,434, Kauai is a rural community that is supported primarily by a tourist industry and government.

## **II. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

KEO rehabilitated existing buildings at Mana'olana are now being operated as an emergency homeless shelter, transitional housing units, and a training center where expanded case management services and training classes such as employment services and lifeskills classes; Ready to Rent Training classes; health and nutrition classes; alcohol

and substance abuse counseling; mental health counseling; and other training as needed, can be scheduled.

The emergency shelter, training center, and certified kitchen provides shelter services from 5 p.m. to 7 a.m. daily. This facility can be utilized during the hours that it is vacant for the proposed services and activities, so that all eligible homeless individuals who want to participate may be served.

The following activities are conducted within this program:

#### Outreach and Recruitment

Outreach and recruitment activities will include posting flyers at State welfare offices, stores, Laundromats; distributing flyers and brochures to offices of other community providers and to homeless clients through the KEO Homeless Outreach Program, and advertising through local newspapers, radio stations, local TV channel – Hoike community bulletin board.

#### Intake and Assessment

- A Mana’olana program coordinator will schedule an appointment with the participant to complete an interview and KEO central intake form with required documentation to establish eligibility for all KEO programs. This information will be entered into the KEO Client Care System, and in the Homeless Management Information System;
- Participants will complete an assessment to determine needs, strengths, and barriers to obtaining and retaining employment and housing;
- Both the program coordinator and the applicant will develop an Individual Service Plan (ISP) that identifies goals and objectives toward self-sufficiency (i.e. housing, employment, mainstream benefits, education, health, financial)
- Case management meetings are scheduled weekly to review and discuss each participant’s ISP, to monitor progress towards meeting specific goals and objectives, and to identify areas in need of improvement.

Comprehensive case management focuses on providing and/or referrals to community resources necessary for each client to rebuild their life through employment services, budgeting, financial and credit counseling, parenting classes, and as appropriate to address the needs of each client – participation in specific programs such as substance abuse treatment and counseling; anger management classes; education – GED, adult education classes, including English as a Second Language classes; computer training. If clients do not have a primary care provider, we will refer them to Ho’ola Lahui – a community health center, for comprehensive services with medical, dental, substance abuse, mental health services (i.e. mental health assessment and counseling, referral and treatment; chemical dependency assessment, counseling and treatment, as appropriate). For those who need legal assistance, as appropriate, referrals will be made to the KEO

Mediation Program for conflict resolution or Legal Aid Society of Hawaii – Kauai Office for legal advice and services.

### Child Care

Child care needs for families are addressed through referrals to:

- Parents Attentive to Children (PATCH) for referrals to licensed childcare providers in the community;
- KEO's Early Learning Centers;
- Child and Family Services – Head Start Programs.

As parents continue to search for jobs and attend training classes, KEO will subsidize childcare costs for family childcare providers, preschool tuition, and afterschool fees. Once employed, KEO will assist clients in submitting applications for childcare subsidy through Child Care Connection, Open Doors, and if eligible, First to Work and TANF, and other programs in the community.

### Transportation

Transportation needs will be met with financial assistance to purchase monthly bus passes and/or gas cards.

### Employment Services

Employment services will be provided at the Mana'olana training center. Personal interviews will be conducted to identify employment needs of clients, and an employment plan with goals and objectives developed with each person. The Mana'olana program staff will coordinate a series of lifeskills training classes, pre-employment services (i.e. writing resume, practicing interviewing skills), conduct job search, and provide the opportunity for job training. The Mana'olana training center will be equipped with computers with internet access will be utilized by the program participants. Cameras and video equipment will assist in providing job readiness activities such as mock interviews.

The program has an employment van that will be used to transport clients to apply for job openings and job interviews with businesses throughout the island, and to job fairs. When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue.

### Housing Assistance

Program participants will work with program staff to develop an independent living plan that will address short-term and long-term housing needs and financial planning. Participants will complete housing applications to meet their specific needs, for example, transitional housing, the KEO Shelter plus Care program, KEO Group Home, affordable low-moderate income housing on the island, and the Hawaii Public Housing Authority (HPHA) management office on Kauai. In addition, KEO staff will work with private

landlords, and rental agents to located and obtain low-moderate rental units for the clients.

Program participants will be required to attend and complete classes in the KEO Ready to Rent Program in order to prepare them for transition to permanent housing. Classes will be held in the training center at Mana'olana or in the KEO Conference room. To accommodate the work schedules for the program participants, classes will be offered during evening and during day sessions. One class per week for a six-week course will be scheduled. The Ready to Rent classes will cover the following topics:

### **Ready to Rent**

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

collected questions that they need expert help with. In this session participants will meet with experts to have questions answered and problems addressed. The instructor invites appropriate experts, based on the work during sessions one through five. A graduation ceremony is held and designed in such a way as to impress upon participants the importance of what they have accomplished and to reward their work.

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

The projected timeline for accomplishing the results or outcomes of service is 12 months – from July 2014 through 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

A monthly KEO agency report for the Homeless and Housing Programs is completed and submitted to the Chief Executive Officer. The report is divided into two sections: 1) Narrative and 2) Statistical. The report indicates accomplishments, problems encountered, and future plans that are relevant to the program. Statistics are tabulated for outcome objectives, according to the program's annual planned objectives, results for the month, total year to date, and percentage of objectives accomplished.

The Homeless Program Director meets weekly with the Homeless Programs staff to evaluate and modify schedules and to update case management plans. Three (3) times a month, the KEO management team meets to discuss program updates and network between the agency's programs to ensure a well-rounded program and client assistance plan. Monthly meetings with the agency's Chief Executive Officer and Fiscal Officer are held to discuss the program's financial expenditures, and to facilitate formal discussion of issues that are programmatic.

Information from a client survey assists the staff in the evaluation of the program's current service delivery, and to plan for any improvements and changes to that service delivery.

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.

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<b>PROGRAM OUTCOME:</b>	<b>FY 2014 Proposed</b>	
1. Number of <b>unduplicated</b> participants who have completed initial social services plans.	100	
2. Number of <b>unduplicated</b> participants completed training or education program (e.g. GED, job training)	70	
3. Number of <b>unduplicated</b> adults who obtained employment	45	
4. Number of <b>unduplicated</b> participants who retained employment for at least 3 months	32	
5. Number of <b>unduplicated</b> participants placed in transitional housing program	25	
6. Number of <b>unduplicated</b> participants transitioned to permanent housing	40	
7. Number of <b>unduplicated</b> participants retaining permanent housing for at least 6 months after exiting program	25	
8. Number of <b>unduplicated</b> participants in need of substance abuse treatment enrolled in a phase of such program	8	

### 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 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$41,088.00	\$34,897.00	\$34,897.00	\$34,897.00	\$145,779.00

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

Department of Human Services, Homeless Programs Office for the following:

State Homeless Outreach Program  
 State Homeless Shelter Program

## Emergency Solutions Grant Program

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**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

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

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

as well as others offered in the community by other community providers and private employers.

KEO provided assistance to eligible homeless persons through the Homeless Barriers Removal Program in 2010, and currently administers this program to assist homeless clients to eliminate barriers such as obtaining documents (i.e. birth certificates, photo identification) as well as employment assessment, counseling, job search and supportive services through a case management plan for each client.

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

- Homeless Outreach Program – provides mobile outreach, case management and supportive services to 500-600 unsheltered homeless per year;
- Mana'olana Emergency Homeless Shelter – Offers temporary emergency shelter and services for up to 19 homeless people per night;
- Transitional Housing Program – provides temporary housing for homeless individuals and families with case management and supportive services. KEO is able to assist 6 homeless single persons in a group home, 8 homeless families in one-bedroom apartments, 8 homeless families in two-bedroom apartments. KEO is currently renovating a 3-bedroom home for homeless family with 6 or more family members, and has acquired another 3-bedroom that will be renovated and used to also house a homeless family of 6 or more people.
- Pa'a Hana Group Home – provides permanent rental (4 bedroom group home) for homeless individuals with disability. Tenant rent is subsidized through HUD section 8/202 multi-family housing project.
- Shelter Plus Care – program provides rent subsidy and housing assistance to single, chronic homeless persons with substance abuse.
- Emergency Solutions Grant -Homeless Prevention Rapid Rehousing – provides rent assistance to homeless or at-risk homeless persons with security deposit, past due rent payments, and rent subsidy in order to obtain and maintain housing. Homeless clients are assisted with locating and obtaining affordable permanent rentals.

The program staff possess skills and work experience necessary for the provision of services in the KEO homeless and housing programs. The current program staff has a combined total of almost 32 years experience in working with low-income and homeless persons. The staff have attended numerous Federal, State, and private workshops, training, and meetings on homeless, poverty, and housing issues. They are knowledgeable of the eligibility requirements and services available in our community. Over the years, they have been able to provide support services to our homeless in partnership with other community organizations and faith-based groups.

KEO has secured program funding from government and private resources to operate its homeless and housing programs. The following is a list of projects or contracts, which KEO has obtained past and present to administer the proposed service:

- 1) Office of Community Services  
830 Punchbowl Street, Rm. 420  
Honolulu, HI 96813  
(808) 586-8675  
CSBG – ARRA Homeless Barriers Removal Program (2010)
  - Provided employment and supportive services, case management for homelessEmployment Core Services for Low-Income Persons (2007-2009)

- 2) Lori Tshako, Administrator  
Dept. of Human Services  
Homeless Programs Office  
820 Mililani Street, Ste. 606  
Honolulu, HI. 96813 (808) 586-7254

Homeless Outreach Program 1992 – present Assists 500-600 unsheltered homeless with emergency needs, information/referral, case management;

Homeless Shelters Program 2000-present Assists approximately 200-250 homeless persons with emergency shelter, transitional housing, case management, supportive services, Ready to Rent Training classes, referrals to other resources

Emergency Solutions Grant 2012- present

- Operational grant to provide utilities, security services, maintenance and repairs for the emergency shelter and septic wastewater system;
- Homeless Prevention Rapid Rehousing grant provides rent assistance for homeless individuals and families to obtain and maintain housing and to prevent homelessness for those at-risk of homelessness.

Homeless Prevention Rapid Rehousing ARRA (2009-2012) assisted over 250 homeless and at-risk homeless persons to obtain and maintain housing, and to prevent homelessness for at-risk households.

Shelter Plus Care Program 2005-present Assists up to 6 chronic homeless persons with rent subsidy and case management to maintain permanent housing.

- 3) Ms. Kerri Villa  
CDBG Coordinator  
Kauai County Housing Agency  
Piikoi Building  
4444 Rice Street, Suite 330

Lihue, HI 96766 (808) 241-4435 [kvilla@kauai.gov](mailto:kvilla@kauai.gov)

1999- present Community Development Block Grant to rehabilitate homeless emergency shelter and transitional housing units, provide emergency grants for security deposit/first month's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing, funds that purchased the Homeless Outreach Care-a-Van, and funds to operate a Homeless Barriers Removal Program.

**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

The KEO Office has been located in Lihue for almost 18 years and was constructed through funding by the State and the property leased to KEO for 20 years at no cost. Through an executive order from former Governor Lingle, the property was turned over to the County of Kauai who in turned leased this and the adjacent property, which was developed into an emergency shelter and transitional housing for homeless to KEO for another 20 years at no cost.

Mana'olana emergency homeless shelter and transitional housing is located along Wehe Road in Lihue, Tax Map Key (4) 3-8-005:001. KEO's office building is adjacent to the site, along the west boundary of the property. Of the existing buildings on the project site, one building is used for a kitchen/dining room and as a training center where participants will go to attend lifeskills training, employment services, Ready-to-Rent training classes, education classes (GED), computer classes, counseling sessions, and other activities as needed for participants to successfully obtain employment and housing.

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

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

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

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

#### **1. Proposed Staffing**

Chief Executive Officer – Overall administrator of the program.

Homeless and Housing Programs Director – Direct administrator of Homeless and Housing programs. Responsible for staff recruitment, orientation, and training. Responsible for the implementation and monitoring of the program. Responsible for approval of documents and submission of case files. Responsible for budget expenditures within program contract guidelines, and preparation of program reports to Chief Executive Officer and to the Contractor.

#### MANA'OLANA STAFF

Mana'olana Program Director - Responsible for the overall operations of the emergency shelter. Coordinates, implements, and monitors all homeless services and supervises Mana'olana staff.

Mana'olana Program Coordinator II – Coordinates and implements case management services for unsheltered and sheltered homeless individuals and families. Develops individual service plans with clients, provides case management and monitors their progress in achieving goals and objectives to successfully obtain employment, housing, and to become financially self-sufficient.

#### **2. Staffing Qualification**

a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Science degree, and with over 25 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer; Certified Ready-to-Rent instructor.

b. Mana'olana Director: College graduate in social sciences or equivalent. Education and 2 years work experience and 2 years supervisory experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.

c. Mana'olana Program Coordinator: College graduate with a bachelor's degree from an accredited four year college of university and one-half year's progressively responsible professional experience in the field of social work, employment counseling, or related experience which involves assisting individuals to resolve employment, personal, and social problems. Degrees relating to the social sciences and/or human development preferred.

### **3. Supervision**

a. A formal orientation is held with each employee prior to beginning work with program clients. During this session, the employee is given an overview of the agency, its mission, policies and procedures, and programs. A review of the position description, role and responsibility are discussed with the employee.

b. Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period and then annually on or before the date of hire. An employee's developmental needs and plans for improving the employee's future performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review.

c. Employee Performance Reviews are submitted to the Chief Executive Officer for approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.

d. Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer is responsible for the supervision of all employees in the agency. Program Directors are responsible for direct program management and supervision of their program staff and program activities.

### **4. Training**

a. KEO provides orientation for all new employees. Orientations are completed with each employee prior to beginning work with program clients.

b. Homeless and Housing Program staff are trained and certified annually in CPR and First Aid.

c. Examples of past and current training classes include the following:

- Leading Community Change: Advanced Organizing and Advocacy Strategies

- Mobilizing Resources – Resource Development for Community Action Agencies
- Adkins Lifeskills Training
- Ready-to-Rent Training
- Case Management
- Basic Mediation
- Communicable Diseases
- Substance Abuse Prevention
- Fire Safety Training
- HIV/AIDS Education
- Strengthening Hawaii’s Families
- Computer Classes: MS Word, MS Excel, MS Access
- How to Work with Difficult People
- Employment Strategies for Homeless
- Bridges Out of Poverty
- Disaster Preparedness 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.

See Attached – KEO 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**

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



KEO is not 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.

# KEO Board of Directors

## Chief Executive Officer

Fiscal Officer

Administrative Officer

Accountant (1)  
Account Clerk (1)

Administrative Clerk (1)  
Janitor (1)

Intake Worker (1)

Youth Services, &  
WAP

Director

Hī'iola Health  
Connector

Director

Mediation

Director

Elderly Nutrition,  
Food Service, & PIN

Director

Homeless &  
Housing

Director

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

COORDINATOR (4)

ELDERLY NUTRITION  
Coordinator (1)  
Meals Mgr (1)  
Meal Deliverers (8)

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

HOMELESS OUTREACH  
Case Manager (1)

EMERGENCY SHELTER  
Director (1)  
Coordinator (5)  
Maintenance Worker (1)



TRANSITIONAL  
HOUSING & GROUP  
HOME  
Coordinator (1)

HPRP/Barrier  
Coordinator (1)

Shelter Plus Care  
Coordinator (1)

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

Applicant: Kauai Economic Opportunity, Incorporated

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	85,754			
2. Payroll Taxes & Assessments	11,465			
3. Fringe Benefits	22,530			
<b>TOTAL PERSONNEL COST</b>	<b>119,749</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	1,000			
3. Lease/Rental of Equipment	500			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Office Supplies	1,000			
7. Telecommunication	1,000			
8. Utilities	750			
9. Postage	30			
10. Repairs and Maintenance	1,000			
11. Program Supplies and Activities	10,000			
12. Audit	350			
13. Pre-employment Requirements	1,200			
14. Gasoline	1,000			
15. Repairs and Maintenance- Van	1,000			
16. Payroll Services - Contractual	300			
17. Auto insurance - Van	1,100			
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>20,230</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>5,800</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>145,779</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	145,779	Stephanie Ferrandes  808.245-4077		
(b)				
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>145,779</b>	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORAT

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Manaolana Director	1	\$40,248.00	50.00%	\$ 20,124.00
Manaolana Coordinator II	1	\$24,840.00	100.00%	\$ 24,840.00
Manaolana Coordinator II	1	\$24,840.00	100.00%	\$ 24,840.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>69,804.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Salary for project staff				

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

Applicant/Provider: Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: 7/1/2014 to 6/30/15

Date Prepared: 1/28/2014

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	5,340.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	2.42%	1,689.00
Worker's Compensation	As required by law	2.50%	1,745.00
Temporary Disability Insurance	As required by law	0.80%	558.00
<b>SUBTOTAL:</b>			<b>9,332.00</b>
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$523 x 2.5 FTE x 12 mo		15,690.00
Retirement		6%	4,188.00
<b>SUBTOTAL:</b>			<b>19,878.00</b>
<b>TOTAL:</b>			<b>29,210.00</b>

**JUSTIFICATION/COMMENTS:**

Essential Staff Payroll Taxes and Fringe Benefits for State Grant-in-Aid

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORAT

Period: July 1, 2014 to June 30, 2015

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%	\$ 5,212
Fiscal Officer	1	\$80,112.00	5.00%	\$ 4,006
Administrative Officer	1	\$65,211.00	5.00%	\$ 3,261
Accountant	1	\$26,524.00	5.00%	\$ 1,326
Accountant/Administrative Clerk	1	\$38,628.00	5.00%	\$ 1,931
Janitor	37.5	\$10,740.00	2.00%	\$ 215
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>\$ 15,950</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Salary for administrative staff				

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

Applicant/Provider: Kauai Economic Opportunity, Incorporated

RFP No.: \_\_\_\_\_ Period: 7/1/2014 to 6/30/15

Date Prepared: 1/28/2014

Contract No.: \_\_\_\_\_  
 (As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	1,220.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	2.42%	386.00
Worker's Compensation	As required by law	2.50%	399.00
Temporary Disability Insurance	As required by law	0.80%	128.00
SUBTOTAL:			2,133.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$523 x .27 FTE x 12 mo		1,695.00
Retirement		6%	957.00
SUBTOTAL:			2,652.00
<b>TOTAL:</b>			<b>4,785.00</b>

**JUSTIFICATION/COMMENTS:**

Essential Administrative Staff Payroll Taxes and Fringe Benefits for State Grant-in-Aid

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: KAUAI ECONOMIC OPPORTUNITY

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer System	5.00	\$1,000.00	\$ 5,000.00	\$ 5,000.00
Printer	1	\$800.00	\$ 800.00	\$ 800.00
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>6</b>		<b>\$ 5,800.00</b>	<b>\$ 5,800.00</b>

**JUSTIFICATION/COMMENTS:** Computer system and printer for staff to track client data and case management services using State HMIS and KEO client care system; Participants use for pre-employment activities and to search for jobs and housing

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

**JUSTIFICATION/COMMENTS:**



**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: \_\_\_\_\_

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						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**NOT APPLICABLE**

**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'i 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'i 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'i 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'i 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  
(Typed Name of Individual or Organization)

(Signature)

January 28, 2014

(Date)

MaBel Fujiuchi  
(Typed Name)

Chief Executive Officer  
(Title)