

House District 8,9,10,11,12,13

Senate District 4,5,6

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

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual: Maui Economic Opportunity, Inc.

Dba:

Street Address: 99 Mahalani Street, Wailuku, HI 96793

Mailing Address: Same

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

Name LYN MCNEFF

Title Chief Executive Officer

Phone # 808-249-2990

Fax # 808-249-2991

e-mail lyn.mcnEFF@meoinc.org

**3. TYPE OF BUSINESS ENTITY:**

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

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

FUNDS FOR KE KAHUA SITE FARM MAINTENANCE

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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

FISCAL YEAR 2014: \$ 140,000

**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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

LYNN MCNEFF, CEO  
NAME & TITLE

4/29/14  
DATE SIGNED

## Application for Grants and Subsidies

### I. Background and Summary

1. **A BRIEF description of the applicant's background:** Maui Economic Opportunity, Inc. (MEO) is a Community Action Agency founded in 1965 as part of Pres. Johnson's "War on Poverty." MEO's mission is to *"strengthen the community while helping people in need restore their hope, reach their potential, and enrich their lives."* MEO helps the low-income, elderly, youth, veterans, persons with disabilities, immigrants, disadvantaged persons, and the general public to help themselves so that they may become self-sufficient and enrich their lives.

Under the direction of a 24 member volunteer Board of Directors who represent consumers, the public, and private sectors (8 of each), and staffed with experienced and qualified administrators, MEO provides the tools to help people and change lives with programs offered through five departments:

The BUSINESS DEVELOPMENT CENTER assists small business entrepreneurs with business plan training, credit assessment, and microloans for startup and expansion.

COMMUNITY SERVICES provides a wide array of services including rental subsidy, employment training and job placement, Enlace Hispano (Hispanic Link), weatherization and energy assistance, senior club coordination, prisoner reintegration, Hawaiian sustainable agricultural workshops, and more.

EARLY CHILDHOOD SERVICES provides quality infant care and early childhood education, offering toddlers a Head Start toward a better education and a better life.

The TRANSPORTATION Department provides rides to the doctor, to work, to school, to adult day care, for necessary shopping, and for other needs with both standard and wheelchair lift-equipped vehicles.

The YOUTH SERVICES Department provides youth with assistance to succeed in school and life through fun-filled opportunities to learn life skills, prepare for the workforce, and serve the community. The prevention of underage drinking, substance abuse, tobacco use, teenage pregnancy, and teenage suicide is consistently blended with youth program activities.

MEO is dedicated to providing tools for living, for earning, for self-reliance, and for community involvement. All programs are designed with the underlying belief that instead of giving people a fish, it is better to teach them how to fish for themselves.

MEO was recognized nationally as a stellar Community Action Agency and was presented with the Award of Excellence for outstanding leadership, governance, fiscal and human resource policy, planning, and advocacy. MEO has a history of successful programs and projects, fulfilling and exceeding funding requirements, and achieving positive outcomes for the people of Maui County. MEO is truly dedicated to its motto, "helping people.changing lives."

One example of MEO's service innovation and excellence is its Being Empowered and Safe Together (BEST) program for incarcerated and recently incarcerated individuals which has been proven, through a professional evaluation, to have reduced recidivism significantly. Another example is the hundreds of farm workers and others who have been assisted by MEO to obtain jobs that increase self-sufficiency. And from October, 2009 through September, 2012 MEO operated the Hanai Project, which provided various hands-on Hawaiian Cultural Workshops for Native Hawaiians and others at the Ke Kahua site. MEO expected to serve 600 individuals, but actually served 2,702 satisfied participants during that time.

**2. The goals and objectives related to the request:** MEO is requesting \$140,000 in GIA funds to maintain the crops and tend the land at the Ke Kahua site during the interim period between previous program funding for the Hanai "feed the people" project and the Ke Kahua Farm Project to be funded by anticipated Administration of Native Americans (ANA) SEDS funding.

Goals of programs previously offered and planned for the future at the site are:

- ensuring the art of sustainable Hawaiian agricultural practices is not lost to future generations by maintaining and harvesting current crops
- providing struggling families on Maui with skills to support themselves, both economically and nutritionally
- developing the ability for families to produce healthy foods at home
- strengthening community ties throughout Maui
- enhancing the cultural awareness and identity of Native Hawaiians
- promoting the successful reintegration into the community of incarcerated individuals (who have been released to attend workshops and tend the land at the Ke Kahua site)
- provide land for farmers who have no access to farmland to raise and harvest crops to be sold
- develop a Farmers' Market to relieve shortage of locally-grown healthy organic produce and provide economic stability for growers

**3. State the public purpose and need to be served:**

During past Ke Kahua site activities, numerous incarcerated and recently incarcerated individuals were active participants. Over the past 25 years, the number of incarcerated Hawaiians has grown from 1 in 90 to 1 in 32. Prior to the creation of this program, community forums identified strong support for education, job training, and culturally based programs for rehabilitation of inmates. The need for a place for inmates to return to the community and make a connection to the land while strengthening family and community ties also surfaced.

Communities bordering the project site voiced the need for a central gathering place where they could learn traditional ways for managing the limited natural resources remaining on Maui, while gaining job skills to become self-sufficient. A traditional practice of Hawaiians is to come together often to work, learn, and support each other physically, spiritually, and emotionally, and the Ke Kahua site provides the location and activities to meet that need. Maui County officials also identified the need to support agricultural educational and training programs.

Local farmers have expressed the need for plots of land to grow their crops (due to the scarcity of land for farming on Maui), and clean huli (planting material of kalo or "taro"), believed to have the greatest life force of all foods. Local hula groups want plants to be used as dyes and for making head adornments and costumes. Pili Grass whose seeds can be gathered for use in the reforestation efforts of the community, and medicinal plants that are used in the cultural practice of La'au Lapa'au are both needed. The plants maintained at the Hanai Project site are strategically selected to ensure the project meets the many needs identified.

The demand for locally grown and organic produce on Maui far exceeds the amount being produced today. The Farmers' Market that will be a key component of the ANA project will provide an avenue to remedy that shortage. In addition, revenue from the Farmers' Market will help to sustain not only individual farmers, but the program itself during any further funding shortages.

**4. Describe the target population to be served:** The target population for the program that will be provided following the preparation and activities conducted at the site during this period is all persons who have a desire to increase their knowledge of and participation in growing their own food, buying and selling produce in a farmer's market, and those interested in observing and learning various Hawaiian cultural practices related to the crops.

Within one mile of Ke Kahua are Hawaiian Homestead lands with 530 housing units, consisting of approximately 2,120 individuals, which makes it the second largest Native Hawaiian community in the nation. Also served through this project are all residents in neighboring Waiehu, with its rich ethnic diversified population including hula halau, various schools, Hawaiian culture-based groups, faith-based groups, and grassroots and community organizations.

**5. Describe the geographic coverage:** These funds will be used at the Ke Kahua site on Maui, which attracts individuals from throughout Maui County, and potentially the entire state, as well as visitors from around the world.

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

### **1. Describe the scope of work, tasks and responsibilities:**

The staff made possible with these GIA funds will ensure the Ke Kahua site and current crops are maintained, harvested, and perpetuated to ensure the Farm Program is ready to be implemented as soon as ANA funding is secured. Staff will practice a variety of cultural agricultural techniques to be shared during the Farm Project, and tend the land to ensure the site is continuously ready to welcome community members and visitors. Kupuna (elders) will be sought to not only assist with tending the land and crops, but to perpetuate cultural traditions and skills as the program is developed. Areas for individual farmer plots at the site will be designated and developed to ensure more prospective farmers can participate in the Farm

Program. A location will be designated and prepared for a Farmers' Market at the Ke Kahua site, which will be a critical component of the ANA funded project.

While no formal workshops will be held during this funding period, as they were with previous projects, volunteers and visitors are expected to continue to frequent the site, some to gather with friends, others to lend a hand in tending the crops. The staff assigned to this project will coordinate activities to ensure what has been established at the site can be saved, and what is needed for future programs can begin to be developed.

The continued development of the island of Maui has limited the amount of land available for traditional agricultural purposes. MEO has designated an 11-acre parcel (Ke Kahua) previously donated to the organization as an educational site for ensuring that the productive Native Hawaiian agricultural practices lost over the generations can be sustained. This property also serves as a central community gathering site that provides a location for learning, working, teaching cooperating, practicing sustainable agricultural practices, and gaining a sense of belonging and ownership. Future plans include the development and operation of a Farmers' Market to sustain projects at the site.

Five acres of the 12-acre Ke Kahua site, located at the intersection of Kahekili Highway and Waiehu Beach Road on Maui, has been farmed for several years and has a well-established macadamia nut grove, taro patches, and native and culturally important plants on site. The site's many features provide a solid foundation to expand into a community farming site, a fish nursery, an eco-agri-Cultural tourism destination, and a farmer's market. Existing features are: a well and pump provide water for the crops; a Hawaiian thatch roof hale provides a gathering place for practitioners and visitors; a trailer provides safe storage and office space; and a greenhouse serves as a plant nursery. Most importantly, community involvement at the site will be renewed.

The funding to carry the Ke Kahua site through this period will help ensure that the foundational components already established for the Farm Program, from the well to the farm implements to the plants, can not only be maintained, but can flourish. Funding to operate the Hanai Project at the Ke Kahua site ended in 2013, so this funding would provide a much-needed renewal of activities at this location. MEO has plans to develop the site further to accommodate farmers throughout the area, including those that have access to no other land, those who need the seed plants produced at the Ke Kahua site, and those who wish to participate in the on-site Farmers' Market to market their products.

**2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service:**

Project staff will be hired immediately upon receipt of these funds to ensure crops, land, and equipment can be maintained appropriately and preparation for the Farm Project can begin.

ACTIVITY	TIMEFRAME	OUTCOME
Hire program staff.	First Month	Staff will gain an understanding of duties and responsibilities.

Conduct community meetings.	Within 1 <sup>st</sup> Quarter	Gather input from community regarding design of future ANA Ke Kahua Farm Program.
Purchase project equipment and tools.	First 1-2 Months	Project and participants employ tools to achieve required tasks.
Perform a quarterly review to determine progress of project.	Quarterly	All objectives set to be accomplished are met by staff.
Project staff and community volunteers work together in teams	Ongoing	Staff and community volunteers will accomplish the project outputs and outcomes.
Site improvement.	Ongoing	Site will be maintained by staff to include plots, plants, water source, etc.

**3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:**

MEO has a written plan to ensure quality, including procedures that ensure its services are provided in conformance with all federal, state, and county requirements, as well as the requirements of this RFP. MEO will apply similar quality standards to the construction of the maintenance facility.

Quality Assurance (QA) begins when a group is called together when a program director finds or is informed of a possible funding source. The director fills out a Grant Review Form which documents the requirements of the funding source, what gaps in service will be addressed, and whether or not it fits within the agency’s mission, etc. The Chief Executive Officer (CEO) and Chief Programs Officer (CPO) then review the form and, if it is determined a good fit for the agency, they may call a meeting which also includes the Chief Financial Officer (CFO), the program director who issued the Grant Review Form, any appropriate program staff, and the grant writer.

The funding opportunity is reviewed by the team to determine who will be involved with its implementation, staffing and space requirements, and how much funding should be sought, etc. The meeting also allows MEO to allocate tasks for completion of the funding proposal and to establish mechanisms to monitor the proposal process through submission. This process allows all persons implementing the program to understand fundamentally what is planned and expected.

While awaiting a decision after applications are submitted, MEO continuously seeks additional sources of funds to assure the continuation of services. MEO also continues to monitor the needs of the community as expressed in various community wide events such as budget hearings and senior meetings, and with annual surveys.

Once MEO is awarded funds for a project, the funding letter, contract, and requirements are distributed to the implementing departments, as well as fiscal and executive staff who review the requirements and meet to determine the next steps in program or project implementation.

Resources needed and authorized for the project, such as new-hires, equipment, or supplies are obtained. Criteria and qualifications are developed in accordance with the proposal and contract. Monitoring and tracking systems designed in the proposal are put in place, and outreach activities and education programs are implemented, if applicable. Employees and the community are informed of the project through internal meetings, community and networking meetings, media distribution, and PSA's.

All programs gather documentation daily; in this case, Ke Kahua personnel will document visitors and volunteers at the site, maintenance required and performed, and the number and variety of plants in various stages of production. All files are locked for confidentiality and electronic files are backed up at the close of each business day. Weekly executive and departmental staff meetings are held where progress notes are shared, challenges revealed, resolutions to the challenges are discussed, and recommendations are made for resolving the challenges.

Monthly fiscal meetings are held to compare program goals and budgetary expenses to determine whether the program is meeting its targets and where budget modifications can be determined. These meetings include the CPO and CFO, program directors, and line staff managing the programs. This provides an opportunity for program people to understand how the funds relate to the program and for the fiscal people to see how the program relates to the funding, as well as for the executive staff to monitor overall program effectiveness and financial responsibility. These also provide multiple opportunities to identify and resolve problems in a timely manner.

Monthly/quarterly statistical and narrative reports are prepared by the responsible program staff, then reviewed by their supervisors and department director. These reports are analyzed and reviewed by the CPO to ensure accuracy and consistency and are only signed by the CEO after approval by the CPO.

All monthly/quarterly reports are assembled for a report to the Program and Evaluation Committee (P&E) of MEO's Board of Directors (BOD). The P&E committee meets quarterly. The committee reviews the program goals, along with the narratives and receives the CPO's plan of action for improvement if goals have not been met. The P&E committee must recommend approval by the full BOD at their next meeting.

All new BOD members of the agency are required to sit on the P&E committee to learn the depth and breadth of all MEO programs. A verbal report is given to the BOD by the P&E chair along with the minutes of the P&E committee meeting. Opportunities for questions or clarification are given to board members prior to adoption of a motion accepting the reports as submitted.

This QA plan is designed to identify potential missed goals immediately and to develop a plan of action to remediate and correct any ineffective activities or other problems that may arise in the implementation of the programs. MEO also has a four year strategic plan. A quarterly progress report is completed by every director and then reviewed by the CPO. The annual report of progress on the strategic plan is prepared, then reviewed by the P&E committee. Each year's implementation plan is reviewed and approved by the P&E committee and recommended to the full board for approval.

Annually, and/or upon exiting from any program, clients are asked to complete a satisfaction survey. This form provides clients with an opportunity to rate the quality and completeness of the services they received and to make recommendations about improvements or state other areas of need. Surveys are compiled and their results are turned into the CPO and CEO for review. These are used to improve services and to identify unmet needs. Surveys are filed in the department files and are referenced regularly for various funding proposals, community gatherings, and testimony regarding the efficacy of MEO programs and services. Several residents from all walks of life serve on MEO’s advisory committees who provide feedback, needs assessments, and recommend service requirements as well as community responses to MEO’s various programs.

Program success exists on multiple levels all of which MEO seeks to attain fully.

- First, has the program met its contractual obligations and requirements?
- Has the program met the statistical goals, e.g. number of clients as specified in the proposal?
- Has the program been implemented in accordance with the funds received?
- Is the client on a path towards self-sufficiency?
- Has the program remediated some need in the community?

If the answer to all applicable questions is yes, then we have succeeded.

Under the direction of the MEO Human Resources Department, all department directors receive periodic training in staff evaluation, leadership, and communication to aid in quality control. The MEO staff evaluation process is based on the most current principles of the American Management Association, and staff performance is evaluated against written job descriptions. A key part of the evaluation is the opportunity for an employee to improve personally and professionally. If any deficiencies are identified, a timeline is established for performance improvement and as a baseline for future evaluation.

MEO believes individual development is critical to agency success. MEO provides college educational assistance (tuition and books) to employees seeking to enhance competency in a current position if they receive a B or better in the class. MEO also provides support to all MEO staff who wish to take non-credit courses to update their skills.

MEO provides its supervisors with regular training opportunities provided by both in-house and consultant trainers. The MEO motto, “*Helping People. Changing Lives.*” also means offering a variety of training opportunities to its staff. MEO believes individual development is critical to agency success and the quality of services provided. Several senior staff members are graduates of *The Pacific Institute*, a world-renowned, self-development course conducted by Lou Tice and a team of trained facilitators. The chart below outlines a sampling of MEO training opportunities.

Training	Purpose	Participants
Educational Assistance	To enhance competency in current position	Staff who receive a B or better



Non-Credited Courses	To update skills	All staff
Safety Awareness	Occupational Health and Safety regulations	All staff
Driver Improvement Training	Department of Transportation Regulations	All Commercial Drivers
Computer Training	Update skills and learn new programs	All PC users
Supervisor Training series	Information sharing, policy training, enhance competencies and groom new supervisors	All senior staff, program assistants, and frontline supervisors

MEO staff members also receive multiple individual incentives to provide quality service. Each month staff members are recognized for excellent client services by peers, clients, or community members. The following are examples of MEO employee recognition and team building activities.

Recognition and Activities	Purpose	Eligible Participants	Reward
Service Awards	Acknowledge employees who have worked 3, 5, 10, 15 and 20+ years	All Employees	Monetary
Cash for No Crash	Acknowledge professional drivers who are accident free	All Commercial Bus Drivers	Monetary
Driver of the Year	Acknowledge a driver who exceeded the standard.	All Commercial Bus Drivers	Monetary
Safety Contest	Safety and Health awareness	All Employees	Monetary
Excellent Client Service Award	Acknowledge outstanding client service	All Employees	CEO Thank you letter and public recognition
Employee of the Month	Peer recognition of employee excellence.	All Employees	Monetary, public recognition and a paid
Employee Assistance Program	Provide free confidential counseling for employees and their families.	All Employees	Mental and emotional health
Executive Staff/Senior Staff meetings	Information sharing and problem solving	Executive and Senior Staff	Team Building, united leadership

Recognition and Activities	Purpose	Eligible Participants	Reward
Department and General staff meetings	Information sharing and employee recognition	All Employees	Team Building, information sharing.

MEO’s well-trained staff will diligently adhere to all federal, state, and local requirements. Staff will continually monitor the progress at the site to ensure maintenance is being conducted efficiently and effectively.

**4. The applicant shall 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.**

The success of this project will be determined by the number of plots/plants maintained at the site; the condition of the land, equipment, tools, and crops; agricultural activities conducted on site, and the level of preparation completed for components of the pending Farm Project.

### 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 spreadsheet forms.

#### Budget Detail:

- Insurance - workmen's comp, property, auto, equipment, etc.
- Supplies - the plants and small tools needed to maintain the property
- Telecommunications - cell phones
- Space repair & maintenance - cost allocation of program for building, etc.
- Utilities - same as above (cost allocation)
- Equipment repair - need to repair weedwacker, Polaris, well, etc.
- Admin - Fiscal, HR, and Admin support

**2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
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\$35,000 (25%)	\$35,000 (25%)	\$35,000 (25%)	\$35,000 (25%)	\$140,000
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**3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2014.**

MEO applies to federal, state, local, and private sources as funds are available to ensure its Ke Kahua site can serve the public as designated, is currently compiling an application for federal Administration of Native Americans SEDS funds, and will continue to apply to others as sources are identified.

**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.**

N/A

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

The balance of MEO's unrestricted current assets is \$700,438.

## **IV. Experience and Capability**

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

MEO has extensive experience managing all types of grants, with an annual operating budget exceeding \$15 million, operating 55 different programs using a variety of state, local, federal, and private funds ranging from \$500 to \$5 million. MEO has operated educational programs at the Ke Kahua site for the past five years. Previous classes offered to program participants have included, but are not limited to: Traditional Resource Management, Square Gardening Techniques, Hawaiian Cooking Methods, Laulima (to work together), Aloha 'Aina (love for the land), Maintaining Open Space, Dry Stack Masonry, Medicinal Plants, Aqua-Culture, Aqua-Ponics, and Traditional Hawaiian versus Contemporary Irrigation Techniques, among others. Previous program staff, one of whom will again be engaged in this interim project, have worked diligently to coordinate with the community, provide meaningful traditional Hawaiian agricultural educational opportunities, and establish new programs at the Ke Kahua that continue to benefit the community.

MEO's BEST (Being Empowered and Safe Together) program, which provides reintegration services for presently and formerly incarcerated individuals, depends on the Ke Kahua location as a training site for its program participants. BEST is a comprehensive approach that

incorporates educational, social, cultural, and work opportunities. The BEST program was created by MEO in response to a request from the warden of the local prison to help stop his “revolving door”. A third party evaluation has shown a significantly reduced recidivism rate for program attendees versus a control group (47.1% BEST compared to 88.2% control). MEO’s BEST program is recognized as a model program statewide that other Hawaii jurisdictions would like to replicate. No other sustainable agricultural programs serve this target population. Even the proximity of the Ke Kahua site to that population is ideal.

MEO has in the past, and will continue to maintain relationships with kupuna who work hand in hand with MEO to ensure that the most authentic, efficient, and effective traditional Hawaiian agricultural practices are practiced at the site and passed along to those interested in acquiring those skills.

## **B. Facilities**

The Ke Kahua site is at the crossroads of two highways, Kahekili and Waiehu Beach Road, and is easily accessible. Highly visible signs identify the site, and a Hawaiian thatch hale is clearly visible near the entrance. The site is located in close proximity to five Hawaiian Homeland properties and adjacent to other housing areas where many persons of native Hawaiian ancestry reside. It is also very close to the urbanized areas of Kahului and Wailuku, where Maui’s deep water harbor is located. Cruise ships berth in Kahului Harbor with the potential to provide thousands of visitors to the Ke Kahua Farm Project each year. In addition, the airport is also nearby, an approximate 15 minute drive. The parking area is sufficient and can even accommodate school buses and tour buses that can drive onto the property and turn around.

MEO’s facilities are classified as “Places of Public Accommodation” under the Americans with Disabilities Act (ADA).

## **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.**

Gerry Lum, MEO’s Community Services Director, who oversees the Ke Kahua site, also is responsible for various MEO employment and other programs. Oliver Dukelow, who worked for MEO previously and helped guide the agricultural activities at the Ke Kahua site, is considered a community leader in growing taro for local consumption and recovery of traditional Hawaiian cultural practice, and will serve as the Project Coordinator for this project. A Project Specialist that has significant experience with Hawaiian agricultural practices will be hired to assist the Coordinator in maintaining the site and preparing it for the Farm Project including the Farmers’ Market.

Co-founders of the Hawaii Wildlife Fund directly involved in this project, Bill Gilmartin and Hannah Bernard, are both former scientists from the National Marine Fisheries Service. Hannah also previously served as a guide for Hike Maui tours.

MEO not only has a culture of employee development, and policies that support advancement of employees within the organization, but the emphasis on training is significant. MEO has in-house trainers for some courses, brings trainers in for other topics, and sends individual employees to various workshops, seminars, and conferences as funding permits to increase their skills related to the programs offered by MEO. All of this demonstrates how serious MEO is about training employees to provide the best possible service in all departments.

**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.**

MEO is providing organization charts for both the Community Services Department (which includes the Ke Kahua Project) and the agency as a whole to demonstrate how the Community Services Department is structured and how it fits within the structure of the entire agency.

**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 - \$103,000

Chief Programs Officer - \$82,400

Chief Fiscal Officer - \$72,100

**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.**

MEO is neither a defendant nor a plaintiff in any pending litigation and does not have any outstanding judgments.


**B. Licensure or Accreditation**

**Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.**

N/A

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

Applicant: Maui Economic Opportunity, Inc. - Ke Kahua Farm Project

<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	74,400			
2. Payroll Taxes & Assessments	10,771			
3. Fringe Benefits	16,720			
<b>TOTAL PERSONNEL COST</b>	<b>101,891</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,800			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	12,500			
7. Telecommunication	982			
9. Space Rep and Maintenance	3,500			
8. Utilities	3,600			
10. Equipment Rep and Maint	3,000			
11. Administrative cost	12,727			
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>38,109</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>140,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	140,000	Monica Takamura/Budget Specialist 808 249-2980		
(b)		Name (Please type or print) Phone		
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>140,000</b>	Lyn McNeff / Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: \_\_Maui Economic Opportunity, Inc - Ke Kahua Farm Project

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)
Project Coordinator	1	\$38,000.00	100.00%	\$ 38,000.00
Project Specialist	1	\$35,000.00	100.00%	\$ 35,000.00
Program Director	1	\$56,000.00	2.50%	\$ 1,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>74,400.00</b>

**JUSTIFICATION/COMMENTS:**

Project Coordinator will oversee day to day operations at Ke Kahua Farm. Responsible for program development, management, planning , evaluation and community relations. Project

Specialist will assist coordinator with all historical, cultural workshops, projects and activities . Prepares, maintains and preserves the collection of plants to yield produce. Program Director will provide

project supervision and oversight of Ke Kahua Farm.



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Opportunity, Inc.

Period: July 1, 2014 to June 30, 2015

Ke Kahua Farm Project

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

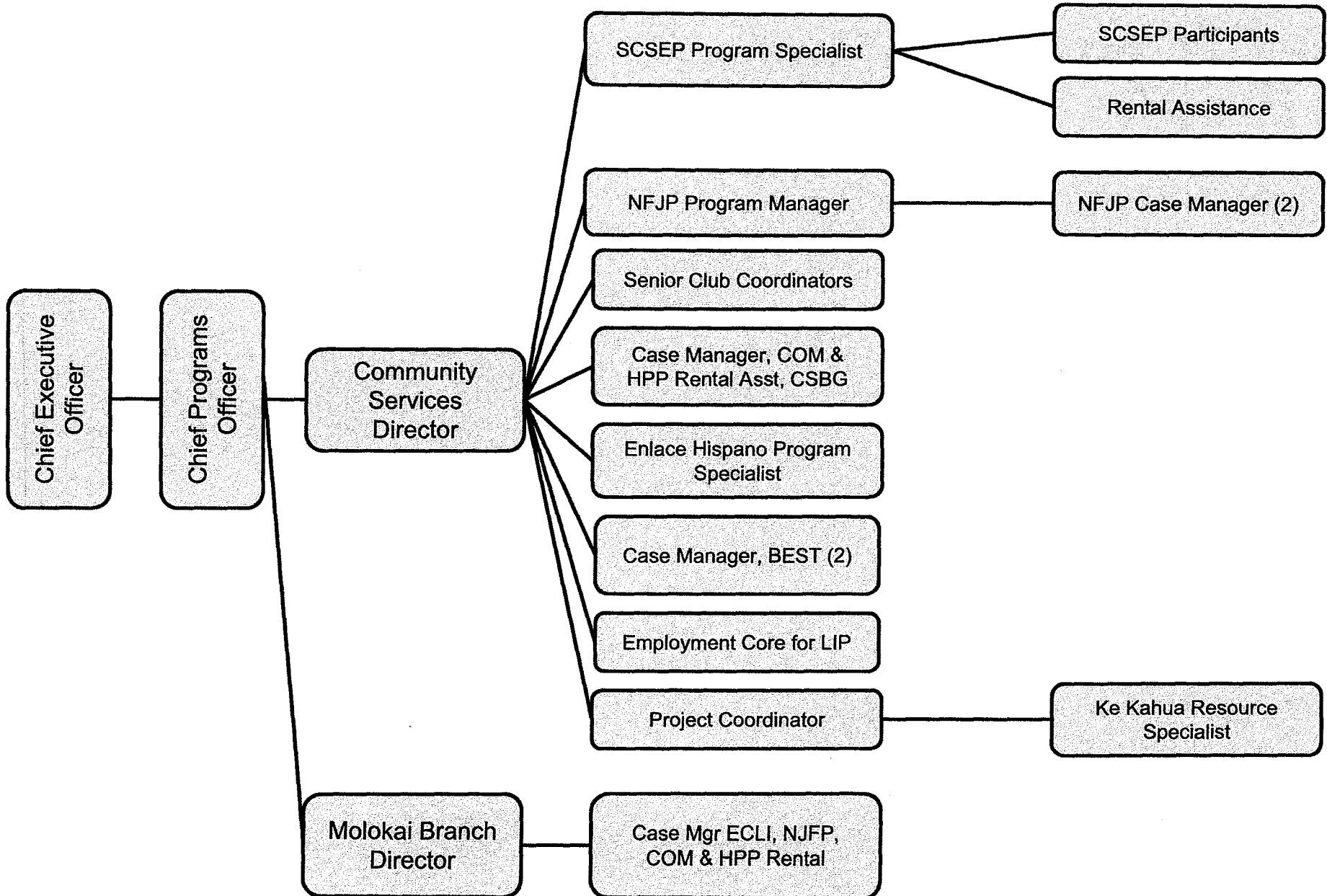
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: \_\_\_Maui Economic Opportunity, Inc. - Ke Kahua Farm Project  
 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	n/a					
LAND ACQUISITION	n/a					
DESIGN	n/a					
CONSTRUCTION	n/a					
EQUIPMENT	n/a					
<b>TOTAL:</b>	n/a					
<b>JUSTIFICATION/COMMENTS:</b>						

# Community Services Organizational Chart ECLI



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

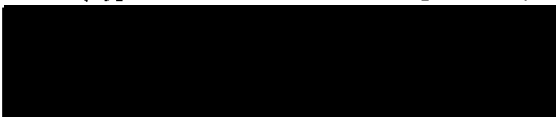
The undersigned authorized representative of the applicant certifies the following:

- 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.

Maui Economic Opportunity, Inc.  
(Typed Name of Individual or Organization)



1/29/14  
(Date)

Lyn McNeff  
(Typed Name)                      CEO  
(Title)