

House District 14,15,16

Senate District 7

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): DLIR - OFFICE OF COMMUNITY SERVICES
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Db/a:

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

Mailing Address: **Same**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA

Title Administrative Officer

Phone # (808)245-4077 ext 225

Fax # (808)245-7476

E-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**EARNED INCOME TAX CREDIT PROGRAM FOR
LOW-INCOME PERSONS
& FAMILIES ON KAUAI**

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:


FISCAL YEAR 2016: \$ 115,598.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

MABEL FERREIRO FUJUCHI, CHIEF EXECUTIVE OFFICER

1/27/15
DATE SIGNED

COPY

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Application for Grants

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. Please include the following:

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

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, 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 a multi-purpose organization with funding from a variety of sources. Over the past 49 years, the agency has fiscally administered millions of dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, children, elderly, homeless, immigrants, and the jobless. KEO has secured funds and has successfully acquired property to provide housing for the homeless and disabled, office and administrative facilities, Early Learning Center and food services. It is at most of those properties that KEO applies to install photovoltaic systems to transfer the exorbitant utility costs to program support costs.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

2. The goals and objectives related to the request;

The mission of the KEO Earned Income Tax Credit (EITC) is to build tax and financial knowledge and to promote the full participation of low-income persons on Kauai.

Goals:

- Increase the number of community volunteers participating as tax preparers at EITC sites.
- Develop community awareness and utilization of EITC, increasing economic assets available to working families.
- Increase the number of low-income families who have access to low or no-cost bank accounts.
- Connect low-income workers to additional community services, enhancing food stamp enrollment.
- Reduce dependency on institutions that may be practicing predatory lending.
- Boost financial stability among low-income workers.

Objectives:

- Reach out to the low-income taxpayer segments — the 20–25 percent who may qualify but either don't file or don't claim the credit.

3. The public purpose and need to be served;

The Earned Income Tax Credit (EITC) is a tax benefit for working people who earn low or moderate incomes. Its purpose is to reduce the tax burden of low-income workers, to supplement wages, and provide a work incentive. Qualifying workers who file a federal tax return are eligible to get back some or all of the federal income tax that was taken out of their pay during the tax year. There are also benefits for low-income workers who did not have taxes taken out of their paychecks.

The EITC was instituted to help reduce child poverty, reward families moving from welfare to work, and increase the disposable income of families struggling to make ends meet. Money received from the credit does not count as income in determining eligibility for food stamps, Supplemental Security Income, Medicaid, cash assistance, or public housing. Many immigrants are also eligible for the EITC, including green card holders, refugees and others who are legally authorized to work. EITC is the largest federal anti-poverty program—annually lifting 2.6 million children out of poverty. The credit increases low-income families' disposable income, and is designed to increase the potential for saving, the purchase of a home or car, or for costs associated with tuition and job training.

Despite the benefits of EITC, every year millions of EITC dollars go unclaimed. The IRS estimates that millions of dollars in credits go unclaimed each year simply because eligible taxpayers don't apply and estimates that only four of five eligible taxpayers claim and get their EITC. That's as much as \$6,143 into the pockets of a family with three or more children. It is the largest federal program benefiting low-earning workers.

According to the U.S. Census Bureau, EITC offers a refund of an average \$1,700 per year. At an average of \$2,407 EITC refund that goes to each low-income working family on Kauai, 300 low-income families assisted through our program would receive approximately \$722,100 in refunds. Besides its impact on the economy, the huge refund that eligible families receive from EITC assist them in achieving sustainable levels of economic self-sufficiency.

4. Describe the target population to be served; and

The target population for KEO's EITC Program included low-income families, elderly adults, persons with disabilities, and non-English speaking families. According to the 2010 U.S. Census there are approximately 8,012 persons in poverty on the island of Kauai.

5. Describe the geographic coverage.

The coverage area will be the entire island of Kauai and its various districts, including community, civic and professional organizations that cover low-income persons and families in their services.

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 is applying to the State of Hawaii for funding in the amount of \$115,598 to administer year one of a three-year project for an *Earned Income Tax Credit* Project. Funding for years two and three of the project will be applied for as it becomes available.

APPROACH

KEO will assist 300 families in year one of its EITC program - completing 1000 tax forms. Each family participating in the project will have access to the following services:

- o Family Assessment, Intake and Referral
- o Free Tax preparation
- o Case Management
- o Financial Literacy classes
- o Asset Building Opportunities

KEO will assist clients in opening a checking account dedicated to paying and receiving refunds for the EITC program.

Volunteer Recruitment

KEO will establish a consistently reliable volunteer base over the three years of the EITC program. We will recruit from the local college – Kauai Community College - and have had the good fortune to work with AluLike, Goodwill and Legal Aid Society who have made available staff to assist in tax filing for our clients in transitional housing.

Our most successful volunteer recruitment, however, will be via our client base. We will recruit our own clients to prepare taxes through our partnership with the IRS in the Volunteer Income Tax Assistance Program. All of our volunteers receive weeklong training from the IRS and must pass a test before they are considered qualified to prepare taxes for EMAA. These volunteers also understand the absolute necessity for confidentiality and sign the KEO Confidentiality Policy before beginning their volunteer service.

A bonus for KEO and its client volunteers may go on to become paid preparers for local accounting services, so not only will our VITA program generate generous refunds for our consumers, but also result in jobs for our clients as well.

Client Recruitment

KEO will do extensive advertising over the five-district service area in newspapers and on the radio. We will submit articles to area print media, as well. In December, KEO personnel will distribute flyers advertising free tax preparation.

KEO administers the Emergency Homeless Shelter and Transitional Housing programs that will be excellent sources of customers for the EITC program. We will mail flyers to clients in both programs to recruit them for our EITC project.

Posters will be placed in sites frequented by low-income families, such as: food pantries, grocery stores, health departments, laundromats, and DHS Income Maintenance Units. We will obtain a Memorandum of Agreement from DHS to refer clients to KEO for the EITC project, as well as other social service organizations throughout the island.

Case Management

The Intake Worker will assess each family that comes in to have its taxes prepared by a KEO volunteer. The family's overall needs will be analyzed and referrals to other programs besides the EITC will be made using the Intake, Assessment and Referral process. This computerized procedure helps us identify the needs of each individual member of the family, as well as of the family in general, so that we can make referrals to ALL appropriate programs, both within KEO and with other organizations in the area. Included in the Intake Needs Assessment are questions designed to assess financial, health, nutritional, educational, employment, and other needs and desires.

It will be a requirement of KEO's EITC program that families who receive a large refund work with a case manager to learn to budget and plan for the use of that money. The Employment Core Services, Emergency Shelter and Transitional Housing program staff will provide case Management. It is anticipated that each family will need varied degrees of case management. It will be the case manager's responsibility to judge what the family requires at any particular time and respond appropriately.

The Case Manager will use the "Goal Planning Worksheet" and "Case Notes" to help the family formulate the goals and objectives specific to its needs.

Financial Literacy Classes

Consumers who participate in the Transitional Housing program are mandated to attending a financial literacy class conducted by staff. The classes provide individuals and families the skills to make financial and survival decisions towards self-sufficiency for themselves and their families.

Step-By-Step Tax Preparation Procedures

In order to be eligible to have taxes prepared through the EITC program, consumers must have an annual family income of \$60,000 or less. Volunteers will begin preparing taxes no later than 2/01/2016.

Step 1. Intake Worker meets with the clients and completes a KEO Intake Application.

Step 2. Intake Worker conducts the Tax Payer Interview and collects all of the paperwork and information needed to prepare the taxes and ensure that copies are made of the family's Social Security Cards.

Step 3. Volunteers prepare the client's taxes, using the interview form in the Taxwise software.

Step 4. Volunteers print out the taxes, the Income Tax Declaration for an e-file Return (form 8453) and the computerized "Taxpayer Information Sheet."

Step 5. Volunteer will make a copy of the taxes and all the paperwork that was used in preparing the taxes, and attach them together for the KEO files.

Step 6. Volunteers and/or Intake contacts the clients, tell them their taxes are ready to be reviewed, and set up a time for the client to come in for the review.

Step 7. Volunteer or Intake Worker and client meet, go over the taxes together, discuss any questions the client may have, and decide if there are any corrections to be made. If there are no corrections, then the client must sign ALL the 8453s.

Step 8. Volunteer gives the client his/her copy of the taxes and one 8453.

Step 9. If case management is needed, then the Case Manager must meet with the client. Once that is completed, the client signs the appropriate form and leaves.

Step 10. Volunteer E-Files the client's tax return.

Step 11. Volunteer attaches one 8453 with the client's taxes and paperwork for KEO files, mails one 8453 to IRS Office, along with the Document Clearance Records and Acknowledgement Reports.

Step 12. Volunteers must keep track of IRS acknowledgements and rejects. Rejected returns must be corrected and re-submitted immediately. A new 8453 is not necessary.

Step 13. Case Manager must send a copy of the computer generated "Taxpayer Information Sheet" to the Program Director weekly.

Step 14. Case Manager must keep a copy of the client's taxes, paperwork used, Taxpayer Information Sheet, and the 8453 in the client's file.

Step 15. Program Director will maintain the computerized alphabetical EITC roster.

Using Refunds to Build Assets

KEO will also apply for funding to operate our own Assets for Independence program. This program will allow us to help more families work towards becoming more self-sufficient

Families who receive substantial refunds through EITC or other tax assistance programs KEO operates will be encouraged to save or invest those funds.

Assets for Independence (AFI) enables community-based nonprofits and government agencies to implement and demonstrate an assets-based approach for giving low-income families a hand up out of poverty. AFI projects help participants save earned income in special-purpose, matched savings accounts called Individual Development Accounts (IDAs). Every dollar in savings deposited into an IDA by participants is matched (from \$1 to \$8 combined Federal and nonfederal funds) by the AFI project, promoting savings and enabling participants to acquire a lasting asset. AFI project families use their IDA savings, including the matching funds, to achieve any of three objectives: acquiring a first home; capitalizing a small business; or enrolling in postsecondary education or training.

Additionally, all AFI projects provide basic financial management training and supportive services, such as financial education on owning and managing a bank account or a credit card; credit counseling and repair; guidance in accessing refundable tax credits, including the Earned Income Tax Credit and the Child Tax Credit; and specialized training in owning particular assets for the long term.

Staffing

A Program Director will be hired to implement and administer the EITC program.

During the tax preparation season, a Coordinator will be hired spend 100% his/her time implementing the program and will coordinate all training, ensures the accuracy of paperwork and serves as the chief liaison with the IRS if needed. Additionally a full-time Intake Worker will be hired and be responsible for meeting with EITC customers and completing the KEO Intake Application, Assessment and Referral for that family.

The Case Managers or Coordinators of KEO programs which include the Emergency Homeless Shelter and Transitional Housing programs will perform the majority of the case management.

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

Projected Annual Timeline
July 2015 – June 2016

| Activity Dates | Program Activities & Strategies | Program Outcomes |
|-----------------------|--|--|
| 9/2015-12/2015 | *Recruit & hire 1 Program Director, 1 Coordinator, 1 Intake Worker and 6 volunteers. | Staff recruited |
| 01/2016 | *Program Director, Coordinator, Intake Worker & volunteers undergo training | 2 Staff and 6 volunteers trained |
| 01/2016-04/2016 | *Outreach campaign (public information and recruitment of participants) | Outreach campaign completed |
| 01/2016-02/2016 | *Recruitment: *Screening of clients to determine eligibility | Clients screened and 400 are determined to be eligible |
| 02/2016-04/2016 | *Enrollment: *Income tax and EITC claims assistance provided to clients | 300 client enrolled and assisted in accomplishing claims |
| 04/2016-05/2016 | *Evaluation of application assistance services | 300 clients successfully assisted in EITC claim submission |

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

KEO has a centralized intake process that collects all data pertaining to clients. This is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. There is a written documentation (**Intake Manual**) on the procedures for the Intake Worker to follow. The intake process requires client documentation which includes income and household verification, needs assessment, case notes, authorizations and other program requirements in order to determine eligibility based on the criteria in accordance with program proposal and contract. All applications are reviewed and approved by the Administrative Officer and the Fiscal department is charged to control access to central client files to ensure quality. The information is recorded both electronically and in hard copy files which are kept in secured files which are backed up on a daily basis. A copy of the backed up record is sent to a secured site off premise weekly.

KEO's internal reporting procedures require Program Directors to submit **monthly agency reports** of program progress towards performance goals and objectives due by the 8th of each month to the CEO, Administrative Officer and Planning Director.

The written report includes statistical and narrative sections with information required for contract required reports and CSBG reporting requirements. The report is developed by the Program Director who works with Planning Director, Administrative Officer and Fiscal Officer for every program contract awarded to KEO. The Job Training and Employment program would include actual accomplishments (number of clients completed training, number of clients who obtained employment, number of clients maintaining employment, etc) which are documented and compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. These reports are reviewed during the weekly management meetings to ensure that performance outcomes are being met. In addition, the Fiscal Officer distributes **monthly financial reports** and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2nd Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed.

The Board of Directors are also provided monthly and quarterly agency and program contract reports as well as a **Board Financial Report**. The Board Program Evaluation Committee meeting includes a review of **monthly agency reports** and Program Directors are invited to attend on a regular basis to report significant accomplishments or how problems or concerns are being resolved. The Board Finance Committee meeting includes a review of the **Board Financial Report** by the Fiscal Officer at which time committee members request information about the balance sheet and specific budgetary concerns. KEO also complies with reporting requirements of the funding agency such as quarterly and final program reports. Reports follow standards and time frame as measure of program outcomes. Private and government audits are also conducted on a yearly basis and results are documented.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services. KEO will closely monitor the program and conduct surveys throughout the training and follow to establish rapport with the participants and for review to make changes as needed. KEO will collaborate with our internal agency programs, organizations outside our agency, and the Kauai Homeless Alliance to determine that the program is meeting its objectives.

KEO will comply with monitoring requirements conducted by the State agency through which grant funds are appropriated which may include an annual on-site visit and review of client files, program and financial records.

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.

RESULTS OR BENEFITS EXPECTED

KEO will achieve the following primary results with the EITC Project:

Service Objectives

- 1) 500 low-income families will receive free tax filing assistance.
- 2) 450 tax returns will be filed.
- 3) At least 375 eligible clients served at tax sites will apply for the Earned Income Tax Credit.
- 4) At least 100 low-income families will be referred to other programs which include the Hawaii Health Connector, SNAP Food Stamps, etc.
- 5) 75 low-income clients will open a bank or checking account to enable electronic deposit of their tax refund.

Outcome Objectives

- 1) 100% of all clients who undergo tax return services will be screened for benefits eligibility, and assessed and referred for help to achieve a higher level of self-sufficiency by providing or assisting with referral for job-skills training, education, job placement, affordable child care, food, clothing, shelter, etc.
- 2) 100% of tax filers will increase their self-sufficiency and enhance the economy.
- 3) 90% of tax site volunteers will report a positive experience with involvement in the project, with positive equating to a 4 or 5 on a 5-point satisfaction rating scale.
- 5) 90% of clients served will rate services as good or above, equating to a 4 or 5 on a 5-point satisfaction rating scale.

In accomplishing these aims, KEO will help the families involved in the EITC Project achieve the ROMA (Results-oriented Management and Accountability) National Goal #1:

| |
|--|
| Low-income people become more self-sufficient. |
|--|

III. Financial

Budget

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

See Attached Budget Forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|--------------|--------------|--------------|--------------|---------------|
| \$ 11,560.00 | \$ 34,679.00 | \$ 57,799.00 | \$ 11,560.00 | \$ 115,598.00 |

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

At this time we have not applied for funding for this project.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

KEO has not been granted any state or federal tax credits within the past 3 years, nor will the agency apply for or anticipate for any capitol project.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

At this time KEO has not received any funds for this program and does not, at this time anticipate other funding.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

\$219,610.64

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.

For nearly 50 years, KEO has provided a wide range of health, social service, educational and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO, further, during that period has extensive skills and experience in the acquisition, construction, and management of many projects including funding requirements of HUD, State of Hawaii, County of Kauai, and private funds. KEO currently administers and coordinates over 20 separate programs that target Kauai's low-income individuals and families. These programs include emergency assistance, homeless & housing, childcare, nutrition, and energy programs.

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.

All of KEO facilities are in compliance with the American Disability Act; accessible to the handicapped; near bus lines; and meet all applicable zoning, health and fire standards.

Main Administrative Office – 2804 Wehe Road, Lihue, Hawaii 96766
Services are provided at the KEO Administrative Main Office located in Lihue 7:45 a.m. to 4:30 p.m., Monday through Friday, except State holidays and at various sites throughout the island of Kauai. In addition, KEO will develop an island-wide network of tax sites to provide outreach services.

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.

Kauai does not have a program which provides services that assist low-income individuals and families to apply for Earned Income Tax Credits. A Program Director will be hired to implement and administer the program.

Training will be a pre-requisite to working in the EITC project. The Program Director will therefore hire a Coordinator and Intake Worker as well as recruit volunteers who will be trained to be ready and capable to serve the needs of the low-income population for assistance in the preparation of their Income Tax Returns and EITC refund application.

The EITC assistance program will be headed by a Program Director, 1 Program Coordinator, 1 Intake Worker and volunteers.

Staff Qualifications:

The person who will have overall supervisory responsibility over the EITC program is a Program Director who will be hired upon funding. The Program Director will supervise the staff in the collection of data and information that will be used in evaluating the EITC program. Together with the staff, the Director will do periodic analysis of the collected data to determine the progress of the program towards achieving its goals and objectives.

Finally, the Program Director takes responsibility in preparing, analyzing and submitting periodic reports as well as the final financial and programmatic report on the management and administration aspects of the EITC program.

One Coordinator and one Intake Worker will be recruited and trained to assist the Program Director in the implementation of the program. They will be performing their functions under the direct supervision of the Program Director. Preferably, the Coordinator will have a Bachelor's Degree in Business, Accounting or equivalent. The Intake Worker will be preferably have an Associates Degree in Business, Accounting, or equivalency.

Volunteers will also be recruited and trained to help, not only in outreach activities but also in the application process for EITC refunds and will be

supervised by the Coordinators. It is very important that the Coordinator, including the volunteers, undergo the same training in Income Tax Preparation and EITC refunds. The training is required for all members of the staff.

The minimum education requirement for a Fiscal Officer, Administrative Officer or Program Director is a Bachelors Degree or comparable with at least one year of supervisory experience.

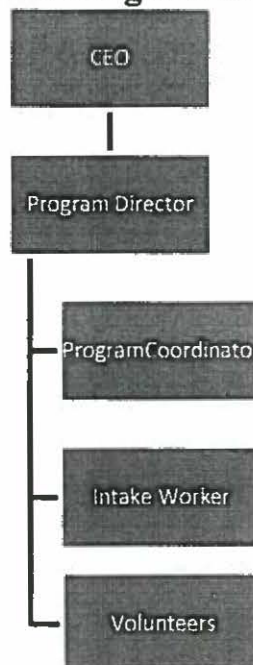
The Chief Executive Officer (CEO) is responsible for the administration of the overall legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, and all Program Directors report directly to the CEO.

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 organization chart that illustrates the placement of this request.

See Attached KEO Organization Chart.

EITC Program 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 | \$99,906 |
| Fiscal Officer | \$80,112 |
| Administrative Officer | \$65,844 |

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 in any pending litigation and does not have any outstanding judgments.

B. Licensure or Accreditation

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

Not applicable.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

The following are the federal grants awarded since July 1, 2014. KEO has not been awarded new county grants since July 1, 2014.

| | | |
|--------------------------------------|---------|--------------|
| Community Services Block Grant | Federal | \$263,487.00 |
| Hi'iola Marketplace Assister Program | Federal | \$178,248.00 |
| Weatherization Assistance Program | Federal | \$42,881.00 |
| Shelter Plus Care | Federal | \$60,605.00 |
| Emergency Shelter Grant | Federal | \$19,292.20 |
| HPRP-ESG Homeless Prevention | Federal | \$11,612.83 |
| HUD | Federal | \$46,164.00 |

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

The grant will not be used to support or benefit a sectarian or non-sectarian private education institution.

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

KEO will continue to seek funding to administer the program as well as develop networks and partnerships to sustain the program

F. Certificate of Good Standing (If the Applicant is an Organization)

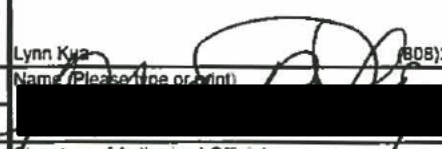
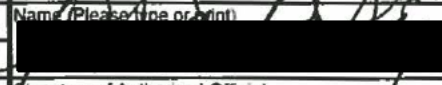
If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

See attached the Certificate of Good Standing.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Economic Opportunity, Incorporated

| BUDGET CATEGORIES | Total State Funds Requested (a) | Total Federal Funds Requested (b) | Total County Funds Requested (c) | Total Private/Other Funds Requested (d) |
|---|------------------------------------|---|-------------------------------------|--|
| A. PERSONNEL COST | | | | |
| 1. Salaries | 64,797 | | | |
| 2. Payroll Taxes & Assessments | 7,620 | | | |
| 3. Fringe Benefits | 18,981 | | | |
| TOTAL PERSONNEL COST | 91,398 | 0 | 0 | 0 |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | 300 | | | |
| 2. Insurance | 1,500 | | | |
| 3. Lease/Rental of Equipment | 600 | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | 2,500 | | | |
| 6. Supplies | 800 | | | |
| 7. Telecommunication | 1,000 | | | |
| 8. Utilities | 600 | | | |
| 9. Marketing (Printing/Publication) | 2,000 | | | |
| 10. Program Supplies | 2,000 | | | |
| 11. Mileage | 1,000 | | | |
| 12. Postage | 500 | | | |
| 13. Repair/Maintenance | 1,000 | | | |
| 14. Pre-Employment | 900 | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | 14,700 | | | |
| C. EQUIPMENT PURCHASES | 9,500 | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 0 | | | |
| TOTAL (A+B+C+D+E) | 115,598 | 0 | 0 | 0 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 115,598 | Lynn Kua  (808)245-4077 | | |
| (b) Total Federal Funds Requested | 0 | Name (Please type or print) Phone | | |
| (c) Total County Funds Requested | 0 |  1/27/15 | | |
| (d) Total Private/Other Funds Requested | 0 | | | |
| TOTAL BUDGET | 115,598 | MaBel Fujuchi, CEO Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Economic Opportunity, Incorporated

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|---|----------------------|--------------------|---|--|
| CEO | 1 | 106318 | 5.00% | \$ 5,316 |
| Fiscal Officer | 1 | 80112 | 5.00% | \$ 4,006 |
| Administrative Officer | 1 | 67824 | 5.00% | \$ 3,391 |
| Accountant | 1 | 27588 | 5.00% | \$ 1,379 |
| Account/Administrative Clerk | 1 | 38628 | 5.00% | \$ 1,931 |
| | | | | |
| | | | | |
| | | | | |
| Program Director | 1 | \$26,844.00 | 100.00% | \$ 26,844 |
| Program Coordinator II | 1 | \$24,840.00 | 50.00% | \$ 12,420 |
| Program Intake Worker | 1 | \$19,020.00 | 50.00% | \$ 9,510 |
| | | | | |
| | | | | |
| | | | | |
| TOTAL: | | | | \$ 64,797 |
| JUSTIFICATION/COMMENTS: | | | | |
| The FT Program Director will work 12 months. Program Coordinator and Intake Worker will work FT from December to May. | | | | |

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

Applicant/Provider: kauai Economic Opportunity, Incorporated

Period: 7/1/15 to 6/30/16

Date Prepared: 1/22/15

Contract No.: _____
(As Applicable)

| TYPE | BASIS OF ASSESSMENTS OR FRINGE BENEFITS | % OF PROG-OTHER SALARY | TOTAL |
|---|---|------------------------------|-----------|
| PAYROLL TAXES & ASSESSMENTS: | | | |
| Social Security | As required by law | 7.65% | \$ 4,957 |
| Unemployment Insurance (Federal) | As required by law | As required by law | \$ - |
| Unemployment Insurance (State) | As required by law | 0.81% | \$ 525 |
| Worker's Compensation | As required by law | 2.50% | \$ 1,620 |
| Temporary Disability Insurance | As required by law | 0.80% | \$ 518 |
| SUBTOTAL: | | | \$ 7,620 |
| FRINGE BENEFITS: | | | |
| Health Insurance | 559 per monthx12x 2.25FTE | | \$ 15,093 |
| Retirement | | 6.0% | \$ 3,888 |
| SUBTOTAL: | | | \$ 18,981 |
| TOTAL: | | | \$ 26,601 |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Economic Opportunity, Incorporated

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|-------------------------------------|-----------------|------------------|---------------|-------------------|
| Computers (1 desktop and 6 laptops) | 7.00 | \$1,200.00 | \$ 8,400.00 | 8400 |
| Printer | 1 | \$500.00 | \$ 500.00 | 500 |
| Portable Copier | 1 | \$300.00 | \$ 300.00 | 300 |
| Portable Printer | 1 | \$300.00 | \$ 300.00 | 300 |
| | | | \$ - | |
| TOTAL: | 10 | | \$ 9,500.00 | 9,500 |

JUSTIFICATION/COMMENTS:

Desktop and Printer for Program Director *for office* Laptop, portable printer & copier for Coordinator, Intake Worker and volunteer tax preparers *for outside/outreach activities*.

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| NA | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Kauai Economic Opportunity, Inc.

| 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: 2013-2014 | FY: 2014-2015 | FY:2015-2016 | FY:2015-2016 | FY:2016-2017 | FY:2017-2018 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | Not Applicable | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Kauai Economic Opportunity, Incorporated

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|-----|---|------------------------|------------------------------|---|----------------|
| 1. | Low Income Home Energy Assistance Program | 5/1/14-4/30/15 | Department of Human Services | Federal | \$15,353 |
| 2. | Homeless Shelter Programs | 8/1/14-7/31/15 | Department of Human Services | State | \$278,749 |
| 3. | Homeless Barrier Removal Program | 4/16/13-12/31/14 | County Housing | Federal | \$36,442 |
| 4. | Transitional Housing Project-KOME | 5/5/12-until completed | County Housing | Federal | \$232,080 |
| 5. | Transitional Housing Project-Lawehana | 9/18/13-12/31/14 | County Housing | Federal | \$153,303 |
| 6. | Homeless Caravan Program | 8/1/14-7/31/15 | Department of Human Services | State | \$74,100 |
| 7. | Congregate Program | 11/30/13-9/30/15 | Agency on Elderly Affairs | Federal | \$149,974 |
| 8. | Home Delivered Meals Program | 12/19/13-9/30/15 | Agency on Elderly Affairs | State | \$543,650 |
| 9. | Home Delivered Meals Program | 7/29/13-6/30/15 | Agency on Elderly Affairs | Federal | \$375,459 |
| 10. | | | | | |
| | | | | TOTAL | \$1,859,110 |

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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 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.

- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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)

(Date)

1/27/15

MaBel Ferreiro Fujiuchi
(Typed Name)

Chief Executive Officer
(Title)



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

DBA/Trade Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Issue Date: 01/23/2015

Status: Compliant

Hawaii Tax#: XXXXXXXXXX
 FEIN/SSN#: XX-XXX2851
 UI#: XXXXXX6940
 DCCA FILE#: 12814

Status of Compliance for this Vendor on issue date:

| Form | Department(s) | Status |
|-------|---|-----------|
| A-6 | Hawaii Department of Taxation | Compliant |
| | Internal Revenue Service | Compliant |
| COGS | Hawaii Department of Commerce & Consumer Affairs | Exempt |
| LIR27 | Hawaii Department of Labor & Industrial Relations | Compliant |

Status Legend:

| Status | Description |
|---------------|---|
| Exempt | The entity is exempt from this requirement |
| Compliant | The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance |
| Pending | The entity is compliant with DLIR requirement |
| Submitted | The entity has applied for the certificate but it is awaiting approval |
| Not Compliant | The entity is not in compliance with the requirement and should contact the issuing agency for more information |

