

House District 14/15/16

Senate District 7

THE TWENTY-EIGHTH 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.

"Recipient" means any organization or person receiving a grant

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

DEPARTMENT OF HUMAN SERVICES, BENEFIT EMPLOYMENT SUPPORT SERVICES DIV, 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

Db/a: 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 / Stephanie Fernandes

Title Chief Executive Officer

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:

MANA'OLANA EMERGENCY HOMELESS SHELTER AND TRANSITIONAL HOUSING PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 33,500.00

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 \$ 183,749.00
 FEDERAL \$ 28,884.00
 COUNTY \$ _____
 PRIVATE/OTHER \$ 13,687.00

8a - 10a

MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER
NAME & TITLE

DATE SIGNED

1/19/16



RECEIVED

1/21/16

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 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. For almost 51 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. KEO's energy programs reflect the agency's ability to change with the needs of the clients and KEO resolves to address the needs.

KEO annually provides services to over 5,000 individuals and currently administers more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, and the homeless.

KEO has further executed the acquisition and construction projects addressing specific needs that included the rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families, rehabilitation/renovation of a 3-bedroom/3-bath family home and studio; and a 3-bedroom/3bath single family home for transitional housing program.

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

The KEO Office has been located in Lihue for over 19 years, and the property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle in 2005, the property was later turned over to the County of Kauai who, in turn, leased this and the adjacent property to KEO for another 20 years at no cost. KEO developed the adjacent property on which the Mana'olana emergency homeless shelter and transitional housing is located.

2. The goals and objectives related to the request;

Goal 1: Improve the conditions in which homeless people live

Goal 2: Homeless persons will obtain and maintain housing

Objective 1: Increase stability in health, housing and social areas

3. The public purpose and need to be served;

The number of homeless is difficult to ascertain because estimates vary depending on the methodology used. Numbers vary substantially depending on whether a measurement is taken on a single night, as is the case with the annual Statewide Point in Time count, or is extrapolated to a given year. The number of homeless on Kauai, based on the 2015 Hawaii Point in Time count on any given day was 339. The KEO Outreach Care-a-Van (CAV) served 480 unsheltered homeless in FY 2015, and two hundred forty-nine (249) unsheltered and emergency sheltered people received emergency shelter and case management services at the Mana'olana Emergency Homeless Shelter. There were thirty-two (32) people who participated in the transitional housing program at Mana'olana.

In response to the critical need to increase the number of beds to shelter homeless people on the island, Mana'olana homeless emergency shelter and transitional housing program opened its doors in November 2007. The emergency homeless shelter is characterized by short-term stay at 6 week intervals, often nightly walk-in nature, with the option for the participant to enter into a case plan upon entry and community living quarters. This is the first and only homeless emergency shelter to be established on Kauai. The transitional housing program provides temporary shelter and appropriate case management with supportive services for up to twenty-four months.

The immediate benefit that the emergency homeless shelter and transitional housing program provide to our community is to assist unsheltered homeless people in crisis and living in dangerous, unsanitary conditions to transition into an emergency shelter and/or a transitional housing program, and assist them to resolve barriers toward self-sufficiency so they may be able to 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 over 65,000, 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;

The Mana'olana emergency homeless shelter is open 7 days per week, from 5 p.m. to 7 a.m. the following day. Participants register with the staff on a first come first serve basis. Unsheltered and emergency sheltered homeless persons are admitted into the shelter with priority given to unsheltered homeless. Those who have a criminal record for sexual offenses, violent criminal history, and those with a drug record will not be admitted. Minor children will need to be accompanied by parent(s) or legal guardian. There is a maximum capacity of 19 people in the shelter per night.

Program intake and assessment is conducted for new participants and information is entered into the State Homeless Management Information System (HMIS). Staff review the house rules with each participant. Dinner meals are served from 6:00 p.m. to 7:00 p.m. KEO enlists volunteers from churches and other organizations to assist in preparation and serving of meals. To address safety concerns from the community, KEO provides professional security by contracting a security guard who is on duty from 10 p.m. to 6 a.m. the following day, seven days per week at this site.

Activities provided at Mana'olana include, but not limited to employment services and lifeskills training, Ready to Rent training classes, health and nutrition classes, support group meetings, parenting sessions, social activities, and other classes as needed. These activities may also be offered during the day and will be scheduled in the training center.

Case management appointments are scheduled throughout the evening with program coordinators who:

- Complete a KEO application form to establish eligibility for all KEO programs, and entered into the KEO Client Care system.
- Complete an assessment to determine needs, strengths, and barriers to obtaining and retaining housing
- Develop an Individual Service Plan that identifies goals and objectives toward self-sufficiency (i.e. housing, employment, mainstream benefits, education, health, financial)
- Assist clients with a Transitional Housing Application and refers to the KEO Homeless and Housing Programs.
- Assist clients with other housing applications (i.e. low-moderate income housing, State public housing, applications for rent assistance).
- Refer clients for employment services.
- Follow-up and monitor progress with participant.

The Transitional Housing Coordinator schedules an appointment with applicants, and completes an interview and application packet for the KEO transitional housing program.

The application packet will be processed for review with recommendation for placement status by a screening committee. Members who serve on the screening committee are a former Director of the Department of Vocational Rehabilitation and current KEO Board member; County Housing Agency Family Self-sufficiency Program Coordinator who also is a member of the Kauai Community Alliance; and former Homeless and Housing Programs Director who is a social worker and probation officer. The final decision for approval or disapproval is made by KEO's Chief Executive Officer. If the decision is not to accept applicant for placement, the applicant will be notified and informed about the KEO grievance process to appeal the decision. KEO is working with the local continuum of care committee to develop a coordinated entry system to place those who have the highest need into housing first.

KEO is able to place its shelter participants into transitional housing at the following sites:

- Komohana Group Home: Single homeless individuals will be placed into this group home site. The home includes 5 bedrooms 2.5 bathrooms with common living areas including a fully equipped kitchen. The home has a washer and dryer. Participants will be assessed a monthly program fee of \$250 and \$350 for the master bedroom/bath.
- Lawehana Transitional Housing Program site: Homeless families with minor children with six (6) or more members of the household can be placed in this 3-bedroom/3bath home with a studio apartment. Monthly program fee will be \$1,250 and the studio program fee will be \$675 per month.
- Kome Transitional Housing program site: Homeless families with minor children with six (6) or more members of the household can be placed in this 3-bedroom/ 2 bath home. The monthly program fee will be \$1,250.

- Lihue Court Townhomes: Homeless families with children are placed at this site. KEO manages eight (8) two-bedroom 1.5 bath apartment units, with a fully equipped kitchen and living room. The property has a laundry facility and a Head Start pre-school center. Each family will be assessed a monthly program fee will be \$660.
- Mana`olana Transitional Housing site: There are eight (8) one-bedroom apartments with kitchen and a bathroom located next to the KEO administrative office in Lihue. These apartments house homeless couples, singles, and small families (2 -3 people). They will have access to a laundry facility on the property. The monthly program fee is \$550 per unit. There is professional security guard contracted from 10 p.m. to 6 a.m., seven days per week at this site.

Participants meet initially with the Transitional Housing Coordinator to complete their program intake and develop their Individual Service Plan (ISP) within 2 weeks of entry into the program. A case management meeting is scheduled twice a month to review and discuss each client's ISP, to monitor progress towards meeting specific goals and objectives, and to identify areas in need of improvement.

The average length of stay in the KEO transitional housing program ranges from 12 months to maximum 24 months. During that time, the individual or family participates in case management aimed at breaking the cycle of homelessness, and empowering them to become self-sufficient. Comprehensive case management focuses on providing and/or referrals to supportive services necessary for each client to rebuild their life through employment services, a Ready to Rent training program, budgeting and financial counseling, health and nutrition classes, parenting, and as appropriate to the needs of each client – participation in specific programs such as substance abuse treatment and counseling, anger management classes, education – GED, literacy, adult education classes, computer training, and mental health services.

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.

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 Program Coordinator provides 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. KEO also has staff who are certified and trained in the evidenced-based Adkins Lifeskills Program. The program utilizes an employment van that will transport clients to apply for job openings, job interviews, job fairs, meetings, etc. throughout the island. When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be

hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

As our clients become more stable, they begin to work with the Program Coordinator to develop an independent housing plan that will address long-term housing needs and financial planning. The Program Coordinator will plan and conduct the Ready to Rent training program to prepare clients for the next step - to obtain housing. KEO has staff who are certified and trained in the evidenced-based Ready to Rent Training Program. Staff will assist clients to complete housing applications for low-moderate income housing on the island, and the State Hawaii Public Housing Authority (HPHA) management office on Kauai, and other housing available on island. If offered a unit with HPHA, clients will exit the program and move into a permanent housing unit. In addition, KEO staff will work with private landlords, and rental agents to located and obtain low-moderate rental units for the clients.

During fiscal year ending July 31, 2015, the staff at Mana’olana emergency homeless shelter and transitional housing program assisted twenty-three (23) homeless individuals to obtain permanent rental housing and placed thirty-five (35) people into transitional housing.

The Mana’olana emergency homeless shelter is applying for operational funds to supplement shelter funding :

1. To provide professional security by contracting a security guard who is on duty from 10 p.m. to 6 a.m. the following day, seven days per week at this site at Mana’olana which address safety concerns from the community and protect the safety of the Mana’olana residents and staff.
 2. To provide repairs and maintenance costs for Mana’olana
 3. To provide program supplies (paper goods such as dinner plates, utensils, drinking cups, paper towels, janitorial supplies, replenish supplies in first aid kits, annual inspection of fire extinguishers, etc.)
 4. To provide utilities (monthly electric and water)
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activity Date	Program Activities & Strategies	Program Outcomes
7/2016 – ongoing	Intake and assessment of clients to determine eligibility for services and identify emergency needs	Provide appropriate case management services
7/2016 - ongoing	Development of ISP, information and referrals	Increase access to program services and other community resources
7/2016-ongoing	Schedule and coordinate support services and classes	Increase stability in health and social areas
8/2016 -	Pre-employment and employment	Clients begin to work on addressing

ongoing	lifeskills training, employment barriers removal program, ready to rent classes	employment and housing barriers. initiate training classes
9/2016 - ongoing	Job counseling, job search and activities.	Increase number of participants who obtain employment
10/2016 - ongoing	Housing search, assist with referrals and applications; use established landlord listings and contact on regular basis	Increase number of participants who obtain and maintain housing – permanent or transitional housing
10/2016 - ongoing	Job retention and continue support services as identified on ISP	Increase numbers of shelter and transitional housing clients who maintain employment

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 Mana’olana emergency homeless shelter and transitional housing program would include actual accomplishments (number of clients completed training, number of clients who obtained employment, number of clients maintaining employment for 3 months or longer, number of clients who obtained housing, number of clients who maintained housing for 6 months or longer) 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 Community Alliance (a continuum of care committee on Kauai) 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.

Monthly unit inspections are conducted with the program participants to ensure that the shelters are in proper operating condition, safe, and sanitary. All units are inspected to assure compliance with housing quality standards.

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.

Mana`olana Emergency Homeless Shelter and Transitional Housing OUTCOME:	FY 2017 Proposed	
1. Number of unduplicated participants exited to permanent housing.	25	
2. Number of unduplicated participants exited to transitional shelter or other transitional programs.	35	
3. Number of unduplicated participants obtain employment	25	

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 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 8,375	\$ 8,375	\$ 8,375	\$ 8,375	\$ 33,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.
 - State Department of Human Services, Homeless Programs Office, Homeless Shelter Program
 - State Department of Human Services, Homeless Programs Office, Emergency Solutions Grant
 - FEMA Emergency Food and Shelter Program
 - Kauai United Way Allocation
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 received state or federal tax credits within the past three years.

5. The applicant shall provide a listing of all federal, state, and county government Contracts and grants it has been and will be receiving for program funding.

Federal

FEMA – Emergency Food and Shelter Program (via Kauai United Way)
Emergency Solutions Grant (ESG)

State

Department of Human Services, Homeless Programs Office: Homeless Shelter
Program Grant

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

\$120,136.93

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 almost 51 years, KEO has provided a wide range of health, social service, educational, and employment services that alleviate the conditions of poverty and promote the attainment of social and economic self-sufficiency for low-income individuals and families. KEO is the lead agency on Kauai to provide services specifically for homeless individuals and families. KEO currently administers and coordinates 20 separate programs that target Kauai's low-income individuals and families. These programs include:

- Early Learning Center
- Elderly Nutrition Congregate and Homebound
- Emergency Electric Assistance Program
- Emergency Food Pantry
- Food Services
- Group Home for homeless adults who are disabled
- Homeless Emergency Shelter
- Homeless Outreach Program
- Emergency Solutions Grant –Homeless Prevention and Rapid Rehousing
- Homeless Shelter Program
- Low-income Home Energy Assistance Program
- Mediation Program
- Peer Mediation Program
- Zonta Funds
- Shelter plus Care Program
- United Way Emergency Food & Shelter Program
- Weatherization Assistance Program
- Community Housing Development Organization Projects
- Employment Barriers Removal Program

For the past 50 years, the agency has generated and fiscally administered more than \$70 million dollars of Federal, State, County, and private funds.

The Homeless and Housing Programs provide safe, decent, and sanitary shelters for homeless individuals and families. Since 2000, KEO has operated a transitional housing program providing temporary housing, case management, intake/assessment, information/referral, training classes, and other supportive services. The Komohana

Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. The second shelter is located in Lihue at the Lihue Court Townhomes housing project. KEO leases 8 two-bedroom apartments from Lihue Court Townhomes Corp., and is under a guaranteed lease that is dedicated as a transitional shelter for 15 years. The Mana'olana transitional housing site opened in November 2007. It is located next to KEO's administrative offices, and houses a maximum of 20 people. The site includes 8 one-bedroom apartments. A fourth transitional housing program site was opened in February 2015 in Hanamaulu providing temporary housing for large homeless families of 6 or more individuals in the household, and a studio apartment for 1-2 people. Acquisition of a fifth transitional home and subsequent completion of repair work on this home was completed in November 2015. This transitional home will house other large homeless families of 6 or more individuals in the household.

Since November 2007, KEO has operated an emergency homeless shelter – the first and only shelter of its kind on Kauai, providing emergency shelter, case management, intake/assessment, information/referral, training classes, and other supportive services for unsheltered homeless individuals and families.

KEO also owns and operates a group home for homeless individuals with disability. The Pa'a Hana Group Home is a 4-bedroom home located in Kapaa, Kauai. The home has a HUD mortgage and tenants have rent subsidized under HUD section 8/202 rental assistance program. KEO has operated and managed this group home since 1985.

As a certified Community Housing and Development Organization (CHDO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families. KEO also obtained HOME funds to renovate 8 one-bedroom apartments for the Mana'olana transitional housing program, which opened in November 2007. KEO acquired and completed necessary repairs to two (2) 3-bedroom homeless and a studio in 2015. These homes will be used to temporarily house large homeless families in a 2-year transitional housing program.

The Homeless Outreach Care-a-Van Program has been in operation from 1992. The Care a Van (CAV) provides a mobile outreach service for unsheltered homeless living in their vehicles, in beach parks, on the streets, and other places not fit for human habitation. The CAV provides a vital link between the island's homeless and medical services, legal services, emergency food and supplies, and social services. The case manager assists clients with obtaining documents (i.e. birth certificates, picture identification, social security cards), assists clients with completing housing applications and financial and

non-cash benefits. It is the only mobile homeless outreach program on Kauai serving approximately 400-500 homeless persons annually.

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 have a combined total of almost 29 years experience in working with low-income and homeless persons. The Homeless and Housing Programs Director is a certified Housing Occupancy Specialist.

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 of specific programs and services offered 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 experience in coordinating and collaborating services with multiple Federal, State, and County agencies, community organizations, private faith-based organizations, churches, private businesses in its effort to provide appropriate services and supportive services for Kauai's low-income individuals and families. KEO is a member of the following committees:

- **Kauai Affordable Housing Committee**
- **Kauai Community Alliance (formerly Kauai Homeless Continuum of Care Committee)**
- **Workforce Investment Board**

KEO participates in these committees in an effort to further collaborate and address gaps in program services and to advocate for the needs of the low income community.

KEO is the active leader in serving homeless persons on Kauai and a member of Kauai Community Alliance (KCA), the continuum of care committee for Kauai.

Past programs and contracts pertinent to proposed services

- 1) Department of Human Services
Homeless Programs Office
Lori Tsuhako
820 Mililani Street, Ste. 606
Honolulu, HI. 96813
(808) 586-7072
Homeless Outreach Program 1992-Present Assist 400-500 unsheltered homeless with emergency needs, information/referral, case management;

Homeless Shelters Program 2000 – Present Assist approximately 200-250 homeless persons with emergency shelter, case management;

Emergency Solutions Grant 2012-Present –Provides some operational funds to provide utilities, security services, maintenance and repairs for the shelter and transitional housing septic wastewater system.

Emergency Solutions Grant Homeless Prevention Rapid Rehousing (HPRP) 2012-Present. This grant provides rent assistance and security deposit to assist homeless to obtain and maintain housing, and to prevent at-risk homeless households from becoming homeless.

- (2) Gary Mackler
Development Coordinator
Kauai County Housing Agency
Pi'ikoi Building
4444 Rice Street, Suite 330
Lihue, HI. 96766 (808) 241-4429 gmackler@kauai.gov

2012-2015 KEO obtained HOME and CDBG funding to acquire and repair transitional housing units

- (3) Ms. Kerri Villa
CDBG Coordinator
Kauai County Housing Agency
Pi'ikoi Building
4444 Rice Street, Suite 330
Lihue, HI. 96766 (808) 241-4435 kvilla@kauai.gov

2013-2015 Community Development Block Grant to operate a Homeless Barriers Removal Program and assist homeless with pre-employment, employment search, and supportive services to obtain and maintain employment.

- (4) Mr. Scott Giarman
Executive Director
Kauai United Way
4374 Kukui Grove St Ste #201
Lihue, HI 96766
Ph. (808) 245-2043

2012 – Present Provided FEMA Emergency Food and Shelter Grant and allocation from the Kauai United Way to provide some operational funds for the Mana'olana emergency homeless shelter.

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.

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. The project site provides facilities that will address two key components of the island's homeless Continuum of Care system – an emergency shelter and transitional housing units. KEO secured a long-term lease with the County of Kauai for this property.

In addition, the County also donated four (4) portable buildings that were relocated to the project site, and 8 one-bedroom transitional housing apartments completed renovation in October 2007. Of the 3 existing buildings on the project site, a large building is used for the emergency homeless shelter and houses a maximum capacity of 19 homeless people per night, one building is used for a kitchen/dining room and as a training center where clients will go to attend lifeskills training, housing readiness classes, employment services, education classes (GED), computer classes, counseling sessions, and other activities as needed for participants to successfully transition into housing. The last building is used for storage space and a laundry room with coin-operated washer and dryers for clients. The property has a self-contained septic wastewater system. KEO contracts a qualified business to perform monthly service maintenance and repairs, as needed, to this system.

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. The bathrooms in the emergency shelter consist of one ADA shower stall and one toilet stall in the Men's and in the Women's bathrooms. All hardware, including faucets, door knobs, light switches are ADA compliant. There is one transitional housing apartment that is designated as ADA compliant. There are also exterior ramps and walkways for wheelchair accessibility in the buildings. 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.

Program staffing under this contract will consist of the following positions:

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.

EMERGENCY SHELTER STAFF

Emergency Shelter Program (ESP) Director - Responsible for the overall operations of the emergency shelter and transitional housing program at Mana’olana. Coordinates, implements, and monitors all homeless services and supervised shelter staff.

Emergency Shelter Program (ESP) Coordinator II – Provides direct services for emergency shelter clients. Coordinates and implements services for the shelter.

Janitor – Responsible for cleaning and maintenance of the emergency shelter.

The shelter is open from 5 p.m. to 7 a.m. and will have staff coverage 7 days a week. In addition, KEO contracts a private company to provide security for the shelter from 10 p.m. to 7 a.m. 7 days per week.

TRANSITIONAL HOUSING PROGRAM STAFF

Transitional Housing Coordinator – Responsible for outreach and recruitment activities, intake and assessment of clients, and provides case management and comprehensive support services for homeless participants. Conducts intake interviews, assesses immediate needs of clients, and refers clients to appropriate community providers for support services. Coordinates training classes and informational meetings with participants throughout the year. Provides counseling and referrals, monitors clients progress and enters data into the Homeless Management Information System (HMIS).

CASE MANAGER – Under supervision of the Homeless and Housing Programs Director, assists in providing case management and support services for transitional housing program participants.

Staffing Qualification

- a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Science degree, and with 26 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer; Certified Ready to Rent Trainer.
- b. ESP 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. ESP Coordinator II: College graduate in social sciences or equivalent preferred. Education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.
- d. TH Program Coordinator II : College graduate with a bachelor's degree from an accredited four year college of university and one year 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.
- e. Case Manager: AA degree, or any comparable combination of education and experience which would provide the knowledge, skills and abilities to perform the essential duties of this position.

Following KEO's Personnel Policies and Procedures Manual, jobs are posted in-house first to give current qualified employees an opportunity to transfer to a new position. After one week the job notice is posted outside the agency. All job applicants must complete a KEO Employment Application, the Administrative Officer screens the application to determine if they meet the minimum qualifications, the Director and Administrative Officer conducts interview of all qualified applicants using a standard of questions compiled for each individual position. Once interviews are completed reference checks are conducted prior to recommendation for hire being submitted to the CEO for approval. As a condition of hire the potential employee is scheduled to complete a physical and drug screen clearance and provide documents required for employment. Once clearance is obtained new hires must attend a orientation that includes a review of KEO's Personnel and Financial Policies and Procedures Manual. The orientation includes an overview about KEO's programs conducted by each Program Director.

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.

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 employees' 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.

The Employee Performance Review is 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.

Supervision of employees follows established procedures and internal protocol:

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

The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO.

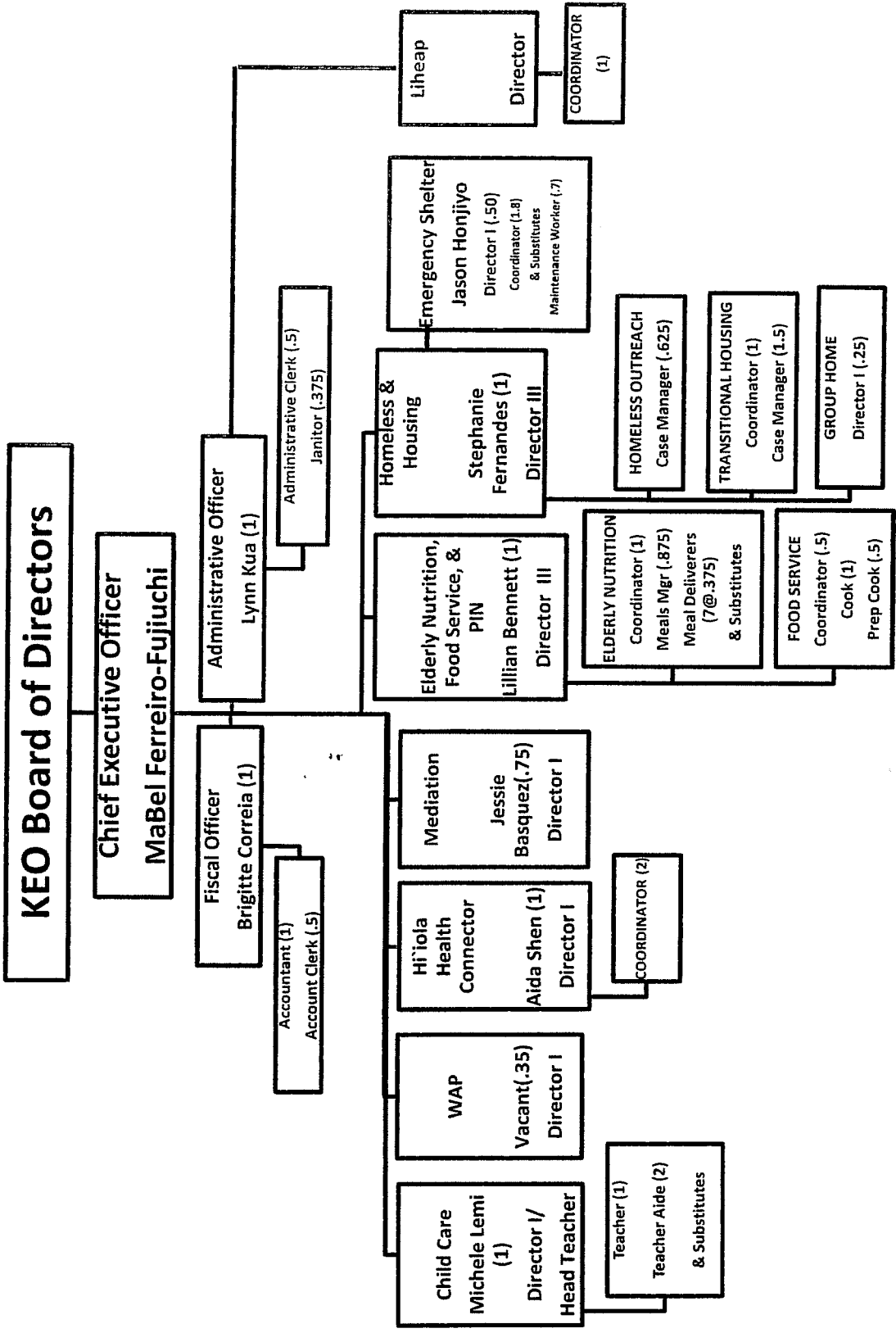
The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs.

The program staff are trained and certified in CPR, First Aid, and AED, with recertification every 2 years.

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.

The KEO organization chart and the Homeless and Housing Programs organization charts are included in this section of the application.



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	\$101,904
Fiscal Officer	\$ 80,112
Administrative Officer	\$ 68,484

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 party to any pending litigation, including any outstanding judgements.

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.

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support of 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.

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

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the Activity funded by the grant if the grant of this application is:

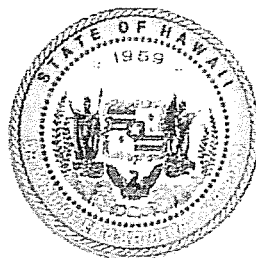
- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

KEO will apply for other State and County government grants, and with private Trusts and Foundations.

E. 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

One (1) copy of a certificate of good standing from Director of Commerce and Consumer Affairs is attached.



**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: **01/11/2016**

Status: **Compliant**

Hawaii Tax#: [Redacted]
 FEIN/SSN#: [Redacted]
 UI#: [Redacted]
 DCCA FILE#: [Redacted]

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

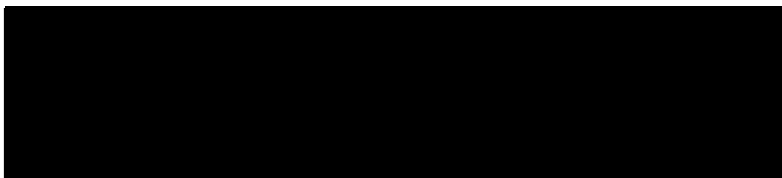
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

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, Hawai'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 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, Hawai'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 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, Hawai'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, Hawai'i 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.



(Signature)

1/19/15

(Date)

MaBel Fujiuchi,
(Typed Name)

Chief Executive Officer
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,500			
7. Telecommunication				
8. Utilities	2,500			
9. Contractual	20,000			
10. Repairs and Maintenance	7,500			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	33,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	33,500			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	33,500	STEPHANIE FERNANDES [REDACTED] (808) 245-4077 EXT 228		
(b) Total Federal Funds Requested		[REDACTED]		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested		[REDACTED] Date: 1/19/17		
TOTAL BUDGET	33,500	MaBel Fujiuchi, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<p>TOTAL:</p> <p style="font-size: 2em; font-weight: bold;">N/A</p>				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: _____

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: 2014-2015	FY: 2015-2016	FY: 2016-2017	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Contracts Total:

212,633

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Homeless Shelter Program	8/1/2015-7/31/2015	DHS HPO	State	183,749
2	Emergency Solutions Grant - Operations	7/1/2015-6/30/2016	DHS HPO	State	26,650
3	FEMA Emergency Food and Shelter	FY 2015-2016	FEMA via Kauai United Way		2,234
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