

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):

DAGS

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

I. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Dbas:

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA

Title Administrative Officer

Phone # 808-245-4077

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
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**KEO UPGRADE OF CENTRAL INTAKE SYSTEM**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 92,900

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

[REDACTED]  
MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

1/20/16  
DATE SIGNED



RECEIVED COPY  
1/21/16

## 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 created after the passage of the 1964 Economic Opportunity Act by the U.S. Congress. 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. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and to mobilize resources to impact on poverty.

KEO is a multi-purpose organization with funding from a variety of sources. Over the past 50 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.

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;

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.

Our goal is to train staff and upgrade software and hardware for state-of-the-art technology to ensure every piece of data is at their fingertips whenever they need it to better serve our clients. By investing in the Case Manager – NewGen case management program, the organization can retain all of its client files and business information in one place – the cloud. Through cloud technology, the case management system is available to everyone in the organization at once, so there's no need for information to be put in another system first or wait to be uploaded. All relevant information gets added to the program in real time, whether the staff member is in the office, conducting outreach or anywhere else they can find an Internet connection.

A strong case management system fully integrates with the organization's website, email, calendar and if necessary, billing system. This makes it even easier to ensure all information makes it into the cloud. Information added to the calendar can quickly be synced over to the cloud and vice versa. Additionally, important dates and alerts can be sent to staff members through their email, ensuring they get the message whether or not they're signed into the program.

Our objective is to enhance the case management services for program participants that using the Case Manager - NewGen a fully web-based, comprehensive information system and management solution designed for use by Community Action Agencies and similar programs or organizations in the business of helping people. The system provides a complete solution, eliminating the need for server infrastructure and expensive hardware.

3. The public purpose and need to be served;

We currently have a client software database with a license for five (5) users (KEO staff) who have access to complete client intakes in our main office. The upgraded software and purchase of hardware will allow twenty (20) program and administrative staff to provide more efficient services for more than 5,000 needy clients who we assist annually. The upgraded software case management system will allow KEO clients to apply and access program services at all 4 KEO office and program sites and has the capability for homebound elderly, disabled clients and unsheltered homeless persons using the new hardware (iPad, tablet or laptop) to sign electronically during outreach visits conducted by KEO staff, providing true mobility and access to complete the KEO Intake application, assessment, case management and scheduling of follow-up services. Uploading and storing client documents as part of the case file allows easy storage and retrieval when necessary. KEO staff will be able track their clients, client services,

enrollment, outcomes for current program year and previous program years beginning from the client's first service.

The case management software will provide numerous benefits to our agency with advantages from the reporting options within the platform. Not only does the system provide ready-made built-in reports, but it also has customizable options so our agency can meet every specific reporting requirement created by the grant-awarding body. Reports available from a single button click includes the 'Unduplicated Reports', Service Activity reports, Outcomes (NPI) reports, enrollment reports, Front Desk reports, Reports on Walk-ins, Needs Assessment Reports, Surveys, fund expenditure reports, balance sheet reports, notices of payments, and payment pledges. We can easily export data (Payment Pledges, Notice of Payments) into our grants management software.

As a non-profit agency we manage our budget – running out of money isn't an option if we want to help as many people as possible. A comprehensive case management system may appear to be a significant upfront investment, but in the long run, will save KEO money by improving efficiency and reducing the man hours needed to gather information for grant reporting. The CaseManager-NewGen will allow us to make a difference to the environment. Instead of making multiple paper copies of a document we will be able to scan the document and upload the document so that it is available to whoever needs it and whenever they need it. Not only are we leaving a smaller environmental footprint, we would be increasing our efficiency numerous folds since we can retrieve any document is a 'snap,' or a 'mouse-click.'

4. Describe the target population to be served; and

This project will benefit the approximately 5,000 low-income and disadvantaged persons who we serve throughout our programs which include frail elderly and disabled persons who receive home delivered meals, seniors attending the congregate meals program, sheltered and unsheltered homeless persons, children attending our preschool, individuals in conflict who receive mediation services towards mutual resolution in court or out in the community, low-income and disadvantaged persons who need emergency assistance with food, rent, utility assistance.

5. Describe the geographic coverage.

This project will benefit the approximately 5,000 low-income and disadvantaged persons who we serve on Kauai.

## 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 \$92,900 for staff training, case management software and hardware upgrades plus networking upgrades. The estimated costs for this project are broken down as follows:

Scope of Work/Task	Responsible Party	Estimated Cost
1) Network upgrades Network design & installation (4 sites) Data & network security/PCI compliance	IT Contractor	\$ 18,000 \$16,000
2) Software upgrade & annual subscription fee/20 user licenses Initial setup/migration Annual Maintenance Webhosting/backup services	Shah Software	\$12,000 \$5,000 \$4,500 \$4,000
3) Staff training	Shah Software	\$5,000
4) Purchase of hardware: Ipad or tablet (3) Laptop (4) Desktop PCs (20) Multifunctional scanner/printer/copier (4) Portable Scanner (3)	KEO Fiscal Officer & Administrative Officer	\$1,800 \$4,000 \$20,000 \$2,000 \$600
<b>TOTAL</b>		<b>\$92,900</b>

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

**Projected Annual Timeline**  
July 2016 – June 2017

<b>Activity Dates</b>	<b>Program Activities &amp; Strategies</b>	<b>Program Outcomes</b>
07/2016-08/2016	*Bid letters for network design and installation. Hold informational meeting for interested contractors.	Bid letters will be received, screened and recommended for bid award.
07/2016-08/2016	*Bid letters for hardware and other devices (desktops, laptops, lpad, scanners)	Bid letters will be received, screened and recommended for bid award.
09/2016	* Bid awarded to IT contractor.	Assurances and contracts executed. Notice to proceed issued
09/2016	* Bids awarded for purchase of hardware and other devices.	Purchase orders completed to buy items.
10/2016-11/2016	* Installation of Network systems. KEO monitors installations and contractors execution of contract requirements.	Contractor installs network systems at various sites and ensures all devices are networked with data and network security working efficiently.
10/2016-11/2016	* Receive hardware and devices.	Install/set-up hardware and devices
12/2016-01/2017	*Software upgrade – set up and migration	Shah Software will complete setup and migration
01/2017	*Staff training	Shah Software to conduct staff training

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 will maintain the integrity of its network and security through IT consultant and software through Shah Software which will manage the quality assurance system. KEO or its contractors will make a reasonable number of visits to each site (4) before, during and/or after installation of a network system.

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.

KEO will achieve the following primary results with the upgraded software and hardware system:

- Software works effectively within network system
- Percent of staff trained and utilize the case management software effectively.
- Number of individuals applied for and qualified for KEO services.
- Increase client satisfaction with services
- Reduce duplication of data entry and storage
- Increase quality of reports (e.g., demographics, inputs, outputs, outcomes)
- Reduce time spent managing/analyzing data
- New software records program-specific outcomes, such as increase in skills, increase in desired behaviors (Outcomes will vary by the type of program.)



### 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 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$78,965	\$13,935			\$92,900

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

At this time we have not applied for funding from other sources 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 or applied for any state or federal tax credits within the past 3 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.

At this time we have not applied for funding from other sources for this project and we anticipate that KEO programs will be able to budget the annual subscription and maintenance fees for the software into their budgets.

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 nearly 51 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.

We have had the ClientTrack System since 1998. It is a menu-driven case management software system with the Central Intake computer acting as a server with only office staff and homeless emergency shelter computers networked for staff to input services rendered, and outcomes for more than 20 different program services. The basis for the software is a “centralized intake system” which can provide information for *most* of our Community Services Block Grant (CSBG) services.

This request is to purchase the Case Manager – NewGen, an upgrade of the current client database system is web based and can be operated from any device that is web connected. All data resides in one repository and makes it easy for reporting. Client intake can be done using a PC, IPAD or a tablet. This provides tremendous flexibility for caseworkers in the field or working from remote offices. There are many such features which will bring about tremendous efficiency to our agency.

### **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. **This request is to upgrade the network system linking all the agency program sites.**

- 1) 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. Intake applications are accepted at our main office where many of our programs (homeless & housing, mediation, health care, emergency food, utility assistance) are administered as well as the headquarters for those conducting outreach in the field such as homeless outreach at beach parks and campsites, home delivered meals for frail elderly.
- 2) Mana`olana Homeless Emergency & Transitional Shelter -  
2808 Wehe Road, Lihue, Hawaii 96766  
The Mana`olana Homeless Emergency Shelter building provides shelter for the homeless 365 days per year. 19 homeless individuals are provided shelter, a dinner meal, bathroom and shower facilities each night.
- 3) Lihue Early Learning Center – 4463 Pahee Street, Lihue, Hawaii 96766  
The Early Learning Center provides licensed child care for 48 children from 2 years 9 months to 8 years old.
- 4) Food Service Kitchen – 3343 Kanakolu Street, Lihue, Hawaii 96766  
Located in the center of Lihue, the Food Service Kitchen prepares more than 700 meals per day for KEO's Meals on Wheels or Home Delivered Meals program, Kupuna Congregate Meals program, Lihue Early Learning Centers, Mana`olana Emergency Homeless Shelter as well as private contracts for the Medicaid Waiver program, Kauai Adult Day Care, Head Start, Lihue Hongwanji Child Care, AluLike, Punana Leo and other private individuals.

## **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.

An IT Contractor will be contracted to manage and oversee network upgrades and installation which includes coordinating and planning the design and installation of the networking systems of the four each sites. The Administrative Officer will oversee the contractor and software provider and work with the Management Team who will be comprised of the respective Program Directors who are responsible for the KEO sites (4) where each of the network systems and hardware devices will be installed. The Management Team will also include the Administrative Officer who is in charge of the Main Building and the Fiscal Officer who will participate in all fiscal related activities/phases of the project including the bid process and monitoring of the costs. Shah Software who is the current software provider will conduct the setup, migration and training of the upgrade of the Case Manager – NewGen case management system.

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.

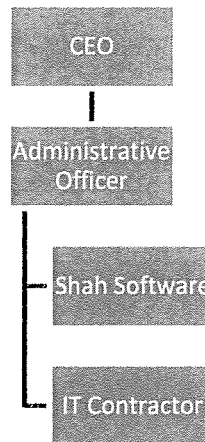
The Chief Executive Officer (CEO) is responsible for the administration of the overall legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, and all Program Directors report directly to the CEO.

**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.

The Project Chart is below. See attached for the KEO Organization Chart.

**Project  
Organization Chart**



**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position..

Chief Executive Officer	\$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 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. 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.

### **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.

The grant is a one time request to upgrade client database software and hardware and will not require any funds for sustaining any activity after fiscal year 2016-2017.

### **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 that is dated no earlier than December 1, 2015.

See attached the Certificate of Good Standing.

## 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)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	5,000			
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Software Upgrade & Subscription	25,500			
10 IT Consultant	34,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>64,500</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>28,400</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>92,900</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	92,900	Lynn Kua <span style="background-color: black; color: black;">[REDACTED]</span> (808)245-4077		
(b) Total Federal Funds Requested		<span style="background-color: black; color: black;">[REDACTED]</span>		
(c) Total County Funds Requested		<span style="background-color: black; color: black;">[REDACTED]</span>		
(d) Total Private/Other Funds Requested		<span style="background-color: black; color: black;">[REDACTED]</span>		
<b>TOTAL BUDGET</b>	<b>92,900</b>	Signature of Authorized Official _____ Date _____ MaBel Fujiuchi/CEO Name and Title (Please type or print)		

*m*  
1/20/16

# BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: KAUAI ECONOMIC OPPORTUNITY, INC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
JUSTIFICATION/COMMENTS:				



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: KAUAI ECONOMIC OPPORTUNITY, II

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desk Top Computers	20.00	\$1,000.00	\$ 20,000.00	\$ 20,000.00
Ipad or Tablet	3	\$600.00	\$ 1,800.00	\$ 1,800.00
Laptop	4	\$1,000.00	\$ 4,000.00	\$ 4,000.00
Multifunctional Scanner/Printer/Copier	4	\$500.00	\$ 2,000.00	\$ 2,000.00
Portable Scanner	3	\$200.00	\$ 600.00	\$ 600.00
<b>TOTAL:</b>	<b>34</b>		<b>\$ 28,400.00</b>	<b>\$ 28,400.00</b>

**JUSTIFICATION/COMMENTS:**

The following hard ware upgrades include the following: Desk top computers to replace all existing computers (20) in the office which are utilized daily by program and administrative staff. Laptops will be utilized at the Food Service Kitchen (2), Lihue Early Learning Center (1) & Homeless Emergency Shelter (1). Each site (4) will be assigned the multifunctional scanner/ printer copier. The staff conducting outreach in the field will utilize the Ipad or tablet and the portable scanner to record client intake, service/outcomes, etc.

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

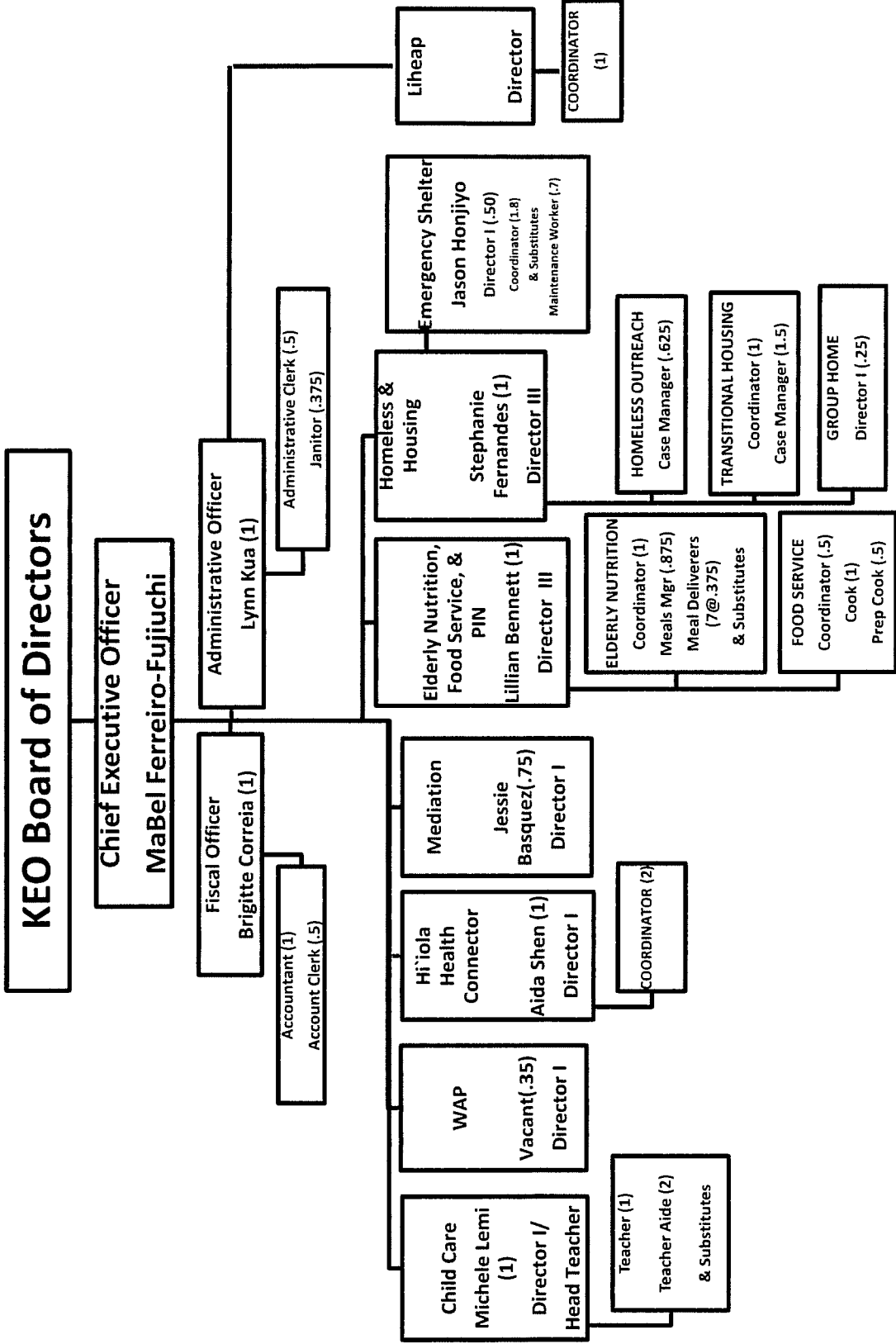
**JUSTIFICATION/COMMENTS:**

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

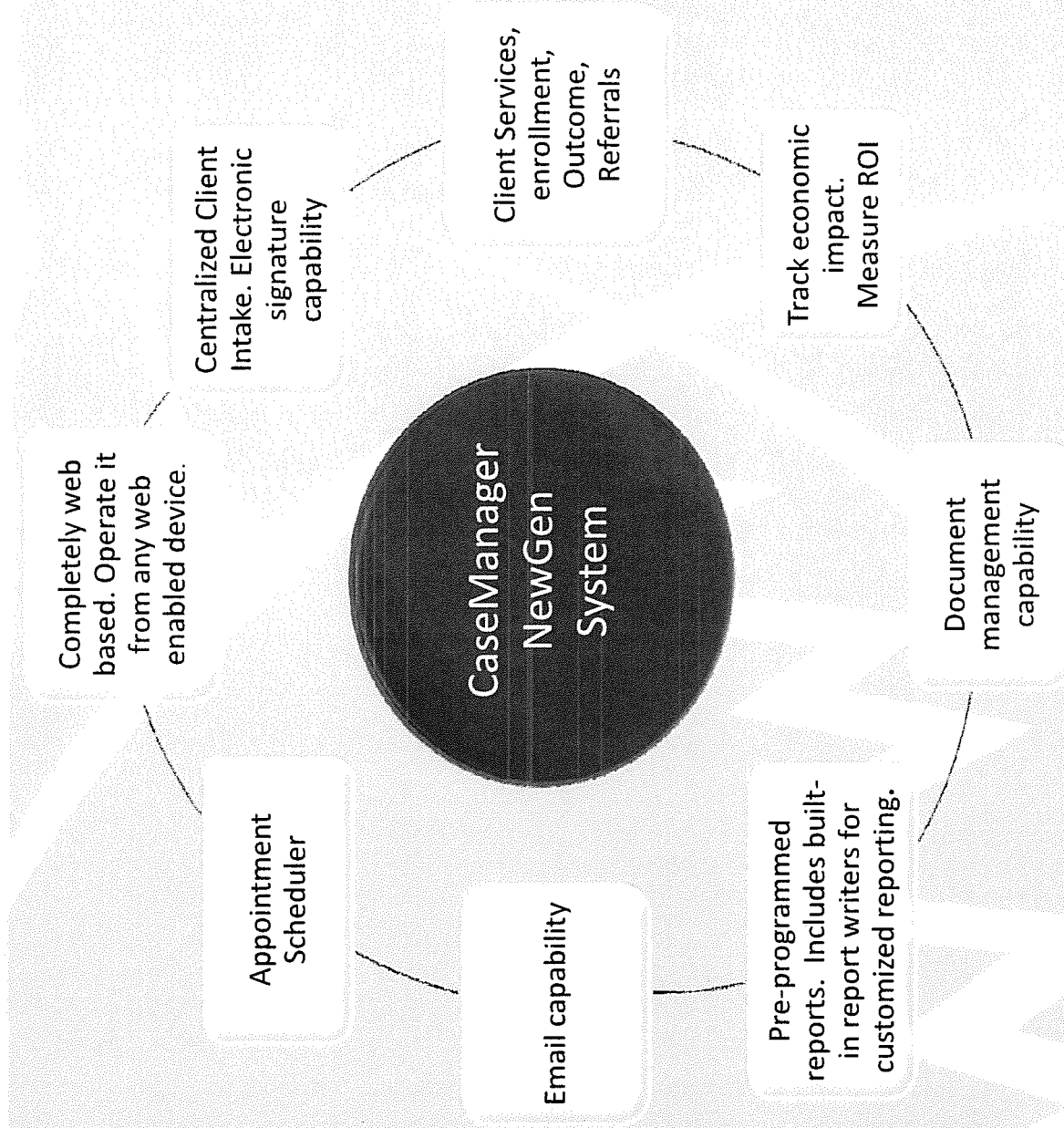
Period: July 1, 2016 to June 30, 2017

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: 2014-2015	FY: 2015-2016	FY: 2016-2017	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019
PLANS	<b>Not Applicable</b>					
LAND ACQUISITION	<b>Not Applicable</b>					
DESIGN	<b>Not Applicable</b>					
CONSTRUCTION	<b>Not Applicable</b>					
EQUIPMENT	<b>Not Applicable</b>					
TOTAL:	<b>Not Applicable</b>					
JUSTIFICATION/COMMENTS:						



# CaseManager – NewGen




# CaseManager--NewGen

- A pure web based system that works off any web device.
  - Use it on PCs with access to internet or IPADs or SamSung Galaxy Tablets.
- One centralized screen
  - allows users to enroll clients in relevant agency programs, record services provided, record outcomes achieved, create payment vouchers for payments to vendors, provide referrals, schedule follow-ups.
- Track Projects & Project-related Activities & Outcomes
- Includes 'Scan Space' on the server to allow scan & upload of documents.
  - Upload copies of utility bills that are paid, upload copies of lease agreements when rental or mortgage assistance is provided.
- Includes 'electronic signature' capability
  - providing true mobility to case workers out in the field.
- Track clients on enrollments, services and outcomes.



Shah Software  
Customized Software Solutions  
[WWW.Shahsoftware.com](http://WWW.Shahsoftware.com)  
800-968-2748

# CaseManager--NewGen

Application Date: 10-21-2012  
 Select Client Image: C:\ShahSoftware\Man.jpg 

---

**Household Information**

First Name: MIKE  
 Last Name: Barrington M  
 Unique #: 582-30-0258  
 Client referred by: Catholic Charities  
 Home Phone: 701-920-9107  
 Work Phone: 204-162-9197  
 Cell Phone: 307-850-7097  
 Household Type: Single Person  
 Housing Type: Rented  
 Characteristic: Others  
 Weatherization:  When

---

**Client Address**

**Residential Address**  
 Address: 4410 N Midkiff Rd  
 Address/Apte/Suite:   
 City: Midland  
 State: Texas  
 Zip: 79707  
 County: Select

Same as Residential Address

**Mailing Address**  
 Address: 4410 N Midkiff Rd  
 Address/Apte/Suite:   
 City: Midland  
 State: Texas  
 Zip: 79707  
 County: Select



**Shah Software**  
 Customized Software Solutions  
[www.shahsoftware.com](http://www.shahsoftware.com)  
 800-968-2748

# CaseManager–NewGen

- Agencies with multiple locations share one database
  - *providing for seamless agency reporting.*
- Access to agency data is controlled by multi-level, built-in securities along with user-specific permissions.
- Measure economic impact created from your programs and services
  - *calculate the Return on Investment.*
- Includes -
  - *Full Email Capability: case workers can email clients and other organizations from within the software.*
  - *built-in Appointment Scheduling and Email Capability for maximizing your productivity.*
  - *all necessary reports at the push of a button.*



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# CaseManager-NewGen

Schedule referral and follow-up. Email partnering agencies from within the application.

Select a Client: Ashanti Thomas ----- 7 ▾

Enrollment | Services | Register Outcomes | Referral & Follow ups | View All | Print

Date of Referral: 10/21/2012  
Followup on Date: 11/5/2012 1:00 PM  
Person Referred: Ashanti Thomas  
Referred to Agency: Catholic Charities  
Contact person at Agency: Jerry Myers, jmyers@hotmail.com

**Notes**  
Jerry,  
I am sending Ashanti to you. She needs help with winter clothing. I know Catholic Charities had a similar program last year and was wondering if you have anything similar this year. Call me or email me if you have any questions.  
Lisa

Check to Email the Contact  Save Referral Info



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# CaseManager-NewGen

**On every assessment question – you may document the response, indicate any necessary referral(s) and also document a plan of action that needs to be followed.**

Category: Family Assmt	Response	Scale Value	Refer to	Plan of Action
Question: Do you need a job?	Response #5: No	5		
	Response #4: Yes	5	2 items checked	Ask the client if he/she would like to join the Job Skills workshop
	Response #3:			
	Response #2:			
	Response #1:			
<input type="button" value="Save"/>				



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# CaseManager-NewGen

Upload documents. Take pictures of utility bills and upload them even when out in the field, providing true mobility in the field.

Select a Client: **Ashanti Thomas** . . . 7

Scan space available: 2045 MB

Scan space allocated: 2048MB

14 Add new record

File Name	File Description	Created By	Created On	Updated By	Updated On	View Document	Delete
ElectB IIForJan	Copy of e est bil for January	noacham	10/21/2012 8:20:35 PM	noacham	10/21/2012 8:20:35 PM		

File Description:

Document: MIG\_0571.jpg Service

Upload Cancel

WaterBill

Copy of the bill that was paid.

Page size: 5

Refresh



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# CaseManager-NewGen

CaseManager-NewGen includes a 'project' component where agencies can work on & track projects. This new dimension broadens the scope of the software system.

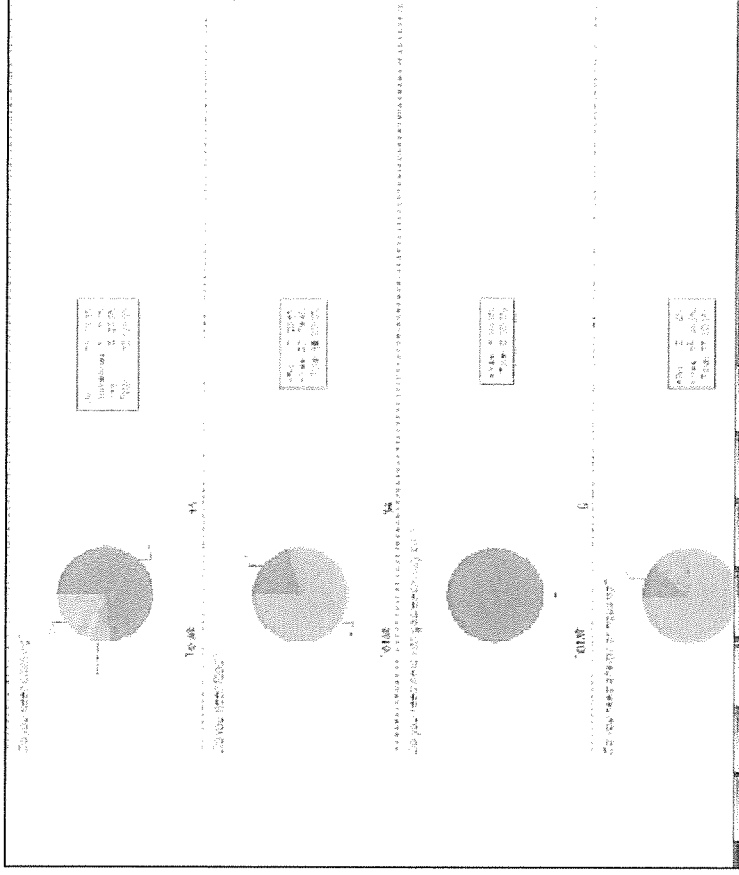
Project Intake						
Name:	Downtown Midland					
Funding Program:	City of Midland					
Funds Committed:	125,000.00					
Expected Date of Completion:	12/31/2013					
Project Components:	Add Component					
Component Name	Description	Exp. Outcome	Resources Committed	Funding Program	Funds Committed	Expected Date of Completion
Parking lot on 3rd and 4	The parking lot needs to be made more inhabitable	more inhabitable	David & Lisa	City of Midland	15,000.00	12/31/2012
Blidg # 3 and 7	These blidg need to be made more inhabitable	more inhabitable	David	City of Midland	10,000.00	12/31/2012
Description:		The downtown city of Midland in need of renovation and beautification to attract more business				
Expected Outcome:		Beautification of downtown and attract more business. Overall we expect to enhance the economy of the town				
Resources Committed:		Two staff members, one new phone line and one new fax line				



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# CaseManager-NewGen

The system includes a 'Survey' module which allows users to generate survey reports in graphical format providing valuable insight into the needs of the community.



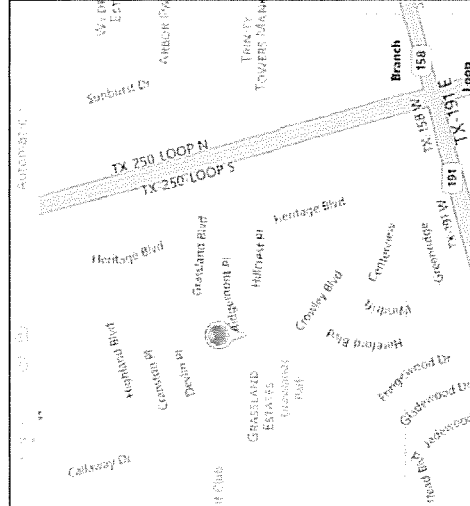
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# CaseManager-NewGen

Includes integrated maps for on the spur geocoding of addresses.

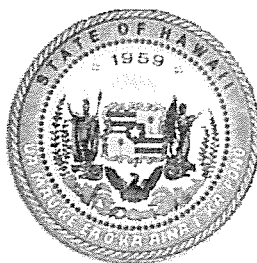
<b>Household Information</b>	
Unique #	955-63-2822
Home Phone	382 903 8922
Household Type	Single Parent-Female
Include in Group/Utilities	
Client referred by	West Texas Charities
Work Phone	490 289 8994
Household Type	Rented
House built date	02-01-1950
Email	bhopkins@gmail.com
Cell Phone	483 983 9839
Characterist C	--Select--
Weather station?	When
<b>Client Address</b>	
<b>Residential Address</b>	
Address	5717 Ridgmont Pl
Addr2/Apt#/Suite#	
City	Midland
State	Texas
Zip	79707
County	Midland
<b>Mailing Address</b>	
<input checked="" type="checkbox"/> Same as Residential Address	
<b>Mailing Address</b>	
Address	5717 Ridgmont Pl
Addr2/Apt#/Suite#	
City	Midland
State	Texas
Zip	79707
County	Midland



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# CaseManager-NewGen Summary

- A pure web based system and works off ANY device that is connected to the web.
- Includes 'Scan Space' on the server – allows agencies to scan & upload documents.
- Includes 'electronic signature' capability for true mobility for caseworkers in the field.
- Track Client Services, Enrollments and Outcomes.
- 'Economic Impact' section allows the case worker to document the economic impact created from their services. This allows agencies to create reports on 'ROI' (return on investments) helping them tell their full story.
- Includes full email capability allowing case workers to email clients and/or other organizations from within the software.
- Includes a 'Scheduler' which provides each case worker with their own calendar to keep up with their appointments.
- Includes a 'Project' module for agencies to work with & track projects.
- Includes a 'Survey' module that works off the client assessment. The assessment responses are aggregated and reports are displayed graphically.
- Integrated with online maps, providing instantaneous geocoding of addresses.
- Reports at the touch of a button



**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 Internal Revenue Service	Compliant 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, 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

  
(Signature)

1/20/16  
(Date)

MaBel Fujjuchi, Chief Executive Officer  
(Typed Name)

(Title)