

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 / Program Director

Phone # 808 245-4077

Fax # 808 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ACHIEVING SELF-SUFFICIENCY AND REMOVING BARRIERS FOR HOMELESS POPULATION ON KAUAI TO PROMOTE PERMANENT HOUSING

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 135,601.00

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:

This is a request for a second year of this service. At the last Legislative session, KEO was appropriated funds for this same project, however funds have not yet been released. We would very much see the benefit and need for at least a 2 year project, including additional beneficiaries and therefore submit this request as such. (Please refer to 10 of this application for further explanation.)

STATE \$ 0.00  
FEDERAL \$ 0.00  
COUNTY \$ 0  
PRIVATE/OTHER \$ 0.00

[Redacted Signature Area]

FUJIUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

1/20/16

DATE SIGNED



RECEIVED

1/22/16 la

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.

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

- Homeless Outreach Program – provides the only mobile outreach service for unsheltered homeless population with case management and supportive services to 400-500 unsheltered homeless annually.
- KEO Emergency Homeless Shelter – offers temporary emergency shelter and services for up to 19 homeless persons per night.
- KEO Transitional Housing Program- provides temporary housing for homeless individuals and families with case management and supportive services. KEO is able to assist 6 homeless single persons in a group home, 8 homeless families in 1-bedroom and 2-bedroom apartments, and larger homeless families of 6 or more people into 2 3-bedroom single family home sites.
- Pa’a Hana Group Home –provides permanent rental (4-bedroom group home) for single homeless people who are disabled.
- Shelter Plus Care – provides rent subsidy to six (6) single chronic homeless persons with substance abuse.

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: To assist homeless persons to become self-sufficient

Goal 3: To eliminate chronic homelessness

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

Objective 2: Increase the number of homeless people who transition from homelessness into permanent housing

Objective 3: Increase the number of homeless persons who become economically independent and self-sufficient

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 take 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;

KEO rehabilitated existing buildings at Mana'olana that are now operated as an emergency homeless shelter, transitional housing units, and a training center where expanded case management services and training classes such as employment services and lifeskills classes; Ready to Rent Training classes; health and nutrition classes; alcohol and substance abuse counseling; mental health counseling, and other training as needed can be scheduled.

The emergency shelter, training center, and certified kitchen provides shelter services from 5p.m. to 7a.m. nightly. However, this facility can be utilized during daytime hours when it is vacant, so that all eligible homeless individuals may participate in the proposed services and activities. The day center will be open from 7:45 am to 4:30 pm from Monday through Friday, closed on all Holidays. This would increase vital services to the homeless and better use of the facility.

The following activities are conducted within this program:

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.

#### Intake and Assessment

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

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

Medication Program for conflict resolution, or to Legal Aid Society of Hawaii – Kauai office for legal advice and services.

### Child Care

Child care needs for families are addressed through referrals to:

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

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

### Transportation

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

### Employment Services

Employment services will be provided at the Mana'olana training center during the week from Monday through Friday, from 7:45 am to 4:30 pm. Personal interviews will be conducted to identify employment needs of clients, and an employment plan with goals and objectives developed with each person. The Mana'olana program staff will coordinate a series of lifeskills training classes, pre-employment services (i.e. writing resume, practicing interviewing skills), conduct job search, and provide the opportunity for job training. The Mana'olana training center will be equipped with computers with internet access that will be utilized by clients. Cameras and video equipment will assist in providing job readiness activities such as mock interviews.

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

### Housing Assistance

Program participants will work with program staff to develop an independent living plan that will address short-term and long-term housing needs and financial planning. Participants will complete housing applications to meet their specific needs, for example,

transitional housing, KEO Grou Home, affordable low-moderate income housing on island, and the Hawaii Public Housing Authority (HPHA) management office on Kauai. KEO staff will work with private landlords, and rental agents to locate and obtain low-moderate rental units for clients.

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

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

through five. A graduation ceremony is held and designed in such a way as to impress upon participants the importance of what they have accomplished and to reward their work.

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.

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 - ongoing	Pre-employment and employment lifeskills training, employment barriers removal program, ready to rent classes	Clients begin to work on addressing 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 8<sup>th</sup> 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 2<sup>nd</sup> 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.

<b>PROGRAM</b>	<b>OUTCOME:</b>	<b>FY 2017 Proposed</b>
1.	Number of <b>unduplicated</b> participants who have completed initial social services plans	100
2.	Number of <b>unduplicated</b> participants who complete training or educational program (e.g. GED, job training, ESL)	70
3.	Number of <b>unduplicated</b> adults who obtain employment	45
4.	Number of unduplicated participants who retain employment for at least 3 months	32
5.	Number of unduplicated participants placed in transitional housing program	20
6.	Number of unduplicated participants transitioned to permanent housing	40
7.	Number of unduplicated participants retaining permanent housing for at least 6 months after exiting program	25
8.	Number of unduplicated participants in need of substance abuse treatment enrolled in a phase of such program	8

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 33,901	\$ 33,900	\$ 33,900	\$ 33,900	\$ 135,601

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 for:
    1. State Homeless Outreach Program
    2. State Homeless Shelter Program
    3. Emergency Solutions Grant – Operations
  - Kauai United Way – FEMA funds
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.

KEO submitted a GIA FY 2015 Achieving Self-Sufficiency and Removing Barriers for Homeless Population on Kauai to Promote Permanent Housing last year which was appropriated although the funds have not been released. KEO would like to assure that we have 2 years of funding for this project, and is submitting a GIA for the same project request.

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.

From July 1999 to June 2009, KEO operated an employment core services program for low-income persons. During this time, the program staff conducted approximately 130 intakes and assessments with eligible individuals in order to determine their skill level, abilities, interests, personality, health and personal needs, as well as identify specific individual and family barriers. These barriers may include lack of education, transportation, perseverance to work, child care, permanent housing, family support, and lack of basic needs that would impede their ability to successfully obtain and maintain employment.

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

From April 2013 through December 2014, KEO operated a Homeless Barriers Removal Program. Approximately 70 clients were assisted with intake and assessment, development of employment plans that addressed goals, objectives, and a timeline to accomplish those goals. A contractor was hired to conduct lifeskills training classes to address barriers to obtaining and maintaining employment, as well, as providing a one-on-one employment counseling and assistance in completing job applications by clients on-line. Clients received support services and assistance with bus passes, gas cards, childcare subsidy, purchase of work-related clothing, assistance with obtaining I-94 for Marshallese and Micronesian clients.

KEO has extensive work experience with the homeless population on Kauai. 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](mailto: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](mailto: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:

Chief Executive Officer – Overall administrator of the program

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

MANAOLANA STAFF

Manaolana Program Director - Responsible for the overall operations of the day center at Mana’olana. Coordinates, implements, and monitors all homeless services and supervised day center staff. Conducts Ready to Rent training classes and coordinates Lifeskills Training classes.

Manaolana Program Coordinator II – Coordinates and implements case management services for unsheltered and sheltered homeless individuals and families. Develops individual service plans with clients, provides case management and monitors clients’ progress in achieving goals and objectives to successfully obtain employment, housing, and to become financially self-sufficient. 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 Case Worthy - a Homeless Management Information System (HMIS).

Janitor – Responsible for cleaning and maintenance of the Mana’olana emergency shelter and training center.

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. Manaolana 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. Manaolana 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.

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**

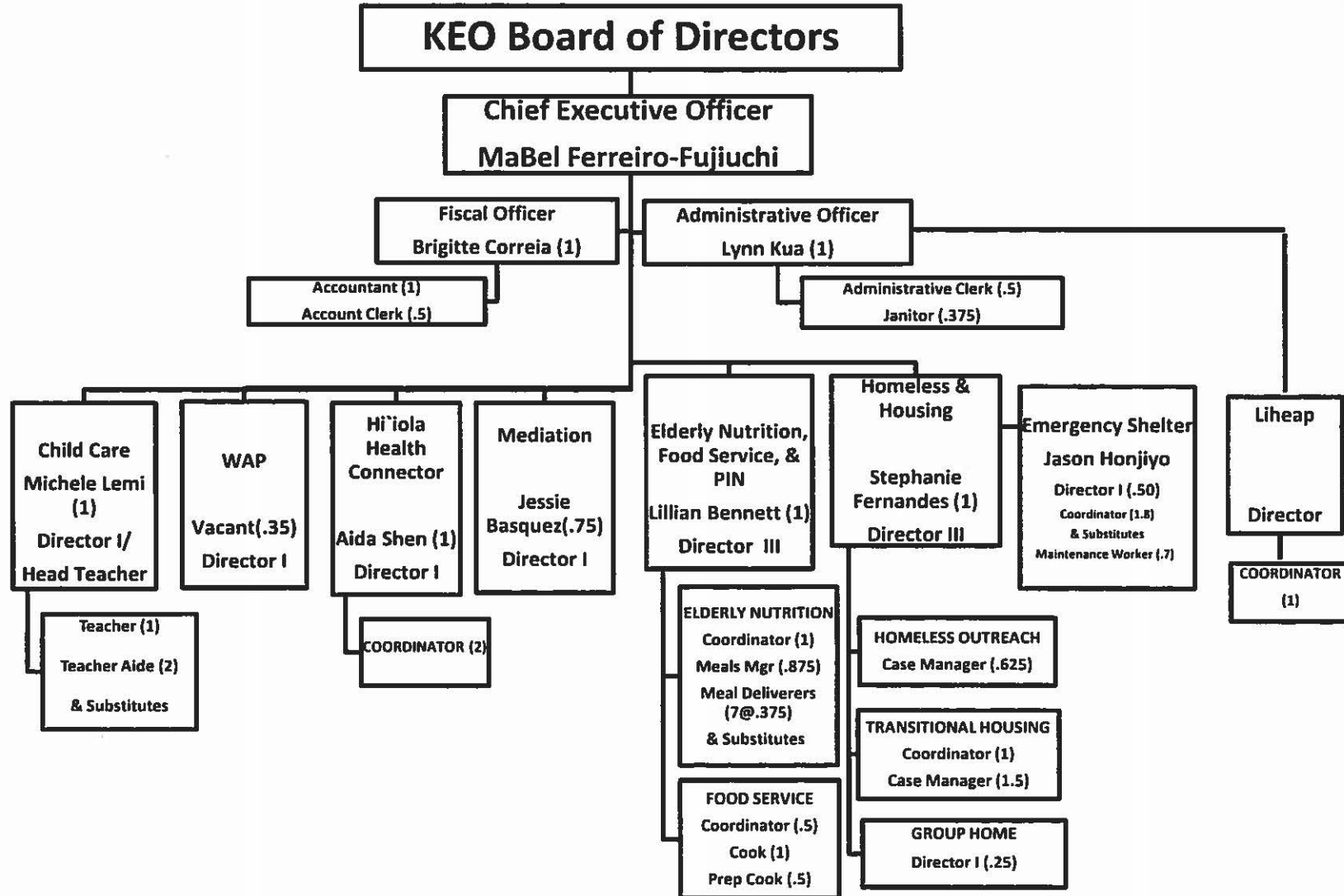
The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

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





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#: W40397488  
FEIN/SSN#: XX-XXX2851  
UI#: XXXXXX6940  
DCCA FILE#: 12814

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation 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

## **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.

## 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	95,988			
2. Payroll Taxes & Assessments	10,923			
3. Fringe Benefits	4,640			
<b>TOTAL PERSONNEL COST</b>	<b>111,551</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,200			
3. Lease/Rental of Equipment	800			
4. Lease/Rental of Space				
5. Staff Training	1,000			
6. Supplies	2,000			
7. Telecommunication	1,500			
8. Utilities	2,400			
9. Auto Insurance	400			
10. Postage and Delivery	50			
11. Repairs and Maintenance	1,000			
12. Pre employment Requirements	1,200			
13. Auto Repairs and Maintenance	2,000			
14. Office Supplies	2,500			
15. Gasoline - Auto	2,500			
16. Audit	500			
17. Contractual Services -sub contracts	5,000			
18. Food				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>24,050</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>135,601</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	135,601	[Redacted] (808) 245-4077 x228		
(b) Total Federal Funds Requested		[Redacted] 12/16		
(c) Total County Funds Requested		[Redacted]		
(d) Total Private/Other Funds Requested		[Redacted]		
<b>TOTAL BUDGET</b>	<b>135,601</b>	_____ Mabel Fencio Fujitani CEO Name and Title (Please type or print)		



**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)
CEO	1	\$106,664.00	6.00%	\$ 6,400
FISCAL OFFICER	1	\$80,112.00	6.00%	\$ 4,807
ADMINISTRATIVE OFFICER	1	\$68,044.00	6.00%	\$ 4,083
ACCOUNTANT	1	\$24,840.00	6.00%	\$ 1,490
ACCOUNT/CLERK	1	\$38,628.00	6.00%	\$ 2,318
JANITOR	0.375	\$16,320.00	6.00%	\$ 367.00
PROJECT DIRECTOR	1	\$26,844.00	100.00%	\$ 26,844
COORDINATOR II	1	\$24,840.00	100.00%	\$ 24,840
COORDINATOR II	1	\$24,840.00	100.00%	\$ 24,840
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>95,988</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## 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
<i>Not Applicable</i>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
<i>Not Applicable</i>			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## 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 <span style="font-size: 1.2em; font-family: cursive;">NOT APPLICABLE</span>						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Contracts Total: 212,633

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	Homeless Shelter Program	8/1/2016-7/31/2016	DHS - HPO	State	183,749
2	Emergency Solutions Grant	7/1/2016-6/30/2017	DHS - HPO	State	26,650
3	Emergency Food and Shelter Program	2015-2016	FEMA via Kauai UW	Federal	2,234
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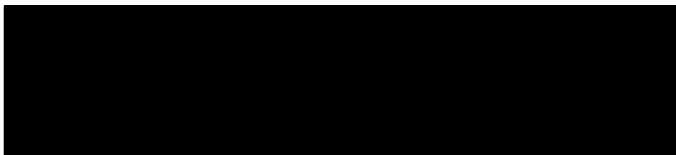
**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

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)

\_\_\_\_\_  
TED

1/20/16

\_\_\_\_\_  
(Date)

MaBel Fujiuchi  
(Typed Name)

Chief Executive Officer  
(Title)