

House District 14/15/16  
Senate District 7

THE TWENTY-NINTH 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):

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  
Dbas: 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 STEPHANIE FERNANDES

Title Homeless and Housing Programs Director

Phone # 808 245-4077 ext 228

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:

TRANSITIONING HOMELESS INDIVIDUALS AND FAMILIES INTO  
PERMANENT HOUSING AND ACHIEVING SELF-SUFFICIENCY

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 157,046

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 \$ 809,131.00  
FEDERAL \$ 47,309.00  
COUNTY \$ 59,385.00  
PRIVATE/OTHER \$ \_\_\_\_\_

AUTHORIZED SIGNATURE

MABEL FUJUCHI, CHIEF EXECUTIVE OFFICER  
NAME & TITLE

DATE SIGNED

1/19/17



## 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 community action agency that was chartered in March of 1965. KEO originated as a result of the formation of the national Office of Economic Opportunity, and its efforts to eliminate poverty. For over 51 years, KEO has provided a wide range of services that alleviate the conditions of poverty and assist disadvantaged individuals and families to attain social and economic self-sufficiency.

KEO serves as a catalyst in encouraging effective local advocacy among the economically disadvantaged. Advocacy includes educating public officials and the general community to understand the needs and issues of the disadvantaged on Kauai, and to mobilize resources for the greatest impact on poverty. KEO has maintained the ability to assess conditions on the local level and to change its focus to address the needs of the community it serves.

KEO provides an array of services to meet the needs of low-income persons. KEO's homeless and housing programs began in 2000, when the agency began to operate its transitional housing program, and has increased its inventory of housing. In 2007, KEO began to operate the first emergency homeless shelter on Kauai, serving approximately 200 homeless individuals and families annually.

KEO homeless and housing program include the following services:

- Homeless Outreach Program – provides mobile outreach, case management and supportive services to 400-500 unsheltered homeless per year;
- KEO Emergency Homeless Shelter – opened in November 2007. The shelter offers temporary shelter and services to 38 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 homeless individuals in a group home, assist homeless individuals and families in 8 one-bedroom apartments, assist homeless families in 8 two-bedroom apartments. In 2015 and 2016, KEO acquired and repaired 2 three-bedroom single family homes, one of which also includes a studio apartment. The

agency has placed homeless families of 6 or more people in its three-bedroom homes, and individuals and small families into the studio apartment.

- Pa'a Hana Group Home – provides permanent rental (4 bedroom group home) for homeless individuals who have a disability. Tenant rent is subsidized through HUD section 8/202 project.
- Shelter plus Care program – assists chronic homeless individuals with substance abuse to move into permanent rentals with rent subsidy and supportive services.
- Mana'olana Day Activities Center – to assist homeless individuals and families to achieve self-sufficiency and remove barriers to promote permanent housing. Services include pre-employment and job search; lifeskills classes; health and nutrition education; parenting classes; computer classes; a rent to rent training program, financial literacy classes, and other classes as needed.
- Emergency Solutions Grant HPRP – to assist homeless and at-risk homeless individuals and families with rent assistance to prevent homelessness or to assist and rapid rehouse homeless into permanent housing.
- Coordinated Statewide Homeless Initiative Fund – to assist homeless and at-risk homeless individuals and families with rent and utility assistance to prevent homelessness or to assist and rapid rehouse homeless into permanent housing.

2. The goals and objectives related to the request;  
The goals of this program are: 1) to eliminate homelessness on Kauai; 2) to improve conditions in which homeless people live; and 3) to assist homeless individuals and families to obtain and maintain permanent housing for the long-term.

The objectives related to this request are: 1) increase the number of homeless individuals and families who transition from homelessness into permanent rental housing; 2) increase the number of homeless individuals and families who become economically independent and self-sufficient.

3. The public purpose and need to be served;  
Our records indicate that during FY 2016, KEO's Mana'olana emergency homeless shelter served 275 homeless individuals and families, with an accumulated 99 people who were placed in the KEO transitional housing programs. In fiscal year ending July 31, 2016, the Homeless Outreach Program assisted 407 people living in places not fit for human habitation. We suspect that the number of homeless persons (unsheltered, sheltered, and at-risk homeless) is higher as our program statistics do not include those people who do not receive services from the KEO Care-a-Van. Results of the 2016 Point in Time Count for Kauai conducted on January 24, 2016, revealed a 30% increase in number of unsheltered homeless who were counted – 351-compared to 251 who were counted the previous year. The gap between income and the high cost of housing on the island continues to be one of the primary reasons homelessness exists on our island.

Through expanded housing services and employment services, KEO will be able to assist its homeless clients to resolve barriers toward self-sufficiency, so they may be able obtain employment and housing, and increase their ability to maintain housing.

4. Describe the target population to be served; and  
The target population to be served are:
  - unsheltered homeless individuals and families, 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, and
  - sheltered individuals and families who have a primary nighttime residence at Mana'olana Emergency Homeless Shelter.
5. Describe the geographic coverage.  
Geographic coverage for services will be the island of 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;  
In response to the critical need for an emergency homeless shelter, KEO renovated buildings that are used as an emergency homeless shelter, certified kitchen and training center, and laundry facility for homeless individuals and families.

Unsheltered and Emergency sheltered homeless people will be admitted into the shelter. Minor children will need to be accompanied by parent(s) or legal guardian. A program fee of \$5 per night or \$150 per month per unit shall be collected from shelter participants.

The emergency homeless shelter will be opened 7 days per week, 14 hours per day. The shelter opens at 5:00 p.m. each day and participants register with the staff. A criminal history check is made using ECrime through Hawaii Information Consortium and Intelius. KEO will not provide shelter services for individuals whose criminal records show a history of sexual offense, violent crime, and drug manufacturing and/or dealing illegal drugs. Program intake is conducted for new participants and information will be entered into the Homeless Management Information System(HMIS). The program coordinator conducts a program intake, including an assessment using the VISPDAT survey tool with new homeless clients. Coordinators collect as much and as accurate information as possible. Staff will review the house rules with each participant. Dinner meals are served from 5:00 p.m. to 6:00 p.m. KEO enlists volunteers from churches and other organizations to assist in preparation and serving of meals. This past year, there were 220 volunteers who provided 953 volunteer hours at the Mana'olana shelter.

This shelter has a dorm room for men, a dorm room for women, and 3 private sleeping rooms for couples or families. There is a bathroom for men and a bathroom for women, that are ADA accessible. From donations and purchases, the staff are able to distribute hygiene supplies, bedding (sheets, blankets, pillows), bath towels to shelter participants. There are also donations of clothing that are available. A laundry room is on site, and participants are able to wash and dry their clothes.

All participants will be ready to leave the shelter by 6:45 a.m. daily.

Once intake is complete, each client's intake and encounter is recorded into the KEO client care system and the new HMIS Caseworthy system within 72 hours of intake, where the client or family is assigned a client database number to maintain records and track the services which were provided to each client and family. Assessment information is completed for individuals or families who are willing to participate in our services. The assessment identifies the barriers and strengths as well as gaps in services for the individual or family. An initial assessment is completed within 3 days entry. Coordinators will meet at least 2 times per month with each client or family. The social service plan is then developed with the client or family that details the goals, tasks, timeline, and lists the person responsible to accomplishing the tasks. Housing plans are incorporated into the service plan and completed on subsequent visits with the same client or family. The goal of the individual or family is to obtain employment, and permanent housing to maintain housing for the long-term.

Since the individual needs of homeless persons may vary, case management for each client is specific according to their particular needs, situation, and/or ability. Coordinators will work with homeless clients to obtain required documents, complete housing applications, ensure that clients receive financial benefits for which they are eligible, and refer to KEO for assistance from Emergency Solutions Grants and AYW Coordinated Statewide Homeless Initiative Fund (CSHI) with security deposit and rent. KEO also will assist eligible individuals and families with utility deposit, if needed.

Referrals will be made to the Mana'olana Day Activities Center, where staff are able to assist with housing and employment services. A housing specialist will review the participant's documents and information, and provide further housing services such as assisting program participants with housing search and placement; review housing barriers to determine housing and service needs; develop a housing plan that identifies participants' strength's and barrier's, client immediate and long-term needs, goals, timeline to achieve housing; provides advocacy with landlords on behalf of client; assist participants to complete housing applications. Participants will be offered Ready to Rent training classes and financial literacy classes.

Prior to an individual or family moving into temporary shelter or permanent housing, the Housing Specialist with the Program Coordinator will develop a discharge plan with the clients that will include information about forwarding address, description of services

provided and continuing services, referral information and agencies/organizations contacted or services provided, and copy of current services plan. Included with this plan will be a follow-up by the Housing Specialist with the individual or family that will be scheduled at interval of 3 months, 6 months, 1 year after discharge.

A program individual or family will be terminated from services due to death, relocating either to another county in the state or out of state, placement in permanent housing or permanent supportive housing, or client's choice to no longer participate in program services.

Suspension from the emergency shelter will be due to threatening or violent behavior, harassment, and/or interference with services and staff and/or non-compliance with house rules. A suspension from program services form will be completed by staff, and issued to the client with explanation of why this action is being taken. Suspension from services will be for one (1) month. Case managers will inform the client that referral will be made to community providers for assistance with: mental health counseling/treatment; substance abuse counseling/treatment; anger management classes; family counseling; medical assessment.

The individual or family will be given a copy of the KEO Grievance Procedures should the client(s) wish to appeal the agency's decision to suspend services.

Once the local coordinated entry system policy and procedures is established for Kauai, KEO will notify the designated County Housing representative about transitional housing program vacancies. Referrals for applicants will be received by KEO. The transitional housing coordinator will schedule appointments with applicants to complete a KEO intake form and provide required documentation to establish a KEO central intake file. Once intake is complete, each client's intake and encounter is recorded into the KEO client care system. A criminal history check is made using ECrime through Hawaii Information Consortium and Intelius. KEO will not provide shelter services for individuals whose criminal records show a history of sexual offense, violent crime, and drug manufacturing and/or dealing illegal drugs. A recommendation for placement will be submitted to the KEO Chief Executive Officer for approval.

Upon approval, the family or individual will be contacted, and placement into the unit will be scheduled. Monthly program fee for each unit will be assessed at 30% of the household's gross income with a cap of \$750.

KEO will be able to place participants into transitional housing at the following sites:

- Komohana Group Home: Single homeless individuals will be placed into this group home site. The home includes 5 bedrooms, 2.5 bathrooms with common living areas including a fully equipped kitchen. The home has a washer and dryer.
- Lihue Court Townhomes: Homeless families with children are placed at this site. KEO manages eight (8) two-bedroom 1.5 bath apartment units, with a fully

equipped kitchen and living room/dining room. The property has a laundry facility and a Head Start pre-school center.

- Mana'olana: There are eight (8) one-bedroom apartments with a kitchen, bathroom, living room/dining room, located next to the KEO administrative office in Lihue. These apartments will house homeless couples, singles, and small families (2-4 people). They will have access to a laundry facility on the property.

Other housing options that will be offered to the participants:

In 2014, KEO completed repairs to a 3-bedroom home with attached studio apartment. Homeless families of 6 or more people are eligible for placement at this transitional housing site.

In 2015, KEO completed repairs to another 3-bedroom home in Kapaa. Homeless families of 6 or more people are eligible for placement at this transitional housing site.

Permanent housing resources will also be offered:

Kapaa Group Home - KEO owns this 5-bedroom home in Kapaa, and places eligible homeless individuals with disability in the home. It is considered permanent housing, as KEO is certified to administer a HUD section 8/202 rent subsidy for each of 4 private bedrooms in the home. The master bedroom/bathroom is used for office space, and is not eligible for rent subsidy from HUD.

Shelter plus Care program – assists up to 4 chronic homeless individuals with substance abuse, to obtain permanent rentals and subsidizes the rent for the program clients.

Intake information will be completed for adults and children and input into the HMIS Caseworthy system within 72 hours of intake, where the client or family is assigned a client database number to maintain records and track the services which are provided to each client and family. The initial assessment will be completed within 7 days of the participants' entry and identifies the barriers and strengths as well as gaps in services for the individual or family. Updates to the assessments are made every 2-3 months.

Coordinator will meet at least 2 times per month with each client or family. The social service plan is developed with the client or family that details the goals, tasks, timeline, and lists the person responsible to accomplishing the tasks. During the meetings, a review and discussion of each client's social services plan, and monitor of the participant's progress towards meeting specific goals and objectives, and to identify areas in need of improvement and of changes that need to be made.

Comprehensive case management focuses on providing supportive services necessary for each client to rebuild their life through a series of lifeskills training, budgeting and financial counseling, employment services – preemployment counseling and job search, opportunity for job training, parenting, and as appropriate to the needs of each client – participation in specific programs such as substance abuse treatment and counseling, anger management classes, education – GED, literacy, adult education classes, computer training, and mental health services. Coordinators will assist participants to obtain required documents, complete housing applications, ensure that clients receive financial benefits and other social services for which they are eligible.

Child care needs for families are addressed through referrals to:

- State’s Child Care Connection program for assistance with tuition and childcare subsidy;
- Parents Attentive to Children (PATCH) for referrals to licensed childcare providers in the community;
- KEO’s Early Learning Centers; and
- Head Start preschool center located on the Lihue Court Townhomes property.

The educational needs of school-age children in our program will be included in the social service plan with each family, and coordinated with the DOE homeless program liaison.

Since the individual needs of homeless persons may vary, case management for each client is specific according to their particular needs, situation, and/or ability. The Housing Specialist will work with homeless clients to review or develop housing plans. A review the participant’s documents and information will be made. The Housing Specialist will provide further housing services such as assisting program participants with housing search and placement; review housing barriers to determine housing and service needs; develop a housing plan that identifies participants’ strength’s and barrier’s, client immediate and long-term needs, goals, timeline to achieve housing; provides advocacy with landlords on behalf of client; assist participants to complete housing applications.

KEO will offer a Ready to Rent training class and financial training classes to program clients to prepare them for transition to permanent housing. The Ready to Rent classes will be conducted by the Housing Specialist, and will be held in the training center at Mana’olana emergency homeless shelter site. The classes are held over a six-week course and 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 the 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 or "spending plan... Participants begin with choosing and prioritizing goals. Then 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 the 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 all 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 the 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 the 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 sessions one through five.

Financial literacy classes are held in two 4-hour sessions, and will be offered to clients at the Mana'olana training center. The sessions will cover a total of eight (8) topics:

- Introduction to strengthening economy
- Steps to obtaining a job and basics of a paycheck
- Basic strategies on managing money and saving
- Learning how to open and maintain bank accounts
- Learning how to build and maintain good credit
- Learning to use credit
- Surviving financial emergency and benefits of insurance

- Learning to build a career and improve community through financial planning
- Learning the cost and benefits of different housing options

Discharge Planning/Termination/Grievance Process

Prior to an individual or family moving into temporary shelter or permanent housing, the Housing Specialist with the Program Coordinator will develop a discharge plan with the clients that will include information about forwarding address, description of services provided and continuing services, referral information and agencies/organizations contacted or services provided, and copy of current services plan. Included with this plan will be a follow-up by the Housing Specialist with the individual or family that will be scheduled at interval of 3 months, 6 months, 1 year after discharge.

A program individual or family will be terminated from services due to death, relocating either to another county in the state or out of state, placement in permanent housing or permanent supportive housing, or client's choice to no longer participate in program services.

Suspension from transitional housing services will be due to threatening or violent behavior, harassment, and/or interference with services and staff, and/or non-compliance with house rules. A suspension from program services form will be completed by staff, and issued to the client with explanation of why this action is being taken. Suspension from services will be for one (1) month. Case managers will inform the client that referral will be made to community providers for assistance with: mental health counseling/treatment; substance abuse counseling/treatment; anger management classes; family counseling; medical assessment.

The individual or family will be given a copy of the KEO Grievance Procedures should the client(s) wish to appeal the agency's decision to suspend services.

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

Activity Date	Program Activities & Strategies	Program Outcomes
7/2017 – ongoing	Intake and assessment of clients to determine eligibility for services and identify emergency needs	Provide appropriate case management services
7/2017 - ongoing	Development of ISP (including housing and employment goals/objectives), information and referrals	Increase access to program services and other community resources
7/2017- ongoing	Schedule and coordinate support services and financial management classes	Increase stability in health and social areas
8/2017 - 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
9/2017 - ongoing	Job counseling, job search and activities.	Increase number of participants who obtain employment
10/2017 - ongoing	Housing search, assist with referrals and applications; use established landlord listings and contact on regular basis; referrals to ESG HPRP for rental assistance	Increase number of participants who obtain and maintain housing – permanent or transitional housing
10/2017 - 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 will assist the staff in the evaluation of the shelter programs' service delivery, and to plan for any improvements and changes to that service delivery. We will schedule monthly meetings with participants to discuss their concerns and recommendations for program and service improvement, and topics for information and training classes which would benefit our program participants.

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.

PROGRAM	OUTCOME:	PROPOSED
1.	Number of <b>unduplicated</b> participants who have completed initial social services (including employment and housing goals/objectives) plans	75
2.	Number of <b>unduplicated</b> participants who complete training or educational program (e.g. GED, job training, ESL)	15
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	44
6.	Number of unduplicated participants transitioned to permanent housing	35
7.	Number of unduplicated participants retaining permanent housing for at least 6 months after exiting program	30
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 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
43,517.75	37,842.75	37,842.75	37,842.75	157,046

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.
  - State Department of Human Services, Homeless Programs Office,

1. State Homeless Outreach Program
  2. State Homeless Shelters Program
  3. Emergency Solutions Grant – Operations
  4. Emergency Solutions Grant – Homeless Prevention Rapid Rehousing funds
- Kauai United Way – FEMA EFSP 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 nor has it been granted 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.

Federal

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

State

a) DHS BESSD HPO contract (February 1, 2017 through July 31, 2018)  
Contract award: \$ 275,623.50

GIA FY 2015 contract (May 1, 2016 through April 30, 2017)

County

a) County Housing Agency (April 1, 2016 through March 31, 2017)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

**\$209,138.68**

#### **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.

KEO is skilled with securing program funding from several resources Federal, State, and County government and private trusts and foundations to acquire land for housing, build and/or repair buildings that became emergency and transitional shelters, permanent housing; to operate permanent supportive housing, employment services, and support services for our homeless. We have developed partnerships with community organizations and faith-based groups.

Since 2000, KEO has operated two (2) transitional homeless shelters. 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.

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 eight 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 the agency operates these units as transitional housing for homeless families. In 2015 and 2016, KEO acquired and repaired 2 three-bedroom single family homes, one of which also includes a studio apartment. The agency has placed homeless families of 6 or more people in its three-bedroom homes, and individuals and small families into the studio apartment.

Collaborating with State and County, KEO operated a transitional housing program, Ka Uapo, at the former court house in 2005. Homeless working families were placed in the program for the next 2 years. At the end of the contract, some of the families obtained permanent housing at the new phase 4 development at Kalepa Village, public housing, or private rental housing.

In 2007, KEO opened the first emergency homeless shelter on Kauai, and added another transitional housing program with eight 1-bedroom apartments at Mana'olana. The agency was able to obtain funding for this project from County, State, and Federal grants.

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.

The program staff possesses skills and work experience necessary for the provision of services for the Homeless Outreach Program. The Program Director has 28 years of work experience with low-income household and homeless persons. The Shelter Director and Program Coordinators have work experience of 1 to 9 years with working with the homeless population. They are knowledgeable of the eligibility requirements and services available in our community. We have staff who are certified financial counselors, certified instructors in the Ready to Rent Program and Kahua Waiwai financial training program, and HUD certified housing occupancy specialists.

The following is a list of projects or contracts which KEO has obtained with minimum of one (1) year of verifiable experience within the most recent three (3) years that are pertinent to the service activities in this RFP:

1992 to present DHS, BESSD, Homeless Programs Office to operate the Homeless Shelter Program, current Contract No. DHS-14-HPO-1011-SA04

Mr. Harold Brackeen III  
Department of Human Services  
Benefit, Employment & Support Services Division  
Homeless Programs Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813  
Ph. (808) 586-7072 email: [hbrackeeniii@dhs.hawaii.gov](mailto:hbrackeeniii@dhs.hawaii.gov)

04/26/2013 -12/31/2014 Homeless Barriers Removal Program, Community Development Block Grant (CDBG) to provide employment services, housing services, and support services to eliminate homeless clients' barriers to self-sufficiency, Contract No. 8895

Ms. Kerri Barros  
CDBG Coordinator  
Kauai County Housing Agency  
4444 Rice Street Suite 330  
Lihue, HI 96766  
(808) 241-4435 email: [kbarros@kauai.gov](mailto:kbarros@kauai.gov)

05/01/2016 – 4/30/2017 Grant in Aid – Self Sufficiency Program , Contract No. DHS-16-HPO-3132 Providing services to homeless population on the island of Kauai to achieve permanent housing and self-sufficiency.

Mr. John Gibo  
Program Specialist  
Department of Human Services



Benefit, Employment & Support Services Division  
Homeless Programs Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813  
Ph. (808) 586-7066 email: [jgibo2@dhs.hawaii.gov](mailto:jgibo2@dhs.hawaii.gov)

04/01/2016-03/31/2017 Temporary Homeless and Assessment Shelter and Service Agreement, Contract No. 9352. To provide increase in number of homeless who stay at the Mana'olana Emergency Homeless Shelter and Transitional Housing Program and provide a safe and central environment for homeless individuals and families to receive case management and supportive services.

Ms. Kanani Fu  
Housing Director  
Kauai County Housing Agency  
4444 Rice Street, Suite 330  
Lihue, HI 96766  
Ph. (808) 241-4443 email: [kananifu@kauai.gov](mailto:kananifu@kauai.gov)

07/01/2014 to present Emergency Solutions Grant, Homeless Prevention Rapid Rehousing, Contract No. DHS-16-HPO-3014-SA02. To provide security deposit, rent subsidy to assist homeless individuals and families to obtain and maintain housing, and assist those at-risk of homelessness with financial payment for rent arrears to maintain housing and prevent homelessness.

Ms. Judy Ishida  
Program Specialist  
Department of Human Services  
Benefit, Employment & Support Services Division  
Homeless Programs Office  
820 Mililani Street, Suite 606  
Honolulu, HI 96813  
Ph. (808) 586-7064 email: [jishida@dhs.hawaii.gov](mailto:jishida@dhs.hawaii.gov)

10/1/2015 – 9/30/2017 Continuum of Care Homeless Assistance Program, provides chronic homeless individuals with substance abuse with permanent housing and rent subsidy, and case management services. Contract no. DHS-16-HPO-3089/HUD Project No. HI0053L9C001404

Ms. Judy Ishida  
Program Specialist  
Department of Human Services  
Benefit, Employment & Support Services Division  
Homeless Programs Office  
820 Mililani Street, Suite 606

Honolulu, HI 96813  
Ph. (808) 586-7064 email: [jishida@dhs.hawaii.gov](mailto:jishida@dhs.hawaii.gov)

04/01/2016-03/30/2017 Aloha United Way, Coordinated Statewide Homeless Initiative, to provide security deposit, short-term rent assistance, utility deposit for homeless individuals and families to obtain and maintain permanent rental housing.

Mr. Norm Baker  
Chief Operating Officer  
Aloha United Way  
200 N. Vineyard Blvd., Suite 700  
Honolulu, HI 96817

KEO works with Child and Family Services Immigrant Resource Services to obtain services for a growing population of homeless Marshallese families. Their staff have referred clients to KEO for shelter and housing, and have provided acculturation services and language interpreters for our homeless programs. We also refer clients to and work with Goodwill Industries for employment services for our Marshallese and Micronesian clients. We have obtained a volunteer language interpreter from this agency and from Department of Education.

KEO moved homeless Marshallese or Micronesian families from beach parks and those living in vehicles into emergency homeless shelter and transitional housing programs, and transitioned into permanent rental housing. We assist them with developing a monthly budget, to save money, finding employment, and applying for permanent housing. Successfully, many of these families were able to move into public housing or low-moderate income housing, and maintain their rentals. The KEO Barriers Removal Program assisted a Marshallese client with obtaining his I-94 in order to obtain employment.

These families are resourceful, hard-working, and close knit. Almost all of our clients are related to each other. They belong to churches in the community serving Marshallese, and social interactions are important for the members of these churches.

## **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 KEO administration office is located in the town of Lihue at 2804 Wehe Road. The area has ample parking, and designated parking spaces for persons with disability. A ramp walkway is easily accessible for those who use wheelchairs or walkers. Restrooms have designated stalls, faucets, handles and doors that meet ADA requirements.

### Mana'olana Emergency Homeless Shelter and Transitional Housing

The Mana'olana emergency homeless shelter and transitional housing program is located at 2808 Wehe Road, Lihue, TMK (4)3-8-005:001. It is in walking distance to the Kukui Grove shopping center, bus stops, medical and dental offices, DOH Adult Community Health center, banks, restaurants, County of Kauai offices, and a theater. KEO secured a 20 year lease (expires 2025) with the County of Kauai for the property. KEO's administration office building is adjacent to this site, along the west boundary of the property. This project site provides an emergency homeless shelter and eight (8) 1-bedroom apartment units for transitional shelter. The emergency shelter and transitional shelter have been in operation since November 2007, after renovation and repair work was completed.

The emergency shelter building can shelter up to 38 people per night. There is a dorm room for single men, a dorm room for single women, and 3 private sleeping rooms for families. The shelter provides 2 bathrooms – one for women and one for men- with 3 toilet stalls, 2 shower stalls, and 2 bathroom sinks in each bathroom. Each bathroom has an ADA toilet stall and shower stall. These shower stalls have seats and safety bars. The bathroom sink faucet handles are levers. The women's bathroom has a diaper changing station. There is solar water heating in this building. In addition to steps, the emergency shelter, dining room/certified kitchen building, and the transitional housing apartment buildings have ADA ramps. The dining room/certified kitchen building is used to prepare meals for emergency shelter guests and where they dine. It has a restroom that also meets ADA requirements. This building has an office room that is used for the Mana'olana day activities drop-in center, where homeless clients can be assisted with employment and housing services. There are 3 ADA designated parking stalls on the property. Storage lockers that were ordered will be installed at the emergency shelter in December 2016.

The transitional shelter apartments are located across the emergency shelter building. One of the apartments is ADA accessible. Each apartment has a kitchen with sink, counter, cooking range/oven, and refrigerator/ freezer, cabinets and drawers. There is storage in each unit with bedroom closet and linen closet. Bathrooms in each unit have a shower stall, toilet, and bathroom sink/counter/cabinets. These apartments have a dining/living room shared with the kitchen. Solar water heaters are in each apartment.

A laundry room with washers and dryers is available for use by the emergency shelter and transitional shelter participants.

There are four (4) septic wastewater systems operating on this property and provides service for both the emergency shelter buildings and the transitional shelter apartments.

### Komohana Group Home

The Komohana group home is located at 1713 Makoi Street in the town of Puhi, TMK 3-3-007-051, and is one of several homes owned by Kauai Economic Opportunity,

Incorporated (KEO). This five (5) bedroom, 2 ½ bath home is located in the Komohana subdivision, and is in walking distance to Kauai Community College and the new Hokulei shopping village and Kukui Grove Shopping center. There are four (4) private bedrooms and one (1) master bedroom/bathroom. Each bedroom has an entry door lock and deadbolt. This transitional shelter house a maximum of six (6) homeless individuals. A couple (related or unrelated) can be placed in the master bedroom/bathroom. The bedrooms are furnished with bed, armoire/dresser, night stand. Each bedroom has a storage closet. Participants have access to refrigerators/freezers, cooking range, oven, washer and a dryer. The kitchen has 2 kitchen sinks – one of which is ADA accessible. All bathrooms, doors, faucets, cabinets meet ADA accessibility. There is solar water heater for the home. Common living areas are the kitchen, living room, dining room, and bathrooms. There is a carport for 2 vehicles, and a parking area for one more vehicle.

#### Lihue Court Townhomes TH site

The transitional shelter program has eight (8) 2-bedroom, 1 ½ bathroom, 2 story apartments at Lihue Court Townhomes, located at 4160 Hoala Street, Lihue, TMK (4)3-6-003-072. One of the apartment units is ADA accessible, with a full bathroom on the first floor. KEO, Mutual Housing Association of Hawaii and Lihue Court Townhomes have a developers agreement that allow KEO to lease these apartments from Lihue Court Townhomes for transitional housing for 15 years (expires 2019). Each apartment has a kitchen (cabinets, drawers, counters, sink, garbage disposal, refrigerator/freezer, and cooking range/stove. The appliances are electric. Lihue Court Townhomes provides water service and basic cable TV service for the apartments. A food pantry, hallway closets, and bedroom closets provide ample storage for participants. Parking stalls are assigned. There is a Head Start child care center located on the property, and a laundry facility for the residents. The location of this housing site is in walking distance to an elementary school, public library, churches, gas stations, a museum, County, State, and Federal offices, banks, restaurants, stores, community organizations and agencies and bus stops.

## 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.

**Chief Executive Officer** – Overall administrator of the program.

**Homeless and Housing Programs Director** – Direct administrator of program. Responsible for staff recruitment, orientation, and training. Responsible for 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. Responsible for the management of all Homeless and Housing Programs facilities.

Education/Experience qualifications for this position are BA degree and three years of related administrative experience, or any comparable combination of education and experience, which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

The current Director has a BS degree in Human Development, and 28 years of work experience with low-income population, 16 years experience working with the homeless population, and 18 years supervisory experience. Certified HUD Housing Occupancy Specialist; certified Kahua Waiwai Financial Trainer ; certified Adkin's Lifeskills Trainer; certified Ready to Rent program instructor.

**Emergency Shelter Program (ESP) Director** – Responsible for the overall operations of the emergency shelter. Coordinates, implements, and monitors all homeless services and supervises shelter staff.

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.

The Director has a BS degree in Psychology, and 25 years in supervisory positions. He has 1.5 years work experience with homeless population, and is certified HUD Occupancy Specialist; certified Kahua Waiwai financial trainer; certified CPR/First Aid.

**Emergency Shelter Program (ESP) Coordinator II (3 positions)** – Provides direct services for emergency shelter clients. Coordinates and implements services for the shelter.

The shelter will have staff coverage 14 hours a day, 7 days a week. Direct caseload ratio of staff to shelter clients is 1:38.

**Transitional Housing Program Coordinator** – Responsible for outreach and recruitment activities, intake and assessment of clients, and provides case management and comprehensive support services for homeless participants. Conducts intake interviews, assesses immediate needs of clients, refers clients to appropriate community providers for support services. Provides counseling and referrals, monitors clients progress and enters data into the Homeless Management Information System (HMIS). Direct caseload ratio of staff to program client is approximately 1:86.

**Employment Coordinator** – Responsible to coordinate, implement, and monitor employment plans and support services to assist clients to achieve self-sufficiency. Duties include conducting interviews & employment training sessions, employability assessments and develop individual employment plan. Provide pre-employment, job placement, job retention and support services. Direct caseload of staff to program client is approximately 1:86

**Housing Specialist (2 positions)** – Assists program participants with housing search and placement. Assesses housing barriers to determine housing and service needs; develops a housing plan that identifies participants' strength's and barrier's, client immediate and long-term needs, goals, timeline to achieve housing; provides advocacy with landlords on behalf of client; assist participants to complete housing applications. Conducts Ready to Rent training classes with participants. Conducts financial literacy classes with participants.

Direct caseload of staff to program client is approximately 1:40

## **B. Organization Chart**

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

See attached- KEO Organization Chart

## **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.

1. Chief Executive Officer                      \$ 104,448

2. Fiscal Officer	\$ 80,112
3. 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.

NOT APPLICABLE

### **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.

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 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

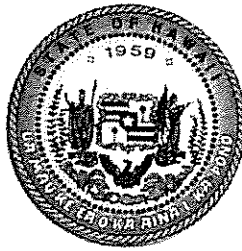
KEO will continue to look for other grant resources and apply for State grants, Community Development Block grants, grants from Community Trusts and Foundations.

### **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 that is dated no earlier than December 1, 2016.

See attached – Certificate of Vendor Compliance





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

**Vendor Name:** **KAUAI ECONOMIC OPPORTUNITY, INCORPORATED**

**DBA/Trade Name:** **KAUAI ECONOMIC OPPORTUNITY, INCORPORATED**

**Issue Date:** **01/17/2017**

**Status:** **Compliant**

Hawaii Tax#: W40397488

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2851

UI#: XXXXXX6940

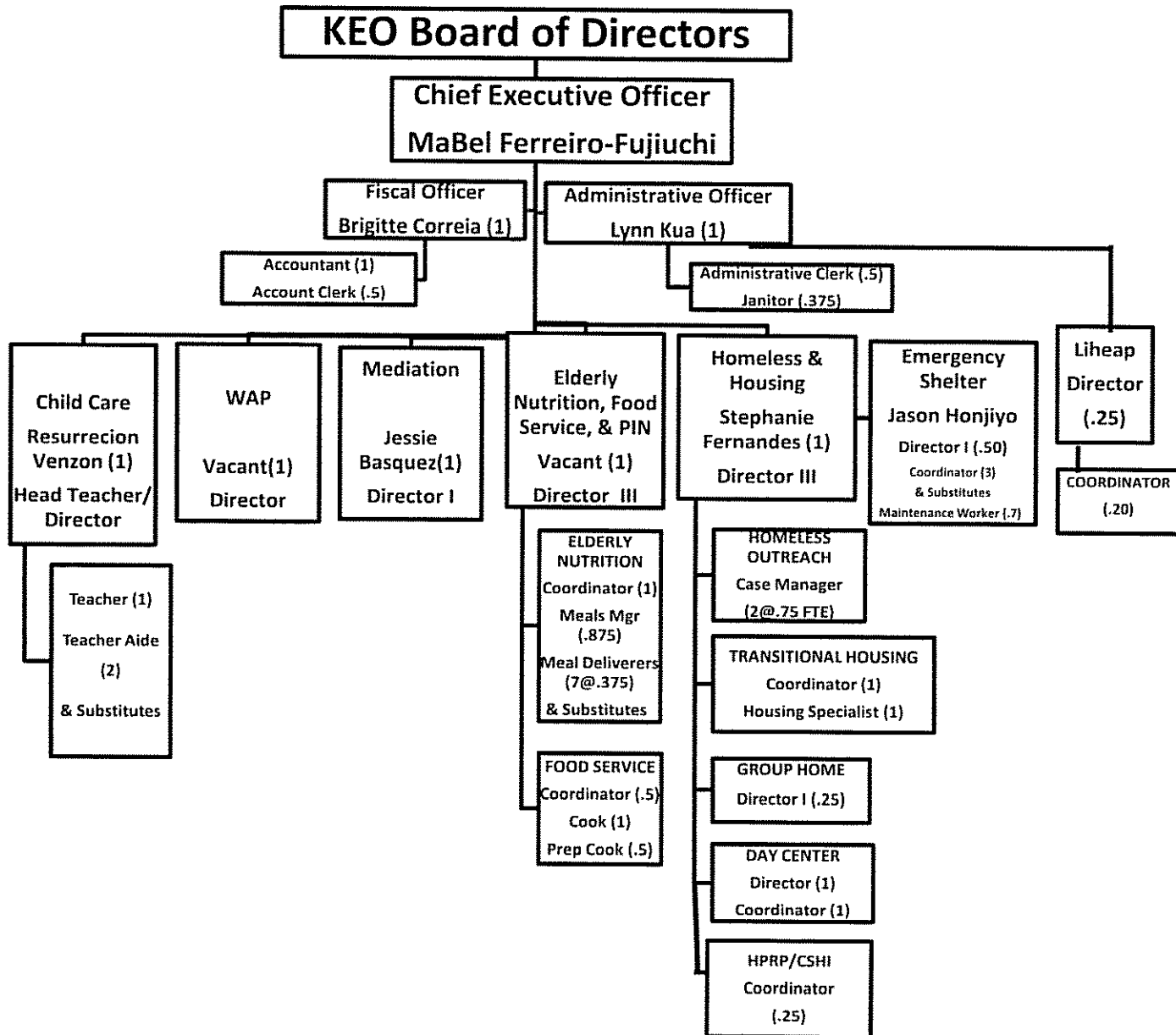
DCCA FILE#: 12814

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

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

**Status Legend:**

<b>Status</b>	<b>Description</b>
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
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



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: KAUAI ECONOMIC OPPORTUNITY, INC

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	111,792			
2. Payroll Taxes & Assessments	12,699			
3. Fringe Benefits	26,880			
<b>TOTAL PERSONNEL COST</b>	<b>151,371</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				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
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17				
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19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>	<b>5,675</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>157,046</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	157,046	Stephanie Fernandes  808/245-4077 x 228		
(b) Total Federal Funds Requested				
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official _____ Date <u>1/19/17</u>		
<b>TOTAL BUDGET</b>	<b>157,046</b>	MaBel Fujiuchi, CEO Name and Title (Please type or print)		



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

Applicant/Provider: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

RFP No.: \_\_\_\_\_ Period: July 1, 2017 to June 30, 2018

Date Prepared: Jan 19, 2017

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	8,552
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	0.41%	458
Worker's Compensation	As required by law	2.50%	2,795
Temporary Disability Insurance	As required by law	0.80%	894
SUBTOTAL:			12,699
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$560 x 4 FTE x 12mo.		26,880
Retirement		6%	0
SUBTOTAL:			26,880
<b>TOTAL:</b>			<b>39,579</b>

**JUSTIFICATION/COMMENTS:**  
 Program Staff payroll taxes and fringe benefits  
 Retirement benefits are earned after 1 year employment. Employees who work less than 20 hours/wk do not earn this benefit

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: KAUAI ECONOMIC OPPORTUNITY, INC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Refrigerator/Freezer	8	\$550.00	\$ 4,400.00	4400
Cooking range/oven	3	\$425.00	\$ 1,275.00	1275
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>11</b>		<b>\$ 5,675.00</b>	<b>5,675</b>

**JUSTIFICATION/COMMENTS:**

Appliances in the Manaolana transitional housing units are rusted and broken. These appliances are more than 9 years old, and the rust presents a health and safety hazard therefore the urgent need to replace. Estimates to repair are equal to or more than purchase of new appliances.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
<b>NOT APPLICABLE</b>			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN	NOT APPLICABLE					
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Kauai Economic Opportunity, Incorporated

Contracts Total: 915,825

	<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 Grant- Mana'olana	2/1/17 - 7/31/18	DHS, BESSD, HPO	State	275,624
2	Homeless Shelter Grant- Komohana GH	2/1/17 - 7/31/18	DHS, BESSD, HPO	State	51,300
3	Homeless Shelter Grant - Lihue Ct Townhomes	2/1/17 - 7/31/18	DHS, BESSD, HPO	State	91,200
4	GIA - Achieving Self Sufficiency and Removing				
5	Barriers for Homeless Population on Kauai	5/1/2016-4/30/2017	DHS, BESSD, HPO	State	148,927
6	Temporary Houseless and Assessment Shelter	4/1/2016-3/31/2017	County Housing Agency	County of Kauai	59,385
7	Emergency Solutions Grant - Operations	7/1/2016-6/30/2017	DHS, BESSD, HPO	State	26,427
8	Emergency Solutions Grant -HPRP	7/1/2016-6/30/2017	DHS, BESSD, HPO	State	39,653
9	CoC - Homeless Assistance Program (KEO	10/1/2015-9/30/2017	DHS, BESSD, HPO	State / Federal	47,309
10	Shelter Plus Care Program)				
11	State Homeless Outreach Program	2/1/17 - 7/31/18	DHS, BESSD, HPO	State	176,000
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**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.

KALIA ECONOMIC OPPORTUNITY INCORPORATED

(Signature)

(Date)

MaBel Fujiuchi

Chief Executive Officer

(Typed Name)

(Title)