

House District(s) 14/15/16

Senate District(s) 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): OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Db/a:

Street Address:

2804 Wehe Road, Lihue, Hawaii 96766

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA

Title Administrative Officer

Phone # 808-245-4077 ext. 225

Fax # 808-245-7476

E-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KEO UPGRADE/REPLACEMENT OF
DATED OFFICE & EXTERNAL
PROJECTS COMPUTERS, SOFTWARE,
NETWORK SYSTEMS, FILING &
PHONE SYSTEMS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 105,400.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

[REDACTED SIGNATURE]

MABEL FERREIRO FUJIUCHI, CHIEF EXECUTIVE OFFICER

NAME & TITLE

1/12/18

DATE SIGNED

ORIGINAL

[Handwritten initials]

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, incorporated on March 16, 1965. The agency began as a local community action program created after the passage of the 1964 Economic Opportunity Act by the U.S. Congress. KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and to mobilize resources to impact on poverty.

KEO is a multi-purpose organization with funding from a variety of sources. Over the past 52 years, the agency has fiscally administered millions of dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

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

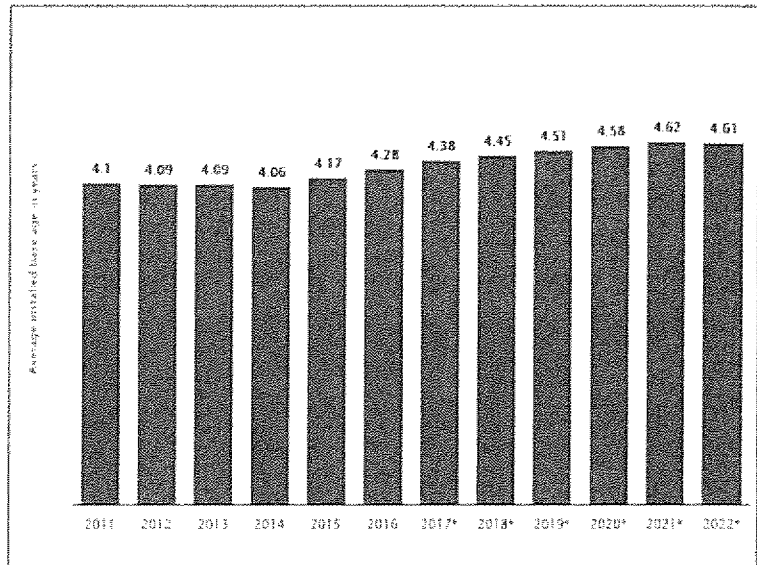
2. The goals and objectives related to the request;

Our goal is to upgrade software and replace computer/internet systems, filing and phone systems to better serve our clients.

3. The public purpose and need to be served;

The purpose for this grant in aid application is to provide effective, high quality services to low income individuals in order to assist and improve their overall quality of life and move towards self sufficiency.

This graph shows the average age of desktop and laptop computers in the U. S. It is estimated that in 2018 the average computers in use will have been operating for 4.45 years. Aging equipment is more likely to break down or need replacing, service costs are often higher as hardware and software manufacturers are less likely to support the product in the event of failure. Also, as the needs of the user changes, old



hardware is less likely to meet those requirements and will need to be replaced.

According to Matt Noble of the Houston Chronicle, “although a number of factors play into a computers lifespan, tech experts generally agree that a computer should last anywhere between three to five years. “ Most of KEO’s computers are 8 years old and have Microsoft Office 2007 installed.

KEO’s current phone system in the main office is 21 years old and obsolete which would place us in a quandary, temporarily disabling our agency and affecting service to our clients if it breaks down. The 3 off site programs operate with just a simple telephone. We are applying to replace the old system with a new phone system that would integrate all 4 sites.

4. Describe the target population to be served; and

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

5. Describe the geographic coverage.

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

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

KEO is applying to the State of Hawaii for funding in the amount of \$105,400 for computer/internet systems, filing and phone systems and networking upgrades. The estimated costs for this project are broken down as follows:

Scope of Work/Task	Responsible Party	Estimated Cost
1) Network upgrades Network design & installation (4 sites) Data & network security/PCI compliance	IT Contractor	\$ 18,000 \$16,000
2) Purchase of hardware: Ipad or tablet (3) Laptop (4) Desktop PCs (20) Multifunctional scanner/printer/copier (4) Portable Scanner (3)	KEO Fiscal Officer & Administrative Officer	\$1,800 \$4,000 \$20,000 \$2,000 \$600
3) Software Upgrades for computer and filing systems	KEO Fiscal Officer & Administrative Officer	\$13,000
4) Phone system replacement	KEO Fiscal Officer & Administrative Officer	\$30,000
TOTAL		\$105,400.00

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

Projected Annual Timeline
July 2018 – June 2019

Activity Dates	Program Activities & Strategies	Program Outcomes
07/2018 - 08/2018	*Bid letters for network design and installation. Bid letters for replacement of phone system. Hold informational meeting for interested contractors.	Bid letters will be received, screened and recommended for bid award.
07/2018 - 08/2018	*Bid letters for hardware and other devices (desktops, laptops, Ipad, scanners)	Bid letters will be received, screened and recommended for bid award.
09/2018	* Bid awarded to IT contractor and for replacement phone system.	Assurances and contracts executed. Notice to proceed issued
09/2018	* Bids awarded for purchase of hardware and other devices.	Purchase orders completed to buy items.
10/2018 - 11/2018	* Installation of Network and phone systems. KEO monitors installations and contractors execution of contract requirements.	Contractor installs network systems at various sites and ensures all devices are networked with data and network security working efficiently.
10/2018 - 11/2018	* Receive hardware and devices.	Install/set-up hardware and devices
12/2018 - 01/2018	*Software upgrade	Install upgrades and conduct staff trainings as needed

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

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

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

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

- Upgraded Software works effectively within network system
- Percent of staff trained and utilize the upgraded software effectively.
- Number of individuals applied for and qualified for KEO services.
- Increase client satisfaction with services

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
- a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See Attached Budget Forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$74,550	\$24,850			\$99,400

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

At this time we have not applied for funding from other sources for this project.

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

KEO has not been granted or applied for any state or federal tax credits within the past 3 years.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

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

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$241,591.00

IV. Experience and Capability

1. **Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

For nearly 53 years, KEO has provided a wide range of health, social service, educational and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO, further, during that period has extensive skills and experience in the acquisition, construction, and management of many projects including funding requirements of HUD, State of Hawaii, County of Kauai, and private funds. KEO currently administers and coordinates over 20 separate programs that target Kauai's low- income individuals and families. These programs include emergency assistance, homeless & housing, childcare, nutrition, and energy programs.

2. **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

All of KEO facilities are in compliance with the American Disability Act; accessible to the handicapped; near bus lines; and meet all applicable zoning, health and fire standards. **This request is to upgrade the network system and replacing the phone system linking all the agency program sites which are located in Lihue and includes the KEO Office, Kitchen Facility, Manaolana Emergency Shelter and the Lihue Early Learning Centers.**

V. Personnel: Project Organization and Staffing

1. **Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

An IT Contractor will be contracted to manage and oversee network upgrades and installation which includes coordinating and planning the design and installation of the networking systems of the four each sites. A phone service company will be contracted to replace the current system for all four sites. The Administrative Officer will oversee the contractor and software provider and work with the Management Team who will be comprised of the respective Program Directors who are responsible for the KEO sites (4) where each of the network systems and hardware devices will be installed. The Management Team will also include the Administrative Officer who is in charge of the Main Building and the Fiscal Officer who will participate in all fiscal related activities/phases of the project including the bid process and monitoring of the costs.

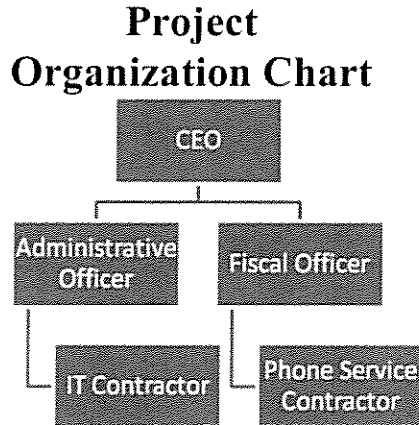
The minimum education requirement for a Fiscal Officer, Administrative Officer or Program Director is a Bachelors Degree or comparable with at least one year of supervisory experience.

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

2. **Organization Chart**

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

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



3. **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	\$104,448
Fiscal Officer	\$ 83,348
Administrative Officer	\$ 74,064

VI. Other

1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

KEO is not a party in any pending litigation and does not have any outstanding judgments.

2. **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.

3. **Private Educational Institutions**

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

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

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

The grant is a one time request and will not require any funds for sustaining any activity after fiscal year 2018-2019.

5. **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, 2017.

See attached the Certificate of Good Standing.

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See attached, the Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawaii Revised Statutes

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Software Upgrade and Subscription	13,000			
10 IT Consultant	34,000			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	47,000			
C. EQUIPMENT PURCHASES	58,400			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	105,400			
SOURCES OF FUNDING	Budget Prepared By:			
(a) Total State Funds Requested	[REDACTED]			5-4077
(b) Total Federal Funds Requested				Phone
(c) Total County Funds Requested				Date
(d) Total Private/Other Funds Requested				Date
TOTAL BUDGET	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)			

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktop Computers	20.00	\$1,000.00	\$ 20,000.00	
Ipad or Tablet	3	\$600.00	\$ 1,800.00	
Laptop	4	\$1,000.00	\$ 4,000.00	
Multifunctional Scanner, Printer, Copier with network capability	4	\$500.00	\$ 2,000.00	
Portable Scanner	3	\$200.00	\$ 600.00	
Phone System	1	\$30,000.00	\$ 30,000.00	
TOTAL:	35		\$ 58,400.00	
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity, Inc.

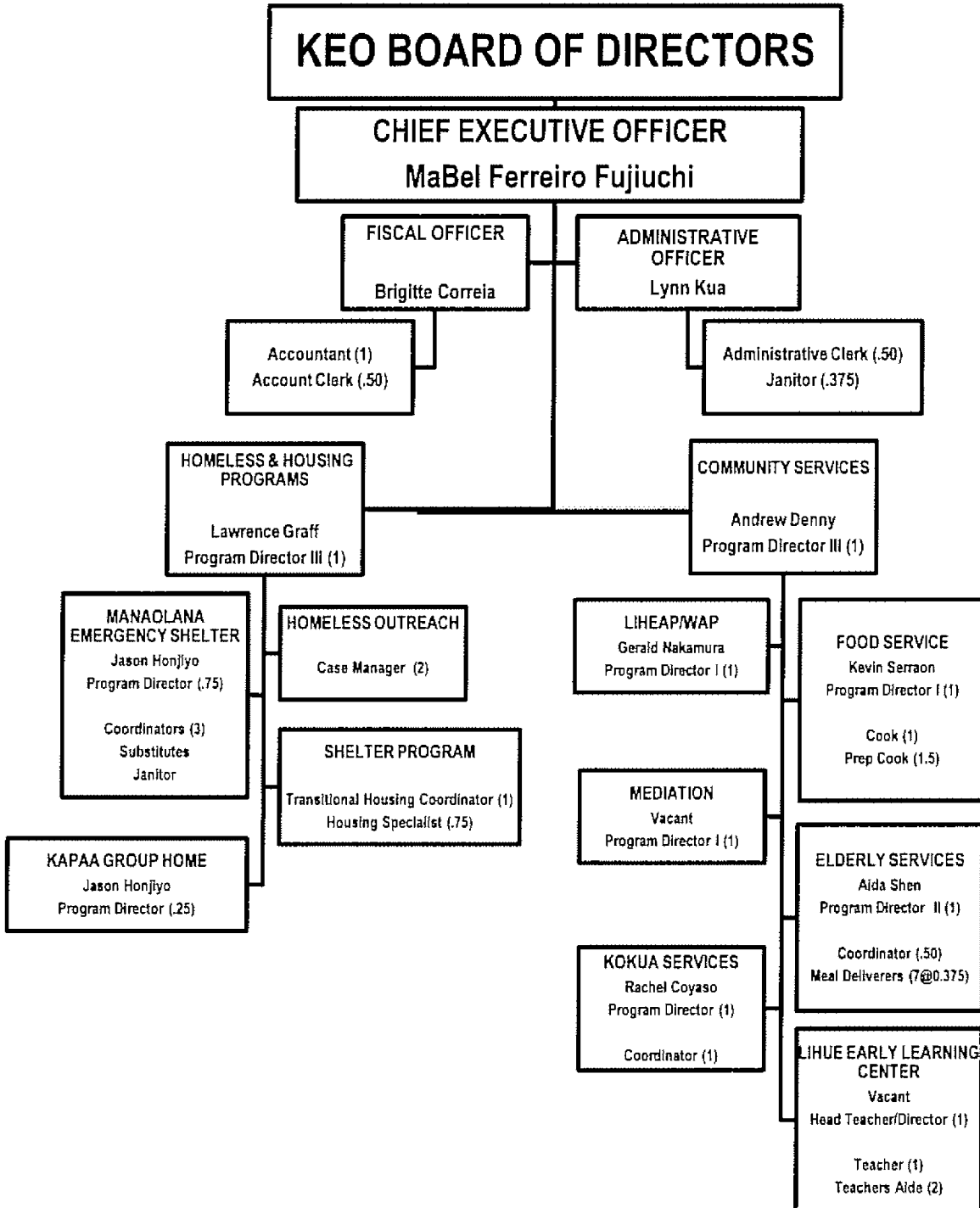
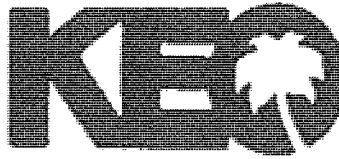
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable for this project.						

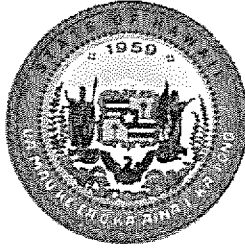
GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kauai Economic Opportunity, Inc

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	None for this project.				
2					
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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: 01/08/2018

Status: Compliant

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: [REDACTED]
DCCA FILE#: 12814

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII 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, 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.


(Signature)

1/12/18
(Date)

MaBel Ferreiro Fujiuchi
(Typed Name)

Chief Executive Officer
(Title)