

THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

RECEIVED  
JAN 16 2020  
BY: *[Signature]* 10:55am

Type of Grant Request:

Operating  Capital

Legal Name of Requesting Organization or Individual: Db a:

Kauai Economic Opportunity, Incorporated

Amount of State Funds Requested: \$ 346,280.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Mana'olana Emergency Shelter and Assessment Center to expand services from 14 hours to 24 hours of services. Services to include housing and employment assistance, access to shower and beds during daytime hours, intake and assessment and community referrals.

Amount of Other Funds Available:

State: \$ 232,082.00

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 1,519,534.00

Unrestricted Assets:

\$ 166,003.13

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

2804 Wehe Road

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:  
MaBel Ferreiro Fujiuchi

Title:  
Chief Executive Officer

Email:  
keo@keoinc.org

Phone:  
808-245-4077 ext 241

Federal Tax ID#:

State Tax ID#

*[Handwritten Signature]*

MaBel Ferreiro Fujiuchi - CEO

1/14/2020

Authorized Signature

Name and Title

Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



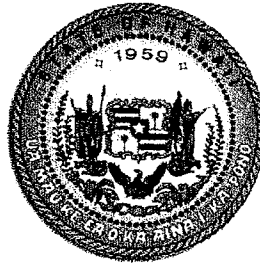
MABEL FERREIRO FUJIUCHI - CEO

JANUARY 14, 2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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:** **01/09/2020**

**Status:** **Compliant**

Hawaii Tax#: W40397488  
New Hawaii Tax#: GE191497830101  
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 Internal Revenue Service	Compliant 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 compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

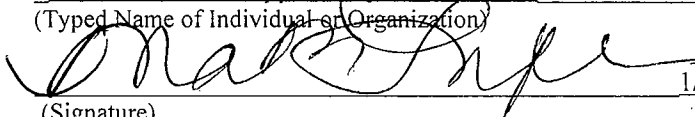
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump-sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Kauai Economic Opportunity, Incorporated

(Typed Name of Individual or Organization)



(Signature)

1/14/2020

(Date)

MaBel Ferreiro Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

# Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

## **I. Certification – Please attach immediately after cover page**

### **1. 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, 2019.

### **2. Declaration Statement**

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

### **3. 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](#))

## **II. 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;**

Kaua‘i 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 54 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). KEO has aggressively sought and received a multitude of service programs for needy clientele and has been able to offer its clients many services at one place in a more economical fashion, unlike a single purpose, single program agency.

KEO provides an array of services to meet the needs of low-income persons. 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's homeless and housing programs began in 1970, when the agency established a housing office for mobilization of resources which was spun off to the County of Kauai. In 1992, KEO started the Kauai's first Care- A-Van outreach program. In the early 90's KEO became a Certified Housing Development Organization-(CHDO) and developed and administered HUD Section 8 projects as well as renovating and adding facilities at Lihue Court Housing owned by Mutual Housing, Inc. In 2000, KEO 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 and housing opportunities:

- Homeless Outreach Program-This program provides mobile outreach, case management and supportive services to 400-500 unsheltered homeless per year;
- KEO Emergency Homeless Shelter- The shelter opened in November 2007. It is funded to offer emergency temporary shelter and case management services to 19 homeless persons per night between the hours of 5:00pm and 7:00am. A declaration of emergency was declared by the Governor that enabled KEO to increase the emergency shelter to 38 beds for a period of one year. A grant through the County of Kauai enabled the shelter to expand to 38 beds but with the end of the grant period it has been reduced back to 19 persons per night.
- KEO Transitional Shelter Program – The transitional program provides temporary housing for homeless individuals and families with case management and supportive services. The transitional shelter program offers 4 distinctive housing opportunities to meet the needs of consumers. These include a 5 bedroom group home, an 8 unit one-bedroom apartment community, a three bedroom home in Kapaa, and a three bedroom home in Hanamaulu with an attached studio. In 2015 and 2016, KEO also acquired and repaired 2 three bedroom single family homes, one of which also includes a studio apartment. The transitional shelter program requires consumers to pay a program fee equal to 30% of their family income while case management services are provided to remove barriers to homelessness and secure permanent housing opportunities;
- Pa'a Hana Group Home-This is a 4 bedroom permanent housing group home designated for homeless individuals living with a disability. Tenant rent is subsidized through the project based HUD Section 8/202 program.

2. The goals and objectives related to the request;

The goals are to:

- 1) Provide basic needs for homeless: housing, meals, and sanitation

- 2) Increase the emergency shelter from 19 to 38 beds
- 3) Increase the time of operation from 14 to 24 hours per day, 7 days a week
- 4) Eliminate chronic homelessness on Kauai
- 5) Assist homeless persons to become self-sufficient
- 6) Assist homeless individuals and families obtain and maintain permanent

housing.

The objectives related to this request are to:

- 1) Increase the number of homeless individuals and families who transition from homelessness into permanent housing
- 2) Increase the number of homeless individuals and families who become economically independent and self-sufficient.
- 3) Increase stability in housing for those in need

3. The public purpose and need to be served;

The public purpose of the program is to provide a service enriched 24 hour emergency homeless shelter and assessment center. The center will include a 38 bed emergency shelter. The Mana'olana Emergency Homeless Shelter and Assessment Center will provide shelter and services to help transition persons experiencing homelessness into permanent housing.

During FY 2019, KEO's Mana'olana emergency homeless shelter served 187 homeless individuals and families down from the 315 served the previous year when the County provided funding. The shelter had operated with 38 beds until February 2019 during which time it was consistently at capacity. The need for beds is vital. The current funded bed number is 19. This proposal will increase the number of beds back to 38. The need has been established by the significant increase in clients served at the Mana'olana Emergency Shelter over the previous year FY 2017 number of 230 homeless clients served.

The shelter currently operates from 5:00pm at 7:00am each day. This proposal expands the services of the shelter to serve more homeless and provide a 24 hour service enriched assessment center to significantly reduce homelessness on Kauai.

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 and barrier removal including employment services, KEO will be able to assist its homeless clients to resolve those barriers and create a path toward permanent housing and sustainable self-sufficiency.

4. Describe the target population to be served; and

The target population to be served are:

1. 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.

2. Sheltered homeless persons who lack a fixed and adequate nighttime residence and have a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations (such as a church, emergency or transitional shelter) that provides temporary residence for people intended to be institutionalized.

5. Describe the geographic coverage.

The geographic location to be covered by this project is the island of Kauai. Kauai is located at the northern end of the Hawaiian Islands, approximately 100 miles northwest of Oahu. The island is 551 square miles and ranks fourth in geographic size among seven major islands. With a population of over 65,000, Kauai is a rural community that is supported primarily by a tourist industry and government.

### **III. 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 need for assessment and comprehensive services during the daytime hours as well as overnight facilities for housing, it is proposed that the Mana'olana Emergency and Transitional Shelters be expanded to a 7 days per week/24 hours per day facility called the Mana'olana Emergency Shelter and Assessment Center (the Center). The program will be an intake, assessment and service center for sheltered and unsheltered homeless on Kauai. The Center will include a 38 bed emergency shelter facility.

In 2007, KEO rehabilitated old school buildings and donated portables from the County of Kauai that are now used as an emergency homeless shelter, certified kitchen, dining room, and laundry facility which can shelter up to 38 homeless individuals and families. The shelter is currently funded for 19 beds. The emergency shelter's current operating hours are from 5:00pm to 7:00am each day. It is necessary to provide showers, meals and facilities throughout the day. Once the shelter reaches capacity, the homeless are turned away and forced to live on the street, in cars or other places not meant for human habitation. This proposal will expand services to all eligible sheltered and unsheltered persons. The Mana'olana Emergency Homeless Shelter and Assessment Center will be an assessment and service center that will give the homeless access to showers, facilities, case management, training and referrals.. Other agencies such as Legal Aid will also be able to utilize space at the Center to meet with clients directly.

Under this proposal wrap-around services including training, referral and use of facilities will be available to sheltered and unsheltered individuals and families through



the expanded operating hours and KEO Program Coordinators. The shelter dorms and family rooms for overnight sleeping will continue to operate between 5:00pm and 7:00am. Day staff will start at 7:00 and meet with clients for assessment, counseling and class training until 5:00pm, therefore providing services on a 24 hour basis.

The Mana'olana Emergency Homeless Shelter and Assessment Center services will include assistance with employment placement, financial literacy, life skills, benefits, mental health referrals and housing placement. In addition, the shelter's showers and laundry will be available for all clients during the day. Emergency shelter clients working overnight shifts will be able to use the dorm facilities during daytime operating hours for sleeping but will also be required to meet with KEO Coordinators for case management and training.

### **Intake and Assessment**

KEO follows the Housing First model for the provision of services as follows:

- KEO will implement the housing first model for access to the shelter by welcoming guests to the shelter with a low barrier approach, yet maintaining safety of all persons and property.
- Immediate access to permanent housing with no housing readiness requirements. Housing First involves providing clients with assistance in finding and obtaining safe, secure and permanent housing as quickly as possible. Key to the Housing First philosophy is that individuals and families are not required to first demonstrate that they are 'ready' for housing. Housing is not conditional on sobriety or abstinence.
- Consumer choice and self-determination. Housing First is a rights-based, client-centered approach that emphasizes client choice in terms of housing and supports.
- Recovery orientation. Housing First practice is not simply focused on meeting basic client needs, but on supporting recovery. A recovery orientation focuses on individual well-being, and ensures that clients have access to a range of supports that enable them to nurture and maintain social, recreational, educational, occupational and vocational activities.

For those with addictions challenges, a recovery orientation also means access to a harm reduction environment. Harm reduction aims to reduce the risks and harmful effects associated with substance use and addictive behaviors for the individual, the community and society as a whole, without requiring abstinence.

- Individualized and client-driven supports. A client-driven approach recognizes that individuals are unique, and so are their needs. Once housed, some people will need minimum supports while other people will need supports for the rest of their lives (this could range from case management to assertive community treatment). Supports may address housing stability, health and mental health needs, and life skills.

Income supports and rent supplements are often an important part of providing client- driven supports. If clients do not have the necessary income to support their housing, their tenancy, health and well-being may be at risk. Rent supplements should ensure that individuals do not pay more than 30% of their income on rent.

- Social and community integration. Part of the Housing First strategy is to help people integrate into their community and this requires socially supportive engagement and the opportunity to participate in meaningful activities. If people are housed and become or remain socially isolated, the stability of their housing may be compromised. Key features of social and community integration include:
  - o Separation of housing and supports (except in the case of supportive housing)
  - o Housing models that do not stigmatize or isolate clients. This is one reason why scattered site approaches are preferred.
  - o Opportunities for social and cultural engagement are supported through employment, vocational and recreational activities.

At the Mana'olana Center new participants will register with the staff. KEO will provide services based on the housing first model and will use caution in the safety of other participants, staff and property. Program intake and assessments will be conducted for new participants and information then entered into the Homeless Management Information System (HMIS). Once intake is complete, each client's intake and encounter is recorded into the KEO client care system and into the Hawaii State Homeless 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. The assessment identifies the barriers and strengths as well as gaps in services for the individual or family.

Seven days after the program coordinator conducts the initial program assessment/intake and HMIS data entry, an assessment using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VISPDAT) is conducted. The VISPDAT is used to determine each client's suitability for a variety of housing programs.

### **Services & Housing**

Services will include emergency shelter, a bed, meals and shower/bathroom facilities. Upon completion of the VISPDAT, clients who have a picture ID and social security card are referred to the appropriate housing programs. Housing programs such as transitional shelter, housing first or rapid re-housing are referred to the appropriate housing program based on the score of the VISPDAT. Agencies operating different programs select clients referred to them from the HMIS Caseworthy system. The Coordinated Entry System (CES) leverages resources from providers throughout the county. Under this program sheltered and unsheltered clients will be eligible for all programs offered through partner agencies that are part of the Community Alliance (formally Continuum of Care). The Community Alliance includes agencies providing homeless services throughout Kauai such as Catholic Charities, the Veterans Administration, Women in Need, Steadfast Housing, Malama Pono, Hale Opio, Family Life Center, the YWCA and the Kauai County Housing Agency. This partnership is a critical resource for coordinating services and getting homeless off the street.

The Mana'olana Center will be able to assist sheltered and unsheltered clients coordinate with agencies they are referred to from the By Name List. During the intake process each client is assessed for needs. In order to be eligible for the HMIS Caseworthy referral, clients must have a completed VISPDAT, picture ID, and social security card. KEO Housing Coordinators provide referrals to Legal Aid to assist with birth certificates and identification documents if needed. This first step is critical to helping homeless transition to housing.

Coordinators will meet at least once every 2 weeks 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. Social service plans include access to benefits, mental health, drug treatment, training and other social service benefits essential to support the client's transition to housing. Housing plans are incorporated into the service plan. The housing plan includes assistance with partner agencies on the By Name List, tracking and assisting with applications to affordable housing as well as assistance with Tenant Based Rental Assistance and Housing Choice Voucher programs.

The Mana'olana Center has a full ADA compliant bathroom with showers for men and women. The Center will provide access to showers for sheltered and unsheltered homeless between the hours of 7:00 am and 3:45 pm. In addition, KEO Coordinators will provide hygiene supplies, bedding (sheets, blankets, pillows), and towels to program 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 each day until 9:00 pm.

Case management for each client is specific according to their particular needs, situation, and/or ability determined during the intake and assessment process. Coordinators will work with homeless clients to obtain required documents, complete housing applications, have health insurance, receive mental health referrals and ensure that clients receive financial benefits for which they are eligible. KEO also will assist eligible individuals and families with utility deposits based on eligibility for our KIUC Charitable Foundation Fund.

In addition to other services, participants will also receive ready to rent training, financial literacy classes and life skills training. Classes will be conducted once a week in employment, housing and life skills. Each class will be 30 minutes to one hour and will cover a variety of subjects such as work documents, searching for a job, searching for housing, applications, interviews, shopping/ cooking on a budget and nutrition. Each series will be conducted monthly in four segments and repeated each month. The Center will have four interactive workstations for clients to assist with housing and employment searches and other internet based needs. As part of these training programs clients will be trained in basic internet usage and receive assistance in establishing an e-mail account as needed.

Transportation needs will be met with financial assistance to purchase monthly bus passes and/or gas cards. The Center will also provide a 15 passenger van for transportation of clients to job fairs, appointments and other needs as required for the removal of barriers to homelessness.

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. Child care needs for families with children under school age 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;
- Head Start preschool centers located throughout Kauai.

Prior to an individual or family moving into temporary shelter or permanent housing, the Coordinator will develop a discharge plan with the clients that will include information about forwarding address and on-going services to ensure clients maintain housing. 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, and 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 determined based on severity of behavior. 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
7/2020- Ongoing	Receive homeless to provide shelter, meals, beds and bathroom/shower facilities. Complete intake and assessment of clients to determine eligibility for services and identify needs	Provide appropriate case management services
7/2020- Ongoing	Developing of Individual Service Plan (including housing and employment goals/objectives), information and referrals.	Increase access to program services and other community resources.

7/2020- Ongoing	Implement monthly employment, life skills and housing classes, including computer skills training and insuring access to e-mail.	Increase probability of permanent housing placement, stability in housing and access to employment or increased income by removing barriers and providing new skills.
7/2020- Ongoing	Individual job counseling, employment search, and activities	Increase probability of employment and housing through one on one case management. Continue to assess needs and barriers and update ISP.
7/2020- Ongoing	Housing search, referrals and applications in accordance with ISP.	Increase the number of participants who obtain housing.
10/1/2020 -Ongoing	Job retention, follow-up and continue support services as identified in ISP	Reduce homeless recidivism, report outcome success measures, and increase stability in housing.

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 to ensure all client documents are completed in conformance with KEO policies and programmatic requirements. 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 eighth of each month to the CEO and Administrative Officer. The written report includes statistical and narrative sections with information required for contract required reports and Community Services Block Grant (CSBG) reporting requirements. The report is developed by the Program Director who works with the Administrative Officer and Fiscal Officer for every program contract awarded to KEO. The Mana'olana Emergency Homeless Shelter and Assessment Center 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.

The Fiscal Officer distributes monthly financial reports and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2nd Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed. The Board of Directors is 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 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 inspections are conducted by the Director of Homeless and Housing programs to ensure that the facilities are in proper operating condition, safe, and sanitary. Information from a client survey will assist the staff in the evaluation of the program service delivery, and to plan for any improvements and changes to that service delivery. At the end of each months training session for housing, employment and life skills a feedback form will be provided to program participants to indicate performance and recommendations for program, services 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.

1. Number of unduplicated additional participants served with this funding	115
2. Number of unduplicated participants completing Individual Service Plans (ISP)	115
3. Number of unduplicated adults completing employment preparation training	60
4. Number of unduplicated adults completing life skills training	50
5. Number of unduplicated adults completing housing training	75
6. Number of unduplicated participants who obtain employment	45
7. Number of unduplicated participants who maintain employment for 3 months	35
8. Number of unduplicated participants who maintain employment for 6 months	30
6. Number of unduplicated participants who obtain permanent housing	40
7. Number of unduplicated participants who maintain permanent housing for 3 months	35
8. Number of unduplicated participants who maintain permanent housing for 6 months	30
9. Number of unduplicated participants placed in transitional housing	35
10. Number of referrals to legal aid for identification and birth certificate assistance	45
11. Number of referrals to mental health services	35
12. Number of referrals to substance abuse treatment	35
13. Number of unduplicated participants applying for social service benefits while enrolled in the program (SNAP, SSI, SSDI or other)	40

14. Number of unduplicated participants who receive social service benefits while enrolled in the program (SNAP, SSI, SSDI, or other)	30
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## **IV. 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 budget forms attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$86,570	\$86,570	\$86,570	\$86,570	\$346,280

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

DHS, BESSD, Homeless Programs Office to operate the Homeless Shelter Program  
 Community Development Block  
 Grant funds State Homeless  
 Outreach Program Emergency  
 Solutions Grant-HPRP Emergency  
 Solutions Grant - Operations

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.

No tax credits have been granted.

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 2021 for program funding.

See attached Budget Form Page 9.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

\$166,003.13

## **V. 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.

KEO has extensive work experience with the homeless population on Kauai. KEO's homeless and housing programs began in 1970, when the agency established a housing office for mobilization of resources which was spun off to the County of Kauai. In 1992, KEO started the Kauai's first outreach Care-A- Van program. In the early 90's KEO became a Certified Housing Development Organization (CHDO) and developed and administered HUD Section 8 projects. As a certified Community Housing and Development Organization (CHOO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families.

KEO owns and operates a group home for homeless individuals with disabilities. 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 owned, operated and managed this group home since 1985.

The Homeless Outreach Care-a-Van Program has been in operation from 1992. The Care a Van (CAV) provides a mobile outreach service for unsheltered homeless living in their vehicles, in beach parks, on the streets, and other places not fit for human habitation.. The CAV provides a vital link between the island's homeless and medical services, legal services, emergency food and supplies, and social services.

The CAV case manager assists clients with referrals for obtaining documents (i.e. birth certificates, picture identification, social security cards), assists clients with completing housing applications and financial and non-cash benefits. It is the only mobile homeless outreach program on Kauai providing outreach to approximately 400 homeless persons annually.

In 2000, KEO began to operate its transitional housing program, and has increased its inventory of housing. Since 2000, KEO has operated a transitional housing program providing temporary housing, case management, intake/assessment, information/referral, training classes, and other supportive services. The Homeless and Housing Programs provide safe, decent, and sanitary shelters for homeless individuals

and families. The Komohana Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. Another KEO shelter was located in Lihue at the Lihue Court Townhomes housing project. KEO leased 8 two-bedroom apartments from Lihue Court Townhomes Corp. and places homeless families in conjunction with the Coordinated Entry System for the County of Kauai. The 15 year lease ended in 2018.

In 2007, KEO began to operate the first emergency homeless shelter on Kauai, serving in the capacity of 19 people, approximately 200 homeless individuals and families were assisted annually.

Since November 2007 until the present, KEO has operated the Mana'olana Emergency Homeless Shelter. The Mana'olana Emergency Homeless shelter is the first and only shelter of its kind on Kauai, providing emergency shelter, case management, intake/assessment, information/referral, and other supportive services for 19 unsheltered homeless individuals and families daily. The shelter has a capacity of 38 beds and is fully ADA compliant. The current funding allows KEO to serve 19 people daily from 5:00pm to 7:00am.

KEO obtained HOME funds to renovate 8 one-bedroom apartments on the same site as the emergency shelter. The Mana'olana Transitional Shelter opened in November 2007. The Mana'olana transitional shelter is located next to KEO's administrative offices, and houses a maximum of 20 people. Together with the Mana'olana Emergency Shelter and our administration center next door, KEO has the only and largest emergency and transitional shelter on Kauai.

Another KEO transitional shelter program site was opened in February 2015 in Hanamaulu providing temporary housing for large homeless families of 6 or more individuals in the household, and a studio apartment for 1-2 people.

Starting in May 1, 2016 to July 31, 2017, KEO operated a GIA funded day center program to achieve self-sufficiency and eliminate barriers for the homeless to promote permanent housing. Program highlights include the following:

- 227 unduplicated intakes/assessments at the time of entry- 188% of contract objective
- 224 unduplicated participants covered by social service plan – 204% of contract objective
- 242 unduplicated participants- 201% of contract objective
- 134 unduplicated single individuals- 179% of contract objective
- 27 unduplicated families with children 169% of contract objective
- 46 unduplicated individuals in families- 237% of contract objective

KEO's programs staff possess skills and work experience necessary for the provision of services in the homeless and housing programs. All staff are trained in the Homeless Management Information System (HMIS) data entry and Vulnerability Index Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT). The

HMIS and VI-SPDAT are required to enter clients into the Coordinated Entry System (CES). The CES places clients on a list for housing opportunities designated for the client that best meets their needs. Housing opportunities include rapid re-housing programs, housing first, transitional shelter, permanent supportive housing, and other service enriched housing programs. The CES coordinates housing and service providers throughout Kauai. KEO is an established entry point into this system. The shelter and outreach programs work in conjunction to enter clients into the system.

The Mana'olana Program Director is a certified Department of Housing and Urban Development (HUD) Housing Occupancy Specialist. The staff have attended numerous Federal, State, and private workshops, training, and meetings on homeless, poverty, and housing issues. They are knowledgeable of the eligibility requirements of specific programs and services offered in our community. Over the years, they have been able to provide support services to our homeless in partnership with other community organizations and faith-based groups. KEO has experience in coordinating and collaborating services with multiple Federal, State, and County agencies, community organizations, private faith-based organizations, churches, private businesses in its effort to provide appropriate services and supportive services for Kauai's low-income individuals and families. KEO is a member of the following organizations:

- Kauai County Affordable Housing Committee
- Kauai Community Alliance (formerly Kauai Homeless Continuum of Care Committee)
- Workforce Investment Board
- Other statewide and national organizations

KEO participates in these committees in an effort to further collaborate and address gaps in program services and to advocate for the needs of the low income community. KEO is the active leader in serving homeless persons *em* Kauai.

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-HP0-101 1-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: hbrackeen@dhs.hawaii.gov

04/26/2013-12/31/2014 Homeless Barriers Removal Program, Community Development Block Grant (CDBG) to provide employment services, housing services,

Applicant: Kauai Economic Opportunity, Incorporated  
and support services to eliminate homeless clients' barrier' 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

05/01/2016-7/31/2017 Grant in Aid- Self Sufficiency Program, Contract No. DHS16-  
HP0-3132

Providing services to homeless population on the island of Kauai to achieve  
permanent housing and self-sufficiency.

Mr. Jolm 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: jgibo@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

07/01/2014- 6/30/2017 Emergency Solutions Grant, Homeless Prevention  
Rapid Rehousing, Contract No. DHS-16-HP0-3014-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

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-HP0-3089/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

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

Hawaii Lodging and Tourism Association Expatriation grant to provide 50% of airfare for homeless leaving Kauai to permanent housing.

Mufi Hanneman  
Executive Director  
Hawaii Lodging and Tourism Association  
2270 Kalakaua Ave, Suite 1702  
Honolulu, HI 96815

## 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.

### Mana'olana Emergency Homeless Shelter and Assessment Center

The Mana'olana emergency homeless shelter is located at 2808 Wehe Road, Lihue, HI 96766. The facility will be used for the assessment center during the day and shelter facility for 24 hours. The shelter has a private office for case management as well as an area for group classes. 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, located at 2804 Wehe Road is adjacent to the Mana'olana shelter. This facilitates services and administration of the program. 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.

This project site also has eight (8) 1- bedroom apartment units for transitional shelter in addition to the emergency shelter. The emergency shelter and transitional shelter have been in operation since November 2007, after renovation and repair work was completed.

The Mana'olana Emergency Shelter is an energy efficient ADA compliant facility with a dorm room for single men, a dorm room for single women, and 3 private sleeping rooms for families. The emergency shelter building can shelter up to 38 people per night. The shelter provides separate ADA compliant bathrooms for women and men. Each restroom has 3 toilet stalls, 2 shower stalls, and 2 bathroom sinks. The shelter and shower facilities will be available during the day for use as an assessment center.

The shelter has a ADA compliant dual use dining room & training room that will be utilized for housing, employment and life skills training. The site also has a certified kitchen for meal service. The dining room/certified kitchen building is used to prepare meals for emergency shelter guests which will be used as a training facility during the day. It also has a restroom that meets ADA requirements. There are 3 ADA designated parking stalls on the property.

A laundry room with washers and dryers is available for use by the assessment center, 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.

## **VI. 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.

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

Chief Executive Officer- Overall administrator of the program.

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

#### **MANA'OLANA STAFF**

Mana'olana Program Director- Responsible for the overall operations of the day center at Mana'olana. Coordinates, implements, and monitors all homeless services and supervised day center staff.

Five (5) Mana'olana Program Coordinator II's - Program Coordinators conduct employment, housing and Life skills Training classes. They coordinate and implements case management services for unsheltered and sheltered homeless individuals and families. They develop individual service plans with clients which includes housing plans. Program coordinators monitor and assist clients' progress in achieving goals and objectives to successfully obtain employment, housing, and to become financially self-sufficient. All coordinators conduct intake interviews, assess immediate needs of clients, and refer clients to appropriate community providers for support services. They provide counseling and referrals, monitors client's progress and enter data into HMIS, VI-SPDAT and enter case notes in KEO's client database.

Janitor- Responsible for cleaning and maintenance of the Mana'olana emergency shelter and training center.

#### **Staffing Qualification**

a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Arts degree, 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.



b. Mana'olana Director: College graduate in social sciences or equivalent. Education and 2 years work experience and 2 years supervisory experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.

c. Four (4) Mana'olana Coordinator II's: College graduate in social sciences or equivalent preferred. Education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred. Three Coordinators will be required to conduct intake, assessment and case management activities 7 days per week. This includes helping clients gain employment, housing and benefits as eligible. Two Coordinators are required to always be on duty between approximately 8 am and 11 pm due to the expansion of the shelter from 19 to 38 beds. One Coordinator will conduct employment, housing, and life skills training.

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

Once clearance is obtained new hires must attend a orientation that includes a review of KEO's Personnel and Financial Policies and Procedures Manual. The orientation includes an overview about KEO's programs conducted by each Program Director. A formal orientation is held with each employee prior to beginning work with program clients. During this session, the employee is given an overview of the agency, its mission, policies and procedures, and programs. A review of the position description, role and responsibility are discussed with the employee.

Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period, and then annually on or before the date of hire. During the review, the employee's developmental needs and plans for improving future performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review. The Employee Performance Review is submitted to the Chief Executive Officer for approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.

Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Office and the Program Directors report directly to the CEO. The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO. The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs. The program staff are trained and certified in CPR, First Aid, and AED, with recertification every 2 years.

## **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.

See attached organizational chart.

## **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer:	\$122,189.44
Fiscal Officer:	\$86,752.11
Administrative Officer:	\$81,714.24

## **VII. 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.

Not applicable

### **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.

KEO, Inc. has two commercial kitchens certified by the Department of Health in good standing. These kitchens are used to provide meals at the Center.

### **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 educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

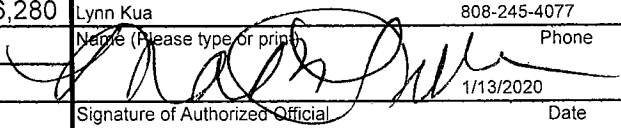
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

KEO will continue to apply for other grant resources including federal, state, county and private sources as it has for the past 54 years. KEO has provided needed programs on the island by securing grants for 100% of its funding.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	165,644			
2. Payroll Taxes & Assessments	19,479			
3. Fringe Benefits	43,159			
<b>TOTAL PERSONNEL COST</b>	<b>228,282</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	500			
2. Insurance	1,925			
3. Lease/Rental of Equipment	1,200			
4. Lease/Rental of Space				
5. Staff Training	1,000			
6. Supplies	2,400			
7. Telecommunication	3,000			
8. Utilities	8,000			
9 Contracted Services/Administrative	1,317			
10 Contracted Service/ Subcontract Security	35,056			
11 Food	24,000			
12 Dues & Subscription	700			
13 Repair & Maintenance	20,000			
14 Insurance - auto	1,200			
15 Gasoline	1,000			
16 Program Supplies (including bus pass)	10,000			
17 Mileage	200			
18 Internet	1,800			
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>113,298</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>4,700</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>346,280</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	346,280	Lynn Kua	808-245-4077	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/13/2020	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>346,280</b>	MaBei Fujiuchi, CEO	Name and Title (Please type or print)	

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Kauai Economic Opportunity, Incorporated

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO	1	\$122,189.44	9.00%	\$ 5,874.00
Fiscal Officer	1	\$86,752.00	9.00%	\$ 4,253.00
Administrative Officer	1	\$81,714.24	9.00%	\$ 4,006.00
Accountant	1	\$33,995.52	9.00%	\$ 1,634.00
Account/Administrative Clerk	1	\$24,120.00	9.00%	\$ 1,117.00
Janitor	0.375	\$11,172.00	9.00%	\$ 559.00
				\$ -
Homeless & Housing Director III	1	\$41,184.00	20.00%	\$ 8,237.00
Manaolana Assessment Center Director I	1	\$38,196.00	30.00%	\$ 11,459.00
Manaolana Assessment Center Coordinator II	1	\$31,428.00	100.00%	\$ 31,428.00
Manaolana Assessment Center Coordinator II	1	\$31,428.00	100.00%	\$ 31,428.00
Manaolana Assessment Center Coordinator II	1	\$31,428.00	100.00%	\$ 31,428.00
Manaolana Assessment Center Coordinator II	1	\$31,428.00	100.00%	\$ 31,428.00
Maintenance/Janitor	1	\$22,344.00	12.50%	\$ 2,793.00
<b>TOTAL:</b>				<b>165,644.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Kauai Economic Opportunity, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers	4.00	\$1,000.00	\$4,000.00	4000
Printer	1	\$700.00	\$700.00	700
			\$ -	
			\$ -	
			\$ -	
TOTAL:	5		\$ 4,700.00	4,700

JUSTIFICATION/COMMENTS:

Computers/Printers for staff use to record case management and reporting.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	<b>Not Applicable</b>					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Kauai Economic Opportunity, Incorporated

Contracts Total: 232,082

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	DHS/HPO	1/01/2019-6/30/2020	HPO	State	232,082
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6					
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