

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

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Db:

Kealahou West Oahu

Kealahou West Oahu

Amount of State Funds Requested: \$ 515,000.00

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

Seeking Capital Improvement funds, in preserving our Onemalu Transitional Shelter Facility waterline system.

Amount of Other Funds Available:

State: \$ 0.00

Federal: \$ 0.00

County: \$ 0.00

Private/Other: \$ 0.00

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 8,535,102.00

Unrestricted Assets:

\$ 40,941.19

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:

P.O.Box 1912

City:

Waianae

State:

HI

Zip:

96792

Contact Person for Matters Involving this Application

Tanya Tehotu

Name:
Tanya Tehotu

Title:
Executive Director

Email:
t.tehotu@kwohawaii.org

Phone:
(808)783-3398

Federal Tax ID#:

State Tax ID#



Authorized Signature

Tanya Tehotu-Executive Director

Name and Title

Jan. 16, 2020

Date Signed

received
1/16/2020

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
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details
 - e) Government contracts, grants, and grants in aid
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



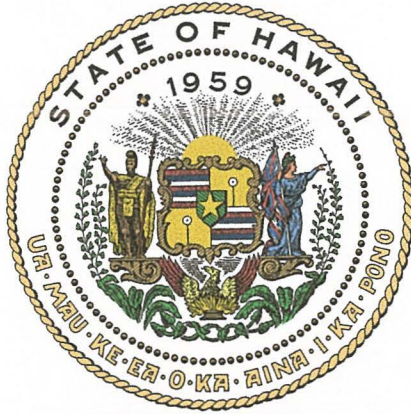
TANYA N. TEHOTU

JAN. 16, 2020

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

KEALAHOU WEST OAHU

was incorporated under the laws of Hawaii on 01/16/2002 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 15, 2020

Director of Commerce and Consumer Affairs



**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.

Kealahou West Oahu

(Typed Name of Individual or Organization)



(Signature)
Tanya N. Tehotu

Jan. 16, 2020

(Date)
Executive Director

(Typed Name)

(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;

Established in 2002, Kealahou West Oahu (KWO) is a non-profit organization that has provided homeless outreach services to the unsheltered and at-risk populations on the Leeward Coast of Oahu for over 33 years. Our primary mission is to “provide comprehensive service with Aloha to individuals & families in need so they can become self-sufficient”. We focus on placing individuals and families experiencing homelessness or at-risk of becoming homeless into permanent housing as quickly as possible, then delivering services to promote housing stability and client wellbeing.

For the past 3-decades KWO has provided outreach services to the unsheltered homeless and the at-risk of becoming homeless located on Leeward Oahu from Kaena Point to Kalaeloa, the Outreach Program conducts the following services: visit to participants’ place of rest, staffed Drop-in Center (87-132 Farrington HWY, Waianae HI 96792), relocation of families to prevent recidivism, intake and assessment, and immediate needs assessment, short and long term goals setting, intensive case management, and direct human services (food, clothing, hygiene supplies,

school supplies, transportation, mail and messaging, and information and referrals). KWO is also a recognized agency that assists the City and State in natural disasters, and enforcements along region 7.

In 2016 Kealahou West Oahu entered a contract to manage the Halona Project. The Halona Project program objective was to stop the revolving door of recidivism among homeless tenants along the Leeward Coast of Oahu. KWO committed to provide supportive services and case management to the tenants who had longstanding personal, financial, and occupational problems. Another part of the responsibility included guaranteeing the proper management of the facility including other responsibilities normally provided by landlords, i.e. landscaping, fixing utility issues, making sure the facility was in good working order and appearances. KWO met weekly with each Halona Project tenant to assist them in the implementation of their housing plan. This accountability and guidance to walk a tenant through their housing plan increased retention rates for successful homeownership and/or private permanent housing. This demonstrated to our realtor the efficacy of supportive services to prevent recidivism among our coastline, decrease evictions, decrease illegal activity throughout the project, and build self-confidence and education for future homeowners. The results demonstrated the powerful impact an effective program can offer to a tenant/household experiencing homelessness.

The Halona Project served a total of 3 households, who were all participants from the project's inception. Although each household had their own challenges in retaining their home, with supportive guidance from KWO, all households demonstrated improvements in tenant behaviors. All 3 tenants are taking advantage of community resources and using programs such as financial literacy to pay down their debts and re-establish their credit scores in view of becoming homeowners.

In addition, since 2006 KWO has managed the 1st Emergency/Transitional homeless shelter on the Leeward Coast, in housing the most vulnerable homeless individuals and families. Onelau'ena is no longer designated as an Emergency/Transitional homeless shelter. Since 2017, KWO has been recognized as a Housing First Approach Emergency Shelter Program. Onelau'ena is a 3-story facility located in Kalaeloa, that consists of 71 living units that are partially furnished, with the capacity of housing 225 participants daily. Each story consists of community bathrooms, community kitchens, TV room, and community laundry room, staff offices, and community classrooms. In fiscal year 2019 KWO served a total of 426 participants, and of this total 49% (207 participants) were transitioned into other housing options such as private rental, family reunification, temporary housing, etc.

In 2017 KWO was awarded a State of Hawaii contract to operate Onemalu Transitional Shelter Program in Kalaeloa. Our Onemalu Transitional Shelter is designed to serve Families with a minor child. The facility is also a 3-story facility that consists of 42 living units and the capacity to housing 163 participants. Each unit has its own mini kitchen, bathroom, refrigerator and microwave. Each story consists of having a community kitchen, community laundry room and a common area space.

2. The goals and objectives related to the request;

Onemalu Transitional Shelter Program was originally own by the United State Naval Air Station in Barbers Point (NASBP) during World War II (Built in 1949 and continuing to 1999), the year that Barbers Point was closed by the Base Realignment and Closure Act (BRAC). This facility provided housing for Navy personnel in support of these or other Cold War missions. In the early 2000's the Navy turned the land over to Hawaii Public Housing Authority (HPHA) for the purpose of housing homeless on the island of Oahu. HPHA proceeded with updating the facility and operated it under a contract with a non-profit organization through a Request for Proposal submission. The land deed was later transferred to Homeless Programs Office under Department of Human Services. From 2002-2016 Onemalu Transitional Shelter Program was awarded to another homeless service provider.

In February 2017 Kealahou West Oahu was awarded the Onemalu Transitional Shelter Program. An initial walk through inspection was conducted by the Executive Director, State Officials and the Board of Directors of KWO. The walk through revealed that every unit within the facility needed some type of critical repair, and that the scope of work would be considerable, and included; boiler system replacement, installation of a kitchen to the second floor, replacement of door knob system, security system, installation of 48 standard refrigerators , 12 stoves , 48 microwaves, and installation of an air vent system. In 2018 KWO was awarded a supplemental contract to improve many of the considerable repairs required.

The goal of this GIA request is for Capital Improvements to the plumbing system which were not evident during the walk-through as the piping is behind the internal walls. These additional funds will preserve the facility waterlines system and ensure that the participants residing in the program can continue living in a safe and healthy environment. Also, these fixes would allow KWO to fully utilize the 42 units for residential use of clients. If KWO's request for capital improvement is not considered it may result in participants becoming displaced and possibly homeless.

Since August 2019 KWO has exhausted \$27,000.00 from our maintenance funds, in addition to \$33, 511.88 from our operating budget under contract number DHS-18-HPO-5026-SA03. This unforeseen expense forced KWO to cut back on day to day expenses in our operating budget and providing less oversight of the facility and client services to a bare minimum.

Previous events of extreme water leaks created higher utility expenses for water usage, relocating participants living quarter, units being dis-placed or offline due to repairs, and KWO unable to meet their performances outcomes.

Below are pictures taken by Emergency Plumbing & Solar (EPS), as they are repairing the on-going concerns.

In reviewing picture # 1: This is a brass pipe filled with decades of debris build up, when the debris back up is in such condition, an interruption accrues on the water flow creating a backlog of water seeking for the next opportunity. These opportunities cause the existing cracked pipes to burst, resulting in an unforeseen extreme water leak.

In review of picture #2: This is the inside of the wall structure located in the 2nd floor laundry room taken by EPS restoration team.

These photos are representative of the urgent concerns of the Onemalu Facility waterline system.



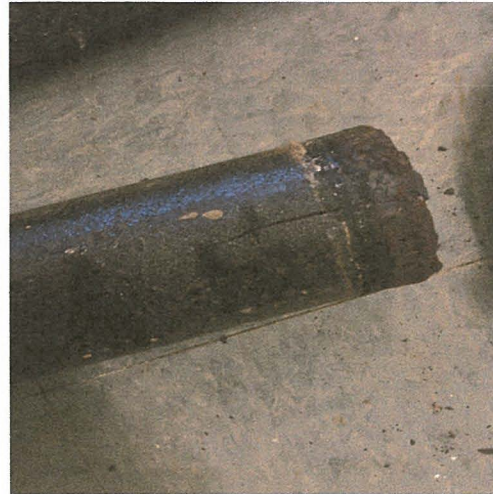
1. Inside the wall of 2nd floor Laundry Room



2. Inside the wall of the Laundry Room



3. Clog Shower Drain located on the 2nd floor unit



4. Crack brass pipe due to aging



5. 1st floor Kitchen



6. EPS opening 2nd floor laundry room wall.

3. The public purpose and need to be served;

If this proposal application is awarded, KWO will be able to offer more shelter units to displaced families experiencing homelessness through the Coordinated Entry System. For families experiencing homelessness. Onemalu Shelter Program focuses on placing families experiencing homelessness or at-risk of becoming homeless into permanent housing as quickly as possible, then delivering services to promote housing stability and client well-being on the Island of Oahu. KWO does not have a fixed time limit for length of program participation. KWO's goal is to reduce recidivism by relocating participants who are experiencing crisis, at imminent risk of losing current housing, or chronically homeless, and then to continue services to overcome barriers and achieve stability.

4. Describe the target population to be served; and

Homelessness is an extremely traumatic experience. For many of our families, the stress of homelessness is compounded by past traumatic experiences, including catastrophic illness, abrupt separations, and physical or sexual abuse. Traumatic stress impacts every aspect of a person's life, including response to danger, ability to form sustained relationships, decision-making, physical and mental health, and ability to maintain housing and employment. A high percentage of our homeless population in Hawaii, receive evictions for the condition's status of their rental units, comprise with the extreme trauma of becoming homeless. Most common indicator of servicing an individual or family under trauma is the conditions of their living units and lifestyle.

KWO makes every effort to encourage or participants in their cognitive thinking, it does not make the on-going damages to the facility a welcoming place for a temporary home. Previous waterline incidents forced KWO to internally reassign household to another unit because pipes within the facility walls bust, leaving our families with water flowing into their personal belonging, damaging everything in their units, increasing expenses for water usage because of the existing pipeline are aging and filled with decades of debris.

KWO believes having our families experience these type of incidents places hinderances on a family experiencing trauma. We are seeking additional funds through this proposal application to have the financial capacity in improving our facility infrastructure on our waterline system.

5. Describe the geographic coverage.

Onemalu Transitional Shelter Program for Families and will focus on placing families experiencing homelessness or at-risk of becoming homeless through the Coordinated Entry System (CES). The CES is a fair, immediate, low barrier, person-centered process that helps communities prioritize housing assistances based on vulnerability and severity of services needed to ensure that people who needs assistances the most can receive it in a timely manner. Coordinated entry processes provides information about service needs and gaps to help communities plan their assistances and identify needed resources. Onemalu Transitional Shelter participants have one common goal, to access permanent housing as quickly as possible, then delivering services to promote housing stability and client wellbeing through an on-going housing plan. Each participants housing plan is unique in supporting the participant in taking control of their lives and achieving housing stability.

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;

The GIA preservation funds for Capital Improvement will restore and preserve Onemalu waterline systems, and off-line units for displaced families. KWO will enter into a contractual agreement with Emergency Plumbing & Solar (EPS) License C-33913 (we have already received three quotes to determine the company we intend to go with). The terms of the contractual agreement include performing De-Scaling on the wet drainage lines system from the third floor down to the first floor on all 14 stacks.

EPS will then perform the De-Scaling process on the vent drainage lines from the third floor down to the first floor on all 14 stacks. The Onemalu Transitional Shelter water line system is a two-part system, "wet and airline drainage system". Once the De-scaling process on both lines are completed, EPS will then run a camera inspection throughout each stack and determine whether they need to be completely rejuvenated using the coating process. Previous order repairs completed by EPS identified multiple cracks and issues in the pipes that need to be addressed. I have attached pictures to verify the urgency of this request.

EPS will coat 10 of the 14 vents stacks up to 45' with Picote epoxy coating material. Each line will be coated 3 times to be the thickness up to 3mm. Water to the facility and/or stacks will be shut down each day of the coating process. Each repaired stack will affect the 3 units stack on

each other that are connected to the stack being repaired. Each coat of the Picote epoxy takes approximately 2 hours to set.

Once vent stacks are completed, EPS will then proceed with the wet drainage lines. This is a separate system from the vent line. There are multiple issues with these drainage lines that are old cast-irons. They are leaking and continuing to cause multiple flooding throughout the facility and needs to be completely rejuvenated. In this section EPS will be removing the toilets in each bathroom for each stack on each floor to access the existing drainage system. When EPS is thoroughly descaling all the stacks and flushing them out completely, they will be running their sewer camera to inspect the cast iron and getting the length.

After the sewer inspection is completed, EPS will use their coating equipment to coat each toilet tie in and stack with 3 coats. Each coating stacks up to 30 feet for 10 stacks up to 15 feet. 4 stacks will need to have the ceiling cut out in the bathroom to gain access to the drainage system and repair / replace the piping. Once all descaling on the stacks are completed EPS will proceed with the 28 bathrooms and 46 lavatory sink drains for the second and third floor.

In addition to coating the main lines this would allow them to change the drainpipes for each of the showers and descaling, jet and coat the lab sink drains to the main stacks. Unforeseen issues are not reflected in the requested amount provided.

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

Onemalu has a total of 42 living units. KWO will be requesting a modification to the current Facility Description from 42 living units to reflect 33 living units for the duration of the improvement. This request will allow the EPS to repair each stack with the units being vacant first and temporarily reassign the existing participants into those units.

After all waterline repairs are completed to the effected stack, KWO will reassign the participants back into the units, and preparing the next stack of units for vacancy in allowing EPS to repair the next stack, this process will continue until all 14 stacks are completed. KWO and EPS anticipates the repairs to be approximately 12 months until completion.

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

To assure KWO's performance of services and activities meet their Transitional Shelter Program goals and objectives to these requests, EPS will monitor repairs activities daily and will provide a weekly status report to KWO's Executive Team.

The Executive Team consists of all Organization Supervisors and Administration and meets on a weekly basis to review all organizational activities, staffing, accomplishments, contract compliance, and to schedule needed training.

The Program Director and Executive Director meets monthly to evaluate the Transitional Shelter

Program, identify any areas in need of improvement, and develop and implement solutions. All employees of KWO is evaluated quarterly to assure staff have the necessary skills for the target population being served. The Program Director and Executive Director then generates a monthly financial reports, contractual reports, and gaps in services for presentation to the Board of Directors' monthly meetings.

The Administrative Team reviews the weekly status report, in preparing a monthly report of all contracts in the monthly meetings held with the Board of Directors. The Board of Directors ensures that KWO is diligently documenting our work, and work with evaluators to ensure effectiveness through the performance-based contracting process.

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.

The Project will be evaluated on 3 levels:

1. Level 1: Success of completions, meeting budget, objective timelines, and all changes to timeline to be documented by revising written goals.
2. Level 2: Maintaining effectiveness and open communication with participants residing in Onemalu Transitional Shelter, Contractor, Staffing.
3. Level 3: The Project Manager will monitor progress and remain in communication with the Executive Team.

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 – Review Attachment
 - b. Personnel salaries and wages - Review Attachment
 - c. Equipment and motor vehicles – Not Applicable
 - d. Capital project details – Review Attachment
 - e. Government contracts, grants, and grants in aid – Not Applicable
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
128,750.00	128,750.00	128, 750.00	128,750.00	\$515,000.00

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

No other source of funding.

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.

Not Applicable

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.

1. Contract Number: DHS-14-HPO-961-SA03-04
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Shelter Program (August 1, 2015 through January 31, 2017)

KWO's Shelter Program provided emergency shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-18-HPO-5025
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Shelter Program (February 01, 2017 through July 31, 2018)

KWO's Shelter Program provided emergency shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-18-HPO-5025-SA01
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Shelter Program (August 1, 2018 through June 30, 2019)

KWO's Shelter Program provided emergency shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-18-HPO-5025-SA02
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Shelter Program (July 1, 2019 through June 30, 2020)

KWO's Shelter Program provided emergency shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-19-HPO-0050
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Shelter Program (May 1, 2019 through April 30, 2019)

KWO's Shelter Program provided emergency shelter roofing renovations

1. Contract Number: DHS-18-HPO-5026, DHS-18-5026-SA01
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75349 Kapolei, HI 96707
4. Shelter Program (February 01, 2017 through July 31, 2018)

KWO's Shelter Program provided transitional shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-18-HPO-5026, DHS-18-5026-SA02
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75349 Kapolei, HI 96707
4. Shelter Program (August 01, 2018 through June 30, 2019)

KWO's Shelter Program provided transitional shelter and services for those who are homeless on the Island of Oahu.

1. Contract Number: DHS-18-HPO-5026-SA03
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75349 Kapolei, HI 96707
4. Shelter Program (July 1, 2019 through June 30, 2020)

KWO's Shelter Program provided transitional shelter and services for those who are homeless on the Island of Oahu

1. Contract Number: DHS-14-HPO-962-SA03-04
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Outreach Program (August 1, 2015 through January 31, 2017)

KWO's Outreach Program provided outreach services to homeless individuals and families on the Island of Oahu.

1. Contract Number: DHS-17-HPO-4133, DHS-17-HPO-4133-SA01
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Outreach Program (February 01, 2017 through July 31, 2018)

KWO's Outreach Program provided outreach services to homeless individuals and families on the Island of Oahu.

1. Contract Number: DHS-17-HPO-4133-SA02
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Outreach Program (June 15, 2018 through June 14, 2019)

KWO's Outreach Program provided outreach services to homeless individuals and families on the Island of Oahu.

1. Contract Number: DHS-17-HPO-4133-SA03, Region 7
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Outreach Program (June 15, 2019 through June 14, 2020)

KWO's Outreach Program provided outreach services to homeless individuals and families on the Island of Oahu.

1. Contract Number: CT-DCS-1700075
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Grant In Aid (Vehicle) (September 20, 2016- November 01, 2017)

KWO secured a grant to purchase an Agency Vehicle to assist Participants with transportation to meet their Housing Plan goals.

1. Contract Number: CT-DCS-1700118
2. Kealahou West Oahu
3. Tanya Tehotu, 808-783-3398, t.tehotu@kwohawaii.org, P.O. Box 75286 Kapolei, HI 96707
4. Halona Project (December 1, 2016 – November 30, 2019)

KWO has secured a new contract for modular homes located on Halona Road. This project houses homeless participants along the Leeward Coast, providing participants with financial stability and social services to become homeowners with ongoing support throughout their stay.

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

\$ 40, 941.19

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.

KWO is a non-profit organization that has provided homeless outreach services to the unsheltered and at-risk populations on the Leeward Coast of Oahu for over 33 years. The Outreach team conducts the following services: visits to participants' place of rest, staffed Drop-in Center, relocation of families to prevent recidivism, intake and assessment, immediate needs

assessment, short and long term goal setting, intensive case management, and direct human services (food, clothing, hygiene supplies, school supplies, transportation, mail and messaging, and information and referrals). KWO is also the recognized agency that assists the City and State in natural disasters along region 7.

From 2014 - 2016 KWO served a total of 2,058 unsheltered homeless individuals and conducted 15,999 encounters. As a result of KWO's intensive services provided to these 2,058 participants, we achieved a 56.5% (1,162 participants) placement rate into temporary housing, 37.3% (768 participants) placement rate into permanent housing, and 21.9% (436 participants) of increased income through obtaining employment or Government Financial Assistance (when eligible).

In 2019 KWO served a total of 701 unsheltered or at-risk of becoming homeless and assisted 22% (154 participants) of the participants to achieve "document ready" status for housing placement. Of the 154 participants that achieved document ready status KWO placed 73% (110 participants) into permanent, private, or temporary housing.

In addition, since 2006 KWO has managed the 1st Emergency/Transitional homeless shelter on the Leeward Coast. In this proposed project we will no longer be designated as an Emergency/Transitional homeless shelter. Since 2017 KWO has been recognized as a Housing First Approach Emergency Shelter Program. In fiscal year 2019 KWO served a total of 426 participants, and of this total 49% (207 participants) were transitioned into other housing options such as private rental, family reunification, temporary housing, etc.

In 2017 KWO was awarded the contract to manage the Onemalu Transitional Shelter Program, for families with minor children. One family in particular shines as a success story. When KWO first met this family, their head of household expressed he was fighting a losing battle to obtain a rental unit because of his criminal history. KWO met with this household to review, update and identify the responsibility of each provider within their housing plan. In 2018 this household was approved for a VA loan and bought their first house.

In fiscal year 2019 Onemalu Transitional Shelter Program served a total of 286 participants that were referred through the Coordinated Entry System. Of the 286 participants served, 48% (139 participants) exited into other housing options such as private rental, family reunification, temporary housing, etc.

In 2016 Kealahou West Oahu approached Shellz Ohana Realty to enter a contract to manage the Halona Project. The Halona Project program objective was to stop the revolving door of recidivism among homeless tenants along the Leeward Coast of Oahu. KWO committed to provide supportive services and case management to the tenants who had longstanding personal, financial, and occupational problems. KWO met weekly with each Halona Project tenant to assist them in the implementation of their housing plan. This accountability and guidance to walk a tenant through their housing plan increased retention rates for successful homeownership and/or private permanent housing. This demonstrated to Shellz Ohana Realty the efficacy of supportive services to prevent recidivism among our coastline, decrease evictions, decrease illegal activity throughout the project, and build self-confidence and education for future

homeowners. The results demonstrated the powerful impact an effective program can offer to a tenant/household experiencing homelessness.

The Halona Project served a total of 3 households, who were all participants from the project's inception. Although each household had their own challenges in retaining their home, with supportive guidance from KWO, all households demonstrated improvements in tenant behaviors. All 3 tenants are taking advantage of community resources and using programs such as financial literacy to pay down their debts and re-establish their credit scores in view of becoming homeowners.

In the course of managing the facilities we are currently contracted to manage, we have gained experience in managing large-scale, large dollar facility improvements as shown with our managing a project to replace the roof of the Onelauena Emergency shelter facility. We coordinated the quoting by vendors, determination of the best vendor and submitted that information to Homeless Programs Office for their concurrence in having the project done. Subsequent to their agreement, we entered into a contract with the vendor and provided day-to-day review and support of this project until satisfactory completion and final payment with warranty.

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.

KWO has been managing the Onemalu Transitional Shelter Program since 2017. The description of each floor of this 3-story facility is as follows:

3rd floor consists of 12 two-bedroom units 734 sq. ft. per unit, 1 one-bedroom unit at 528 sq. ft., and 2 Studio units at 461 sq. ft. per unit. Each unit is provided with their own personal bathroom that consists of a sink, shower, and toilet.

- Kitchen provides 2 Sinks and 3 Stoves for participants to prepare and cook hot meals
- Each unit is provided with their own standard size refrigerator, microwave, and a mini kitchen such as an 8 x 4 countertop with 1 sink
- Laundry Room consisting of 4 washers and 4 dryers with a basin sink
- Community Livingroom and 1 Storage Room

2nd floor consists of 10 two-bedroom units at 734 sq. ft. per unit, and 5 one-bedroom units at 528 sq. ft. per unit. Each unit is provided with their own personal bathroom that consists of a sink, shower, and toilet.

- Kitchen provides 2 Sinks and 3 Stoves for participants to prepare and cook hot meals
- Each unit is provided with their own standard size refrigerator, microwave, and a mini kitchen such as an 8 x 4 countertop with 1 sink
- Laundry Room consisting of 4 washers and 4 dryers with a basin sink

- Community Livingroom and 1 Storage Room

1st floor consists of our ADA-compliant units and restrooms (toilet stall and shower and push button entry) as well as our push button entry into facility. 1st floor also includes 9 two-bedroom units at 734 sq. ft. per a unit, and 3 Studio units at 416 sq. ft. per unit. Each unit is provided with their own personal bathroom that consists of a sink, shower, and toilet.

- Kitchen provides 4 Sinks and 3 Stoves for participants to prepare and cook hot meals
- Each unit is provided with their own standard size refrigerator, microwave, and a mini kitchen such as an 8 x 4 countertop with 1 sink
- Laundry Room consisting of 4 washers and 4 dryers with a basin sink
- Community Livingroom and 1 Storage Room

Our Transitional Shelter Program has a parking lot with 64 stalls: 5 stalls are for staff and visitors, 4 labeled for Handicap access, and 55 for general participants. Our facility has a lobby for walk-in or scheduled appointments for services. A resource shelf located in the waiting area provides information of other services that are available in the community. Partnership with Hawaiian Hope provided 10 computers with internet access to the community and participants for employment opportunities, resume-building, submitting applications, checking email, applying for housing, printing important documents, tutoring courses, etc. Our Facility has 1 private wheelchair-accessible interview room. A locked file cabinet kept within a secured locked office securely houses all participants' case files. The entire facility has a 24-hour security camera system to ensure the health and safety of all individuals on property. A conference room is available and used to conduct life-skills classes for the community and our homeless participants. In addition, we have an on-site food pantry to distribute emergency food to our participants and an on-site clothing, bedding, and housewares pantry.

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.

In the GIA Capital Improvement request, KWO anticipates hiring **(1) full time Project Manager** for 1 year, to ensure KWO maintains compliances, timelines and effective communication with all participants, staffing, and contractors.

Administrative Staff: - oversee Program Contracts and execute Administrative Duties

(1) Executive Director (Shared Cost Position)

(1) Program Director (Shared Cost Position)

(1) Project Manager – Anticipated to be hired under GIA facility preservation funds

(1) Administrative Assistant (Shared Cost Position)

The Executive Director carries out the mission of the agency, is responsible to achieve the goals and objectives of the Emergency Shelter Program, fulfills duties as assigned by the Board of Directors, and ensures a positive work environment and appropriate work place and work load for the program staff. The Executive Director collaborates and builds community partnerships and resources. The Executive Director is responsible to secure funding to operate all Programs within the agency, and to work in a team approach with all Program staff to accurately assess needs of the agency and delivery of services to all participants. The Executive Director also oversees the day-to-day fiscal operations. The Executive Director meets with the Program Director one-on-one, once a week to provide support, monitor the quality of services, and ensure compliance to the program contract as well as address any areas of improvement needed.

The Program Director is responsible to oversee the entire project in the absence of the Executive Director. The Program Director is responsible to ensure the quality and effectiveness of services provided for program participants by conducting random surveys with participants and community service providers. The Program Director will evaluate if Program Staff are receiving the support needed to complete their job duties. The Program Director will meet one-on-one with Shelter Department Supervisors bi-weekly to monitor the quality of services, compliance to program contracts, and to discuss any related concerns of the project. The Program Director and Shelter Department Supervisors are part of the Executive Team of the agency that meets every Wednesday.

The Project Manager is responsible to oversee the GIA Capital Improvement project for facility preservation funds, ensure compliances to all contractual requirements, ensure quality of services to participants, sub-contractors, and staffing, provide weekly progress reports on project timelines. The Project Manager reports directly to the agency Program Director and Executive Director.

KWO provides training to all staff twice per month, utilizing training classes through Simplicity HR by Altres. Training classes cover topics such as Time Management, Crisis Intervention, Harm Reduction, CPR/AED/First Aid Certification, Emergency Preparedness, OSHA Safety, and many more. KWO provides additional training twice per month for supervisory staff through Simplicity HR by Altres, which includes Managing Performance, Diversity & Sensitivity, Supervisor Basics, Customer Service, Behavior Styles, and many more. Through this training KWO Staff are better equipped with knowledge and skills to provide effective and professional service to the homeless population. Through performance evaluations KWO supervisors track progress and growth for each staff person and identify areas of needed improvement.

To assure KWO's performance of services and activities meet their Transitional Shelter Program goals and objectives, the Case Management Supervisor will compare internal tracking reports with the Hawaii Management Information System (HMIS) on a weekly basis. All Shelter Supervisors will conduct weekly one-on-one performance evaluation meetings for a duration of at least one hour with all department staff. This will allow Supervisors to address areas of needed improvement for each position within their department. In addition, bi-weekly department meetings will provide training and evaluation on the following: file maintenance status, developing and implementing low barrier assertive engagement skills, building participant

motivation and program success, building achievable and measurable goals for family/individual’s Housing Plan, Safety Procedures for staff and participants, and promoting self-care. The Supervisor position must also be on call 24/7 for all critical incidents and emergencies. KWO will diligently document our work, and work with evaluators to ensure effectiveness through the performance-based contracting process.

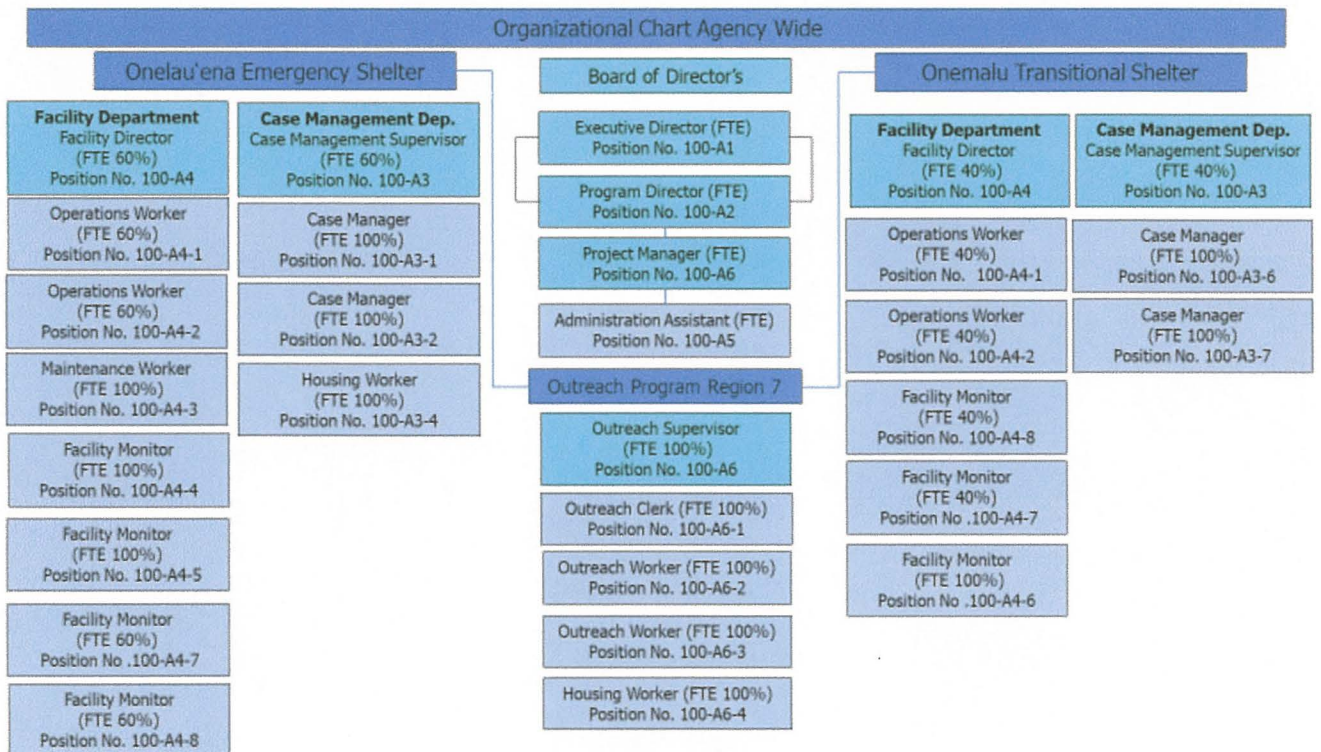
2. Organization Chart

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 agency is organized and functions according to the following authority structure:

The President and members of the Board of Directors supervise the Executive Director, who oversees the daily operations of the agency and is responsible and accountable to the Board of Directors. The Executive Director supervises the Program Director, who oversees all department Supervisors of the agency and is responsible and accountable to the Executive Director. The Department Supervisors supervise all employees assigned in their department.

In the absence of the Executive Director the Program Director will oversee the daily operations of the agency and assume the responsibilities of the Executive Director. All Executive Team Members, Operations Workers, 2 Facility Monitors are shared cost positions.



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.

Executive Director: \$ 60,000 - \$92,000
Program Director: \$ 50,000 - \$65,000
Administrative Assistances: \$ 35,000 - \$ 45,000

VII. Other

1. Litigation

Not Applicable

2. Licensure or Accreditation

Not Applicable

3. Private Educational Institutions

Not Applicable

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.

If KWO is awarded GIA Capital Improvement for facility preservation, KWO will proceed with the project requirements.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Kealahou West Oahu

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	35,200	0	0	0
2. Payroll Taxes & Assessments	8,623	0	0	0
3. Fringe Benefits	6,243	0	0	0
TOTAL PERSONNEL COST	50,066	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	200	0	0	0
6. Supplies	400	0	0	0
7. Telecommunication	840	0	0	0
8. Utilities	0	0	0	0
9	0	0	0	0
10	0	0	0	0
11	0	0	0	0
12	0	0	0	0
13	0	0	0	0
14	0	0	0	0
15	0	0	0	0
16	0	0	0	0
17	0	0	0	0
18	0	0	0	0
19	0	0	0	0
20	0	0	0	0
TOTAL OTHER CURRENT EXPENSES	1,440			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	463,494			
TOTAL (A+B+C+D+E)	515,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	515,000	Tanya Tehotu 808-783-3398		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 Jan. 16, 2020		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	515,000	Tanya Tehotu , Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Kealahou West Oahu

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager	FTE	\$35,200.00	100.00%	\$ 35,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				35,200.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Kealahou West Oahu

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA	NA	NA	\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA	NA	NA	\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Kealahou West Oahu

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	NA	NA	NA	NA	NA	NA
LAND ACQUISITION	NA	NA	NA	NA	NA	NA
DESIGN	NA	NA	NA	NA	NA	NA
CONSTRUCTION	NA	NA	463494	NA	NA	NA
EQUIPMENT	NA	NA	NA	NA	NA	NA
TOTAL:	0	0	463,494	0	0	0
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kealahou West Oahu

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	NA	NA	NA	NA	NA
2					
3					
4					
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