

**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:

Kauai Economic Opportunity, Incorporated

Amount of State Funds Requested: \$ 260,000.00

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

Manoalana Emergency and Transitional Shelter - Repairs and upgrades to roofing, deck, stairs, railing and electrical system.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 700,000.00

Unrestricted Assets:

\$ \$578,053.59

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 Fujiuchi

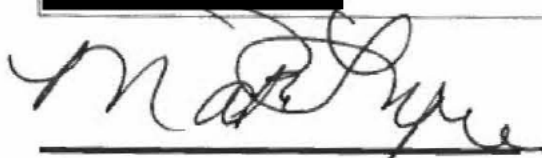
Title:
Chief Executive Officer

Email:
keo@keoinc.org

Phone:
808-245-4077

Federal Tax ID#:

State Tax ID#



MaBel Fujiuchi, Chief Executive Officer

1/21/2022

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



AUTHORIZED SIGNATURE

MABEL FUJUCHI - CEO
PRINT NAME AND TITLE

1/21/2022

DATE

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- 7) Experience and Capability
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MABEL FUJUCHI - CEO

1/21/2022

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

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

was incorporated under the laws of Hawaii on 03/16/1965 ; 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 21, 2022

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.

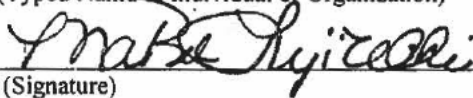
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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.

Kauai Economic Opportunity, Incorporated
(Typed Name of Individual or Organization)

 1/21/2022
(Signature) (Date)

MaBel Fujiuchi Chief Executive Officer
(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, 2021.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

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.

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 56 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.

This Grant-In-Aid request for \$260,000.00 is for the following repairs, replacement and upgrades.

- 1) Roof replacement for Manaolana Emergency Shelter building (3 family rooms, men's dorm room, women's dorm room, bathroom and showers, staff office).

This building was from the old Lihue Elementary School established in 1881 and renovated to become the Manaolana Emergency Shelter. The roofing is made of corrugated metal which have rusted and weakened through the years

- 2) Roof replacement for Manaolana Transitional Shelter (8 one-bedroom units with bathroom/shower and kitchens.)

Four portable building were donated by the County of Kauai and moved to the site and renovated. The building roof is made of corrugated metal which have rust and weakened through the year. The buildings are approximately 40 years old and due to roof leaks are in need of drywall and ceiling repairs.

- 3) The kitchen and dining facility for Manaolana Emergency Shelter were existing DAGs building was renovated and are more than 50 years old with corrugated metal roof which needs replacement.
- 4) The laundry and client locker facility was also an existing DAGs building which is more than 50 years old in need of roof replacement.

The stairs, railing and deck for all buildings are in need of replacement due to weather and wear and tear. These buildings are also in need of electrical upgrades.

2. The goals and objectives related to the request;

The goals are to:

- 1) Eliminate chronic homelessness on Kauai
- 2) Assist homeless persons to become self-sufficient
- 3) Assist homeless individuals and families obtain and maintain permanent housing.

The objectives related to this request are to:

- 1) Maintain the Manaolana homeless emergency and transitional shelter buildings and facilities to provide basic needs for homeless which include housing, meals, and sanitation.

3. The public purpose and need to be served;

The public purpose of the program is to maintain a 24 hour emergency homeless shelter for 19-38 individuals and 8 transitional shelter units (for up to 20 individuals).

During FY 2021, KEO's Mana'olana emergency homeless shelter served 68 homeless individuals and families. The shelter currently has been in operation 24/7 due to the COVID-19 pandemic in support of the shelter-place requirements and has continued since. 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 Manaolana transitional shelter is able to provide temporary housing for 8 families until they secure permanent housing.

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 73,298, 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 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. It is necessary to provide showers, meals and facilities throughout the day.

Under this proposal, we there will be major repairs to the buildings roofs to maintain the ability to shelter homeless individuals and families.

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

Activity Date	Program Activities & Strategies	Program Outcomes
7/2022-9/2022	1) Secure contract with expending agency 2) Prepare, conduct and award bids for the construction (repairs/renovations/upgrades)	Secure funding
9/2022-12/2022	1) Start and complete the repairs and renovations to buildings 2) Start and complete the upgrade to electrical system	Maintain emergency and transitional shelter buildings and facilities for the homeless

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'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. 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 3rd Thursday

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 homeless participants served with this funding daily	58
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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)

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
130,000.00	130,000.00			\$260,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

DHS, BESSD, Homeless Programs Office - Homeless Shelter Program
 Community Development Block Grant for Repairs/Maintenance
 Kauai United Way
 Kauai Visitor Industry Charity Walk

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 2023 for program funding.

See attached Budget Page 10

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

\$578,053.59

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.

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.

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.

Since November 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 until the COVID-19 protocol for shelter-in-place occurred in April 2020. The Mana'olana Emergency Homeless shelter was the first 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.

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.

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

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

2013 to present, Community Development Block Grant (CDBG) – various projects (repair, renovation and other improvements for the emergency & transitional shelter.)

Ms. Kerri Barros

CDBG Coordinator

Kauai County Housing Agency

4444 Rice Street Suite 330

Lihue, HI 96766

(808) 241-4435, email: kbarros@kauai.gov

2016 to present, Hawaii Lodging and Tourism Association Expatriation grant to provide 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

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 shelter at Mana'olana. Coordinates, implements, and monitors all homeless services and maintains safety and security for participants.

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.

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:	\$88,487.04
Administrative Officer:	\$83,348.52

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 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, 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 56 years. KEO has provided needed programs on the island by securing grants for 100% of its funding.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: Kauai Economic Opportunity, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Kauai Economic Opportunity, Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Kauai Economic Opportunity, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION	0	0	260000	0	0	0
EQUIPMENT						
TOTAL:			260,000			
JUSTIFICATION/COMMENTS:						
Roof Replacement/Repairs for Manaolana Emergency & Transitional Shelter, Kitchen Facility, Laundromat & Client Locker Room. Replacement of decking, stairs, railings & upgrade to electrical wiring.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kauai Economic Opportunity, Inc

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					



KEO Board of Directors

**Chief Executive Officer
MaBel Ferreiro-Fujiuchi**

**Fiscal Officer
Brigitte Correia (1)**

Accountant (1)

**Administrative Officer
Lynn Kua (1)**

**Administrative Clerk (.5)
Intake Worker (.5)**

**Food Service
Kevin Serrao (1)
Director I**

**Cook (1)
Prep Cook (1.5)**

**LIHEAP/WAP
Jason Honjiyo (1)
Director I**

**Mediation
Charlene Johnston
Interim Director I**

Coordinator I (1)

**Elderly Nutrition
& PIN
Aida Shen (1)
Director II**

**ELDERLY NUTRITION
Coordinator (.5)
Meals Mgr (1)
Meal Deliverers (8@.375)
& Substitutes)**

**Homeless & Housing
Stephanie Fernandes
(1 FTE)
Director III**

**HOMELESS OUTREACH
Coordinator II (1 FTE)
Case Manager (1 FTE)**

**MANAOLANA EMERGENCY
SHELTER
Director III (1 FTE)
Coordinator II (4x1FTE)
Coordinator II (2x.4 FTE)
Shelter & Security Coor (1FTE)
Shelter & Security Coor (.4FTE)**

**MANAOLANA TRANSITIONAL
SHELTER
Coordinator II (1 FTE)**

**KOMOHANA TRANSITIONAL
SHELTER
Coordinator II (.50 FTE)**

**KOME, LAWEHANA & KAPAA GH
Coordinator II (.50FTE)**