

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) Hawaii Compliance Express Certificate (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

 Mahe Ferreira Fujinuki 1/16/25
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE
Chief Executive Officer



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 (DCCA).

Vendor Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

DBA/Trade Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Issue Date: 12/16/2024

Status: **Compliant**

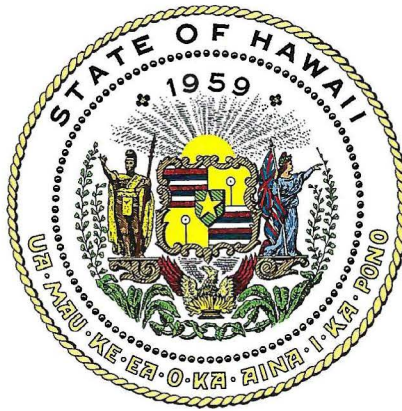
Hawaii Tax#: 40397488
New Hawaii Tax#: GE-1914978301-01
FEIN/SSN#: XX-XXX2851
UI#: XXXXXX6940
DCCA FILE#: 12814

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
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



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 14, 2025

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:

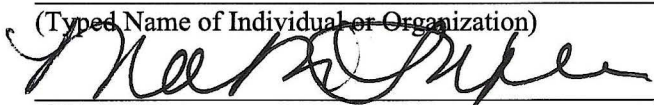
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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'i 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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'i 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii'i 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.

MaBel Ferreiro Fujiuchi

(Typed Name of Individual or Organization)

 1/16/25

(Signature)

(Date)

CEO

(Typed Name)

(Title)

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: \$ 735,640.00

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

KEO seeks to repair several properties used to house individuals who are homeless or face challenges related to disabilities. These properties require essential improvements to provide safe and temporary living conditions.

As many of the homes and facilities are older, the necessary repairs include termite treatment, roof replacement or repairs, painting, furnishing with items like beds, tables, chairs, and appliances, as well as plumbing and electrical upgrades. Additional work includes repairing windows, walls, and floors, addressing lead abatement, and completing other critical maintenance tasks to ensure the properties are habitable and secure.

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:

\$ 1,395,000.00

Unrestricted Assets:

\$ 0

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

MaBel Ferreiro Fujiuchi

Authorized Signature

MaBel Ferreiro Fujiuchi

Name and Title

Chief Executive Officer

11/11/23

Date Signed

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

2. Declaration Statement

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

Kauai Economic Opportunity, Incorporated is in compliance of Section 42 F-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](#).

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;

Kauai Economic Opportunity, Incorporated, known as KEO is a private non-profit 501(c)3 statutorily designated Community Action Agency for the Island of Kauai in the State of Hawaii. As a Community Action Agency, it has served many residents on Kauai, presently approximately 4000 per year, in many various current programs and services such as housing, emergency and transitional

shelters for the homeless, food pantry and food services preparation and delivery for homebound, elderly, children and medically referred, energy conservation and devices provision as well as credits to energy consumption bills, repatriation costs for homeless to return to family or permanent housing away from Hawaii, persons in need costs, mediation services.

KEO, is celebrating its 60 years of service on the island of Kauai and over the years, besides the current services, has provided millions of services to the populace of Kauai including: Employment, Immigration, Child care, Drug Prevention, After School Education, Medical, Outreach with Medical Assistance Homeless Services, Agriculture, Golf for Middle School, Transportation, Shopping for shut ins, Chore Services, Food Stamp Outreach, Nutrition, Community Organization, and many other services and programs for the economically disadvantaged.

2. The goals and objectives related to the request;

The major goal of this request is to repair several properties KEO has and houses those who are homeless or face the challenges for disabilities. The properties listed here are in need of repairs to provide very basic safe temporary living.

As the homes and facilities are older, they are in need of termite treatment, roof changes and/or repairs. Painting, furnishings such as beds, table, chairs, appliances, plumbing upgrades and repairs, electrical upgrades and repairs, interior and exterior painting. Windows. Walls and floors repairs, lead abatement and others. The objectives will be to complete the repairs needed on the following properties:

Since 1982, KEO has acquired several properties (seven 7) to provide services to those in need as follows:

a- The Administration Office which houses the administrative functions and all of the Program staff, conference rooms and a food pantry. It was built in 1992 and is located in Lihue. Repairs needed are: Air Conditioning, Carpet replacement, paint and termite treatment for an approximate total of \$164,000.00.

b- The Pa'a Hana Group Home, located in Kapaa, built in 1982, is a HUD Section 8 eligible home for 4-5 elderly with disabilities. Repairs needed are: Paint, furnishing and appliances, termite treatment totaling approximately \$53,000.00.

c- The Kome home is a Transitional Home for a family or possible 3-5 individuals transitioning from homelessness to permanent housing and is located In Kapaa. This home was probably built in the early 1990s or earlier. Repairs

needed are: Interior and Exterior painting, Furnishing and Appliances totaling approximately \$57,000.00.

d- The Lawehana home. In Hanamaulu. Probably built in the 1990s. Is a duplex, which can house 1 large family and 1 small family in need of housing. Repairs needed are: Electrical upgrade and repairs, Plumbing upgrade and repairs, Furnishing and Appliance replacement for approximately \$55,000.00.

e- The Komohana Home built in the late 1980's or early 1990's is a Transitional Shelter housing 4 to 5 homeless individuals transitioning to permanent housing. Repairs needed are: Interior and exterior painting, furnishing and appliance replacement, for approximately \$40,000.00.

f- The Mana Olana Emergency Shelter for Homeless shelters 38 total individuals as individuals and families sheltering with housing, meals, clothing closet and case management for homeless. It is a renovated building, built probably in the late 1940s as teacher housing and classrooms—yes, 1940's which we have renovated to shelter homeless. It is located in Lihue. Repairs needed are: Termite treatment, lead abatement, Air conditioning, Electrical and Plumbing upgrade and repair, building repairs, furnishing and appliance replacement for approximately \$113,000.00.

g- Mana Olana Transitional Shelters, in Lihue, consists of 8 one-bedroom units housing up to 24 individuals in individual or family households. These portables, probably built in the late 80's or early 90's, were given to KEO by the County of Kauai in 2007 and renovated by KEO into the 8 units. Repairs needed are Termite treatment, Plumbing and electrical upgrade and repairs, roof replacement/repair. Interior/exterior painting for approximately \$165,000.

3. The public purpose and need to be served;

The public purpose is to provide health and safety by housing those in need directly affecting those who are without safe and habitable housing and indirectly or by default the community at large.

4. Describe the target population to be served; and

The target population are the homeless, houseless and those who live in unsafe non-traditional non habitable "living" areas on the island of Kauai.

5. Describe the geographic coverage.

County of Kauai

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 Scope of Work will include all of the repairs completed as identified on 2. Goals and objectives for all properties.

All of the properties listed in 2. Goals and Objectives of Exhibit A, have been assessed and cost estimates have been provided for all the repairs needed.

The scope of work will include selecting the providers of the repairs by the KEO bid and procurement process, awarding the specific work and/or purchases and requiring a timeline for completion.

KEO will be responsible for the oversight and management of the tasks and completion.

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

Quarter 1: Solicit bids for the repairs and award projects for 30% of the repairs.

Quarter 2: Solicit bids for the repairs and award projects for 60% of the repairs.

Quarter 3: Solicit bids for the repairs and award projects for the 10% of the repairs

Quarter 4: Complete all repairs and complete project.

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

Kauai Economic Opportunity, Incorporated in its 60 years history has assured quality by approved procurement policies and procedures, reviewing the providers credentials and licensing, and has awarded only to those with acceptable and eligible credentials and will continue this process with this project as well.

It should be noted that KEO has administered organizational, employment, construction and other activities involving approximately \$200,000,000.00 in

Federal, State, County, and Private Funds and has yielded clean audits which verifies quality assurance.

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

KEO has received Legislative Grants in Aid funds continuously and annually for more than 20 years. KEO has received and reported to the expending agency for operational and capital funds depending on the agency's requirements in both numerical and narrative forms to report accomplishments and outcomes. KEO continues and will continue to do so if funded.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. *Attached Links*
 - 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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$300,000.00	\$150,000.00	\$150,000.00	\$135,640.00	\$735,640.00

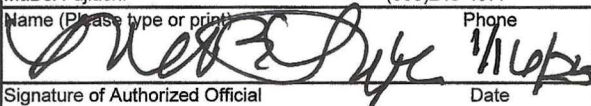
3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

There are no other funding sources at this time.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	52,000			
2. Payroll Taxes & Assessments	7,640			
3. Fringe Benefits	9,000			
TOTAL PERSONNEL COST	68,640			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Administrative Costs	10,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	10,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL Repairs of Facilities	657,000			
TOTAL (A+B+C+D+E)	735,640			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	735,640	MaBel Fujiuchi (808)245-4077		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	735,640	Signature of Authorized Official Date		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

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)
Project Manager (Director)		1	\$52,000.00	100.00%	\$ 52,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					52,000.00
JUSTIFICATION/COMMENTS:					

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Economic Opportunity, Incorpore

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

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, 2025 to June 30, 2026

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
Repairs to Facilities TOTAL:	0	0	667,000	0	0	
JUSTIFICATION/COMMENTS: <div style="text-align: center;">Please see Background and Summary #2 for description of Repairs to Facilities</div>						

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	Non applicable				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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16					
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26					
27					
28					
29					
30					

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

KEO received tax credits in the amount of \$125,000.00 for the installation of photovoltaic systems for KEO properties, however, the State of HI has restricted its use for the next 20 years.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

KEO has not received any grant finds for this request in the prior 3 years.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$516,873.00

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 will be celebrating its 60 years of service for the eligible residents of Kauai. KEO's extensive skills and experience in Administering and Managing Contracts, programs and staff which included direct service to Clients as well as purchasing goods and facilities, acquiring property, building renovation and construction via Federal, State, County and Private Funding validates its successful experience. It has the capability and experience managing more than \$200,000,000.00 over the years.

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.

Please see Facilities/Repairs Needed; Background and Summary; 2. Goals and Objectives for list.

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.

This Project will be staffed by a Property Management Director who will oversee the Scope of Services, Goals and Objective of the Program.

A Job Description is attached as Appendix I

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.

Organization Chart is attached as Appendix II

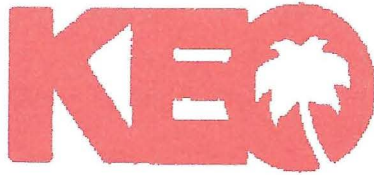
3. Compensation

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	\$117,000.00
Fiscal Officer	\$95,000.00
Senior Director	\$65,000.00

Appendix

I



KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

2804 WEHE ROAD, LIHUE, KAUAI, HAWAII 96766

TELEPHONE 245-4077*FAX 245-7476

E-mail: keo@keoinc.org

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED JOB DESCRIPTION

JOB/POSTION TITLE: Property Manager

Program: Homeless Shelter and Transitional Housing

STATUS: Exempt	Salary: \$	Annual
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Primary purpose: Responsible for overseeing the maintenance and physical condition of the homeless shelter and transitional housing properties. This includes managing repairs, coordinating maintenance services, and ensuring safety and compliance with building codes and safety standards.

ESSENTIAL DUTIES/FUNCTIONS:

- **Maintenance Oversight:** Manage and coordinate regular maintenance schedules, addressing issues with plumbing, electrical systems, HVAC, and general upkeep of properties.
- **Repairs and Upkeep:** Respond promptly to repair requests, overseeing necessary work to maintain safety and functionality.
- **Vendor Coordination:** Work with contractors and service providers, managing relationships and service contracts for maintenance tasks like pest control and janitorial services.
- **Property Inspections:** Conduct routine inspections to ensure facilities are in good condition and compliant with safety regulations.
- **Safety and Compliance:** Make sure properties meet health and safety codes, including fire and electrical regulations, to ensure a secure environment for residents and staff.
- **Supply Management:** Maintain and manage inventory for maintenance supplies, ensuring stock levels of tools and essential items.
- **Work Order Management:** Track and manage work orders from staff and residents, ensuring timely resolutions.
- **Budget Management:** Assist with managing the budget for repairs and maintenance expenses.
- **Resident Liaison:** Address residents' facility-related concerns, ensuring clear communication and swift resolution of issues.
- **Emergency Response:** Be available for emergency repairs, including plumbing issues or power outages outside regular hours.

OTHER DUTIES/FUNCTIONS:

- Assist with special projects or property improvements.
- Support administrative tasks related to property management, such as updating maintenance logs and preparing reports.
- Participate in staff meetings and training sessions.
- Help manage inventory and order supplies.

- Respond to emergency maintenance requests as needed, during off-hours.
- Foster positive interactions with residents, staff, and vendors.

Property Manager

Page 2

WORKING CONDITIONS:

- **Environment:** Primarily indoor work with some outdoor tasks (inspections, grounds maintenance).
- **Physical Activity:** Involves manual labor, including lifting, walking, bending, and standing for extended periods.
- **Exposure:** Occasional exposure to outdoor elements and hazardous materials (cleaning agents, dust).
- **Hours:** May require evening, weekend, or on-call work to address emergencies.
- **Safety:** Must adhere to safety protocols when working with maintenance equipment and during outdoor inspections.

QUALIFICATION REQUIREMENTS:

- **Education:** High school diploma or equivalent required; relevant certifications or degrees in property or facilities management preferred.
- **Experience:** At least [X] years in property management or facilities maintenance, ideally in a social service environment.
- **Skills:**
 - Knowledge of building systems (HVAC, plumbing, electrical).
 - Strong organizational and problem-solving skills.
 - Ability to manage service providers and contractors effectively.
 - Excellent communication skills.
 - Ability to prioritize tasks and handle multiple responsibilities under pressure.
 - Familiarity with safety regulations and landlord-tenant laws (preferred).

Must have a valid Hawaii Driver's license.

How to Apply:

Interested candidates should submit applications to:

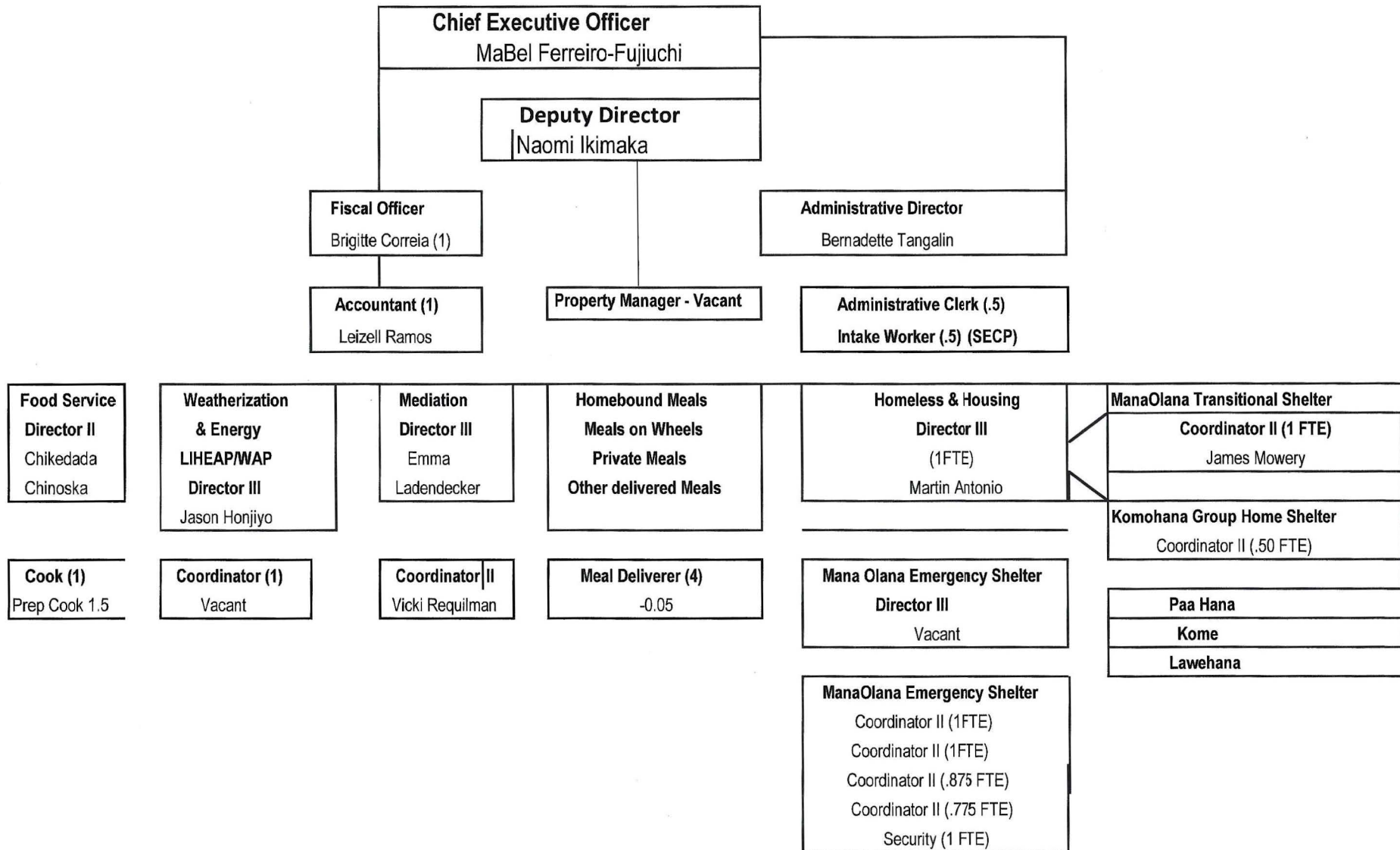
Bernie Tangalin

KEO Admin Office

Appendix

II

KEO BOARD OF DIRECTORS



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.

None

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.

N/A

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

This request is for the needed repairs for the facilities for homeless, low income or clients with disabilities and once completed within the Fiscal Year, there will be long term sustainability.