

House District 14,15&16

Senate District 7

THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 141-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPT. OF LABOR & INDUSTRIAL RELATIONS - OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kaua'i Economic Opportunity, Incorporated
Dbas:

Street Address:
2804 Wehe Road, Lihu'e, HI 96766
Mailing Address:
2804 Wehe Road, Lihu'e, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LYNN KUA
Title Administrative Officer
Phone # (808)245-4077 ext. 225
Fax # (808)245-7476
e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____
6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

EXPANDING OPPORTUNITIES FOR HOMELESS PEOPLE THROUGH COMMUNITY WIDE SERVICE
(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 80,718

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 80,718
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____


SIGNATURE

MABEL FERREIRO-FUJIUCHI, CEO
NAME & TITLE

JANUARY 30, 2008
DATE SIGNED

Original

**Application for Grants and Subsidies
Table of Contents**

- I. Background and Summary1**
- II. Service Summary & Outcomes**
 - A. Scope of Work, Tasks & Responsibilities3
 - B. Timeline.....4
 - C. Quality Assurance & Evaluation Plans5
 - D. Measures of Effectiveness6
- III. Financial**
 - A. Budget6
- V. Personnel: Project Organization & Staffing**
 - A. Proposed Staffing, Staff Qualifications, Supervision & Training 10
 - B. Organization Chart 12
- VI. Other**
 - A. Litigation..... 12
 - B. Licensure or Accreditation 12
- VII. Attachments**
 - A. Applicable Budget Forms
 - B. Job Descriptions & Resumes
 - C. Organization Wide & Program Chart
 - D. Declaration Statement

Application for Grants and Subsidies

I. Background and Summary

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

Kauai Economic Opportunity, Incorporated (KEO) is a private, non-profit community action agency incorporated in 1965 as a result of the formation of the National Office of Economic Opportunity and its efforts to eliminate poverty. For almost 43 years, KEO has provided a wide range of health, social service, educational, and employment services that help to alleviate the conditions of poverty and allow disadvantaged individuals and families to attain social and economic self-sufficiency. KEO currently administers and coordinates over 25 separate programs that target Kauai's low-income individuals and families. These programs include mobile outreach services, emergency shelter, housing, childcare, mediation, employment services, lifeskills training, food service and nutrition, energy programs, and emergency assistance.

2. The goals and objectives related to the request;

As a community action agency on Kauai, KEO is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income persons live are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)
National Performance Indicator 6.1 – Independent Living
National Performance Indicator 6.2 – Emergency Assistance
National Performance Indicator 6.3 – Child and Family Development

For this project specifically, the National Goal and Performance Indicator is:

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)
National Performance Indicator 4.1 – Expanding Opportunities through Community-wide Partnerships

Outcome: The number of community members (volunteers) KEO actively works with to promote individual/family outcomes.

The number of organizations, both public, private and faith based KEO works with to promote individual/family outcomes.

3. State the public purpose and need to be served;

Kauai Economic Opportunity, Incorporated (KEO) leads the effort to end homelessness in our community by creating a variety of shelter and housing options, providing supportive services, and facilitating collaboration, education and advocacy based on the belief that every person is entitled to the dignity of a home. We are currently seeking a **Community Outreach Coordinator**, reporting to the Homeless & Housing Programs Director, who will support the volunteer management, in-kind contributions and activities for the emergency homeless shelter and transition housing programs. This is a full-time position.

In response to the critical need for an emergency shelter for homeless individuals and families on Kauai, KEO rehabilitated existing buildings that are now being operated as an emergency homeless shelter, transitional housing units, and a training center that will provide necessary services such as employment training and lifeskills classes, health and nutrition classes, alcohol and substance abuse counseling, mental health counseling, and other training as needed. This is the first homeless emergency shelter to be established on Kauai.

The immediate benefit that the emergency homeless shelter and transitional housing program provide to our community is to assist unsheltered homeless people in crisis and living in dangerous, unsanitary conditions to transition into an emergency shelter, and assist them to resolve barriers toward self-sufficiency, so they may be able to move into transitional housing or obtain and maintain permanent housing for the long-term.

4. Describe the target population to be served; and

The target population to be served are:

- Unsheltered homeless persons 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.
- 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.
- At-risk homeless persons are people who are being evicted within 45 days from private dwelling units or are being discharged within 45 days from institutions in which they have been residents for more than 30 consecutive days, and have no other residence identified and/or lack resources and support networks needed to obtain housing.

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 approximately 64,000, Kauai is a rural community that is supported primarily by a tourist industry and government.

II. Service Summary and Outcomes

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

EMERGENCY HOMELESS SHELTER

The emergency homeless shelter is open 7 days per week, from 4 p.m. to 8 a.m. per day and participants must leave the shelter by 8:00 a.m. daily. Participants are allowed to register with the staff on a first come first serve basis. There is a maximum capacity of 19 people in the shelter per night. Dinner meals are served from 5:00 p.m. to 6:00 p.m. The **Community Outreach Coordinator** will enlist volunteers from churches and other organizations to assist in preparation and serving of meals. The **Community Outreach Coordinator** will also seek donations such as personal hygiene items, towels, linens, clothing, etc. for homeless who have such needs.

TRANSITIONAL HOUSING

KEO is able to place homeless individuals and families into transitional housing at the following sites:

- Komohana Group Home: Single homeless individuals will be placed into this group home site. The home includes 5 bedrooms 2.5 bathrooms with common living areas including a fully equipped kitchen.
- Lihue Court Townhomes: Homeless families with children are placed at this site. KEO manages eight (8) two-bedroom 1.5 bath apartment units, with a fully equipped kitchen and living room.
- Mana`olana housing apartments: There are eight (8) one-bedroom apartments with kitchen and a bathroom located next to the KEO administrative office in Lihue. These apartments house homeless couples, singles, and small families (2 -3 people).
- Ka Uapo Transitional Housing Program: Rooms house up to twenty (20) homeless families in the former Lihue Court House, located in Lihue.

Case Management

Participants meet initially with the Homeless or Housing Coordinator to complete their program intake and develop their Individual Service Plan (ISP) within 2 weeks of entry into the program. A case management meeting is scheduled twice a month to review and discuss each client’s ISP, to monitor progress towards meeting specific goals and objectives, and to identify areas in need of improvement.

The **Community Outreach Coordinator** will coordinate activities for both the emergency homeless shelter and transitional housing clients which will include, but are not limited to lifeskills training, support group meetings, financial literacy, and parenting sessions. It will also include social activities such as monthly birthday parties for children of transitional housing, holiday events and promote regular volunteer activities for the clients to participate and engage in the community.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activity Dates	Activities & Strategies	Program Outcomes
7/08	1. Expected receipt of GIA approval and funding.	Budget allocation
	2. Recruit Coordinator	Hire Coordinator

8/08	<p>4. Recruit volunteers</p> <p>5. Establish partnership with community groups including faith-based organizations.</p> <p>6. Outreach activities to inform and create awareness about KEO Homeless Emergency Shelter and other Homeless Programs</p> <p>7. Solicitation and acquisition of in-kind contributions from various community, corporate, faith-based and other charitable organizations on Kauai are conducted.</p>	<p>Volunteer pool established</p> <p>MOA,s developed and signed by partnering parties</p> <p>Population become aware of Homeless Programs and their interests in the programs is enhanced</p> <p>In-kind resources received, recorded and stored for safe keeping.</p>
08/08 ongoing	<p>8. Coordinate trainings for participants</p> <p>9. Coordinate activities for participants</p>	<p>Participants increase knowledge</p> <p>Participants</p>
Ongoing	Recruitment and training of volunteers, solicitation and collection of community contributions	In-kind resources continue to grow and responsive to the continuous demand for food and other supplies
Ongoing	Assessment and evaluation of the activities of the Volunteer Management Program for the homeless conducted every three months	Effectiveness of activities are determined and allows for changes to strategies to be made.
6/09-7/09 to	<p>Volunteer Recognition</p> <p>Final Evaluation of the program</p> <p>Submit evaluation report</p> <p>Complete and submit programmatic and financial reports</p>	Reveals success or failure of the program

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

A monthly KEO agency report for the each Homeless & Housing Program is completed and submitted to the Chief Executive Officer. The report is divided into two sections: 1) Narrative and 2) Statistical. The report indicates accomplishments, problems encountered, and future plans that are relevant to the program. Statistics are tabulated for outcome objectives, according to the program's annual planned objectives, results for the month, total year to date, and percentage of objectives accomplished.

The Homeless Program Director meets weekly with the Homeless Programs staff to evaluate and modify schedules and to update case management plans. Twice a month, the KEO management team meets to discuss program updates and network between the agency's programs to ensure a well-rounded program and client assistance plan. Monthly

meetings with the agency's Chief Executive Officer and Fiscal Officer are held to discuss the program's financial expenditures, and to facilitate formal discussion of issues that are programmatic.

Information from a client survey assist the staff in the evaluation of the outreach program's current service delivery, and to plan for any improvements and changes to that service delivery.

4. The applicant shall 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.

OUTCOME:	FY 2009 Proposed	
1. Number of volunteers recruited.	100	
2. Number of volunteer hours	7,500	
3. Number of MOA,s developed & signed by partnering parties	8	
4. Number of trainings provided.	18	
5. Number of activities provided (social & volunteer)	12	
6. Donations - Monetary - Goods	\$5,000 \$12,000	

III. Financial

Budget

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

See Attachment A - Applicable budget forms

2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 20,181.00	\$ 20,179.00	\$20,179.00	\$20,179.00	\$80,718.00

IV. Experience and Capability

A. Necessary Skills and Experience

Since 2000, KEO has operated two (2) transitional homeless shelters. The Komohana Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. The second shelter is located in Lihue at the Lihue Court Townhomes housing project. KEO leases 8 two-bedroom apartments from Lihue Court Townhomes Corp., and is under a guaranteed lease that is dedicated as a transitional shelter for 15 years. The third KEO transitional housing site opened in November 2007. It is located next to KEO's administrative offices, and houses a maximum of 20 people. The site includes the 8 one-bedroom apartments. A fourth transitional housing program site opened in December 2007 in the former Lihue Courthouse and provides a bridging project for 20 homeless working families to transition to permanent housing within 24 months. Under a Sub-Grantee Agreement with the Kauai County Housing Agency, ACT 100 State funds will be passed through to KEO to operate transitional housing program services and manage the facility.

KEO also owns and operates a group home for homeless individuals with disability. 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 operated and managed this group home since 1985.

As a certified Community Housing and Development Organization (CHDO), KEO is able to secure federal HOME funds to develop affordable housing and transitional housing. KEO developed and completed 2 rehabilitation projects at Lihue Court Townhomes. The first project involved the rehabilitation of 42 apartment units for low- to moderate-income families, and a building that is used as a training center and Head Start pre-school. The second project involved the rehabilitation of 8 2-bedroom apartments at Lihue Court Townhomes. Upon completion of this project, KEO entered into a 15 year lease agreement with the owners of Lihue Court Townhomes for these units, and are operating these as transitional housing for homeless families.

KEO also obtained HOME funds to renovate 8 one-bedroom apartments for the Mana'olana transitional housing program, which opened in November 2007.

The program staff possess skills and work experience necessary for the provision of services in the KEO homeless and housing programs. The current program staff have a combined total of almost 24 years experience in working with low-income and homeless persons. The Homeless and Housing Programs Director is a certified Housing Occupancy Specialist. They have attended numerous Federal, State, and private workshops, training, and meetings on homeless, poverty, and housing issues. They are knowledgeable of the eligibility requirements of specific programs and services offered in

our community. Over the years, they have been able to provide support services to our homeless in partnership with other community organizations and faith-based groups.

It is of importance that KEO's homeless and housing programs provide safe, decent, and sanitary shelters to homeless individuals and families in accordance with the Americans with Disabilities Act (ADA). Funding from various grants has enabled KEO to provide case management, life skills and pre-employment training, employment services and counseling, housing services, nutrition education, mental health counseling to its transitional housing participants, and to provide needed repairs and maintenance to the group homes.

KEO has secured program funding from government and private resources to operate its homeless and housing programs. The following is a list of projects or contracts, which KEO has obtained past and present to administer the proposed service:

2007 – present KEO has obtained funding to operate its Ka Uapo transitional housing program at the former Lihue Courthouse. Funding is from the State's ACT 100 funds for Temporary emergency Housing for Homeless, and passed through from the County of Kauai to KEO.

Gary Mackler
Development Coordinator
Kauai County Housing Agency
Pi'ikoi Building
4444 Rice Street, Suite 330
Lihue, HI. 96766 (808) 241-4429 gmackler@kauai.gov

2000 – present KEO has obtained funding from State Homeless Shelter Stipend Program to operate 2 transitional housing sites.

Hawaii Public Housing Authority (HPHA)
Homeless Programs Branch, Bldg. H
1002 N. School Street
Honolulu, HI. 96817 (808) 832-5930

2004 – 2006 Emergency Shelter Grants Program (ESGP) assists homeless persons with homeless prevention activities to locate and maintain appropriate housing. Also, funds from ESGP FY 2006 grant will provide funds for operating cost of the homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)
Homeless Programs Branch, Bldg. H
1002 N. School Street,
Honolulu, HI 96817 (808) 832-5932

1999 – present HOME funds to rehabilitate transitional housing units.

Gary Mackler
Development Coordinator
Kauai County Housing Agency
Pi'ikoi Building
4444 Rice Street, Suite 330
Lihue, HI. 96766 (808) 241-4429 gmackler@kauai.gov

1999- present Community Development Block Grant to rehabilitate homeless emergency shelter and transitional housing units, provide emergency grants for security deposit/first month's rent, utility deposits for low-income persons to obtain housing and past due rent assistance to retain permanent housing, and funds to purchase the Homeless Outreach Program Care-a-Van.

Jo Shimamoto
CDBG Coordinator
Kauai County Housing Agency
Pi'ikoi Building
4444 Rice Street, Suite 330
Lihue, HI. 96766 (808) 241-4428 jshimamoto@kauai.gov

2002– 2006 KEO was awarded funding from the Hawaii Community Foundation Persons-in-Need grants – Lillian Wilder and Irving Singer PIN grants for homeless persons with Hawaiian ancestry, and Gwenfread Allen PIN fund for homeless persons with mental health condition(s).

Hawaii Community Foundation
1164 Bishop Street, Suite 800
Honolulu, HI. 96813 Phone (808) 537-6333

2006 Grants-in-Aid funding for the operation of the Mana'olana homeless emergency shelter.

Hawaii Public Housing Authority (HPHA)
Homeless Programs Branch, Bldg. H
1002 N. School Street,
Honolulu, HI 96817 (808) 832-5932

B. Facilities

Mana'olana emergency homeless shelter and transitional housing is located along Wehe Road in Lihue, Tax Map Key (4) 3-8-005:001. KEO's office building is adjacent to the site, along the west boundary of the property. The project site provides facilities that will

address two key components of the island's homeless Continuum of Care system – an emergency shelter and transitional housing units. KEO has secured a long-term lease with the County of Kauai for this property.

In addition, the County also donated four (4) portable buildings that were relocated to the project site, and 8 one-bedroom transitional housing apartments completed renovation in October 2007. Of the 3 existing buildings on the project site, a large building is used for the emergency homeless shelter and houses a maximum capacity of 19 homeless people per night, one building will be used for a kitchen/dining room and as a training center where clients will go to attend lifeskills training, education classes (GED), computer classes, counseling sessions, and other activities as needed for participants to successfully transition into housing. The last building will be used for storage space and a laundry room with coin-operated washer and dryers for clients.

Design plans for the buildings were reviewed and after modifications were made, the plans were approved by the Disability and Communications Access Board (DCAB). The facility is in compliance with ADA requirements. The bathrooms in the emergency shelter consist of one ADA shower stall and one toilet stall in the Men's and in the Women's bathrooms. All hardware, including faucets, door knobs, light switches are ADA compliant. There is one transitional housing apartment that is designated as ADA compliant. There are also exterior ramps and walkways for wheelchair accessibility in the buildings. The parking lot has designated ADA parking stalls.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. Proposed Staffing

Chief Executive Officer – Overall administrator of the program.

Homeless and Housing Programs Director – Direct administrator of program. 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.

Community Outreach Coordinator - Responsible for the volunteer management, in-kind contributions and activities for the emergency homeless shelter and transition housing programs.

See Attachment B: Job Descriptions & Resumes

2. Staffing Qualification

1. Homeless and Housing Programs Director: College graduate with 17 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer.
2. Community Outreach Coordinator – Graduate in social sciences or equivalent preferred. Education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.

3. Supervision

- a. A formal orientation is held with each employee prior to beginning work with program clients. During this session, the employee is given an overview of the agency, its mission, policies and procedures, and programs. A review of the position description, role and responsibility are discussed with the employee.
- b. Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period and then annually on or before the date of hire. An employee's developmental needs and plans for improving the employee's future performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review.
- c. Employee Performance Reviews are submitted to the Chief Executive Officer for approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.
- d. Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer is responsible for the supervision of all employees in the agency. Program Directors are responsible for direct program management and supervision of their program staff and program activities.

4. Training

- a. KEO provides orientation for all new employees. Orientations are completed with each employee prior to beginning work with program clients.
- b. Homeless Program staff are trained and certified annually in CPR and First Aid.
- c. Examples of past and current training classes include the following:

- Leading Community Change: Advanced Organizing and Advocacy Strategies
- Mobilizing Resources – Resource Development for Community Action Agencies
- Adkins Lifeskills Training
- Case Management
- Communicable Diseases
- Substance Abuse Prevention
- Fire Safety Training
- HIV/AIDS Education
- Strengthening Hawaii’s Families
- Computer Classes: MS Word, MS Excel, MS Access
- How to Work with Difficult People
- Employment Strategies for Homeless
- Bridges Out of Poverty
- Disaster Preparedness Training

B. 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 organizational chart that illustrates the placement of this request.

See Attachment C: KEO Organization-Wide Chart
Homeless and Housing Programs Chart

VI. Other

A. 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.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not Applicable.

ATTACHMENT A

Applicable Budget Forms

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Kaua'i Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	44,510			
2. Payroll Taxes & Assessments	8,016			
3. Fringe Benefits	11,654			
TOTAL PERSONNEL COST	64,180			
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 - Program/Office	5,600			
7. Telecommunication				
8. Utilities				
9. Volunteer Recognition	3,000			
10. Mileage	600			
11. Admin (10%)	7,338			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	16,538			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	80,718			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,718	Brigitte Correia (808)245-4077		
(b)		Name (Please print)		
(c)		Signature of Authorized Official		
(d)		Date		
TOTAL REVENUE	80,718	MaBel Fujuchi, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _____

Period: July 1, 2008 to June 30, 2009

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

NOT APPLICABLE

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: _____

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED					
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS
	FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010 FY: 2010-2011
PLANS					
LAND ACQUISITION					
DESIGN					
CONSTRUCTION					
EQUIPMENT					
TOTAL:					
JUSTIFICATION/COMMENTS:					

NOT APPLICABLE

ATTACHMENT B

Job Descriptions & Resumes

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION

JOB/POSITION TITLE: Chief Executive Officer

STATUS: Exempt DATE: 5/1/93

PRIMARY PURPOSE: Administer the overall legal, financial, and program operations of the agency. Reports to the Board of Directors.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview senior staff.
- Review and approve reports, forms, recommendations, and activities.
- Determine organizational lines of authority and delineate areas of responsibility.
- Attend Board of Directors' meetings and present agency status report.
- Assist, inform, and consult with Board of Directors in developing, maintaining, and implementing agency policies and procedures.
- Establish, promote, and maintain good public and staff relations.
- Develop and maintain working relationships with various local, state, and federal agencies, and negotiate with them on matters of programs and finances.
- Plan, search, and advocate for alternate and new programs and funding sources.
- Plan, organize, and attend training classes, workshops, and meetings.

OTHER DUTIES/FUNCTIONS:

- Serve on various community committees to promote the agency's mission.

WORKING CONDITIONS: Mostly indoors in air conditioned office.

Equipment Use: Daily use of usual office equipment and supplies is required.

Work Hours: Monday-Friday, 7:45 a.m. - 4:30 p.m.

MENTAL DEMANDS: Duties require continuous use of judgement and occasional attention to detail.

PHYSICAL DEMANDS: Duties require continuous sitting for periods of time.

COMMUNICATION DEMANDS: Duties require frequent communication both inside and outside the agency involving difficult negotiations.

QUALIFICATION REQUIREMENTS:

Education/Experience: BA degree and four years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

RESUME'

MaBel Ferreiro-Fujiuchi

Address: 1314 Nahele Place
Kapaa, Hawaii 96746

Birthdate: November 1, 1948

Birthplace: Lihue, Hawaii

Marital Status: Married to Chief Brian S. Fujiuchi (Retired)
Kauai Police Department
President & CEO of Fujiuchi
Investigations, Inc.

Child: Lauree' Joy Fujiuchi (Manager, Security of Special
Events, Bellagio Resort, Las Vegas, NV)

EDUCATION:

Elementary: St. Catherine School, Kapaa, HI (K-3) 1953 - 1962
High School: Kapaa High School, Kapaa, HI (9-12) 1962 - 1966
College: Wayne State College
Wayne, Nebraska 1966 - 1970

Graduated, 1970 - Bachelor of Arts

Major: Home Economics
Minor: Chemistry and Library Science

Activities and Honors

Queen of the Green (Freshman) finalist 1966, Katz Club 1967-1969; 6
Member - Ballet Ensemble Performer 1966-1970; Cheerleader 1967-1969;
Colhecon (College Home Economics Assn.) 1967-1969; Vice-President, Pile
Hall, 1968-1969, President, Pile Hall 1969-1970; Nebraska Education
Association 1969-1970; Wayne State Educational Association 1969-1970;
American Home Economics Association 1968-1970; Secretary, 1967-1968;
Vice-President, 1968-1969, President, 1969-1970, Phi Mu National Fraternity
(Sorority); Ideal Coed, Phi Mu, 1970; Leadership Award 1969, Wayne State
College; Top Girl (For Glamour Magazine), Wayne State College, 1969;
Homecoming Queen Finalist 1969 and 1970; Carnation Queen, Annual
Wayne State Carnation Ball, 1970.

RESUME'

MaBel Ferreiro-Fujiuchi

Page 2

Other Education

University of Hawaii

Practices & Principles of Real Estate

Nutritional Sciences Courses

Consumerism (Graduate Courses)

Assertive Skills for Managers – 16 CPE Credits

Kauai Community College

Taxation

Others

National Associate of Realtors

Graduate, Realtors Institute

The Grantsmanship Center

Grantsmanship Training Program

University of Santa Barbara

Planned Gifts, Prospecting, Presentation, Estate Planning & Analysis, Proposals

Farmers Home Administration

Loan Packager Designation Certificate

Department of Housing and Urban Development

Certification (to certify Section 8 Rental Assistance Applications)

Note: Additionally, many seminars and workshops pertinent to employment.

WORK EXPERIENCE AND CAREER:

Summers of 1967,
1968, 1969, 1970

Clerk, Big Save Inc.
At Big Save and Resort Gift Shops

1967 – 1970

Model; Brandeis Corporation (Sioux City, IA; Omaha, NE)
Runway modeling in the fine clothing department for special events.

RESUME'

MaBel Ferreiro-Fujiuchi

Page 3

1970 – 1971

Department of Education
Kauai – Educational Assistant
Taught English and Science

1971 – 1980

Kauai Economic Opportunity, Inc.

Supervisor, Consumer Education and Emergency Food & Medical Services:
Supervise staff, program operations and served as Nutritionist/

Training Coordinator: Sought and arranged training programs for all staff members. Also served as Coordinator for the Title IV-A and XVI Programs in 1974.

Homemaker Services: Wrote Proposals for soliciting program funds.

1975 – 1980

Kauai Economic Opportunity, Inc.

Coordinator, Community Improvement and Development: Supervised staff, trained staff, coordinated programs, planned for and wrote grants preparing proposals for all programs at KEO including, but not limited to: General Community Program, Food Stamp Outreach, Consumer Education, Child Care, Youth Agriculture, ACTION, SCET, CETA, Energy, Community Food and Nutrition program, WIN, Group Home, Hui A'o Tutorial Project, Elderly Nutrition and more. Responsible for writing and the publication of the Annual Report, Affirmative Action Plan and the Planning Process.

1980 – 1989

Kauai Economic Opportunity, Inc.

Director of Research, Planning and Program Development: Responsible for the Planning and Research for the Planning and the preparation of proposals (grant writing) in a continuous process of solicitation of funds from Federal, State, County, Private trusts and foundations, and other sources for various services. Also responsible for the publication of Annual reports, surveys and other evaluation instruments.

Coordinated and started up various agency programs and supervised supervisory staff. Developed programs and projects from "ground level" to all phases of program acquisition and development, building construction, selection and supervision of staff, client selection, and overall coordinator and supervision, evaluation.

RESUME'

MaBel Ferreiro-Fujiuchi

Page 4

1989 – 12/1992

Kauai Economic Opportunity, Inc.

Deputy Director: Assisted the President and Chief Executive Officer in the administration of the agency. Performed as the President and Chief Executive Officer in his absence.

Responsible for the supervisory staff and several of the agency's programs. Responsible for planning, grant proposals, reports, program coordination, and public relations. Responsible for all facets of developing new programs.

Authored various documents and publications.

12/92 – 12/93

Kauai Economic Opportunity, Inc.

Officer, Community Services: Responsible for overall operations of 24 of the 28 KEO Programs and the professional, managerial, programmatic and services staff in their supervision, training, and evaluation.

Responsible for developing and maintaining relationships with local, state and federal agencies. Establish and conduct public relations. Research, plan and organize grant proposals. Organize and implement new programs.

Assist the Chief Executive Officer in developing, maintaining and implementing program policies and procedures.

Author publications as needed.

12/93 – Present

Kauai Economic Opportunity, Inc.

Chief Executive Officer: Administer the overall legal, financial and program operations of the agency. Supervise, train, evaluate, and interview senior staff. Determine organizational lines of authority and delineate area of responsibility. Establish, promote, and maintain working relationships with various local, state and federal agencies, and negotiate with them on matters of programs and finances. Plan, search, and advocate for alternate and new programs and funding sources. Serve on various community committees to promote the agency's mission.

RESUME'

MaBel Ferreiro-Fujiuchi

Page 5

Community Activities (Active Participation Only)

1983 – 1984	Hawaii State Health Coordinating Council Governor Appointed Member
1973 – 1984	Community Health Planning Kauai Sub-area Health Planning Council Governor Appointed Member
1980 – 1986	Kapaa Elementary School Parent Group for Independent Studies Program for Gifted Children
1981 – Present	Zonta International Club for Executive Women in Business and Professions A Service organization
	Recording Secretary 1982 – 1984
	Corresponding Secretary 1984 – 1986
	President Elect 1986 – 1987
	President 1987 – 1989
	Executive Board 1989 – 1991
	Service Committee 1992 – 1994
	Scholarship Chairman
1984 – 1986	St. Catherine Parish Council Secretary 1984 – 1986
1981 – 1983	March of Dimes Mother's March
1986 – 1990	Kauai Police Department Auxiliary President 1986 – 1987
1985 – 1986	Permanency Planning for Foster Children Task Force Team Member
10/1992 – 12/1993	Hawaii Hurricane Relief Foundation Task Force Team Member
12/1993 – Present	Hawaii CAP Directors Association President Treasurer

RESUME'

MaBel Ferreiro-Fujiuchi

Page 6

2002 – Present Director, Board of Directors: Ho'ike Public Television

1995 – Present Hawaii Access to Justice Committee

1999 – Present Rural Development CAC

1999 – Present Workforce Investment Board

1997 – Present Americorps Commissioner

AWARDS

1973 Outstanding Young Women of America
(National Designation)

1983 Zontian of the Year, Zonta International of Kauai

PUBLICATIONS

"How KEO Serves Kauai" 1973, a supplement to the Garden Island Newspaper by MaBel Fujiuchi. The publication won first place in a newswriting tabloid competition as submitted by The Garden Island Newspaper.

KEO Annual and Biennium Reports by MaBel Fujiuchi, every biennium since 1979.

HAWAII COMMUNITY ACTION AGENCIES, 1981
MaBel Fujiuchi as a contributing member to the author.

KAUAI SOCIOECONOMIC PROFILE, 1975
MaBel Fujiuchi as a contributing member to the author.

KAUAI NEEDS ASSESSMENT STUDY, 1981
MaBel Fujiuchi as a contributing member and researcher to the author.

2/21/2003

**KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
JOB DESCRIPTION**

JOB/POSITION TITLE: Homeless Director

STATUS: Exempt

DATE: Revised 3/13/00

PRIMARY PURPOSE: Direct and supervise the Homeless Programs, Group Homes, Community Housing Development Organization (CHDO) and other related programs. Reports to the Chief Executive Officer.

ESSENTIAL DUTIES/FUNCTIONS:

- Supervise, train, evaluate, and interview program staff.
- Direct programs that provide support services (medical services, food, clothing, utilities and housing) to economically disadvantaged and homeless families and individuals towards achieving self-sufficiency, provide housing for physically challenged individuals, and the housing development component of the agency.
- Review and approve reports, forms, recommendations, and activities.
- Prepare and analyze reports, forms, grants, budgets, contracts, and program manuals.
- Coordinate with funding sources and community agencies and programs in achieving programs goals and objectives.
- Assist, inform, and consult with CEO in developing, maintaining, and implementing program policies and procedures.
- Plan, organize, and attend training classes, workshops, and meetings.
- Plan, search for, organize, and implement new programs and special grants.

OTHER DUTIES/FUNCTIONS:

- Establish, promote, and maintain good public and staff relations.
- Perform other duties as required.

WORKING CONDITIONS: Mostly indoors.

Equipment Use: Daily use of usual office equipment and supplies is required.

Work Hours: Monday-Friday, 7:45 a.m. - 4:30 p.m.

MENTAL DEMANDS: Duties require frequent use of judgment and attention to detail.

PHYSICAL DEMANDS: Duties require continuous sitting for periods of time.

COMMUNICATION DEMANDS: Duties require frequent communication both inside and outside the agency using considerable tact, persuasion, and discretion.

QUALIFICATION REQUIREMENTS:

Education/Experience: BA degree and one year of related experience, or any comparable combination of education and experience, which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

STEPHANIE L. FERNANDES

6060 Kuamoo Road
Kapaa, Hawaii 96746
(808) 822-3350

SUMMARY OF QUALIFICATIONS

- Over 12 years experience in administering social services programs for the disadvantaged, elderly, and disabled;
- Good management and supervisory skills;
- Experienced in writing Federal, State, and Foundation grant proposals;
- Excellent communication and organizational skills;
- Basic computer knowledge: Windows 98, MS Word, Excel;

WORK EXPERIENCE

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

9/00 - Present Homeless/Housing Director

- Directs programs that provide emergency grants and loans for homeless or at-risk homeless persons, outreach medical and support services for homeless persons, transitional group homes for physically challenged and/or homeless or at-risk homeless persons, group home for physically challenged individuals.
- Coordinates and administers funding for community housing development projects.
- Prepares and analyzes data for program reports, grant proposals, program budgets, contracts.
- Research and write grant proposals to obtain funding for new programs.
- Supervise, train, evaluate program staff.
- Plan, organize, and attend training classes, workshops, and meetings.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

2/00 - 9/00 First-to-Work Program Director

- Directed and supervised a State contract employment services program for recipients of Temporary Assistance to Needy Families (TANF) benefits.
- Conducted program intake and orientation with participants on program guidelines.

- Reviewed and approved individual employment and support service plans.
- Established and maintained Memorandum of Agreements with Federal, State, and County government agencies, and with non-profit community agencies for job training sites for program participants.
- Compiled and analyzed program statistics to prepare monthly, quarterly, and final program and budget reports.
- Maintained job listings and community resources directory.
- Conducted performance evaluations of program staff.
- Promoted and maintained good public relations with government agencies, non-profit agencies, and private businesses.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

6/96 - 5/99

Planning Director

- Compiled program statistics and narrative reports to prepare agency's quarterly and final report for funding source.
- Reviewed, researched, and interpreted documents for funding requirements.
- Researched and analyzed data for reports, grant proposals, and budgets.
- Researched, developed, and wrote grant proposals to obtain funding for new programs to meet the needs of the agency's clients.
- Drafted, revised, and collaborated with staff on program grant proposals.
- Searched for alternate and new programs and funding sources.
- Assisted in interviewing job applicants for new programs.
- Established policy and procedures for new programs.
- Planned, organized, and attended training classes, workshops, and meetings.
- Established, promoted, and maintained good public and staff relations.

**Kamokila Hawaiian Village, Inc.
Kapaa, Hawaii**

10/94 - Present

Secretary-Treasurer

- Recruit, interview, and hire company employees.
- Supervise and train company employees.
- Conduct performance evaluations of company employees.
- Responsible for payroll records, personnel files, and company correspondence.
- Responsible for accounts receivable and accounts payable.
- Prepares fiscal report for the Board of Directors.
- Promotes and maintains good public relations with customers, with the community, and with members of the tourist industry.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

1/93 - 9/94

Nutrition Services Director

- Recruited, interviewed, and hired program staff.
- Supervised and trained program staff.
- Conducted performance evaluations of program staff.
- Directed a congregate and home delivered meals, a shopper's program for elderly individuals, and a food services kitchen.
- Reviewed and approved reports, program recommendations and activities.
- Prepared program forms, grants, budgets, and contracts.
- Coordinated with funding sources, community agencies, and other community programs in achieving program goals and objectives.
- Assisted, informed, and consulted with program officer in developing, maintaining, and implementing program policies and procedures.
- Planned, organized, and attended training classes, workshops, and meetings.
- Established, promoted, and maintained good public and staff relations.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

1/92 - 1/93

Family Child Care Training Coordinator

- Organized and conducted a training program for individuals interested in becoming licensed child care providers.
- Conducted outreach activities to recruit and enroll potential program participants.
- Conducted home visits to assess suitability of participant's homes for providing child care services.
- Planned and coordinated training classes, workshops, and meetings for program participants.
- Maintained and operated a Lending Resource Library for program participants.
- Purchased and maintained program equipment and supplies.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

4/86 - 1/92

Health Services/Handicap Coordinator

- Supervised health, nutritional, dental, and mental health activities conducted at various sites.
- Prepared, maintained, and filed the United States Department of Agriculture's reports, KEO's monthly program reports, Head Start Program's information

reports and children's health records, and Head Start's health component plan.

- Assessed, reviewed, and updated children's health records (height, weight, screenings, immunizations, etc.) and forwarded to schools and parents at the end of the year.
- Initiated contracts with consultants for medical and mental health services.
- Planned, organized, and implemented parent orientation, program evaluation, and parent handbook with component coordinators.
- Planned, organized, and attended training classes, workshops, and meetings.
- Ordered, purchased, and maintained health equipment and supplies.
- Identified immediate and long-term general health needs of children and families and referred to appropriate agencies for assistance.
- Maintained Health Resources Directory.
- Maintained parent health resource area at centers.

**Kauai Economic Opportunity, Incorporated
Lihue, Hawaii**

1/86 - 4/86

Teacher's Assistant

- Taught preschool aged children using developmentally appropriate activities in language arts, music, art, science, manipulative exercises, and outdoor play.
- Assisted in preparing, maintaining, and filing reports, children's records, and lesson plans.
- Assisted in maintaining a safe and sanitary child care center.
- Establish rapport and assess children's' needs.
- Conduct developmental assessments.

**Coco Palms Resort Hotel
Kapaa, Hawaii**

1/74 - 7/79

Front Office Clerk

- Registered guests in the hotel.
- Arranged hotel reservations for tour groups and independent travelers.
- Assisted the hotel PBX operator.
- Arranged guest services and activities.

EDUCATION

- University of Hawaii at Manoa, Graduated, B.S. in Human Development, 1973
- Kamehameha Schools, Graduated, 1967

References upon request.

**Kauai Economic Opportunity, Incorporated
Job Description**

JOB/POSITION TITLE: Homeless Programs Community Outreach Coordinator
STATUS: Exempt **DATE:** January 29, 2008

PRIMARY PURPOSE: Responsible for the Homeless Programs volunteer management, in-kind contribution and community outreach activities. in the activities to achieve the programs objectives and goals.

ESSENTIAL DUTIES/FUNCTIONS:

- Manage the Homeless Programs volunteer program: Actively recruit and train new volunteers. Schedule the Mana'olana Emergency Shelter meals calendar. Create and maintain the volunteer newsletter. Responsible for overall volunteer supervision and appreciation.
- Identify ways to grow the volunteer program and coordinate that growth.
- Coordinate the acquisition and allocation of in-kind donations to the Homeless Programs.
- Develop and maintain systems for record-keeping and communication with volunteers and community groups within the development database.
- Identify, schedule and staff outreach opportunities in the community to raise awareness about KEO's Homeless Programs and secure volunteers and other resources.
- Establish partnerships with schools and community, corporate, and faith-based organizations to develop a consistent and ongoing source of volunteers and in-kind resources.
- Coordinate training for both the emergency homeless shelter and transitional housing clients which will include, but are not limited to lifeskills training, support group meetings, financial literacy, and parenting sessions.
- Coordinate social activities such as monthly birthday parties for children of transitional housing, holiday events and promote regular volunteer activities for the clients to participate and engage in the community.
- Produce and submit regular progress and status reports.
- Contribute to the Homeless & Housing Programs department team effort.
- Attend staff meetings as assigned.
- Prepare maintain and file reports, forms, records, and attendance sheets.

OTHER DUTIES/FUNCTIONS:

- Perform other duties as required.
- Attend Training classes, workshops and meeting.

WORKING CONDITIONS:

- Mostly indoors.

EQUIPMENT USE:

- Daily use of usual office equipment and supplies is required.

WORKING HOURS:

- 40 hours per week, as scheduled.

MENTAL DEMANDS:

- Duties require frequent alertness.

PHYSICAL DEMANDS:

- Duties require occasional sitting and standing, some stooping, pushing, pulling, lifting and carrying up to 30 lbs.

COMMUNICATION DEMANDS:

- Duties require frequent communication with immediate supervisor, co-workers, community members, and volunteers using tact, persuasion and discretion.

QUALIFICATIONS REQUIREMENT:

- **EDUCATION EXPERIENCE:** BS in social sciences or equivalent and education and experience which would provide the knowledge, skills and abilities to perform the essential duties of the position is preferred.
- Excellent interpersonal and communication skills, both verbal and written. Experience making public presentations to a wide variety of audiences.
- Strong computer skills; proficient in Microsoft Office and familiarity with databases.
- Strong skills in planning, organizing, and multi-tasking.
- High energy, dynamic and a positive personality.

ATTACHMENT C

**Organization Wide Chart
Program Chart**

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Board of Directors

Chief Executive Officer
MaBel Fujuchi

Fiscal Officer
Brigitte Correia
-Accountant (1)
-Account Clerk (1)

Administrative Officer
Lynn Kua
-Administrative Clerks (1 1/2)
-Janitor (1)

Afterschool Program
Director
Alfred Nebra
-Coordinator (3)
-PT Program Asst. (3)

Employment Core Services for Low-Income
Director
Kerilyn Villa
-Coordinator (1 1/2)

Mediation
Director
Jessie Basquez
-Intake Worker (1 1/2)

Elderly Nutrition & Food Service
Director
Fred Maximo
-Food Service Coordinator (1)
-Case Manager (1)
-Meals Manager (1)
-Cooks (3)
-Prep Cooks (2)
-Meal Deliverer (9)

Homeless & Housing Programs
Director
Stephanie Fernandes
-CHDO Coordinator (1)
-Homeless & Housing Coordinator II (1)
-Homeless Coordinator (1 1/2)
-Housing Coordinator (2)
-Homeless Case Mgr. (1)
Emergency Shelter
Director
Vacant
-Emergency Shelter Coordinator(6)
-Maintenance Worker(2)

Planning
Director
Leo Trinidad

Multi-Services
Intake, WAP, PIN
LIHEAP, Child Care,
Horticulture Training
Director
Callia Melchor-Questin
-Intake Worker (1)
-Coordinator (1/2)

Child Care
Head Teacher/Director
Irene Tuzon
Kalaeo ELC
Lorraine Shimauchi
Lihue ELC
-Teachers Aide (4)
-Assistant Teachers (2)
-Teacher (1)

-Homeless & Housing Programs-

Chief Executive Officer
MaBel Fujiuchi

**Homeless/
Housing Programs**
Director
Stephanie
Fernandes

**Housing Development
Program**
Coordinator (1)

Homeless Programs

Housing Programs

Group Home
Group Home Manager (1)

**Transitional Housing
Program**
Coordinators (2)

**Housing Placement
Program**
Coordinator II (1)
Coordinator I (3)

Community Outreach
Coordinator (1)

**Emergency Shelter
Program**
Shelter Director
Coordinators (4)
Maintenance Workers (2)

Care-A-Van Program
Case Manager



ATTACHMENT D

Declaration Statement

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

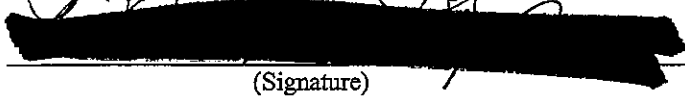
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Kauai Economic Opportunity, Inc.

(Typed Name of Individual or Organization)



(Signature)

11/29/08

(Date)

MaBel-Ferreiro-Fujiuchi

(Typed Name)

CEO

(Title)