

Original

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: 138-O

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):

HAWAII PUBLIC HOUSING AUTHORITY

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated
Db/a:

Street Address: 2804 Wehe Road, Lihue, HI. 96766

Mailing Address: 2804 Wehe Road, Lihue, HI. 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHANIE FERNANDES

Title Homeless and Housing Programs Director

Phone # (808)245-4077 ext 228

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

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
MANA'OLANA EMERGENCY HOMELESS SHELTER AND
TRANSITIONAL HOUSING PROGRAM

(Maximum 300 Characters)

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 401,546.00

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 \$ 390,000.00

FEDERAL \$ 48,269.00

COUNTY \$ _____

PRIVATE/OTHER \$ _____

AUTHORIZED SIGNATURE

WABEEL FUJUCHI, CHIEF EXECUTIVE OFFICER

NAME & TITLE

JANUARY 29, 2008

DATE SIGNED

APPLICATION FOR GRANTS AND SUBSIDIES

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Application for Grants and Subsidies

I. 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. Include the following:

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 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems (Family)
National Performance Indicator 6.2 Emergency Assistance.

Outcome: The number of low-income individuals or families served by community action that sought emergency assistance and for which assistance was provided.

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

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

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.

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

EMERGENCY SHELTER

In response to the critical need for an emergency homeless shelter, KEO renovated buildings that are used as an emergency homeless shelter, certified kitchen and training center, and laundry for homeless individuals and families. Mana`olana homeless emergency shelter opened its doors. The emergency homeless shelter is characterized by short-term stay at 6 week intervals, often nightly walk-in nature, with the option for the participant to enter into a case plan upon entry and community living quarters.

Unsheltered and emergency sheltered homeless persons will be admitted into the shelter with priority given to unsheltered homeless. Those who have a criminal record for sexual offenses, violent criminal history, and those with a drug record will not be admitted. Minor children will need to be accompanied by parent(s) or legal guardian.

The emergency homeless shelter will be opened 7 days per week, from 4 p.m. to 8 a.m. per day. Participants will be 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. Program intake will be conducted for new participants and information will be entered into the Homeless Management Information System. Staff will review the house rules with each participant. Dinner meals will be served from 5:00 p.m. to 6:00 p.m. KEO will enlist volunteers from

churches and other organizations to assist in preparation and serving of meals. A professional security guard is contracted to be on duty from 10 p.m. to 6 a.m., seven days per week at this site.

After dinner activities will include, but not limited to lifeskills training, support group meetings, parenting sessions, and social activities. These activities may also be offered during the day and will be scheduled in the training center.

A private licensed provider for mental health counseling will be available during scheduled appointments for all participants in the program. Mental health services will include a psychological assessment and individual or family counseling, as appropriate, for participants referred for this service. Mental health services serve to strengthen family and personal support systems, and to eliminate dysfunctional behavior which lays the groundwork for successful reintegration into the community.

All participants will be ready to leave the shelter by 8:00 a.m. daily. Case management appointments will be scheduled throughout the day with program coordinators who will:

- Complete a KEO application form to establish eligibility for all KEO programs, and entered into the KEO Client Care system.
- Complete an assessment to determine needs, strengths, and barriers to obtaining and retaining housing
- Develop an Individual Service Plan that identifies goals and objectives toward self-sufficiency (i.e. housing, employment, mainstream benefits, education, health, financial)
- Follow-up and monitor progress with participant.

TRANSITIONAL HOUSING

The following activities are conducted within this program:

Outreach and Recruitment

Outreach and recruitment activities will include posting flyers at State welfare offices, stores, Laundromats; distributing flyers and brochures to offices of other community providers and to homeless clients through the KEO Homeless Outreach Program, and advertising through local newspapers, radio stations, local TV channel – Hoiike community bulletin board.

Intake and Assessment

Applicants will complete a KEO application form and provide required documentation to establish eligibility for KEO programs. A referral will be generated and submitted to the KEO Homeless and Housing Programs. The Homeless Coordinator will schedule an appointment with the applicant, and complete an interview and application packet for the KEO transitional housing program. Clients who apply for placement need to meet

program eligibility with a certified verification of homeless status with priority given to the following:

- Unsheltered homeless, including those staying at emergency shelters;
- Sheltered homeless; and
- At-risk homeless.

The application packet will be processed for review with recommendation for placement status by a screening committee. Members who serve on the screening committee are a former Director of the Department of Vocational Rehabilitation; the current Director of the Department of Vocational Rehabilitation; a representative from the Department of Health – Adult Mental Health; a KEO Board Member who represents the low-income community; a former staff person with the Department of Health – Community Services for the Developmentally Disabled. The final decision for approval or disapproval is made by KEO's Chief Executive Officer. If the decision is not to accept applicant for placement, the applicant will be notified and informed about the KEO grievance process to appeal the decision.

Transitional Housing

KEO will be able to place participants 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. The home has a washer and dryer. Participants will be assessed a monthly program fee of \$250 and \$350 for the master bedroom/bath.
- 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. The property has a laundry facility and a Head Start pre-school center. Each family will be assessed a monthly program fee will be \$600.
- KEO transitional 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). They will have access to a laundry facility on the property. The monthly program fee will be \$500 per unit. There is professional security guard contracted from 10 p.m. to 6 a.m., seven days per week at this site.
- Ka Uapo Transitional Housing Program: Rooms house up to twenty (20) homeless families in the former Lihue Court House, located in Lihue. Accessibility to Wilcox Elementary School, Lihue Library, The Kauai Bus route, government offices, shopping facilities and businesses in the Lihue area. Monthly program fees range from \$500 to \$600 per month. There is a residential manager, and contract services for professional security guard from 10 p.m. to 6 a.m. , seven days per week at this site.

Case Management

Participants meet initially with the Homeless 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 average length of stay in the KEO transitional housing program ranges from 12 months to maximum 24 months. During that time, the individual or family participates in case management aimed at breaking the cycle of homelessness, and empowering them to become self-sufficient, productive members of our community. Comprehensive case management focuses on providing supportive services necessary for each client to rebuild their life through a series of lifeskills training, budgeting and financial counseling, employment services – preemployment counseling and job search, opportunity for job training, parenting, and as appropriate to the needs of each client – participation in specific programs such as substance abuse treatment and counseling, anger management classes, education – GED, literacy, adult education classes, computer training, and mental health services.

Child care needs for families are addressed through referrals to:

- State's Child Care Connection program for assistance with tuition and childcare subsidy;
- Parents Attentive to Children (PATCH) for referrals to licensed childcare providers in the community;
- KEO's Early Learning Centers.
- Child and Family Services – Head Start Programs

KEO proposes to contract a private licensed provider for mental health counseling that will be available for all participants in the program. Mental health services will include a psychological assessment and individual or family counseling, as appropriate, for participants referred for this service. Mental health services serve to strengthen family and personal support systems, and to eliminate dysfunctional behavior which lays the groundwork for successful reintegration into the community.

As our program participants become more stable, they begin to work with program staff to develop an independent living plan that will address long-term housing needs and financial planning. Participants will apply to the State Hawaii Public Housing Authority (HPHA) management office on Kauai and, if offered a unit, will exit the program and move into a permanent housing unit.

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

The projected timeline for accomplishing the results or outcomes of service is six (6) weeks for emergency homeless shelter participants, and up to 2 years or 24 months of entry into the transitional housing program for the participants.

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 Homeless Outreach 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.

Monthly unit inspections are conducted with the program participants to ensure that the shelters are in proper operating condition, safe, and sanitary. All units are inspected to assure compliance with housing quality standards.

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.

Mana`olana Emergency Homeless Shelter OUTCOME:	FY 2009 Proposed	
1. Number of unduplicated participants exited to permanent housing.	25	
2. Number of unduplicated participants exited to transitional shelter or other transitional programs.	50	
3. Number of unduplicated participants enrolled in training or education program (e.g. GED, job training, etc.)	15	

4.	Number of unduplicated participants obtained employment.	35	
5.	Number of unduplicated adults in need of substance abuse treatment enrolled in a phase of such program.	30	
6.	Number of unduplicated participants in need of mental health services accessing such services.	20	

Mana`olana Transitional Shelter OUTCOME:		FY 2009 Proposed	
1.	Number of unduplicated participants who have completed initial social services plans.	12	
2.	Number of unduplicated participants completed training or education program (e.g. GED, job training, etc.)	2	
3.	Number of unduplicated adults completed a phase of a substance abuse treatment program.	4	
4.	Number of unduplicated participants participated in community activities (e.g. resident association, security watch, etc.)	15	
5.	Number of unduplicated participants who retained employment for at least three months.	12	
6.	Number of unduplicated participants transitioned off welfare.	4	
7.	Number of unduplicated participants transitioned to permanent housing.	10	
8.	Number of unduplicated participants retaining permanent housing for at least six months after exiting program.	10	

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
\$ 100,387.00	\$ 100,386.00	\$100,386.00	\$100,386.00	\$401,545.00

IV. Experience and Capability

A. 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.

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 finding 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

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. Also describe how the facilities meet ADA requirements, as applicable.

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

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.

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.

EMERGENCY SHELTER STAFF

Emergency Shelter Program (ESP) Director - Responsible for the overall operations of the emergency shelter. Coordinates, implements, and monitors all homeless services and supervised shelter staff.

Emergency Shelter Program (ESP) Coordinator II – Provides direct services for emergency shelter clients. Coordinates and implements services for the shelter.

Janitor – Responsible for cleaning and maintenance of the emergency shelter.

The shelter is open from 4 p.m. to 8 a.m. and will have staff coverage 7 days a week.

TRANSITIONAL HOUSING PROGRAM STAFF

Transitional Housing Coordinator – Responsible for outreach and recruitment activities, intake and assessment of clients, and provides case management and comprehensive support services for homeless participants. Conducts intake interviews, assesses immediate needs of clients, refers clients to appropriate community providers for support services. Provides counseling and referrals, monitors clients progress and enters data into the Homeless Management Information System (HMIS).

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.

EMERGENCY SHELTER STAFF

2. ESP 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.
3. ESP Coordinator II: College graduate in social sciences or equivalent preferred. Education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.
4. Janitor: High School diploma and one year of related experience, or any comparable combination of education and experience, which would provide the knowledge, skills, and ability to perform the essential duties of the job.

TRANSITIONAL HOUSING STAFF

1. Transitional Housing Coordinator: 10 years work experience with homeless population, and persons who have a disability. Certified Adkin's Lifeskills Trainer. Certified First Aid/CPR.

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 Outreach 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 B: 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: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	162,044			
2. Payroll Taxes & Assessments	19,705			
3. Fringe Benefits	35,274			
TOTAL PERSONNEL COST	217,023			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment	500			
4. Contractual Services -Security	48,965			
5. Staff Training				
6. Food	28,597			
7. Telecommunication	750			
8. Utilities	12,000			
9. Mileage				
10. Postage, Freight, Delivery	200			
11. Publication & Printing				
12. Repairs & Maintenance	22,695			
13. Office Supplies	1,000			
14. Program Supplies	15,000			
15. Administrative Expenses (13%)	51,816			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	184,523			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	401,546			
SOURCES OF FUNDING		Budget Prepared By: Stephanie Fernandes		
(a) Total State Funds Requested	401,546	(808)245-4077x228		
(b)		Name (Please type or print) _____ Phone _____		
(c)				
(d)		Signature of Authorized Official _____ Date _____		
TOTAL REVENUE	401,546	MaBel Fujuchi, Chief Executive Officer Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Homeless & Housing Programs Director	1	\$39,340	25%	\$ 9,835
Homeless Shelters Director	1	\$27,912	100%	\$ 27,912
Program Coordinator I	1	\$26,697	25%	\$ 6,674
Program Coordinator I	1	\$23,928	30%	\$ 7,178
Program Coordinator II	1	\$25,836	100%	\$ 25,836
Program Coordinator II	1	\$25,836	100%	\$ 25,836
Program Coordinator II	1	\$25,836	80%	\$ 20,669
Program Coordinator II	1	\$25,836	40%	\$ 10,334
Program Coordinator II (Substitute)	1	\$25,836	50%	\$ 12,918
Shelter Maintenance Worker	1	\$16,973	62.5%	\$ 10,608
Shelter Maintenance Worker	1	\$16,973	25%	\$ 4,243
				\$ -
				\$ -
				\$ -
TOTAL:				162,044

JUSTIFICATION/COMMENTS: Essential staff salaries for Mana'olana Emergency Homeless Shelter and Transitional Housing

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:				
NOT APPLICABLE				
JUSTIFICATION/COMMENTS:				

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
ORGANIZATION-WIDE CHART
PROGRAM CHART

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Board of Directors

Chief Executive Officer
MaBel Fujituchi

Fiscal Officer
Brigitte Correia

-Accountant (1)
-Account Clerk (1)

Administrative Officer
Lynn Kua

-Administrative Clerks (1 1/2)
-Janitor (1)

Afterschool Program

Director
Alfred Nebre

-Coordinator (3)
-PT Program Asst. (3)

Employment Core Services for Low-Income

Director
Kerrilyn 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 (9)
-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(5)
-Maintenance Worker(2)

Planning

Director
Leo Trinidad

Multi-Services

Intake, WAP, PIN
LIHEAP, Child Care,
Horticulture Training
Director
Celia Melchor-Guestin

-Intake Worker (1)
-Coordinator (1/2)

Child Care

Head Teacher/Director
Irene Tuzon
Kalaneo ELC
Lorraine Shimauchi
Lihue ELC

-Teachers Aide (4)
-Assistant Teachers (2)
-Teacher (1)

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
-Homeless & Housing Programs-

Chief Executive Officer
MaBel Fujjuchi

**Homeless/
Housing Programs**
Director
Stephanie
Fernandes

Housing Programs

Group Home

Group Home Manager (1)

Transitional Housing

Program

Coordinators (2)

Housing Placement

Program

Coordinator II (1)

Coordinator I (3)

Homeless Programs

Housing Development

Program

Coordinator (1)

Emergency Shelter

Program

Shelter Director

Coordinators (4)

Maintenance Workers (2)

Care-A-Van Program

Case Manager

ATTACHMENT C

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, Hawai'i 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:

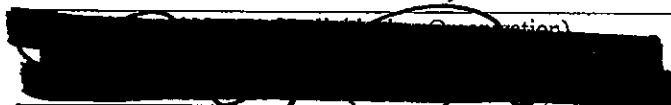
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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, INCORPORATED



(Signature)

MaBel Fujiuchi

(Typed Name)

1/29/08

(Date)

Chief Executive Officer

(Title)