

House District 14/15/16

Senate District 7

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 135-0

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)

STATE DEPT - OCS/DLIR

STATE PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kauai Economic Opportunity, Inc.
Dba:

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 CELIA MELCHOR-QUESTIN

Title Multi-Services Director

Phone # (808) 245-4077

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:

Horticulture training program for homeless persons to make them more self-sufficient.

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 \$ 93,025.00

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE, NAME & TITLE OF AUTHORITY REPRESENTING APPLICANT

MABEL FERREIRO-FUJIUCHI/CEO

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

11/30/08

ORIGINAL

**Application for Grants and Subsidies
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Application for Grants and Subsidies

I. Background and Summary

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (c) (3) private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity (OEO). KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services.

Over the past 42 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, and private funds. KEO serves as a catalyst by encouraging effective local advocacy among the poor, enabling public officials and the general community to understand their needs and issues, and mobilizing resources to help alleviate poverty. KEO administers programs to mostly low and moderate-income individuals and families. The programs and services offered by KEO include Early Learning Centers in Lihue and Kalaheo, after school program, transitional housing, weatherization assistance, low-income home energy assistance, elderly nutrition, employment services, conflict mediation, persons-in-need assistance, homeless outreach and horticulture.

Homelessness continues to increase in Kauai. For 2007, the KEO's homeless outreach program assisted over 900 unduplicated homeless persons. This is a significant increase over the last few years where 500-600 homeless persons were assisted with outreach services. The actual count may be even higher as our statistics do not include those persons who do not receive services from KEO.

The main goal of this request is to alleviate the conditions of poverty by assisting homeless persons to become self-reliant and self-sufficient through training, education and self-employment in agriculture. KEO will conduct recruitment among Kauai's homeless population. These are the people being served by the outreach program and by the emergency shelter program. The recruits will complete a central intake application. Documentation required for each member of the household include birth certificate and current income verification, and these are kept in the applicant's central file. Using a farmland that is already leased by KEO, qualified clients will have the opportunity to take classes on raising crops, small farm management and to raise a specialized crop that they can sell to distributors or end-consumers at the Kauai Sunshine Markets. It is their opportunity to start a new business with direct supervision from instructors. Everything will be provided free-of-charge by the program – land and supplies. All that the client needs to provide would be labor. Clients will be required to contribute 10% of their income to help cover utilities and consumables for the program.

Qualified applicants will undergo training in agriculture that will provide them with adequate knowledge and skills agricultural projects. Training will produce more educated farmers that will contribute to improving agriculture technology and process in Kauai. The community will also benefit because more employment opportunities in the agriculture

sector will be created.

Kauai Economic Opportunity, Inc. (KEO) will continue to provide services to assist the homeless persons achieve social independence and economic self-sufficiency. After the training period, KEO will continue to assist trained clients who meet eligibility requirements to apply for loans that are available for the purchase or lease of farmlands to grow their specialized crops. These post-training assistance services are designed to make it possible for aspiring homeless persons to own farms that they can manage. This is an effective means to generate resources that enhances the quality of life.

The program has also intangible benefits. Participants learn to rely on themselves, they learn pride and they no longer need to depend on others for monetary assistance. They learn to stand on their own and that they can contribute more to society than they take. The program empowers individuals, families and the community to grow stronger and financially independent.

II. Service Summary and Outcomes

A. Scope of work, tasks, and responsibilities

As the Community Action Agency on Kauai, KEO, Inc. 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 people 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 Goals and Performance Indicators are:

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

National Performance Indicator 1.1 – Employment

Through the Horticulture Training Program, homeless persons will be able create their own jobs.

Goal 2. The conditions in which low-income people live are improved. (Community)
National Performance Indicator 2.1 – Community Improvement and Revitalization

Homeless persons will be able to achieve self-sufficiency and social independence through their participation in the Horticulture training program.

The main goal of this request is to provide horticulture training to homeless individuals who are interested in obtaining self-employment in agriculture. Utilizing KEO farm lot as training ground, 10 participants will have the opportunity to apply what they learn in the classroom directly to the farm they cultivate under the most supportive environment from trainers. Each trainee will be allotted one fourth (1/4) acre farm lot to be planted with specialized crop as part of the training program. They will plant in accord with the latest and scientific methods they learn from classroom instructions.

Training will be reinforced by the participation of instructors from the University of Hawaii's School of Tropical Agriculture who will be sharing their academic skills and expertise in the pursuit of quality agriculture education. The availability and accessibility of all these training resources on Kauai, plus the experience, dedication and qualifications that KEO possess to undertake sponsorship of the horticulture training program are assurances for the successful outcome of the program.

The training program will be held for a period of 12 months on a continuing basis. This will entail going through the various steps from planting, maintenance and marketing. Because trainees need to have skills in sales and marketing, basic knowledge in this field will be provided by KEO Coordinators, University of Hawaii instructors and Kauai Community College staff.

Aside from classroom instructions, other valuable information concerning farm management, equipment operation and maintenance, consulting and mentoring will be provided by KEO staff.

Trainees will be given the privilege to use ¼ acre of agricultural land at the KEO farm and free use of supplies and equipment. While trainees work on the individual farm plots, family members will also be encouraged to volunteer participation in the educational process so that they will also gain knowledge in land use. The knowledge gained will assist the family in managing a family farm when the opportunity is reached. Trainees will also be provided with free transportation to attend horticulture educational events at the farm site. As an incentive, they will keep 90% of the proceeds from sales of their products. Trainees who successfully finish the program will be assisted in obtaining or leasing land to start their own business, through locally available loans. The opportunity for horticulture trainees to start developing their own

farms under the direct supervision and assistance of trainers is a service offered only by KEO which is unparalleled in Kauai.

B. Timeline

Projected timeline will be as follows:

- Month 1 and 2: Recruiting and Intake
- Month 3: Site Preparation
Client Orientation
Education – Site preparation and Planting
- Month 4: Planting
- Month 5: Education - Crop Care
- Month 6 – 12: Raising and Caring for Crop
- Month 8: Education – Harvesting
- Month 8 – 12: Harvesting, Grading and Packaging of Crop
- Ongoing: Business Plan, Farm Management, Equipment Maintenance

C. Quality Assurance and Evaluation

It is the policy of Kauai Economic opportunity, Inc. to get reports on a regular basis, from Program Directors, on the status of programs and projects towards attaining their goals and objectives. The report includes statistical and narrative sections. Actual accomplishments can be compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. KEO will also comply with any additional reporting requirements of the funding agency such as quarterly and final program reports. Reports will follow standards and time frame as measure of program management. In house, KEO conducts a weekly management meeting for program evaluation and update and to share information on accomplishments, upcoming events within KEO and with other community agencies. In addition, KEO-CEO and Fiscal Officer hold monthly financial meetings with program directors to review program operation and financial status. Private and government audits are also conducted on a yearly basis to ensure that fiscal management and administration of program funds are in conformity with accepted auditing rules and regulations.

KEO will follow reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines will serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services.

The Horticulture Training Program staff will confer with clients every month to determine if the program is meeting their needs and expectations. Comments made and issues raised by clients during interviews are factors that can potentially change and modify the course of the program. KEO uses data collected from periodic surveys to determine the efficacy and measure the efficiency of strategies at various stages of the training program. These tests determine the progress of the training program and offer many opportunities to introduce changes or make modifications as the training process advances to its conclusion. Process evaluation describes success, barriers, and the process by which the project is administered. It provides feedback that guides the project as it evolves.

D. Measure of Effectiveness

Outcomes:

No. of individuals to be provided with intake/assessment service	= 25
No. of individuals to be enrolled in the program	= 15
No. of individuals to complete the program	= 10
No. of individuals to have completed a business plan	= 3
No. of individuals to be assisted with loan application	= 3
No. of individuals who will obtain a loan	= 1
No. of individuals to obtain employ in agriculture	= 4

III. Financial

Budget

See attached.

Anticipated Quarterly Funding Requirement

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$35,000.00	\$20,000.00	\$20,000.00	\$18,025.00	\$93,025.00

IV. Experience and Capability

A. Necessary Skills and Experience

As an agency, KEO has administered a variety of community service programs such as: Emergency Food Pantry, Elderly Nutrition Congregate Program, Food Services, Emergency Food and Shelter Program, Transitional Housing, Housing Placement Program, Child Care, Alcohol and Drug Abuse Prevention After School Program, Employment Core Services for Immigrants and for Low-Income, Horticulture, Persons-In-Need Grants, Mediation Program, Group Homes for the Physically Challenged Adults, LIHEAP, WAP, and other programs

Kauai Economic opportunities, Inc. has been administering the Horticulture Training Program and conducting periodic trainings for eligible clients since 2001. Many low-income persons who have successfully finished horticulture training have succeeded in establishing and maintaining the productivity of their own small private farms and achieved self-sufficiency. Others, who have no farm to cultivate, were able to obtain employment in other agriculture programs where they can utilize the knowledge and skills they gained.

The program has a staff of well experienced, highly qualified and educated agriculture professionals, who have been responsible in providing training to KEO clients.

The Program Director has the skills, abilities and knowledge to deliver the requested services. She has been with KEO for over a year but she had extensive experience in managing projects in her previous jobs.

She is supervised by the Administrative Officer who also has such abilities and experience and who has been with KEO for several years.

B. Facilities

KEO Administration office is located at 2804 Wehe Road, Lihue, Kauai HI 96766. Located in the office is the central intake where the preliminary process is done for all KEO service program applicants. The office has administrative functions and control over the horticulture-training program Lihue is the main town on Kauai and it is the central location for other special resources to meet the needs of the community. The building meets Americans with Disabilities Act (ADA) requirements.

The office hours are 7:45 a.m. to 4:30 p.m. Monday to Friday except when closed in observance of State and Federal holidays.

Training activities will be held at the KEO 6-acre farm in Kapahi from 7:45 AM - 4:30 PM, Monday through Friday, except on State and Federal holidays. The KEO

six-acre farm is located in Kapahi, 12 miles from the administrative office in Lihue. The property has been leased from the State of Hawaii with approximately 12 years remaining before the contract expires.

The farm is adjacent to a stream and has road access on two sides with plenty of off-street parking space. The farm is equipped with an irrigation system, gear shed, propagation laboratory, and a sheltered classroom space. The farm currently produces tropical flowers like Bird of Paradise and several varieties of ginger. The farm has citrus and other tropical fruit-bearing trees found around the property. A large vegetable patch provides ample space for planting short-cycle crops as well as for instructional purposes.

The KEO Horticulture Training Center consists of the following:

- Classroom area
- Farming equipment:
 1. Tractor
 2. Pickup truck
 3. Hand tools
 4. Power tools
 5. Greenhouse
 6. Propagation lab
 7. Irrigation system
- Parking area
- Tropical plot areas

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Horticulture Training Program will include a Program Director and one Program Coordinator.

Program Director – *Celia Melchor-Questin*

The Multi-Services Program Director, which includes Horticulture Training as one of several services under the program, will be the Director for the Horticulture Training Program. She has been with KEO for almost 2 years but she has held supervisory and managerial positions in numerous agencies in which she was previously employed.

Job Description: Program Director

The Program Director for the Horticulture Training Program manages and supervises administration and execution of the program and staff. She is responsible for the preparation and submission of required program reports. She reports directly to the Administrative Officer of KEO about the progress and development of the program and confers with the fiscal officer regarding financial matters. She informs Management staff, in its monthly meeting with the group, about important developments and progress of the program. She supervises the collection of data and information gathered from individual clients observing confidentiality at all times. of records and information Gathered information and data collected from clients will be used to evaluate and measure the outcomes of the program and track down its course and accomplishments towards reaching set goals and objectives.

The program will have one well-experienced coordinator that will assist the Director in implementing the Horticulture Training Program for homeless persons.

Job Description: Program Coordinator

The Program Coordinator performs a variety of tasks ranging from outreach to case management. The responsibility included recruiting and providing orientation to horticulture training participants, coordinating team training activities to ensure efficiency and effectiveness, and perform case management functions whenever needed. The Coordinator can also conduct some of the courses included in the training program.

B. Organization Chart

Attached please find the "Organization-wide" and "Program" organization charts.

VI. Other

A. Litigation

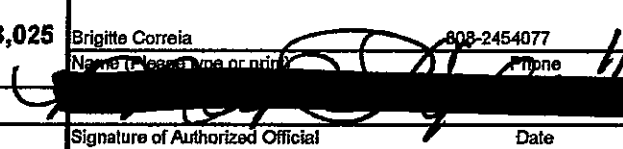
Kauai Economic Opportunity, Inc. is not currently involved in any litigation nor are any actions anticipated.

B. Licensure or Accreditation

None.

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

Applicant: Kauai Economic Opportunity, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	43,255			
2. Payroll Taxes & Assessments	5,260			
3. Fringe Benefits	8,625			
TOTAL PERSONNEL COST	57,140			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,300			
3. Lease/Rental of Equipment	1,200			
4. Lease/Rental of Space	1,600			
5. Staff Training	1,000			
6. Supplies	8,000			
7. Telecommunication	600			
8. Utilities	1,800			
9. Gasoline	2,000			
10. Audit Services	1,200			
11. Pre-employment requirements	200			
12. Repair & Maintenance	3,000			
13. Publication/Postage	500			
14. Mileage	1,000			
15. Admin	7,285			
TOTAL OTHER CURRENT EXPENSES	31,685			
C. EQUIPMENT PURCHASES	3,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	91,825			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	93,025	Brigitte Correia 808-2454077 Name (Please type or print) Phone		
(b)				
(c)		Signature of Authorized Official Date		
(d)		MaBel Ferreiro-Fujiuchi, CEO Name and Title (Please type or print)		
TOTAL REVENUE	93,025			

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Inc.

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
Multi-Services Director	1	\$31,243.00	50.00%	15,622
Horticulture Coordinator	1	\$27,633.00	100.00%	27,633
TOTAL:				43,255
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Inc.

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Shed to house supplies	1.00	\$1,000.00	\$ 1,000.00	
Greenhouse	1	\$2,000.00	\$ 2,000.00	
		\$ -		
		\$ -		
		\$ -		
TOTAL:	2		\$ 3,000.00	
JUSTIFICATION/COMMENTS:				

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Kauai Economic Opportunity, Inc.

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: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011	FY: 2011-2012
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
N/A						

**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)

1/29/08

(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Board of Directors

Chief Executive Officer
MaBel Fujjuchi

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
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 (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(5)
- Maintenance Worker(2)

Planning

Director
Leo Trinidad

Multi-Services
Intake, WAP, PIN LIHEAP, Child Care, Horticulture Training
Director
Calla Melchor-Questin

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

Child Care
Head Teacher/Director
Irene Tuzon
Kalaheo ELC
Lorraine Shimauchi
Litue ELC

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

Horticulture Program Chart

