

House District 14/15/16

Senate District 7

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

Log No: 50-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

Rec'd JAN 28 2011

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):

DHS/HPHA

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated

Dbas:

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 & 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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MANA'OLANA EMERGENCY HOMELESS SHELTER & TRANSITIONAL HOUSING PROGRAM

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 287,521

8. 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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

DEL FERREIRO-FUJIUCHI/CEO  
NAME & TITLE

1/26/10  
DATE SIGNED

ORIGINAL

## Application for Grants and Subsidies

### *Table of Contents*

<b>I.</b>	<b>Background and Summary</b> .....	1
<b>II.</b>	<b>Service Summary and Outcomes</b> .....	5
<b>III.</b>	<b>Financial</b> .....	11
<b>IV.</b>	<b>Experience and Capability</b> .....	12
	A. Necessary Skills and Experience .....	12
	B. Facilities .....	15
<b>V.</b>	<b>Personnel</b>	
	A. Proposed Staffing.....	16
	B. Staff Qualifications.....	17
<b>VI.</b>	<b>Other</b>	
	A. Litigation .....	20
	B. Licensure or Accreditation .....	20
<b>VII.</b>	<b>Attachments</b>	
	A. Applicable Budget Forms	
	B. Organization-Wide and Program Chart	
	C. Declaration Statement	

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### 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 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 45 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 have an impact on poverty. KEO has aggressively sought a multitude of service programs to cater to the needs of its clients. KEO's energy programs reflect the agency's ability to change with the needs of the clients and KEO resolves to address the needs.

KEO annually provides services to over 5,000 individuals and is currently administering more than 20 broad ranged programs that provide a variety of services to the low-income, elderly, immigrants, and the jobless. (See attached KEO Brochure) KEO has further executed the acquisition and construction projects addressing specific needs that include the future rehabilitation/renovation project for the first emergency homeless shelter on Kauai and 8 additional transitional shelters units for families to start this year.

As a private, non-profit agency, KEO has been able to operate with a reduced overhead and has been able to accomplish tasks that are difficult for government agencies. KEO has been creative in utilizing its resources, is cost conscious and maintains a high level of accountability of funds (stringent reporting requirements, contracts outside audits annually, and is periodically audited by the State of Hawaii).

The KEO Office has been located in Lihue for the past 15 years and was constructed through funding by the State and property leased to KEO for 20 years at no cost. Through an executive order from Governor Lingle, the property was recently turned over to the

County of Kauai who in turned leased this and the adjacent property, which has been developed into a emergency shelter and transitional housing for homeless to KEO for another 20 years at no cost.

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

National Performance Indicator 1.1 – Employment

National Performance Indicator 1.2 – Employment Supports

Outcome: The number of low-income individuals or families served by community action who obtained employment.

When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

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 services 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 (especially little or no income) 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 who are being evicted from a private dwelling unit; and no subsequent residence has been identified; and lack resources and support networks needed to obtain access to 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 in November 2007. 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. Of 450 unsheltered homeless served by the KEO Outreach Care-a-Van in FY 2010, approximately 261 were served at the Mana`olana Emergency Homeless Shelter. A total of 28 homeless individuals were able to be placed in the transitional shelter at Mana`olana during that fiscal year ending July 31, 2010.

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 5 p.m. to 7 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 5:30 p.m. to 6:00 p.m. KEO enlisted 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.

Case management appointments will be scheduled throughout the evening 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 – Hoike 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 of \$600.
- Mana`olana Transitional Housing site: 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.

### 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. Comprehensive case management focuses on providing and/or referrals to supportive services necessary for each client to rebuild their life through a employment services, budgeting and financial counseling, 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:

- 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.

### Employment Services

Employment services will be provided at the Mana'olana training center. Personal interviews will be conducted to identify employment needs of clients, and an employment plan with goals and objectives developed with each person. The Employment Specialist will provide a series of lifeskills training classes, pre-employment services (i.e. writing resume, practicing interviewing skills), conduct job search, and provide the opportunity for job training. The program has an employment van that will be used to transport clients to apply for job openings and job interviews throughout the island. When our homeless clients obtain jobs, their income will enable them to purchase goods, support businesses in our community, and increase tax revenue. KEO will be hiring a staff person for the Employment Specialist position, thereby adding a newly created job position in the community.

### Housing Assistance

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 complete housing applications for low-moderate income housing on the island, and the State Hawaii Public Housing Authority (HPHA) management office on Kauai. If offered a unit with HPHA, clients will exit the program and move into a permanent housing unit. In addition, KEO staff will work with private landlords, and rental agents to located and obtain low-moderate rental units for the clients. A resource for housing funds is through a grant from the Homeless Prevention Rapid Re-housing (HPRP) program, administered by KEO, to assist homeless persons to obtain permanent housing with funds for security deposit and rent subsidy for up to 18 months.

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; and

A monthly KEO agency report for the Homeless and Housing Programs 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. Three (3) times 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 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.

<b>Mana`olana Emergency Homeless Shelter OUTCOME:</b>	<b>FY 2011 Proposed</b>	
1. Number of <b>unduplicated</b> participants exited to permanent housing.	40	
2. Number of <b>unduplicated</b> participants exited to transitional shelter or other transitional programs.	35	
3. Number of <b>unduplicated</b> participants enrolled in training or education program (e.g. GED, job training, etc.)	15	
4. Number of <b>unduplicated</b> participants obtained employment.	35	
5. Number of <b>unduplicated</b> adults in need of substance abuse treatment enrolled in a phase of such program.	5	
6. Number of <b>unduplicated</b> participants in need of mental health services accessing such services.	15	

<b>Mana`olana Transitional Shelter OUTCOME:</b>	<b>FY 2011 Proposed</b>	
1. Number of <b>unduplicated</b> participants who have completed initial social services plans.	12	
2. Number of <b>unduplicated</b> participants completed training or education program (e.g. GED, job training, etc.)	10	
3. Number of <b>unduplicated</b> adults who obtained employment	6	
4. Number of <b>unduplicated</b> participants participated in community activities (e.g. resident association, security watch, etc.)	10	
5. Number of <b>unduplicated</b> participants who retained employment for at least three months.	6	
6. Number of <b>unduplicated</b> participants transitioned off welfare.	4	
7. Number of <b>unduplicated</b> participants transitioned to permanent housing.	10	
8. Number of <b>unduplicated</b> participants retaining permanent housing for at least six months after exiting program.	8	

### 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 requests for the fiscal year 2011-2012.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 86,038	\$ 61,456	\$61,456	\$ 36,874	\$ 245,824

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.

- State Homeless Shelter Stipend Grant – Hawaii Public Housing Authority
- Emergency Shelter Grant Program – Hawaii Public Housing Authority

## **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. A 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 8 one-bedroom apartments. A fourth transitional housing program site opened in December 2007 in the former Lihue Courthouse and provided 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 passed through to KEO to operate transitional housing program services and manage the facility. The contract ended in November 2009.

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 possesses the skills and work experience necessary for the provision of services in the KEO homeless and housing programs. The current program staff has a combined total of almost 29 years experience in working with low-income and homeless persons. The Homeless and Housing Programs Director is a certified Housing Occupancy Specialist.

The staff 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 – 2009 KEO obtained funding to operate its Ka Uapo transitional housing program at the former Lihue Courthouse. Funding was obtained 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](mailto:gmackler@kauai.gov)

2000 – present KEO has obtained funding from State Homeless Shelter Stipend Program to operate 3 transitional housing sites and an emergency homeless shelter.

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

2007 – present        Emergency Shelter Grants Program (ESGP) grant provides 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](mailto:gmackler@kauai.gov)

1999- 2009        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](mailto: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

2008 Grants-in-Aid funding for renovation of Mana'olana Emergency Homeless Shelter certified kitchen.

En Young  
Office of Community Services  
830 Punchbowl Street, Room 420  
Honolulu, HI. 96813 (808) 586-8675

**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 is used for a kitchen/dining room and as a training center where clients will go to attend lifeskills training, employment services, education classes (GED), computer classes, counseling sessions, and other activities as needed for participants to successfully transition into housing. The last building is 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.

Homeless & Housing Programs Assistant Director – Assists the Program Director in the daily administration of the homeless and housing programs. Provides direct supervision of program staff and assumes the responsibilities in the absence of the Program Directors absence.

#### 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.

Employment Services Coordinator II (new position) – Coordinates and implements employment services for sheltered homeless individuals and families. Develops individual employment plans with clients, provides case management and monitors their progress in achieving goals and objectives to successfully obtain employment, and become financially self-sufficient.

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

The shelter is open from 5 p.m. to 7 a.m. and will have staff coverage 7 days a week. In addition, KEO contracts a private company to provide security for the shelter from 10 p.m. to 7 a.m. 7 days per 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**

- a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Science degree, and with 21 years work experience with low-income population; Certified Housing Occupancy Specialist; Certified Adkin's Lifeskills Trainer.
- b. Homeless and Housing Programs Assistant Director: College graduate in social science or equivalent. Previous supervisory experience which would provide the knowledge, skills and abilities to perform the essential function of the position preferred.
- c. 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.
- d. 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.
- e. Employment Specialist: College graduate with a bachelor's degree from an accredited four year college of university and one-half year's progressively responsible professional experience in the field of social work, employment counseling, or related experience which involves assisting individuals to resolve employment, personal, and social problems. Degrees relating to the social sciences and/or human development preferred.
- f. 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.
- g. Transitional Housing Coordinator: Graduation from accredited four (4) year university with a bachelor's degree in social work.

### **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
  - Basic Mediation
  - 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, 2011 to June 30, 2012)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	111,677			
2. Payroll Taxes & Assessments	13,579			
3. Fringe Benefits	30,810			
<b>TOTAL PERSONNEL COST</b>	<b>156,066</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	3,000			
3. Lease/Rental of Equipment	500			
4. Contractual Services - Security	60,000			
5. Staff Training	2,000			
6. Supplies	1,200			
7. Telecommunication	600			
8. Utilities	12,000			
9 Postage	200			
10 Publication & Printing	200			
11 Repairs & Maintenance	6,250			
12 Program Supplies	15,000			
13 Audit Services	1,200			
14 Pre-Employment Requirements	600			
15 Gasoline	1,200			
16 Dues & Subscription	200			
17 Advertising	200			
18 Contractual - Payroll Services	500			
19 Program Activities	2,400			
20. Food	20,805			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>128,055</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>3,400</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>287,521</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	287,521	Lynn Kua <span style="float: right;">245-4077</span>		
(b)		[REDACTED]		
(c)				
(d)		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>287,521</b>	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, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO	1	\$97,331.00	7.00%	\$ 6,813
Fiscal Officer	1	\$77,028.00	7.00%	5,392
Administrative Officer	1	\$57,975.00	7.00%	4,058
Planner	1	\$27,289.00	7.00%	1,910
Accountant	1	\$26,644.00	7.00%	1,865
Account/Administrative Clerk	1	\$36,962.00	7.00%	2,587
HR Assistant	1	\$25,921.00	7.00%	1,814
Administrative Clerk	1	\$20,159.00	7.00%	1,411
Janitor	0.625	\$16,553.00	7.00%	1,159
Intake Worker	1	\$22,803.00	7.00%	1,596
Homeless & Housing Programs Director	1	\$44,247.00	25.00%	11,062
Homeless & Housing Programs Assistant Director	1	\$26,844.00	100.00%	26,844
Emergency Shelter Director	1	\$27,690.00	50.00%	13,845
Emergency Shelter Coordinator	1	\$25,922.00	25.00%	6,481
Employment Specialist	1	\$24,840.00	100.00%	24,840
<b>TOTAL:</b>				<b>111,677</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION**  
**PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Kauai Economic Opportunity, Inc.

Period: July 1, 2011 to June 30, 2012

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF PROG-OTHER SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	8543
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.21%	1351
Worker's Compensation	As required by law	2.50%	2792
Temporary Disability Insurance	As required by law	0.80%	893
SUBTOTAL:			13579
<b>FRINGE BENEFITS:</b>			
Health Insurance	543 per monthx12	370.00%	24109
Retirement		6.0%	6701
SUBTOTAL:			30810
<b>TOTAL:</b>			<b>44389</b>
<b>JUSTIFICATION/COMMENTS:</b>			

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorpore      Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	2.00	\$1,200.00	\$ 2,400.00	2400
Printer	2	\$500.00	\$ 1,000.00	1000
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	4		\$ 3,400.00	3,400

**JUSTIFICATION/COMMENTS:**

1 new computer for Program Director and 1 replacement computer for staff.

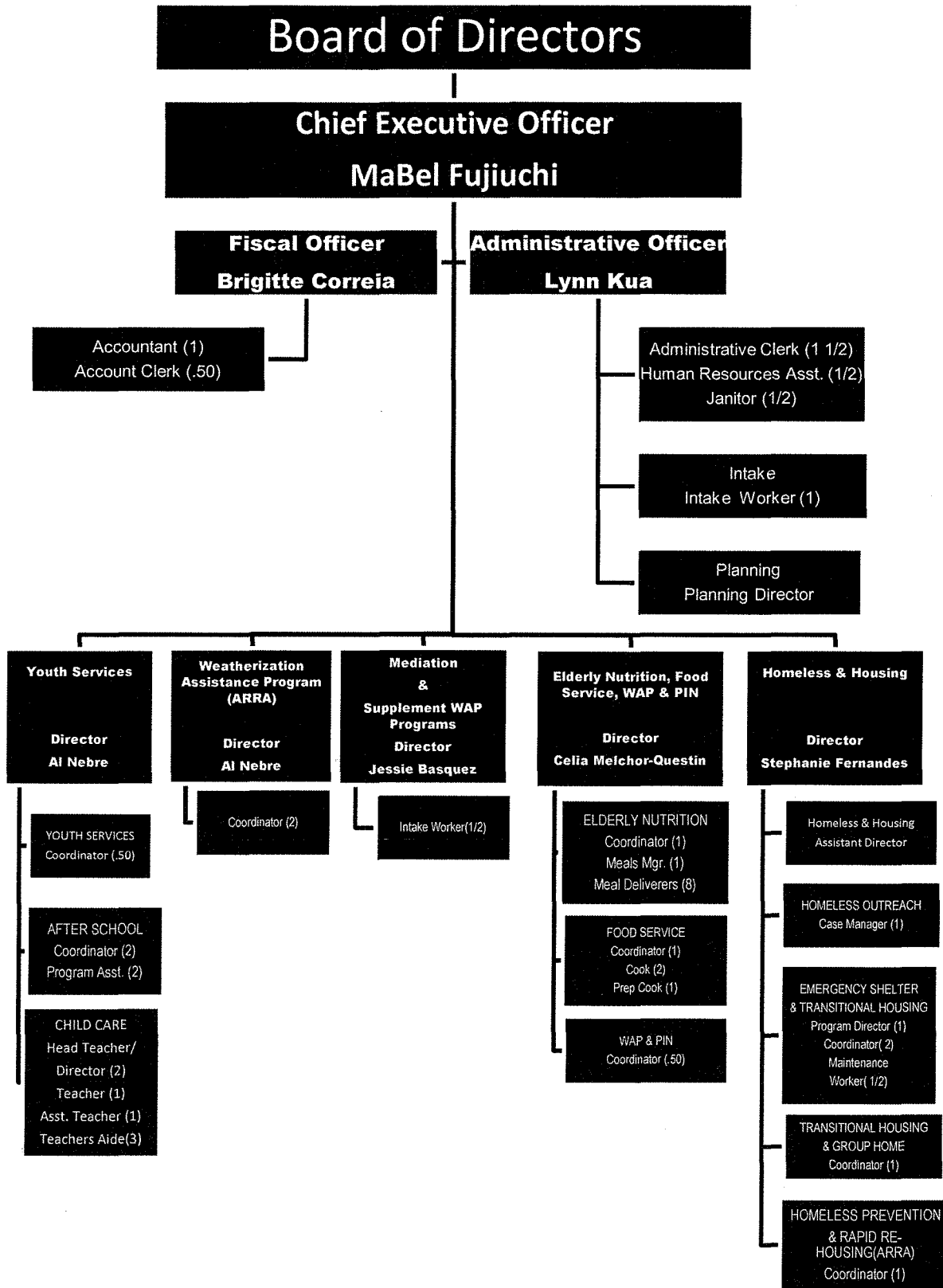
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

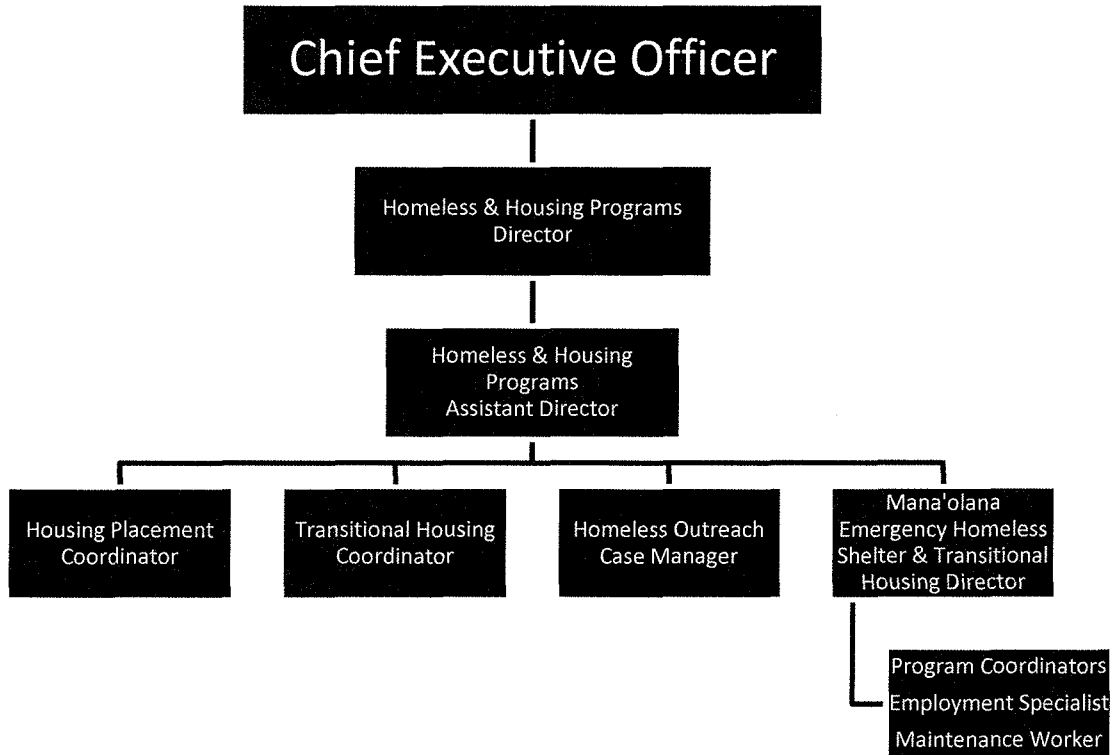
## Attachment B

### Organization-Wide & Program Chart

# Kauai Economic Opportunity, Incorporated



# Homeless & Housing Programs Chart



Attachment C  
Declaration Statement

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAI'I 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Kauai Economic Opportunity, Incorporated



(Signature)

(Date)

1/25/11

MaBel Ferreiro- Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)



**STATE HOMELESS STIPEND PROGRAM** –

Mana'olana, Lihue Court and Puhi transitional housing sites provides safe & decent shelters for up to 24 months & assistance towards permanent housing by addressing obstacles which prevent homeless persons from obtaining & retaining permanent housing through a coordinated effort of health, housing, financial and social services.

**STATE HOMELESS OUTREACH PROGRAM** – The Care-A-Van is a mobile unit providing services on-site where homeless congregate. The program conducts intake, referral and other needed services to eligible unsheltered homeless persons to assist in the progression toward a healthier, more stable living condition with the ultimate goal of permanent housing and self-sufficiency.

**TEMPORARY EMERGENCY FOOD ASSISTANCE PROGRAM** provides food surplus distribution at sites throughout the island four times a year.

**UNITED WAY LOAN** assists individuals and families with a loan for security deposit to obtain or retain rental homes.

## The Promise of Community Action

**“Community Action changes  
people’s lives,  
embodies the spirit of hope,  
improves communities  
and makes America a better  
place to live.**

**We care about the entire  
community,  
and we are dedicated  
to helping people help  
themselves and each other.”**



*Participation in programs may require eligibility determination. For more information, please call 245-4077 and ask for Intake.*



**Kauai Economic Opportunity, Incorporated  
2804 Wehe Road  
Lihue, Hawaii 96766**

**Telephone: (808) 245-4077  
Facsimile #: (808) 245-7476  
E-mail: keo@keoinc.org**

