

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: 56-0

For Legislature's Use Only

Reed JAN 28 2011

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):

DLIR/OCS

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 LYNN KUA

Title Administrative Officer

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:

EARNED INCOME TAX CREDIT (EITC) PROGRAM
FOR
LOW-INCOME PERSONS AND FAMILIES ON KAUAI

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 104,588

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 \$ _____

[Handwritten Signature]
[Redacted Signature Area]

AUTHORIZED SIGNATURE

MABEL FERREIRO-FUJIUCHI/CEO
NAME & TITLE

1/26/10
DATE SIGNED

ORIGINAL

Application for Grants and Subsidies

I. Background and Summary

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

Kauai Economic Opportunity, Incorporated (KEO) is a private non-profit agency, 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 a multi-purpose organization with funding from a variety of sources. Over the past 43 years, the agency has generated and fiscally administered more than \$60 million dollars of Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

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).

2. The goals and objectives related to the request;

The mission of the KEO Earned Income Tax Credit (EITC) is to build tax and financial knowledge and to promote the full participation of low-income persons on Kauai.

Goals:

1. Increase the number of community volunteers participating as tax preparers at EITC sites.
2. Develop community awareness and utilization of EITC, increasing economic assets available to working families.
3. Increase the number of low-income families who have access to low or no-cost bank accounts.
4. Connect low-income workers to additional community services, enhancing food stamp enrollment.

5. Reduce dependency on institutions that may be practicing predatory lending.
6. Boost financial stability among low-income workers.

Objectives:

1. Reach out to the low-income taxpayer segments — the 20–25 percent who may qualify but either don't file or don't claim the credit.

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

The Earned Income Tax Credit (EITC) is a tax benefit for working people who earn low or moderate incomes. Its purpose is to reduce the tax burden of low-income workers, to supplement wages, and provide a work incentive. Qualifying workers who file a federal tax return are eligible to get back some or all of the federal income tax that was taken out of their pay during the tax year. There are also benefits for low-income workers who did not have taxes taken out of their paychecks.

The EITC was instituted to help reduce child poverty, reward families moving from welfare to work, and increase the disposable income of families struggling to make ends meet. Money received from the credit does not count as income in determining eligibility for food stamps, Supplemental Security Income, Medicaid, cash assistance, or public housing. Many immigrants are also eligible for the EITC, including green card holders, refugees and others who are legally authorized to work. EITC is the largest federal anti-poverty program—annually lifting 2.6 million children out of poverty. The credit increases low-income families' disposable income, and is designed to increase the potential for saving, the purchase of a home or car, or for costs associated with tuition and job training.

Despite the benefits of EITC, every year millions of EITC dollars go unclaimed. The IRS estimates that millions of dollars in credits go unclaimed each year simply because eligible taxpayers don't apply. Approximately 1877 Kauai County families are potentially eligible for EITC.

4. Describe the target population to be served;

The target population for KEO's EITC Program included low-income families, elderly adults, persons with disabilities, and non-English speaking families whose household income is at or below 150% of the Federal Poverty guideline for Hawaii. According to the US Census has increased to approximately 6,388 persons in poverty on the island of Kauai.

5. Describe the geographic coverage.

The coverage area will be the entire island of Kauai and its various districts, including community, civic and professional organizations that cover low-income persons and families in their services.

II. Service Summary and Outcomes

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

KEO is applying to the State of Hawaii for funding in the amount of \$104,588 to administer year one of a three-year project for an *Earned Income Tax Credit* Project. Funding for years two and three of the project will be applied for as it becomes available.

APPROACH

KEO will assist 300 families in year one of its EITC program - completing 1000 tax forms. Each family participating in the project will have access to the following services:

- Family Assessment, Intake and Referral
- Free Tax preparation
- Case Management
- Financial Literacy classes
- Asset Building Opportunities

KEO will assist clients in opening a checking account dedicated to paying and receiving refunds for the EITC program.

Volunteer Recruitment

KEO will establish a consistently reliable volunteer base over the three years of the EITC program. We will recruit from the local college – Kauai Community College - and have had the good fortune to work with AluLike and Legal Aid Society who make available staff to assist in tax filing for our clients in transitional housing.

Our most successful volunteer recruitment, however, will be via our client base. We will recruit our own clients to prepare taxes through our partnership with the IRS in the Volunteer Income Tax Assistance Program. All of our volunteers receive weeklong training from the IRS and must pass a test before they are considered qualified to prepare taxes for KEO. These volunteers also understand the absolute necessity for confidentiality and sign the KEO Confidentiality Policy before beginning their volunteer service.

A bonus for volunteers may be that they could go on to become paid preparers for local accounting services, so not only will our program generate generous refunds for our consumers, but also result in jobs for our volunteers as well.

Client Recruitment

KEO will do extensive advertising over the five-district service area in newspapers and on the radio. We will submit articles to area print media, as well. In December, KEO personnel will distribute flyers advertising free tax preparation.

KEO assists clients in employment in several programs as well as the Emergency Shelter and Transitional Housing programs that will be excellent sources of customers for the EITC program. We will mail flyers to clients in both programs to recruit them for our EITC project.

Posters will be placed in sites frequented by low-income families, such as: food pantries, grocery stores, health departments, laundromats, and DHS Income Maintenance Units. We will obtain a Memorandum of Agreement from DHS to refer clients to KEO for the EITC project, as well as other social service organizations throughout the island.

Case Management

The Intake Worker will assess each family that comes in to have its taxes prepared by a KEO volunteer. The family's overall needs will be analyzed and referrals to other programs besides the EITC will be made using the Intake, Assessment and Referral process. This computerized procedure helps us identify the needs of each individual member of the family, as well as of the family in general, so that we can make referrals to ALL appropriate programs, both within KEO and with other organizations in the area. Included in the Intake Needs Assessment are questions designed to assess financial, health, nutritional, educational, employment, and other needs and desires.

It will be a requirement of KEO's EITC program that families who receive refunds work with a case manager to learn to budget and plan for the use of that money. The Employment Core Services, Emergency Shelter and Transitional Housing program staff will provide case Management. It is anticipated that each family will need varied degrees of case management. It will be the case manager's responsibility to judge what the family requires at any particular time and respond appropriately.

The Case Manager will use the "Goal Planning Worksheet" and "Case Notes" to help the family formulate the goals and objectives specific to its needs.

Financial Literacy Classes

Consumers who take participate in the Transitional Housing program are mandated to attending a financial literacy class conducted by AluLike. The classes provide individuals and families the skills to make financial and survival decisions towards self-sufficiency for themselves and their families.

Step-By-Step Tax Preparation Procedures

In order to be eligible to have taxes prepared through the EITC program, consumers must meet the 2011 income threshold as established by the IRS. The 2011 income threshold is an annual family income of \$48,362 or less. Volunteers will begin preparing taxes no later than 2/01/2012.

Step 1. Intake Worker meets with the clients and completes a KEO Intake Application.

Step 2. Intake Worker conducts the Tax Payer Interview and collects all of the paperwork and information needed to prepare the taxes and ensure that copies are made of the family's Social Security Cards.

Step 3. Volunteers prepare the client's taxes, using the interview form in the Taxwise software.

Step 4. Volunteers print out the taxes, the Income Tax Declaration for an e-file Return (form 8453) and the computerized "Taxpayer Information Sheet."

Step 5. Volunteer will make a copy of the taxes and all the paperwork that was used in preparing the taxes, and attach them together for the KEO files.

Step 6. Volunteers and/or Intake contacts the clients, tell them their taxes are ready to be reviewed, and set up a time for the client to come in for the review.

Step 7. Volunteer or Intake Worker and client meet, go over the taxes together, discuss any questions the client may have, and decide if there are any corrections to be made. If there are no corrections, then the client must sign ALL the 8453s.

Step 8. Volunteer gives the client his/her copy of the taxes and one 8453.

Step 9. If case management is needed, then the Case Manager must meet with the client. Once that is completed, the client signs the appropriate form and leaves.

Step 10. Volunteer E-Files the client's tax return.

Step 11. Volunteer attaches one 8453 with the client's taxes and paperwork for KEO files, mails one 8453 to IRS Office, along with the Document Clearance Records and Acknowledgement Reports.

Step 12. Volunteers must keep track of IRS acknowledgements and rejects. Rejected returns must be corrected and re-submitted immediately. A new 8453 is not necessary.

Step 13. Case Manager must send a copy of the computer generated "Taxpayer Information Sheet" to the Program Director weekly.

Step 14. Case Manager must keep a copy of the client's taxes, paperwork used, Taxpayer Information Sheet, and the 8453 in the client's file.

Step 15. Program Director will maintain the computerized alphabetical EITC roster.

Using Refunds to Build Assets

KEO has applied for funding to operate our own Assets for Independence program. This program will allow us to help more families work towards becoming more self-sufficient

Families who receive substantial refunds through EITC or other tax assistance programs KEO operates will be encouraged to save or invest those funds.

Staffing

Between December 1, 2011 and April 30, 2012, KEO's EITC Program Director will spend 15% of her time administering the EITC program.

During the tax preparation season, a Coordinator will be hired spend 100% her time implementing the program and will coordinate all training, ensures the accuracy of paperwork and serves as the chief liaison with the IRS if needed. Additionally a full-time Intake Worker will be hired and be responsible for meeting with EITC customers and completing the KEO Intake Application, Assessment and Referral for that family.

The Case Managers of the Employment Core Services, Emergency Shelter and Transitional Housing programs will perform the majority of the case management.

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

Projected Annual Timeline
December 2011 – April 2012

Activity Dates	Program Activities & Strategies	Program Outcomes
12/2011	*Recruit & hire 1 Program Director, 1 Coordinator, 1 Intake Worker and 6 volunteers.	Staff recruited
01/2012	*Program Director, Coordinator, Intake Worker & volunteers undergo training	2 Staff and 6 volunteers trained
01/2012-04/2012	*Outreach campaign (public information and recruitment of participants)	Outreach campaign completed
01/2012-02/2012	*Recruitment: *Screening of clients to determine eligibility	Clients screened and 400 are determined to be eligible
02/2012-04/2012	*Enrollment: *Income tax and EITC claims assistance provided to clients	300 client enrolled and assisted in accomplishing claims
04/2012-05/2012	*Evaluation of application assistance services	300 clients successfully assisted in EITC claim submission

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

KEO has a client software program and data tracking system called SHAH that accounts for all clients being served by the agency. Monthly printouts give up to date monitoring information. Client data input is provided through established SHAH Intake Procedure manual. Upon completion of a KEO Intake Application 4-part referral forms are distributed to KEO programs as well as program provided by other agencies and organizations with a requirement to response of services provided. The services and outcomes are entered into the client program to show the case management progress of the individual.

Regular client satisfaction surveys are conducted. The KEO Board of Directors and Program Evaluation Committee meet on a regular basis for evaluation of all programs. KEO conducts an annual single audit to ensure fiscal management and administration is at par and consistent with rules and regulations.

It is the policy of Kauai Economic Opportunity, Inc, that internal reporting of program performance towards attaining objectives is made regularly. A monthly reporting process, which has been found to be effective, consists of quantitative evaluation of ongoing programs that include problems encountered during the various stages of implementation. Quarterly reports are submitted according to funding requirements. KEO complies with any additional requirements of the funding agency.

Staff meetings are called on a weekly basis to monitor, assess and evaluate delivery of services that help to move the program and agency forward. Monthly meetings concerning program and agency budgets are held by the Board of Directors, Chief Executive Officer, Fiscal Officer and Program Director to track the efficiency and effectiveness of the budgetary outlay in supporting the program and agency to make needed fiscal adjustment as needed.

To enable KEO to provide services that meet the community needs, KEO gathers inputs from the client advisory representatives who are Directors of the KEO Board of Directors.

Problems and concerns are handled in a timely manner following KEO's Grievance Procedure which is provided to KEO's clientele and staff. Following this procedure, if grievances are not resolved with the Program Director, KEO's clients are able to proceed and request consideration from the Chief Executive Director and then the KEO Board of Directors.

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.

RESULTS OR BENEFITS EXPECTED

The potential Earned Income Tax Credit for individuals and families for the 2011 tax season is shown on the table below. This does not include other credits such as child care, food, etc. that they may be qualified to receive.

If you are:	and you earn LESS than:	then you may qualify for a credit or refund UP to:
a married couple w/ 3 or more qualifying children	\$48,362	\$5,666
Unmarried w/ 3 or more qualifying children	\$43,352	\$5,666
A married couple w/ 2 or more qualifying children	\$45,373	\$5,036
Unmarried w/ 2 or more qualifying children	\$40,363	\$5,036
A married couple w/ 1 qualifying	\$40,545	\$3,050

child		
Unmarried w/ 1 qualifying child	\$35,535	\$3,050
A married couple w/no qualifying children	\$18,470	\$457
Unmarried w/ no qualifying children	\$13,460	\$457

The potential benefit to the community based on assisting 300 households is approximately \$1,065,675 of which household could use to purchase goods or services thereby stimulating the local economy.

KEO will achieve the following primary results with the EITC Project:

<u>Indicator</u>	<u>Measure</u>
There will be an increase in awareness of the EITC Program.	300 families will participant in the EITC Program
There will be an increase in knowledge as a result of participation in financial	There will be an increase in the financial literacy of each of KEO who attend Financial Literacy workshops.

In accomplishing these aims, KEO will help the families involved in the EITC Project achieve the ROMA (Results-oriented Management and Accountability) National Goal #1:

Low-income people become more self-sufficient.

II. Financial

Budget

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

See Attached

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
32,000	32,000	20,294	20,294	104,588

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

At this time we have not applied for funding from other sources.

IV. Experience and Capability

A. Necessary Skills and Experience

For nearly 46 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 20 separate programs that target Kauai's low-income individuals and families. These programs include emergency assistance, housing, childcare, employment training, life skills, nutrition, small business development, and energy programs. Over the past 45 years, the agency has generated and fiscally administered more than \$66 million dollars of Federal, State, County, and private funds. See attached KEO Programs Brochure (D).

B. Facilities

Services are provided at the KEO Main Office located in Lihue 7:45 a.m. to 4:30 p.m., Monday through Friday, except State and Federal holidays and at various sites throughout the island of Kauai. The KEO facilities are in compliance with the American Disability Act; accessible to the handicapped; near bus lines; and meet all applicable zoning, health and fire standards. In addition, KEO will develop an island-wide network of tax sites to provide outreach services.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Kauai does not have a program, which provides services that assist low-income individuals and families to apply for Earned Income Tax Credits. Celia Melchor-Questin is the Director for Food and Elderly Nutrition Program and is proposed to be Director for the Program.

Training will be a pre-requisite to working in the EITC project. She will therefore hire a Coordinator and Intake Worker as well as recruit volunteers who will be trained to be ready and capable to serve the needs of the low-income population for assistance in the preparation of their Income Tax Returns and EITC refund application.

The EITC assistance program will be headed by a Program Director, 1 Program Coordinator, 1 Intake Worker and volunteers.

Staff Qualifications:

The person who will have overall supervisory responsibility over the EITC program is the current Director for Food and Nutrition Services at KEO. She also has experience in the banking, insurance and computer software development field. Many low-income persons on Kauai have been served with well-balanced nutritious food the elderly population need in order to stay healthy. Many of the KEO low-income clients, especially among the elderly, are eligible to participate in the EITC program and will be recruited to take part in the project.

She will supervise the staff in the collection of data and information that will be used in evaluating the EITC program. Together with the staff, she will do periodic analysis of the collected data to determine the progress of the program towards achieving its goals and objectives.

Finally, the Program Director takes responsibility in preparing, analyzing and submitting periodic reports as well as the final financial and programmatic report on the management and administration aspects of the EITC program.

One Coordinator and one Intake Worker will be recruited and trained to assist the Program Director in the implementation of the program. They will be performing their functions under the direct supervision of the Program Director. The Coordinator will be required to have Bachelor's Degree in Business or Accounting with supervisory background. The Intake Worker will be required to have Associates Degree in Business or Accounting.

Volunteers will also be recruited and trained to help, not only in outreach activities but also in the application process for EITC refunds and will be supervised by the

Coordinators. It is very important that the Coordinator, including the volunteers, undergo the same training in Income Tax Preparation and EITC refunds. The training requirement for all members of the staff.

B. Organization Chart

See Attached.

VI. Other

A. Litigation

KEO is not a party in any pending litigation and does not have any outstanding judgments.



B. Licensure or Accreditation

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)
A. PERSONNEL COST				
1. Salaries	55,457			
2. Payroll Taxes & Assessments	6,743			
3. Fringe Benefits	17,988			
TOTAL PERSONNEL COST	80,188			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	300			
2. Insurance	1,500			
3. Lease/Rental of Equipment	500			
4. Contractual Services - Security				
5. Staff Training	2,500			
6. Supplies	800			
7. Telecommunication	100			
8. Utilities	600			
9 Postage	200			
10 Publication & Printing	2,000			
11 Repairs & Maintenance	500			
12 Program Supplies	2,000			
13 Audit Services	500			
14 Pre-Employment Requirements	600			
15 Gasoline	400			
16 Dues & Subscription	100			
17 Advertising	200			
18 Contractual - Payroll Services	500			
19 Program Activities	2,400			
TOTAL OTHER CURRENT EXPENSES	15,700			
C. EQUIPMENT PURCHASES	8,700			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	104,588			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	104,588	Lynn Kua  45-4077		
(b)				
(c)				
(d)				
TOTAL BUDGET	104,588	MaBel Fujiuchi/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	3.00%	\$ 2,920
Fiscal Officer	1	\$77,028.00	3.00%	2,311
Administrative Officer	1	\$57,975.00	3.00%	1,739
Planner	1	\$27,289.00	3.00%	819
Accountant	1	\$26,644.00	3.00%	799
Account/Administrative Clerk	1	\$36,962.00	3.00%	1,109
HR Assistant	1	\$25,921.00	3.00%	778
Administrative Clerk	1	\$20,159.00	3.00%	605
Janitor	0.625	\$16,553.00	3.00%	497
Intake Worker	1	\$22,803.00	3.00%	684
Program Director	1	\$35,384.00	25.00%	8,846
Program Coordinator	1	\$24,840.00	100.00%	24,840
Intake Worker	1	\$19,020.00	50.00%	9,510
TOTAL:				55,457
JUSTIFICATION/COMMENTS:				

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
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	4242
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.21%	671
Worker's Compensation	As required by law	2.50%	1386
Temporary Disability Insurance	As required by law	0.80%	444
SUBTOTAL:			6743
FRINGE BENEFITS:			
Health Insurance	543 per monthx12	225.00%	14661
Retirement		6.0%	3327
SUBTOTAL:			17988
TOTAL:			24731
JUSTIFICATION/COMMENTS:			

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

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

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Lap Top Computer	7.00	\$1,000.00	\$ 7,000.00	7000
Laser Jet Printer	1	\$500.00	\$ 500.00	500
Portable Printer	2	\$300.00	\$ 600.00	600
Portable Copier	2	\$300.00	\$ 600.00	600
			\$ -	
TOTAL:	12		\$ 8,700.00	8,700

JUSTIFICATION/COMMENTS:

Laptop computer for program staff and volunteers. Portable printer and copier to conduct program activities at outreach sites.

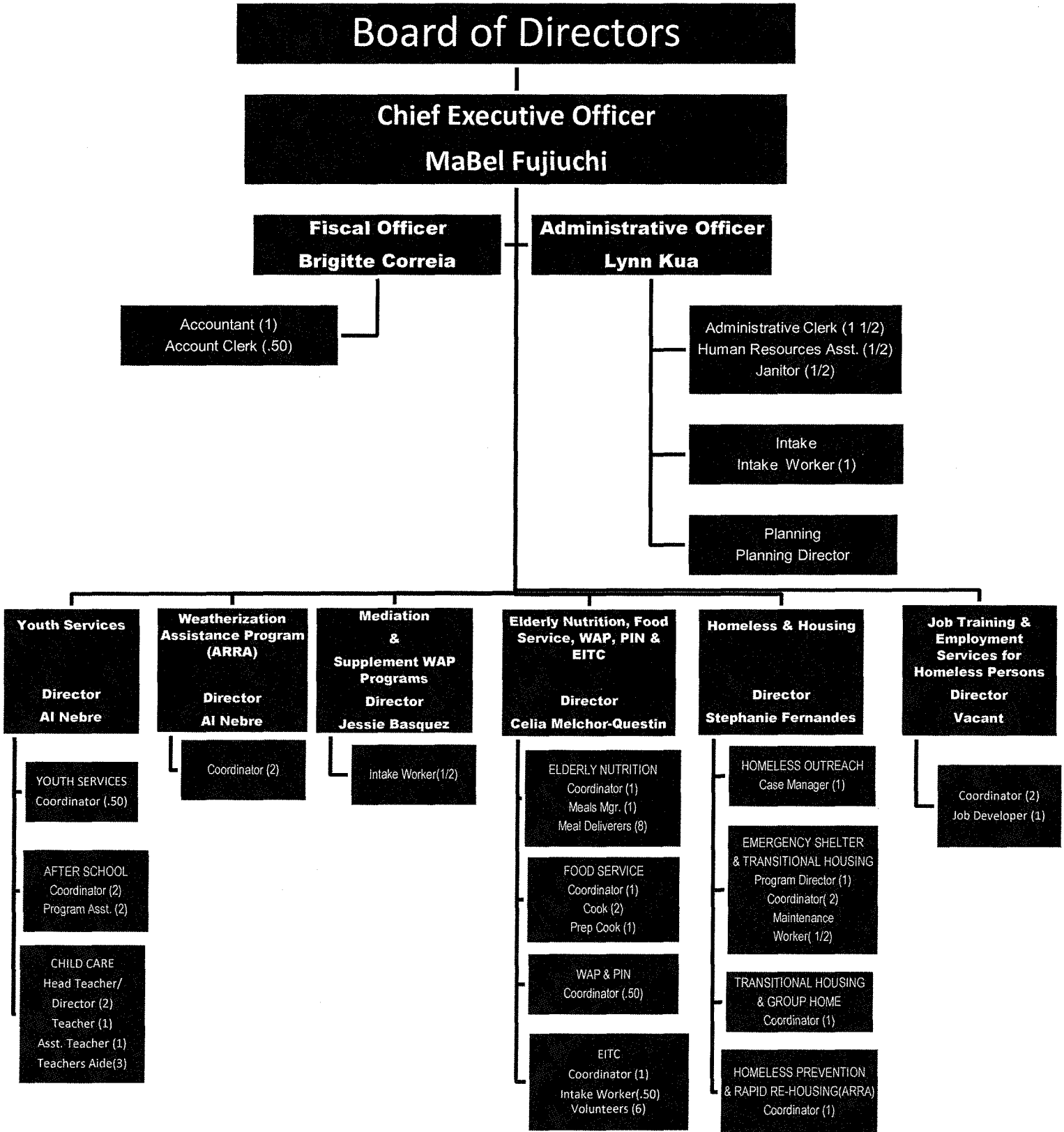
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

ATTACHMENT B

ORGANIZATION-WIDE AND PROGRAM CHART

Kauai Economic Opportunity, Incorporated



Chief Executive Officer

Elderly Nutrition, Food Service, WAP, PIN & EITC Programs Director

ELDERLY NUTRITION
Coordinator (1)
Meals Mgr. (1)
Meal Deliverers (8)

FOOD SERVICE
Coordinator (1)
Cook (2)
Prep Cook (1)

WAP & PIN
Coordinator (.50)

EITC
Coordinator (1)
Intake Worker(.50)
Volunteers (6)

ATTACHMENT C

DECLARATION STATEMENT FORM

**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 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)

1/20/11

MaBel Ferreiro- Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)

Attachment D

KEO Programs Brochure

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.



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