

House District 14/15/16

Senate District 7

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

Log No:

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): DAGS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kaua'i Economic Opportunity, Inc

Db:

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 ALFRED NEBRE, JR.

Title Youth Service Director

Phone # 808 245-4077 ext: 238

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:

PURCHASE OF THE LAND FOR THE LIHUE EARLY LEARNING CENTER.

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 448,000

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 \$ 0  
 FEDERAL \$ 0  
 COUNTY \$ 0  
 PRIVATE/OTHER \$ 0

11/30/13  
DATE SIGNED

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

### **I. Background and Summary**

Kaua'i 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 48 years, the agency has generated and fiscally administered millions of dollars of Federal, State, County of Kaua'i, 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 services programs to cater to the needs of its clients. The programs and services offered by KEO include two Early Learning Centers (one in Lihue and another in Kalaheo) After School Programs, Emergency Shelter and Transitional housing for homeless, Weatherization assistance, low-income home energy assistance, elderly nutrition, Employment Services, Conflict Mediation, Persons-In-Need Assistance, and Homeless Outreach and others. The main goal of the Early Learning Center is to help pre-school age children make a smooth transition from home to school. In addition, it provides childcare so families can obtain or maintain employment.

The main goal of this request is to acquire the **land** where the Lihue Early Learning Center building is located. KEO acquired the building in May 2001 and KEO leases the land thru Grove Farm. The lease has been constantly going up every year. KEO would like to maintain the affordability of its preschool services by lowering expenditures and one of the major expenditures of the center right now is for the land lease, a \$3,000 per month when calculates to \$36,000 annually.

Parents need to work to become self-sufficient and need reliable childcare to satisfy that need. The target population includes working families who need affordable and dependable childcare. The geographic coverage includes the entire County of Kaua'i.

We are currently a very affordable childcare program on the Island of Kaua'i. With the proposed acquisition of the Lihue Early Learning Center (LELC) land, we are hoping to ensure the affordability that we are currently able to provide in a secure environment for the children and families in our community that attend our childcare program.

KEO's Lihue Early Learning center's monthly lease from Grove Farm is approximately \$3,000 a month. With the purchase of this parcel, we could save that money and use to enhance the program for the children and for parental activities, replace old furniture, replace and remodel our kitchen and bathroom to better serve our children.

## **II. Service Summary and Outcomes**

### **A. Scope of work, tasks, and responsibilities**

The purchase of the lease land under which KEO owned the building exists to complete the ownership to fee simple.

As the Community Action Agency on Kaua'i, 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 1.2 – Employment Supports

Through our Early Learning Centers, families can obtain child care in order to maintain employment.

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.3 – Child and Family Development

Children enrolled in KEO's Early Learning Centers participate in pre-school activities to develop school readiness skills. Graduates are developmentally ready to enter Kindergarten.

Through this grant, KEO will be able to acquire the land where the LELC is built and will be able to reduce expenditures and maintain the affordability that we are currently providing to the parents of the children enrolled at our pre-schools.

## **B. Timeline**

Project timeline will be as follows:

First Quarter: 7/01/2013 – 12/31/2013 Offer of purchase of the land by Kaua'i Economic Opportunity, Inc and acceptance by Grove Farm Cooperation. All acceptable purchase documents to execute the conveyance will be completed.

2nd Quarter: Acquisition of the LELC land

## **C. Quality Assurance and Evaluation**

KEO's internal reporting procedures require monthly reporting of program progress towards performance 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.

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 purchase will be made via a bonafide escrow company to assure legal and quality conveyance. Evaluation will be the legal title transfer of ownership from Grove Farm Company to Kaua'i Economic Opportunity, Inc in a fee simple ownership.

### **III. Financial**

#### **Budget**

See attached

#### **B. Timeline**

Project timeline will be as follows:

First Quarter: Preparation of all necessary paperwork

2nd Quarter: Acquisition of the LELC land

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: Kaua'i Economic Opportunity, Inc

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	448,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>448,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	448,000			
(b)				
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>448,000</b>	MaBel Ferreiro-Fujiuchi CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Kaua'i Economic Opportunity, Inc

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kaua'i Economic Opportunity, Inc

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
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: Kaua'i Economic Opportunity, Inc

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION				448,000.00		
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>				<b>\$448,000.00</b>		
<b>JUSTIFICATION/COMMENTS:</b>						
Acquisition of the LELC land would reduce the expenditure for the rent and would maintain the affordability of service.						

## **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 Service for Immigrants and for Low-Income, Persons-In-Need Grants, Mediation Program, Group Homes for the Physically Challenged Adults, LIHEAP, WAP and other programs.

For over 47 years Kaua'i Economic Opportunity, Inc has been in operation in most of those years and has successfully provided daily, quality childcare year round for children ages 2 years and 9 months to 8 years old, for low income and working families. There are currently 36 enrolled at our Lihue Early Learning Center. We provide children the opportunity for social, physical, emotional and cognitive development, individually and in a group. All activities are planned by the center staff. A staff ratio of 1-12 (1 Staff to supervise 12 children) is maintained at our center. (Per State of Hawaii Licensing). We provide childcare Monday through Friday from 7:00 a.m. to 5:00 p.m. that includes breakfast, lunch and an afternoon snack for a low monthly fee of \$575.

The **Teacher/Director** has the skills, abilities and knowledge to deliver the requested services. Through she has just joined KEO a couple of years ago; she had extensive experience in managing projects in her previous jobs with Head Start. **The Teacher** works under the supervision of the Head Teacher in assisting in managing the classroom operation for the Child Care Program. **The Teacher's Aide** also works under the supervision of the Head Teacher, she assist in implementing a developmentally appropriate program that includes daily activities in education, such as language arts, music, art, science, manipulative exercises and outdoor play.

She is backed-up by the Director of Youth Services who been with KEO for the past 9 years and KEO Administrative Officer who also has such abilities and experience. She has been with KEO for the past 21 years.

### **B. Facilities**

Kaua'i Economic Opportunity, Inc Administration Office is located at 2804 Wehe Road, Lihue, Kaua'i HI 96766. Located in the office is the central intake where the preliminary process is done for all KEO service program applicants. Lihue is the main town on Kaua'i 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 Fridays except when closed in observance of State and Federal Holidays.

KEO operates two childcare centers; KEO Kalaheo Early Learning Center (KELC), located at 22370 Kaumualii Hwy and the KEO Lihue Early Learning Center located at 4360 Pahee Street. The LELC was built in 1993 and the building was purchase by KEO back in May 2001. Both centers are wheelchair accessible and meet ADA requirements.

The Lihue Early Learning Center is the center of which KEO owns the building and lease the land.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

At the LELC there is one (1) Head Teacher/Director; one (1) Teacher; one (1) Teacher's Assistant; and one (1) Teacher's Aide.

The Head Teacher/Director possesses an AS degree in Early Childhood, Assistant Teacher possesses a CDA Certificate. The Teacher Assistant is in the process of attaining her CDA certificate. All are certified as per DHA-State of Hawaii License requirements.

At the LELC, the Head Teacher/Director has over 20 years of teaching experience; the additional staff has a combined experience of over 25 years. Additional substituting staff have a combined of 30 years of employment for the KEO ELC's.

The Early Learning Centers are approved by HCNP to serve required certified meals the ELC staff attends USDA trainings to comply with the Hawaii Child Nutrition Programs guidelines. In addition, staffs are certified in CPR and First Aid.

The Chief Executive Officer (CEO) is responsible for the administration of the over-all legal, financial and program operations of the agency. The Fiscal Officer, Administrative Officer, Youth Service Director and most of the Program Directors report directly to the CEO.

The Fiscal Officer is responsible for the administration of all financial operations of the agency, providing the fiscal support for all KEO programs and the supervision of the fiscal staff. All financial transactions are approved by the Fiscal officer and the CEO.

The Administrative Officer supervises the human resources operation of the agency and along with the administrative staff, provides administrative support to KEO programs.

The Youth Service Director oversees all child care programs that include, Lihue Early Learning Center, Kalaheo Early Learning Center and all youth service programs.

Attached are job descriptions of key program staff that includes other essential duties.

Plan for essential staff training for proper program management will include KEO's monthly evaluation, planning, and in-service training. In addition, the staff will attend training for job-related subjects such Hawaii AEYC – Kaua'i Chapter Conference and Hawaii Nutrition Program yearly updates.

In this particular project, the administration staff is familiar in acquisition of property, as well as construction and they are very well qualified to execute the conveyance/transaction as such. If needed. The agency also has accessibility to legal counsel.

## **B. Organization Chart**

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

**KEO Board of Directors**

**Chief Executive Officer  
MaBel Fujiuchi**

**Fiscal Officer  
Brigitte Correia**

**Administrative Officer  
Lynn Kua**

Accountant (1)  
Account Clerk (.5)

Administrative Clerk (.5)  
Janitor (.375)

Intake Worker (1)

**Youth Services  
Director  
Al Nebre**

**Mediation  
Director  
Jessie Basquez**

**Elderly Nutrition, Food Service, WAP & PIN  
Director  
Celia Melchor-Questin**

**Homeles & Housing  
Director  
Stephanie Fernandes**

**CHILD CARE  
Head Teacher (2)  
Teacher (1)  
Asst. Teacher (1)  
Teachers Aide (3)**

Intake Worker (.5)

**ELDERLY NUTRITION  
Coordinator (1)  
Meals Mgr (.875)  
Meal Deliverers (8@.375)**

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

**WAP  
Coordinator (.5)**

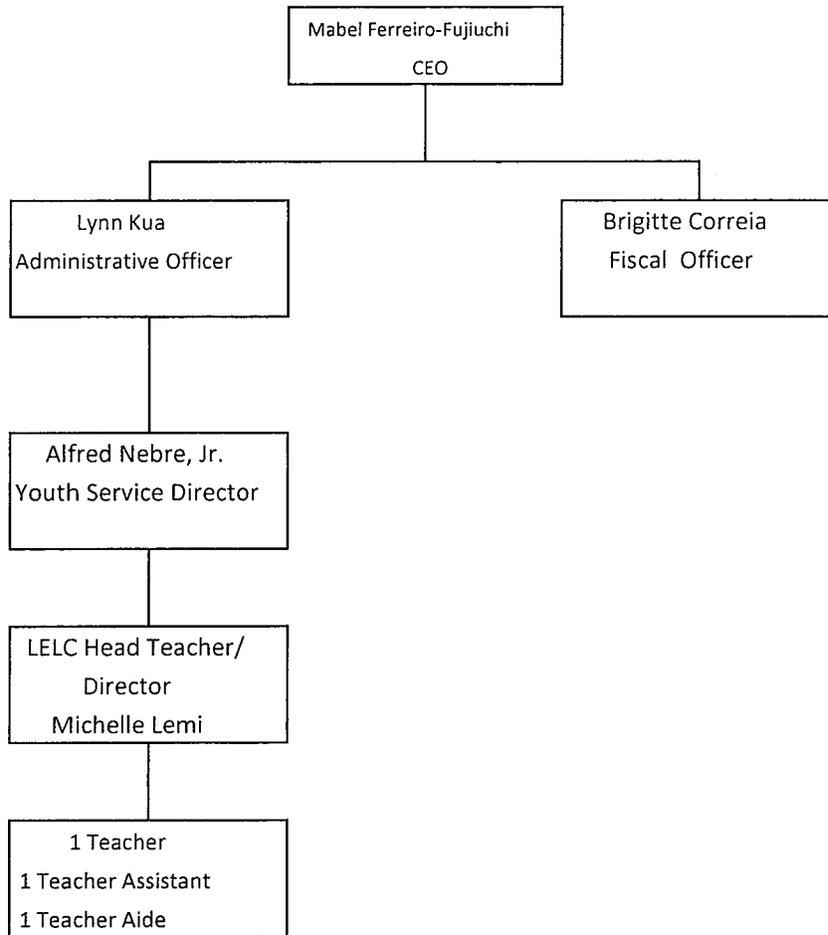
**HOMELESS OUTREACH  
Case Manager (1)**

**EMERGENCY SHELTER & TRANSITIONAL HOUSING  
Program Director (.5)  
Coordinator (2@.80)  
Maintenance Worker (.5)**

**TRANSITIONAL HOUSING & GROUP HOME  
Coordinator (1)**

**HOMELESS EMERGENCY SOLUTIONS  
Coordinator (1)**

# Child Care Program Chart



## **VI. Other**

### **A. Litigation**

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

### **B. Licensure or Accreditation**

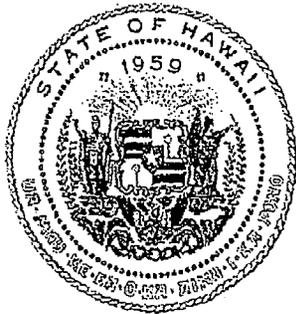
Attached is the license for the Lihue Early Learning Center.

STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
BENEFIT, EMPLOYMENT AND SUPPORT SERVICES DIVISION  
LIHUE EARLY LEARNING CENTER

is hereby granted a  
**Certificate of Approval**

014267

to operate a GCC - Preschool Program at  
4360 PAHEE ST, LIHUE, HI 96766  
for children not to exceed 36 in number. Said children shall be over 2 yrs & 9 mos of age and  
under 8 years of age. This certificate is issued in accordance with Section 346-161, Hawaii  
Revised Statutes, 1985, for the period beginning September 11, 2012, and ending September 10,  
2013, unless sooner revoked for cause.



PATRICIA McMANAMAN

Director, Department of Human Services



Administrator

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The 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:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies 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.



(Signature)

(Date)

MaBel Ferreiro-Fujiuchi

(Typed Name)

CEO

(Title)