

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:

Dba: **Kauai Economic Opportunity, Inc.**

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

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

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CELIA MELCHOR-QUESTIN

Title Nutrition Services Director

Phone # 808-2454077

Fax # 808-2457476

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:

FUNDS FOR THE LAND ACQUISITION FOR KAUAI ECONOMIC OPPORTUNITY, INC.'S FOOD SERVICE PROGRAM/COMMUNITY ENTERPRISE KITCHEN

4. FEDERAL TAX ID #: 

5. STATE TAX ID #: 

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$ 829,860.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

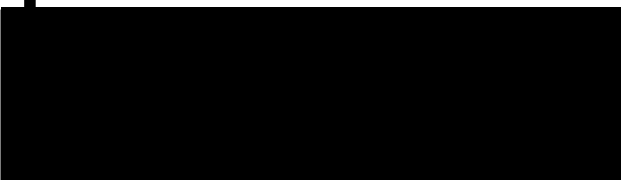
SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0


MABEL FERREIRO-FUJIUCHI/CEO
NAME & TITLE

1/29/13
DATE SIGNED

COPY

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

I. Background and Summary

Kauai Economic Opportunity, Incorporated (KEO) is a 501 (C) 3 private non-profit agency that was incorporated on March 16, 1965. The agency began as a local community action program under the support of the Office of Economic Opportunity Act of 1965. KEO is a multi-purpose organization with funding from a variety of sources. Over the past 48 years, the Agency has generated and fiscally administered millions of dollars of Federal, State, County of Kauai, 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 has administered a variety of community service programs such as: Title XX Home Management and Chore Services, Consumer Education, Emergency Food and Medical Services, Economic Development, Transportation, Child Care, Language Arts Multicultural Program, Head Start, Emergency School Aide Act, Elderly Nutrition and Wellness Programs, Shoppers Program for the Elderly and Disabled, Horticulture, Employment Training, Family Development, Family Development for Immigrants and Refugees, Family and Youth Services, Persons-In-Need Grants, Lokahi Pacific - Kauai Business Loan Program, a Community Anti-Crime Program, Mediation Program, Legal Services, Group Homes for Mentally and/or Physically Challenged Adults, Wilson P. Cannon Youth Volunteer Program, Homeless Programs (Emergency Shelter and Transitional Housing), Horticulture, After School Program, Medicare Prescription Drug Discount Card Program, and other programs for the disabled, Hurricane Relief, EnhanceFitness and Food Services. KEO has further executed the acquisition and completed construction projects addressing specific needs.

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 to accomplish. 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 Agency uses volunteers extensively in the Nutrition and Mediation Programs. KEO has aggressively sought and received a multitude of service programs for needy clientele and has been able to offer its clients many services at one place in a more economical fashion, unlike a single purpose, single program agency.

The goal is to obtain funding for the acquisition of land AND the construction or purchase or renovation of a building for a Food Service kitchen and Community Enterprise kitchen. We were able obtain a State of Hawaii legislative appropriation in the amount of \$300,000 for this same purpose but this was not released. The Food Service Program serves around 180,000 meals annually, to Kauai's frail and disabled elderly residents 60 years and older and to pre-school children, teenagers, mentally and physically challenged individuals to promote their health and well being. Providing a vital service, the program enables

homebound elderly to remain self-sufficient at home, a lower cost alternative to institutionalization. The Food Service Program presently provides meals not only for the elderly individuals on the Home-Delivered Meals Program but also provides meals for the following target population all over the County of Kauai:

- Elderly Clients in the County of Kauai's Congregate meal program
- Pre-school children enrolled in the Pre Plus program
- Pre-school children enrolled in the Head Start programs
- Kupuna in the Alu Like Homebound Meals Program
- Kupuna who attend the Alu Like Centers at Anahola and Waimea
- Pre-School children attending five (5) different Early Learning Centers
- Students attending a Charter School
- Elderly who attend Wilcox Adult Day Care (Alzheimer) Center Program
- Manaolana Emergency Homeless Shelter clients
- Elderly who are registered with the State of Hawaii Medicaid program
- Other private clients

KEO started the very first nutritional meals for the elderly low-income in Kapaa in a congregate site in Kapaa in 1971 and has continued its services up to the present.

As the Community Action Agency on Kauai, KEO, Inc. is held to high standard of Performance and Measures which consists 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 as follows:

- 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 2. The conditions in which low-income people lives are improved.
(Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

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

This Proposal will also be able to contribute to the economy. At present, KEO is renting a space from the Immaculate Conception Church. The rent is one of the major expenses of the Food Service Program. Without the rent, food prices could be reduced and this will enable our clients to spend the extra income for other things that will help enhance the existing economy. More affordable food prices will lead to more clients that could provide employment of more staff by KEO.

II. Service Summary and Outcomes

The goal of the Food Service kitchen targets both the transitional elderly who tend to be healthier and better off economically and also the young individuals from underprivileged homes whose one meal provided by KEO may very well be the only hot, well balanced meal they receive for the day. Good nutrition is a major factor in keeping seniors and youngsters healthy. Food alone is not the key to a longer and healthier life. Good nutrition should be a part of an overall healthy lifestyle, which also includes regular exercise, not smoking or drinking alcohol excessively, stress management and limiting exposure to environmental hazards. And no matter how well one eats, genes also play a big part in a person's risk for certain health problems. But often people underestimate the influence of how and what a person eats. It has been recognized as an essential component in disease prevention and affects a person's overall general well being. Persons 60 years and older and younger individuals often lack good nutrition because of the following reasons: 1) limited income; and 2) lack of skills to select and prepare nourishing well-balanced meals.

Meals prepared by KEO's Food Service Program are USDA approved and meet the 33 1/3 Recommended Dietary Requirements for adults and children. The meals that are provided are:

- Appealing and attractive to adults and children
- Served in clean and pleasant settings
- Approved by a Registered Dietician and meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Served with only low-fat and fat-free milk and nutritionally-equivalent non-dairy alternatives (as defined by USDA; and
- Include grains that are, at a minimum, whole grain.

As a non-profit serving the community, KEO's Food Service program has been able to keep the meals economically affordable for the all the programs, assisting underprivileged individuals in order to serve the maximum number of participants. Approximately 750 meals are delivered throughout the island of Kauai – from Kekaha on the Westside to Hanalei on the Northshore, on a daily basis. During summer time, the existing kitchen cannot accommodate meals requested for summer programs due to capacity limitations. With the new kitchen, KEO will be able to service special requests.

The Community Enterprise kitchen will be available as an additional aspect of this project during the “down time” of the kitchen regular operations to qualified entrepreneurs throughout the Island. These entrepreneurs will work with KEO personnel to make their program prosper and become successful. The Community Enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The Community Enterprise Kitchen program will provide low-income entrepreneurs with financial and

technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses. This way, these entrepreneurs will be able to contribute to the enhancement of the economy and at the same time, provide employment to other people.

Incubators make it financially possible for a start-up food manufacturer to take advantage of available professional kitchen space while they grow their business. Most start-up food enterprises begin in a home kitchen. Once the final recipe is ready for the marketplace, the home kitchen is a liability. New business owners cannot obtain the necessary licensing from the state or product liability insurance for the manufacture and sale of a product made in a home kitchen. Legally they must manufacture their product from a professional kitchen. KEO has been receiving requests to rent a kitchen, which we have not granted.

The proposed certified kitchen will provide professional standard ovens, refrigerators, freezers, mixers, food processors, worktables, pots and pans, utensils and locked storage space.

KEO is requesting a grant of \$ 829,860.00. The requested grant will enable KEO to negotiate land purchase and the construction, purchase or renovation of a new or existing building for a certified kitchen for the Food Service program and for the Community Enterprise Kitchen programs. The grant will enable KEO to bring to reality this much needed service.

The certified kitchen is very much in demand on Kauai since there are no available facilities for small startup businesses to use. Having a certified Community Enterprise Kitchen program will not only vitalize the economy of Kauai but it will provide opportunities for many underprivileged individuals. The enterprise kitchen will be made available to qualified entrepreneurs throughout the Island. KEO personnel will help to make their businesses prosper and become successful. The enterprise kitchen will provide an opportunity for people, who may be unable to lease property on their own, to use the kitchen facilities (at a minimal cost) to start their small businesses. The enterprise Kitchen program will provide low-income entrepreneurs with financial and technical help as they grow and expand their businesses. Assistance will include learning business practices, financial and technical help as they grow and expand their businesses. The goal of the program is to provide entrepreneurs with the tools to develop their new and/or existing businesses.

During the fiscal year after completion of the kitchen, KEO's Community Enterprise kitchen program will provide:

1. Eligible participants/entrepreneur a space and operation time to produce their products.
2. Assistance for the entrepreneurs to develop a "business plan"
3. Assistance in bookkeeping training

4. Assistance in executing vendor contracts
5. Assistance in marketing the product(s)

To ensure quality, KEO's internal reporting procedures require monthly reporting of program progress towards performance goals and objectives, The written report include statistical and narrative sections. Actual accomplishments (number of clients served) are documented and compared with the goals and any deviation could be worked out to ensure quality and timely accomplishment of the project. The reports are reviewed during management meetings to ensure that the performance outcomes are met. Financial meetings are also done monthly to make sure that the project is within budget.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. Surveys will be developed to determine that the Kitchen is producing the necessary meals for the clients and that the business entrepreneurs are being assisted with their business.

III. Financial

Budget

1. Applicable budget pages are complete and are attached
2. Below is the anticipated quarterly funding requirements for the fiscal year 2013-2014 for this project.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000.00	\$250,000.00	\$250,000.00	\$129,860.00	\$829,860.00

3. There are no other sources of funding that we are trying to obtain for this fiscal year 2013-2014.
4. KEO has not been granted any state and federal tax credits within the prior three years. Additionally, KEO has not applied for or anticipate applying for state and federal credits.

IV. Experience and Capability

A. Necessary Skills and Experience

KEO has initiated and administered the Elderly Nutrition program since 1974, providing nutritious USDA meal service for the elderly 60 years or over, either in a congregate group setting or delivered to their home. Since its inception in 1974, The Elderly Nutrition Program has evolved into the Food Service program which not only provides meals to the elderly but also provides meal service for pre-school aged children, for children enrolled in Summer Fun activities, and for the homeless people. The Food Service Program serves around 190,000 meals annually.

KEO initiated and administered a mini Community Enterprise Commercial Kitchen. There were many requests from community entrepreneurs but due to the size of the current kitchen, KEO was not able to accommodate all of the small business owners. Currently, there had been requests for the use of the kitchen which cannot be accommodated because KEO has also increased the use of the kitchen with more individuals being served. There is a definite need for this service and KEO is able to expand this program for the community.

Kauai Economic Opportunity, Inc. is the only human services organization in the County of Kauai and has been in operation for the last 48 years. It currently manages 20 community service programs that focus on un-served and underserved communities, individuals, and families who qualify under the Agency's eligibility requirements. These are programs and projects that address the needs of the low-income, homeless, elderly, pre-school children, at-risk youth, immigrants, jobless and the mentally and physically challenged persons.

Existing Contracts for this year include the following:

- Contracting Agency : Agency on Elderly Affairs
Program Title : Home Delivered Meals – Federal Funds
Contract Period : 2012 – 2013
Funding Amount : \$314,012
Performance Goals : To serve 38,062 home-delivered meals to elderly clients

- Contracting Agency : Agency on Elderly Affairs
Program Title : Home Delivered Meals – State Funds
Contract Period : 2012 – 2013
Funding Amount : \$259,141
Performance Goals : To serve 31,411 home-delivered meals to elderly clients

- Contracting Agency : Agency on Elderly Affairs
Program Title : Congregate Meals
Contract Period : 2012 – 2013
Funding Amount : \$94,998

Performance Goals : To serve 14,615 meals to elderly clients in different sites

- Contracting Agencies : Pre-schools (Pre-Plus, 7 Head Start, 2 KEO, Punana Leo, Hongwanji, KCC-ECDC)

Contract Period : 2012-2013

Funding Amount : It varies

Performance Goals : To serve breakfast and lunch to pre-school students/children

- Contracting Agency: Kawaikini Charter School

Contract Period : 2012-2013

Funding Amount : It varies

Performance Goals : To serve lunch to students – kinder to high school

- Contracting Agencies: Other Adult Day Cares (Medicaid, Alu Like, Wilcox)

Contract Period : 2012-2013

Funding Amount : It varies

Performance Goals : To serve lunch to adult participants

- Contracting Agency : Mana Olana Homeless Shelter

Contract Period : 2011-2012

Funding Amount : It varies

Performance Goals : To serve dinner to 19 clients of the Shelter

B. Facilities

Currently, the Food Service staff prepares the meals at the Food Service Kitchen located at 3343 Kanaolu Street, Lihue, Hawaii. This is a rental property, which is old and obsolete with outdated equipment and facilities hampering efficiency both in production and energy. The kitchen meets the Department of Health’s licensing requirements and is re-certified bi-annually. The meals are individually packed by program staff and volunteers and delivered to individual homes throughout Kauai.

Other meals are packed in “bulk” and delivered to specific congregate meal sites, like the Neighborhood Centers (Kekaha, Waimea, Kaunakani, Koloa, Lihue, and Kilauea), Pre Plus Center, Head Start Centers, Day Care Centers and other sites.

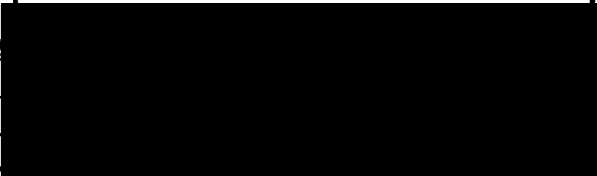
With the requested funding, Kauai Economic Opportunity, Inc. will be able to actively pursue the purchase of property to build the proposed Food Service Kitchen and Community Enterprise kitchen. If granted, the amount paid for rent now can be programmed into direct services instead. Current costs are about \$4,000.00 to \$5,000.00 per month for space and utilities and are facing obsolescence.

We will look for commercial property available on Kauai and within the Lihue area. Two possible properties are – one for land only for approximately \$500,000.00 and another

“warehouse type” facility for approximately \$700,000.00. It is KEO’s plan to go green as much as possible with this new kitchen. Construction will include a photovoltaic system and all equipment requested will be energy-efficient equipment.

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

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	\$32,899			\$32,899
2. Payroll Taxes & Assessments	\$4,267			\$4,267
3. Fringe Benefits	\$10,224			\$10,224
TOTAL PERSONNEL COST	\$47,390			\$47,390
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 Admin	\$20,970			\$20,970
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	\$20,970			\$20,970
C. EQUIPMENT PURCHASES	111,500			111,500
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	650,000			650,000
TOTAL (A+B+C+D+E)	\$829,860			\$829,860
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	829,860			
(b)				
(c)				
(d)				
TOTAL REVENUE	829,860	MaBel Ferreiro-Fujiuchi/Chief Executive Officer Name and Title (Please type or print)		

ADMIN FRINGES

15,962	FICA	7.65%		1,221
15,962	State unemp	2.02%		322
15,962	TDI	0.800%		128
15,962	Workers Comp	2.5000%		399
15,962	Retirement	6%		958

550	Health Ins	12.00	0.30	1,980
				5,008

20,970

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
CEO	1	101,556	5.00%	\$ 5,078
Fiscal Officer	1	80,112	5.00%	\$ 4,006
Administrative Officer	1	62,703	5.00%	\$ 3,135
Planner	1	0	0.00%	\$ -
Accountant	1	25,505	5.00%	\$ 1,275
Account Clerk/Administrative Clerk	1	38,628	5.00%	\$ 1,931
Janitorial	1	10,740	5.00%	\$ 537
				\$ -
TOTAL:				15,962
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
PERSONNEL-SALARIES AND WAGES**

PERSONNEL FRINGE:

32,899	FICA	7.65%		2,517	2,517
32,899	State unemp	2.02%		665	665
32,899	TDI	0.800%		263	263
32,899	Workers Comp	2.50%		822	822
32,899					4,267
32,899	Retirement	6%		1,974	
550	Health Ins	12.00	1.25	8,250	10,224

BUDGET JUSTIFICATION- EQUIPMENT AND MOTOR VEHICLES

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Ice Maker	1	\$6,000.00	\$6,000.00	0
4-Compartment Sink with disposal	1	\$5,000.00	\$5,000.00	0
Dishwashing machine	1	\$5,000.00	\$5,000.00	0
Food Warmer - 5 compartment	1	\$3,000.00	\$3,000.00	0
Preparation tables	5	\$500.00	\$2,500.00	0
Convection ovens	3	\$8,000.00	\$24,000.00	0
Food Prep Equipment (pots,pans,fryers,steamers,scales,etc)	1	\$15,000.00	\$15,000.00	0
Serving counter	1	\$2,000.00	\$2,000.00	0
Cabinets	5	\$2,000.00	\$10,000.00	0
Meat slicer, Food processor	1	\$5,000.00	\$5,000.00	0
Gas Salamander	1	\$3,000.00	\$3,000.00	0
Office chair, table	2	\$500.00	\$1,000.00	0
Air-conditioner	1	\$30,000.00	\$30,000.00	0
			\$ -	0
TOTAL:	24		\$ 111,500.00	0
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

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	OTHER SOURCES 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			\$25,000			
LAND ACQUISITION	\$300,000		\$100,000			
DESIGN			\$25,000			
CONSTRUCTION/BUILDING ACQUISITION			\$500,000			
TOTAL:		0	\$650,000			
JUSTIFICATION/COMMENTS:						

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Food Service and Community Enterprise kitchen programs will be administered under the KEO Nutrition Services Component. Staffing will consist of a Nutrition Services Director, Coordinator, Enterprise Coordinator, Food Service Coordinator, Cooks, Prep Cooks and administrative staff (CEO, Fiscal, admin and clerical).

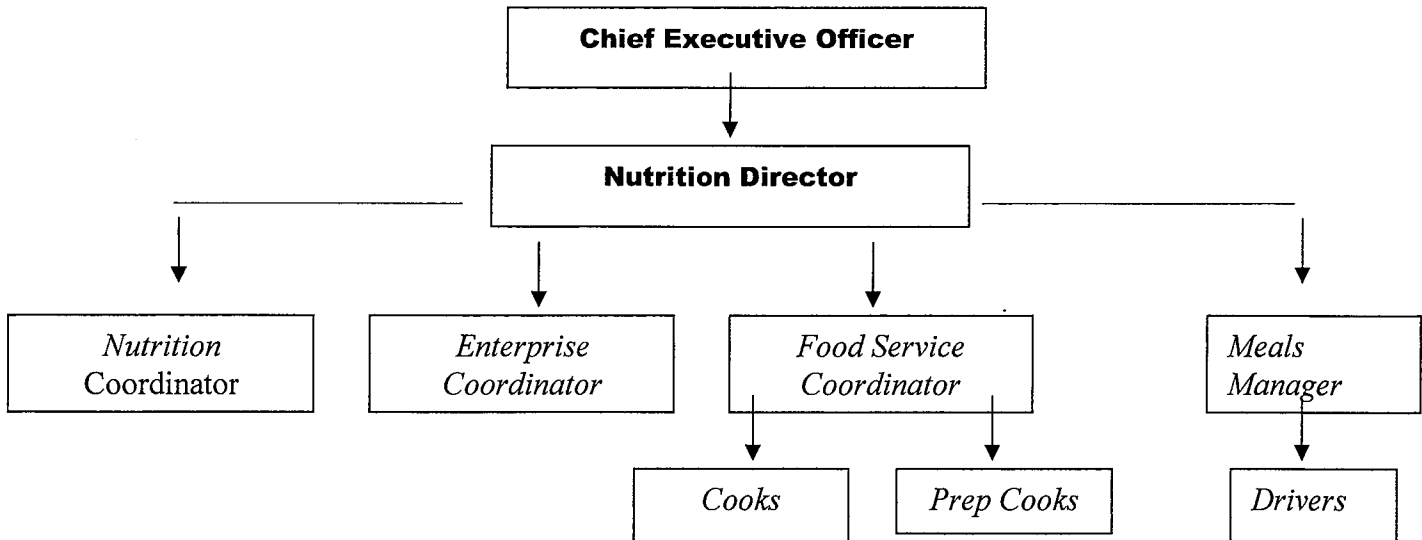
KEO has administered the Food Services program since its inception in 1974 and it has trained staff who are experienced in the food industry. A pre-screening of all potential KEO employees is conducted and the following standards have to be met:

- Pre-employment Physical
- Drug Screen
- TB Screen
- Criminal Conviction Record Check
- Clean Traffic Abstract

KEO's experienced staff and extensive internal resources contribute to program operation and enhancement. The Nutrition Services Director is responsible for on-going training of the program staff. This includes but is not limited to regular staff meetings, training in emergency procedures, CPR/First Aid, Case Management, Client Assessments, Food Safety and Sanitation, Meeting the Needs of the Elderly, Resources in the Community, Defensive Driving, attending other agency workshops related to the Food Service and training sessions required by the county and state.

B. Organization Chart

Program Chart:



See attached for the Organization-wide chart.

VI. Other

A. Litigation

NOT APPLICABLE

B. Licensure or Accreditation

Certified as a Commercial Kitchen by the Department of Health

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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, Hawaii 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, Hawaii 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, Hawaii 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, Hawaii 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.

[Redacted Signature Area]

1/29/13

MaBel Ferreiro-Fujiuchi
(Typed Name)

CEO
(Title)

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**

**Homeless & Housing
Director
Stephanie Fernandes**

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

Intake Worker (.5)

After School
Program Coordinator (1)
Program Assistant(1)

**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)**