

House District(s) 14/15/16

Senate District(s) 7

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, Incorporated (KEO)

Db:

Street Address:

2804 Wehe Road, Lihue, Hawaii 96766

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MABEL FUJIUCHI AND/OR LYNN KUA

Title CEO and Administrative Officer

Phone # 808-245-4077

Fax # 808-245-7476

E-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

MANA'OLANA EMERGENCY SHELTER & ASSESSMENT CENTER PROVIDING 24 HOUR EMERGENCY SHELTER INCLUDING SHOWERS, BEDS, FOOD FACILITIES AS WELL AS SERVICES, INCREASING SKILLS AND REMOVING BARRIERS TOWARDS ATTAINING PERMANENT HOUSING.

4. FEDERAL TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 367,742.00

5. STATE TAX ID #: [REDACTED]

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 \$ 306,397.00

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

[REDACTED]
MABEL FERREIRO FUJIUCHI, CHIEF EXECUTIVE OFFICER

1/18/18
DATE SIGNED

ORIGINAL

JAN 19 2018

JFS
10:22AM

Application for Grants

Please check the box when item/section has been completed. 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. Please include the following:

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

Kauai Economic Opportunity, Incorporated (KEO) is a private, non-profit community action agency that was chartered in March of 1965. KEO originated as a result of the formation of the national Office of Economic Opportunity, and its efforts to eliminate poverty. For over 52 years, KEO has provided a wide range of services that alleviate the conditions of poverty and assist disadvantaged individuals and families to attain social and economic self-sufficiency. KEO serves as a catalyst in encouraging effective local advocacy among the economically disadvantaged. Advocacy includes educating public officials and the general community to understand the needs and issues of the disadvantaged on Kauai, and to mobilize resources for the greatest impact on poverty.

KEO provides an array of services to meet the needs of low-income persons. KEO has maintained the ability to assess conditions on the local level and to change its focus to address the needs of the community it serves. KEO's homeless and housing programs began in 1970, when the agency established a housing office for mobilization of resources which was spun off to the County of Kauai. In 1992, KEO started the Kauai's first Care-A-Van outreach program. In the early 90's KEO became a Certified Housing Development Organization (CHDO) and developed and administered HUD Section 8 projects as well as renovating and adding facilities at Lihue Court Housing owned by Mutual Housing, Inc. In 2000, KEO began to operate its transitional housing program, and has increased its inventory of housing. In 2007, KEO began to operate the first emergency homeless shelter on Kauai, serving approximately 200 homeless individuals and families annually. KEO homeless and housing program include the following services and housing opportunities:

- Homeless Outreach Program – This program provides mobile outreach, case management and supportive services to 400-500 unsheltered homeless per year;
- KEO Emergency Homeless Shelter- The shelter opened in November 2007. It is funded to offer emergency temporary shelter and case management services to 19 homeless persons per night between the hours of 5:00 pm and 7:00 am. A declaration of emergency was declared by the Governor that enabled KEO to increase the emergency shelter to 38 beds for a period of one year. A grant

through the County of Kauai enabled the shelter to expand to 38 beds but with the end of the grant period it has been reduced to 19.

- KEO Transitional Shelter Program – The transitional program provides temporary housing for homeless individuals and families with case management and supportive services. The transitional shelter program offers 4 distinctive housing opportunities to meet the needs of consumers. These include a 5 bedroom group home, an 8 unit one-bedroom apartment community and 8 master leased two-bedroom apartments in a low-income tax credit affordable housing complex. In 2015 and 2016, KEO also acquired and repaired 2 three bedroom single family homes, one of which also includes a studio apartment. The transitional shelter program requires consumers to pay a program fee equal to 30% of their family income while case management services are provided to remove barriers to homelessness and secure permanent housing opportunities;
- Pa'a Hana Group Home-This is a 4 bedroom permanent housing group home designated for homeless individuals living with a disability. Tenant rent is subsidized through the project based HUD Section 8/202 program.

2. The goals and objectives related to the request;

- 1) Provide basic needs for homeless: housing, meals, and sanitation
- 2) Increase the emergency shelter from 19 to 38 beds
- 3) Increase the time of operation from 14 to 24 hours per fday, 7 days a week
- 4) Eliminate chronic homelessness on Kauai
- 5) Assist homeless persons to become self-sufficient
- 6) Assist homeless individuals and families obtain and maintain permanent housing.

The objectives related to this request are:

- 1) Increase the number of homeless individuals and families who transition from homelessness into permanent housing
- 2) Increase the number of homeless individuals and families who become economically independent and self-sufficient.
- 3) Increase stability in housing for those in need

3. The public purpose and need to be served;

The public purpose of the program is to provide a service enriched 24 hour emergency homeless shelter and assessment center. The center will include a 38 bed emergency shelter. The Mana'olana Emergency Homeless Shelter and Assessment Center will provide shelter and services to help transition persons experiencing homelessness into permanent housing.

During FY 2017, KEO's Mana'olana emergency homeless shelter served 230 homeless individuals and families. The shelter has operated with 38 beds which are consistently at capacity. The need for beds is vital. The current funded bed number is 19. This proposal will increase the number of beds back to 38. The need has been established by the 2017

Point in Time Count (PIT) showed 412 homeless individuals and KEO's homeless outreach Care-A Van program provided services to approximately 400 individuals throughout the year. The outreach program identified and provided services to homeless persons also identified in the PIT and some may be a duplicate count of individuals. Therefore, more beds are necessary to provide basic needs and services.

The shelter operated from 5:00 pm at 7:00 am each day. This proposal expands the services of the shelter to serve more homeless and provide a 24 hour service enriched assessment center to significantly reduce homelessness on Kauai.

The gap between income and the high cost of housing on the island continues to be one of the primary reasons homelessness exists on our island. Through expanded housing and barrier removal including employment services, KEO will be able to assist its homeless clients to resolve those barriers and create a path toward permanent housing and sustainable self-sufficiency.

4. Describe the target population to be served; and

The target population to be served are:

1. Unsheltered homeless individuals and families, 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.
2. 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.

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 over 65,000, 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. The applicant shall:

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

In response to the need for assessment and comprehensive services during the daytime hours as well as overnight facilities for housing, it is proposed that the Mana'olana Emergency and Transitional Shelters be expanded to a 7 days per week/24 hours per day facility called the Mana'olana Emergency Shelter and Assessment Center (the Center). The program will be an intake, assessment and service center for sheltered and unsheltered homeless on Kauai. The Center will include a 38 bed emergency shelter facility.

Beginning in 2007, KEO renovated buildings that are used as an emergency homeless shelter, certified kitchen, dining room, and laundry facility for up to 38 homeless individuals and families. The shelter is currently funded for 19 beds. The emergency shelter's operating hours are from 5:00 pm to 7:00 am each day. It is necessary to provide showers, meals and facilities throughout the day. Once the shelter reaches capacity, the homeless are turned away and forced to live on the street, in cars or other places not meant for human habitation. This proposal will expand services to all eligible sheltered and unsheltered persons. The Mana'olana Emergency Homeless Shelter and Assessment Center will be an assessment and service center that will give the homeless access to showers, facilities, case management, training and referrals. Other agencies such as Legal Aid will also be able to utilize space at the Center to meet with clients directly.

Under this proposal wrap-around services including training, referral and use of facilities will be available to sheltered and unsheltered individuals and families through the expanded operating hours and KEO Program Coordinators. The shelter dorms and family rooms for overnight sleeping will continue to operate between 5:00 pm and 7:00 am. Day staff will start at 7:00 and meet with clients for assessment, counseling and class training until 5:00 pm, therefore providing services on a 24 hour basis.

The Mana'olana Emergency Homeless Shelter and Assessment Center services will include assistance with employment placement, financial literacy, life skills, benefits, mental health referrals and housing placement. In addition, the shelter showers and laundry will be available for all clients during the day. Emergency shelter clients working overnight shifts will be able to use the dorm facilities during daytime operating hours for sleeping but will also be required to meet with KEO Coordinators for case management and training.

Intake and Assessment

KEO follows the Housing First model for the provision of services as follows:

- KEO will implement the housing first model for access to the shelter by welcoming guests to the shelter with a low barrier approach, yet maintaining safety of all persons and property.
- Immediate access to permanent housing with no housing readiness requirements. Housing First involves providing clients with assistance in finding and obtaining safe, secure and permanent housing as quickly as possible. Key to the Housing First philosophy is that individuals and families are not required to first demonstrate that they are 'ready' for housing. Housing is not conditional on sobriety or abstinence.

- Consumer choice and self-determination. Housing First is a rights-based, client-centered approach that emphasizes client choice in terms of housing and supports.
- Recovery orientation. Housing First practice is not simply focused on meeting basic client needs, but on supporting recovery. A recovery orientation focuses on individual well-being, and ensures that clients have access to a range of supports that enable them to nurture and maintain social, recreational, educational, occupational and vocational activities.

For those with addictions challenges, a recovery orientation also means access to a harm reduction environment. Harm reduction aims to reduce the risks and harmful effects associated with substance use and addictive behaviors for the individual, the community and society as a whole, without requiring abstinence.

- Individualized and client-driven supports. A client-driven approach recognizes that individuals are unique, and so are their needs. Once housed, some people will need minimum supports while other people will need supports for the rest of their lives (this could range from case management to assertive community treatment). Supports may address housing stability, health and mental health needs, and life skills.

Income supports and rent supplements are often an important part of providing client-driven supports. If clients do not have the necessary income to support their housing, their tenancy, health and well-being may be at risk. Rent supplements should ensure that individuals do not pay more than 30% of their income on rent.

- Social and community integration. Part of the Housing First strategy is to help people integrate into their community and this requires socially supportive engagement and the opportunity to participate in meaningful activities. If people are housed and become or remain socially isolated, the stability of their housing may be compromised. Key features of social and community integration include:
 - Separation of housing and supports (except in the case of supportive housing)
 - Housing models that do not stigmatize or isolate clients. This is one reason why scattered site approaches are preferred.
 - Opportunities for social and cultural engagement are supported through employment, vocational and recreational activities.

At the Mana'olana Center new participants will register with the staff. KEO will provide services based on the housing first model and will use caution in the safety of other participants, staff and property. Program intake and assessments will be conducted for new participants and information then entered into the Homeless Management Information System (HMIS). Once intake is complete, each client's intake and encounter is recorded into the KEO client care system and the new HMIS Caseworthy system within 72 hours of intake, where the client or family is assigned a client database number to maintain records and track the services which were

provided to each client and family. Assessment information is completed for individuals or families. The assessment identifies the barriers and strengths as well as gaps in services for the individual or family.

Seven days after the program coordinator conducts the initial program assessment/intake and HMIS data entry, an assessment using the Vulnerability Index and Service Prioritization Decision Assistance Tool (VISPDAT) is conducted. The VISPDAT is used to determine each client's suitability for a variety of housing programs.

Services & Housing

Services will include emergency shelter, a bed, meals and shower/bathroom facilities. Upon completion of the VISPDAT, clients who have a picture ID, social security card and birth certificate are placed on a list for housing opportunities called the By Name List. Housing programs such as transitional shelter, housing first or rapid re-housing are selected for clients by the Homeless Coordinator at the County Housing Agency in accordance with their circumstances and capacities as determined by the VISPDAT. Agencies operating different programs select clients referred to them from the By Name List. This Coordinated Entry System (CES) leverages resources from providers throughout the county. Under this program sheltered and unsheltered clients will be eligible for all programs offered through partner agencies that are part of the Community Alliance (formally Continuum of Care). The Community Alliance includes agencies providing homeless services throughout Kauai such as Catholic Charities, the Veterans Administration, Women in Need, Steadfast Housing, Malama Pono, Hale Opio, Family Life Center, the YWCA and the Kauai County Housing Agency. This partnership is a critical resource for coordinating services and getting homeless off the street.

The Mana'olana Center will be able to assist sheltered and unsheltered clients coordinate with agencies they are referred to from the By Name List. During the intake process each client is assessed for needs. In order to be eligible for the By Name list, clients must have a picture ID, social security card and birth certificate. KEO Housing Coordinators provide referrals to Legal Aid to assist with birth certificates and identification documents. This first step is critical to helping homeless transition to housing.

Coordinators will meet at least once a week with each client or family. The social service plan is then developed with the client or family that details the goals, tasks, timeline, and lists the person responsible to accomplishing the tasks. Social service plans include access to benefits, mental health, drug treatment, training and other social service benefits essential to support the client's transition to housing. Housing plans are incorporated into the service plan. The housing plan includes assistance with partner agencies on the By Name List, tracking and assisting with applications to affordable housing as well as assistance with Tenant Based Rental Assistance and Housing Choice Voucher programs.

The Mana'olana Center has a full ADA compliant bathroom with showers for men and women. The Center will provide access to showers for sheltered and unsheltered homeless between the hours of 7:00 am and 3:45 pm. In addition, Keo Coordinators will provide hygiene supplies, bedding (sheets, blankets, pillows), and towels to program participants. There are also donations

of clothing that are available. A laundry room is on site, and participants are able to wash and dry their clothes each day until 9:00 pm.

Case management for each client is specific according to their particular needs, situation, and/or ability determined during the intake and assessment process. Coordinators will work with homeless clients to obtain required documents, complete housing applications, have health insurance, receive mental health referrals and ensure that clients receive financial benefits for which they are eligible. KEO also will assist eligible individuals and families with utility deposits based on eligibility for our Low Income Home Energy Assistance Program (LIHEAP).

In addition to other services, participants will also receive ready to rent training, financial literacy classes and life skills training. Classes will be conducted once a week in employment, housing and life skills. Each class will be 30 minutes to one hour and will cover a variety of subjects such as work documents, searching for a job, searching for housing, applications, interviews, shopping/ cooking on a budget and nutrition. Each series will be conducted monthly in four segments and repeated each month. The Center will have four interactive workstations for clients to assist with housing and employment searches and other internet based needs. As part of these training programs clients will be trained in basic internet usage and receive assistance in establishing an e-mail account as needed.

Transportation needs will be met with financial assistance to purchase monthly bus passes and/or gas cards. The Center will also provide a 15 passenger van for transportation of clients to job fairs, appointments and other needs as required for the removal of barriers to homelessness.

The educational needs of school-age children in our program will be included in the social service plan with each family, and coordinated with the DOE homeless program liaison. Child care needs for families with children under school age are addressed through referrals to:

- State's Child Care Connection program for assistance with tuition and childcare subsidy;
- Parents Attentive to Children (PATCH) for referrals to licensed childcare providers in the community;
- Head Start preschool centers located throughout Kauai.

Prior to an individual or family moving into temporary shelter or permanent housing, the Coordinator will develop a discharge plan with the clients that will include information about forwarding address and on-going services to ensure clients maintain housing. Included with this plan will be a follow-up by the Housing Specialist with the individual or family that will be scheduled at interval of 3 months, 6 months, 1 year after discharge.

A program individual or family will be terminated from services due to death, relocating either to another county in the state or out of state, placement in permanent housing or permanent supportive housing, or client's choice to no longer participate in program services. Suspension from the emergency shelter will be due to threatening or violent behavior, harassment, and/or interference with services and staff and/or non-compliance with house rules. A suspension from program services form will be completed by staff and issued to the client with explanation of

why this action is being taken. Suspension from services will be determined based on severity of behavior. Case managers will inform the client that referral will be made to community providers for assistance with: mental health counseling/treatment; substance abuse counseling/treatment; anger management classes; family counseling; medical assessment. The individual or family will be given a copy of the KEO Grievance Procedures should the client(s) wish to appeal the agency's decision to suspend services.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activity Date	Program Activities & Strategies	Program Outcomes
7/2018- Ongoing	Receive homeless to provide shelter, meals, beds and bathroom/shower facilities. Complete intake and assessment of clients to determine eligibility for services and identify needs	Provide appropriate case management services
7/2018- Ongoing	Developing of Individual Service Plan (including housing and employment goals/objectives), information and referrals.	Increase access to program services and other community resources.
7/2018- Ongoing	Implement monthly employment, life skills and housing classes, including computer skills training and insuring access to e-mail.	Increase probability of permanent housing placement, stability in housing and access to employment or increased income by removing barriers and providing new skills.
7/2018- Ongoing	Individual job counseling, employment search, and activities	Increase probability of employment and housing through one on one case management. Continue to assess needs and barriers and update ISP.
7/2018- Ongoing	Housing search, referrals and applications in accordance with ISP.	Increase the number of participants who obtain housing.
10/1/2018 - Ongoing	Job retention, follow-up and continue support services as identified in ISP	Reduce homeless recidivism, report outcome success measures, and increase stability in housing.

3. 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 centralized intake process that collects all data pertaining to clients. This is a one-stop process that enables a client to have access to the multiple services that the agency has to offer. There is a written documentation (Intake Manual) on the procedures for the Intake Worker to follow. The intake process requires client documentation which includes income and household verification, needs assessment, case notes, authorizations and other program requirements in order to determine eligibility based on the criteria in accordance with program proposal and contract. All applications are reviewed and approved by the Administrative Officer to ensure all client documents are completed in conformance with KEO policies and programmatic requirements. The information is recorded both electronically and in hard copy files which are kept in secured files which are backed up on a daily basis. A copy of the backed up record is sent to a secured site off premise weekly.

KEO's internal reporting procedures require Program Directors to submit monthly agency reports of program progress towards performance goals and objectives due by the eighth of each month to the CEO and Administrative Officer. The written report includes statistical and narrative sections with information required for contract required reports and Community Services Block Grant (CSBG) reporting requirements. The report is developed by the Program Director who works with the Administrative Officer and Fiscal Officer for every program contract awarded to KEO. The Mana'olana Emergency Homeless Shelter and Assessment Center would include actual accomplishments (number of clients completed training, number of clients who obtained employment, number of clients maintaining employment for 3 months or longer, number of clients who obtained housing, number of clients who maintained housing for 6 months or longer) which are documented and compared with the performance goals and any deviation or problems could be worked out to ensure quality and timely accomplishments of the project. These reports are reviewed during the weekly management meetings to ensure that performance outcomes are being met.

The Fiscal Officer distributes monthly financial reports and conducts with the CEO, a monthly financial meeting individually with Program Directors on the 2nd Friday of each month, to review program operation and financial status. This is to ensure that the program is meeting goals and outcomes; within the budget set forth in the proposal and contract; and to identify, resolve problems and make improvements as needed. The Board of Directors is also provided monthly and quarterly agency and program contract reports as well as a Board Financial Report. The Board Program Evaluation Committee meeting includes a review of monthly agency reports and Program Directors are invited to attend on a regular basis to report significant accomplishments or how problems or concerns are being resolved. The Board Finance Committee meeting includes a review of the Board Financial Report by the Fiscal Officer at which time committee members request information about the balance sheet and specific budgetary concerns.

KEO complies with reporting requirements of the funding agency such as quarterly and final program reports. Reports follow standards and time frame as measure of program outcomes. Private and government audits are also conducted on a yearly basis and results are documented.

KEO follows reporting guidelines specially in identifying realistic and achievable goals for the program. The guidelines serve as an output performance or measurement of progress thereby meeting the need and proper delivery of services. KEO will closely monitor the program and conduct surveys throughout the training and follow to establish rapport with the participants and for review to make changes as needed.

KEO will collaborate with our internal agency programs, organizations outside our agency, and the Kauai Community Alliance (a continuum of care committee on Kauai) to determine that the program is meeting its objectives. KEO will comply with monitoring requirements conducted by the State agency through which grant funds are appropriated which may include an annual on-site visit and review of client files, program and financial records. Monthly inspections are conducted by the Director of Homeless and Housing programs to ensure that the facilities are in proper operating condition, safe, and sanitary. Information from a client survey will assist the staff in the evaluation of the program service delivery, and to plan for any improvements and changes to that service delivery. At the end of each months training session for housing, employment and life skills a feedback form will be provided to program participants to indicate performance and recommendations for program, services and topics for information and training classes which would benefit our program participants.

4. 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.

The measure of effectiveness listed here are for the requested funding only and will be supplemented, not supplanted, by other funding.

1. Number of unduplicated additional participants served with this funding	115
2. Number of unduplicated participants completing Individual Service Plans (ISP)	115
3. Number of unduplicated adults completing employment preparation training	60
4. Number of unduplicated adults completing life skills training	50
5. Number of unduplicated adults completing housing training	75
6. Number of unduplicated participants who obtain employment	45

7. Number of unduplicated participants who maintain employment for 3 months	35
8. Number of unduplicated participants who maintain employment for 6 months	30
6. Number of unduplicated participants who obtain permanent housing	40
7. Number of unduplicated participants who maintain permanent housing for 3 months	35
8. Number of unduplicated participants who maintain permanent housing for 6 months	30
9. Number of unduplicated participants placed in transitional housing	35
10. Number of referrals to legal aid for identification and birth certificate assistance	45
11. Number of referrals to mental health services	35
12. Number of referrals to substance abuse treatment	35
13. Number of unduplicated participants applying for social service benefits while enrolled in the program (SNAP, SSI, SSDI or other)	40
14. Number of unduplicated participants who receive social service benefits while enrolled in the program (SNAP, SSI, SSDI, or other)	30

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See attached budget forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
95386	90786	90785	90785	367742

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

DHS, BESSD, Homeless Programs Office to operate the Homeless Shelter Program
 Community Development Block Grant funds
 State Homeless Outreach Program
 Emergency Solutions Grant – HPRP
 Emergency Solutions Grant - Operations

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

No tax credits have been granted.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

See attached

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$241,591

IV. Experience and Capability

1. **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.

KEO has extensive work experience with the homeless population on Kauai. KEO's homeless and housing programs began in 1970, when the agency established a housing office for mobilization of resources which was spun off to the County of Kauai. In 1992, KEO started the Kauai's first outreach Care-A- Van program. In the early 90's KEO became a Certified Housing Development Organization (CHDO) and developed and administered HUD Section 8 projects. As a certified Community Housing and Development Organization (CHOO), 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 owns and operates a group home for homeless individuals with disabilities. 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 owned, operated and managed this group home since 1985.

The Homeless Outreach Care-a-Van Program has been in operation from 1992. The Care a Van (CAV) provides a mobile outreach service for unsheltered homeless living in their vehicles, in beach parks, on the streets, and other places not fit for human habitation. The CAV provides a vital link between the island's homeless and medical services, legal services, emergency food and supplies, and social services.

The CAV case manager assists clients with referrals for obtaining documents (i.e. birth certificates, picture identification, social security cards), assists clients with completing housing applications and financial and non-cash benefits. It is the only mobile homeless outreach program on Kauai providing outreach to approximately 400 homeless persons annually.

In 2000, KEO began to operate its transitional housing program, and has increased its inventory of housing. Since 2000, KEO has operated a transitional housing program providing temporary housing, case management, intake/assessment, information/referral, training classes, and other supportive services. The Homeless and Housing Programs provide safe, decent, and sanitary shelters for homeless individuals and families. The Komohana Group home is located on property owned by KEO in Puhi, Kauai. It provides five (5) one-bedroom units for homeless individuals. Another KEO shelter is located in Lihue at the Lihue Court Townhomes housing project. KEO leases 8 two-bedroom apartments from Lihue Court Townhomes Corp. and places homeless families in conjunction with the Coordinated Entry System for the County of Kauai.

In 2007, KEO began to operate the first emergency homeless shelter on Kauai, serving approximately 200 homeless individuals and families annually. The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request.

Since November 2007 until the present, KEO has operated the Mana'olana Emergency Homeless Shelter. The Mana'olana Emergency Homeless shelter is the first and only shelter of its kind on Kauai, providing emergency shelter, case management, intake/assessment, information/referral, and other supportive services for unsheltered homeless individuals and families. The shelter has a capacity of 38 beds and is fully ADA compliant.

KEO obtained HOME funds to renovate 8 one-bedroom apartments on the same site as the emergency shelter. The Mana'olana Transitional Shelter opened in November 2007. The Mana'olana transitional shelter is located next to KEO's administrative offices, and houses a maximum of 20 people. Together with the Mana'olana Emergency Shelter and our administration center next door, KEO has the only and largest emergency and transitional housing operation center on Kauai serving homeless individuals and families. This site is an ideal location for a 24 hour assessment center which builds upon existing services and facilities.

Another KEO transitional shelter program site was opened in February 2015 in Hanamaulu providing temporary housing for large homeless families of 6 or more individuals in the household, and a studio apartment for 1-2 people.

Starting in May 1, 2016 to July 31, 2017, KEO operated a GIA funded day center program to achieve self-sufficiency and eliminate barriers for the homeless to promote permanent housing. Program highlights include the following:

- 227 unduplicated intakes/assessments at the time of entry – 188% of contract objective
- 224 unduplicated participants covered by social service plan – 204% of contract objective
- 242 unduplicated participants – 201% of contract objective
- 134 unduplicated single individuals – 179% of contract objective
- 27 unduplicated families with children 169% of contract objective
- 46 unduplicated individuals in families – 237 % of contract objective

KEO's programs staff possess skills and work experience necessary for the provision of services in the homeless and housing programs. All staff are trained in the Homeless Management Information System (HMIS) data entry and Vulnerability Index Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT). The HMIS and VI-SPDAT are required to enter clients into the Coordinated Entry System (CES). The CES places clients on a list for housing opportunities designated for the client that best meets their needs. Housing opportunities include rapid re-housing programs, housing first, transitional shelter, permanent supportive housing, and other service enriched housing programs. The CES coordinates housing and service providers throughout Kauai. KEO is an established entry point into this system. The shelter and outreach programs work in conjunction to enter clients into the system.

The Mana'olana Program Director is a certified Department of Housing and Urban Development (HUD) 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. KEO has experience in coordinating and collaborating services with multiple Federal, State, and County agencies, community organizations, private faith-based organizations, churches, private businesses in its effort to provide appropriate services and supportive services for Kauai's low-income individuals and families. KEO is a member of the following organizations:

- Kauai County Affordable Housing Committee
- Kauai Community Alliance (formerly Kauai Homeless Continuum of Care Committee)
- Workforce Investment Board
- Other statewide and national organizations

KEO participates in these committees in an effort to further collaborate and address gaps in program services and to advocate for the needs of the low income community. KEO is the active leader in serving homeless persons on Kauai.

The following is a list of projects or contracts which KEO has obtained with minimum of one (1) year of verifiable experience within the most recent three (3) years that are pertinent to the service activities in this RFP:

1992 to present DHS, BESSD, Homeless Programs Office to operate the Homeless Shelter Program, current Contract No. DHS-14-HP0-101 1-SA04

Mr. Harold Brackeen III
Department of Human Services Benefit, Employment & Support Services Division
Homeless Programs Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Ph. (808) 586-7072, email: hbrackeeniii(a)dhs.hawaii.gov

04/26/2013 -12/31/2014 Homeless Barriers Removal Program, Community Development Block Grant (CDBG) to provide employment services, housing services, and support services to eliminate homeless clients' barriers to self-sufficiency, Contract No. 8895

Ms. Kerri Barros
CDBG Coordinator
Kauai County Housing Agency
4444 Rice Street Suite 330
Lihue, HI 96766
(808) 241-4435, email: kbarros(a)kauai.gov

05/01/2016 -7/31/2017 Grant in Aid- Self Sufficiency Program, Contract No. DHS16-HP0-3132
Providing services to homeless population on the island of Kauai to achieve permanent housing
and self-sufficiency.

Mr. John Gibo
Program Specialist
Department of Human Services
Benefit, Employment & Support Services Division
Homeless Programs Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Ph. (808) 586-7066, email: jgibo@dhs.hawaii.gov

04/01/2016-03/31/2017 Temporary Homeless and Assessment Shelter and Service Agreement,
Contract No. 9352. To provide increase in number of homeless who stay at the Mana'olana
Emergency Homeless Shelter and Transitional Housing Program and provide a safe and central
environment for homeless individuals and families to receive case management and supportive
services.

Ms. Kanani Fu
Housing Director
Kauai County Housing Agency
4444 Rice Street, Suite 330
Lihue, HI 96766 Ph.
(808) 241-4443
email: kananifu@kauai.gov

07/01/2014 to 6/30/17 Emergency Solutions Grant, Homeless Prevention Rapid Rehousing,
Contract No. DHS-16-HP0-3014-SA02. To provide security deposit, rent subsidy to assist
homeless individuals and families to obtain and maintain housing, and assist those at-risk of
homelessness with financial payment for rent arrears to maintain housing and prevent
homelessness.

Ms. Judy Ishida
Program Specialist
Department of Human Services
Benefit, Employment & Support Services Division
Homeless Programs Office
820 Mililani Street, Suite 606
Honolulu, HI 96813
Ph. (808) 586-7064 email: jishida@dhs.hawaii.gov

10/1/2015 - 9/30/2017 Continuum of Care Homeless Assistance Program, provides chronic homeless individuals with substance abuse with permanent housing and rent subsidy, and case management services. Contract no. DHS-16-HP0-3089/HUD Project No. HI0053L9C001404

Ms. Judy Ishida
Program Specialist
Department of Human Services
Benefit, Employment & Support Services Division
Homeless Programs Office
820 Mililani Street, Suite 606
Honolulu, HI 96813

04/01/2016-03/30/2017 Aloha United Way, Coordinated Statewide Homeless Initiative, to provide security deposit, short-term rent assistance, utility deposit for homeless individuals and families to obtain and maintain permanent rental housing.

Mr. Norm Baker
Chief Operating Officer
Aloha United Way
200 N. Vineyard Blvd., Suite 700
Honolulu, HI 96817

Hawaii Lodging and Tourism Association Expatriation grant to provide 50% of airfare for homeless leaving Kauai to permanent housing.

Mufi Hanneman
Executive Director
Hawaii Lodging and Tourism Association
2270 Kalakaua Ave, Suite 1702
Honolulu, HI 96815

2. **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.

Mana'olana Emergency Homeless Shelter and Assessment Center

The Mana'olana emergency homeless shelter is located at 2808 Wehe Road, Lihue, HI 96766. The facility will be used for the assessment center during the day and shelter facility for 24 hours. The shelter has a private office for case management as well as an area for group classes. It is in walking distance to the Kukui Grove shopping center, bus stops, medical and dental offices, DOH Adult Community Health center, banks, restaurants, County of Kauai offices, and a theater. KEO secured a 20 year lease (expires 2025) with the County of Kauai for the property.

KEO's administration office building, located at 2804 Wehe Road is adjacent to the Mana'olana shelter. This facilitates services and administration of the program. The area has ample parking, and designated parking spaces for persons with disability. A ramp walkway is easily accessible for those who use wheelchairs or walkers. Restrooms have designated stalls, faucets, handles and doors that meet ADA requirements.

This project site also has eight (8) 1- bedroom apartment units for transitional shelter in addition to the emergency shelter. The emergency shelter and transitional shelter have been in operation since November 2007, after renovation and repair work was completed.

The Mana'olana Emergency Shelter is an energy efficient ADA compliant facility with a dorm room for single men, a dorm room for single women, and 3 private sleeping rooms for families. The emergency shelter building can shelter up to 38 people per night. The shelter provides separate ADA compliant bathrooms for women and men. Each restroom has 3 toilet stalls, 2 shower stalls, and 2 bathroom sinks. The shelter and shower facilities will be available during the day for use as an assessment center.

The shelter has a ADA compliant dual use dining room & training room that will be utilized for housing, employment and life skills training. The site also has a certified kitchen for meal service. The dining room/certified kitchen building is used to prepare meals for emergency shelter guests which will be used as a training facility during the day. It also has a restroom that meets ADA requirements. There are 3 ADA designated parking stalls on the property.

A laundry room with washers and dryers is available for use by the assessment center, emergency shelter and transitional shelter participants. There are four (4) septic wastewater systems operating on this property and provides service for both the emergency shelter buildings and the transitional shelter apartments.

V. Personnel: Project Organization and Staffing

1. 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.

Program staffing under this contract will consist of the following positions:

Chief Executive Officer- Overall administrator of the program.

Homeless and Housing Programs Director - Direct administrator of Homeless and Housing Programs. 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.

MANA'OLANA STAFF

Mana'olana Program Director - Responsible for the overall operations of the day center at Mana'olana. Coordinates, implements, and monitors all homeless services and supervised day center staff.

Five (5) Mana'olana Program Coordinator II's –Program Coordinators Conduct employment, housing and Life skills Training classes. They coordinate and implements case management services for unsheltered and sheltered homeless individuals and families. They develop individual service plans with clients which includes housing plans. Program coordinators monitor and assist clients' progress in achieving goals and objectives to successfully obtain employment, housing, and to become financially self-sufficient. All coordinators conduct intake interviews, assess immediate needs of clients, and refer clients to appropriate community providers for support services. They provide counseling and referrals, monitors client's progress and enters data into HMIS, VI-SPDAT and enter case notes in KEO's client database.

Janitor- Responsible for cleaning and maintenance of the Mana'olana emergency shelter and training center.

Staffing Qualification

a. Homeless and Housing Programs Director: Graduation from an accredited four year university with a Bachelor of Arts degree, and with 26 years work experience with homeless and low-income populations.

b. Mana'olana 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.

c. Four (4) Mana'olana Coordinator II's: 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. Three Coordinators will be required to conduct intake, assessment and case management activities 7 days per week. This includes helping clients gain employment, housing and benefits as eligible. Two Coordinators are required to always be on duty between approximately 8 am and 11 pm due to the expansion of the shelter from 19 to 38 beds. One Coordinator will conduct employment, housing, and life skills training.

Following KEO's Personnel Policies and Procedures Manual, jobs are posted in-house first to give current qualified employees an opportunity to transfer to a new position. After one week the job notice is posted outside the agency. All job applicants must complete a KEO Employment Application. The Administrative Officer screens the application to determine if they meet the minimum qualifications. The Director and Administrative Officer conducts interview of all

qualified applicants using a standard of questions compiled for each individual position. Once interviews are completed reference checks are conducted prior to recommendation for hire being submitted to the CEO for approval. As a condition of hire the potential employee is scheduled to complete a physical and drug screen clearance and provide documents required for employment.

Once clearance is obtained new hires must attend a orientation that includes a review of KEO's Personnel and Financial Policies and Procedures Manual. The orientation includes an overview about KEO's programs conducted by each Program Director. 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.

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. During the review, the employee's developmental needs and plans for improving future performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review. The Employee Performance Review is 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.

Supervision of employees follows established procedures and internal protocol. 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 Office and 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 program staff are trained and certified in CPR, First Aid, and AED, with recertification every 2 years.

2. 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 organization chart that illustrates the placement of this request.

See attached organizational chart.

3. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Chief Executive Officer: \$104,448.00
Fiscal Officer: \$83,348.16
Administrative Officer: \$74,064.00

VI. Other

1. 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

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

KEO, Inc. has two certified commercial kitchens by the Department of Health in good standing. These kitchens are used to provide meals at the Center.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

KEO will continue to apply for other grant resources including federal, state, county and private sources as it has for the past 52 years. KEO has provided needed programs on the island by securing grants for 100% of its funding.

5. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

See attached- Certificate of Vendor Compliance

6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See attached.

7. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

KEO's Mana'olana Emergency Shelter and Assessment Center provides a vital service to the public by serving homeless individuals and families throughout the County of Kauai with emergency shelter, food, and facilities in a service enriched 24 hour program.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Incorporated, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total DHS HPO Funds Requested (funds pending are not guaranteed) (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	187,807	177,295	0	0
2. Payroll Taxes & Assessments	21,334	20,141	0	0
3. Fringe Benefits	40,703	43,163	0	0
TOTAL PERSONNEL COST	249,844	240,599	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500	0	0	0
2. Insurance	1,925	1,925	0	0
3. Lease/Rental of Equipment	1,200	0	0	0
4. Lease/Rental of Space				
5. Staff Training	1,000	0	0	0
6. Supplies (office)	2,400	0	0	0
7. Telecommunication	3,000	0	0	0
8. Utilities	8,000	5,500	0	0
9. Contracted services/ administrative	1,317	1,317	0	0
11. Contracted Services - subcontracts/security	35,056	35,056	0	0
12. Food	24,000	12,000	0	0
13. Due and Subscriptions	700	0	0	0
14. Repair & Maintenance	20,000	5,000	0	0
15. Insurance- Auto	1,200	0	0	0
17. Gasoline	1,000	0	0	0
18. Program Supplies (including bus passes)	10,000	5,000	0	0
19. Mileage	200	0		
20. Cabel TV/Internet	1,800	0		
21				
TOTAL OTHER CURRENT EXPENSES	113,298	65,798	0	0
C. EQUIPMENT PURCHASES	4,600	0	0	0
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	367,742	306,397		
SOURCES OF FUNDING			Budget Prepared By:	
(a) Total State Funds Requested	367,742		Lawrence Graff [Redacted] (808) 245-4077 ext 228	
(b) Total HPO Funds Requested	306,397		[Redacted] 11/14/18	
(c) Total County Funds Requested			Signature of Authorized Official	
(d) Total Private/Other Funds Requested			Date	
TOTAL BUDGET	674,139		Mabel Fujuchi Name and Title (Please type or print)	

BUDGET JUSTIFICATION - ADMINISTRATIVE EXPENSE PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Chief Executive Officer	1.0 FTE	\$115,607.00	9.00%	\$ 10,404.63
Finance Officer	1.0 FTE	\$85,020.00	9.00%	\$ 7,651.80
Administrative officer	1.0 FTE	\$79,341.00	9.00%	\$ 7,140.69
Administrative/Account Clerk	1.0 FTE	\$41,717.00	9.00%	\$ 3,754.53
Accountant	1.0 FTE	\$31,428.00	9.00%	\$ 2,828.52
Maintenance/ Janitor	1.0 FTE	\$22,344.00	37.50%	\$ 8,379.00
				\$ -
TOTAL:				40,159.17
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - PROGRAM EXPENSE PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Homeless & Housing Programs Director III	1.0 FTE	\$40,524.00	20.00%	\$ 8,104.80
Mana'olana Assessment Center Director I	1.0 FTE	\$36,793.00	30.00%	\$ 11,037.90
Mana'olana Assessment Center Coordinator II	1.0 FTE	\$31,428.00	100.00%	\$ 31,428.00
Mana'olana Assessment Center Coordinator II	1.0 FTE	\$31,428.00	100.00%	\$ 31,428.00
Mana'olana Assessment Center Coordinator II	1.0 FTE	\$31,428.00	100.00%	\$ 31,428.00
Mana'olana Assessment Center Coordinator II	1.0 FTE	\$31,428.00	100.00%	\$ 31,428.00
Maintenance/ Janitor	1.0 FTE	\$22,344.00	12.50%	\$ 2,793.00
				\$ -
TOTAL:				147,647.70
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Kauai Economic Opportunity

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computer	6.00	\$700.00	\$ 4,200.00	
Printer	1	\$400.00	\$ 400.00	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	7		\$ 4,600.00	

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

NOT APPLICABLE

Applicant: Kauai Economic Opportunity, Inc.

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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kauai Economic Opportunity, Inc

Contracts Total: 306,397

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Homeless Shelter Grant Mana'olana	8/1/18-7/31/19	DHS, BESSD, HPO	State	306,397
2					
3					
4					
5					
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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 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.

- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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, Inc.
(Typed Name of Individual or Organization)

(Signature)

(Date)

Mabel Fujiuchi
(Typed Name)

Chief Executive Officer
(Title)



KEO BOARD OF DIRECTORS

CHIEF EXECUTIVE OFFICER

MaBel Ferreiro Fujiuchi

FISCAL OFFICER

Brigitte Correia

ADMINISTRATIVE OFFICER

Lynn Kua

Accountant (1)
Account Clerk (.50)

Administrative Clerk (.50)
Janitor (.375)

HOMELESS & HOUSING PROGRAMS

Lawrence Graff
Program Director III (1)

COMMUNITY SERVICES

Andrew Denny
Program Director III (1)

MANAOLANA EMERGENCY SHELTER
Jason Honjiya
Program Director (.75)

Coordinators (3)
Substitutes
Janitor

HOMELESS OUTREACH

Case Manager (2)

SHELTER PROGRAM

Transitional Housing Coordinator (1)
Housing Specialist (.75)

KAPAA GROUP HOME
Jason Honjiya
Program Director (.25)

LIHEAPWAP
Gerald Nakamura
Program Director I (1)

MEDIATION
Vacant
Program Director I (1)

KOKUA SERVICES
Rachel Coyaso
Program Director (1)
Coordinator (1)

FOOD SERVICE
Kevin Serrao
Program Director I (1)

Cook (1)
Prep Cook (1.5)

ELDERLY SERVICES
Aida Shen
Program Director II (1)

Coordinator (.50)
Meal Deliverers (7@0.375)

LIHUE EARLY LEARNING CENTER
Vacant
Head Teacher/Director (1)

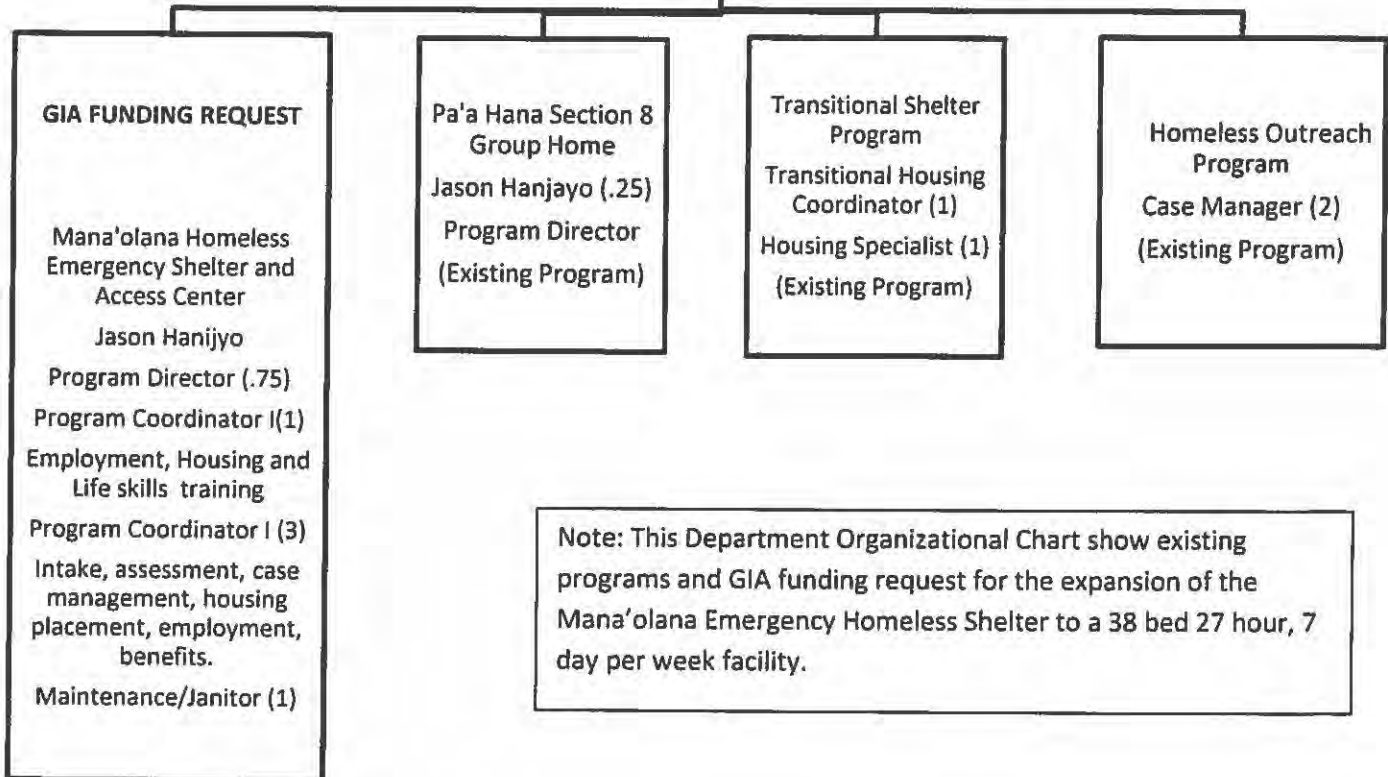
Teacher (1)
Teachers Aide (2)

**KEO Homeless and Housing Programs
Department Organizational Chart**

KEO Board of Directors

**Chief Executive Officer
MaBel Fujiuchi**

**Lawrence Graff
Homeless & Housing Program Director**





STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

DBA/Trade Name: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Issue Date: 01/08/2018

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#:

DCCA FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation Internal Revenue Service	Compliant Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information