

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db a:

Kauai Economic Opportunity, Incorporated

Amount of State Funds Requested: \$ 467,140.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Manalana Emergency Shelter and Assessment Center to continue operations with a bed capacity of 38 beds. To provide services for the unsheltered homeless on the island of Kauai.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 1,395,000.00

Unrestricted Assets:

\$ 0

New Service (Presently Does Not Exist): ☐

Existing Service (Presently in Operation): ☐

Type of Business Entity:



501(C)(3) Non Profit Corporation



Other Non Profit



Other

Mailing Address:

2804 Wehe Road

City:

Lihue

State:

HI

Zip:

96766

Contact Person for Matters Involving this Application

Name:  
MaBel Fujiuchi

Title:  
Chief Executive Officer

Email:  
keo@keoinc.org

Phone:  
808-245-4077

Authorized Signature

Name and Title

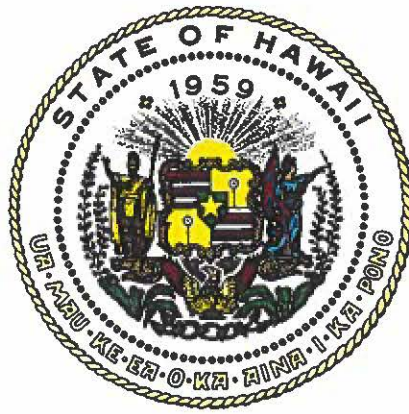
Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- ☒ 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- ☒ 2) Declaration Statement
- ☒ 3) Verify that grant shall be used for a public purpose
- ☒ 4) Background and Summary
- ☒ 5) Service Summary and Outcomes
- ☒ 6) Budget
  - 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](#))
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing

 Mahealani Fuiyucki 1/16/25  
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE  
Chief Executive Officer



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs  
of the State of Hawaii, do hereby certify that

#### KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

was incorporated under the laws of Hawaii on 03/16/1965 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set  
my hand and affixed the seal of the  
Department of Commerce and Consumer  
Affairs, at Honolulu, Hawaii.

Dated: January 14, 2025

Director of Commerce and Consumer Affairs



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 (DCCA).

**Vendor Name:** KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**DBA/Trade Name:** KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

**Issue Date:** 12/16/2024

**Status:** Compliant

Hawaii Tax#: 40397488  
New Hawaii Tax#: GE-1914978301-01  
FEIN/SSN#: XX-XXX2851  
UI#: XXXXXX6940  
DCCA FILE#: 12814

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	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	A status determination has not yet been made
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



## Application for Grants

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

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

#### **2. Declaration Statement**

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

#### **3. Public Purpose**

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

### **II. 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;**

Kaua'i Economic Opportunity, incorporated (KEO) is a private non-profit agency, incorporated on March 16, 1965. The agency began as a local community action program created after the passage of the 1964 Economic Opportunity Act by the U.S. Congress. KEO is committed to promoting grassroots participation to create social and economic self-sufficiency among low-income families through an array of proven programs and services. The agency serves as a catalyst in encouraging effective local advocacy among the poor, enabling public officials and in the general community to understand their needs and issues, and to mobilize resources to create an impact on poverty.

KEO is a multi-purpose organization with funding from a variety of sources. Over the past 59 years, the agency has fiscally administered millions of dollars of

Federal, State, County, and private funds. The agency is the only human services organization on Kauai, whose purpose is to provide a wide range of services and activities that alleviate the conditions of poverty and allow low-income families and individuals to attain social and economic self-sufficiency.

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

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:

- 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. 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 back to 19 persons per night. Since receiving the GIA funding from 2022 we were able to expand up to 38 capacities, with 36 current participants in the program.
- 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, a three-bedroom home in Kapaa, and a three-bedroom home in Hanamaulu with an attached studio. 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 re provided to remove barriers to homelessness and secure permanent housing opportunities.

- Pa'a Hana Group Home is a four-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;

The goals are to:

1. Provide basic needs for homeless: housing, meals, and sanitation.
2. Maintain the emergency shelter to a 38-bed capacity.
3. Eliminate chronic homelessness on Kauai.
4. Assist homeless persons to become self-sufficient.
5. Assist homeless individuals and families obtain and maintain permanent housing.

The objectives related to this request are to:

1. Provide homeless individuals and families with access to shelter, and caseworkers to successfully connect/transition them to self-sufficiency.
2. Increase the number of homeless individuals and families who transition from homelessness into permanent housing.
3. Increase stability in housing for those in need, through immediate shelter needs met, as well as creating an individual housing plan.

3. The public purpose and need to be served;

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

Other programs related to the request being made are Mana'olana Transitional Shelter with 8 one-bedroom units that services households of 2-4 people per unit. Participants in transitional shelter will continue case management and housing plan to help transition families to permanent housing.

By the end of FY 2024 contract ending on June 30, 2024 KEO's Mana'olana emergency homeless shelter served 96 homeless individuals including both families and individual households. 31 of the homeless individuals were children

under the age of 18. This proposal is to continue the services of the shelter to server more homeless and provide 24-hour service with 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 73,851, Kauai is a rural community that is supported primarily by a tourist industry and government.

### **III. 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 Shelters continue as 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.

In 2007, KEO rehabilitated old school buildings and donated portables from the County of Kauai that are now used as an emergency homeless shelter, certified kitchen, dining room, and laundry facility which can shelter up to 38 individuals and families. The shelter is currently funded for 38 beds. It is necessary to provide showers, meals and facilities throughout the day. 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 KEO Program Coordinators.

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's showers and laundry will be available for all clients during the day. Emergency shelter clients working overnight shifts are able to use the dorm facilities during daytime operating hours for sleeping but are 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 shelter entry 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 for 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 Emergency Shelter 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 are recorded into the KEO client care system and into the Hawaii State Homeless HMIS Case worthy 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 (VI-SPDAT) is conducted. The VI-SPDAT is used to determine each client's suitability for a variety of housing programs.

### **Services & Housing**

Services include emergency shelter, a bed, meals and shower/bathroom facilities. Upon completion of the VI-SPDAT, clients who have a picture ID and social security card are referred to the appropriate housing programs. Housing programs such as transitional shelter, housing first or rapid re-housing are referred to the appropriate housing program based on the score of the VI-SPDAT. Agencies operating different programs select clients referred to them from the HMIS Case worthy system. The 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, Continuum of Care. The Community Alliance includes agencies providing homeless services through 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 Emergency Shelter 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 HMIS Case worthy referral, clients must have a complete VI-SPDAT, picture ID, and social security card. KEO Housing Coordinators provide referrals to Legal Aid to assist with birth certificates and identification documents if needed. This first step is critical to helping homeless transition to housing.

Coordinators will meet at least twice a month with each client or family. The department of human services homeless program housing plan is then developed with the client and/or family that details the goals, tasks, timeline, and lists the person responsible to accomplishing the tasks. Individualized housing 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 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 Emergency Shelter has a full ADA compliant bathroom with showers for men, and women. In addition, KEO Coordinators provide hygiene supplies, bedding (sheets, blankets, pillows), and towels to program participants. There are also donations for clothing that are available. A laundry room is on site, and participants are able to wash and dry 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 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 assists eligible individuals and families with utility deposits based on eligibility for our KIUC Charitable Foundation Fund.

In addition to other services, participants will also receive ready to rent training, financial literacy classes and life skills training. Each class will be 30 minutes to one hour and will cover a variety of subjects such as work documents, searching for employment, searching for housing, applications, interviews, shopping/ cooking on a budget and nutrition. 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 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 develop a discharge plan with clients that will include information about forwarding address and on-going services to ensure clients maintain housing. Including with this plan will be a follow-up by the Coordinator/Case managers with the individual or family that will be scheduled at interval of 3 months, 6 months, and 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 supporting housing, or client's choice to no longer participate in program services. Suspension from the emergency shelter may 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 the program services form is 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 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
7/2025 – 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.
7/2025 – Ongoing	Developing of Individual Service Plan (Including housing and employment goals/objectives), information and referrals.	Increase access to program services and other community resources.
7/2025 – 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.
7/2025 - 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
7/2025 – Ongoing	Housing search, referrals and application in accordance ISP.	Increase the number of participants who obtain housing.
7/2025 - 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 maintain 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 2<sup>nd</sup> 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 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 a 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 month's 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.

1. Number of unduplicated participants served with this funding	38
2. Number of unduplicated participants completing Individual Service Plans (ISP)	38
3. Number of unduplicated adults completing employing preparation training	10
4. Number of unduplicated adults completing life skills training	10
5. Number of unduplicated adults completing housing training	10
6. Number of unduplicated participants who obtain employment	10
7. Number of unduplicated participants who maintain employment for 3 months	10
8. Number of unduplicated participants who maintain employment for 6 months	10
9. Number of unduplicated participants who obtain permanent housing	20
10. Number of unduplicated participants who maintain permanent housing for 3 months	20
11. Number of unduplicated participants who maintain permanent housing for 6 months	20
12. Number of unduplicated participants placed in transitional housing	10
13. Number of referrals to legal aid for identification and birth certificate assistance	5
14. Number of referrals to mental health services	5
15. Number of referrals to substance abuse treatment	5
16. Number of unduplicated participants applying for social service benefits while enrolled in the program (SNAP, SSI, SSDI, or other)	10
17. Number of unduplicated participants who receive social service benefits while enrolled in the program (SNAP, SSI, SSDI, or other)	15

#### **IV. 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](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$116,785.00	\$116,785.00	\$116,785.00	\$116,785.00	\$467,140.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

DHS, BESSD, Homeless Programs Office – Homeless Shelter Program  
 Community Development Block Grant for Repairs/ maintenance  
 Kauai United Way  
 Kauai Visitor Industry Charity Walk

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 2026 for program funding.

See attached Budget Page 10

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

\$516,873.00

## **V. 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 transition housing. KEO developed and complete 2 rehabilitation projects at Lihue Court Townhomes.

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 tenants have rent subsidized under HUD section 8/202 rental assistance program. KEO has owned, operated and managed this group home since 1985.

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 providing 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 1-bedroom units under one house shared space for homeless individuals. Another KEO shelter was located in Lihue at the Lihue Court Townhomes housing project. KEO leased 8 two-bedroom apartments from Lihue Court Townhomes Corp. and placed homeless families in conjunction with the Coordinated Entry System for the County of Kauai. The 15-year lease ended in 2018.

Since November 2007, KEO began to operate the first emergency homeless shelter on Kauai, serving in the capacity of 19 people, approximately 200 homeless individuals and families were assisted annually until the COVID-19 protocol for shelter-in-place occurred in April 2020. The Mana'olana Emergency Homeless shelter was the first shelter of its kind on Kauai, providing emergency shelter, case management, intake/assessment, information/referral, and other supportive services for 19 unsheltered homeless individuals and families daily. 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 largest emergency and transitional shelter on Kauai.

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.

KEO's program staff possess skills and work experience necessary for the provision of services in the homeless and housing programs. All staff is trained in the Homeless Management Information System (HMIS) data entry and 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 works towards entry of clients into the system.

The Homeless and Housing Director is a certified Department of Housing and Urban Development (HUD) Housing Occupancy Specialist. The staff have attended 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 Community Alliance (Kauai Homeless Continuum of Care Committee)
- 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 an active leading organization 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:

07/01/2024 – 06/30/2025 DHS, Homeless Programs Office to operate the Homeless Shelter Program (Manaolana Emergency Shelter), current Contract No. DHS-21-HPO-0021-SA05



08/24/2020 -08/23/2022 Community Development Block Grant (CDBG) Shelter & Support Services, Contract No. C213031 For repairs to KEO's septic wastewater system, repairs for railings, deck, stairs at the Mana'olana transitional shelter units, and the ADA entry door to KEO's main office.

07/01/2023 – 06/30/2025 Grant in Aid – Cost Related to the Expansion of Services and Increased Bed Capacity at Mana'olana Emergency Shelter and assessment Center, Contract No. OCS- GIA – 23 - 102

2024/2025 Kauai United Way Allocations Kauai Economic Opportunity, Inc. Homeless Program

03/02/2023 – 12/31/2023 Kauai United Way FEMA's Emergency Food & Shelter National Board program.

05/30/2023 – 12/31/2026 Grant in Aid – Upgrade and improvement for roof replacements at (Manaolana Emergency Shelter, Manaolana Transitional Shelter, and Caged storage/ Laundry building), current Contract No. 71231.

## **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.

The KEO administration office is located in the town of Lihue at 2804 Wehe Road. 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.

### Mana'olana Emergency Homeless Shelter

The Mana'olana emergency homeless shelter programs are located at 2808 Wehe Road, Lihue, TMK (4)3-8-005:001. 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 is adjacent to this site, along the west boundary of the property. This project site provides an emergency homeless shelter and eight (8) 1-bedroom apartment units for transitional shelter. The emergency shelter and transitional shelter have been in operation since November 2007, after renovation and repair work was completed.

The emergency shelter can serve 38 clients in a building that includes a dorm room for single men, a dorm room for single women, and 3 private rooms for families. The shelter provides 2 bathrooms – one for women and one for men- with 3 toilet stalls, 2 shower stalls, and 2 bathroom sinks in each bathroom. Each bathroom has an ADA toilet stall and shower stall. These shower stalls have seats and safety bars. The bathroom sink faucet handles are levers. The women's bathroom has a diaper changing station. There is solar water heating in this building. In addition to steps, the emergency shelter, dining room/certified kitchen buildings have ADA ramps. The dining room/certified kitchen building is used to prepare meals for emergency shelter guests and where they dine. It has a restroom that also meets ADA requirements. There are 3 ADA designated parking stalls on the property. There are storage lockers available for clients at the emergency shelter. There is accessibility to a clothing closet which is filled from donations of clothing/bedding linens/ towels etc. accepted.

A laundry room with washers and dryers is available for use by the emergency shelter and transitional shelter participants.

KEO's Mana'olana Emergency Shelter/ and Mana'olana Transitional Shelter properties wastewater systems have been connected to the County Sewer system on this property and provides service for both.

## **VI. 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.

#### **ADMINISTRATION JOB DESCRIPTIONS**

**Chief Executive Officer** – Administer the overall legal, financial, and program operations of the agency. Reports to the Board of Directors.

**Deputy Director** – Provides the Chief Executive Officer with support in the administration for the agency. Performs public relations duties and other special assignments for the Chief Executive Officer. Supervises assigned divisions within Kauai Economic Opportunity, Incorporated.

**Fiscal Officer** – Administer the financial operations of the agency. Reports to the Chief Executive Officer.

**Accountant** – Under the supervision of the Fiscal Officer, the Accountant is responsible for managing the day-to-day operations of the fiscal department.

Administrative Director – Administer the human resources, and administrative support services of the agency. Reports to the Chief Executive Officer.

## MANAOLANA EMERGENCY SHELTER STAFF JOB DESCRIPTIONS

Homeless and Housing Programs Director – Direct and supervise the Homeless Programs, Group Homes, Community Housing Development Organization (CHDO) and other related programs. Reports to the Chief Executive Officer.

Mana'olana Emergency Shelter Program (ESP) Director (1 position) – Responsible for the overall operations of the emergency shelter. Coordinates, implements, and monitors all homeless services and supervises shelter staff.

Mana'olana Emergency Shelter Program (ESP) Coordinator II (4 positions) – Assisting the Director in the activities to achieve the programs objectives and goals. Provides direct services for emergency shelter clients. Coordinates and implements services for the shelter.

Mana'olana Emergency Shelter Program (ESP) Coordinator/ Security (2 positions) – Must have a Hawaii Guard Card. This position is responsible for ensuring the safety and security of all client's, staff, and the property around the facility of the Mana'olana Homeless Emergency Shelter. This position reports to the Homeless and Housing Programs Director.

The shelter will have staff coverage 24 hours a day, 7 days a week. Direct caseload ratio of staff to shelter clients is 1:20.

## STAFF QUALIFICATIONS

### ADMINISTRATION JOB QUALIFICATIONS

Chief Executive Officer: BA degree and four years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

Deputy Director: BA degree, or any comparable combination of education and experience which would provide the knowledge, skills and abilities to perform the essential duties of this position. Degrees relating to nutrition or food service preferred. HI Driver's license, Basic Computer knowledge.

Fiscal Officer: BA degree and two years of administrative or fiscal experience, or any comparable combination of education and experience which would provide the

knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to accounting or management preferred.

Accountant: AA degree and one year of related experience, or any comparable combination of education and experience which would provide knowledge, skills and abilities to perform the essential duties of this position. Degrees relating to accounting preferred.

Administrative Director: BA degree and two years of related administrative experience, or any comparable combination of education and experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to management preferred.

#### MANAOLANA EMERGENCY SHELTER STAFF QUALIFICATIONS

Homeless and Housing Programs Director: BA degree and three years of related administrative experience, or any comparable combination of education and experience, which would provide the knowledge, skills, and abilities to perform the essential duties of this position. Degrees relating to social sciences or management preferred.

Emergency Shelter Program (ESP) Director: College graduate in social sciences or equivalent. Education and 2 years work experience and 2 years supervisory experience which would provide the knowledge, skills, and abilities to perform the essential duties of the position preferred.

Emergency Shelter Program (ESP) Coordinator II (4): College graduate in social sciences or equivalent, or any comparable combination of education and 1 year work experience which would provide the knowledge, skills, and abilities to perform the essential duties of this position.

Emergency Shelter Program (ESP) Coordinator III (2): High school Diploma or equivalent, or any comparable combination of education. Hawaii Guard Card, prior experience preferred but not required.

#### SUPERVISION AND TRAINING

- a. A formal orientation is held with each new 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, programs, confidentiality and ethics. A review of position description, role and responsibility are discussed with the employee.
- b. Employee Performance Reviews are conducted within the first 3 months of the employee's probationary period and then annually on or before the date of hire. An employee's developmental needs and plans for improving the employee's future

performance are identified. Specific goals, trainings, and improvement programs to be undertaken by the employee are incorporated into the review.

c. Employee Performance Reviews are submitted to the Chief Executive Officer for review and approval. Employees who receive an unsatisfactory rating, but are determined to be capable of improving their job performance are counseled and receive training in specific areas of deficiencies.

d. Supervision of employees follows established procedures and internal protocol. The Chief Executive Officer is responsible for the supervision of all employees in the agency. Program Directors are responsible for direct program management and supervision of their program staff and program activities.

e. Weekly meetings are held between the Program Director and the Program Coordinators to review social services plans to ensure that goals and objectives are realistic and reasonable; review client intakes and assessments for accuracy; review work plan output, performance/outcome measures, and identify problems encountered and resolution to accomplish rates of success; update information about clients and community resources. The Director is available 24/7 for program staff to contact in cases of emergencies.

AREA OF TRAINING	TOPIC TO BE COVERED	HOW TRAINING TO BE PROVIDED
KEO CLIENT CARE SYSTEM	Intake, Immediate Needs Assessment, Required Documents	One on One with Program Director
KEO Programs	Mediation Program; Food Service; Homeless and Housing Programs	One on One with Program Directors
KEO Shelter Programs	VI-SPDAT screening; Intake, Developing	One on One with Program Director
	Individual/Family Service Plan; Work Plan; Grievance/Termination Procedure; LEP requirements; Disaster Preparedness Plan; Confidentiality; HMIS Intake, Exit, Encounter; Civil Rights	One on One with Program Director; HMIS Users will be required to attend CPC New User Training conducted by Hawaii HMIS Administration Team; annual in-service training on Civil rights from DHS
	First Aid / CPR/ AED	Required staff training to be provided by American Red Cross or private, certified instructor.



Employment, Job Training, Education	Community resources for employment services/training, educational opportunities	In service training with staff from Workwise, Alu Like, HI Employment Services, Waialeale Project – KCC; DOE Adult Education, DOE Homeless Liaison; DHS Benefit, Employment, Support Services.
Case Management	<ul style="list-style-type: none"> <li>-Introduction to Trauma Informed Care, Introduction to Motivational -- Interviewing and Assertive Engagement,</li> <li>-Introduction to Harm Reduction in Homelessness and Housing Services,</li> <li>-Goal Setting with Participants,</li> <li>-Introduction to Ethical Responsibilities,</li> <li>-Introduction to Housing First,</li> <li>-Shelter Services: Housing-Focused Shelter, Prevention and Diversion Services: Prevention, Diversion and Rapid Resolution,</li> <li>-On-Boarding: CoC 101: Introduction to the Continuum of Care and the Homeless Response System,</li> <li>-SPDAT: Service Prioritization Decision Assistance Tool (SPDAT)</li> </ul>	Virtual training by OrgCode.com, OrgCode provides industry-leading training on core components of preventing, reducing and ending homelessness, as well management and leadership in homelessness and housing stability services.
Housing	Housing resources Landlord/Tenant Rights and Responsibilities	In service training with resident managers from various low-moderate income housing; HPHA housing; in service training with County Housing Agency – Compliance; in

		service with Catholic Charities resource for rent assistance, financial counseling, Supportive Services for Veterans and Families
Health	Community resources in medical, dental, substance abuse, mental health, trauma informed care; permanent supportive housing; resources for those with HIV/AIDS	In service training with Ho'ola Lahui community health center; DOH Adult Mental Health Clinic; Mental Health Kokua; Steadfast Housing; Care Hawaii, Dept of Health; Women in Need; Malama Pono
Financial, Food Stamps, Medical	Resources for financial and food stamp benefits and medical insurance; Social Security Benefits	In service with Benefit, Employment and support services office; in service with Med Quest office; Legal Aid Society of Hawaii – Kauai Office
Child and Family Services	Resources for family child care; pre-school; counseling and support services;	In service with Child and Family Services; PATCH; State Child Care Connection; Queen Liliuokalani Trust; Boys and Girls Club; Big Brothers Big Sisters
Domestic Violence and Abuse	Resource for victims of domestic violence and abuse; trauma informed care training	In service with YWCA Women's Shelter; DHS Adult Protection Services
Food Banks	Resources for food and soup kitchens	One on One with Program Director;
Veterans Services	Resources for veterans	In service training with VA Administration and State Veterans Office
Legal Services	Resources for landlord/tenant issues, and other housing	In service with Program Director for KEO Mediation Program; in service with LASH office

## 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 organization chart

## 3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer:	122,189.00
Fiscal Officer:	103,521.00
Accountant:	66,834.00

## VII. 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 commercial kitchens certified by the Department of Health in good standing. These kitchens are used to provide meals at the Center and for our meals on wheels programs.

### 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 institute.

**4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, 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 60 years. KEO has provided needed programs on the island by securing grants for 100% of its funding.



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISD 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

**MaBel Ferreiro Fujiuchi**

(Typed Name of Individual or Organization)



(Signature)

**1/16/25**

(Date)

**CEO**

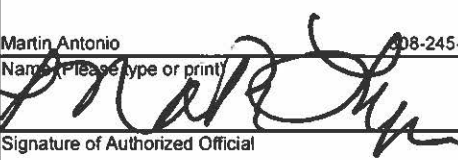
(Typed Name)

(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	299,117	329,456		
2. Payroll Taxes & Assessments	43,222	47,607		
3. Fringe Benefits	47,859	52,712		
<b>TOTAL PERSONNEL COST</b>	<b>390,198</b>	<b>429,775</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	500	200		
2. Insurance	1,925	3,809		
3. Lease/Rental of Equipment	1,200	1,187		
4. Lease/Rental of Space				
5. Staff Training	1,000	985		
6. Supplies	2,400	10,000		
7. Telecommunication	3,000	2,000		
8. Utilities	8,000	4,168		
9. Contracted Services/Administrative	1,317	14,890		
10. Contracted Service/ Subcontract Security				
11. Food	24,000	58,400		
12. Dues & Subscription	700			
13. Repair & Maintenance	20,000	20,000		
14. Program Supplies (including bus pass)	10,000	1,900		
15. Mileage	200	100		
16. Internet	1,800			
17. (Administrative Cost)				
18. Subsistence/Per Diem		300		
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>76,042</b>	<b>117,939</b>		
<b>C. EQUIPMENT PURCHASES</b>	<b>900</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>467,140</b>	<b>547,714</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	467,140	Martin Antonio Name (Please type or print)		
(b) Total Federal Funds Requested	547,714	808-245-4077 ext 228 Phone		
(c) Total County Funds Requested		 Signature of Authorized Official		
(d) Total Private/Other Funds Requested		1/17/2025 Date		
<b>TOTAL BUDGET</b>	<b>1,014,854</b>	MaBel Fujiuchi, Chief Executive Officer Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

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)
CEO	1	\$122,189.00	10.00%	\$ 12,218.90
Fiscal Officer	1	\$103,521.00	10.00%	\$ 10,352.10
Administrative Officer	1	\$52,188.00	10.00%	\$ 5,218.80
Accountant	1	\$66,834.00	10.00%	\$ 6,683.40
				\$ -
Deputy Director	1	\$63,232.00	10.00%	\$ 6,323.20
Homeless & Housing Director III	1	\$54,192.00	30.00%	\$ 16,257.60
Mana'olana Assessment Center Director I	1	\$48,180.00	100.00%	\$ 48,180.00
Mana'olana Assessment Center Coordinator II	1	\$39,387.00	100.00%	\$ 39,387.00
Mana'olana Assessment Center Coordinator II	1	\$39,387.00	100.00%	\$ 39,387.00
Mana'olana Assessment Center Coordinator II	1	\$39,387.00	100.00%	\$ 39,387.00
Mana'olana Assessment Center Coordinator II	0.4	\$39,387.00	100.00%	\$ 15,754.00
Mana'olana Assessment Center Coordinator	1	\$42,834.00	100.00%	\$ 42,834.00
Mana'olana Assessment Center Coordinator	0.4	\$42,834.00	100.00%	\$ 17,133.60
<b>TOTAL:</b>				<b>299,116.60</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Kauai Economic Opportunity, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Printer	1.00	\$300.00	\$ 300.00	300
Laptop	1.00	\$600.00	\$ 600.00	600
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 900.00	900
JUSTIFICATION/COMMENTS A new printer with all functions will help facilitate paperwork in Shelter office for Case Management.  One Laptop Designated for client use to access e-mail, and follow up with online applications.				

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, 2025 to June 30, 2026

Applicant: Kauai Economic Opportunity, Inc.

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

Not Applicable



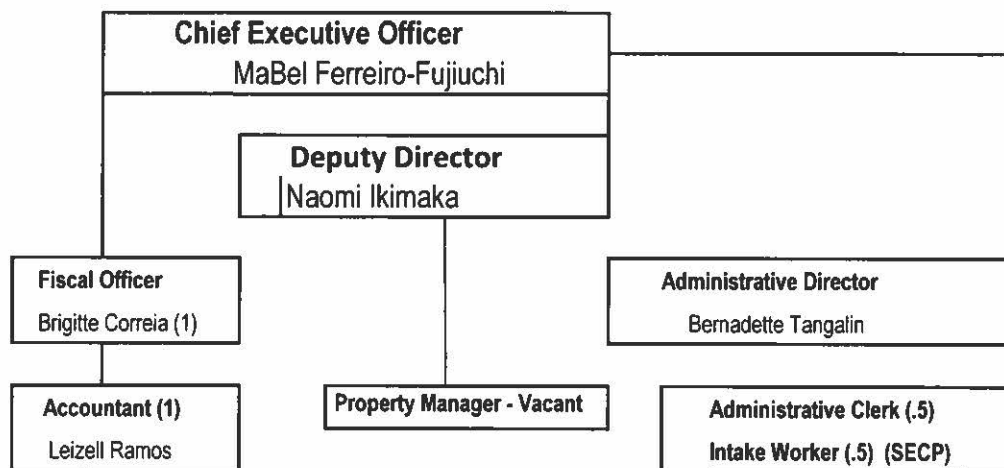
# GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: \_Kauai Economic Opportunity, Incorporated\_

Contracts Total: 794,280

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Homeless Services (Mana'olana Em Shelter)	07/01/24 - 06/30/25	HPO	State	223,075
2	Homeless Services (Mana'olana Em Shelter)	07/01/24 - 06/30/25	OCS GIA Assessment	State	288,742
3	Homeless Services (Mana'olana Em Shelter)	07/01/24 - 06/30/25	OCS GIA Rehab	State	260,000
4	Homeless Services (Mana'olana Em Shelter)	07/01/24 - 06/30/25	Kauai United Way	Kauai County	18,463
5	Homeless Services (Mana'olana Em Shelter)	07/01/24 - 06/30/25	Friends of HI Charities	Kauai County	4,000
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# KEO BOARD OF DIRECTORS



**Food Service  
Director II**  
Chikedada  
Chinoska

**Weatherization  
& Energy  
LIHEAP/WAP  
Director III**  
Jason Honjiyo

**Mediation  
Director III**  
Emma  
Ladendecker

**Homebound Meals  
Meals on Wheels  
Private Meals  
Other delivered Meals**

**Homeless & Housing  
Director III  
(1FTE)**  
Martin Antonio

**ManaOlana Transitional Shelter**  
**Coordinator II (1 FTE)**  
James Mowery

**Komohana Group Home Shelter**  
Coordinator II (.50 FTE)

**Cook (1)**  
Prep Cook 1.5

**Coordinator (1)**  
Vacant

**Coordinator II**  
Vicki Requilman

**Meal Deliverer (4)**  
-0.05

**Mana Olana Emergency Shelter  
Director III**  
Vacant

**ManaOlana Emergency Shelter**  
Coordinator II (1FTE)  
Coordinator II (1FTE)  
Coordinator II (.875 FTE)  
Coordinator II (.775 FTE)  
Security (1 FTE)

**Paa Hana**  
**Kome**  
**Lawehana**