

House District 9

Senate District 4

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

Log No: 175-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

HAWAII PUBLIC HOUSING AUTHORITY (HPHA)-HOMELESS SERVICES DIVISION

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Maui Economic Concerns of the Community, Inc.
Dba:

Street Address: 670 Waiale Road, Wailuku, HI 96793

Mailing Address: 670 Waiale Road, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name REBECCA WOODS

Title Executive Director

Phone # 808-242-7600 #222

Fax # 808-244-0821

e-mail khaobecky@hotmail.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**KA HALE A KE OLA HOMELESS RESOURCE CENTER
COMPREHENSIVE MAINTENANCE PROGRAM**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 339,500

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

REBECCA WOODS, EXECUTIVE DIRECTOR
NAME & TITLE

Jan 25, 2008
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

The mission of Maui Economic Concerns of the Community, Inc (MECC) is "to serve the needs of the homeless and hungry on Maui by providing emergency food and housing, to voice their concerns, to empower them to take responsibility for their own lives and to call on the community to assist in these actions". Since its start in 1986 (as an adjunct of Maui Catholic Charities) MECC has remained dedicated to this mission to become Maui County's principal homeless services provider, with consistent support from Federal, State and County agencies. MECC is the operator of the Ka Hale A Ke Ola Homeless Resource Center in Wailuku and the Na Hale O Wainee Homeless Resource Center in Lahaina, Maui's only continuum-of-care facilities for homeless persons. KHAO and NHOW Homeless Resource Centers currently provide emergency shelter, transitional housing and a comprehensive range of programs and supportive services for as many as 1,200 Maui residents each year. MECC is also the operator of Hale Makana O Waiale, a 200-unit long-term affordable rental housing project in Wailuku that targets low-income (50% AMI or less) Maui residents.

The Ka Hale A Ke Ola Homeless Resource Center facility was put into service in 1993 and has been continuously operated at full capacity for the last 15 years. In order to sustain operations, MECC has successfully competed for a variety of funding resources from Federal, State and County agencies on an annual (and bi-annual) basis and effectively managed these resources to provide a safe, suitable living environment and a comprehensive continuum of supportive services for Maui's most needy residents. The various public programs that have funded KHAO operations over the years are designated to support direct costs associated with the provision of specific programs and services, which enables MECC to maintain appropriate staffing and sustain day-to-day operation of the facility. While MECC has managed to accomplish ongoing maintenance to keep the facility clean and operating safely, the funding sources utilized do not support preventative maintenance expenses or major repairs/replacements, and do not provide adequate funds to establish long-term reserves. This proposal requests a Grant-in-Aid in the amount of \$339,500 to help support a comprehensive repair and replacement project to ensure the continued safety and efficient operation of the facility, and fund the startup expenses associated with an innovative Tenant Maintenance Training program designed to minimize future facility maintenance costs and provide tenants with skills that will help them access permanent housing opportunities.

The Ka Hale A Ke Ola Homeless Resources is an essential component of Maui County's continuum-of-care system to address homelessness and both the State and County have consistently invested substantial public funds to support its operation. The objective of this project is to protect this investment by ensuring that this critical facility is properly maintained to operate in a safe, efficient manner over the long-term. The current substandard condition of several State public housing projects, which has resulted in hundreds of unusable units over extended periods of time, is a stark reminder of the importance of long-term maintenance for public facilities that provide critical services. In addition to accomplishing major repairs and replacements that are necessary to properly maintain the facility, this project will implement an

innovative training program that will involve tenants in the ongoing maintenance and repair of the facility as well as provide them with skills and knowledge that will help them access and maintain permanent housing opportunities. This Tenant Maintenance Training program can serve as a demonstration model to be replicated in public housing projects and other low-income housing projects throughout the state, as a pro-active approach to addressing the long-term care and maintenance of these projects on an ongoing basis.

II. Service Summary and Outcomes

The project for which GIA funds are being requested involves two basic components: 1) Facility Rehabilitation/Replacement Program, and 2) Tenant Maintenance Training Program.

Facility Rehabilitation/Replacement Program – After over 15 years of continuous operation at maximum capacity, the Ka Hale A Ke Ola Homeless Resource Center facility has reached the point where several major repairs/replacements are necessary to maintain health and safety standards and ensure the long-term integrity of the facility. All of the specific repairs and replacements that have been identified for this program are customary, expected long-term facility maintenance items necessitated by normal “wear and tear” over 15 years. The major repairs/replacements that will be accomplished for this program are as follows: 1) Roof replacement, 2) Dormitory Shower renovations, 3) Bathtub retrofit/replacement (transitional units), 4) Industrial water heater replacement (4 units), 5) Lift Station pump replacement, 6) Replacement of Refrigerators/Ranges (45 units); 7) Replacement of Beds/Bedding in transitional housing units, 8) Replacement of unit furnishing (sofas) in transitional housing units.

This program will be accomplished over the next year (subject to availability of funds) and coordinated to result in minimal disruption to the ongoing operation of the facility. Each specific repair/replacement will involve a competitive procurement process (minimum of 3 bids) and qualified professional contractors under the direct supervision of the KHAO Maintenance Manager will accomplish all work.

Tenant Maintenance Training Program - One of the challenges faced by agencies responsible for managing housing programs for low-income residents is undue damage and excessive “wear and tear” resulting from the tenants’ general lack of knowledge and skills relative to basic home care and maintenance. This results in the accelerated deterioration of the living units, particularly with respect to interior fixtures, amenities and furnishing, which has a significant impact on the cost of operating and maintaining the overall facility.

The KHAO Tenant Maintenance Training Program has been designed to provide formal training to tenants in transitional housing and low-income rental housing on the proper care and maintenance of housing units. In addition to supporting an ongoing preventative maintenance program that will result in reductions in the cost of operating and maintaining the emergency shelter and transitional housing units, this training program will provide participants with knowledge and skills that will assist them in accessing and maintaining permanent housing opportunities.

A basic curriculum for the training program has been developed that consists of five (5) learning modules:

- 1) Orientation – Program overview, Introduction: Cleaners, Preventive and Reactive Maintenance, Identification of Household Pests
- 2) Basic Home Care and Cleaning (floors, windows, screens, fixtures)
- 3) Bathrooms (sinks, tubs, showers, toilets, plumbing, tile)
- 4) Kitchen (sinks, fixtures, major appliances)
- 5) General – Basic plumbing (leak repair), Electric (power loss)

The program will involve a combination of classroom instruction and hands-on practical demonstrations conducted over a 5-week period, ten times per year. The number of tenants participating in the program will range from 40 – 50 persons each session for as many as 500 participants per year or a total of up to 1,500 participants over the three-year term of the demonstration project. Upon successful completion of all five learning modules, participants will receive a formal “Good Tenant Certificate” that can be utilized as a positive reference in attaining permanent housing.

OUTCOMES/EVALUATION

MECC is an experienced housing and social service provider agency that has developed quality assurance and evaluation policies and procedures to ensure the highest level of appropriate services to clients in a cost-effective manner. Evaluation of the projects proposed in this application will be based on ongoing monitoring of performance relative to specific defined benchmarks/objectives and a review and analysis of project activities upon completion of each program year.

Facility Rehabilitation/Replacement Project

Indicator – Proposed facility repairs/replacements completed within one year.

Outcome – Ka Hale A Ke Ola Homeless Resource Center facility successfully rehabilitated, with all necessary major repairs/replacements completed and facility operating at peak conditions.

Measure of Effectiveness: Successful completion of Six (6) major repair/replacement projects within a one year period of time at the budgeted cost (variance not to exceed 5%).

Tenant Maintenance Training Program

Indicator - A total of thirty (30) five week training sessions will be provided over a 3 year period.

Outcome – Between 1,400 – 1,500 persons per year will participate in the KHAO Tenant Maintenance Training Program to learn about the proper care and maintenance of housing units.

Measures of Effectiveness:

1. At least 1,400 (and as many as 1,500) persons currently residing at the Ka Hale A Ke Ola Homeless Resource Center (emergency shelter, transitional housing) and Na Hale O Wainee Homeless Resource Center (Lahaina), will participate in at least 3 of the 5 learning modules.
2. 100% of participants will report improved knowledge and/or skills as a result of program
3. At least 80% of participants will complete all 5 learning modules and receive a Certificate of Completion.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$95,000	\$54,500	95,000	\$95,000	\$339,500

IV. Experience and Capability

A. Necessary Skills and Experience

KHAO Homeless Resource Center has been providing a continuum of services to homeless persons on Maui for over 20 years and the consistent record of funding from public and private sources to support these services and programs is indicative of our success in accomplishing established goals and objectives to address the needs of our target population. As a recipient of State Stipend Program funds for over 15 years, KHAO has consistently met or exceeded all standards and requirements associated with the State's homeless programs. As Hawaii's first HUD-approved continuum-of-care facility for homeless persons, KHAO has been recognized with numerous HUD Best Practice awards and serves as a model project that has been replicated nationally and is currently being duplicated to provide a Homeless Resource Center on Oahu's troubled Waianae Coast.

The KHAO/NHOW service delivery strategies for addressing the needs of Maui's homeless population are based on nationally and locally recognized continuum-of-care models that have been demonstrated as the most effective approach to addressing the complex issues associated with homelessness in a comprehensive, holistic manner. This approach goes beyond the provision of basic shelter and sustenance needs for homeless persons, by providing a series of structured programs and services that are focused on instilling the skills, knowledge and experience that are necessary to support self-sufficiency and promote positive, healthy life choices. In a very real sense, the success of the KHAO and NHOW Homeless Resource Centers is based on our ability to recognize the "potential for success" in every homeless person and provide the tools and resources necessary to access opportunities that will help them fully realize that potential.

The following summarizes highlights over the last 20 years that demonstrate MECC's professional experience, qualifications and technical ability in implementing and managing projects:

➤ Established as a grass-roots, community-driven organization supported by Maui Catholic Charities, Ka Hale A Ke Ola first began serving Maui's homeless population in 1986 and was responsible for opening the island's first emergency shelter program for homeless persons at Puunene. By 1990, the Puunene shelter housed an average of 65 persons per night and provided more than 2,000 meals a month.

➤ In 1991, KHAO was granted a 55 year lease from the County for a 5 acre parcel on Waiale Road, and plans were initiated for development of the KHAO Homeless Resource Center. Groundbreaking ceremonies were held in 1992 with the facility opening in March 1993. To develop this \$5.5 million project, MECC successfully secured and properly administered funds from a variety of public sources including County of Maui's CDBG Program, State of Hawaii GIA Program, County of Maui General Funds and several local private foundations.

➤ In 1995, MECC was granted another County lease for a parcel adjacent to KHAO for the purpose of developing a 200 unit long-term affordable rental housing project in partnership with the County of Maui. This \$17 million development project (which included a community center and park) leveraged funds from a variety of sources including County of Maui CDBG, County of Maui HOME Program, State Rental Housing Trust Fund, Low Income Housing Tax Credit Program (LIHTC), USDA Rural Development Community Facilities, HUD Supportive Housing Program (SHP), County of Maui Private Activity Bond Issue and various local private foundations and corporations. In successfully managing and coordinating this complex, multi-source capital project from planning through to completion, MECC developed the internal systems and administrative capacity to maintain ongoing compliance with a variety of rules, regulations and requirements associated with multiple funding sources. The project was completed in 1997 and has been managed by MECC for over 10 years with no significant compliance issues noted in ongoing project audits.

➤ In 2002, MECC was granted another lease from the County of Maui for property in West Maui to develop the Na Hale O Wainee Homeless Resource Center and Affordable Housing Project. The project was built in phases over a period of 4 years with final completion of long-term rental unit buildings in 2006. This project also required the management and administration of a variety of public funding sources and MECC demonstrated that the organization has maintained its capacity to effectively monitor and ensure compliance with applicable rules, regulations and requirements of multiple funding programs.

B. Facilities

The Ka Hale A Ke Ola Homeless Resource Center consists of six residential buildings that house a total of 72 transitional housing units and a central complex that includes a dormitory with 42 beds, a certified commercial kitchen, childcare facility, medical clinic, classrooms, laundry facilities, a dining hall and administrative offices. The facility was developed utilizing public funds, including Federal grant subsidies, and is in full compliance with all applicable ADA and accessibility requirements. The Tenant Maintenance Training Program classroom component will be conducted in existing classrooms and/or the community center located in the Hale Makana O Waiale affordable rental housing project, directly adjacent to the Homeless Resource Center (depending on class size). The training program will also include hands-on demonstrations

conducted on-site in various housing units and common areas. Reasonable accommodations will be made for any tenant requiring special assistance in order to participate in the training program.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Maintenance Manager (See attached Resume – Rodney Perreira) will be responsible for the implementation and coordination of both components of this project, with supervision and guidance from the Executive Director. The Facility Rehabilitation/Replacement Project will involve the procurement of qualified contractors to accomplish the repairs/replacements included in this project, with the Maintenance Manager providing direct oversight and supervision to ensure proper coordination and scheduling of work to minimize disruption of ongoing operations. The Maintenance Manager will inspect all work prior to recommending approval of contractor invoices and the Controller will coordinate payments with oversight from the Executive Director. It is estimated that the Maintenance Manager will allocate approximately 10% (0.10 FTE) of his time (funded by other sources) to coordinate the Rehabilitation /Replacement Projects and supervise the Tenant Maintenance Training Program.

The Tenant Maintenance Training Program will involve the addition of one new staff position (1.0 FTE Trainer/Instructor), which will be directly responsible for the implementation and coordination of the training program in cooperation with the Maintenance Manager. It is also anticipated that various members of the existing maintenance staff will be enlisted to assist in hands-on demonstrations appropriate to their particular area of expertise (i.e.- electrical, plumbing, etc.).

B. Organization Chart

PLEASE SEE ATTACHED ORGANIZATIONAL CHART FOR MECC

VI. Other

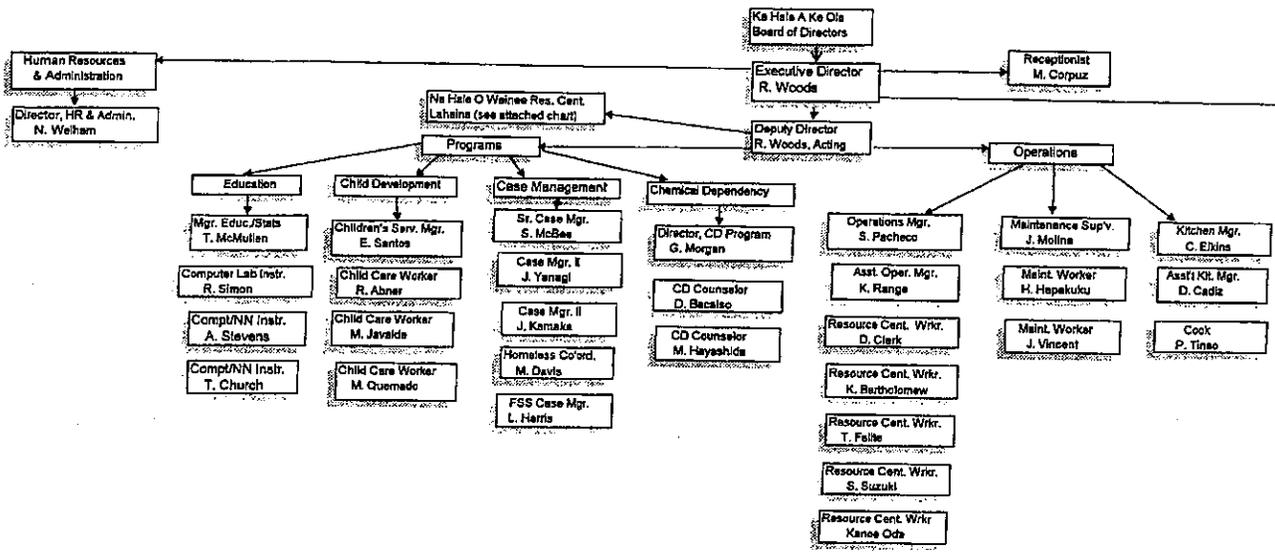
A. Litigation

Not Applicable. Applicant is not party to any pending litigation or outstanding judgments.

B. Licensure or Accreditation

Not Applicable

MAUI ECONOMIC CONCERNS OF THE COMMUNITY, INC.



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Maui Economic Concerns of the Community, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	117,000		7,478	
2. Payroll Taxes & Assessments				
3. Fringe Benefits			1,870	
TOTAL PERSONNEL COST	117,000		9,348	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	36,900			
7. Telecommunication				
8. Utilities				
9 Repairs/Replacements				
a. Roof Replacement		320,000		
b. Water Heater Replacement	32,000			
c. Lift Station Pump	18,000			
d. Dorm Shower Stall Replacement	21,000			
e. Beds/Bedding (transitional units)	25,000			
f. Furnishing (32 sofas - transitional)	25,000			
g. Retrofit 18 bathtubs(transitional)	18,000			
h. Replace 45 Fridges/Ranges	45,000			
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	220,900	320,000	0	
C. EQUIPMENT PURCHASES	1,600			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	339,500	320,000	9,348	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	339,500	Rebecca Woods 808-242-7600 #222		
(b) County of Maui CDBG	320,000	Name (Please type or print) Phone		
(c) County of Maui (DHHC)	9,348	Signature of Authorized Official Date		
(d)		Rebecca Woods, Executive Director		
TOTAL REVENUE	668,848	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Maui Economic Concerns of the Community, Inc.

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Refrigerators (Maintenance Training)	2.00	\$500.00	\$ 1,000.00	1000
Electric Ranges (Maintenance Training)	2	\$500.00	\$1,000.00	1000
		\$	-	
		\$	-	
		\$	-	
TOTAL:	4		\$ 2,000.00	2,000

JUSTIFICATION/COMMENTS: Appliance Repair/Maintenance Training - 1 Refrigerator/1Range @ KHAKO & NHOW

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

JUSTIFICATION/COMMENTS:

**Rental Assistance Maintenance Facilitator
Job Description**

Summary:

Under the direction of the Maintenance Supervisor, this is a position that is responsible for developing and instructing a basic preventive maintenance program designed to empower the homeless people to maintain and care for their units. Facilitator will prepare students for community living by teaching them the necessary skills needed to maintain and care for their housing.

Primary Duties and Responsibilities:

1. Provide orientation to assigned students addressing safety issues such as the storage and use of cleaners. Learn about the hazards of combining certain cleaners such as bleach and ammonia.
2. Develop and instructs classes as required by the needs of the population, including but not limited to: A hands on approach to proper cleaning of entire unit including windows, screens, baseboards. Promoting specific custodial skills such as, cleaning of refrigerator, range, tubs, toilets, lavatories, and other areas.
3. To identify potential problems before they worsen such as a leaky faucet or a slow draining tub. Provide general information relating to leaks and how to turn off systems, tripping of electrical breakers and how to reset, and how to address major issues.
4. Maintains inventory and oversees use of all hardware and materials.
5. Conducts assessments of new students and reports results of evaluations to the Maintenance Supervisor and the Educational Coordinator.
6. Assists Educational Coordinator and Maintenance Supervisor to plan and implement phases of the program that need to be restructured or developed.
7. Provide consistent and positive role modeling and serves as a resource for clients as the needs arise.
8. Provides attendance for weekly Rental Assistance Maintenance Program (RAMP).

Qualification Requirements:

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily.

Job Requirements:

The individual must be willing to work a flexible schedule (some nights as needed), must be comfortable speaking in front of small groups and have a working knowledge of home maintenance and repair.

Education and/or Experience:

Graduation from high school and a minimum of three years experience working in the field of janitorial services, maintenance and repair.

Rodney A. Perreira, Sr.

1064 A'ala Place
Makawao, HI 96763

Experience

Maui Economic Concerns of the Community, Inc., Wailuku 3/3/1997 to present
Director, Security and Maintenance, under the supervision of the Executive Director, MECC, directs the maintenance and security staff for Hale Makana o Waiale ensuring the enforcement of both Landlord/Tenant and House Rule. Also provide some maintenance services for KHAO and NHOW. Provide on-site assessments and make recommendations regarding MECC new construction projects including working with contractors and architects to protect MECC interests and timely completion of projects.

State of Hawaii, Dept. of Public Safety, Dept. of Corrections, Wailuku 1971 to 8/30/96
Final position was as Lieutenant, ACO V. Starting position was prison guard II. Complete responsibility for Community Workline Program. Ran 150 projects per year within the community including building classrooms, painting, adding gas lines to HMOW and KHAO, landscaping for HMOW. Responsible for the physical facility, operation of the Correctional Industry, compliance and enforcement of work furlough programs, capital improvement projects including an eighty man furlough dorm for #2.5 million.

AMFAC, Kahului 1969-1971
Warehouse supervisor and inventory controller. Supervised 8 employees; responsible for approx. \$3,000,000 in daily inventory.

A&B Commercial Company, Kahului 1965-1969
Commercial truck driver.

Accomplishments

Headed the development of various community projects for non profit agencies such as: MEO Headstart project in Lahaina; 6 portable classrooms for Lahaina Luna; MEO Conference Room; Upcountry Youth Center; MEO Headstart in Makawao.

Education

1965 Graduate of St. Anthony High School

Maui Economic Concerns of the Community Job Description

Title Director, Security and Maintenance

Department(s) HMOW

Category: Administration

Reports to Executive Director

Job summary

Directs the Maintenance and Security Staff of HMOW to maintain the safety and security of the residents and the facility. Enforces both Landlord/Tenant and House rules. Also provides maintenance services for KHAO and NHOW.

Summary of Essential Job Functions

1. Develops, monitors, and maintains Security Department personnel, policies and procedures ensuring that facility is safe for residents and staff.
2. Develops, monitors, and maintains Maintenance Department personnel, policies and procedures ensuring that facility is well maintained, clean and structurally sound to provide housing for residents.
3. Oversees the development, and assessment of programs that will benefit tenants and the company, such as Summer Pals for children of tenants and assisting with Big Brothers/Big Sisters.
4. Ensures that the Landlord/Tenant Code is administered fairly and that violations and corrections are documented properly and within the required time frames.
5. Mediates disputes between tenants as the need arises.
6. Ensures that all maintenance issues are handled promptly and correctly with adherence to quality control standards.
7. Obtains required bids for all maintenance work requiring the use of outside vendors in accordance with MECC's Purchasing System Policy.
8. Responsible for training and overseeing the hiring, development and termination of employees within the maintenance and security departments according to Human Resource Policies.
9. Maintains inventory control of all equipment and supplies required by HMOW.
10. Establishes a preventive maintenance program and ensures it is adhered to for all equipment and vehicles used.
11. Maintains HMOW and KHAO Lift Stations, including monthly checks of waste levels and replacement motor inventory.
12. Maintains MECC water well including monthly reading of gallons used, assessment of system efficiency and maintenance of inventory spare motors.
13. Keeps up to date on new products and applications.
14. Provides maintenance support for KHAO and NHOW including assessing and recommending preventive maintenance programs.
15. Special assignments include over site of new construction projects and in house renovations.
16. Provides a consistently positive and professional role model for the residents, clients and staff.

Minimum Educational Requirements

High school diploma plus minimum of 8 years maintaining large facilities including at least 3 years in a management position.

Abilities Required

1. Excellent interpersonal skills, both written and verbal.
2. Ability to interact with people from all walks of life and from all backgrounds, withholding judgment and treating all with fairness.
3. Ability to define and identify problems or areas requiring change, collect data, establish facts, draw valid conclusions and implement the required change.
4. Ability to understand construction and mechanical principles .
5. Excellent organizational skills with attention to detail.
6. Management skills.
7. Computer literate with Microsoft Office and database software.
8. Strong discretion, business ethics and confidentiality.
9. Demonstrate fairness.
10. Dedication to continuous improvement, innovation and remediation.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	0012-Administrative
Generic title	Director, Security and Maintenance
Pay grade	
Management? (Yes/No)	Yes
E/NE status	Exempt
Last revised	November 27, 2007

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

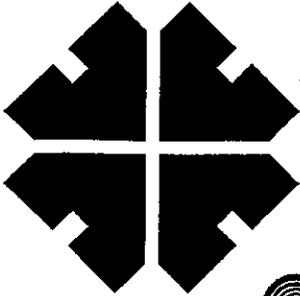
Maui Economic Concerns of the Community
(Typed Name of Individual or Organization)


(Signature)

Rebecca L. Woods
(Typed Name)

January 25, 2008
(Date)

Executive Director
(Title)



**MAUI ECONOMIC CONCERNS OF THE COMMUNITY, INC.
DBA KA HALE A KE OLA RESOURCE CENTER**

670 Waiiale Road, Wailuku, Hawaii 96793



Board of Directors

- James L. Worley, Chair
- Alice McBarnet, Jr., Vice Chair
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- Jack Gray
- Matthew Pietsch
- Mark Renschen
- Warren Suzuki
- Alvin Tagomori
- Michael Victorino

Member, Maui United Way
Rebecca L. Woods
Executive Director
(808) 242-7600
FAX: (808) 244-0821

January 30, 2008

State Capital, Rm. 210
Honolulu, Hawaii 96813
Attn: Aaron Nyuha

Attention: Senate Committee on Ways and Means

RE: Grants-in-Aid Application
for fiscal year ending June 30, 2009

Dear Mr. Nyuha,

Enclosed is our Grant-in-Aid Program proposal for the fiscal year ending June 30, 2009 one original and one copy. We are submitting a proposal of \$339,500 for our Ka Hale A Ke Ola Resource Center, serving central Maui and Na Hale O Wainee Resource Center, serving west Maui.

Sincerely,

Rebecca L. Woods
Executive Director

