

House District **42**

Senate District **20**

THE TWENTY-FIFTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 24-0

For Legislature's Use Only

Rec'd JAN 28 2011

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:

DHS – DEPARTMENT OF HUMAN SERVICES

AND PROGRAM I.D. NO.:

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Hale Kipa, Inc.

Db/a:

Hale Kipa, Inc.

Street Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawai'i 96814-3139

Mailing Address: 615 Pi'ikoi Street, Suite 203
Honolulu, Hawai'i 96814-3139

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Ernest M. Pletan-Cross

Title President & Chief Executive Officer

Phone # (808) 589-1829 x100

Fax # (808) 589-2610

e-mail punky@halekipa.org

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
Hawaii Advocate Program – Program Operations

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 (01 JUL 2010 – 30 JUN 2011) \$ 1,250,000

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	\$-----
TOTAL	\$ 0.00

[REDACTED SIGNATURE]

ERNEST M. PLETAN-CROSS, CEO

NAME & TITLE

01/28/2011

DATE SIGNED



Hale Kipa

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JAN 28 2010

Executive Staff

Punky Pletan-Cross
Chief Executive Officer

Jaque Kelley-Uyeoka
*Deputy CEO of
Outreach Services*

Mari Vermeer
*Deputy CEO of
Placement Services*

Dori Tyau
*Director of Human
Resources*

Board of Directors

Luke W.T. Yeh
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Scott W.H. Seu

Rona M. Suzuki

Susan Y.M. Utsugi

Zadoc W. Brown, Jr.
Neighbor Island Board Liaison

Andy Levin
Neighbor Island Board Liaison

January 28, 2011

Mr. Rod Becker
Senate Committee on Ways and Means
Hawaii State Legislature
State Capitol, Room 210
Honolulu, Hawaii 96813

Aloha Mr. Becker:

As noted by the time and date affixed to this document by the Committee on Ways and Means, the State Senate hereby certifies that Hale Kipa, Inc. has officially submitted, and the Senate Committee on Ways and Means has officially received prior to its stated deadline of 4:30 p.m. on January 28, 2011, one (1) copy of Hale Kipa's Hawaii Advocate Program Application for Grants and Subsidies (per Chapter 42f, *Hawaii Revised Statutes*) for due consideration by the 26th Legislature of the State of Hawaii for Fiscal Year 2011-2012.

Mahalo.



Tracy Janowicz
Director of Quality Improvement & Facilities



Application for Grants and Subsidies

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

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

Hale Kipa, formally incorporated in January 1970, is a multi-service, private, non-profit, Accreditation (COA)-accredited Corporation specializing in working with children, adolescents, and families. The agency provides comprehensive, community-based prevention, intervention, and treatment services, vital to and accessible for "at risk" children, adolescents, and their families. Programs focus on meeting Hale Kipa's mission: *to provide opportunities and environments that strengthen and encourage youth, their families and community to actualize their potential and social responsibility.* Please see **Attachment No. 1**, "Roster of Programs and Services."

2. The goals and objectives related to the request.

Outcomes for youth participating in this program will include the following: 1) maintaining stability in living situation (avoid unnecessary out of home placement or stabilize in a foster home), 2) remaining arrest-free, 3) avoiding pregnancy, 4) improving educational attainment and 5) linking to appropriate activities/community resources.

3. State the public purpose and need to be served.

The public purpose and need to be served focuses on ensuring that youth are in safe, nurturing homes and able to focus on educational attainment and positive connections to community resources and role models while ensuring they remain law-abiding.

4. Describe the target population to be served.

The Hawaii Advocate Program's target population includes: 5-18 year old youth who: 1) are at high-risk of being placed out of home, 2) need foster home stabilization services, 3) need assistance to prevent more involvement with juvenile justice system. The Program's youth has the following needs:

- Many have had trauma (abuse, neglect)
- Involved or at great risk for involvement in crime
- Low academic performance; detached from school
- Runaway behavior
- Lack of positive adult-youth relationships
- Much unstructured and unsupervised time
- Unprotected sex and teenage pregnancies
- Families that are not intact, highly distressed and in turmoil; family communication is strained.
- High risk and current abuse of a wide-range of substances
- Lack of structure/support results in getting mixed up with 'wrong crowds'

5. Describe the geographic coverage.

Hale Kipa plans to provide these services on a statewide basis with sites in Kauai, Maui, East and West Hawaii, and Oahu.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant’s approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

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

HAP programming is unique and includes individualized services, an intense and committed focus, close supervision and monitoring (including a high frequency of visits), and a capacity to ‘do whatever it takes’ to assist is the involved youth and families. The intense nature of the program often results in the development of significant and meaningful relationships that therapeutically lead to positive behavior changes. The following is a brief description of the scope of work.

FOUNDATON	
Screening and Intake	<p>Referral: The program will accept referrals from the Department of Human Services and Family Court.</p> <p>Intake and Service Initiation: The PC will contact the family within 2 days of the referral to introduce the program and set up a time to meet to assess the family’s needs and strengths and to assist the family begin to develop a plan.</p>
Assessment	<p>Hale Kipa uses a range of strength-based tools to engage youth and their families to identify and build on their strengths and interests. They include:</p> <ul style="list-style-type: none"> • Life Domain Needs Assessment Chart • Strengths, Culture, Informal Resource Discovery Survey (to identify appropriate community resources and linkages commensurate with the youth/family interests and needs) • Strength-based Planning (also includes List of Current and Potential Players in the life of the Child • Getting Serious About Play (interest, activities)
Service Planning	<p>The HAP staff and youth develop an individualized developmentally appropriate service plan. Goals are usually in the areas of education, employment, independent living skills, relationships, and living arrangements. Service plans guide the ensuing work that is completed and are updated on a quarterly basis.</p>
Discharge	<p>The discharge process will be guided by a discharge/transition plan, which is part of the youth’s service plan. This plan helps the youth and family prepare from the start for a planned discharge.</p>
<p>PROSOCIAL ACTIVITIES SKILL BUILDING COMMUNITY CONNECTIONS</p>	
Mentoring/ Role Modeling	<p>Mentoring and role modeling experiences are an integral part of the HAP model. The HAP Advocates are expected to be role models of people who have overcome barriers and are now giving back to their communities. They also role model alternative ways to manage stress and disappointment. A secondary component of mentoring and role modeling exists in the linkages made between the youth and people in the community who share similar interests such as the local firefighter, culinary specialist, and carpenter. Advocates have recruited community persons who are in career fields sought out by the youth as a way to role model future opportunities.</p>

<p>Educational Assistance</p>	<p>Many of the HAP participants have learning, academic and developmental needs. The program places high value on ensuring that the youth's educational needs are met. Time is devoted to advocating, assessing, supporting and monitoring educational needs to create optimum conditions for the youth to be successful; activities include:</p> <ul style="list-style-type: none"> • Assisting youth identify current educational capacities, goals, and learning styles • Advocating for DOE evaluations, attending IEP meetings, if appropriate • Keeping contact with school personnel to monitor the youth's I performance • Working with parents to provide positive learning/studying environment • Providing information to youth/family regarding alternative education programs including C-Base and GED programs available to the youth • Tutoring/homework groups in HAP sites • Introducing youth to post-high school educational and financial aid opportunities • Connecting youth with academic and extra-curricular school opportunities
<p>Employment</p>	<p>Youth need to have opportunities to explore a myriad of career options and develop a work ethic, sense of value in contributing to the community, and the skills necessary to succeed and achieve a sense of usefulness and belonging. To assist the youth in these areas, the HAP Advocate may provide the following services:</p> <ul style="list-style-type: none"> • Facilitating exploration of the range of employment sectors available in community • Helping the youth identify specific job-related interests, capacities, strengths, and weaknesses • Teaching skills necessary to obtain and maintain employment, including reading want ads, completing job applications, preparing a resume, practicing interviewing skills, maintaining proper personal appearance, increasing self-confidence, and preparing for future employment • Monitoring youth job performance and providing needed feedback
<p>Life Skills Development</p>	<p>If a youth needs to build on a life skill, the following is addressed. These may be addressed individually or in psycho-educational groups:</p> <ul style="list-style-type: none"> • Transportation • Time management • Relationships • Leisure time • Self-Awareness/Self-Esteem • Relationships/Dating Violence • Health/Hygiene • Communication • Consumer skills • Spiritual well-being • Decision Making/Problem Solving Skills • Pregnancy Prevention/Sex Education
<p>Conflict Resolution/ Anger Management</p>	<p>Hale Kipa assists youth participants find and utilize community resources (Alternative to Violence, Anger Management Classes) and can provide limited transportation assistance. Advocates also model proper conflict resolution in the community and role-play with the youth to strengthen conflict resolution skills.</p>
<p>Substance Abuse Education</p>	<p>HAP connects youth and families to resources and facilitates UAs and assessments. Advocates may initially accompany youth to their AA/NA classes to help with the transition.</p>
<p>Community Resource Linkages/ Structured Activities</p>	<p>One of the factors that help youth stay out of trouble and parents feel more comfortable about their youth's whereabouts is youth involvement in a variety of productive activities. Advocates work with each youth to identify interests, coordinate schedules and organize activities that appeal to the youth. HAP staff is very knowledgeable about community resources and ensure the youth and family become linked to positive alternative activities.</p>
<p>Crisis Intervention</p>	<p>Staff is accessible on a 7 day-per-week/24 hour-per-day basis. Crisis intervention may range from telephone counseling to in-person, day-or-night family visits. Staff is trained in crisis intervention (CPI) including de-escalation techniques. Appropriate authorities (police, hospitals) are called when safety is threatened.</p>

FAMILY SUPPORT	
Parenting Skills and Support	Families remain an integral component of the HAP program. Services focus on identifying strengths, implementing plans, improving communication, making peace, and building and maintaining relationships. The Program Coordinator and Advocate support parents and help them develop more effective communication and behavioral management skills. Service strategies focus on helping parents meet the needs of their children by providing care, discipline and guidance. Ensuring the health, safety, and welfare of the youth remains of paramount importance. Parents are encouraged to set clear parameters, guidelines and expectations for their youth and to follow through consistently with appropriate consequences when rules or agreements are broken. Referrals can be made for more specialized therapy.
COMMUNITY PROTECTION	
Using Advocate Daily Contacts (Personal Visit Or Telephone Calls) And Child/Family Team Member Contacts To Monitor The Youth's Whereabouts	Early in the service delivery, there are arrangements made and activities identified that respond to youth/family needs and assist with the success of the youth/family's service plan. Advocates are assigned to work with young people and their families in individual, familial, and small group activities. Generally, a significant amount of the Advocate's time with the youth and family is spent during evenings and weekends. Because each family situation is unique, advocacy services are diverse. The specific activities selected, as well as the mix of individual, familial and group service hours, are predicated upon the needs assessment and the individualized service plan. The advocacy model, due to its frequent and strategic contacts, provides for intensive supervision of the youth's activity in the community as well as monitoring of his or her progress. This could result in daily phone contacts (more so in the beginning of the service), transportation to school (if youth need this additional support to attend school), 3-5 face to face visits a week, regular calls to school to check attendance, and family visits. If supervising the youth's whereabouts is necessary, other Advocates and members of the child/family team may be tapped.
YOUTH ACCOUNTABILITY	
Community Service	Advocates assist youth to responsibly complete any mandated community service. HAP believes strongly in the importance of "giving back" to the community and HAP sites have developed a list of community service activities.

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.

The following details a proposed timeline for the implementation of this program and summarizes and briefly describes the projected plan of activities for one year. Referrals will be immediately accepted upon contract start date. It includes necessary components to ensure Hale Kipa can provide the denoted services as well as meet the program's target goals. It primarily focuses on implementing a range of services, working with community resources and supporting staff.

Program Activities	Done by:	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
A. Delivery of Program Services													
Info and Referral	PC	x	x	x	x	x	x	x	x	x	x	x	x
Enroll Youth	PC	x	x	x	x	x	x	x	x	x	x	x	x
HAP Assessments	PC/Family	x	x	x	x	x	x	x	x	x	x	x	x
Service Planning	PC/Family	x	x	x	x	x	x	x	x	x	x	x	x
Case Management	PC/Adv.	x	x	x	x	x	x	x	x	x	x	x	x
Educational Support	Adv/PC	x	x	x	x	x	x	x	x	x	x	x	x
Link to Resources	Adv/PC	x	x	x	x	x	x	x	x	x	x	x	x
Build Support Team	Adv/PC	x	x	x	x	x	x	x	x	x	x	x	x
Attend youth meetings	PC/Adv.	x	x	x	x	x	x	x	x	x	x	x	x
Full scope of services	PC/Adv.	x	x	x	x	x	x	x	x	x	x	x	x
Termination	PC/Adv.	x	x	x	x	x	x	x	x	x	x	x	x
B. Program Operations													
Hiring (as needed)	PC	x	x	x	x	x	x	x	x	x	x	x	x
Supervision	DCEO/PC	x	x	x	x	x	x	x	x	x	x	x	x
Staff Meetings	DCEO/PC	x	x	x	x	x	x	x	x	x	x	x	x
C. Program Training													
On-going Staff Development	DCEO/PC	x	x	x	x	x	x	x	x	x	x	x	x
Relevant Workshops													
D. Continuous Quality Imp.													
Record Reviews	AA/PC/DC	x	x	x	x	x	x	x	x	x	x	x	x
Internal quarterly reviews			x			x			x			x	
Incident Rpt reviews	Adv/PC/DC												
E. Community Involvement													
Attend meetings	Adv/PC/DC	x	x	x	x	x	x	x	x	x	x	x	x
Develop linkages	Adv/PC/DC	x	x	x	x	x	x	x	x	x	x	x	x
Presentations	PC/DCEO												
F. Program and Fiscal Reports													
Reports	PC/DCEO				x			x			x		

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.

The following components highlight how Hale Kipa evaluates and improves both the a) outcomes and b) process of service delivery. The Quality Assurance review consists of:

Monthly Utilization Management: Each program conducts Monthly Utilization Management (MUM) reviews to assure that documentation requirements and standards are being met. The MUM is a "document map" detailing what information should be in the file within the required time frames and is designed to function as a utilization review.

Quality Case Review: The foundation for the Quality Case Review's (QCR's) process is strengths-based and assets-driven. The QCR evaluation consists of an in-depth review of all client records assuring that all client documentation is strength-based and assets-driven, and that outcomes are observable, measurable, and based upon the needs of each specific client and his/her family.

Internal Program Development: Internal Program Development (IPD) relies on program staff to regularly meet as a team to review and document, if using as a leverage outcome, the quality of program/service operations, structure, contractual/funding mandates, best practices, policies and procedures, learning opportunities, client trend analysis, and other topics/themes that arise.

Continuous Quality Improvement Advisory Group: On a quarterly basis, this Advisory Group meets to review and discuss Hale Kipa's CQIP goals, outcomes, and activities.

Board of Director's QI Committee: The Board of Director's Quality Improvement Committee is a subcommittee of the Board of Directors and meets quarterly.

Additional QI Activities: Program quarterly progress reports allow the program to track milestones to ensure that services have a positive effect and quarterly reflection allows for staff to make alterations if there is no progress or there are program implementation or efficacy barriers. Quarterly consumer satisfaction surveys are also reviewed and used for program changes and improvements.

4. The applicant shall 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.

Issues/Barriers	Objectives	Outcomes	Examples of Milestones	Means of Measurement
There are many youth/families experiencing crises that lead to out of home placements.	To strengthen family connections, communication and resources.	95% of the youth will be maintained in their homes	<ul style="list-style-type: none"> • Develops service plan • Youth/family attend sessions with Advocate • Youth and family learn new communication and skills to handle conflict 	<ul style="list-style-type: none"> • DAP notes • Service Plan Goal Updates • Family reports • CPS reports • Police reports
Youth have already committed status offenses or law violations	To avoid any further involvement with the juvenile justice system.	95% of the youth will stay arrest-free while in program.	<ul style="list-style-type: none"> • Attends hearings • Attends meetings with PO • Follows probationary rules • Remains drug/alcohol free • Gets involved in school/community 	<ul style="list-style-type: none"> • Substantiation by youth, parents, Probation officer • Police reports
Some of these youth engage in high risk sexual behavior and become pregnant	To learn about pregnancy prevention and avoid teen pregnancy.	98% of the youth will not become pregnant while in program.	<ul style="list-style-type: none"> • Develops service plan • Receives pregnancy prevention education from HAP Advocate • Commits to abstinence or use of protection 	<ul style="list-style-type: none"> • Substantiation by youth, parents • CPS reports • Police reports
Many of these youth are disconnected from positive community activities and connections	To learn about community resources and develop linkages to resources and mentors in the community	95% of the youth will connect to at least 1 new community resource.	<ul style="list-style-type: none"> • Identifies areas of interests/strengths • Learns about community resources • Visits community resources • Makes one linkage to school or community resource 	<ul style="list-style-type: none"> • Increased knowledge of community resources • Documentation of linkage

Client progress evaluation is completed in a few phases:

- a. The youth/family develops a service plan with measurable goals and methods of measurement including report cards, observation of parents or self, no further arrests, school reports, pregnancies, etc. The service plan is updated every three months.
- b. Each month a report is prepared that tracks outcomes including continued school attendance, obtaining a job, avoiding pregnancy, linking to resources.

Hale Kipa collects data through its electronic monitoring record and can easily track the identified outcomes. Evaluation is conducted on a variety of levels including supervision, completion of Satisfaction Surveys, and the tracking and documenting of identified outcomes.

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

Please see attached budget forms, pages 12-15.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2011-2012.**

Q1 FY 2011-12; July 1 – Sept 30, 2011	Q2 FY 2011-12; Oct 1 – Dec 31, 2011	Q3 FY 2011-12; Jan 1 – Mar 31, 2012	Q4 FY 2011-12; Apr 1 – June 30, 2012	FY 2011-12; Amount of Grant to be Expended
\$312, 500	\$312,500	\$312,500	\$312,500	\$1,250,000

3. **The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.**

Agency or Foundation	Amount to be Requested**
Office of Hawaiian Affairs	\$150,000
State of Hawaii - Judiciary	70,000
County of Hawaii	60,000
Geist Foundation	100,000

**Please note that figures provided are extremely preliminary, and actual amounts to be request will depend in large part upon the information provided in all ensuing requests for proposals (RFP) issued by private foundations and state / local government, and in notices of funding availability (NOFA) from relevant federal agencies.

IV. Experience and Capability

A. Necessary Skills and Experience

Hale Kipa has been a primary provider of individualized wraparound services, initially through its Advocate (Hawaii Advocates for Youth) program with the Office of Youth Services, and also through its Department of Human Services contract. Its success has been documented by an external evaluator, The Catalyst Group, which reported that *"monthly Report data on impact outcomes shows the program is showing success in preventing youth and family problems in the areas of out-of-home placements, abuse/neglect, arrests, and out-of-wedlock pregnancies, as well as improving youth engagement with education and employment."*

The following highlights Hale Kipa's verifiable related experience.

Date	Contract Number/Agency/Person/Number/Title	Description of Services
2004-Jan.-Feb. 2011	DHS-07-POS-4146 Department of Human Services CP: Rachel Thorburn; Rthorburn@dhs.hawaii.gov Hawaii Advocate Program	BESSD-DHS funded program focused on replication of Youth Advocate Model using a strong community-based, wraparound, strengths based approach to assist youth and families develop skills to prevent unnecessary out of home placement and strengthen families. Served youth referred by Family Court, DHS and Voluntary Case Management. Successful program that DHS has decided not to re-procure due to lack of specific funding.
2003-current	DHS-08-OYS-09 and DHS-08-OYS-4201; Office of Youth Services; CP: Martha Torney In-Facility and After-Care Services; Transition Services	Contracts with the Office of Youth Services to assist youth (paroled or released on probation) in the Hawaii Youth Correctional Facility prepare for successful integration back into the community upon release from the Facility. Use of YAP Advocate model that preceded the DHS program.

B. Facilities

The majority of all HAP services are completed in the family's home and/or community. Hale Kipa's offices are strategically placed in communities. They are primarily utilized for administrative purposes, staff meetings, and youth/family groups. All offices are attractively decorated, have space for groups and necessary office equipment including computers for HAP Advocates and youth to use. Neighbor island offices all have videoconferencing equipment. Office sites are either ADA-compliant or staff have access to other sites if there is an ADA need. Except for the office space on Damon Street in Honolulu, all other sites are leased.

Island	Addresses	Information
Oahu	Honolulu: 2146 Damon Street	<ul style="list-style-type: none"> • Shared office with other outreach programs • Located near bus line
	Central: 94-216 Farrington Hwy, Suite 302	<ul style="list-style-type: none"> • On bus line • Shared office with other outreach programs • Has videoconferencing equipment
	Windward: 45-939 Kamehameha Hwy, Suite 205 Kaneohe	<ul style="list-style-type: none"> • On bus line • Shared office with other outreach programs
	Hale Kipa Business Office: 615 Piikoi Street	<ul style="list-style-type: none"> • Has videoconferencing equipment accessible to all sites
Maui	1975 Vineyard Street, Suite 200, Wailuku	<ul style="list-style-type: none"> • Close to DHS and Judiciary offices in Wailuku
Kauai	2970 Kele Street, Suite 110, Lihue	<ul style="list-style-type: none"> • Shared with Intensive In-Home Program Staff • Is located next to government buildings and is in same office complex as other social service agencies

West Hawaii	75-170 Hualalai Road, C310 Kailua-Kona	<ul style="list-style-type: none"> • Shared with Intensive In-Home and Therapeutic Foster Care Staff
East Hawaii	622 Hinani Street, Hilo	<ul style="list-style-type: none"> • Located in a cozy house • Shared with Intensive In-Home and Therapeutic Foster Care Staff

V. Personnel: Project Organization and Staffing

A. 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.

The proposed HAP staffing pattern which is adequate and can be adjusted depending on need includes:

Position	Client/Staff Ratio	Proposed caseload Capacity
Deputy CEO-Outreach Services (% in administrative and supervisory role)	N/A	N/A
HAP Program Coordinators (see below for specifics)	1:12-20	Program Coordinator does the intake, provides family services to every youth/family.
HAP Advocates (numerous)	1:1-4	Each Advocate, depending on the need in their community, best fit and availability, could work with 1-4 young people

Program Coordinators are full time staff while Advocates are fee for service which allows 1) us to only employ Advocate services when there is a need in a specific geographical site; and 2) the maximum ability to match the Advocate to families, which is imperative, in assuring that we have the best possible fit for programmatic reasons. The program uses a zip code hiring model which assumes that the persons live and work in the communities where the youth and families are that are being served are more likely to be culturally sensitive and aligned and have the best knowledge of the various formal and informal systems of support that will ultimately provide the safety net for the family, once they are no longer receiving services through the program itself.

Staff core competencies include: knowledge and practice of youth development framework, capacity to engage youth, respect for diversity, effective communication skills, knowledge of adolescent developmental stages, ability to coordinate efforts, and capacity to reflect and improve on one's own performance.

POSITION	STAFF	MINIMUM EDUCATION and/or EXPERIENCE REQUIREMENTS	JOB RESPONSIBILITIES
Deputy CEO-Outreach Services	Jaque Kelley-Uyeoka, ACSW, LSW	Min. qualifications: Master's and 10+ yrs. In PNP., Hale Kipa: 31 yrs; developed numerous programs	Oversee program delivery system, contract req., provision Of services, quality assurance, sup.
Program Coordinators	Malia Alo, B.S. (O'ahu: Leeward) Tanya Barcarse Williams, M.S. (O'ahu: Windward) Melinda Montgomery, (B.S. Kaua'i) Ashley Canillo, B.S. (Maui)	Min. qualifications: Master's - Preferred but B.S. with extensive experience may be hired. All current PCs have minimum of B.S. degrees with years of experience and at from .6-6	Intake, individual and family services, training, program management, program development, supervision

	Cathy Molinaro, M.S. (W. Hawai'i) Melissa Rapoza, B.S. (E. Hawai'i)	years in HAP PC position.	
Advocates	Numerous	Min. qualifications: B.A., and/or relevant experiences; life skills, capacity to positively relate to youth; live in/substantial knowledge of community;	Individual + group sessions, service planning, skill building, case management, family work, leisure time activities, connections, support

Proposed service capacity includes: serving approximately 60 youth statewide per 3-4 month period or 180-200 youth annually.

Supervision and training are essential to retain the most qualified staff. Hale Kipa has strong administrative direction and professional support and supervision. All supervision and training is documented. Employees meet with supervisors a minimum of one hour per week and each site has a monthly staff meeting.

Hale Kipa's Training is implemented in the following phases:

Phase 1: Personnel Orientation: (first day of employment)

3-hour training that is completed prior to staff working directly with the youth and provides information about personnel requirements, programs, administrative policies, agency philosophy and goals, Employee Handbook, Confidentiality Policy, Employer–Employee Rights and Responsibilities. Staff also takes the following classes: First Aid, CPI Training, CPR, Blood Borne Pathogens training.

Phase II: Program Specific Training:

This portion of the new employee orientation is conducted by the supervisor and includes the following:

- Engaging Youth and Their Families
- Setting Goals and Achieving Outcomes
- Boundaries
- Cultural Competence (pays attention to the many different cultures in Hawaii and the impact on our service delivery processes; staff have the opportunity to explore their own biases and become more aware of the role of culture)
- Service Plans/DAP note writing/Documentation
- Mandated Child Abuse and Neglect Reporting
- Suicidal Client (includes risk assessment and emergency procedures)
- Disaster/Emergency Planning
- Health and Safety

B. 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 organizational chart that illustrates the placement of this request.

Please see **Attachment No. 3**, Hale Kipa's Organizational Charts

VI. Other

A. Litigation

None.

B. Licensure or Accreditation

Hale Kipa is fully accredited by the Council of Accreditation, and its facilities are similarly licensed and accredited by the appropriate federal, state and professional agencies to ensure that its operations will continue to conform with high administrative, fiscal and program standards.

ATTACHMENTS:

- (1) Hale Kipa Roster of Programs and Services
- (2) Hale Kipa Board of Directors, 2011
- (3) Hale Kipa Organization Charts – Hawaii Advocate Program, Administrative Services & Programs
- (4) Internal Revenue Service – Tax Exempt Determination Letter
- (5) State of Hawaii, DCCA – Letter of Good Standing

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2011 to June 30, 2012)

Applicant: HALE KIPA, INC.

BUDGET CATEGORIES	Total State Funds Requested (a)	(Unsecured) Judiciary (b)	(Unsecured) OHA (c)	(Unsecured) Other (d)
A. PERSONNEL COST				
1. Salaries	609,862	56,197	107,684	57,390
2. Payroll Taxes & Assessments	33,847	5,256	13,536	6,495
3. Fringe Benefits	99,096	11,947	7,676	6,983
TOTAL PERSONNEL COST	742,805	73,400	128,896	70,868
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	6,000	180		
2. Airfare, Out-of-State				
3. Audit Services	12,364	680		
4. Contractual Services - Administrative	76,671	3,820		
5. Contractual Services - Subcontracts	9,047	885		
6. Insurance	34,350	1,890		1,444
7. Lease/Rental of Equipment	17,984	1,712		2,000
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	118,213	4,706		8,150
10. Mileage	87,257	1,090	17,400	4,440
11. Postage, Freight & Delivery	2,383	132		
12. Publication & Printing	10,917	602		
13. Repair & Maintenance	3,816	238		
14. Staff Training	2,500	48		
15. Subsistence/Per Diem	2,000	30		
16. Supplies	12,729	730		972
17. Telecommunication	50,243	3,920		3,000
18. Transportation	4,721	660		
19. Utilities	15,000	412		2,126
20. Food	0			
21. Program Activities	16,000	2,000	3,704	2,000
22. Vehicle Repair & Maintenance		89		
23. Depreciation	25,000	2,776		
23. Indirect Cost				5,000
TOTAL OTHER CURRENT EXPENSES	507,195	26,600	21,104	29,132
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,250,000	100,000	150,000	100,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,250,000	MARIA C. GOZZI Name: [REDACTED] Phone: 808-589-1829 EXT 112		
(b) Judiciary	100,000	Signature: [REDACTED] Date: 01/28/2011		
© Office of Hawaiian Affairs	150,000			
(d) Others	200,000			
TOTAL BUDGET	1,700,000	ERNEST PLETAN-CROSS, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: HALE KIPA, INC.

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1 CEO	1.00	148,500.00	9.75%	\$ 14,479.00
2 Executive Assistant	1.00	38,000.00	9.75%	\$ 3,705.00
3 Controller	1.00	61,200.00	9.75%	\$ 5,967.00
4 Accountant	1.00	40,264.00	9.75%	\$ 3,926.00
5 Accounting Clerk	1.00	25,175.00	9.75%	\$ 2,455.00
6 Accounting Clerk	1.00	29,925.00	9.75%	\$ 2,918.00
7 Help Desk/Engineer	1.00	30,400.00	9.75%	\$ 2,964.00
8 Facilities/QI Director	1.00	59,580.00	9.75%	\$ 5,809.00
9 Director of Human Resources	1.00	61,200.00	9.75%	\$ 5,967.00
10 Human Resource Supervisor	1.00	37,800.00	9.75%	\$ 3,686.00
11 Human Resource Manager	1.00	33,250.00	9.75%	\$ 3,242.00
12 HR Clerk	0.43	27,040.00	9.75%	\$ 1,120.00
13 Web/App Developer	1.00	58,500.00	9.75%	\$ 5,704.00
14 Education Researcher	1.00	46,800.00	9.75%	\$ 4,563.00
15 Core Competency Trainer (Director of Training)	1.00	64,800.00	9.75%	\$ 6,318.00
16 Deputy CEO - Outreach Services	1.00	81,000.00	17.50%	\$ 14,175.00
17 Administrative Assistant	1.00	33,000.00	17.50%	\$ 5,775.00
18 Program Coordinators	5.00	47,000.00	70.00%	\$ 164,500.00
19 Administrative Assistant	3.00	26,770.00	35.00%	\$ 28,109.00
20 Advocate Individual Hours	20.00	27,040.00	60.00%	\$ 324,480.00
TOTAL:				609,862.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: HALE KIPA, Inc.

Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE.			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
NOT APPLICABLE.			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION / COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hale Kipa, Inc.

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: NOT APPLICABLE project is Program Operations						

**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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Hale Kipa, Inc.

(Typed Name of Individual or Organization)


(Signature)

01/28/2011
(Date)

Ernest Pletan-Cross, Chief Executive Officer

(Typed Name)

(Title)



Roster of Programs and Services

Community-based Outreach and Advocacy Program (CBOA): Outreach program focused on providing case management and community linkages for youth to prevent initial or further involvement with child welfare or juvenile justice.

Emergency Shelter and Sanctuary: Offers emergency shelter, support, protection and a structured environment to homeless, runaway, abused and neglected youth between 12 and 17 years of age at two group homes in 'Ewa for who are in need of support, protection, and a structured environment, and coordinates with the **Kamala Home Program** to provide emergency foster home placement services for abused and / or neglected youth between 10 and 17 years of age.

Evening Counseling Program: Diversion program that provides counseling and linkages to community resources for youth who have been arrested.

Foster Homes Program: Offers short-term (**Hānai**), longer term placements with individual and family therapy (**Therapeutic Foster Homes**).

Hapai Homes: Offers specialized transitional residences for pregnant and parenting teens.

Hawai'i Advocate Program: Statewide program that provides strength-based, wrap-around services to youth and families to prevent out-of-home placement, and assists the re-integration of previously incarcerated youth into the community upon their release from the Hawai'i Youth Correctional Facility (HYCF).

Ho'okala-Attendant Care Program: Provides diversion (intake and assessment) for youthful status offenders and non-violent lawbreakers, with 24-hour access to immediate crisis intervention and attendant care.

Hui Mālama 'Ohana Youth Service Center: Program that serves youth in two middle schools with positive alternative activities, outreach, pregnancy prevention and family strengthening services.

Independent Living Program (ILP): Provides specific outreach and skill building services for youth transitioning out of foster care into adulthood. Program also has two residential options for youth transitioning out of foster care or HYCF.

Intensive-In Home Services: Provides clinical therapy and services to families and youth in their homes, with the goal of strengthening families.

Sexual Exploitation Prevention Program: Interactive video presentation delivered to schools and community groups to inform and teach youth to identify, avoid and prevent sexual exploitation.

Transitional Living Program (TLP): Residential services for youth and young adults transitioning out of homelessness.

Therapeutic Group Homes: Range of group homes that serve youth upon referral from the Hawai'i Dept. of Health – Child and Adolescent Mental Health Division, which includes emergency crisis placement and independent living options.

Valid Court Order: Advocacy program for youth who violate court orders.

Youth Outreach (YO!): Collaborative program with Waikiki Health Center that provides street outreach, drop-in, and health care services to homeless and street youth in Waikiki. Program outreach workers also maintain a presence in Windward and Leeward O'ahu, and provide a drop-in center in Wai'anae.

*Over 3500 youth were served in some capacity last year.

*Services are delivered 24/7 in Residential and Outreach programs.

*Services delivered in Residential and Foster Care programs and most communities throughout the State.



Board of Directors

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Vice Chair

Greg J. Sitar | Senior VP & Branch Manager, First Hawaiian Bank
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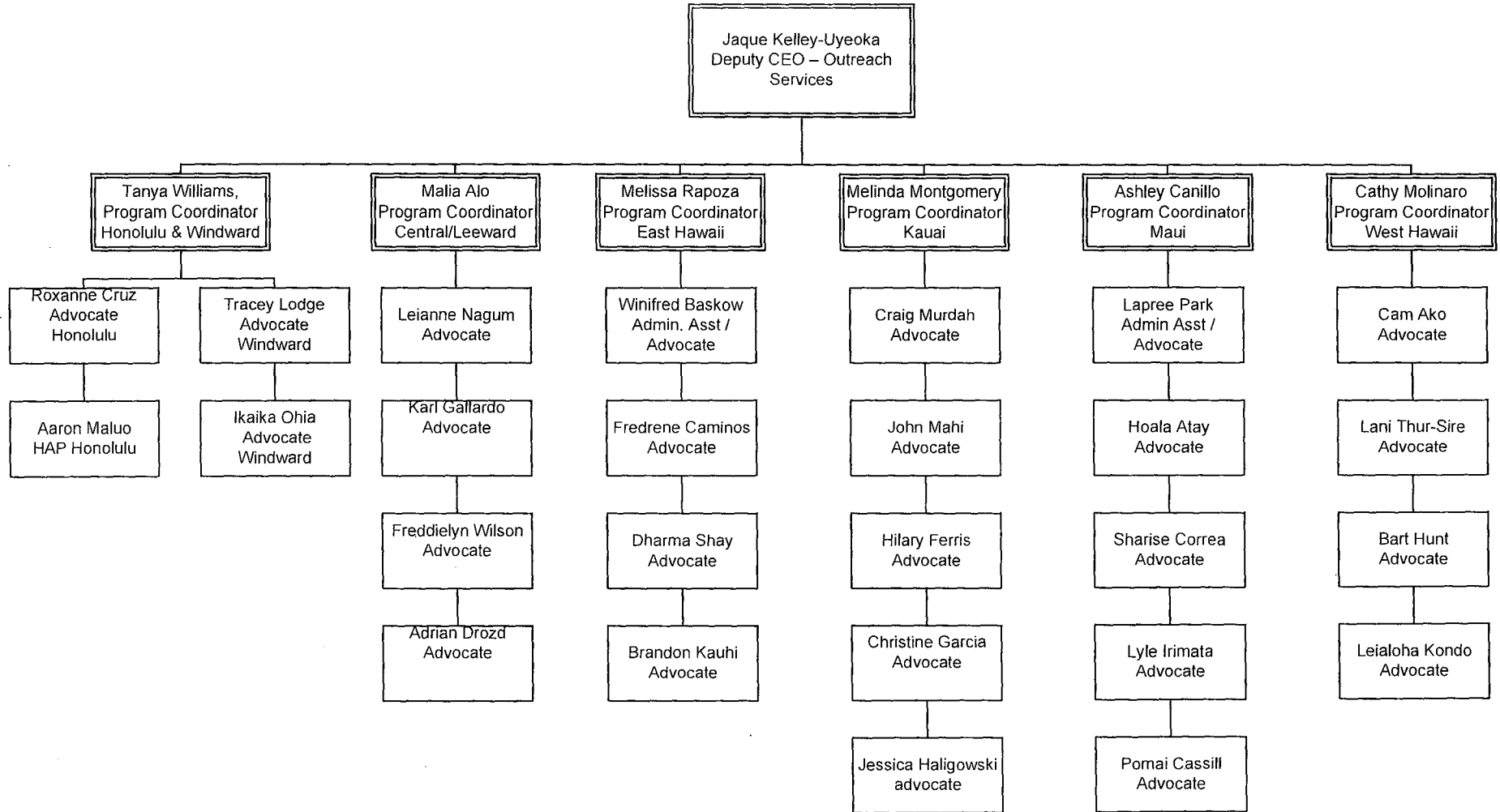
Andrew Levin | Retired
Neighbor Island Liaison

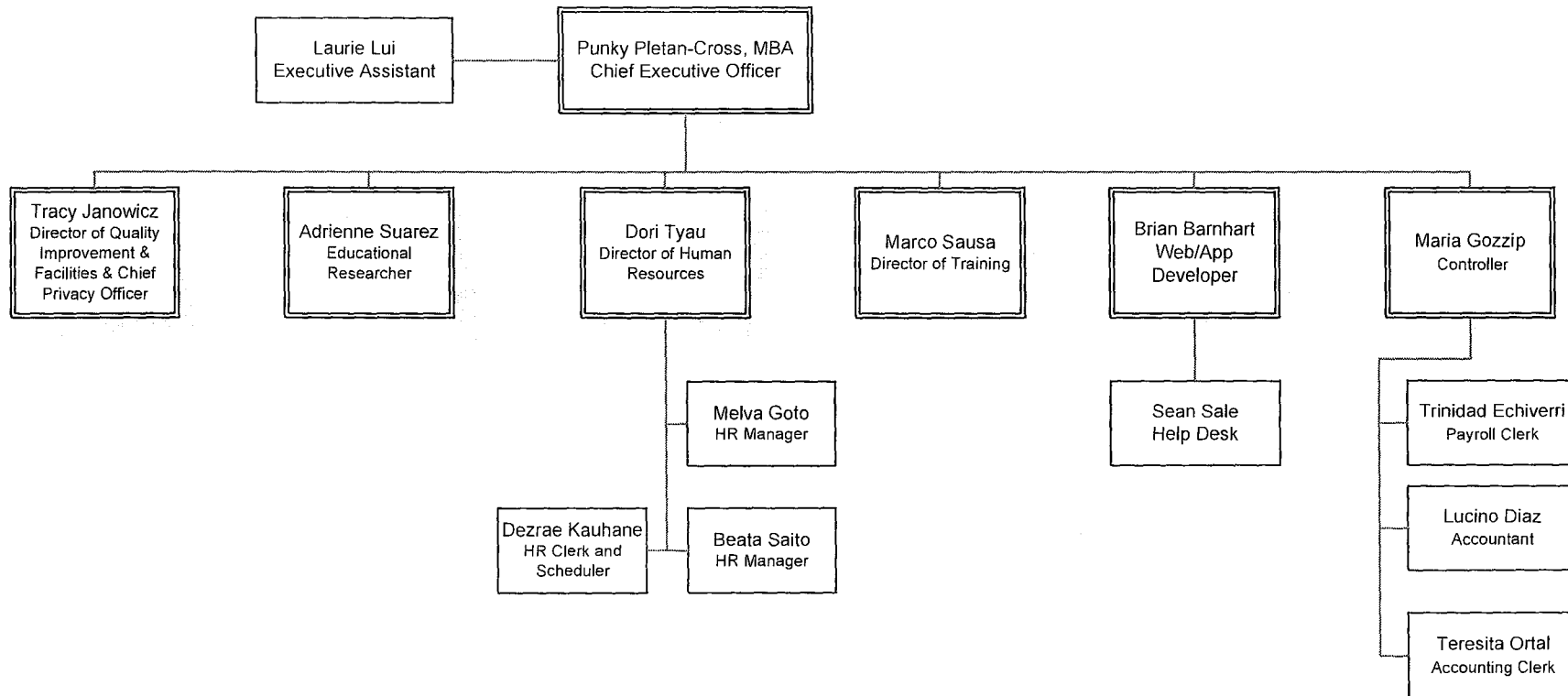
Scott W.H. Seu | Vice President, Energy Resources, Hawaiian Electric Company, Inc.

Rona M. Suzuki | Sales Manager, Century Computers, Inc.

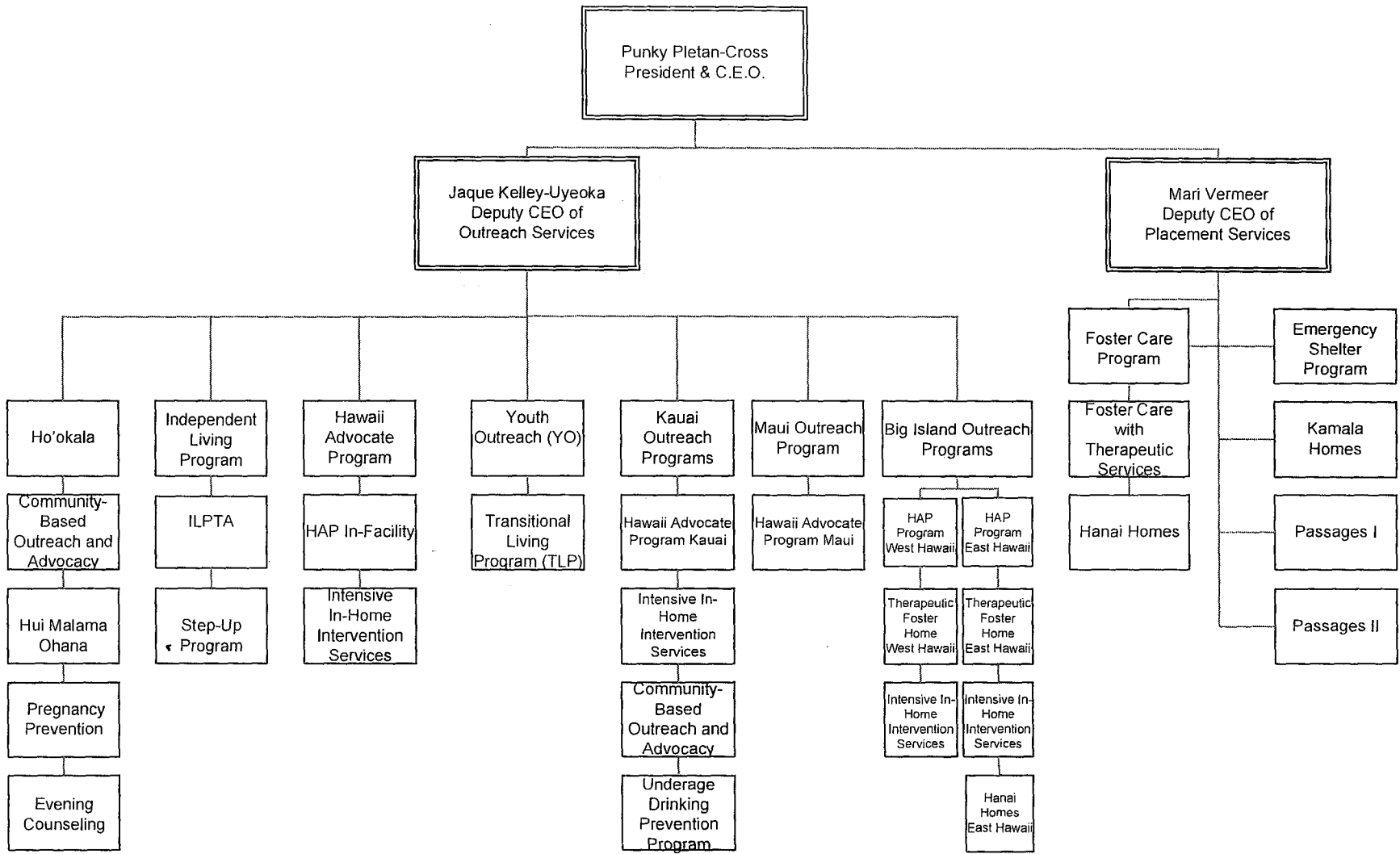
Dianne Willoughby | Economist

Hale Kipa, Inc.
Hawaii Advocate Program
Organizational Chart





Administrative Services



Hale Kipa, Inc.
Program Organizational Chart

Internal Revenue Service

Date: October 23, 2006

HALE KIPA INC
615 PIIKOI ST STE 203
HONOLULU HI 96814-3139

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Ms. Lumpkins 31-08344
Customer Service Representative
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
23-7061499

Dear Madam:

This is in response to your request of October 23, 2006, regarding your organization's tax-exempt status.

In June 1970 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

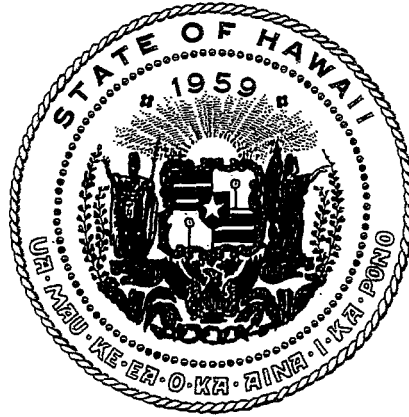
Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,


Janna K. Skufca, Director, TE/GE
Customer Account Services



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

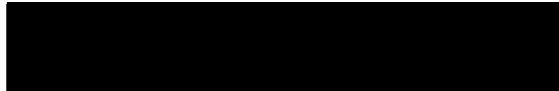
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HALE KIPA, INC.

was incorporated under the laws of Hawaii on 01/26/1970 ; 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: December 03, 2009



Director of Commerce and Consumer Affairs

