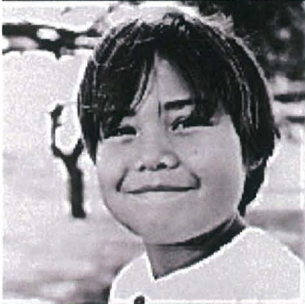


**PACT** PARENTS AND **COPY**  
**CHILDREN TOGETHER**  
A FAMILY SERVICE AGENCY

# Community Teen Center



# Grant-In-Aid Application for Grants & Subsidies

## Fiscal Year 2014

January 31, 2013



# Application For Grants and Subsidies



House District 30  
Senate District 14

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

Log No: \_\_\_\_\_  
For Legislature's Use Only

Type of Grant or Subsidy Request:

- GRANT REQUEST – OPERATING       GRANT REQUEST – CAPITAL       SUBSIDY REQUEST

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

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

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

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

DEPARTMENT OF HUMAN SERVICES

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
**Parents And Children Together**  
Dba: PACT  
Street Address: 1485 Linapuni Street, Ste. 105  
Honolulu, HI 96819  
Mailing Address: Same as above.

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name RUTHANN QUITQUIT  
Title President & CEO  
Phone # 808-847-3285  
Fax # 808-841-1485  
e-mail adminrquitquit@pacthawaii.org

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_  
5. STATE TAX ID #: \_\_\_\_\_

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

COMMUNITY TEEN PROGRAM

**7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2014      \$ 149,218

**8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

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

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

State	\$	<u>105,000</u>
Federal	\$	<u>33,750</u>
County	\$	<u>-0-</u>
Private/Other	\$	<u>-0-</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

KIM GOULD, CHIEF OPERATING OFFICER  
NAME & TITLE

1/31/2013  
DATE SIGNED

# Narrative





## Application for Grants and Subsidies

### I. Background and Summary.

#### Overview

Parents And Children Together (PACT) is requesting \$149,218 to provide quality evidence-based prevention services for a minimum of 150 children and youth in the Kuhio Park Terrace/Kuhio Homes public housing community in Kalihi on the island of Oahu. This proposal is to support PACT's involvement in the collaboration of three Kalihi youth serving agencies that are described below.

The Kalihi YMCA, Parents And Children Together (PACT), and Susannah Wesley Community Center (SWCC) have collaborated on a variety of programs and initiatives for more than twenty years in the Kalihi-Palama community. Each agency is submitting a Grant-in-Aid to the 2013 Hawaii State Legislature in order to secure continuation funding for a collaboration of afterschool programs that is now in operation in Kalihi-Palama by our three agencies.

This collaboration – *Kalihi-Palama School's Out Project* – offers a continuum of prevention and intervention services to meet the needs of youth and families in our specific service areas within the Kalihi community. The services delivered at the three sites will be similar, yet unique to respond to the specific needs of the targeted communities and population. They will be focused around the core services of outreach, positive alternative activities, education, and skill development and will enhance or expand the continuum of services offered at the three agencies. The specific services and activities implemented at the three agencies will include the following components: educational support, vocational & employment skills; sports, fitness and health; culture, arts, and humanities; substance abuse prevention and intervention; and youth leadership.

Built into this collaboration are opportunities for the youth and staff of the three agencies to work together. This will include: planning collaborative activities for the youth and holding monthly meetings for staff of the three sites to share progress, problems and issues, and develop solutions.

Building strong, caring relationships with youth is paramount to creating successful youth/family services. Activities may be the way to engage kids, but it is the caring adults and strong relationships that keep the kids coming and moving forward. Although many youth are touched by these programs, *where we really make a difference is one youth at a time.*

A Memorandum of Agreement, signed by the three agencies, for the *Kalihi-Palama School's Out Project* is included in the Attachments.





## 1. A Brief Description Of The Applicant's Background

**Parents And Children Together (PACT)**, one of Hawaii's leading non-profit human service providers, served over 15,000 people last year throughout Oahu, Maui, Molokai, Lanai, Kauai, and Hawaii. PACT promotes and supports healthy individuals, families and communities by creating opportunities for them to identify and address their own strengths, needs, and concerns and successfully realize their potential. Since its founding in 1968, PACT has developed a comprehensive array of services to strengthen individuals, children, families and communities experiencing social, behavioral health, and economic challenges. It is a leader in neighborhood-based services and forging community partnerships to address the needs of residents. Known for prevention as well as treatment, PACT is recognized for its advocacy and continuum of interconnected services in such areas as:

- Community building and community-based service centers for families and teens;
- Early childhood education and support to families for children at risk;
- Child abuse and neglect prevention and treatment;
- Domestic violence prevention and treatment, shelter for women and children, and accountability for offenders;
- Mental and behavioral health services to facilitate education for children and youth diagnosed with serious emotional behavioral disorder (SEBD); and,
- Micro-business development and economic self-reliance education and training for the under-employed and unemployed.

PACT is fully accredited by the Council on Accreditation for Families and Children (COA). PACT is an active member of the Child Welfare League of America (CWLA), the Better Business Bureau, the Kalihi Business Association, and is an Aloha United Way and Kauai United Way partner agency. PACT employs the latest community service models, prevention curricula, behavioral health methodologies, evidence-based treatment modalities and validated best practices. It is committed to accountability to funders for positive outcomes and to quality improvement that contributes to an improved quality of life for its clients and the communities in which they live.

PACT's programs are community-based, culturally sensitive, family-centered and focused on family strengths. Over the years, PACT has developed strong community networks and effective working relationships with many service providers and community resources. PACT is active in advocating for children and families, and educating community leaders and elected officials about issues, needs and solutions. PACT has an established track record and organizational commitment to quality assurance and evaluation. More information about PACT and its programs and services can be found at [www.pacthawaii.org](http://www.pacthawaii.org).

**PACT's Community Teen Program** started in 1990 as part of the Statewide Youth Gang Response System providing gang prevention services and supervised alternative activities in the high-risk community of Kuhio Park Terrace (KPT) in Kalihi. Since then, the program has grown significantly and currently offers a wide range of positive youth





development activities with a broad prevention focus. In August 2005, Teen Program services expanded to the Puuwai Momi Housing Project in the Halawa section of Aiea where youth services were modeled after the effective services at KPT. Activities and services currently available at both sites fall into five main components: academic support; enrichment and recreation; youth development and skill building; community building and service learning; and, parent and family involvement.

The Teen Program has a long history of providing outreach, guidance, prevention and intervention services to youth and families. Program staff have experience, knowledge and understanding of the community being served; strong referral and advocacy skills; experience developing and coordinating youth activities; and knowledge and experience applying best practice models, including youth development and resiliency models. Staff are successful at leveraging funds to enhance, improve, and expand youth services at its various sites.

## 2. Goals and Objectives

Program Goals	Program Objectives
1. All teens in the Kalihi-Palama community ( <i>specifically in KPT for PACT</i> ) <u>will have a safe and encouraging environment, supervised by positive adult role models</u> , to foster and support youth development, healthy living and social responsibility.	<ul style="list-style-type: none"> <li>• A minimum of 150 youth will register for these afterschool programs and services at PACT and participate in after-school activities that are supervised by positive adult role models.</li> </ul>
2. All teens in the Kalihi-Palama community ( <i>specifically in KPT for PACT</i> ) will have opportunities to <u>gain knowledge and skills in a variety of areas and implement skills learned in their daily lives</u> , including: academic support, enrichment and recreation, youth development and skill building (including social/life skills, career/vocational, leadership, etc.), and community service.	<ul style="list-style-type: none"> <li>• Youth participating in a minimum number of enrichment and recreational activities will demonstrate a positive change in attitude and behaviors</li> <li>• Youth participating in a minimum number of youth development, educational, and/or skill building activities will demonstrate increased social and life skills</li> </ul>

## 3. Public Purpose and Need To Be Served

The services proposed herein focus on youth and families living in high risk situations and in an at-risk community. The rate at which Kalihi youth experience/use alcohol, tobacco or other drugs (ATOD) hovers at or slightly below the state average, although this is still of great concern. The 2003 Hawaii Student Alcohol, Tobacco, and Other Drug (ATOD) Use Study found:





- About 40% of Farrington seniors surveyed used tobacco at least once in their lifetime; 65% used alcohol; and 45% used marijuana. Lifetime use numbers for tobacco and alcohol use for juniors and sophomore were similar, with marijuana use being slightly lower.
- In the 30 days prior to the survey, 18%, 30% and 10% of seniors used tobacco, alcohol, and marijuana, respectively.
- About 12% of these seniors were in need of alcohol and/or drug treatment.
- Rates of antisocial behavior (i.e., school suspensions, ATOD use at school, selling drugs, carrying handguns, auto theft, etc.) far exceeded the statewide rates and those of Farrington students in the two previous study years.

Providing opportunities for this population to build positive peer and adult relationships and learn new skills will prevent their participation in risky behaviors and will, ultimately, serve the public need. Preventing youth participation in drugs, crime, gangs, and other risky behaviors and increasing their chance of achieving school and social success will decrease the social and public costs of following youth in the juvenile justice system or providing treatment programs for them.

#### 4. Target Population

The target population selected for this proposal is youth, 7-18 years of age, who live in and around the Kuhio Park Terrace (KPT)/Kuhio Homes public housing community. Youth in high school (ages 14-18 years) will be specifically targeted for recruitment and enrollment. The majority of youth participating in Teen Program services have historically been in elementary and middle school. With the addition of another physical space on site (see description in the Facilities section), Teen staff will be specifically target this underserved population.

The vast majority of youth who will receive services through this proposal are in one of the ethnic groups that are over-represented in the juvenile justice system in comparison to their proportion in the general juvenile population (Samoan, Hawaiian, Filipino, African American, and Micronesian,). Specific ethnic data include:

- 29% of the youth currently enrolled in PACT youth services at KPT are of Samoan ancestry;
- 14% are Hawaiian or part-Hawaiian;
- 5% are Filipino;
- 1% are black;
- 49% are Micronesian (including Chuukese, Marshallese, and other COFA populations (this has been the fastest growing population over the past several years);
- the remaining 2% are from a combination of Asian, Caucasian, and Pacific Island backgrounds.

Youth living in this community are at-risk and experience high levels of social, emotional, and educational problems. They also experience many of the risk factors identified in youth development literature as contributing to increased potential for youth







participation in risky behaviors. The most significant risk factors present for youth in the KPT Community are:

RISK FACTORS	
Individual Domain	Family Domain
<ul style="list-style-type: none"> <li>• Lack of opportunity</li> <li>• Connection to family</li> <li>• Low academic aspirations &amp; achievement</li> <li>• Negative attitude/low commitment to school</li> <li>• Early onset of problem behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Large number of single parent households</li> <li>• Low income status/poverty</li> <li>• Family conflict, problems &amp; dysfunction</li> <li>• Lack of parental involvement</li> <li>• Sibling antisocial behavior</li> </ul>
Peer Domain	Community Domain
<ul style="list-style-type: none"> <li>• Early onset of problem behaviors</li> <li>• Favorable attitudes toward antisocial behavior</li> <li>• Association with delinquent or aggressive peers</li> </ul>	<ul style="list-style-type: none"> <li>• Low neighborhood attachment</li> <li>• Community disorganization</li> <li>• Laws and norms favorable to problem behaviors</li> </ul>

## 5. Geographic Coverage

As stated on page 1, the services proposed herein are part of a collaborative effort to provide comprehensive youth services in the Kalihi-Palama community and Farrington Complex. PACT’s proposed services will focus specifically on youth living in KPT and the surrounding community. Youth who live in this area primarily attend Fern and Kalihi Waena Elementary, Dole and Kalakaua Middle, and Farrington High Schools.

Kuhio Park Terrace is Hawaii’s largest public housing community, located in Kalihi at the foot of Kahauiki ridge, with the Fort Shafter Military Complex to its west and the Likelike Highway to its east. A total of 748 housing units comprise the two high rise buildings and low-rise homes, which are home to 2,812 low-income working and non-working families (KPT/Kuhio Homes Demographics report, March 2010). KPT and Kalihi Valley Homes were built in the 1960s.

Kalihi is a working class, multi-ethnic community that has historically been one of the first residences of immigrants. Today, the largest ethnic group in Kalihi is Filipinos, followed by Samoan, Native Hawaiian/Part-Hawaiians, and a growing group of COFA (Compact of Free Association) migrants from the Federated States of Micronesia, Republic of the Marshall Islands, Commonwealth of the Northern Mariana Islands and the Republic of Palau. Ethnicities of residents of KPT/Kuhio Homes are, in order of predominance: Samoan (40%), Micronesian (24%), Native Hawaiian/Part-Hawaiian (13.5%), Asian (9.4%), Caucasian (4.3%), Filipino (3.1%) and Hispanic (2.6%).

In Kalihi, per capita income is in the lowest 25% statewide (\$14,634 v. \$21,526). Here, residents experience higher levels of unemployment and reliance on public assistance as compared to the rest of the state (*School/Community Profiles*). More adolescents report





their neighborhood as unsafe and that they lack close neighborhood ties. More students score below state standards on SAT & Hawaii State Assessment reading and math tests.

The profile of KPT indicates that this community is at even greater risk than Kalihi in general. The average household income for KPT is \$16,008 (\$25,710 is poverty level income for a family of four, *Federal Register*, Vol. 76, No. 13, January 20, 2011, pp. 3637-3638). Most residents (70%) at KPT are working; while another 36% receive full or partial TANF assistance. Thirty-seven percent of the households receive SSI and 16.6% receive Social Security benefits. Ninety-four percent of the 296 single-parent households are headed by females (277 female- as compared to 19 male-headed households) (KPT/Kuhio Homes Demographics report, March 2010). Children and youth ages 0 to 19 make up more than half of the KPT population. Linapuni, Fern and Kalihi-Waena Elementary Schools are the public schools that serve KPT/Kuhio Homes children. Well over 75% of their children qualified for free or reduced-cost lunch (*School Status and Improvement Reports, School Year 2009-10*).

The KPT community is a mix of long-time residents and the newly arrived. Fifty-six percent of the children attending Linapuni Elementary School, which is located at KPT, have limited English proficiency (*School Status and Improvement Report, School Year 2009-10*). The 2005-09 American Community Survey indicates that of the 1,746 persons counted who were 5-years and older, 58.1% spoke another language other than English while 41.9% spoke only English. Further, 46.2% of those who were foreign-born entered the U.S. within the last 10 years (332 of 718 foreign-born persons).

## II. Service Summary and Outcomes.

Protective factors have been identified that, when increased, discourage behavior that could lead to participation in risky behaviors and encourage behavior that can mediate these risk factors. The following protective factors have the greatest likelihood of being increased or enhanced by proposed activities:

PROTECTIVE FACTORS	
Individual Domain	Family Domain
<ul style="list-style-type: none"> <li>• Increase academic achievement and connectedness to school and community</li> <li>• Increase self-efficacy and self-esteem</li> <li>• Social competencies &amp; problem solving skills</li> <li>• Development of interpersonal competence</li> </ul>	<ul style="list-style-type: none"> <li>• Increase parent/child communication</li> <li>• Increase opportunities for parental involvement</li> <li>• Opportunities for pro-social involvement</li> <li>• Rewards for pro-social involvement</li> </ul>
Peer Domain	Community Domain
<ul style="list-style-type: none"> <li>• Social skills</li> <li>• Interaction with pro-social peers</li> <li>• Involvement with positive peer group activities</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities for pro-social involvement</li> <li>• Rewards for pro-social involvement</li> </ul>





## 1. Describe the Scope Of Work, Tasks And Responsibilities

Comprehensive services and activities are provided at the KPT site daily—Tuesday through Saturday. These services were developed using the principles of Positive Youth Development (PYD) and are designed to reduce or enhance identified risk and protective factors and provide opportunities for youth to develop the skills, attitudes, abilities, behaviors, and competencies to become active, vital members of their community and successfully transition to adulthood. PACT defines prevention with a broad brush and believes that providing youth with opportunities to develop skills, abilities, etc. will help prevent their participation in many risky behaviors—i.e., substance abuse, violence, pregnancy, etc.

### Services and Activities

Program activities fall within four major components – academic support, enrichment and recreation, youth development and skill building, and community service. The services and activities proposed herein will enhance and expand existing services.

**Academic Support:** Staff considers school success to be one of the most important measures of our program’s success – if kids are succeeding in school, then we are doing our jobs. Consequently, a large percentage of time and energy is placed on activities in this component. Existing activities include: study hall/homework help, computer lab, and school support and linkages (to monitor grades, attendance, and behavior). Through this proposal these services will be expanded to provide them to older youth – 14-18 years old.

**Enrichment and Recreation:** Daily recreational activities (music, games, sports, arts and crafts, computer lab, cooking, etc.) are provided at the KPT Teen Center after study hall (4-8:00 p.m.) and on Saturdays during drop-in time (11:30 a.m. -5:00 p.m.). The KPT Teen Center is a safe, positive environment where youth can participate in a variety of supervised, positive activities designed to build skills, promote pro-social relationships with peers and adults, and expand the experiential base of the program participants. Through this proposal these services will be expanded as follows:

- ▶ The health, fitness, and nutrition components will be expanded for all age groups – elementary through high school – and will include nutrition/cooking classes, establishment of a bike club and increased fitness opportunities.
- ▶ The establishment of an Apple Club. With Apple’s rising popularity and its cutting edge products like the iPhone and iPad, youth are drawn to this technology. Access to this type of technology would encourage our older youth to participate in program services through the Apple Club where youth will be able to learn to use the various programs and features of the Apple iPads and Macbook Pros. Youth will also learn the ins and outs of iMovie and how to make their own films.

**Youth Development and Skill Building:** This component includes a variety of activities including youth leadership, career development and exploration, and social and life skills development.





🌈 **Youth Leadership:** A group of leaders has been developed and leadership activities will be continued through this proposal. Staff look for leadership skills and abilities in youth who may not be considered your typical leaders, and provide opportunities for leadership development in youth who probably have not had much opportunity to develop those skills.

🌈 **Career Development:** Youth from ages 5-13 years old participate in sessions that focus on gaining skills and knowledge about career planning and development. Skills include communication, time management, creativity, researching different jobs, decision-making, interpersonal skill development, teamwork, critical thinking, and using resources. Youth identify various careers they are interested in and research the duties and responsibilities of those careers. They also “map” their community and identify careers that are both similar and different in neighboring businesses. They also attend a career fair, identify their own strengths, explore what their personality traits are through a personality test, and create a portfolio.

Teens ages 14-18 years old participate in sessions that focus on skills and knowledge needed for career planning and development. Skills include communication, self-responsibility, teamwork, honesty, trustworthiness, goal-setting, creating a resume, how to fill out a job application, job interview skills, and creating their own portfolio. Knowledge includes attending workshops such as College 101 and open houses at the University of Hawaii, filling out an Interest Profiler and picking their top three career matches, attending a career fair, exploring what type of personality they have through a personality test, and understanding the importance of being a lifelong learner.

🌈 **Social and Life Skills:** These skills are addressed in both formal and informal ways. Formally, staff run groups that focus on these skills and implement prevention curricula that focus on specific skills or behaviors in small group settings at the center. An example of this is “Why Try.” Why Try lessons teach important life skills like keeping laws and rules, building support systems, resisting peer pressure, and developing resiliency. Informally, staff work with youth to develop these skills in the course of their participation in daily activities, utilizing “teachable moments” that occur naturally during program activities.

This component also includes: time management and organizational skills (e.g., effectively using their school planner), development of a positive self-esteem, coping skills, problem identification and solving strategies, refusal/resistance skills, and financial literacy skills.

**Community Service:** Regular community service projects are planned and implemented at KPT to build and strengthen youth connections to their community. These projects take place both on-site (e.g., beautification and cleanup projects at KPT, Junior Neighborhood Patrol, book fairs to distribute books to kids in the community) and in the greater community (e.g., beach cleanups, Kalihi Stream cleanup).





## 2. Projected Annual Timeline

<b>Program Design and Planning</b>													
<i>Services</i>	<i>Specific Tasks</i>	<i>Months</i>											
		1	2	3	4	5	6	7	8	9	10	11	12
<b>Program Design Activities</b>	Program Planning												
	✓ Activity planning	X	X	X	X	X	X	X	X	X	X	X	X
	✓ Collaboration Partners meet												
<b>Program Management</b>													
<b>Program Management Activities</b>	Hire Program Staff	As vacancies arise											
	Staff Training/Development	Annually during employee performance review											
	• Develop individual staff development plans	Annually during employee performance review											
	• Participate in relevant conferences and workshops	As the opportunity arises											
	• Participate in OTJ/informal training activities	X	X	X	X	X	X	X	X	X	X	X	X
	Staff Supervision												
✓ Formal Supervision	X	X	X	X	X	X	X	X	X	X	X	X	
✓ Informal Supervision													
✓ Staff Meetings													
Community Partnerships													
✓ Review and renew MOAs	X											X	
✓ Develop new agreements													
<b>Program Implementation</b>													
<b>Program Implementation Activities</b>	<b>Outreach and Recruitment Activities</b>	• Post flyers in the community											
		• Post monthly calendars	X	X	X	X	X	X	X	X	X	X	X
	• Conduct home visits for youth recruitment												
	Special Events Recruit.	As needed											
	<b>Academic Support</b>	• Study Hall	X	X	X	X	X	X	X	X	X	X	X
		• Computer Lab											
		• School Linkages											
	<b>Enrich. &amp; Recreation Activities</b>	• Rec. Activities											
		• Health and Fitness	X	X	X	X	X	X	X	X	X	X	X
		• Arts and Culture											
• Special Events													
<b>Youth Dev./Skill Building Activities</b>	• Tech./Apple Club												
	Youth Leadership	X	X	X	X	X	X	X	X	X	X	X	
	Career Development		X		X		X		X		X		
	Social and Life Skills	X	X	X	X	X	X	X	X	X	X	X	
<b>Comm. Service</b>	Community Service			X			X			X		X	
<b>Program Evaluation and Quality Assurance</b>													
<b>Evaluation &amp; Quality Assurance Activities</b>	Data Collection Refined to meet specific needs	X											
	Develop other data collection methods	X	X										





Program Design and Planning													
Services	Specific Tasks	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
	Data collected and analyzed and programmatic changes implemented.			X			X			X			X
	Quarterly PQI report completed			X			X			X			X

### 3. Quality Assurance and Evaluation Plans

Parents And Children Together (PACT) implements a Performance and Quality Improvement Plan (PQI) program that supports organizational improvement to deliver the highest possible quality of services that are in compliance with best practice, funding requirements and accreditation standards. This is accomplished through a philosophy of continuous quality improvement and an application of quality improvement principles, tools, and techniques. Quality activities are implemented in order to: ensure accountability to stakeholders and funders; build on strengths, develop solutions and replicate best practice according to recommendations from the quality process; continually improve the way PACT does business and serves the community; and, enhance PACT’s ability to contribute to a better quality of life for Hawaii’s families and children.

All programs, employees, board members, contracted service providers, volunteers, funders and partners participate in quality improvement activities and adhere to standards established by the organization. The quality improvement activities of PACT are organized according to Council on Accreditation standards with a consumer-service focus. An integrated approach is used to improve outcomes, processes and systems while sustaining services and initiating action for identified opportunities. The improvement cycle includes: opportunity identification, assessment and analysis of data; implement of solutions; and evaluation of the implemented solution. Data from stakeholders, long-term planning, operational processes and staff input, case record review, output and outcome measurements, monitoring of purchased services and consumer satisfaction provide the genesis for the improvement cycle.

Improvement activities focus on high-risk, problem-prone or high volume issues as well as provide opportunities to replicate successes throughout the organization and celebrate achievements and improvements. PACT’s quality activities are designed to maintain the confidentiality of client and business information and comply with the confidentiality, privacy and security of information mandates as established by the Health Insurance Portability and Accountability Act (HIPAA). Findings from quality improvement activities are shared with personnel, consumers, management and Board of Directors in a clear, concise, and timely manner.

Teen Program staff fully participates in ongoing agency quality activities and other program specific evaluation activities. PQI provides the framework and methodology to assess program effectiveness, and the program staff use that framework while incorporating additional evaluation methods required by the various funders.





#### 4. Measures of Effectiveness

Program Objectives	Measures of Effectiveness
<ul style="list-style-type: none"> <li>▶ A minimum of 150 youth will register for these afterschool programs and services at PACT and participate in after-school activities that are supervised by positive adult role models.</li> </ul>	<ol style="list-style-type: none"> <li>1. A minimum of 30 high school age youth will participate in educational support activities.</li> <li>2. A minimum of 100 youth will participate in the health/fitness/nutrition component activities and 75% of those will demonstrate increased knowledge and/or skills in this area.</li> </ol>
<ul style="list-style-type: none"> <li>▶ Youth participating in a minimum number of enrichment and recreational activities will demonstrate a positive change in attitude and behaviors</li> </ul>	<ol style="list-style-type: none"> <li>3. A minimum of 20 youth will participate in the Apple Club and 85% of those will demonstrate increased knowledge and/or skills in this area.</li> <li>4. A minimum of 80 youth will participate in a skill building activity (e.g., leadership, career development, Why Try, etc.) and 75% of those will demonstrate increased knowledge and/or skills in this area.</li> </ol>
<ul style="list-style-type: none"> <li>▶ Youth participating in a minimum number of youth development, educational, and/or skill building activities will demonstrate increased social and life skills</li> </ul>	<ol style="list-style-type: none"> <li>5. Participants will develop and complete a minimum of four community service projects during the year.</li> </ol>

### III. Financial

#### 1. Budget and Budget Forms

PACT requests \$149,218 in state funds for continuing support of afterschool services for youth in the Kuhio Park Terrace Housing Community for the fiscal year 2013-2014. The collaborative, family centered, and relationship building nature of the PACT Community Teen Program service delivery model, along with the challenges presented by a high-risk client population who may have systemic psycho-social, cultural and economic barriers, require committed, quality staff (thus \$86,611 or 58% of the grant-in-aid request is for personnel costs). Additionally, start-up technology costs for the “Apple Club” for older youth are included in the budget proposal (\$524 times five Apple iPads = \$2,620 and \$1,257 time two Macbook Pro computers = \$2,514). The remaining budget will fund supplies for project services; required insurances; audit and MIS database services; rent, telecom (landlines and broadband), electricity, and repairs and maintenance for the project office in Kalihi; staff training and employee development; mileage for networking and direct services; and beneficiary costs for youth and family incentives and program activities. Fourteen percent of the budget request has been set aside for administrative costs, which covers management, accounting, human resources, quality assurance, facilities, and technology support and services to the program.

The attached budget forms detail the cost of the grant-in-aid request.





## 2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$41,155	\$36,021	\$36,021	\$36,021	\$149,218

## 3. Other funding we are trying to obtain for FY 2013-2014

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$33,750	Hawaii Youth Services Network (Federal DHHS funding)	Teen Pregnancy Prevention of the Pacific – to replicate evidenced –based pregnancy prevention curricula. Funding is secured for fiscal year 2013-2014.
\$75,000	State DHS Office of Youth Services	Positive Youth Development KPT/Kalihi – To expand and enhance existing youth service center services at KPT and Puuwai Momi through arts, sports/ fitness, leadership, & educational support. Funding is secured for fiscal year 2013-2014.
\$30,000	Susannah Wesley Community Center (State funds through the DHS Office of Youth Services)	Truancy Prevention for the Farrington Complex – To provide truancy prevention and intervention services to at-risk students at Fern Elementary School. Funding is secured for fiscal year 2013-2014.
\$75,000	Hawaii Community Foundation	Youth Tobacco Prevention – To build school connections and assist students transitioning to middle school. Funding is pending for fiscal year 2013-2014.
\$99,361	Private Funding	General Teen Program support. Funding is pending for fiscal year 2013-2014.

## 4. State and Federal Tax Credits

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2013-2014. PACT is not requesting funding for any capital projects with this application.







## IV. Experience and Capability

### A. Necessary Skills and Experience.

The Community Teen Program has extensive experience providing comprehensive youth services to youth and families living in the at-risk communities of Kuhio Park Terrace (twenty-one years) and Puuwai Momi (six years). Additionally, we have been providing specific teen pregnancy prevention services in these communities for the past seven years and four years, respectively. Program services have long been based on the Positive Youth Development model, and the staff has embraced its principles. The staff believes that all youth are valuable and can reach their full potential if given the opportunity to develop the attitudes, skills and abilities they need to successfully move through adolescence into adulthood. Proposed services will continue those that are successfully being implemented at the Kuhio Park Terrace (KPT) site and will expand and build on them.

PACT's Community Teen Program has received funding from the Office of Youth Services (OYS) since 1990 to provide youth services at KPT—first, as part of the Youth Gang Response System, with additional funding provided from 1997-2000 for community outreach and case management services for at-risk youth. From 1999 to 2003, OYS funded PACT as part of the Hui Malama Ohana Youth Service Center collaboration (HMO) with three other youth service providers (KEY Project, Hale Kipa, Inc., and Susannah Wesley Community Center). Beginning in 2004, funds from Hawaii's Department of Human Services Benefit, Employment, and Support Services Division (BESSD) were awarded to fund teen pregnancy prevention and family strengthening services through the youth service center model. Most recently, PACT received a contract from the Hawaii Community Foundation Tobacco Prevention & Control Trust Fund funding tobacco prevention services which focus on providing opportunities for incoming 6th graders to successfully transition to middle school and build positive school connections. The first cohort of the KPT Transition Program is currently completing the 6th grade.

Teen Program services expanded to the Puuwai Momi Housing Project in 2005 as part of a pilot program integrating security and youth services. When this contract ended eight months later, PACT made the commitment to fund services with private funds until alternative funding could be secured. The initial round of Safe and Drug Free Schools funding (for drug and violence prevention services at Puuwai Momi) was awarded in July 2006, and the second contract was awarded in August 2008. Teen Pregnancy prevention funding to enhance and expand services at Puuwai Momi was also secured in 2006 and an additional grant—TANF Maintenance of Effort (MOE)—was secured in 2008 to further expand services at this site.

PACT, in general, and the Teen Program, specifically, has an excellent track record in meeting contracted outcomes and performance targets. For the 2010 fiscal year, annual projections for 69 out of 70 (98%) contracted outputs and 74 out of 76 (97%) contracted outcomes were met or exceeded. This outstanding record can be attributed to staff





expertise and their regular monitoring of activities and results against the performance outputs. Overall, the organization has met or exceeded 98% of its contract deliverables. The organization’s quality assurance methodology involves all levels of staffing, promoting the value that each staff member’s input is critical to the organization’s quality activities.

PACT’s Community Teen Program has received funding from the Office of Youth Services (OYS) since 1990 through a variety of contracts. Additional funding sources have included: Office of Juvenile Justice and Delinquency Prevention, Hawaii Public Housing Authority, Hawaii Community Foundation, several private foundations, and numerous individual donors. The most recent/relevant contracts are detailed below.

<b>Dates</b>	<b>Funding Source</b>	<b>Program Title</b>	<b>Brief Description</b>	<b>Contact Information</b>
November 2012 - present	BESSD – (subcontract with Susannah Wesley Community Center)	Youth Services in Kalihi-Palama	Collaboration with Susannah Wesley Community Center and the Kalihi YMCA to provide comprehensive services in the Kalihi-Palama Community	Carol Imanaka Program Administrator 1117 Kaili Street Honolulu, HI 96819 808/847-1535 cimanaka@susannahwesley.org
February 2012 - present	OYS – (subcontract with Susannah Wesley Community Center)	KPT Truancy Prevention Services	To provide truancy prevention and intervention services to at-risk students at Fern Elementary School	Carol Imanaka Program Administrator (See above for contact information.)
January 2013 - present	Hawaii Community Foundation	KPT Transition Project Planning Grant	To plan for the next phase of the Transition Project.	Roella Foronda Program Associate 1164 Bishop St. Ste. 800 Honolulu, HI 96813 808/566-5536 Rforonda@hcf-hawaii.org
December 2009 – December 2012	Hawaii Community Foundation	KPT Transition Project	To build school connections and assist students transitioning to middle school.	
December 2007- November 2009	Hawaii Community Foundation	Choose To Be Tobacco Free	To implement tobacco prevention services at KPT.	
September 2010- present	Hawaii Youth Services Network	Teen Pregnancy Prevention Partnership of the Pacific	To replicate evidenced – based pregnancy prevention curricula.	Judith Clark, Exec. Director 677 Ala Moana Blvd, #702 Honolulu, HI 96813 808/531-2198 jclark@hysn.org
March 2008 – February 2011	BESSD	TANF MOE Expansion Grant	To expand and enhance existing youth services at Puuwai Momi through arts and technology	Catherine Scardino Program Specialist 820 Mililani St., #606 Honolulu, HI 96813 808/586-7095 CScardino@dhs.hawaii.gov
July 2007 – present	OYS	Positive Youth Development	To expand and enhance existing youth service center services at KPT and Puuwai Momi through arts, sports/fitness, leadership, &	Merton Chinen Children and Youth Specialist 820 Mililani St., #817 Honolulu, HI 96813 808/587-5724





Dates	Funding Source	Program Title	Brief Description	Contact Information
			educational support.	MChinen@dhs.hawaii.gov
July 2007 – September 2011	OYS (subcontract with Susannah Wesley Community Center)	Dole Truancy Program	To provide truancy prevention and intervention services to at-risk students at Dole Middle School.	Carol Imanaka Program Administrator (See above for contact information.)
Dec, 2006 – April 2011	OYS (TANF funds)	Teen Pregnancy Prevention (at Puuwai Momi)	Teen pregnancy prevention and family strengthening services.	Merton Chinen Children and Youth Specialist (See above for contact information.)
August 2006 – July 2011	OYS (Safe and Drug Free Schools)	Drug and Violence Prevention Activities for Youth	Drug and Violence Prevention services are integrated into youth development services at Puuwai Momi site	Merton Chinen Children and Youth Specialist (See above for contact information.)
January 2004 – April 2011	TANF (2004-05 thru OYS 2006-2011 from BESSD)	Family Strengthening and Teen Preg. Prev. Programs for Youth Service Centers in Kalihi	Teen pregnancy prevention and family strengthening services provided within the context of a comprehensive youth services center.	Kimberly Arista Program Specialist 820 Mililani St., #606 Honolulu, HI 96813 808/586-7090 KArista@dhs.hawaii.gov

## B. Facilities

PACT has 51 locations on Kauai, Oahu, Molokai, Lanai, Maui and Hawaii islands. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Director of Quality Assurance and Training oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections by the staff Safety Committee.

PACT's headquarters and the Community Teen Program are located in the heart of Kalihi's Kuhio Park Terrace/Kuhio Homes public housing in a federally funded Community Resource Center, Ka Hale O Kamehaikana. The Resource Center also houses several other PACT programs—Economic Development Center, Early Head Start/Head Start, and the KPT Family Center, which includes the Neighborhood Place of Central Kalihi and the KPT Technology Center. The facility is owned by the State of Hawaii and is ADA compliant. The Teen Program has accessible restrooms, doorways and parking stalls, and the building has an elevator for access to our lower level location.

The Teen Program moved to its new site at the KPT Resource Center in the summer of 2003. This site is located adjacent to a full-sized gym, and has space configured for study hall, games and activities, and sports. It has a computer center and access to a field and a covered outdoor pavilion (*fale*). There are also available private spaces where teenagers can meet with staff individually or in small groups to discuss sensitive topics and attend educational sessions related to pregnancy prevention and other relevant topics.





The Teen Program was recently given another space at KPT. Michaels Development Corporation, the company that purchased the two high-rise towers, is renovating the bottom floor of both buildings for social services. They have designated one of the spaces in B Building for youth services. This 1600 square foot space will be ready for occupancy in the spring of 2013 and Teen staff will be providing services there to high school aged youth, an underserved population.

## V. Personnel: Project Organization and Staffing

### A. Proposed Staffing, Staff Qualifications, Supervision and Training

#### 1. Proposed Staffing

The following table outlines the proposed staffing pattern:

Position Title	# of Positions	% Funded through this Proposal	Primary Responsibilities
Program Director	1	25% of 1 FTE	<ul style="list-style-type: none"> <li>Contract oversight</li> <li>Program management and staff supervision</li> <li>Program planning, design and development</li> <li>Liaison with funding sources/stakeholders</li> <li>Budget development and management</li> <li>Completion of reporting requirements</li> </ul>
Program Supervisor	1	25% of 1 FTE	<ul style="list-style-type: none"> <li>Coordination of services at KPT site</li> <li>Oversight of development of site services</li> <li>Supervision of staff</li> <li>Database management/report writing</li> <li>Direct service provision</li> </ul>
Project Specialist	4	<ul style="list-style-type: none"> <li>40% of .875 FTE</li> <li>40% of .875 FTE</li> <li>25% of .875 FTE</li> <li>25% of .875 FTE</li> </ul>	<ul style="list-style-type: none"> <li>Direct service provision</li> <li>Develop/implement Teen Program services and activities</li> <li>Implement science-based model and/or curricula</li> <li>Serve as school liaison</li> <li>Assist with data collection/database input</li> </ul>
Youth Assistant	1	25% of .475 FTE	<ul style="list-style-type: none"> <li>Direct service provision</li> <li>Assist with development/implementation of Teen Program services and activities</li> <li>Assist with data collection /database input</li> </ul>





## 2. Staff Qualifications.

Following are the minimum qualifications for the key staff positions. Also indicated in the table are names of current staff:

Position	Minimum Position Requirements	Education and Experience of Staff Members
<b>Program Director</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree and three years of experience in an administrative position in a social service program,</li> <li>• Master's degree preferred</li> <li>• Other requirements:               <ul style="list-style-type: none"> <li>✚ Ability to work within a collaborative setting</li> <li>✚ Experience in supervision of staff</li> </ul> </li> </ul>	<p><b>Cheryl Johnson</b></p> <ul style="list-style-type: none"> <li>▶ Bachelor's degree in Psychology</li> <li>▶ Elementary/Special Education Teacher Certification</li> <li>▶ 23 years' experience as PACT's Teen Program Director</li> <li>▶ 10 years teaching experience</li> </ul>
<b>Program Supervisor</b>	<ul style="list-style-type: none"> <li>• High School degree and five years relevant experience,</li> <li>• Bachelor's degree preferred</li> <li>• Other requirements:               <ul style="list-style-type: none"> <li>▶ Ability to develop and coordinate comprehensive activities &amp; services for the site</li> <li>▶ Experience supervising staff</li> </ul> </li> </ul>	<p><b>Christine Everett</b></p> <ul style="list-style-type: none"> <li>▶ Bachelor's Degree in Social Work</li> <li>▶ 17 years' experience at PACT's Community Teen Program</li> <li>▶ 5 years as Youth Worker</li> <li>▶ 12 years as Program Supervisor</li> </ul>
<b>Project Specialists</b>	<ul style="list-style-type: none"> <li>• High School degree or equivalent and two years relevant experience</li> <li>• Other requirements:               <ul style="list-style-type: none"> <li>▶ Ability to plan and implement assigned project activities for youth in a center based setting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Carline Tanuvasa</b> <ul style="list-style-type: none"> <li>✚ Bachelor's degree in Psychology and 5 years of experience at the Teen Program</li> </ul> </li> <li>▶ <b>Daphne Vaina</b> <ul style="list-style-type: none"> <li>✚ 4 years of college and 7 years of experience at the Teen Program</li> </ul> </li> <li>▶ <b>Rayna Brown</b> <ul style="list-style-type: none"> <li>✚ 1.5 years of college and 4 years of experience at the Teen Program</li> </ul> </li> <li>▶ <b>Sou-Chun Hsu</b> <ul style="list-style-type: none"> <li>✚ Bachelor's degree in Sociology and 6 years of experience working with youth</li> </ul> </li> </ul>
<b>Youth Assistant</b>	<ul style="list-style-type: none"> <li>• Six months participation in Teen Program, preferred</li> <li>• Junior in high school, preferred</li> <li>• Meets minimum Child Labor Law requirements</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Zachery Grace</b> <ul style="list-style-type: none"> <li>✚ 2 years of college and 2 years of experience at the Teen Program</li> </ul> </li> </ul>

## 3. Supervision and Training

PACT recognizes the importance of having a well-qualified, well-trained staff and places priority on creating access to appropriate supervision and training. Staff training and professional development plans are determined individually during





annual performance reviews. Staff is encouraged to participate in relevant conferences, workshops, trainings, and on-the-job in-service trainings. All staff participate in an annual all staff training, complete a set of self-learning modules each year, and new staff are required to participate in agency-level and program-level orientation during their first few months of employment.

New supervisors are required to attend the Hawaii Employers' Council training for supervisors and PACT has implemented a competency-based management and leadership development program for all supervisors. PACT worked with the Butler Institute of the University of Denver's Graduate School of Social Work to customize its experiential, supervisory training for child welfare agencies for PACT supervisors. Putting the Pieces Together focuses on three areas of supervision – administrative, educational, and supportive supervision. Additionally, PACT has created a supervisors' hui to allow for regular practice and reflection on supervisory issues.

## **B. Organization Chart**

An agency-wide organization chart, that depicts the administrative management structure, lines of authority, and functions of the organization, is included in the *ATTACHMENTS*. The Board of Directors is ultimately responsible for the health and sustainability of the organization. The President and CEO is the chief professional officer who reports to the Board, and is supported by the executive management team of the Chief Operating Officer, Senior Vice President of Programs, and the Vice President of Operations. The Senior Vice President of Programs has executive oversight of all programs except for Early Head Start/Head Start. The Vice President of Operations has executive oversight of the Fiscal, Technology, and Facilities departments.

The Teen Program organization chart below details the Community Teen Program's staff positions and lines of supervision. This structure supports a team approach that promotes effective oversight of staff and interaction among staff from different sites and/or contracts, allowing them to share their skills and particular areas of expertise.

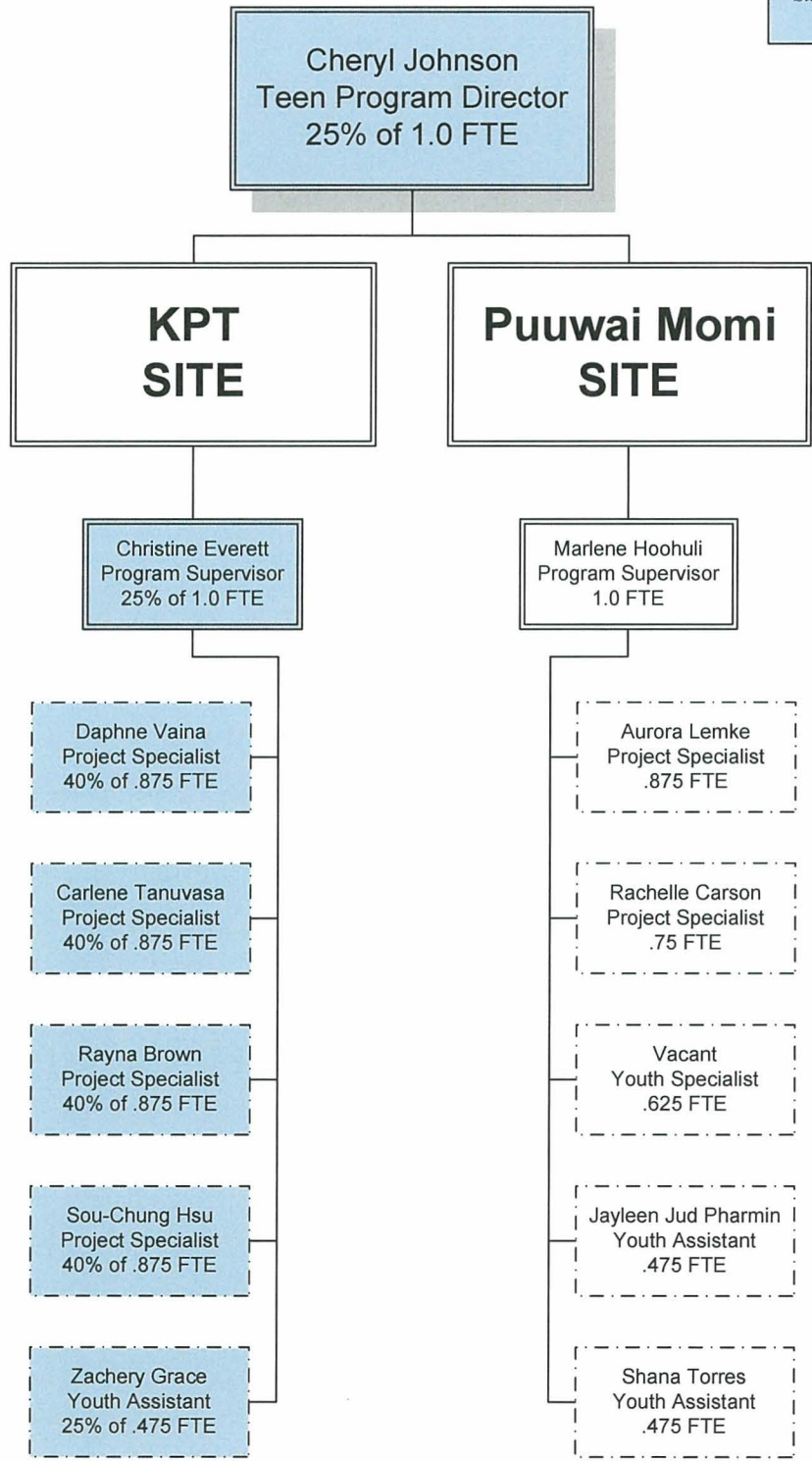
The program organization chart reflects five part-time positions at the KPT site under the direct supervision of the Program Supervisor. Included in the chart are the position titles, names and full time equivalencies (FTE) for each position. Four Project Specialists, one Youth Specialist, the Program Supervisor and Program Director will be partially funded through this grant. The Program Supervisor assumes overall management of the KPT site and its staff and also provides direct services to youth and families.





# PACT Community Teen Program Grant-In-Aid January 2013

*Staff fully or partially funded  
through this proposal*





## **VI. Other**

### **A. Litigation**

Parents And Children Together has no pending litigation.

### **B. Licensure or Accreditation**

PACT is fully accredited by the Council on Accreditation.





# Budget



## BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Parents And Children Together  
(Community Teen Program at KPT)

Date Prepared: 1/31/2013

BUDGET CATEGORIES	Total State Funds Requested (a)	(Secured)	(Secured)	(Secured)	(Pending)	(Pending)	TOTAL PROJECT BUDGET
		Other Funding Federal DHHS Teen Pregnancy Prevention (via (b))	Other Funding State DHS-OYS Positive Youth Development (c)	Other Funding State DHS-OYS Truancy Prevention (via SWCC) (d)	Other Funding Private HCF Youth Tobacco Prevention (e)	Other Funding Private Donors/Organizations - Seeking Funding (f)	
<b>A. PERSONNEL COST</b>							
1. Salaries	66,817	17,225	37,736	13,804	39,719	57,038	232,339
2. Payroll Taxes & Assessments	8,420	2,170	4,754	1,739	5,004	6,845	28,932
3. Fringe Benefits	11,374	1,371	6,035	2,062	6,445	9,706	36,993
<b>TOTAL PERSONNEL COST</b>	<b>86,611</b>	<b>20,766</b>	<b>48,525</b>	<b>17,605</b>	<b>51,168</b>	<b>73,589</b>	<b>298,264</b>
<b>B. OTHER CURRENT EXPENSES</b>							
1. Airfare, Inter-Island	-	-	-	-	-	-	-
2. Insurance	1,495	304	854	285	854	494	4,286
3. Lease/Rental of Equipment	-	-	-	-	-	-	-
4. Lease/Rental of Space	14,288	3,572	7,144	3,572	7,144	7,800	43,520
5. Staff Training	205	53	110	48	120	165	701
6. Supplies (including postage and printing)	3,205	992	1,662	962	2,009	-	8,830
6a. Supplies (Five Apple iPads)	2,620	-	-	-	-	-	2,620
7. Telecommunication	2,340	280	616	280	616	357	4,489
8. Utilities	10,650	1,620	3,240	1,620	3,240	2,430	22,800
9. Other - Audit Services	409	93	206	83	206	273	1,270
10. Other - Contractual - eHana MIS System	72	12	48	12	48	342	534
11. Other - Contractual - Other	-	-	-	-	-	-	-
12. Other - Mileage (Local Travel)	270	45	180	45	180	-	720
13. Other - Repairs/Maintenance	1,248	268	715	268	715	-	3,214
15. Other - Beneficiary Costs - Incentives	2,400	1,020	1,200	1,020	1,200	-	6,840
16. Other - Administrative Costs	20,891	4,725	10,500	4,200	7,500	13,911	61,727
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>60,093</b>	<b>12,984</b>	<b>26,475</b>	<b>12,395</b>	<b>23,832</b>	<b>25,772</b>	<b>161,551</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>2,514</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,514</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>E. CAPITAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL (A+B+C+D)</b>	<b>149,218</b>	<b>33,750</b>	<b>75,000</b>	<b>30,000</b>	<b>75,000</b>	<b>99,361</b>	<b>462,329</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:					
(a) Total State Funds Requested	149,218	Carolyn Pai (808) 847-3285 x. 787					
(b) Federal DHHS (via HYSN)	33,750	Name (Please type or print) Phone					
(c) State DHS OYS	75,000	[REDACTED]					
(d) State DHS OYS (via SWCC)	30,000						
(e) Private Hawaii Community Fdn.	75,000	1/31/2013					
(f) Private Donors/Organizations	99,361	Date					
<b>TOTAL BUDGET</b>	<b>462,329</b>	Kim Gould, Chief Operating Officer					
		Name and Title (Please type or print)					

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Parents And Children Together  
(Community Teen Program at KPT)

Period: July 1, 2013 to June 30, 2014

Date Prepared: 1/31/2013

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1	Program Director	1	66,625	25.00%	\$ 16,656
2	Program Supervisor	1	39,181	25.00%	\$ 9,795
3	Project Specialist	0.875	29,102	25.00%	\$ 7,276
4	Project Specialist	0.875	29,102	25.00%	\$ 7,276
5	Project Specialist	0.875	29,102	40.00%	\$ 11,641
6	Project Specialist	0.875	29,102	40.00%	\$ 11,641
7	Youth Assistant	0.475	10,127	25.00%	\$ 2,532
<b>TOTAL:</b>				<b>2.05</b>	<b>\$ 66,817</b>

**JUSTIFICATION/COMMENTS:**

PACT strives to maintain a competitive, market-based compensation package to attract and retain qualified employees, thus the agency offers a strong benefits package and salaries that are comparable to similar positions within the service area and industry based on salary surveys conducted annually by the Hawaii Employer's Council. The collaborative, family/youth centered, one-on-one nature of the project service delivery model along with the challenges presented by a low-income, high-risk youth population (many of whom have systemic social and economic barriers) require a committed and qualified staff, which PACT has had great success recruiting from within the agency and the surrounding community, and from former program participants. Section V (Project Organization and Staffing) of the proposal describes the job duties and qualifications for positions 1-7 listed in this table.

Salaries of direct service staff are allocated to the contract based on an assessment of time needed to provide the services described in Section II of the program narrative (Service Summary and Outcomes) and the project timeline. State GIA funding will support 70.25 hours per week of project services. Other Federal, State and Private grants fund the spectrum of youth and afterschool services currently offered by the PACT Community Teen Program at KPT.

The agency complies with all Federal and State standards, tracking allocated personnel costs through timesheets and/or time studies and completing agency salary allocation forms for each employee that are approved by program and agency management, and reviewed by the Human Resource Director and Controller.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Parents And Children Together    Period: July 1, 2013 to June 30, 2014  
 (Community Teen Program at KPT)

Date Prepared: 1/31/2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Macbook Pro notebook computers	2	\$1,257	\$2,514	2,514
			\$ -	-
			\$ -	-
TOTAL:	2		\$ 2,514	2,514

**JUSTIFICATION/COMMENTS:**

Technology items will be housed and secured at the new Technology Center in Kuhio Park Terrace. Apple Macbook Pro notebook computers along with Apple iPad tablets will be used by older youth as part of the "Apple Club" enrichment activity (an enhancement to current teen center services). Costs are based on current market rates for specified items. Macbook Pro notebook computers are listed at \$1,199.99 per item plus 4.712% for state taxes = \$1,257 per computer. Apple iPad tablets are listed at \$499.99 per item plus 4.712% for state taxes = \$524 per tablet (see supplies cost category for this expense).

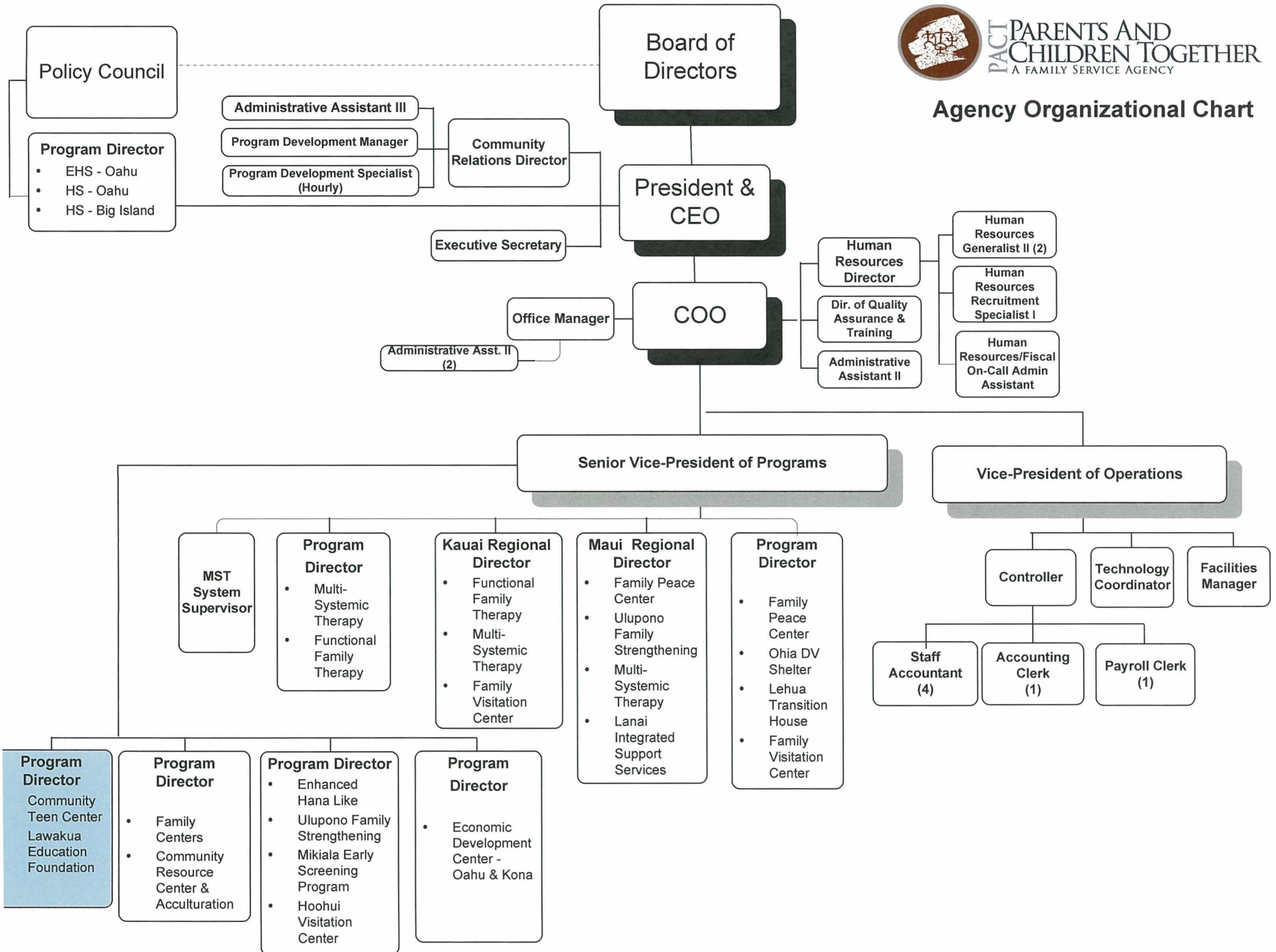
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

**JUSTIFICATION/COMMENTS:**

# Required & Supporting Attachments



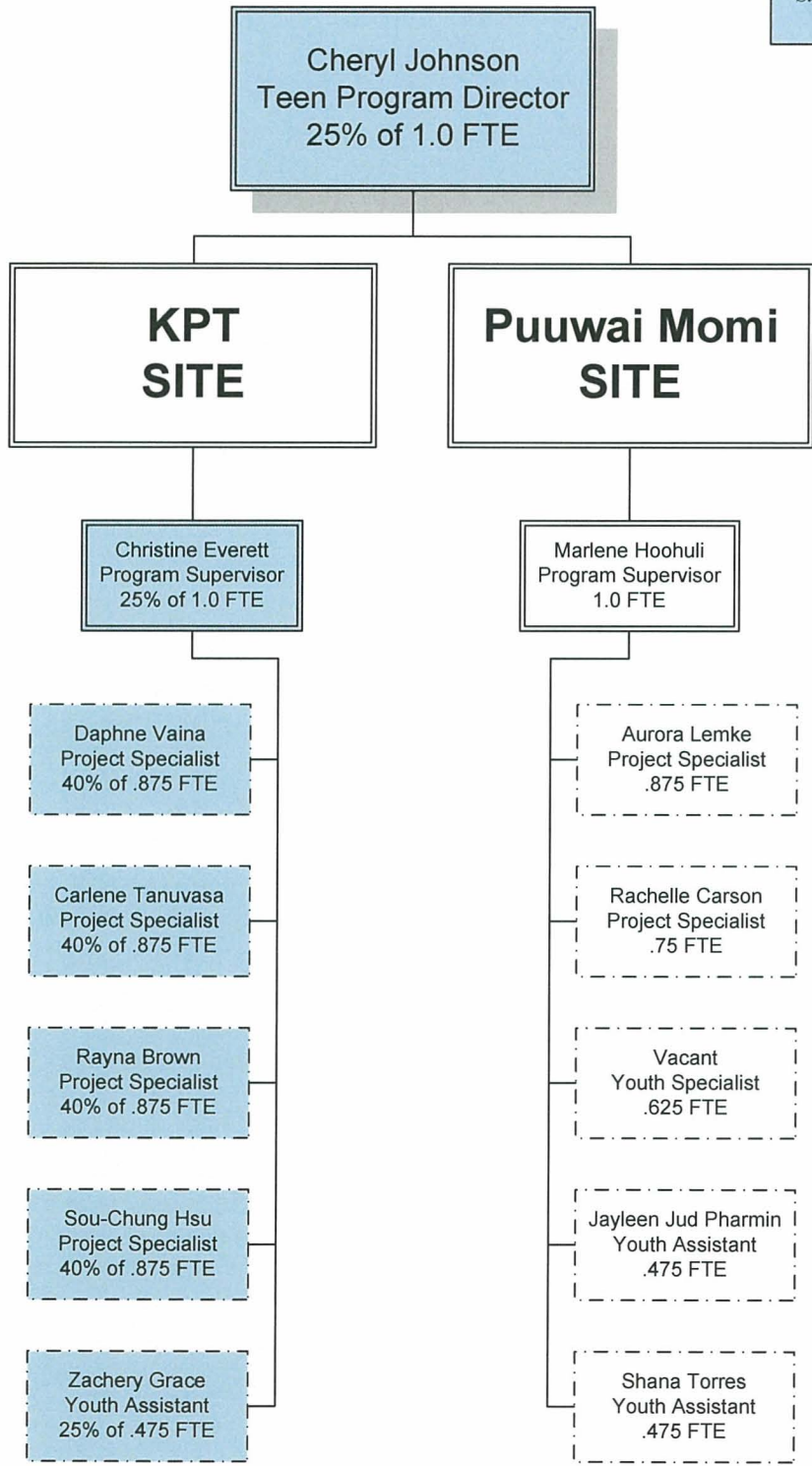
## Agency Organizational Chart





# PACT Community Teen Program Grant-In-Aid January 2013

*Staff fully or partially funded  
through this proposal*



**PROPOSED  
MEMORANDUM OF AGREEMENT  
BETWEEN  
THE YMCA OF HONOLULU - KALIHI BRANCH;  
SUSANNAH WESELY COMMUNITY CENTER; AND  
PARENTS AND CHILDREN TOGETHER**

This Memorandum of Agreement (MOA) is entered into and between the YMCA of Honolulu-Kalihi Branch, (herein referred to as "KYMCA") Susannah Wesley Community Center, (herein referred to as "SWCC"), and Parents and Children Together, (herein referred to as "PACT") for the purpose of defining the basic roles, and responsibilities, and preliminary scope of service for the *Kalihi Palama School's Out Project*, (herein referred to as the "PROJECT"). This MOA defines expectations for each agency individually as well as collectively (here in referred to as PARTNER(S)).

The MOA is a collaboration of the stated PARTNERS that is currently being implemented and being requested to be continued as part of the 2013 Grant-In-Aid (GIA) application process to the Hawaii State Legislature. Each individual PARTNER is submitting a separated GIA application for their part in this collaboration.

This collaboration (herein referred to as the "PROJECT"), is currently funded by a Grant-in-Aid appropriated authorized through Act 215, Section 36, SLH 2012 administered by the Department of Human Services; Benefit, Employment, and Support Services Division (herein referred to as "BESSD").the current contract number is DHS-13-ETPO-778

The PARTNER agencies are amendable to whatever distribution and contractual method or vehicle that the Legislature and Administration deems necessary to continue and fund this collaboration, either collectively or individually.

Each PARTNER agency has a rich tradition of servicing youth and families in the Kalihi Palama community. Although geographically close in proximity, PARTNERS service distinct youth and family populations. PARTNER agencies also have a long history of working together collaborative to enhance service delivery to our community.

This MOA is subject to the provisions of all applicable Federal and State laws, regulations, policies, and standards, with specific reference to those provisions as necessary to receive GIA funding authorized by the Hawaii State Legislature and directives applicable to the use of funds as well as the conditions as set forth by the administering state agency.

**I. Terms of this Agreement**

This MOA is contingent upon the awarding of and full funding of each individual PARTNERS GIA application request. In the event that applications are selectively funded or funded at a lesser amount(s), the PARTNERS will develop a new MOA with new agreed upon conditions. In the event that the GIA application(s) are not selected for funding, this MOA is null and void.



This MOA is also contingent upon the contractual conditions and requirements of the administering state agency.

This MOA may be terminated by either/and all PARTNERS upon at least 30 days' written notice or immediately upon notice for cause.

## **II. Project Description**

The PROJECT is a collaboration of the YMCA of Honolulu – Kalihi Branch, Susannah Wesley Community, and Parents and Children Together. The intent of the partnership is to collectively provide a continuum of youth services to the youth and families of Kalihi Palama.

The PROJECT offers a continuum of prevention, intervention, education, support, and youth development services to meet the needs of youth and families in our specific service areas within the Kalihi community. All three PARTNERS sites will delivery core services unique tailored to respond to the specific needs of the targeted communities and service population we serve, as well as add to the matrix of services offered to our community as part of this collaboration. The core services are outreach, positive alternative activities, education, and skill development.

In addition the selected PARTNER will further provide substance abuse prevention and intervention services, as well an alternative high school diploma program available for the Kalihi Palama community. All services provided through this PROJECT will be available to all participants of all three agencies.

The PARTNERS will collectively leverage their current programs and resources on behalf of the youth and their families to further ensuring a comprehensive continuum of care that may not be currently available to youths and their families in the Kalihi-Palama community. These will be provided in a holistic and coordinated approach that increases the availability of, access to and involvement in needed services.

All PARTNERS have a quality improvement programs that will ensure the active involvement of the youth and families in the planning and evaluation process of the program.

All PARTNERS will ensure that the purpose, program activites, administartive, and other requirements, provisions, and scope of servcies to be stated in the final contracts are dilerved, mointored, and performance reported to the administoring state agency .

Administrative and programatically, PARTNERS will meet on a regularly scheduled bases to review PROJECT services to clients and participants. This approach will insure a collective response on the performance of the PROJECT.

**III. Target Group to be served**

**PARTNERS shall provide services to Elementary through High School youths, ages five (5) to eighteen (18) and their families who live or attend school in the Kalihi-Palama community. The educational program will also service teens and young adults to age 21.**

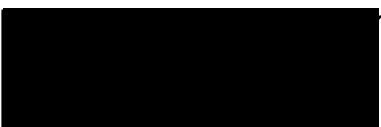
**IV. Scope of services**

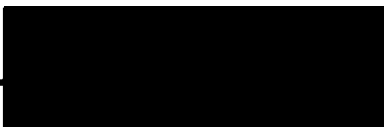
- A. As part of the partnership, the YMCA of Honolulu - Kalihi Branch will:
  - a) Register 150 youth in after school activities.**
  - b) Enroll 80 youth in educational and skill building activities**
  - c) Enroll 45 youth in community services and other services**
  - d) Enroll 35 youth in youth leadership activities**
  - e) Enroll 50 youth in substance abuse prevention and intervention activities****
  
- B. As part of the partnership, the Susannah Wesley Community Center will:
  - a) Register 125 youth in after school activities.**
  - b) Enroll 90 young adults in the Competency Based High School Diploma Program (CBHSDP)**
  - c) Enroll 75 youth in educational and skill building activities**
  - d) Enroll 25 youth in community services and other services**
  - e) Enroll 50 youth in youth leadership activities****
  
- C. As part of the partnership, Parents and Children Together will:
  - a) Register 150 youth in after school activities.**
  - b) Enroll 30 youth in educational support activities**
  - c) Enroll 80 youth in skill building activities**
  - d) Enroll 100 youth in health/fitness/nutrition activities**
  - e) Enroll 20 youth in youth leadership, community service, and other services****


**V. PARTNER Responsibility**

- A. PARTNERS shall develop a joint Performance and Quality Improvement Process for the PROJECT.**
  
- B. Meet on a regularly scheduled bases to review at minimum quarterly, the programmatically and fiscal performance of the PROJECT.**
  
- C. Each PARTNER will maintain and be responsible for all necessary conditions to be able to receive and maintain GIA funding and meet all insurance and legal conditions as set forth by the State of Hawaii.**

This MOA shall begin on upon the execution of contract(s) with all three individual agencies

BY:   
FOR: YMCA of Honolulu - Kalia Branch  
TITLE: SENIOR VICE PRESIDENT  
DATE: 01/31/13

BY:   
FOR: Parents and Children Together  
TITLE: Chief Operating Officer  
DATE: 01/31/2013

BY:   
FOR: Susannah Wesley Community Center  
TITLE: Executive Director  
DATE: 01.30.13

# Declaration Statement



**DECLARATION STATEMENT  
APPLICANTS OR 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 41F-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.

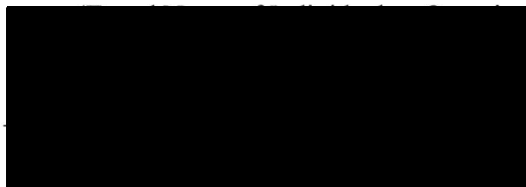
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (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.

Parents And Children Together



tion)

January 31, 2013

(Date)

Ruthann Quitiquit  
(Typed Name)

President & CEO  
(Title)