

COPY
PACT PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Family Centers



Grant-In-Aid Application for Grants & Subsidies Fiscal Year 2014

January 31, 2013



Application For Grants and Subsidies



House District 30, 48, 49
Senate District 13, 24

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 QUITIQUIT
Title President & CEO
Phone # 808-847-3285
Fax # 808-841-1485
e-mail adminrquitiquit@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:

FAMILY CENTERS

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$ 200,000

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>144,900</u>
Federal	\$	<u>434,000</u>
County	\$	<u>-0-</u>
Private/Other	\$	<u>1,000</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

KIM GOULD, CHIEF OPERATING OFFICER
NAME & TITLE

1/31/2013
DATE SIGNED

Narrative





I. Background and Summary

1. Description of Family Centers

The Parents And Children Together's (PACT) Family Centers Program has a long history of providing services to families and their communities that are easily accessible and stigma free. We are asking Legislators, through this Grant-in-Aid, for \$200,000 annually for two years to support this unique and effective family centers program model.

The Kuhio Park Terrace Family Center (KPTFC) began in 1991 as a State demonstration site funded under Act 329 by the Hawaii State Legislature. Located on the grounds of Kuhio Park Terrace (KPT), the largest, low-income housing project in the state, KPTFC currently serves the 3,000+ household members that reside in Kuhio Park Terrace and Kuhio Homes, as well as families from Waianae to Makiki. We are intricately linked with neighborhood schools, Head Start programs, health centers and others to provide the best safety net possible for the betterment of children and their families.

The Kaneohe Community Family Center (KCFC) has been a program of PACT since 1995, after operating for six months as a "school-linked" Family Center, funded as a part of the Family Support Demonstration Project administered by the Hawaii Community Services Council (HCSC). At the request of HCSC, PACT began administering KCFC in partnership with the Department of Education Castle Complex schools. KCFC is in Kaneohe and has worked closely with the Complex's eight elementary schools, as well as King Intermediate and Castle High School, in delivering support services to families.

The mission of the PACT Family Center Program is to facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources, teaching pre-job technology and language skills, family budgeting, parenting skills for improved academic achievement and a more peaceful home along with communication skills. We also link families to resources and with the community to improve their quality of life and sense of connectedness.

The Family Centers have adopted an integrated system of staff development and program design producing a history of successful programs that demonstrate its ability to engage in multi-resource family strengthening and community capacity building activities, ultimately improving the lives of families with children and the community as a whole.

Since PACT Family Centers have been working effectively with the target communities of Kalihi and Kaneohe for years, strong relationships have been formed with families in those communities. PACT's good reputation and past performance allows the program to recruit families effectively. Word of mouth between families is one of our best recruiting tools, and often, a family's participation in one activity leads them to access other services or identify other areas of need, which the Family Centers can help the family address. Many clients come to be volunteers and even PACT employees after services have been completed.





The PACT Family Centers' service delivery model is a prevention model that embraces the principles of family support practice, emphasizing asset-based, non-stigmatizing, family-centered and family-driven approaches. We are one of the few prevention programs serving families with children zero to eighteen years of age. As a strategy for family strengthening and child abuse and neglect prevention, Family Centers play a pivotal role in helping move families forward in their goals related to parenting, improved education, job skills, technology, keeping drug free, and a whole host of other dreams they share with staff. Family goals are theirs and theirs alone, with the staff acting as facilitator coaches in this process of positive change.

Family Centers' services combine family support initiatives, community engagement activities, and interactive skill building courses under one roof. This unique service delivery model makes it possible for families to have easy access to a whole host of specialists. Family Centers also play an active role in community building by facilitating and connecting other service providers in their communities around key issues identified by residents as core to their well-being. They have recruited and advocated for services formerly not available and implemented ground breaking initiatives that have increased quality of life for those living in their respective communities.

2. Goal and Objectives Related to GIA Request

The **mission** of PACT Family Centers is to facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources to improve their quality of life and sense of community. Our **goal** with this funding is to provide basic support services and skill-building activities to improve the health of Hawaii's families and help them move out of poverty and towards self-reliance.

Through Family Center services and links to other community services, PACT will be able to help accomplish the following **objectives**:

- Provide basic assistance to needy families so that children have a more stable environment to grow up in.
- Provide family counseling to promote improved communication, decrease stress and increase anger management skills thus building the foundation for strong families;
- Provide parenting skills including topics such as school readiness, discipline, developmental education and links to other services;
- Teach skills that support and sustain economic self-reliance such as computer skills, resume writing, and job application procedures;
- Teach family budgeting and English as Second Language classes using Rosetta Stone and creating conversational opportunities.

The attached timeline details the activities and services to be provided by PACT Family Center, in collaboration with other programs within PACT and in the community.





3&4. Target Population, Purpose and Need to Be Served

KPTFC service locations will be limited from Punchbowl to the Salt Lake area with most clients coming from Kalihi and special emphasis given to the Kuhio Park Terrace/Kuhio Homes community. Kaneohe Community Family Center (KCFC) will provide services to those who live, work or attend school in the 96744 zip code.

Kuhio Park Terrace and Kuhio Homes residents are economically isolated, and face educational, linguistic and cultural barriers as well as numerous environmental risks. The most recent statistics available from the American Communities Survey, 2010 Five-Year Data Summary paints a picture of high civilian unemployment (15.4%), low educational attainment with 36% (down from 45% from 2000) of adults having less than a high school diploma and 63% having obtained that diploma; high numbers of families living below the poverty line (46.7%), and a significant number speak a language other than English in the home (47%). This area has the second lowest family median income, just behind Mayor Wright Housing, at \$25,859, well below the poverty line.

These differences support our need to provide pre-job skills training including technology, language and academic support so future generations are less likely to have such high dropout rates.

The Hawaii Public Housing Authority estimates that approximately 66% of the adult residents have limited English skills. At least eight languages (Tagalog, Samoan, Tongan, Vietnamese and Lao, Chuukese, Marshallese and Chinese) are spoken in residents' homes.

The self-identification of ethnic background of the head of household in Kuhio Park Terrace in 2010 was 25% Samoan, 9% Hawaiian, 4% White, 3% Filipino, 1% Hispanic, 1% Laotian, 1% Chinese, and 66% other Asian/Pacific Islander. Other Asian/Pacific Islander refers primarily to the recent immigrants from the Outer Pacific, in particular from Chuuk and the Marshall Islands.

Language is a barrier for many clients to get and keep jobs so we will be providing English Language classes using Rosetta Stone software. This stepping stone to success is very important for families to improve their educational and career options and will be provided to clients at the KPT site.

Demographic statistics from the 2011 American Community Survey 5-Year Estimates data show that the Kuhio Park Terrace Census Tract 62.02 has significantly greater socio-economic challenges than the City and County of Honolulu as a whole. It has a young population profile, with more than 50% of the population under 18 years of age, a disproportionately high number of single parent families with high fertility single mothers as heads of households, and very low household incomes. Only 38% of all households have adults with high school diplomas. Census data also shows the concentration of people with disabilities is one of the highest in Hawaii.





We provide a basic food pantry, gently used clothing and households goods are made available to families at both sites. Families can access food once a month and after six months must complete eight hours of budgeting classes to continue to receive services.

HCDCH data shows that there are 398 single-parent households. Of these single-parent households, 80% are female-headed and the average household income is \$11,209 for Kuhio Park Terrace households and \$14,946 for Kuhio Homes residents. About 58% of the households have income from wages, and 47% receive Social Security income. About 44% of the households from both developments receive TANF assistance.

Counseling and support services as well as information, referrals and linkages are made available for families at both sites to help strengthen families and lift them out of poverty through material assistance and skill-building. We will also be providing computer courses and budgeting skills to empower adults to better support their families.

While on paper Kaneohe has a much higher average income and educational status compared to KPT, the KCFC staff specifically target their support of families towards the low-income housing complexes in the area and by supporting the families of Title I children. Title I is a federal designation given to low-income schools and/or children who attend these schools. We also are requesting funds to once again have a Program Specialist III to provide individual family support for families of Title I students. In this way, we wisely use funding to target families most in need within the community.

KCFC will provide budgeting classes, family counseling, family engagement for increased academic achievement, counseling, advocacy, information and referral, parenting workshop, and linkage to other programs. All of these activities are skillfully targeted to help strengthen families, support families, and give them skills that will help move them away from poverty.

People to be Served	Per 12-month period
1. # of families served	200 per site

5. Geographic Coverage

Kuhio Park Terrace Family Center service locations will include Waipahu to the Punchbowl area, with the majority of clients projected to come from Kalihi in general, Kuhio Park Terrace/Kuhio Homes in particular. Kaneohe Community Family Center (KCFC) will provide services to those who live, work or attend school in the 96744 zip code. The geographic area for 96744 includes the area near the Kaneohe Marine Base and reaches past Kahaluu to Waihole and Waikane valleys.





II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

The Family Centers provide an array of family strengthening opportunities. All services provided are based on the idea of increasing protective factors to help the family move to self-reliance and decreasing risk factors for child abuse and neglect.

Direct services will include:

- Information, referral and linkage;
- Comprehensive family assessment;
- In partnership with families, the development of an simple Individualized Program Plan that includes identified time frames, who is responsible, review dates, and agreed on plans of action when goals are not met;
- Emotional, social (community projects and events or group projects), and material support for families (e.g., food, sundries, diapers, gently used second hand clothing, school supplies, household appliances and furniture.)
- Advocacy activities will also serve as coaching opportunities to teach families how to advocate for themselves.
- Parenting, budgeting and academic achievement classes along with computer technology courses.
- Short-term and long-term case coordination and progress assessment for 22 families per year per site.
- Job readiness and career development opportunities will be made available through a number of ways including: basic computer skills, volunteer opportunities, basic employability skills through technology courses, volunteer slots at the Family Center and through FC sponsored events.

2. Annual Timeline

START UP PLAN - TIMELINE OF EVENTS

Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Hire Program Specialist III (formal advertisements)	X	X	X									
New Staff Orient with PACT, Family Center staff and follow them to outreach, collaborative and engagement skills.		X	X	X								
New staff trained on Family Center/ Resource Center intake form and data collection, outcomes and outputs	X	X	X	X								





Activities	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
collection.												
Perform Sundays Project in Farrington Complex	X	X	X	X								
Technology Education (including job skills)	X	X	X	X	X	X	X	X	X	X	X	X
English Language skills (using Rosetta Stone)			X	X	X	X	X	X	X	X	X	X
Provide information and referral	X	X	X	X	X	X	X	X	X	X	X	X
Workshops provided in Kalihi and Kaneohe on example topics below (quarterly per site): 1) Grab N Go 2) Parenting So Your Children will Listen 3) Illicit drugs – what do they look like? 4) Employment Laws 5) Family budgeting 6) The parent support club 7) Kamalama Parenting	X			X			X			X		
Provide community outreach efforts in Kalihi and Kaneohe		X			X			X			X	
Ensure the Quality Assurance plan is carried out by all staff assigned to this grant.	X	X	X	X	X	X	X	X	X	X	X	X
Teach Technology Classes in Kalihi.	X	X	X	X	X		X	X	X	X	X	X
Collect Intake information, Family Goals, Outcomes and Output information for funder.	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly report to funder.				X			X			X		





3. Quality Assurance and Evaluation

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT's programs. PACT maintains a Performance & Quality Improvement (PQI) Program and process to carry out the agency's vision and mission and to ensure that targeted goals and outcomes are achieved and ultimately builds organizational excellence.

PACT embraces a philosophy of continuous quality improvement which tenets include:

- quality as a central priority,
- a focus on functions and processes not placing blame on individual performance,
- being data driven, and
- highly involved leaders and staff.

A cornerstone of the PQI program philosophy is the belief that we can better our processes and ultimately our services. When areas of weakness are found, this information is shared in a spirit of respect and support and the confidence that this information provides us an opportunity to do better. PACT takes action based on the findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate Best Practices; and implement and monitor the effectiveness of improvement action plans. PACT constantly evaluates its performance and seeks input to:

- Be accountable to stakeholders: clients, funders, and the community;
- Continually improve the way it does business and serves the community; and
- Enhance its ability to contribute to a better quality of life for Hawaii's families and children.

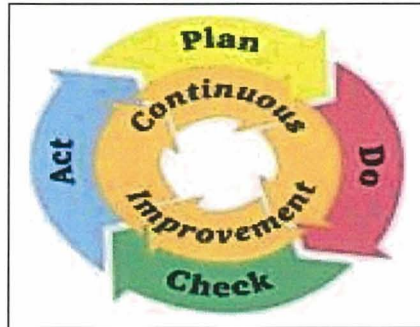
Improvement activities encompass all programs, employees, contracted services, volunteers, vendors, and partners, and all are expected to participate related to their individual services and adhere to standards established by the organization. PACT's quality activities are designed to maintain confidentiality of clients and business information and comply with the confidentiality, privacy, and security of information mandates as established by the Health Insurance Portability and Accountability Act.

PACT evaluates its performance in a multifaceted approach. Data from long-term planning, short-term planning, management/operational performance, program operational processes, staff input, case record review, output and outcome measurements, risk management and client satisfaction are the sources from which the agency evaluates





its performance and generate opportunities to improve. The Plan-Do-Check-Act (PDCA) improvement cycle is the quality process utilized by PACT.



Stakeholder participation is critical and fundamental to the success of designing and implementing the PQI process. Stakeholders include but are not limited to: clients, employees, volunteers, community organizations, advocacy groups, elected officials, government agencies, consultants, advisory boards, PACT Board of Directors, and funders. Stakeholder involvement may include: client satisfaction survey completion, conducting case record review, incident documentation, external monitoring improvement plans, reviewing results of client satisfaction, determining outputs and outcomes, reviewing annual reports and completing community partner satisfaction surveys. PACT shares findings from performance and quality improvement activities with staff, clients, Board of Directors, and other identified stakeholders. PQI information is part of the annual report available to stakeholders, clients, employees, and the general public.

Council on Accreditation High Marks for PACT

PACT has been recognized for its organizational excellence in program and administrative service delivery by the Council on Accreditation (COA) for many years; COA is an international, independent, non-profit, child- and family-service and behavioral healthcare accrediting organization. PACT is just one of 18 non-profit social services agencies in Hawaii accredited by COA. In 2012 PACT completed a successful Self-Study Document submission and COA site visit leading to reaccreditation. The site visit evaluation scores were outstanding and, as a result, COA expedited PACT's approval through the pre-commission review. The table below is a breakdown of our scores according to the 742 standards evaluated by COA.

Score	1 Outstanding	2 Good	3 Concerning	4 Unsatisfactory	Total
Number	735	6	1	0	742
Percent	99%	1%	.13%	0%	100%

PACT's quality program was recognized by the COA Peer Review Team with the following comment:





“The performance and quality improvement activities and systems have noticeably continued to mature and evolve since this organization's last accreditation. A commitment to self-evaluation and quality pervades this organization, and there is a focus on using evidence to identify opportunities for improvement. There is also attention to further "drilling down" to employees on supervisory and direct practice levels even though there is some evidence of this happening now. “

Quality Assurance Department

Leadership for the agency’s comprehensive quality program and activities is provided by Margaret Takahashi, R.N, MSN, Director of Quality Assurance & Training, who answers directly to the Chief Operating Officer. She is assisted by administrative support staff in implementing the Quality Assurance Department. The organizational structure and support is another demonstration of PACT’s commitment to quality. Mrs. Takahashi has over 20 years’ experience in quality operations from rural operations to medical center facilities.

Family Center fully participates in the agency PQI program and process and has developed measures of effectiveness that will be monitored, analyzed and acted upon using the PDCA model quarterly.

4. Reported Measures of Effectiveness.

Service Output Measures	Per 12 month period per site
1. # of families provided information and referral services	120
2. # of families assessed and provided support and self-help services	22
3. # of families provided parenting education	22
4. # of families assessed and provided family strengthening services	22
5. # of families provided job readiness, career development &/or family budgeting	60 KPT 22 KCFC
6. # of multi-agency community leadership development, networking and planning activities	3
7. # of activities to disseminate information regarding the program and other resources	4





Service Measures of Effectiveness	Per 12 month period
1. % of families assessed and provided case management, family strengthening, support, advocacy, and/or self-help services who demonstrate an increased capacity to independently problem solve and develop and implement solutions to family problems.	80%
2. % of families provided parenting education who demonstrates improved parenting knowledge and ability in their child rearing practices.	90%
3. % of families provided information and referral services who successfully access resources.	85%
4. % of families provided job readiness, English language and/or career development opportunities that result in increased pre-job skills.	90%
5. % of families provided budgeting education that can demonstrate behaviors associated with increased family financial stability such as budget planning, decreasing expenses and keeping track of their family budget.	80%

III. Financials

1. Budget and Budget Forms

PACT requests \$200,000 in state funds to implement and support Family Center services in the Kalihi area and the Kaneohe community for the fiscal year 2013-2014. The client centered and problem solving nature of the PACT Family Centers service delivery model, along with the challenges presented by a low-income, high-risk client population who have systemic social, cultural and economic barriers, require experienced, dedicated, and quality staff (thus \$142,400 or 71% of the grant-in-aid request is for personnel costs). Additionally, one-time costs for Rosetta Stone ESL software (\$418 times 11 licenses = \$4,598) and two computers for the Program Specialist III positions (\$1,000 times two computers = \$2,000) are included in the budget proposal. 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; telecom and repairs and maintenance for the Kaneohe project office (rent and electricity are provided in-kind); mileage for staff networking and direct services; beneficiary costs for client families; and volunteer stipends. 14% 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
\$54,947	\$48,351	\$48,351	\$48,351	\$200,000

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
Kalihi Office		
\$150,000	State DHS BESSD (Federal TANF Funding, Maintenance of Effort)	Provides basic TANF Purpose #1 support for the Family Center's Community Technology Center and the Family Center food pantry, technology and budgeting education, and linkage services. Funding is secured.
\$159,000	Blueprint for Change (Federal TANF funding)	Neighborhood Place of Kalihi – Child abuse and neglect prevention and diversion services. Funding is secured.
\$400,000	State DLIR Office of Community Services	Community Resource and Acculturation Center – Provide a variety of acculturation services from Waianae to Makiki, especially targeted toward Chuukese, Marshallese and Illocano newcomers to Hawaii, those on probation from prison, victims of domestic violence and human trafficking, and those below 200% of the federal poverty line for Hawaii. Funding is pending.
\$4,900	State Department of Health	Integrated Pest Management – Conduct workshops and create a brochure in three languages to teach State low income housing tenants how to decrease vectors and bugs in their homes. Funding is secured.
\$1,000	Hawaii Foodbank	<ol style="list-style-type: none"> Credit toward future purchases as recognition of good community works. Received for the past four years. Three-ton November 2012 food shipment distributed to 148 TANF eligible families within one week of receivership. Credit is secured for FY2014.





Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$135,000	Various Private Foundations	Support the Technology Center and our Sundays Project in the Kau Complex Area of Hawaii Island. Funding is pending.
Kaneohe Office		
\$125,000	Federal DHHS – SAMHSA	Drug Free Communities Continuation Grant years 7 and 8 of 10. Funding is secured.
\$50,000	Federal DHHS – SAMHSA	Stop ACT grant – 1) Increase government, agency and community collaboration around prevention of underage drinking. 2) Increase capacity of the Community Works in 96744 Coalition. Funding is pending.
\$125,000	State Department of Health – Alcohol and Drug Abuse Division	Substance abuse prevention services for the Kaneohe community. Funding is secured.
\$15,000	State Department of Education	Supporting the Team Nutrition Grant by developing a community collaboration to improve nutrition and physical activity in the Castle Complex. Funding is secured.

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

Headquartered in Kalihi at Kuhio Park Terrace, Parents And Children Together (PACT) has been working with newcomers, formerly incarcerated individuals, victim/survivors of domestic violence, low-income and public housing communities since its inception in 1968. PACT has since expanded its programs to other neighbor island communities and has a statewide human services presence. The agency’s first program, the Parent Child Center of Kalihi, focused on promoting the optimal development of young children by fostering the parent-child relationship. Today, PACT has 16 programs reaching families and individuals across the state in the areas of family strengthening, newcomer acculturation, domestic violence prevention and intervention, economic development, prevention of child abuse and neglect, early childhood education and development, youth mentorship and leadership development, community building, and behavioral health



support. Its services are delivered in alignment with the agency's mission to promote and support 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. The agency's approach to service delivery is based on honoring the values and principles inherent in the concept of partnership. PACT works closely with its clients, community members, and collaborates widely with organizations from varying fields. Services are designed in partnership with clients, with focused attention to the cultural and socio-economic context of their respective backgrounds.

PACT has earned the reputation of being one of Hawaii's leading not-for-profit human service providers, by delivering sound, evidence-based services; meeting funders' requirements; and instilling a culture of quality assurance and performance improvement throughout the organization. PACT has an established presence on Oahu, Kauai, Lanai, Maui, Molokai, and Hawaii, with 418 employees and an annual budget of \$20.2 million, providing services to over 15,937 individuals (FY 2010).

Over the years, PACT has developed an extensive organizational knowledge about the dynamics and challenges that long-term poverty has on families and their neighborhoods. With over 43 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community driven solutions that have helped communities thrive. PACT understands the numerous types of stressors and barriers that people encounter when chronically unemployed or underemployed, and the staff possesses a multi-cultural "fluency" developed through experience in working with Hawaii's culturally diverse population. The organization has been consistent in its efforts to ensure the composition of its staff reflect the ethnic diversity of its client populations.

The PACT Family Centers program has a long history of providing services to families and their communities that are easily accessible and stigma free. The program staff approaches their work with families and family members as a partnership based on equality and respect. "Family" is the philosophical and practical framework for working with clients and underlies all of PACT's programs. The socio-ecological perspective of individual as part of a family unit, who is part of a community, is key to PACT's service strategies. Whether a domestic violence intervention or a youth leadership development program, in their approach with clients, staff members respect the family and its members' ability to develop the skills and knowledge that allow each member to fulfill their dreams and goals. Families and staff members work together in partnership that is based on equality and respect:

- The family has the capacity to malama (Hawaiian for "to take care of") their ohana (Hawaiian for "family"). The role of the staff member is to coach, guide, listen, encourage and teach, promoting family well-being and leadership development.
- Families are resources for their own members, for other families, for programs; The role of the staff member is to coach, guide, listen, encourage and teach families what they may not realize they already know and what they have learned as a result of their experience with the program.
- Families learn best when their cultural, racial and linguistic identities are





respected and valued. The role of the staff member is to coach, guide, listen, encourage, teach and demonstrate their respect for the family's cultural identity and to offer other perspectives and potential solutions for their consideration.

- Effective programs are those embedded in communities. The role of the staff member is to ensure the program is providing client-centered, client-driven services.
- Effective programs partner with families to advocate for services and systems that are fair, responsive, and accountable to the community.
- Principles of family support practice are modeled in all program activities, including planning, governance, staff supervision and support, and administration.

PACT recently earned another full, four-year accreditation by the Council on Accreditation for Families and Children (COA) with superior accolades. It is an active member of the Child Welfare League of America, the Kalihi Business Association, and the Better Business Bureau. PACT has been an Aloha United Way partner agency for over 20 years and its Kauai regional office recently became a partner agency of the Kauai United Way.

The PACT Family Center staff is physically located in Kalihi and Kaneohe on Oahu, and in Ocean View, Hawaii Island.

The KPT Family Center is located on the grounds of Kuhio Park Terrace (KPT) and Kuhio Homes, the largest, low-income housing project in the state. KPTFC currently serves the 2,278 household members that reside in the Kalihi area, as well as families from Waianae to Manoa through our Sundays Project. Many of these families are newcomers to Hawaii with the vast majority from Chuuk, Marshall Islands, and Samoa. We are intricately linked with neighborhood schools, Head Start programs, community health centers, legal services, and other programs to provide many opportunities to acculturate to a new environment while providing the best safety net possible for the betterment of children and their families, while also providing unique opportunities for self-reliance and acculturation.

Since PACT Family Centers have been working effectively with the target communities of Kalihi and Kaneohe for years, strong relationships have been formed with families in those communities. PACT's good reputation and past performance allows the program to recruit families effectively. Word of mouth between families is one of our best recruiting tool, and often, a family's participation in one activity leads them to access other services or identify other areas of need, which the Family Centers can help the family address. Many clients come to be volunteers and even PACT employees after services have been completed.

The PACT Family Centers' service delivery model is a prevention model that embraces the principles of family support practice, emphasizing asset-based, non-stigmatizing, family-centered and family-driven approaches. Family Centers' services combine family support initiatives, community engagement activities, and inter-active skill building





activities under one roof. This unique service delivery model makes it possible for families to have easy access to a whole host of specialists. Family Centers also play an active role in community building by facilitating and connecting other service providers in their communities around key issues identified by residents as core to their well-being. They have recruited and advocated for services formerly not available and implemented ground breaking initiatives that have increased quality of life for those living in their respective communities.

In summary of PACT Family Centers' skills: strong, trusting relationships forged from years of working on Oahu have given PACT Family Centers the unique opportunity to address multiple issues for low income families, COFA Migrants and other new immigrant groups, through a whole host of referrals, services and collaborations in Kalihi and Kaneohe.

The Family Centers have adopted an integrated system of staff development and program design producing a history of successful programs demonstrating its ability to engage in multi-resource family strengthening, proven acculturation programming and ultimately improving the lives of individuals, families with children and the community as a whole.

The following is a listing of verifiable experiences with projects and contracts since 2010 that are pertinent to the service activities Requested through this Grant-In-Aid.

Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
10/1/06 – 12/31/11**	Parent Information and Resource Center (PIRC) U310A060083 \$685,732 per year	U.S. Department of Education, Office of Innovation and Improvement, Parent Options and Information	Monique Toussaint U.S. Department of Education 40 Maryland Avenue, SW Washington, DC 20202 (202) 260-0964 Monique.Toussaint@ed.gov	Parent Information Resource Center Project – Increase parental involvement in Title I schools to improve academic achievement. Created the Sundays Project with our Parent Advisory Group from the COFA States. Services provided in Chuukese, Marshallese and English.
7/1/07 – 6/30/13**	DHS-11-POS-354 \$159,000 per year	Blueprint For Change	Stephen Morse 350 Halekauwila St., Ste. 102 Honolulu, HI 96813 (808) 952-0488 admin@blueprintforchange.org	Neighborhood Place of Kalihi – Child abuse and neglect prevention and diversion services to ex-offenders, low income, single parents. Service individuals on probation. Will work in collaboration with the OCS grant to





Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
				provide group support, individual and family counseling.
3/07/02 – 2011	AUW Agencies ID 005	Aloha United Way	Norm Baker 200 No. Vineyard Blvd. Honolulu, HI 96817 (808) 536-1951 norm@auw.org	Emergency Food and Shelter Program Rental assistance and utility support funds to families.
11/01/04 – 6/30/11**	DHS-05-POS-2172	State of Hawaii Department of Human Services	Rex Shilo Department of Human Services Social Services Division/Support Services Office Purchase of Services & Grant Management 810 Richards Street, Ste. 400 Honolulu, HI 96813 (808) 586-5673 rshilo@dhs.hawaii.gov	Family Center Services – TANF purpose number one and child abuse and neglect prevention for established families and new immigrants, as well as parents coming out of prison and wanting to reintegrate with their children and other family members.
7/1/2011 – 10/31/2013	State of Hawaii Department of Health PO#00039917 \$4,999 annually	State of Hawaii Department of Health – Asthma Control Program	Gregg Kishiba 601 Kamokila Blvd., Suite 144 Kapolei, HI 96707 Gregg.kishiba@doh.hawaii.gov	Integrated Pest Management Project – Provide cockroach and bedbug prevention and eradication training to public housing residents in English and Chuukese.
9/1/2011 – 10/31/12	US DOE: Title III Sundays Project – Kamaile Charter School Waianae \$10,449.86	Charter School Administrative Office – Title III Immigrant Child	Charter School Administrative Office 1111 Bishop St., Ste .516 Honolulu, HI 96813	Provide Sunday Project to Marshallese and Chuukese families at the school, in the transitional shelter and at a church. Serviced over 36 families, graduating 20 adults.
6/1/12 – 5/31/13	Sundays Project at Linapuni Elementary School - \$10,000 sub-contract.	Kokua Kalihi Family Services – funds originally from Aloha United	Dawn Mahi 2239 No. School Street Honolulu, HI 96819 dmahi@kkv.net	Graduated 26 new immigrants from the project with improved student outcomes and increased family/





Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
		Way		school engagement.
9/1/2011	US DOE Title III Sundays Project – Waianae and Kau Complex \$72,298.40	Hawaii DOE Literacy Improvement	Gina Nakahara 475 22nd Ave., Rm. 219 Honolulu, HI 96816 Gina_Nakahara/CIB/HI DOE@notes.k12.hi.us	Provide Sundays Project training to Chuukese families and utilizing the Positive Deviance Approach with Marshallese families in Kau – total of 72 families enrolled.
3/1/08 – 12/31/2013* *	Family Center Core Services – TANF Maintenance of Effort \$159,000/ annually	State DHS-11-ETPO-409-SC#1 – Federal TANF Funds	Employment & Childcare Program BESSD Department of Human Services 820 Mililani St., Ste. 606 Honolulu, HI 96813 (808) 586-7095 Uilani Hayes ghayes@dhs.hawaii.gov	Supports basic family center services, such as food pantry, technology classes, English classes and staff support for the community. These services provided in English, Marshallese, Chuukese, Japanese, Tagalog and Samoan. Provided service to over 4,000 individually annually.
9/28/2012	Purchase Order #PBO 3656 832M Sundays Project Parent Engagement for Academic Achievement	Hawaii State Department of Education – Leeward District Office	Greg Uchishiba c/o Leeward District Office 94-521 Farrington Hwy. Waipahu, HI 96797 Greg.Uchishiba/LEEDO/ HIDOE@notes.k12.hi.us	Provide Sundays Project Acculturation training to Marshallese and Chuukese families with children enrolled in Waipahu Schools. 38 families enrolled at present. Classes began in January 2013.

B. Facilities

PACT has 51 locations on Kauai, Oahu, Molokai, Lanai, Maui and Hawaii islands. Service locations meet all the requirements of the American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. 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.

PACT's administrative offices are located at 1485 Linapuni Street, Suite 105, Honolulu, 96819, in a federally funded Community Resource Center in the heart of Kalihi, Oahu. This location serves as the site for PACT's Economic Development Center; Early Head Start and Head Start program; Community Teen Center for youth ages 7-18; Kuhio Park Terrace Family Center, which includes the Neighborhood Place of Kalihi and Community Technology Center; as well as other State and human service providers. The facility is owned by the State of Hawaii and is ADA compliant. Blue-placard accessible stalls are available in the parking lot directly fronting the resource center, with flat or sloping ramp ways to enter the building. There is an elevator from the ground floor to offices and program settings on the floor below, as well as wheelchair accessible restrooms on both floors.

The Kaneohe Community Family Center is located on the campus of Governor Samuel Wilder King Intermediate School located at 46-155 Kamehameha Highway, Kaneohe, HI 96744. This facility is ADA compliant and accessible by public transportation and car.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

The staffing pattern for the Family Center services is designed to provide the comprehensive services detailed in this proposal by leveraging personnel currently employed through all Family Center programs at both sites.

Kuhio Park Terrace Family Center

The staffing pattern for the Kuhio Park Terrace Family Center as indicated in the Family Centers Organization Chart (see attached) includes the Program Director at 5% FTE (Full Time Equivalents), one Program Specialist III at 100% FTE, a Program Assistant at 15%, and the Computer Technology Center Supervisor at 10% FTE. The total percentage of staffing equals 1.30 FTE to provide comprehensive or intermittent case management services to 22 at-risk families a year per site, including assessment, family strengthening services, parenting education, support and self-help services, job readiness and career development. This team will provide information and referral services for 200 families and three community leadership development, networking, and planning activities.

Kaneohe Community Family Center

The staffing pattern for the Kaneohe Community Family Center as indicated in the Family Centers Organization Chart (see attached) includes the Program Director at 5% FTE, the Site Manager at 25% FTE, the Administrative Assistant at 25% of .8 FTE, and a Program Specialist III at 100% FTE. The total percentage of staffing will equal 1.55 FTE





to provide comprehensive or intermittent case management services to 22 at-risk families a year, including assessment, family strengthening services, parenting education, support and self-help services, family budgeting or job readiness and volunteer opportunities. This team will provide information and referral services for 200 families and three community leadership development, networking and planning activities.

The staffing differentiation between KPT and KCFC is due to differences in overhead costs, staff qualification, community resources and community need.

Staff Qualifications

Below is a brief description of the staff qualifications and duties for which we are requesting funds. All staff meet or exceed educational &/or experiential requirements for each position. Each of these staff is reflected in the attached budgets via their position description and full time equivalents allotted to the grant. These positions are also referenced on the attached Family Centers Organizational Charts to help orient the reader to the flow of information and decision making between staff, including chains of command.

Key Staff

Name	Title	Experience
Kalihi		
Christina Simmons	Family Centers Program Director	Christina has directed the Family Centers for the past eight years. Her specialty is creatively weaving cutting-edge behavioral change methodologies and programming together for the participants and working in collaboration with a host of organizations to provide needed services for the community. She will provide overall leadership and supervision, administrative oversight and overall collaboration with community partners. Christina is only one of four people in the USA with a graduate certificate from Tufts University in the Applied Positive Deviance Approach to problem solving.
Roget Alabastro	Community Technology Supervisor	Roget began the Community Technology Center (CTC) in 2002 and has since created and taught over 20 various courses (2 hours to 50 hours per course) to at least 1,000 adult students (800+ being immigrants). Under his guidance, 701 students have received certificates of completion at a graduation rate





Name	Title	Experience
		<p>of approx. 80% for a 4-6 week daily course. Roget's excellence in teaching is clear from the client surveys collected after each course. Clients love him! Courses are especially geared for English language learners, families and job search activities. Roget speaks Tagalog, Samoan, and English, and is an immigrant himself.</p>
<p>Kalista Marbou</p>	<p>Program Specialist III</p>	<p>Kalista joined the Family Centers in 2007 and helped create the Sundays Project by 2008. As a Palauan native, curriculum writer and substitute high school teacher she has a deep understanding of the challenges acculturation brings and empathy for the process. Kalista speaks Palauan and English.</p>
<p>Frances Anetone</p>	<p>Program Assistant</p>	<p>Frances began with the Family Centers in 1994 as a parent participant, then a volunteer and finally a staff person. She has worked at the Kuhio Park Terrace (KPT) office the entire time supporting families and community improvement efforts. Frances oversees our food pantry and takes a lead in helping families with basic material needs. Frances speaks Samoan and English.</p>
Kaneohe		
<p>Cynthia Okazaki</p>	<p>Site Manager</p>	<p>Cynthia began with Kaneohe Community Family Center (KCFC) prior to it being taken over by pact. She became a PACT employee in 1999 for five years then left to pursue another career. She returned to PACT as the KCFC Site Manager in 2008 and provides leadership to the pact staff. Through extensive community advocacy efforts Cynthia helps to organize a network of community groups and individuals to help decrease drug abuse within Kaneohe. She also works closely with Castle Complex schools to improve community-school partnerships for academic excellence.</p>
<p>Jolene Chang</p>	<p>Administrative</p>	<p>Jolene has worked at PACT since 1999 as an Administrative Assistant at the Kaneohe</p>





Name	Title	Experience
	Assistant	Community Family Center. Jolene supports all program services, provides extensive information and referral and ‘behind the scenes’ expertise. With her excellent organization skills she is able to provide these services at a community-wide basis and with individual families. Jolene’s support is integral in helping events runs smoothly for the entire community of Kaneohe.
New	Program Specialist III	This position with serve families in Kaneohe with one-on-one and family counseling, support and advocacy. They will also coordinate and organize workshops and other community activities in conjunction with other family center staff.

B. Project Organization

1. Supervision and Training

Formal supervision is conducted at all levels in accordance with the Council on Accreditation (COA) as well as the standards set by the contract. Supervision standards include frequency and documentation of supervision and applies to all staff employed at both Family Center sites. Table 2 below summarizes the positions involved in supervision, the frequency and typical topics of supervision conversations.

Table 2: PACT Lines of Supervision, Frequency and Standing Topics

Persons Involved	Frequency	Standing Topics	Comments
Program Director with Senior Vice-President of Programs	Monthly	All Family Center Program updates, PACT-wide announcements, staffing issues, budgets, potential funding sources, opportunities and administrative or community issues.	PACT Family Centers has an open door policy between line staff and direct supervisors. While we have formal supervision scheduled monthly, informal discussions,
Program Specialist III with Program Director/Site Manager	Monthly	Professional development, case management and direction of services to consumers, case closure, transition and follow-up plans for families. Community issues.	
Technology Supervisor with Program Director	Monthly	Staffing of the Community Technology Center (CTC), professional development, technology support for programs and	





Persons Involved	Frequency	Standing Topics	Comments
		clients, CTC courses and administrative issues.	problem solving and sharing happens weekly, and sometimes daily.
Program Assistant with Program Specialist III	Monthly	Employment Improvement and training plans, activities, objective for improvement, comments, counseling topics and agreements.	
Administrative Assistant with Program Director/Site Manager	Monthly	Professional development, upcoming projects, meetings, support tasks and internal processes.	

2. Training

PACT believes in continuous quality improvement with staff training being an integral part of the quality improvement plan. All staff is encouraged to attend a variety of trainings related to their position. Positions within the Family Center program are allotted \$400 annually per full time equivalent to attend trainings; this is verified in the attached budgets. Training is provided in a variety of venues and from various sources. PACT-wide trainings include Child Abuse and Neglect, CPR, Ergonomics, De-escalation training and others. The Family Center also provides a variety of trainings to their staff and encourages staff to attend relevant trainings in the community, pending the availability of funds.

This past year, Family Center staff attended the following trainings. The list is not intended to be exhaustive, but merely to give you a glimpse of the variety of trainings attended: Integrated Strategies for Home Visitors put on by Great Kids, Inc., Hawaii Children’s Trust Fund various quarterly trainings, Emergency Preparedness Training by Department of Public Health Nurses and State Civil Defense, Supporting Clients with Mental Illness by Dr. Carol Nowak, How to Read a Variance Report by Carolyn Pai.

PACT has the ability to supervise, train and provide administrative direction relative to the proposed scope of service as is shown in our commitment to supporting staff, providing opportunities for trainings and helping staff to grow.

3. PACT Organizational Charts

Attached are three different Organization Charts to help explain where the proposed services fit in the two Family Centers and within PACT as a whole.

- PACT Organization-Wide Chart
- Family Centers Organization Chart

VI. Other

A. Litigation

PACT has no pending litigation at this time and no outstanding judgments.





B. Administrative Assurances and Licensure

See attached signed Administrative Assurances. PACT is accredited by the Council on Accreditation (COA) for Family Service Organizations. Family Center Programs were highlighted by our most recent accrediting team as being one of the best run family centers they had seen across the country because of our ability to integrate local cultures into services and weave services together seamlessly.



Budget



BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: Parents And Children Together
(Family Centers)

Date Prepared: 1/31/2012

BUDGET CATEGORIES	Total State Funds Requested	Other Funding Federal - Secured	Other Funding Federal - Pending	Other Funding State - Secured	Other Funding State - Pending	Other Funding Private - Secured	Other Funding Private - Pending	TOTAL PROGRAM BUDGET
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
A. PERSONNEL COST								
1. Salaries	114,899	231,903	25,856	85,058	217,758	-	76,567	752,041
2. Payroll Taxes & Assessments	14,478	29,220	3,258	10,718	26,349	-	9,647	93,670
3. Fringe Benefits	13,023	35,392	5,685	9,960	37,797	-	7,300	109,157
TOTAL PERSONNEL COST	142,400	296,515	34,799	105,736	281,904		93,514	954,868
B. OTHER CURRENT EXPENSES								
1. Airfare, Inter-Island	-	-	400	400	-	-	2,600	3,400
2. Insurance	1,213	2,561	249	744	2,580	-	730	8,077
3. Lease/Rental of Equipment	668	1,336	-	-	2,226	-	223	4,453
4. Lease/Rental of Space	2,970	5,940	-	-	9,900	-	1,190	20,000
5. Staff Training	428	1,051	680	353	2,340	-	323	5,175
6. Supplies (including postage and printing)	3,624	7,695	1,809	6,439	11,385	-	4,504	35,456
6A. Supplies (Rosetta Stone ESL software)	4,598	-	-	-	-	-	-	4,598
7. Telecommunication	2,934	3,513	-	1,953	5,640	-	1,430	15,470
8. Utilities	2,520	5,040	-	-	8,400	-	840	16,800
9. Other - Audit Services	600	1,194	138	385	1,100	-	439	3,856
10. Other - Contractual - eHana MIS System	168	246	-	126	200	-	20	760
11. Other - Contractual - Other	-	23,400	-	-	6,000	-	-	29,400
12. Other - Mileage (Local Travel)	2,982	2,454	1,800	1,314	3,897	-	1,655	14,102
13. Other - Repairs/Maintenance	2,495	3,340	-	2,310	4,628	-	172	12,945
14. Other - Out-of-State Travel and Training	-	12,955	3,125	540	-	-	7,460	24,080
15. Other - Beneficiary Costs	1,200	4,800	-	5,000	400	1,000	1,000	13,400
16. Other - Volunteer Stipends	1,200	1,200	-	-	2,400	-	-	4,800
17. Other - Administrative Costs	28,000	60,760	7,000	19,600	52,000	-	18,900	186,260
TOTAL OTHER CURRENT EXPENSES	55,600	137,485	15,201	39,164	113,096	1,000	41,486	403,032
C. EQUIPMENT PURCHASES	2,000	-	-	-	5,000	-	-	7,000
D. MOTOR VEHICLE PURCHASES	-	-	-	-	-	-	-	-
E. CAPITAL								
TOTAL (A+B+C+D)	200,000	434,000	50,000	144,900	400,000	1,000	135,000	1,364,900
SOURCES OF FUNDING								
(a) Total State Funds Requested	200,000							
(b) Federal - Secured	434,000							
(c) Federal - Pending	50,000							
(d) State - Secured	144,900							
(e) State - Pending	400,000							
(f) Private - Secured	1,000							
(g) Private - Pending	135,000							
TOTAL BUDGET	1,364,900							
		Budget Prepared By: <u>Carolyn Pai</u> (808) 847-3285 x. 787 Name (Please type or print) Phone 						
		Sign: <u>Kim Gould, Chief Operating Officer</u> Name and Title (Please type or print) Date 1/31/2013						

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Parents And Children Together
(Family Centers)

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	10.00%	\$ 6,662
2	Community Technology Center Supervisor	1	51,000	10.00%	\$ 5,100
3	Program Specialist III (KPT Family Center)	1	40,000	100.00%	\$ 40,000
4	Program Assistant (KPT Family Center)	1	27,695	15.00%	\$ 4,154
5	Site Manager (Kaneohe Community Family Center)	1	51,250	25.00%	\$ 12,813
6	Program Specialist III (Kaneohe Community Family Center)	1	40,000	100.00%	\$ 40,000
7	Administrative Assistant (Kaneohe Community Family Center)	0.8	24,680	25.00%	\$ 6,170
TOTAL:				2.85	\$ 114,899

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 client centered and problem solving nature of the PACT Family Centers service delivery model, along with the challenges presented by a low-income, high-risk client population who have systemic social, cultural and economic barriers, require dedicated, quality staff, which PACT has had great success recruiting from both within the agency and from the surrounding community. Section V (Project Organization and Staffing) of the proposal describes the job duties and qualifications for the staff 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 112 hours per week of program services. Other Federal, State and Private grants fund the spectrum of services offered by PACT Family Centers.

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
(Family Centers)

Period: July 1, 2013 to June 30, 2014

Date Prepared: 1/31/2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktop computer - KPT Family Center	1	\$1,000	\$1,000	1,000
Desktop computer - Kaneohe Community Family Center	1	\$1,000	\$1,000	1,000
			\$ -	-
			\$ -	-
TOTAL:	2		\$ 2,000	2,000

JUSTIFICATION/COMMENTS:

One computer will be housed at the KPT Family Center site and one at the Kaneohe Community Family Center. Computers are for two Program Specialist III positions that are charged 100% to this grant-in-aid request, and will be used as their primary computers for the following activities: creation of outreach and promotional materials; online research; tracking intakes and creating ISPs when needed; inputting client data into database; generating reports; and general communication. Included in the cost are the computer as well as networking peripherals and office productivity and communication software; budget amount is based on current quotes for hardware and software that meet PACT's technology standards.

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

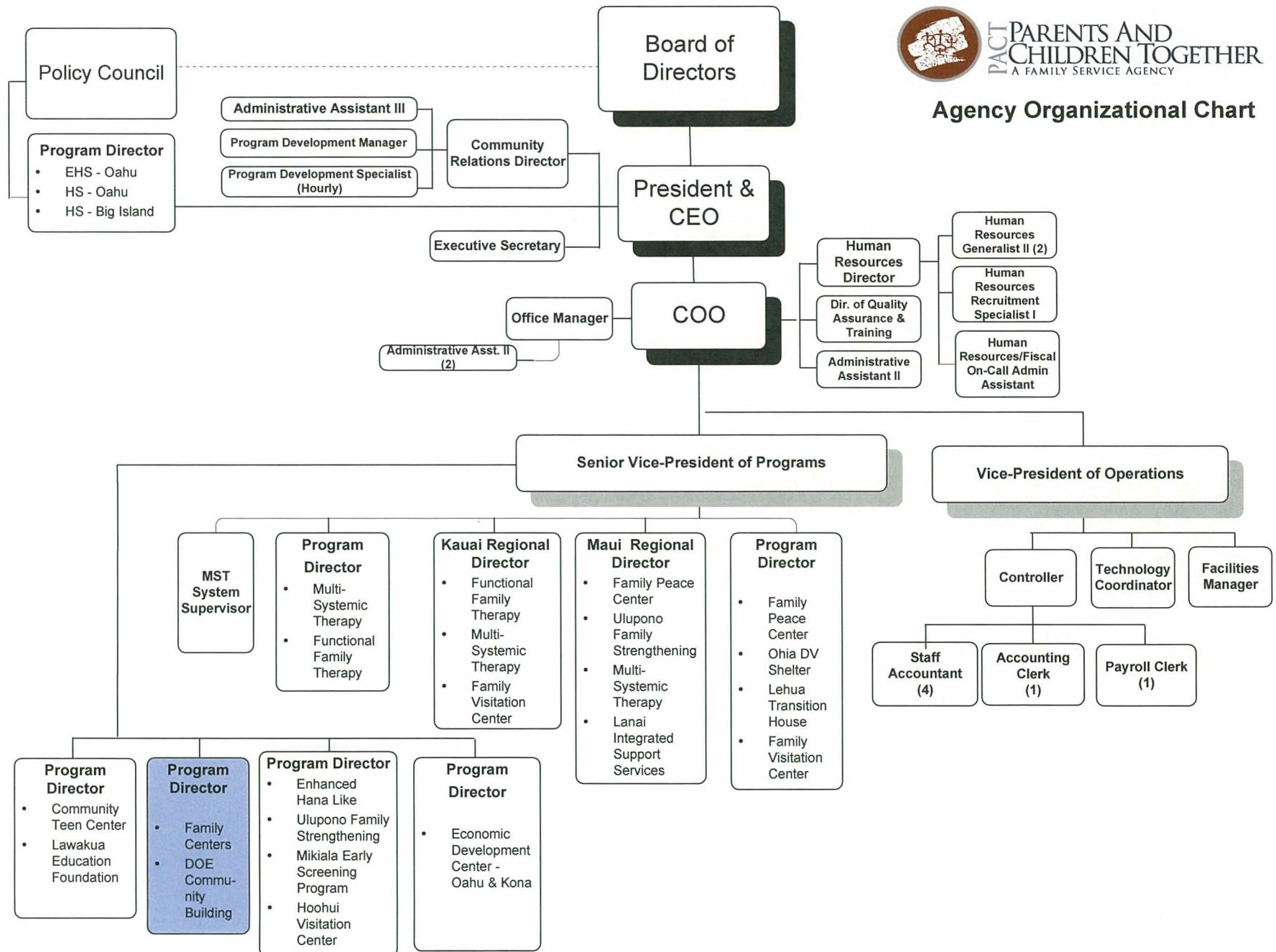
JUSTIFICATION/COMMENTS:

Required & Supporting Attachments

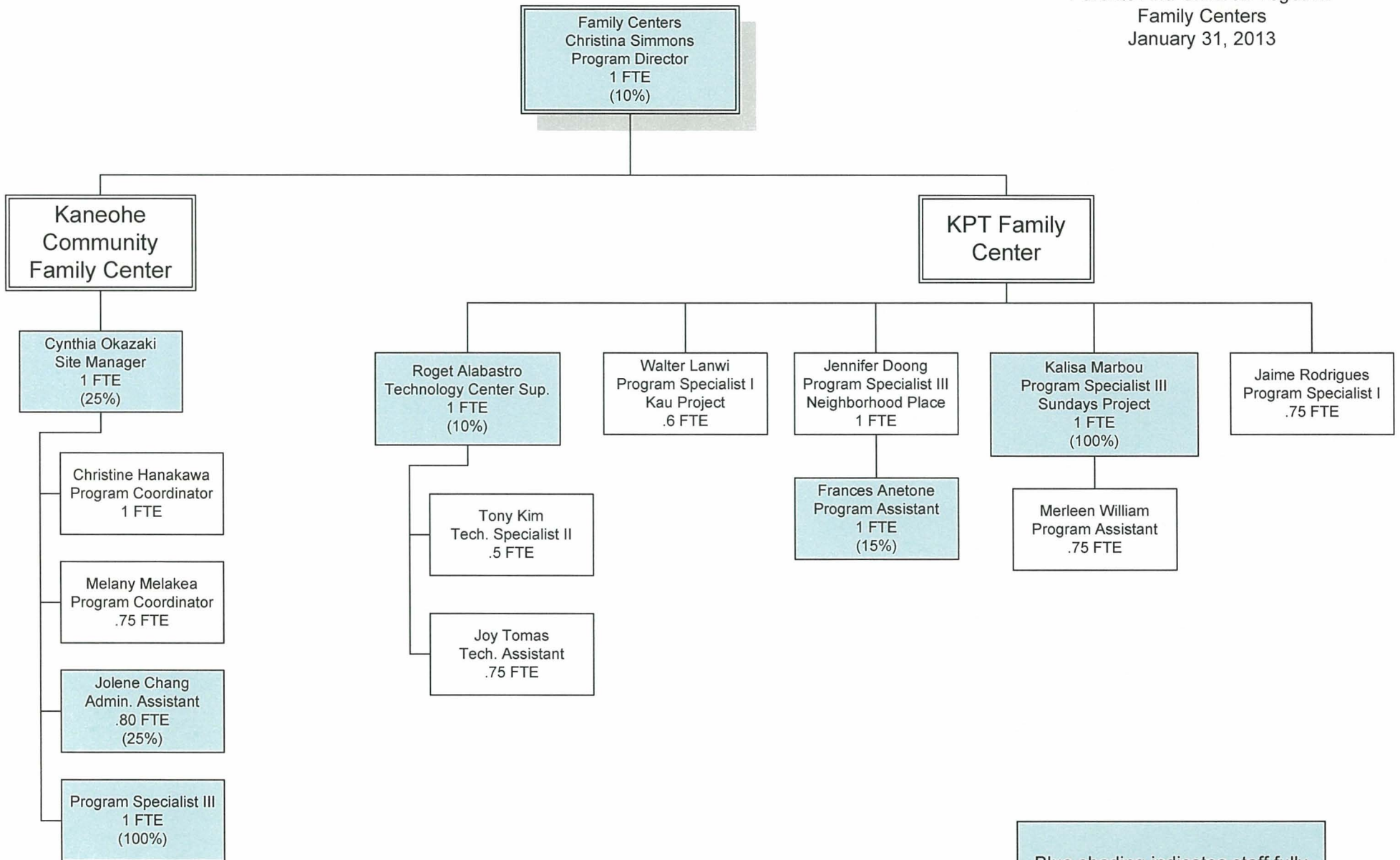




Agency Organizational Chart



Grant-in-Aid 2013-2014
 Parents And Children Together
 Family Centers
 January 31, 2013



Blue shading indicates staff fully or partially funded through this proposal

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

(Typed Name of Individual or Organization)

January 31, 2013

(Date)

Ruthann Quitquit

(Typed Name)

President & CEO

(Title)