



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

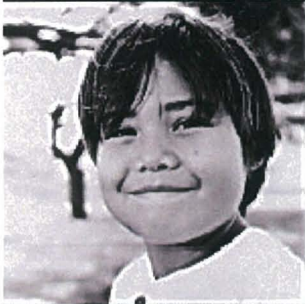
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# Economic Development Center

## Grant-In-Aid Application for Grants & Subsidies

### Fiscal Year 2014

January 31, 2013



# Application For Grants and Subsidies



House District OAHU - ALL

Senate District OAHU - ALL

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII 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):  
DEPT OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICE

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Parents And Children Together

Dbas: 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

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e-mail adminrquitiquit@pacthawaii.org

**3. TYPE OF BUSINESS ENTITY:**

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

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

MAKING IT IN THE REAL WORLD – THE PACT MAKERY PARTNERSHIP

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

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

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2014: \$ 356,259

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

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

COMBINATION OF NEW & EXISTING SERVICE

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

STATE \$ \_\_\_\_\_

FEDERAL \$ 42,442

COUNTY \$ 55,130

PRIVATE/OTHER \$ 4,776

RUTHANN QUITIQUIT, PRESIDENT & CEO  
NAME & TITLE

JANUARY 31, 2013  
DATE SIGNED

# Narrative





## Making It in the Real World -- The PACT/Makery Partnership

### Grant-In-Aid -- Application for Grants and Subsidies

FY 2013 – 2014

## I. Background and Summary

### Overview

Parents And Children Together (PACT) is requesting \$356,259 to initiate a dynamic project-based learning program for low-income individuals living in the City and County of Honolulu, focusing on Kuhio Park Terrace and Kuhio Homes public housing. Making It in the Real World: The PACT/Makery Partnership (PACT/Makery) combines the economic development expertise PACT is known for with The Makery, the University of Hawaii's successful design and manufacturing system developed by Dr. Neil Scott as part of the Archimedes Hawaii Project. The partnership will provide unemployed and disadvantaged participants the opportunity to embark on a path to economic self-reliance through enhanced skills, cutting edge vocational and technological preparation, and job assistance centered on the individual's unique circumstances. This program makes the advanced technology of high tech tools that include: laser cutter/engravers, 3-D printers, and computer controlled milling machines; and the know-how to best use them, accessible to participants who are considered low-income, migrant, non-English speakers, and others who are disadvantaged in the job market. It is a start-up project, but one with the potential to teach critical work skills and truly provide a sustainable income to hundreds of people over the next five years. As such, the project requires a one-time investment in equipment for the Makery system that will be the center of the training and manufacturing components of the partnership. The project integrates The Makery into PACT's already well-defined processes of assessment, job readiness coaching, business start-up training, and case management, for successfully journeying the road from no income to a steady income.

The PACT/Makery project has three tracks: Track I – Makery training, Track II – competency-based adult school certificate program (CBASCP), and Track III - job training, placement, and support. The PACT/Makery project will recruit and provide intake and assessment for at least 65 low-income individuals. Of these 65, 30 individuals will graduate from Track I – The Makery training; 15 individuals will graduate from Track II - CBASC program; and 20 will go straight to Track III - Employment preparation and placement. Those individuals graduating from the Makery training who are interested in starting their own businesses will be referred to PACT Economic Development Center's Business Start-up program. Those clients completing Track I, II, or III will successfully and consistently be employed or will have gained the necessary skills to compete in the twenty-first century job market.

Additionally, for those participants who develop successful product designs that can be manufactured in the Makery, access to the equipment will be routinely provided for their on-going manufacturing needs.

PACT has a long-standing, very successful track record in creatively matching people with significant socio-economic and educational barriers or challenges with jobs through its Economic Development Center program or EDC. (Details of this experience will be in Section IV, Experience and Capability). For this project, the EDC targets three skills-





enhancing experiences, or Tracks, and provides a mode of integrating them for the client; once again resulting in a multi-dimensional, flexible, individualized job path for each participant. Makery graduates will also be able to utilize the workshop space and high-tech tools for their own manufacturing, offering tremendous long-term implications for the graduate and ongoing leverage for the investment.

## 1. Brief Description of Applicant's Background

Parents And Children Together has worked with low-income and special needs populations since 1968, and has been providing economic development services since 1991. Our experience has shown that clients frequently need to develop a very different mindset and behaviors to prepare them for employment. We also know that they acquire these skills most effectively through one-on-one coaching by a staff member.

The Economic Development Center (EDC) program staff operate as a unified team of highly motivating, creative entrepreneurs, who are cross-trained in each other's specific duties so that services can be delivered fluidly. EDC staff are able to create a sense of ease and collegiality in their working relationships with clients. The program has earned consistently high client satisfaction marks through its years of service delivery.

All of the staff have training and skills in employment preparation, job retention, and microenterprise development; several of them are entrepreneurs. The staff have "high touch" relational skills and are experienced in working with individuals who have experienced chronic unemployment or underemployment and multiple challenges in obtaining a job or retaining employment. They work with the client to jointly problem solve and identify the resources and solutions to the client's barrier, in a non-judgmental and respectful manner. The EDC is led by Program Director Cathy Lee Loy, who has over 20 years of experience in business, marketing, values-based program development, and program administration. The EDC staff has in total over 70 years of combined knowledge, expertise, and skill sets that have contributed to the success of the clients obtaining and maintaining employment. All of the staff identified in this proposal are paid employees of Parents And Children Together.

The Makery itself is the brainchild of Dr. Neil Scott of the University of Hawaii. Dr. Scott has successfully implemented the Makery concept through several projects including the current Technology for Untapped Talent (TUT) program at the University. Dr. Scott and his Makery team have committed to work with PACT to provide technical assistance and training throughout the project, ensuring that the Makery is set up properly, staffed appropriately, and implemented in accordance with the high standards already established through their work. (Please see Makery brochure in the Attachments.)

PACT EDC proposes to provide training and support services to low-income individuals at or below 150% of the Federal Poverty Guidelines for Hawaii, living within the City and County of Honolulu, by using approaches that have proven successful with residents of public housing and low-income communities in Kalihi, Kaimuki, Waipahu, Kapolei, Nanakuli, Waianae, Windward, and the rural North Shore. EDC has successfully facilitated job placements to "graduate" individuals from TANF support, receive a competency-based adult school certificate (GED equivalent), start commercial cleaning





franchises and other self-employment—and has even been successful in motivating them to build financial assets by creating Individual Development Accounts (IDAs) to save for education, employment, or business ownership.

## 2. Goals and Objectives

The goal of the PACT/Makery project is to increase economic options for low-income individuals living in the City and County of Honolulu, focusing on residents of the Kuhio Park Terrace and Kuhio Homes, to help them become economically self-reliant.

The objectives for PACT/Makery are that within one year:

- 1) At least 100 low-income individuals will receive in-person recruitment information or participate in an orientation about the PACT/Makery.
- 2) At least 65 clients will go through intake, assessment, and receive help to develop their individualized plan.
- 3) Of the 65 clients, 30 clients will complete Track 1 – Makery training; 15 clients will complete Track II – CBASC program; and 20 clients will complete the Employment Readiness and Placement program.
- 4) Thirty-five (35) clients will be placed in employment.
- 5) Fifty percent (50%) of employed clients will be employed at least six months and 80% of that number will still be employed after one year.
- 6) Thirty (30) clients will be Makery graduates – having completed training in computer-aided design (CAD), computer-assisted manufacturing (CAM), and computer numerically-controlled (CNC) machines, and will have the skills to compete in today's highly competitive job market or start their own business using the Makery system to manufacture their product.

## 3. Public Purpose and Need to Be Served

The problem of unemployment and economic development continues to be a national crisis. And, although Hawaii's economic recovery has been steady over the past year with several positive signs, including growth in visitor arrivals and expenditures, unemployment and underemployment remains high.

The American Community Survey for the five-year 2007-11 estimates the Honolulu County population at 944,287 persons, with a median household income of \$71,263. During this period, 9.3% of the population lived in poverty of which 18.3% of these families were headed by single females. Over the five-year period, there were approximately 50,694 individuals in the county receiving TANF assistance and 28,122 receiving TAONF assistance, representing 63% of all TANF/TAONF recipients in the state (124,551 persons) and generating an expense of \$4,249,000 in cash assistance.<sup>1</sup>

Low-income individuals will continue to face steeper competition in the job market as skilled, experienced workers who have been laid off are also seeking employment. While

<sup>1</sup> 2011 State of Hawaii Data Book, Section 11 – Social Insurance and Human Services, Hawaii DBEDT.



any unemployed and underemployed person may need special assistance from time to time, those who come from low-income populations and high-risk environments frequently have additional systemic barriers and underlying personal challenges that undermine their employability.

#### 4. Target Population

Typically, EDC program participants do not have the knowledge or means to use and enter mainstream institutions such as community colleges and vocational schools, which require funds, long-term commitments, and significant discretionary time relatively free of family responsibilities. Participants frequently have a variety of barriers to overcome, whether these be lack of knowledge about appropriate workplace behaviors and business values and culture, lack of life skills and financial literacy, lack of English literacy, or lack of resources (transportation, dependent care, housing, etc.).

PACT's niche is in helping low-income individuals successfully address the barriers and needs they have in order to become employed. Our 43-year track record is long and impressive in working with low-income clients and public housing communities.

The following is a summary of characteristics observed among EDC's program clients, and for which PACT EDC has developed specialized approaches, knowledge, skills and experience. PACT addresses the environmental risks and barriers to employment that are core to the issues they face. The target participants:

- Live in neighborhoods and environments that expose them to crime, gangs, substance abuse, violence, high unemployment, etc.
- Often come from immigrant cultures or welfare-based homes without the opportunity to acquire skills, English literacy and the values needed for success in the workplace.
- Come from homes with a high incidence of substance abuse, child abuse and neglect, and/or domestic violence; many lack medical care and adequate nutrition.
- Start childbearing young and are often single parents and the sole caregivers for young children without access to affordable or quality childcare.
- Have incomplete schooling or poor scholastic performance and lack marketable skills.
- Often lack knowledge of appropriate workplace behaviors and skills.

As PACT's EDC works with program clients to address these issues and needs, the clients acquire lifelong skills, and in time, become better able to care for themselves and their families, overcome their reliance on public assistance, and become contributing citizens to the economy and community.

#### 5. Geographic Coverage

The EDC provides economic development services to individuals from low-income and public housing communities on Oahu. In particular, the EDC serves residents from communities with high concentrations of low-income families, such as Kalihi, Chinatown, Palama, Waipahu, Kapolei, the Waianae Coast, Wahiawa, and the North







Shore. During the past year, the EDC has served approximately 500 individuals from around the island of Oahu.

PACT's EDC administrative and Kalihi program offices are located in the Kuhio Park Terrace (KPT) public housing community. The Kalihi office serves the residents of Kuhio Park Terrace/Kuhio Homes as well as the surrounding Kalihi, Chinatown, and Palama areas where approximately 62,255 persons live. Compared to Honolulu County's family income of \$83,177 in year 2011, Kalihi residents earned significantly less at an average median family income of \$63,997, while Chinatown and Palama was less than half of the Honolulu County average median income at \$40,436 per family.<sup>2</sup>

The number of individuals and families living below poverty in Kalihi were 19.6% and 16.6%, respectively, which is significantly higher than the rest of Oahu at an average of 9.8% of individuals and 7.1% of families living below poverty. In the 2007-2011 periods, Kalihi had the lowest proportion of adults who finished high school (76%) in Honolulu County (91%). Combined, Palama, Chinatown, and Kalihi have one of the highest concentrations of new immigrants on Oahu and in the state. ("New immigrants" are defined as persons born in another country who entered Hawaii since 1990 or more recently, School/Community Profiles, University of Hawaii at Manoa, Center on the Family.) Nearly two-thirds of Kalihi's residents are Asian, with over 46% being Filipino. Kalihi has the second highest percentage of Pacific Islanders in the state (Farrington Area Community Profile, Honolulu, HI: University of Hawaii at Manoa, Center on the Family).

KPT/Kuhio Homes is recognized in the state as a community of immense need. With two large high-rise buildings that serve over 2,450<sup>3</sup> residents, it is the densest and poorest public housing community in the state. This area has the second most number of persons living below the poverty level at 64.5%, just behind Mayor Wright Housing, at 65.4%. The majority of the families in this community are Samoan and Outer Pacific Islanders (i.e., Marshallese and Chuukese), many of whom are immigrant families experiencing the stresses of acculturation. They are over-represented in many of the statistics that indicate social need, including prison census, child abuse/neglect reports, school drop-out rates, special educational support services, maternal child health risk, and other stressors related to higher health risks. In addition, they have difficulty in accessing community resources and obtaining employment, because of language differences and difficulty in fathoming complex health care and educational systems. Public housing is also in an area that has experienced an increase in youth gang and illegal drug activity in recent years.

The EDC also provides services in Waimanalo and Papakolea communities. In Waimanalo (census tract 113), during the 2007-2011 period, 17% of its individual residents and 13.5% of its families lived below the poverty level, compared to 9.8% (individuals) and 7.1% (families) for Honolulu county. At Waimanalo Beach-Homesteads (census tract 9400.01), the poverty rate for individuals is 9.2% for individuals and 8.6% for families. In Papakolea (census tract 43, Punchbowl), the poverty rate is 10.9% for individuals and 8.3% for families.

<sup>2</sup> American Community Survey 5-year 2007-2011 estimates by Census Tract. State of Hawaii, DBEDT.

<sup>3</sup> Michaels Development Company, 8/28/11.



Additionally, the EDC provides services in the leeward area, including Waipahu, Kapolei, Nanakuli, and other communities along the Waianae Coast. Nanakuli is the entry way to the Waianae Coast and is a physically beautiful part of Oahu that has one of the largest concentrations of Hawaiians and part-Hawaiians on the island. As of 2011<sup>4</sup>, there were an estimated 135,026 residents living from Waipahu to Kaena Point. The leeward area has many strengths including residential stability—for example, most people remain in Nanakuli for many years—as well as caring, concerned parents, a strong tradition of ohana, and homeownership rates that are higher than elsewhere on Oahu. At the same time, the area ranks poorly on most measures of child and family health and well-being. Poverty rates are high, as is crime, substance abuse, domestic violence, child abuse, and homelessness.

In the 2007-2011 period, Waianae Kai had 36.1% of individuals living below poverty, while the Lualualei–Camp Waianae area had the highest number of families (27.3%) living in poverty along the leeward coast. Unemployment rates were more than double the state’s unemployment rate (6.4%) at 15.9% in Nanakuli and 3% higher in Waianae at 9.1%.

## II. Service Summary and Outcomes

PACT’s unique approach will ensure that clients realistically assess their interests, their strengths and weaknesses, and ways to address their barriers to success. In short, this proven process, as outlined below, works. The fact that each participant has a coach who stays with them throughout the process and for months after they are job-placed often makes the difference between job retention and job loss, business start-up success and business start-up failure.

The PACT/Makery project has three main tracks:

- **Track I:** Makery Training - After completion of the 4-month training graduates will be well equipped to start their own business or compete for employment in manufacturing. Training includes learning how to do or operate:
  - ▶ Computer-aided design (CAD)
  - ▶ Computer-assisted manufacturing (CAM)
  - ▶ Computer numerically-controlled (CNC) machines
  - ▶ A broad array of traditional hand tools and techniques for preparing and finishing materials used in production.
- **Track II:** Competency Based Adult School Certificate (CBASC) program - To enroll in the Makery training, clients must have at least an 8th grade reading and math level. The EDC’s CBASC program (GED equivalent) is a six-month life-skills program consisting of five units. In order to earn a certificate, clients must pass all unit tests, with a minimum score of 70% or higher as well as a competency-based (CB) mastery test, and fulfill one of three career goals: 1) be accepted for post-secondary education or training; 2) become employed; or 3) have developed or possesses a marketable skill. The purpose of the CBASC program is to support low-income individuals to further develop all aspects of

<sup>4</sup> 2007-2011 American Community Survey 5-year Estimates, Oahu Zip Code, DBEDT.



their communication skills: reading, writing, listening and speaking; as well as computation skills, problem-solving skills, and interpersonal skills. This training includes:

- ▶ Tutoring
- ▶ Classroom instruction units on
  - ✚ Community Resources: This unit focuses on the type of services available in the community and the means by which individuals can obtain them.
  - ✚ Government and Law: In this unit, clients gain an understanding of their individual rights and responsibilities through the study of governmental agencies' functions and regulations.
  - ✚ Health: This unit is designed to ensure good mental and physical health for clients and their families.
  - ✚ Occupational Knowledge: Clients obtain needed information and skills to secure employment which supports their individual needs and interests.
  - ✚ Consumer Economics: The focus of this unit is on the basic principles of money management, including the basics
- ▶ Test Preparation.
- **Track III** (to follow from either Track I or II, or stand alone if appropriate to the individual needs): Employment Preparation and Placement. This training includes:
  - ▶ Values training helps clients understand and identify their own personal, family, and community values, which effect their employability and ability to retain employment or run a business. The class helps close gaps between clients' values and workforce values;
  - ▶ Life Skills training helps clients break through self-imposed limitations by helping them discover how to manage their daily actions through time management, attitudes, interactions with others, coping skills, and most importantly decision-making;
  - ▶ Financial Literacy is designed to help clients build personal financial management skills. It develops competency in creating a household budget and a savings plan so the client can learn to live within their means.
  - ▶ Technology Basics is to help participants become more comfortable with computers and understand what they can do.
  - ▶ Resume Writing provides participants with layout and styles of resumes and application forms;
  - ▶ Cover Letters provides participants the steps in writing a cover letter, formatting options, business correspondence structure and etiquette, tips and techniques for writing targeted cover letters;
  - ▶ Job Search teaches participants how to screen ads, what employers look for;
  - ▶ Interviewing Skills teaches participants how to answer and ask questions appropriately; and





- ▶ Dress For Success teaches participants how to choose appropriate attire for interview and work.

These three Tracks make up a flexible modular approach that allows each individual to enter the program at an appropriate level and in keeping with his or her interests.

**1. Scope of Work, Tasks and Responsibilities**

The PACT/Makery project implementation plan is as follows:

**Pre-Service Delivery: (1-2 months)**

- 1) The Michaels Development Company, current operators of Kuhio Park Terrace, are committed to providing this opportunity to their residents and our target population. They have designated adequate space for the equipment and Makery in addition to classroom space in the Towers complex.
- 2) Purchase Makery equipment and set up the PACT Makery via collaboration with UH Makery staff and Dr. Scott.
- 3) Hire and orient the Vocational Technology Specialist in collaboration with UH Makery.

**Service Delivery:**

a. **Outreach and Recruitment** (*Continuous as needed for months 1-9*):

PACT has a broad network of community partners and organizations to help reach and recruit potential clients. The opportunity to participate in the project with the goal of employment or business start-up will be actively promoted by using, fliers, posters, job fairs, and other forms of advertising. Information will be presented at community meetings and gatherings. PACT will recruit at least 100 individuals in the first year.

There will be multiple points of entry for participants to learn more and get involved with the project. Residents of KPT/KH will be able to get information or apply at the KPT and KH Housing Management offices, the three technology centers, the Family Center, PACT’s main administrative office, the Head Start programs on site, Linapuni Elementary School, or Kokua Kalihi Valley Health Center. The communities within the City and County of Honolulu will learn about the PACT/Makery project through neighborhood board meetings, presentations with agency partners, and flyers posted at libraries, and State and City and County offices. The approach of this program is to be highly visible.

b. **Intake and Assessment and Individualized Service Planning:** (*On-going months 1-9*.)

PACT will work to determine the skill level, barriers, and develop an individualized action plan for each of 65 clients.

- (1) During the intake and assessment phase, staff will explain to participants the benefits of the program, expectations of their participation, and what they can expect from the staff and project. The Intake and Assessment phase can be one-on-one or in small groups.



- (2) PACT uses appropriate assessment tools that will assist with individualized service planning, such as: “My Next Move” – which assesses career goals; Competency Adult and Student Assessment Systems (CASAS) – to assess education level; Myers-Briggs personality type inventory; and the Personality Mosaic.

b. **Client On Board:** *(On-going months 1-9)*

The project seeks to successfully place 65 clients in a job or business of their own.

In this phase, the Employment Specialists will focus on working with clients in documenting the client’s work history and experience. After intake and assessment, the Program Specialist and client will discuss barriers and strategize how they can be overcome, how to access help from other providers if needed, and identify how much support the client will need.

A major strength of PACT’s employment programs is that the Program Specialist acts as a personal coach to facilitate the development of individual plans tailored to each client. Through this process of coaching and facilitation, there is a clear plan for meeting success. The process is collaborative and serves to establish a working partnership wherein each partner in the duo takes responsibility for his or her part of the Individualized Service Plan.

c. **Training and Technical Assistance:** *(On-going months 2-12)*

The EDC will provide 65 individuals with training during the employment development or self-employment process. Training will follow the Track and/or Track sequence deemed appropriate for the individual as laid out in the Individualized Service Plan:

- **The Makery (Track I):** *(15 weeks of instruction at 15 hours weekly.)* PACT will train three cohorts of ten students each to graduate 30 students. Students upon graduation may flow into Track III or go directly into a job.
- **The Competency Based Adult School Certificate (CBASC) program (Track II):** *(225 hours of instruction and tutoring over 25 weeks at 9-hours weekly.)* The CBASC curriculum units will graduate 15 individuals. Upon obtaining their certificates, students may enter either the Makery or Job Readiness Track as appropriate and as slots are available.
- **Job Readiness Training (Track III):** *(There will be three cohorts at 20 hours per participant.)* Thirty-five participants will complete the Job Readiness Training and will be provided job placement assistance and monitoring.

- d. **Job Placement and Retention:** *(Ongoing months 8 -12)* Once the client has been placed in a job, the Program Specialist will seek to maximize the client’s retention in employment by continuing to coach the client. The Program Specialist meets/communicates with the client no less than twice a month. Meetings with the client consist of continued reinforcement of (1) how to plan; (2) setting goals and objectives; (3) carrying out action tasks; and (4) budgeting. These meetings are also a means for clients to share any new barriers that may have arisen or to follow-up on



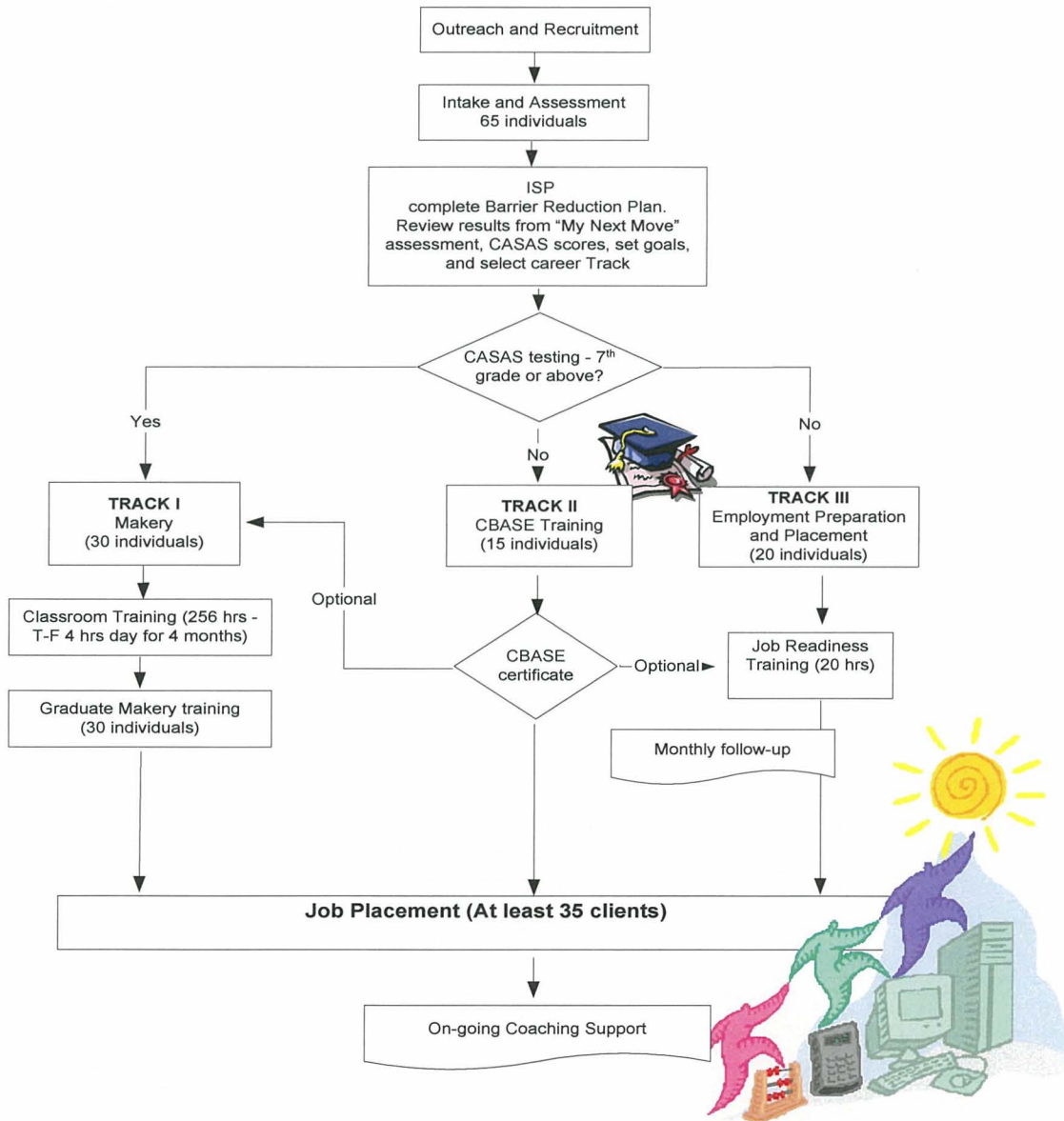


any old barriers and engage in joint problem solving. This follow-up and the retention activities will be provided to all 35 clients placed in jobs.

PACT works one-on-one with the client from beginning to post-placement to ensure their individual service plan is completed and that they keep moving towards self-reliance.

Clients interested in starting their own businesses will also be referred to EDC’s Business Start-up program for support and assistance through that process.

The following flow chart provides an “at-a-glance” view of the tasks described above.





## 2. Projected Annual Timeline

All activities to implement the PACT/Makery project are depicted on the following annual timeline, identifying the activities and the months in which each activity occurs.

### Grant In Aid FY 2013-2014 PROJECT Timeline

Objectives and Major Tasks	YEAR 1												
	Month												
	1	2	3	4	5	6	7	8	9	10	11	12	T
<b>• Pre-Service Delivery</b>													
🔧 Preparation of Training Space	X												
🔧 Purchase of Equipment	X												
🔧 Hire and Train Staff	X												
<b>• Service Delivery</b>													
🔧 Outreach and Recruitment	X	X	X	X	X	X	X	X	X				
🔧 Individual Assessments and Service Planning	X	X	X	X	X	X	X	X	X				
🔧 Client On Boarding	X	X	X	X	X	X	X	X	X				
<b>• Training</b>													
		Cohort 1			Cohort 1			Cohort 1					
🔧 Track I: Makery Training		10	X	X	10	X	X	X	10	X	X	X	30
🔧 Track II: CBASC training		15	X	X	X	X	X						15
🔧 Track III: Job Readiness		5	5	5	5	X			X		X		20
<b>• Job Placement &amp; Retention</b>													
🔧 Employed								10	10	15			35
🔧 Three Months Employed									10	10	15		35
🔧 One-on-One Coaching		X	X	X	X	X	X	X	X	X	X	X	0

## 3. Quality Assurance and Evaluation Plans

The PACT/Makery project will be held to the standards of policy and quality improvement codified by PACT’s organizational Performance and Quality Improvement Plan (PQIP).

PACT is committed to providing quality services for the community at large and has a well-developed and nationally recognized (Council on Accreditation) quality program. Driving PACT’s Quality Program are three principles:

- Be accountable to stakeholders: consumers, 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.

PACT takes action based on 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 corrective action plans.

The quality improvement activities of PACT are organized according to Council on Accreditation standards with a consumer-service focus. 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. 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;
- Implementation of solutions, and
- Evaluation of the implemented solution.

Data from stakeholders, long-term planning, short-term planning, operational processes and staff input, case record review, outcome measurements, monitoring of purchased services, and consumer satisfaction provide the genesis for the improvement cycle.

Findings from quality improvement activities are shared with personnel, consumers, management and Board of Directors in a clear, concise, and timely manner.

In addition to the PQI plan, the PACT/Makery will implement program-specific quality improvement activities and use specific evaluation tools to determine the effectiveness of its service provision and program performance. These tools include:

1. Monitoring on at least a weekly basis the eHana system to track clients' progress and adherence to their work plan;
2. Evaluation data from each client training session;
3. One-on-one feedback from bi-weekly/monthly coaching meetings between client and Employment Specialist;
4. Weekly employment update meetings amongst EDC staff, to discuss cases, update goal sheets, and problem solve issues individual staff may be encountering;
5. Monthly collaborative staff meetings to evaluate progress of each client;
6. Informal interaction of staff and clients providing feedback; and
7. Bi-weekly individual staff supervision.

To ensure that all data elements are captured effectively and clients are appropriately tracked, PACT utilizes several monitoring and data systems. Through its eHana software, all client data can be tracked in real time. An employment specialist or manager can be on top of any information related to client by just logging on to their record. The on-going standard process is:







1. Program Specialist and client complete Intake and Assessment folder;
2. Program Specialist inputs data from the Intake and Assessment folder to eHana Tracking software;
3. Monthly agendas and meeting notes are filed in the client's folder;
4. Monthly income updates are recorded in client's folder on the Income Tracking Table;
5. Project verification is filed in client's folder;
6. All client paper folders are locked in the Program Specialist's file cabinets and eHana's electronic records meet the highest standards required for client privacy and confidentiality.

#### 4. Measures of Effectiveness

PACT is unwavering in its commitment to meeting promised outcomes and tracking data that effectively measures outputs and outcomes. The methodology for tracking and measuring follows.

##### Target Outputs:

- 1) Outreach and Recruitment Intake, Assessment, and Service Planning: Approximately 100 clients will be recruited into the program.
- 2) Technical Assistance: One-on-one Coaching scheduled bi-monthly and Training scheduled monthly; of the 100 clients recruited, approximately 65 clients will be assessed and provided with technical assistance.
- 3) Track I Makery training: Thirty clients will enroll in the training.
- 4) Track II Competency Based Adult School Certificate program: Fifteen clients will enroll in the program.
- 5) Track III Employment Readiness: Twenty clients will enroll in the training.

##### Target Outcomes:

- 1) **Track I Makery Training:** Thirty clients will graduate from the training program.
- 2) **Track II Competency Based Adult School Certificate Program:** Fifteen clients will graduate and receive their certificate.
- 3) **Track III Employment Readiness:** Twenty clients will graduate from the employment readiness training
- 4) **Employment:** Thirty-five clients will be placed in part/full time employment.
- 5) At least ten clients that graduated from the Makery training will be referred to EDC's Business Start-up program.





### Measures:

To ensure outputs and outcomes are met, the following quality assessment activities will be conducted regularly:

- 1) Weekly eHana data reviews – Employment Specialist update employment verifications; Client Record Notes: track employment and business start-ups;
- 2) Bi-monthly meetings with the client;
- 3) Bi-monthly supervision meetings;
- 4) At minimum, a monthly one-on-one coaching meeting to follow individual’s progress according to plan and provide technical assistance;
- 5) PACT/Makery bi-monthly case record with Program Manager;
- 6) PACT quarterly case record review;
- 7) After each training module, the clients will evaluate the trainer and the module content;
- 8) PACT/Makery clients will demonstrate their expertise on the computer.

### Reporting:

Monthly Milestone Achievement and Financial Reports will be submitted by the 30th of each month. Quarterly progress reports will also submitted by the 30th of the month following the end of the quarter. Data for the reports will be queried from PACT’s eHana Client Tracking software and client’s folders.

## III. Financial

### 1. Budget and Budget Forms:

PACT requests \$356,259 in state funds to implement and support the PACT/Makery project. The start-up costs of this innovative and new approach account for a significant portion of the funding (\$58,700 or 16% of the grant-in-aid request, which includes \$9,200 for consultation for the Implementation of a Makery; \$6,000 for materials to be used by clients to manufacture items using the Makery system; \$36,500 for computers, 3-D copiers and high-tech tools; and \$7,000 for CAD software and licensing). Additionally, a high level of staff expertise is called for to satisfy both the vocational technology features of the project and the challenges presented by a client population with special needs (thus \$227,933 or 64% of the grant-in-aid request is for personnel costs.) The remaining budget will fund supplies for project services; telecom (landlines and broadband) and electricity for the project office and technology training center; copier maintenance and supplies; and childcare for client trainings. 14% of the budget request has been set aside for administrative costs.

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





**2. Anticipated quarterly funding request for the fiscal year 2013-2014 is as follows:**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$129,589	\$75,890	\$75,890	\$75,890	\$356,259

**3. Other Sources of Funding (list all other sources of funding for FY 2013-2014):**

- PACT Agency Funds – PACT will contribute \$4,776 of agency funds to cover liability and property insurances, audit services, and eHana Client Tracking System maintenance, and to support additional administrative services relating to strategic management, accounting, human resources, quality assurance, and facilities.
- Federal TANF Funds via State Maintenance of Effort (MOE) grant – An additional 40 hours per week of intake, training and support services to specifically address cultural, language and education/life-skill barriers will be funded through an existing TANF Maintenance of Effort contract for Family Center Core Services in KPT/Kalihi. \$42,442 of MOE and administrative costs will support the PACT/Makery project.
- Federal CDBG Funds via the City and County of Honolulu Business Start-up grant – Another 40 hours of service per week will be funded with CDBG funds received through the City and County of Honolulu, which will support clients graduating from the Makery training who are interested in starting their own businesses. These individuals will be referred to PACT Economic Development Center’s (EDC) Business Start-up program and the one full-time Senior Program Specialist who services EDC's business component. \$55,130 of CDBG personnel and administrative costs will support the PACT/Makery project.
- Michaels Development Company – Michaels has committed space for the project valued at \$32,400 the year. In-kind rent value is calculated at \$2.25 per square feet per month for 600 square feet of project office space and 600 square feet of technology training center space.

**4. State and 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**

**PACT, the Organization**

Since its founding in 1968 as the Parent Child Center of Kalihi, Parents And Children Together (PACT) has developed a comprehensive array of services to strengthen individuals, children, families and communities experiencing developmental, social, behavioral health, and economic challenges. Today, PACT delivers 16 programs, reaching families and individuals across the state.



Known for prevention as well as treatment, PACT is recognized for its advocacy and continuum of inter-connected services which carry out its mission: Parents And Children Together 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.

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 to over 15,937 individuals (FY 2010).

PACT has since expanded its services to other communities throughout the state, and has locations at conveniently accessible sites in communities where clients reside. 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.

Through our 16 programs, PACT delivers prevention and treatment services that are recognized locally and nationally as highly effective, producing quality outcomes for individuals, families and communities. PACT provides a breadth of programs that assist families and individuals in overcoming generational poverty, environmental barriers, family violence, limited English proficiency, and mental health support. Services address early childhood education and care; mental/behavioral health support for children and youth; family peace and preservation; youth development; and community and economic development.

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.

### **PACT Relevant and Verifiable Experience**

Although PACT is now in every county in the state with a wide variety of programs, its roots and foundation will always be at Kuhio Park Terrace. PACT's first program in the 1960s was a federally funded Head Start program for infants and toddlers at Kuhio Park Terrace. For years, PACT has worked within the KPT community, held community events with its residents, and hired residents as staff members. We are eager to introduce the PACT/Makery





to the community and to work collaboratively with residents and the new management during this time of incredible change.

Through its EDC, PACT has been providing job placement and business start-up for over ten years. Additionally, PACT became an approved vendor for the Workforce Investment Act for the State of Hawaii in 2011 and has since been providing the Competency-Based Adult School Certificate program in Kalihi and the leeward coast. Results have been outstanding with 100% of the clients passing the unit tests to date -- 95% of the clients passing with an 82% or higher grade, the remaining 5% scored at least 70%.

The following tables list verifiable relevant experiences. The first is a listing of contracts for helping people get jobs and the second is a listing of contracts related to helping people start their own micro-enterprises.

**Verifiable Experiences with Contracts and Projects: 2006~2012**

Year	Contract # & Award amount	Contracting Agency	Contact Person & E-mail	Phone	Title or Brief Description of Service
FY 2012-2013	OHA Contract # 2818 Oahu – \$150,000 Hawaii Island 0 \$124,500 -	Office of Hawaiian Affairs	Keith Yabusaki TAPS Manager keithy@oha.org	594-1931	Provide job readiness training, job placement, one-on-one technical services to unemployed, underemployed low-income eligible Native Hawaiians living on Oahu and Hawaii Island
	WIA Contract #: MA-DCS-1200074V.5-1 Payment per client CBASE: \$3,200 Tutoring: \$1,600 Work Readiness: \$1,650 Work Experience: \$900	City and County of Honolulu Workforce Investment Act for Youth	Carla Harada Chief Planner charada@honolulu.gov	768-5895	Provide competency based high school certificate program, tutoring, work readiness training, work experience, one-on-one technical services to low-income youth, ages 14-21 years old.



Year	Contract # & Award amount	Contracting Agency	Contact Person & E-mail	Phone	Title or Brief Description of Service
FY 2011-2013	OCS-POS-12-06 - Kona  \$215,000	Office of Community Services	Mila Kaahanui Director  milakaahanui@hawaii.gov	586-8675	Provide job readiness training, job placement, one-on-one technical services to unemployed, underemployed low-income eligible clients
FY 2010-2011	OCS-POS-10-27  \$270,600	Office of Community Services	Keith Yabusaki* Acting Director  Keith.Y.Yabusaki@hawaii.gov	586-8675	Provide job readiness training, job placement, one-on-one technical services to unemployed, underemployed low-income eligible clients
FY 2012	CDBG \$120, 723	City and County of Honolulu – Office of Community Services	Pablo Venenciano Program Specialist pveneciano@honolulu.gov	768-5861	Provide business literacy training, business start-up services, one-on-one technical services to eligible low-moderate income eligible clients
FY 2010-2013	DHS-10-ETPO-242 (CFDA 93.558) HMS-903-10-02-S \$1,513,529 Year 1 \$1,240,730 Year 2 & 3	Dept. of Human Services	Catherine Scardino, Employment Program Specialist cscardino@dhs.hawaii.gov	586-7095	State of Hawaii First to Work Program, provides support services and case management to individuals/families with children that are on TANF/TAONF.
FY 2010 - 2011	DHS-08-BESSD-5144 (Supp. Contract No. 3) TANF MOE \$88,000	Dept. of Human Services	Catherine Scardino, Employment Program Specialist cscardino@dhs.hawaii.gov	586-7095	Provide job training services to unemployed, underemployed low-income eligible clients
FY 2009 -	DHS-08-BESSD-5145	Dept. of Human	Catherine Scardino, Employment	586-7095	Provide business literacy training, business start-up





Year	Contract # & Award amount	Contracting Agency	Contact Person & E-mail	Phone	Title or Brief Description of Service
2010	TANF MOE \$88,000	Services	Program Specialist cscardino@dhs.hawaii.gov		services, one-on-one technical services to eligible low- income eligible clients

*\*Note: Keith Yabusaki are no longer at the Office of Community Services.*

### Employment Projects Verifiable Experiences 2006~2012

#### Successful Business Start Ups

Overview of Businesses that Parents And Children Together's Economic Development Center Assisted in Start-Up			
	Business Name	Type of Business	Date Business Started
1	2MF LLC	Digital transfer	7/1/2010
2	808 Cycle Center	Moped Parts	6/1/2008
3	808kids.com	E-commerce toys	12/1/2009
4	Adept Financial Services	Bookkeeping	9/1/2009
5	Angel's Dreams by Design LLC	Personalization	6/15/2010
6	Art Pascua Studio Photogenx	Photography	1/1/2006
7	Aunty Lori's Childcare	Childcare	11/15/2010
8	Babies of Joy	Childcare	5/1/2009
9	Bloomin' Enterprises, LLC	House cleaning	1/1/2010
10	Brandy Sonoda	Healing	3/7/1996
11	Brite Sunshine and Detail	House cleaning	4/8/2009
12	Caring for you	CNA services	4/26/2010
13	Celestial Balance, LLC	Gymnastics instruction	4/1/2010
14	Chelsea's Cleaning Services LLC	House cleaning	12/1/2009
15	Chyler's Hawaiian Beef Chips	Beef Jerky	6/13/2007
16	Cre808	Screen Printing	7/1/1997
17	DCS Photography	Pet Photography	4/21/2010
18	Flowers Can Wait	Girls' Clothing	7/8/2009
19	Guava Patch by Lucy	Hawaiian Quilt	10/24/1988
20	Heidi ('Ilima) Ho-Lastimosa	T-shirts	1/1/2008
21	HERS, LLC	Party rentals	1/1/2010
22	Jairus Fishery	Buy/sell fish	5/1/2010
23	J & J Gifts	Gift baskets	4/15/2009





<b>Overview of Businesses that Parents And Children Together's Economic Development Center Assisted in Start-Up</b>			
	<b>Business Name</b>	<b>Type of Business</b>	<b>Date Business Started</b>
24	Kai Design	Web design	8/12/2010
25	Keiki Tyme Childcare	Childcare	1/1/2010
26	N & L Cleaning Services LLC	Cleaning service	6/15/2010
27	Leimina Sufia	Commercial cleaning	1/1/1996
28	Local Smokin	T-shirts	1/1/2010
29	Malachi's Play Time Childcare	Childcare	6/1/2010
30	MJJ Cleaning Service	Cleaning service	6/1/2010
31	Mosaic Treasures Hawaii	Mosaic Arts	1/1/2005
32	N & L Cleaning Services LLC	Cleaning service	6/15/2010
33	Pene's Custom Cleaning	Janitorial	2/1/2008
34	Rishtam Miscellaneous Treasures	Collectibles and antiques	6/1/2010
35	Southern Hospitality	Catering/Catering Services	5/1/2008
36	Systematic Online SolutionsLLC	Virtual assistant	1/1/2010
37	T's Towing II	Towing company	7/1/2009
38	T N J Playground	Childcare	7/15/2009
39	Tany's Salsa	Screen Printing	9/2/2010
40	Teeup Massage	Licensed massage therapist	12/1/2010
41	Thicke Madame	Plus-size women's clothing	10/16/2009

PACT is eager to develop the PACT/Makery project and has the enthusiasm, the long-standing connection to the community, the positive relationship with Michaels (the new owner of Kuhio Park Terrace) and the University of Hawaii TUT and Archimedes (STEM) program team, and the deep experience and capability to make this project a success.

### **A. Facilities**

The administrative offices for PACT and EDC are located at 1485 Linapuni Street, Suite 105, Honolulu 96819, in the community resource center, Ka Hale O Kamehaikena. EDC is located in the heart of the KPT and Kuhio Homes low-income housing community. Other PACT programs located at KPT/Kuhio Homes community are: Early Head Start and Head Start; KPT Family Center, the Community Technology Center, Neighborhood Place of Kalihi; and the Community Teen Center for youth ages 7-18. The facility is owned by the State of Hawaii and is ADA compliant and along the bus line route. Including KPT, PACT has 51 locations throughout the state, many of which can be made available to EDC for training and/or meetings. Service locations meet all the







requirements of the American Disabilities Act (ADA) regarding client and employee access as well as OSHA requirements for safety.

There are three ADA parking spaces at each of its service locations. Further, all classrooms and office spaces are located on the ground floor of the facility and easily accessible for those who are physically challenged, or have a car ramp to the second floor of the building with easy access into the facility where the office/training rooms are located. The restrooms at each of the facilities have been fitted for handicap usage and allow enough room for wheelchairs to be easily maneuvered in the stalls and enable easy access to the wash basins, as well. There is more than one accessible entrance/exit at the facilities in the event of an emergency and the building must be evacuated immediately.

PACT's Facilities Manager is available to assist in working with these facilities to enable the physically challenged to receive services there.

## V. Personnel: Project Organization and Staffing

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

The proposed staffing and qualifications for PACT/Makery project is as follows:

- 1) Program Director (.30 FTE) – The Program Director (PD) will be responsible for the overall planning, implementation, and oversight of a comprehensive program, including PACT/Makery and for defining the program's vision and direction towards excellence in the area of economic development. The PD is under the direct supervision of the Senior Vice President of Programs.

Minimum Qualifications: Bachelor's degree in Business, Social Services or related field and three years' experience in economic and community development and three years' supervisory experience.

- 2) Program Manager (.30 FTE) – The Program Manager (PM) will be responsible for the management and daily supervision of the program's implementation in order to meet contracted goals and requirements. The PM will conduct presentations to potential employers, the KPT/Kuhio Community, other services providers, and potential PACT/Makery clients. The PM will be responsible for the overall coordination of the program and implementing quality assurance activities, and will be supervised by the Program Director.

Minimum Qualifications: Bachelor's degree in related field plus two years of experience in job placement/business start-up, case management; supportive services for underserved populations OR High School Certificate or equivalent and three years of experience in the previously mentioned areas of experience.

- 3) Vocational Technology Specialist (1.0 FTE) – The Vocational Technology Specialist (VTS) will oversee the set up and maintenance of the Makery and will be the primary trainer for the Makery track. The VTS will develop and revise the technology training curriculum based on program clients' training needs and market requirements. This position reports directly to the Program Manager.

Minimum Qualifications: Bachelor's degree in Business, Technology, Vocational/Technical Education or a related field and one-year experience in working





with CAD and CAM and other relevant software. The VTS position will require experience in industrial settings and will ideally have teaching experience as well.

- 4) EDC Teacher/Senior Program Specialist (1.0 FTE) – the EDC Teacher/Senior Program Specialist (ETSPS) primary function is to provide Community-Based Adult School Diploma (CBASD), business and employment training to clients and to support clients in various economic development projects. This position works directly work with clients that have three or more barriers or who is homeless. This position reports directly to the Program Manager.

Minimum Qualifications: Bachelor’s degree in related field, and two years’ experience in job placement or business start-up, training, and working in supportive service programs designed for underserved populations required; or an equivalent combination of experience and education.

- 5) Program Specialist (1.0 FTE) – the Program Specialists (PS) will perform outreach and recruitment, conduct intakes and assessments of potential clients, and conduct all components of the job readiness/placement trainings, except for the Technology Intensive. The PS will maintain regular contact with program clients and assist them in identifying and addressing barriers to clients’ participation in the program, in their job placements or in getting their micro-enterprises started. While the PS may specialize in one area of job, the two staff positions will be cross-trained to provide full and continuous coverage and service to clients. The ES will report to the Program Manager.

Minimum Qualifications: Bachelor’s degree in related field with one year’s experience in job placement or business start-up and one year’s experience in supportive services case management OR High School Diploma or equivalent with two years in the previously mentioned areas of experience.

- 6) Makery Assistant: (Part-time, 15 hours a week) – The Makery Assistant (MA) will oversee the training center during off-class hours so clients may use the Makery equipment to produce their own products. The MA will be available for individual tutoring and support. The MA will be supervised by the Program Manager and advised on training content by the VTS.

Minimum Qualifications: A Makery graduate with a High School Diploma or equivalent experience.

- 7) Administrative Assistant II (.30 FTE) – The Administrative Assistant II (AA) will support the PACT/Makery staff with logistical arrangements; provide some clerical assistance; interface with program clients and assist the PC and staff in communications with program clients, other providers, and potential employers; and enter and maintain client data on the eHana Client Tracking System. The AAI will be supervised by the Program Coordinator.

Minimum Qualifications: High School Diploma or equivalent, two years’ experience in an office setting, and experience with office productivity software, including databases.





## **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 evaluations. Staff are encouraged to participate in relevant conferences, workshops, trainings, and on-the-job in-service trainings. All staff participate in an annual all staff training and new staff are required to participate in two sessions of agency-level and program-level orientations during their first few months of employment.

New supervisors are required to attend the Hawaii Employers' Council training for supervisors and PACT has 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, named Putting the Pieces Together, which is required of PACT employees who have a supervisory role. PACT has developed a corps of supervisors who have been training in delivering the Putting the Pieces Together curriculum to other staff, and has created a supervisor's hui to allow for regular practice and reflection on supervisory issues, using the curriculum.

## **B. Organization Chart**

The PACT organization chart depicts the lines of authority and functions of the organization. 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 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 attached program organization chart illustrates the lines of authority, staff positions, and FTE equivalents of the proposed The Making It in the Real World: PACT/Makery Partnership (PACT/Makery) project. The Program Director (.30 FTE) is the overall administrator of the Economic Development Center, which includes the PACT/Makery program. She will oversee the Program Manager (.30 FTE), who will manage, coordinate, and supervise employees of PACT/Makery project.

The EDC Teacher/Senior Program Specialist (1.0 FTE), Program Specialist (1.0 FTE), Vocational Technology Specialist (1.0 FTE), and Makery Assistant (part-time) will provide direct employment and technology education and training to PACT/Makery clients. These staff will report to the Program Manager. The Vocational Technology Specialist (1.0 FTE) will oversee the equipment, software, and training of the technology centers in KPT, in addition to developing and refining the training curriculum.

The Administrative Assistant II (.30 FTE) will provide some clerical support to the PACT/Makery staff and fully support the program's data entry/management requirements.





## VI. Other

### A. Litigation

There is no litigation pending for Parents And Children Together.

### 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

Date Prepared: 1/31/2013

BUDGET CATEGORIES	Total State Funds Requested (a)	Other Funding PACT Agency Funding (b)	Other Funding Federal TANF (via State) (c)	Other Funding Federal CDBG (via C&C Hon.) (d)	In-Kind Michaels Development (e)	TOTAL PROJECT BUDGET
<b>A. PERSONNEL COST</b>						
1. Salaries	177,019		29,407	38,952		245,378
2. Payroll Taxes & Assessments	23,189		3,852	5,103		32,144
3. Fringe Benefits	27,725		2,913	7,066		37,704
<b>TOTAL PERSONNEL COST</b>	<b>227,933</b>		<b>36,172</b>	<b>51,121</b>		<b>315,226</b>
<b>B. OTHER CURRENT EXPENSES</b>						
1. Airfare, Inter-Island						
2. Insurance		2,527	211	274		3,012
3. Lease/Rental of Equipment						
4. Lease/Rental of Space					32,400	32,400
5. Staff Training	700					700
6. Supplies (including postage and printing)	3,630					3,630
7. Telecommunication	3,600					3,600
8. Utilities	6,000					6,000
9. Other - Audit Services		980	117	152		1,249
10. Other - Contractual - eHana MIS System		600				600
11. Other - Contractual - <b>Makery</b> Implementation	9,200					9,200
12. Other - Mileage (Local Travel)	2,520					2,520
13. Other - Repairs/Maintenance - Copier	2,100					2,100
14. Other - Beneficiary Costs - <b>Makery</b> Materials	6,000					6,000
15. Other - Beneficiary Costs - Childcare	1,200					1,200
16. Other - Administrative Costs	49,876	669	5,942	3,583		60,070
<i>*Equipment for Makery System Include:</i>						
a) Computers = \$1,300 x 5 = \$6,500						
b) 3-D copiers and high tech tools = \$30,000						
c) CAD software and licensing = \$7,000						
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>84,826</b>	<b>4,776</b>	<b>6,270</b>	<b>4,009</b>	<b>32,400</b>	<b>132,281</b>
<b>C. *EQUIPMENT PURCHASES - <u>Makery</u> System</b>	<b>43,500</b>					<b>43,500</b>
<b>D. MOTOR VEHICLE PURCHASES</b>						
<b>E. CAPITAL</b>						
<b>TOTAL (A+B+C+D)</b>	<b>356,259</b>	<b>4,776</b>	<b>42,442</b>	<b>55,130</b>	<b>32,400</b>	<b>491,007</b>
<b>SOURCES OF FUNDING</b>						
(a) Total State Funds Requested	<b>356,259</b>					
(b) PACT Agency Funds	4,776					
(c) Federal TANF Funds (via State of HI)	42,442					
(d) Federal CDBG Funds (via C&C of Hon.)	55,130					
(e) In-Kind: Michael's Development	32,400					
<b>TOTAL BUDGET</b>	<b>491,007</b>					
		Budget Prepared By:				
		Carolyn Pai (808) 847-3285 x. 787				
		Name (Please type or print) Phone				
		1/31/2013				
		Date				
		Kim Gould, Chief Operating Officer				
		Name and Title (Please type or print)				

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: Parents And Children Together

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	30.00%	\$ 19,988
2	Program Manager	1	56,375	30.00%	\$ 16,913
3	Vocational Technology Specialist	1	42,200	100.00%	\$ 42,200
4	EDC Teacher/Senior Program Specialist	1	42,200	100.00%	\$ 42,200
5	Program Specialist	1	36,905	100.00%	\$ 36,905
6	Administrative Assistant II	1	32,811	30.00%	\$ 9,843
7	Makery Assistant (15 hrs/wk)	0.375	8,970	100.00%	\$ 8,970
8	<i>Program Specialist III (Other funding, MOE, 20 hrs/wk)</i>	1	40,000	0.00%	\$ -
9	<i>Educational Technology Specialist (Other funding, MOE, 10 hrs/wk)</i>	0.8	28,501	0.00%	\$ -
10	<i>Senior Program Specialist - Business (Other funding, CDBG, 40 hrs/wk)</i>	1	38,952	0.00%	\$ -
<b>TOTAL:</b>				4.90	\$ 177,019

**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 intensive, one-on-one nature of the project service delivery model along with the challenges presented by a low-income, high-risk client population who have systemic barriers to employment require a qualified and experienced 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 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 171 hours per week of project services. An additional 30 hours per week of intake, training and support services to specifically address cultural, language and education/life-skill barriers will be funded through an existing TANF Maintenance of Effort (MOE) contract for Family Center Core Services in KPT/Kalihi. Another 40 hours of service per week will be funded with CDBG funds received through the City and County of Honolulu, which will support clients graduating from the Makery training who are interested in starting their own businesses; these individuals will be referred to PACT Economic Development Center's (EDC) Business Start-up program and the one full-time Senior Program Specialist who services EDC's business component. Project staff will have capacity to guide 65 clients through one of the proposed three training tracks (Makery, CBASC, and Employment Preparation/Placement) by the end of the project period.

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

Date Prepared: 1/31/2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktop computers for Makery start-up	5	\$1,300	\$6,500	6,500
3-D printers & other high-tech equipment for Makery start-up	1	\$30,000	\$30,000	30,000
CAD software and licensing for Makery start-up	1	\$7,000	\$7,000	7,000
			\$ -	-
			\$ -	-
<b>TOTAL:</b>	<b>7</b>		<b>\$ 43,500</b>	<b>43,500</b>

**JUSTIFICATION/COMMENTS:**

Proposed costs for equipment are from Dr. Neil Scott of the University of Hawaii.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

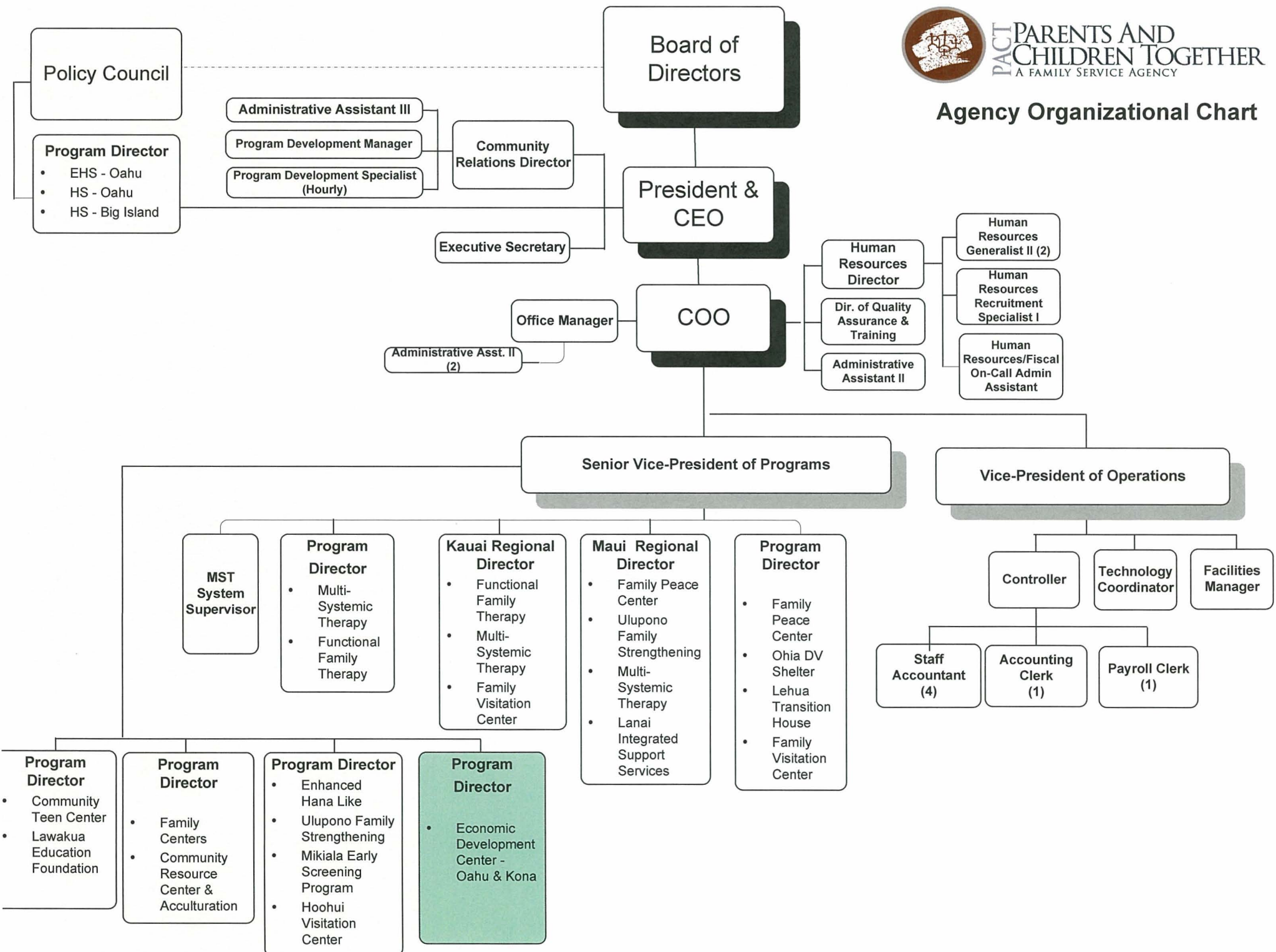


# Required & Supporting Attachments





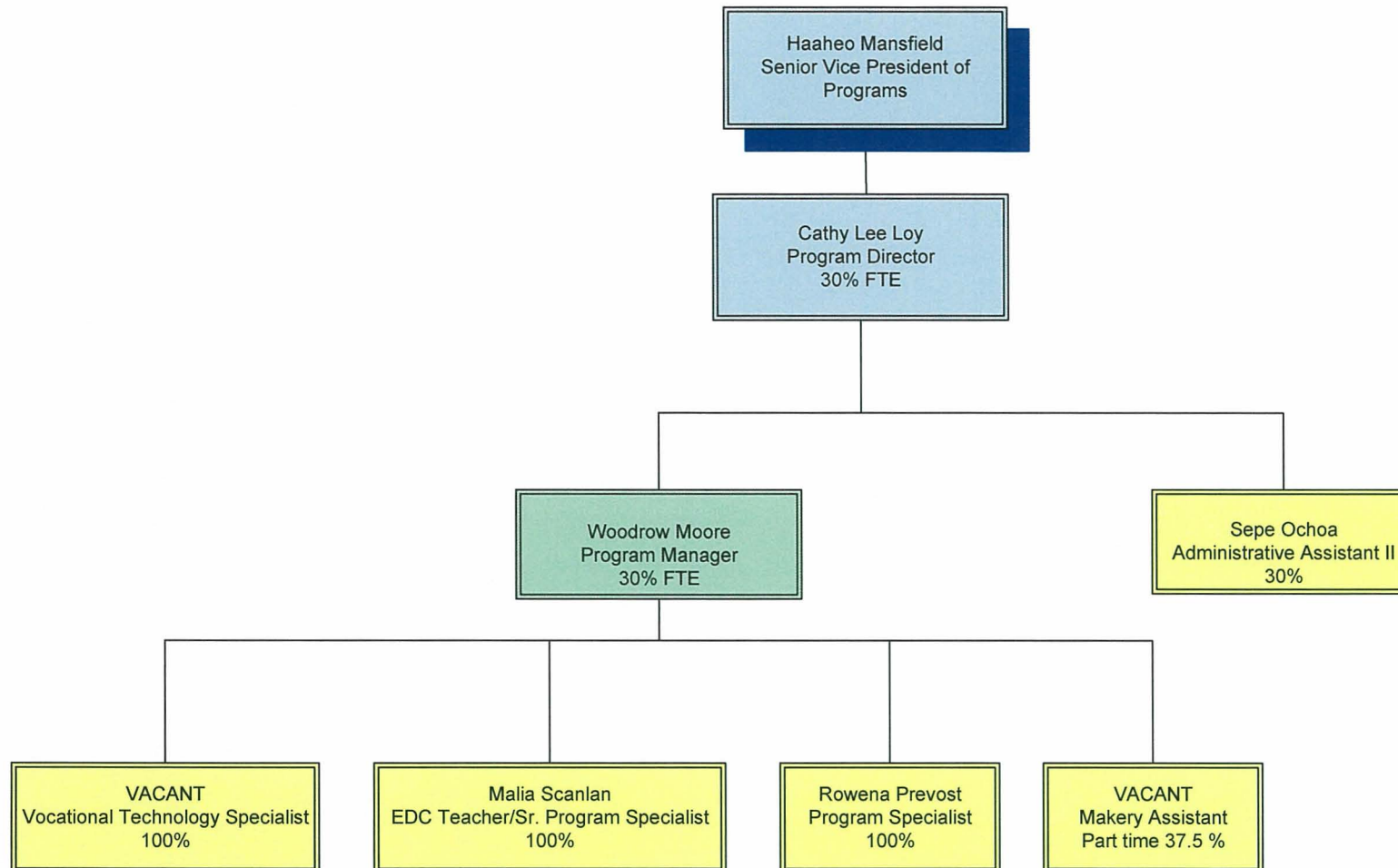
## Agency Organizational Chart



# Economic Development Center

## The Making It In the Real World: PACT/Makery Partnership Project - Organizational Chart

Grant In Aid FY 2014-2015  
The Making It In the Real World: PACT/  
Makery Partnership Project  
Parents And Children Together  
Economic Development Center



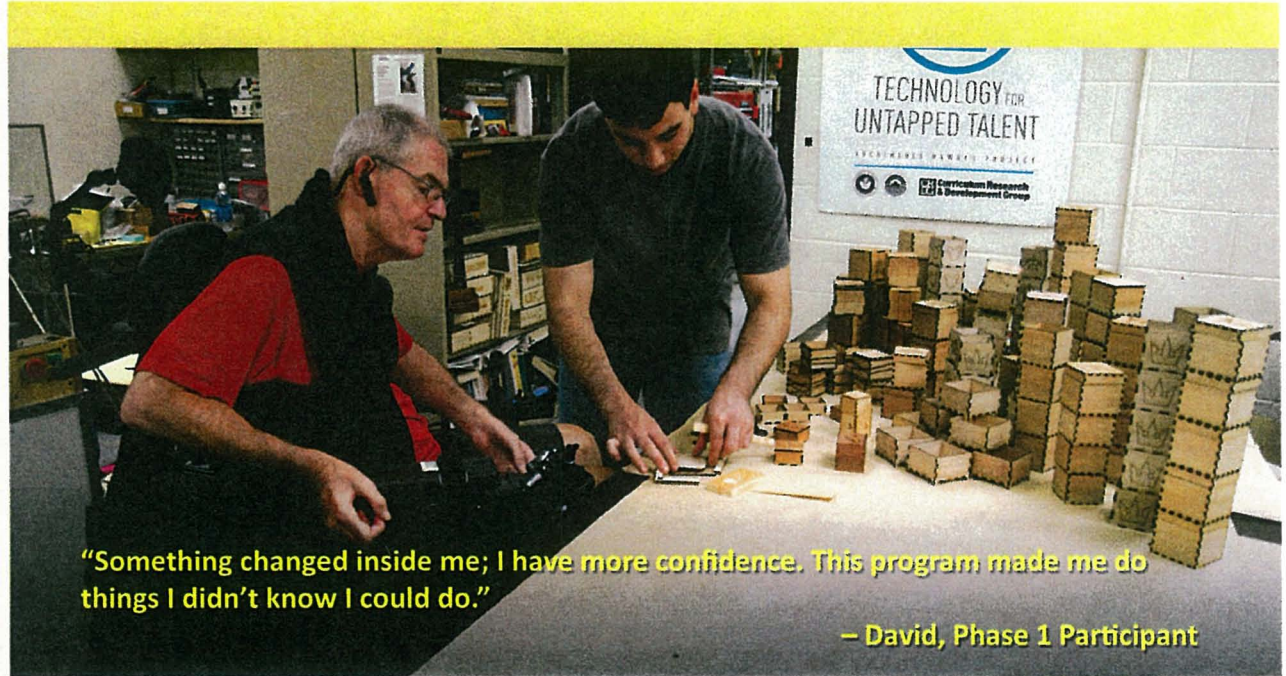


TUT is one component of Dr. Neil Scott's Archimedes Hawai'i Project, whose purpose is to increase opportunities for people with disabilities in engineering, hands-on design, and crafting using computer-numerically- controlled devices and technology. TUT leverages the Archimedes Hawai'i Project's Makery, a collection of tools, software, and computer controlled machines that have accessible interfaces. TUT strives to open up the STEM fields of employment to students with disabilities so that they can enjoy full inclusion and integration into mainstream.

### UNIQUE & UNCONVENTIONAL

The heart of TUT lies in a very personalized one-to-one training on industry grade equipment in computer aided design (CAD), computer assisted manufacturing (CAM), and computer numerically controlled (CNC) machinery.

TUT Training recognizes that each participant's journey is unique starting in a different place with a different timeline, nevertheless achieving the same results. Participants prepare for meaningful jobs that match their passion unlike most programs with strict knowledge/skill prerequisites.



### PROGRAM DETAILS

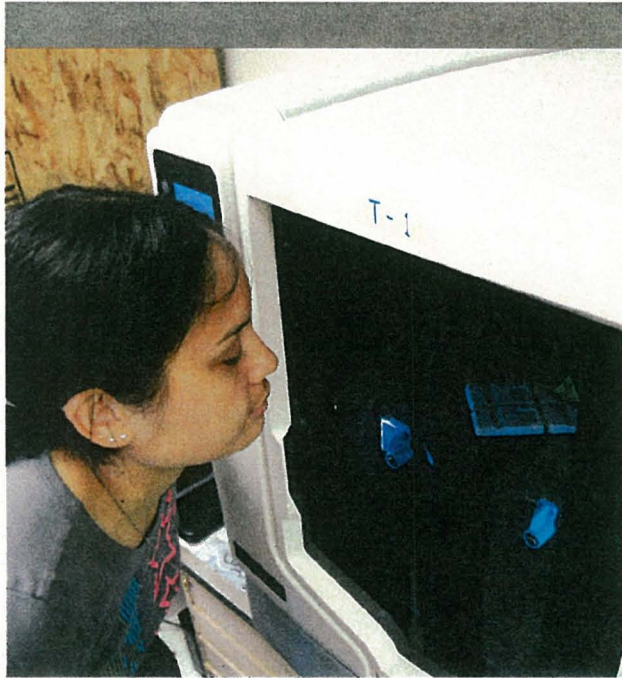
#### Criteria

- High school certificate, diploma, or equivalent
- Willingness to learn
- Positive attitude
- Motivated
- STEM interest
- Ability to access a computer
- Stamina for two four-hour classes weekly of learning activities for each class

#### Duration

- 12 month program
- Progressively increasing project assignment complexity
- Eight hours weekly minimum
- Flexible schedule to accommodate varying requirements of participants with different disability-related needs





## VOCATIONAL TRAINING

Professional Training with specialized creative skills is the goal to develop the 21st century skills needed to thrive in today's technology-driven job market.

Entrepreneurial Training is an important aspect of the proposed activities for Phase 2 of the project.

Specific Skills include, but are not limited to using CAD to design products ranging from prototypes for invention to production-ready designs for manufacturers and using CAM & CNC to design and create wooden boxes, signs, clocks, musical instruments, trophies, furniture, and other artistic products.



The TUT Program gratefully acknowledges the important participation and support from Hawaii's Vocational Rehabilitation & Services for the Blind Division of the Department of Human Services. Initial TUT participants were referred by Voc Rehab's executives and counselors. Their enthusiastic feedback and support has indeed been invaluable.

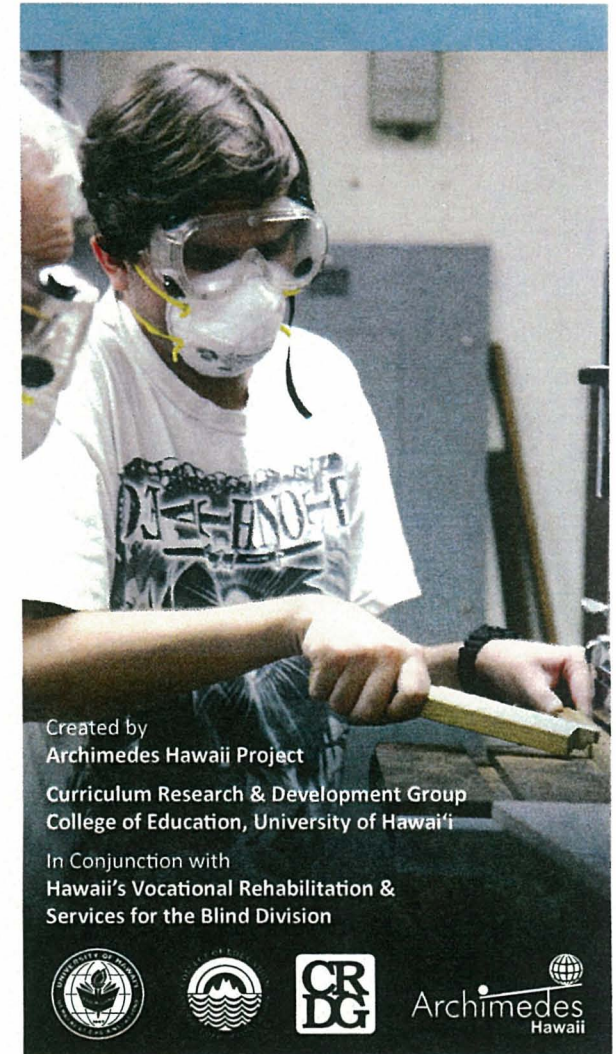
## DR. NEIL SCOTT

Director,  
TUT Training Program

Director,  
Archimedes Hawai'i Project  
(808) 956-9678 office  
(808) 956-0814 fax  
ngscott@hawaii.edu

# Technology For Untapped Talent

Innovative Vocational  
Training for People with  
Disabilities in the 21st Century

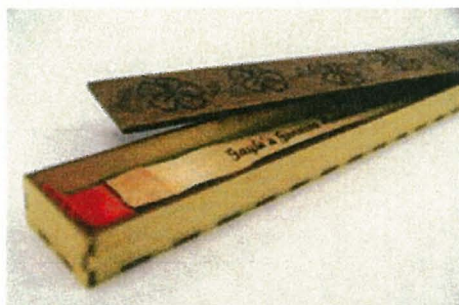
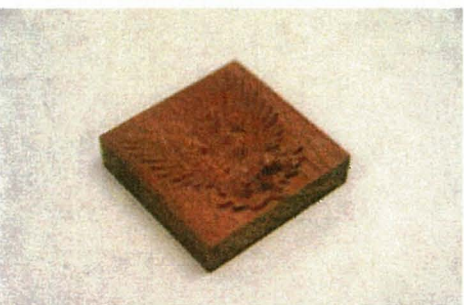
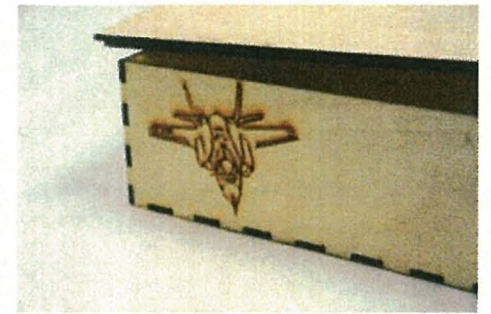


Created by  
Archimedes Hawaii Project

Curriculum Research & Development Group  
College of Education, University of Hawai'i

In Conjunction with  
Hawaii's Vocational Rehabilitation &  
Services for the Blind Division





## Technology for Untapped Talent (TUT) Program

University of Hawai'i, College of Education  
Curriculum Research & Development Group  
1776 University Avenue  
Wist Annex 1-102  
Honolulu, HI 96822

**Dr. Neil Scott, Director**  
TUT with Archimedes Hawai'i Project  
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(808) 956-9678  
(808) 956-0814 fax

# 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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
January 31, 2013  
(Date)

Ruthann Quitiquit  
\_\_\_\_\_  
(Typed Name)

President & CEO  
\_\_\_\_\_  
(Title)