

House District 28

Senate District 14

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Young Men's Christian Association of Honolulu

Dbas: YMCA Of Honolulu

Street Address: 1335 Kalihi Street, Honolulu, HI 96819

Mailing Address:

Kalihi YMCA, 1335 Kalihi Street, Honolulu, HI 96819

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ANTHONY PFALTZGRAFF

Title Senior Vice President & Executive Director

Phone # (808) 848-2494 Ext. #878

Fax # (808) 842-7736

e-mail apfaltzgraff@ymcahonolulu.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:

**KALIHI-PALAMA SCHOOL'S OUT PROJECT – KALIHI YMCA**  
**TEEN AFTER-SCHOOL PROGRAM & SUBSTANCE ABUSE SERVICES FOR YOUTH AT-RISK**

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 150,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE	\$ <u>150,000.00</u>
FEDERAL	\$ <u>0</u>
COUNTY	\$ <u>0</u>
PRIVATE/OTHER	\$ <u>0</u>

TYPE

ANTHONY PFALTZGRAFF, SR. VICE PRESIDENT / EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 30, 2013  
DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter “not applicable”.*

### I. Background and Summary

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

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

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

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

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

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

Please see Grants-In-Aid Fiscal Year 2014 – “Attachment I. – Memorandum of Agreement”.

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

The YMCA of Honolulu was founded in 1869 and incorporated under the laws of the Kingdom of Hawai`i in 1882. Every year, we serve more than 100,000 individuals in a variety of programs. YMCA programs and services are open to children, teens, women and men of all ages, faiths and backgrounds. In all our programs, we promote our core values of caring, honesty, respect and responsibility. We are a fellowship of people helping each other to learn, grow and improve our own lives as well as the lives of others. Our programs and services center around three areas of focus: Youth Development, Healthy Living and Social Responsibility.

The YMCA of Honolulu – Kalihi Branch (Kalihi YMCA), is located in the heart of West Honolulu serving all neighborhoods in this highly diverse community since 1946. The Kalihi YMCA has extensive experience in working with youth at risk for serious behavior problems related to substance abuse, poor school performance and family problems. The Kalihi YMCA has also provided a range of programs and activities for children and adolescents that involve positive growth experiences, exposure to positive adult role models, and support in the development of protective factors in the individual as well as in their families and communities.

**2. The goals and objectives related to the request:**

Program	Program/Activity	Outcome Objective & Measures
<p>All teens in the Kalihi-Palama community <u>will have a safe and encouraging environment, supervised by positive adult role models</u>, to foster and support youth development, healthy living, and social responsibility.</p>	<p><b><i>Join a Supervised Club, Class, or Program facilitated by the Kalihi YMCA.</i></b></p> <ul style="list-style-type: none"> <li>• Ho`okupa`a Teen After School Program</li> <li>• Ho`okupa`a Teen Intersession Program</li> <li>• Summer STRIVE Program</li> <li>• Teen Drop In Center</li> <li>• Ukulele Class</li> <li>• Arts and Crafts</li> <li>• Kajukenbo Class</li> <li>• Late Night Basketball League</li> <li>• Youth In Government</li> <li>• Hiroshima Exchange</li> </ul>	<p><b>Objective:</b> 150 youth will register for the Ho`okupa`a Teen Schools Out Program and are supervised by positive adult role models.</p> <p><b>Outcome:</b> 60% (90 youth) will participate and complete a structured class, club, or program.</p> <p><b>Measured By:</b> Registration Forms &amp; Attendance Logs</p>

Program Goals	Program/Activity	Outcome Objective & Measures
<p>All teen health seekers in the Kalihi-Palama community will have opportunities to <u>gain knowledge of health and wellness and implement skills learned in their daily lives.</u></p>	<p><b><i>Participation in Teen Health &amp; Wellness Activities:</i></b></p> <ul style="list-style-type: none"> <li>• Education in proper preparation and use of Cardio and Fitness Equipment.</li> <li>• Access to Kalihi YMCA Fitness Classes and Resources. (Group Exercise, Health and Nutrition Education, Kajukenbo, Yoga, Pilates classes.)</li> <li>• Sports &amp; Fitness activities (Participation in Alpine Tower Challenge Course and Low Ropes Team-Building at Camp Erdman.)</li> <li>• Education on Nutrition, Food preparation, and Healthy Living: Helpful tips on label reading/choosing healthy snacks.</li> <li>• Students will learn how to better manage issues regarding their self-image (i.e., effects the media has on self-image of young people).</li> <li>• Students will be challenged to be active and define ways to confront issues that could hinder them from healthy behaviors (i.e., peer pressure, stress management).</li> </ul>	<p><b>Objective:</b> 120 Ho`okupa`a youth health seekers will participate in the educational activities and curriculum of the <u>“Healthy Together” program component.</u></p> <p><b>Outcome:</b> 80% (96 youth) will be able to prepare two (2) healthy recipe dishes learned from the curriculum and participate in two (2) fitness activities while enrolled in program.</p> <p><b>Measured By:</b> Data collected from “Healthy Together” course evaluation and survey completed by youth participants.</p>

Program Goals	Program/Activity	Outcome Objective & Measures
<p>All teens in the Kalihi-Palama community will be involved in activities that <b><u>develop leadership skills and promote social responsibility.</u></b></p>	<p><b><i>Participate in Teen Leadership 101 Curriculum, Volunteerism, and Community Service:</i></b></p> <ul style="list-style-type: none"> <li>• Youth will participate in mentoring, teaching, and leading activities for younger children.</li> <li>• Participants will give back to the community through participation in volunteer/service projects.</li> <li>• Be involved in Teen Leadership by assisting staff and program committee in planning activities/events of the Hookupa`a Teen Program, (i.e., Career/College Exploration, Dances/Socials, Cultural Activities, arranging for guest Speakers and Presentations.)</li> <li>• Volunteering at the YMCA Summer Family Fair, Special Olympics, and Healthy Kids Day.</li> <li>• Volunteering for Community Clean-ups (graffiti, beaches, streams.)</li> <li>• Fundraising events to support those youth or families in need of assistance for payment of program fees.</li> <li>• YMCA Hiroshima Exchange-program where youth develop relationship and share cultural experiences with other teens from Hiroshima.</li> </ul> <p><b><i>Character Development &amp; Leadership Training:</i></b></p> <ul style="list-style-type: none"> <li>• Teen Council-Participants take leadership in planning special interest activities and projects that are offered to Kalihi YMCA teen participants. Examples include: Adventure Clubs, Earth Service Corps, Performing Arts, or Cultural Interest Clubs.</li> <li>• Active participation in the Kalihi YMCA Board of Manager’s Program Committee to share experiences and provide input for development of YMCA Teen Programs.</li> </ul>	<p><b>Objective:</b> 120 Ho`okupa`a youth will participate in the educational activities and Curriculum of “Leadership Development 101”.</p> <p><b>Outcomes:</b> 50% (60 youth) will participate in three (3) Community Service Projects.</p> <p>30 youth will participate in the Kalihi YMCA Teen Council. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Be responsible for two (2) Community Events (Plan, find resources, and Implement.)</li> <li>• Meet with other teens to identify interests and needs of youth in the community.</li> <li>• Participate with staff in developing a program of interest to youth.</li> <li>• Advocate and report to the Kalihi YMCA Program Committee for support and implementation of the program.</li> </ul> <p><b>Measured By:</b> Attendance Logs and Teen Council/Committee Meeting Minutes.</p>

Program	Program/Activity	Outcome, Objective & Measures
<p>At risk teens in the Kalihi-Palama community will have the opportunity to gain knowledge of the negative health effects from alcohol, tobacco and other drug use as well as being able to identify what their protective/risk factors are.</p>	<p><b><i>Alcohol, Tobacco and Other Drug Education, Prevention &amp; Intervention services:</i></b></p> <p>Increase Protective Factors &amp; Minimize Risk Factors</p> <ul style="list-style-type: none"> <li>• Alcohol, Tobacco and Other Drug (ATOD) free environment during the after school hours of 2:00pm – 7:00pm</li> <li>• Weekly ATOD education classes and group sessions.</li> <li>• YMCA of USA’s 40 Assets Assessment Survey and Service Plans (<i>Intervention Services</i>)</li> <li>• Healthy Cooking classes</li> <li>• Healthy Fitness classes and groups</li> <li>• Community Service and Volunteer Opportunities.</li> <li>• Peer Mediation and Tutoring</li> </ul>	<p><b>Objective:</b></p> <p>75 at-risk Ho`okupa`a youth (50% of 150 Target Group) will participate in six (6) Ho`okupa`a activities in two months or complete one (1) Ho`okupa`a Program to increase youth’s Protective Factors.</p> <p><b>Outcome:</b></p> <p>80% (60 youth) will meet in an individual session with an outreach counselor to complete the YMCA of USA’s 40 Assets Assessment survey and identify their Protective/Risk factors.</p> <p><b>Measured by:</b></p> <p>Ho`okupa`a Registrations, Attendance logs and 40 Assets Assessment Survey</p>

**3. The public purpose and need to be served:**

For almost seventy years, the Kalihi YMCA has focused on creating positive youth development programs that support children and teens on their journey to becoming healthy, positive members of our community. In order to accomplish this, it is important that children and teens gain some “protective factors” that can help support this progression. These protective factors include interpersonal skills, quality peer and family relationships, self-regulation of behaviors and emotions, problem solving skills, self-efficacy, and academic success.

The Kalihi YMCA teen programs have a variety of components designed to help teens develop these “protective factors.” This is particularly crucial given data from a recent statewide study conducted by the Center for Families at the University of Hawaii. The study reported: “There are various ways to assess the strength of a community... Those communities that scored highest on the protection index are more likely to have children who are nurtured and doing well in school, families that are healthy, and communities which are economically vital.” Based upon these factors, the study rated the Kalihi-Palama community *second lowest of 42 communities in the State on the protection index!*

The study also stated:

- More than half of the adolescents in Kalihi-Palama who responded to the survey reported...
  - community disorganization (such as graffiti and fighting)
  - low family attachment
  - and, poor parental supervision
- 12.3 percent of 16 – 19 year olds do not work (50% higher than Oahu as a whole)
- 9.8 percent of the families in the community receive some form of Temporary Assistance to Needy Families (TANF), which is almost double the State rate
- Kalihi has the lowest percentage of adults possessing high school diplomas in the State, while it has the highest high school dropout rate
- Kalihi has the highest percentage of immigrants in the State and the highest percentage of residents who speak another language other than English at home

This data speaks to the fact that teens in Kalihi-Palama are at higher risk for juvenile crime and teen pregnancy than teens in other communities, particularly during after-school hours! Members of the Kalihi Y Board of Managers are aware of this data, and also with data cited in a recent study by Public/Private Ventures (P/PV) that underscores what a number of other national studies have demonstrated in recent years: “Research has shown that 3 p.m. to 6 p.m. are the peak hours for youth to commit or be victims of crimes and to smoke, drink or do drugs. Afterschool programs can keep youth out of trouble, improve school attitudes and behavior, strengthen social networks, teach new skills and improve self-confidence by offering safety, structure, supportive adults and exposure to new and different experiences. Conversely, youth without adult supervision after school are at risk for academic and behavior problems. However, the demand for after-school programs exceeds the supply, and access to quality out-of-school-time activities is especially limited in low-income communities.”

**4. Describe the target population to be served:**

Target Group: 150 Middle/High School-Aged Youth.

**5. Describe the geographic coverage:**

The focus of the Kalihi Y after-school program is on services to teens who live or hang out in the Kalihi-Palama community.

## **II. Service Summary and Outcomes**

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

### **1. Describe the scope of work, tasks and responsibilities:**

The quality and depth of what the Kalihi YMCA brings to programs for teens is driven by the YMCA’s core mission of building healthy spirit, mind, and body for all, with attention to positive youth development, healthy living, and social responsibility.

The Board of Mangers asked staff to create a “school’s out” program to address the concerns raised in the cited research. Over the past five years, Kalihi Y staff have developed a number of program components that, taken together, form our Ho`okupa`a Teen Program. The components of the Ho`okupa`a Teen Program target middle and high school youth between the hours of 2:30 pm to 7:00 pm Monday through Friday, and 8:30 a.m. to 1:00 p.m. on Saturday. Services and activities are also provided during the school intersessions and summer breaks. In addition, the Ho`okupa`a program will have a new substance abuse prevention and intervention component added for 2013. This has been done to ensure that this critical information is integrated into all Kalihi YMCA programs.

### **Ho`okupa`a Teen Program - Scope of Service**

**Our current offerings under the Ho`okupa`a Teen Program includes:**

- Healthy Honolulu Teen Wellness Program
- Summer Strive Program
- After School Drop-In
  - Study Hall/Computer Lab
  - Break Dancing
  - Kajukenbo
  - Teen Lounge
- Teen Intersession Programs
- Youth in Government
- Hiroshima Exchange Program
- Youth Council



**The Ho`okupa`a Teen “School’s Out” Program Goals, Outcomes and Objectives share four key elements:**

- 1) Leadership Development
- 2) Health and Nutrition Education
- 3) Community Service
- 4) Alcohol, Tobacco and Other Drug Education, Prevention and Intervention

**Summer STRIVE Program:**

The YMCA of Honolulu-Kalihi Branch’s STRIVE Teen Leadership Program combines the YMCA’s “Healthy Together” Curriculum with The YMCA Teen Leadership Curriculum. This program will provide leadership opportunities and fun events such as excursions, outings, and functions with teens from other YMCA branches. The "Healthy Together" mini-workshops such as “Staying Active”, and “Healthy Food Choices” will integrate hands-on, real life experiences in fitness, cooking, health and wellness goal-setting and planning.

**Ho`okupa`a Teen After-School Program:**

The following “Drop-In Activities” will be held at the YMCA of Honolulu-Kalihi Branch. These activities will take place throughout the week and are available to all teens to attend and participate in.

**Teen Lounge:**

The Teen Lounge is a safe and supervised place where youth can socialize and meet other peers from the community. This serves as a place for youth to come in casually, build relationships with other teens and adult-staff, learn about the services the Kalihi YMCA provides, and possibly get involved in more structured, committed programming. The Teen Lounge has a pool table, ping-pong table, and a state-of-the-art entertainment center for the youth to utilize. The lounge will be open Monday through Friday from 3:00 pm to 5:30 pm, and on Wednesdays from 2:00 pm to 5:30 pm. The Teen Lounge will be closed for "drop in" during times of structured programming (i.e., intersession, summer, and school holidays/breaks).

**Study Hall:**

Study Hall will take place from 2:30 pm to 3:30 pm, Monday through Friday when school is in session. Study Hall will be a time for youth to receive assistance with schoolwork, homework, school projects, or studying for a test. Study hall is a time in which participants will be able to study in a quiet environment to focus on his or her school responsibilities.

**Break Dancing:**

Dancing classes and practices will be held on Mondays, Wednesdays, and Fridays from 4:30 pm to 5:30 pm. This program helps youth develop their dancing skills while incorporating life-skills such as relationship building, teamwork building, creativity, and safety. Respect is the primary core value that is upheld and demonstrated through the teen’s encouragement and appreciation towards one other.

**Kajukenbo:**

Kajukenbo will be offered for youth participants. Instructor Matt Levi encourages youth to develop self-discipline and stresses the importance of having a positive attitude through the learning and mastering of the martial arts technique of Kajukenbo.

**Teen Intersession Programs**

The YMCA of Honolulu-Kalihi Branch runs three components of their Teen Intersession Program. Each component will focus on a theme and will be held in the Spring (March), Fall (October), and Winter (December to January). These Intersession programs will take place Monday through Friday, from 8:00 am to 4:00 pm. The programs will include:

- Health and Wellness Education and Activities
  - Healthy Cooking
  - Weight and Cardio Room
  - Hikes
- Urban Art/Arts and Crafts
- Skill-Building Activities
- Community Service

**YMCA of Honolulu Youth in Government (YIG) Program:**

The Youth in Government Program (YIG) is a year-long mock legislature program separated into three (3) separate units. The three units are:

- YIG – Elections Convention 2012: During this unit the youth legislators elect their leadership. Offices include Youth Governor and Presiding Officers.
- YIG - State Session: During this unit the youth legislators’ propone, debate, and vote on bills and resolutions they have written. Included is an Opening Session and a Governor’s Banquet.
- YIG - Civic Leadership Conference: CLC is a two day conference where participants discuss and debate topics and issues that affect them and come up with solutions to these issues in the form of creating bills and resolutions.

**The Hiroshima Exchange Program:**

The Hiroshima Exchange program is the longest running international YMCA exchange program. For 51 years, the YMCA of Honolulu and the Hiroshima YMCA have alternated yearly by sending a group of youth to experience the culture, education, and social activities that youth in the host country has to offer. Youth also participate in peace, harmony and goodwill discussions; while reflecting on the dropping of the atomic bomb in Hiroshima and the attack on Pearl Harbor in Hawaii during World War II.

**Substance Abuse Prevention and Intervention:**

Teens in Kalihi-Palama are at high-risk for use of alcohol, tobacco, and other drugs. In order to address this, we have added a substance abuse prevention and intervention component to Ho`okūpa`a. Youth that participate in this component will gain an understanding of the negative effects and consequences of alcohol, tobacco, and other drug use. Through weekly classes and group sessions focused on the Kalihi YMCA's Alcohol and Drug Curriculum, the YMCA of the USA's 40 Developmental Assets Survey, the Risk and Protective Factors Model, and through various skill-building activities, teens will gain the knowledge and skills needed to live an alcohol, tobacco, and drug free life.

**2. Provide a projected annual timeline for accomplishing the results or outcomes of the service:**

<b>Program Activities</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
Hire New Staff	X											
Orientation	X											
<b>Delivery of Program Services</b>												
Receive Referrals		X	X	X	X	X	X	X	X	X	X	X
Contact & Register Clients		X	X	X	X	X	X	X	X	X	X	X
Provide Service Based On Assessments		X	X	X	X	X	X	X	X	X	X	X
Initiate Activities & enroll Participants		X	X	X	X	X	X	X	X	X	X	X
<b>Program Operations</b>												
On Going Staff Supervision	X	X	X	X	X	X	X	X	X	X	X	X
Staff Meetings	X	X	X	X	X	X	X	X	X	X	X	X
Collaboration Team Meetings		X	X	X	X	X	X	X	X	X	X	X
<b>Staff Development</b>												
On Going Staff Training	X	X	X	X	X	X	X	X	X	X	X	X
Profession Development Plan		X	X									
Performance Appraisal												X
<b>Quality Improvement</b>												
Team Meetings		X	X	X	X	X	X	X	X	X	X	X
Team Reports			X			X			X			X
Kalihi YMCA QA Meetings			X			X			X			X
<b>Program Reports</b>												
Monthly Summaries	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly Reports			X			X			X			X
Year End Report												X

3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and**

**Quality Assurance and Evaluation:**

The goal of the Kalihi YMCA's Ho`okūpa`a afterschool teen program is to be a safe place for teens to spend their non-school hours. The Kalihi YMCA will monitor this program by conducting quality assurance and program evaluation through multiple methods. In order to ensure the quality of its programs, the Kalihi YMCA will collect and evaluate information at critical points in the service delivery system to evaluate the fidelity of implementation of the Ho`okūpa`a program. Through this process, program administrators and staff are able to respond quickly and make the necessary improvements in its service delivery. An outcome assessment will be conducted on each youth participating in this prevention project.

Process Evaluation

For each youth participating in the Kalihi YMCA's Ho`okūpa`a program, information is gathered about the number of activities and programs each youth has participated in and the specific services delivered to them. The number of youth dropping in to the Kalihi YMCA's Teen Center verses those that complete a program(s) or a set number of activities will be tracked. In addition, on-going progress of each youth assessed and identified as needing intervention services for alcohol, tobacco, or other drugs will be monitored. Intervention services will be given to youth who have been identified as using alcohol, tobacco, or drugs once in their life or at experimental use of these substances. The Kalihi YMCA will provide alcohol and drug information, tobacco cessation activities, and when appropriate referral/linkages with other social agencies, and consultation services to these youth. Youth receiving intervention services will participate in the YMCA of USA's "40 Assets Assessment Survey" and will have a service plan. The demographic characteristics of participating youth are also examined and reported. The program will also maintain a complete record on each youth of outputs and outcomes. These records contain information on the number of hours of individual and group counseling provided, number of youths making progress on the service plan, number of youths who show improvement in the development of life skills, and the number of youths completing the program who remain free of substance use.

Tools used for data collection for those receiving interventions services will include registration forms, direct service logs which chart client progress, and the youth's service plan. The information obtained is based on self-reports by the youth, and on discussions between the staff and the youth. Staff may also contact school personnel, parents, probation officers and any other individuals who may provide information on the progress of the youth.

For youth participating in the Afterschool and School Out’s Prevention component, data will be collected through registration forms and attendance logs.

Quality Assurance Through Supervision. The supervision structure is a key element in assuring quality services. Through regular supervision, the program is able to monitor the quality of the direct services offered to the youth in two ways: a) observation and feedback; and b) individual review of staff working with youth, staffs facilitation of group activities and discussions. Supervisors routinely observe group sessions and interactions between youth and staff and provide feedback to staff on the services delivered. Periodically, supervisors will contact youth, parents, and family members to check on the level of service being provided and whether the youth or family is satisfied with the service being delivered. Registration forms, attendance logs, direct service logs, progress notes, and other surveys and tools utilized by staff to gather information and document progress of youth are also reviewed and evaluated regularly by supervisors. This provides immediate information on how youth are being served and helps the staff to stay current on their documentation, tracking, and monitoring of youth.

Programs are evaluated in a Board subcommittee, the Program Committee. The evaluation is then taken to the full Board of Managers of the Kalihi YMCA once a month where program performance is discussed. Board members may then inquire, make recommendations, and/or provide feedback to the program staff.

4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

<b>Program Objectives</b>	<b>Measures Of Effectiveness</b>
<p><b>Objective:</b> 150 youth will register for the Ho`okupa`a Teen Schools Out Program and are supervised by positive adult role models.</p>	<p><b>Outcome:</b> 60% (90 youth) will participate and complete a structured class, club, or program. <b>Measured By:</b> Registration Forms &amp; Attendance Logs</p>
<p><b>Objective:</b> 120 Ho`okupa`a youth health seekers will participate in the educational activities and curriculum of the <u>“Healthy Together” program component.</u></p>	<p><b>Outcome:</b> 80% (96 youth) will be able to prepare two (2) healthy recipe dishes learned from the curriculum and participate in two (2) fitness activities while enrolled in program. <b>Measured By:</b> Data collected from “Healthy Together” course evaluation and survey completed by youth participants.</p>

<b>Program Objectives</b>	<b>Measures Of Effectiveness</b>
<b>Objective:</b> 120 Ho`okupa`a youth will participate in the educational activities and Curriculum of “Leadership Development 101”.	<b>Outcomes:</b> 50% (60 youth) will participate in three (3) Community Service Projects. <b>Measured By:</b> Attendance Logs and Teen Council/Committee Meeting Minutes.
<b>Objective:</b> 75 at-risk Ho`okupa`a youth (50% of 150 Target Group) will participate in six (6) Ho`okupa`a activities in two months or complete one (1) Ho`okupa`a Program to increase youth’s Protective Factors.	<b>Outcome:</b> 80% (60 youth) will meet in an individual session with an outreach counselor to complete the YMCA of USA’s 40 Assets Assessment survey and identify their Protective/Risk factors. <b>Measured by:</b> Ho`okupa`a Registrations, Attendance logs and 40 Assets Assessment Survey

### III. Financial

#### Budget

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

Please see Grants-In-Aid Fiscal Year 2014 – “Attachment II. – Budget”.

The following Cost Proposal budget forms and financial-related Work Plan forms are submitted with the Grants-In-Aid Proposal Application:

- Budget Request By Source Of Funds
- Budget Justification – Personnel – Salaries And Wages
- Budget Justification – Equipment And Motor Vehicles
- Budget Justification – Capital Project Details

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$150,000.00

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.**

Sony Open - \$18,000.00

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not applicable.

## **IV. Experience and Capability**

### **A. Necessary Skills and Experience**

**The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.**

The Kalihi YMCA is a Branch of the YMCA of Honolulu and has been providing programs in the community for more than 67 years. During that time, the Kalihi YMCA has been an acknowledged leader in the development of programs for children and for teens at risk for serious behavior problems related to substance abuse, poor school performance and family problems. We have been able to do this by working collaboratively with schools, other human service agencies, public housing tenant associations, the Honolulu Police Department, business associations, and other groups throughout Oahu. What follows is an overview of some of our key programs:

- In 1962, the Kalihi YMCA set up the first program to address a growing youth gang problem in the Kalihi-Palama community. By the mid-seventies, the counseling programs at the Kalihi YMCA focused primarily on services to youth with substance abuse, family, school, and legal problems.
- For more than twenty-five years, the Kalihi YMCA has provided adolescent substance abuse treatment and outreach counseling programs for schools throughout the island. Currently, the Kalihi YMCA provides substance abuse treatment services for 11 High Schools and 11 Middle/Intermediate Schools on Oahu through a contract with the Hawai'i Department of Health, Alcohol and Drug Abuse Division. The Kalihi YMCA also provides related substance abuse treatment services through contracts with Family Court and Juvenile Drug Court. Through a contract with Family Court, the Kalihi YMCA provides treatment services to adjudicated youth who are court-ordered to receive substance abuse counseling. The State of Hawai'i Office of Youth Services (OYS)



contracts services from the Kalihi YMCA to provide counseling for youth who may be experiencing the consequences of school failure or truancy, family, legal, or delinquency problems.

- Kalihi Y staff runs 5 A+ after school programs for more than 600 elementary school students each day during the school year.
- More than 700 adults exercise regularly in our Branch’s fitness facility.

In 2005, the Kalihi Y opened a new building at the original Branch Site. We continued to focus our efforts on programs for children and teens, and we added adult fitness memberships for the first time. It has been exciting for us to be able to run programs for children, teens and adults simultaneously here at the Branch!

## **B. Facilities**

**The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.**

The YMCA of Honolulu—Kalihi Branch is located at 1335 Kalihi Street. The facility has computer resources, a recreation room, large and small work and meeting rooms for youth clubs and organizations, a work-out facility with state-of-the-art exercise equipment, office space for staff, large kitchen for group activities, and an out-door basketball court.

The youth services provided by the Kalihi YMCA also take place in the community. Agreements have been made with schools throughout Oahu to provide space that will allow youth to access referral, counseling and group activities with our Treatment Counselors. Treatment Counselors must know the community well and where youths tend to congregate. The Treatment Counselor must use his/her knowledge of the community in order to make opportunities available to youths to participate in recreational and educational activities at other YMCAs on Oahu, and to utilize facilities and programs at other social agencies, organizations, and programs that work with children and adolescents.

The Kalihi YMCA also works as a virtual Youth Service Center. It provides teens with conference rooms to hold meetings, recreational areas for youths to gather, to talk story and hang out, homework and tutorial time, and outdoor areas for sports and play. Camp Erdman, situated on the North Shore of Oahu, is another YMCA site that is utilized for youth activities because of its excellent ropes course utilized in Positive Alternative Activities for program youths. All sites meet ADA requirements.

The YMCA also utilizes the larger community as an extension of our Afterschool and School's Out Teen Program. We have been able to use facilities connected with the State, City and County and other community organizations to support youth activities. When appropriate, businesses may also be used as "centers," particularly those businesses who engage in job training or employment of youth in our programs.

## **V. Personnel: Project Organization and Staffing**

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

**The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.**

The Kalihi YMCA will have the following staffing structure: One Program Administrator (PA) and 3 Youth Workers (YW). The Program Administrator's role is critical to the operation of the Y's community-based program: Program Administrators verify that services are being properly provided by the Youth Workers as stipulated on the contract; PA serve as the link between Kalihi YMCA Administration and school staff, parents and members of the community; PA will fill in and provide direct services when YW are sick, on vacation, or the position is temporarily vacant.

#### **Field Supervision**

A key to the success of our program is ensuring that regular contact between a PA and a YW takes place in the community. This is accomplished through the following activities:

- The PA supports the YW to develop relationships in the school with administrators, teachers and other employees.
- The PA provides a minimum of one hour of supervision for every seven hours of direct service provided by the YW. This supervision includes:
  - Demonstrating with a client and having the counselor observing how the core functions of a substance abuse counselor are accomplished;
  - Observing the counselor in session with a client performing the core functions;
  - Providing feedback to the YW about contact with teens.

- Through discussions with school personnel, client, and other individuals, the PA verifies the quality and quantity of services being provided by the YW
- The PA provides hands-on training in group work with the PA in community settings.
- The PA regularly reviews each YW's performance by the YW as she interacts with teens in the community and at the Branch.

**B. Organization Chart**

**The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.**

Please see Grants-In-Aid Fiscal Year 2014 – “Attachment III. – YMCA Of Honolulu – Kalihi Branch Organizational Chart”

**VI. Other**

**A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.**

The Association is involved in claims arising in the ordinary course of business. Management, after consultation with legal counsel, is of the opinion that the ultimate resolution of these matters will not have a material adverse effect on the Association's financial statements.

**B. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not applicable.

## **Attachments – Program Specific Requirements**

- **Attachment I. – Memorandum Of Agreement**
  
- **Attachment II. – Budget**
  - **Budget Request By Source Of Funds – Page 4**
  - **Budget Justification – Personnel – Salaries and Wages – Page 5**
  - **Budget Justification – Equipment and Motor Vehicles – Page 6**
  - **Budget Justification – Capital Project Details – Page 7**
  - **Declaration Statement Of Applicants for Grants and Subsidies Pursuant to Chapter 42F, Hawai`I Revised Statutes – Page 8**
  
- **Attachment III. – YMCA Of Honolulu – Kalihi Branch Organizational Chart**

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

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

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

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

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

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

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

**I. Terms of this Agreement**

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

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

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

## II. Project Description

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

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

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

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

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

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

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

### **III. Target Group to be served**

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

### **IV. Scope of services**

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

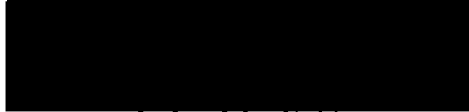
### **V. PARTNER Responsibility**

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



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

BY:

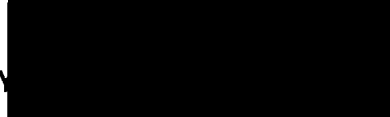


FOR: YMCA of Honolulu - Kalihi Branch

TITLE: SENIOR VICE PRESIDENT

DATE: 01/31/13

BY:

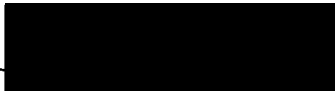


FOR: Parents and Children Together

TITLE: Chief Operating Officer

DATE: 01/31/2013

BY:



FOR: Susannah Wesley Community Center

TITLE: Executive Director

DATE: 01.30.13



## **Attachment II. – Budget**

- **Budget Request By Source Of Funds – Page 4**
- **Budget Justification – Personnel – Salaries and Wages – Page 5**
- **Budget Justification – Equipment and Motor Vehicles – Page 6**
- **Budget Justification – Capital Project Details – Page 7**
- **Declaration Statement Of Applicants for Grants and Subsidies  
Pursuant to Chapter 42F, Hawai`I Revised Statutes – Page 8**





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: YMCA Of Honolulu - Kalihi Branch

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

Budget Line Item for Equipment is not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

Budget Line Item for Motor Vehicles is not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch.

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: YMCA Of Honolulu - Kalihi Branch

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						
Capital Project Budget Line Items are not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch						

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

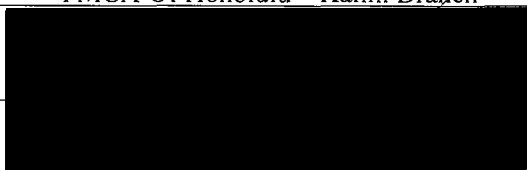
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) 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;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) 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.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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.

YMCA Of Honolulu – Kalihi Branch



n)

January 30, 2013  
(Date)

Anthony Pfaltzgraff, Senior Vice President  
(Typed Name) (Title)

# Kalihi YMCA 2013 Organizational Chart

