

House District 51

Senate District 25

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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:
Blueprint for Change

Dba:

Street Address: 550 Halekauwila Street, Suite 207 Honolulu, HI 96813

Mailing Address: P.O. Box 4560 Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHEN MORSE

Title Executive Director

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3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PROVIDING COMMUNITY-DRIVEN, FAMILY STRENGTHENING AND CHILD ABUSE AND NEGLECT PREVENTION SERVICES TO THE RESIDENTS OF WAIMANALO

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 121,750

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

STEPHEN MORSE, EXECUTIVE DIRECTOR

NAME & TITLE

JANUARY 31, 2014

DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

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

Blueprint for Change (BFC) was founded on the belief that every child deserves to grow up in a loving family, a nurturing home, and a safe environment. To achieve this vision, BFC works with the Hawai'i State Department of Human Services (DHS) to develop and support a state-wide system of family resource centers known as the Neighborhood Places (NP's). NP programs are created with planning help from coalitions of local organizations, and when possible, are staffed with longtime residents of the areas they serve. As a result, the programs are able to effectively engage community members to identify, address, and remedy stressful family issues promptly, preventing countless acts of abuse and the need for state intervention.

BFC's approach to service delivery culminates two-decades of planning, implementation, and evaluation. The roots of the NP model date back to 1994 when in response to growing concerns for child safety, the Hawai'i State Legislature created the Child Welfare Services Reform Task Force for the purpose of developing a "Blueprint for reform in child protective services." Nearly 500 people were involved in the legislative initiative; sixteen focus groups were held statewide with groups ranging from current and former CWS workers, foster parents, Family Court judges, physicians, present and former clients, and community advocates. In 1996, the "Blueprint Coordinating Committee" was created to implement a comprehensive child welfare strategy capable of addressing the needs of families living in Hawai'i. Through private and public funding, the committee created two Neighborhood Place pilot projects in the late 1990's. As the result of their huge success in diverting families away from CWS, DHS and members of the Coordinating Committee were successful in getting the Legislature to not only sustain funding for the NP programs but also expand them statewide. In the year 2000, Blueprint for Change was created and incorporated as a 501(c)(3) nonprofit organization with the mission of ensuring the sustainability of the existing NP programs, and expanding the model throughout the State of Hawai'i.

The Blueprint for Change staff and governing body is comprised of individuals who have unparalleled knowledge of family safety and service delivery, specifically with regards to the unique challenges that exist in Hawai'i. The organization currently oversees seven NP programs throughout Hawai'i. By maintaining fluid relationships between state agencies, local service providers and community advocates, Blueprint for Change and the Neighborhood Place Partnership is able to significantly improve the responsiveness of the state's Child Welfare System while reducing instances of child abuse and neglect.

During the course of this project, Blueprint for Change will partner with the Waimanalo Youth and Family Collaborative (WYFC) to provide residents of Waimanalo and other parts of East Oahu (Kailua) and Windward O'ahu with access to Neighborhood Place services. Since 2009, WYFC has managed a small youth and family center in the heart of Waimanalo known as, "Ka Piko." This site serves as an informational resource hub and community classroom for the people

of Waimanalo. In addition to operating Ka Piko, the WYFC has worked to cultivate partnerships with community stakeholders, service providers, and state agencies to coordinate community-driven strategies that provide effective, integrated, and collaborative approaches for addressing a wide-range of socioeconomic issues.

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

The goal of this project is to reduce the socioeconomic impact of child abuse and neglect and overall family violence in Waimanalo and neighboring Windward communities by providing residents with access to a wide range of support services that promote strong, safe, and healthy families.

The primary objective of this project is to engage community members in preventing child maltreatment and family violence by operating a Neighborhood Place program out of the WYFC family center, Ka Piko. The Waimanalo Neighborhood Place (WNP) will act as a one stop resource hub where all families, regardless of circumstance, can go to receive help. The proposed WNP project will aim to accomplish the following:

- Respond to 200 information and referral request, 100 of which being unduplicated;
- Conduct 75 family assessments;
- Provide 50 families with ongoing case management, including the development of an Individualized Program Plan (IPP) and follow-up services; and
- Conduct 4 community outreach events that promote child safety, and encourage collaboration between service providers, community members, and state agencies.

Throughout the project, BFC will strive to ensure that families served remain abuse and neglect and violence free and leave the program with an increased knowledge of child safety and positive parenting skills. Furthermore, BFC will work to promote the role of personal, familial and community networks in ending the “cycle of abuse” and domestic violence and making families whole by maintaining and further developing collaborations and partnerships with local service providers and community members.

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

Ensuring the wellbeing of children and families is an investment that enriches communities for generations. According to a 2012 report from the Center for Disease Control and Prevention, Child Abuse and Neglect (CAN) costs the United States \$124 billion annually. Instances of CAN have severe short and long-term consequences for those directly involved and for the public at large. These consequences include, but are not limited to, immediate physical harm to the child resulting in broken bones, disability, sensory impairment and death, long term effects of intellectual and social impairment of the child, societal effects of juvenile delinquency and resulting criminal behavior, mental illness and substance abuse, abuse of future generations (the cycle of abuse) and staggering financial costs.

Since 2000, Blueprint for Change has developed seven (7) Neighborhood Place programs, located in high-risk communities throughout Hawai‘i. Each program has proven capable of

building strong ties in the communities, effectively engaging at-risk families, and working with them to reduce risk factors and build protective factors in parenting children. In partnership with the Waimanalo Youth and Family Collaborative, Blueprint for Change has an opportunity to bring Neighborhood Place services to the residents of Windward O'ahu. In doing so, BFC and the WYFC will be able to provide for the immediate safety needs of at-risk families in the service area and address the long-term, social, spiritual and economic needs of those affected by CAN.

4. *Describe the target population to be served; and*

The target population for this project is families who are at-risk for child maltreatment and family violence living in Waimanalo and other parts of East Oahu (Kailua) and Windward O'ahu. The program will be located in Waimanalo, which is home to approximately 10,000 residents. The 2010 Census data for Waimanalo (tract 113) indicates that 22% of the residents consider themselves Native Hawaiian, while a total of 55% consider themselves Native Hawaiian mixed with another race. The other 45% of Waimanalo's population is made up of Pacific Islanders, Asians, Filipinos, and Caucasians.

Native Hawaiians are a key target population for this project. There are more than 1,906 acres of Hawaiian homestead lands in Waimanalo with 644 homes housing 3,028 people. The median household income is \$60,357, with 14 % of the homestead population receiving public assistance. According to data published by Kamehameha Schools, 64% of 2003's confirmed child abuse and neglect cases (CAN) in the State were from Native Hawaiian homes (*Ka Huaka'i: 2005 Native Hawaiian Educational Assessment*). This percentage increased from 42% in 1998 to 56% in 2000.

The increase in CAN rates also reflect the Child Welfare Services' (CWS) cases reported in Waimanalo and coincide with an increase in drug related arrests in the community. Based on available CWS data covering the entire Koolaupoko district (Waimanalo, Kailua, Kaneohe, Kahuluu), there were 498 reported CAN cases in 2003, of which 213 were confirmed. Blueprint for Change believes the unconfirmed cases, 285, may represent families who may be at risk of CAN and in need of the support and strengthening services provided by the Waimanalo Neighborhood Place.

5. *Describe the geographic coverage.*

The service area being targeted in this proposal, Waimanalo to Waialua, is a largely rural area made up of two moku (districts) on Oahu, Ko'olaupoko and Ko'olauloa. The moku of Ko'olaupoko extends from Ka'oiio Ridge on the north end of Kualoa, to Kuli'ou'ou Ridge on the south end of Maunaloa Bay. It includes 11 ahupua'a (mountain to sea land divisions), Waimanalo, Kailua, Kane'ohe, He'eia, Kahalu'u, Waihe'e, Ka'alaea, Waiahole, Waikane, Hakipu'u, and Kualoa. The Ko'olauloa moku is comprised of the ahupua'a of Ka'aawa, Kahana, Punalu'u, Hau'ula, Laie, Kahuku, Kawela, Pupukea, Waimea, Haleiwa, and Waialua, and Mokuleia.

II. Service Summary and Outcomes

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

During the course of the project, Blueprint for Change (BFC) will partner with the Waimanalo Youth and Family Collaborative (WYFC) to operate a Waimanalo Neighborhood Place (WNP) program. Over a period of twelve (12) months, the BFC will work with the WYFC Youth to provide the following services:

a. **Intake and Assessment:**

A major component of the success of this project is the fact that anyone, regardless of circumstances or referrals, can obtain services. During this project, BFC may receive clients who are referred by Child Welfare Services (CWS), Voluntary Case Management (VCM), and Family Strengthening Services (FSS), but will maintain an open door policy with regards to self-referred walk-in clients.

Referral Process:

When families or individuals are referred to the WNP program, referrals may be made by phone, mail or email. Only authorized staff will have access to the email account used for BFC intake to ensure consumer rights are protected under the HIPPA privacy guidelines and the BFC confidentiality policy. The Executive Director or NP Family Outreach Coordinator will be responsible for processing referrals using a standard referral form which is based on the standard referral form used by the Department of Human Services.

Upon receiving a referral, staff will log the referral into the respective intake form within one (1) working day. Depending on the nature of the referral, clients will be assigned to either the NP Family Outreach Coordinator or Executive Director for Intake and Assessment. Staff will notify clients about referral response by phone within three (3) working days of receipt. Assigned staff will then conduct the following procedures:

1. Staff will complete intake information and make an initial assessment of the needs of the referred family within seven (7) working days of the initial contact;
2. Families will be assessed for TANF services;
3. For non-CWS referrals, the staff will ask during intake if the family has an open CWS case. If yes, then the family will be informed they are eligible to receive transition and support services upon successful closing of their current CWS case;
4. For crisis situations, services will begin immediately, and assessments will be conducted within three (3) working days as needed.
5. The referring agency will be notified about referral status by NP Family Outreach Coordinator, within ten (10) working days.

Assessment and Evaluation

Intake and assessment can take place simultaneously or at two consecutive meetings depending on the judgment of the staff member (except in crisis situations). All intakes are conducted using the NP Intake Form. At minimum, the following information is covered by the initial intake:

- Determination of whether the family has an open Child Welfare Services Case;
- Signing of the NP Intake Consent Form;
- Signing of all appropriate Authorizations to Release information; and
- Reviewing of the NP Consumer Rights and Responsibilities/Consumer Complaint Procedure.

Upon completion of the intake form, staff will provide individuals with an informal “talk-story” assessment. If a person is interested in obtaining ongoing case-management services, a comprehensive assessment will be conducted by the Executive Director within one week of initial contact. If it is determined that children are at risk or the parents are in any way incapable of keeping them safe, CWS will be notified immediately following the Reporting Suspected CAN policy. Assessments are an ongoing process and the Family Assessment Tool will be updated throughout the course of service delivery. Additional assessments will be conducted as needed.

**Reporting of Suspected Child Abuse or Neglect*

It is the policy of Blueprint for Change to follow the mandated reporting laws for Child Abuse and Neglect (CAN) of the State of Hawaii. The guidelines for determining if the CAN criteria have been met are delineated in Chapter 350, Hawaii Revised Statutes. In addition, BFC will refer to Child Welfare Services (CWS) any family that:

- Is determined too high risk for abuse or neglect to receive Neighborhood Place services;
- Has an incident of abuse or neglect during program involvements; or
- Has, after referral to the program, declined to participate or discontinues services and there continue to be safety concerns.

If it is determined during the initial intake and assessment process that a child(ren) in the referred family is at high risk or the parents are in any way incapable of keeping the child(ren) safe, CWS will be notified within 24 hours. If applicable, the referral source will be notified of the subsequent referral to CWS within one (1) working day.

Any staff member who throughout the course of his/her job duties suspects that CAN has occurred or may occur in the reasonably foreseeable future shall immediately report the incident to the Executive Director. If the Executive Director is not available and immediate police or medical attention is determined to be necessary, the staff member shall initiate such intervention followed by a verbal report to CWS followed by a written report within 24 hours.

b. Linkage and Referral

Families will be given information and referrals to available resources in the community according to the goals, desires, and needs of the family. The WNP will build and maintain effective working relationships with providers whose resources are available to families. Resources will include services aimed at responding to the presence of risk factors by building protective factors through counseling, positive parenting classes, family strengthening activities, addiction services, literacy programs, economic supports, etc. Families will also be encouraged to participate in parent-to-parent, mutual support groups facilitated by the NPs or other groups. NP staff will engage families who are in need of other support such as basic life skills, job placement, and housing. The staff will work with at-risk families to address substance abuse issues and help transition homeless families into shelters or housing. NP staff offer clients linkage and assistance to determine eligibility for the variety of services available. All information and referrals are responded to within 24 hours and referrals are completed within two weeks to ensure timely linkage to community resources.

c. Ongoing Case Management

Some families may be in need of formal case management services. Families who elect to engage NP services will be provided with on-going case management services from 6 months to a year. Services will be designed to meet the individual needs of clients based on an accurate and comprehensive assessment. Service activities are based on the principles of community-driven, strength-based practices. Clients are involved in the development of their Individual Program Plan. Services outlined in the plan are measurable, goal oriented, build on protective factors, and mitigate risk factors for child abuse and neglect. The following procedures will be followed to conduct service planning activities:

1. In partnership with the client, staff initiates and develops the Individualized Program Plan (IPP) within seven (7) working days of assessment. If possible, staff will develop the IPP during the intake/assessment meeting;
2. Services are designed using the Neighborhood Place Core Activity Model The IPP identifies goals for victim safety, measurable objectives for the individual family members to reach along with established milestones to cover the period during which services are provided. Attention is given to promote and maintain families when appropriate and offer family strengthening activities;
 - A staff member listens to the client's assessment of their own needs, collaborates with resources, and identifies services that are of interest to the family;
 - The IPPs address both short-term and long-term goals. Short-term goals are defined as those that can be attained during the IPP timeline of anywhere from six weeks to six months. Long-term goals are those that the family intends to work on beyond the six-month time frame;
 - Resources and community referrals are provided to the family to enhance their ability to complete their IPP.
3. Services are made available on weekends and evenings to accommodate families' work hours. These services are provided by a staff member that has been recruited from the specific geographic area covered by the project;

4. All IPPs are reviewed and signed by the Executive Director;
5. At the time of service planning, all services are reviewed with the client along with the intent and purpose of services and how they relate to the risk and protective factors identified on the Family Assessment Tool. Clients sign and are given a copy of their IPP. Executive Directors will sign off on all IPPs before they are considered complete;
6. IPPs are revised as additional assessment information becomes known to staff;
7. The IPP is reviewed with the consumer at three months and during the discharge planning phase to identify whether the steps have been completed and to collaborate with the consumer to identify any additional resources that will be helpful to the family.

Delivery of Services

Cultural sensitivity and congruent practices, grounded in traditional Hawaiian values, are embedded in the delivery of Neighborhood Place program services and are continuously reinforced through staff, in-service training and ongoing internal feedback. The delivery of services at WNP will continue this tradition.

Culturally congruent practices and sensitivity at Neighborhood Place family centers begin the moment clients walk in the door. It begins with the Hawaiian custom of “welina,” or “ho’okipa mai,” welcoming the families and making them feel comfortable and treating them like guests in our family centers. It continues with the practice of “wala’au,” or “talking story,” a non-threatening way of increasing the family’s comfort level and building trust while also finding out where the family is from, what relationships they have, and how they came to know about the Neighborhood Place.

The Neighborhood Place staff will conduct the family assessment through a process called “kukakuka,” and on-going, open discussion with the family through which child abuse and neglect risk factors (weaknesses) and protective factors (strengths) are self-identified by the families. Through this process, staff also guides and engages the family in developing achievable goals as part of their individual personalized plans.

When the plan is developed, staff helps the family implement the plan through a process called, “ho’opono,” setting things right. In our cases, staff encourages families to get to work in achieving their goals using all their strengths and support systems around them to help them do so. For a period of six months after that, NP staff serve as “kako’o,” guides, to the families as they make the effort to achieve their goals and make things right.

Coordination of Services

Waimanalo already has strong, established childcare and child strengthening programs including Kamehameha Preschool and Hi’ilani Program, PACT’s Early Head Start, and Even Start at Blanche Pope Elementary School. WNP will coordinate with such programs to become familiar with them and will work together with them by holding group sessions with them for parents and children.

Individuals and families will be given information and referrals to available resources in the community according to the goals and desires outlined in the IPP. BFC builds and maintains effective working relationships with providers of the community resources available to families, including services aimed at responding to the presence of risk factors by building protective factors through counseling, positive parenting classes, family strengthening activities, addiction services, literacy programs, economic supports, etc.

Discharge and Follow-up

When a family's case is closed after six months, WNP staff will continue to track progress of family for another six months. Staff encourages families to keep in touch and continue to use the NP as part of their support system. They ensure that, whenever possible, clients leaving the program receive a thoughtful, planned and timely discharge, including linkage with necessary services and implementation of appropriate follow up producers.

Reasons for Early Discharge

1. Individuals and families that are referred to the Neighborhood Place, but who refuse services are discharged upon verbal refusal. The referring agency is notified within one working day. If safety concerns exist, Child Welfare Services are notified immediately. If a client requests to terminate services or becomes uncooperative, the following steps are attempted:
 - Determine the family's reason's for reluctance to participate; and
 - Arrange a meeting with the family to obtain their input on how to adjust or improve service approach;
2. Clients that are referred but are not able to be contacted and/or located by BFC after three attempts are discharged as a result of not being interested in services at the time. The referring agency is notified within one (1) day of decision to close the case;
3. The client relocates to another geographic area or island or the family's whereabouts become unknown and remain unknown for at least one (1) month during the period of service;

Planned Discharge Procedure

1. Planned termination is begun well in advance of the anticipated termination date. This allows for sufficient assessment, planning and implementation of follow-up services, as well as allowing families to make the necessary emotional transition;
2. The Program Director reviews all cases prior to termination and is responsible for;
 - Doing regular case reviews;
 - Conducting regular supervision by standing appointment;
 - Reviewing and signing off on all documentation prior to filing; and
 - Conducting staff meetings every two weeks to review cases and pending discharges;
3. The client is involved in the process of identification of follow up needs and the most appropriate source of support, assistance, and or services to meet these needs;
4. As necessary, NP staff assists in this transition by contacting follow up referral resources. Assistance in the provision of written referrals and application for services is provided;
5. In situations where a NP is working with other services providers, a staff member notifies the provider and engages them in termination planning;

6. In cases where there has been a referring agent, that agent is notified of termination.
7. NP staff completes and files the consumer record and the Case Closure Summary form. Families sign and are given copies of this form.

Follow Up Procedures

NP staff will track all clients who receive services to ensure that they have maintained the necessary protective factors to keep themselves and their child(ren) safe and healthy.

1. The NP Family Outreach Coordinator will ensure that staff members complete a six (6) month follow-up after the date of case closure to determine whether clients have remained safe and healthy and whether they are in need of additional services or more formal Child Welfare Services or legal services;
2. The NP staff member personally attempts to contact all discharged individuals by phone and/or in person three months after case closer and again at six months. If unable to locate the client after three efforts it is noted in the client case record. Documentation of this follow up is kept on the Follow Up Report Form;
3. If needed, cases are re-opened, a new assessment performed, and services provided.
4. If there are concerns sufficient to question the safety of the child, CWS is informed immediately.

When a family's case is closed after six months, NP staff (kako' o) will continue to track progress of a family for another six months. Staff will encourage families to keep in touch and continue to use the NP as part of their support system.

d. Community Events/Activities:

Staff will participate in community events and activities in the service area during the course of the program as a means to: (1) let larger numbers of people know about child abuse prevention services to families; and (2) promote the prevention of child abuse and neglect and overall family violence. Over the past 15 years, Blueprint for Change and the Neighborhood Places have found that hosting and participating in community events and activities enable us to promote prevention strategies to broader cross sections of the communities we serve. They provide us opportunities to interact, albeit briefly, with a lot of people on a one to one basis in family friendly, non-threatening environments.

A minimum of four (4) community events per year will bring together neighbors, service providers, and other community stakeholders for information sessions on child maltreatment, child development, resources, cultural diversity in child-raising, and public policy. Collaborating agencies will also update their stakeholders on child safety issues/mechanisms through distribution of information and NP training programs. NPs will also participate in community events hosted by other organizations.

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

By July 1, 2014, BFC will have established the Ka Piko office in Waimanalo as a Neighborhood Place program. Each quarter, BFC will work to engage 50 community members in obtaining family strengthening and child abuse prevention services, 10 of which will be provided with ongoing case management services. The organization will also host 1 community outreach event each quarter. These services will be extrapolated over the course of the year. By June 30th, 2015, BFC expects to achieve all of the objectives outlined in this proposal.

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

BFC has established a database for the purpose of tracking the outcomes for families that come in contact with all our NPs. The consistent achievement of desired outcomes demonstrate that its services strengthen Hawai'i's communities, allow families to resolve issues and stay together, and improve the safety and well being of Hawai'i's youth. Follow-up activities are completed on each family at six months and one year intervals in order to evaluate whether these families have remained safe and healthy and if additional NP services, or the more formal child welfare services may be needed.

To measure outcomes and determine program effectiveness, staff will maintain a log of all information, linkage and referrals requests, including follow up activities. Furthermore, all families and individuals who agree to engage in case management services will receive a client file. These files will be kept in a secure filing cabinet within the office, and all relevant program information will be entered into a data base by authorized staff. For the purpose of quality assurance and evaluation, BFC will track the following information:

Intake and Assessment:

An up-to-date log of all intake and assessments will be maintained by the NP Family Outreach Coordinator. The executive director will review all intake and assessment forms on a weekly basis to identify potentially volatile situations and work with staff and clients to develop a positive strategy for addressing challenges.

Linkage and Referral:

BFC will track the number of families that request linkage and referral services, the types of services that are needed by the family and who the referring agencies are. The BFC Executive Director will review all linkage and referral requests on a bi-weekly basis to assess the appropriateness of referrals. Follow up activities for families who request linkage and referral will occur regularly, and BFC will track the family's success in following through with the WNP recommendations.

Client Progress and Follow-up

Cases will remain open for six months to a year depending on need. Throughout the project, staff will work with clients to complete the goals and objectives outlined in their IPPs. The program will be evaluated on the number of clients who complete IPP's and actually achieve the goals and objectives outlined in the IPP's at the end of the 6-month service period.

In addition to guiding or coaching clients through the case process, staff will provide clients with direct one-on-one and group counseling services to address specific needs. Clients will be provided with pre and post-test surveys to evaluate the quality and impact of services. The program will be considered a success if 90% of clients can demonstrate increased knowledge and skills relating to decreasing risk factors for abuse and promoting protective factors for ensuring strong child development; and 90% of children served can demonstrate skills and positive behavioral changes.

A planned discharge will occur when a client has completed all goals outlined in their IPP. Follow-up activities will be completed at six months and one year intervals in order to evaluate whether these families have remained safe and healthy and if additional services, including more formal state intervention, may be needed.

Data regarding measurable outcomes will be recorded in Form C of the Quarterly Activity Report which will be submitted to the Department of Human Services.

Quality Assurance & Internal Review

The BFC Executive Director will conduct monthly meetings with Neighborhood Place staff to assure that service delivery and program activities adhere to the standards set by the Department of Human Services. These meetings will allow NP staff to directly address problems in providing and managing services as they arise throughout the fiscal year. Minutes from these meetings may be recorded by the NP Family Outreach Coordinator and kept on record at the NP sites.

Throughout the course of the fiscal year, members of the Blueprint for Change Board of Directors may attend one or more of these monthly staff meetings in order to provide another layer of quality assurance. In addition, the BFC Executive Director will also be responsible for conducting annual monitoring activities. BFC has created a standard monitoring form to assure that its programs are in compliance with the service standards that are outlined in the Blueprint for Change contract. The form is designed to assess the programs ability to:

- Maintain adequate client records;
- Secure confidentiality of clients;
- Develop Individualized Program Plans (IPPs) in a timely manner;
- Ensure that clients have adequate support in completing their IPPs;

Monitoring activities also cover the program's fiscal and human resource files to ensure that:

- Staff files meet the minimum standard set by the Department of Human Services;
- Fiscal procedures are in accordance with Generally Accepted Accounting Principles.

5. *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.

BFC will compile monthly Client Eligibility reports as well as Quarterly Activity Reports (QAR) and Limited English Proficiency (LEP).

The monthly Client Eligibility report will include a count of total families served. By the end of the year, Blueprint for Change hopes to provide the following:

- Respond to 200 information and referral request, 100 of which being unduplicated;
- Conduct 75 family assessments;
- Provide 40 families with ongoing case management, including the development of an Individualized Program Plan (IPP); and
- Conduct 4 community outreach events that promote child safety, and encourage collaboration between service providers, community members, and state agencies

On a quarterly basis, program data from the cells will be compiled into a report which that will outline:

- Number of Families served
- Number of assessments completed within 30 days of intake
- Number of families in need of Individual Program Planning
- Number of families who complete goals outlined in IPP; and
- Number of families who remain abuse and neglect free 6 months after completing IPP.

The program will be considered a success if 95% of clients remain abuse free while in services, and 90% remain this way at the six-month follow-up.

In addition to program data, QARs will also include the following information:

- Major accomplishments during the quarter, including success stories;
- Problems encountered during the quarter and corrective action taken;
- Identified policy issues impacting the community;
- Staff changes; and
- Plans for next quarter.

QAR's will include descriptions of the community events and activities sponsored by or engaged in by NP staff and how these events and activities were used to promote child safety and strong, self-sustaining families in Waimanalo. The BFC Executive Director will send the Program Director electronic and hard copies of the combined reports. BFC copies will be placed in designated contract folders and kept on file at BFC's main administrative office at 550 Halekauwila Street, Suite 207, Honolulu, HI 96813.

III. Financial

Budget

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

Blueprint for Change is requesting \$121,750 to complete all of the required tasks outlined in this proposal. As noted in the attached SPO budget forms, a majority of funding related to this request will be used to provide staffing resources for the Waimanalo Neighborhood Place project. For the purpose of providing training, contract compliance support, quality assurance control, monitoring, evaluation of services, and coordination with the Department of Human Services, BFC will use funds to cover a portion of the salary expense incurred by the organization's Executive Director and Administrative Assistant during the implantation of this project. In providing the direct services outlined in the proposal, funding will also be used to supplement the BFC Executive Director's salary and to hire a full time Neighborhood Place Family Outreach Coordinator.

In addition to salary, BFC is requesting funds to maintain the Ka Piko office, located in Waimanalo. All directly identifiable expenses for program and supporting services will be represented in Monthly Expenditure Reports. Joint costs are costs that benefit more than one project, activity, or program. Joint costs such as rent, copier, postage, mileage, telephone and other program direct costs are allocated to a contract based on actual usage. Other joint costs whether they are general operating costs or administration costs are directly allocated to all benefiting contracts based on total expenditures of each contract.

Finally, a portion of funds will be used to provide for administrative overhead. These costs will be capped at 10% of the total contract amount. Administration costs include the salaries and wages of personnel and the operating costs of the administrative office that services the agency as a whole. All costs charged to administration:

- Conform to any limitations or exclusions on the type or amount of costs placed on the grant or contract by federal, state or local laws and federal source regulations;
- Follow applicable cost principals;
- Are reasonable and necessary to the overall operation of the organization;
- Are in accordance with Generally Accepted Accounting Principles (GAAP);
- Are adequately documented; and
- Are allowable to the grants and contracts administrative costs.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,427.50	\$30,427.50	\$30,427.50	\$30,427.50	\$121,750

3. The applicant shall provide a listing of all other sources of funding that it is seeking for fiscal year 2015.

Blueprint for Change currently has two multi-year contracts with the Department of Human Services to provide Neighborhood Place programs throughout the state. In fiscal year 2015, BFC will receive \$750,000 in Temporary Assistance for Needy Families (TANF) funding to provide

NP services on island of Hawai'i, Maui, and O'ahu. The organization will also receive \$300,000 from state general funds to operate two NP programs on the island of Kaua'i.

To supplement the execution of this project, Blueprint for Change is requesting \$9,000 from the Friends of Hawaii Charities. The Friends of Hawaii Charities (FOHC) has supported BFC's efforts in prior years, and BFC is confident that FOHC will continue to provide supplemental funding for the Waimanalo Neighborhood Place project. Additionally, Blueprint for Change has been invited to submit a grant application from the Junior League of Honolulu. BFC will request an additional \$10,000 to help support this program.

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.

Blueprint for Change has not been granted any state or federal tax credits in the past three years and has not applied and does not anticipate applying for any credits pertaining to any capital project in the future.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

As of December 31st, 2013, Blueprint for Change had a balance of **\$13,247** in unrestricted assets.

IV. Experience and Capability

A. Necessary Skills and Experience

The successful implementation of this project requires the ability to cultivate partnerships with community stakeholders, service providers, and state agencies, and through these partnerships, coordinate community-driven strategies for providing effective, integrated, and collaborative approaches for addressing complex societal problems. The Blueprint for Change (BFC) staff and governing body is comprised of individuals who have unparalleled knowledge of family safety and service delivery, specifically with regards to the unique challenges that exist in Hawai'i. Since 2000, the organization has worked with the State of Hawai'i Department of Human Services (DHS) and networks of community constituents to develop, support and monitor a statewide system of Neighborhood Place (NP) programs that focus on preventing child abuse and diverting families away from the Child Welfare System (CWS).

By maintaining fluid relationships between state agencies, service providers and community advocates, BFC allows NP programs to identify, address, and remedy stressful family issues promptly, preventing countless acts of abuse and neglect and the need for state intervention. In 2008, DHS acknowledged the contribution of CAN prevention programs such as Blueprint for Change in its annual report, stating, "The availability of community-based services to help families in crisis remain intact has helped to relieve some of the strain on a once overburdened

CWS system, as indicated by the declining number of children in foster care.” In the same report, DHS indicated that:

Strategies to frontload family strengthening and voluntary case management services and to provide families in crisis access to community-based, early response alternatives appear to be working in terms of keeping families intact, keeping children safe, and engaging families through less restrictive/intrusive approaches.

Implementing Neighborhood Place programs require a proven track record for administering and monitoring social service programs within the confines of state procurement policies. As the current master contractor of DHS’s Neighborhood Place Contract, BFC has proven and effective program management procedures in place and an accounting system that is already in line with current state cost principles, the Generally Accepted Accounting Principles (GAAP), and the federal Office of Management and Budgets (OMB) A-133 Circular requirements.

The success of the Neighborhood Place programs to prevent CAN and family violence hinges on their ability to provide services in a manner that reflects the culture of the communities they are part of. BFC’s Executive Director, Stephen Morse, who will serve as the project’s Principal Investigator, has a Master’s in Social Work (MSW) and over 40 years of experience in social services and developing, managing, and administering programs in communities throughout Hawai‘i.

In 2009, through Mr. Morse’s leadership, BFC leveraged private and public resources to develop a Neighborhood Place satellite program in the community of Waimanalo. Over the course of two years, Mr. Morse has worked to establish the program’s reputation in the community as being a safe, nonthreatening, and nonjudgmental place where at-risk individuals and families could obtain quality support in developing strong protective factors for preventing child abuse. Every effort was made to ensure that clients and potential clients, regardless of age, race, socioeconomic status, and sexual orientation felt welcome and comfortable. In the past two years, Mr. Morse has provided direct family support and services and worked with coalitions of local services providers to link together the fragmented array of programs and resources in East Oahu. These efforts have provided BFC with firsthand knowledge of the unique needs of the region, including gaps in services, barriers to service delivery, and opportunities for developing effective partnerships that promote strong and safe families.

In 2014, Blueprint for Change has the following contracts with the State of Hawaii:

Title/Description: Neighborhood Place Services- Hawaii, Maui, Oahu
Blueprint for Change provides Neighborhood Place child abuse prevention services for the State of Hawaii in the geographic locations of East and West Hawaii, Maui, Waianae and Kalihi.

- Contract: DHS-14-POS-357
- Contacting Agency: Department of Human Services – Purchase of Services Unit
- Contact: Cindy Pierce
Program Specialist
Department of Human Services
Social Services Division/Support Services Office

Federal Revenue & Program Support
Purchase of Services & Grant Management
810 Richards Street Suite 501
Honolulu, HI 96813
Telephone : (808)-586-5672
Facsimile : (808)-586-5606
Email: cpierce@dhs.hawaii.gov

Title/Description: Neighborhood Place of Kauai
Blueprint for Change provides Neighborhood Place child abuse prevention services for the State of Hawaii in the geographic locations of East and West Kauai.

- Contract: DHS-14-POS-1033
- Contacting Agency: Department of Human Services – Purchase of Services Unit
- Contact: Cindy Pierce
Program Specialist
Department of Human Services
Social Services Division/Support Services Office
Federal Revenue & Program Support
Purchase of Services & Grant Management
810 Richards Street Suite 501
Honolulu, HI 96813
Telephone : (808)-586-5672
Facsimile : (808)-586-5606
Email: cpierce@dhs.hawaii.gov

Title/Description: Neighborhood Place Evaluation Services
Blueprint for Change improve child abuse prevention services for at-risk families on the Island of Hawai'i, O'ahu, Maui

- Contract: DHS-14-POS-927
- Contacting Agency: Department of Human Services – Purchase of Services Unit
- Contact: Cindy Pierce
Program Specialist
Department of Human Services
Social Services Division/Support Services Office
Federal Revenue & Program Support
Purchase of Services & Grant Management
810 Richards Street Suite 501
Honolulu, HI 96813
Telephone : (808)-586-5672
Facsimile : (808)-586-5606
Email: cpierce@dhs.hawaii.gov

B. Facilities

BFC's Waimanalo Neighborhood Place (WNP) program will be operated from the Waimanalo Youth & Family Collaborative (WYFC) resource center called, Ka Piko, located at 41-038 Wailea Street in the heart of Waimanalo town (adjacent to Waimanalo Beach Park, 7-11, and the Post Office). Ka Piko occupies two 500 square foot spaces in a brown, CMU block building, located on the same parcel with PACT's Early Head Start facility. At Ka Piko, WNP has access to approximately 800 square feet of office and conference room space (see attached Letter of Commitment from WYFC) that is ADA compliant and a non-smoking, user friendly environment.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Administrative and Management:

The program and fiscal management for this project will be the responsibility of the Blueprint for Change staff and Board of Directors. The BFC Administrative Assistant (.25 FTE) will perform the following duties: provide administrative and clerical support; attends to the organization and coordination of office activities; supports and coordinates the work flow for the office; processes timesheets, purchase orders and other necessary administrative requirements.

The BFC Executive Director (.25 FTE) will provide administrative and program support, including but not limited to, extrapolation of data for quarterly activity and expenditure reports, coordinating regular meetings with program staff and maintaining meeting minutes, scheduling and conducting outreach activities, and facilitating open communications between the Department of Human Services and Neighborhood Place program staff . The BFC Executive Director will also be responsible for providing technical assistance and training as it relates to the implementation of the project and will work directly with the Department of Human Services to effectively address obstacles that may arise during the course of this project.

Program and Operations:

Funding for this proposal will be used to hire a full time Neighborhood Place Family Outreach Worker who will operate out of the Ka Piko office in Waimanalo. Responsibilities for this position include, but are not limited to, conducting the initial intake and assessment, working with families to identify strengths and risk factors, developing and updating an Individual Program Plan (IPP), coordinating services within state agencies as well as with other providers, conducting home visits and outreach, and providing support during the discharge and follow-up process. Caseloads will range between 10 and 15 clients per-month, depending on need.

During the course of the project, the BFC Executive Director (.25) will allot approximately 10 hours a week to working with families in Waimanalo. These duties will include evaluating intake forms, providing talk-story assessments, conducting on-going case management, and responding to requests for information and referral. This position will also be responsible for reviewing all cases and work with the NP Family Outreach Coordinator to evaluate a client's needs as they relate to the goals outlined in the IPP and assess how the achievement of these goals are impacting the clients ability to provide a safe and nurturing environment for their children.

In addition to providing direct services, the Neighborhood Place Family Outreach Coordinator and Blueprint for Change Executive Director will coordinate four (4) community events. Responsibility's for this includes, securing sites, coordinating dates with providers, promoting the event to community members, staffing booths, and conducting community surveys.

Staff Qualifications

All staff will be required to meet the qualifications set by the Department of Human Services (DHS) and assume responsibilities assigned in accordance with the following guidelines.

Blueprint for Change Staff:

Executive Director:

The Executive Director, Stephen Morse, has a Masters in Social Work and over 40 years of experience working with Hawaiian children, families, and communities. He will be in charge of the day-to-day activities that are needed to successfully administer the contract, including:

- Facilitating communications between Department of Human Services and the Neighborhood Places;
- Reviewing Quarterly Activity and Expenditure Reports before they are submitted to DHS;
- Maintaining financial and program records;
- Scheduling and facilitating BFC Board of Directors and Neighborhood Place Partners meetings;
- Providing technical assistance and training for Neighborhood Place Directors and line staff;
- Conducting annual site visits to ensure that the respective Neighborhood Place programs adhere to the requirements outline in the contract;
- Maintaining strong community relationships and coordinating collaborative efforts between Neighborhood Places and other Social Service agencies;
- Conducting legislative research and providing testimony for legislation that supports a more responsive child welfare system; and
- Conducting fund-development activities to help supplement the expansion of the Neighborhood Place system and enhance the operations of current Neighborhood Place programs.

Administrative Assistant:

The Administrative Assistant, Ilona Sai, has 25 years' experience in administrative support and a general knowledge of best-practices in child abuse and neglect. She will provide program support and technical assistance for Blueprint for Change by performing the following duties:

- Preparing and submitting invoices and Quarterly Activity and Quarterly Expenditure Reports to the Department of Human Services;
- Conducting bookkeeping duties, including processing payroll, keeping the organization up-to-date on state and federal taxes, processing and paying bills, entering data into accounting software, and preparing financial statements for the Board of Directors.

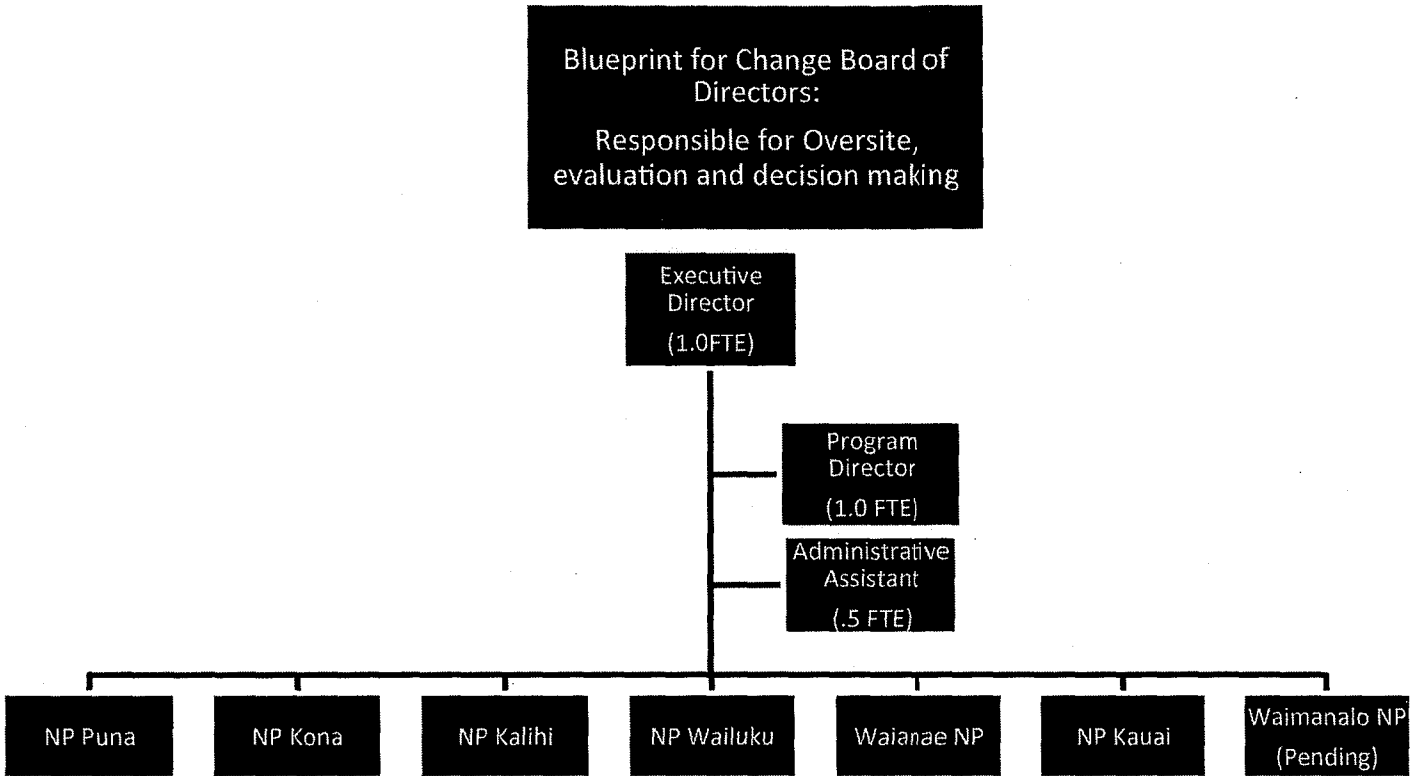
Neighborhood Place Program Specialist

The Neighborhood Place Family Outreach Coordinator will, at minimum, have a High School Degree and experience working with families and children. Responsibilities for this position include:

- Provides outreach, information and referral, assist clients with necessary applications and food/clothing distribution services.
- Conducts home or office visits, and provides transportation when needed.
- Conducts parenting groups.
- Assists the Program Managers and Specialists.

*This position is currently vacant and will be filled through open recruitment.

B. Organization Chart



C. Compensation

Below is a list of the three highest paid officers and employees for Blueprint for Change:

Executive Director, [REDACTED] 75,000

Program Director, [REDACTED]: \$55,000

Administrative Assistant, [REDACTED] \$ 27, 300

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.

N/A

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.

N/A

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Blueprint for Change

(Typed Name of Individual or Organization)

(Signature)

1/31/14

(Date)

Stephen Morse
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Blueprint for Change

BUDGET CATEGORIES	Total State Funds Requested (a)	Junior League Honolulu (b)	Friends of Hawaii Charities (c)	(d)
A. PERSONNEL COST				
1. Salaries	72,325			
2. Payroll Taxes & Assessments	8,274			
3. Fringe Benefits	10,327			
TOTAL PERSONNEL COST	90,926			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,100			
3. Lease/Rental of Equipment	1,320			
4. Lease/Rental of Space	18,240	4,500	4,500	
5. Staff Training	500	500		
6. Supplies	1,000	500	500	
7. Telecommunication	4,214	500		
8. Utilities	3,200			
9. Repair and Maintenance	250	500	500	
10. Mileage		250	250	
11. Postage		250	250	
12. Community Development		2,500	2,500	
13. Meeting Expenses		500	500	
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	30,824	10,000	9,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	121,750	10,000	9,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	121,750	Richard Klein (808) 952-0488		
(b) Junior League of Honolulu	10,000	Name (Please type or print) Phone		
(c) Friends of Hawaii Charities	9,000	[REDACTED]		
(d)				
TOTAL BUDGET	140,750	Stephen Morse, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Blueprint for Change

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1 FTE	\$75,000.00	50.00%	\$ 37,500.00
Administrative Assistant	.5 FTE	\$27,300.00	25.00%	\$ 6,825.00
Family Outreach Coordinator	1 FTE	\$28,000.00	100.00%	\$ 28,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				72,325.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Blueprint for Change

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

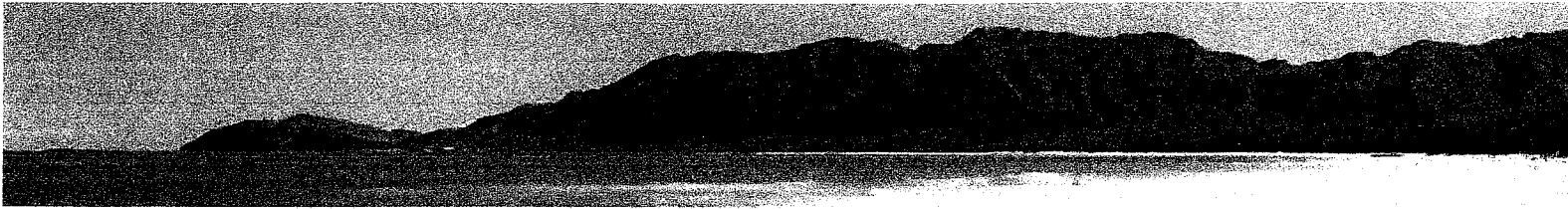
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Blueprint for Change

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						



Waimanalo Youth and Family Collaborative
PO Box 21
Waimanalo, HI 96795
Phone: 259-8800

January 31, 2014

Hawaii State Senate and House of Representatives
State Capitol
Honolulu, HI 96813

RE: Blueprint for Change Grant-in-Aid Application to the 2014 State Legislature

To Whom it May Concern:

On behalf of the Waimanalo Youth & Family Collaborative (WYFC), I am writing to confirm that WYFC is partnering with Blueprint for Change in establishing and operating a Waimanalo Neighborhood Place program at WYFC's family center called, Ka Piko, which is located at 41-038 Wailea Street, Waimanalo, HI 96795.

In addition to confirming our commitment to this partnership, we are writing to affirm that Ka Piko is a smoke-free, ADA compliant facility.

Should you have any questions regarding this letter, please feel free to contact us at the above address or phone number.

Sincerely,

A solid black rectangular box used to redact the signature of the sender.

Tai-An Miao
Secretary/Treasurer