

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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: Family Programs Hawai'i

DbA:

Street Address: 250 Vineyard St., Honolulu, HI 96813

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LINDA SANTOS

Title President & CEO

Phone # 808-521-9531 xt 231

Fax # 808-533-1018

e-mail LSantos@FamilyProgramsHi.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:

IMPROVE THE RETENTION RATE OF RESOURCE CAREGIVERS AND SOCIAL WORKERS IN THE CHILD WELFARE SYSTEM

FEDERAL TAX ID #: \_\_\_\_\_

\_\_\_\_\_

FISCAL YEAR 2015: \$ 54,340

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 \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

LINDA A. SANTOS, PRESIDENT & CEO  
NAME & TITLE

01/31/2014  
DATE SIGNED

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

## Application for Grants and Subsidies

### I. BACKGROUND AND SUMMARY

#### 1. A brief description of the applicant's background

Family Programs Hawai'i (FPH) is a private 501 (c) (3) social service agency whose mission is to strengthen youth and families through high quality prevention, support and transition services. Although FPH opened in 2004, the agency has 30 years of experience in child welfare through its predecessor agencies: Casey Family Programs and Friends of Foster Kids.

In the last 10 years, FPH has grown to a \$4 million agency with statewide services, offices on O'ahu and in East Hawai'i and an emergency shelter in Ma'ili, O'ahu. FPH has 15 different programs that provide services to prevent children from entering the foster care system, supports children and families in the foster care system, and assists youth transitioning from the system. Funding comes from state contracts, foundation grants, donations and fundraising events

It Takes An 'Ohana (ITAO), formerly the Hawai'i State Foster Parent Association founded in 1971, became a program of FPH in 2010. ITAO works to improve the quality of foster care by empowering resource families through information, skills and support. The program enables families to improve the outcomes for the children and youth in their home and effect positive change in the child welfare community. ITAO provides a bridge between resource caregivers and the child welfare system by being the "voice of resource families" (also known as foster families). It accomplishes this through an Advisory Committee, advocacy and education.

#### 2. The goals and objectives related to this request

**GOAL:**

Increase the retention rate of both the resource caregivers and social workers.

**OBJECTIVES:**

1. To improve the relationships between Hawai'i's child welfare workers and resource caregivers.
2. To support and educate resource caregivers with interactive electronic tools and website upgrades.

#### 3. The public purpose and need to be served

Objective 1

A crucial need addressed in this proposal is the need to strengthen relationships between Hawai'i 's child welfare workers and resource caregivers, essential in assuring positive

outcomes such as stability, improved well-being and permanency for foster children and teens.

Research shows that “foster parents” who currently provide care are dropping out at high rates because foster families can find the experience overwhelming and frustrating, causing many to leave foster parenting within their first year (Chipungu & Bent-Goodley, 2004). Consistent retention of qualified foster parents, on the other hand, reduces the reliance on recruitment; increases the chances of young people being placed with skilled, experienced caregivers; and, ultimately, increases the chances of placement stability and permanence (Brown & Calder, 2000; Rhodes, Orme, & Buehler, 2001; Eaton & Caltabiano, 2009).”

In a 2005 U.S. Department of Health & Human Services report, it was noted that “between 47 and 62 percent of foster parents exited foster parenting within a year of the first placement in their home”. The same report went on to say that “interactions with the child welfare agency were the most commonly cited factor affecting foster parent retention”.

Why does this matter? When resource caregivers quit, children and youth are hugely impacted by that decision in a variety of ways:

- **Children living in a resource home when the resource caregivers decide to stop fostering experience another placement disruption.** This is a traumatic event for the child, reminiscent of their removal from their family. The additional move may lead to subsequent disruptions, attachment issues, and behavioral issues. This may lead to more restrictive placement, disrupting the possibility for permanency.
- **The dwindling pool of resource families diminishes the ability to select the right family who can best meet the needs of the child.** The agency is often compelled to place the child in the first home where an opening is available. This family may not have the knowledge or skills to meet the child's special and unique needs, which places the child at risk of another placement or abuse or neglect while in care. Additionally, medical, emotional, behavioral, educational needs may go unmet, placing the child at risk for life-long delays and deficits, and unable to reach his/her full potential.
- **A child is more likely to be placed away from their family, school and community.** This creates additional stress for the child who must cope with a new environment, the loss of friends and disruption in their education. For most children visitation with birth family becomes increasingly difficult the farther the child is placed from his/her family. Additionally, vital services established for the child during placement are disrupted or not available.
- **Siblings are split up and placed in separate homes.** With fewer homes in the foster home pool, children have fewer placement options available to them. Homes licensed for sibling groups are often used piecemeal for emergency placement needs rather than for sibling groups.

Objective 2

It is important that resource caregivers have easy access to online educational and advocacy tools and resources to help them provide for the myriad needs of the children placed in their homes. These tools can enhance their ability to become advocates of their foster children on a higher level.

Resource caregivers have a unique perspective on the strengths, weaknesses and special needs of the foster children in their homes. They also possess a depth of knowledge gained through working with social workers and the overall child welfare system. It is this unique perspective that can help drive discussions and change, on both law and policy issues, to improve the child welfare system.

**1. Describe the target population to be served**

Resource caregivers and social workers are the two key players involved in the life of a foster child and significantly affect the outcomes of the child. The primary responsibility of the resource caregiver is to care for the child, provide safety, manage and document the child's behavior, and satisfy their education, medical, and emotional needs. They spend the most time with the child on a day-to-day basis.

Social workers, on the other hand, manage and monitor the child's case and work with the birth family, resource family, the court and the child. Social workers must assess if the child is in a safe home and if the child's needs are being met. Their perspective, although important, is very different from that of the resource caregiver. But in the end, both perspectives must be considered in making the appropriate decisions affecting the child's future and success.

Currently there are 1,384 resource caregivers, 200 social workers and 1,200 foster youth in the Hawai'i child welfare system. There are 810 resource caregivers on O'ahu, 209 in East Hawai'i, 175 in West Hawai'i, 120 on Maui and 70 on Kaua'i.

**2. Describe the geographic coverage.**

ITAO will work with resource caregivers and social workers throughout the state of Hawai'i, with emphasis on O'ahu and East Hawai'i, representing areas with the largest population of foster children.

**II. SERVICE SUMMARY AND OUTCOMES**

Objective 1

To improve the relationships between Hawai'i's child welfare workers and resource caregivers.

ITAO proposes to bring in nationally renowned trainer, Denise Goodman, and her "Partnering for Success" training program that is designed specifically to improve the relationship between DHS social workers and resource caregivers. The training outlines the most common reasons that caregivers quit and outlines the most valuable things that support caregivers. One of the

highlights of the training will be a resource caregiver panel allowing caregivers to discuss with DHS staff how to enhance their partnership and what impact that has on placement stability and the well being for the children.

Denise has successfully presented "Partnering for Success" in Arizona, Connecticut, Washington, Louisiana and Idaho. She will begin the training by working closely with DHS supervisors to help them understand the importance of social workers partnering with resource caregivers. We then implement a public relations campaign for DHS that includes posters and other collateral. The PR campaign will impart the important role resource caregivers play on the team and also serve as inspirational reminders of successful outcomes. This is followed up a series of 6-hour trainings specific to the social workers and will be held at DHS sites across the state during the 2<sup>nd</sup> quarter of 2015. At each training, the social workers will receive "role cards" which list the "Top Ten" things social workers can do to support caregivers.

The training that will be held specifically for caregivers will help the caregivers to understand the perspective of the social worker and how to best partner with them. This training will occur during the 2<sup>nd</sup> quarter of 2015 will be held on O'ahu, Hawai'i , Maui and Kaua'i.

#### Objective 2

To support and educate resource caregivers with interactive electronic tools and website upgrades.

To help us provide resource caregivers needed access to online educational and advocacy tools is relevant to one of the most important aspects of providing foster care - knowledge! When a caregiver knows what to expect and how best to work with a situation, they are less frustrated and better at meeting the needs of the children and youth in their care.

For this part of the proposal, we again turn to experts in the field. Daniel Ziegler, who originally built our website, will upgrade it and add the capacity for on-line registration for events, work groups and an on-line forum. The forum is something caregivers have been asking for and will be moderated by ITAO.

Consultant Sharon Simms will help us identify which social media tools would work best to fulfill the needs of our population. She will then guide us on the selection and installation, after which she will provide training on how to introduce the tools to caregivers, she will also provide technical assistance for the year. Some of the tools we will be evaluating are Twitter, Pinterest, Google Hangouts, and GoToMeeting.

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

The table below outlines 1) the scope of work, tasks and responsibilities and 2) the timeline for the training component:

Scope of Work	Task	Timeline	Responsibility
Obtain buy-in from	Meet with DHS to introduce	Quarter 1	FPH CEO & President

DHS to bring Goodman's "Partnering For Success" program to Hawai'i	the concept of the SW Trainings		
Training Development	Revise "Partnering For Success" Training for Hawai'i	Quarter 1	Goodman, ITAO and FPH's Resource Family Support Services (RFSS)
Training PR Campaign	Plan PR campaign that will include posters, role cards, etc. to engage social workers	Quarter 1	Goodman, ITAO & Dan Ziegler, Graphic Artist
Training PR Campaign	Revise posters for Hawai'i's population. Provide DHS with posters to be posted in DHS offices by mail and by hand delivery.	Quarter 2	ITAO, DHS and RFSS
Presentation of Training	Present social worker and resource caregiver trainings at these locations: O'ahu (2), Maui, West Hawai'i, East Hawai'i, Kaua'i	Quarter 2	Trainer, RFSS and ITAO
Evaluation/Quality Assurance	Develop & implement quality assurance process for project	Quarter 1 – Develop Quarter 2 – Implement Quarter 3 – Follow up	DHS, Trainer, RFSS and ITAO

The table below outlines 1) the scope of work, tasks and responsibilities and 2) the timeline for the **technology component**:

Scope of Work	Task	Timeline	Responsibility
Media Plan Development	Explore Website and Social Media Options	Quarter 1	Consultants and ITAO
Identification of tools	Select chosen Website and Social Media Tools	Quarter 1	Consultants and ITAO
Implementation	Implement new technical tools	Quarter 2	ITAO
On-line Tool Training	Implement new technical tools with families	Quarter 3	ITAO and IAC
Evaluation/Quality Assurance	Develop & implement quality assurance process for project	Quarter 1 – 4	ITAO

2. Provide a projected annual time line. (See above tables for timelines)

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

Consistent with the Agency's mission and core values, FPH is committed to excellence in the provision of service. Our Performance and Quality Improvement Plan (PQI) holds all programs accountable as we continuously learn from experience, each other, and from our community. Our Management Team provides leadership and ensures allocation of resources for continuous quality improvement across the organization. Formal PQI processes, such as consumer satisfaction surveys, quarterly reviews by the Management Team and Board, and monthly PQI Committee meetings are embedded in our work and have the resources necessary to accomplish their functions. The Clinical Director oversees and is responsible for the collection, evaluation and corrective action process (if relevant) of programmatic outcomes.

The training activities outlined in this proposal will be evaluated by measuring the effectiveness of the trainings for both care givers and social workers. A pre and post survey will measure each attendee's view of the relationship between themselves and their counterpart. Three months after the training, both populations will be surveyed once more to find out if the relationship between their partners has improved.

- A. The technological outcomes will be monitored monthly by looking at demographics for website visits and engagement utilizing Google analytics and other tools. Social media activity will be monitored through Facebook and Twitter activity utilizing analytical tools such as HootSuite and the number of friends and followers. We will utilize our technical consultants, Sharon Simms and Daniel Ziegler, for technical assistance to improve our results throughout the year. (Refer to Staff Qualifications for consultant information.)

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated.

The proposed services will be measured for effectiveness by the following measurements:

- At least 150 DHS staff will participate in the "Partnering for Success" trainings. Of those, 60% will report an improvement in their resource caregiver relationships. This will be measured with pre and post surveys and by a drop in the number of complaints filed against them by resource caregivers.
- At least 300 resource caregivers will participate in the "Partnering for Success" trainings. Of those, 60% will report an improvement with social worker relationships. This will be measured with pre and post surveys. In addition, ITAO will follow up with a "Talk Story" session at each location 3 months after the trainings.
- The number of visitors to the ITAO website will increase by 10%.
- 50 resource caregivers will be active on the ITAO forum.
- 3 Google Hangout Groups will form on O'ahu and 1 each on Maui and Hawai'i.
- 50 resource caregivers will begin to follow ITAO on Twitter and Facebook.

**III. FINANCIAL**

**Budget**

The budget reflects the cost of .25fte for the ITAO Family Advocate; all costs related to the training for DHS workers and resource caregivers; and the costs of updating the current electronic communication tools to make them more interactive and effective in training and supporting resource caregivers.

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **See attached**
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
\$10,330.00	\$23,350.00	\$10,330.00	\$10,330.00	\$54,340.00

3. The following sources of funding are being sought in FY2015 for the general operations of ITAO:

Victoria and Bradley Geist Foundation  
Court Improvement Program (Family Court)

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.

NONE

**IV. EXPERIENCE AND CAPACITY**

- A. **Necessary Skills and Experience** Experiences and related contracts/services pertinent to this request include:

Family Programs Hawai'i staff brings together 30 years of experience in the area of child welfare. Through 5 state contracts and numerous smaller foundation grants, FPH has developed an array of programs focusing on the needs of abused and neglected children, their birth families and out of home caregivers. These programs include:

- Resource Family Support Services provides statewide services, which include a Warm Line, monthly support groups, and training for resource families.



- Respite Program provides families with a break from the ongoing responsibilities of parenting children in out of home care.
- Enhancements distributes funds for foster children through grants for education, athletics, sports, dance, special events, travel and special projects funded by Victoria S. & Bradley L. Geist Foundation and the Teresa F. Hughes Trust Estate.
- Holiday Party is a large-scale annual event for foster children and their families to honor children in foster care and serve as a thank you to families who welcome foster children into their homes.
- Project Visitation uses community volunteers to coordinate visits between siblings who are separated through the foster care system, giving them a chance to stay connected and strengthen their bond, even though they are living in separate homes.
- Wendy's Wonderful Kids offers proactive child focused recruitment of adoptive families for children who have been placed in long term foster care.
- Voluntary Case Management is a preventive effort to support youth and families so that they do not become involved in the child welfare system.
- eXcel (O'ahu) and Hilo Senior Program (East Hawai'i) assist foster youth in preparing for higher education.
- Mentoring Connection seeks to make a positive impact with youth in foster care through relationships with caring adult mentors.
- Ho'omalulu O Na Kamali'i is a receiving home for children removed from their families for reported abuse or neglect in Waianae.

In developing and implementing these successful programs, FPH staff have become experts in the areas of child abuse and neglect, child trauma, the support of resource caregivers and evidence based best practice. Through these programs, FPH demonstrates skills including assessment, case management, group work, training, advocacy, community building and evaluation.

ITAO, formerly known as the Hawai'i Foster Parent Association, was organized by resource caregivers and social workers at the request of the DHS in 1971. Every effort ITAO has initiated is for one purpose, the betterment of the lives of the children and youth of Hawai'i affected by foster care and the families who open their hearts and homes to them. We do this by offering resources and information to those in the community concerned with protecting the interests of children and youth in out-of-home care, while providing responsible systemic advocacy.

In September, 2011, ITAO brought together a group of experienced resource caregivers who have a passion for creating the best outcomes possible for Hawai'i's children affected by out-of-home care. The ITAO Advisory Committee (IAC) was trained by author and consultant, Shanah Trevenna, on how to find effective solutions to their issues and how to create "bridges" between all stakeholders in the child's life including resource caregivers, families and the DHS. In addition, a DHS representative and two Resource Advisory Committee members have joined us in our efforts. IAC identifies areas that are pressing for resource families and works to improve them.

## **B. Facilities**

The staff is housed in our office at 250 Vineyard Street, Honolulu, Hawai'i. For the health and safety of staff and service recipients, the facility provides comfortable, well appointed, ventilated and lit private, public and group spaces; parking and security. Safety and emergency preparedness plans are in place for the well-being of staff and service recipients. Private and semi-private ergonomic work spaces, meeting rooms and file storage are provided. A secure network provides data management and back up and confidentiality of staff and client records.

Supplies and technology are provided for faxing, posting, copying, printing, telecommunications and internet connectivity. The facility provides ingress, egress, work stations, meeting rooms and equipment/file areas that are fully accessible. The offices are leased in a facility which pre-dates ADA construction regulations. FPH is able to serve disabled clients and accommodate disabled staff. Restrooms are not ADA compliant, but access is generous and assistance is available to those of limited mobility.

Trainings will be located at a variety of community locations such as churches, community meeting facilities, conference sites or DHS conference space. The Honolulu Office as well as our office at 120 Pauahi Street, Suite 306, Hilo will be available for meetings and visits as necessary.

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

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

#### **Staff:**

Judith Wilhoite, the Family Advocate for ITAO, is the primary staff member on this project. She has been with ITAO for 14 years. As a committed advocate and resource caregiver herself, Judith is dedicated to improving the lives of children and youth who spend time in out-of-home care. Her knowledge of the child welfare community, best practices, and entrepreneurial background make her a good fit on this project. Judith is regularly invited to participate in committees and task forces in the child welfare, education and court systems to provide the "voice of resource caregivers." Judith is supervised by the President and CEO of FPH.

FPH will also use the contractual services of the following people to accomplish the goals of this proposal:

Denise Goodman, Ph.D., is an independent trainer and consultant. Her professional career of 25 years has included experience as a youth leader, protective services caseworker, Residential Treatment Coordinator and foster parent. She is a member of the Family to Family Technical Assistance Team that works with agencies nationwide in recruitment, training, preparation, support and retention of caregivers. She develops curriculum for and trains social workers, supervisors and caregivers. Her publications include a chapter on adoption practice in the award winning Field Guide to Child Welfare.

Sharon Simms, MSW CPC is the Chief Executive Officer for SAS Services, LLC, a company dedicated to helping private and public agencies develop and implement effective programs, as well as, improve the overall efficiency of their organization. Prior to starting SAS Services, Sharon worked as a Trainer with the University of Hawai'i, Myron B. Thompson, School of Social Work, Title IV-E Training Program. In her role, she trained supervisors and staff at the DHS Child Welfare Services. Sharon has also trained social workers, human services professionals, trainers, volunteers, and foster/resource parents throughout the State of Hawai'i.

Dan Ziegler built our current website and has been doing creative work, both in technology and graphic arts, for 35 years. Dan has experience with the technology that will help our families connect, such as forum creation and twitter access.

**Training:**

All FPH participate in New Employee orientation and training as well as a variety of program specific trainings to be fully prepared for the service provided. All staff are required to participate in "Knowing Who You are", a curriculum designed to prepare them to support the healthy development of our client's racial and ethnic identity. Ongoing training to expand staff knowledge and ability is emphasized and supported for all employees.

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line 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 the attached organization charts.

**C. Compensation**

(Calendar Year 2013)

President and CEO - \$94,500

Clinical Director - \$72,189

Finance Director - \$68,875

**VI. Other**

**A. Litigation**

Family Programs Hawai'i has no pending litigation to which it is a party, including the disclosure of any outstanding judgment.

**B. Licensure or Accreditation**

FPH is licensed by the State of Hawai'i Department of Human Services as a Child Placing Organization and a Child Care Institution. The agency is accredited by Council on Accreditation (COA.)

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

Applicant: Family Programs Hawai'i

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Grants &amp; Other Unrestricted Funds (b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	14,074	27,746		
2. Payroll Taxes & Assessments	1,682	6,620		
3. Fringe Benefits	2,331	3,926		
<b>TOTAL PERSONNEL COST</b>	<b>18,087</b>	<b>38,293</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,500	2,000		
2. Rental Car	500			
3. Accomadations	2,100			
4. Lease/Rental of Equipment	460			
5. Contract - Subcontract	16,953			
6. Supplies	2,500			
7. Telecommunication	240			
8. Facilities Rent	4,000	5,096		
9. Provisions	7,000	5,096		
10. Office Rent		5,096		
11. Refreshments		1,000		
12. Postage		200		
13. Mobile Phone		300		
14. NFPA Membership		100		
15. NFPA Conference		200		
16. Admin Fee		2,198		
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>36,253</b>	<b>21,286</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>54,340</b>	<b>59,579</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	43,340	Suzanne Sarlund	808-540-2561	
(b) Other Grants & Unrestricted Fu	59,579	Name (P/lease type or print)	Phone	
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>102,919</b>	Signature of Authorized Official	Date	
		Linda A. Santos, President & CEO		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Family Programs Hawai'i

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)
Family Advocate	1	\$44,297.00	25.00%	\$ 11,074.25
Administrative Assistant	1	\$30,000.00	10.00%	\$ 3,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				14,074.25
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Family Programs Hawai'i

RFP No.: \_\_\_\_\_ Period: 7/1/2014 to 6/30/2015

Date Prepared: 1/30/2014

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	As required by law	7.65%	\$ 1,077.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.30%	\$ 183.00
Worker's Compensation	As required by law	2.50%	\$ 352.00
Temporary Disability Insurance	As required by law	0.50%	\$ 70.00
SUBTOTAL:			\$ 1,682.00
<b>FRINGE BENEFITS:</b>			
Health Insurance	Med: 519 Dent 36		\$ 2,331.00
Retirement			
SUBTOTAL:			\$ 2,331.00
<b>TOTAL:</b>			\$ 4,013.00

**JUSTIFICATION/COMMENTS:**

Annual increase in health insurance premiums included. 25% of Family Advocate and 10% of AA health insurance premiums included

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Family Programs Hawai'i

Period: July 1, 2014 to June 30, 2015

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:



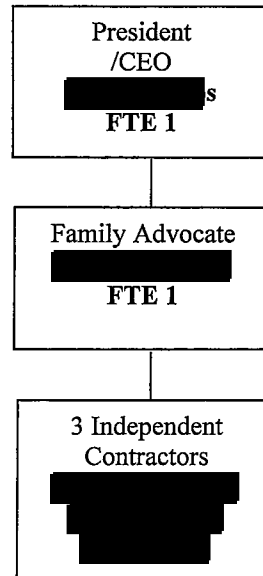
## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Family Programs Hawai'i

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	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	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

Program Organization Chart  
Application for Grants and Subsidies

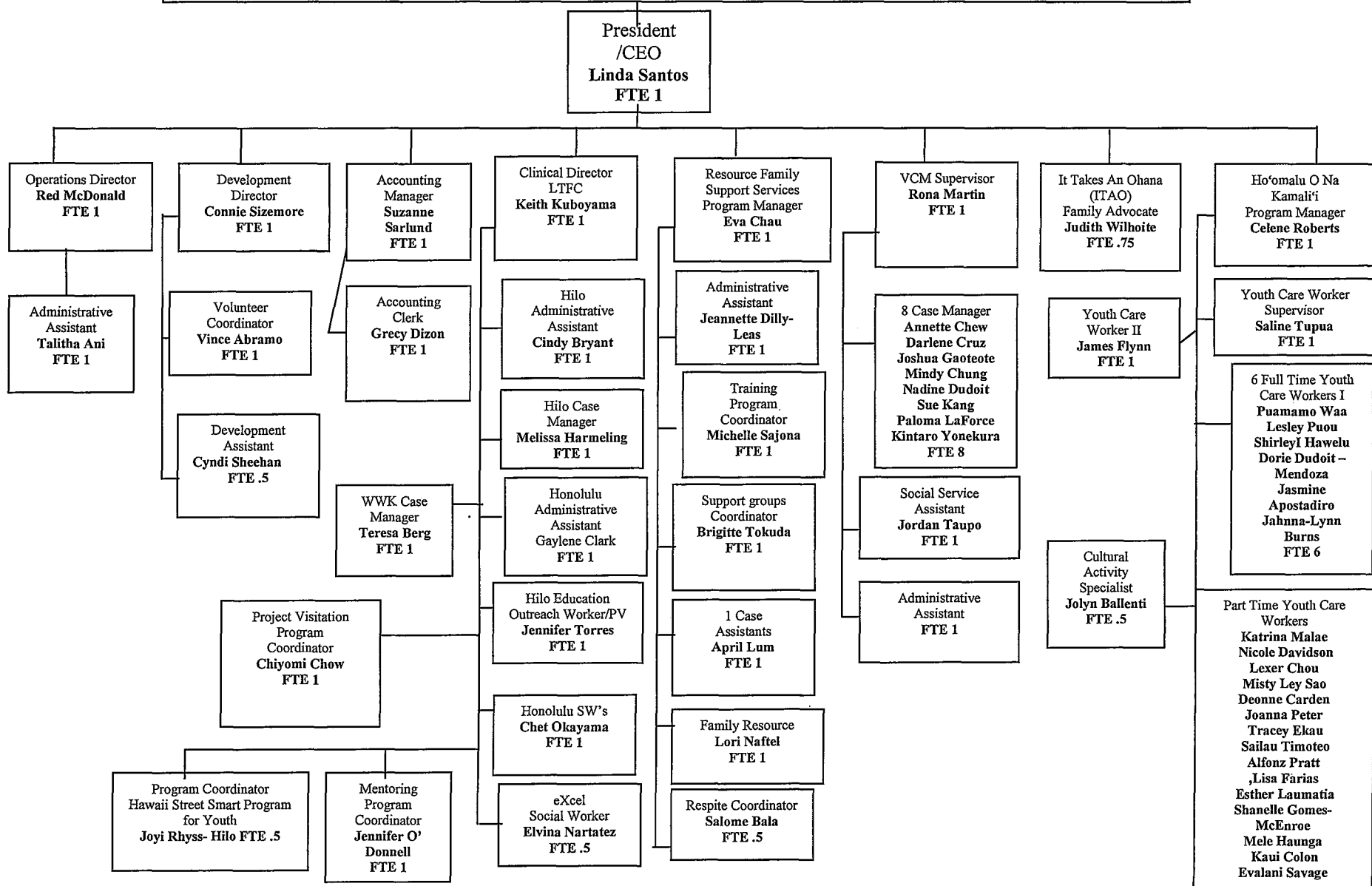


# Family Programs Hawai'i Organizational Chart

## Application for Grants & Subsidies

### Board of Directors

Mike Curtis, Mona Choy – Beddow, Jordan Conely, Jeff Case, Selby “Jake” Jacobs, Mike Wood, Mei Nakamoto, Daniel T. S. Kim, Brian Keala Benz, Lisette Gonzalez, Richard Emery, Carol Ono, James Harrow, Melinda Mullis



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

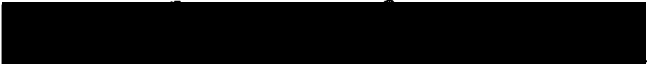
The undersigned authorized representative of the applicant certifies the following:

- 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'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, Hawaii'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, Hawaii'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, Hawaii'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.

Family Programs Hawaii  
(Typed Name of Individual or Organization)

  
(Signature)

1/31/2014

(Date)

Linda A. Santos  
(Typed Name)

President & CEO  
(Title)