

House District \_15\_\_\_\_

Senate District \_\_8\_\_\_\_

**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):

JUDICIARY

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Hale `Opio Kaua`i, Inc.

Dba:

Street Address: 2959 Umi Street, Lihu'e, HI 96766

Mailing Address: `same

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name: LAVERNE BISHOP \_\_\_\_\_

Title: Executive Director \_\_\_\_\_

Phone # 808- 245- 2873 X8202 \_\_\_\_\_

Fax # 808-245-6957 \_\_\_\_\_

e-mail lbishop@haleopio.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:**

JUVENILE DIVERSION OF FIRST-TIME STATUS OFFENDERS/ MINOR LAW VIOLATORS AND RISK ASSESSMENT AND CASE MANAGEMENT FOR SECOND TIME OFFENDERS REFERRED BY THE OFFICE OF THE PROSECUTING ATTORNEY. A PEER-LED YOUTH COURT WITH ADULT JUDGE HOLDS THE OFFENDER ACCOUNTABLE TO REPAIR THE HARM, REMOVES AN AVERAGE OF 400 YOUTH FROM THE COURT SYSTEM ANNUALLY WITH A 90% SUCCESS RATE.

4. FEDERAL TAX ID #: [REDACTED] \_\_\_\_\_

5. STATE TAX ID #: [REDACTED] \_\_\_\_\_

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

FISCAL YEAR 2015: \$ 105,406 \_\_\_\_\_

**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 \$ 15,843 \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED] NAME & TITLE

LAVERNE BISHOP, EXECUTIVE DIRECTOR DATE SIGNED

JANUARY 28, 2014

**Application for Grant**

**COPY**

*If any item is not applicable to the request, enter "not applicable".*



**RECEIVED**

*1/29/14*

*enter "not applicable"*

**I. Background and Summary**

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

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

Hale 'Opio Kaua'i, Inc. (HOK) is an accredited, private, non-profit organization incorporated in 1975 arising from a Judiciary needs assessment to offer a continuum of services from residential treatment and crisis shelter, to in- and after-school evidence-based programs, focused on developing competency in youth with their families. HOK provides highly effective Kaua'i Teen Court diversion services in cooperation with County Police, Prosecutor, and Mayor since 1995, reducing the court calendar and crime.

2. The goals and objectives related to the request;

The goal of Kaua'i Teen Court is to reduce juvenile offending through accountability-based programs diverting first/second arrest respondents from the juvenile justice system. This swift, family-centered response to youthful offending reduces the monthly court docket by one day on average, diverting an average of 400 youth annually from court. Respondents who complete Kaua'i Teen Court have no criminal record, are removed from the court system, and an average of 90% do not reoffend within the following year.

3. The public purpose and need to be served;

Kaua'i Teen Court diverts first and second time youthful offenders from the juvenile justice system. Youth admit their guilt, waive their right to an attorney, receive an intake assessment with their family, a hearing before their peers and a sentence that is swift and related to their offense. Youth who receive logical consequences and a timely response to their wrong doing are less likely to re-offend. The police and courts are therefore able to concentrate their limited resources on those youth who continue to victimize the community and who, without intense intervention, will likely be incarcerated as youth and/or adults. And youth who have made a mistake and repaired the harm still qualify for scholarships, military service, and other programs that bar adjudicated youth, sentencing them to a life compromised by a youthful transgression.

Providing educational and skill building activities that are logical consequences that repair the harm the offense caused gives respondents the opportunity to improve empathy and victim awareness while acquiring skills such as problem solving, decision making, collaboration, perseverance, knowledge of and respect for the law, enhanced communication, responsibility and self determination.

4. Describe the target population to be served;

Juveniles, ages 10 to 18, who have been detained for the first or second time, who are willing to admit their guilt and prepared to be sentenced by a jury of their peers or participate in intensive case management are referred by Kaua'i Police Department and Kaua'i Office of the Prosecuting Attorney (OPA). OPA has the authority to refer any youth they deem would benefit from diversion from the court process.

5. Describe the geographic coverage;

Kaua'i Teen Court serves the County of Kaua'i.

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

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

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

After receiving Teen Court referrals from Kaua'i Police Department and Office of the Prosecuting Attorney, the Teen Court Manager contacts the families and schedules Intake interviews with them and the respondent. During Intake, the respondent and parent(s) are explained the program as based on balanced and restorative justice, provided community resources, and assessed for strengths and needs. Families are offered parenting classes and counseling to improve communication and address emerging issues and youth referred for substance use related offenses are referred for a substance abuse assessment and services. A court date is scheduled.

Kaua'i Teen Court sessions are scheduled every other Wednesday evening 4 pm – 7 pm year around. There are six hearings scheduled for each court session and while one jury is deliberating, another case is being heard. All youth are trained as jurors prior to their first court hearing. Youth learn of jury verification, take the Oath of Confidentiality and develop skills to facilitate consensus as jury foreperson. Teen Court judges are selected from a pool of active per diem judges and practicing attorneys. Trained youth volunteer as court officers and prosecution and defense attorneys. Their writing, speaking, and inquiry skills are honed and their sense of self-efficacy is developed and often leads to considering careers in law or social work.

Juveniles are sentenced according to parameters set for the class of offense committed. Sentences may include serving as jurors, community service, restitution, drug assessment, letters of apology, and classes targeted to the offense. Community service is a logical consequence and workdays in partnership with cultural projects such as Malama Hule`ia in Nawiliwili are scheduled monthly. The Teen Court Manager monitors and records sentences and acts of compliance for completion and follow-up.

Youth with second or multiple offenses deemed by the Prosecutor as amenable to diversion are provided the Youth Level of Service/Case Management Inventory (YLSI) – a National Council of Family and Juvenile Court Judges and Department of Justice Promising Practice. Nationally Family Court Probation Officers use the tool to assess youth for risk of continuing offending and what level of offense. YLSI prescribes a plan of intervention customized with the family that successfully diverts youth from further contact with the system by providing them with the skills to think and act differently. The YLSI is conducted with youth, and family involvement required in the accountability activities to shift youth behavior to pro-social actions.

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

Once a case is referred from Kaua'i Police Department or Office of the Prosecutor, that case is entered into a data base and contact is attempted one to two days after received. An Intake interview is scheduled within two weeks and a court session is normally scheduled the following month. Depending on the offence, sentence compliance can take from two weeks to five months at which time the respondents' case is returned to KPD or OPA with a completion notice and the juvenile's record is cleared for that offense. For YLSI, the referral is received, contact made in 24 hours, and assessment conducted within two weeks. Depending on the offense and the outcome of the assessment, the case management may continue for six to eight months. Twelve months from the completion date of either KTC or YLSI, an inventory of recidivism rates is collected and reveals whether the respondent has re-offended and in what offense.

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

Each respondent receives a consumer satisfaction survey which is returned at a high rate and often with gratitude for being a pivotal experience for the family. Quarterly review of recidivism indicates whether the program is achieving the results it is known for. Quarterly stakeholder meetings are held with the police, the Prosecuting Attorney, County program and other non-profit personnel to review program operations. Individual conversations with the Juvenile Prosecutors occur. A recent conversation with the Educational Specialist for Department of Education and the Deputy Attorney General worked on confidentiality issues related to Teen Court receiving updated truancy information for individual respondents to assure Teen Court was effective in deterring further truant behavior, a typically resistant offense. Quarterly agency CQI activities

include reviewing timely response to request for services, quality documentation of activities, effective resolution of barriers, and results.

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

**THIS SAMPLE REPORT:** provides an overview of the numbers of youth moving through the program *quarterly*. Annually a recidivism rate of 8% of law violators and 14% of status offenders will recidivate is the measure of success. On average, 90% of youth who attend KTC/YLSI are not rearrested during the year following program completion according to the Juvenile Justice Information System.

			1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Tota
a.	Milestone (Registration): 30 first-time status offenders will attend the Kaua'i Teen Court intake quarterly.	KPD/ KTC MIS					
b.	Milestone: 32 first-time status offenders will appear for their hearing. (carry over from previous 1/4s)	KTC MIS					
c.	Milestone: 30 first-time status offenders will complete their sentencing. (carry over from previous 1/4s)	KTC MIS					
d.	Milestone: 24 first-time status offenders who completed their sentencing a year ago will not recidivate for one year in the same offense.	KTC MIS/ KPDJ JIS					
d.- 2	Number of status offenders who did not recidivate in any offense for one year.	KTC MIS					
			1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	Tota
e.	Milestone: 30 first-time law violators will attend the Kaua'i Teen Court intake quarterly.	KPD/ KTC MIS					
f.	Milestone: 32 first-time law violators will appear for their hearing. (carry over from previous 1/4s)	KTC MIS					
g.	Milestone: 30 first-time law violators will complete their sentencing. (carry over from previous 1/4s)	KTC MIS					
h.	Milestone (Last Milestone Is the Performance Target): 27 first-time law violators who completed their sentencing a year ago will not recidivate for one year in the same offense.	KTC MIS/ KPDJ JIS					

h.- 2	Number of law violators who did not recidivate in any offense for one year.	KTC MIS					
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The YLSI utilizes the pre-assessment compared to post-assessment scores combined with the follow-up one year search of Attorney General's database by Kauai Police for outcomes.

**III. Financial**

**Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
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
26,352	26,352	26,352	26,350	105,406

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable.

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013: \$387,934.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

In 1999 Hale 'Opio Kauai, Inc. (HOK) was nationally accredited by the Council on Accreditation of Services for Families and Children, Inc. (COA). Accreditation attests that an organization is meeting the highest national standards and provides assurance that the organization is performing services which the community needs, conducting its operations safely and effectively, and managing its funds wisely. The accreditation process involves an in-depth detailed examination of the organization's operation, including personnel, safety, fiscal, and program management, and attests that Hale 'Opio has the administrative capability with written policies and procedures governing our practices, and the supervisory structure to guide integration of our internal process with

external systems. These include collaboration statements and memoranda of understanding with local public and private agencies and mechanisms to integrate services. In addition, accreditation is a unique management tool. It provides the organization with a framework to ensure continuous quality improvement by identifying specific strengths and areas in need of improvement in our governance, operation, and services.

In 1979, the Department of Human Services (DHS) licensed Hale 'Opio as a Child Caring Institution and in the same year Hale 'Opio became a founding member of the Hawai'i Youth Services Network, an organization to provide training and technical assistance in best practices to the developing youth work field in Hawai'i. HYSN was/is contracted by the U.S. Administration on Children and Families, Family & Youth Services Bureau, to provide shelter, outreach, and transitional living services across the state and by the Office of Adolescent Health to offer evidence-based teen pregnancy prevention programs. In 2002 HOK was licensed by Department of Health as a Special Treatment Facility. Currently HOK is licensed by DHS as a Child Placing Organization, providing therapeutic family treatment for young people.

HOK developed and implemented Kaua'i Teen Court (KTC) utilizing technical assistance from the National Youth Court/American Probation and Parole Association and partners, including the American Bar Association. KTC was a recipient of funding to conduct National Youth Service Day activities through the National Association, presented at the National Youth Court Conference on implementing teen courts in a rural environment, is acknowledged by the Mayor, County of Kaua'i, annually through declarations of September as Kaua'i Teen Court Month, received Proclamations of the Kaua'i County Council supporting the program as a successful diversion initiative, and continues to participate in the International Youth Court Association.

At the recommendation of then Family Court Judge Michael Town, Hale 'Opio Kaua'i, Inc. originally utilized a youth governance model, the foundation of the Kaua'i Teen Court, in its group homes in the 70's, whereby youth develop procedures to address behavioral issues. In 1995, HOK contracted with the County of Kaua'i, at the request of the Kaua'i Police Department, to develop Teen Court with funds from the Juvenile Accountability Incentive Block Grant. This funding has been administered by the Kaua'i Mayor's (Kusaka) Youth Programs Office and the County of Kaua'i, Office of the Prosecuting Attorney (Soong, De Costa, Iseri-Carvalho, Kollar). HOK shared our program model and MIS with Washington State's Pierce County Office of the Prosecutor to establish a Teen Court there in 2001 and provided TA for First Circuit in 2010. HOK has a formal MOA defining the collaborative working relationship with the County Prosecutor's Office, Kaua'i Police Department, Office of the Mayor, and the Fifth Circuit Juvenile Client and Family Services Branch of the Fifth Circuit.

Experience providing Kaua'i Teen Court services include current and past contracts:

1. past and current contract with the Juvenile Client and Family Services of the Fifth Circuit. Contact Kari Yamashiro, Administrator, Juvenile Client and Family Services of the Fifth Circuit, 3970 Kaana Street, Lihu'e, HI 96766. (808) 482-2350, [Kari.L.Yamashiro@courts.state.hi.us](mailto:Kari.L.Yamashiro@courts.state.hi.us)
2. past and current contracts with the County of Kaua'i, Office of the Prosecuting

Attorney. Contact Justin Kollar, Prosecutor, County of Kaua'i, 3990 Kaana Street, Suite 210, Lihu'e, HI 96766. (808) 241-1728, [JKollar@kauai.gov](mailto:JKollar@kauai.gov)

3. an agreement to utilize County of Kaua'i Civic Center meeting rooms for Teen Court proceedings. Contact Bernard Carvalho, Mayor, County of Kaua'i, 4444 Rice Street, Suite 235, Lihu'e, HI 96766. (808) 245-6300, [BCarvalho@kauai.gov](mailto:BCarvalho@kauai.gov)
4. an agreement with Kaua'i Police Department for referrals and tracking recidivism through JJIS. Contact Roy Asher, Assistant Chief, KPD, 3990 Kaana Street, Suite 200, Lihu'e, HI 96766. (808) 241-1877, [rasherk@kauai.gov](mailto:rasherk@kauai.gov)
5. an agreement with The Garden Island Newspaper to publish "In Your Corner", a weekly series offering information and supportive counsel to young people as a prevention to contact with the juvenile justice system altogether. Contact Bill Buley, Editor, The Garden Island Newspaper, 3137 Kuhio Hwy., Lihue, HI 96766. (808) 245-3681 X227, [bbuley@thegardenisland.com](mailto:bbuley@thegardenisland.com)
6. current grants from Friends of Hawaii Charities, [www.friendsofhawaii.org](http://www.friendsofhawaii.org) and the Hawaii Justice Foundation, contact Robert LeClair at [HJF@hawaii.rr.com](mailto:HJF@hawaii.rr.com). Both grantors request email contact only.

## **B. Facilities**

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

Hale `Opio Kaua'i, Inc. is licensed by the Department of Human Services as a Child Placing Organization. Hale `Opio's 5,000 square foot, three-story office building at 2959 Umi Street in Lihu'e, is centrally located to all government offices and the center of business in Lihu'e. The building houses administration for all programs, Therapists, and the Learning Resource Center: a ceramics studio and darkroom, computer carrels, and multimedia area. An agency Therapist shares the first floor with the Learning Resource Center; the second floor houses an accessible conference/training room and leased offices. The top floor houses administrative staff, including Teen Court, another Therapist, a spacious conference room and family therapy room. The County, through the generosity of the Mayor, makes four meeting rooms available to Kaua'i Teen Court in the County's Mo'ikeha and Pi'ikoi Buildings at 4444 Rice Street in Lihu'e. These rooms are regularly scheduled for court hearings, intake sessions, jury deliberation and convening KTC participants. These facilities are accessible by wheelchair, including accessible bathrooms and barrier-free internal access. Accommodations for spoken language, presentation of materials in several formats, and other requests within the purview of the American Disabilities Act are made.

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

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



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

Under the general policy supervision of the Board of Directors, the Executive Director is responsible for the management of the affairs of the corporation and oversees and assures continuity in the development and application of each of the programs goals and objectives. The Controller, under the supervision of the Executive Director, oversees the fiscal affairs of the corporation to assure continued stability and solvency, and assure acceptable accounting practices and compliance with county, state and federal guidelines. Under the supervision of the ED, the Office Manager manages the MIS system of staff and consumers, serves as network technician for the agency, and provides support for all clerical and human resource activities. Under the supervision of the Executive Director, the Program Coordinators provide case management, program staff supervision, and clinical oversight to ensure continuity of program and treatment goals. Under the direct supervision of the Executive Director, Program Managers provide 24 hour crisis response, facilitate requests from the community for services that include emergency shelter placements, teen court services, positive youth development programs, and Hawai'ian art and culture programs.

Under the supervision of the Executive Director, the Program Manager for Kaua'i Teen Court recruits and trains youth and adult volunteers to serve as educators, court facilitators, peer jurors, court officers, prosecuting and defense attorneys; conducts community education campaigns; coordinates court and intake hearings; writes reports, gathers data and resources and oversees intake, hearing night and Judges' Chambers. The KTC Assistant conducts the Youth Level of Service/Case Management Inventory (YLSI) – a National Council of Family Court Judges endorsed tool and an Office of Juvenile Justice and Delinquency Prevention (OJJDP) Promising Practice – with youthful offenders who have been arrested numerous times referred by the Prosecutor for assessment, family case planning, and service coordination as diversion from further contact with the judicial system.

KTC hearing and intake sessions are scheduled every other week on Wednesday evening from 4 p.m. to 7:30 p.m. and alternate weeks Judges' Chambers may be held. Hale 'Opio's administrative offices are open Monday through Friday, 8:30 a.m. - 4:30 p.m. The office staff observes the Hawai'i State holiday schedule, except Admissions Day. All supervisors are accessible by cell phone 24/7 and a Crisis Services Manager is on call year around.

The Teen Court Program Manager is preferred to hold a BA in criminal justice, social work or related field and three years experience with youth in group settings. The current Teen Court Manager is trained by the Global Youth Justice Training Institute to establish and enhance Teen Court diversion programs, participated in a recent Ho'opono Mamo Orientation and Training workshop designed to help youth overcome challenges that lay at the root of their actions through culturally appropriate assessment methods and community conferencing, and completed Kaua'i Economic Opportunity, Inc.'s mediation

training program that provides volunteer mediation assistance to the courts and community. The Kaua'i Teen Court Assistant is preferred to have an MSW in a social services-related field and experience with youth. The current Assistant holds an MSW in Counseling with experience as a high school counselor. The Executive Director is required to have a BSW or equivalent with seven years of administrative experience, with a Master's degree preferred. The current Executive Director has graduate work in Counseling Psychology and thirty-eight years of experience with the agency providing direct services, coordinating programs, as Program Director since 1984, and ED since 2010. The Controller must have graduated from an accredited university with major coursework in accounting and have five years of experience in managerial accounting. The current Controller is an accountant and consultant with experience as Financial Officer for a large nonprofit and Manager/Auditor for Hirose, Kato & Co., LLP. Also, the Controller has written complete accounting software for IBM. The Office Manager is preferred to hold an AA with three years of office experience. The current Office Manager holds a BA in Accounting with twenty years of office management/human resources experience.

Staff has copies of their job descriptions and performance reviews in their personnel files. They have read and agreed to the Employee Handbook and have ready access to all policies and procedures. Performance reviews, including training and supervision plans, are done at three and twelve months from employment date. Staff is encouraged to add to their files and maintain a current resume by submitting training reports as they pursue their professional development. As with the other staff positions, experience and enthusiasm to engage troubled children and their families is required. All direct care staff are trained in client confidentiality issues, program quality assurance requirements, and certified in crisis prevention, CPR and First Aid annually. Credentials are verified, professional and personal references are received in writing, resumes are screened and a thorough two-tiered interview process is conducted to assure staff and contractors not only meet minimum qualifications, but will bring intelligence and energy to their positions. Hale 'Opio is committed to the safety of our consumers and utilizes every available option to determine the existence of a criminal history of applicants or volunteers. Everyone must consent to an annual criminal history record check including fingerprinting, a CAN and NSOP Registry Screening, and an annual traffic abstract. HOK has policies and procedures on actions taken when these background checks present histories potentially endangering consumers. Prior to beginning employment, a physical, TB test, and drug test is conducted, with random drug testing throughout employment.

The Hale 'Opio Program Team meets monthly for peer supervision. This team is comprised of the Executive Director, the Kaua'i Teen Court Program Manager, the Therapeutic Family Home Program Coordinator, the Crisis Services Management Team, the agency Therapist(s), the Kaua'i Teen Court Program Manager and Assistant, other agency Program Managers and staff. During this time case consultation, quality assurance and improvement activities, and utilization review takes place. The Executive Director meets individually with Program Team members, including the Kaua'i Teen Court Manager, a minimum of monthly and is in frequent informal contact through day to day operations. The Program Team plus the Controller and Office Manager meet as the Management Team monthly. All staff are supervised by their Program Coordinator or

Manager individually monthly and more frequently as required. Additionally, all Master's prepared staff meets monthly with a Hawai'i Licensed Clinical Psychologist for peer review. Monthly Quality Assurance and Quarterly Quality Improvement Meetings summarize activities, evaluate actions, and determine effective improvement strategies for the quarter relative to best practices.

All employees working with consumers participate in mandatory twenty-four hour training prior to assuming their job duties. Within thirty days of employment, an additional 24 hours of training is provided, with forty hours of training provided annually thereafter. Staff is provided training in their specific program area and, in their ninety-day and annual performance review, an individual training plan is developed/refined. The outline for initial training includes orientation to agency and program policies and procedures, collaboration and outcomes, quality assurance, contract requirements, crisis prevention/intervention, trauma-informed care, brief therapy, communication, logical consequences, stages of change, confidentiality and ethics, GLTBQ rights, advocacy, anger management, cognitive behavioral structuring, victim awareness, suicide, substance abuse, universal precautions, and cultural awareness. Kaua'i Teen Court staff are reviewed on balanced and restorative justice tenets, case records and reporting, National Youth Court Best Practices, Street Law Educational Curriculum and the KTC MIS. Throughout the year, training continues on topics germane to adolescent development, the juvenile justice system, family systems, victim awareness, and other topics relative to providing informative services for juvenile offenders and their support networks.

**B. Organization Chart**

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

Please see attached chart. Hale `Opio is governed by an eleven-member board of directors. The Executive Director of Hale `Opio supervises all agency management staff, including the Kaua'i Teen Court Manager and Assistant.

**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

The annual salaries paid to the three highest paid employees of the organization are: Executive Director - \$65,000; Controller - \$46,800; Community Youth Development Specialist - \$41,600.

## **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.

There is no pending litigation or outstanding judgment.

### **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.

Hale `Opio is accredited by the Council on Accreditation (COA) since 1999 and continues to participate in the Global Youth Justice Partnership which evolved from the original Department of Justice National Teen Court technical assistance investment.

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

Applicant:     Hale `Opio Kaua`i, Inc.    

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	73,151			
2. Payroll Taxes & Assessments	12,487			
3. Fringe Benefits	8,778			
<b>TOTAL PERSONNEL COST</b>	<b>94,416</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	490			
2. Insurance	2,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	500			
6. Supplies	5,000			
7. Telecommunication	1,000			
8. Utilities	2,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>10,990</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>105,406</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	105,406	Sandra Cummings, Controller (808) 245-2873		
(b)		Name (Please type or print) Phone		
(c)		[REDACTED]		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>105,406</b>	LaVeme Bishop, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hale `Opio Kaua`i, Inc.

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	1.0	65,000	5.00%	3,250
Controller	1.0	46,800	5.00%	2,340
Office Manager	1.0	36,400	2.75%	1,001
Teen Court Manager	1.0	41,600	100.00%	41,600
YSLI Manager	0.5	24,960	100.00%	24,960
<b>TOTAL:</b>				73,151
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant:  Hale `Opio Kaua`i, Inc. \_\_\_\_\_

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>				
<b>JUSTIFICATION/COMMENTS:</b>				

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

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

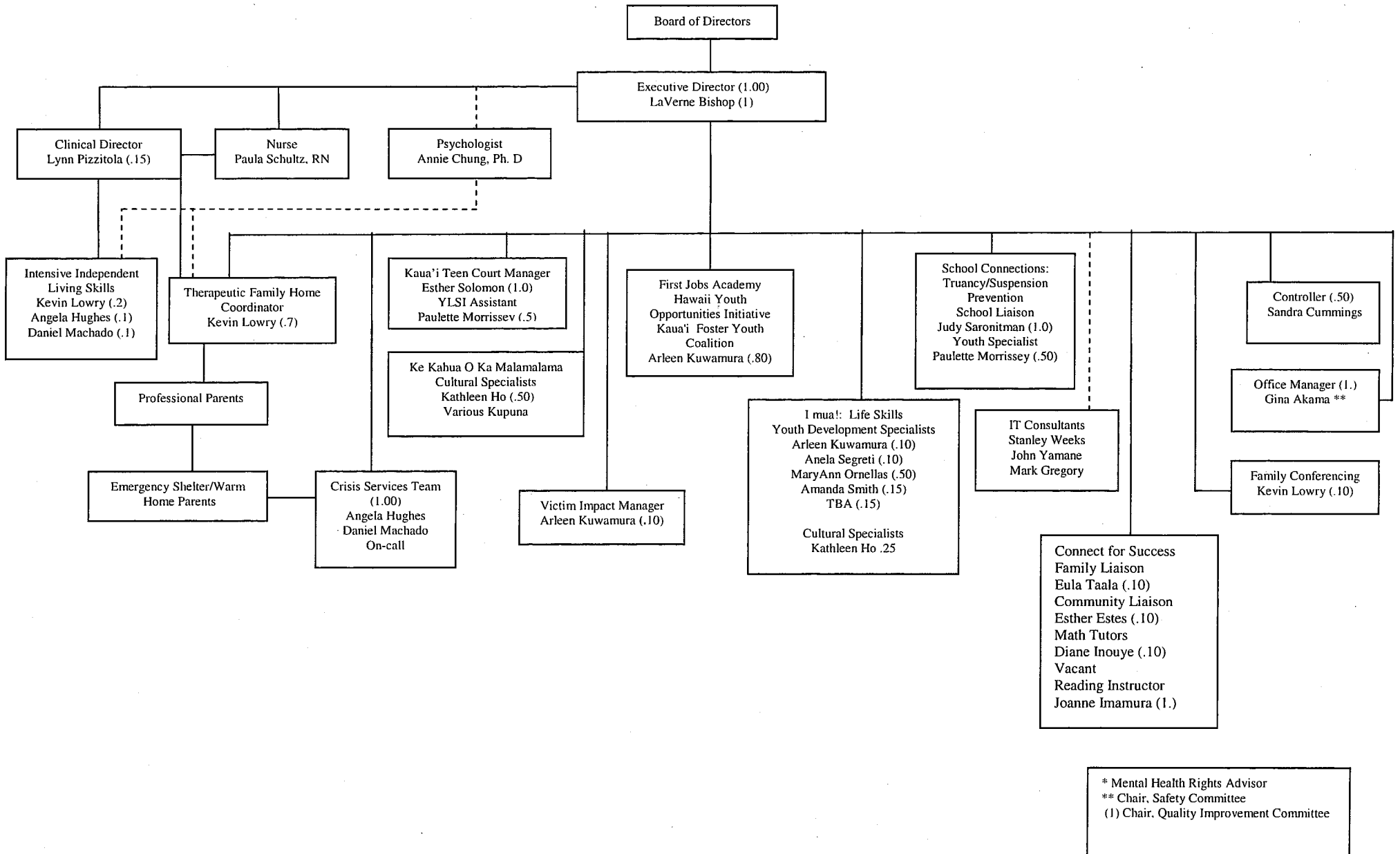
Applicant: \_\_Hale `Opio Kaua`i, Inc.\_\_\_\_

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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS			N/A			
LAND ACQUISITION			N/A			
DESIGN			N/A			
CONSTRUCTION			N/A			
EQUIPMENT			N/A			
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



# HALE `OPIO KAUA`I, INC. ORGANIZATIONAL CHART



\* Mental Health Rights Advisor  
 \*\* Chair, Safety Committee  
 (1) Chair, Quality Improvement Committee

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hale `Opio Kaua'i, Inc.

(Typed Name of Individual or Organization)

(Signature)

January 28, 2014

(Date)

LaVerne Bishop

(Typed Name)

Executive Director

(Title)