

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: Ho'omau Ke Ola

Dbas: _____

Street Address: 85-761 Farrington Highway, Wai'anae, Hawaii 96792

Mailing Address: 85-761 Farrington Highway, Wai'anae, Hawaii 96792

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PATTI M. ISAACS

Title Executive Director

Phone # 696-8675

Fax # 696-3661

e-mail p.isaacs@hoomaukeola.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 117,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 500,000.00

FEDERAL \$ 174,000.00

COUNTY \$ 0

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Patti M. Isaacs, Executive Director 1-31-14
NAME & TITLE DATE SIGNED

Application for Grants and Subsidies

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

- I. Background and Summary.** This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:
1. A brief description of the applicant's background; Ho'omau Ke Ola (HKO) is a non-profit, 501(c)3, culture-based drug treatment program with transitional housing for single homeless individuals. Ho'omau Ke Ola perpetuates life as it was meant to be by promoting healing from the harmful effects of chemical dependency in an environment that weaves Hawaiian Spiritual values, Life Skills, and Best Practices. As an agency that has been serving the homeless for over 26 years, we have learned that understanding our community and our common core values are important to our success. We are the only licensed transitional facility on the Leeward Coast providing drug treatment services twenty-four (24) hours a day, seven (7) days a week. HKO provides a full-spectrum of services from outreach, intake and assessment, substance abuse treatment, case management, vocational training, and permanent housing coordination. We are able to provide a full spectrum of services at every level of care—residential, therapeutic living, intensive outpatient, outpatient, continuing care and aftercare. We are located in Wai'anae, Hawai'i which has been identified through census data as an area of predominately low to moderate income. Since our inception in 1987, we have served over 4,000 individuals. We believe that our success is due to our implementation of our three weaves: 1. Hawaiian Spiritual values and practices of Aloha, 'Ohana, Lōkahi, Kuleana, and Pono 2. Life Skills training in financial literacy, supportive employment, and continuing education. 3. Western evidenced-based practices of Cognitive Behavior Therapy, Trauma-informed care, and motivational interviewing. By innovatively weaving these three components into each individual's treatment plan, we provide the most complete and varied options for our staff and clients to choose what will best allow them to succeed with their recovery and remain permanently housed.
 2. The goals and objectives related to the request;
 - a. One of the goals of the legislature is to support energy conservation projects. We are asking, via this grant, to fund the installation of a P/V system that will supply all of our electrical needs for the next 25 years. We believe this project will provide multiple benefits: Proven self-sustaining and efficient "clean" energy; Monthly electricity savings that will allow more funds to be used to provide direct services to our clients; and a training opportunity for our clients.
 - b. Two, homelessness, substance abuse, and lack of employment skills are primary problem areas facing our state today. HKO has been successfully addressing these problems for 26 years. Unfortunately our shelter is in dire need of repair. Specifically, our 16-bed transitional shelter (Lahilahi) requires some exterior

repairs, painting those exterior surfaces, and repair and replacements of treads, risers, and exterior walkways for two (2) stairways.

3. The public purpose and need to be served; The Wai'anae coast, with a population of 30,832, is an area with some of the highest poverty rates in Hawai'i (U.S. Census, 2010). Wai'anae per capita income is \$13,613 compared to the state average of \$21,526. The Wai'anae coast also has the largest population of Native Hawaiians in the State (Center on the Family, 2001). While this may be construed as a major strength of our area, data on Native Hawaiian health comes with dire statistics. The Wai'anae community ranks highest in the state for having the highest risk for chronic disease (Department of Health, 2007). Native Hawaiians also have the highest prevalence of obesity in the nation (Shintani, 2001). In terms of crime, Native Hawaiian men and women are disproportionately over represented in Hawai'i's criminal justice system (Office of Hawaiian Affairs: OHA, 2010). Native Hawaiians make up 24 percent of the general population, but comprise 27 percent of all arrests, 33 percent of people in pretrial detention, 29 percent of people sentenced to probation, 36 percent of people admitted to prison, 39 percent of the incarcerated population, and 41 percent of parole revocations. Native Hawaiians also make up the largest portion (32%) of the people admitted to prison for drug offenses. The Wai'anae coast experiences the highest crime rate in the state per capita and is one of the primary re-entry points for offenders coming out of the criminal justice system (Moffat & Perrone, 2005). The Leeward Coast also has the highest statewide rate of both child abuse and arrests for family offenses (Center for the Family, 2001).

What is clearly needed in the Wai'anae coast is an agency that truly understands the community and is able to successfully demonstrate positive change from chronic homelessness to employed, clean and sober, contributing members of society. Ho'omau Ke Ola (HKO) has demonstrated 26 years of success in working with chronically homeless individuals suffering from addiction. HKO is the only transitional living program in the Leeward Coast licensed by the State of Hawai'i to provide service to homeless individuals with substance abuse dependence.

HKO addresses the multiple barriers that individuals with chronic homeless face: lack of transportation, inadequate health care, decreased parenting skills, low educational attainment, lack of employable skills, and poor life skills and problem solving. In addition to providing substance abuse treatment services, HKO provides case management, housing education and placement, educational assessment, GED referrals and placement, job skills assessment and training and placement. Our clients who suffer from child abuse and neglect are provided gender-specific trauma-informed care which teaches them tools to deal with their past trauma. We assist our clients in reuniting with their family through ho'oponopono, parenting education, and culturally-based family therapy. And, most important, we are able to reconnect our clients to the values that have caused the individual to become homeless--changing their thinking from one of helplessness and hopelessness to accepting their kuleana as contributing members of their family and community.

HKO's data speaks for itself. Last year we served 109 clients. Twenty-nine percent (29%) of our clients were homeless upon entering our program, 98% earned less than \$5,000.00 per year, and 93% were unemployed. Upon discharge, 100% of our clients were placed in permanent housing! All of our current outpatient clients are either employed, attending school, or volunteering in Ho'omau Ke Ola's microenterprise of Kiawe flour production or aquaponics. We are currently developing a video production training program with Wai'anae Olelo Community Media. HKO is currently in the process of leasing over 1,100 acres of land in the Wai'anae valley to create agricultural microenterprises involving solar energy industry, bee keeping, worm composting, floral industry, produce, and culinary jobs.

4. Describe the target population to be served: HKO 2012 data indicates that the majority of our clients are at the extremely poor income level, with 97.5% of our clients earning less than \$5,000.00 a year upon entering our program. One percent (one client) had income between \$5,000.00 and \$9,999.00 and one percent (one client) had income between \$25,000 and \$29,999.00. None of our clients were even close to the poverty income limit defined by the State of Hawai'i which is set at \$54,850!

The target population that will benefit from this project is low income adults currently recovering from drug addiction who are either homeless or at a high risk of becoming homeless. It is well known that substance abuse is a major contributing factor to poverty and homelessness. Fifty-five (55%) of the unsheltered homeless in Hawai'i are chronic substance abusers (City and County of Honolulu, Homeless Point-in-time count, 2013). This number is probably higher as it may reflect self-report bias in which the individuals may not accurately report actual drug use in an attempt to portray oneself in a more positive light.

5. Describe the geographic coverage. HKO's Lahilahi shelter for houseless individuals with drug addiction benefits the entire State of Hawai'i. However, the Wai'anae community will benefit the most from this project as the majority of individuals served by Ho'omau Ke Ola (HKO) are from the Leeward Coast. HKO is situated in the Wai'anae Moku. In terms of poverty and homelessness, the Wai'anae Coast ranks as the 3rd worst in the state with a poverty rate of 19.8% compared to the average state rate of 9.9%. Wai'anae per capita income is \$13,613 compared to the average state income of \$21,526. Wai'anae has one of the highest rates of individuals receiving government assistance. The Wai'anae Community ranks among the highest in the state in the number of homeless individuals residing in this area. In 2011, 1,111 (38%) of the people in Wai'anae were identified as homeless (Department of Community Services, Partners in Care, 2011). HKO 2012 data identified 31 of 109 clients served last year as homeless.

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; HKO's goals are to provide shelter and services to single adults with substance abuse problems. While we can continue to provide these services without this grant, we feel that the upgrades to our current building will allow us to divert more of our current funding dollars and the savings from reduced expenses to our programs that directly benefit our clients.

The specific work requested in this application are:

- a. The installation of solar panels to reduce expenses and divert our current funding dollars and savings to programs that directly benefit our clients. Our current electric bill is about \$1,800.00 a month. It is projected to increase by about six percent per year based on the average rate increase for the last five years. At that rate, our monthly electric bill will be about \$3,200.00 in ten years. That will be four percent of our total expenses. While four percent may not seem like a large number, for a small organization like ours, a four percent reduction in expenses can make a difference. But the fact is, this four percent will be used to provide additional client services, such as job fair entrance fees, in house job trainings, and rental deposits, and to reserve enough funds to allow us to update and/or replace the system to ensure continued savings and minimal environmental impacts.

We are proposing an installation cost of \$110,000.00 based on an estimate we received from La'akea Solar. La'akea Solar is a division of Walter's Electric, a local company that has been in the business since 1977. Grant Udagawa, Sales Manager, visited our site. He measured our available roof surface and determined that we had more than enough space to install the amount of solar panels needed to supply all of our electrical usage. Their product is warranted for 25 years.

- b. The painting of facility and repairs on stairs and walkways to improve living environment for clients and safety. The walkways and stairways of the Lahilahi facility are covered by heavy duty polyurethane rubberized surface. This surface can become very slippery when wet. While the Wai'anae coast does not receive much rain, when it does rain, our staff and clients must take extra care when using the steps and walkways to prevent slipping and possible injury. The rubberized surface is also separating from the wooden flooring underneath.

While the intense sunlight on the Wai'anae coast is great for solar electric power projects, it causes the wooden exterior of our structure to expand and contract, creating cracks, splits, and warps. The sun also causes the paint to peel from the exterior wooden support posts, walkway railings, and door/window frames. This cracks and splinters the wood which can be a safety hazard for our clients and staff. The facility was last painted in 1998 and after 15 years of exposure it is in dire need of protective recoating. We have received an estimate of \$7,000.00 from Kolona Painting & General Construction, Inc., a well-known and respected contractor with many years of experience in commercial, state, and federal

projects. The organization holds C33, C55, C42g, and C31d classifications, is a member of the Associated Builders and Contractors (ABC) Hawaii, and is currently in their seventh year with the Small Business Administration (SBA) 8(a) program. The organization also places an emphasis on hiring and training homeless individuals for painting and construction work.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service; HKO currently owns the Lahilahi facility and have already attained the initial bids toward this rehabilitative project. We plan on placing an advertisement in the Star Advertiser as soon as we obtain a notice to proceed. We will formally evaluate all bids at this time. Within a month of the evaluation process, we can begin renovation and installation of the PV system. We are predicting completion of the project within 6 months of the notice to proceed.

HKO's project is exempt from environmental review because the "unit density is not changed more than 20 percent, the land use is not changed, the footprint of the building is not increased, and the estimated cost of rehabilitation is less than 75% of the total estimated cost of replacement after rehabilitation."

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

Ho'omau Ke Ola's mission statement: Ho'omau Ke Ola perpetuates life as it was meant to be by promoting healing from the harmful effects of chemical dependency in an environment that weaves Hawaiian spiritual values, life skills, and best practices. Our overall goal is to return each client back to their family and community free from the debilitating dependency of alcohol and other drugs with the values, beliefs, and behaviors of a hard-working, contributing member of society. We teach our clients to "turn their hand over" and stop asking for handouts; to work hard and achieve a meaningful life with meaningful people.

Ho'omau Ke Ola's Service Delivery Plan:

| | |
|-------------------|--|
| Mission Statement | Ho'omau Ke Ola perpetuates life as it was meant to be by promoting healing from the harmful effects of chemical dependency in an environment that weaves Hawaiian spiritual values, life skills, and best practices. |
|-------------------|--|

| | |
|--------------------------------------|--|
| Services Offered | Adult Substance Abuse Treatment Services |
| Persons Eligible to Receive Services | Adults ages 18 years and older Meets criteria for Substance Dependence as defined by DSM-IV-TR Meets ASAM Placement Criteria at appropriate level of care Ho'omau Ke Ola does not discriminate on the basis of race, color, religion, national origin, sexual orientation, ethnicity, or disability |
| Service Delivery | Residential Treatment: 24 hours per day, 7 days a week Intensive Outpatient Services: 3 hours/day, 3 times a week, 1 hour IC/wk Therapeutic Living Services: Male only 24 hours per day, 7 days a week Outpatient Services: 3 hours a week, 1 hour IC/wk Continuing Care Services: 2.5 hours a week, 1 hour IC a month Aftercare Services: 1.5 hours a week |
| Persons Qualified | Licensed Doctoral or Master's level trained counselors Certified Substance Abuse Counselors (CSAC) Substance Abuse Counselors with close daily supervision from CSACs All Staff are certified in First Aid and Cardiopulmonary Resuscitation (CPR) |

HKO overall objectives include:

1. Provide comprehensive treatment approaches designed to address the multiple health and human service needs of individuals and families in substance abuse recovery.
2. Decrease alcohol and other drug use.
3. Decrease involvement with crime, interpersonal violence, child abuse and neglect, and sexual abuse.
4. Improve physical health and reduce client morbidity/mortality, the incidence of TB, HIV infection, and sexually transmitted and other infectious diseases.
5. Improve emotional/psychological health and family/social functioning.
6. Enhance cognitive/educational development, increase work productivity and the socio-economic well-being of individuals and their families.
7. Provide a safe, chemical-free residential and therapeutic living environment where single houseless and other adult substance abusers can receive temporary shelter and services that will enable them to transition back into the community.

HKO will provide the following service activities to all clients admitted to our residential, therapeutic living, intensive outpatient, or outpatient programs:

1. Registration, Evaluation, Screening, and Assessment to include an AIDS Risk Assessment;

2. Treatment/Service/Transition Planning;
3. Individual Clinical Counseling/Therapy;
4. Group Clinical Counseling/Therapy;
5. Family Counseling/Therapy; Ohana (family) Contact;
6. Culturally Appropriate Self-help Group Experiences;
7. Hawaiian Culture Classes and Activities;
8. Group and/or Individual Skill Building;
9. Substance Abuse Education;
10. Motivational Interviewing;
11. Referral/Linkage;
12. Client Support and Advocacy;
13. Monitoring/Follow-Up;
14. Structured Continuing Care
15. Tobacco Cessation Education.

What standards are used to assess the quality or utilization of services?

All prospective clients are assessed using the Addiction Severity Index (ASI) and DSM-IV-TR criteria for substance abuse or dependence. All clients meet the American Society for Addiction Medicine Patient Placement Criteria (ASAM-PPC-2R) for admission, continuance and discharge. Information from these instruments and admission interviews are used to identify the most appropriate placement. Admission and continuance criteria for adult alcohol services follow the guidelines in the Hawaii Revised Statutes, Chapter 103F and its Administrative Rules.

Quality assurance is an important part of HKO's philosophy. In order to assess the quality and utilization of services and to maintain a high standard of substance abuse treatment, HKO maintains a quality assurance program. The quality assurance program objectives are:

1. To review each client's goals and objectives.
2. To measure client outcomes.
3. To monitor the quality of care a client receives.
4. To identify and prioritize problems.
5. To recommend corrections and make adjustments if indicated.

The HKO Quality Assurance Program is administered by the HKO executive committee, which consists of the Executive Director, Chief Fiscal Officer, Clinical Director, Cultural Director, Life Skills Director, and Management Information Specialist. HKO also maintains a Safety Committee that is directed by the Chief Fiscal Officer. The Quality Assurance Committee meets monthly to review data, classify and prioritize problem areas, recommend and monitor improvements, and to track the accomplishment of the Ho'omau Ke Ola goals and objectives.

Evaluating Quality of sessions and instructors: After each treatment session, clients provide qualitative and quantitative feedback on how helpful the material presented was on their recovery. In addition, the clients provide feedback on how well the instructor

delivered the material. HKO's certified substance abuse counselors meet weekly in individual sessions to generate and review the client's goals and objectives. HKO's Clinical Director conducts weekly client review with both residential and outpatient counselors to update the client's goals and objectives, identify, prioritize, and solve problems that occur, as well as recommend and make adjustments as needed to the client's treatment plan.

Types of data collected: HKO collects client data on a daily basis from our fiscal department, intake counselor and clinical staff. HKO verifies homelessness on the Self-verification of Houseless Status Form which requires at least three (3) contacts supporting documentation of houselessness. HKO enters Client Demographic Data (CDC) in the Hawaii Web Infrastructure for Treatment Services (HI-WITs). HKO participates in the Hawai'i State HMIS data collection system which provides admission, discharge, and a six-month follow-up of the following information: Gender, age, levels of completion, ethnicity, referral source, service area, employment, living arrangement, primary substance use, health insurance, and income.

HKO's Executive Director and Management Information Specialist (MIS) evaluate clients who have graduated from our program. HKO's MIS enters client data into the HKO database using Microsoft Access software and also into the Department of Health/ADAD required "Purchase of Service" (POS) data collection system. The data analysis, with reports and recommendations, is conducted by the MIS and Executive Director (ED) on a monthly basis for quality assurance. The ED then reports the findings to the HKO Board of Directors. The six month follow-up report includes outcome data on the client's: 1) Alcohol and drug use, 2) Criminal justice involvement, 3) Social/family relationships, 4) Employment and education, 5) Physical health, 6) Mental health, 7) Length of stay, and 8) Treatment completion.

HKO also recognizes that drug use needs to be monitored continuously during treatment, so random urinalyses are conducted weekly and when drug use is suspected. Depending on the circumstances, a client will have their treatment plan adjusted or will be released from the program as well as referred to a more appropriate treatment setting.

Beginning at intake, HKO provides a comprehensive strengths-based assessment that includes the following scales or surveys: the Addiction Severity Index, 5th Edition (ASI: McLellan, Carise, & Coyne), the American Society of Addiction Medicine (ASAM: Mee Lee, 2001), and HKO's Biopsychosocial Assessment. The intake assessments are used to determine the appropriateness of treatment and the level of care required. In addition, HKO uses other assessments to formulate an individualized Service Plan (ISP) and document progress through the levels of care: The Recovery Service Scale (RSS), The Hawaiian Culture Scale (HCS: Hishinuma & Andrade), the Culture Values Survey, and the Lokahi Wheel. Based upon individual needs, HKO may also conduct the following assessments: The Ohio Risk Assessment System, Community Supervision Tool (ORAS-CST: University of Cincinnati, Center for Criminal Justice Research), the Buss-Durkee Hostility Inventory (B-DHI: Buss & Durkee), the Suicide Assessment Scale, the

Personality Inventory for DSM-5 (PID-5), the Traumatic Life Events Scale, the World Health Organization Disability Assessment Schedule, Personality Inventory for DSM-5, the HCR-20 Risk for Violence and the PCL-SV.

Based upon the assessments, each client receives an Individualized Service Plan (ISP) that identifies the client's goals, objectives, and treatment activities. The client is involved in the formulation of their ISP. The ISP also includes the following treatment services: 1) Individual Counseling/Therapy, 2) Gender Specific Process Groups 2) Group Counseling including Anger Management, Cognitive Behavior Therapy, and Dialectical Behavior Therapy 3) Family Counseling/Therapy and 'Ohana (family) contact, 4) Culturally appropriate self-help group experiences, 5) Hawaiian culture classes and activities, 6) Group and/or Individual Skill Building, 7) Addiction Education, 8) Motivational Enhancement, 9) Referral and Linkage to Community Agencies, 10) Client Support and Advocacy, 11) Monitoring/Follow-Up, 12) Structured Continuing Care, 13) Tobacco Cessation Activities, and 14) Gender Specific Trauma-informed care. The ISP is reviewed by the primary counselor in weekly individual sessions during residential and intensive outpatient level of care and a minimum of once a month in outpatient and continuing care. In addition, the ISP is updated weekly in clinical client reviews by the entire treatment team (clinical director and counselors, cultural director and counselors, life skills director and permanent housing coordinator).

In addition, HKO has begun to collect data on the client's quality of life and their recovery environment by using the Client Experiences Questionnaire and The Ridgway Recovery-Enhancing Environment Measure. Data from the two surveys are collected at three intervals (residential level of care, intensive outpatient level of care, and at continuing care). A trend analysis will be conducted on the two surveys to provide information in changes in one's quality of life and recovery environment.

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.

For fiscal year 2015, HKO proposes to admit 110 individuals into Lahilahi transitional shelter.

- a. Of the 110 individuals, 40 (36%) will be described as individuals with "chronic homelessness" (homeless individuals with substance abuse and mental illness.)
- b. Eighty Two (75%) of the individuals will graduate from our program.
- c. One hundred percent (100%) of the graduates will be placed in permanent housing.
- d. One hundred percent (100%) of the graduates will be enrolled in an educational program, working in a part time job within 6 months after graduating from our program, or volunteering in a work training program.

Output and Performance/Outcome Measures:

Client outcomes are conducted by HKO's Management Information Specialist at six (6) months post-discharge using a structured interview. At least three (3) attempts are made to contact clients. The following client outcomes are measured:

1. Alcohol and drug use (received substance abuse or is currently involved in treatment since discharge)
2. Criminal justice involvement (Arrests since discharge)
3. Social/family relationships (Participation in self-help groups in past 30 days)
4. Employment and education (Employment status. Number participating in education/training or work since discharge. Days of work/school missed in past 30 days because of drinking/drug use. Graduated from education/training program since discharge)
5. Physical health (Number of emergency room visits since discharge. Number of hospitalizations for medical problems since discharge)
6. Mental health (Number of significant periods of psychological distress in the past 30 days).
7. Treatment completion (Number and Percent completing treatment, referred to outside agency for continued treatment, non-compliant discharge, left before competing treatment, transferred to higher level of care).

Note: From number 5 to number 9, One hundred percent (100%) of those contacted indicated that they did not have distress, miss school, were arrested, had emergency room visits or hospitalizations however we were not able to contact 31%.

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 |
|-----------|------------|-----------|-----------|-------------|
| 7,000.00 | 110,000.00 | | | 117,000.00 |

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

We receive funding from ADAD, HUD through the City and County of Honolulu, and the Judiciary system.

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.

We have had no state or federal tax credits in the last three years.

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

\$26,100.00

IV. Experience and Capability

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

Ho'omau Ke Ola's strength is in the diversity of our staff. HKO's Board of Directors includes an administrator in the Mental Health Branch of the State of Hawai'i, community members, businessmen and businesswomen, educators, artisans, as well as a former client who had been homeless for over 10 years. HKO's Directors include experts in the three "weaves" of our program (clinical, cultural, and life skills). The Clinical

Director is a Certified Substance Abuse Counselor (CSAC) with 14 years of experience in the substance abuse field. Our Cultural Director is a Kumu Hula with 15 years of experience in the substance abuse field. Our Life Skills Director is a CSAC with 15 years of experience in the dual diagnoses field. Our Executive Director holds a Ph.D. in clinical psychology and is licensed to practice in the State of Hawai'i. Her dissertation, "Aloha 'Āina: A Hawaiian Gardening intervention" provided evidence that Hawaiian values and 'āina-based practices can be effective in recovery of people who are dual diagnosed with substance abuse and severe mental illness. She has 10 years of experience in the dual diagnosed field and 10 years of experience in Physical Dysfunction and Behavioral Health.

Our clinical counselors are made up of experienced substance abuse counselors who are either certified (CSAC) or hold an advanced degree in a behavioral science. Our diverse staff includes both Western-credentialed counselors and Native Hawaiian practitioners. This diversity allows us to provide different learning styles from cognitive-behavior, dialectic behavior, trauma-informed care, through Hawaiian values based instruction and education. Our diverse learning environment ranges from traditional didactic classrooms through 'āina-based environments. Our clients are taught the cognitive tools to recovery from addiction but also are able to practice these behaviors in real-life situations ranging from working in the lo'i to canoeing in the ocean. At HKO, we have the experience and capability of matching our treatment settings, interventions, and services to each individual's problems and multiple needs.

Ho'omau Ke Ola is a 501 (c) 3 non-profit substance abuse treatment agency that was incorporated in 1987 as the Hawai'i Addiction Center. In 1988, HKO upgraded its treatment program in order to meet standards set by the Department of Health/Hospital and Medical Facilities Branch and the Department of Health/Alcohol and Drug Abuse Division (DOH/ADAD) for licensing. HKO received its special treatment facility license on March 15, 1989. In 1990, HKO began operating under a contract with DOH/ADAD to provide residential treatment services. HKO expanded in 1993 when it began outpatient services funded by the state and was also awarded a day treatment contract for ethnic minority populations from the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Treatment (CSAT).

In 1996, HKO was awarded its first three-year continuum of care contract from the U.S. Department of Housing and Urban Development (HUD) through the City and County of Honolulu. Through this funding, HKO provided transitional housing and substance abuse treatment to the houseless population primarily on the Wai'anae Coast. HUD again recognized the agency's work with the drug addicted houseless population by awarding HKO consecutive three-year contracts in 1999 and 2003, with subsequent one-year contracts to the present. In 1996, the Weinberg Foundation gave HKO an unsolicited monetary award in recognition of services provided to the Wai'anae community. From 1997 through 2002 as well as 2005 to present, the HKO has been awarded Emergency Shelter Grant funds from the City and County of Honolulu under the Title IV, McKinney-Vento Homeless Assistance Act. In 2002, HKO was selected and funded to provide drug

treatment services at six targeted public housing sites on O'ahu from the Department of Human Services, Hawaii Housing Authority (HHA). In 2002 and 2003, HKO entered into a new phase of service provision by accepting multi-year funding contracts with Family Drug Court as well as with Adult Client Services, both within the First Judicial Circuit.

Since January 1987, we have provided culturally-based substance abuse treatment to over 4,000 clients. Ninety-eight percent of clients admitted to our program last year entered without any source of income. Thirty-percent of our clients were houseless upon admission; and at discharge one-hundred percent were permanently housed! In the past year we served 109 clients. Out of the clients served, 72 completed treatment and were clinically discharged, a success rate of 66.06%. At the six month follow-up, 100% of our clients were living in stable environments with no reported hospitalizations for medical problems related to substance abuse or new incidences of psychological or emotional problems. In addition, 98.8% reported no new arrests, 98.54% had no new treatment episodes, and 98.69% were not in treatment at time of follow-up. Currently, 100% of our outpatient and continuing care clients are attending school, working in a job, or volunteering in the community.

We believe that our success is due to our strengths-based, recovery oriented practices which are aligned with the National Institute on Drug Abuse (NIDA)'s Principles of Effective Treatment:

- 1. No single treatment is appropriate for all individuals.** Ho'omau Ke Ola provides a continuum of care from residential to transitional living to clean and sober living in the community. Our treatment approach incorporates clinical, cultural, and life skills training.
- 2. Treatment needs to be readily available.** Although the majority of our clients are referred through the correctional system, we also service clients who "walk-in" from the beaches and other areas not meant for human habitation. HKO has residential, transitional, and clean and sober facilities that allow us the flexibility to make treatment readily available. In addition, our community contacts also allow us the flexibility to place clients in numerous clean and sober homes in our community while they seek outpatient treatment.
- 3. Effective treatment attends to multiple needs of the individual, not just his or her drug use.** Ho'omau Ke Ola is a holistic treatment program that addresses the multiple needs of the individual—physical, mental, social, educational, vocational, financial, as well as cultural and spiritual needs. Physical needs are met through adequate medical supervision by HKO's registered nurses and a contract with the Wai'anae Coast Comprehensive Health Center (WCCHC). Mental needs are met through referrals to WCCHC or mental health assessments by HKO's licensed clinical psychologist. Social needs are met through our 'ohana treatment approach, community meetings, and emphasis on developing a strong network of clean and sober peers. Educational needs are met through our educational assessment, graded level of reading program, collaboration

with Hawai'i Literacy Program and referrals to Leeward Community College. Vocational needs are met through our life skills program and our 'āina-based work programs. Financial needs are met through our classroom instruction in budgeting as well as case management of financial resources. Spiritual needs are met through the voluntary participation in different churches throughout the community as well as the concept of lōkahi (unity). Cultural needs are met through HKO's culturally-based activities and partnership with other cultural programs. In contrast to the illness model, HKO believes in the wellness model and we strive to in teach our clients to be pono (balanced) in all aspects of their lives.

4. An individual's treatment and services plan must be assessed continually and modified as necessary to ensure that the plan meets the person's changing needs.

Quality assurance is an important part of HKO's philosophy. After each treatment session, clients provide qualitative and quantitative feedback on how helpful the material presented was on their recovery. In addition, the clients provide feedback on how well the instructors were in delivering the material. HKO's certified substance abuse counselors meet weekly in individual sessions to generate and review the client's goals and objectives. HKO's Clinical Director conducts weekly client review with both residential and outpatient counselors to update the client's goals and objectives, identify, prioritize, and solve problems that occur, and recommend and make adjustments as needed to the client's treatment plan. HKO's Executive Director and Management Information Specialist evaluate clients who have graduated from our program. The six month follow-up report includes outcome data on the client's: 1) Alcohol and drug use, 2) Criminal justice involvement, 3) Social/family relationships, 4) Employment and education, 5) Physical health, 6) Mental health, 7) Length of stay, and 8) Treatment completion. In addition, HKO has begun to collect data on the client's quality of life and recovery environment measures. The data is collected at three intervals (residential level of care, intensive outpatient level of care, and at continuing care). A trend analysis will be conducted on the two surveys to provide information in changes in one's quality of life and recovery environment.

5. Remaining in treatment for an adequate period of time is critical for treatment effectiveness.

Ho'omau Ke Ola's residential program ranges from 60 to 90 days based upon individual needs. If necessary, HKO's transitional living program may extend to 4 months in duration. HKO's clean and sober living facility has no time limit and is based upon individual needs. HKO's total length of stay may range from 9 months or longer depending upon the progress of the individual.

6. Counseling (individual and/or group) and other behavioral therapies are critical components of effective treatment for addiction.

Individual Counseling (IC) at Ho'omau Ke Ola is conducted at a minimum of once a week in which clients meet with their Primary Counselor (PC) and discuss progress and challenges. In collaboration with the PC, each client has an Individualized Service Plan (ISP) to address clients criminogenic target areas. During IC sessions clients and PC

review learned skills and development of these skills to assist with their overall goal of decreasing their substance use and criminal thinking and behavior.

Group counseling at Ho'omau Ke Ola provides clients with numerous opportunities to incorporate and develop new skills. Group Counseling allows clients to feel a sense of belonging and safety through identifying that they are not alone. Another aspect of group counseling is being able to learn from others through individual sharing about their personal stories. HKO has made a strong attempt to group individuals based upon their needs. All of the trauma-informed groups are not separated by gender and we are developing specialized groups in the outpatient setting to work on specific criminogenic needs.

7. Medications are an important element of treatment for many patients, especially when combined with counseling and other behavioral health therapies.

Ho'omau Ke Ola works closely with the Wai'anae Coast Comprehensive Health Center to obtain medications as needed. HKO's RN provides monitoring of medication as well as medication training for staff. HKO staff receives medication monitoring training and must pass an examination prior to the administration of medication.

8. Addicted or drug abusing individuals with coexisting mental disorders should have both disorders treated in an integrated way.

HKO's executive director and life skills director have extensive training in mental disorders and dual diagnosis. In a review of 2011 HKO data, we found that approximately 80% of our clients received an DSM-IV-TR Axis-1 diagnosis in addition to having Substance Dependence. Individual case studies demonstrate that HKO is successful in treating clients with dual-diagnosis.

9. Medical Detoxification is only the first stage of addiction treatment and by itself does little to change long-term drug use.

HKO does not provide medical detoxification. We refer clients in need of medical detoxification to Ku Aloha Ola Mau and the Salvation Army.

10. Treatment does not need to be voluntary to be effective.

Ho'omau Ke Ola's success with clients who are involuntarily directed toward treatment (approximately 66%) is a testament to the fact that treatment does not need to be voluntary in order to be effective.

11. Possible drug use during treatment must be monitored continuously.

Ho'omau Ke Ola conducts random drug screening on clients and also as deemed necessary when there is suspicion of drug use. Drug screen is monitored by trained staff using Reditest 5 panel dip and also have available Oralert Fluid Drug Screen device (saliva) and Drug Check single dip for K2/Spice. For suspicion of Alcohol use we have Alco saliva screening test for the detection of blood alcohol. All presumptive positives will be immediately reported to the appropriate referral source.

12. Treatment programs should provide assessment for HIV/AIDs, Hepatitis B and C, Tuberculosis, and other infectious diseases, and counseling to help patients modify or change behaviors that place themselves or others at risk for infection.

HKO's RN provides education to staff and clients regarding infectious diseases. In addition, Waikiki Health Center is contracted to provide education on disease prevention quarterly.

13. Recovery from drug addiction can be a long-term process and frequently requires multiple episodes of treatment. Ho`omau Ke Ola has staff whose personal recovery included multiple episodes of treatment. We have a policy in place that provides procedures for discharge from our program but also includes a provision for readmission after a period of time (generally one month). HKO understands that recovery from addiction may not be linear and we work closely with other agencies to refer clients as needed. We realize that sometimes we may be the agency that plants the seeds of recovery and that other agencies may harvest the client when they are ready and conversely, that we may be the agency that harvests the client while another agency planted the seeds. It is this type of cooperation among all substance providers in Hawai'i that creates a healing environment.

Based upon the growing need to service clients from the correctional system, Ho`omau Ke Ola has incorporated cognitive behavioral treatment that addresses criminogenic needs. Three of our staff have attended the training developed by the University of Cincinnati. We acknowledge that criminal thinking styles differ among people who commit crimes and we have altered our services to address the client's social environment, criminal values, and criminal personality. In several classes, we have separated the genders to provide gender-specific process groups. We have also made adjustments to target employment and educational skills by hiring a Life Skills Director.

HKO's history in implementing other CDBG projects include: F-76840 Lahilahi renovation; CT_DCS_0900294 Lahilahi Food Storage construction to meet Office of Health Care Assurance (OHCA) standards; CT_DCS_0800441 Lahilahi interior repainting, reflooring, and solar water heater installation; and C64807 Lahilahi remodeling of two client kitchen. Our timely completion of all projects demonstrate our ability to meet the requirements of this project.

- 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.**

HKO owns a Special Treatment Facility where the residential program is based. The property area is a 10,242 square foot flag lot containing a two-family detached dwelling zoned R-5 Residential. The existing structure contains six bedrooms, five bathrooms, two living rooms, two dining rooms, two full kitchens, one ground level group area and one ground level meeting/teaching space and counselor's office. This 16-bed structure is

covered under HKO's Special Treatment Facility License. All treatment service locations are fully ADA compliant.

HKO's Administration Facility is located at 85-761 Farrington Highway in Wai`anae. The facility is in a prime location in the middle of Wai`anae community along the major bus route. The facility includes a reception area, a group therapy room (adequate for 50+ clients), a family reunification play room, an intake office, a director's room, a fiscal office, a case manager office, a clinical counselor office, a vocational counselor office, and a cultural counselor office. HKO currently leases the administration facility.

HKO's Therapeutic Living Program for men is located in Wai`anae, HI. The housing facility is 1,800 square feet two-story structure, zoned R-5 Residential. It includes four bedrooms, three baths, one complete kitchen, living and dining rooms, group area, and a counselor's office. This 8-bed program is licensed and accredited by the Department of Health.

HKO also operates two Clean and Sober homes for women located at 84-742 Farrington Highway, Wai`anae and 85-837 Lihue Street, Wai`anae, Hawai`i.

HKO, in partnership with Ka`ala Farms, Inc., has applied for a 30-year general lease of 1,122 acres of land situated in upper Wai`anae Valley (TMK: 8-5-006) from the Department of Land and Natural Resources.

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.

Describe proposed staff pattern, client/staff ratio, and caseload capacity

| Modality | Number of FTE Counselors | Client/Counselor Ratio | Program Caseload (static capacity per day) |
|----------------------------------|---------------------------------|-------------------------------|---|
| Hala (Residential) stage | 3 | 1:8 | 16 |
| Ulu (Intensive Outpatient) stage | 4 | 1:10 | 30 |
| Kukui (Outpatient) stage | 4 | 1:15 | 30 |
| Niu (Continuing Care) Stage | 2 | 1:20 | Unlimited |

Ho`omau Ke Ola proposes adequate staffing levels for each of the four treatment stages. In order to maintain appropriate counselor/client ratios and support staff, HKO has

carefully delineated staff positions in each modality, and structured an administrative framework that oversees and supports a system designed to maximize client retention and treatment completion.

Staff Qualifications

In addition to specific position requirements and minimum qualifications for staff assigned to program found below, all HKO staff must demonstrate an understanding and willingness to further learn the history, culture, and lifestyles of the local populations, especially Native Hawaiian, and must interpret problems and identify potential solutions within a cultural or cross-cultural context. Also current CPR and First Aid Certification, tuberculosis clearance, signed abstinence agreement, and a criminal history record check are required.

Executive Director (ED) is responsible for all agency activities, including administrative and clinical management. She is the designated executive operating authority under the board of directors and represents Ho'omau Ke Ola in all contractual agreements with regulatory agencies and others. The ED directly supervises the Chief Fiscal Officer, the Clinical Director, the Cultural Director, and the Life Skills Director. **Minimum Requirements:** Masters and/or equivalent work experience of at least 5 years in a related field and meet the demands of the requirements for purchase of service entities. Knowledge of community resources and skills in communication, decision making, with strong supervisory and management skills. Knowledge of applicable laws and regulations. **Qualifications:** Dr. Patti Isaacs, Licensed Clinical Psychologist exceeds the minimum requirements for the executive director position and holds a Doctorate in Philosophy from the University of Hawai'i. From 2003 to 2010 she designed, implemented, and managed the Aloha Garden at the Hawai'i State Hospital in Kāne'ohe. Her dissertation, "Aloha 'Āina: Planting the Seeds of Recovery in Persons with Severe and Persistent Mental Illness" was the first treatment intervention to demonstrate quantifiable results of the healing effects of a 'āina-based program for individuals with substance abuse and mental illness. She has served as the executive director since January 2011.

Chief Fiscal Officer/Safety Officer is responsible for managing the financial activities of HKO. He is also responsible for overseeing and directing the day-to-day safety operations of HKO. He oversees and ensures compliance with HIPAA requirements and with mandated federal, state, and local regulatory safety and housing regulations. **Minimum Qualifications:** CPA or BA degree in Business Accounting, Business Administration, and/or related field. Three-years professional experience in a financial accountability position, effective account management, organization and supervisory skills. **Qualifications:** Marlen Sommers exceeds the professional experience requirement and has 35 years of fiscal experience.

Cultural Director is responsible for the overall administration of Native Hawaiian Healing Practices of Ho'omau Ke Ola. She directs and coordinates all aspects of HKO's cultural services including residential, therapeutic living, and outpatient services. She

directly supervises HKO's cultural counselors, cultural aides, and cultural interns and volunteers. **Minimum Qualifications:** Must have three to five years' experience as a cultural practitioner and demonstrate knowledge of the history, language, culture and lifestyles of Native Hawaiians; three to five years education/experience in the development and implementation of a cultural curriculum. **Qualifications:** Momi Cruz-Losano exceeds the minimum requirements for this position as she is a Kumu hula for over 25 years and has experience in the field of substance abuse for over 15 years. She also has experience with the houseless population having worked in a transitional housing program for over 5 years. She is a former student of noted Kumu Hula Frank Palani Kahala; Ho'oponopono expert, Aunty Malia Craver; Kūpuna extraordinaire Aunty Betty Jenkins; Kūpuna Ulu Garmon of Hilo, Hawai'i; Kūpuna Daisy Lind of Hana, Maui; and former archeologist of Waimea Valley, Rudy Mitchell. She is a member and delegate of Keali'i Maka'āinana Hawaiian Civic Club. She is skilled in the art of hula, oli, chanting, lauhala weaving, and feather crafting. She has been a member and lead chanter for the Association of Hawaiian Civic Clubs.

Clinical Director is responsible for the clinical treatment for all clients, including coordination, operation, and administration of HKO's clinical program activities including the residential, intensive outpatient, and outpatient program services. She evaluates and modifies the clinical department's policies and procedures, establishes professional standards, and designs and administers a quality control program for clinical staff. The Clinical Director also serves as the designated HKO Client Rights Advisor. In the absence of the Executive Director, she is designated to make administrative decisions. **Minimum Qualifications:** Advanced degree in behavioral health sciences and/or a Certified Substance Abuse Counselor, five years' experience working in a substance abuse treatment setting, and two year supervision experience, knowledge of government and community resources, demonstrated ability to plan, coordinate, and monitor all services relative to clinical treatment. **Qualifications:** Mona Madeira, CSAC, exceeds the professional requirement for this position and has fourteen (14) years of experience in the substance abuse field.

Life Skills Director is responsible for helping HKO clients become as independent as possible in their daily living skills (e.g. shopping, budgeting, vocational, recreational, and educational skills). He is also works with the housing team to transition clients into independent living within the community. **Minimum Qualifications:** Bachelor's degree in behavior health science and/or Certified Substance Abuse Counselor and five (5) years of experience working in a substance abuse treatment setting. **Qualifications:** Benjamin Hoff, CSAC, exceeds the professional requirement for this position and has fifteen (15) years of experience working with individuals with dual diagnosis.

Substance Abuse Counselors provide direct clinical service to clients, including individual counseling, group counseling, client assessments, groups and classes. They are responsible for the development and implementation of the individual treatment plan and client outcomes. **Minimum Qualifications:** An advanced degree in behavioral health science and/or are Hawaii State Certified Substance Abuse Counselor (CSACs). Non-

Masters level counselors are directly supervised by a CSAC level counselor and are working toward their certification. **Qualifications:** All of HKO's substance abuse counselors are Certified Substance Abuse Counselors or hold a Master's level degree in Behavior Health Science.

Intake Counselor is responsible for the coordination of potential client screenings, referrals, scheduling assessments, and assessment authorizations. In addition, she also schedules and conducts intake assessments, reviews required documentation, and provide a tracking system of all applicants. **Minimum Qualifications:** HS Diploma and two years' experience working in a treatment setting and ability to prioritize workload and meet deadlines. **Qualifications:** Lisa Garcia exceeds the minimum qualification for this position and is a Certified Substance Abuse Counselor (CSAC) with five (5) years of experience in the substance abuse field.

Cultural Counselors assist in the planning and delivery of cultural services and the cultivation of resources necessary to reinforce knowledge and cultural practices. **Minimum Qualifications:** Must demonstrate knowledge of the history, language, culture, and lifestyles of Native Hawaiians and be able to help coordinate cultural events.

Case Managers are responsible to review and maintain all clinical files, coordinate all aspects of client medical and financial treatment to update discharge linkages and file appropriate forms, schedule client appointments and maintain case management documentation and medication tracking. **Minimum Qualifications:** High School (HS) Diploma and two years' experience working in a treatment setting. Self-motivated team player familiar with the twelve-core counseling functions and Department of Human Services standards.

Vocational Counselor is responsible for providing pre-employment services, employment training and referrals, and vocational counseling. **Minimum Qualifications:** B.A. degree from a four-year college or university or one to two years related experience and/or training or equivalent combination of education and experience.

Permanent Housing Coordinator is responsible for assessing client's housing needs and assist clients in securing housing. **Minimum Qualifications:** A degree in social sciences, behavioral health sciences or equivalent and/or two years' experience assisting clients with substance abuse dependence.

Therapeutic Living Residence Counselors are responsible for monitoring and supervising individuals in the therapeutic living residence. All HKO TLP staff is knowledgeable in substance abuse problems. The Clinical Director and Chief Fiscal Officer oversee the TLP program. **Minimum Qualifications:** HS diploma or equivalent and one year experience with substance abuse treatment.

Registered Nurse Consultants provide nursing evaluation of clients and conduct trainings with clients and staff as well as 24 hour PRN services. HKO employs two

Registered Nurse consultants. **Qualifications:** Hawaii Registered Nurse with experience in working with the substance abuse population

The Dietician Consultant evaluates dietary services and provide nutritional assessment and counseling for clients. **Qualifications:** Hawaii Registered Dietician.

Cultural Consultants: – conduct Native Hawaiian Cultural Values, Beliefs, and Practices Curriculum. **Qualifications:** Kūpuna.

All HKO staff either satisfies or exceeds the experience and training specific to their job description. HKO's Human Resource personnel verify staff qualifications, medical clearances, criminal history clearances, and driving abstract clearances prior to hire. HKO's Human Resource personnel maintains a record of medical compliance for each staff and coordinates the scheduling of annual CPR and First Aid training and Physical Examination and Tuberculin Tests.

Supervision and Training

HKO's Clinical Director is responsible to coordinate and schedule additional staff training in ethics and best practice treatment in substance abuse and mental health. HKO's Cultural Director is responsible to coordinate and schedule staff training in cultural practices and values. HKO's Life Skills Director is responsible to coordinate and schedule staff training on vocational, educational, and life skills services. HKO's CFO is responsible to schedule staff training on safety issues and financial management. HKO's Executive Director is responsible to schedule staff training on behavior modification, empirically validated and supported treatments in substance abuse and mental health, newest diagnostic techniques, and research and statistical analysis.

Supervision is an integral part of HKO. Our Clinical Director meets with HKO's Certified Substance Abuse Counselors once a month and all other clinical staff daily, to assess their skills and build learning plans that will ensure their continued professional growth, which can include trainings outside of HKO or online to stay updated on best practices, recertification or specific identified goals during supervision. Direct service staff (CSAC, SAC) in each modality meet once a week with Clinical Director for clinical team meeting to review client status and utilize input from each direct service staff to make a sound recommendation for each client. Counselor's Aides meet once a week and have group supervision with Residential Manager; Clinical Director meets with Counselor's Aides once a week to assess their skills and build learning plans to ensure their competency and professional growth. Clinical Director utilizes Group Counselor Skills Observation Worksheet to rate techniques, structures, teaching methods used, and motivational interviewing skills. After observations and suggestions are recorded and discussed with the group facilitator, goals for skill development are implemented.

Ho'omau Ke Ola follows the guidelines for supervising clinical staff and interns found in the Hawaii Administrative Rules (HAR) §11-175, Hawaii Revised Statutes (HRS) §325-

101 and 321-193, Public Law §102-321, and the Code of Federal Regulations (42 C.F.R., Part 2). HKO's Clinical Director (CD) is responsible for administrative tasks as well as direct clinical supervision and assessment of all clinical counselors and interns within the residential, therapeutic living, intensive outpatient, and outpatient modalities. The CD ensures that the extent and quality of counseling performed is consistent with the training and experience of the person supervised, and that one (1) hour of individual supervision per counselor or one (1) hour of group supervision per week is maintained. (This will expand to one hour for every 7 hours worked by any counselor who is not a certified substance abuse counselor or a non-Master's level provider and who is working toward certification.) The CD is also responsible for compliance with all rules, laws and regulations governing the practice of substance abuse counseling.

HKO's CD ensures that each clinical staff is provided with at least 12 hours of relevant clinical training per year. Training includes client confidentiality, client rights, specialized therapeutic training in psychotherapy and family therapy, and specialized populations (e.g., women, minorities, abuse). In addition, all staff is required to participate in education classes on blood borne pathogen exposure control including HIV and AIDS, confidentiality of results of HIV antibody testing, and risks of TB for those abusing substances. Yearly training is provided in First Aid and CPR, employee safety including lifting and material handling techniques, hazard communication, and any particular hazards relative to departmental operations.

HKO's Human Resource Personnel (HRP) provides a list of trainings, classes, and workshops offered by ADAD, Pacific Institute of Chemical Dependency (PICD), and other training providers throughout the year. All training is documented and includes the date of the training, the title of the training, the name of the individual and organization providing the training, the total time involved in the training, the signatures of the person attending, a brief summary of the activities, and an outcome evaluation on the education and training that was received. Whenever appropriate, the person trained is asked to share the training experience with other staff at the weekly HKO all-staff meetings.

- 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 refer to Appendix A for HKO Organizational Chart.

- 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.

| | |
|------------------------------------|-------------|
| Executive Director Annual Salary | \$55,500.00 |
| Clinical Director Annual Salary | \$48,000.00 |
| Chief Fiscal Officer Annual Salary | \$39,800.00 |

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.

HKO does not have any litigation at this time.

- 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.

Please refer to Appendix B for licensure and accreditation documents.

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2014 to June 30, 2015)

Applicant: HODMAN REOLA

| BUDGET CATEGORIES | Total State Funds Requested (a) | (b) | (c) | (d) |
|---------------------------------|------------------------------------|---|-----|-----|
| A. PERSONNEL COST | | | | |
| 1. Salaries | | | | |
| 2. Payroll Taxes & Assessments | | | | |
| 3. Fringe Benefits | | | | |
| TOTAL PERSONNEL COST | | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | 117,000.00 | | | |
| TOTAL (A+B+C+D+E) | 117,000.00 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 117,000.00 | MARLEN SOMMERS 38-6418 | | |
| (b) | | [REDACTED] | | |
| (c) | | [REDACTED] | | |
| (d) | | [REDACTED] | | |
| TOTAL BUDGET | 117,000.00 | MARLEN SOMMERS CFO Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Ho`omau Ke Ola

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) |
|--------------------------------|----------------------|--------------------|---|--|
| | | | | \$ - |
| N/A | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
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| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ho`omau Ke Ola Period: July 1, 2014 to June 30, 2015

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Ho`omau Ke Ola

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 | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | 117000 | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | 0 | 0 | 117,000 | 0 | 0 | 0 |
| JUSTIFICATION/COMMENTS: | | | | | | |

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

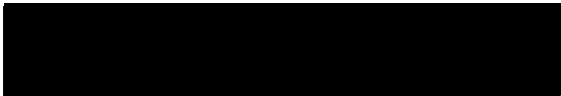
The undersigned authorized representative of the applicant certifies the following:

- 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.

Ho'omau Ke Ola
(Typed Name of Individual or Organization)



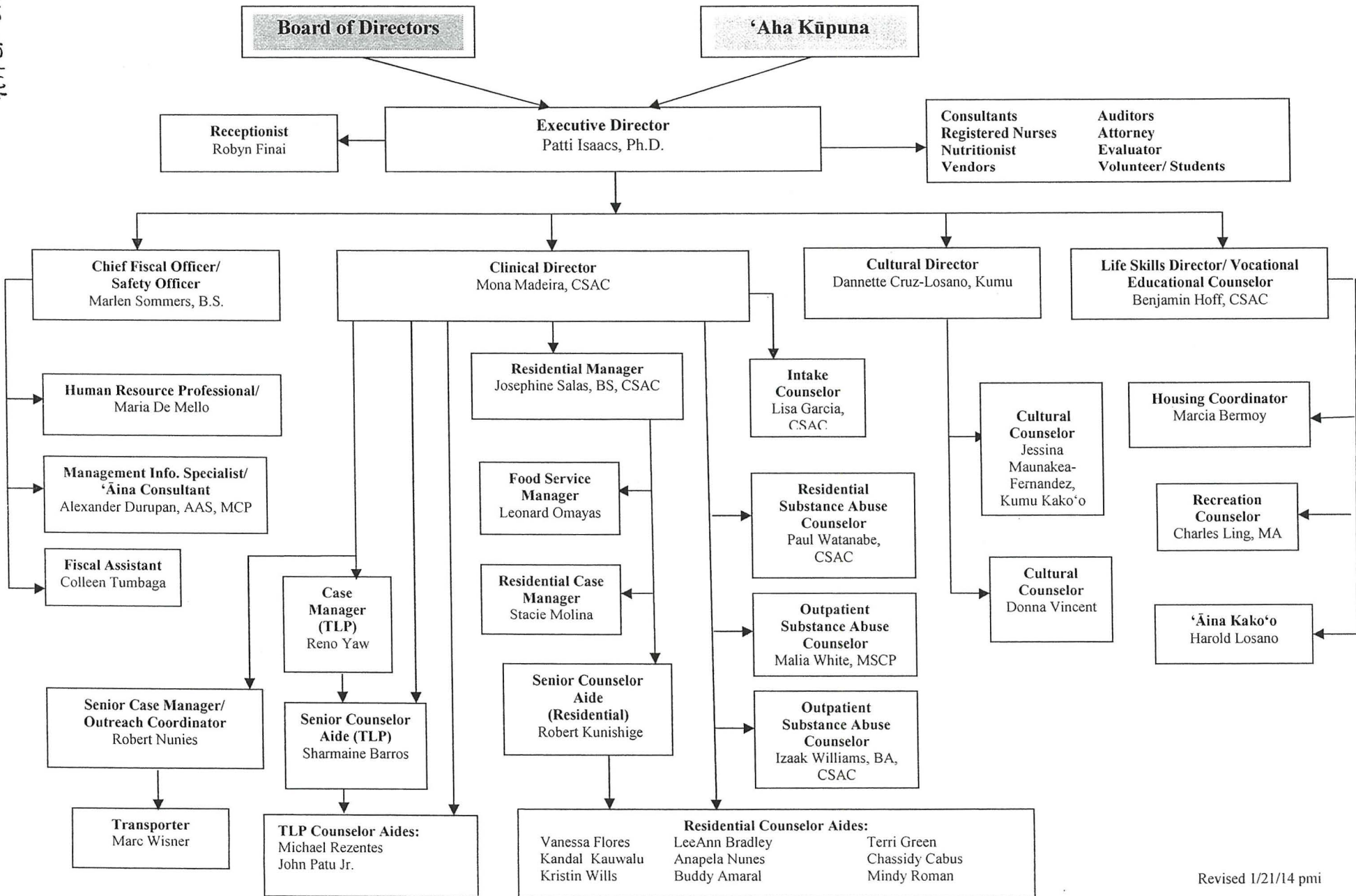
1-31-14
(Date)

Dr. Patti Isaacs
(Typed Name)

Executive Director
(Title)

APPENDIX A

Ho'omau Ke Ola Organizational Chart



APPENDIX B



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

HO'OMAU KE OLA II is hereby granted a license to operate a

SPECIAL TREATMENT FACILITY

at 84-1006A FARRINGTON HIGHWAY, WAIANAE, HAWAII

with a capacity of 8 beds. This license is valid for ONE YEAR

ending MAY 31, 2014 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations

Effective Date: JUNE 1, 2013

Date Issued: AUGUST 1, 2013

OHCA #61-STF

Establish Date: 10/1/98

- Post in a conspicuous place.
- License is not transferable.
- License shall be surrendered upon a suspension or revocation

By



TREATMENT OF ALCOHOL AND SUBSTANCE ABUSE
MALE ADULTS
MEMORANDUM OF AGREEMENT ADAD

APPENDIX B



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

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at 84-1006 FARRINGTON HIGHWAY, WAIANAE, HAWAII

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Effective Date: JUNE 1, 2013

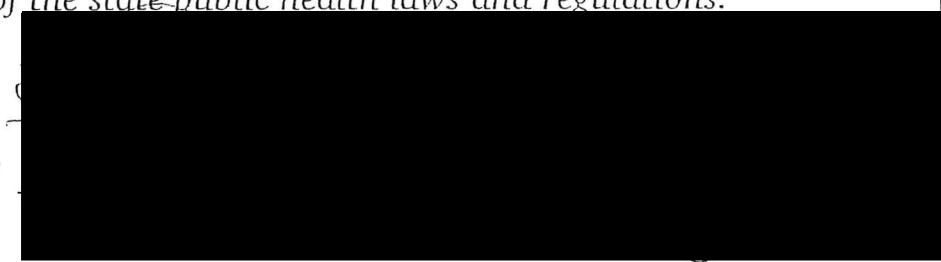
Date Issued: JULY 3, 2013

OHCA #39-STF

Establish Date: 3/15/89

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or revocation

By



TREATMENT OF ALCOHOL AND SUBSTANCE ABUSE
FEMALE ADULTS
MEMORANDUM OF AGREEMENT ADAD