

**COPY**  
**PACT PARENTS AND CHILDREN TOGETHER**  
A FAMILY SERVICE AGENCY

# Community Teen Program



## Grant-In-Aid Application for Grants & Subsidies Fiscal Year 2015

**January 31, 2014**





# Application for Grants and Subsidies





House District 30

Senate District 14

**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):

DEPARTMENT OF HUMAN SERVICES -- OFFICE OF YOUTH SERVICES

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
**Parents And Children Together**

Dbas:

Street Address: **1485 Linapuni Street, Ste. 105; Honolulu, HI 96819**

Mailing Address: **1485 Linapuni Street, Ste. 105; Honolulu, HI 96819**

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

Name RUTHANN QUITIQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitquit@pachawaii.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:**

COMMUNITY TEEN PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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

FISCAL YEAR 2015: \$ 199,230.00

**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 \$ 176,850

FEDERAL \$ 33,750

COUNTY \$ 0

PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

KIM GOULD, CHIEF OPERATING OFFICER  
NAME & TITLE

1/31/2014  
DATE SIGNED



# Narrative







## Application for Grants and Subsidies

### I. Background and Summary.

#### Overview

Parents And Children Together (PACT) is requesting \$199,230 to provide quality evidence-based prevention services for a minimum of 225 children and youth in the Kuhio Park Terrace/Kuhio Homes public housing community in Kalihi on the island of Oahu. This proposal is to support PACT's involvement in the collaboration of three Kalihi youth-serving agencies that are described below.

The Kalihi YMCA, Parents And Children Together (PACT), and Susannah Wesley Community Center (SWCC) have collaborated on a variety of programs and initiatives for more than twenty years in the Kalihi-Palama community. Each agency is submitting a Grant-in-Aid to the 2014 Hawaii State Legislature in order to secure continuation funding for a collaboration of afterschool programs that is now in operation in Kalihi-Palama by our three agencies.

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

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

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

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







## 1. A Brief Description Of The Applicant's Background

Since its founding in 1968 as the Parent Child Center of Kalihi, Parents And Children Together (PACT) has developed a comprehensive array of services to strengthen individuals, children, families and communities experiencing developmental, social, behavioral health, and economic challenges. Today, PACT delivers 16 programs, reaching families and individuals across the state.

Known for prevention as well as treatment, PACT is recognized for its advocacy and continuum of inter-connected services which carry out its mission: *Parents And Children Together promotes and supports healthy individuals, families, and communities, by creating opportunities for them to identify and address their own strengths, needs, and concerns and successfully realize their potential.*

PACT has earned the reputation of being one of Hawaii's leading not-for-profit human service providers, by delivering sound, evidence-based services; meeting funders' requirements; and instilling a culture of quality assurance throughout the organization. PACT has an established presence on Oahu, Kauai, Lanai, Maui, Molokai, and Hawaii, with 418 employees and an annual budget of \$21.3 million to over 10,000 individuals (FY 2013).

PACT has since expanded its services to other communities throughout the state, and has locations at conveniently accessible sites in communities where clients reside. Over the years, PACT has developed an extensive organizational knowledge about the dynamics and challenges that long-term poverty has on families and their neighborhoods. With 45 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community driven solutions that have helped communities thrive. PACT understands the numerous types of stressors and barriers that people encounter when chronically unemployed or underemployed, and the staff possesses a multi-cultural "fluency" developed through experience in working with Hawaii's culturally diverse population. The organization has been consistent in its efforts to ensure the composition of its staff reflect the ethnic diversity of client populations.

Through our 16 programs, PACT delivers prevention and treatment services that are recognized locally and nationally as highly effective, producing quality outcomes for individuals, families and communities. PACT provides a breadth of programs that assist families and individuals in overcoming generational poverty, environmental barriers, family violence, limited English proficiency, and mental health support. Services address family peace and preservation; early childhood education and care; mental/behavioral health support for children and youth; youth development; and community and economic development.

The program staff approach their work with families and family members as a partnership, based on equality and respect and the family is the focus. PACT was one of several agencies in the 1990s that received State funding to demonstrate the family center model. Although funding has all but disappeared, PACT still uses the family center model as the philosophical and practical framework for working with clients. The principles of family strengthening/family support are consonant with traditional Hawaiian values including ohana, aloha, lokahi, malama, kuleana, laulima, and hoomau. Whether a domestic violence intervention or a youth







leadership development program, in their approach with clients, staff members respect the family and its members’ ability to develop the skills and knowledge that allow each member to fulfill their dreams and goals. Families and staff work together in partnership based on equality and respect.

PACT is fully accredited by the Council on Accreditation for Families and Children (COA), and earned superior accolades from its 2012 site review. PACT is an active member of the Child Welfare League of America, Kalihi Business Association, and Better Business Bureau. PACT has been an Aloha United Way partner agency for over 20 years and its Kauai and Maui regional offices recently became partner agencies of their respective United Ways.

**PACT’s Community Teen Program** started in 1990 as part of the Statewide Youth Gang Response System providing gang prevention services and supervised alternative activities in the high-risk community of Kuhio Park Terrace (KPT) in Kalihi. Since then, the program has grown significantly and currently offers a wide range of positive youth development activities with a broad prevention focus. In August 2005, Teen Program services expanded to the Puuwai Momi Housing Project in the Halawa section of Aiea where youth services were modeled after the effective services at KPT. From 2008 to 2011, Teen Program services were once again expanded with the implementation of a truancy prevention program at Dole Middle School, through a sub-contract with the Susannah Wesley Community Center (SWCC). The Truancy Prevention services were refocused to the elementary school level in 2011 and have continued since then.

The Teen Program has a long history of providing outreach, guidance, prevention and intervention services to the youth and families. Program staff have experience, knowledge and understanding of the communities being served; strong referral and advocacy skills; experience developing and coordinating youth activities; and knowledge and experience applying best practice models, including youth development and resiliency models.

**2. Goals and Objectives**

Program Goals	Program Objectives
1. All teens in the Kalihi-Palama community ( <i>specifically in KPT for PACT</i> ) <u>will have a safe and encouraging environment, supervised by positive adult role models</u> , to foster and support youth development, healthy living and social responsibility.	<ul style="list-style-type: none"> <li>• A minimum of 225 youth will register for these afterschool programs and services at PACT and participate in after-school activities that are supervised by positive adult role models.</li> </ul>
2. All teens in the Kalihi-Palama community ( <i>specifically in KPT for PACT</i> ) will have opportunities to <u>gain knowledge and skills in a variety of areas and implement skills learned in their daily lives</u> , including: academic support, enrichment and recreation, youth development and skill building (including social/life skills,	<ul style="list-style-type: none"> <li>• Youth participating in a minimum number of enrichment and recreational activities will demonstrate a positive change in attitude and behaviors.</li> <li>• Youth participating in a minimum number of youth development,</li> </ul>







Program Goals	Program Objectives
career/vocational, leadership, etc.), and community service.	educational, and/or skill building activities will demonstrate increased social and life skills.

### 3. Public Purpose and Need To Be Served

The services proposed herein focus on youth and families living in high risk situations and in an at-risk community. The rate at which Kalihi youth experience/use alcohol, tobacco or other drugs (ATOD) hovers at or slightly below the state average, although this is still of great concern. The 2003 Hawaii Student Alcohol, Tobacco, and Other Drug (ATOD) Use Study found:

- About 40% of Farrington seniors surveyed used tobacco at least once in their lifetime; 65% used alcohol; and 45% used marijuana. Lifetime use numbers for tobacco and alcohol use for juniors and sophomore were similar, with marijuana use being slightly lower.
- In the 30 days prior to the survey, 18%, 30% and 10% of seniors used tobacco, alcohol, and marijuana, respectively.
- About 12% of these seniors were in need of alcohol and/or drug treatment.
- Rates of antisocial behavior (i.e., school suspensions, ATOD use at school, selling drugs, carrying handguns, auto theft, etc.) far exceeded the statewide rates and those of Farrington students in the two previous study years.

The 2011 Hawaii School Health Survey shows that tobacco usage for both middle and high school students in Honolulu County is declining. Twelve percent of middle school students and 27% of high school students drank alcohol in the 30 days prior to the survey. Sexual activity remained pretty much the same, but of concern is only 63% of sexually active middle school students and 44% of high school students used a condom during their last sexual intercourse. This is compared to national percentages of 63% and 60%, respectively.

Providing opportunities for this population to build positive peer and adult relationships and learn new skills will prevent their participation in risky behaviors and will, ultimately, serve the public need. Preventing youth participation in drugs, crime, gangs, and other risky behaviors and increasing their chance of achieving school and social success will decrease the social and public costs of following youth in the juvenile justice system or providing treatment programs for them.

### 4. Target Population

The target population selected for this proposal is youth, 7-18 years of age, who live in and around the Kuhio Park Terrace (KPT)/Kuhio Homes public housing community. Youth in high school (ages 14-18 years) will be specifically targeted for recruitment and enrollment. The majority of youth participating in Teen Program services have historically been in elementary and middle school. With the addition of another physical space on site (see description in the Facilities section), Teen staff will specifically







target this underserved population.

As evidenced by data presented above in the Needs Assessment, youth living in this community are at-risk and experience high levels of social, emotional, and educational problems – all associated with involved in or being at risk for involvement in the Juvenile Justice system. Additionally, the vast majority of youth (90%) who will receive services through this proposal are in one of the ethnic groups that are over-represented in the juvenile justice system in comparison to their proportion in the general juvenile population (Samoan, Hawaiian, Filipino, African American, and Outer Pacific Islanders). Specific ethnic data include:

- 37% are of the youth currently enrolled in PACT youth services at KPT are of Outer Pacific Island ancestry (including Chuukese, Marshallese, and other COFA populations (aka Micronesian). This has been the fastest growing population over the past several years;
- 25% are Samoan;
- 18% are Hawaiian or part-Hawaiian;
- 8% are Filipino;
- 2% are black;
- The remaining 10% are from a combination of Asian, Caucasian, and other Pacific Island backgrounds.

Youth living in this community are at-risk and experience high levels of social, emotional, and educational problems. They also experience many of the risk factors identified in youth development literature as contributing to increased potential for youth participation in risky behaviors. The most significant risk factors present for youth in the KPT Community are:

RISK FACTORS	
Individual Domain	Family Domain
<ul style="list-style-type: none"> <li>• Lack of opportunity</li> <li>• Low connection to family</li> <li>• Low academic aspirations and achievement</li> <li>• Low commitment to school</li> <li>• Early onset of problem behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Large number of single parent households</li> <li>• Low income status/poverty</li> <li>• Family conflict, problems and dysfunction</li> <li>• Lack of parental involvement</li> <li>• Sibling antisocial behavior</li> </ul>
Peer Domain	Community Domain
<ul style="list-style-type: none"> <li>• Early onset of problem behaviors</li> <li>• Favorable attitudes toward antisocial behavior</li> <li>• Association with delinquent or aggressive peers</li> <li>• Lack of involvement in conventional activities</li> </ul>	<ul style="list-style-type: none"> <li>• Low neighborhood attachment</li> <li>• Community disorganization</li> <li>• Laws/norms favorable to problem behaviors</li> <li>• Diminished economic opportunities</li> </ul>







## 5. Geographic Coverage

As stated on page 1, the services proposed herein are part of a collaborative effort to provide comprehensive youth services in the Kalihi-Palama community and Farrington Complex. PACT's proposed services will focus specifically on youth living in KPT and the surrounding community. Youth who live in this area primarily attend Fern and Kalihi Waena Elementary, Dole and Kalakaua Middle, and Farrington High Schools.

Kuhio Park Terrace is Hawaii's largest public housing community, located in Kalihi at the foot of Kahauiki ridge, with the Fort Shafter Military Complex to its west and the Likelike Highway to its east. A total of 748 housing units comprise the two high rise buildings and low-rise homes, which are home to 2,812 low-income working and non-working families (KPT/Kuhio Homes Demographics report, March 2010). KPT and Kalihi Valley Homes were built in the 1960s.

Kalihi is a working class, multi-ethnic community that has historically been one of the first residences of immigrants. Today, the largest ethnic group in Kalihi is Filipinos, followed by Samoan, Native Hawaiian/Part-Hawaiians, and a growing group of COFA (Compact of Free Association) migrants from the Federated States of Micronesia, Republic of the Marshall Islands, Commonwealth of the Northern Mariana Islands and the Republic of Palau. Ethnicities of residents of KPT/Kuhio Homes are, in order of predominance: Samoan (40%), Micronesian (24%), Native Hawaiian/Part-Hawaiian (13.5%), Asian (9.4%), Caucasian (4.3%), Filipino (3.1%) and Hispanic (2.6%).

In Kalihi, per capita income is in the lowest 25% statewide (\$14,634 v. \$21,526). Here, residents experience higher levels of unemployment and reliance on public assistance as compared to the rest of the state (*School/Community Profiles*). More adolescents report their neighborhood as unsafe and that they lack close neighborhood ties. More students score below state standards on SAT & Hawaii State Assessment reading and math tests.

The profile of KPT indicates that this community is at even greater risk than Kalihi in general. The average household income for KPT is \$16,008 (\$25,710 is poverty level income for a family of four, *Federal Register*, Vol. 76, No. 13, January 20, 2011, pp. 3637-3638). Most residents (70%) at KPT are working; while another 36% receive full or partial TANF assistance. Thirty-seven percent of the households receive SSI and 16.6% receive Social Security benefits. Ninety-four percent of the 296 single-parent households are headed by females (277 female- as compared to 19 male-headed households) (KPT/Kuhio Homes Demographics report, March 2010). Children and youth ages 0 to 19 make up more than half of the KPT population. Linapuni, Fern and Kalihi-Waena Elementary Schools are the public schools that serve KPT/Kuhio Homes children. Well over 75% of their children qualified for free or reduced-cost lunch (*School Status and Improvement Reports, School Year 2009-10*).

The KPT/Kuhio Homes community is a mix of long-time residents and the newly arrived. Sixty-one percent of the children attending Linapuni Elementary School, which is located at KPT, have limited English proficiency (*School Status and Improvement Report, School Year 2012-13*). Recent statistics available from the American Community Survey, 2010







five-year data summary paints a picture of high civilian unemployment (15.4%), low educational attainment with 38% of adults having less than a high school diploma; high numbers of families living below the poverty line (46.7%), and a significant number speak a language other than English in the home (47%).

Demographic statistics from the 2010 American Community Survey 5-Year Estimates data show that the Kuhio Park Terrace Census Tract 62.02 has significantly greater socio-economic challenges than the City and County of Honolulu as a whole. It has a young population profile, with more than 50% of the population under 18 years of age, a disproportionately high number of single parent families with high fertility, single mothers as heads of households, and very low household incomes. Census data also shows the concentration of people with disabilities is one of the highest in Hawaii. Kuhio Park Terrace residents are economically isolated, and face educational, linguistic and cultural barriers as well as numerous environmental risks.

## II. Service Summary and Outcomes.

Protective factors have been identified that, when increased, discourage behavior that could lead to participation in risky behaviors and encourage behavior that can mediate these risk factors. The following protective factors have the greatest likelihood of being increased or enhanced by proposed activities:

PROTECTIVE FACTORS	
Individual Domain	Family Domain
<ul style="list-style-type: none"> <li>• Increase academic achievement and connectedness to school and community</li> <li>• Increase self-efficacy and self-esteem</li> <li>• Social competencies &amp; problem solving skills</li> <li>• Development of interpersonal competence</li> <li>• Involvement in social activities</li> </ul>	<ul style="list-style-type: none"> <li>• Increased parent/child communication—ability to discuss problems with parents</li> <li>• Increased opportunities for parental involvement</li> <li>• Connectedness to family</li> <li>• High expectations for academic achievement</li> <li>• Frequent shared activities with parents</li> </ul>
Peer Domain	Community Domain
<ul style="list-style-type: none"> <li>• Increased social skills</li> <li>• Interaction with prosocial peers</li> <li>• Involvement with positive peer group activities</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunities for prosocial involvement</li> <li>• Connectedness to adults outside the family</li> </ul>

### 1. Describe the Scope Of Work, Tasks And Responsibilities

Comprehensive services and activities are provided at the KPT site daily—Tuesday through Saturday. These services were developed using the principles of Positive Youth Development (PYD) and resiliency and are designed to reduce or enhance identified risk and protective factors and provide opportunities for youth to develop the skills, attitudes, abilities, behaviors, and competencies to become active, vital members of their community and successfully transition to adulthood. PACT defines prevention with a broad brush and believes that providing youth with opportunities to develop skills,







abilities, etc. will help prevent their participation in many risky behaviors—i.e., substance abuse, violence, pregnancy, etc.

### Services and Activities

Program activities fall within four major components – academic support, enrichment and recreation, youth development and skill building, and community service. The services and activities proposed herein will continue, enhance, and expand existing services.

**Academic Support:** Staff considers school success to be one of the most important measures of our program’s success – if kids are succeeding in school, then we are doing our jobs. Consequently, a large percentage of time and energy is placed on activities in this component. Existing activities include: study hall/homework help, computer lab, and school support and linkages (to monitor grades, attendance, and behavior). Through this proposal these services will be expanded to provide them to older youth – 14-18 years old.

**Enrichment and Recreation:** Daily recreational activities (music, games, sports, arts and crafts, computer lab, cooking, etc.) are provided at the KPT Teen Center after study hall (4-8:00 p.m.) and on Saturdays during drop-in time (11:30 a.m. -5:00 p.m.). The KPT Teen Center is a safe, positive environment where youth can participate in a variety of supervised, positive activities designed to build skills, promote pro-social relationships with peers and adults, and expand the experiential base of the program participants.

**Youth Development and Skill Building:** This component includes a variety of activities including youth leadership, career development and exploration, and social and life skills development.

✦ **Youth Leadership:** A group of leaders has been developed and leadership activities will be continued through this proposal. Staff look for leadership skills and abilities in youth who may not be considered your typical leaders, and provide opportunities for leadership development in youth who probably have not had much opportunity to develop those skills.

✦ **Career Development:** Youth from ages 5-13 years old participate in sessions that focus on gaining skills and knowledge about career planning and development. Skills include communication, time management, creativity, researching different jobs, decision-making, interpersonal skill development, teamwork, critical thinking, and using resources. Youth identify various careers they are interested in and research the duties and responsibilities of those careers. They also “map” their community and identify careers that are both similar and different in neighboring businesses. They also attend a career fair, identify their own strengths, explore what their personality traits are through a personality test, and create a portfolio.

Teens aged 14-18 years old participate in sessions that focus on skills and knowledge needed for career planning and development. Skills include communication, self-responsibility, teamwork, honesty, trustworthiness, goal-setting, creating a resume, how to fill out a job application, job interview skills, and creating their own portfolio.





Knowledge includes attending workshops such as College 101 and open houses at the University of Hawaii, filling out an Interest Profiler and picking their top three career matches, attending a career fair, exploring what type of personality they have through a personality test, and understanding the importance of being a lifelong learner.

- ✦ ***Social and Life Skills:*** These skills are addressed in both formal and informal ways. Formally, staff run groups that focus on these skills and implement prevention curricula that focus on specific skills or behaviors in small group settings at the center. An example of this is “Why Try.” Why Try lessons teach important life skills like keeping laws and rules, building support systems, resisting peer pressure, and developing resiliency. Informally, staff work with youth to develop these skills in the course of their participation in daily activities, utilizing “teachable moments” that occur naturally during program activities.

This component also includes: time management and organizational skills (e.g., effectively using their school planner), development of a positive self-esteem, coping skills, problem identification and solving strategies, refusal/resistance skills, and financial literacy skills.

**Community Service:** Regular community service projects are planned and implemented at KPT to build and strengthen youth connections to their community. These projects take place both on-site (e.g., beautification and cleanup projects at KPT, Junior Neighborhood Patrol, book fairs to distribute books to kids in the community) and in the greater community (e.g., beach cleanups, Kalihi Stream cleanup).







## 2. Projected Annual Timeline

<b>Program Design and Planning</b>														
<i>Services</i>	<i>Specific Tasks</i>	<b>Months</b>												
		1	2	3	4	5	6	7	8	9	10	11	12	
<b>Program Design Activities</b>	Program Planning													
	✓ Activity planning	X	X	X	X	X	X	X	X	X	X	X	X	
	✓ Collaboration Partners meet	X	X	X	X	X	X	X	X	X	X	X	X	
<b>Program Management</b>														
<b>Program Management Activities</b>	Hire Program Staff	As vacancies arise												
	Staff Training/Development	Annually during employee performance review												
	• Develop individual staff development plans	Annually during employee performance review												
	• Participate in relevant conferences and workshops	As the opportunity arises												
	• Participate in OTJ/informal training activities	X	X	X	X	X	X	X	X	X	X	X	X	
	Staff Supervision													
✓ Formal Supervision	X	X	X	X	X	X	X	X	X	X	X	X	X	
✓ Informal Supervision	X	X	X	X	X	X	X	X	X	X	X	X	X	
✓ Staff Meetings	X	X	X	X	X	X	X	X	X	X	X	X	X	
Community Partnerships														
✓ Review and renew MOAs	X												X	
✓ Develop new agreements	X												X	
<b>Program Implementation</b>														
<b>Program Implementation Activities</b>	<b>Outreach and Recruitment Activities</b>	• Post flyers in the community	X	X	X	X	X	X	X	X	X	X	X	X
		• Post calendars	X	X	X	X	X	X	X	X	X	X	X	X
	• Conduct home visits for youth recruitment	X	X	X	X	X	X	X	X	X	X	X	X	
	Special Events Recruit.	As needed												
	<b>Academic Support</b>	• Study Hall	X	X	X	X	X	X	X	X	X	X	X	X
		• Computer Lab	X	X	X	X	X	X	X	X	X	X	X	X
		• School Linkages	X	X	X	X	X	X	X	X	X	X	X	X
	<b>Enrich. &amp; Recreation Activities</b>	• Rec. Activities	X	X	X	X	X	X	X	X	X	X	X	X
		• Health and Fitness	X	X	X	X	X	X	X	X	X	X	X	X
		• Arts and Culture	X	X	X	X	X	X	X	X	X	X	X	X
• Special Events		X	X	X	X	X	X	X	X	X	X	X	X	
<b>Youth Dev./Skill Building Activities</b>	• Tech./Apple Club	X	X	X	X	X	X	X	X	X	X	X	X	
	Youth Leadership	X	X	X	X	X	X	X	X	X	X	X	X	
	Career Development		X		X		X		X		X		X	
<b>Comm. Service</b>	Social and Life Skills	X	X	X	X	X	X	X	X	X	X	X	X	
	Community Service			X			X			X			X	
<b>Program Evaluation and Quality Assurance</b>														
<b>Evaluation &amp; Quality Assurance Activities</b>	Data Collection Refined to meet specific needs	X												
	Develop other data collection methods	X	X											
	Data collected and analyzed and programmatic changes implemented.			X			X			X			X	
	Quarterly PQI report completed			X			X			X			X	





### 3. Quality Assurance and Evaluation Plans

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT’s programs. PACT maintains quality assurance and evaluation through the Performance & Quality Improvement (PQI) Program and Plan. This Plan is built upon PACT’s vision, mission, and values and is designed to ensure that targeted goals and outcomes are achieved with the highest possible quality of services, in compliance with Council on Accreditation standards of care, and are consistent with funders’ contract requirements. The plan clearly delineates that “quality is everyone’s responsibility” starting with the Board of Directors to the Executive Management Team to the Program Directors and then to all employees, contracted service providers, and volunteers. Improvement activities encompass all programs, employees, contracted services, volunteers, vendors and partners, and all are expected to participate related to their individual services and adhere to standards established by the organization. The attached Performance & Quality Improvement Plan provides the framework, guidance and basis for all the organization’s quality activities.

PACT evaluates its performance in a multifaceted approach and uses this information as the genesis for the improvement cycle of Plan-Do-Check-Act (PDCA). The attached Quality Activities Procedure describes in further detail the scope of the quality activities, which include:

1. Quarterly Performance & Quality Improvement Reports
2. Case Record Review
3. Client Outputs and Outcomes-Meeting Contractual Obligations
4. Consumer Satisfaction
5. Employee Satisfaction
6. Client complaints, grievances and appeals
7. Client Confidentiality

Teen Program staff fully participates in ongoing agency quality activities and other program specific evaluation activities. PQI provides the framework and methodology to assess program effectiveness, and the program staff use that framework while incorporating additional evaluation methods required by the various funders.

### 4. Measures of Effectiveness

Program Objectives	Measures of Effectiveness
<ul style="list-style-type: none"> <li>▶ A minimum of 225 youth will register for these afterschool programs and services at PACT and participate in after-school activities that are supervised by positive adult role models.</li> </ul>	<ol style="list-style-type: none"> <li>1. A minimum of 45 high school age youth will participate in educational support activities.</li> <li>2. A minimum of 100 youth will participate in the health/fitness/nutrition component activities and 75% of those will</li> </ol>







Program Objectives	Measures of Effectiveness
<ul style="list-style-type: none"> <li>▶ Youth participating in a minimum number of enrichment and recreational activities will demonstrate a positive change in attitude and behaviors</li> </ul>	demonstrate increased knowledge and/or skills in this area. 3. A minimum of 100 youth will participate in a skill building activity (e.g., leadership, career development, Why Try, etc.) and 75% of those will demonstrate increased knowledge and/or skills in this area.
<ul style="list-style-type: none"> <li>▶ Youth participating in a minimum number of youth development, educational, and/or skill building activities will demonstrate increased social and life skills</li> </ul>	4. Participants will develop and complete a minimum of four community service projects during the year. A minimum of 125 youth will participate in community service activities during the year.

### III. Financial

#### 1. Budget and Budget Forms

PACT requests \$199,230 in state funds for continuing support of afterschool services for youth in the Kuhio Park Terrace Housing Community for the fiscal year 2014-2015. The collaborative, family centered, and relationship building nature of the PACT Community Teen Program service delivery model, along with the challenges presented by a high-risk client population who may have systemic psycho-social, cultural and economic barriers, require committed, quality staff (thus \$91,848 or 46% of the grant-in-aid request is for personnel costs). The remaining budget will fund supplies for project services; required insurances; audit and MIS database services; rent, telecom (landlines and broadband), electricity, and repairs and maintenance for the project office in Kalihi; staff training and employee development; mileage for networking and direct services; and beneficiary costs for youth and family incentives and program activities. Thirteen percent of the budget request has been set aside for administrative costs, which covers management, accounting, human resources, quality assurance, facilities, and technology support and services to the program.

The attached budget forms detail the cost of the grant-in-aid request.

#### 2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$49,807.50	\$49,807.50	\$49,807.50	\$49,807.50	\$199,230





**3. Other funding we are trying to obtain for FY 2014-2015**

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$33,750	Hawaii Youth Services Network (Federal DHHS funding)	Teen Pregnancy Prevention of the Pacific – to replicate evidenced –based pregnancy prevention curricula. Funding is secured for fiscal year 2014-2015.
\$149,868	State DHS Office of Youth Services	Community-Based Services for Youth At-Risk: Life Skills Development. To expand and enhance existing youth service center services at KPT through activities in the following components: personal and social competence; family engagement; community service and service learning, mentoring and intergenerational activities, performing/visual arts; and physical fitness and health.
\$99,542	State DHS Office of Youth Services	Community-Based Services for Youth At-Risk: Life Skills Development. To expand and enhance existing youth service center services at Puuwai Momi through activities in the following components: personal and social competence; family engagement; community service and service learning, mentoring and intergenerational activities, performing/visual arts; and physical fitness and health.
\$225,000	City and County of Honolulu, Dept. of Community Services	To provide comprehensive afterschool programs for at-risk youth from KPT and Puuwai Momi. Activities provide opportunities for youth to develop skills and behaviors to become active members of the community and transition to adulthood

**4. State and Federal Tax Credits**

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2014-2015. PACT is not requesting funding for any capital projects with this application.

**5. Balance Of Unrestricted Current Assets**

As of December 31, 2013, PACT’s estimated unrestricted current asset is \$552,087.59.







## IV. Experience and Capability

### A. Necessary Skills and Experience.

The Community Teen Program has extensive experience providing comprehensive youth services, as well as teen pregnancy prevention, to youth and families living in the at-risk communities of Kuhio Park Terrace (24 years) and Puuwai Momi (9 years). Program services have long been based on the Positive Youth Development model, and staff have embraced its principles in all aspects of their work. Staff believe that all youth are valuable and can reach their full potential if given the opportunity to develop the attitudes, skills and abilities they need to successfully move through adolescence into adulthood. Proposed services will continue those that are successfully being implemented at the KPT site and will expand and build on them.

PACT's Community Teen Program has received funding from the Office of Youth Services (OYS) since 1990 to provide youth services at KPT—first, as part of the Youth Gang Response System, with additional funding provided from 1997-2000 for community outreach and case management services for at-risk youth. From 1999 to 2003, OYS funded PACT as part of the Hui Malama Ohana Youth Service Center collaboration (HMO) with three other youth service providers (KEY Project, Hale Kipa, Inc., and Susannah Wesley Community Center). Beginning in 2004, funds from Hawaii's Department of Human Services Benefit, Employment, and Support Services Division (BESSD) were awarded to fund teen pregnancy prevention and family strengthening services through the youth service center model. From 2009 to 2012, PACT received a contract from the Hawaii Community Foundation Tobacco Prevention & Control Trust Fund funding services which focused on providing opportunities for incoming 6th graders to successfully transition to middle school and build positive school connections.

Teen Program services expanded to the Puuwai Momi Housing Project in 2005 as part of a pilot program integrating security and youth services. When this contract ended eight months later, PACT made the commitment to fund services with private funds until alternative funding could be secured. Safe and Drug Free Schools funding at Puuwai Momi was awarded from 2006 to 2009. Teen pregnancy prevention funding to enhance and expand services at Puuwai Momi was also secured from 2006 to 2010. And, TANF Maintenance of Effort (MOE) funding was received from 2008 to 2010 to further expand services at this site.

PACT, in general, and the Teen Program, specifically, has an excellent track record in meeting contracted outcomes and performance targets. For the FY 2013, annual projections for 92% (23/25) of contracted outputs and 81% (22/27) of contracted outcomes were met or exceeded.

PACT, in general, and the Teen Program, specifically, has an excellent track record in meeting contracted outcomes and performance targets. For the FY 2013, annual projections for 92% (23/25) of contracted outputs and 81% (22/27) of contracted outcomes were met or exceeded. This outstanding record can be attributed to staff expertise and their regular monitoring of activities and results against the performance





outputs. Overall, the organization has met or exceeded 98% of its contract deliverables. The organization's quality assurance methodology involves all levels of staffing, promoting the value that each staff member's input is critical to the organization's quality activities.

PACT's Community Teen Program has received funding from the Office of Youth Services (OYS) since 1990 through a variety of contracts. Additional funding sources have included: Office of Juvenile Justice and Delinquency Prevention, Hawaii Public Housing Authority, Hawaii Community Foundation, several private foundations, and numerous individual donors. The most recent/relevant contracts are detailed below.

Dates	Funding Source	Program Title	Brief Description	Contact Information
December 2013 - Present	Office of Community Services	Kalihi-Palama School's Out Project	Collaboration with Susannah Wesley Community Center and the Kalihi YMCA to provide comprehensive services in Kalihi-Palama	Denise Pierson Program & Evaluation Administrator DLIR, OCS 830 Punchbowl St., Rm. 420 Honolulu, HI 96813 Denise.M.Pierson@hawaii.gov
November 2012 - Present	BESSD – (subcontract with Susannah Wesley)	Youth Services in Kalihi-Palama	Collaboration with Susannah Wesley Community Center and the Kalihi YMCA to provide comprehensive services in Kalihi-Palama	Carol Imanaka Program Administrator 1117 Kaili Street Honolulu, HI 96819 808/847-1535 cimanaka@susannahwesley.org
February 2012 - Present	OYS – (subcontract with Susannah Wesley)	KPT Truancy Prevention Services	To provide truancy prevention and intervention services to at-risk students at Fern Elementary School	
October 2011 – Present	OYS	Positive Youth Development	To expand and enhance existing youth service center services at Puuwai Momi through arts, sports/fitness, leadership and educational.	Patrick Keleher Children and Youth Specialist 707 Richards Street, #525 Honolulu, Hawaii 96813 808/587-5700
December 2009 – December 2012	Hawaii Community Foundation	KPT Transition Project	To build school connections and assist students transitioning to middle school.	Roella Foronda Program Associate 1164 Bishop St. Ste. 800 Honolulu, HI 96813 808/566-5536 Rforonda@hcf-hawaii.org
December 2007- November 2009	Hawaii Community Foundation	Choose To Be Tobacco Free	To implement tobacco prevention services at KPT.	
September 2010- present	Hawaii Youth Services Network	Teen Pregnancy Prevention Partnership of the Pacific	To replicate evidenced – based pregnancy prevention curricula.	Judith Clark, Exec. Director 677 Ala Moana Blvd, #702 Honolulu, HI 96813 808/531-2198 jclark@hysn.org
March 2008 – February 2011	BESSD	TANF MOE Expansion Grant	To expand and enhance existing youth services at Puuwai Momi through arts and technology	Catherine Scardino Program Specialist 820 Mililani St., #606 Honolulu, HI 96813 808/586-7095 CScardino@dhs.hawaii.gov







Dates	Funding Source	Program Title	Brief Description	Contact Information
July 2007 – present	OYS	Positive Youth Development	To expand and enhance existing youth service center services at KPT and Puuwai Momi through arts, sports/fitness, leadership, & educational support.	Patrick Keleher Children and Youth Specialist 707 Richards Street, #525 Honolulu, Hawaii 96813 808/587-5724 PKeleher@dhs.hawaii.gov
July 2007 – September 2011	OYS (subcontract with Susannah Wesley)	Dole Truancy Program	To provide truancy prevention and intervention services to at-risk students at Dole Middle School.	Carol Imanaka Program Administrator (See above for contact information.)
Dec, 2006 – April 2011	OYS (TANF funds)	Teen Pregnancy Prevention (at Puuwai Momi)	Teen pregnancy prevention and family strengthening services.	Merton Chinen Children and Youth Specialist 707 Richards Street, #525 Honolulu, Hawaii 96813 MChinen@dhs.hawaii.gov
August 2006 – July 2011	OYS (Safe and Drug Free Schools)	Drug and Violence Prevention Activities for Youth	Drug and Violence Prevention services are integrated into youth development services.	Merton Chinen Children and Youth Specialist (See above.)
January 2004 – April 2011	TANF (2004-05 thru OYS 2006-2011 from BESSD)	Family Strengthening and Teen Preg. Prev. Programs for Youth Service Centers in Kalihi	Teen pregnancy prevention and family strengthening services	Kimberly Arista 820 Mililani St., #606 Honolulu, HI 96813 808/586-7090 KArista@dhs.hawaii.gov

## B. Facilities

PACT has 51 locations on Kauai, Oahu, Molokai, Lanai, Maui and Hawaii islands. Service locations meet all the requirements of the American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Vice President of Operations oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

PACT's administrative offices and several of its programs, including the Teen Program, are located at 1485 Linapuni Street, Suite 105, Honolulu, 96819, in a federally funded Community Resource Center in the heart of Kalihi, Oahu. There are ADA parking stalls fronting the building and an elevator that transports between the ground and first floors. The restrooms are accessible for wheelchairs and walkers. The facility is owned by the State of Hawaii and is ADA compliant.





The Teen Program moved to its current site at the KPT Resource Center in the summer of 2003. This site is located adjacent to a full-sized gym, and has space configured for study hall, games and activities, and sports. It has a computer center and access to a field and a covered outdoor pavilion (*fale*). There are also available private spaces where teenagers can meet with staff individually or in small groups to discuss sensitive topics and attend educational sessions related to pregnancy prevention and other relevant topics.

In the fall of 2013, PACT was able to open a second site in KPT specifically for high school youth. We have always found that high school youth don't always want to participate with younger kids or in the same types of activities. When a space on the bottom floor of B Building became available at a minimal cost, PACT decided to open services specifically for the high school population. There is space for a computer lab and a large recreation area that can accommodate a wide variety of activities. This site is currently open only 2-3 days per week but we are seeking funding to open more frequently.

## V. Personnel: Project Organization and Staffing

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

#### 1. Proposed Staffing

The following table outlines the proposed staffing pattern:

Position Title	# of Positions	% Funded through this Proposal	Primary Responsibilities
Program Director	1	20% of 1 FTE	<ul style="list-style-type: none"> <li>• Contract oversight</li> <li>• Program management and staff supervision</li> <li>• Program planning, design and development</li> <li>• Liaison with funding sources/stakeholders</li> <li>• Budget development and management</li> <li>• Completion of reporting requirements</li> </ul>
Program Supervisor	1	30% of 1 FTE	<ul style="list-style-type: none"> <li>• Coordination of services at KPT site</li> <li>• Oversight of development of site services</li> <li>• Supervision of staff</li> <li>• Database management/report writing</li> <li>• Direct service provision</li> </ul>







Position Title	# of Positions	% Funded through this Proposal	Primary Responsibilities
Project Specialist	4	<ul style="list-style-type: none"> <li>• 25% of .875 FTE</li> <li>• 35% of .875 FTE</li> <li>• 30% of .875 FTE</li> <li>• 35% of .875 FTE</li> </ul>	<ul style="list-style-type: none"> <li>• Direct service provision</li> <li>• Develop/implement Teen Program services and activities</li> <li>• Implement science-based model and/or curricula</li> <li>• Serve as school liaison</li> <li>• Assist with data collection/database input</li> </ul>
Youth Specialist	1	35% of .75 FTE	<ul style="list-style-type: none"> <li>• Direct service provision</li> <li>• Assist with developing/implementing program services</li> <li>• Data input</li> </ul>
Youth Assistant	1	30% of .475 FTE	<ul style="list-style-type: none"> <li>• Direct service provision</li> <li>• Assist with implementing program services</li> </ul>

## 2. Staff Qualifications

Following are the minimum qualifications for the key staff positions. Also indicated in the table are names of current staff:

Position	Minimum Position Requirements	Education and Experience of Staff Members
<b>Program Director</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree and three years of experience in an administrative position in a social service program,</li> <li>• Master's degree preferred</li> <li>• Other requirements:               <ul style="list-style-type: none"> <li>✚ Ability to work within a collaborative setting</li> <li>✚ Experience in supervision of staff</li> </ul> </li> </ul>	<b>Cheryl Johnson</b> <ul style="list-style-type: none"> <li>• Bachelor's degree in Psychology</li> <li>• Elementary/Special Education Teacher Certification</li> <li>• 23 years' experience as PACT's Teen Program Director</li> <li>• 10 years teaching experience</li> </ul>
<b>Program Supervisor</b>	<ul style="list-style-type: none"> <li>• High School degree and five years relevant experience,</li> <li>• Bachelor's degree preferred</li> <li>• Other requirements:               <ul style="list-style-type: none"> <li>✚ Ability to develop and coordinate comprehensive activities &amp; services for the site</li> <li>✚ Experience supervising staff</li> </ul> </li> </ul>	<b>Christine Everett</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Social Work</li> <li>• 17 years' experience at PACT's Community Teen Program</li> <li>• 5 years as Youth Worker</li> <li>• 12 years as Program Supervisor</li> </ul>





Position	Minimum Position Requirements	Education and Experience of Staff Members
<b>Project Specialists</b>	<ul style="list-style-type: none"> <li>High School degree or equivalent and two years relevant experience</li> <li>Other requirements:               <ul style="list-style-type: none"> <li>Ability to plan and implement assigned project activities for youth in a center based setting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Carline Tanuvasa</b> <ul style="list-style-type: none"> <li>Bachelor's degree in Psychology and 5 years of experience at the Teen Program</li> </ul> </li> <li><b>Daphne Vaina</b> <ul style="list-style-type: none"> <li>4 years of college and 7 years of experience at the Teen Program</li> </ul> </li> <li><b>Rayna Brown</b> <ul style="list-style-type: none"> <li>1.5 years of college and 4 years of experience at the Teen Program</li> </ul> </li> <li><b>Sou-Chun Hsu</b> <ul style="list-style-type: none"> <li>Bachelor's degree in Sociology and 6 years of experience working with youth</li> </ul> </li> </ul>
<b>Youth Specialist</b>	<ul style="list-style-type: none"> <li>High School degree or equivalent</li> <li>One year relevant experience, preferred</li> </ul>	<ul style="list-style-type: none"> <li><b>Joshlyn Rodrigues</b> <ul style="list-style-type: none"> <li>High school and 1 year of related volunteer experience</li> </ul> </li> </ul>
<b>Youth Assistant</b>	<ul style="list-style-type: none"> <li>Six months participation in Teen Program, preferred</li> <li>Junior in high school, preferred</li> <li>Meets minimum Child Labor Law requirements</li> </ul>	<ul style="list-style-type: none"> <li><b>Zachery Grace</b> <ul style="list-style-type: none"> <li>2 years of college and 2 years of experience at the Teen Program</li> </ul> </li> </ul>

### 3. Supervision and Training

PACT believes in the importance of providing ongoing, regular, and responsive supervision to assure program effectiveness and the provision of the highest quality services. Formal supervision is conducted at all levels in accordance with the Council on Accreditation (COA) as well as the standards set by the contract. The Program Director is responsible for the overall administration of the Community Teen Program and is supervised by the Senior Vice President of Programs. The Senior Vice President of Programs is supervised by the Chief Operating Officer who is accountable to the President and CEO. The President and CEO is accountable to the PACT Board of Directors.

The Program Director supervises the Program Supervisor who is responsible for the day-to-day management of the KPT site, the supervision of the remaining direct service staff, as well as the provision of direct services. While regular supervision sessions are scheduled, the Teen Program maintains an open-door policy allowing access to supervisors on an as-needed basis.

Supervision, which is carried out both formally and informally, is a time for guidance, coaching, acknowledgment and support. Individual face-to-face supervision between supervisors and supervisees is held at least once a month and is augmented by site staff meetings, which are also held at least once a month, and additional individual supervision sessions as needed. At staff meetings, agency and program information is







shared, program issues are discussed (including quality assurance and improvement), program planning occurs, and clients with particular challenges may be discussed and solutions explored. All PACT employees are evaluated at three months after initial hire, at the end of the first year of employment, and annually thereafter. PACT's supervision procedure is included in the *ATTACHMENTS*.

To further enhance the ability of its supervisors, PACT has implemented a competency-based management and leadership development program for all supervisors. The curriculum is based on the Butler Institute at the University of Denver, School of Social Work's curriculum/training program. All current supervisors have completed nine days of training with a focus on three areas of supervision – administrative, educational, and supportive supervision.

## **B. Organization Chart**

An agency-wide organization chart, that depicts the administrative management structure, lines of authority, and functions of the organization, is included in the *ATTACHMENTS*. The Board of Directors is ultimately responsible for the health and sustainability of the organization. The President and CEO is the chief professional officer who reports to the Board, and is supported by the executive management team of the Chief Operating Officer, Senior Vice President of Programs, and the Vice President of Operations. The COO has direct oversight of Fiscal and Technology departments. The Senior Vice President of Programs has executive oversight of all programs except for Early Head Start/Head Start. The Vice President of Operations has executive oversight of Human Resources, Quality Assurance, and Facilities departments.

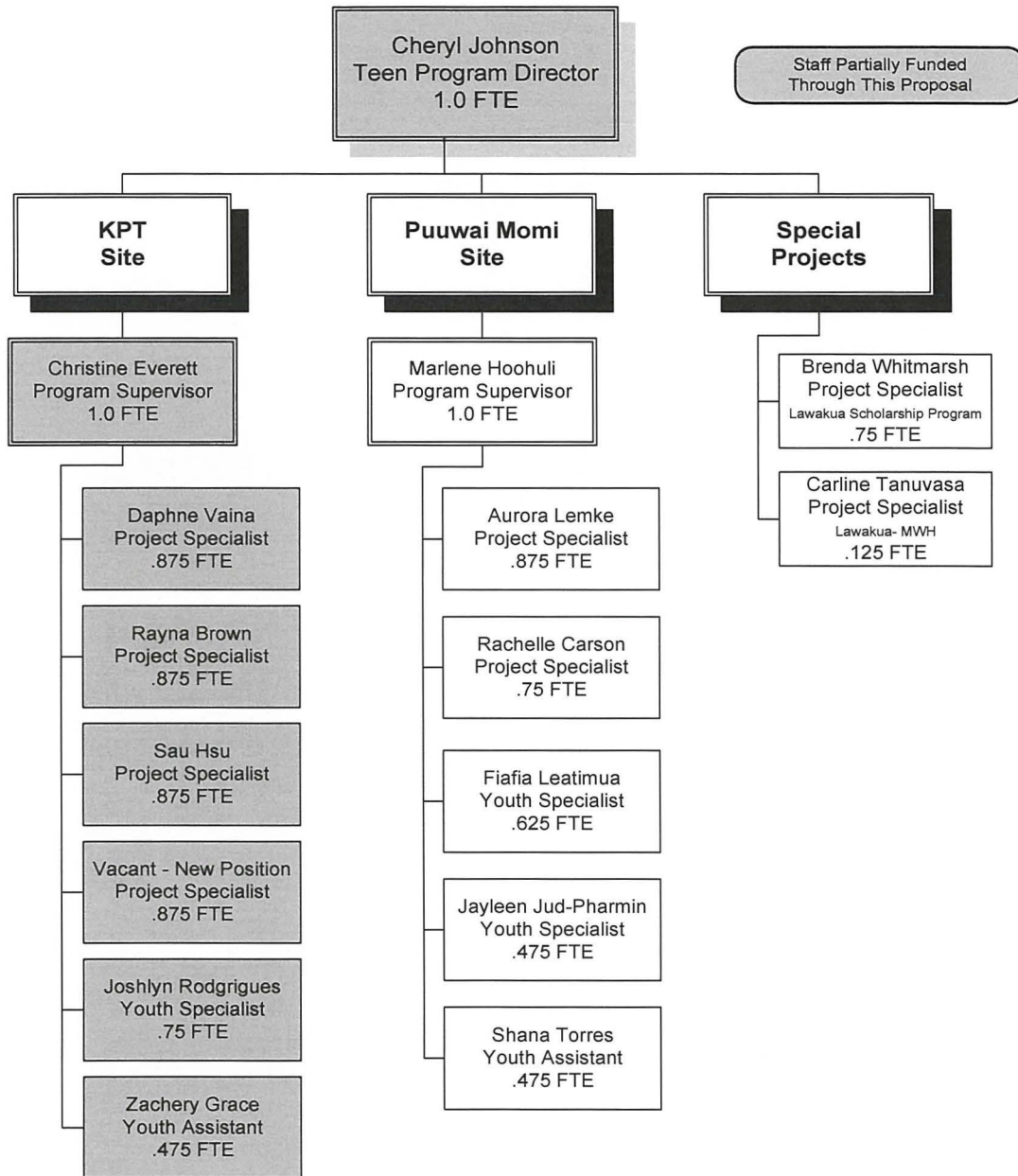
The Teen Program organization chart below details the Community Teen Program's staff positions and lines of supervision. This structure supports a team approach that promotes effective oversight of staff and interaction among staff from different sites and/or contracts, allowing them to share their skills and particular areas of expertise.

The program organization chart reflects six part-time positions at the KPT site under the direct supervision of the Program Supervisor. Included in the chart are the position titles, names and full time equivalencies (FTE) for each position. Four Project Specialists, one Youth Specialist, one Youth Assistant, the Program Supervisor and Program Director will be partially funded through this grant. The Program Supervisor assumes overall management of the KPT site and its staff and also provides direct services to youth and families.





### PACT Community Teen Program — KPT Site January 2014



### C. Compensation

Currently, the annual salaries of Pact’s three highest paid employees are as follows:

1. [REDACTED], President and CEO ..... \$ 154,054.
2. [REDACTED], Chief Operating Officer..... \$ 128,750.
3. [REDACTED], Senior Vice President Of Programs..... \$ 111,199.







## VI. Other

### A. Litigation

Parents And Children Together has no pending litigation.

### B. Licensure or Accreditation

PACT is fully accredited by the Council on Accreditation.



# Budget





## BUDGET REQUEST BY SOURCE OF FUNDS

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

Applicant: Parents And Children Together-Community Teen Program

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	71,748			
2. Payroll Taxes & Assessments	9,312			
3. Fringe Benefits	10,788			
<b>TOTAL PERSONNEL COST</b>	<b>91,848</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	-			
2. Airfare, Out-of-State	-			
3. Audit Services	1,584			
4. Contractual Services - Administrative	2,364			
5. Contractual Services - Subcontracts	204			
6. Insurance	3,124			
7. Lease/Rental of Equipment	-			
8. Lease/Rental of Motor Vehicle	-			
9. Lease/Rental of Space	33,000			
10. Mileage	600			
11. Postage, Freight & Delivery	120			
12. Publication & Printing	750			
13. Repair & Maintenance	1,708			
14. Staff Training	1,000			
15. Substance/Per Diem	-			
16. Supplies	7,200			
17. Telecommunication	2,640			
18. Transportation	-			
19. Utilities	18,000			
20. Administrative Costs	27,888			
21. Beneficiary Costs	7,200			
22. Interest Costs	-			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>107,382</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>199,230</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	199,230	Jay Yangs  808-847-3285		
(b)		[REDACTED]		
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>199,230</b>	Ruthahn Quitiquit, President & CEO Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Parents And Children Together-Community Teen Program

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)
Program Director	1.000	68,959.00	20.00%	\$ 13,800.00
Program Supervisor	1.000	35,484.00	30.00%	\$ 10,645.00
Project Specialist	0.875	30,647.45	25.00%	\$ 7,662.00
Project Specialist	0.875	30,647.45	35.00%	\$ 10,727.00
Project Specialist	0.875	30,647.45	30.00%	\$ 9,194.00
Project Specialist	0.875	30,647.45	35.00%	\$ 10,727.00
Youth Specialist	0.750	16,717.49	35.00%	\$ 5,851.00
Youth Assistant	0.475	10,472.38	30.00%	\$ 3,142.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>71,748.00</b>
<b>JUSTIFICATION/COMMENTS: PACT strives to maintain a competitive, market-based compensation package to attract and retain qualified employees, thus the agency offers a strong benefits package and salaries that are comparable to similar positions within the service area and industry based on salary surveys conducted annually by the Hawaii Employer's Council.</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Parents And Children Together-Community Teen Program

Period: July 1, 2014 to June 30, 2015

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
9. Lease/Rental of Space			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# Required & Supporting Attachments





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

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

The MOA is a collaboration of the stated PARTNERS that is currently being implemented and being requested to be continued as part of the 2014 Grant-In-Aid (GIA) application process to the Hawaii State Legislature. Each individual PARTNER is submitting a separated GIA application for their part in this collaboration.

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

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

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

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

I. Terms of this Agreement

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

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

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

## II. Project Description

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

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

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

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

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

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

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



III. Target Group to be served

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

IV. Scope of services

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

V. PARTNER Responsibility

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

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

[Redacted]

[Redacted]

BY:

FOR: YMCA of Honolulu - Kalihi Branch

FOR: Parents and Children Together

TITLE: EXECUTIVE DIRECTOR

TITLE: President & CEO

DATE: 1.30.14

DATE: 1-30-14

BY: [Redacted]

FOR: Susannah Wesley Community Center

TITLE: Executive Director

DATE: 01.30.14



# Declaration Statement





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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, 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.

Parents And Children Together

\_\_\_\_\_  
January 29, 2014  
(Date)

\_\_\_\_\_  
Ruthann Quitiquit  
(Typed Name)

\_\_\_\_\_  
President & CEO  
(Title)