

House District 29

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Susannah Wesley Community Center  
Dba:

Street Address:  
1117 Kaili St., Honolulu, HI 968198  
Mailing Address:  
See Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RONALD M. HIGASHI  
Title Executive Director  
Phone # 808-847-1535  
Fax # 808-847-0787  
e-mail rhigashi@susannahwesley.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:

KALIHI PALAMA SCHOOL'S OUT PROJECT

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 179,736

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 \$ 0  
FEDERAL \$ 0  
COUNTY \$ 0  
PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

RONALD M. HIGASHI, EXECUTIVE DIRECTOR  
NAME & TITLE

1/29/2014  
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;

Susannah Wesley Community Center began with the outreach work of a single Home Missionary in 1899, giving desperately needed English language and sewing lessons to immigrants in the plantation community of Waipahu. In 1903, the Susannah Wesley Home was established for abandoned and orphaned children of plantation workers. In 1919, the Home moved to its present site in Kalihi where it cared for over 100 children at any one time. Responding to a decreasing need for orphanages, the Susannah Wesley Home in 1956 converted into a treatment center for young children with serious emotional and behavioral problems. Difficulty with funding and finding qualified workers forced the treatment center to close in less than a year.

From its modest beginnings, the Susannah Wesley Community Center developed a focus on services to youth and immigrants, later expanding to include services to the elderly, the poor, and, the disadvantaged

- Services to Youth and Families

The agency reorganized in 1957 into a community center with a nursery school, playground, after-school boys and girls clubs, and adult English classes. Through the last four decades, the Center has remained in the forefront of youth issues as an innovator and leader in youth services and advocacy. In 1964, it established outreach programs connected to the War of Poverty with Head Start classes and study halls in public housing facilities and neighborhood schools. It pioneered outreach-counseling programs in the 1970s for youth and families to help combat juvenile delinquency, runaway, truancy, and family breakup. In the 1980s, it began alcohol and substance abuse services and programs to fight the growing trend in juvenile gang violence. In 1994, it implemented mental health treatment services to immigrant adults and to youth and families.

Today, Susannah Wesley Community Center continues to develop innovative and effective projects to help youth. The newest program is the recently opened

Computer Learning Center, created to reach "alienated" youth through academic and computer skills training, and the Center's alternative to violence program to help youth combat abuse and domestic violence.

- Services to Immigrants and Refugees

In 1967, three years after the outreach program to youth and families began, the present building was completed and outreach services increased to include immigrants arriving from the Pacific Basin. In 1975, an immigrant services program was established in the Hui Kokua Department of Kuhio Park Terrace. The program later moved to the Center's main site on Kaili Street to meet its growing needs. A Waipahu program office was established in 1986 through a joint effort with the Catholic Immigration Center. In 1990 and 1993, respectively, two bilingual outreach programs were created to provide mental health services to immigrants and refugees. Though organized under a separate department, the Immigrant and Refugee Support Services Program complements and supports the family development program for immigrants. The language capability of the Center includes Tagalog, Ilocano, Vietnamese, Cantonese, Korean, Laotian, and Samoan.

- Services to the Poor

Each year Susannah Wesley Community Center continues to provide assistance to the' poor, homeless, and needy by distributing thousands of dollars worth of donated items and services.

*Hui Kokua* provides adult education classes and services to meet basic human needs, such as an emergency food pantry, clothes bank, and others, at Kuhio Park Terrace. Staff actively participates with other on-site agencies in providing community events. Susannah Wesley Community Center is a member of the Kuhio Park Terrace Family Center.

- Services to the Elderly

In our community, there are many senior citizens who live in care homes or who are handicapped or isolated. Many also live in poverty or have mental illnesses. Susannah Wesley Community Center offers help to many of these elderly.

The *Seniors Program*, initiated in the 1970s, provides seniors citizens with opportunities to socialize, receive hot meals daily, and participate in activities such as excursions, making crafts, singing, exercising, learning about their health, and other fun events.

Susannah Wesley Community Centers main site is located within the Kalihi-Palama community, is affiliated with the United Methodist Church and is a member agency of Aloha United Way. Susannah Wesley Community Center maintains an independent board of directors and a separate status as a nonprofit, tax-exempt, IRS 501 (c)(3)



organization.

2. The goals and objectives related to the request;

Program Goals	Program Objectives
<p>1. Teens in the Kalihi-Palama community <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.</p>	<p>125 Youth from Kalihi-Palama will register for the out of school programs at SWCC and participate in activities that are supervised by positive adult role models.</p>
<p>2. Teens in the Kalihi-Palama community will have opportunities to <u>gain knowledge and skills in a variety of areas and implement skills learned in their daily lives</u>, including: health and wellness, academic support, career development, social and life skills.</p>	<p>75 Youth from Kalihi-Palama will participate in the educational and skill building activities at SWCC</p>
<p>3. Teens in the Kalihi-Palama community will be involved in activities that <u>develop leadership skills and promote social responsibility</u>.</p>	<p>25 Youth from Kalihi-Palama will participate in youth leadership activities at SWCC. 50 Youth from Kalihi-Palama will participate in community services activities and other activities that promote social responsibility</p>

3. The public purpose and need to be served;

The services provided by SWCC and the organizations we collaborate with are intended to focus on youth and their families living in at-risk situations. These youth are frequently over-represented in the juvenile justice system, at risk for participation in gangs, substance abuse, and other risky behaviors, and are more likely to fail in school than youth in other areas. While services are intended to help youth develop in positive ways and “create a vision of their future and strive to reach their academic, artistic, recreational and vocational skills”, accomplishing this will also decrease public costs. Prevention/intervention programs are much less costly than following youth in the juvenile justice system or putting them in treatment programs.

4. Describe the target population to be served; and

SWCC is located in the Kalihi-Palama community which encompasses census tract numbers 48.00 to 65.00 and includes the Farrington School Complex. The agency also serves some youth from the McKinley School Complex which encompasses parts or all of census tracts 25.00, 26.00, 35.00 to 57.00. SWCC also serves youths and families from the following public housing projects: Kuhio Park Terrace, Kalakaua Homes,



Ka'ahumanu, Mayor Wright, Kamehameha and Pu'uhala Homes. These projects combined constitute the largest concentration of public housing in Hawaii, as well as a higher than average percentage of families living in poverty.

A statewide study conducted by the Center for Families at the University of Hawaii reporting on 42 separate communities in Hawaii found that the Kalihi-Palama community is the second most high risk community based on social, economic and risk indicators.

Based on the most recent census figures:

- The per capita income for this community is \$14,634 compared to \$21,526 for the State
- Civilian unemployment rate is 8.6 percent compared to 6.3 percent for the State; 3 of the 4 census tracts with the highest unemployment rate is in the Kalihi community
- 9.8 percent of the families in the community receive some form of Temporary Assistance to Needy Families (TANF), which is almost double the State rate
- Kalihi has the lowest percentage of adults possessing high school diplomas in the State, while it has the highest high school dropout rate
- Kalihi has the highest percentage of immigrants in the State and the highest percentage of residents who speak another language other than English at home
- The majority of the people in Kalihi work in blue collar and service industries, the latter being the most volatile in terms of continuous employment

The vast majority of the agencies' youth and family programs serve students from the following public schools: Farrington High School, McKinley High School, Dole Middle School, Kalakaua Middle School and Central Middle School.

According to the Hawaii Department of Education (DOE) Yearly School Trend Reports from 2006 to 2008 (2009 data is not yet available), attendance rates at all the above schools (except Kalakaua Middle School) decreased each year, while suspension rates for all the schools (except McKinley) ranged in the double digits (11 percent to 19 percent). Graduation rates at Farrington and McKinley High Schools remained below 75 percent, with both schools failing to meet the Hawaii state target graduation rate of 80 percent for the last 3 years running. The majority of students at all five schools receive free or reduced lunches, with 48 percent of students at McKinley High School all the way up to 73 percent of students at Central Middle School. The level of free/reduced lunches at a given school also indicates the poverty level of the school community.

5. Describe the geographic coverage.

SWCC will serve elementary through high school aged children and youth who generally reside in the Farrington Complex area and to a limited degree some youth who reside in the McKinley Complex area.

## **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;

SWCC offers a continuum of services to meet the needs of youth and families in the communities it serves. These services include the outreach, intake and assessment, information and referral services, follow up/after care services, positive alternative activities, vocational activities, employment readiness and experiential opportunities, sports, fitness and health, community building and service, youth leadership and educational development and alternative secondary school services.

In order to assure the timely and efficient delivery of services to clientele, SWCC has entered into a Memorandum of Agreement with the Kalihi YMCA (YMCA) and Parents and Children Together (PACT). The three agencies have a lengthy history of working collaboratively in the best interests of clientele. For this proposal, it will enable SWCC to easily refer to the other two agencies for services we may not provide or for which we have a wait list. In addition, the agreement will further assure that there is no duplication of services. The agency representatives will meet regularly to share progress, problems, and issues.

Building strong, caring relationships with youth is paramount to creating successful youth/family services. Activities may be the way to engage youth, but it is the caring adults and strong relationships that keep the youth coming and moving forward .. Although services will be provided to a minimum of 500 youth, *where we really make a difference is one youth at a time.*

#### Services.To Be Provided

***Community Based Outreach.*** Outreach services and activities serve as the initial point of contact for many youth and families served by the collaboration partners. All staff will provide outreach services. Aggressive outreach and case-finding activities conducted within the community setting are essential in connecting clients to appropriate services. Outreach necessitates persistence and perseverance on the worker's part in reaching out to the hard-to-reach, fearful, unmotivated, resistant youth and/or parent. This is especially true when working with street youth. Activities include contacting school and other resources in the community, making home and field visits, and being available on short notice to respond to youth and families. Staff providing outreach services must also have a strong working knowledge of community resources that are available to youth and families.

As stated in a prior section, the collaboration will provide services to a minimum of 500 youth in FY 13. Aggressive community outreach activities will identify the vast majority of youth enrolling in services for the first time. From that point, youth will "funnel down"



to participate in the services and activities that are most appropriate for them.

***Intake and Assessment.*** Intake begins after a referral has been made, screened, and the youth and family have agreed to services. Contact is made with the youth and families to gather information and determine interest in and final eligibility for services. Problem identification and assessment, using a variety of questionnaires and other assessment tools, begins immediately. Once sufficient information is gathered, it is analyzed and the youth/family's strengths and weaknesses are assessed and a plan of action is developed.

***Referral Services.*** Part of the plan of action is to determine the services that are needed for successful implementation of the plan. Services that the program is not able to provide will be secured through referrals to other resources. Staff will monitor the implementation of the plan to ensure that the connection is made between the youth/family and these collateral services. Interests and needs of the youth/family not offered by the program may lead to referrals to other more appropriate services. The referrals will be monitored to track and support linkages.

***Follow-up/After Care Services.*** Staff will routinely make follow up contacts with youth whose cases have been closed. This is part of the tracking process to ensure performance targets have been achieved. It is also a way to "check-in" with youth, find out how they are doing, and provide after-care services if needed.

***Positive Alternative Activities.*** These activities are designed to engage participants and to help youth develop/ strengthen varied important skills and talents. SWCC provides strong activities in the areas of youth leadership, sports, fitness and health, culture, arts and humanities, vocational activities and experiential opportunities.

The focus of these positive alternative activities is on wellness type of activities. Many of the youth served by our Centers do not practice healthy decision making around their nutrition, sexual activity, conflict resolution skills, etc. This component will stress Healthy Body-Healthy Mind connections and seek to increase personal wellness (safety, eating habits, substance use), social wellness (refusal skills, communication), values, coping resources, and self-concept. It will accomplish this through a range of experiential groups offered on a weekly basis that has youth explore these areas. Resources already used by the agency such as the Journey, Making Choices, and Crossing the Bridge and other nationally-recognized curriculum will be used to more fully develop a program that also may be modified depending on the community's needs. Each youth will also have the opportunity to take assessment inventories in the wellness domain and develop and maintain a personal improvement journal where they may more fully focus on their personal goals in the areas of diet, skills, exercise, risk avoidance, personal hygiene, and remaining drug and alcohol free.

***Vocational Activities, Employment Readiness and Experiential Opportunities.***

Activities in this component will vary depending on the age of the targeted participants. As the majority of the youth participating in youth services have not had many opportunities to explore different careers and future life plans and choices, a large



percentage of the activities will focus on career exploration, goal setting, and post high school educational opportunities for all age groups. Job shadowing opportunities for all ages will also be explored in order to give youth a closer look at specific careers. For youth in high school and getting closer to the age where they may want to work part-time, we will offer employment skill training and job preparation workshops where they will have opportunities to write resumes, practice interviewing and learn job-related skills. Post high school education will be further explored with this group, as the need for this is greater at this age. Additionally, youth entrepreneurial activities for youth interested in starting and running their own businesses and job development and placement activities can be explored through partnerships with existing resources.

***Educational Development Activities.*** SWCC emphasizes school success and offers activities and services that will enhance participants' school performance. Activities include: study halls and tutorials; assistance with seeking out alternative education programs, as appropriate; follow-up with teachers and counselors; and promoting family involvement in school/educational activities. Program staff also help youth prepare to successfully make the transition from elementary to intermediate school and from intermediate to high school. SWCC also has a computer center where youth can have access to technology for school and other projects since the majority of program participants do not have access to computers at home.

***Alternative Secondary School Services*** In conjunction with the Department of Education and the Farrington Community School for Adults SWCC has offered a Competency Based High School Diploma Program (CBHSDP) class at the Center for nearly 10 years. A SWCC instructor certified by Farrington's Community School for Adults (FCSA) conducts the classes, and FCSA proctors final exams. This program enables youth who are discharged from public high schools before receiving their diploma an opportunity to graduate with a high school diploma from Farrington High School.

***Sports, Fitness and Health*** SWCC has a range of current sports activities offered on a regular basis. These include league basketball, volleyball, baseball, football and karate. In addition, there are combined sports activities among the collaborative partners that bring youth together to play mixed team sports.

***Community Building and Service.*** Community building/service activities have historically been an important part of the services provided by SWCC. Community building and service activities are an important way to help youth make a connection to the communities in which they live. These activities also provide opportunities for youth from the various sites to get together, interact, and build relationships. Staff will select four projects that youth and staff will participate in annually. PACT and the YMCA also have regular community service projects including community clean-ups, neighborhood security patrols, and participation in community fairs which provide a perfect opportunity for the agencies and youth to work together.

**Youth Leadership.** The youth worker position proposed in this GIA will establish a group of 7 to 12 middle-high school students who will meet at least once a month to plan and discuss leadership activities. Guided by the youth worker, the group will cover topics such as self-esteem, improving communication skills, team building, decision making, planning/organizing/implementing/evaluating activities, budgeting, and resource identification and development.

**Other Alternative Activities.** SWCC also schedules field trips, camping, cooking, and picnics. The agency also provides drop-in services where youth can participate in a variety of supervised recreational activities. To promote healthy competition, a variety of tournaments and events are held (i.e., Scrabble, chess, pool, ping pong, volleyball, basketball, softball etc.). When arranged in collaboration with other agencies such as the YMCA and PACT, these activities provide yet another opportunity for youth participants to further enhance their social skills.

**Other Collaboration Services**

**Basic Needs Services.** Meeting basic needs first -food, shelter, hygiene, and medical care -is imperative before youth can begin the process of gaining skills and resources to enable them to get off the streets and! or move forward with their lives. All programs/sites have the capability of providing or connecting clients with services to meet these needs, but this is especially critical for youth on the street.

**Self-Development/Skill Building Activities.** These activities focus on the development of self-esteem, communication skills, and peer interactions and relationships as well as on the specific focus of the group. Groups include Violence Awareness, Girls and Boys Groups, Sexual Assault Prevention, Cultural Identity and Awareness. and are offered by most agencies and are available at many of the targeted schools. The specific focus of these groups are separation, domestic violence, personal development and pride, decision making, peer pressure, and prevention activities.

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

Program Activities	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Hire New Staff	X											
Orientation	X											
<b>Delivery of Program Services</b>												
Receive Referrals		X	X	X	X	X	X	X	X	X	X	X
Contact & Register Clients		X	X	X	X	X	X	X	X	X	X	X



Provide Service Based On Assessments		X	X	X	X	X	X	X	X	X	X	X
Initiate Activities & enroll Participants		X	X	X	X	X	X	X	X	X	X	X
<b>Program Operations</b>												
On Going Staff Supervision	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
<b>Staff Development</b>												
On Going Staff Training	X	X	X	X	X	X	X	X	X	X	X	X
Profession Development Plan		X	X									
Performance Appraisal												X
<b>Quality Improvement</b>												
Team Meetings		X	X	X	X	X	X	X	X	X	X	X
Team Reports			X			X			X			X
SWCC QA Meetings			X			X			X			X
<b>Program Reports</b>												
Monthly Summaries	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly Reports			X			X			X			X
Year End Report												X

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

SWCC is accredited by the Council on Accreditation (COA) and, consequently has a comprehensive quality assurance plan in place: This comprehensive plan is on file at SWCC and is available for review upon request. In addition, SWCC will develop quality improvement activities to include plans being proposed in this GIA. These activities include:

- A. Establishing a regular case conferencing process through which case managers can obtain feedback/input on difficult cases
- B. Quality review of the core service area performance targets and milestones:
  - Outreach
  - Positive Alternative Activities (school performance/educational achievement)
  - Academic Achievement



C. Quality review of the performance targets and milestones for the Positive Alternative Activities components targeted for enhancement/expansion:

- Positive Alternative Activities
- Vocational Employment
- Culture, Arts and Humanities
- Health, Fitness and Wellness
- Youth Leadership

D. A Management Information System (MIS) and centralized data collection to standardize data collection and reporting;

E. Quality staffing of programs and sites, ensuring that all staff meet minimum qualifications as indicated in position descriptions;

F. Regular, documented staff development and supervision;

G. Regular opportunities for consumer input (youth, families, and community members) through the youth board, focus groups and satisfaction surveys.

H. An overall Quality Management Team, coordinated by SWCC's Performance and Quality Improvement (PQI) Director to oversee all Quality Improvement activities as described above and, in addition:

- Review the results of the agency's internal case record reviews and other processes as appropriate
- Review quarterly narratives and reports
- Monitor MIS data collection and reporting process
- Maintain documentation of Quality Improvement activities
- Reports results of Quality Improvement activities to Youth staff and Executive Directors

The Quality Management Team takes action based on findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate Best Practices; and implement and monitor the effectiveness of corrective action plans.

These quality activities are designed to maintain confidentiality of consumer and business information and comply with the confidentiality, privacy and security of information mandates as established by the Health Insurance Portability and Accountability Act (HIPAA).

Furthermore, SWCC will continue to participate in contract monitoring activities as requested by monitoring State Agency and utilize evaluation tools and forms developed by that agency.

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.

Program Objectives	Measures of Effectiveness
500 Youth from Kalihi-Palama (125 at YMCA – 250 at PACT -- 125 at SWCC) will register for the after school programs at the three agencies and participate in after-school activities that are supervised by positive adult role models.	75% of those registered will participate in social/recreational activities like field trips, excursions, socials. 30% of those registered will use the computer facilities for homework or research.
300 Youth from Kalihi-Palama (75 at YMCA – 150 at PACT -- 75 at SWCC) youth will participate in the educational and skill building activities at the three sites.	50% of the participants will enroll and complete at least one sport or fitness activity. 50% of the participants will improve their understanding of healthy living and proper diet.
75 Youth from Kalihi-Palama (25 at YMCA – 25 at PACT -- 25 at SWCC) will participate in youth leadership activities. 200 Youth from Kalihi-Palama (50 at YMCA – 100 at PACT -- 50 at SWCC) will participate in community services activities and other activities that promote social responsibility	Participants will develop and complete 6 volunteer service projects during the year. Each site will develop and implement a peer mentoring program in which older students serve as mentors to younger children. At least 20 students will participate in this activity. Each site will develop and implement a teen council involving at least 75 participants.

### 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
\$44,934	\$44,934	\$44,934	\$44,934	\$179,736

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

Friends of Hawaii Charities                      \$5,000

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.

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

\$136,501

#### **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.

SWCC provides direct prevention, case management, education and employment services in a holistic, culturally competent and community-based approach. Services focus on developing competencies and skills, and empowering individuals towards personal development, self-sufficiency and long term earning capability. The following is a partial list of services offered:

- transitional services to special needs youth
- bilingual mental health services
- bilingual employment and training services
- bilingual case management for victims of human trafficking
- daily activity and meal program for senior citizens
- after school drop-in center and recreation program
- alternative high school diploma program
- truancy prevention programs
- case management
- parenting classes
- computer-based Learning Center
- adult basic education and English as a Second Language classes
- employment services
- emergency food pantry

The Susannah Wesley Community Center is accredited nationally by the Council on Accreditation(COA). Accreditation ensures its stakeholders that the agency and its programs operate from an industry-wide "Best Practices" and/or "Evidence-Based" framework for both governance and program services.

SWCC has much experience in being the lead agency in collaborative efforts and in managing federal funds. Examples within the past ten years are:



- SWCC was the lead agency in coordinating a \$1.5 million federal grant to five collaborative agencies serving the immigrant populations in the Hawaii Immigrant Employment Program. We executed subcontracts and did both fiscal and program monitoring of partner agencies.
- SWCC was the lead agency in the implementation of State Incentive Grant(SIG) funds for three agencies located in Kalihi.
- SWCC was part of a collaboration, Hui Malama Ohana, that coordinated the delivery of Youth Service Center services to three geographic locations on Oahu.
- We were a subrecipient to manage \$1.7 million federal grant funds for special needs youths and families in the Leeward Oahu "Ohana" project.
- We are currently a subrecipient of \$ 500,000 from Substance Abuse and Mental Health Services Administration(SAMSHA) for services to transition adolescents to adulthood.
- SWCC also received a CDBG grant of \$500,000 in the late 1990s as part of a capital improvement project. The project was completed on time with no liens.

SWCC is governed by a Board of Directors who are deeply committed to carrying out the mission of the organization in the community. The SWCC Board of Directors has expertise that would benefit various phases 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.

SWCC operates primarily from its main site located at 1117 Kaili Street in Kalihi. This 70,000 sq. ft. site houses the administrative and program operations. This facility has, within the last decade, expanded to a total of approximately 18,000sq. ft. under the roof. The site provides offices, a variety of program and meeting spaces. It includes:

- A large multi-purpose room in which, among other things, daily meals, in coordination with a nutrition agency, are served to senior citizens
- A dedicated recreation and lounge area outfitted with a variety of recreational equipment
- An arts and crafts room with a kiln
- A dedicated computer lab equipped with fourteen computers
- A 6,000 sq. ft. gymnasium
- Office space for approximately seven administrative staff members
- Office space for approximately 14 program staff members

- A program records room
- A staff library
- Three shared interview spaces
- A large centralized reception area

This property is leased to the center for a 20 year period by the General Board of Global Ministries of the United Methodist Church. The General Board of Global Ministries of the United Methodist Church has designated this property for use as a mission agency providing social service to the community.

## 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.

**Staffing** for this proposal is 1.00 FTE Program Coordinator and 2 half time youth workers. These positions will be responsible for assessments and eligibility determination for all referrals. In addition, the individuals hired will collaborate with the Youth Services Program Administrator in the planning and future implementation of the program.

The Program Coordinator position will require a minimum of a Bachelor's degree in Social Work or related field with at least 4 years experience. The youth worker positions will require a Bachelors degree in a human service field and two years experience. The Program Administrator is required to have a Master's degree in Social Work and a minimum of 5 years post Master's degree experience.

**Supervision** procedures include:

- Weekly supervision for each staff member which can be accomplished individually or as a group
- Regularly monitoring files, service plans, and other documentation
- Regular informal evaluations
- Written performance appraisals at least once a year to assess performance and identify goals and training needs for the upcoming year

**Staff development** is seen as an integral part of each employee's professional development. Each staff member receives an orientation that includes program purpose and philosophy, casework policies/procedures, due process, data collection and community resources. After orientation, the employee and his/her supervisor completes a staff development plan outlining training needs for the year. The training plan is developed around the employee's job description and areas of interest and will be reviewed and updated at each yearly performance appraisal.

### 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.



**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, \$68,640  
██████████ Administrator, \$63,000/yr.  
██████████, Administrator, \$60,000/yr.

**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.

None.

**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.

SWCC is accredited by the Council on Accreditation through 4/30/2015.

# **ATTACHMENTS**



**DECLARATION  
STATEMENT**

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


The undersigned authorized representative of the applicant certifies the following:

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

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

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

Susannah Wesley Community Center  
(Typed Name of Individual or Organization)

  
(Signature) /

01/28/2014  
(Date)

Ronald M. Higashi  
(Typed Name)

Executive Director  
(Title)



# **BUDGET**

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

Applicant: Susannah Wesley Community Center

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	114,677			
2. Payroll Taxes & Assessments	17,201			
3. Fringe Benefits	10,800			
<b>TOTAL PERSONNEL COST</b>	<b>142,678</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	300			
3. Lease/Rental of Equipment	1,200			
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	600			
7. Telecommunication	1,200			
8. Utilities	12,000			
9	1,200			
10	1,800			
11	18,181			
12	577			
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>37,058</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>179,736</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	179,736	Ronald M. Higashi 847-1535		
(b)		Name (Please type or print) Phone		
(c)		[Redacted] 41,668		
(d)		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>179,736</b>	Ronald M. Higashi, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Susannah Wesley Community Center

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)
1	Program Administrator	1.00	60,000	20.00%	12,000
2	Program Coordinator /Social Worker	1.00	41,215	20.00%	8,243
3	Teacher/Youth Worker	1.00	35,500	100.00%	35,500
4	Youth Worker	1.00	35,500	100.00%	35,500
5	Accountant/HR Assocate	1.00	41,539	20.00%	8,308
6	IT	1.00	36,505	10.00%	3,651
7	Mainatance	1.00	24,960	10.00%	2,496
8	Executive Director	1.00	69,000	10.00%	6,900
9	Performance and Quality Assurance	0.40	20,800	10.00%	2,080
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL:</b>					<b>114,677.30</b>
<b>JUSTIFICATION/COMMENTS:</b>					



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: \_\_\_\_\_

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: \_\_\_\_\_

Period: July 1, 2014 to June 30, 2015

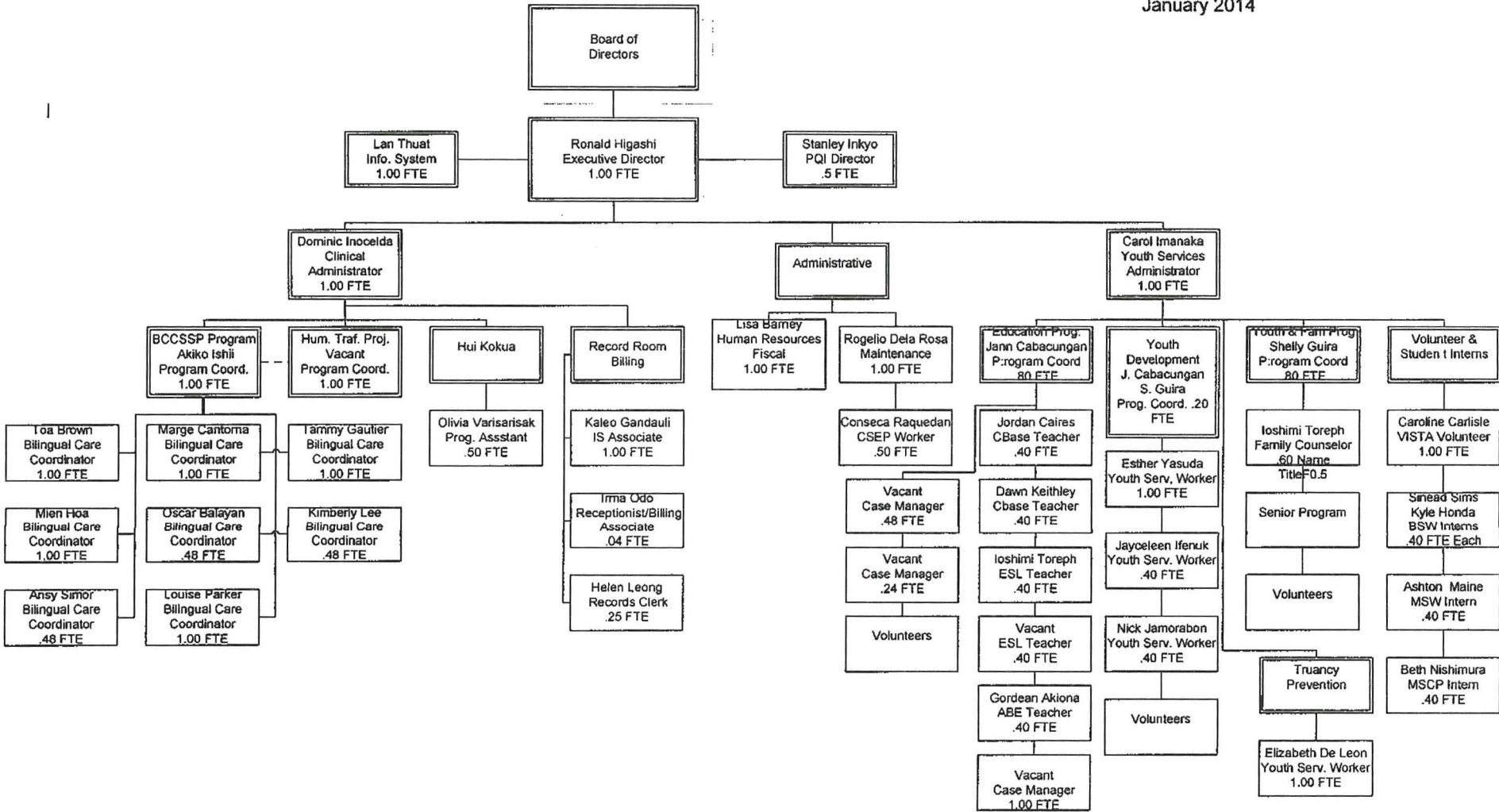
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN			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

# **ORGANIZATION CHART**



**SUSANNAH WESLEY COMMUNITY CENTER  
ORGANIZATION CHART**

January 2014



# **MEMORANDUM OF AGREEMENT**

**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 peformance 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

BY:

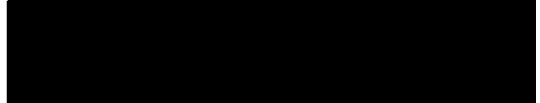


FOR: YMCA of Honolulu - Kalihi Branch

TITLE: EXECUTIVE DIRECTOR

DATE: 1.30.14

BY:



FOR: Parents and Children Together

TITLE: President & CEO

DATE: 1-30-14

BY:



FOR: Susannah Wesley Community Center

TITLE: Executive Director

DATE: 01.30.14