

**The Twenty-Seventh Legislature**  
**Application For Grants and Subsidies**  
**Chapter 42F, Hawaii Revised Statutes**

**Copy of Application Submitted To:**

Senate Committee on Ways and Means  
State Capitol, Rm. 208  
Honolulu, HI 96813  
Attn: Rod Becker



## 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;**

The YMCA of Honolulu was founded in 1869 and incorporated under the laws of the Kingdom of Hawai'i in 1882. Every year, we serve more than 100,000 individuals in a variety of programs. YMCA programs and services are open to children, teens, women and men of all ages, faiths and backgrounds. In all our programs, we promote our core values of caring, honesty, respect and responsibility. We are a fellowship of people helping each other to learn, grow and improve our own lives as well as the lives of others. Our programs and services center around three areas of focus: Youth Development, Healthy Living and Social Responsibility.

The Kalihi YMCA has focused on creating community-based, youth-centered, positive youth development programs that support youth on their journey to becoming healthy, positive members of our community for over sixty-seven years. The YMCA of Honolulu — Kalihi Branch, is located in the heart of West Honolulu serving all neighborhoods in this highly diverse community since 1946.

The Kalihi YMCA has extensive experience in providing adolescent school-based substance abuse treatment services in Hawai'i's public schools under contracts with the State of Hawai'i Department of Health, Alcohol and Drug Abuse Division (ADAD). The Kalihi YMCA has been working with ADAD for over 20 years in providing prevention and treatment programs for youths experiencing substance abuse problems.

The Kalihi YMCA has also served many other communities on Oahu, including over twenty-five years of experience in working with youth at risk for serious behavior problems related to substance abuse, poor school performance and family problems in the Kalihi-Palama district that is targeted in this grant proposal, providing (a) school-based substance abuse prevention and treatment services; and (b) community-based positive youth development programs.

**2. The goals and objectives related to the request;**

**The Ho`okupa`a Teen “School’s Out” and Kauhale After-Care Program Goals, Outcomes and Objectives share four key elements:**

- 1) Leadership Development
- 2) Health and Nutrition Education
- 3) Community Service
- 4) Alcohol, Tobacco and Other Drug Education, Prevention and Intervention

The Kalihi YMCA Board of Managers asked staff to create a “school’s out” program to address the concerns raised in the cited research (found in section I. 3. of this proposal). Over the past six years, Kalihi Y staff have developed a number of program components that, taken together, form our Ho`okupa`a Teen Program. The components of the Ho`okupa`a Teen Program target middle and high school youth between the hours of 2:30 pm to 7:00 pm Monday through Friday, and 8:30 a.m. to 1:00 p.m. on Saturday. Services and activities are also provided during the school intersessions and summer breaks.

In addition, the Ho`okupa`a program will expand upon the substance abuse prevention and intervention component that was added in 2013 by providing the Kauhale After-Care Program for youth who have been clinically discharged from a substance abuse treatment program.

This has been done to ensure that all Kalihi-Palama Teens will have opportunities to:

- Have a safe place to spend their after school hours in adult supervised programs
- Have the opportunity to gain knowledge of a healthy & productive life, and be involved in leadership development & social responsibility
- Receive After-Care & Relapse Prevention Services

The quality that Kalihi YMCA brings to the treatment of substance abuse among youth is driven by the YMCA’s core mission of building healthy spirit, mind, and body for all, with the focus on positive youth development, healthy living, and social responsibility.

The Kalihi YMCA provides school-based substance abuse treatment programs that integrate treatment youth into positive youth development programs with other youth in the community in activities emphasizing healthy living skills, leadership, community service, and adult-supervised recreational activities. We embrace a place-based approach based on the foundation of personal relationships and program experiences earned over decades of partnerships with people

working and residing in the communities. This place-based approach recognizes the importance of appreciating ethno-cultural differences, unique social histories, socioeconomic characteristics, multi-ethnic and cultural mixes, and physical environments where the youth reside and attend school.

Thus, the focus of this initiative is to strengthen the programming and coordination around the transition of youth from our substance abuse treatment program to an after-care program that emphasizes developing the youth's gifts, strengths, and resiliency characteristics.

**3. The public purpose and need to be served;**

The YMCA of Honolulu – Kalihi Branch proposed grant activity addresses two significant needs for youth in Hawaii: (a) effective adolescent substance abuse treatment services including follow-up aftercare programs that are located in the communities and schools where students live; and (b) positive youth development activities provided after school and on weekends in communities where youth live that are easily accessible and available at times outside of the school day and on weekends when youth may be more vulnerable to risky behaviors and unhealthy situations, particularly in neighborhoods where resources and supervised activities that support health and wellness for developing adolescents are not readily available.

When these two activities are coordinated as proposed in this project, they provide community-based resources that are difficult to develop and rarely provided:

- Substance abuse aftercare programs for youth in which youth discharged from their treatment program can receive follow-up services as part of their discharge plan that are appropriately adult-supervised.
- All services and activities provided in the context of positive youth development activities that include youth from the community, many of whom serve as positive role models and as social networks for supporting the integration of youth from treatment programs back to positive community involvement.

The 2003 Hawai'i Student Alcohol, Tobacco, and Other Drug Use Study: Adolescent Prevention and Treatment Needs Assessment (Pearson, 2003) reported a significant increase in ATOD use and other antisocial behaviors among students in Hawai'i that starts during the middle school years (grades 6-8). For example, in this report 13.2% of 6th graders reported alcohol use compared to 36.8% of 8th graders, 59.1% of 10th graders, and 72.5% of 12th graders. Any use of marijuana was 1.5% among 6th graders, but increased to 12.1% among 8th graders, 30.5% among 10th graders, and 44.4% among 12th graders. Similar patterns of increased use starting during the middle school years were found in every other drug category.

The Hawaii Student Alcohol, Tobacco, and Other Drug Use Study: 2007-2008 Comprehensive Report and the Alcohol and Drug Treatment Services Report: Hawaii, 10-Year Trends (2003 – 2012) published by ADAD indicate that the City and County of Honolulu experienced an increase of 9.7% of adolescents admitted into ADAD substance abuse treatment programs between 2008 and 2012. In 2012, approximately 4,511 adolescents in grades 6-12 attending public schools in the C&C of Honolulu required substance abuse treatment, but only 1,419 (31.4%) were admitted to ADAD treatment programs. Of the adolescents admitted into treatment, only 32.7% completed the treatment program with no drug use. The remaining 67.3% either completed the program with some drug use (19.4%), or left before completing the program (26.3%), or were discharged for non-compliance with rules (7.9%), or were transferred to another program or incarcerated (13.4%).

Research studies have shown that youth who do not participate in after school activities and are left unsupervised from 3:00 p.m. to 7:00 p.m. are significantly more likely to drink alcohol, smoke, use drugs, get into trouble, engage in sex, get into fights, and skip school. Nationally, teens not supervised after school are six times more likely to be "D" students than those who participate in supervised activities. Among youth in middle school (6th through 8th grade), 54% report low community opportunities for positive involvement; 41% report exposure to ATOD use in the community; 50% in the family, and 33% among their peers. Among middle school youth, nearly 42% of the students report low school commitment while half (50%) indicates poor academic performance. Youths who reach high school with serious educational deficiencies have high dropout rates and are more likely than the general population to turn to crime.

Without appropriate after-care programs, the youth is at risk for regressing from treatment gains and more vulnerable to relapsing. Achievement of both (a) the maintenance of a substance free life; and (b) the development and strengthening of personal and social assets are essential for youth to achieve recovery and to transition successfully from adolescence to emerging adulthood. Unfortunately, there is a dearth of after-care programs for adolescents discharged from treatment programs in Hawaii.

This Grant in Aid will allow the Kalihi YMCA to staff 3.50 full-time positions to provide the Kauhale After-Care Program and Ho'okupa'a Teen After School Program to a total of 200 teens. This will also allow a continuum of services to adolescents starting with the Ho'okupa'a positive youth development program in high need communities, and then on to the Kauhale After Care program for teens discharged from the school and community-based substance abuse programs of the YMCA.

The program proposed through this GIA is unique in the state of Hawaii. According to the:

- FY14 Grant In Aid Fund of the Honolulu City Council” dated July 31, 2013;
- The Department of Health’s Alcohol and Drug Abuse Division’s list of Treatment Programs from 2010-2013;
- And the SAMHSA National Directory of Drug and Alcohol Abuse Treatment Programs 2012, there is no current funding for substance abuse after-care services for adolescents.

The Kalihi YMCA hopes to change that fact by submitting this proposal.

**4. Describe the target population to be served; and**

The target population includes a total of 200 middle and high school-aged adolescents participating in the YMCA’s integrated Kauhale After-Care Program and Ho’okupa’a Teen After School Program, a positive youth development program.

The Kalihi YMCA will provide the Ho’okupa’a Teen After School Program and Kauhale After-Care Program, serving 150 and 50 youth respectively, for this grant.

**5. Describe the geographic coverage.**

The integrated Ho’okupa’a School’s Out and Kauhale After-Care programs will serve youth that attend schools, live in or hang out in the geographic areas Kalihi-Palama, Moanalua and Aiea Community Districts.

In addition, the Kalihi YMCA will offer an after-care program for youth discharged from its school-based substance abuse treatment programs at Central, Stevenson, Kawanakoa, Kalakaua, Dole, Aiea and Moanalua Middle Schools; and from Roosevelt, Farrington, Aiea and Moanalua High Schools.

## **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;**

The Kalihi YMCA will provide a “school’s out” Ho`okupa`a Teen Program to middle and high school students in targeted areas. The program operates between 2:30 and 7:00 pm Monday through Friday, and 8:30 a.m. to 1:00 p.m. on Saturday at the Kalihi YMCA. Services are also provided during the school intersessions and summer vacation.

The Kauhale After-Care Program is integrated with the Ho`okupa`a Program. This Kauhale After-Care Program incorporates practice-based evidence developed by the Kalihi YMCA staff for youth who have been successfully discharged from the Kalihi YMCA School-Based Substance Abuse Treatment Program and are being referred for follow-up after-care based on a discharge plan mutually developed with the treatment counselor. Youths participating in the Kauhale After-Care Program will also participate in the Ho`okupa`a Program.

Youth in the Kauhale After-Care Program will have many opportunities to participate in activities with other youth from the community, interacting with peers who may represent positive role models and support systems or networks for youth discharged from the treatment program and reintegrating back into the community.

- All teens in service communities of Kalihi-Palama, Aiea and Moanalua will have a safe place to spend their after school hours in adult supervised programs.
- All teens will have the opportunity to gain knowledge of a healthy and productive life.
- All teens will be exposed to activities geared towards leadership development and social responsibility.

## **Ho`okupa`a Teen Program - Scope of Service**

### **Our current offerings under the Ho`okupa`a Teen Program includes:**

- Healthy Together Teen Wellness Program
- Summer Strive Program
- After School Drop-In
  - Study Hall/Computer Lab
  - Break Dancing
  - Kajukenbo
  - Teen Lounge
- Teen Intersession Programs
- Youth in Government
- Hiroshima Exchange Program
- Youth Council

### **Summer STRIVE Program:**

The YMCA of Honolulu-Kalihi Branch's STRIVE Teen Leadership Program combines the YMCA's "Healthy Together" Curriculum with The YMCA Teen Leadership Curriculum. This program will provide leadership opportunities and fun events such as excursions, outings, and functions with teens from other YMCA branches. The "Healthy Together" mini-workshops such as "Staying Active", and "Healthy Food Choices" will integrate hands-on, real life experiences in fitness, cooking, health and wellness goal-setting and planning.

### **Ho`okupa`a Teen After-School Program:**

The following "Drop-In Activities" will be held at the YMCA of Honolulu-Kalihi Branch. These activities will take place throughout the week and are available to all teens to attend and participate in.

### **Teen Lounge:**

The Teen Lounge is a safe and supervised place where youth can socialize and meet other peers from the community. This serves as a place for youth to come in casually, build relationships with other teens and adult-staff, learn about the services the Kalihi YMCA provides, and possibly get involved in more structured, committed programming. The Teen Lounge has a pool table, ping-pong table, and a state-of-the-art entertainment center for the youth to utilize. The lounge will be open Monday through Friday from 3:00 pm to 5:30 pm, and on Wednesdays from 2:00 pm to 5:30 pm. The Teen Lounge will be closed for "drop in" during times of structured programming (i.e., intersession, summer, and school holidays/breaks).

**Study Hall:**

Study Hall will take place from 2:30 pm to 3:30 pm, Monday through Friday when school is in session. Study Hall will be a time for youth to receive assistance with schoolwork, homework, school projects, or studying for a test. Study hall is a time in which participants will be able to study in a quiet environment to focus on his or her school responsibilities.

**Kajukenbo:**

Kajukenbo will be offered for youth participants. Instructor Matt Levi encourages youth to develop self-discipline and stresses the importance of having a positive attitude through the learning and mastering of the martial arts technique of Kajukenbo.

**Teen Intersession Programs**

The YMCA of Honolulu-Kalihi Branch runs three components of their Teen Intersession Program. Each component will focus on a theme and will be held in the Spring (March), Fall (October), and Winter (December to January). These Intersession programs will take place Monday through Friday, from 8:00 am to 4:00 pm. The programs will include:

- Health and Wellness Education and Activities
  - Healthy Cooking
  - Weight and Cardio Room
  - Hikes
- Urban Art/Arts and Crafts
- Skill-Building Activities
- Cultural Activities
- Community Service

**YMCA of Honolulu Youth in Government (YIG) Program:**

The Youth in Government Program (YIG) is a year-long mock legislature program separated into three (3) separate units. The three units are:

- YIG – Elections Convention 2012: During this unit the youth legislators elect their leadership. Offices include Youth Governor and Presiding Officers.
- YIG - State Session: During this unit the youth legislators' propone, debate, and vote on bills and resolutions they have written. Included is an Opening Session and a Governor's Banquet.
- YIG - Civic Leadership Conference: CLC is a two day conference where participants discuss and debate topics and issues that affect them and come up with solutions to these issues in the form of creating bills and resolutions.

**The Hiroshima Exchange Program:**

The Hiroshima Exchange program is the longest running international YMCA exchange program. For 52 years, the YMCA of Honolulu and the Hiroshima YMCA have alternated yearly by sending a group of youth to experience the culture, education, and social activities that youth in the host country has to offer. Youth also participate in peace, harmony and goodwill discussions; while reflecting on the dropping of the atomic bomb in Hiroshima and the attack on Pearl Harbor in Hawaii during World War II.

**Kauhale After-Care Substance Abuse Prevention and Intervention:**

Teens in Kalihi-Palama are at high-risk for use of alcohol, tobacco, and other drugs. In order to address this, we have added a substance abuse prevention and intervention component to Ho`okūpa`a.

The Kalihi YMCA fully utilizes the best practices from research on treating youth with substance abuse problems, as well as incorporates programs and practices we have developed and tested over an extended period of time in working with youth from dysfunctional families, challenging neighborhoods, and often from marginalized situations including poverty, academic difficulties, and communities lacking important resources for developing healthy children and families.

Youth that participate in this component will gain an understanding of the negative effects and consequences of alcohol, tobacco, and other drug use. Through weekly classes and group sessions focused on the Kalihi YMCA's Alcohol and Drug Curriculum, the Seven Challenges Curriculum, the YMCA of the USA's 40 Developmental Assets Survey, the Risk and Protective Factors Model, the "Beloved Community" Group Sessions, and through various skill-building activities, teens will gain the knowledge and skills needed to live an alcohol, tobacco, and drug free life.

**HO`OKUPA`A & KAUAHALE  
PROGRAM OUTCOMES AND MEASURES OF EFFECTIVENESS**

Program	Program/Activity	Outcome Objective & Measures
<p>All teens in the Kalihi-Palama, Moanalua and Aiea 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><b><i>Join a Supervised Club, Class, or Program facilitated by the Kalihi YMCA.</i></b></p> <ul style="list-style-type: none"> <li>• Ho`okupa`a Teen After School Program</li> <li>• Ho`okupa`a Teen Intersession Program</li> <li>• Summer STRIVE Program</li> <li>• Beloved Community – Group Sessions</li> <li>• Healthy Together Curriculum</li> <li>• Kauhale Substance Abuse Education / &amp; After-Care Relapse Prevention</li> <li>• Teen Drop In Center Activities</li> <li>• Ukulele Class / Arts and Crafts</li> <li>• Kajukenbo Class</li> <li>• Late Night Basketball</li> <li>• Youth In Government / Hiroshima Program</li> </ul>	<p><b>Objective:</b> 200 youth will register for and participate in Ho`okupa`a Teen School's Out or Kauhale After-Care Program and are supervised by positive adult role models.</p> <p><b>Outcome:</b> 80% (160 youth) will participate in and complete a structured class, club, or program.</p> <p><b>Measured By:</b> Registration Forms &amp; Attendance Logs</p>
<p>All teen health seekers in the Kalihi-Palama, Moanalua and Aiea community will have opportunities to <u>gain knowledge of health and wellness and implement skills learned in their daily lives.</u></p>	<p><b><i>Participation in Teen Health &amp; Wellness Activities:</i></b></p> <ul style="list-style-type: none"> <li>• Education in proper preparation and use of Cardio and Fitness Equipment.</li> <li>• Access to Kalihi YMCA Fitness Classes and Resources. (Group Exercise, Health and Nutrition Education, Kajukenbo, Yoga, Pilates classes.)</li> <li>• Sports &amp; Fitness activities (Participation in Alpine Tower Challenge Course and Low Ropes Team-Building at Camp Erdman.)</li> <li>• Education on Nutrition, Food preparation, and Healthy Living: Helpful tips on label reading/choosing healthy snacks.</li> <li>• Students will learn how to better manage issues regarding their self-image (i.e., effects the media has on self-image of young people).</li> <li>• Students will be challenged to be active and define ways to confront issues that could hinder them from healthy behaviors (i.e., peer pressure, stress management).</li> </ul>	<p><b>Objective:</b> 160 Ho`okupa`a or Kauhale youth health seekers will participate in the educational activities and curriculum of the <u>"Healthy Together" program component.</u></p> <p><b>Outcome:</b> 80% of the 160 youth (128 youth) will be able to prepare two (2) healthy recipe dishes learned from the curriculum and participate in two (2) fitness activities while enrolled in program.</p> <p><b>Measured By:</b> Data collected from "Healthy Together" course evaluation and survey completed by youth participants.</p>

Program Goals	Program/Activity	Outcome Objective & Measures
<p>All teens in the Kalihi-Palama, Moanalua and Aiea community will be involved in activities that <b><u>develop leadership skills and promote social responsibility.</u></b></p>	<p><b><i>Participate in Teen Leadership 101 Curriculum, Volunteerism, and Community Service:</i></b></p> <p><i>Participants will give back to the community through participation in volunteer/service projects:</i></p> <ul style="list-style-type: none"> <li>• Volunteering for Community Service Projects (beach / stream clean-ups, graffiti paint-outs, cultural activities or events)</li> </ul> <p><i>Youth will participate in mentoring, teaching, and leading activities for younger children.</i></p> <ul style="list-style-type: none"> <li>• Volunteering at the YMCA Summer Family Fair, Special Olympics, and Healthy Kids Day.</li> <li>• YMCA Hiroshima Exchange-program where youth develop relationships and share cultural experiences with other teens from Hiroshima.</li> </ul> <p><i>Character Development &amp; Leadership Training:</i></p> <ul style="list-style-type: none"> <li>• Be involved in Teen Leadership by assisting staff and program committee in planning activities/events of the Hookupa’a Teen Program, (i.e., Career/College Exploration, Dances/Socials, Cultural Activities, arranging for guest Speakers and Presentations.)</li> <li>• Teen Council-Participants take leadership in planning special interest activities and projects that are offered to Kalihi YMCA teen participants. Examples include: Adventure Clubs, Earth Service Corps, Performing Arts, or Cultural Interest Clubs.</li> <li>• Active participation in the Kalihi YMCA Board of Manager’s Program Committee to share experiences and provide input for development of YMCA Teen Programs.</li> </ul>	<p><b>Objective:</b> 160 Ho`okupa`a or Kauhale youth will participate in the educational activities and Curriculum of “Leadership Development 101”.</p> <p><b>Outcomes:</b> 50% (80 youth) will participate in three (3) Community Service Projects. 20 youth will participate in the Kalihi YMCA Teen Council. Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Be responsible for two (2) Community Events (Plan, find resources, and Implement.)</li> <li>• Meet with other teens to identify interests and needs of youth in the community.</li> <li>• Participate with staff in developing a program of interest to youth.</li> <li>• Advocate and report to the Kalihi YMCA Program Committee for support and implementation of the program.</li> </ul> <p><b>Measured By:</b> Attendance Logs and Teen Council/Committee Meeting Minutes.</p>

Program	Program/Activity	Outcome, Objective & Measures
<p>At risk teens in the Kalihi-Palama, Moanalua and Aiea community will have the opportunity to gain knowledge of the negative health effects from alcohol, tobacco and other drug use as well as being able to identify what their protective/risk factors are.</p>	<p><b><i>KAUHALE AFTER-CARE PROGRAM: Alcohol, Tobacco and Other Drug Education, Prevention &amp; Intervention services:</i></b></p> <p>Increase Protective Factors &amp; Minimize Risk Factors</p> <ul style="list-style-type: none"> <li>• Alcohol, Tobacco and Other Drug (ATOD) free environment during the after school hours of 2:00pm – 7:00pm</li> <li>• Weekly ATOD education classes and group sessions.</li> <li>• Beloved Community Curriculum and Group Sessions</li> <li>• YMCA of USA’s 40 Assets Assessment Survey and Service Plans (<i>Intervention Services</i>)</li> <li>• Healthy Cooking classes</li> <li>• Healthy Fitness classes and groups</li> <li>• Community Service and Volunteer Opportunities.</li> <li>• Peer Mediation and Tutoring</li> </ul>	<p><b>Objective:</b> 50 Kalihi-Palama Middle / High School youth (25% of 200 Target Group) who have been clinically discharged from a substance abuse treatment program will participate in the Kauhale After-Care Program.</p> <p><b>Outcome:</b> 80% (40 youth) will participate in 12-week continuum of substance abuse services, 1-2 times per week (12-18 sessions).</p> <p><b>Outcome:</b> 80% (40 youth) will learn relapse prevention skills and create a discharge plan.</p> <p><b>Outcome:</b> 70% (35 youth) will not resume or increase their alcohol/drug use while in the after-care program.</p> <p><b>Measured by:</b> Kauhale After-Care Program Registrations, Attendance Logs, 40 Assets Assessment Survey, Relapse Prevention Plan and quality assurance survey completed by youth participants</p>

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

<b>Program Activities</b>	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
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
Collaboration Team Meetings		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
Kalihi YMCA 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**

**Quality Assurance and Evaluation:**

The goal of the Kalihi YMCA's Ho`okūpa`a and Kauhale afterschool teen program is to be a safe place for teens to spend their non-school hours. The Kalihi YMCA will monitor this program by conducting quality assurance and program evaluation through multiple methods. In order to ensure the quality of its programs, the Kalihi YMCA will collect and evaluate information at critical points in the service delivery system to evaluate the fidelity of implementation of the program. Through this process, program administrators and staff are able to respond quickly and make the necessary improvements in its service delivery. An outcome assessment will be conducted on each youth participating in this prevention project.

**Process Evaluation**

For each youth participating in the Kalihi YMCA's Ho`okūpa`a and Kauhale program, information is gathered about the number of activities and programs each youth has participated in and the specific services delivered to them. The number of youth dropping in to the Kalihi YMCA's Teen Center verses those that complete a program(s) or a set number of activities will be tracked. In addition, on-going progress of each youth assessed and identified as needing intervention services for alcohol, tobacco, or other drugs will be monitored. Substance abuse services will be given to youth who have been identified as using alcohol, tobacco, or drugs once in their life or at experimental use of these substances.

The Kalihi YMCA will provide alcohol and drug information, tobacco cessation activities, and when appropriate referral/linkages with other social agencies, and consultation services to these youth. Youth receiving substance abuse relapse prevention or intervention services will participate in the YMCA of USA's "40 Assets Assessment Survey" and will have a service plan. The demographic characteristics of participating youth are also examined and reported. The program will also maintain a complete record on each youth of outputs and outcomes. These records contain information on the number of hours of individual and group counseling provided, number of youths making progress on the service plan, number of youths who show improvement in the development of life skills, and the number of youths completing the program who remain free of substance use.

Tools used for data collection for those youth receiving services will include registration forms; attendance/direct service logs, youth's service plan and quality assurance surveys. The information obtained is based on self-reports by the youth, and on discussions between the staff and the youth. Staff may also contact school personnel, parents, probation officers and any other individuals who may provide information on the progress of the youth.

**Quality Assurance Through Supervision**

The supervision structure is a key element in assuring quality services. Through regular supervision, the program is able to monitor the quality of the direct services offered to the youth in two ways: a) observation and feedback; and b) individual review of staff working with youth, staffs facilitation of group activities and discussions. Supervisors routinely observe group sessions and interactions between youth and staff and provide feedback to staff on the services delivered. Periodically, supervisors will contact youth, parents, and family members to check on the level of service being provided and whether the youth or family is satisfied with the service being delivered. Registration forms, attendance logs, direct service logs, progress notes, and other surveys and tools utilized by staff to gather information and document progress of youth are also reviewed and evaluated regularly by supervisors. This provides immediate information on how youth are being served and helps the staff to stay current on their documentation, tracking, and monitoring of youth.

Programs are evaluated in a Board subcommittee, the Program Committee. The evaluation is then taken to the full Board of Managers of the Kalihi YMCA once a month where program performance is discussed. Board members may then inquire, make recommendations, and/or provide feedback to the program staff.

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
<p><b>Objective:</b> 200 youth will register for and participate in Ho`okupa`a Teen Schools Out or Kauhale After-Care Program and are supervised by positive adult role models.</p>	<p><b>Outcome:</b> 80% (160 youth) will participate and complete a structured class, club, or program.</p> <p><b>Measured By:</b> Registration Forms &amp; Attendance Logs</p>
<p><b>Objective:</b> 160 Ho`okupa`a or Kauhale youth health seekers will participate in the educational activities and curriculum of the <u>“Healthy Together”</u> program component.</p>	<p><b>Outcome:</b> 80% of the 160 youth (128 youth) will be able to prepare two (2) healthy recipe dishes learned from the curriculum and participate in two (2) fitness activities while enrolled in program.</p> <p><b>Measured By:</b> Data collected from “Healthy Together” course evaluation and survey completed by youth participants.</p>

Program Objectives	Measures Of Effectiveness
<p><b>Objective:</b> 160 Ho`okupa`a or Kauhale youth will participate in the educational activities and Curriculum of “Leadership Development 101”.</p>	<p><b>Outcomes:</b> 50% (80 youth) will participate in three (3) Community Service Projects.  20 youth will participate in the Kalihi YMCA Teen Council.  <b>Measured By:</b> Attendance Logs and Teen Council/Committee Meeting Minutes.</p>
<p><b>Objective:</b> 50 Kalihi-Palama Middle/High School Youth who have been clinically discharged from a substance abuse treatment program will participate in the Kauhale After-Care Program.</p>	<p><b>Outcome:</b> 80% (40 youth) will participate in 12-week continuum of substance abuse services, 1-2 times per week (12-18 sessions).  <b>Outcome:</b> 80% (40 youth) will learn relapse prevention skills and create a discharge plan.  <b>Outcome:</b> 70% (35 youth) will not resume or increase their alcohol/drug use while in the after-care program.  <b>Measured by:</b> Kauhale After-Care Program Registrations, Attendance Logs, 40 Assets Assessment Survey, Relapse Prevention Plan and quality assurance survey completed by youth participants.</p>

### III. Financial

#### Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

Please see Grants-In-Aid Fiscal Year 2015 – “Attachment I. – Budget”.

The following Cost Proposal budget forms and financial-related Work Plan forms are submitted with the Grants-In-Aid Proposal Application:

- Budget Request By Source Of Funds – Page 4
- Budget Justification – Personnel – Salaries And Wages – Page 5
- Budget Justification – Equipment And Motor Vehicles – Page 6
- Budget Justification – Capital Project Details – Page 7
- Declaration Statement of Applicants for Grants and Subsidies – Page 8

- 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
\$40,000.00	\$50,000.00	\$55,000.00	\$55,000.00	\$200,000.00

- 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 – Sony Open - \$20,000.00

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not applicable.

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

\$4,993,000

## 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.**

The Kalihi YMCA is a Branch of the YMCA of Honolulu and has been providing programs in the community for more than 67 years. During that time, the Kalihi YMCA has been an acknowledged leader in the development of programs for children and for teens at risk for serious behavior problems related to substance abuse, poor school performance and family problems. We have been able to do this by working collaboratively with schools, other human service agencies, public housing tenant associations, the Honolulu Police Department, business associations, and other groups throughout Oahu.

#### **What follows is an overview of some of our key programs:**

- In 1962, the Kalihi YMCA set up the first program to address a growing youth gang problem in the Kalihi-Palama community. By the mid-seventies, the counseling programs at the Kalihi YMCA focused primarily on services to youth with substance abuse, family, school, and legal problems.
- For more than twenty-five years, the Kalihi YMCA has provided adolescent substance abuse treatment and outreach counseling programs for schools throughout the island. Currently, the Kalihi YMCA provides substance abuse treatment services for 11 High Schools and 11 Middle/Intermediate Schools on Oahu through a contract with the Hawai'i Department of Health, Alcohol and Drug Abuse Division. The Kalihi YMCA also provides related substance abuse treatment services through contracts with Family Court and Juvenile Drug Court. Through a contract with Family Court, the Kalihi YMCA provides treatment services to adjudicated youth who are court-ordered to receive substance abuse counseling. The State of Hawai'i Office of Youth Services (OYS) contracts services from the Kalihi YMCA to provide counseling for youth who may be experiencing the consequences of school failure or truancy, family, legal, or delinquency problems.
- Kalihi Y staff runs 5 A+ after school programs for more than 600 elementary school students each day during the school year.
- More than 700 adults exercise regularly in our Branch's fitness facility.

Over the past six years, Kalihi Y staff have developed a number of program components that, taken together, form our Ho`okupa`a Teen Program. The components of the Ho`okupa`a Teen Program target middle and high school youth between the hours of 2:30 pm to 7:00 pm Monday through Friday, and 8:30 a.m. to 1:00 p.m. on Saturday. Services and activities are also provided during the school intersessions and summer breaks.

In addition, the Ho`okupa`a program will have the Kauhale After Care program added as a component in 2014. The strengths of the Kauhale program are grounded in the knowledge, skills, and long-term experience of the Kalihi YMCA in the delivery of effective substance abuse treatment programs for youth in schools and across diverse communities.

**The following is a summary of projects/contracts of verifiable experience pertinent to the proposed services of this grant-in-aid proposal that have been awarded to the YMCA of Honolulu within the most recent 5 years:**

Title of project/contract:

Kalihi-Palama School's Out Project (OCS-GIA-14-09)

Point of contact: Ben Cabreros

Address: Office of Community Services, 830 Punchbowl St., Rm 420, Honolulu, HI 96813

Email: benjamin.c.cabreros@hawaii.gov

Title of project/contract:

Youth Services for Kalihi-Palama (DHS-13-ETPO-778)

Collaborative effort among Parents and Children Together, the Kalihi YMCA and Susannah Wesley Community Center serving as the lead agency.

Point of contact: Ronald Higashi

Address: Susannah Wesley Community Center, 1117 Kaili Street, Honolulu, HI 96819

Email: rhigashi@susannahwesley.org

Title of project/contract:

Kalihi-Palama Drug and Crime Reduction Partnership (CT-DCS-1100039)

Collaborative effort among Palama Settlement, the Kalihi YMCA and Susannah Wesley Community Center serving as the lead agency.

Point of contact: Ronald Higashi

Address: Susannah Wesley Community Center, 1117 Kaili Street, Honolulu, HI 96819

Email: rhigashi@susannahwesley.org

Title of project/contract:

Adolescent School-Based Substance Abuse Treatment Services (currently 11 Middle & 12 High Schools)

Point of contact: Wendy Nihoa

Address: Alcohol and Drug Abuse Division, 601 Kamokila Blvd., Rm 360,  
Kapolei, HI 96707  
Email: [wendy.niho@do.hawaii.gov](mailto:wendy.niho@do.hawaii.gov)

Title of project/contract:  
Office of Youth Services (OYS) Community Contract  
Point of contact: Merton Chinen  
Address: Department of Human Services, Office of Youth Services; Haseko  
Center, 820 Mililani St., Suite 817, Honolulu, HI 96813  
Email: [mchinen@dhshawaii.gov](mailto:mchinen@dhshawaii.gov)

Title of project/contract:  
In-Facility Substance Abuse Services at Hawai'i Youth Correctional Facility  
Point of contact: Bruce Shimoda, Corrections Program Specialist  
Address: State of Hawaii, Dept. of Human Services, Office of Youth Services,  
820 Mililani St, Ste. 817, Honolulu, HI 96813  
Email: [bshimoda@dhshawaii.gov](mailto:bshimoda@dhshawaii.gov)

Title of project/contract:  
Outpatient Substance Abuse Treatment Services to Juveniles Referred by Family  
Court  
Point of contact: Adriane Abe, Program Specialist  
Address: P.O. Box 3498, Honolulu, HI 96811-3498  
Phone Number: (808) 539-4408

Title of project/contract:  
Juvenile Drug Court Program  
Point of contact: Adriane Abe, Program Specialist  
Address: P.O. Box 3498, Honolulu, HI 96811-3498  
Phone number: (808) 539-4408

## **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.

The YMCA of Honolulu—Kalihi Branch is located at 1335 Kalihi Street. The facility has computer resources, a recreation room, large and small work and meeting rooms for youth clubs and organizations, a work-out facility with state-of-the-art exercise equipment, office space for staff, large kitchen for group activities, and an out-door basketball court.

The youth services provided by the Kalihi YMCA also take place in the community. Agreements have been made with schools throughout Oahu to provide space that will allow youth to access referral, counseling and group activities with our Treatment Counselors. Treatment Counselors must know the community well and where youths tend to congregate. The Treatment Counselor must use his/her knowledge of the community in order to make opportunities available to youths to participate in recreational and educational activities at other YMCAs on Oahu, and to utilize facilities and programs at other social agencies, organizations, and programs that work with children and adolescents.

The Kalihi YMCA also works as a virtual Youth Service Center. It provides teens with conference rooms to hold meetings, recreational areas for youths to gather, to talk story and hang out, homework and tutorial time, and outdoor areas for sports and play. Camp Erdman, situated on the North Shore of Oahu, is another YMCA site that is utilized for youth activities because of its excellent ropes course utilized in Positive Alternative Activities for program youths. All sites meet ADA requirements.

The YMCA also utilizes the larger community as an extension of our Afterschool and School's Out Teen Program. We have been able to use facilities connected with the State, City and County and other community organizations to support youth activities. When appropriate, businesses may also be used as "centers," particularly those businesses who engage in job training or employment of youth in our programs.

## 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.**

The Kalihi YMCA will have the following staffing structure: One (0.50 FTE) Program Administrator (PA) and Three (3.00 FTE) Youth Workers (YW). The Program Administrator's role is critical to the operation of the Y's community-based program: Program Administrators verify that services are being properly provided by the Youth Workers as stipulated on the contract; PA serve as the link between Kalihi YMCA Administration and school staff, parents and members of the community; PA will fill in and provide direct services when YW are sick, on vacation, or the position is temporarily vacant.

#### **Field Supervision**

A key to the success of our program is ensuring that regular contact between a PA and a YW takes place in the community. This is accomplished through the following activities:

- The PA supports the YW to develop relationships in the school with administrators, teachers and other employees.
- The PA provides a minimum of one hour of supervision for every seven hours of direct service provided by the YW. This supervision includes:
  - Demonstrating with a client and having the counselor observing how the core functions of a substance abuse counselor are accomplished;
  - Observing the counselor in session with a client performing the core functions;
  - Providing feedback to the YW about contact with teens.
  - Through discussions with school personnel, client, and other individuals, the PA verifies the quality and quantity of services being provided by the YW
  - The PA provides hands-on training in group work with the PA in community settings.
  - The PA regularly reviews each YW's performance by the YW as she interacts with teens in the community and at the Branch.

**B. Organization Chart**

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

Please see Grants-In-Aid Fiscal Year 2015 – “Attachment II. – Organizational Chart”

- YMCA Of Honolulu – Association Executive Staff Organizational Chart
- YMCA Of Honolulu - Kalihi Branch Organizational Chart

**C. Compensation**

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

██████████, President & CEO - \$214,000  
██████████, Executive VP & COO - \$156,000  
██████████, Senior VP & CFO - \$128,000

## **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.

Excerpt from YMCA Of Honolulu Audited Financial Statement: The Association is involved in claims arising in the ordinary course of business. Management, after consultation with legal counsel, is of the opinion that the ultimate resolution of these matters will not have a material adverse effect on the Association's financial statements.

### **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.

Not applicable.

## **Attachments – Program Specific Requirements**

- **Attachment I. – Budget**
  - Budget Request By Source Of Funds – Page 4
  - Budget Justification – Personnel – Salaries and Wages – Page 5
  - Budget Justification – Equipment and Motor Vehicles – Page 6
  - Budget Justification – Capital Project Details – Page 7
  - Declaration Statement Of Applicants for Grants and Subsidies Pursuant to Chapter 42F, Hawai'i Revised Statutes – Page 8
  
- **Attachment II. – Organizational Chart**

## **Attachment I. – Budget**

- **Budget Request By Source Of Funds – Page 4**
- **Budget Justification – Personnel – Salaries and Wages – Page 5**
- **Budget Justification – Equipment and Motor Vehicles – Page 6**
- **Budget Justification – Capital Project Details – Page 7**
- **Declaration Statement Of Applicants for Grants and Subsidies  
Pursuant to Chapter 42F, Hawai`I Revised Statutes – Page 8**

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

Applicant: YMCA Of Honolulu - Kalihi Branch After-School Program

<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	107,908			
2. Payroll Taxes & Assessments	12,270			
3. Fringe Benefits	20,475			
<b>TOTAL PERSONNEL COST</b>	<b>140,653</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Contractual Svcs - Subcontract	2,000			
2. Insurance	2,845			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	800			
6. Supplies	13,760			
7. Telecommunication	1,300			
8. Utilities				
10. Mileage	1,800			
11. Postage, Freight & Delivery	142			
12. Publication & Printing	200			
13. Program Activities	11,500			
16. Indirect Cost	25,000			
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>59,347</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>200,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Stacey Kealoha Utu (808) 848-2494		
(b)		Name (Please type or print) Phone		
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>200,000</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: YMCA Of Honolulu - Kalihi Branch

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

Budget Line Item for Equipment is not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

**JUSTIFICATION/COMMENTS:**

Budget Line Item for Motor Vehicles is not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch.

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: YMCA Of Honolulu - Kalihi Branch

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						
<p>Capital Project Budget Line Items are not applicable for the Grants-In-Aid Cost Proposal submitted by the YMCA Of Honolulu - Kalihi Branch</p>						

**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.

YMCA Of Honolulu – Kalihi YMCA  
(Typed Name of Individual or Organization)

1. 21. 14

(Date)

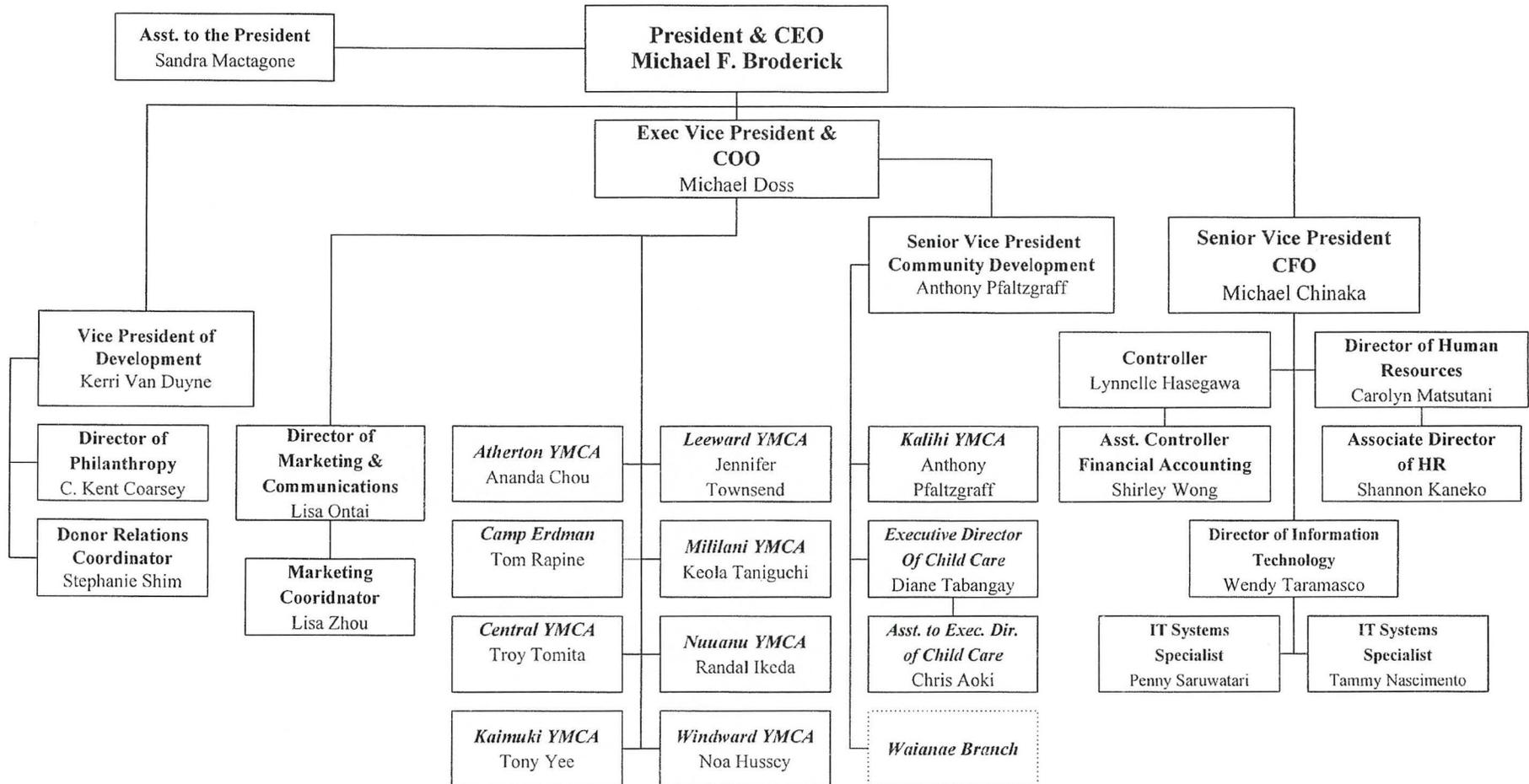
Anthony Franzgraff, Sr. Vice President & Executive Director  
(Typed Name) (Title)

## **Attachment II. – Organizational Chart**

- **YMCA Of Honolulu – Association Executive Staff Organizational Chart**
- **YMCA Of Honolulu – Kalihi Branch Organizational Chart**

# YMCA of Honolulu

## Association Executive Staff



# Kalihi YMCA 2015 Organizational Chart

