

House District 47
Senate District 23

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

"Recipient" means any organization or person receiving a grant.

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:
Central Oahu Youth Services Association, Inc. (COYSA)

Dbas:

Street Address:
66-528 Haleiwa Road, Haleiwa, HI 96712

Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SHARON A. SIMMS

Title Interim Executive Director

Phone # (808) 637-9344

Fax # (808) 637-3050

E-mail coysa.shelter@hawaiiantei.net

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 OTHER
 SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID _____
5. STATE TAX ID #: _____

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

"PROGRAMS AND SERVICES FOR AT-RISK, HOMELESS, AND RUNAWAY YOUTH"

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 168,400

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

SHARON A. SIMMS, INTERIM EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

1/29/15



RECEIVED
1-29-15

✓

Application for Grants

I. Background and Summary

1. Description of Central Oahu Youth Services Association (COYSA), Inc.

Central Oahu Youth Services Association, Inc. (COYSA) is a private, non-profit 501(c)(3) organization that provides 24-hour supervised emergency shelter services to Hawaii's youth. COYSA's mission is to establish a comprehensive therapeutic milieu fostering positive and empowering experiences in an effort to enhance the "quality of life" and to act as a catalyst in securing appropriate and optimum mental health, medical, academic, vocational and social services to youth in crisis.

COYSA has been an integral part of service array for at-risk youth in the State of Hawai'i. COYSA was established in 1980 and over the past 35 years, COYSA has provided shelter services, as well as, outreach and wilderness programs to youth referred by the Judiciary, Office of Youth Services, and Child Welfare Services.

COYSA's Emergency Shelter is located in Haleiwa, Oahu and services youth ages 12 – 17, throughout the State of Hawai'i. Operations currently include two houses, one for boys and the other for girls. Both homes are licensed by the State of Hawaii's Department of Human Services for eight (8) youth per day per home, which is 16 beds available daily. COYSA provides shelter services to approximately 120 youth each year.

COYSA provides an array of services to meet the physical, mental, emotional, and social needs of the youth in the shelter. The proposed grant will provide the following services for at-risk youth:

- Intakes within one (1) hour of referral if space is available and pre-placement physical is obtained (licensing requirement).
- Twenty-four (24) hour supervision in a safe, culturally sensitive, and nurturing living environment by qualified staff.
- Initial and ongoing client assessments to identify needs and appropriate services.
- Individualized program plan, outlining goals and objectives while in the shelter.
- Evidence-based and best practices interventions and approaches to address the youth's needs, such as Individual and Group Counseling, Restorative Justice Models).

- Case management services to assist the clients with referral linkages to other programs in the community.
- Discharge planning to ensure timely transition into a more permanent living environment.
- Basic sanctuary services (own bed, meals, toiletries, school supplies, etc.).
- Educational and tutoring services via High Core School.
- Transportation to and from High Core School.
- Skill building, including improving pro-social, problem-solving, and independent living skills.
- Family engagement, and support for facilitating ongoing family communication and visits.
- Recreational and educational activities, community service projects.
- Clothing, if needed.
- Difficulty of care supervision (up to 24 hours) until alternate placement can be found due to behavioral problems or constant violation of House Rules.

2. Goals and Objectives Related to the Request

COYSA provides short-term, emergency shelter services to youth between the ages of 12 – 17. The goals and objectives for the Emergency Shelter services include the following:

- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their level of family functioning.
- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their coping and social skills
- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their self-concept and self-esteem.
- 75% of the youth discharged from COYSA's Emergency Shelter will be return homes or be placed into an alternative living arrangement.

3. Public Purpose and Need to be Served

Teen homelessness and runaways are significant issues in Hawaii and across the country. According to national reports, 1 in 7 youth between the ages 10 – 18 will runaway. Hawaii juvenile justice arrest records between 2009 – 2011, indicate that status offenses (such, runaways and truancy) represent 45 – 60% of all juvenile arrests on all four counties. In addition, youth in foster care are four times for more likely to runaway from home than youth who live with their parents (Benoit-Bryan, 2013).

Runaway and homeless youth are at higher risk for mental health issues, substance abuse, physical abuse, sexual exploitation, and death. (NCSL, 2013). According

to the National Runaway Switchboard longitudinal study, runaway behaviors in adolescents increases adulthood suicide ideation by 51%, health issues by 41%, and marijuana use by 67%. In addition, seventy-five percent (75%) of all homeless or runaway youth have or will drop out of school (NCLS, 2013). Homeless youth also engage in law violations in exchange for food or shelter, such as prostitution, drugs, and other illegal activities (Bernstein & Foster, 2008).

Without intervention, runaway and homeless youth have an increased risk of being homeless and/or law violators in adulthood. COYSA provides an array of services aimed at increasing the overall well-being for at-risk youth including: 1) increasing self-esteem, 2) improving family and peer relations, 4) increasing daily living skills and personal hygiene skills, 5) improved school attendance and performance, 6) reduced alcohol and substance use, 7) increased management of mental health conditions and medication compliance; and 8) increased social and independent living skills.

4. Target Population to be Served

The target population served by COYSA is at-risk, homeless, and runaway youth between the ages of 12 – 17. Over 80% of the youth come from families with histories of maltreatment, neglect, teen parenthood, substance abuse, homelessness, domestic violence, poor health or nutrition, poverty, and law violations. As a result of their childhood experiences, many of the youth served experience conduct, mood, anxiety, and substance disorders. These youth also suffer from poor school performance, negative peer relationships, aggressive behaviors, depression, poor social skills, lack of structure, low self-esteem, a loss of hope for the future, and lack of life goals.

5. Geographic Coverage

COYSA services youth throughout the State of Hawai‘i in need of shelter services, although majority of the youth served are from O‘ahu.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities;

COYSA provides emergency shelter services to youth between the ages of 12 – 17 who are homeless, in transition, and/or are law violators and in need of shelter services. The average length of stay for youth at COYSA is 30 days, however placements have ranged from 1 – 288 days, depending on the needs of the youth and the availability of more permanent placements.

COYSA provides an array of services to meet the needs of the youth placed in the shelter. The following section outlines, the types of services provided, the staff responsible for providing the service, and the timeline for the delivery of each service component.

Referral and Intake

Contract specific policies and procedures for admission and discharge (including referrals, intakes, service initiation, wait-list or turn-away policy, discharge criteria and process).

Specific Task:

- Referrals to the emergency shelter are done via a telephone conversation between the Family Court (FC), Probation Officers, and the COYSA Executive Director or House Manager. Referrals tend to be done during normal business hours, Monday – Friday 8:00 am – 4:00 pm, at the main business phone number, 637-9344. Any after-hour referrals can be made by calling the Houses directly (Boys House 637-4647; Girls House 637-3018).
 - If space is available, the youth is accepted and the FC staff or guardian arrange for a pre-placement physical exam. Once the pre-placement physical is completed, the youth can be placed in the shelter.
 - If no space is available at time of referral, the youth is placed on the COYSA waiting list. When a space becomes available, the Executive Director or House Manager will contact the Probation Officer to make arrangements for placement.
- Intakes are done between one staff member (usually the Executive Director or the House Manager; after-hours it is performed by the Residential Staff on duty) and the youth. If parents are present, they are shown around the facility and are given information on the program.

Title of Responsible Staff (and Backup Staff):

- Executive Director
- House Manager
- Residential Staff

Time Line/Schedule:

- Intakes are done usually within 5 hours of acceptance, pending completion of the physical exam
- The intake process takes approximately 1.5 hours

Assessment and Evaluation

All youth receive an initial assessment upon being placed. Ongoing assessments and evaluations are conducted to assess the youth’s needs, status, and to evaluate their achievement of treatment goals.

Specific Task:

- At time of referral, the Executive Director or the House Manager will conduct an initial assessment of the youth by gathering a brief history from the Probation Officer. If and when accepted, the Executive Director or the House Manager will start the intake process by creating a client file and gathering additional information.
- The Executive Director, or House Manager, gather critical information about the youth’s current needs, presenting issues, trauma history, mental health issues, family history and contacts, court and legal status, educational status, medical history, and substance use and history. Background information assists the staff in anticipating the youth’s needs, developing goals and objectives, and in creating a safe and nurturing environment for the youth and others in the shelter.
- Each youth receive an intake assessment to identify their current needs and identify treatment goals and objectives while in the shelter.
- Staff conduct daily individual observations of behavior and attitude. Residential and High Core staff on each shift make observations. All observations, positive and negative, are written in their individual files. Progress reports will be given to FC staff, which are prepared by the Executive Director.
- Weekly assessments are completed as needed to assess the ongoing needs of the youth. The Executive Director or House Manager provides updates to the youth’s Probation Officer.
- Any problems or difficulties with a client are also discussed at staff meetings.

Title of Responsible Staff (and Backup staff):

- Executive Director or House Manager
- Residential Staff (Backup)

Timeline/Schedule:

- Initial Assessment is completed at intake.
- Daily observations are documented in individual files. Progress reports are given to Probation Officers on a weekly basis via telephone conversation or in writing as needed.
- Ongoing assessment throughout the duration of the placement.

Individual Program Plan

All youth receive individualized program plans outlining their current needs and identified goals and objectives, based on their initial and ongoing assessments.

Specific Task:

- COYSA staff will coordinate an individual plan with the Family Court Probation Officer, as well as the youth entering the shelter to determine what the set goals will be. Since COYSA is a short-term emergency shelter, the plan will focus on attainable, short-term goals for the youth's current situation. COYSA does not provide therapy to the youth; however, arrangements can be coordinated for the youth to continue visits with their ongoing therapist or counselors during placement, if applicable.
- The individual plan includes information pertaining to educational status, medical needs, and family contact and visits.

Title of Responsible Staff:

- Executive Director or House Manager

Timeline/Schedule:

- Within 48 hours of placement

Living Environment, Skill Building, and Educational Services

COYSA provides for the basic needs and education of all youth placed in the shelter. In addition, all youth in shelter participate in pro-social and community-based activities to develop social and independent living skills.

Specific Task:

- Provide twenty-four (24) hour supervision in a safe, culturally sensitive, and nurturing environment, which includes food, own bed, daily hygiene products, and clothing, if needed. Residential staff are responsible for providing nutritious meals and snacks. The client's guardian is responsible for providing clothing for the youth; however, COYSA will provide emergency clothes if needed, with donations from storage if youth are placed with only the clothes they are wearing.
- Guardians are responsible to provide all prescription medications.
- COYSA will provide transportation to and from school in Wahiawa (High Core School). If youth attends Leilehua High School, Wahiawa Middle School or Waialua Intermediate & High School, COYSA will provide transportation to their home schools if this is the preference of the Probation Officer. COYSA staff are not able to transport to any other school. If youth is expelled from High Core for non-compliance, it may jeopardize their placement in the shelter if that behavior continues.

- COYSA staff will provide tutoring for those having difficulties with their daily homework assignments.
- COYSA staff assign and supervise daily household chores and teach the youth independent living and pro-social skills.
- A point system is used with the clients. Clients earn points for their behavior as well as for completing their assigned household chores. Points can be used to purchase additional snacks at the shelter and school, as well as to purchase other items such as makeup, stationery items, hair products, other grooming products, etc.
- Various Recreational and Community Service activities are arranged, pending behavior. Activities include beach outings to designated beaches with lifeguards, basketball at the park, pool at the community recreational center, movies, bowling, beach cleanup, etc.
- COYSA staff work closely with other nonprofits, such as Kids Hurt Too and Family Programs Hawaii, to provide youth with community-based activities and pro-social learning opportunities.
- All activities are done under the supervision of the residential staff.

Title of Responsible Staff (and Backup staff):

- Residential Staff, House Manager

Timeline/Schedule:

- Daily
- School (year-round DOE Schedule) Monday, Tuesday, Thursday, Friday 8:00 am-2:00 pm; Wednesdays 8:00 am-1:30 pm

Support and Family Engagement

COYSA recognizes the need for supportive services and family engagement and involvement for all youth in the shelter.

Specific Task:

- COYSA is strictly an emergency shelter. Youth that enter usually have a support system already set in place. COYSA will provide support services where needed to assist in the successful transition for the youth. Any ongoing therapy or counseling appointments are encouraged to continue. Arrangements can also be made for the counselors to visit the youth at the shelter or at school if needed.
- If needed, COYSA can refer youth or Family Court staff to support services in Central Oahu.

- Any type of documentation needed to assist support workers for the youth can be requested. Information on how the youth is behaving in the shelter as well as at High Core will be included.
- COYSA staff recognize the importance of these relationships and ensure that family relationships and other human and social capital resources are maintained and nurtured.
 - At intake and on an ongoing basis, staff communicate with the Probation Officer to identify family and non-family connections through which the youth can have phone or face-to-face visits. Staff assist in facilitating regular communication and visits with identified and approved family and non-family connections.

Title of Responsible Staff (and Backup staff):

- Executive Director or House Manager
- Residential Staff (Backup)

Timeline/Schedule:

- Information obtained prior to placement as well as during

Counseling

All youth receive individual and group counseling as needed in the shelter setting.

Specific Task:

- Individual and Group Counseling/Rap sessions are provided on an as needed basis to discuss problems currently occurring with the youth or group. House Rules are usually gone over periodically as well, if there are violations occurring.
- Counseling/Rap sessions are open at any time the youth feel they need to discuss a subject or problem with the staff. There is an open-door policy for this and the youth are informed of this at the time of intake.
- Clients have individual time with staff after school daily. This is when clients can confide with staff any problems or concerns with their family life or with the peers in the shelter. If needed, a meeting will be called with all the youth involved to resolve the problems.
- The Crisis Center will be called if there are any indications that the youth is threatening to harm themselves or others.
- Any important information will be passed on to the youth’s support team.

Title of Responsible Staff (and Backup staff):

- Residential Staff
- House Manager & Executive Director (Backup)

Timeline/Schedule:

- As needed

Transition and Discharge

COYSA staff assist youth with transition and discharge from the shelter setting.

Specific Task:

- Average length of stay is 30 days, however, if needed, extensions can be arranged if FC Chief Court Administrator approves this extension. COYSA understands that placement options do not always work out and some cases need more than 30 days to secure an appropriate placement. This consideration is done on a case-by-case basis.
- Discharge planning begins at intake. The House Manager or the Executive Director will work with Probation Officer to identify a plan for discharge.
- Successful discharge is defined by youth remaining in the shelter until the Probation Officer determines that the youth is able to return home or enters an alternate program.
- Transition and discharge will take place after verbal confirmation with FC staff arranging pick up by parent/guardian. Placement to be determined by FC staff. Youth will not be released until official word from Probation Officer is received.
- COYSA staff will try to help the youth with the transition of being placed into an alternate placement (foster or group home) if returning home is not an appropriate placement for the youth at time of discharge.
- Placement may be terminated if youth continually breaks House Rules; refuses to be compliant; gets into a fight where HPD is called; HPD is called for any other reason – Beyond Control Behavior, drug possession, threatening staff or peers, or the youth runs away.
 - If a runaway occurs, COYSA will automatically call HPD and file a police report. Everyone involved with the client will be notified.
 - If client is beyond control and the safety of the other youth in the home is jeopardized, COYSA staff will call HPD or the Crisis Center. If a youth is beyond control but not in a violent rage, the Probation Officer will be consulted to see what steps they would like to take.

Title of Responsible Staff (and Backup staff):

- Executive Director or House Manager
- Residential Staff (Backup)

Timeline/Schedule:

- Discharge process takes approximately 1.0 hour
- Varies
 - Determined by Probation Officer
 - Determined by youth’s behavior

Grievance Procedures & Dispute Resolution

For both clients and Family Court staff when disagreements arise about action taken or decisions made by the provider.

Specific Task:

- At the time of intake, the youth is informed about the grievance procedures and the method for addressing conflicts at the shelter. Youth are informed they can speak with the Executive Director or House Manager or any staff they feel comfortable with to discuss their concerns.
- If there are problems, the Executive Director will notify the Family Court Probation Officer. If the grievance cannot be resolved, it will be brought to the attention of the Board of Directors and Supervisor of the Family Court Officer.

Title of Responsible Staff (and Backup staff)

- House Manager
- Executive Director
- Board of Directors
- FC Staff/Supervisor

Timeline/Schedule

- 24-48 Hours immediately after a grievance is made.

Minimal English & Physical Limitation

COYSA staff will make necessary accommodations to address language and physical limitations of the youth.

Specific Task:

- COYSA will not refuse acceptance/admittance due to minimal English or physical limitations by the youth. Every effort will be made to provide an interpreter for the youth.
- House 4, the boy’s house, is accessible for individuals with physical disabilities; however, since House 2, the girl’s house was built in 1990, and is in the flood zone, that house is built on stilts and is not accessible for individuals with physical disabilities.

Title of Responsible Staff (and Backup staff)

- Executive Director to arrange an interpreter
- House Manager & Residential Staff to follow through (backup)

Timeline/Schedule

- 12 hours to arrange adequate interpreter services if staff is unable to communicate with the client through other means.

2. Projected Annual Timeline

COYSA provides services to youth 365 days of the year, 24 hours, seven (7) days a week. COYSA staff are available to intake and discharge youth every day of the year. The following timeline outline the project activities by quarter.

Timeline	Project Activities
Quarter 1	<ul style="list-style-type: none"> • Maintain communication with government entities, community partners, and other key stakeholders regarding the availability of shelter space on a daily basis. • Intake youth and conduct initial assessments, as youth enter the shelter. • Provide supervised, culturally sensitive shelter for youth. • Provide individual, group, and family counseling, as appropriate. • Provide skill-building opportunities (social, independent living, and educational skills). • Transportation to school (High Core). • Coordinate family contact and visits, as appropriate. • Case coordination with Family Court, the Department of Human Services, and other collaterals to ensure the physical, emotional, mental health, medical, and social needs of the youth are being met. • Quarterly Report for GIA.
Quarter 2	<ul style="list-style-type: none"> • Maintain communication with government entities, community partners, and other key stakeholders regarding the availability of shelter space on a daily basis. • Intake youth and conduct initial assessments, as youth enter the shelter. • Provide supervised, culturally sensitive shelter for youth.

	<ul style="list-style-type: none"> • Provide individual, group, and family counseling, as appropriate. • Provide skill-building opportunities (social, independent living, and educational skills). • Transportation to school (High Core). • Coordinate family contact and visits, as appropriate. • Case coordination with Family Court, the Department of Human Services, and other collaterals to ensure the physical, emotional, mental health, medical, and social needs of the youth are being met. • Quarterly Report for GIA.
Quarter 3	<ul style="list-style-type: none"> • Maintain communication with government entities, community partners, and other key stakeholders regarding the availability of shelter space on a daily basis. • Intake youth and conduct initial assessments, as youth enter the shelter. • Provide supervised, culturally sensitive shelter for youth. • Provide individual, group, and family counseling, as appropriate. • Provide skill-building opportunities (social, independent living, and educational skills). • Transportation to school (High Core). • Coordinate family contact and visits, as appropriate. • Case coordination with Family Court, the Department of Human Services, and other collaterals to ensure the physical, emotional, mental health, medical, and social needs of the youth are being met. • Quarterly Report for GIA.
Quarter 4	<ul style="list-style-type: none"> • Maintain communication with government entities, community partners, and other key stakeholders regarding the availability of shelter space on a daily basis. • Intake youth and conduct initial assessments, as youth enter the shelter. • Provide supervised, culturally sensitive shelter for youth. • Provide individual, group, and family counseling, as appropriate. • Provide skill-building opportunities (social, independent living, and educational skills). • Transportation to school (High Core).

	<ul style="list-style-type: none">• Coordinate family contact and visits, as appropriate.• Case coordination with Family Court, the Department of Human Services, and other collaterals to ensure the physical, emotional, mental health, medical, and social needs of the youth are being met.• Quarterly Report for GIA
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3. Quality Assurance and Evaluation Plans for the Request

COYSA provides quality services to at-risk youth served by the Judiciary and the Department of Human Services. COYSA provided emergency shelter services since 1980 and has worked with various state departments to provide quality emergency shelter services to the youth on O’ahu.

COYSA maintains confidential records and adheres to strict quality assurance and evaluation procedures. COYSA keeps a master log of all the youth that enter the shelter and keeps in storage, all individual client files on premises. All files are secured and maintained in locked file cabinets in the staff office.

At the point of referral, COYSA staff complete the “COYSA Referral Form” to gather pertinent information about the youth, including basic demographics, presenting issues, reason for referral, family contacts, educational status, and medical/health concerns. Prior to placement in the shelter all youth must receive a pre-placement physical by a physician or approved medical practitioner, per DHS licensing requirements. At placement, COYSA staff gather additional information about the youth and create an individual client file, which contain the Referral Form, Intake Form, contact log, treatment and discharge plan, list of authorized contact, consents, activity report, health screening, client’s inventory, and assessment tools. Clients complete an “Intake Form” to gather additional information about their basic demographics, identifying information, and family connections. COYSA staff review the shelter house agreements and client rights with each youth. In addition, the youth complete a health screen, drug use survey and intake questionnaire.

Based on the referral and intake assessment, COYSA staff work with the youth to develop a treatment plan to identify goals and objectives, as well as, a discharge plan. Goals are youth-driven and developed to meet the client’s presenting needs. Youth goals and objectives are reviewed weekly and updated by COYSA as needed.

COYSA utilizes a pre/post design to assess youth. Assessments are conducted at intake and discharge to measure changes in the youth’s self-esteem, family relations, and peer relations, while in the shelter setting. COYSA utilizes three

(3) validated and reliable assessment scales developed by Walter Hudson. The Index of Self-Esteem (ISE) is a 25-item questionnaire designed to measure the severity of problem with self-esteem. The Index of Family Relations (IFR) is a 25-item questionnaire designed to assess the severity of youth problems of personal and social functioning in the area of family adjustment. The Index of Peer Relation (IPR) is a 25-item questionnaire designed to capture information about problems a client is experiencing with peer relationships in general, or with a specific peer group. All three tools (ISE, IFR, and IPR) are self-report, paper-and-pencil instruments and can be administered to young adults 12 years of age and older. All results are kept in the youth files.

Placement outcomes for the shelter are based upon Family Court directives. The client's probation officer or referring body solely determines the discharge outcome for the client, which typically includes reunification or return to family home or alternate placement setting.

COYSA staff maintain monthly logs and daily counts of the youth in the shelter. This information is used for the Monthly, Quarterly and Year-end reports. Client charts are reviewed on a quarterly basis to ensure compliance with case management standards.

4. Measures of Effectiveness

COYSA will provide quarterly reports to the State agency to indicate the effectiveness of the service outcomes. COYSA utilizes three (3) validated and reliable assessment scales developed by Walter Hudson. The Index of Self-Esteem (ISE) is a 25-item questionnaire designed to measure the severity of problem with self-esteem. The Index of Family Relations (IFR) is a 25-item questionnaire designed to assess the severity of youth problems of personal and social functioning in the area of family adjustment. The Index of Peer Relation (IPR) is a 25-item questionnaire designed to capture information about problems a client is experiencing with peer relationships in general, or with a specific peer group. All three tools (ISE, IFR, and IPR) are self-report, paper-and-pencil instruments and can be administered to young adults 12 years of age and older.

Results from the ISE, IFR, and IPR, in addition, to residential staff observations will be utilized to measure the following outcomes for the shelter:

- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their level of family functioning.
- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their coping and social skills
- 75% of the youth participating in COYSA's Emergency Shelter will show an increase in their self-concept and self-esteem

- 75% of the youth discharged from COYSA’s Emergency Shelter will be return homes or be placed into an alternative living arrangement.

COYSA staff maintain monthly logs and daily counts of the youth in the shelter. This information will also be used for the Quarterly and Year-end reports.

III. Financial

1. Budget

See attached Budget Forms

2. Anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$39,600	\$39,600	\$39,600	\$39,600	\$158,400

3. Listing of all Sources of Funding for fiscal year 2016.

COYSA is seeking funding from the following sources for fiscal year 2016.

- The Judiciary, Family Court
- The Department of Human Services, Office of Youth Services
- The Department of Human Services, Child Welfare Services
- Friends of Hawai‘i Charities

4. Listing of all State and Federal Tax Credits within the prior three years.

Not applicable

5. Listing of all Government Contracts and Grants for Program Funding

COYSA will be applying for government funding in fiscal year 2016, as indicated above. At the time of this application, there are no government funds secured for fiscal year 2016

6. Balance of unrestricted current assets as of December 31, 2014 is \$114,355.20

IV. Experience and Capability

A. Necessary Skills and Experience

COYSA has 35 years of experience providing emergency shelter services to youth between the ages of 12 – 17. COYSA provides services to approximately 120 youth per year. COYSA has received multiple grants from various governmental agencies, as well as private funders. For over 25 years, COYSA has received funds from the Department of Human Services (DHS) and The Judiciary – Family Court First Circuit (FC). Within the past 20 years, COYSA has also received funding from the City & County of Honolulu (C&C) and Aloha United Way (AUW). COYSA has an annual audit of financial records.

COYSA has vast experience working with adolescents who are adjudicated or non-adjudicated for law violations and/or status offenses. All of the youth (100%) served by COYSA have been exposed to adverse or traumatic childhood experiences, including physical abuse, sexual abuse, psychological/emotional abuse and/or neglect, substance abuse, poverty, and more. Over 80% of the youth come from families with histories of maltreatment, neglect, teen parenthood, substance abuse, homelessness, domestic violence, poor health or nutrition, poverty, and law violations. As a result of their childhood experiences, many of the youth served experience conduct, mood, anxiety, and substance disorders. These youth also suffer from poor school performance, negative peer relationships, aggressive behaviors, depression, poor social skills, lack of structure, low self-esteem, a loss of hope for the future, and lack of life goals.

COYSA provides an array of services and interventions to mitigate the emotional and behavioral challenges that result from the trauma these youth experience. COYSA provides youth with temporary housing in a safe, culturally sensitive, nurturing living environment. At the time of referral and placement, COYSA gathers critical information about the youth’s current needs, presenting issues, trauma history, mental health issues, family history and contacts, court and legal status, educational status, medical history, and substance use and history. Each youth receives an intake assessment to identify their current needs and identify treatment goals and objectives while in the shelter. Each youth receives an individualized program plan based on the intake assessment. This plan includes goals, objectives, and a discharge plan. COYSA staff also works with the youth’s family and probation officer to develop the individualized program plan. To ensure that youth are well oriented to their surroundings, staff provide each youth with a tour of the house and provide youth with bedding and other resources to meet their basic needs.

COYSA staff recognize the need to interact with the youth in way that responds to the needs of the youth. With a growing understanding of the impact of trauma

and adolescent brain development, staff are trained to utilize evidence-based and best practices approaches for engaging and interacting with youth in the shelter. Staff utilize a strengths-based perspective approach, which incorporates motivational interviewing techniques, trauma-informed approaches, and restorative justice principles to engage with the youth and for addressing issues that may arise at the shelter. Staff serve as role models and mentors to the youth, while they address the youth’s basic needs. In addition, staff focus on skill building to assist youth in developing prosocial, problem-solving, independent living, and anger management skills.

COYSA subscribes to family system theory and recognizes the importance of social and human capital in adolescent development. Families have a crucial impact on youth whether those relationships are positive or negative; youth are interrelated with their families and other critical members of their community. This interrelatedness impacts the youth’s development. COYSA staff recognize the importance of these relationships and ensure that family relationships and other human/social capital resources are maintained and nurtured. At intake and on an ongoing basis, staff communicate with the referring worker to identify family and non-family connections to which the youth can have phone and/or face-to-face visits. Staff assist in facilitating regular communication and visits with identified and approved family and non-family connections.

B. Facilities

COYSA’s Emergency Shelter program is located in Haleiwa, Oahu. The property is leased from the City & County of Honolulu. The property and location is ideal for some of the workers referring their youth, due to its somewhat isolated location on the North Shore. The property includes 4 buildings:

Mailing & Physical Address: 66-528 Haleiwa Road, Haleiwa HI 96712

- An office building (open Monday-Friday; 8:00am-4:00 pm)
 - Phone: 808-637-9344/fax: 637-3050
 - Intakes during normal business hours; supervision of youth not attending school; food & supplies storage
- House 2 – Girls House (24 hours)
 - Phone: 808-637-3018
 - 4 bedrooms, with 2 beds per room
 - 2 bathrooms
 - Kitchen
 - Laundry area
 - Storage area
 - Living/dining area

- House 3 – currently vacant, awaiting repairs with State of Hawaii grants.
- House 4 – boys house (24 hours)
 - Phone: 808-637-4647
 - 5 bedrooms (2 singles; 3 doubles)
 - 2 bathrooms
 - Kitchen
 - Laundry/dining/storage area
 - Living area

The State of Hawaii’s Department of Human Services, Foster Home Licensing Division licenses each shelter home. The license is renewed annually, which includes review of employee files, client files, annual employee clearances, facility inspection, and a fire inspection. COYSA is licensed to provide 8 bed spaces per day, per home, which allows COYSA to provide services to a maximum of 16 youth per day – 8 males and 8 females ages 12-17.

All youth who are enrolled in the Department of Education (DOE) school system, receive educational services at High Core, an alternative learning center, located in Wahiawa.

COYSA owns a fifteen (15) passenger van, which is used to transport youth to school and other social and community outings.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

COYSA is governed by a volunteer five (5) member Board of Directors. The Board members serve two (2) year terms and are involved in the overall policies and procedures of the program operations. Board members meet quarterly.

1. Proposed Staffing

Ideal staffing for the shelter consists of a 4:1 client to staff ratio. Staffing includes Administrative staff, along with 24-hour awake Residential staffing.

Positions:

1. Executive Director (full-time)
2. House Manager (full-time)
3. Residential Staff (full-time, part-time, on-call)

Current COYSA staff consists of an Interim Executive Director, two (2) House Managers, an Office Manager, a Bookkeeper, and Residential Staff. The Executive Director and House Manager are available during regular office hours, Monday to Friday from 8:00am through 4:00pm. The House Manager and Executive Director are also available to Residential Staff on an on call basis, after office hours and on the weekend. The Residential Staff are scheduled in shifts from 1:30pm – 9:30pm, 4:00pm – 12:00am, and 12:00am – 8:00am on school days; and 8:00am – 4:00pm, 1:30pm – 9:30pm, 4:00pm – 12:00pm, and 12:00am – 8:00am on non-school days.

2. Staff Qualifications

COYSA staff's educational qualifications range from high school diplomas to PhD. The current Interim Executive Director holds a Master's degree in Social Work and has over fifteen (15) years of experience in social and human services. She has worked in residential care for over 7 years and with nonprofits for over 10 years. She has a background in organizational development, capacity building, interim executive leadership, curriculum development, program evaluation, staff supervision, and strategic planning. Both House Managers have extensive experience (15 years and 25 years) working with at-risk youth at COYSA. They both have high school diplomas and one is pursuing an Associate's degree. Residential Staff have educational backgrounds ranging from high school diplomas to a PhD. In addition, all Residential Staff have been providing services to the youth at COYSA from two (2) to 25 years, with majority of the staff working at the shelter for over 10 years.

Minimum Qualification for Emergency Shelter Program Positions. All positions must pass all criminal history clearances (including State and Federal fingerprint based criminal history checks, and State and National Sex Offender Registries), submit all pre-employment paperwork as required by the contracting agencies (physical, drug testing, relevant

experience and training, drivers abstract, etc.), and annual updates (criminal history clearance, TB clearance, etc.).

Minimum Education and Experience Qualifications are as follows:

1. Executive Director – Master’s Degree; 1 year experience in non-profit, related services (100% FTE)
2. House Manager – High school diploma with 1-year experience working with this population of youth. (100% FTE)
3. Residential Staff: This position includes 100% FTE, 50% FTE and on-call status.
 - a. High School Diploma – 1-year of experience working with this target population
 - b. Associates Degree – 1-year of experience working with this target population
 - c. Bachelor’s Degree – 1-year of experience preferred working with this target population
 - d. Master’s Degree – 1-year of experience working with this target population

3. Supervision and Training

At hiring, each staff participates in two (2) weeks of initial training. Staff are trained on internal COYSA policies and procedures, working with the target populations, their roles and responsibilities, mandated reporting, and shelter house rules. In addition, staff are trained on documentation and methods for communicating internally with shelter staff, and externally with referral sources, community providers, and families. Staff are familiarized with the Staff Message book, which contains listings of community service providers that can be used as a referral list for those requesting such services beyond what COYSA provides. In addition, staff are trained on how to complete all the necessary paperwork to appropriately document the services and issues that arise with the shelter. Staff are also trained on client confidentiality policies and cultural sensitivity.

Upon hiring all staff are placed on a 3-month probationary period. During this time, the Executive Director and House Manager provides training and conduct onsite observations to evaluate employee performance. At the end of the probationary period, evaluations are conducted to determine if the staff passed the probationary period.

The House Managers and Executive Director supervise the Residential Staff. The House Manager and Executive Director provide staff with

monthly supervision, monthly staff meetings, and ongoing observations and feedback to ensure staff provide quality services to the youth in the shelter. The Executive Director supervises the House Manager; they are in daily communication about the status of the homes and overall job performance. In addition, staff receive annual performance evaluations to ensure that staff are providing the optimum level of services to the youth who are placed in the emergency shelter.

Monthly training includes information from the Foster Networking series, which includes information on a subject and questions and answers. Each staff receives a certificate of completion for these trainings. In addition, staff receive training on how to deal with challenging behavioral issues that are potentially pertinent to the position and the clients. Staff are also provided with First Aid and CPR training and certification.

As part of this proposal, staff will receive additional training on trauma-informed care and restorative justice approaches. Staff will learn about the key elements of trauma-informed care, as well as how to apply restorative justice approaches to incidents of client misbehavior and wrongdoing. The participatory training will provide staff with guidance and exercises teaching them how to apply restorative and solution-focused ways to deal with offenses, and also for cases of injustice a client may have experienced, e.g., abandoned by parents with substance abuse problems, repeatedly placed in foster care, etc. Restorative responses can help transform injustice into resiliency and can help transform the culture of an organization from deficit to strength-based.

Staff are informed and given the opportunity to attend training seminars outside of COYSA, pending available funding situation. A copy of the certifications for all training seminars are kept on file.

B. Organization Chart

See Attachment A

C. Compensation (as of December 31, 2014)

Annual Salaries of the three highest paid officers, directors, or employees, include:

- Executive Director, \$ \$ 35,357.28
- House Manager, \$29, 120.00
- Residential Staff \$22.387.00

VI. Other

A. Litigation

There is no pending litigation.

B. Licensure or Accreditation

Not applicable

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

D. Private Educational Institutions

Not applicable

E. Future Sustainability Plan

COYSA will sustain its services and the activities funded by this grant, beyond fiscal year 2015 – 2016 by:

- Maintaining positive relationships with community partners, government entities and other key stakeholders.
- Continue to apply for local and state government funding to meet the needs of at-risk youth.
- Evaluate current service array and refine services to better meet the needs of the youth served.
- Marketing the activities throughout the year to create public awareness and to lay the foundation for future funding opportunities
- Leveraging in-kind and pro bono contributions to encourage additional similar contributions to benefit the programs and clients
- Identifying and submitting program funding grants to Hawaii private foundations and civic organizations

F. Certificate of Good Standing (If the Applicant is an Organization)

See Attachment B

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Central Oahu Youth Services Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	103,690			172,882
2. Payroll Taxes & Assessments	14,942			21,316
3. Fringe Benefits	6,467			34,693
TOTAL PERSONNEL COST	125,099			228,891
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			0
2. Insurance	3,965			9,458
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	1,125			3,375
5. Staff Training	1,750			3,250
6. Supplies	5,888			12,658
7. Telecommunication	886			2,743
8. Utilities	3,297			7,524
9. Audit Services	4,061			12,750
10. Contractual Services - Subcontracts	3,050			62,345
11. Mileage	948			5,782
12. Postage, Freight & Delivery	155			500
13. Publication & Printing	1,798			2,543
14. Repair & Maintenance	3,812			7,500
15. Payroll Processing Fees	1,159			5,000
16. Miscellaneous/Others	1,407			3,750
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	33,301			139,178
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	158,400			368,069
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	158,400	Dawn Whittaker/Sharon A Simms (808) 637-9344		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[Redacted] 1/29/15		
(d) Total Private/Other Funds Requested	368,069	Signature of Authorized Official Date		
TOTAL BUDGET	526,469	Sharon A Simms, Interim Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Central Oahu Youth Services Association

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$45,000.00	25.00%	\$ 11,250.00
House Manager	1	\$32,640.00	25.00%	\$ 8,160.00
House Manager	1	\$32,640.00	25.00%	\$ 8,160.00
Residential Staff I	1	\$24,260.00	100.00%	\$ 24,260.00
Residential Staff I	1	\$24,260.00	100.00%	\$ 24,260.00
Residential Staff (Part-time, On-call)	0.5	\$11,400.00	100.00%	\$ 11,400.00
Residential Staff (Part-time, On-call)	0.5	\$11,400.00	100.00%	\$ 11,400.00
Residential Staff (Part-time, On-call)	0.25	\$4,800.00	100.00%	\$ 4,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				103,690.00
JUSTIFICATION/COMMENTS: These positions are critical to ensure services are available 24 hours a day, 7 days a week. Includes salary increase for FY 16				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Central Oahu Youth Services Associat

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NONE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NONE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Central Oahu Youth Services Association

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENT N/A for this request						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Central Oahu Youth Services Association, Inc.

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	On-call Shelter Services	7/1/12 – 6/30/13	Department of Human Services	State	\$367,894
2.	Shelter Services	7/1/12 – 6/30/13	Judiciary	State	\$41,690
3.	COYSA Property Renovation Project (CDBG-R)	7/1/12 – 6/30/13	City & County of Honolulu	Hon	\$67,373
4.	On-call Shelter Services	7/1/13 – 6/30/14	Department of Human Services	State	\$363,550
5.	Shelter Services	7/1/13 – 6/30/14	Judiciary	State	\$31,345
6.	On-Call Shelter Services	7/1/14 – 6/30/15	Department of Human Services	State	\$363,550
7.	Shelter Services	7/1/14 – 6/30/15	Judiciary	State	\$41,345
8.					
9.					
10.					
				TOTAL	1,276,747.00

Over the past three years.

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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 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.


- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Central Oahu Youth Services Association, Inc.
(Typed Name of Individual or Organization)



(Signature)

1/29/15

(Date)

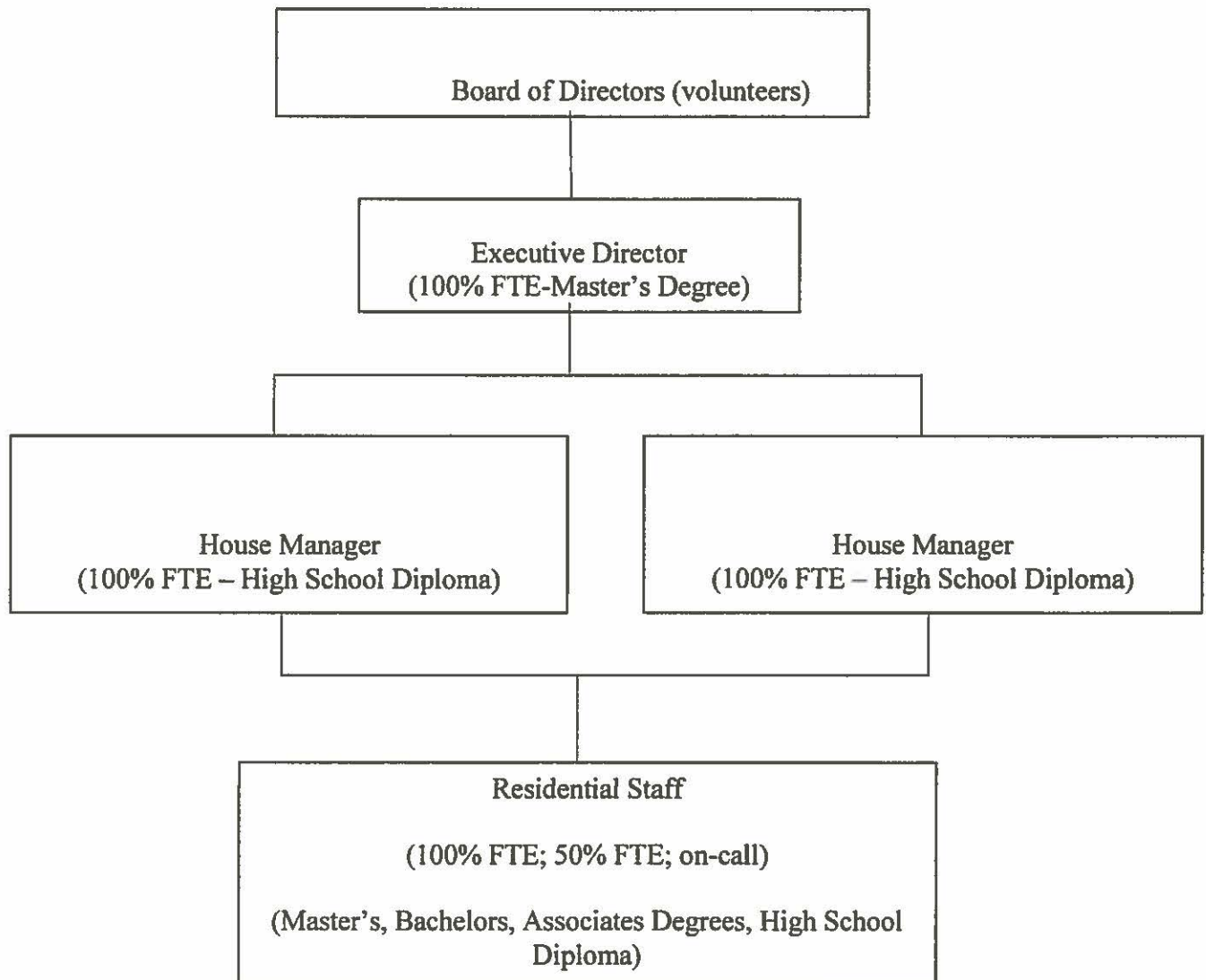
Sharon A. Simms
(Typed Name)

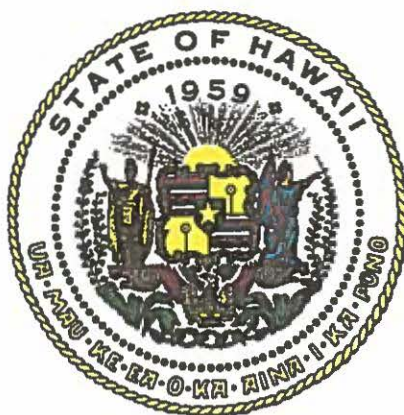
Interim Executive Director
(Title)

Central Oahu Youth Services Association, Inc.

Program-Wide Organization Chart

Emergency Shelter Program





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

CENTRAL OAHU YOUTH SERVICES ASSOCIATION

was incorporated under the laws of Hawaii on 02/13/1980 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 28, 2015



Interim Director of Commerce and Consumer Affairs