

House District _____
Senate District _____

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: Family Programs Hawaii

Dbas:

Street Address: 250 Vineyard Street, Honolulu, HI 96813

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PAULETTE BETHEL, PHD

Title President and CEO

Phone # 540-2547

Fax # 533-1018

E-mail pbethel@familyprogramshi.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY PROGRAMS HAWAII PROVIDES MONTHLY SIBLING VISITATION TO CHILDREN SEPARATED THROUGH THE FOSTER CARE SYSTEM, SO THEY CAN MAINTAIN A RELATIONSHIP WHILE LIVING IN DIFFERENT HOMES. COMMUNITY VOLUNTEERS ARE RECRUITED AND TRAINED TO FACILITATE MONTHLY VISITS FOR SIBLING GROUPS TO KEEP THEM CONNECTED AND MAINTAIN FAMILY CONNECTIONS.

4. FEDERAL TAX ID _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 171,318

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 \$ 0

NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

PAULETTE BETHEL, PRESIDENT & CEO

NAME & TITLE

1/29/15

DATE SIGNED



RECEIVED
1-30-15

✓

Application for Grants

I. Background and Summary

1. Background

Family Programs Hawaii (FPH) strengthens youth and families in the child welfare system through high quality prevention, support and transition services. FPH is a 501 (c)(3) social service agency delivering programs to prevent children from entering foster care, support children and families involved in the foster care system, and help youth transitioning out of foster care.

FPH (formerly Foster Family Programs of Hawaii) has provided quality social services in Hawaii since 2004. Since then, FPH has maintained solid operations, developed successful programs and delivered essential services. Through state contracts, philanthropic grants and community support, FPH has become a vital social service agency statewide. Today, FPH provides services to almost 6,000 children and families within the child welfare system, has more than 60 employees in three facilities and a budget of \$4 million.

Established in 2001, Project Visitation (PV) was created by the State of Hawaii's First Circuit Family Court and Department of Human Services (DHS) to provide monthly visits and special events for siblings separated by the foster care system. The purpose of the program is to maintain sibling relationships with opportunities to spend time, strengthen bonds and connect with one another.

In 2009, FPH gained responsibility of PV because it was aligned with the array of services and programs the agency was already administering. FPH works in collaboration with DHS and the Family Court for sibling referrals to the program, and to communicate relevant information about the siblings, parents and foster families. PV is considered a model program and is recognized by the National Resource Center for Permanency and Family Connection, a service of the Federal Children's Bureau.

2. Goals and Objectives

Currently, 128 siblings receive visitations on Oahu and 46 siblings on the Big Island. Through referrals, outreach and community support, FPH would like to increase the number of siblings participating in PV on Oahu and Hawaii Island.

The goals of this request are:

- Expanding PV services on Hawaii Island and Oahu.
- Employing the staff necessary to support program growth on Hawaii Island and Oahu.

Objectives to be met toward program goals:

- Add PV staff on Oahu and Hawaii Island to manage the growing program.
- Increase PV participation to 90 siblings on Hawaii Island and 160 on Oahu.
- Recruit, train and support 30 new volunteers on Hawaii Island and 20 on Oahu. Volunteers make a one-year commitment to facilitate monthly visits for sibling groups.
- Secure community groups and businesses to sponsor events for Big Island siblings.
- Plan and implement events for siblings to attend on each island.

3. Public Service and Need Served

The purpose and need PV serves is creating a sense of stability, hope and connectedness for separated siblings in the foster care system. Children in the foster care system have experienced neglect, threatened harm, physical abuse, sexual abuse, medical neglect or psychological abuse. When children are removed from fractured families and sent to foster care, siblings are often separated and lose touch with one another. As a result, children suffer not only the loss of their parents, but also the loss of their brothers and sisters. Losing touch may be the toughest part of being in foster care.

According to a national study, between 65-85% of children entering the foster care system has at least one sibling, and 30% have four or more. Such loss creates additional emotional trauma for foster children and often cause them to run away from foster homes in an attempt to find their siblings. Foster youth describe this experience as “an extra punishment, a separate loss, and another pain that is not needed” (YLAT, 2002).

Sibling relationships are emotionally powerful and critically important because they can give the support not consistently provided by their parents. As children, siblings form a child’s first peer group and they spend more time with each other than with anyone else. Sibling relationships in unstable families take on more importance because they can provide support that was not consistently provided by their parents. Some studies have found that the ties between siblings become closer as a result of helping each other through adversity (Kunz, 2001). As a result, it is especially important to support these relationships that offer support to children removed from their family of origin.

For children entering care, being with their brothers and sisters promotes a sense of safety and well-being, and being separated from them can trigger grief and anxiety (Folman, 1998; Herrick & Piccus, 2005, 2009). According to author Erica Goode (The Secret World of Siblings, 1994), “sibling relationships ... (may) outlast marriages, survive the death of parents, resurface after quarrels that would sink any friendship. They flourish in a thousand incarnations of closeness and distance, warmth, loyalty and distrust.”

Sibling visits are also important because they minimize loss and separation; support healthy, life-long family relationships; build self-esteem, trust and identity; and create

special childhood memories. Whether it’s hanging out at family gatherings or fighting over toys, most siblings take for granted the time they spend together. Growing up, these experiences may not always be memorable but they help to strengthen the family bond over the years. Brothers and sisters separated in foster care may not see each other for days, months or even years.

In 2013, Hawaii’s DHS reported there were 1,067 children in foster care in Hawaii; approximately 70% of these children are under age 11 (Hawaii DHS Databook, 2014). According to the November 2013 Hawaii DHS point-in-time count, approximately 60% of the children reside on Oahu and 24% on Hawaii Island, the two largest populations of foster children in the state.

PV provides visits, events and case management services to separated siblings in order to maintain their relationships. For the majority of the siblings involved with PV, the children did not see each other outside of these visits. The visitations are facilitated by trained volunteers. By having one more adult checking in on them, volunteers offer the children additional safety and stability, and an opportunity for connectedness and relationship building.

It is important for separated siblings to know their brothers and sisters. Providing visits and meeting at camp create bonds and lifetime memories. These activities play a significant role in allowing siblings to experience “living with” their siblings, and provide opportunities to develop self-confidence and -esteem.

4. Target Population

PV targets siblings from age one- to 18-years-old who have a history of involvement in the foster care system and have been separated by different out-of-home placements.

5. Geographic Coverage

Representing areas with the largest population of foster children, PV will work with DHS staff, resource caregivers, volunteers and sibling groups on Oahu and Hawaii Island.

II. Service Summary and Outcomes

1. Scope of work, Tasks and Responsibilities

Oahu and Hawaii Island Expansion

Scope	Task	Responsibility	Timeline
Add PV staff on Oahu and Hawaii Island to manage the growing program.	<ul style="list-style-type: none"> • Increase current Program Coordinator hours to full time employment. • Recruit and train part-time Case Assistants. 	<ul style="list-style-type: none"> • Vice President • Program Coordinator 	<ul style="list-style-type: none"> • First contract month.

Scope	Task	Responsibility	Timeline
<p>Increase PV participation to 90 siblings on Hawaii Island and 160 on Oahu.</p>	<ul style="list-style-type: none"> • Develop referral system for visitation in West Hawaii • Attend monthly DHS informational meetings, including East Hawaii Friends of Foster Family and Children’s Justice Alliance task force. • Attend events and conferences to network with referral audience. • Informational meetings with CASA and GAL (guardians ad litem) and resource caregivers to initiate visits for separated siblings. 	<ul style="list-style-type: none"> • Program Coordinator • Case Assistant 	<ul style="list-style-type: none"> • Monthly contact with DHS. • Presentations to DHS new hires twice a year. • Attend events twice a year.
<p>Recruit, train and support 30 new volunteers on Hawaii Island and 20 on Oahu, with a one-year commitment to facilitate monthly visits for sibling groups.</p>	<ul style="list-style-type: none"> • Advertise via social media, website, and posting flyers at local businesses. • Community presentations and events. • Screen and train volunteers. 	<ul style="list-style-type: none"> • Program Coordinator • Volunteer Coordinator • Case Assistant 	<ul style="list-style-type: none"> • Ongoing advertising. • Presentations once per quarter. • Two volunteer training events, spring and fall.
<p>Secure community groups and businesses to sponsor events for Big Island siblings.</p>	<ul style="list-style-type: none"> • Notify current and reconnect with past partners and sponsors. • Identify new businesses and community groups to approach. 	<ul style="list-style-type: none"> • President • Vice President • Board members • Program Coordinator 	<ul style="list-style-type: none"> • First contract quarter.
<p>Plan and implement events for siblings to attend on each island.</p>	<ul style="list-style-type: none"> • Secure sponsors for each event. • Increase sibling interaction at event. • Organize shared carpooling. 	<ul style="list-style-type: none"> • Program Coordinator • Case Assistant 	<ul style="list-style-type: none"> • Once a quarter on Oahu. • One event on Hawaii Island.

2. Timeline

Included in Scope of Work, Tasks and Responsibility chart above.

3. Quality Assurance and Evaluation Plans

FPH is committed to excellence in the provision of service to families and children in our programs. We will fulfill our purpose by providing the highest quality of services to the clients we serve. Our Continuous Quality Improvement plan (CQI), developed to meet the standards of the Council on Accreditation (COA) holds us accountable as we continuously learn from experience, each other, and from our community. We maintain consistent quality through record keeping, feedback collection, and clinical training. We take pride in this culture; we have leadership that models this commitment; and programs have been developed that reflect these values. In addition, program participants will be informed of their client rights and our grievance procedure.

Our Leadership Team, including program and administrative staff, provides leadership and ensures allocation of resources for continuous quality improvement across the organization. Formal CQI processes, such as consumer satisfaction surveys, program reviews by the Leadership Team and Board, and monthly CQI Committee meetings are embedded in our work and have the resources necessary to accomplish their functions.

The quality assurance components will be implemented to improve program services provided to the foster youth. This will be accomplished by conducting youth satisfaction surveys through events and visits, analyzing results and making modifications as needed. The data will also include demographic characteristics and will be used to increase program outcomes. The ongoing monitoring of this program will primarily be the responsibility of the PV Program Coordinator and the Director of Programs, with input from the children and youth served. The financial and human resource aspects will be monitored by the Accounting and HR Manager. All contractual reports are reviewed and signed off by the President and CEO.

Annually, 90% of the youth surveyed rate services provided by PV as outstanding or good. While PV tries to provide monthly visits, scheduling visitations can be challenging because of the children's busy schedules, especially with various sports and extra-curricular activities. Additionally working with the different families of the siblings can create a host of difficulties in bringing siblings groups together on a monthly basis.

4. Measures of Effectiveness

Evaluations are done on a monthly and quarterly basis, and compiled in FHP's annual report to funders. Because this program relies on the input of the children and youth served, PV will seek their input in further developing and monitoring specific outcomes. Tools to monitor progress include: development of tracking system to monitor outcomes and rates of completion, timeliness, and goals attainment; client satisfaction surveys (annual and after camp); and youth feedback and comments. The data collected below will allow us to evaluate whether the programs have achieved their

intended objectives and outcomes. The tools used to collect the data will be developmentally appropriate and culturally sensitive.

Outcomes will be measured by post-activity evaluations.

Quantitative measures include:

- The number of siblings and families served.
- The number of visits offered.
- The number of monthly visits facilitated.
- The number of trained volunteers able to facilitating visits.
- The number of events and activities sponsored each year.
- The amount of in-kind support and donations collected.

Qualitative measures include:

- Visitation reports summarizing each family visit.
- Semi-annual volunteer surveys.
- Feedback, including testimonial letters, from siblings and families.

III. Financial

Budget

1. Detailed cost of the request

Please see application budget forms attached.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$42,829.50	\$42,829.50	\$42,829.50	\$42,829.50	\$171,318

3. Other sources of funding sought for fiscal year 2016

- Visitor Industry Charity Walk/Hawaii Hotel Association
- Atherton Family Foundation
- Victoria & Bradley Geist Foundation
- Teresa Hughes Trust
- Central Pacific Bank
- Friends of Hawaii Charity
- City and County Grant in Aid
- McInerny Foundation
- Bank of Hawaii Foundation
- First Hawaiian Foundation
- Hawaii Community Foundation

4. All state and federal tax credits granted within the prior three years; all state and federal tax credits for any capital project.

Not applicable.

5. All government contracts and grants it has been and will be receiving for program funding.

See related form attached.

6. Balance of unrestricted current assets as of December 31, 2014.

\$303,900

IV. Experience and Capability

A. Necessary Skills and Experience

Family Programs Hawaii staff brings together more than 40 years of experience in the area of child welfare. Through five state contracts and numerous smaller services, FPH has developed an array of programs focusing on the needs of abused and neglected children, their birth families and out of home caregivers. Our staff is passionate about improving the outcomes of children involved in the child welfare system.

In developing and implementing these successful programs, FPH staff have become experts in the areas of child abuse and neglect, child trauma, the support of resource caregivers and evidence based best practice. Through these programs, FPH demonstrates skills including assessment, case management, group work, training, advocacy, community building and evaluation. Most importantly, with a wide array of programs serving foster children and families under our umbrella, we are able to link our children, youth and families to support programs and services when they are needed quickly and efficiently.

The PV Coordinators have established good relationships with sponsors, donors, families and volunteers. A recent survey of PV siblings on Oahu revealed that:

- 91% said they looked up to their visitation volunteer.
- 92% of the siblings felt that their sibling relationships are stronger as a result of being involved with PV.
- 58% of the siblings strongly agree that PV provides the only chance to see their siblings.

FPH's Vice President has almost 30 years of experience providing services or supervising programs involving youth in care, and is very knowledgeable about DHS programs, services, rules and procedures. Job descriptions for the Vice President, Program Coordinator and Case Assistant are available in the attachments.

FPH is accredited by the Council on Accreditation, which objectively reviews and analyzes all aspects of child welfare agencies including administration and service

delivery. FPH is licensed by the State of Hawaii as a Child Placing Organization (CPO) and Child Care Institution (CCI.) Both licenses are current until 2018.

FPH has shown its interest and ability to ensure that youth have an active voice in the work we do. We have continuously employed individuals who were former foster youth and have used their valuable counsel to improve services. For the past three years, FPH has coordinated the "Ohana is Forever" conference, relying exclusively on youth to develop and present the youth curriculum.

B. Facilities

The program staff providing services for PV on Hawaii Island will be based out of the Family Programs Hawaii office located at 120 Pauahi Street, Suite 306 in Hilo, Hawaii. For the health and safety of staff and service recipients, the facility provides comfortable, well appointed, ventilated and lit, private, public and group spaces; parking; and security. Safety and emergency preparedness plans and equipment are in place for the well-being of staff and service recipients. Private and semi-private ergonomic and ADA compliant work spaces, meeting rooms, restrooms and file storage areas are provided. A secure network provides data management and back up; and confidentiality of staff and client records. Technology and supplies are provided for faxing, posting, copying, printing, telecommunications and internet connectivity. All staff members are assured convenient access to equipment and services. The facility provides ingress and egress to all work stations, meeting rooms, restrooms and equipment/file areas for easy access. FPH is able to accommodate disabled clients and staff. Services are also provided at offsite venues and in the homes of service recipients in order to ensure high quality service standards.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

FPH is well qualified to supervise, train and provide administrative direction to programs serving children and youth in the foster care system. Under Casey Family Programs and as Family Programs Hawai'i, our agency has been providing services to families, youth and young adults for 30 years.

Proposed Staffing

Oahu

<u>Staff Member</u>	<u>Responsibility</u>
Program Coordinator (1.0 FTE)	Oversees the program and spends 100% of the time developing, evaluating and expanding PV. Additional responsibilities include supervision of Case Assistant and training of volunteers. (See job description attached.)
Case Assistant (0.5 FTE) <i>New</i>	Assists in the recruiting, training and retention of volunteers and assist the Program Coordinator. (See job description attached.)
Volunteer Coordinator (0.25 FTE)	Recruit, support, and deliver or coordinate training for volunteers on Oahu and Hawaii Island. (See job description attached.)

Hawaii Island

<u>Staff Member</u>	<u>Responsibility</u>
Program Coordinator (1.0 FTE) <i>Currently 0.5 FTE</i>	Oversees the program and spends 100% of the time developing, evaluating and expanding PV. Additional responsibilities include supervision of Case Assistant and training of volunteers. (See job description attached.)
Case Assistant (0.5 FTE) <i>New</i>	Assists in the recruiting, training and retention of volunteers and assist the Program Coordinator. (See job description attached.)

Staff Qualifications

We currently have a part-time program coordinator in on the Big Island with more than 15 years of experience working with children and families in the child welfare system, and who was a foster child and is an adoptive parent. By expanding her position to full-time, it will allow us an opportunity to expand services to the island.

Our Accounting and HR manager assures that new staff members fulfill all criminal history and protective services Registry Checks prior to serving clients; each staff has a written training plan at Orientation, through program procedures and an individualized Performance and Development Plan; and staff members are supervised according to the CQI training plan.

Program staff members are provided training in domestic violence, child abuse and neglect, and substance abuse; each is willing to work with children through young adults and volunteers. FPH has an agency procedure manual and have developed specific procedures for this program. FPH has a Limited English Proficiency program and will follow guidelines established by the Department to fulfill these requirements for this program. FPH has client confidentiality policies and procedures that meet State and COA requirements. Quality Assurance is covered above.

Supervision and Training

The current Vice President of Clinical Services and Programs oversees the PV program. With almost 30 years of experience working with youth in care and supporting resource caregivers statewide, the VP is very knowledgeable about DHS programs, services, rules and procedures.

All program staff will be assigned to a supervisor based on the type of position or program assignment. Each supervisor and program staff will be qualified for the position based on minimum education requirements, specialty and experience.

Staff to be hired will have appropriate training and experience with this population and will receive additional training. All new hires have employee orientation and training, as well as a variety of program specific trainings to be fully prepared for the service provided. All staff is required to participate in "Knowing Who You Are," a curriculum designed to prepare them to support the healthy development of our client's racial and ethnic identity. Ongoing training to expand staff knowledge and ability is emphasized and supported for all employees.

The PV Program Coordinator will receive a minimum of two hours of supervision each month. Additional hours of supervision can vary and is related to:

- New employee employment
- Issues and needs of the clients who are receiving services
- The skill level of the Coordinator
- Frequency and intensity of the services provided to the program participants
- Contractual requirements

B. Organization Chart Attached.

C. Compensation	
President & CEO	\$97,000
Vice President of Clinical & Programs	\$84,000
Director of Programs	\$65,000

VI. Other

A. Litigation

Family Programs Hawaii has no pending litigation to which it is a party, including the disclosure of any outstanding judgment.

B. Licensure or Accreditation

FPH is licensed by the State of Hawai'i Department of Human Services as a Child Placing Organization and a Child Care Institution. The agency is accredited by Council on Accreditation (COA.)

C. Federal and County Grants

Not applicable.

D. Private Educational Institutions

Not applicable.

E. Future Sustainability Plan

FPH has been successful in receiving grant funding from a variety of community foundation since moving to Family Programs Hawaii in 2009. We are applying for the Grant In Aid in order to secure funds to expand PV on Oahu and Hawaii Island while strengthening the program and identifying future donors and funders to sustain the program.

A concerted effort has been made to increase individual donations through the annual campaign and through an annual fundraiser in support of PV. Over the years PV has also developed a network of business to support its events and camps throughout the year. Businesses have been very generous in providing assistance to PV activities and events. More community exposure and visibility and a new branding campaign will highlight the needs and accomplishments of PV and garner support. FPH and PV volunteers are actively building on this base of support.

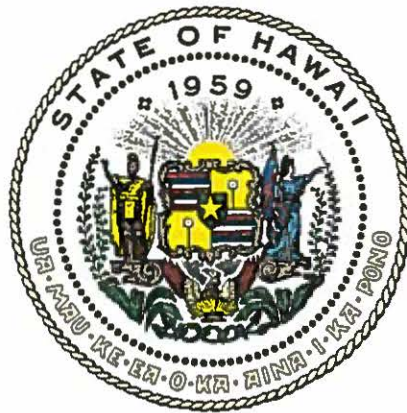
After the Grant-in-Aid is expended, PV will continue to seek foundation grant funding and contributions from individuals.

We will work closely with the Department of Human Services to explore ways to fund the program. They have offered some resources such as use of their vehicles, but do not have the financial resources at this time.

During the fiscal year 2015-16 the FPH Development Team will have the opportunity to go back to previous foundations, that will usually only fund a program for three continuous years, to renew future funding. New funding sources, which have been identified and targeted, include Office of Hawaiian Affairs, Alexander and Baldwin Foundation, Bank of Hawaii and the HMSA Foundation. PV on Hawaii Island is just starting to reach out to community businesses and funders to garner support for their new and growing program. Additional staffing will allow them to make community outreach and development activities a part of their regular activities.

FPH board members will begin to identify funding sources and donors in West Hawaii that they will be soliciting to sustain PV on Hawaii Island. These board members have committed to leveraging their relationships and contacts in order to bring additional funding to PV. Several new foundations are also being researched for future funding.

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



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

FAMILY PROGRAMS HAWAI'I

was incorporated under the laws of Hawaii on 03/23/1990 ; 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 29, 2015

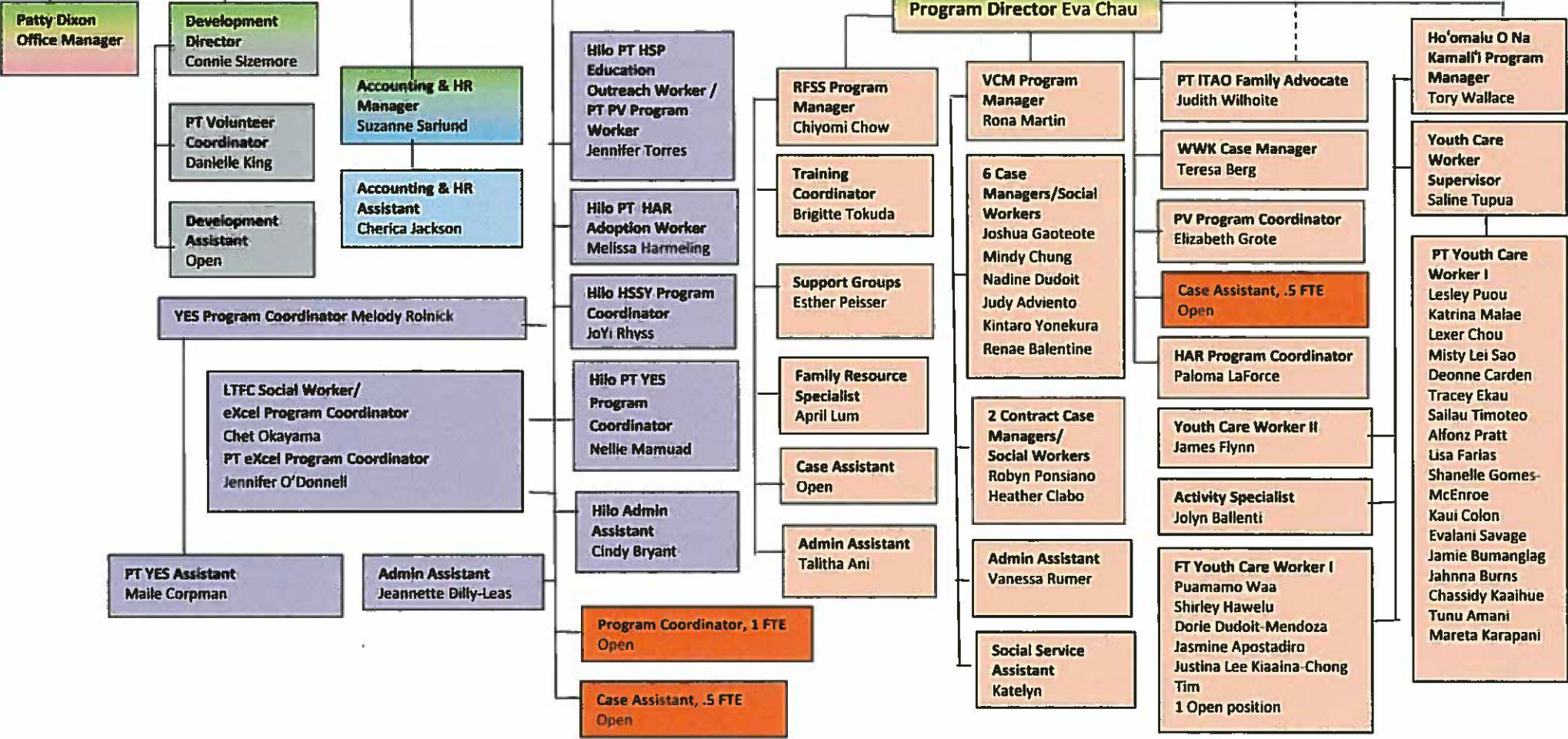
Interim Director of Commerce and Consumer Affairs

Board of Directors
 Mike Curtis, Selby Jacobs, Mike Wood, Mei Nakamoto, Daniel Kim, Mona Choy-Beddown, Brian Benz,
 Greg Schlais, Richard Emery, Jeff Case, Carol Ono, James Harrow, Melinda Mullis, Gregg Dunn

President & CEO Paulette Bethel

VP, Program & Clinical Services Keith Kuboyama

Legislative matters





Position Description

Job Title: Vice President, Program and Clinical Services

Status: Full Time, Exempt

Grade: 22

Reports to: President/CEO

Program: Family Programs Hawai'i

Location: Honolulu

Purpose: To provide leadership in the development and management of FPH programs, both clinically and administratively, in order to achieve the overall objective of providing quality care and services to children and families.

- Essential Functions**
- Serves as President/CEO in the President/CEO absence.
 - Provides leadership, consultation and supervision to the Program Managers and Social Workers, Case Managers, and other program related staff as determined by President/CEO.
 - Decision-making responsibilities for implementing case management strategies.
 - Ensures quality services are provided through special projects and programs.
 - Provides multi-dimensional leadership to social work staff to promote quality service to youth and families.
 - Collaborates with President/CEO to develop, maintain and achieve professional and clinical standards to meet licensing, accreditation and internal standards.
 - Establishes clinical and administrative work requirements.
 - Makes recommendations for staff hiring, termination, promotion, and discipline and provides for the training, professional development and performance review of assigned staff.
 - Provides consultation and back up services for youth and families during crisis situations or while Program Managers or Social Workers are on leave; creates and maintains a supportive team environment.
 - Participates in networking with other agencies to develop resources; keeps apprised of current clinical practices and develops proposals, standards and methods to improve the quality of services to youth and families.
 - Represents FPH in the community and serves on relevant committees, as needed.
 - Provides clinical services as needed.
 - Provides leadership for Council on Accreditation and Child Placement Organization license.
 - Provides leadership for Continuing Quality Improvement.
 - Manages the FPH's annual goals and objectives regarding recruitment activities, transition activates, or other programs as assigned.
 - Collaborates with the President/CEO to develop and monitor assigned aspects of the annual budget, including responsibility for approving limited expenditure requests.



Position Description

Job Title:	Program Coordinator - Project Visitation
Status:	Full time, Exempt
Grade:	15
Reports to:	Clinical Director
Program:	Project Visitation
Location:	Honolulu
Purpose:	This position is responsible for the over all development and coordination of the program as well as the clinical work with the children, families and volunteers.

Essential Functions

- Supervises Project Visitation staff.
- Develops and coordinates community groups and companies for support for events, with assistance from Volunteer Coordinator
- Assists Development Director with fund development, community outreach and public relations.
- Provides outreach to Department of Human Services (DHS) Child Welfare Services (CWS) workers for referrals.
- Case coordination with DHS workers and resource families.
- Interfaces with Advisory Committee
- Works with foster families to ensure buy in for program
- Coordinates training, recognition support and evaluation for volunteers, working with Volunteer Coordinator
- Data Collection and reporting
- Performs other duties as assigned.

Minimum Qualifications:

- Master in Social Work or related degree related field
- 1 year of related work experience.
- Able to travel from Honolulu to Neighbor Islands as needed.
- Successful background check(s) and medical clearances as required by state regulations for those who work with children.
- Community development skills and experience.
- Able to manage a high level of responsibility; strong initiative; organizational skills; and a proactive and detail oriented work style
- Competency with computers and standard office and facility equipment.
- Knowledgeable of MS Office (Word, Excel, Outlook, PowerPoint) and the Internet.
- A valid driver's license, clean driving abstract and access to an insured, reliable vehicle.

Other Qualifications:

- Supervisory experience
- Emotionally mature, objective, and sensitive to people and their problems.

- Must be able to handle responsibility, work independently, and maintain good working relationships with clients and coworkers
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Possess a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles
- Able to use standard office equipment including computer, fax machine, copier, electric typewriter.
- Possess the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.

Physical Requirements and Working Conditions:

- The job duties require an employee to be absent of any physical limitation which would impair effective performance in the residential environment
 - The job duties require an employee to handle the physical demands of the work including lifting/moving of objects and files, sitting for a long period of time, working on computer for a long period of time, bending, stooping, driving, occasional flying to the neighboring islands, lifting and running after children; considerable walking and time spent standing; and aggressive behavior management techniques, etc.
 - Able to use a computer and other standard office and facility equipment for long periods.
 - Able to attend meetings at various sites.
 - Able to drive for a long period.
- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
 - This job description may be subject to change due to reasonable accommodation or other reasons and management may, at its discretion, assign or reassign duties and responsibilities at any time.

We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.



Position Description

Job Title:	Case Assistant
Status:	Full Time, Non Exempt
Grade:	2
Reports to:	PV Program Coordinator
Program:	Project Visitation
Location:	Honolulu
Purpose:	Provides support and collaboration to the Program Coordinator to expedite services.

- Essential Functions**
- Provides transportation to children in foster care to and from a variety of activities, and functions.
 - Assists in providing events for children in foster care.
 - Provides outreach to Department of Human Services (DHS) Child Welfare Services (CWS) workers for referrals.
 - Maintains electronic case records in Access database and hard copies in filing system.
 - Develop, coordinate and manage community outreach efforts for fundraisers with local businesses, organizations, and community volunteer groups.
 - Collects outcome data such as volunteer feedback and youth satisfaction surveys.
 - Interacts with families, youth, staff and community members in a professional manner. Represent FPH in a positive way. Maintains confidentiality.
 - Provides supportive services for families as part of case planning.
 - Provides support to office and administrative operations.
 - Assists in planning and implementing program and agency events. Coordinates training, recognition support and evaluation for volunteers, working with Volunteer Coordinator
 - Data Collection and reporting
 - Performs other duties as assigned.
- Minimum Qualifications:**
- High school diploma or equivalency.
 - Experience working with children and families.
 - Knowledge of ages and stages of childhood development
 - Computer proficiency including knowledge of MS Office (Word, Excel, Outlook) and Internet.
 - A valid driver's license, clean driving abstract and access to an insured, reliable vehicle.
 - Successful background checks(s) and medical clearances as required by state regulations for those who work with children.
- Preferred**
- An interest in child welfare.



Position Description

Job Title: Volunteer Coordinator

Status: Full Time, Exempt

Grade: 12

Reports to: Development Director

Program: Development

Location: Honolulu

Purpose: To serve as the team leader who is responsible for managing community outreach efforts and overall volunteers serving FPH; and to work cohesively with those leading fund development efforts to ensure the overall coordination of all community and special events, as well as donor outreach.

Essential Functions Community Outreach

- Coordinate volunteers for fundraisers and special events.
- Develop, coordinate and manage community outreach efforts for fundraisers with local businesses, organizations, and community volunteer groups.
- Maintain positive communication with FPH members and donors, public officials, related organizations, and the general public to promote FPH goals, programs and activities.
- Coordinate with Development efforts to ensure cohesive overall outreach and development.
- Assist with special event planning and fundraising.
- Regularly attend events and maintain memberships in organizations to foster positive relations between the community and FPH.
- Assist with developing copy for newsletters, media releases, social media and other promotional collateral.
- Assist with providing information for grant submissions

Volunteer Management

- Conduct outreach activities to recruit volunteers and supporters.
- Consult with administrators and staff to determine organizational needs for various volunteer services and plan for volunteer service.
- Interview, screen and refer applicants to appropriate programs.
- Develop recruitment and selection procedure.
- Orient and train volunteers prior to assignment in specific programs.
- Arrange for on-the-job and other required training; supervise and evaluate volunteers.
- Serve as liaison between administration, staff and volunteers.
- Establish positive working relationships with staff members and volunteers; reconcile personnel problems.

- Prepare and maintain procedural and training manuals.
- Develop and provide written protocols to all volunteers.
- Monitor and evaluate the efficiency and effectiveness of volunteer services.
- Schedule and coordinate volunteer recognition and appreciation events.
- Manage and participate in the goals, objectives and policies effecting volunteers.
- Maintain database of volunteer workers and hours of work; prepare and present reports to management staff; recommend necessary changes or adjustments to the volunteer program.
- Plan, assign and direct the work of volunteers.
- Manage details and multiple projects simultaneously.
- Prepare clear and concise reports.
- Plan and coordinate training programs for various levels of volunteerism.
- Exercise extreme care and caution in handling confidential information.
- Perform other duties as assigned.

**Minimum
Qualifications:**

- Bachelor's degree in social services, marketing, business or other related field.
- One year experience related to the job.
- Knowledge of principles, techniques, tools and media used in promoting good public relations.
- Knowledge of principles and practices and legal aspects of volunteer management.
- Computer proficiency including program related software to prepare ENewsletter, brochure, website verbiage and other modes of communication for volunteers.
- Knowledge of MS Office (Word, Excel, Access, PowerPoint, Publisher, Outlook) and use of Internet.
- Able to network, develop and maintain relationships with all constituent groups.
- A valid driver's license, clean driving abstract and access to an insured, reliable vehicle.
- Successful background checks(s) and medical clearances as required by state regulations for those who work with children.

**Preferred
Qualifications:**

- An interest in child welfare.
- Non-Profit experience.
- Able to safeguard agency assets, which may include cash and cash equivalents, such as credit accounts.
- Should be emotionally mature, objective, and supportive of people and their problems.
- Able to manage responsibility, work independently and as a member of a team, and maintain good working relationships with clients and coworkers.
- Proactive team player. Possess strong initiative, self-direction and the ability to deal with growth and change.
- Possess a highly developed service orientation and sensitivity toward people of diverse cultures, socio-economic backgrounds and lifestyles.
- Able to use standard office equipment including computer, fax machine, copier.
- Possess the ability to manage a high level of responsibility, attention to detail, organizational skills and a proactive work style.

**Physical
Requirements and
Working
Conditions:**

- The job duties require the employee to be absent of any physical limitation which would impair effective performance.
 - The job duties require the employee to handle the physical demands of the work including lifting/moving files and materials, sitting, standing or driving for a long period of time, travel as necessary, working on computer for a long period of time, bending, stooping, lifting, etc.
 - The work is often sedentary.
- The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job.
 - Management may, at its discretion, assign or reassign the duties and responsibilities of the employee at any time. This position description may be subject to change for reasonable accommodation or other reasons

We are an Equal Opportunity Employer working toward a culturally diverse and competent workplace.

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Family Programs Hawaii

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Voluntary Case Management (VCM): Voluntary case management services to children and families in Leeward Oahu who are reported to DHS and a determination has been made at intake or during on-going assessment by DHS that the child has not been substantially harmed, but he/she is at risk of abuse or neglect by his/her parents or caretakers.	7/1/2014-6/30/2015	Department of Human Services, sub-contracted through Catholic Charities Hawaii	State of Hawaii	\$ 797,000
2.	Hoomalu O Na Kamalii: A receiving home in Maili, Oahu for children removed from their homes for reported abuse or neglect. Wrap around services are provided in the home to ensure safety and protection of the children while permanent placement is found.	7/1/2014-6/30/2015	Department of Human Services	State of Hawaii	\$ 788,356
3.	Resource Family Support Services: Supports resource caregivers statewide by means of a Warm Line, the Parent-to-Parent Mentoring program, monthly support groups, quarterly trainings and the annual conference.	7/1/2014-6/30/2015	Department of Human Services, sub-contracted through Partner's in Development Foundation Hui Hoomalu.	State of Hawaii	\$ 553,751

4.	Peer Engagement and Knowledge (PEAK): FPH provides a research-based program designed to reduce teenage pregnancy, sexually transmitted diseases, truancy, substance abuse and other risky behaviors. PEAK teaches youth to make healthier choices in their lives	7/1/14-6/30/15	Office of Youth Services	State of Hawaii	\$ 70,500
5.	Hawai'i Foster Youth/Young Adult Advisory Council (YES) Transitioning Youth: Peer support, healthy socialization and outreach services to youth aged 14-26 involved in the child welfare system. The program is youth driven, designed to engage foster youth in peer mentoring, and meaningful and supportive events and activities.	7/1/2014-6/30/2015	Department of Human Services, sub-contracted through Effective Planning and Innovative Communication, Inc. (EPIC)	State of Hawaii	\$ 152,897
				TOTAL	\$ 2,362,504

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Family Programs Hawaii

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	119,724			
2. Payroll Taxes & Assessments	14,666			
3. Fringe Benefits	9,528			
TOTAL PERSONNEL COST	143,918			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	600			
2. Insurance	3,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	4,500			
5. Staff Training	1,000			
6. Supplies	1,000			
7. Telecommunication	3,600			
8. Utilities	500			
9. Postage	100			
10. Printing	100			
11. Repair & Maintenance	1,500			
12. Admin-Contract	500			
13. Mileage	3,000			
14. Gift Cards/Incentives	5,000			
15. Provisions	3,000			
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	27,400			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	171,318			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Suzanne Sarlund 540-2561		
(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		Signature of Authorized Official Date		
TOTAL BUDGET		Paulette Bethel, President & CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Family Programs Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator (Hilo)	1	\$42,144.00	100.00%	\$ 42,144.00
Case Assistant (Hilo)	1	\$36,000.00	50.00%	\$ 18,000.00
Case Assistant (Hono)	1	\$36,000.00	50.00%	\$ 18,000.00
Volunteer Coordinator	1	\$40,000.00	50.00%	\$ 20,000.00
VP Of Clinical & Programs	1	\$84,000.00	10.00%	\$ 8,400.00
Accounting & HR Assistant	1	\$34,000.00	10.00%	\$ 3,400.00
Office Manager	1	\$44,000.00	10.00%	\$ 4,400.00
Accounting & HR Manager	1	\$53,800.00	10.00%	\$ 5,380.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				119,724.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Family Programs Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Family Programs Hawaii

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	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

**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.

Family Programs Hawaii

(Typed Name of Individual or Organization)

(Signature)

(Date)

Paulette Bethel

(Typed Name)

President & CEO

(Title)