



# Hale Kipa

615 Pi'ikoi Street, Suite 203 T 808 589-1829  
Honolulu, Hawai'i 96814-3139 F 808 589-2610  
E [info@halekipa.org](mailto:info@halekipa.org)

### Executive Staff

**Punky Pletan-Cross**  
*Chief Executive Officer*

**Jaque Kelley-Uyeoka**  
*Deputy CEO*

**Dori Tyau**  
*Director of Human Resources*

### Board of Directors

**Luke W.T. Yeh**  
*Chair*

**Scott W.H. Seu**  
*Vice Chair*

**Zachary A. McNish**  
*2<sup>nd</sup> Vice Chair*

**Greg J. Sitar**  
*Treasurer*

**Susan Y.M. Utsugi**  
*Secretary*

**Heidi Gregor**  
*Past Chair*

**Brian Isobe**  
*Past Chair*

**Chris Deuchar**

**Galen Haneda**

**Michael Magaoy**

**Karen Miller**

**Richard J. Sakoda**

**Zadoc W. Brown, Jr.**  
*Neighbor Island Board Liaison*

January 30, 2015

The Honorable Jill N. Tokuda, Chair  
Senate Committee on Ways and Means  
Hawaii State Legislature  
State Capitol, Room 208  
Honolulu, Hawaii 96813

Attn: GIA

Aloha Senator Tokuda:

As noted by the time and date affixed to this document by the Committee on Ways and Means, the State Senate hereby certifies that Hale Kipa, Inc. has officially submitted, and the Senate Committee on Ways and Means has officially received prior to its stated deadline of 4:30 p.m. on January 30, 2015, one (1) copy of Hale Kipa's Services Center & Residential Shelters Application for Grants and Subsidies (per Chapter 42f, *Hawaii Revised Statutes*) for due consideration by the 28<sup>th</sup> Legislature of the State of Hawaii for Fiscal Year 2015-2016.

Mahalo,



Punky Pletan-Cross  
President & CEO



Aloha United Way  
Kauai United Way



House District 39  
Senate District 20

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):  
DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS  
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): LRB903 - OFFICE OF COMMUNITY SERVICES

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hale Kipa, Inc.

Db/a: Hale Kipa, Inc.

Street Address: 615 Piikoi Street, Suite 203  
Honolulu, Hawaii 96814-3139

Mailing Address: 615 Piikoi Street, Suite 203  
Honolulu, Hawaii 96814-3139

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ERNEST PLETAN-CROSS

Title President & Chief Executive Officer

Phone # 808) 589-1829 x100

Fax # 808) 589-2610

E-mail punky@halekipa.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:

HALE KIPA SERVICES CENTER & RESIDENTIAL SHELTERS (EWA, OAHU) -  
PLANNING, DESIGN AND CONSTRUCTION.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 1,500,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$1,400,000

FEDERAL \$-----

COUNTY \$-----

PRIVATE/OTHER \$-----

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

ERNEST PLETAN-CROSS, PRESIDENT & CEO  
NAME & TITLE

JANUARY 29, 2015  
DATE SIGNED



RECEIVED  
1-30-15

✓

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

**This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:**

**1. A brief description of the applicant's background;**

Hale Kipa was founded in 1970 by a group of concerned O'ahu citizens and community groups to operate a single group shelter for runaway, throwaway, and homeless adolescents in need. Today, it is the leading private nonprofit agency in the State of Hawai'i serving at-risk youth and their families and / or guardians. Hale Kipa services annually approximately 2,500 youth throughout the islands with dozens of comprehensive youth service programs that span an entire continuum of need, from prevention / intervention and shelter services to foster care, transitional / residential homes and youth outreach. Please see **Attachment No. 1, "2014 Hale Kipa Program Roster."**

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

Hale Kipa, Inc. respectfully requests \$1,500,000 from the State of Hawai'i for FY 2015-2016 to complete the planning, design and construction of the Hale Kipa Services Center & Residential Shelters in 'Ewa, Hawai'i.

The original campus plan called for a services center, which would house programs and services and provide a consolidated headquarters for administrative staff; an education and training center; and three stand-alone shelter buildings, each capable of housing up to eight at-risk youth in semi-private dormitory facilities.

A preliminary redesign brainstorming session was held in April 2014 to describe the conceptual changes to the project.

The revised project concept preserves two of the three original shelters and envisions a smaller service center made up of educational and multi-use space for project and administrative needs. The previously planned school may be formally incorporated in future phases, but educational needs will be serviced in the interim through flexible, multi-use design.

These changes are expected to reduce the project area to approximately 12,500 square feet, though this size is only a working number for now. Table 1, below, summarizes the concept.

**Table 1 – Summary of changes to original project plan**

Building	Intended use	Revised project area (sf, est.)	Notes
1	Service center	7,070	Reconceived as "Education & Service Center" with flexible-use space for education and other program services
2	School	-	Reserved for future phases
3	Shelter 1	2,715	
4	Shelter 2	2,715	
5	Shelter 3	-	Reserved for future phases
	<b>Total</b>	<b>12,500</b>	

Specifically, the redesigned Education & Service center would contain the following designated workspaces:

**Table 2 - Notional space allocation within the redesigned Education & Service Center**

Intended use	Est. area
Admin offices	2,400 sf
Multi-use and educational space	1,170 sf
Counseling, meeting & community rooms	3,000 sf
Electrical / Mechanical rooms	500 sf
<b>Total</b>	<b>7,070 sf</b>

Other planning and value-engineering considerations for the revised project include:

- Revisiting the possibility of a two-story service center, if costs can be reasonably offset by a related decrease in site work;
- Repositioning the buildings on the site to minimize grading, drainage, etc.;
- Reducing previously estimated parking requirements from 98 stalls to approximately 40 stalls; and
- Exploring opportunities to introduce green space and outdoor recreation areas.

Hale Kipa is an integral part of the social safety net for youth in the State of Hawai'i. Because Hale Kipa does not charge its clients for services, the agency depends upon both government and private sources for its funding. Construction of the Complex will enable the agency to more effectively and efficiently meet the many diverse needs of at-risk youth in one on-site location, by consolidating the agency's operations in close proximity to a rapidly growing service area in west O'ahu, and allowing the administration to more immediately and efficiently sustain key program services and obligations.

By housing residents on a large and self-contained campus, rather than scattering them piecemeal throughout the community, Hale Kipa will alleviate the prospect of continued friction with its shelters' immediate neighbors. Shelter residents will in many instances also be closer to home, and its convenient location in 'Ewa will enable families to more readily visit shelter facilities, an intangible but valuable aid in the reconciliation process.

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

Hale Kipa has already made a profound difference in over 43,500 lives since its 1970 founding, and annually services about 2,500 at-risk youth whose lives have reached the point of dysfunction. The agency's clientele includes runaway and throwaway children, status offenders, pregnant teens, youthful offenders under court supervision, and youth served by the Department of Health's Child and Adolescent Mental Health Division, among others. Further, it should be noted that while children of native Hawaiian descent account for approximately 22% of public school enrollment, they comprise over 40% of clientele enrolled in Hale Kipa's base programs with some programs having almost 70% of Hawaiian ancestry.

**5. Describe the geographic coverage.**

Because Hale Kipa's services provided to west O'ahu communities has grown proportionally with the region's rise in population, the Hale Kipa Services Center & Residential Shelters will be located on Old Fort Weaver Road in 'Ewa. However, the agency has and will continue to effectively provide services and shelter to at-risk youth on a statewide basis.

## **II. Service Summary and Outcomes**

**The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:**

**1. Describe the scope of work, tasks and responsibilities;**

The project will commence upon selection of a redesign architect and board approval of the design services proposal. The design process shall include consultation, participation and oversight by Hale Kipa management, board, and stakeholders.

Professional services should include the following design professions: architecture, civil, landscape architecture, and any other consultants deemed necessary for design (mechanical, electrical, structural, ADA, cost estimator, LEED, etc.). Design services tasks include:

**Phase 1: Develop redesign concept plan and schematics (September-October, 2014):**

Evaluate previous project plans and consultant work products, as applicable. Address all revised project requirements through iterative design and consultative review with Hale Kipa stakeholders. Develop preliminary architectural plan set (basic drawings only: site plan, elevation, etc.) and at least one concept rendering for use in capital formation and fundraising. Develop preliminary construction cost estimates and exploration of cost alternatives.

**Phase 2: Design development & coordination with planning consultants (November-December 2014):**

Develop detailed architectural and engineering drawings with specifications for the project. All drawings are drafted to-scale to further define the site plan including floor plans and exterior elevations. These drawings will be used to refine construction cost estimates, as needed. Provide support to planning consultants, including direct assistance in completing land use, entitlements and permitting applications, as required.

Note: Depending on project progress and other conditions, Hale Kipa may elect to adopt a design-assist approach at this point in the process. Under this scenario, the project contractor would be selected based upon a soft bid at the end of Phase 2, and then tasked with working together with the architect to bring the project in on budget.

**Phase 3: Preparation of construction drawing set (January-February 2014):**

Based on approval of the design development drawings by Hale Kipa, prepare detailed construction drawings and specifications setting forth, in detail, the requirements for the construction of the project.

**Phase 4: Bidding/permitting (January-June 2015):**

Assist with the distribution of the construction documents to the general contractors and provide information as required for the construction bidding process. Support all aspects of permit application process.

**Phase 5: Construction administration (July 2015-May 2016):**

Provide office administration and field observation of the construction process during the duration and close out of construction. Review shop drawings, submittals, preparation of change orders, responses to contractor requests for information, etc. Support building commissioning, testing and transition to occupancy.

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

- Facility redesign (schematic/conceptual design, pricing) – September-December 2014
- Construction document preparation – January-February 2014
- Entitlement & permitting – January-June 2015
- Solicit Contractor via RFP – March 2015
- Construction (Break ground) – July 2015
- Commissioning – March 2016
- Move-in – May 2016

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

The development process will be tracked on a weekly, monthly and quarterly basis, and also at the completion of each designated phase of the contract. The Project Manager will be responsible for the oversight of all development-related processes – which will include contract procurement, timelines, and cost and fiscal management – and will work with the architect and lender to ensure that the project will be completed in a timely manner and according to prior specifications. The CEO will oversee the Project Manager. Any material deviations from specifications and schedules will be reported to and approved by the CEO, who is accountable to the Board of Directors.

**4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

Hale Kipa anticipates breaking ground for the new facilities in July 2015.

Once completed, the Hale Kipa Services Center & Residential Shelters will reduce the agency's occupancy costs relative to its total budget, stabilize overall costs of agency services, and direct more contract funding to client-based programs rather than administrative operations. Further, Hale Kipa will more effectively and efficiently meet the many diverse needs of at-risk youth at one strategically-located site of operations, consolidate agency programs in close proximity to a rapidly growing service area in west O'ahu, and effectively sustain key services and obligations from a centralized administrative locale.

### III. Financial

#### Budget

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

Budget forms have been completed and are attached to this application.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.**

<b>Q1: July 1 – Sept. 30, 2015</b>	<b>Q2: Oct. 1 – Dec. 31, 2015</b>	<b>Q3: Jan. 1 – Mar 31, 2016</b>	<b>Q4: Apr. 1 – June 30, 2016</b>	<b>TOTAL: FY 2015-2016</b>
<b>\$250,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$250,000</b>	<b>\$1,500,000</b>

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.**

Hale Kipa's Capital Campaign Committee is currently revising its funding plan for this project. Funding requests will depend in large part upon the information provided in all ensuing requests for proposals (RFP) issued by private foundation. In addition, Hale Kipa's Capital Campaign Committee will reach out to individuals and businesses to support this project.

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

Not applicable. Hale Kipa is a 501c(3) not-for-profit organization, and as such, has not been granted any state and/or federal tax credits.

- 5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.**

Please see attached Government Contracts and/or Grants, page 15. This includes program and CIP contracts.

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.**

Not Applicable. Hale Kipa is a not-for-profit organization, and as such, its assets are restricted.



#### IV. Experience and Capability

##### A. Necessary Skills and Experience

**The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.**

For nearly 45 years Hale Kipa has successfully met the needs of at-risk youth, with a solid reputation and track record for achievement. Hale Kipa's administration also brings years of knowledge and experience to the project. Please see "Section V – Personnel: Proposed Staffing and Organization" for further details on the individuals who will bear the responsibility for bringing the project to fruition.

##### B. Facilities

**The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.**

The ADA-compliant Hale Kipa Services Center & Residential Shelters will be a multi-purpose facility, and will house conference rooms, training facilities, classrooms and file storage. Administrative and clerical staff currently spread across O'ahu in 12 different sites will be consolidated in the Services Center, as much as practical. The Services Center's conference rooms will be made available to the general public for community meetings. Each ADA-compliant residential shelter will house youth needing emergency shelter services referred by the State of Hawaii, Department of Human Services, Family Court or be youth who are runaways or homeless.

#### V. Personnel: Project Organization and Staffing

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

**The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.**

President and Chief Executive Officer is Ernest "Punky" M. Pletan-Cross, who founded a multi-service adolescent and family counseling agency, LUK, Inc., in Fitchburg, Massachusetts in 1970, where he served as chief executive officer until joining Hale Kipa in 1998. Mr. Pletan-Cross also held an adjunct faculty position at Fitchburg State College, where he taught classes in human

services, juvenile justice, and crisis intervention, among others. He is a nationally recognized expert in his field, and has conducted numerous workshops covering a wide range of management and clinical topics. During his tenure at Hale Kipa, Mr. Pletan-Cross has overseen an unprecedented period of growth for the agency, which includes an expansion of its foster care services, and implementation of several important new programs that target the needs of homeless and other at-risk youth.

Fiduciary oversight of all project activities is the purview of the Board of Directors and Chief Executive Officer.

Please see **Attachment No. 2**, "*Hale Kipa Board Committees – FY 2015*"

**B. Organization Chart**

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

Please see **Attachment No. 3**, "*Hale Kipa Organization Chart*."

**C. Compensation**

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

Ernest "Punky" Pletan-Cross, CEO – \$150,000  
Jaque Kelley-Uyeoka, Deputy CEO - \$90,000  
Dori Tyau, HR Director - \$76,000

**VI. Other**

**A. Litigation**

**The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.**

Hale Kipa has no pending litigation or outstanding judgments.

**B. Licensure or Accreditation**

**The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.**

Hale Kipa is fully accredited by the Council of Accreditation (COA), and its facilities are similarly licensed and accredited by the appropriate federal, state and professional agencies to ensure that its operations will continue to conform to high administrative, fiscal and program standards.

**C. Federal and County Grants**

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

- Intensive Monitoring Program Ka'i Like – Hawaii Island; County of Hawaii: \$5,000
- Intensive Monitoring Program Ka'i Like – Kauai; U.S – Office of Community Service: \$200,000
- Community Based Residential Services for Youth – Independent Living Program; U.S – Office of Community Service: \$124,100
- Community Based Truancy Prevention – Kauai; U.S – Office of Community Service: \$40,000
- Outreach Services for Homeless Youth; U.S- DHS-BESSD – Office of Community Service: \$100,000
- Grants In Aid – Street Outreach; City & County of Honolulu – Department of Community Services: \$50,000
- Transitional Living Program; U.S. - Department of Housing & Urban Development: \$130,715
- Transitional Living Program; U.S. - Homeless Programs Office: \$34,657

**D. Private Educational Institutions**

**The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.**

Not applicable.

**E. Future Sustainability Plan**

**The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:**

- (1) Received by the applicant for fiscal year 2015-16, but**
- (2) Not received by the applicant thereafter.**

In the event that Hale Kipa's application is denied by the State of Hawaii, the balance of funding for this project will be obtained through the further solicitation of donations from individuals, organization and private foundations.

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

**If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.**

Please see Attachment No. 4, "*State of Hawaii – Certificate of Good Standing*"

**ATTACHMENTS:**

- (1) 2014 Hale Kipa Program Roster
- (2) 2015 Hale Kipa Board Committees
- (3) Hale Kipa Organization Chart – Administrative Services & Programs
- (4) State of Hawaii, DCCA – Certificate of Vendor Compliance

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Hale Kipa, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other State Funds (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Property Purchase in Fee (Ewa)				1,071,402
10. Soft costs	300,000			1,787,507
11. Construction	1,200,000			4,267,483
12. Contingency				1,249,971
13. Furnishings, Fixtures & Equipment				526,890
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,500,000</b>			<b>8,903,253</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,500,000</b>			<b>8,903,253</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,500,000	Jerrod Schreck (808) 220-0202		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[Redacted] January 29, 2015		
(d) Total Private/Other State Funds	8,903,253	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>10,403,253</b>	Ernest Pletan-Cross Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Hale Kipa, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NOT APPLICABLE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Hale Kipa, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Hale Kipa, Inc.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES 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		\$ 70,000	\$ 150,000			
LAND ACQUISITION						
DESIGN		\$ 70,000	\$ 150,000			
CONSTRUCTION			\$ 1,200,000			
EQUIPMENT						
<b>TOTAL:</b>			<b>\$ 1,500,000</b>			

**JUSTIFICATION/COMMENTS:**

Hale Kipa is requesting an additional grant of \$1.5 million in 2015-2016 to support specific project needs -

Supplementary planning and design funds to complete project design and planning, and funds to support construction. Additional funds will be raised from private sources.



# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Hale Kipa, Inc.

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	CAMHD – Intensive In Home	07/01/14	DOH	State	1,300,000
2.	CAMHD – Therapeutic Family Homes	07/01/14	DOH	State	960,000
3.	Emergency Shelter Program	07/01/14	Department of Human Services	U.S. / State	477,968
4.	Independent Living Program	07/01/14	Department of Human Services	U.S. / State	788,667
5.	Independent Living Program – Imua Kakou	07/15/14	Department of Human Services	U.S. / State	490,000
6.	Community Based Residential Services for Youth – Emergency Shelter	07/01/14	Office of Youth Services	State	50,050
7.	Community Based Residential Services for Youth – Independent Living Program	07/01/14	Office of Youth Services	U.S.	124,100
8.	Community Based Outreach Advocacy – Oahu	07/01/14	Office of Youth Services	State	250,000
9.	Community Based Outreach Advocacy – Kauai	07/01/14	Office of Youth Services	State	65,000
10.	Aftercare Monitoring Services for Youth	07/01/14	Office of Youth Services	State	550,000
11.	Intensive Monitoring Program -Ka'i Like – Oahu	07/01/14	Office of Youth Services	State	610,000
12.	Intensive Monitoring Program Ka'i Like – Hawaii	07/01/14	Office of Youth Services	State	305,000

13.	Intensive Monitoring Program Ka'i Like – Hawaii	07/01/14	County of Hawaii	County of Hawaii	5,000
14.	Intensive Monitoring Program Ka'i Like - Kauai	07/01/14	Office of Youth Services	U.S.	200,000
15.	Community Based Truancy Prevention - Kauai	04/01/14	Office of Youth Services	U.S.	40,000
16.	Outreach Services for Homeless Youth	01/01/15	Department of Human Services – BESSD	U.S.	100,000
17.	Grants In Aid – Street Outreach	10/01/14	Department of Community Services	City & County of Honolulu	50,000
18.	Transitional Living Program	05/01/14	Hawaii Youth Services Network	U.S.	94,175
19.	Transitional Living Program	04/01/14	Department of Housing & Urban Development	U.S.	130,715
20.	Transitional Living Program	08/01/14	Homeless Programs Office	U.S.	34,657
21.	Basic Center Program - Emergency Shelter	09/30/12	Hawaii Youth Services Network	U.S.	45,446
22.	Teen Pregnancy Prevention	09/01/10	Hawaii Youth Services Network	U.S.	67,500
23.	Independent Living Program Training Apartments	07/01/13	The Judiciary	State	52,925
24.	Emergency Shelter	07/01/13	The Judiciary	State	64,000
				TOTAL	6,855,203

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants 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.

Hale Kipa, Inc.

(Typed Name of Individual or Organization)

(Signature)

January 29, 2015

(Date)

Ernest Pletan-Cross

(Typed Name)

President & Chief Executive Officer

(Title)

## 2014 Hale Kipa Program Roster

- **COMMUNITY BASED OUTREACH AND ADVOCACY PROGRAM (CBOA)**  
Outreach and case management for youth and families in efforts to keep youth safe and families intact; Services on O'ahu and Kaua'i.
- **EMERGENCY SHELTER PROGRAM**  
Emergency shelter services as well as assessment, support and counseling for youth between the ages 10 - 17, focusing on reunification or preparing youth for alternative placements. Includes two group home and Kamala Homes (emergency shelter foster homes).
- **HAWAII ADVOCATE PROGRAM (HAP)**  
Statewide services that focus on wraparound, intensive support, skill building and linkages for youth in and transitioning out of the Hawai'i Youth Correctional Facility.
- **HAWAII ADVOCATE PROGRAM – SCHOOL BASED**  
School-based supportive services to assist youth positively engage in school communities at Campbell, Farrington, Kapolei and Leilehua High Schools.
- **HO'OKALA – ATTENDANT CARE PROGRAM**  
24 – hour intake and assessment service for status offenders and minor non-violent law violators that are arrested by the Honolulu Police Department. Services on O'ahu and Kaua'i.
- **IMUA KAKOU PROGRAM**  
Extension of Independent Living Program that allows for voluntary extension of foster care for youth transitioning into adulthood; the program allows for financial support, skill building, case management, educational and vocational support and linkages to community resources.
- **INDEPENDENT LIVING PROGRAM (ILP)**  
Continuum of outreach and residential programs supporting foster care youth to develop self-sufficiency skills and successfully transition into adulthood. Hale Kipa also has the Step-Up Program which assists former foster youth in accessing Section 8 housing and support services.
- **INDEPENDENT LIVING PROGRAM TRAINING APARTMENT AND HALOA HOUSE**  
2 residential programs and skill building services to young adults formerly in foster care or incarceration to help them obtain education, employment and safe living arrangements.
- **INTENSIVE IN-HOME PROGRAM (IIH)**  
Provides clinical therapy and related services to youth who are in the Child and Adolescent Mental Health System and their families. Provided on O'ahu, Kaua'i, and Hawai'i.
- **KA'I LIKE PROGRAM**  
Intensive monitoring, mentoring and support services for youth involved in the juvenile justice systems on the islands of O'ahu, Kaua'i and Hawai'i.

- **PREGNANCY PREVENTION**  
Pregnancy prevention curricula and classes presented to youth at schools and community agencies.
- **SCHOOL SUCCESS PROGRAM**  
Kauai-based program focused on supporting youth at high risk for school suspension to help them reengage in school and find success.
- **TRANSITIONAL FOSTER HOMES (TFH)**  
Licensed, skilled, nurturing, therapeutically trained foster families for youth who need temporary out-of-home placement and treatment in family home environments. Program on islands of O'ahu and Hawai'i.
- **TRANSITIONAL LIVING PROGRAM (TLP)**  
3 residential programs and skill building services to homeless young adults to help them obtain education, employment and transition out of homelessness into safe living arrangements.
- **YOUTH OUTREACH (YO!)**  
Collaborative project with Waikiki Health to provide outreach, drop-in, health care, emergency needs and resources for runaway, homeless and street youth.

## Hale Kipa Board Committees – FY 2015

**Mission Vision/Strategic  
Planning Committee**

Scott Seu, Chair  
Heidi Gregor  
Galen Haneda  
Luke Yeh

**Staff:**  
Jaque Kelley-Uyeoka  
Punky Pletan-Cross

cc: Brian Isobe

**Executive**

Luke Yeh, Chair  
Scott Seu, Vice Chair  
Zach McNish, 2nd Vice Chair  
Greg Sitar, Treasurer  
Susan Utsugi, Secretary

**Staff:**  
Punky Pletan-Cross

**Governance Committee**

Zach McNish, Chair  
Mike Magaoay  
Richard Sakoda

**Staff:**  
Punky Pletan-Cross

**Finance**

Greg Sitar, Chair  
Luke Yeh  
Susan Utsugi  
Karen Miller

**Staff:**  
Punky Pletan-Cross

cc: Brian Isobe

**Annual Giving Campaign**

Galen Haneda, Chair  
Sue Francis  
Luke Yeh  
Charlie Howland  
Chris Deuchar, Corporate  
Giving Chair

**Staff:**  
Punky Pletan-Cross  
Dori Tyau  
Rebecca Flores

**Capital Campaign**

Chris Benjamin, Chair  
Pip White  
Richard Reese  
Charlie Howland  
Luke Yeh  
Zach McNish  
Scott Seu

**Staff:**  
Punky Pletan-Cross  
Jerrold Schreck

**QI**

Susan Utsugi, Chair  
Richard Sakoda  
Zach McNish  
Community Resources

**Staff:**  
Punky Pletan-Cross  
Jaque Kelley-Uyeoka

cc: Luke Yeh

**Facilities/Property  
Committee**

Mike Magaoay, Chair  
Chris Deuchar  
Susan Utsugi  
Pip White

**Staff:**  
Punky Pletan-Cross  
Jerrold Schreck

cc: Luke Yeh

**Litigation Committee**

Zach McNish  
Scott Seu  
Luke Yeh

**Staff:**  
Punky Pletan-Cross



# Hale Kipa

*Hale Kipa's mission is to provide opportunities and environments that strengthen and encourage youth, their families and communities to actualize their potential and social responsibility.*

## Board of Directors

Luke W. T. Yeh (Chairman of the Board), Scott W.H. Seu (Vice Chair), Zachary McNish (2<sup>nd</sup> Vice Chair), Greg J. Sitar (Treasurer), Susan Y. M. Utsugi (Secretary).  
**Members:** Heidi A. Cregor, Brian Isoobe, Galen Haneda, Michael Magaooay, Karen Miller, Richard J. Sakoda, Chris Deuchar.  
**Neighbor Island Board Liaisons:** Zadoc W. Brown, Jr.

## Punky Pletan-Cross Chief Executive Officer

+ 1 Part-time Executive Assistant

### ADMINISTRATIVE SERVICES

### PROGRAM SERVICES

**Dori Tyau**  
Director of Human Resources  
+ 2 HR Managers

**Cody Barretta,**  
Controller  
+ 1 Sr. Accountant  
+ 1 Accounting Clerk  
+ 1 Payroll Clerk

**To Be Hired**  
Director of Quality Improvement & Chief Privacy Officer & Training Director

**Brian Barnhart**  
IT/IS Coordinator  
**Paul Song**  
IT Help Desk

**Stacy Evensen**  
Educational/Vocational Director

#### Oahu

**Pregnancy Prevention**  
Pregnancy Prevention Specialist: Nicole Peltzer

**Community-Based Outreach and Advocacy Program/Ho'okala**  
Program Coordinator: Malia Alo

**Independent Living Program (ILP) (Haloa, FUP-Step Up)**  
Program Coordinator: Michelle Kinimaka

**Imua Kākou Program**  
Program Coordinator: Michelle Kinimaka

**Hawai'i Advocate Program**  
Program Coordinators: Malia Alo, Lani Carrillo

**Ka'i Like Program**  
Program Coordinators: Malia Alo, Lani Carrillo

**Hawai'i Advocate Program (HAP) In-Facility**  
Program Coordinator: Lani Carrillo

**Intensive In-Home Services**  
Program Coordinator: Danielle Miller

**Youth Outreach (YOI)**  
Program Coordinator: Alika Campbell

**Jaque Kelley-Uyeoka**  
Deputy CEO  
+ 1.5 Program Assistants

**Transitional Family Home Program**  
Program Coordinator: Danielle Miller

**Foster Parent Development Program**  
Program Coordinator: Kristen Benevides

**Emergency Shelter (Boys and Girls)**  
Program Coordinator: Antonio Toafili

**Kamala Homes**  
Program Coordinator: Antonio Toafili

**Transitional Living Program (TLP)**  
Program Coordinator: Alika Campbell

**Independent Living Program Training Apartments (ILPTA)**  
Program Coordinator: Lani Carrillo

#### Neighbor Islands

**East Hawaii**  
**Hawai'i Advocate Program (HAP)**  
**Ka'i Like Program**  
Program Coordinator: Nicholette Mukai  
**Transitional Family Home Program**  
Program Coordinator: Akoni Kanaele  
**Foster Parent Development Program**  
Program Coordinator: Jasmine Ka'ahanui  
**Intensive-In Home Program**  
Program Coordinator: Akoni Kanaele

**West Hawaii**  
**Hawai'i Advocate Program (HAP)**  
**Ka'i Like Program**  
Program Coordinator: Anneka Bowman  
**Intensive-In Home Program**  
Program Coordinator: Akoni Kanaele

**Mau/Molokai**  
**Hawai'i Advocate Program (HAP)**  
Program Coordinator: Melinda Montgomery

**Kauai**  
**Hawai'i Advocate Program (HAP)**  
**Community-based Outreach and Advocacy/Ho'okala**  
**Ka'i Like Program**  
**Community Prevention Program**  
Program Coordinator: Melinda Montgomery  
**Intensive-In Home Program**  
Program Coordinator: Nazo Shamal