

House District _____
Senate District X

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: Partners in Development Foundation

Db/a:

Street Address: 2040 Bachelot Street, Honolulu, HI 96817

Mailing Address: 2040 Bachelot Street, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DANNY GOYA

Title Program Manager

Phone # 808-227-4958

Fax # 808-595-4932

E-mail dgoya@pidfoundation.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:

MALAMA MOBILE OPERATIONS MANUAL

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 80,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

AUTHORIZED SIGNATURE

JAN E. DILL, PRESIDENT
NAME & TITLE

1/29/2015
DATE SIGNED



RECEIVED
1/29/2015

Application for Grants

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

I. Background and Summary

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

Established in 1997, Partners in Development Foundation (PIDF) is a not-for-profit corporation chartered and incorporated in the State of Hawai'i with Internal Revenue Service certification as a 501(c)(3) (FEIN 94-3271325). With a Board of Directors that is comprised of members who are of Native Hawaiian descent, the foundation has substantial prior and present experience in the design, development, and implementation of programs for Native Hawaiian peoples as well as others in the areas of education, social services, and environmental issues. Its mission to inspire and equip families and communities for success and service using timeless Native Hawaiian values and traditions has been carried out through its many programs offering free services and impacting over 45,000 to-date.

The Ka Pa'alana Homeless Family Education Program (Ka Pa'alana), is one of many programs that strive to meet the mission of PIDF. For the past seven years Ka Pa'alana has provided its comprehensive family education services to a highly fragile population in our midst- the homeless/at-risk Leeward coast Native Hawaiian families living in shelters, on beaches, in beach parks and in public housing.

Ka Pa'alana's overarching goal is to better prepare for success this fragile population through a provided continuum of care. To accomplish this goal, Ka Pa'alana assists homeless Native Hawaiians in Honolulu City and County by providing its current three-component approach: 1) a first-contact mobile preschool and homeless outreach program known as Mālama

Mobile, which currently operates at Leeward Coast beaches; 2) a traveling family-child interactive preschool and; 3) an introductory family education program to emergency shelters.

Over the past seven years the first contact Mālama Mobile has successfully served 5,000 people including 900 children ages 0-5 and 1,100 caregivers. The Mālama Mobile has also provided Adult Education classes and “tent visits” to 3,000 people and distributed 115 tons of food, clothing and life necessities. Finally, over this time period, Mālama Mobile has transitioned 150 families to shelter as well as prepared 900 children for formal learning.

The successful outcomes of the Mālama Mobile are clearly demonstrated by these outputs. However, as successful as PIDF’s efforts have been in addressing the issues of homelessness on the Leeward Coast of O’ahu, the lack of a formal operations manual that can be used for initial training, program set-up and technical assistance has hindered PIDF’s ability to assist other communities. The funds from this GIA request would operationalize the Mālama Mobile so that other communities throughout the state can benefit from PIDF’s years of experience and proven delivery in working with homeless individuals and families.

2. The goals and objectives related to the request;

This project will create an operations manual that will provide a replicable and transferable blue print enabling PIDF and other social service agencies to: 1) Improve services to homeless indigenous populations by adding a promising education strategy to the HUD Continuum of Care (CoC); and 2) Improve the family dynamics of indigenous families through an integrated comprehensive family education program that is infused with culture; and 3) Produce significant results and utilize suggested “best practices” targeting identified gap areas in significant fields (early childhood education, school readiness, parenting and adult education classes, health and wellness, etc.) in the lives of disadvantaged and fragile homeless populations

throughout the state. Moreover, the operations manual can be used in a generic application for other indigenous and at-risk communities throughout the state.

Ka Pa'alana will realize this goal by accomplishing the following objective: over a period of 12 months, create an operations manual that will clearly define Mālama Mobile's five-component approach of working with homeless individuals and families with young children:

Component One: Engaging and encountering homeless individuals and families with young children where they dwell.

Component Two: Operating a food, clothing and life necessity distribution.

Component Three: Creating a traveling Family Child Interactive Learning (FCIL) preschool that will provide school readiness activities for children ages 0-5 as well as parenting caregiver skill sets that will empower the homeless parent/caregiver to be their child's first and foremost influential educator.

Component Four: Conducting Adult Education classes and case management services that include "tent visits" which would provide services such as: GED and C-Base degree and certificate programs, health, transition to place and job readiness.

Component Five: Transitioning homeless individuals and families with young children to shelters. Educate adults on their options and the steps they must take to access emergency and transitional shelters as well as other affordable low-income housing.

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

Education is seen as the key to unlocking any at-risk group from a life of continuous poverty, and on that forefront much is being done. However, for a certain growing segment of Hawai'i's population—the **homeless**—this is not the case. Homeless families continue to struggle to improve their quality of life, and very little is being done to help this disadvantaged

population. For example, quality early education, parent education, and adult education that focus on literacy and job readiness are almost non-existent services available to the homeless population. This lack of educational services contributes to the continuation of the cycle of homelessness and generational poverty. This grant-in-aid proposal seeks funding for the creation of an operations manual for the highly successful Mālama Mobile, a nationally recognized program that provides outreach and educational services for homeless individuals/families with young children through an innovative traveling preschool and outreach program. The creation of a formal manual would allow communities across the state to be able to replicate the program and benefit from PIDF's many years of experience working with at-risk and homeless communities through continued training and technical assistance.

The increase in homelessness in Hawai'i reached epidemic levels in 2006. Outreach programs including shelter services were created to meet the overwhelming needs of this rapidly growing population which included many families with young children. As much as these programs tried to assist homeless families across our state, HUD's estimates of Hawai'i's homeless population showed an *increase* of 18 percent from 2010 to 2014, a stark contrast to the rest of the nation where the homeless population *decreased by* 10 percent during the same period. (<http://www.civilbeat.com/2014/10/hawaiis-homeless-population-increases-as-nations-numbers-decline/>).

2014 has seen a rise in homelessness across the state of Hawai'i. In the 2014 "State of Homelessness in America" (http://b.3cdn.net/naeh/c0c5bc347638fc86d5_qem6ihsg4.pdf) report, Hawai'i ranked highest among the 50 states for homeless people per capita. A recent state-sponsored tally found there were more than 4,700 homeless on O'ahu and at least 2,200 on neighboring islands. Most advocates agree that these figures *underreport* the true total.

The 2013 Homeless Service Utilization Report (the last year that the report included demographic information), produced by the University of Hawai'i's Center on the Family, reveals disturbing trends in O'ahu homeless shelters, 80% of which are located on the Leeward coast (these numbers do not include the families living on beaches and in beach parks):

- Hawaiians/Native Hawaiians had the largest population (over 30%) of all ethnic groups;
- Children between the ages of birth to five made up 56% of all minors served through shelter or outreach services;
- 47% of kindergarten-age children weren't going to school;
- 25% of children who experienced homelessness had one or more physical, mental, behavioral or developmental problems;
- 72% (up from 68% last year) of the shelter adults were unemployed, with 12% (down from 32% last year) working part-time.
- 88.7% of households received public assistance income (compared to 16.4% Statewide)

PIDF's initiative to help homeless individuals and families has been well-documented (<http://earlylearning.hawaii.gov/hawaii-homeless-preschool-graduate-35-keiki/>) and is demonstrated by the decline in the number of homeless families with young children living on Leeward Coast beaches and beach parks. However, there are many areas throughout O'ahu and the state that have shown dramatic increases in homeless numbers. For example, there has been a sharp increase in homelessness on Hawai'i Island. The state's Homeless Management Information System (HMIS), a centralized electronic data system on homeless persons, shows that the largest increase in homelessness in the year 2013 occurred on Hawai'i Island. All service providers who receive State and Federal Department of Housing and Urban Development funds for their programs must enter client intake, service encounter, and exit data into the HMIS

database, making it the most efficient and updated resource for homeless data. The HMIS database provides all of the information for the annual “Homeless Service Utilization Report,” which is researched and produced by the University of Hawai‘i’s Center on the Family.

To further complicate the issue, Hawai‘i County has seen an increase in social service needs yet a DECREASE in social service benefits. According to the Legal Economic and Justice Center’s *The Hawai‘i Appleseed State of Poverty in Hawai‘i*, “more families are on public benefits and stay on them longer” and “social service organizations providing crucial safety net services faced funding cuts by 18.6% and were forced to reduce staff by 16%.” The County has also seen a rise in its unemployment rate. The unemployment rate in Hawai‘i County is 2% higher than the state’s average (<http://westhawaii.com/news/local-news/big-island-jobless-rate-falls>). The rise in homelessness, the lack of employment opportunities and cutbacks to social service providers and programs have created the “perfect storm” in Hawai‘i County and has every level of government, non-profits and community members concerned.

This is just one example of a community in the State of Hawai‘i that must address the issue of homelessness and could benefit from replicating Mālama Mobile’s services and from training and technical assistance from PIDF. Unfortunately, the need for these types of services are growing in communities across the state.

4. Describe the target population to be served; and (5.) the geographic coverage:

Economically depressed, disadvantaged communities often lack affordable and accessible quality early childhood education, parent education, and adult literacy, a lack that fosters low student achievement and in turn continues the cycle of poor economic attainment and social maladjustment in life. To address this need, Partners in Development Foundation created the *Ka Pa'alana Homeless Family Education Program*.

Ka Pa‘alana’s overarching goal is to better prepare for success the fragile population of at-risk Native Hawaiian families living on beaches and in public housing units through a provided continuum of care. To accomplish this goal, Ka Pa‘alana assists homeless Native Hawaiians on the Leeward Coast of Oahu by providing its current three-component approach: 1) a first-contact mobile preschool and homeless outreach program known as Mālama Mobile; 2) a traveling family-child interactive preschool and; 3) an introductory family education program to emergency shelters.

The created manual would greatly benefit communities across the state that are struggling to address homelessness by facilitating: 1) replication of Mālama Mobile services, and 2) continued training and technical assistance from PIDF. In short, community service providers, non-profit organizations, public and private sector groups would be able to increase successful implementation of a proven program without the heavy investment of time, effort, and funds needed to conceive, test, and refine the program. Instead, these organizations would benefit from the seven years of continued experience, refinement and improvement of PIDF’s Mālama Mobile.

II. Service Summary and Outcomes

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

The proposed project will appropriately and successfully capture the operations of PIDF’s Mālama Mobile. The manual will break down the step-by-step process and operationalize the five components of the mobile preschool and homeless outreach.

Key staff members from Ka Pa‘alana (Program Manager, Co-Program Manager and Outreach Coordinator) will work with members from the manual writing team to outline the steps in each key component, provide detailed information and clarification needed for the

manual writing team. The following is a general outline of the operations manual and the topics that each area will address:

Component One: Engaging and encountering homeless individuals and families with young children where they dwell.

Developing Partnerships with outreach agencies, non-profit & private sector	It is vital for any community to link with the designated agency that can “declare homelessness.” This agency is the key link in the transition from homelessness to housing. The “how to” in networking with key agencies, public and private sector to successfully work with the homeless. Conducting an agency and community assessment to identify the areas of strength and weakness in working with the homeless.
Identify Homeless areas	What to look for in homeless encampments.
Encountering Homeless	Develop step-by-step protocol in encountering homelessness. These steps include “do’s” and “don’ts” as well as the documentation needed for homeless verification. This step also includes “tent visits,” a vital tool in working with homeless families. How to approach tents, cars, benches, etc. and develop a relationship of trust with homeless families.

Component Two: Operating a food, clothing and life necessity distribution.

Food and Outreach Pantry	How to set up a food and outreach pantry. The rules and regulations in maintaining a compliant distribution center.
Food and Outreach Distribution	The “How to” in distributing food and outreach materials, outlining in detail the rules and regulations to run a compliant food distribution and outreach. The paperwork and database needed for data compliance.

Components Three and Four: Ka Pa‘alana embraces the National Center for Families Learning (NCFL) comprehensive approach to literacy and education. Recognized worldwide as the leader in family literacy development, NCFL works with educators and community builders to design and sustain programs that meet the most urgent educational needs of disadvantaged families. Adopted into federal legislation and providing the foundation for intergenerational learning that leads to long-term success, the NCFL model integrates four vital family literacy components into one integrated program. The chart outlines how Component Three and Four will be delivered. The program works at a four-hour-a-day, four-day-a-week family education program that has

produced substantial gains for children and adults. Ka Pa‘alana currently employs two certified NCFL trainers who shape and guide the work of this program for homeless and at-risk homeless families.

Early Childhood Education (ECE)	Every preschool day begins with Circle time, which introduces the preschool centers and objectives of the day, and is critical to helping children adjust to formal education. Through our preschool centers, children become acclimated to rules (socio-emotional development) and the structure of exploratory learning, and begin to develop necessary developmental skills (e.g., cognitive, fine-motor development).
Adult Education (AE)	While children are receiving direct early education, adults (in another room) receive lessons in remedial reading and math, life skills (e.g., financial planning, goal setting), and health and wellness. This component improves the educational level of parents and the economic self-sufficiency of families by empowering parents to set and meet goals, improve their English language literacy, and increase their employability.
Parent Education (PE)	The staff then empowers parents to be their child’s “first educator” through a series of non-threatening parenting classes focused on the preschool centers, such as fine and gross motor, social studies, science, and exploration. Parents are instructed how to assess their child’s development and achievement through parenting folders, in which parents make goals and chart and assess their child’s social and academic interactions during the preschool.
Parent and Child Together (PACT) Time	This is a regularly scheduled time for parents and children to participate in interactive literacy experiences in a supportive environment. During PACT time, parents become more confident and begin to positively engage with their child in preschool centers, strengthening the parent-child bond. For example, parents count to five in Hawaiian while their children pick up the toy fish labeled with the corresponding number.

Component Five: Transitioning homeless individuals and families with young children to shelters. Educate adults on their options and the steps they must take to access emergency and transitional shelters as well as other affordable low-income housing.

Education	Through “tent visits” or Adult Education classes, adults will learn about the steps necessary to transition into shelters. This will include the completion of a “grab and go” kit, a useful tool in keeping all vital family documents in one folder. The “grab and go” kits were originally designed for domestic violence households so that the person who needed to flee an unhealthy household could grab all documents necessary and leave at any given time.
Transition	The “How to” in transitioning an individual or family to shelter. This includes case management readiness, outreach contact, declaration of homelessness and shelter paperwork.

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

Task	Person (People) Responsible	Timeline	Milestone
Ka Pa'alana Staff compile all documents and policies and procedures for the Mālama Mobile Operations and review if policies, procedures and documents are obsolete, need to be revised, revise, etc.	PM, CPM and OC	Months 1-2	An up-to-date set of policies, procedures and documents regarding Mālama Mobile services will be complete.
The up-to-date set of policies, procedures and documents will be sent to the Manual Writing Team (MWT). The MWT will begin the work of sorting, classifying and outlining the Operations Manual.	MWT and PM	Month 3	An outline will be sent to Ka Pa'alana for review, if approved, writing of the manual will begin. If edits are needed, corrections will be made by MWT and resubmitted.
The rough draft of the manual will be written.	MWT	Months 4-7	The rough draft of the manual will be completed and submitted to Ka Pa'alana.
Ka Pa'alana Staff will review the manual, suggesting edits as needed.	PM, CPM and OC	Month 8	Rough draft edits will be sent to MWT, corrections made and resubmitted. At the completion of month 8 the rough draft of the manual will be ready for review.
External Evaluator will review the rough draft of the manual, make suggested edits or ask for points of clarification.	E	Month 9-10	Rough draft edits will be sent to MWT and Ka Pa'alana. Corrections made and resubmitted. At the completion of month 10 the rough draft of the manual will be ready for review by the Executive Project Director.
PIDF Executive Staff will have the final review of the Mālama Mobile Operations Manual	EPD	Month 11 and 12	Necessary edits will be made and Final Draft complete by month 12.

EPD- Executive Project Director PM- Program Manager CPM- Co-Program Manager OC- Outreach Coordinator
MWT- Manual Writing Team E-Evaluator

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

A competitive bid for operations manual external evaluator will be held upon grant notification. As mentioned in the Section II.2 Timeline, the evaluator will review the rough draft

operations manual and send for feedback and corrections, if any, to the Manual Writing Team.

The external evaluator will ensure that the manual meets the criteria as described in the proposal.

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.*

A final copy of the operations manual will be submitted to the funding state agency.

III. Financial

Budget

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

See attached state budget forms detailing the cost of this request.

2. *The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.*

Following are the anticipated quarterly funding requests for the fiscal year 2016:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,320.97	\$18,493.49	\$18,993.49	\$24,192.05	\$80,000.00

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

For the fiscal year 2016, Ka Pa'alana is seeking funding from Kamehameha

Schools and Friends of Hawaii Charities, Inc.

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

Not applicable.

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

See Exhibit A.

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

As of December 31, 2014, the private unrestricted balance for PIDF was \$232,497.

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.

Throughout the past eleven years, Partners in Development Foundation has successfully managed and implemented over 50 separate grants or contracts with an approximate value of over \$90 million, serving over 60 communities across the state. The PIDF budget for 2015 is over \$21 million including nine federal grants of over \$14 million, two state contracts of nearly five million, and foundation/corporate/independent agency grants of nearly one million. The Board along with executive management requires quarterly program dashboard reports to monitor the progress of each program in meeting its goals and objectives, including numbers served and addressing any issues being faced. Each year the Foundation funds an extensive audit of its books to ensure proper compliance of GAAP. In addition to this focus on fiscal and operational management, the Foundation is also committed to clear quantitative understanding of the impact of its programs on the clients it serves. PIDF programs include evaluation and

analysis instruments which enable ongoing monitoring of the progress of projects toward their individual goals, and facilitate appropriate adjustment of activities.

Imbedded in all PIDF programs is a commitment to provide relevant Hawaiian cultural content for all of its activities. Foundation's employees are offered opportunities to take part in cultural and language classes which provide them with practical applications of cultural values and concepts for use with their clients.

Another strength of the Foundation is its diversity of programs in Hawai'i's communities. Because the Foundation implements many programs that are often related in content, there are many opportunities for "cross-fertilization" or collaboration to strengthen and broaden the scope of each specific program's reach.

PIDF has combined the above strengths to work for the benefit of its clients and communities. The Foundation is committed to the responsible use of the resources it is given and management of its projects. Throughout its history, the foundation has had as its mission the *success* of the clients and communities it serves coupled with the commitment that those who succeed have the responsibility to *serve* others in need.

Currently PIDF has approximately 300 employees and manages nine programs in the areas of education, social services and language. Ka Pa'alana was formed to meet the needs of the homeless families by combining key components of the Tūtū and Me Traveling Preschool and the Nā Pono No Nā 'Ohana (Family Education) program. These and other related programs are briefly described:

- ***Tūtū and Me Traveling Preschool*** (10/2001) - a mobile preschool which now travels to twenty-eight underserved communities located on all five major islands in the State, seeks to equip the Tūtū or caregiver as well as the keiki from 0-5 years old

for success in school. Each site serves up to 50 keiki as well as their caregivers and to-date has served approximately 10,000. [Current funders: US Department Of Education-Native Hawaiian Education Act (USDOE-NHEA) and Kamehameha Schools (KS)]

- *Nā Pono No Nā 'Ohana (Family Education)* (10/2003)- a comprehensive family literacy/education program for Native Hawaiians and others in Waimānalo, O'ahu serving over 300 families (about 3000 individuals) from birth to adult in areas such as school readiness, parent-child education, and adult education. (Current funders: USDOE-NHEA)
- *Ka Pa'alana* (1/2007) brings an integrated Tūtū and Me Preschool and Family Education program to homeless families on the beaches and in shelters on the Leeward Coast of O'ahu serving over 5,000 since 2007. (Current funders: KS, USDOE-NHEA, Office of Hawaiian Affairs, Aloha United Way)
- *Ke Kama Pono* (1/2009) a safehouse program, houses up to twelve 13-17 year old lower-risk adjudicated male juvenile offenders referred by Family Court and DHS to this temporary living environment for up to six-nine months to support development of critical life skills necessary for long-term success. Program work with the families to ensure successful re-entry is critical. (Funder: State DHS-Office of Youth Services)

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.

Ka Pa'alana currently operates at shelters that meet all the necessary ADA requirements. The

beach outreach and operations are in public domain and meet ADA requirements.

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.

EPD - Executive Project Director: Mr. Jan Hanohano Dill

- Mr. Dill is the founder of the Partners in Development Foundation and has managed over \$100 million dollars in federal, state and private funding. Mr. Dill reports to the PIDF Board of Directors and will provide oversight and management of the proposed project.

PM - Program Manager: Mr. Daniel Goya

- Mr. Goya has managed the Ka Pa'alana Program since its inception in January 2007. He is one of two certified National Center for Family Literacy Trainers that have an emphasis on homeless populations. Mr. Goya has managed over \$ 15 million dollars in federal, state and private funding.

CPM - Co-Program Manager: Jin Chang

- Mr. Chang has been part of the Ka Pa'alana Program since its inception in 2007- He has served in a number of teaching and administrative capacities over the past seven years, assisting in the management and operational oversight of the program.

OC- Outreach Coordinator: Armond "Jason" Kahawai

- Mr. Kahawai has been with Ka Pa'alana since its inception in 2007. He has served as

the OC since 2013.

MWT - Manual Writing Team: Faye Takushi and Pat Ota have a combined 40 years of curriculum development and teaching experience. They have also successfully led the curriculum team at the Hawai'i Baptist Academy in establishing the necessary guidelines and compliance for WASC Accreditation. Mrs. Takushi is highly familiar with the Ka Pa'alana Program. Since its inception, Mrs. Takushi has served as the grant reviewer for ALL of the Ka Pa'alana grant submissions. Ms. Ota and Mrs. Takushi also have extensive experience in creating and reviewing manuals, organization policies and procedures and curriculum.

Dr. Richard Kim of the Catalyst Group LLC, has been the external evaluator for the Ka Pa'alana Program for the last four years. He has intimate knowledge of the program and an extensive knowledge of the evaluation process (assessment tools, surveys, data collection and reporting).

E – Evaluator. The evaluation contract will be put out for competitive bid upon the notification of grant award.

B. Organization Chart

The PIDF organization chart is attached as Exhibit B. The Ka Pa'alana program-specific organization chart is attached as Exhibit B.1.

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.

Jan E. Hanohano Dill, President	\$173,934
Alison T. Masutani, VP of Operations	\$118,962
Laura R. Dang, VP of Admin/Secretary	\$118,962

VI. Other

A. Litigation

Not applicable.

B. Licensure or Accreditation

Successful outcomes of Ka Pa'alana can be attributed to its high-quality programming. Ka Pa'alana is recognized as nationally accredited early childhood and a comprehensive family literacy program.

In March 2013, the National Association for the Education of Young Children (NAEYC) the world's largest organization working on behalf of young children with the highest standard of accreditation for preschools in America, accepted Ka Pa'alana's preschool component of family education into its prestigious accreditation program. Ka Pa'alana became the first nationally-accredited preschool of its kind under the newly created "Unique Program Structure" of the NAEYC. Acceptance into this program indicates that Ka Pa'alana meets all of the rigorous standards of the most prestigious accrediting agency for the education of young children. Ka Pa'alana will renew its accreditation when the five-year NAEYC accreditation expires in April of 2018.

To effectively meet the needs of homeless and at-risk families, Ka Pa'alana embraces the National Center for Family Learning's (NCFL) comprehensive approach to literacy and education. Recognized worldwide as the leader in family literacy development, NCFL works with educators and community builders to design and sustain programs that meet the most urgent educational needs of disadvantaged families. Adopted into federal legislation and providing the foundation for intergenerational learning that leads to long-term success, the NCFL model integrates four vital family literacy components into one integrated program. Each component

meets national standards and best-practices and is culturally sensitive to the needs of homeless Native Hawaiians. Ka Pa‘alana also employs the only two NCFL trainers in the United States who are dedicated to work with homeless populations.

C. Federal and County Grants

See Exhibit A.

D. Private Educational Institutions

This grant will not be used in support of a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan

The goal of the proposed grant is to create an operations manual for the highly successful Mālama Mobile. The operations manual will be completed in the 12-month time period and no future funding will be requested for this endeavor.

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

See Exhibit C.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Partners in Development Foundation - Ka Pa'alana

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	19,333			
2. Payroll Taxes & Assessments	2,782			
3. Fringe Benefits	3,404			
TOTAL PERSONNEL COST	25,519			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	959			
7. Telecommunication	0			
8. Utilities	0			
9. Audit	1,000			
10. Contractual Services	49,000			
11. Printing and Publication	1,200			
12. Indirect Expense	2,322			
13	0			
14	0			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	54,481			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	80,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Maria E S Guisadio-Abis 808-596-8711		
(b)		Name (Please type or print) Phone		
(c)		1/29/2015		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	80,000	Jan E. Hanohano Dill, President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Partners in Development Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	0.63	\$96,626.25	5.00%	\$ 3,043.73
Co-Program Manager	1.00	\$73,620.00	5.00%	\$ 3,681.00
Outreach Coordinator	1.0	\$48,039.94	20.00%	\$ 9,607.99
Program Support	1.0	\$30,000.00	10.00%	\$ 3,000.00
				\$ -
				\$ -
				\$ -
TOTAL:				19,332.72

JUSTIFICATION/COMMENTS:

- The Program manager is one of two certified National Center for Family Literacy Trainers that have an emphasis on homeless populations. He oversees the entire Ka Pa 'alana program and monitors the successful completion of program objectives. He designed the operational systems that the Ka Pa'alana's outreach component, Mālama Mobile, has implemented since its inception in January 2007. He will provide valuable input in compilation of the operations manual.
- The Co-Program Manager is tasked with operational oversight and coordination of project activities. He compiles the quarterly project reports and provides project status during manager's meeting. He will collaborate with contractors in the development of operations manual by ensuring the manual's policies and procedures align with current program practices. He will be the primary contact with the evaluation portion of the manual.
- The Outreach Coordinator is tasked with participant recruitment and retention and assisting families in transitioning to shelters. He developed the outreach form templates, distribution schedules, and other documentation that will be included in the operations manual. He will provide input and feedback and will field test the effectiveness of the operations manual prior to completion.
- Program support covers the allocated salaries of personnel necessary to meet program objectives in the areas of human resource management, payroll preparation, information technology support, and accounting.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Partners in Development Foundation

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 - June 30, 2016

Applicant: Partners in Development Foundation

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	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - CONTRACTUAL SERVICES

Period: July 1, 2015 to June 30, 2016

Applicant: Partners in Development Foundation

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Audit	1,000	Independent Audit of financial records	Federal and state requirement
Faye Takushi Pat Ota Richard Kim	45,000	Write, edit and finalize operations manual	The Manual Writing Team (MWT) consists of curriculum writers and evaluator with over 40 years experience in curriculum development, teaching experience, and evaluation. Ms. Faye Takushi (\$15,000) and Ms. Pat Ota (\$15,000) have experience in operations manual compilation as part of curriculum team in Hawai'i Baptist Academy. The evaluation component of the manual will be compiled by Dr. Richard Kim from The Catalyst Group (\$15,000). These consultants were integral part of Ka Pa'alana's curriculum design, deliveries, and program evaluation over the past four years. Their in-depth understanding of Ka Pa'alana's services and the population it serves makes the MWT invaluable contributor and writer to the operations manual compilation.
Evaluation	4,000	External Evaluation of the compiled operations manual	5% of total budget is allocated for an external evaluation to ensure effective and adaptable operations manual
TOTAL:	50,000		

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant: Partners in Development Foundation

Period: July 1, 2015 to June 30, 2016

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Office Supplies	959	Postage, toner, filing supplies, paper, writing supplies, etc.
Printing and Publications	1,200	Printing cost of 3 sets of finalized operations manual
Indirect Expenses	2,322	9.1% of Personnel & Fringe per USDOE agreement
Total:	4,481	

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISSED 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.

Partners in Development Foundation
(Typed Name of Individual or Organization)

 01/29/2015
(Signature) (Date)

Jan E. Hanohano Dill President
(Typed Name) (Title)

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Partners in Development Foundation

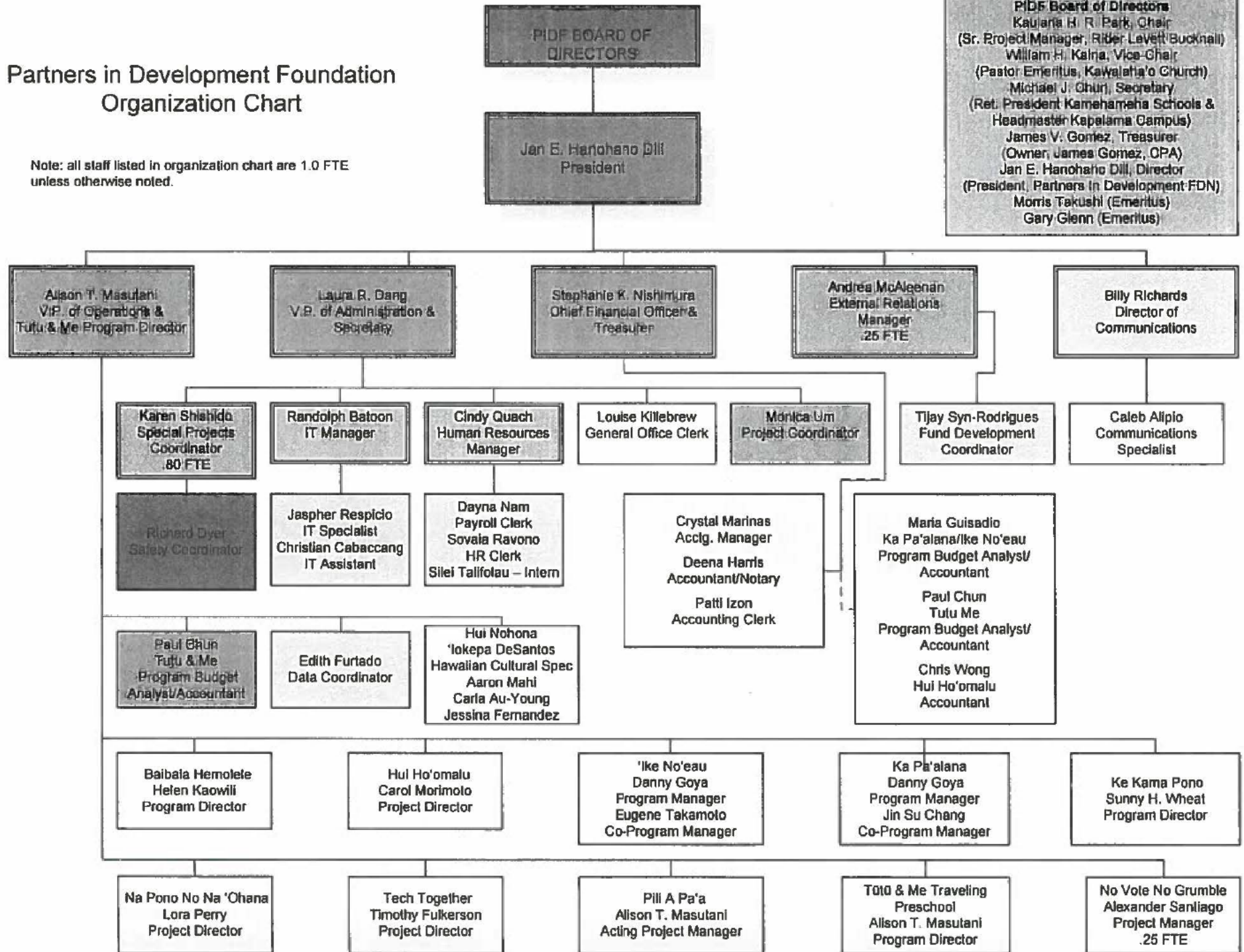
	PROGRAM/CONTRACT DESCRIPTION	Effective Dates	Agency	Govt Entity (US/State/Haw/Hon/Kau/Mau)	CONTRACT VALUE
1	<u>Tutu and Ma Traveling Preschool</u> S362A120005 Continue the Traveling Preschool program and expand to two more communities in Hilo side of the Big Island - Hilo and Leupahohoe.	9/1/14 - 8/31/15	USDOE - NHEA	U.S.	\$5,704,143
2	S362A140022 Continue the Traveling Preschool program and expand to two more communities on the Hamakua coast of Big Island - Honokaa and Paauilo for a total of 28 communities served.	9/1/14 - 8/31/15 9/1/15 - 8/31/16 9/1/16 - 8/31/17	USDOE - NHEA	U.S.	\$628,299 \$5,750,574 \$5,892,150
3	<u>Tech Together</u> S362A120013 Hands on STEM workshops in school for 6th graders focused on energy technology; impacting families and training teachers on the 5 major islands.	9/1/14-8/31/15	USDOE - NHEA	U.S.	\$1,247,258
4	<u>Na Pono No Na 'Ohana</u> S362A120014 Comprehensive 4 component program (adult ed, childhood ed, parent ed, parent & child together) serving families of Waimanalo, Oahu community.	9/1/14 - 8/31/15	USDOE - NHEA	U.S.	\$557,733
5	S362A140037 Comprehensive 4 component program (adult ed, childhood ed, parent ed, parent & child together) serving families of Waimanalo, Oahu community. Expanding services to homeless families on beaches, hidden homeless.	9/1/14 - 8/31/15 9/1/15 - 8/31/16 9/1/16 - 8/31/17	USDOE - NHEA	U.S.	\$581,914 \$1,942,722 \$2,034,590
6	<u>Ka Pa'alana Homeless Family Education</u> S362A120036 Add family literacy program at public housing sites Provide Mālama Mobile Outreach services with a Home Visiting component	9/1/14 - 8/31/15	USDOE - NHEA	U.S.	\$2,989,700
7	S362A140034 Provide Mālama Mobile Outreach services Provide preschool & family ed services at Maui and Wa'ianae Valleys, Develop and implement Science Technology English Arts & Math (STEAM) curriculum at all Ka Pa'alana sites	9/1/14 - 8/31/15 9/1/15 - 8/31/16 9/1/16 - 8/31/17	USDOE - NHEA	U.S.	\$626,227 \$4,145,546 \$4,253,911

	PROGRAM/CONTRACT DESCRIPTION	Effective Dates	Agency	Govt Entity (US/State/Haw/Hon/Kau/Mau)	CONTRACT VALUE
8	90-NA-8259 Develop Native Hawaiian health and wellness curricula for toddler and preschool (Hōkū 'Alohi) and Develop Native Hawaiian health and wellness curricula parents/caregivers (Ole Mau)	9/30/14 - 9/29/15 9/30/15 - 9/29/16 9/30/16 - 9/29/17	USDHHS - ANA	U.S.	\$319,407 \$302,345 \$308,470
9	<u>Ke Kama Pono Safehouse</u> DHS-09-OYS-94 Staff secured, community-based residential program for at-risk male youth ages 13-17 to encourage positive change and prevention from being placed in youth correctional facility.	10/1/14 - 9/30/16	Dept of Human Services - Office of Youth Services	State	\$735,000
10	<u>Pili A Pa'a</u> S362A120019 Teacher development to better serve Native Hawaiian students in Kohala	9/1/14 - 8/31/15	USDOE - NHEA	U.S.	\$670,305
11	S362140036 Teacher development to better serve Native Hawaiian students in Kohala schools complex and expand to South Kona (Holualoa Elementary and Kealahou Middle).	9/1/14 - 8/31/15 9/1/15 - 8/31/16 9/1/16 - 8/31/17	USDOE - NHEA	U.S.	\$311,250 \$973,253 \$1,011,992
12	<u>Hui Ho'omalu</u> DHS-13-POS-713 Coordinate and lead in the recruiting, training and licensing of general resource families through consortium of subcontracted partners (i.e. Catholic Charities Hawaii & Foster Family Programs of Hawaii)	7/1/14 - 6/30/15 7/1/15 - 6/30/15 7/1/15 - 6/30/16 7/1/16 - 6/30/17	Dept of Human Services	State	\$4,125,000 \$4,125,000 \$4,125,000 \$4,125,000
		Total Current and Future Funding	Federal Total:		\$40,251,789
			State Total:		\$17,235,000
		Of this total, Ka Pa'alana's Federal Funding Total is:			\$12,945,808

Partners in Development Foundation Organization Chart

Note: all staff listed in organization chart are 1.0 FTE unless otherwise noted.

PIDF Board of Directors
 Kauiana H. R. Park, Chair
 (Sr. Project Manager, Rider Levett Bucknall)
 William H. Kalina, Vice-Chair
 (Pastor Emeritus, Kawalaha'o Church)
 Michael J. Churi, Secretary
 (Ret. President Kamehameha Schools & Headmaster Kapalama Campus)
 James V. Gomez, Treasurer
 (Owner, James Gomez, CPA)
 Jan E. Hanohano Dili, Director
 (President, Partners in Development FDN)
 Morris Takushi (Emeritus)
 Gary Glenn (Emeritus)



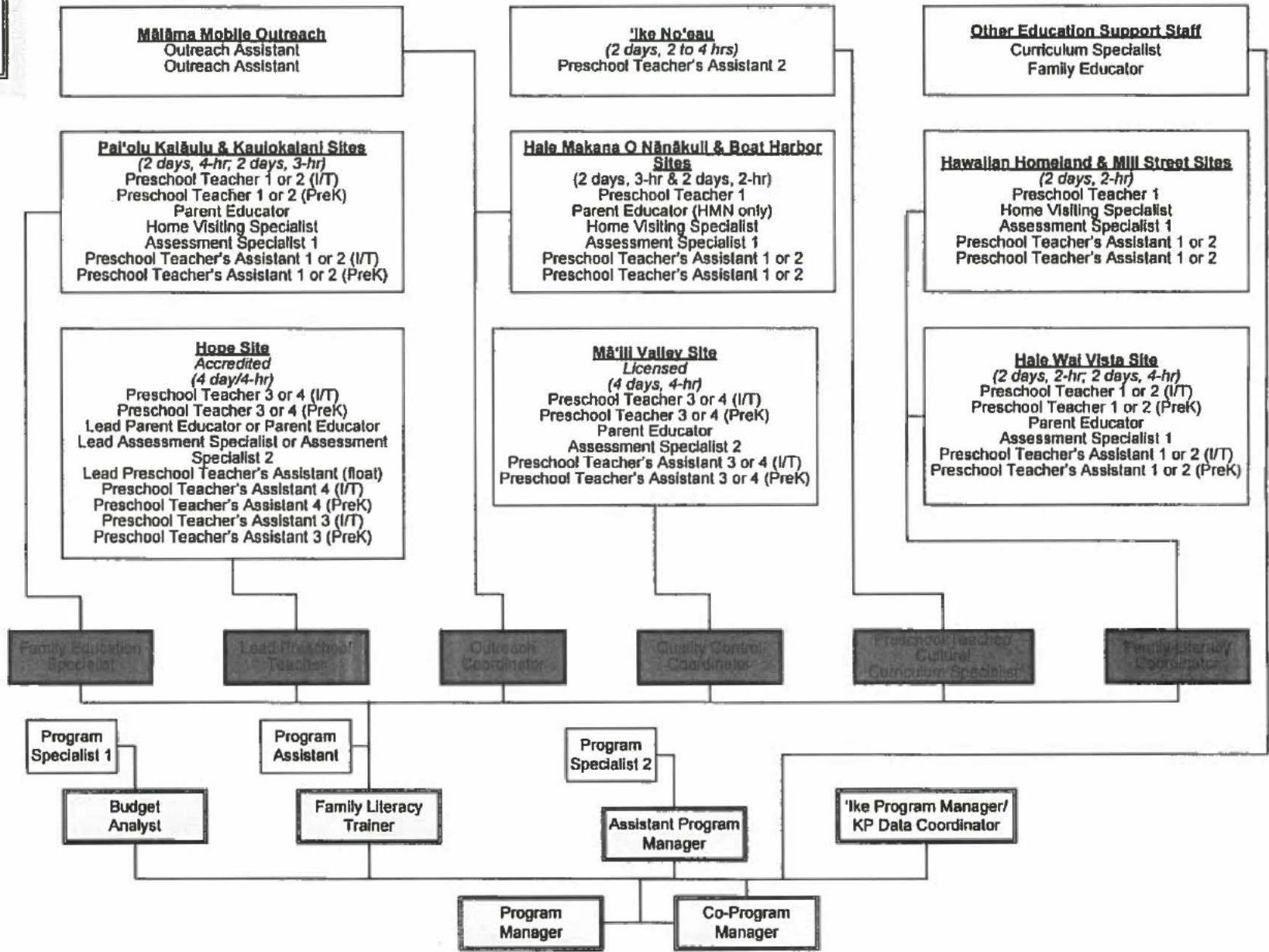
KA PA'ALANA

Overview
01/27/2015

Line Staff

Staff Supervisors

Mgmt & Admin



1/28/2015

CERTIFICATE OF VENDOR COMPLIANCE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: PARTNERS IN DEVELOPMENT FOUNDATION

DBA/Trade Name: PARTNERS IN DEVELOPMENT FOUNDATION

Issue Date: 01/28/2015

Status: Compliant

Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX1325
UI#: XXXXXX0127
DCCA FILE#: 108233

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation Internal Revenue Service	Compliant Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information