

House District 26
Senate District 12

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):

OFFICE OF YOUTH SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Hawaii Youth Services Network

Dbas:

Street Address: 677 Ala Moana Blvd., Suite 904, Honolulu, HI 96813

Mailing Address: 677 Ala Moana Blvd., Suite 904, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JUDITH F. CLARK

Title Executive Director

Phone # 808-531-2198 (bus) or 808-499-9966 (cell) Fax # _____

E-mail jclark@hysn.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

STREET OUTREACH WITH RUNAWAY AND HOMELESS YOUTH

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 300,000

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

JUDITH F CLARK, EXECUTIVE DIRECTOR 1/20/2016

NAME & TITLE

DATE SIGNED



RECEIVED
1/20/16
10/2

**HAWAII YOUTH SERVICES NETWORK
APPLICATION FOR GRANTS**

STREET OUTREACH FOR RUNAWAY AND HOMELESS YOUTH

BACKGROUND AND SUMMARY

Hawaii Youth Services Network (HYSN), through its Hawaii Runaway and Homeless Youth Collaboration, has been coordinating services for unaccompanied youth who are runaway, homeless and street youth for 35 years.¹ The Hawaii Runaway and Homeless Youth Collaboration began in 1981 when HYSN received its first federal Basic Center Program (BCP) grant for emergency shelter for youth, and it has received these funds continuously ever since (35 years). From 1998 - 2013, HYSN received federal Street Outreach Program (SOP) grants (15 years)², and has managed Transitional Living Program (TLP) grants in 1997-2000 and from 2003-present (15 years). HYSN has managed federal demonstration grants for the Rural Host Home Project (2007-2010) and the Domestic Violence/Runaway Youth Collaboration Project (2005-2006). HYSN was a Partner under the Western States Youth Services Network (WSYSN) for training and technical assistance to Runaway/Homeless Youth (RHY) programs from 1984 until 2008, when WSYSN disbanded. HYSN SOP Partners have a combined history of more than 100 years of services to unaccompanied runaway, homeless and street youth aged 12 to 21.

Partners providing outreach include:

- Hale Kipa—serving island of Oahu;
- Maui Youth and Family Services (MYFS)—serving islands of Maui, Molokai, and Lanai;
- Family Support Hawaii (FSH)—serving west side of island of Hawaii.

¹Unaccompanied youth are disconnected from their families and do not receive support and guidance from them.

² HYSN held a federal grant for street outreach for 15 years until 2013 when the national competition for this grant intensified. HYSN's latest score of 98.67 out of 100 was not sufficient to restore the grant. HYSN will resubmit a new proposal in spring of 2016.

HYSN does not have current street outreach partners on the island of Kauai or the East side of the Island of Hawaii, but will work with organizations serving those communities to determine whether and where street outreach to unaccompanied homeless youth is needed on the island. If needed, HYSN will provide training and support to initiate street outreach on in those communities during the course of the year. Three organizations – Salvation Army Family Intervention Services, Hale `Opio Kauai, and Uhane Pohaku Na Moku O Hawai`i are interested and willing to provide street outreach. Letters of support and commitment from each of those organizations are attached at the end of this narrative.

GOALS AND OBJECTIVES

With the State grant-in-aid funds, HYSN, in partnership with three organizations throughout the state, will re-establish its successful Street Outreach Program (SOP) collaboration. The **Goals** of the Hawaii Street Outreach Program are:

- To encourage and enable unaccompanied runaway, homeless and street youth to leave the streets and to make other healthy personal choices regarding where they live and how they behave;
- To increase the safety of RHY through street-based services to unaccompanied runaway, homeless, and street youth who have been subjected to or are at risk of being subjected to sexual abuse, prostitution, or sexual exploitation; and,
- To coordinate with and sustain partnerships within the Partners in Care Community of Care (CoC) and Bridging the Gap CoC that strengthen the integration of comprehensive services to address the needs of the unaccompanied homeless youth population.

The **Objectives** of the Street Outreach Program are:

Outcome Objectives:

1. Sixty (60) unaccompanied RHY will increase their safety by moving from the streets into safe, appropriate housing.

2. Fifty (50) youth will improve their health status through access to primary or preventive health care services.
3. Four hundred (400) youth will improve or maintain adequate nutrition and personal hygiene and avoid hunger through access to nutritious food and hygiene resources.
4. Sixty (60) youth will achieve increased emotional and behavioral health and well-being, by receiving assessment, intensive case management, and follow-up services.
5. Sixty (60) youth will improve their educational outcomes by connecting with educational resources including, but not limited to, enrollment in school or vocational programs, or participation in GED programs.
6. Fifteen (15) youth will obtain full or part-time employment and/or participate in services designed to lead to employment (workforce readiness, job training).

Process Objectives

1. Provide street-based and drop-in-center-based outreach to include crisis intervention, distribution of survival goods, family reunification, and linkage to emergency shelter as needed at times and locations where street youth congregate, using a positive youth development approach, to a minimum of 400 unaccompanied youth a year .
2. Operate an Oahu drop-in center for unaccompanied RHY youth for a minimum of 3 days/nights a week where youth may receive counseling, crisis management, primary/preventive health care, a meal, shower and storage facilities. An average of 25 youth will access the drop-in center weekly.
3. Four hundred (400) unaccompanied RHY youth will receive information on shelter and other housing options.
4. To prevent victimization or re-victimization, 200 youth will have access to information about prevention of and/or resources for sexual abuse/exploitation and substance abuse, and 50 youth will participate in individual or group counseling/education sessions (including mental and behavioral support, and safety planning,) each year.
5. To facilitate connections between RHY and staff and volunteers in youth-serving organizations, and increase coordination and collaboration among those organizations, HYSN will maintain a statewide coalition of youth-serving agencies, provide opportunities for networking and collaboration, and collect and share data about RHY needs with service providers, policy makers and funders through participation in the Partners in Care CoC and Bridging the Gap CoC.

PUBLIC PURPOSE AND NEED TO BE SERVED

Unaccompanied runaway and homeless youth are the least recognized group in Hawaii's homeless population, yet they are the most vulnerable to abuse and exploitation. Each year from 1998 - 2013, street outreach programs conducted on Oahu, Maui, and the island of Hawaii encountered more than 700 youth who are living on the street.³ In the census of homeless persons in Kakaako that took place in the summer of 2015, at least 30 of the nearly 300 individuals counted were youth and young adults ages 12 -21, who were living on their own without support from family.⁴

According to the National Center on Homelessness, Hawaii ranks 6th worst in the number of homeless children and 4th in the percentage of children who are homeless (includes children living with their families as well as unaccompanied minors).⁵ Between 2000 and 2010, 30.1% of all juvenile arrests in Hawaii were for running away (47,934 arrests), an average of 4,493 per year (includes repeat offenders).⁶

Many of these unaccompanied runaway and homeless youth have left home due to serious family problems such as child abuse or neglect or as a result of untreated mental health and substance abuse needs. They believe that the streets are safer than home – and sometimes they are correct.

Youth living on the streets are at risk of physical, sexual, and emotional abuse and exploitation. They are often sexually exploited particularly through prostitution and other forms

³HYSN Program Performance Reports to the Administration for Children and Families, 2001 – 2013.

⁴ Reported by Scott Morishige, State Homelessness Coordinator, at the November meeting of the Housing and Homeless Task Force at the State Capitol.

⁵ National Center on Family Homelessness. [America's Youngest Outcasts: A Report Card on Child Homelessness.](http://www.homelesschildrenamerica.org/mediadocs/276.pdf)

⁶ Umemoto, K. et. al. Disproportionate Minority Contact in the Hawai'i Juvenile Justice System 2000-2010. Office of Youth Services, State of Hawaii. <http://humanservices.hawaii.gov/wp-content/uploads/2013/01/DMC-FINAL-REPORT-2012-for-printing.pdf>

of commercial sexual exploitation such as pornography, erotic massage or stripping. Without viable employment skills, survival sex (trading sex for something of value such as food, money, or a safe place to sleep) or engaging in criminal activities (e.g., shoplifting) are their only viable means of survival.

Many are truant or have dropped out of school, although a surprising number attempt to maintain this aspect of a normal life. Failure to complete an education is likely to lead to long-term poverty and dependence upon public assistance.

RHY often lack adequate nutrition and access to medical care. They lack the income to purchase and facilities to prepare and store nutritious food. They have a high risk of unplanned pregnancy and sexually transmitted infections, partly due to participation in survival sex. Staph infections are common in this population.

National data on unaccompanied homeless youth shows the following:

Homeless youth experience significant health challenges:

- Twice as likely to get sick, be hospitalized, and go hungry
- 7 times as likely to die from AIDS; 16 times as likely to be diagnosed with HIV.
- 11 times as likely to experience mental health problems.
- 3 times as likely to experience major depression, conduct disorder, and PTSD.
- About 75% of homeless teens use drugs or alcohol as a means to self-medicate to deal with the traumatic experiences and abuse they face.

Safety is a constant concern:

- Trauma and rape rates among unaccompanied youth are 2-3 higher than those of the general youth population.
- A U.S. Dept. of Health and Human Services study found that 46% of homeless youth left home because of physical abuse. 17% left because of sexual abuse.
- 5,000 street youth die every year because of assault, illness, or suicide.
- More likely to be the victim of a crime rather than the perpetrator.

Most unaccompanied youth practice unsafe sexual practices:

- 33% of teens will be lured into prostitution within 48 hours of leaving home.
- Average age of entry into prostitution is 14.

- 95% of homeless youth have engaged in sexual intercourse.
- Over 33% report exchanging in sex for food, shelter, or drugs.
- About 50% of street youth have had a pregnancy experience.⁷

Street outreach is the first step in identifying these at-risk youth by providing immediate assistance to increase safety and building trusting relationships that allow youth to leave the streets for safer and more appropriate living conditions.

Target Population

Unaccompanied youth up to age 21 who are runaway, homeless, at high risk of being homeless, currently live in exploitative environments, or spend most of their time on the streets. Includes lesbian, gay, bisexual, and transgender (LGBT) youth and youth who are sexually exploited particularly through prostitution and other forms of commercial sexual exploitation such as pornography, erotic massage or stripping. Youth will come into the program through our own and other street and community outreach efforts, as well as word of mouth among street youth, homeless adults, community agency workers, police, and self-referrals.

Geographic Coverage

Over time, HYSN and Partners have identified the primary areas where unaccompanied RHY may be found. Approximately $\frac{3}{4}$ are on the island of Oahu. SOP staff members collaborate with other HYSN member agencies and homeless service providers to identify new outreach sites. We monitor legislation, law enforcement initiatives, and special events that impact homeless persons (e.g., sweeps of homeless encampments and the intense security during the American Pacific Economic Conference that drove many youth from their usual hangouts in Waikiki). The youth themselves, as well as homeless adults, help us to identify “newbies” on the streets and link them with our services. In general, unaccompanied RHY are most likely to be found in tourist centers,

⁷ <https://www.dosomething.org/us/facts/11-facts-about-homeless-teens>

where they are less noticeable and have more opportunities to obtain resources to meet their survival needs, although patterns are changing as a result of the “sidewalk laws.” Unaccompanied RHY are also found on beaches and in parks in more rural areas of all islands.

Specific areas targeted for outreach include the following:

Island of Oahu: The Hale Kipa YO! Project operates out of an easily accessible house, rented from the Waikiki Baptist Church in the midst of an area where the homeless congregate in Waikiki and serves Waikiki, Downtown Honolulu, and Windward and Leeward Coasts. With current limited funding, street outreach primarily occurs on foot in Waikiki and other street youth hangouts between Waikiki and downtown Honolulu. Outreach to Central, Windward and Leeward Oahu will be added if this application is fully funded.

Island of Hawaii: Hawaii’s population, job and educational opportunities, and some homeless youth are concentrated in Hilo and Kailua-Kona, but unaccompanied RHY are also found in isolated areas of the island. Family Support Hawaii (FSH) Outreach will extend over a wide area from Ka’u to Hawi in West Hawaii. Workers travel to remote locations, sometimes using four-wheel drive vehicles, often in conjunction with staff of other homeless programs. Outreach staff maintains a regular presence at The Friendly Place, a drop-in center for homeless located in Kailua-Kona in the center of the district, which opened in late 2006.

HYSN’s street outreach partnership has not, in the past, included East Hawaii. Based on information provided by service providers, there is need to expand the program to include Hilo, Puna, and Pahala. HYSN will work with Salvation Army Family Intervention Services and Uhane Pohaku Na Moku O Hawai`i to assess needs and plan for street outreach with start-up anticipated within 6 months of award of the GIA. See letters of commitment from Salvation Army Family Intervention Services and Uhane Pohaku Na Moku O Hawai`i on pp. 42 and 43.

County of Maui: Maui Youth and Family Service (MYFS) will offer SOP services in Central and South Maui and Lahaina, which include tourist centers and areas of rural homelessness. MYFS SOP will also serve youth from the two smaller islands of Maui County, Lanai and Molokai. Workers who are located on each island will assess and refer any youth in need of services.

County of Kauai (islands of Kauai and Niihau) – Kauai has a small population and lacks the tourist centers that attract RHY, so no street-based outreach to RHY has been conducted on the island in the past, although emergency shelter services are available through Hale `Opio Kauai. HYSN will work with Hale `Opio Kauai to assess the need and plan for street outreach on Kauai with start-up anticipated within 6 months of GIA award. See letter of commitment from Hale `Opio Kauai on p. 41.

SERVICE SUMMARY AND OUTCOMES

Scope of Work, tasks, and Responsibilities

As HYSN knows from experience, successful street outreach services, depend on a strong commitment to positive youth development principles, the belief in building protective factors and the adherence to a trauma-informed, harm reducing and strengths-based approach. HYSN and partners will provide cost effective, culturally sensitive, and evidence informed services that cater to the unique ethnic, cultural, and geographic mix of Hawaii's youth and families in both urban and rural areas of the state.

Outreach to Increase Public Awareness of Homeless Youth: Outreach efforts will include community and school presentations conducted by staff, volunteers, and youth; professional education and awareness activities; and TeenLink Hawaii, a web-based information/referral service.

Screening and Assessment Tools: Assessment of youth needs and issues will utilize motivational

interviewing and reflective listening techniques. Motivational interviewing is employed with RHY specifically to help youth discover their own reasons for making positive changes, increase their interest in making positive changes in their lives, build confidence in their ability to make changes, reduce defensiveness and resistance to change, prepare to change and then begin to take steps towards positive change. Evidence-based assessment tools such as the Casey Life Skills Assessment or Trauma-Informed Care Assessments may be used.

Plan to Educate/Engage Youth on the Street/Establish Individualized Harm Reduction

Safety Plans:

Youth-adult partnerships and positive role-models will create increased connections, empowering youth to make better decisions about where they live and how they behave, while developing critical resiliency and protective factors for future success. During intake and assessment and throughout the youth's involvement in the SOP, staff members will help youth understand and deal with past trauma; process and accept past experiences, both positive and negative; and develop positive attitudes toward their futures. Youth will be encouraged and assisted to seek Emergency Shelter services and/or placement in a family/extended family home.

Safety planning during the time the unaccompanied youth chooses to remain on the street will include helping youth identify or establish a trusted adult to call in an emergency, learning how to recognize and avoid unsafe situations and people, and avoiding maladaptive coping mechanisms, including risky sexual behavior or criminal behavior. Youth may be taught about their legal rights and how to deal appropriately with law enforcement personnel. Through participation in developing and implementing their goals and case plans, youth will learn that obstacles can be overcome, that they can succeed, and that they have the ability to make a difference in their own lives

Locations/Hours - *Oahu*: Five/six nights per week in Waikiki and Kakaako/downtown. The drop-in center is open at least 3 weekdays. Outreach will span the entire Waikiki area with more time spent in identified areas where youth roam, hang out, and sleep. Leeward and Windward Oahu communities will have between 2-3 days per week of outreach and case management services provided.

Maui, Molokai, Lanai: Outreach will be conducted five afternoons/evenings per week on Maui in Lahaina and South and Central Maui. There will be no regularly scheduled street-based outreach on Molokai and Lanai, but MYFS will respond to requests for assistance from youth, families, and services providers as needed.

West Hawaii (Kona): Variety of times during the days and evening hours with regularly scheduled presence at free meal programs and food pantry distribution.

East Hawaii and Kauai – To be determined based on needs assessment to be conducted.

Street-based outreach & education - Focus will be on early identification of youth new to streets and early intervention. Activities will include: information dissemination; establishing relationships; engaging youth on a variety of levels, developing trust, providing hope, and reconnecting with known youth; attending to basic needs (bus pass, snacks, condoms, etc.); referring to shelter and other services, and making linkages.

Survival Aid - Distribution of food, water, toiletries, cards/brochures, condoms, bleach kits, sewing kits, Band-Aids, etc. during street outreach and at the drop-in centers. Addressing these basic needs will help us establish connections and build relationships in a non-threatening way. Sometimes it can take months of effort before a youth is ready to consider accepting assistance that leads to moving into a safer, more appropriate living situation. At the same time, reaching out to new unaccompanied RHY when they first arrive on the streets and feel most

vulnerable is critical. The longer a youth is homeless, the more they acculturate to street life.

Intensive Case Management/Strategy for Permanency: Counseling/case management will be: client-centered, driven by client's own self-determination, strengths-based, developmentally appropriate, requiring client participation, and working to empower youth at every opportunity. Staff provides continuous support, acknowledgment, encouragement of critical thinking and problem solving, and assistance to overcome barriers. Time will be spent with each youth to identify his/her safety risks, such as sexual behavior, drug use, or criminal activities. Outreach staff will help youth develop harm reduction and resource plans that may include knowing where to call for resources or help and support for dealing with family conflict and other issues. Case Manager will be responsible for facilitating the youth to connect with other resources and will continue to provide supportive services as they link to other services and ultimately shelter and rehousing

Along with addressing immediate safety and survival needs, youth and staff will work together on permanency planning. Workers will encourage youth to make contact with family members and work toward reunification if appropriate. Counseling will be available to families. Other housing options that may be explored include entry into foster care or the federally funded HYSN Transitional Living Program, military service, Job Corps, the Hawaii Youth Challenge Academy or residential mental health or drug treatment. Permanency planning also includes educational options, job training programs, and employment seeking/keeping supports.

Time Line

Acronyms used in time line:

HYSN = Hawaii Youth Services Network

HK = Hale Kipa

HOK = Hale 'Opio Kauai

FSH = Family Support Hawaii

MYFS = Maui Youth and Family Services

RHY = Runaway and homeless youth

SAFIS = Salvation Army Family Intervention Services

UP = Uhane Pohaku Na Moku O Hawai'i

Task	Time Period	Organization/Person Responsible
Establish partner agreements with Hale Kipa, Maui Youth and Family Services, and Family Support Hawaii.	Within 30 days after GIA award	HYSN Executive Director
Conduct street-based outreach to youth on Oahu, Maui County, and West Hawaii.	At least weekly throughout funding period (as soon as partner agreements are established).	Street outreach staff – HK, MYFS, FSH.
Assess needs and plan for street outreach in East Hawaii and Kauai	Start within 30 days of GIA award. Complete by end of month 6.	HYSN staff, HOK, SAFIS, UP
Conduct street outreach in East Hawaii and Kauai	Months 7 – 12.	HOK, SAFIS, UP
Conduct screening and assessment of youth needs.	During each outreach encounter. Estimated 5,000 encounters per year.	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP.
Distribute survival goods to RHY.	At least weekly	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP.
Provide information on shelter options and encourage youth to enter shelter.	As appropriate during outreach encounters	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP.
Conduct outreach to increase awareness of RHY.	Throughout GIA period; at least 6 presentations	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP. HYSN staff.
Provide drop-in services	3 times a week	HK
Assist youth in developing and implementing safety plans.	Throughout GIA period.	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP.
Place youth in shelter, reunite with family, and/or develop other safe, appropriate housing options.	Whenever youth agree to accept help to leave the streets. At least 60 per year	Street outreach staff – HK, MYFS, FSH, HOK, SAFIS, UP.
Conduct professional development training for outreach staff.	Quarterly	HYSN staff and contracted trainers
Enter RHY data in the HMIS/RHYMIS database system.	Semi-annually	HYSN – HMIS Data Specialist
Use RHY data and outreach experience to conduct needs assessment, planning, and public policy development. Participate in State and County efforts to alleviate youth homelessness.	Ongoing throughout GIA period.	HYSN and partner staff.
Seek federal funding to continue the street outreach program after State GIA ends	Estimated March – June 2016	HYSN Executive Director, RHY Coordinator, and

		Street Outreach Staff
Submit progress reports to Hawaii Legislature and designated state agency.	Quarterly	RHY Coordinator

Quality Assurance, Evaluation Plans and Monitoring

To ensure that services are responsive to needs of youth and families, SOP Outreach workers will track and record all outreach encounters. They will document case management and other services in each youth’s case file. Each Partner will provide quarterly reports to HYSN that will be compiled into a program performance report submitted to the State of Hawaii. HYSN staff will conduct site monitoring visits. HYSN and Partner organizations will cooperate with all data, reports and/or research required by the State of Hawaii.

Each Partner will conduct its internal evaluation, which includes at a minimum:

- Periodic consumer satisfaction surveys completed by youth participants; strengths and weaknesses noted are discussed and integrated into program.
- Staff members participate in regular self and program assessments, focusing on how to develop quality assurance and how to strengthen productive strategies and resources.
- Program staff convenes regularly to ensure that programs meet identified needs, follow contract stipulations, and fulfill proposal activities. Areas targeted for review include type/number of clients served, frequency and effectiveness of services, management of problems/concerns, goal achievement, creative use of resources and future planning. Staff reviews each youth’s file on a quarterly basis to ensure that assessment and service plan(s) are complete, thorough, and updated. Partner organizations have established benchmarks that identify the activities and achievements of the program recipients.

Tracking these milestones assists the staff and youth to ensure the youth (and the

program) are on track and reaching their goals. These benchmarks include: receives some type of outreach; enrolls in program; gets some basic need met (food, storage, medical, etc.); meets some educational, vocational, personal goals; is linked to emergency, transitional, or permanent housing; and, if needed, is linked to other community services.

HYSN and HYSN SOP Partner organizations have the capacity and commitment to collect and report data on progress toward the objectives and outcomes described including:

Outcomes –

- Number of RHY increased safety by entering shelter or other safe and stable housing (including reunification with family).
- Number of youth who improved health status by accessing health or mental health services.
- Number of youth who improved or maintained adequate nutrition and personal hygiene and avoid hunger through access to nutritious food and hygiene resources.
- Number of youth who achieved increased emotional and behavioral health and well-being, by receiving assessment, intensive case management, and follow-up services.
- Number of youth who improved their educational outcomes by connecting with educational resources including, but not limited to, enrollment in school or vocational programs, or participation in GED programs.
- Number of youth who achieved increased self-sufficiency by obtaining full or part-time employment and/or participating in services designed to lead to employment (workforce readiness, job training).

Process Measures -

- Number of unduplicated youth contacted; number of encounters with youth.
- Number of youth provided safety plans and/or mental and behavioral health support to reduce likelihood of sexual exploitation, assault, or substance abuse.
- Number of unduplicated youth provided assessment, intensive case management, and follow-up services to address emotional and behavioral needs while establishing permanency plan.

HYSN will report on each of the performance indicators in each quarterly program performance report and via any other means of reporting determined by the State of Hawaii.

Monitoring: HYSN SOP Partner monitoring will assure:

- Compliance with Grant-in-Aid Requirements - determining whether GIA funds are being used for the purposes for which they are made.
- Assistance to Partner organizations - providing information and assistance to grantees to enable them to improve facilities, projects, and activities.

Program monitoring will include review of the following:

- Outreach and community education
- Individual intake and case planning
- Counseling
- Skill-building services
- Case outcome
- Individual client files
- Youth participation
- Staffing and staff development
- Reports and data collection
- Emerging issues for RHY.

The RHY Coordinator will conduct program performance monitoring including site visits; review of HYSN SOP Partner performance reports, audits, and annual reports; and meetings with groups of Partner organizations to address mutual concerns and share ideas for program improvement. HYSN will obtain ongoing feedback from HYSN SOP Partner organizations about training needs and provide at least 3 opportunities for professional development annually for RHY staff.

Fiscal monitoring will be conducted by the Executive Director, Administrative Assistant, and Accountant. The review process includes:

- Overview of fiscal management systems including accounts payable, accounts receivable, and separation of duties systems.
- Review GIA restrictions – allowable and unallowable costs – understanding of these principles by fiscal and management staff.
- Check on audit status – ensure HYSN receives copies when completed.

- Any training needs for fiscal staff.

The Administrative Assistant will review all partner invoices prior to payment to ensure that costs charged to the correct funding source and amount does not exceed partner allocation.

Addressing Issues:

When a possible compliance issue is identified by HYSN, monitors will

- Notify the HYSN Executive Director.
- Notify the HYSN SOP partner in writing of: the violation, possible consequences if not resolved, what needs to happen to be in compliance, and time period allowed for corrective action.
- The HYSN SOP Partner must provide a written response with a corrective action plan. Maintain regular communication with the HYSN staff who will monitor the progress of corrective actions.
- If the HYSN SOP Partner is unwilling or unable to make changes to bring the program into compliance, the HYSN SOP Partner will be terminated with 30 days' notice.

FINANCIAL

Budget Forms – on following pages

Note: Budget forms are not page numbered. Page numbering continues after budget forms.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

App

Hawaii Youth Services Network

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	17,594	0	0	0
2. Payroll Taxes & Assessments	1,935			
3. Fringe Benefits	2,639			
TOTAL PERSONNEL COST	22,168			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,100			
2. Insurance	1,140			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	3,600			
5. Staff Training	596			
6. Supplies	480			
7. Telecommunication	1,080			
8. Utilities	0			
9. Payroll Services	180			
10. Audit and tax return	2,200			
11. Parking/mileage	480			
12. Postage and delivery	96			
13. Printing and Reproduction	480			
14. Professional Services	1,200			
15. Contractual	265,200			
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	277,832	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	300,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	Judith F. Clark 808-499-9966		
(b) Total Federal Funds Requested	0	Phone Date 1/20/16		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0			
TOTAL BUDGET	300,000	Judith F. Clark, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii Youth Services Network

TOTAL PROJECT COST		ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS		
		FY: 2014-2015	FY: 2015-2016			FY: 2016-2017	FY: 2017-2018	FY: 2018-2019
PLANS		N/A						
LAND ACQUISITION								
DESIGN								
CONSTRUCTION								
EQUIPMENT								
TOTAL:								
JUSTIFICATION/COMMENTS: <p style="text-align: center;">Not applicable</p>								

GOVERNMENT CONTRACTS AND / OR GRANTS

Appt Hawaii Youth Services Network Contracts Total: 262,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Street Outreach Services - Oahu	7/1/16-6/30/17	Hale Kipa	Non-profit	97,000
2	Street Outreach Services - Kona	7/1/16-6/30/17	Family Support HI	Non-profit	45,000
3	Street Outreach Services - Maui County	7/1/16-6/30/17	Maui Youth & Family Services	Non-profit	45,000
4	Street Outreach Services - Kauai and East Hawaii	1/1/17 - 6/30/17	Salvation Army		
5			Family Intervention Svs., Uhane Pohaku		
6			Na Moku O Hawai'i, & Hale `Opio Kauai	Non-profit	75,000
7					
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PARTNER ORGANIZATION BUDGETS

- **Hale Kipa**
- **Family Support Hawaii**
- **Maui Youth and Family
Services**

BUDGET

(Period 7/1/16 to 6/30/17)

Applicant/Provider: Hale Kipa, Inc.
 RFP No.: NA
 Contract No. (As Applicable): NA

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	66,144			
2. Payroll Taxes & Assessments	8,036			
3. Fringe Benefits	9,675			
TOTAL PERSONNEL COST	83,855			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	306			
4. Contractual Services - Administrative	1,048			
5. Contractual Services - Subcontracts	650			
6. Insurance	900			
7. Lease/Rental of Equipment	377			
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	2,757			
10. Mileage	850			
11. Postage, Freight & Delivery	54			
12. Publication & Printing	253			
13. Repair & Maintenance	50			
14. Staff Training	50			
15. Substance/Per Diem	50			
16. Supplies	250			
17. Telecommunication	2,400			
18. Transportation	200			
19. Utilities	2,200			
20. Program Activities	750			
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	13,145			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	97,000			
SOURCES OF FUNDING	(a) Budget Request	97,000	Budget Prepared By: Cody G. Barretta 808-589-1829 x 112 Name Phone	
	(b)		Signature of Authorized Official Date 1/18/2016	
	(c)		Punky Pletan-Cross, CEO Name and Title (Please type or print)	
	(d)		For State Agency Use Only	
TOTAL REVENUE	97,000	Signature of Reviewer Date		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Hale Kipa, Inc. Period: 7/1/2016 to: 6/30/2017 Date Prepared: 1/18/2016
 RFP No.: NA
 Contract No. (As Applicable): NA

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Chief Executive Officer	1.00	150,000	0.90%	1,350
2	Controller	1.00	70,000	0.90%	630
3	Senior accountant	1.00	45,000	0.90%	405
4	Accounting Clerk	1.00	32,000	0.90%	288
5	Accounting Clerk	1.00	27,500	0.90%	248
6	HR Director	1.00	76,000	0.90%	684
7	Human Resource Manager	1.00	47,000	0.90%	423
8	Human Resource Manager	1.00	41,000	0.90%	369
9	IT Workdesk	1.00	35,000	0.90%	315
10	Deputy CEO	1.00	110,000	2.50%	2,750
11	Administrative Assistant - Vickie	1.00	32,200	3.05%	982
12	Program Coordinator	1.00	41,000	20.00%	8,200
13	Outreach manager	1.00	35,000	20.00%	7,000
14	Outreach worker	1.00	34,000	100.00%	34,000
15	Outreach worker	0.25	34,000	100.00%	8,500
TOTAL:					66,144

JUSTIFICATION/COMMENTS: Salaries and wages budgeted based on estimated time spent on the program.

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Hale Kipa, Inc.

RFP No.: NA Period: 7/1/2016 to 6/30/2017 Date Prepared: 1/18/2016

Contract No.: NA
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	66,144	7.65%	5,060
Unemployment Insurance (Federal)	NA		
Unemployment Insurance (State)	66,144	2.00%	1,323
Worker's Compensation	66,144	1.00%	661
Temporary Disability Insurance	66,144	1.50%	992
SUBTOTAL:			8,036
FRINGE BENEFITS:			
Health Insurance	1.5365	\$516.66/employee/month	9,526
Retirement	16,500	0.90%	149
SUBTOTAL:			9,675
TOTAL:			17,711

JUSTIFICATION/COMMENTS: Based on estimated tax/benefit rates and estimated wages from 206A.

TOTAL: \$45,000.00

SOP Contract Budget Grant-In_aid

Budget Period: 5/1/16 - 4/30/17

Organization: Family Support Hawaii

Contract # _____

BUDGET CATEGORIES	Total Budget for Program (a)	Budget for Contract (b)	Total (c)
A. PERSONNEL COST			
* 1 Salaries		29,666.00	
* 2 Payroll Taxes & Assessments		4,862.00	
* 3 Fringe Benefits		3,672.00	
TOTAL PERSONNEL COST		38,200.00	
B. OTHER CURRENT EXPENSES			
1 Supplies		500.00	
2 Postage, Freight & Delivery			
3 Telephone		900.00	
4 Publication & Printing		100.00	
5 Mileage		500.00	
* 6 Airfare			
* 7 Subsistence/Per Diem			
* 8 Taxi / Bus Fare / Rent-A-Car			
9 Lease/Rental of Space		3,600.00	
10 Lease/Rental of Equipment		100.00	
11 Lease / Rental of Motor Vehicle			
12 Utilities		500.00	
13 Repair & Maintenance		100.00	
14 Insurance		500.00	
* 15 Contractual Services - Admin			
* 16 Contractual Services - Subcontracts			
* 17 In-Kind Donations			
* 18			
* 19			
* 20			
* 21			
TOTAL OTHER CURRENT EXPENSES	0.00	6,800.00	
GRAND TOTAL (A+B)	0.00	45,000.00	
For Official Use Only		Budget Prepared By:	
Signature of Program Reviewer _____		<i>Raymond Clough</i> 808-334-4116 <small>Print Name Telephone</small>	
		 <small>Date</small> 1-20-16	
Date _____		<i>KAY WATFORD, E.D.</i> <small>Print Name and Title of Authorized Official</small>	

Street Outreach Budget

Organization: Family Support Hawaii

Period: May 1 2016 to April 30 2017 Date Prepared: _____

Contract No.: _____

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$ 2,269.00
Unemployment Insurance (Federal)	As required by law		\$ -
Unemployment Insurance (State)	As required by law	5.80%	\$ 1,721.00
Worker's Compensation	As required by law	2.49%	\$ 739.00
Temporary Disability Insurance	As required by law	0.45%	\$ 133.00
SUBTOTAL:			\$ 4,862.00
FRINGE BENEFITS:			
Health Insurance			\$ 3,522.00
Retirement			\$ 150.00
SUBTOTAL:			\$ 3,672.00
TOTAL:			\$ 8,534.00
JUSTIFICATION/COMMENTS:			

ORGANIZATION - WIDE BUDGET BY SOURCE OF FUNDS

(Period October 1, 2016 to September 30, 2017)

Applicant/Provider: Maui Youth and Family Services, Inc.

RFP No.: 0

Contract No. (As Applicable): _____

Grant-in-Aid - Street Outreach Program

BUDGET CATEGORIES	Total Funds (a)	Gov't Contracts (b)	Insurance/ Fees for Service (c)	Support/ Other (d)
A. PERSONNEL COST				
1. Salaries	1,267,133	1,180,208	20,908	66,018
2. Payroll Taxes & Assessments	152,483	142,023	2,516	7,944
3. Fringe Benefits	180,192	167,831	2,973	9,388
TOTAL PERSONNEL COST	1,599,808	1,490,061	26,397	83,350
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	30,339	28,258	501	1,581
2. Airfare, Out-of-State		0	0	0
3. Audit Services		0	0	0
4. Contractual Services - Administrative	61,004	56,819	1,007	3,178
5. Contractual Services - Subcontracts		0	0	0
6. Depreciation	57,889	53,918	955	3,016
7. Foster Care	102,243	95,229	1,687	5,327
8. Office Expenses	26,891	25,046	444	1,401
9. Insurance	74,962	69,820	1,237	3,906
10. Lease/Rental of Equipment		0	0	0
11. Lease/Rental of Space	9,798	9,126	162	510
12. Mileage	23,886	22,247	394	1,244
13. Outreach	3,067	2,857	51	160
14. Program Activities	87,804	81,781	1,449	4,575
15. Publication & Printing		0	0	0
16. Repair & Maintenance	24,778	23,078	409	1,291
17. Staff Training	8,073	7,519	133	421
18. Subsistence/Per Diem		0	0	0
19. Supplies	50,805	47,320	838	2,647
20. Outreach		0	0	0
21. Telecommunication	17,961	16,729	296	936
22. Transportation		0	0	0
23. Utilities	20,505	19,098	338	1,068
TOTAL OTHER CURRENT EXPENSES	600,005	558,845	9,900	31,260
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	2,199,813	2,048,906	36,297	114,610
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total Funds	2,199,813	Guy R. Engeln (808) 579-8414 ext 8106		
(b)		Name (Please type or print) Phone		
(c)		1/20/2016		
(d)		Signature of Authorized Official Date		
		Guy R. Engeln, Finance Director 1/05/2016		
		Name and Title (Please type or print)		
TOTAL REVENUE	2,199,813	For State Agency Use Only		
		Signature of Reviewer Date		

ORGANIZATION - WIDE BUDGET BY PROGRAMS

(Period October 1, 2016 to September 30, 2017)

Applicant/Provider

Maui Youth and Family Services, Inc.

RFP No. :

0

Contract No. (As Applicable):

Page 3 of 12

BUDGET CATEGORIES	(a)	(b)	(c)	(d)
	Contract/RFP#:	Contract/RFP#:	Contract/RFP#:	Contract/RFP#:
	Program:	Program: Shelt/Grp Home	Program: Prevention/O &A	Program: Subst Abuse Treatment
A. PERSONNEL COST				
1. Salaries	1,267,133	135,735	554,936	576,463
2. Payroll Taxes & Assessments	152,483	16,334	66,779	69,370
3. Fringe Benefits	180,192	19,302	78,914	81,976
TOTAL PERSONNEL COST	1,599,808	171,371	700,629	727,808
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	30,339	3,250	13,287	13,802
2. Airfare, Out-of-State		0	0	0
3. Audit Services		0	0	0
4. Contractual Services - Administrative	61,004	6,535	26,716	27,753
5. Contractual Services - Subcontracts		0	0	0
6. Depreciation	57,889	6,201	25,352	26,336
7. Foster Care	102,243	102,243		
8. Office Expenses	26,891	2,881	11,777	12,234
9. Insurance	74,962	8,030	32,829	34,103
10. Lease/Rental of Equipment		0	0	0
11. Lease/Rental of Space	9,798	1,050	4,291	4,457
12. Mileage	23,886	2,559	10,461	10,867
13. Outreach	3,067	329	1,343	1,395
14. Program Activities	87,804	9,406	38,453	39,945
15. Publication & Printing		0	0	0
16. Repair & Maintenance	24,778	2,654	10,851	11,272
17. Staff Training	8,073	865	3,536	3,673
18. Substistence/Per Diem		0	0	0
19. Supplies	50,805	5,442	22,250	23,113
20. Outreach		0	0	0
21. Telecommunication	17,961	1,924	7,866	8,171
22. Transportation		0	0	0
23. Utilities	20,505	2,196	8,980	9,328
TOTAL OTHER CURRENT EXPENSES	600,005	155,563	217,993	226,449
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	2,199,813	326,934	918,622	954,257
SOURCES OF FUNDING				
(a) Budget Request	2,199,813			
(b)				
(c)				
(d)				
TOTAL REVENUE	2,199,813			
For State Agency Use Only	Budget Prepared By:			
	Guy R. Engeln (808) 579-8414 ext 8106			1/20/2016
Signature of Reviewer	Date	Name (Please type or print)	Phone	Signature of Authorized Official
				Date

BUDGET JUSTIFICATION

PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Maui Youth and Family Services, Inc. **PERSONNEL** Period: July 01, 2016 to June 30, 2017

Date Prepared: 1/20/2016

Contract No. (As Applicable): _____

Indirect (Page 5 of 12)

Page 5 of 12

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE	% OF TIME BUDGETED TO THE CONTRACT	TOTAL SALARY BUDGETED TO THE CONTRACT
			A	B	A x B
4	Chief Executive Officer				550
5	Finance Director				304
6	Quality Assurance/Contracts Director				309
7	Human Resources Director				252
8	Executive Assistant				145
9	Controller				220
10	Payroll and Compliance Specialist				162
11	Contracts Accountant				172
12	Human Resources Assistant				139
13	Payables and Procurement Specialist				122
14	Secretary/Receptionist				73
15	Facilities Manager				160
	Sub-total Salaries page 2				2,608
					28,692

TOTAL:

JUSTIFICATION/COMMENTS: % Of Time Budgeted to The Contract is calculated at 10.00% (our Indirect to direct salaries ratio) of Direct Salaries

listed on the previous page, which equals the Sub Total of Indirect Salaries on this page. That amount is then pro-rated to each position, and then the % of Time Budgeted To The Contract is backed in to for each position to equal to desired total. The Full-Time equivalent is 20% because the other personnel are then time among 3 separate agencies managed under one administrative group.

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Maui Youth and Family Services, Inc.

RFP No.: 0

Period: July 01, 2016 to June 30, 2017

Date Prepared: 1/20/2016

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	Federal Statutory Rate	7.65%	2,195
Unemployment Insurance (Federal)	As Required by Law	n/a	
Unemployment Insurance (State)	Self Insured - Experience Rate	1.00%	287
Worker's Compensation	Rate set by Private Insurer	1.75%	502
Temporary Disability Insurance	Rate set by Private Insurer	0.54%	155
SUBTOTAL:			3,138
FRINGE BENEFITS:			
Health Insurance	State Law	10.00%	2,869
Retirement	Retirement Plan Specs	2.37%	680
SUBTOTAL:			3,550
TOTAL:			6,688
<p>JUSTIFICATION/COMMENTS: The percent of salary are based upon statutory rates, insurance rates, and ratios derived from internal historical financial statements</p>			

**BUDGET JUSTIFICATION
TRAVEL - INTER-ISLAND**

Applicant/Provider: Maui Youth and Family Services, Inc.

RFP No.: 0 Date Prepared: 1/20/2016

Period: July 01, 2016 to June 30, 2017

Contract No. _____
(As Applicable)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
None Budgeted						
TOTAL:						

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - SUBCONTRACTS**

Applicant/Provider: Maui Youth and Family Services, Inc.

RFP No.: 0 Period: July 01, 2016 to June 30, 2017 Date Prepared: 1/20/2016

Contract No. _____
(As Applicable)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Kevin Beck	90	Quality Assurance Specialist	\$2100/mo x .2% allocated
TOTAL:	90		

**BUDGET JUSTIFICATION
EQUIPMENT PURCHASES**

--

Anticipated Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$56,250	\$56,250	\$93,750	\$93,750	\$300,000

Funding Sources Seeking for FY 17

Source	Status	Annual Amount
Runaway and Homeless Youth Program		
Street Outreach Program, Administration for Children and Families	Application planned for 2016. If successful, funding will be for a 3-year period.	\$200,000
Other Funding		
Competitive Abstinence Education Program, Administration for Children and Families (teen pregnancy prevention)	Confirmed through Sept. 2016; new application will be submitted in 2016.	\$150,000

State and Local Tax Credits

None granted; No applications pending or expected.

Federal, State, and County Government Funding

Source	Purpose	Status
Runaway and Homeless Youth Program		
Basic Center Program, Administration for Children and Families	Emergency shelter for youth	Confirmed through Sept. 2018
Transitional Living Program, Administration for Children and Families	Assist youth who cannot be reunited with their families with safe housing and preparation for independent living	Confirmed through April 2018
Other Government Funding		
Personal Responsibility Education Program, Public School System, Commonwealth of the	Teen pregnancy prevention and positive youth development in the Northern Mariana	Confirmed through Sept. 2016; expected through Sept. 2018

Northern Mariana Islands (teen pregnancy prevention contract)	Islands	
Competitive Abstinence Education Program, Administration for Children and Families (teen pregnancy prevention)	Teen pregnancy prevention	Confirmed through Sept. 2016; new application will be submitted in 2016.

Balance of Unrestricted Assets as of 12/31/2015

Hawaii Youth Services Network
Balance Sheet
As of December 31, 2015

	Total
ASSETS	
Current Assets	
Bank Accounts	
0001 Transfer Funds (deleted)	0.00
1010 Checking	83,264.32
1011 Checking - Restricted	25,000.00
Total 1010 Checking	108,264.32
1100 FHB CD	28,949.17
1200 FHB Maximizer	11,943.59
1300 Petty Cash	176.40
Cash Short	0.00
Total Bank Accounts	\$149,333.48
Accounts Receivable	
11100 Allowance for Doubtful Accounts	0.00
11400 Grants Receivable	0.00
1201 Accounts Receivable	0.00
1202 FYSB Grant Receivable	382,905.21
1220 ESH Receivable	0.00
Total Accounts Receivable	\$382,905.21
Other current assets	
1225 Audit Acct Rec (deleted)	0.00
13000 Prepaid Expenses	3,071.67
13050 Prepaid Insurance	10,895.48
1400 Morgan Stanley Dean Witter	5,665.00
1410 MSDW - Alliance Cost	48,613.30
1411 Dean Witter Liquid Asset	2,439.11
1420 MSDW - Unrealized Gain/(Loss)	-2,378.34

Total 1400 Morgan Stanley Dean Witter	54,339.07
1499 Undeposited Funds	0.00
Total Other current assets	\$68,306.22
Total Current Assets	\$600,544.91
Fixed Assets	
15000 Office Furniture & Equipment	32,217.06
15006 Software	1,700.99
1501 Depreciation (deleted)	0.00
CDC Program Ste 914	2,041.82
Total 15000 Office Furniture & Equipment	35,959.87
15005 Office Improvements	0.00
17100 Accum Depr - Furn and Equip	-24,531.37
Total Fixed Assets	\$11,428.50
Other Assets	
18360 Security Deposits	7,756.19
Total Other Assets	\$7,756.19
TOTAL ASSETS	\$619,729.60
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	56,110.03
Total Accounts Payable	\$56,110.03
Credit Cards	
2200 FHB Credit Card	0.00
2201 MC 6834	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
2001 Audit Accounts Payable (deleted)	0.00
2100 Deferred Revenue	106,309.02
2300 Accrued Liabilities	16,627.43
2310 Payroll Taxes Payable	472.67
2326 403(b) Payable-EE Contribution	3,379.87
2330 Accrued Vacation	4,530.49
2400 Funds Held For CYM	0.00
2455 Youth Matters Project July 2009	0.00
2460 Youth Empowerment Stories SB	0.00
Suspense	0.00
Total Other Current Liabilities	\$131,319.48
Total Current Liabilities	\$187,429.51
Total Liabilities	\$187,429.51
Equity	
3000 Unrestricted Net Assets	169,020.94

3002 Prior Period Adjustment	-60,504.58
3900 Retained Earnings	225,754.32
Net Income	98,029.41
Total Equity	\$432,300.09
TOTAL LIABILITIES AND EQUITY	\$619,729.60

EXPERIENCE AND CAPACITY

Necessary Skills and Experience

Experience with RHY and Street Youth: As stated in the introduction to the proposal, HYSN has maintained a statewide Runaway and Homeless Youth Collaboration since 1981, primarily with federal funds. Partner organizations have a combined history of more than 100 years of services to unaccompanied runaway, homeless and street youth.

HYSN Basic Center Program (BCP) provides 4 shelter beds and serves 50 RHY per year. The shelter providers also have state contracts with the Office of Youth Services. The HYSN Transitional Living Program (TLP) provides 4 residential beds and helps additional youth to obtain safe stable living situations (e.g., extended family, Job Corp, independent housing). Partners have additional beds that are funded through other sources. Youth encountered through street outreach may enter the emergency shelter programs and those who cannot be safely reunited with their parents may be placed in foster care or the transitional living program. Youth who exit the BCP and TLP have achieved increased safety, well-being, self-sufficiency, and permanent connections as evidenced by:

Program	Outcome	Achievement 2013-2014
BCP	Youth exit shelter to safe, stable housing.	94%
BCP	Youth report increased sense of well-being.	89%
BCP	Youth are connected to their school or other educational resources and/or stay current with their curricula.	96%
BCP	Youth report increased permanent connections with caring adults	89%

TLP	Youth exit TLP to safe, appropriate living situations.	74%
TLP	Youth avoid new involvement in law enforcement or criminal justice systems.	90%
TLP	Youth complete education and counseling on basic independent living skills.	85%
TLP	By time of exit, youth will demonstrate at least 5 critical independent living skills	79%
TLP	By time of exit, youth will obtain full or part-time employment.	64%
TLP	Upon exit, youth will have sustainable relationships with caring adults.	79%

The HYSN Executive Director (ED) and Hale Kipa Deputy Chief Executive Officer are Peer Monitors and Grant Reviewers for federal runaway and homeless youth programs. The HYSN ED serves as an advisor to the National Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC). One HYSN and three Partner agency staff participated in the *Homeless Youth and the Law* Project sponsored by the American Bar Association and the National Network for Youth at which the HYSN ED was an issue expert/facilitator in the Health Care track, and the health care consent law HYSN and partners established in Hawaii, has been used as a national model.

Governance, Fiscal Control, and Accountability:

Governance Structure: As required by its by-laws, HYSN maintains a ten to fifteen member Board of Directors (currently 12 members). The board is elected by the membership at its annual meeting. It meets 6 times a year with committees conducting business in the interim. Current board committees include: Executive, Finance, Fund Development, Membership, and Personnel. The Board is responsible for strategic planning, fiscal oversight, hiring and reviewing performance of the Executive Director, and overall governance and accountability. HYSN provides orientation training for all new Board members. Board membership reflects Hawaii’s ethnic and cultural diversity (Asian, Hawaiian/Pacific Islander, Caucasian, and Hispanic), is 67% female/33% male, and includes representation from each county. HYSN meets all IRS and state requirements for

governance and policy for charitable organizations.

Fiscal Controls: Hawaii Youth Services Network has a sound fiscal record, conducts an annual audit to OMB Circular A-133 standards, and has 35 years of experience in meeting the fiscal accountability requirements for government grantees and contractors. Fiscal accountability rests with the Executive Director in conjunction with the Board of Directors. The Board's Finance Committee reviews all fiscal matters regularly and reports to the Board of Directors at each meeting.

The Accountant maintains the QuickBooks accounting system, which allows us to track each funding source separately to assure accurate accounting and appropriate use of funds. He does monthly bank account and grant reconciliations and prepares the audit schedules. The Administrative Assistant assures that all purchase orders and invoices have the necessary documentation and authorizations. HYSN maintains an appropriate segregation of duties system, and has up-to-date operations and fiscal controls manuals. HYSN complies with all requirements of the Charities Division of the State Office of the Attorney General and the federal Office of Budget Management.

Partnerships: Summary Histories of HYSN Partner organizations:

Hale Kipa, a Council on Accreditation on Services for Families and Children (COA)-accredited agency, has been in operation for over 44 years and is the primary provider of emergency shelter, youth street outreach and transitional and independent living services on the island of Oahu. In addition, Hale Kipa also offers foster homes, family strengthening and counseling, jail diversion, outreach and tracking services for youth in the juvenile justice system. Hale Kipa has consistently been in the forefront of providing services to meet the needs of Hawaii's youth.

Maui Youth & Family Services (MYFS), a COA-accredited non-profit agency, began as the Maui Youth Residential Shelter in 1978. Its name change in 1986 signaled its development into a comprehensive family service organization encompassing satellite shelter homes, therapeutic foster homes, independent living programs, substance abuse treatment (community based), family counseling, outreach - first to runaway and later homeless youth, criminal justice diversion, school and community based treatment, and youth prevention programs on Maui.

Family Support Hawaii (FSH) was founded in 1979, under the auspices of Kapiolani Women's & Children's Hospital. It came into its own in 1985 and began to more fully develop programs focused on the emotional, social and developmental needs of children and youth. Aimed at youth and families on the island of Hawaii, FSH provides Family Centers, Child Welfare Programs, Youth Development Programs, Early Head Start, Healthy Start, and other early childhood education projects.

Hale 'Opio Kaua'i, Inc. (HOK) has served the young people and families of Hawaii for 40 years on Kaua'i. HOK provides therapeutic residential and emergency shelter services for young people to age 22, an array of evidence-based prevention and education programs that connect youth to school, prevent risky behaviors, strengthen social and emotional competencies, and successfully divert youth from the juvenile justice system. HOK partners with cultural groups reconnecting young people to the history and story of the past, participate as stewards, and interpret their experiences in various artistic media, both traditional and digital. Hale 'Opio offers job training and employer mentoring to transition-aged youth, voluntary case management for youth who exited foster care at 18 and independent living skills treatment for young people ages 16 – 24. HOK is nationally accredited by COA and actively engages with the community to work together

to raise up our next citizens. See www.haleopio.org for more information. See Letter of Commitment on p. 41.

The Salvation Army- Family Intervention Services (TSA-FIS), is a licensed Child Caring and Child Placing organization located with services provided on the East and West regions of the Big Island, and Maui, was originally established in December 1970 as the Hilo Interim Home, to provide emergency shelter services to youth ages 12-17 and those requiring protective services, homeless youth; those unable to remain at home due to family conflicts; victims of abuse/neglect; runaways and other status offenses; and minor law violators. The Emergency Shelter still continues today providing services in East Hawaii with the focus on placement of youth from the Family Courts, Child Protective Services, and through our Agency's Big Island Juvenile Intake Assessment Center (BIJIAC) program for youths arrested and referred by the Police for status offenses and law violations. TSA-FIS established Safe House Programs as residential alternative care group homes for youth at risk of incarceration at the Hawaii Youth Correctional Facility (HYCF). For over 15 years, TSA-FIS has implemented Independent and Transitional Living programs for Foster youth in the DHS system, and more recently expanded services to youth that have aged out of the Foster care system now servicing up through age 26. TSA-FIS also provides a number of outreach and prevention services targeting various schools and smaller communities on the Big Island and providing services to youth. Programs include: Life Skills, Community Based Outreach, and Teen Pregnancy Prevention, and Substance Abuse Prevention programs. See Letter of Commitment on p. 42.

Uhane Pohaku Na Moku O Hawai'i - Since 2009, Uhane, has engaged local community members and neighbor island youth in two major programs that focus on restoration, preservation, and cultural enrichment activities. First is the Outdoor Restoration & Environmental Education, a

Partnership with Island STAR - was to restore the Maunalei ahupua'a while providing intergenerational training for youth, particularly those with moderate to high risk factors. Our intent is to "bridge" the positive learning experiences between facility (classrooms), the homes we live in, land –aina (valleys, shoreline, streams) and the sea (reefs, channels,) and connect these physical sites to our learning environment. In August of 2014, Uhane was contracted by The Salvation Army Family Intervention Services to do project based cultural activities for all of its programs, island-wide. This includes servicing youth 10-24 years of age in their residential and outreach programs. Uhane staff and volunteers have encountered many youth in the Ka'u area who are homeless and truant from school and wants to reach out to them. See Letter of Commitment on p. 43.

Facilities

Street-based Outreach: Street outreach to runaway and homeless youth does not take place in a specific facility or building. Street outreach may take place at a park, beach, sidewalk, or camp site. Sites for street outreach may change over time depending on variables such as weather, enforcement of sidewalk laws, and sweeps of homeless encampments.

Drop-in Center: (*Oahu & West Hawaii only*): Locations: Oahu/YO! Project is located in Waikiki in a clean, secure cozy house rented from the Waikiki Baptist Church. West Hawaii/Kailua-Kona: Family Support Hawaii (FSH) maintains a regular presence at The Friendly Place in Kailua-Kona. The Friendly Place is a drop-in center for homeless of all ages operated by HOPE Services Hawaii.

Hours: Oahu - Open for drop-in at least 3 times a week in the afternoons and early evenings. During the rest of the week by appointment and/or walk-in basis (when staff is available). Other group activities may occasionally be planned at different times. Kailua-Kona – Outreach staff visit the center weekly during after school hours.

Services: Access to social and recreation services, locker space, mailing address, phone for business purposes, emergency financial or material needs, hot meals, emergency canned food, clothing, hygiene (e.g., showers, supplies), basic survival supplies, bus pass (Oahu only), access to computers. Medical clinic on site on Oahu (parental consent not required per Hawaii law).

Staffing Ratio: Oahu - The minimum staffing ratio is one staff for every eight youth and may be up to one staff to three youth. Every effort will be made to ensure that no youth is left unsupervised and multiple staff assures quick assistance in emergency situations. West Hawaii - Typically, 1 -5 youth present at The Friendly Place during hours where the SOP worker is present.

Safety Engagement Protocol: HYSN SOP has developed procedures that reduce risks for outreach workers. Some selected procedures include:

- Safety training, including identifying dangerous areas, safe places, and escape routes.
- Knowing the street culture.
- Carrying identification at all times.
- Sending outreach staff out in pairs or having them check-in regularly.
- Knowing where the outreach workers are going when conducting outreach.
- Outreach workers carry cellular phones to contact agency or for emergency calls.
- Having contingency plans for emergencies and dangerous situations.
- Behaving respectfully to addicts, drug dealers, and other clients to win personal trust and confidence.
- Establishing contacts with police precincts in all areas where outreach is conducted.
- On Oahu, wearing YO! t-shirts that clearly say who they are so that they are visible in a safe way for youth; youth know they can be approached.
- Supervisors are on call on a 24-hour basis for emergencies and backup.

PERSONNEL, PROJECT ORGANIZATION, AND STAFFING

Proposed Staffing, Staff Qualifications, Supervision and Training

Staff Qualifications and Responsibilities

Complete resumes and job descriptions available on request.

Staff Name/Position	Minimum Qualifications (MQ) and Actual Education/Experience (Educ./Exper.)	Job Duties
Hawaii Youth Services Network		
Judith F. Clark, MPH, Executive Director	<p><u>MQ</u>: Master's Degree in human services related field experience at program management or above. Demonstrated experience advocating for a human service population. Familiar with the Hawaii State Legislature and Government as it relates to the delivery of health and human services. Experienced in budgeting. Experience working with Federal Grants and State Contracts.</p> <p><u>Educ./Exper.</u>: MPH---Public Health, Univ. of Hawaii. Executive Director, Hawaii Youth Services Network (2000—present). FYSB Peer Monitor & Grant Reviewer. 25 years of experience in health/ human services; Outstanding Advocate for Children and Youth Award; 2005; Hawaii State Legislature; 15 years of experience with RHY.</p>	Overall coordination and fiscal management for SOP. Monitor performance of sub-grantees. Organize training programs and provide technical assistance. Monitor progress toward outcomes. Maintain communication with federal staff.
Ruth “Alex” Wade, MA	<p><u>MQ</u>: Bachelor’s Degree in human services related field.</p> <p><u>Ed/Ex</u>: MA in Psychology, Counseling & Guidance, Univ. of Northern Colorado. Evaluator, HYSN – 2008 – present. RHY Coordinator 2015. Council on Accreditation Peer Reviewer and Team Leader 2001-present.</p>	Coordination for SOP. Prepare federal program performance reports. Conducts fiscal and program monitoring of Partner organizations. Organizes and coordinates HYSN/Partner meetings. Identifies training needs and organizes training programs.
Ferdinand Mandac, BBA Accountant	<p><u>MQ</u>: Bachelor’s degree in accounting or related field. Minimum of 2 years accounting experience (non-profit preferred). Experience with QuickBooks software required. Knowledge of federal grant regulations.</p> <p><u>Ed/Ex</u>: BBA – Accounting, Univ. of Hawaii. Accountant, HYSN – 2014-present. Accountant/Office Administrator, Anderson Lahne & Fujisaki LLP, 2011 – present.</p>	Ensure accurate accounting & appropriate use of all HYSN funds. Prepare/submit fiscal reports. Maintain QuickBooks accounting system. Prepare for audit.
Jennifer Fonseca, MPH	<u>MQ</u> : AA or bachelor’s degree in business management or related field preferred.	Oversees office administration including

Administrative Assistant	<p>Experience in office management required. Non-profit experience preferred. Skill in using Microsoft Word, Outlook and Excel. Strong verbal and written communication skills. Strong organizational skills.</p> <p>Ed/Ex: BA-psychology, Univ. of Hawaii. Master of Public Health candidate (anticipated graduation May 2015), Univ. of Hawaii. Administrative Assistant, HYSN, 2015. Legal Assistant and Billing Assistant, Everett Cuskaden & Associates, 2009 – 2014. Oversees office administration including organizing Board & committee meetings, maintaining equipment & supplies; managing payroll; assisting the Accountant; monitoring invoices; maintaining admin. And fiscal records.</p>	organizing Board & committee meetings, maintaining equipment & supplies; managing payroll; assisting the Accountant; monitoring invoices; maintaining administrative and fiscal records.
Family Support Hawaii		
Toni Symons, Community Engagement Coordinator	<p><u>MQ:</u> Master’s degree in social work or related field and/or relevant work experience. 5 years of experience in clinical and community aspects of services to youth and families. 3 years of experience in staff supervision and program management including grant writing and management. 3 years of experience in training/teaching.</p> <p><u>Educ./Exper.:</u> Community Engagement Coordinator, Family Support Hawaii (May 2014 – present). Shelter Specialist, Hope Services, Inc. (2014 – 2015). Program Director, VASH – Hawaii Island (2013-2014). BA – University of Hawaii at Manoa.</p>	Provides leadership in program development and implementation including staff training, community education, research and development of programs. Supervises youth program coordinators. Oversees Street Outreach Program.
Graham Anderson, Case Manager	<p><u>MQ:</u> High school diploma. Able to communicate and work effectively with people of diverse social, cultural, economic, age, gender and racial backgrounds. Computer proficiency in word processing, spreadsheets, and data base management. Valid driver’s license and reliable transportation.</p> <p><u>Educ./Exper.:</u> Case Manager, Family Support HI; Dec. 2014 – present. Laborer, Island Asphalt Maintenance, Dec. 2013 –present.</p>	Outreach to and assessment of RHY. Implementation of life skills curriculum and support plan as established in cooperation with youth and family.

	Univ. of Alaska, 2006-2007; Coursework for BS in Chemistry. University of Minnesota, 2003-2006, Coursework for BS in Chemistry.	
Hale Kipa		
Jaque Kelley-Uyeoka, MSW, Deputy CEO	<p>MQ: Master's and 10 years of supervisory and program development experience.</p> <p>Responsibilities: Overall management & coordination of the Hale Kipa SOP partner. Staff supervision.</p> <p><u>Educ./Exper.:</u> MSW, University of Hawaii; Hawaii licensed social worker. 35 years of experience with runaway and homeless youth at Hale Kipa (emergency shelter, independent living, street outreach, transitional living). 1979-current: Hale Kipa, Inc. (Deputy CEO, 2006-current; Senior Program Director, 2004-2006; Program Director, Outreach and Transitional Living Services, 1989-2006; Independent Living Program Developer and Coordinator (concurrent with KH), 1983-1989; Kamala Home Developer and Coordinator, 1979-1989; Residential Social Worker, 1979.</p>	Administration, supervision & program development for Oahu Youth Outreach Program
Alexander "Alika" Campbell, MSW, Program Coordinator	<p>MQ: Master's Degree preferred or equivalent experience in this field; Supervisory experience and direct counseling in human services field.</p> <p><u>Educ./Exper.:</u> Bachelor's Degree and MSW, University of Hawaii. Project YO! Coordinator, Hale Kipa (2004-present); Transitional Living Program Coordinator (2004-present). Project YO! Case Manager (2000-2004). Transitional Living Program Case Manager (1997-1999). ILP Training Apartment Case Manager (1993-1995). 19 years of experience with RHY.</p>	Program management/development, staff supervision, and case management for Hale Kipa YO! program. Provides leadership and utilizes systemic thinking to organize, coordinate & nurture a network of staff providing street outreach services.
Deborah Smith, Outreach Supervisor	<p>MQ: Associate Degree in Social Work, Psychology, Human Services or related field of study. 2 years of experience in human services and supervisory experience. Preference for experience focused on youth, homeless/house experience also a plus.</p>	Hiring, training, supervision of Outreach workers; provide direct street outreach services; coordinate services with community; encourage trauma-informed care and

	<p>Educ./Exper.: Project YO! Outreach Supervisor, Hale Kipa (2009-present); Helping Hands Hawaii, Case Manager (2008); Lokahi Behavioral Health, Case Manager/Clinical Coordinator (2006-2007); HK Trauma-Informed Care (Risking Connections) Trainer). Safe House Outreach Worker. BA in anthropology from University of Texas, 1982.</p>	<p>harm reduction approaches.</p>
<p>Case Manager (position in process of hiring)</p>	<p>MQ: Bachelor Degree in Social Work, Psychology, Human Services, Counseling or related field. One (1) year experience working with youth ages 5-19 in obtaining basic skills, goal setting, health living, relationships and other aspects of prevention services.</p>	<p>Provides intake, assessment, service planning, case management and pregnancy prevention services to YO! Youth. Provide crisis intervention and referrals to shelters and other needed services.</p>
<p>Maui Youth and Family Services (MYFS)</p>		
<p>Rick Collins, Clinical Director</p>	<p>MQ: CERTIFICATE/LICENSE/REGISTRATION: State of Hawaii Clinical Licensure; current driver's license, clean driving abstract, and current car insurance EDUCATION AND/OR EXPERIENCE: Master's Degree from an accredited university or college, in social work, counseling, psychology, or related behavioral sciences field. At least three (3) years of paid working experience providing clinical services to children and families. At least one (1) year of paid work experience in a supervisory capacity.</p> <p><u>Educ./Exper.:</u> Licensed Marriage and Family Therapist since 2008. Master of Counseling Psychology/Marriage and Family Therapy – Chaminade University, 2005. Master of Counseling Psychology/School Counseling – Chaminade University, 2012. Clinical Director, Maui Youth and Family Services (2012 – present). Department Chair, Counseling Dept., St. Louis School (2008-2012). Couples Counselor, Private Practice; Ho`omaluhia Counseling (2009 – 2011).</p>	<p>Administration, supervision and program development for MYFS SOP partner. Provides for optimum utilization of employees. Ensure highest quality of services. Monitors programs for contract compliance.</p>

<p>Wendy DeCambra, Program Manager</p>	<p>MQ: CERTIFICATE/LICENSE/REGISTRATION: CPR/FA Certification; Current driver's license, clean driving abstract and current car insurance. EDUCATION AND/OR EXPERIENCE: High School degree and two years of experience in the maintenance and operation of human services programming. Bachelor's degree in education, recreation, public administration, social service or related field from a regionally accredited university, may substitute for the required experience. Must be computer literate and familiar with current widely accepted software. Supervisory experience helpful.</p> <p>Educ./Exper.: 2/08 – present MYFS, Community Services Program Manager; 12/06 – 2/08 MYFS, Intensive Services Program Manager/QA Specialist; 08/04 - 12/06 MYFS, Intensive Services Program Manager. Studied Liberal Arts at Maui Community College.</p>	<p>Support community services staff in coordinating, developing and implementing youth and family treatment programs, (i.e. prevention, social, recreational, educational activities and services to support youth and families' efforts to attain health lifestyles and self-sufficiency.)</p>
<p>Ashley Canillo, MSW, Outreach Counselor</p>	<p>MQ: CERTIFICATION/ LICENSURE/ REGISTRATION: CPR/FA Certification; current driver's license, current automobile insurance, clean traffic abstract, and transportation. EDUCATION AND/OR EXPERIENCE: Bachelor degree in related field from a regionally accredited university. Minimum of one year working with youth at risk. Master's degree may substitute for experience.</p> <p>Educ./Exper.: University of Hawaii, MSW, 2014. Chaminade University, BA in Psychology, 2005. Maui Youth and Family Services, Outreach Counselor, 2014 – present. Aloha House, COD Intern, 2013 - 2014. MTC Hawaii Job Corps, Career Counselor, 2012 - 2014 Hale Kipa, Program Coordinator-HAP, 2009 – 12.</p>	<p>Conducts outreach and works with at-risk youth in the community. Responsible for assessing youth to determine their need, connecting youth to proper programs and agencies based on their need, one to one counseling, and building relationships with the schools and agencies within the island of Maui.</p>

Staff Supervision and Evaluation: Supervision of each staff is provided by the immediate Partner supervisor and includes: reviewing files, reviewing service plans, regular processing time, weekly individual and group meetings, formal and informal evaluations. Supervisors pay attention to quality, safety, and productivity standards, intervention strategies, and on-going support and capacity building. There are mutually developed written evaluations/learning contracts geared towards further identifying training needs and developing staff strengths and professionalism. Supervisors are on call for emergency situations on a 24-hour basis.

Each staff member receives a personnel evaluation on an annual basis, completed by the supervisor and discussed with the employee. The performance evaluation process includes goal setting, performance measurement, regular performance feedback, employee recognition, and documentation of employee progress. It ensures that the supervisor and reporting staff members are clear about the requirements of the job. It helps employees accomplish both personal development and organizational goals. If an employee is not succeeding or improving job performance, a performance improvement plan is mutually developed and monitored.

Criminal History, Sex Offender, and Child Abuse Registry Checks - Human Resources staff of each Partner verifies education, employment, and professional/vocational licensing; and conducts reference checks. All employees are credentialed according to Council on Accreditation and State of Hawaii Standards. Partner organizations conduct criminal history record checks (State, FBI, and Child Abuse & Neglect Registry Clearance, Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center and National Sex Offender Public Registry) for all staff that come into contact with children. Fingerprinting is conducted pre-service for staff working in SOP and residential programs. Criminal background checks are repeated at intervals consistent with agency personnel policies. Initial and annual TB screening and health

certificate and an annual driver's abstract are also required of all personnel. These practices are in accordance with state and federal laws that prohibit discrimination in hiring based on arrest or court record, allow inquiry about convictions only after making a conditional offer of employment, and require the applicant/employee's written consent before running a check. HYSN monitors compliance with background checking by reviewing personnel records during site visits.⁸

The SOP does not use volunteers to conduct street outreach. Volunteer groups sometimes prepare meals, deliver donations, or conduct other community service activities at the drop-in center. Because these volunteers do not provide any services on an ongoing basis and are always supervised by staff when in contact with youth, they do not require background checks.

HYSN staff do not provide any services to youth nor do they come into direct contact with RHY except during site monitoring visits to partner organizations. When in contact with youth at a partner site, partner staff are always present. Thus, HYSN staff do not need and are not required to undergo background checks.

Training Project Staff - Staff development is critical to service effectiveness. Each agency conducts initial orientation and offers in-service training on a regular basis to all RHY staff and volunteers. The exact content and length of training will vary somewhat among Partner organizations, but includes, at minimum, the following topics: effectively approaching and engaging youth on the street; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug, and chemical dependency awareness; domestic trafficking, bullying, and harassment; and sexual exploitation and prostitution. All staff members are trained

⁸ Practicum students, who do work directly with clients, go through the same background checking process as paid employees.

in record keeping, chart documentation, confidentiality, HIPAA, and data reporting requirements. Each organization documents and keeps on file the course outline or discussion points, topic name, credentials of the trainer, trainees attended, date, time and duration of the training.

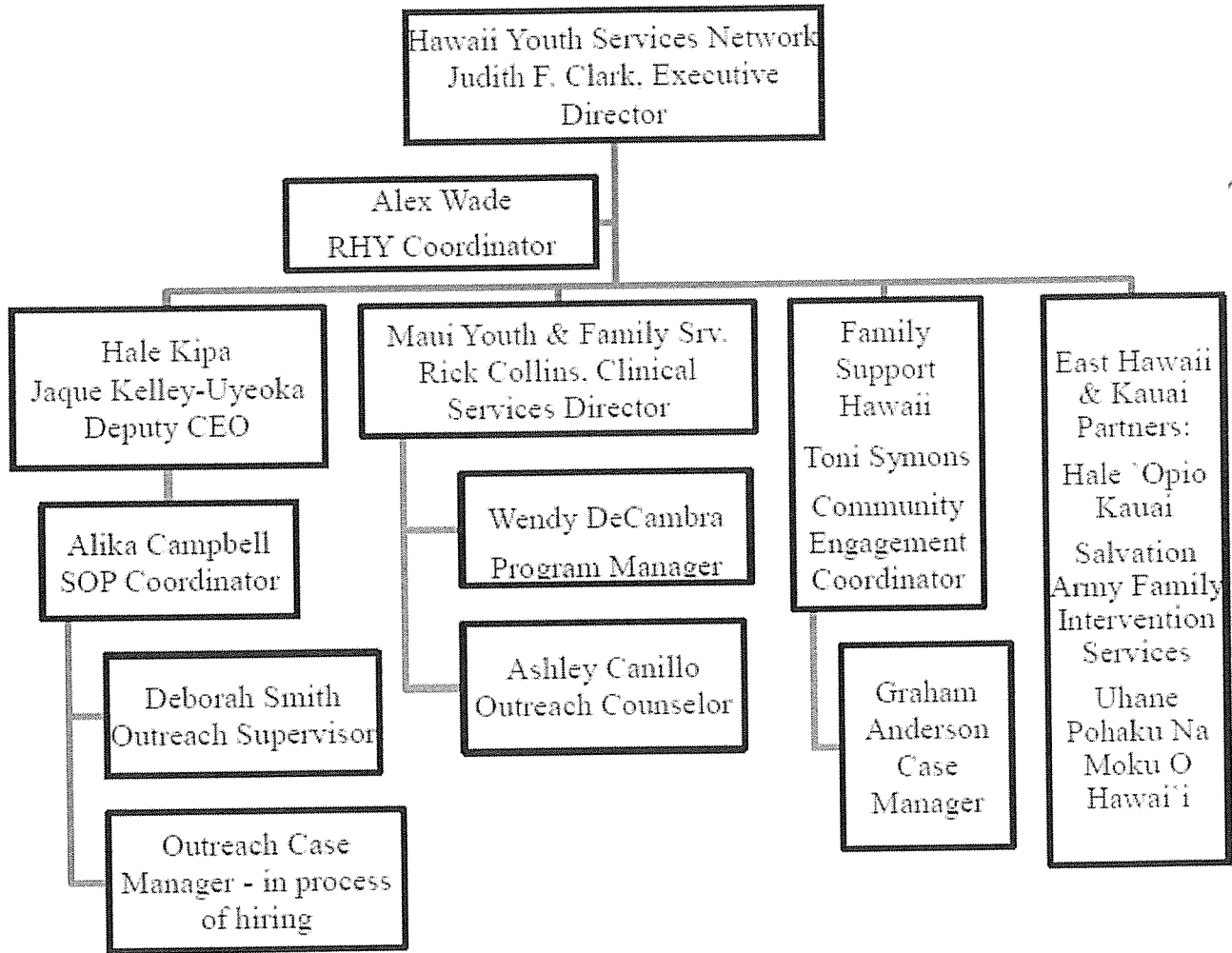
HYSN conducts statewide training for Partner organizations and other youth workers through workshops, conferences, and quarterly membership meetings featuring educational presentations. Examples of training offered recently include: bullying and violence prevention; safe spaces for LGBT youth and youth resiliency. HYSN maintains an ongoing information service via e-mail to Partner organizations about training and funding opportunities, networking efforts, and best practices including a monthly e-newsletter that reaches more than 1,500 youth workers, administrators, and policy makers.

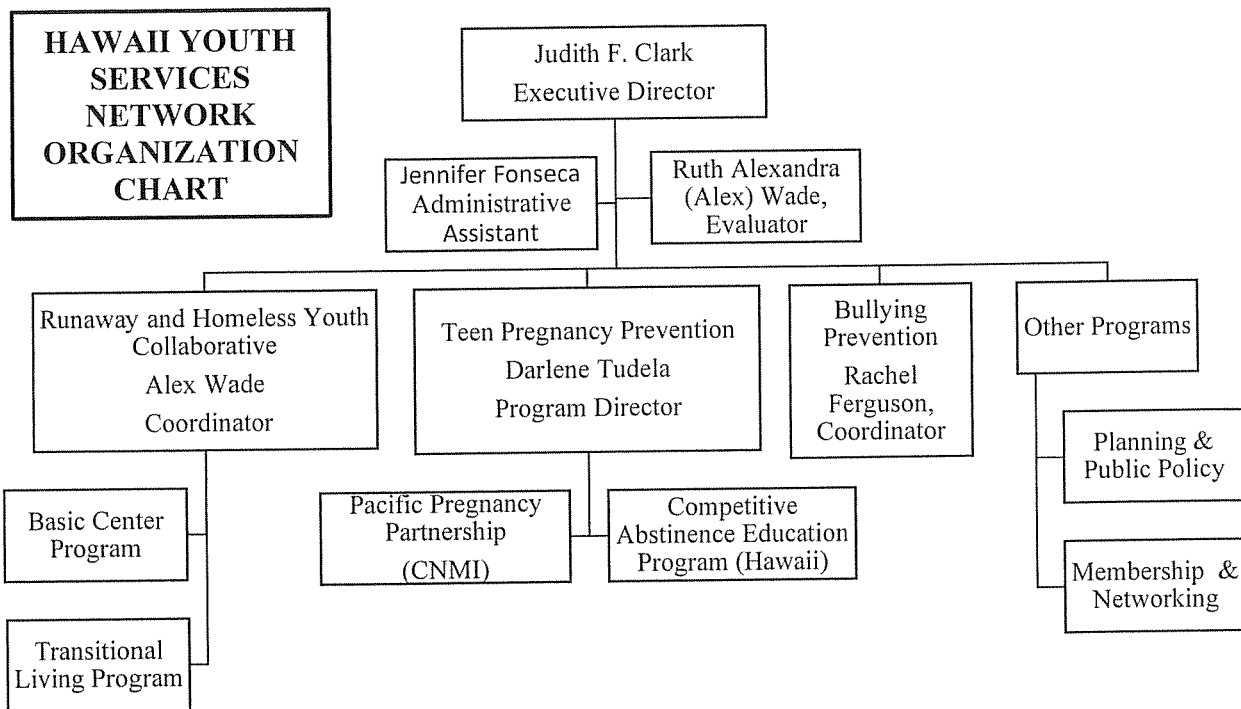
Organization Chart

Street Outreach Program Organization Chart on next page.

Hawaii Youth Services Network Organization Chart on page 44.

**STREET
OUTREACH
ORGANIZATION
CHART**





Compensation

Three Highest Paid Employees:

Executive Director: \$84,872/year

Teen Pregnancy Prevention Program Director: \$54,063/year

Bullying Prevention Coordinator: \$40,000/year

OTHER

Litigation

No pending litigation

Licensure or Accreditation

Three partner organizations – Hale Kipa, Maui Youth and Family Services, and Hale `Opio Kauai - are accredited by the Council on Accreditation. These organizations are also licensed by the State of Hawaii as Child Placing Organizations as is Salvation Army Family Intervention Services.

Hawaii Youth Services Network has won numerous awards including, but not limited to:

- AIM for Excellence Award for Outstanding Non-profit Management, Harry and Jeanette Weinberg Foundation, 2009 & 2013;
- Hawaii's Outstanding Advocate for Children and Youth, 2005 & 2010;
- Horizon Award for Excellence in Health Education, U.S. Centers for Disease Control, 2008.

Private Educational Institutions

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

Future Sustainability Plan

Sustainability planning has been an integral part of the program from inception, It addresses HYSN and individual Partner needs, the Hawaii SOP partnership, and promotes prevention/intervention services for RHY and youth at-risk as a statewide/regional/national priority. Sustainability requires efficient, effective, evidence-based programming; strong internal organizational capacity; effective fund development strategies; marketing/public relations to

establish the program as indispensable in the minds of funders and other key stakeholders; and strong evaluation systems to show that programs are effective in reaching outcomes. HYSN and partners are addressing all of these needs.

For 15 years (19988 – 2013), HYSN and its partners received federal funding for street outreach. The program has become so competitive that, for the past 3 years, a perfect score of 100 points has been necessary in order to obtain funding. HYSN’s score in the 2015 competition was 98.67. Reviewers found only one concrete weakness related to assessment tools for working with lesbian-gay-bisexual-transgender (LGBT) youth, which can be easily addressed in the 2016 application. Thus, despite the very tight competition, HYSN anticipates regaining federal funding in late 2016.

In 2014, HYSN developed a workshop titled *Building Sustainable Programs*, based upon the sustainability framework and resource guide developed by the federal Office of Adolescent Health. The workshop was conducted on the islands of Hawaii, Maui, Kauai, and Oahu during 2015 to build capacity for sustainability among youth-serving organizations. It addresses 8 sustainability factors and enables participants to identify needs and begin development of their own customized sustainability plans. All of the proposed partner organizations for the street outreach GIA participated in the sustainability workshops. HYSN will continue to provide training and technical assistance to Partner organizations to strengthen their internal capacities in these areas, while maintaining a comprehensive, collaborative outreach

HYSN participates in comprehensive service planning with key stakeholders that has helped to build a continuum of care across the State of Hawaii. HYSN’s strong community leadership has provided a targeted approach to identify youth needs and build service capacity with key partners (government agencies, legislators, human service organizations, businesses, and faith-based).

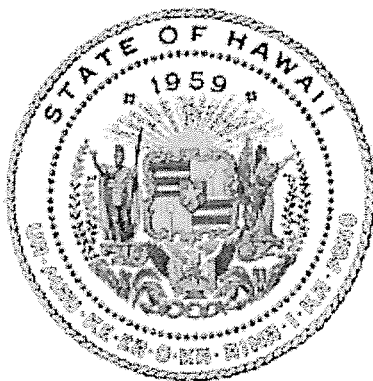
--Runaway and Homeless Youth Programs Onsite Review Report, Admin. For Children & Families, DHHS. June 2014. p.15.

effort to build community and stakeholder support for runaway/homeless/street youth services.

HYSN seeks opportunities to impact funding priorities of government and private funders. HYSN provides data about the costs/other impacts of youth homelessness and effectiveness of street outreach, shelter, and transitional living programs to State Legislators, United Way Impact Funding Committees, and local foundations. HYSN has worked with the United Way and the Hawaii Alliance of Non-profits to document the impact of cuts in federal funding on health and human services and educate public officials and funders. HYSN and HYSN SOP Partner organizations participate in State and County needs assessment and planning initiatives.

Certificate of Good Standing

On next page.



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

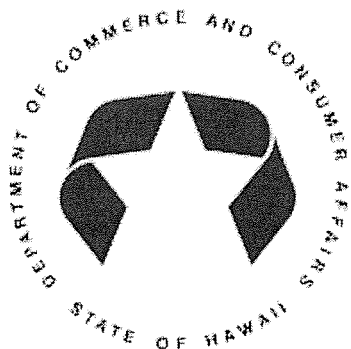
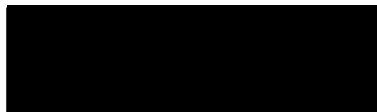
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII YOUTH SERVICES NETWORK

was incorporated under the laws of Hawaii on 01/09/1981 ; 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: December 31, 2015



Director of Commerce and Consumer Affairs

To check the authenticity of this certificate, please visit: <http://hwa.hawaii.gov/documents/authenticata.html>
Authentication Code: 245216-COCS_PDF-4616302



HALE 'ŌPIO KAUA'I INC.

Nurturing Our Youth
SINCE 1975

Board of Directors

January 13, 2016

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President

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Pualani Rezentes

Orianna Skomoroch

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LaVerne Bishop
Executive Director

Sandra Cummings
Controller

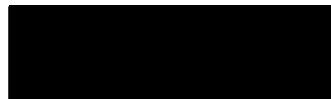
This letter supports the grant-in-aid application by Hawaii Youth Services Network for street outreach services to unaccompanied runaway and homeless youth.

Runaway and homeless youth (RHY) who are disconnected from their families are the most vulnerable members of the homeless population. Outreach is the critically important first step in helping them leave the streets, reunite with their families, and find other safe and appropriate housing.

A point in time count by KEO in 2011 cited 16 youth as homeless; statewide 50% of foster and juvenile justice involved youth become homeless within 20 months of their 18th birthday. Hale 'Opio Kaua'i, Inc. provides emergency shelter, since 1975, and works with KPD, among others, to house and link RHY youth to services as a lifeline to stability.

If funded, Hale 'Opio will work with Hawaii Youth Services Network to conduct needs assessment and planning for street outreach services to runaway and homeless youth on Kaua'i with the goal of starting services within six months after the grant-in-aid is awarded.

Sincerely,



LaVerne Bishop
Executive Director



DOING THE MOST GOOD

Founded in 1864

Worldwide
Presence

Agencies
Nationally

John K. King
National Commander

John C. Williams
Lisa E. Williams
Districtal Leaders

Administrative Director
SA-HI
PH: (808) 950-3000

Administrative Director
SA-HI
PH: (808) 950-3000

Programs and Support
Director, SA-HI
PH: (808) 950-3000

Administrative Director
PH: (808) 950-3000

Administrative Director
PH: (808) 950-3000

Administrative Director
PH: (808) 950-3000

Administrative Director
PH: (808) 950-3000

The Salvation Army Family Intervention Services

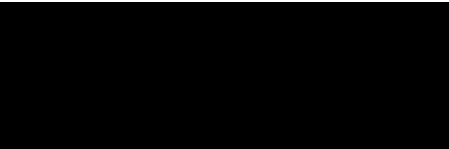
"To provide youth with skills for a healthy life, and instill purpose, hope and wisdom to youth and their families."

1-12-16

This letter supports the grant-in-aid application by Hawaii Youth Services Network for street outreach services to unaccompanied runaway and homeless youth.

Runaway and homeless youth who are disconnected from their families are the most vulnerable members of the homeless population. Outreach is the critically important first step in helping them leave the streets, reunite with their families, and find other safe and appropriate housing. The vast geographic size and rural nature of East Hawaii present unique challenges for runaway and/or homeless youth, as they are exposed to a higher number of risk factors and have fewer presence of protective factors in this community. The Salvation Army-Family Intervention Services (SA-FIS) currently provides Emergency Shelter, Transitional Living, Community Based Outreach, and Juvenile Intake Assessment Center services in East Hawaii, all of which work directly with runaway and homeless youth. Additionally, we have also implemented a Street Outreach Program for runaway and homeless youth in the past. Therefore, SA-FIS has the capacity to provide the services requested by the Hawaii Youth Services Network in this community and for this target population.

If funded, Salvation Army Family Intervention Services will work with Hawaii Youth Services Network to conduct needs assessment and planning for street outreach services to runaway and homeless youth in East Hawaii with the goal of starting services within six months after the grant-in-aid is awarded.



Michael Chung,
Acting Administrator

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UHANE POHAKU NA MOKU O HAWAII, INC.

P.O. BOX 1733
HILLO, HI 96721

January 13, 2016

Judith F. Clark, Executive Director
Hawaii Youth Services Network
677 Ala Moana Blvd, Suite 904
Honolulu, HI 96813

RE: Street Outreach Grant-In-Aid

Dear Judith Clark:

This letter supports the grant-in-aid application by Hawaii Youth Services Network for street outreach services to unaccompanied runaway and homeless youth.

Runaway and homeless youth who are disconnected from their families are the most vulnerable members of the homeless population. Outreach is the critically important first step in helping them leave the streets, reunite with their families and find other safe and appropriate housing. Uhane Pohaku Na Moku O Hawaii will serve the homeless youth that are frequenting the beach and community parks in the Ka'u District of the Big Island that includes the area from Pahala to Ocean View. Uhane will work with the youth in providing them with counseling and referring them to the appropriate services in the community. Uhane will also work with them on educational and vocational training skills.

If funded, Uhane Pohaku Na Moku O Hawaii will work with Hawaii Youth Services Network to conduct needs assessment and planning for street outreach services to runaway and homeless youth in Pahala with the goal of starting services within six months after the grant-in-aid is awarded.

Sincerely,



Roxanne J. Costa
Program Director