

PACT PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Kauai Family Visitation Center



28th Legislature

Grant-In-Aid

FY 2016-2017

Application for Grants

January 21, 2016



House District 14, 15, 16

Senate District 8

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Parents And Children Together

Dbas: **PACT**

Street Address: **1485 Linapuni Street, Ste. 105;
Honolulu HI 96819**

Mailing Address: **Same as above.**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RYAN KUSUMOTO

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

E-mail rkusumoto@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KAUAI FAMILY VISITATION CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 67,832

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 \$ 5,000
 FEDERAL \$ _____
 COUNTY \$ _____
 PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

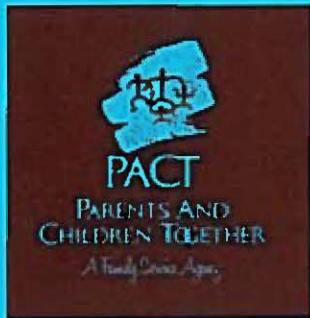
KIM GOULD, CHIEF OPERATING OFFICER
NAME & TITLE

JANUARY 21, 2016
DATE SIGNED



RECEIVED
1/22/16 /hw

Narrative



Application for Grants and Subsidies

Overview of the GIA

Parents And Children Together (PACT) is requesting \$67,832 to provide domestic violence intervention services to protect children and custodial parents during child visitations and exchanges of children on the island of Kauai.

Separation often signifies an end to a relationship; but for many adult victims of domestic violence, separation marks instead an escalation of the batterer's violence and manipulative tactics. Emotional, psychological, sexual, financial and physical abuse, stalking, and harassment often continue at significant rates post-separation and may become even more severe.¹

Awards of custody and visitation to the batterer ensure continued contact between the adult victim and the batterer, thereby creating an opportunity for the batterer to continue the abuse. Lethal violence occurs more frequently during and after separation than when the adult victim and batterer are still together,² and the children can be targets of or witnesses to this violence.

PACT's Family Visitation Centers are one of the most progressive visitation programs being implemented, and are important community resources that were specifically designed to protect survivors from encountering their batterers during child visitations and exchanges. The model also provides the opportunity for children to have safe contact with their non-custodial parent during a contentious and potentially violent separation. Supervised visitation protects children from becoming caught in the cross fire of friction and abuse between parents who are separating and/or divorcing. Further, the FVC protects survivors of battering and their children from batterers who may use unsupervised child visitations as an opportunity to continue to perpetrate fear and violence. Many batterers of domestic violence attempt to use this period of separation to harass, threaten, or harm their former partners, or to manipulate or kidnap their children.

This program coordinates and provides safe visits for children with non-custodial parents and facilitates the transfer of children from one parent to another when there are mitigating concerns that impact the physical, emotional and psychological safety of parents and children who are survivors of domestic violence. Kauai's 5th Circuit Judiciary branch has long recognized the importance of visitation services and has funded them to the degree possible within their annual budget. However, the volume of the services families want, and need if they are to heal, far outweighs the funding allotted.

¹ See Peter G. Jaffe, Nancy K.D. Lemon & Samantha E. Poisson, *Child Custody & Domestic Violence: A Call For Safety And Accountability* (2003).

² See Jacquelyn C. Campbell et al., *Risk Factors for Femicide in Abusive Relationships: Results from a Multistate Case Control Study*, 93 *AM. J. PUB. HEALTH* 1089-97 (2003); and Walter S. DeKeseredy, McKenzie Rogness & Martin D. Schwartz, *Separation/Divorce Sexual Assault: The Current State of Social Scientific Knowledge*, 9 *AGGRESSION & VIOLENT BEHAV.* 675 (2004), available at <http://www.ncdsv.org/images/Separationdivorcesexualassault.pdf> (last visited Sept. 12, 2006).



I. Background and Summary

1. Brief Description of the Applicant's Background

Since its founding in 1968 as the Parent Child Center of Kalihi, Parents And Children Together (PACT) has developed a comprehensive array of services to strengthen individuals, children, families and communities experiencing developmental, social, behavioral health, and economic challenges. Today, PACT delivers 16 programs, reaching families and individuals across the state.

Known for prevention as well as treatment, PACT is recognized for its advocacy and continuum of inter-connected services which carry out its mission: *Parents And Children Together promotes and supports healthy individuals, families, and communities, by creating opportunities for them to identify and address their own strengths, needs, and concerns and successfully realize their potential.*

PACT has earned the reputation of being one of Hawaii's leading not-for-profit human service providers, by delivering sound, evidence-based services; meeting funders' requirements; and instilling a culture of quality assurance and performance improvement throughout the organization. PACT has an established presence on Oahu, Kauai, Lanai, Maui, Molokai, and Hawaii, with 398 employees and serves over 18,000 individuals (FY 2015).

PACT serves communities throughout the state, and has locations at conveniently accessible sites in communities where clients reside. Over the years, PACT has developed an extensive organizational knowledge about the dynamics and challenges that long-term poverty has on families and their neighborhoods. With 47 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community-driven solutions that have helped communities thrive. PACT understands the numerous stressors and barriers that people encounter when chronically unemployed or underemployed, and the staff possesses multi-cultural "fluency" developed through both training and experience working with Hawaii's culturally diverse population. The organization has been consistent in its efforts to ensure the composition of its staff reflects the ethnic diversity of its client populations.

Through our 16 programs, PACT delivers prevention and treatment services that are recognized locally and nationally as highly effective; producing quality outcomes for individuals, families, and communities. PACT provides a range of programs that assist families and individuals in overcoming generational poverty, environmental barriers, family violence, limited English proficiency, and lack of education. Services address family peace and preservation (domestic violence and child abuse prevention and intervention); early childhood education and care; mental/behavioral health support for families, children and youth; youth development; and community and economic development.



PACT's Kauai Family Visitation Center (FVC) is an important component of PACT's continuum of domestic violence services for the Fifth Circuit Court on the island of Kauai. It is during the post-separation period that a domestic violence survivors and her children are in the most danger. This program coordinates and provides safe visits for children with non-custodial parents and facilitates the transfer of children from one parent to another when there are mitigating concerns that impact the physical, emotional and psychological safety of parents and children who are survivors of domestic violence. PACT is the only provider of family visitation services on Kauai and has been operating the Visitation Center for thirteen years in partnership with the Fifth Circuit Court.

2. Goals and Objectives Related to the Request

PACT's Family Visitation Centers proposes to provide supervised exchanges and supervised visitation. The primary goal of these services is to provide an environment where non-custodial parents can have safe visits with their children. The objectives of the program are to:

- 1) Ensure the safety of custodial parents and children during visitations;
- 2) Provide non-custodial parents an opportunity to maintain a relationship with their children and vice versa;
- 3) Model appropriate parenting behaviors for the visiting parent;
- 4) Continually identify and address any safety issues that could put the child or survivor in harm's way;
- 5) Provide a minimum of 250 visits and exchanges for the fiscal year.

The utilization rate of the Family Visitation Center has continued to increase over the years and we are making concerted efforts to build community awareness of our services. However, due to the reduction in funding, staffing had to be reduced, negatively impacting hours of operation. As a result, families are now limited to one 1.5 hour visit with their child/children per week. Families are being placed on a wait list when the limited number of staff is unable to accommodate their request for visitation. Prior to the reduction in funding, the FVC was able to accommodate requests for more than one visit per family per week, which most families prefer and which typically improves strained parent-child relationships thanks to the safe and nurturing setting.

3. Public Purpose and Need to be Served

Initiated in 1994, PACT's Family Visitation Center (FVC) program on Oahu is one of the earliest established programs of its kind in the nation. In 2003, through the support of the First Circuit Court, PACT opened a Family Visitation Center on Kauai based on the same program model. PACT's FVCs are one of the most progressive visitation programs being implemented, and are important community resources that were specifically designed to protect survivors from encountering their batterers during child visitations and exchanges. The model also provides the opportunity for children to have safe contact with their non-custodial parent during a contentious and potentially violent separation. Supervised visitation protects children from becoming caught in the cross



fire of friction and abuse between parents who are separating and/or divorcing. Further, the FVC protects survivors of battering and their children from batterers who may use unsupervised child visitations as an opportunity to continue to perpetrate fear and violence. Many batterers of domestic violence attempt to use this period of separation to harass, threaten, or harm their former partners, or to manipulate or kidnap their children.

4. Target Population

The Kauai Family Visitation Center serves target populations involved with domestic violence, including:

- Survivors of domestic violence;
- Batterers who wish to maintain a relationship with their children;
- Grandparents who desire to maintain contact with their grandchildren when their son or daughter no longer has parental rights.

These clients include parents and grandparents of all socioeconomic levels, physical abilities and/or disabilities, mental health challenges and English language abilities.

5. Geographic Coverage

The Kauai Family Visitation Center is located in Kapaa town at 4-1579 Kuhio Highway, Suite 201A. Services are available to families in need of supervised visitation and exchange services for the entire Kauai Island.

The Kauai Family Visitation Center will make the necessary adjustments for any and all clients who need additional services such as language interpretation and or wheelchair accessible

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

During a supervised visit, a Visitation Monitor (VM) observes and documents interactions and provides intervention/redirection as needed. A Security Guard (SG) is also present to ensure safety during the visit. All FVC staff are dual trained for both Visitation Monitor and Security Guard roles and their position title is Visitation Monitor/Security Guard.

FVC is designed to provide a safe location where child visitations can occur in a warm, nurturing, and secure environment. The FVC is comfortably designed to provide two simultaneous visits in separate visiting rooms. Each room is filled with toys, books, games, and videos that are age and culturally appropriate.

FVC services adhere to the principle to provide the least restrictive environment and still ensure safety and acceptable behaviors. Therefore, the range of visitation services includes:



- **Supervised Exchanges**

This service occurs at PACT's Kauai Family Visitation Center and allows children to transfer from one parent to another without the parents making contact. The exchanges are secure and supervised by a Visitation Monitor/Security Guard who can play two roles during the course of an exchange or supervised visit: Visitation Monitor or Security Guard, depending on the service sequence. However, a staff member must be present in each role (one Monitor and one Guard) in order for a visit to take place.

- **Supervised Visitation**

This service provides an assigned Visitation Monitor to observe, intervene and re-direct the interactions between the child(ren) and the non-custodial parent in the Center for the duration of the visit. No visits are allowed without a Security Guard also on duty. The non-custodial parent is expected to arrive at the FVC at least 15 minutes prior to the arrival of the custodial parent and the child(ren). Before the child is released to the Visitation Monitor, the Custodial Parent (CP) and the Visitation Monitor discuss whether there are any safety concerns. The Visitation Monitor, with the support of the staff member functioning as the Security Guard, supervises the parent/child visits, provides intervention/re-direction whenever necessary, and models appropriate parenting behavior when needed. The primary focus of supervised visitation is to safeguard the child's safety and to facilitate appropriate parent/child interactions. Particular emphasis is placed on facilitating the parents' and children's initial contact and separation. An observation form is completed by the Monitor after each visit.

The Kauai FVC service process is described below, with explanations of key procedures, and is followed by a Work Plan table, which summarizes services, activities and the assignment of responsibilities.

Responsibilities

The Senior Visitation Monitor and Visitation Monitor/Security Guards are responsible for supervising all visitation and exchanges that occur in the Center. Strict arrival, waiting room and exit procedures are necessary to ensure the custodial and non-custodial parents are not allowed in the Center at the same time. This way children do not witness or feel further alienation between the parents and we can assure the victim's safety is always maintained. FVC Security Guard check all carry-ins and wand all visiting parents – who are required to enter fifteen minutes before the start of the scheduled visit. The staff then greet the custodial parent and child(ren) in the second floor parking lot, complete a verbal check-in regarding any safety concerns and escort or carry the child(ren) into the Center. The Visitation Monitor remains in the room with the child(ren) and visiting parent throughout the visit, observing the interaction, and listening to the conversation. The supervised visit is typically for one-and-a-half hours. At the end of the visit, the Security Guard escorts the child(ren) out of the Center and back to the custodial parent. Only after the child(ren) and custodial parent have left the



Center's parking area, is the visiting parent allowed to leave the Center premises. The entry and exit processes help to ensure compliance with restraining orders and adherence to agency-wide safety protocols. Families are required to adhere to this strict protocol if they wish to utilize services.

2. Projected Annual Timeline

See attached Timeline.

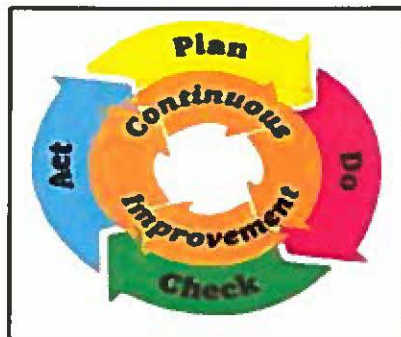
3. Quality Assurance and Evaluation Plans

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT's programs. PACT maintains quality assurance and evaluation through the Performance & Quality Improvement (PQI) Program and Plan. This Plan is built upon PACT's vision, mission, and values and is designed to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with Council on Accreditation standards of care and is consistent with the funder's contract requirements. The plan clearly delineates that "quality is everyone's responsibility" starting with the Board of Directors to the Executive Management Team to the Program Directors and then to all employees, contracted service providers, and volunteers. Improvement activities encompass all programs, employees, contracted services, volunteers, vendors and partners, and all are expected to participate related to their individual services and adhere to standards established by the organization.

PACT leadership, management and staff embraces a philosophy of continuous quality improvement that expresses: "Processes can be improved and this is accomplished through serial experimentation." Inherent in this philosophy is the belief that problems and issues are found in processes not people. When issues or problems are identified, it is an opportunity for improvement and this belief fosters accountability for results in organizational excellence at all levels within the organization.

Comprehensive PQI Program and Activities

PACT evaluates its performance in a multifaceted approach and uses this information as the genesis for the improvement cycle of Plan-Do-Check-Act (PDCA).



The following activities comprise the PQI Program:

1. Quarterly Performance & Quality Improvement Reports;
2. Case Record Review;
3. Client Outputs and Outcomes-Meeting Contractual Obligations;
4. Consumer Satisfaction;
5. Employee Satisfaction;
6. Client complaints, grievances and appeals; and
7. Client Confidentiality.

All program staff fully participates in ongoing agency quality activities and other program specific evaluation activities. PQI provides the framework and methodology to assess program effectiveness, and the program staff use of that framework while incorporating additional evaluation methods required by the various funders.

Staff fully participate in the ongoing agency quality activities and other program specific evaluation activities and have developed measures of effectiveness that will be monitored, analyzed and acted upon using the PDCA model quarterly. PQI provides the framework and methodology to assess program effectiveness, and program staff use that framework while incorporating additional evaluation methods, as appropriate or required by our various funders.

Since input from the above quality improvement activities is ongoing, the Program and Assistant Program Director is able to continuously assess and act upon any concerns or trends that might indicate the need for a revision in how services are delivered. This assessment process incorporates input from Family Visitation Center staff as well as from the Senior Vice President of Programs and the Director of Quality Assurance and Training. Once the quality improvement assessment has been completed, a plan of action is developed and appropriate changes to service delivery are made.

This process of ongoing assessment, planning and implementation of changes in service delivery is the foundation that provides for the best service delivery possible. By gathering and incorporating feedback from clients and community partners, documenting service delivery in clients' records, and monitoring internal program implementation processes—quality improvement for service delivery is meaningful and beneficial to the program clients.

4. Measure(s) of Effectiveness

- Ninety eight percent (98%) of participating families will report satisfaction with the program.
 - 👉 *For FY '15, 100% of the families reported satisfaction with the program.*



- Ninety eight percent (98%) of custodial parents will report feeling safe.
 - ↳ *There were no safety concerns noted and 100% indicated that staff was friendly and caring.*
- One hundred percent (100%) of visits will be incident free.
 - ↳ *Of the 193 visits this FY15 99.5% were incident free as measured by visit observation forms.*

The Kauai FVC’s primary goal is to provide a safe and nurturing environment for children to visit with their non-custodial parent. Despite the contentious nature of the relationships between parents and the history of family violence, a professionally run visit with appropriate security and staffing most often results in a positive experience for all participants involved.

The FVC operational goal for FY15 was to match or exceed the number of visitations/exchanges conducted during FY 14. The FVC met 69% of this goal providing 193 visits. This was a decrease from the 281 visits and exchanges provided in FY 14. During FY15, the second and third quarters saw a significant reduction in service delivery primarily due to the impact of reduced funding.

III. Financial

Budget

PACT’s Accounting System

Since 1968 the financial office of Parents And Children Together has been effectively managing government and private grants that fund family-centered services to communities throughout the State of Hawaii. The agency currently administers over 100 Federal, State, County and private contracts and grants using Abila MIP fund accounting system, a comprehensive accounting package that is designed specifically for non-profit organizations and that can account for multiple grants separately. The MIP software has been customized to meet the requirements of PACT’s various government and private grants, and automates a range of accounting functions including accounts payable, accounts receivable, general ledger, bank reconciliation, fixed assets management, budgeting, financial reporting, and grants administration – from which complete, accurate and timely fiscal reports are generated and submitted to government and private contractors.

1. Budget and Budget Forms

The attached budget forms detail the cost of the grant-in-aid request.

2. Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$16,958	\$16,958	\$16,958	\$16,958	\$67,832



3. Other funding we are trying to obtain for FY 2016-2017

This information is included in the Budget attachment on the form "Budget Request by Source of Funds."

4. State and Federal Tax Credits

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2016-2017. PACT is not requesting funding for any capital projects with this application.

5. Government Contracts and Grants that we have been and will be receiving for program funding

This form is included in the Attachments.

6. Balance of Unrestricted Current Assets as of 12/31/2014

- Unrestricted current assets as of 6/30/2015 -- \$3,129,978;
- Approximate monthly expenses to meet contractual and grant commitments equals \$1,660,000; and
- Cash balance as of 12/31/2015 -- \$3,938,787.

IV. Experience and Capability

A. Necessary Skills and Experience

Headquartered in Kalihi at Kuhio Park Terrace, Parents And Children Together (PACT) has been working with newcomers, formerly incarcerated individuals, victim/survivors of domestic violence, low-income and public housing communities since its inception in 1968. PACT has since expanded its programs to other neighbor island communities and has a statewide human services presence. The agency's first program, the Parent Child Center of Kalihi, focused on promoting the optimal development of young children by fostering the parent-child relationship. Today, PACT has 16 programs reaching families and individuals across the state in the areas of family strengthening, newcomer acculturation, domestic violence prevention and intervention, economic development, prevention of child abuse and neglect, early childhood education and development, youth mentorship and leadership development, community building, and behavioral health support. Its services are delivered in alignment with the agency's mission to promote and support healthy individuals, families and communities by creating opportunities for them to identify and address their own strengths, needs and concerns, and successfully realize their potential. The agency's approach to service delivery is based on honoring the values and principles inherent in the concept of partnership. PACT works closely with its clients, community members, and collaborates widely with organizations from varying fields. Services are designed in partnership with clients, with focused attention to the cultural and socio-economic context of their respective backgrounds.



Over the years, PACT has developed an extensive organizational knowledge about the dynamics and challenges that long-term poverty has on families and their neighborhoods. With over 45 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community driven solutions that have helped communities thrive. PACT understands the numerous types of stressors and barriers that people encounter when chronically unemployed or underemployed, and the staff possesses a multi-cultural "fluency" developed through experience in working with Hawaii's culturally diverse population. The organization has been consistent in its efforts to ensure the composition of its staff reflect the ethnic diversity of its client populations.

PACT works with homeless families in our early childhood education programs, both Head Start and Early Head Start. Our emergency domestic violence shelter, by definition, exists for abused women and their children who have fled from their residences and have become homeless. The Community Teen Center finds they are often dealing with a youth who has run away or feels he cannot safely return home. The Economic Development Center has clients who live in their cars. In essence, most, if not all, of PACT's programs are working with homeless or hidden homeless individuals and families.

The program staff approach their work with families and family members as a partnership based on equality and respect. "Family" is the philosophical and practical framework for working with clients and underlies all of PACT's programs. The socio-ecological perspective of individual as part of a family unit, who is part of a community, is key to PACT's service strategies. Families and staff members work together in partnership that is based on equality and respect:

- The family has the capacity to malama (Hawaiian for "to take care of") their ohana (Hawaiian for "family"). The role of the staff member is to coach, guide, listen, encourage and teach, promoting family well-being and leadership development.
- Families are resources for their own members, for other families, for programs; the role of the staff member is to coach, guide, listen, encourage and teach families what they may not realize they already know and what they have learned as a result of their experience with the program.
- Families learn best when their cultural, racial and linguistic identities are respected and valued. The role of the staff member is to coach, guide, listen, encourage, teach and demonstrate their respect for the family's cultural identity and to offer other perspectives and potential solutions for their consideration.
- Effective programs are those embedded in communities. The role of the staff member is to ensure the program is providing client-centered, client-driven services.



- Effective programs partner with families to advocate for services and systems that are fair, responsive, and accountable to the community.
- Principles of family support practice are modeled in all program activities, including planning, governance, staff supervision and support, and administration.

PACT has been accredited by the Council on Accreditation (COA) since 2000 and has current full, four year accreditation and has earned superior accolades in site reviews. It is an active member of the Kalihi Business Association and the Better Business Bureau. PACT has been an Aloha United Way partner agency for over 20 years and Kauai and Maui offices are partner agencies of the Kauai United Way and Maui United Way, respectively.

The Kauai PACT Family Visitation Center (FVC) first began serving Kauai families referred by the Fifth Circuit Family Court and family law attorneys in 2003.

In the last three years, the Kauai Family Visitation Center has provided 850 supervised visits to just over 100 children and their parents. In 2013, the Kauai FVC served 26 families and 35 children and provided 376 visits and exchanges. In FY 2014, the Kauai FVC served 21 families and 37 children and provided 281 visits and exchanges. In 2015, the Kauai FVC served 22 families and 38 children and provided 193 visits and exchanges. The 2015 reduction in services was primarily due to a reduction in overall funding. In order to remain viable and reduce the deficit, an operational plan was implemented in December 2014. This plan, in part, reduced visits per family to once a week. In April 2015, the Visitation Specialist was laid off due to lack of sufficient funding. The demand for visits has not changed in spite of the funding cuts and it is clear that with consistent staffing, the courts and families will utilize the services. PACT has operated, and continues to manage, several contract programs relevant to this funding proposal in the past five years:

Type of Service	Year	Contract Number	Contracting Agency	Contact Person	Phone Number
POS Agreement	2002-present	J14069	State of Hawaii Judiciary	Kari Yamashiro	Phone: (808) 482-2428 Kari.L.Yamashiro@courts.hawaii.gov
Access And Visitation	2002-Present	S-11-340-J-8041	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us
State Judiciary	2003-Present	J 08134	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us



Type of Service	Year	Contract Number	Contracting Agency	Contact Person	Phone Number
Judiciary Violence Against Women Recovery Act	November 2010- to Present	J11110	State of Hawaii Judiciary	Maureen Kiehm	Phone: (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.gov

B. Facilities

PACT has 51 locations on Kauai, Oahu, Molokai, Lanai, Maui and Hawaii islands. Service locations meet all the requirements of the American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Vice President of Operations oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

PACT's administrative offices are located at 1485 Linapuni Street, Suite 105, Honolulu, 96819, in a federally funded Community Resource Center in the heart of Kalihi, Oahu. This location serves as the site for PACT's Economic Development Center; Early Head Start and Head Start program; Community Teen Program for youth ages 7 – 18; Kuhio Park Terrace Family Center, which includes the Neighborhood Place of Kalihi and Community Technology Center; as well as other State and human service providers. There are ADA parking stalls fronting the building and an elevator that transports between the ground and first floors. The restrooms are accessible for wheelchairs and walkers. The facility is owned by the State of Hawaii and is ADA compliant.

The program office is centrally located in Kapaa at 4-1579 Kuhio Highway, Suite 201A, Kauai, Hawaii 96746, in the East Kauai Professional Building. This office houses the FVC staff, and provides office, work space and visitation facilities. Being centrally located in Kapaa, the office offers convenient access to the major residential communities of Kauai. It is easily accessible by public transportation and meets ADA requirements. Visitation hours are Monday through Friday 8:00 am to 8:00 pm with weekend visitation by appointment.

The Kauai Family Visitation Center includes a safe play area of: 12'x 15' that includes a television, DVD player, a large assortment of age and culturally appropriate toys, tables, chairs and is comfortable with carpeting and throw rugs, providing a safe 'homey' feel. It has an adjacent kitchen for meal and snack preparation as well as a bathroom.



Safety of all participants is a priority for all PACT services. Since there is often a contentious relationship between Visitation Center parents, PACT takes special care to ensure that all participants are afforded security and the comfort of safe transfers. The front door security system allows for the lock to be electronically released so visitors are able to enter when FVC staff push a release button. Parking is on two levels at the rear of the building. This allows the visiting parent to park on the lower level, enter Family Visitation Center fifteen minutes prior to the visitation time. The custodial parent arrives fifteen minutes later on the upper level and the Security Guard accompanies the child into the Family Visitation Center. The Security Guard wands all non-custodial parents upon their arrival and completes a thorough search of all carry-ins. The Security Guard remains in Center throughout the visit and is alert and ready to render assistance should it be needed. The Visitation Monitor remains in the same room throughout the visit with the visiting parent and child(ren), thereby allowing for additional security.

If a non-custodial parent does not respect visitation guidelines, e.g., threatens the safety of the child(ren) or staff, refuses to be re-directed or refuses to remain in Center with the child, staff have access to two stationary panic buttons that are strategically located in the office and a portable button that can be worn around the neck. "Panic" buttons allow staff to call for help if assistance becomes necessary to reduce further escalation of a volatile situation and to ensure the safety of the visiting child(ren). The panic buttons are directly linked to the Kauai Police Department's emergency response system.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. Proposed Staffing

The staffing pattern for this grant request is designed to provide increased community services by leveraging other funding sources to provide the comprehensive services detailed in this proposal.

PACT believes a trained employee model provides for the best accountability and supervision and does not use subcontractors or volunteers. The Kauai Family Visitation Center has a total of nine staff (a combination of full, part-time, and on-call staff) that provide direct services to FVC clients. (See attachments for job descriptions.) The Kauai Family Visitation Center staff included in this proposal are:

- Kauai Assistant Program Director (0.1 FTE)
- Senior Visitation Monitor (0.50 FTE);
- On-Call Visitation Monitors/Security Guards (0.6923 FTE); and
- Administrative Assistant (0.15 FTE).

The Assistant Program Director is responsible for the overall planning, implementation, and oversight of the FVC program; ensuring quality assurance, budgeting, development/coordination of short- and long-term strategic planning



goals, developing effective relationships with local community members, State, City, and County agencies and other partners while ensuring the realization of PACT's mission statement. The Assistant Program Director provides direct supervision to the Senior Visitation Monitor, on-call Visitation Monitor/Security Guards and the Administrative Assistant.

The Senior Visitation Monitor is responsible for overseeing the day to day operations of the Family Visitation Center and provides direct services to clients such as conducting intakes, scheduling visits and supervising visits when needed. The Senior Visitation Monitor oversees case file records, prepares monthly reports including case record reviews, completes quality assurance reviews, prepares records when subpoenaed, and facilitates timely distribution of Client Satisfaction Surveys.

The Visitation Monitor/Security Guards are responsible for direct services to clients to include: confirming visits, providing supervision during visitations, writing observation notes for all visits, maintaining client records and updating all client information.

The Security Guard conducts security screening for all non-custodial parents who use visitation services. They scan all non-custodial parents with a metal detector and inspect all personal belongings upon entry to the Center. This ensures safety for clients and staff by eliminating the introduction of unauthorized toys or gifts, food, written or photographic materials, and potentially dangerous items or weapons. In the Security Guard role, they also supervise activity in the immediate parking lot, collect consumer fees, provide assistance to the Visitation Monitor during crisis or when the behaviors of the visiting parent begin to escalate and ensure unauthorized persons do not enter the FVC without prior consent.

The Administrative Assistant provides scheduling, clerical support, reception, collection of supporting documents, data entry and retrieval.

2. Staff Qualifications

Below is a brief description of the staff qualifications and duties for which we are requesting funds. All staff meets or exceeds educational and/or experiential requirements for each position. Each of these staff is reflected in the attached budgets via their position description and full time equivalents allotted to the grant. These positions are also referenced on the attached organization chart.

Kauai Assistant Program Director – Vonnell Ramos

The Kauai Assistant Program Director is responsible for the overall planning, implementation and oversight of the Family Visitation Center, including the program's vision and excellence in the area of domestic violence. The Assistant Program Director provides direct supervision to the Senior Visitation Monitor, addresses the concerns of clients as needed, provides coverage when the FVC is short staffed, and maintains and collects all data and reporting information that is



crucial for meeting funding and quality improvement requirements. The minimum qualification for a the Assistant Program Director is a master's degree in Social Work, Psychology, Counseling, or equivalent human service field and three years' experience in collaborating with multi-agency programs along with relevant supervisory experience.

Vonnell Ramos, CSAC is the Kauai Assistant Program Director for the Kauai PACT Office. Mr. Ramos oversees all programs delivered through Kauai PACT office, including the Kauai Family Visitation Center, contract performance and reporting, performance and quality improvement activities, general program administration, and facilities. Mr. Ramos has 15 years' experience as a mental health, substance abuse therapist, and clinical supervisor on Kauai. Mr. Ramos' holds a license in Marriage and Family Therapy and a master's degree in Human Resources Management. The Assistant Program Director reports to the Intensive Support Services Program Director, LaVerne Rivas.

Senior Visitation Monitor (SVM) – Cheryl De Silva

The Senior Visitation Monitor is responsible for the oversight of the Family Visitation Center during the evening and weekend hours. She is also responsible for daily operations of the Visitation Program including the scheduling of families and providing family visitation services to all families referred to the program. The Senior Visitation Monitor prepares assessment and observation forms and assists the Assistant Program Director with court summaries and other reports in accordance with PACT policies, and addresses the concerns of clients as needed.

The required skills for the Senior Visitation Monitor include knowledge of domestic/family violence and child development; the ability to communicate and work with people of diverse, social and economic backgrounds; the knowledge of and the ability to teach parenting, anger control, communication and problem solving skills; the knowledge and ability to perform basic personal security skills and the knowledge and ability to provide non-violent crisis intervention. The position requires a bachelor's degree in Social Work, Psychology, counseling, or other related field or the equivalent of an Associates degree in the field and a minimum of 5 years' experience.

Ms. De Silva was recently hired (1/16) as Senior Visitation Monitor. She brings extensive experience working with families and children. She has worked with the YWCA Domestic Violence Shelter as past Children's Program Coordinator and also as a Relief Advocate. She has her Associate of Science in Childhood Education and has worked as an Education Assistant with the Department of Education.

Visitation Monitor/Security Guards – Laura Matsuyama, Sheanee Michaud, Richard Cortez Jr, Charles Garvin, and Michael Fox

In the Visitation Monitor role, staff provide supervised visitation services to families and objectively document interactions with parents and their child(ren). The Monitor



makes necessary interventions and is the first responder to any inappropriate comments/ behaviors made during visits and/or to a child who may have been resistant to visitation.. The Monitor is responsible for providing completed observation forms for each visit and/or exchange. All documentation is completed using non-judgmental language, describes all aspects of the visit, levels of engagement, responses from child(ren) and time visit started and ended.

The Security Guard role is to provide security for Family Visitation Center staff and clients and assists staff with a number of office duties. The Security Guard monitors the parking lot before and after the visits to ensure that unauthorized persons are not waiting in the second floor parking area to serve, harass, or confront clients. The Security Guard greets the visiting parent escorts the parent to the PACT Family Visitation Center area, performs metal detection and thoroughly inspects all carry-ins. Once completed, the custodial parent is escorted to the designated visit room. In partnership with the staff serving as Visitation Monitor, the Security Guard monitors the visitation to ensure safety of all concerned. S/he intervenes and provides back up to the Visitation Monitor when there is a potential security threat, and assumes responsibility for assessing and collecting client fees. The required skills for the Visitation Monitor/Security Guard position include a knowledge of domestic/family violence and child development; the ability to communicate and work with diverse, social and economic backgrounds; the knowledge of and the ability to teach parenting, anger control, communication and problem solving skills; the knowledge and ability to perform basic personal security skills; and the knowledge and ability to provide non-violent crisis intervention. The minimum educational qualification for the Visitation Monitor/Security Guard position is a high school diploma or equivalent, with relevant college coursework preferred, plus one year of experience working with families.

Ms. Matsuyama has been a Visitation Monitor/Security Guard since 2013. She has had previous experience as a Visitation Monitor and has early child development experience.

Ms. Michaud has been a Visitation Monitor/Security Guard since February 2015. She holds a bachelor's degree in Psychology. She has also worked with children for three years as an A+ leader and youth advocate.

Mr. Cortez has been a Visitation Monitor/Security Guard since August 2015. He brings many years of security guard experience working for airport security and private companies.

Mr. Garvin has been a Visitation Monitor/Security Guard since December 2015. He has a bachelor's in Communication and has extensive experience as a security/monitor.



Mr. Fox has been a Visitation Monitor/Security Guard since December 2015. He has 13+ years of experience working with individuals with disabilities (education, vocational and integration services).

Administrative Assistant II– Samantha Alves

The Administrative Assistant II provides scheduling, clerical support, reception, intake and collection of supporting documents, and data entry and retrieval functions for the program. The Administrative Assistant II also functions as a backup Security Guard and assists the Security Guard as needed. A high school diploma or equivalent and one-year clerical experience are required.

Ms. Alves brings administrative expertise as well as experience working with the disabled and elderly through her previous positions. She is also CPI- and CPR-certified.

All Family Visitation Center staff must complete acceptable State and National Background Checks to include a State Criminal History Background Check, Fingerprint (FBI) Background Check, National Sex Offender Registry Check, and a CPS Child Abuse and Neglect Registry Check. Background checks are obtained upon initial hire or prior to start date of services and every four years thereafter, or on an as needed basis. All Center staff are also required to maintain certification in Crisis Prevention Intervention (CPI), CPR, and First Aid.

B. Supervision and Training

Supervision

PACT recognizes the importance of having a well-qualified, well-trained staff and places priority on creating access to appropriate supervision and training. PACT understands the value of ongoing supervision. Regular and effective supervision often yields greater work productivity and quality of service.

PACT has implemented a competency-based management and leadership development program for all supervisors. PACT worked with the Butler Institute of the University of Denver's Graduate School of Social Work to customize its experiential, supervisory training for child welfare agencies for PACT supervisors. *Putting the Pieces Together* focuses on three areas of supervision – administrative, educational, and supportive supervision. Formal supervision occurs on a weekly basis, with informal supervision occurring as needed. Administrative and program staff have monthly meetings to ensure ongoing communication regarding agency and program operations. During formal supervision within the programs, the following areas are addressed:

- Salient client issues/concerns;
- Salient staff issues/concerns;
- Program accomplishments and operational challenges;
- Staff development/quality improvement tracking, monitoring, and assessment;



- Staff acknowledgements;
- Community networking;
- Program development;
- Facilities/equipment; and
- Budget concerns.

It is the policy of PACT to promote ongoing educational and in-service training opportunities for its staff as a means of endorsing life-long learning, assuring quality of services, and client satisfaction. All PACT employees are evaluated at three months after initial hire, at the end of the first year of employment, and annually thereafter.

Staff training and professional development plans are determined individually during annual performance reviews. The staff development program is designed to equip PACT employees with the skills necessary to perform their jobs and to maintain the overall goals and objectives of their service component and the entire organization. Program staff are expected to be able to assess, plan, educate, and subsequently support the clients with services to reach their highest level of program participation and involvement, independent functioning, and self-determination. Staff are encouraged to participate in relevant conferences, workshops, trainings, and on-the-job in-service trainings. All staff complete a set of self-learning modules each year and new staff are required to participate in agency-level and program-level orientation during their first few months of employment.

For the Family Visitation Centers, supervision is both formal and informal, allowing for on-going interaction that ensures the best quality of service possible is provided to the client.

The Assistant Program Director supervises the Senior Visitation Monitor, the on-call Visitation Monitor/Security Guards and is responsible for the overall administration of the Family Visitation Center. The ISS Program Director supervises the Assistant Program Director. The Senior Vice-President of Program supervises the ISS Program Director. The Senior Vice-President of Program is supervised by the Chief Operating Officer. The Chief Operating Officer and the Vice-President of Development and Community Relations are supervised by the President/CEO. The President/CEO is accountable to the PACT Board of Directors.

Formal supervision of the Senior Visitation Monitor and on-call staff by the Assistant Program Director occurs on a monthly basis, with informal supervision occurring more frequently as needed. Monthly staff meetings are held to ensure ongoing communication regarding the Family Visitation Centers operations. The Assistant Program Director is available 24/7. He and the Senior Visitation Monitor carry cellular phones so that they can be reached at any time.

During formal supervision, the following areas are addressed:



- Family Visitation Centers client issues/concerns;
- Staff issues/concerns;
- Safety issues/concerns;
- Program accomplishments and operational challenges;
- Staff development/quality improvement tracking, monitoring and assessment;
- Staff acknowledgements;
- Community networking;
- Program development; and
- Budget concerns.

The Senior Visitation Monitor assists the Assistant Program Director with the development and periodic review of each on-call staff's professional development plan as part of the formal supervision time. This plan allows for optimal growth for staff by developing goals for improvement.

As the Assistant Program Director and Senior Visitation Monitor are located in the same facility, many informal supervision meetings and problem solving sessions occur in addition to the formal supervision described above. Monthly formal staff meetings are also an opportunity for supervision as each staff member presents any concerns or issues that have arisen throughout the month and an opportunity for feedback is provided.

The Senior Visitation Monitor in partnership with the Assistant Program Director works with the FVC team to create and implement solid decisions related to the Center's daily activities. Any questions and concerns that may arise are also brought to the attention of the Assistant Program Director and any subsequent actions taken are fully vetted by the Assistant Program Director prior to implementation.

All PACT employees are evaluated at three months after initial hire and at the end of the first year of employment, and annually thereafter.

Staff Development and Training

It is the policy of PACT to promote ongoing educational and in-service training opportunities for its staff as a means of endorsing life-long learning, assuring quality of services, and client satisfaction. PACT employees are evaluated at three months after initial hire, at the end of the first year of employment, and annually thereafter to identify needs for further development and training. The staff development program is designed to equip PACT employees with the skills necessary to perform their jobs, and to maintain the overall goals and objectives of their service component and the entire organization. Program staff are expected to be able to assess, plan, educate, and subsequently support the client with services to reach her/his highest level of program participation and involvement.



The in-service topics are flexible depending on the needs of the current staff, program needs, individual work experiences and education. As a means of assuring quality services, all staff are considered eligible for training opportunities in alignment with departmental needs and available resources.

The Assistant Program Director will utilize the following sources of information when assessing the training needs of the FVC staff:

- Job requirements;
- Performance evaluations;
- Client input;
- Quality improvement process;
- Strategic planning;
- Contract requirements; and
- Prior training record comments.

The Family Visitation Center continues to be proactive in meeting the training needs of its workers and will expect staff to take advantage of a variety of training opportunities throughout the year. Trainings will be in the areas of evidenced based best practice and will be consistent with an educational model. All personnel will be required to sign in and out of trainings. Training records and certificates of completion will be filled out and placed in their personnel files.

PACT has established minimum training standards for all staff members. Training is ongoing, with needs assessed on a regular basis during performance reviews and supervision meetings. Specialized training will be available to staff who need it for specialized work.

When staff are initially hired, they participate in a training and orientation period where they learn about the program and agency policies and procedures and their basic job expectations. They are provided with a list of their job related tasks and are then provided an opportunity to shadow other staff, allowing them to learn what is expected of them and to ask job-related questions for role clarification and understanding.

All staff also attends a six-hour organization-wide orientation and training to familiarize them with the work environment and culture before they begin to provide services to clients. In this way, the process promotes safe and effective job performance. The orientation processes include but is not limited to education and training in the following areas:

- Emergency Preparedness;
- Professional Conduct;
- Administrative Policies and Procedures;
- HIPAA;



- Quality Assurance and Improvement;
- PACT's Employee Handbook;
- Human Resources Information;
- Benefits;
- Code of Ethics;
- Organizational Structure;
- Mission, Philosophy, Foundation of Service, Organization's History;
- Culturally-based Practice; and
- Organization's Relationship with Community Resources and Internal Resources.

The following lists some of the program specific training topics available to staff. Mandatory trainings for the Family Visitation staff are marked with an asterisk (*).

- Child Abuse and Neglect Reporting*;
- Individualized Program Planning;
- Family/Domestic Violence *;
- De-escalation Techniques *;
- Trauma-informed Practices *;
- Assessment Techniques;
- Substance Abuse;
- CPR and First Aid*;
- Dynamics of Abuse and Neglect;
- Dynamics of Child Abuse and Neglect;
- Hawaii Revised Statutes and the Department's Procedures Related to Child Abuse and Neglect*;
- Working with Families from Varying Ethnic and Cultural backgrounds;
- Understanding the Temporary Restraining Order Process;
- Substance Abuse, Its Impact on Parenting, and Treatment Readiness;
- Crisis Intervention and Dealing with Angry Clients *;
- Stress Management and Anger Control Techniques;
- Child Development Concepts and Applications (birth to age 18); and,
- Age Appropriate Parenting, Discipline and Praise.

PACT employs a variety of experts in the areas of domestic/family violence, child abuse and neglect, family visitation, child development, and other topics. Staff members are also required to attend mandatory agency-wide trainings in accordance with the standards set by the Council on Accreditation and state and national laws, e.g., cultural



competency and are also encouraged to attend outside workshops and trainings in the community provided by private instructors and companies with the intention that they return with the written materials and provide an in-service for their peers. Various agencies including the Department of Human Services, the Department of Education, the Child and Adolescent Mental Health Division, Alcohol Drug Abuse Division, and others provide trainings which PACT staff are encouraged to attend.

PACT's Vice-President of Operations regularly collects and distributes announcements of community training opportunities and staff may attend relevant outside workshops and training as funding permits.

C. Organization Chart

An agency-wide organization chart, that depicts the administrative management structure, lines of authority, and functions of the organization, is included in the attachments. The Board of Directors is ultimately responsible for the health and sustainability of the organization. The President and CEO is the chief professional officer who reports to the Board, and is supported by the executive management team of the Chief Operating Officer, Senior Vice President of Programs, Vice President of Operations and Vice President of Development and Community Relations. The Chief Operating Officer has executive oversight of the Fiscal and IT departments and supervises the Senior Vice President of Programs and Early Head Start/Head Start Program Director. The Senior Vice President of Programs has executive oversight of all programs except for Early Head Start/Head Start. The Vice President of Operations has executive oversight of the Human Resources, Quality Assurance, Facilities, and Administration departments. The Vice President of Development and Community Relations has executive oversight of the grants development, public outreach, PR and marketing activities.

The programmatic organization chart details the programs' staff positions and lines of supervision. This structure supports a team approach that promotes effective oversight of staff and interaction among staff from different sites and/or contracts, allowing them to share their skills and particular areas of expertise.

The PACT organization-wide chart and Kauai FVC program-level organization chart are included in the attachments.

The Kauai FVC program organization chart depicts the program-level administration, supervision, and staffing implementation structure for the Family Visitation Center program. The following percentages to FTE are proposed for the FVC staffing:



Position	Proposed FTE
Kauai Assistant Program Director	0.1 FTE
Senior Visitation Monitor	0.5 FTE
Visitation Monitor/Security Guard (on-call staff)	0.57758 FTE
Administrative Assistant II	0.15 FTE

D. Compensation

Current annual salaries of the top three PACT executives are as follows. All Board of Directors serve as unpaid volunteers.

- Ryan Kusumoto, President and Chief Executive Officer \$160,000.00
- Kim Gould, Chief Operating Officer \$139,050.00
- Haaheo Mansfield, Senior Vice President of Programs..... \$114,536.00

VI. Other

A. Litigation

PACT was notified in June 2015 of a complaint filed with the District Court regarding a client’s personal injury.

B. Licensure or Accreditation

PACT is fully accredited by the Council on Accreditation for Family Service Organizations.

C. Private Educational Institutions

This grant will not be used to support or benefit sectarian or non-sectarian private educational institutions.

D. Future Sustainability Plan

PACT understands the limited nature of government funding. Should PACT be awarded a grant-in-aid for this initiative for Fiscal Year 2017, but not thereafter, PACT will seek continued support of the initiative from local and national foundations and county and federal sources whose funding purposes are in accord with achieving long-term economic stability in families. In order to do this, PACT will document, monitor, and analyze its implementation of services during Fiscal Year 2017 and identify programmatic areas for improvement and areas that seem to be successful. PACT will use the baseline data to improve on the program design of the initiative, use the data to



include in grant applications and proposals to prospective funders, and to develop an educational piece to present to prospective service provider partners, businesses, and policy champions.

E. Certificate of Good Standing

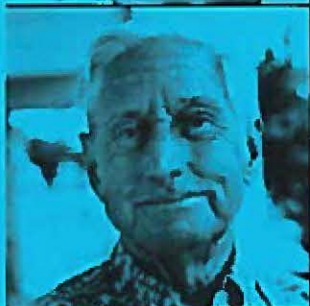
A certificate of good standing from the Director of Commerce and Consumer Affairs is included as an Attachment to this proposal.



Budget



PACT
PARENTS AND
CHILDREN TOGETHER
A Family Service Agency



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Parents And Children Together

BUDGET CATEGORIES	Total State Funds Requested (a)	Other funding State-secured (b)	Total County Funds Requested (c)	Total Private/Other Funds Pending (d)
A. PERSONNEL COST				
1. Salaries	44,471	3,300		
2. Payroll Taxes & Assessments	6,221	462		
3. Fringe Benefits	4,778	624		
TOTAL PERSONNEL COST	55,470	4,386		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	400			
2. Insurance	219			
3. Lease/Rental of Equipment	24			
4. Lease/Rental of Space				
5. Staff Training	1,090			
6. Supplies	600			
7. Telecommunication	408			
8. Utilities				
9. Other - Audit services	226			
10. Other - Contractual Services, Administrative	382			
11. Other - Mileage	233			
12. Other - Postage	50			
13. Other - Publication & Printing	50			
14. Other - Repair & Maintenance	350			
15. Other - Administrative Costs	8,330	614		
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	12,362	614		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	67,832	5,000		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	67,832	Milly Takizawa, Staff Accountant (808)847-3285		
(b) Total Federal Funds Requested		[REDACTED]		
(c) Total State - Secured	5,000			
(d) Total County Funds Requested		1/20/2016		
(e) Total Private/Other Funds Requested				
TOTAL BUDGET	72,832	Kim Gould, Chief Operating Officer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Parents And Children Together

Date: 1/20/16

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1 Kauai Assistant Program Director	1.00	68,495.00	0.1000	6,850
2 Administration Assistant II	1.00	32,968.00	0.1500	4,945
3 Senior Visitation Monitor	1.00	33,072.00	0.5000	16,536
4 Visitation Monitor/Security Guard (on call)	1.00	28,080.00	0.5748	16,140
TOTAL:				44,471
<p>JUSTIFICATION/COMMENTS: PACT strives to maintain a competitive, market-based compensation package to attract and retain qualified employees, thus the agency offers a strong benefits package and salaries that are comparable to similar positions within the service area and industry based on salary surveys conducted annually by the Hawaii Employer's Council.</p>				

FUNDING AMOUNT REQUESTED
 Period: July 1, 2016 to June 30, 2017

Applicant: Parents And Children Together

Date: 1/20/16

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN			Not Applicable			
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Parents And Children Together

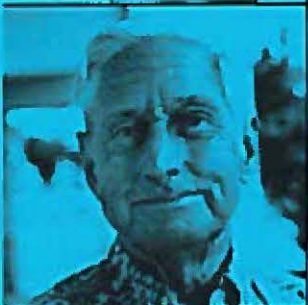
Date: 1/20/16

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:

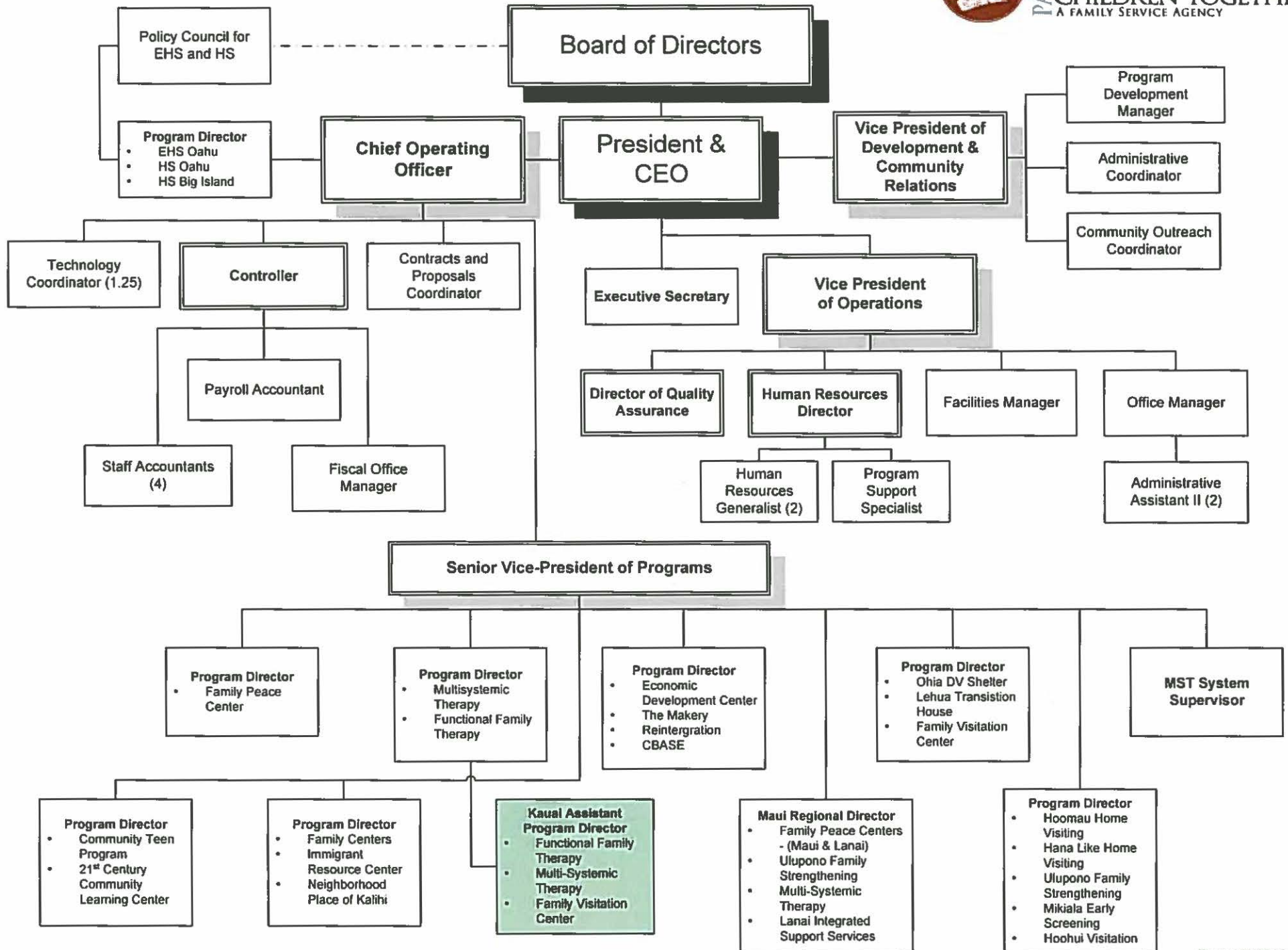
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS:



Required & Supporting Attachments

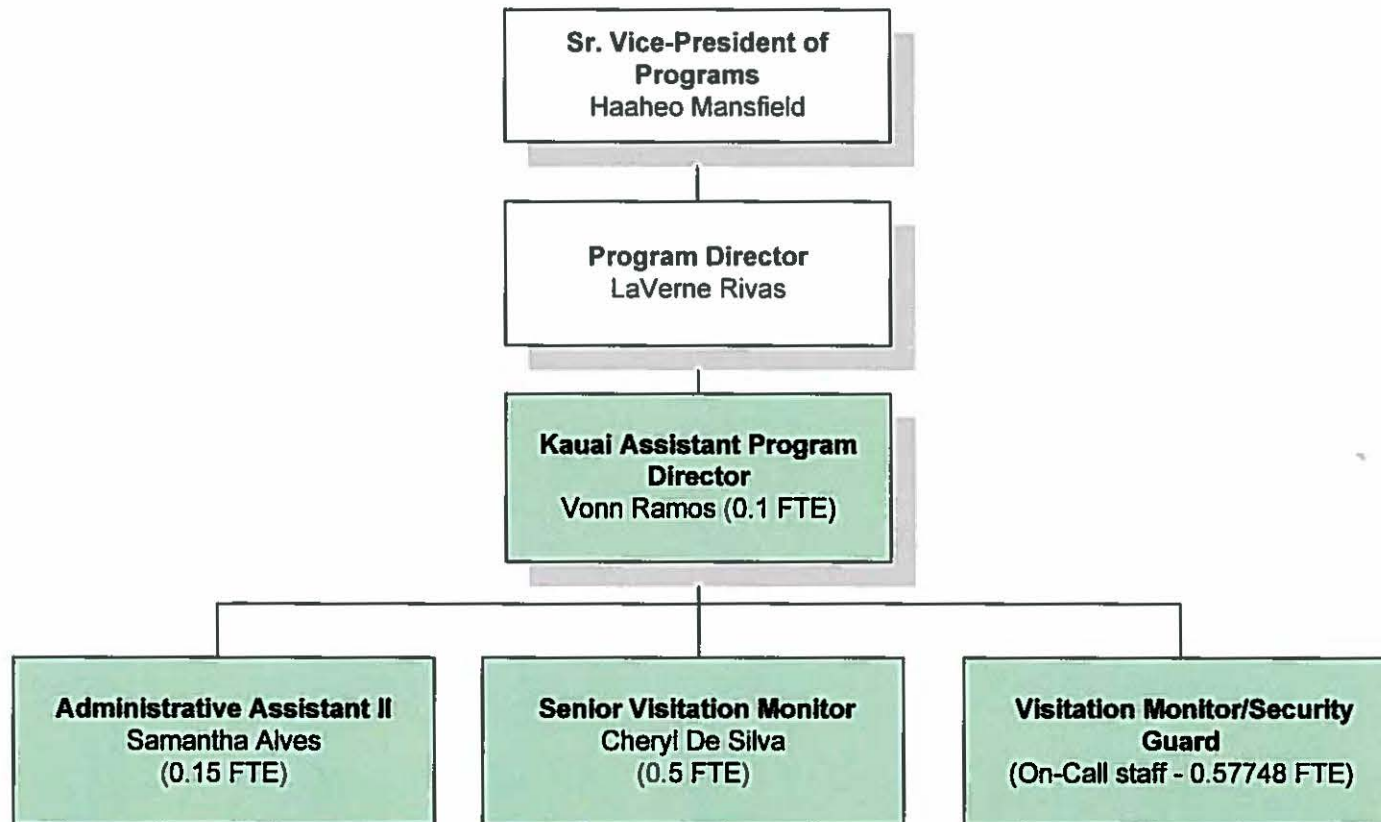






PACT PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Kauai Family Visitation Center Organizational Chart



Kauai Family Visitation Center Project Timeline

Services		Months											
Specific Tasks		1	2	3	4	5	6	7	8	9	10	11	12
Program Management													
Management & Supervision Activities	<ul style="list-style-type: none"> • Staff Meetings and Supervision • Budget Review • Staff Training • Monthly Reporting • Participation in Judiciary and Kauai County DV Task Force meetings and activities 	X	X	X	X	X	X	X	X	X	X	X	X
Program Implementation													
Referral & Intake	<ul style="list-style-type: none"> • Accept referrals (Court ordered, attorney, client) • Registration and Intake • Scheduling of visits • Establish rapport and gain client commitment to meet participation guidelines • Triage Families according to needs 	X	X	X	X	X	X	X	X	X	X	X	X
Visits & Exchanges	<ul style="list-style-type: none"> • Supervise Visits and Exchanges • Maintain safe environment • Crisis Intervention and parent redirection as needed • Teach constructive parenting as needed • Maintain complete records of observations and events 	X	X	X	X	X	X	X	X	X	X	X	X
Program Evaluation and Quality Assurance													
Collection of Family Surveys		X	X	X	X	X	X	X	X	X	X	X	X
Data collected and analyzed and programmatic changes implemented.				X			X			X			X
Quarterly PQI and program reports completed				X			X			X			X

GOVERNMENT CONTRACTS AND / OR GRANTS

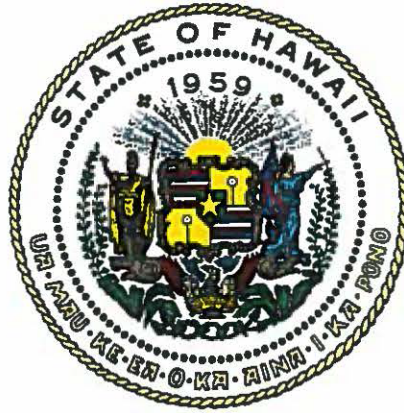
Period: July 1, 2016 to June 30, 2017

Date: 1/20/16

Applicant: Parents And Children Together

Contracts Total: \$ 5,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State/Haw / Hon / / Kau / Mau)	CONTRACT VALUE
1	Health and Human Services Competitive Purchase of Services (Visitation Services Contract J16085)	7/1/2016-6/30/2017	Judiciary	State of Hawaii	\$5,000
2					
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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

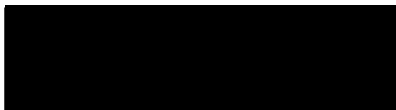
PARENTS AND CHILDREN TOGETHER

was incorporated under the laws of Hawaii on 08/15/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 15, 2016



Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Parents And Children Together

(Typed Name of Individual or Organization)

(Signature)

January 20, 2016

(Date)

Ryan Kusumoto

(Typed Name)

President & CEO

(Title)