

PACT PARENTS AND
CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

PreSchool in the Park



28th Legislature

Grant-In-Aid

FY 2016-2017

Application for Grants

January 21, 2016



House District 29
Senate District 13

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: **FACT**

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

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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:

PRE SCHOOL IN THE PARK

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 497,926

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

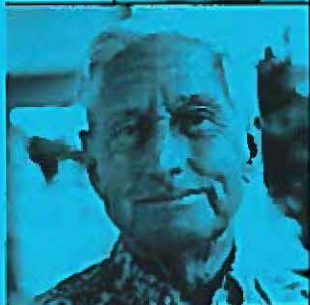
RYAN KUSUMOTO, PRESIDENT & CEO
NAME & TITLE

JANUARY 20, 2016
DATE SIGNED



RECEIVED
1/22/16 *ag*

Narrative





Application for Grants and Subsidies

Overview of the GIA

We know that:

- (1) family homelessness is increasing;*
- (2) women and children are at risk for becoming a majority of the overall homeless population;*
- (3) homelessness is traumatic and it makes families sick; and*
- (4) violence is a critical ingredient in the recipe for homelessness.*

The National Center on Family Homelessness 2008

Parents And Children Together (PACT) is requesting \$497,926 to initiate a program for homeless families with preschool children who are basing themselves in and around Aala Park and Iwilei. *PreSchool in the Park* combines the early childhood development expertise PACT is known for through our Head Start and Early Head Start programs, and couples it with family economic development and engagement services like those that PACT has provided to low income Hawaii residents for decades.

PACT proposes to serve homeless preschool children and their parents in the Aala Park area – coming off the streets of Honolulu and residing at nearby homeless shelters like IHS, The Institute for Human Services, other homeless shelters in the urban core and also homeless families that affiliate with relatives at the Mayor Wright public housing complex that have limited access to transportation or no transportation at all.

There are three key concepts upon which the program will be built:

- Preschool children are especially vulnerable to irreversible emotional damage from homelessness. *A consistent positive preschool environment can mitigate the potential damage if offered before homelessness becomes normal for the child.*
- Preschool children are susceptible to factors that limit and/or damage their cognitive development when homeless (poor health and nutrition, lack of appropriate stimulation and disengaged, inappropriate, or inadequate parenting to name but a few). Parents who must search for food and shelter daily are caught in a downward spiral that precludes progress on other fronts such as effective job preparation and search, skills improvement and the children's education and development. *Concrete support for parents and children in survival mode can change their reality of hopelessness.*
- Many families with children who are homeless in Hawaii do not have a clear understanding of how to access resources or find that services do not address their youngest family members. *Existing services in the geographic area do not adequately address family issues (e.g. stress-related trauma, child care, health care, transportation, limited language proficiency).*





The program will provide support and family education through a parent participation preschool model, accompanied with an outreach resource service model that is comprised of case management, skills building and referrals for -the specific needs of the family. IHS, Hawaii's largest human services provider focused exclusively on homeless services, and PACT, will partner to ensure case management, housing and needed services for all participant families. The program will serve both as an integral part of IHS's Homeless Family Program and be a conduit for homeless families who have not yet engaged with a homeless shelter or homeless services to do so.

PreSchool in the Park is a start-up project, but one with the potential to successfully intervene in the long-term futures of homeless children in Hawaii. Other agencies in Hawaii successfully serve the homeless with preschools such as Tutu and Me (Partners in Development) and Ka Paalana (Kamehameha Schools), however, there are no agencies providing traveling preschool in this area of the island, nor are the other agencies offering the range of services to empower and improve family prospects that we believe PACT and IHS can provide with this project.

PACT has a long-standing, very successful track record in creatively serving low-income and underserved populations. In the same vein, PreSchool in the Park will offer children and families activities that bring them together, strengthen their bonds, improve their quality of life, such as it is; and vastly increase the likelihood of a future different from their present.





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 encounters and serves homeless families in all of the program areas. We leverage our expertise in early childhood education, treatment, prevention, and intervention work





in particular to assist homeless families with young children. PACT has worked in the early education arena for almost 50 years, running the Head Start and Early Head Start Programs, and thus has in-depth knowledge of the developmental needs of young children living in poverty and homeless children. PACT operates family engagement centers that focus on Hawaii's neediest -- those struggling with trauma, poverty, and financial independence. With this GIA request, we propose to serve homeless families with children ages 6 months to 5 years of age in the Aala Park region. Services as we are proposing for this population are almost non-existent in this area.

PACT's in-kind partner in this endeavor is IHS, The Institute for Human Services, Inc., Hawaii's oldest and largest social service agency focused exclusively on serving homeless individuals and families on Oahu. Every year, IHS serves more than 50% of persons accessing emergency shelter on the island of Oahu with an array of services tailored to meet the vast and varied needs of homeless persons including outreach, emergency shelter; a robust meal program; specialized case management for families, mentally ill and substance abusing persons, those being released from incarceration, veterans, medically frail; urgent health and wellness care; housing placement and support programs; and core employment services.

2. Goals and Objectives Related to the GIA Request

The ultimate goal of the PreSchool in the Park program is to provide support services to homeless children and their parents that will reduce the unavoidable and dangerous long-term impacts that accompany being homeless for both parents and children, and that will thereby reduce their future dependency on government support. PACT proposes to provide an immediate intervention in the "survival" state of both parents and child by engaging them in learning activities that will support their growth and mental health throughout the ordeal of homelessness -- motivating and preparing parents to become self-sufficient, while ensuring that children have opportunities for normalcy, health and school readiness.

Project Goals:

1. Increase school readiness, including language, literacy, and social-emotional skills in 6 month to 5 year olds who are homeless.
2. Teach positive parenting strategies to enhance and improve parent interactions that will support engagement in critical activities that support their own and their children's academic, economic, and life success with linkage to community resources.
3. Screen for developmental and health related issues and provide resources to ensure children are Kindergarten ready.
4. Support the family unit through case management to identify and remediate the risk factors that contribute to homelessness.





Objectives:

Children:

1. Teach cognitive and non-cognitive skills that promote language, literacy, and social-emotional skills needed for school success.
2. Assess child development and provide referral to appropriate community service agencies.

Parents:

1. Teach parents positive parenting techniques and engagement strategies.
2. Develop skills in parents that will improve relationships with family and peers.
3. Teach parents pre-job and on-the-job skills that support and sustain economic self-reliance, such as computer skills, cover letter and resume writing, English language, family budgeting, dressing for success, interviewing skills, job application procedures, and most importantly – how to keep the job.
4. Teach parents how to support their child's success in school.
5. Teach parents how to access resources for their child's growth and development and for their own self-sufficiency.

3. Public Purpose and Need To Be Served

Impacts of Homelessness on Families

On October 2015, Governor Ige issued an emergency proclamation to address Hawaii's homelessness crisis. Homelessness is a significant problem in our community. Many families are unable to meet the basic things their family needs such as food, clothing, and shelter. The stress that this places on the family unit can lead to destructive impacts on all the family members and especially on young children. The impact of homelessness on children often leads to chronic stress and trauma from frequent moves, inconsistent relationships, lack of places to play, and witnessing domestic violence and substance abuse. This stress and trauma is proven to be emotionally and cognitively damaging.

In America, 2.5 million children are homeless; that is 1 in 30 children. In 2013, Hawaii had almost 5,000 children that were identified as being homeless while 17% of all children in Hawaii were living in poverty, the major determinant of homelessness (HomelessChildrenAmerica.org). This statistic does not account for all the *hidden* homeless families and children – those who have to live in unstable environments, often doubling up in public housing, living with other family/friends in homes, or camping on friend's property. One (1) out of 48 children under the age of 6 is experiencing homelessness in Hawaii (Administration for Child and Families, January 2016). The infancy period of life is when a person is at the highest risk of living in a homeless shelter in the United States (U.S. Department of Housing and Urban Development (HUD), 6th Annual Homelessness Report, 2012). This is also the most critical period for a child's social, emotional and cognitive development.





The major causes of homelessness are the following:

- a) **High rate of poverty for families.** A very large number of families living in poverty have set the stage for homelessness. This translates into an income of less than \$20,000 per year for a family of three. The adjusted required wage needed for a 2 bedroom apartment is \$32.12/hr. or \$66,851/yr. which is far above the average income. Compounding this is the fact that families are still dealing with impacts of the 2008 recession. Many families faced financial difficulty that resulted in foreclosure and bankruptcy. Those impacts have long term implications. Subsequently, the effects of these issues impact the ability for wage earners to keep productivity levels up in the workplace due to the distractions and stresses it causes on the worker. Many parents struggle to move past minimum wage positions without access to professional development or a post-secondary degree. Job skills training and access to continuing education factor into a family's opportunity for economic mobility. Furthermore, lack of affordable childcare is a huge economic barrier for homeless families. In all 50 states the cost of child care for two children exceeds the average family's rent payment.

The number of children living in poverty in Hawaii continues to grow:

- 27% of Hawaii's children live in households in which the parent/s lack secure employment;
 - 30% of Hawaii's children live in single-parent homes;
 - 43% of Hawaii's children live in households with a heavy housing cost burden (more than 30% of monthly income is spent on rent, mortgage payments, taxes, insurance, etc);
 - 6% of Hawaii's children live in areas of concentrated poverty;
 - 7% of Hawaii's children live in households in which the head does not have a High School diploma or GED; and
 - From 2010 to 2014, Temporary Assistance for Needy Families (TANF) rose from 138,166 to 194,264 in Hawaii, an increase of 40%. As of last year, also within the state of Hawaii, there were 8,880 families receiving TANF, including 17,076 children. Of these children, more than half were supported by a single parent. PACT is a major source of support for these Head Start-eligible families on Oahu and Hawaii.
- b) **Lack of affordable housing.** Hawaii has the highest rate of homelessness per capita in the nation, with an estimated 7,602 individuals living on the streets and in shelters. The state estimates that it needs about 28,000 new housing units in 2016, with low-income housing accounting for two-thirds (1,753 units) of the demand. Contributing to the problem of homelessness, especially for Hawaii's "working homeless," is Hawaii's lack of affordable housing, for sale or for rent.

Three major barriers have been identified to Hawaii having an adequate affordable housing supply: 1) high development costs and as compared to wages, 2) inadequate infrastructure, and 3) the large number of investment-owned real estate which has made Hawaii one of the highest priced housing markets in the country (*Consolidated*





Plan, 7/1/15-6/30/20, City and County of Honolulu, May 2015). For example, the state's average listing price for a 4-bedroom, 2-bath home was \$654,648 (Home Listing report, Caldwell Banker 2015) while in urban Honolulu it was \$1.1 million! A 2011 report on Hawaii's housing needs estimated that as many as 50,000 new homes would have to be built to satisfy demand for the 2012-16 period. The report stated that the biggest need on Oahu was for low-income housing, with 2,175 for-sale units and 4,967 rental units needed for households earning less than \$30,000/year ("Responses to survey help state estimate future housing needs," *Star Advertiser*, 10/23/15).

When home prices are high, rental rates are driven up too. One out of five Hawaii residents qualify for affordable rentals, but only 1 in 20 are actually renting affordable housing. There just aren't enough units. Analysts predict the state will need 17,000 new rental housing units by 2020. Hawaii hasn't been local condominiums for the local market in the last 10-15 years, which contributes to the tight rental market. Our state has the highest median monthly rent in the U.S., regardless of bedroom size. In 2005, the median monthly rent was \$995 (\$728 for the nation), and in 2014 it was an average of \$1,448 (\$934 for the nation).

In Hawaii, the majority of job category wages are significantly lower than the nation's. In addition, wages have been outpaced by prices. When housing prices soar, so do rental rates. The lack in construction of affordable rental units combined with the current low supply drives up rental rates.

- c) **Domestic violence and other trauma.** Traumatic experiences such as domestic violence often contribute to the circumstances that lead to a family's economic and social collapse. These are experiences that happen outside the normal realm of human experience and invoke feelings of fear, helplessness and powerlessness. The trauma erodes psychological well-being and creates overwhelming stress in families. The fallout from it can lead to spiraling downfall and may result in job loss, isolation from support systems, and in extreme cases, living on the streets. When a woman flees an abuser, she often takes nothing but her children with her. She may have to change her life completely: quitting her job or school, severing contact with family and friends, leaving the community on which she has relied.

The majority (92%) of homeless mothers have experienced severe physical and/or sexual assault at some point in their lives (Bassuk et al., 1996). Sixty-six percent (66%) experienced severe physical abuse and 43% were sexually molested as children (Bassuk et al. 1996; Browne and Bassuk, 1997; Bassuk, Melnick, and Browne, 1998). Sixty-three percent (63%) have been subjected to violence by intimate partners (Bassuk et al., 1996; Browne and Bassuk, 1997).

Nearly 25% of all homeless women have fled from domestic violence – a major issue in Hawaii.





In 2011, there were 5,288 domestic abuse protective orders issued in Hawaii, including 2,961 in Honolulu County and 1,313 in Hawaii County; that is, 81% were issued in our service area counties. In 2014, throughout Hawaii, there were 745 confirmed child abuse and/or neglect cases involving children under the age of five, 137 of which sustained injuries that required professional treatment, 25 of which were life threatening. And tragically, there were two fatalities. Homelessness puts women and children at risk for violence, and violence puts women and children at risk for homelessness.

- d) **Single parenting.** Parenting alone sets up an environment where one individual, typically the mother, has the sole responsibility of providing housing, childrearing, homemaking, and financial responsibilities. Single parents often have feelings of isolation and desperation. The poverty rate for a single parent is nearly five times higher than that of a married couple. Single homeless mothers, notably those with young children, have little income, are unemployed or underemployed, and frequently have a high debt service. Without adequate education, job skills, childcare and transportation, they are unable to find work or support the family. Limited social supports and often unaddressed medical issues further reduce a single mothers' ability to meet her children's basic needs.

Homelessness is a Problem for Our Keiki

What happens early in a child's life can impact him for a lifetime. In young children, stress resulting from major trauma such as extreme poverty and homelessness, can weaken the developing brain and lead to lifelong problems. Current research shows direct correlation between a young child's early experiences and the developing brain. Experiences of homelessness during infancy and toddlerhood are associated with poor academic achievement and engagement in elementary school (Perlman & Fantuzzo, 2010). Additionally, experiences of homelessness are associated with social emotional delays among young children (Haskett, et al, 2015) and poor classroom-based social skills in elementary school (Brumley, Fantuzzo, Perlman, & Zager, 2015).

Eliminating the negative impacts of homelessness on young children is extremely challenging since the experience often leads to changes in brain structure that can negatively impact learning, social-emotional development, self-regulation and cognitive skills. Eight-five percent (85%) of the brain is developed in the first 5 years of life. As Jack Shonkoff from the Center on the Developing Child at Harvard University, has described, "The basic architecture of the brain is constructed through an ongoing process that begins before birth and continues into adulthood. Simpler neural connections and skills form first, followed by more complex circuits and skills. In the first few years of life, 700 to 1,000 new neural connections form every second. After this period of rapid proliferation, connections are reduced through a process called pruning, which allows brain circuits to become more efficient. The impact of experiences on brain development is greatest during these years. It is easier and less costly," writes Shonkoff, "to form strong brain circuits during the early years than it is to intervene or 'fix' them later. Brains never stop developing—it is never too late to build new neural circuits—but in establishing a strong foundation for brain architecture, earlier is better. Research on





traumatic life experiences and their impact on the child's developing brain make a strong case for the critical importance of prevention and early intervention in the lives of extremely poor and homeless children" (Center on the Developing Child at Harvard University, 2014).

Children should be healthy, alert, and motivated to have a better chance of leading productive lives. Not every child, however, has that chance. Children do not have the foundations to deal with the stresses they face while homeless. Research has indicated that children experiencing homelessness were more often hungry, sick, and worried where their next meal and bed would come from; they wondered if they would have a roof over their heads at night and what would happen to their families. Homeless children often developed more slowly. Many struggled in school, missing days, repeating grades, and even dropping out of school entirely.

Solutions for the Family

Support for Homeless Keiki. A home typically provides the safety and space for positive growth of a young child. PACT believes that a safe shelter and more affordable housing is the key to solving the homeless issue. However, a safe and affordable home is not a reality for many of Hawaii's families and there is much work to be done in this area. In the meantime, families and children continue to find themselves dealing with the vicious impacts that homelessness brings to their lives and development. During that time, the impact to the child and their development has life-long consequences. These impacts may be irreversible – making it all the more critical that we take action now. Children often prove resilient, however, time is precious and without intervention, considerable damage can be done. Services for children must happen as soon as families enter into homelessness – often unfortunately the same time period when families do not seek help productively due to embarrassment or confusion about what to do next. Funding proactive strategies, such as providing parent and child skill building groups that include parent-child activities to promote language, literacy, and social-emotional skills will combat the negative impacts of homelessness to young children. We cannot wait for housing to become available. Every day of a child's early life has the potential for exponential implications for future success.

There have been many efforts to support various segments of the homeless population. However, children in homeless families have not received the type of attention needed to effectively mitigate the damage done. Providing children with effective early childhood education can reduce or perhaps prevent the consequences of homelessness trauma, while increasing preparation for school and life-long success. The proposed intervention ensures that young children who are homeless have access to supports that are proven to be critical for improving the long-term educational outcomes of children nationwide. Below is a list of critical supports we can provide for homeless children:

- Early childhood education and development activities that include academic, social and experiential learning;
- Comprehensive needs assessments and linkage to community resources;
- Health assessments and screenings; and





- Case management and follow up even after housing is achieved.

Support for Homeless Parents. The causes of homelessness are many and diverse. Low levels of education, inability to find jobs that pay livable wages, lack of transportation, adequate childcare, family violence, and mental health issues constitute the major issues parents face. Individually or collectively, these issues impact the ability of the parent to provide housing and thus provide the positive parenting and support their children need. Providing parents with the skills to involve themselves in their child's development reduces future environmental risks such as illiteracy, drug abuse, crime, and early pregnancy. Supports needed include:

- Job training and employment opportunities;
- Financial Literacy;
- Comprehensive needs assessments and linkage/access to services;
- Services that incorporate trauma-informed care that will identify, prevent, and treat related issues;
- Positive parenting support; and
- Case management.

4. Target Population

The target populations to be served through this proposal are 1) young children, aged six-months to five years of age, and 2) their parents. The children and families served are homeless, at imminent risk of homelessness (e.g. being evicted), or living in local shelters in and around the downtown Honolulu corridor.

The Institute for Human Services (IHS) is a full partner in the conceptualization of this plan. The program was developed with their knowledge and understanding of the population in and around the area and the needs they see daily for the homeless there. IHS serves over 55 families on a regular basis who have young children and will be encouraging their families to participate in the program.

5. Geographic Coverage

PACT proposes to provide services in the Aala area of Honolulu, thus serving the homeless in the downtown, Iwilei and Aala areas. PACT proposes to provide serves in Aala Park and in the Women's and Children Shelter of Institute for Human Services (IHS).

It is anticipated that most participants will be living in shelters or on the streets within a two to three mile radius.





II. Service Summary and Outcomes

1. Describe the Scope of Work, Tasks And Responsibilities

Scope

PreSchool in the Park program will prepare children aged 6 months to five years old who are homeless and/or residing in homeless shelters. The goal is to provide comprehensive child development and support services to homeless children and families (where they are), with a special focus on helping young children develop the academic and social skills they need to be successful in school. The program will promote:

- School readiness (formal Preschool and Kindergarten);
- Enhancement of social, cognitive and emotional development;
- Provision of educational, health, nutritional, and social services to children and their families;
- Engagement of parents in their children's learning and emotional needs;
- Identification and provision of child development and supportive services to meet the individual needs of the family; and
- Supporting parents in their education, positive parenting skills, literacy, and employment goals.

A Preschool Teacher and Family Assessment Coordinators will increase the children's language, literacy, and social emotional skills through the following:

- Parent-child preschool and socialization groups, 2 times per week for 2 hours at Aala Park with supplemental services and case management offered at the park, at PACT and at IHS.
- Parent educational sessions 2 times per week for 1.5 hours (following the Preschool Groups) at Aala Park and the Institute for Human Services that focus on positive parenting, education, health, legal issues, and employment.
- Quarterly educational excursions for parents and children to venues, such as the Children's Discovery Center and the Waikiki Aquarium.
- Counseling visits at intake and quarterly with each family at their place of habitation or other location to assess the child's development, the family's needs, and to encourage and promote progress on family goals.
- Individual assessments and case management for both the child and family and referral services to needed resources.
- Comprehensive screenings (developmental, hearing, vision, and other health) to identify any early interventions to support the child.

Tasks

Outreach and Recruitment (*Continuous*)

PACT has a broad network of community partners and organizations to help reach and





recruit potential clients. Families will be engaged through outreach with the Institute for Human Services, through partner organizations, through churches and clubs, and via outreach to groups concerned with homelessness. There will be a continuous recruitment of families with young children. The communities within the City and County of Honolulu will learn about the project through neighborhood board meetings, presentations with agency partners, and flyers posted at libraries, and State and City and County offices.

The approach of this program is to be highly visible. Families will be encouraged to go to a trial session and then sign up for the program if they are willing to make a commitment to attend.

Intake and Assessment and Individualized Service Planning (*On-going*)

Intake and assessment will be an ongoing activity via each of the portals to the program. The process may begin with the parent and child and a plan to engage the whole family. PACT will work to identify barriers and develop a family action plan for each client for whom the goals are family economic and social stability and child school readiness.

During the intake and assessment phase, staff will explain to clients the benefits of the program, expectations of their participation, and what they can expect from the staff and project. The Intake and Assessment phase can be one-on-one or in small groups.

Intake personnel from each service arm of the initiative will meet with the others on a routine basis to coordinate family engagement strategies and family plans so that support, activities and resources are always coordinated and mutually reinforcing.

Dependent upon each client and family needs, services will vary and may involve various support services. All clients enrolled in the program must have a child aged 6 months to 5 years and both parent(s) and child(ren) will attend the program together.

Preschool Activities

Twice weekly for two hours per session, PACT will set up and provide preschool activities in the park. Activities will be developed in accordance with proven preschool curricula and will focus on social, emotional, physical and cognitive learning in a culturally supportive and appropriate environment. All activities will include modeling for effective parent participation. Translation and interpretation services will be provided for non-English speakers.

Family Engagement

Following each preschool activity session, 1.5 hours will be dedicated to working with parents. Parents will be engaged in support groups, skill-building activities, and individual sessions appropriate to their needs. Examples of each follow:

- **Support Groups**

Families want their children to succeed in school, no matter their economic circumstances. Many of the families who are homeless have voiced their desire to support their children's education but do not understand how. Because many





homeless families are immigrants, their understanding of the education system and the role expected of them as parents is a mystery to them.

- **Skill Building**

Various events and opportunities will be offered to parents to prepare them for finding work or enhancing skills. These events will include sessions dedicated to topics such as:

- ▶ Finding and applying for a job;
- ▶ Work habits that lead to success on the job;
- ▶ Family financial literacy;
- ▶ Helping older children succeed in school;
- ▶ Parenting adolescents and teens;
- ▶ Understanding and complying with tax laws;
- ▶ Maintaining documentation for the family; and
- ▶ Dental, vision and nutritional health.

- **Individual Services**

Intake sessions and family goals planning will be ongoing as new families enter the program. Case managers and referrals will be available as needed throughout the Park sessions and for visits and contacts throughout the participation period and during the first months after housing is obtained.

2. Projected Annual Timeline

Services Specific Tasks		Months											
		1	2	3	4	5	6	7	8	9	10	11	12
Program Design and Planning													
Program Planning													
✓	Activity planning	X	X	X	X	X	X	X	X	X	X	X	X
✓	Collaboration Partners meet												
Program Implementation													
Outreach and Recruitment Activities	• Distribute materials												
	• Meet with all area homeless providers												
	• Distribute fliers and recruit from homeless encampments		X	X	X	X	X	X	X	X	X	X	X
Preschool Activities	• Deliver Preschool curriculum												
	• Enrichment & Recreation Activities												
	• Youth Dev./Skill Building Activities			X	X	X	X	X	X	X	X	X	X





<i>Services Specific Tasks</i>		Months												
		1	2	3	4	5	6	7	8	9	10	11	12	
Family Engagement	<ul style="list-style-type: none"> Teach parent participation concepts and model positive parenting Establish and facilitate support groups Develop and provide skill learning activities 			X	X	X	X	X	X	X	X	X	X	X
	<ul style="list-style-type: none"> Assess and track children's health and development Facilitate family planning and track and support progress Provide referral services 			X	X	X	X	X	X	X	X	X	X	X
	Program Evaluation and Quality Assurance													
Data Collection developed to meet specific needs		X												
Data collected and analyzed and programmatic changes implemented.				X			X			X			X	
Quarterly PQI and program reports completed				X			X			X			X	

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.

4. Measures of Effectiveness

- 1) A minimum of 50 children between the ages of six months and five years and their parent(s) will register for the program.
- 2) A minimum of 50 children will be screened for developmental and health factors.





- 3) A minimum of 75 parents will engage in preschool and family engagement activities
- 4) A minimum of 200 hours of one-on-one (1:1) family meetings per year.
- 5) Conduct and obtain ASQ and ASQ-SE (developmental assessments) for each child at intake and every six months they are in the program.
- 6) A minimum of 75% of parents surveyed on a post participation survey will report improved parenting skills.
- 7) A minimum of 75% of parents surveyed on a post participation survey will report their child to be better prepared for school.
- 8) A minimum of 75% of parents surveyed on a post participation survey will report satisfaction with the outcomes of the program for their family.

III. Financial

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 Grant
\$146,400.25	\$117,175.25	\$117,175.25	\$117,175.25	\$497,926.00

3. Other Funding Being Sought for FY 2016

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$50,000	Aloha United Way	The three programs listed will be solicited for funding to support the program as described with
\$100,000	Castle Foundation	





Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$50,000	HMSA Foundation	focus on funds to provide start up needs (equipment and specialized curriculum and training for new staff) and to provide follow up services once families find housing and to ensure children's development continues in their new location.

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 or 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.

Verifiable Experience Table. The following is a listing of verifiable experiences with projects and contracts since 2012 that are pertinent to the service activities requested through this grant-in-aid.

Title & Description of Service	Contract Period	Contract Number	Contracting Agency	Contact Person	Contact Information
Enhanced Healthy Start – providing families with children ages 0-3 years old who have been confirmed for child abuse, neglect or threatened harm, have referred by CWS, VCM or FSS and who would benefit from a home visiting program because of parenting issues or potential child developmental delays.	7/1/2008 – 6/30/2015	DHS-09-POS-9034, Supplemental Contract Nos. 1-7	DHS Social Services Division Support Services Office	Kenwyn Kaahaaina, POS Program Specialist	810 Richards St., Ste. 400 Honolulu, HI 96813 (808) 586-5706 KKaahaaina@dhs.hawaii.gov
Ulupono Family Strengthening Services (FSS) Program – Oahu – provide services to families who are referred by the Child Welfare Services (CWS) or Voluntary Case	10/18/2010 – 6/30/2016	DHS-11-POS-349	DHS Social Services Division Support Services Office	Cindy Pierce, POS Program Specialist	810 Richards St., Ste. 400 (808) 586-3168 Honolulu, HI 96813 cpierce@dhs.hawaii.gov





Title & Description of Service	Contract Period	Contract Number	Contracting Agency	Contact Person	Contact Information
Management Services and who do not have open CWS cases or are in the process of having their CWS case closed.					
Ulupono Family Strengthening Services (FSS) Program – Maui – services are same as Ulupono FSS Program for Oahu above.	7/1/2010 – 6/30/2016	DHS-11-POS-349, Supplemental Contract Nos. 1-5	DHS Social Services Division Support Services Office	Cindy Pierce, POS Program Specialist	810 Richards St., Ste. 400 (808) 586-3168 Honolulu, HI 96813 cpierce@dhs.hawaii.gov
Mikiala Early Screening Program – supplements existing developmental services with outreach, case management, parent education, preliminary screening and connect clients to a medical home, serving Kalihi and parts of central Honolulu.	1/1/2010 – 12/31/2015	Impact Funding	Aloha United Way	Marc Gannon, Vice President, Community Impact	200 No. Vineyard Blvd., Ste. 700; Honolulu, HI 96817 (808) 543-2215 marc@auw.org
Hoohui Visitation - provides supervised visitation and transportation services to families who are reported to the DHS and a determination has been made that the child is at risk of abuse or neglect by their parents or caretakers.	7/1/2010 – 6/30/2015	DHS-11-POS-279	DHS Social Services Division; Support Services Oahu; POS Unit Contractor: Catholic Charities Hawaii	Cheryl Ann Mendez Catholic Charities Hawaii Program Administrator	1822 Keeaumoku Street; Honolulu, HI 96822 Email: cherylann.mendez@catholiccharitieshawaii.org





Title & Description of Service	Contract Period	Contract Number	Contracting Agency	Contact Person	Contact Information
Hana Like Home Visiting Oahu – to provide early intervention home visiting services to families who are at risk for child abuse and neglect.	1/1/14 – 6/30/15	ASO-LOG No. 14-124	DOH Maternal and Child Health Branch	N. Tod Richardson Med, State-wide Home Visiting Network Coordinator	741-A Sunset Avenue, #202 Honolulu, HI 96816 (808) 733-9041 Nickey.robertson@do.hawaii.gov
Early Head Start/Head Start Programs – provide comprehensive services to low income families with children ages birth to 3-years old and prenatal women who fall at or below the 200% of the federal poverty income level.	08/01/1992 – 6/30/2016	09CH0039 09CH0039/40	Federal DHHS; Administration for Children and Families	Jan Len, Regional Program Manager	Office of Head Start; Region IX; 90 Seventh Street, 9 th Floor; San Francisco, CA 94103
Mountain View Pre-Plus Preschool Services – provide services to children ages 3- and 4-years of age who are attending preschool and fall at or below 200% of the federal poverty income level.	7/1/2012- 6/30/2015	DHS-13-CCPO-734, Supplemental Agreement No. 1-3	DHS, Executive Office on Early Learning	Deanne Goya, Program Coordinator	Phone: 586-0105; email: deanne.goya@hawaii.gov
Pre-Plus Services at Fern & Keonepoko Elementary Schools – same as Mountain View Pre-Plus Program.	7/1/2009 - 6/30/2016	DHS-10-CCPO-128, Supplemental Agreements No. 1-6	DHS, Executive Office on Early Learning	Deanne Goya, Program Coordinator	Phone: 586-0105; email: deanne.goya@hawaii.gov
Early Head Start Home Visiting – to provide home visiting evidence-	2/1/2013- 6/30/2014	ASO Log No. 13-084	DOH, Health Resources Administration, Family Health	Jeremy Heyer, MIECHV Contract	P.O. Box 3378; Honolulu, HI 96801-3378





Title & Description of Service	Contract Period	Contract Number	Contracting Agency	Contact Person	Contact Information
based services especially to at-risk families and to identify and provide comprehensive services to improve outcomes for families in at-risk communities.			Services Division	Specialist	Phone: 733-4031; email: jeremy.heyer@doh.hawaii.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.

PACT has a partnership with The Institute for Human Services to provide additional space for proposed programming to occur. PACT is also proposing to hold parent-child sessions in Aala Park and will seek City and County approval to do so.





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.

As indicated in the Project organization chart (see attached) staff includes the following:

- Program Director at 0.1 FTE;
- Assistant Program Director at 0.1 FTE;
- Program Supervisor at 1.0 FTE;
- Preschool Teacher at 1.0 FTE;
- Family Assessment Coordinators at 2.0 FTE;
- Logistics and Safety Coordinator at 1.0 FTE; and
- Early Childhood Aides/Interpreters at 0.5 each to total 1.0 FTE.

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.

2. Key Staff/Positions

Name	Title	Qualifications and Experience
Tina Porras-Jones	EIFS Program Director	<ul style="list-style-type: none"> • Master of Science in Human Services • April 2013 to present as Program Director for Early Intervention and Family Strengthening • 7 years in former PACT management positions • Experience working with CA/N <p>Minimum Qualifications: master’s degree in social work, nursing, public health, or equivalent human services field; 3 years of experience in child maltreatment prevention and/or intervention programs within the last 5 years; 2 years of supervisory experience; 1 year of administrative experience.</p>
Sabrina Tran	Assistant Program Director	<ul style="list-style-type: none"> • Master of Science in Education, Emphasis in Child Development; Bachelor of Science in Family Resources • May 2013 to present as Assistant Program Director for Early





Name	Title	Qualifications and Experience
		<p>Intervention and Family Strengthening</p> <ul style="list-style-type: none"> • 2 years in former position as PACT program manager; 3 years in a former position as PACT supervisor, 3 years as a former child development specialist; and 7 years as a Healthy Start home visitor • Experience working with CA/N <p>Minimum Qualifications: master's degree in social work, health, or a human services field; 3 years of experience working with child abuse and neglect, including domestic violence and substance abuse; 2 years supervisory experience in health and/or human services.</p>
Laura Zysman	Program Supervisor	<ul style="list-style-type: none"> • Bachelor of Art in Psychology • June 2013 – present as Mikiala Early Screening Program - Program Manager • 2.5 years as a Family Support Specialist, 2.5 years in a former position as PACT supervisor • Experience working with CA/N cases <p>Minimum Qualifications: bachelor's degree in social work or related field from an accredited institution; 2 years of experience working with at-risk families with children, birth to 5 years old; 2 years of supervision or management experience in health or human services.</p>
Leah Kawaakoa-Gionet	Preschool Teacher	<ul style="list-style-type: none"> • Associate of Science in Early Education • August 2013 – present as Mikiala Early Screening Program Developmental Screening Specialist • 13 years as a Preschool Teacher <p>Minimum Qualifications: bachelor's degree in early childhood education, child development or related field from an accredited institution; or associates degree in early education plus 2 years of experience working with at-risk families with children, birth to 5 years old; 2 years of supervision or management experience in health or human services.</p>
Alexis Jamison	Family Assessment Coordinator	<ul style="list-style-type: none"> • Bachelor of Art in Early Education • January 2014 – present as Mikiala Early Screening Program Developmental Screening Specialist • 4 years as a Preschool Teacher <p>Minimum Qualifications: bachelor's degree in early childhood education, child development or related field from an accredited institution; or CDA plus associates degree in early education plus 2 years of experience working with at-risk families with children, birth to 5 years old; 2 years of supervision or management experience in health or human services.</p>





Name	Title	Qualifications and Experience
Vacant	Family Assessment Coordinator	Minimum Qualifications: Associates degree in early childhood education, child development or related field from an accredited institution; or minimum 3 years of experience working with at-risk families with children.
Vacant	Logistics Coordinator	Minimum Qualifications: 2 years of experience working with facilities and maintenance plus experience in obtaining permits. Experience in organizations with children's programs, highly desirable. Ability to lift and carry heavy equipment, drive utility vehicles and coordinate teams of volunteers.
Vacant (x2 @ .5 FTE)	Early Childhood Aide/Interpreter	Minimum Qualifications: One (1) year paid full time experience working with children aged birth to six years required. Verbal language requirement as needed for LEP clients.

3. Supervision and Training

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.

B. 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.

C. 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

(Period July 1, 2016 to June 30, 2017)

Applicant/Provider:

Parents And Children Together

RFP No.:

Pre-School in the Park

Contract No. (As Applicable):

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	259,211			
2. Payroll Taxes & Assessments	35,746			
3. Fringe Benefits	48,058			
TOTAL PERSONNEL COST	343,015			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	500			
4. Contractual Services - Administrative	2,194			
5. Contractual Services - Subcontracts	20,000			
6. Insurance	1,000			
7. Lease/Rental of Equipment	4,288			
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Space	6,696			
10. Mileage	5,806			
11. Postage, Freight & Delivery	40			
12. Publication & Printing	150			
13. Repair & Maintenance	800			
14. Staff Training	450			
15. Substance/Per Diem				
16. Supplies	14,925			
17. Telecommunication	600			
18. Transportation				
19. Utilities	3,000			
20. Beneficiary Cost	13,312			
21. Administrative Cost	61,150			
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	134,911			
C. EQUIPMENT PURCHASES	5,000			
D. MOTOR VEHICLE PURCHASES	15,000			
TOTAL (A+B+C+D)	497,926			
SOURCES OF FUNDING		Budget Prepared By		
(a) Budget Request	497,926	Lorna R. Viernes 847-3285 ext 782		
(b)		Phone		
(c)		01/19/16		
(d)		Date		
		Signature of Authorized Official		
		Kim Gould, Chief Operating Officer		
		Name and Title (Please type or print)		
TOTAL REVENUE	497,926	For State Agency Use Only		
		Signature of Reviewer		
		Date		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Parents And Children Together

RFP No.: Pre-School in the Park

Period: 07/01/16 to 06/30/17

Date Prepared: 01 / 19 / 16

Contract No. (As Applicable): _____

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
	Program Director	100%	76,000.00	10.00%	7,600
	Assistant Program Director	100%	61,532.00	10.00%	6,153
	Program Supervisor	100%	53,000.00	100.00%	53,000
	Family Assessment Coordinator	100%	38,189.00	100.00%	38,189
	Family Assessment Coordinator	100%	38,189.00	100.00%	38,189
	Pre-School Teacher	100%	45,000.00	100.00%	45,000
	Early Childhood Aides/Interpreters	100%	28,080.00	50.00%	14,040
	Early Childhood Aides/Interpreters	100%	28,080.00	50.00%	14,040
	Logistics and Safety Coordinator	100%	43,000.00	100.00%	43,000
TOTAL:					259,211

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
EQUIPMENT AND MOTOR VEHICLES**

Applicant/Provider: Parents And Children Together

RFP No.: Pre-School in the Park Period: 07 / 01 / 16 to 06 / 30 / 17 Date Prepared: 01 / 19 / 16

Contract No.: _____
(As Applicable)

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptop Computers	3	1,500	4,500	4,500
Printer	1	500	500	500
				5,000

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Used Utility Cargo Van	1	15,000	15,000	15,000
TOTAL:				15,000

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant/F Parents And Children Together

RFP No.: Pre-School in the Park

Period: 07 / 01 / 16

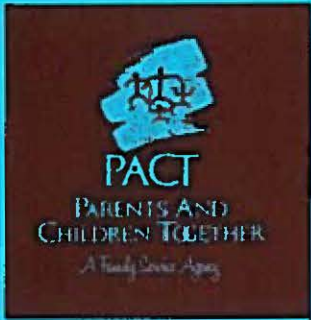
to

06 / 30 / 17

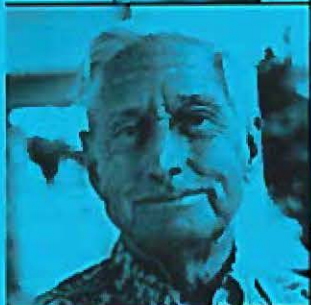
Date Prepared: 01 / 19 / 16

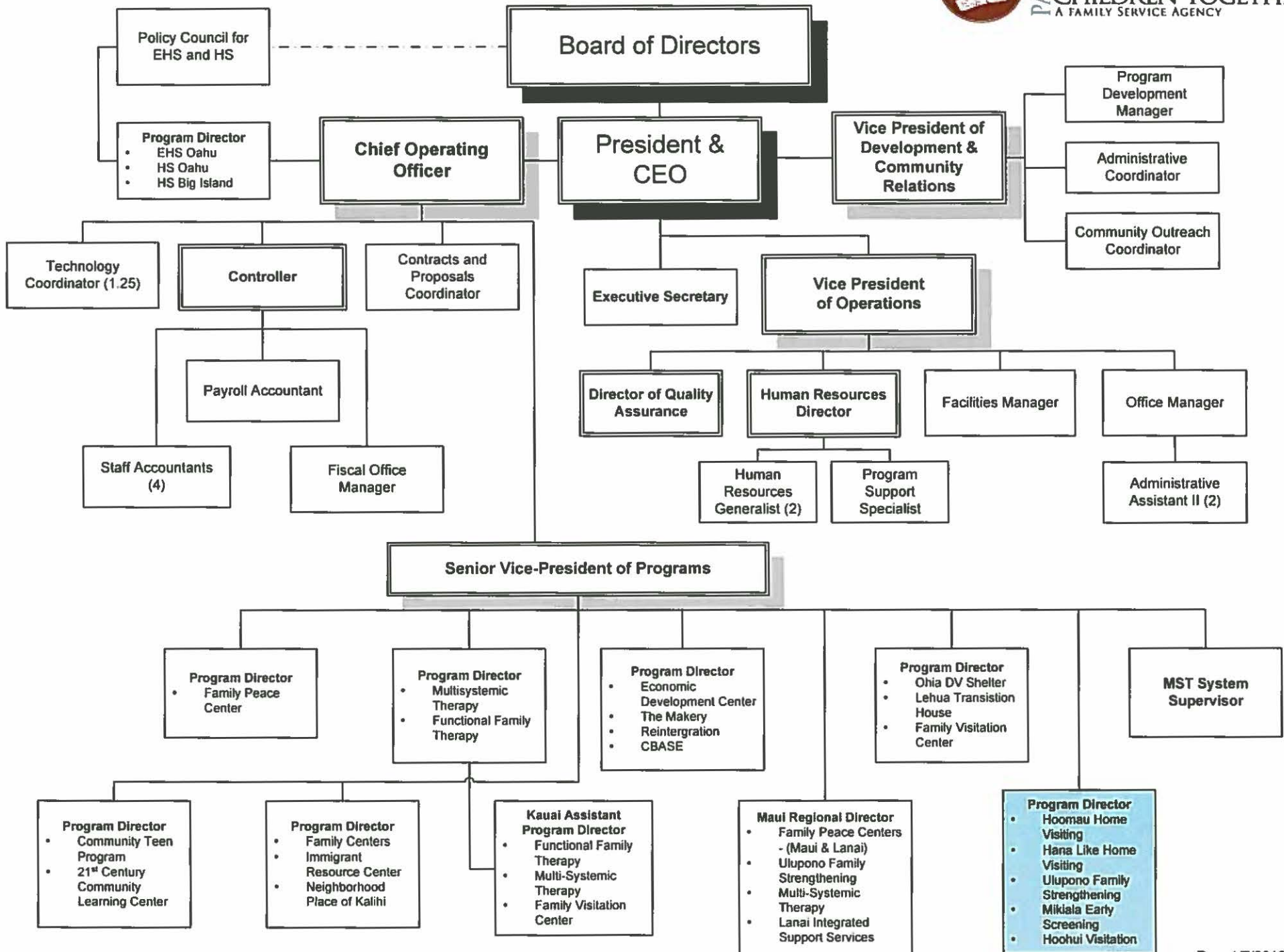
Contract No.: _____
(As Applicable)

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



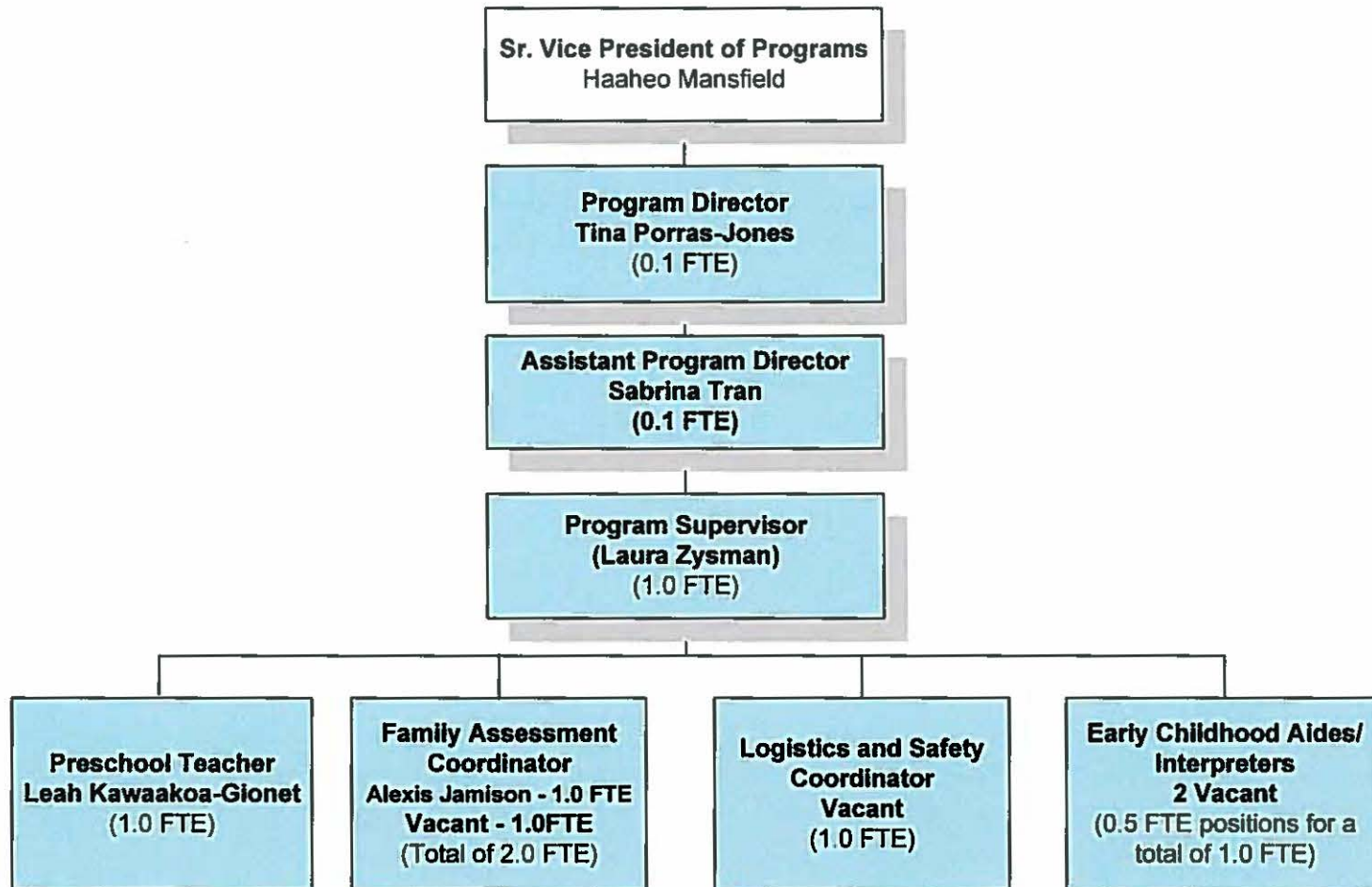
Required & Supporting Attachments







PreSchool in the Park Organizational Chart

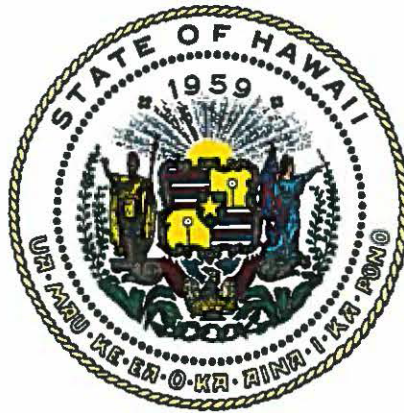


GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant : Parents And Children Together

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Haw/Hon/Kau/ Mau)	CONTRACT VALUE
1.	Not Applicable				
2.					
3.					
4.					
5.					
6.					
7.					
9.					
10.					
11					



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

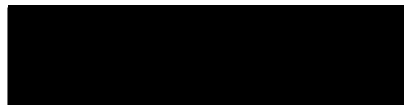
PARENTS AND CHILDREN TOGETHER

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:

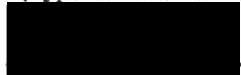
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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)