

House District _____

Senate District _____

THE TWENTY-NINTH 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:
Family Tree Project LLP

Dba: _____

Street Address: 911010 Shangrila Street, suite 400 Kapolei HI 96707

Mailing Address:
PO Box 970010, Waipahu HI 96797

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CORY NICOLAS

Title Partner

Phone # 808-520-8000

Fax # 808-356-0763

E-mail admin@familytreeprojecthawaii.com

3. TYPE OF BUSINESS ENTITY:

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

Limited Liability Partnership

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY STRENGTHENING PROGRAM FOR YOUTH OFFENDERS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 250,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

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

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CORY NICOLAS, PARTNER

NAME & TITLE

1/17/2017

DATE SIGNED



RECEIVED
1/20/17
1972

Application for Grants

I. Background and Summary

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

The Family Tree Project LLP was established in 2014 as a Mental Health Counseling Center services individuals, couples, and families. The agency employs Masters level counselors and are supervised by licensed counselors. The Family Tree Project has integrated its services into community with community partners and resources such as the City and County of Honolulu and Hawaii National Guard. The partnership with the City and County of Honolulu includes providing Mental Health Counseling services directly to clients in the Work Hawaii programs, and as subcontractors for counseling and assessment services for the Juvenile Justice Center, and providing the Family Tree Project Curriculum to families of the Hawaii Youth Challenge. Partnerships with the Hawaii National Guard include Mental Health Counseling for students and their families of the Youth Challenge Academy, and offering Mental Health counseling services to participants in the KOA program.

Although most of our services are provided through our community partnerships, the Family Tree Project operates as a private practice servicing the individual community members and their families through self-referrals.

B. The public purpose and need to be served;

The KOA program (National Guard funded by ADAD) and the Juvenile Justice Center (City funded by OYS) are criminal justice diversion programs that offer two interactions as a primary and secondary interventions. The KOA program funnels status offenders through the Family Court which allows the youth offender and their parents to attend 2 required sessions in lieu of court. The sessions provide prevention interventions such as information dissemination and changing negative perceptions in hopes of decreasing recidivism.

The Juvenile Justice Center funnels first time offenders for 2 sessions with the Family Tree Project. The first session provides an assessment of the client's environment and current issues and a creation of a treatment plan to move forward. The second session is a follow up phone call in a month to offer support and services if the client and their family are still struggling with obstacles.

Both programs targeting youth offenders do not have longitudinal data to track recidivism rates. Continuum of services are based on self-referral. To effectively change and improve impairments, the core issues of the client need to be addressed as well as the support systems and environments in which the client resides. Deviant behavior is a consequence of a core issue. Treating the deviant behavior and not addressing the core issue or the environment in which the client resides creates a "band aid" effect rather than an effective treatment.

C. The goals and objectives related to the request;

Table 1. Risk Factors (core issues)

Financial	Family Dysfunction	Spiritual Dysfunction	Education/Vocation Deficiencies	Mental Health Issues
Domestic Violence	Single parent/Divorce	Lack of guidance	Learning disabilities	Undiagnosed Untreated
Criminal behaviors	Incarcerated parent	Low self-worth	Lack of resources	Family history
Substance Use	Uninvolved parent	Lack of faith	Low self-worth	Substance use
Family Dysfunction	History of substance use	Lack of congruence with faith	Lack of support	Anti-social behavior
	Domestic violence	Lack of congruence with expectations	Family Dysfunction	Parent perception toward mental health
	Transient	Mental Health issues	Low income	Lack of support
	No clear boundaries/expectations	Family dysfunction	Mental Health Issues	
	Blended families			
	Adoption			
	Immigrant			
	Parent perception			
	Mental Health issues			
	Low Income			

E. Geographic coverage.

Currently, the KOA program and the Juvenile Justice Center services youth offenders on the island of Oahu. Project Hoomana will service the City and County of Honolulu.

II. Service Summary and Outcomes

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

A. Scope of work, tasks and responsibilities;

1. Intake Process

collaboration. The Family Tree Project will report our progress and findings to JAG in quarterly meetings. Members of JAG will be allowed to give suggestions of improvement to be implemented in the next quarter.

Participants will be given a pre/posttest that will be implemented at the end of their 4 client/family sessions, and at the 3 and 9-month appointment. A final posttest and client satisfaction survey will be given at the final 12-month appointment. The pre/posttest will measure client/family perceptions of harm (substance use, deviant behavior), communication skills, conflict resolution, and milestones in their treatment plan.

5. Measures of Effectiveness

Family Tree Project will report to the State Agency the following measures on a quarterly basis.

1. Quantitative Measures
 - a. Number of Clients completed 4 initial sessions
 - b. Number of Families completed 4 initial sessions
 - c. Number of Families completed 3 month follow up
 - d. Number of Families completed 9 month follow up
 - e. Number of Families completed 12 month follow up
 - f. Number of Clients reoffended within program
 - g. Number of Clients/Families continuing sessions
2. Qualitative Measures
 - a. Outcome of Quarterly JAG meetings.
 - b. Outcome of Pre/Post tests
 - c. Outcome of Client Satisfaction Survey

III. Financial

Budget

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

See attached forms.

B. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
65925	60925	60925	62225	250,000

C. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

The Family Tree Project only plans to seek funding for this project.

2014. The Family Tree Project has partnered with the KOA program since January 2015 to offer services to participants and families.

B. Facilities

The Family Tree Project has office space in the Kalaeloa Professional Center in Kapolei. Our current office space has 4 possible therapy rooms. The Kalaeloa Professional Center is ADA compliant. Partnerships with the City and County of Honolulu and the Hawaii National Guard also includes shared space for programs in their facilities.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Project Hoomana allows for four individual sessions and 4 family sessions. This specified intervention will include 130 families. The implementation team would consist of 1 Full time staff, 1- .75 Part time staff, and 3 part time staff counselors to support family sessions. The Clinical Director will support the sessions and provide clinical supervision for the staff. The administrative assistant will assist with scheduling and administrative duties. **See Attachment B.**

A. Staff Qualifications

The FTP Curriculum requires a competence level in family systems, assessing disparities and group counseling. The minimum educational requirements are a Master's Degree in Counseling or a related field. The related field degree program must meet the competence level standards. **See Resume and Job Descriptions, attachment "C" and "D".**

B. Supervision and Training

The proposed project has a hierarchy of supervision. The first tier of supervision is conducted by the Licensed Partner (LP). The Licensed partner supervises the overall program and the administration of the project. The LP provides supervision for the Clinical Director and is the point of contact for the funding agency. The LP has years of experience in grant management as a provider and Contract management as a representative of a State agency.

The second tier of supervision is provided by the Clinical Director (CD). The CD will provide administrative and clinical supervision of the project staff in terms of their competence in family systems, group counseling, and assessing disparities, and meeting administrative duties for reporting and grant requirements. The LP will also provide ADAD approved training

The third tier of supervision is provided by Lead Counselor (LC) of the project. The LC will implement the project and supervise the counseling staff. The LC is responsible for collecting the data needed to assess and evaluate the fidelity and the effectiveness of the program. The LC will provide supervision and guidance to the program staff to ensure this standard is met according to the requirements.

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

(1) Received by the applicant for fiscal year 2017-18, but

If the Family Tree Project receives funding for the 2017-2018 fiscal year, the proposed project is to prove effectiveness of Project Hoomana and move towards becoming a best practice or model program for youth offenders. The data collected will assist Project Hoomana to obtain future funding from other sources or be self-funded through the Family Tree Project.

(2) Not received by the applicant thereafter.

If Project Hoomana is not funded, the Family Tree Project will attempt to beta test the project using our proposed stakeholders and partners as referral sources. Funding will be based on billing insurance for individual and family sessions.

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

See Attachment.

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

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

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

Family Tree Project LLP
(Typed Name of Individual or Organization)

[REDACTED] 1/17/2017
(S) (Date)

Cory Nicolas Partner
(Typed Name) (Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Family Tree Project LLP

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	142,400			
2. Payroll Taxes & Assessments	29,500			
3. Fringe Benefits	20,000			
TOTAL PERSONNEL COST	191,900			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	5,000			
3. Lease/Rental of Equipment	900			
4. Lease/Rental of Space	27,000			
5. Staff Training	5,000			
6. Supplies	15,000			
7. Telecommunication	1,500			
8. Utilities	2,400			
9. Program Services	1,300			
10.				
11.				
12.				
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19.				
20.				
TOTAL OTHER CURRENT EXPENSES	58,100			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Cory Nicolas 808-520-8001		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Cory Nicolas, Partner Date		
TOTAL BUDGET	250,000	Name and Title (Please type or print)		

Applicant: Family Tree Project

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Family Tree Project LLP

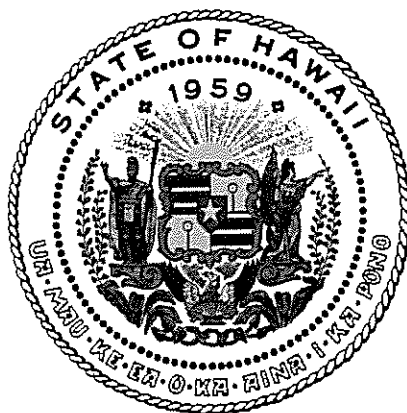
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: N/A						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Family Tree Project LLP

Contracts Total: 138,300

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Family Tree Project Curriculum	7/1/2016-6/30/2017	Work Hawaii	Honolulu	116,300
2	JJC Contract	12/1/2016-3/30/2017	Work Hawaii	Honolulu	22,000
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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 according to the records of this Department,

FAMILY TREE PROJECT L.L.P.

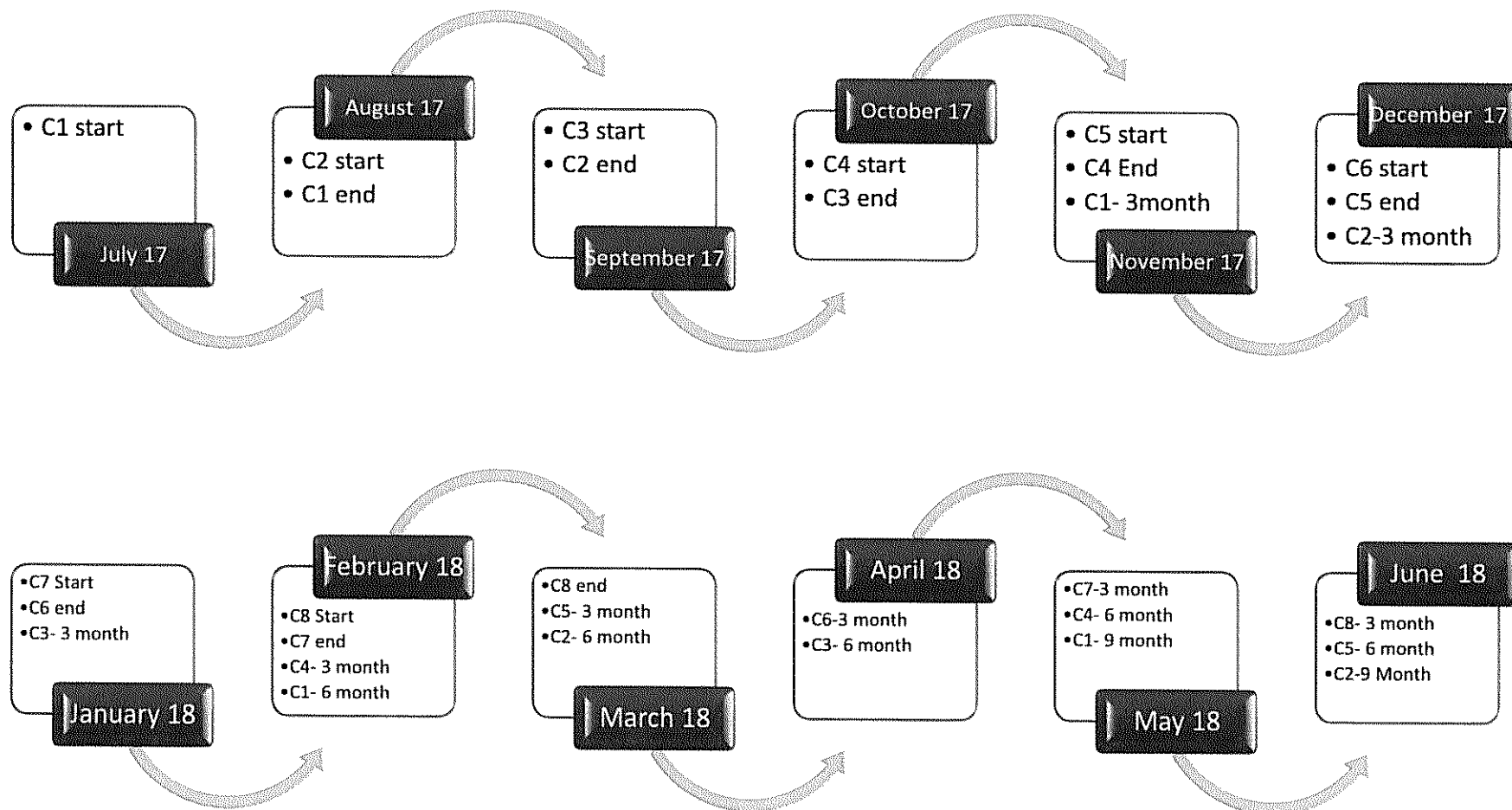
was registered under the laws of the State of Hawaii on 01/27/2014 ; that it is an existing limited liability partnership in good standing and is duly authorized to transact business.



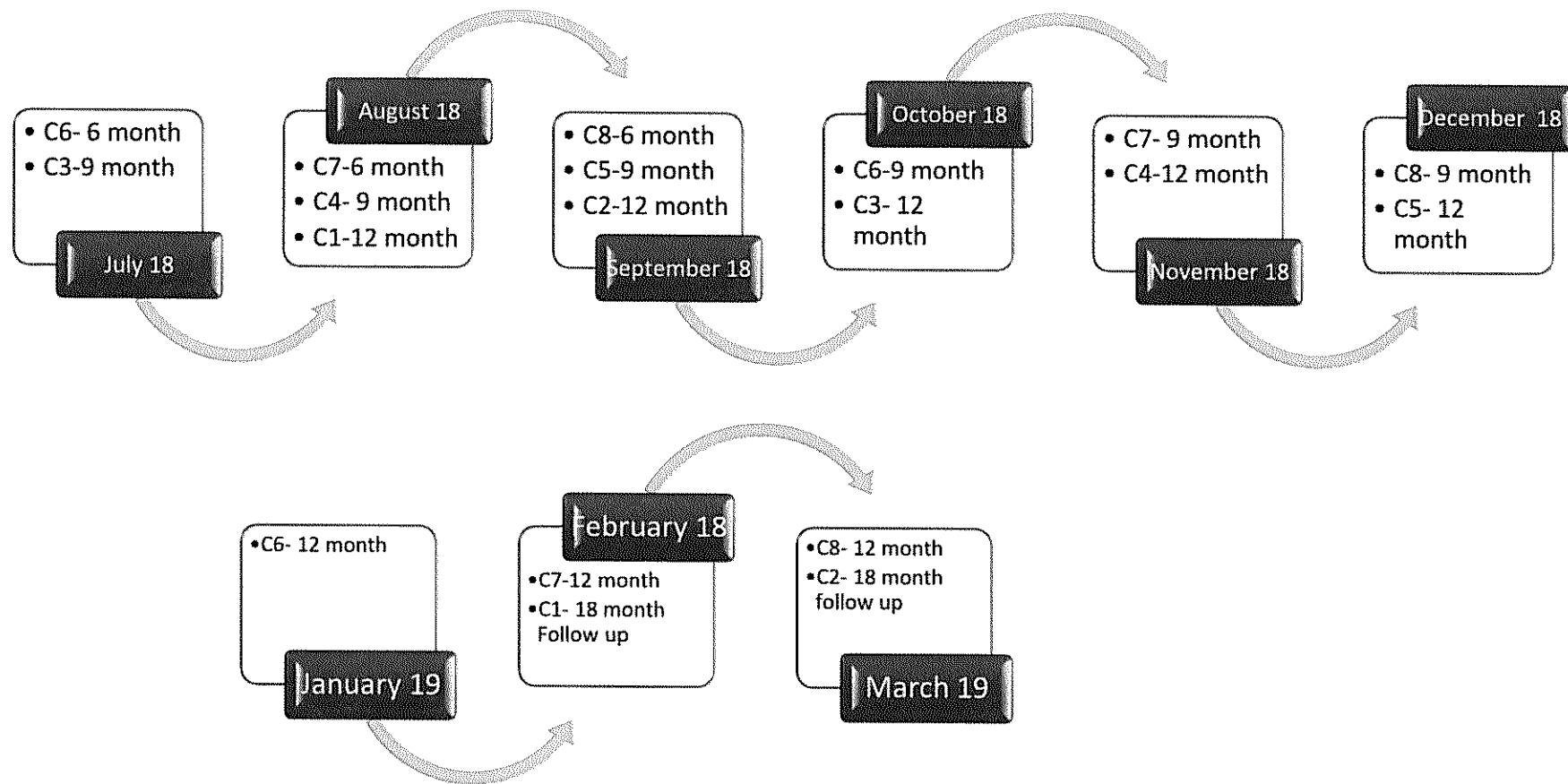
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 16, 2017

Director of Commerce and Consumer Affairs



C =Cohort
 Start = Beginning of 4 client/ 4 family sessions
 End = End of 4 client/ 4 family Sessions
 3 Month family session
 6 Month family session
 9 Month family session
 12 Month family session



C =Cohort
 Start = Beginning of 4 client/ 4 family sessions
 End = End of 4 client/ 4 family Sessions
 3 Month family session
 6 Month family session
 9 Month family session
 12 Month family session
 18 Month Follow up phone call

**FAMILY TREE PROJECT LLP
Project Hoomana**

PROPOSED STAFFING POSTION CHART

Position Title/Incumbent Name	Position Qualifications	Incumbent Qualifications	% Time To Agency	% Time To This Project	Activities Responsible For	Supervisor Position Title/Incumbent Name
Lead Counselor	<ul style="list-style-type: none"> • Master's degree in counseling or related field. • 2 Years' experience in counseling and/or crisis. • 1 year experience in working with family units. 	<ul style="list-style-type: none"> • TBD 	100	100	<ul style="list-style-type: none"> • Coordination of project. • Implementation of project. • Lead staff in charge. 	Clinical Director
Counselor	<ul style="list-style-type: none"> • Master's degree in counseling or related field. • 1 Year experience in counseling 	<ul style="list-style-type: none"> • TBD 	100	.50	<ul style="list-style-type: none"> • Implementation of project 	Lead Counselor
Staff Counselor (3)	<ul style="list-style-type: none"> • Master's degree in counseling or related field. • 1 Year experience in counseling 	<ul style="list-style-type: none"> • TBD 	100	.25	<ul style="list-style-type: none"> • Family Counseling 	Lead Counselor

FAMILY TREE PROJECT LLP
Project Hoomana

Administrative Assistant	<ul style="list-style-type: none"> • 1 year experience in administrative duties 	<ul style="list-style-type: none"> • TBD 	100	.30	<ul style="list-style-type: none"> • Administrative duties • Scheduling 	Lead Counselor
Clinical Director	<ul style="list-style-type: none"> • License Marriage and Family Therapist 	<ul style="list-style-type: none"> • Licensed Marriage and Family Therapist • 	100	.50	<ul style="list-style-type: none"> • Clinical Supervision • Administrative Supervision 	Partners

Family Tree Project L.L.P.

**Job Description
Clinical Director- Project Hoomana**

Hours: .50 FTE, 20 hours a week

Qualifications:

Required: License in Mental Health Counseling or related field with at least 2 year in counseling and/or crisis. Licensed Marriage and Family Therapist preferred. Competence in family systems, group counseling, and assessing disparities. Excellent written and oral skills, including basic word processing computer skills.

Job Description:

Under the general supervision of the Licensed Partners, provides supervision of the implementation of the Project Hoomana.

Essential Job Functions:

- 1) Program support/training
 - a. Supervises program planning, implementation, and evaluation of each cycle.
 - b. Supervises scheduling with administrative assistant and program staff.
 - c. Supervises community outreach to encourage participation.

- 2) Administrative Duties
 - a. Ensures fidelity of standards of reporting requirements as per funding body.
 - b. Supervises with required reporting to assigned funding agency.

- 3) Direct Services
 - a. Provides clinical supervision to counselors.
 - b. Supervises all program staff.
 - c. Provides direct services to families as necessary.

Family Tree Project L.L.P.

**Job Description
Lead Counselor- Project Hoomana**

Hours: Full-time, 40 hours a week; exempt

Qualifications:

Required: Master's Degree in mental health counseling related field with at least 2 years in counseling and/or crisis. Competence in family systems, group counseling, and assessing disparities. Excellent written and oral skills, including basic word processing computer skills.

Job Description:

Under the general supervision of the Clinical Director, provides coordination and implementation of the Project Hoomana.

Essential Job Functions:

- 1) Program support/training
 - a. Conducts program planning, implementation, and evaluation of each cycle.
 - b. Provides regular administrative supervision for staff and independent contracts assigned to project.
 - c. Coordinates scheduling with administrative assistant and program staff.
 - d. Provides community outreach to encourage participation.
- 2) Administrative Duties
 - a. Responsible for staff and independent contractor schedules.
 - b. Provides presentations to community as assigned.
 - c. Follows standards of reporting requirements as per funding body.
 - d. Oversees tracking of family schedules, pre/posttests, and data needed to track recidivism.
 - e. Completes required reporting to assigned funding agency.
- 3) Direct Services
 - a. Provides family counseling and facilitation with Project Hoomana.
 - b. Completes required reports including case notes.

Family Tree Project L.L.P.

**Job Description
Program Staff- Project Hoomana**

Hours: .75 FTE, 30 hours a week

Qualifications:

Required: Master's Degree in mental health counseling related field with at least 1 year in counseling and/or crisis. Competence in family systems, group counseling, and assessing disparities. Excellent written and oral skills, including basic word processing computer skills.

Job Description:

Under the general supervision of the Lead Counselor, provides coordination and implementation of the Project Hoomana.

Essential Job Functions:

- 1) Program support/training
 - a. Assists with program planning, implementation, and evaluation of each cycle.
 - b. Assists with Coordinating scheduling with administrative assistant and program staff.
 - c. Provides community outreach to encourage participation.
- 2) Administrative Duties
 - a. Provides presentations to community as assigned.
 - b. Follows standards of reporting requirements as per funding body.
 - c. Assists with required reporting to assigned funding agency.
- 3) Direct Services
 - a. Provides family counseling and facilitation with Project Hoomana.
 - b. Completes required reports including case notes.

Kelsey Huynh, MFT
1580 Hoolana Street, Pearl City, HI 96782
Phone: 808-285-3772
Email: ktsuneda@hawaii.edu

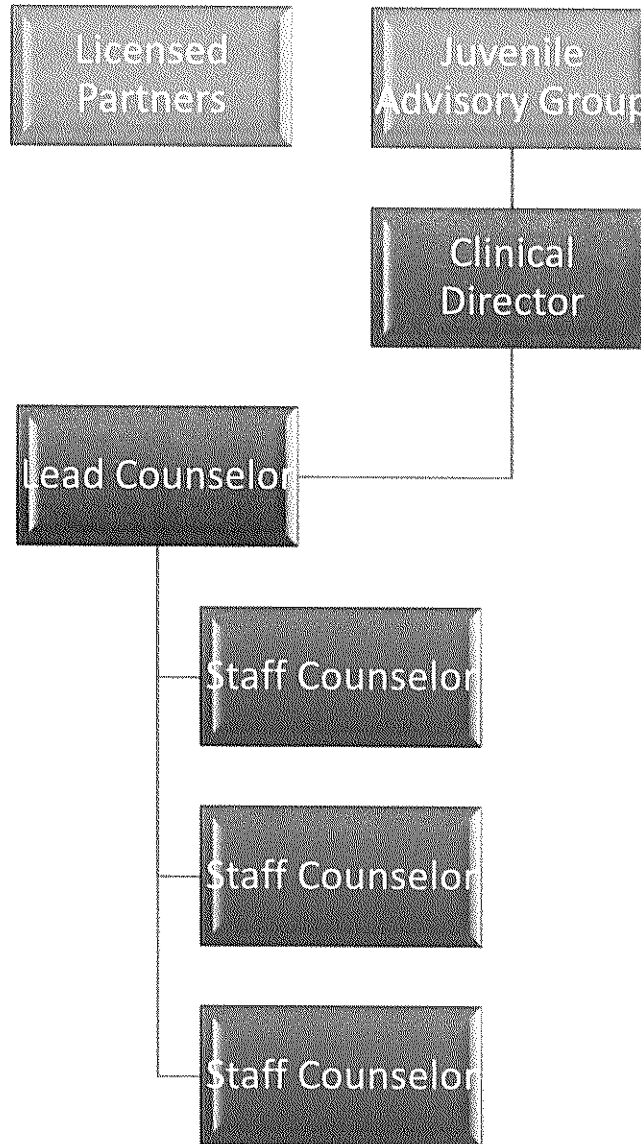
Family Tree Project Clinical Director 91-1010 Shangrila St., Suite 400, Kapolei, HI 96707	07/16 – Present Current Employment
Hale Kipa, Inc. Therapist 615 Piikoi St, Suite 203, Honolulu, HI 96814	02/15- Present Current Employment
Hale Kipa, Inc. Lead Case Manager/Therapist 615 Piikoi St, Suite 203, Honolulu, HI 96814	08/12 – 07/16 Accepted a position with Family Tree. Continues as Therapist with Hale Kipa
Action with Aloha & IHS Group Facilitator 200 N. Vineyard Blvd Hon, HI 96817 & 546 Kaaahi St, Hon, HI 96817	10/12 – 06/13 Supervisor left to focus on private practice/ Focus on employment with Hale Kipa.
IHS-Family Programs Dept MSCP Intern/Family Case Manager 546 Kaaahi St, Hon, HI 96817	10/11 – 06/12 End of internship
UH Manoa Graduate Assistant 2500 Campus Rd, Hon, HI 96822	06/11 – 08/11 Assistance no longer needed
Palolo Elementary School Part-Time Temporary Teacher 2106 10 th Ave, Hon, HI 96816	08/10 – 06/11 Needed to begin practicum/internship
UH Manoa Graduate Assistant 2500 Campus Rd, Hon, HI 96822	06/10 – 08/10 Assistance no longer needed
Department of Defense Accountant Aide (Summer Youth Employment Program) 3949 Diamond Head Rd, Hon, HI 96816	06/10 – 08/10 Seasonal program ended
Palolo Elementary School Para-Professional Tutor 2106 10 th Ave, Hon, HI 96816	09/09 – 07/10 Promoted to PTT position

Signature: _____

Date: _____

01/03/2017

Project Hoomana Organization Chart



Family Tree Project LLP Organization Chart

Attachment "E"

