

House District(s) 14, 15, 16
Senate District(s) 8

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:
Blueprint for Change

Dbas:

Street Address: 677 Ala Moana Blvd., Ste. 1005
Honolulu, HI 96813

Mailing Address: PO Box 4560
Honolulu, HI 96812

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STEPHEN MORSE

Title EXECUTIVE DIRECTOR

Phone # 388-3447

Fax # 545-1887

E-mail SMORSE@BLUEPRINTFORCHANGE.ORG

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

NEIGHBORHOOD PLACE OF KAUA'I WELLNESS CENTER

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$178,822.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

\$178,822.00

\$ _____

\$ _____

\$ _____

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

STATE \$178,822.00

FEDERAL _____

COUNTY _____

PRIVATE/OTHER _____

TYPE, NAME & TITLE OF AUTHORIZED REPRESENTATIVE

STEPHEN K MORSE EXECUTIVE DIRECTOR

01/19/2018

(NAME & TITLE)

DATE SIGNED

Application for Grants

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Blueprint for Change (BFC) was founded on the vision that *every child in Hawai'i will grow up in a loving family, a nurturing home, and a safe environment*. Since incorporating as a nonprofit in 2000, its primary mission has been to develop and support a statewide system of family resource centers known as the Neighborhood Place's (NP's). These sites provide high-risk communities with access to a nonthreatening, home-like atmosphere where anyone can go, regardless of circumstance or referral to obtain a wide-range of support services for reducing risk factors of child abuse and preventing the need for state intervention. Responding to growing concern from our community constituents, BFC has also actively engaged in promoting the needs of children and families affected by parental incarceration.

During the past three years, BFC has given focus to three primary strategies relating to the problems created by parental incarceration: (1) identify the scope of the parental incarceration problem, particularly the number of children of affected in Hawaii; (2) develop and coordinate resources that help meet the unique needs of children and families affected; and (2) identity and create alternative community-based strategies aimed at reunifying incarcerated parents with their families as quickly as possible.

During the 2015 State Legislature, we led a coalition of children and family serving organizations and individuals that was successful in introducing and guiding the passage of Act 16, a law that now requires the Hawaii Department Public Safety to collect data relating to the number of parents being processed through Intake Service Centers and the number of minor children (under the age of 18) they have. Data collected since January 2015, show that approximately 4,000 children a year are affected by parental incarceration.

In September 2017, we were awarded a \$267,000 grant from the Administration for Native Americans (ANA), a federal agency, to develop a Hawaiian value based curriculum designed to help reconnect Native Hawaiian offenders to their cultural roots and practices as a means of helping them become persons of worth, productive citizens in their communities, and nurturing parents to their children.

Since 2015, we have also worked with Native Hawaiian agencies such as the Office of Hawaiian Affairs, Lili'uokalani Trust, and Kamehameha Schools, advisory groups like Holomua Pu'uhonua and the Family Reunification Working Group, a subcommittee of the Legislative Keiki Caucus, and community-based organizations such as the Going Home Hawaii organizations on a long-term objective to establish Hawaiian Wellness Centers that integrate traditional Pu'uhonua customs and practices into programming for ex-offenders and their families and for other individuals and families who may be at risk because of poverty, poor health, low educational attainment, homelessness, substance and alcohol abuse, mental disorders, among other negative socioeconomic indicators. Our work in this area is guided by the statutory provisions and requirements of Act 117, Session Laws of Hawaii 2012, relating to the creation of pu'uhonua or Hawaiian wellness centers throughout the State.

This proposal requests a Grant-in-Aid from the State Legislature to integrate the concept of a Hawaiian Wellness Center into the Neighborhood Place of Kaua'i (NPK). NPK is one of six (6) Neighborhood Place programs administered by BFC statewide. These programs are diversion or family strengthening ones that are aimed at keeping families at risk of child abuse and neglect resilient and out of the State's Child Welfare System. The NP centers are generally located in towns and villages across the State whose residents are struggling with poverty. They are also areas where there have been high reports of child abuse and neglect coming into the Child Welfare Intake Hotline.

Except for the Neighborhood Place of Kalihi, which is located in the Kuhio Park Terrace public housing complex with a majority of tenants being Chuukese or Marshallese, the majority of families served by the Neighborhood Places, including NPK, are Native Hawaiian. As such, over the years, BFC has been working with the NPs to develop more programs and services that are culturally relevant to the Hawaiian families being served.

With this project, BFC and NPK are proposing to demonstrate that we can go beyond just helping the families we serve be resilient. We want them to be well and healthy in body, mind, and spirit. We believe we can help them do that by connecting them to their own strengths, cultural values and practices, 'ohana (extended family), and community.

We believe the two different sites that make-up NPK, Nana's House in Wamea and Hale Ho'omalulu in Kapa'a, can serve as those safe places where families can focus on becoming well and productive. These places and the people who staff them are well recognized and established in the Kaua'i Island community. Besides the NPK programs at each site, Child and Family Service, BFC's subcontractor for NPK, provides families many other multi-services through the family center programs it has operated over the past 20 to 30 years. Through this project's collaboration, we hope to establish the first Hawaiian Wellness Center in Hawaii that is built upon the traditional cultural framework of Pu'uhonua that was practiced over 200 years ago.

2. The goals and objectives related to the request:

Goal – By the end of the proposed one-year project, the Neighborhood Place of Kaua'i (NPK) will have integrated a cultural framework based on traditional Pu'uhonua and be able to provide wellness services that improve the overall health and welfare of Kaua'i families by connecting them to their strengths, extended 'ohana, culture, and community.

Objectives include the following:

- a. NPK staff and administrators will be trained in culturally-based practices and processes that help families problem-solve and realign.
- b. Cultural resources and practitioners that are available to NPK on Kaua'i Island will be identified, inventoried, and engaged to assist NPK staff in holistic healing and wellness services.
- c. NPK's capacity to provide for the basic needs of at risk families will be improved, expanded, and incorporated into overall holistic practices aimed at helping them become and staying well.

3. The public purpose and need to be served;

The project is intended to do the following:

- Help reduce poverty among Hawaiian children and families;
- Restore self-esteem and people's worth;
- Reunify families split apart by incarceration and dysfunction;
- Help families learn how to problem-solve again;
- Prevent child abuse and neglect;
- Improve good physical, emotional, and spiritual health in families;
- Reduce the rate of recidivism among Hawaiian ex-offenders.

4. Describe the target population to be served;

The project is targeted at 'ohana on the island of Kaua'i who are struggling with poverty and poor health: who lack basic needs such as food; who have been socially, economically, and spiritually affected by the incarceration of one or both parents in the household; who have or are losing hope of ever being productive in this modern world; who have become morally and spiritually bankrupt; and who are spiraling into despair. Through services received at the NPK Wellness Center, families will be connected to culturally relevant counseling and practices and cultural and universal values that not only build resilience but also help them problem-solve and become productive in their communities.

5. Describe the geographic coverage

Island of Kaua'i

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:

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

During this project, BFC, using all the cultural knowledge, skills, and resources gathered over the past few years, will work with the administrators and staff of the NPK and Child and Family Service (CFS) to integrate the cultural framework and protocols that are necessary for it to be recognized as a Hawaiian Wellness Center. Three major strategies will be implemented in this approach.

Cultural Training

Training of administrative and program staff in cultural practices will be a major piece of the scope of work for the project. These practices will include but not be limited to the following: (1) Kamalama, a Hawaiian value-based, parent education curriculum, that was created in 2004 by Venus Rosete-Medeiros when she was employed as the Executive Director of the Neighborhood Place of Wailuku in 2004; (2) the E Ho'okanaka (person of worth) curriculum that was developed by BFC with ANA funds in 2017 to specifically help reconnect Hawaiian offenders and ex-offenders to their cultural values and roots as a means to help transform them into productive citizens and family members; and (3) the traditional family problem solving practice of Ho'oponopono, a structured setting to right process which helped keep Hawaiian families strong and harmonious.

Trainings will be scheduled during the first six months of the project and be conducted by individuals knowledgeable in the cultural processes and practices and who are part of the resource network that has been developed by BFC during the past 15 years. For example, Kamalama training will be conducted by Ms. Rosete-Medeiros, the creator of the program, and by Greg Dela Cruz, Senior Family Success Coach for the Neighborhood Place of Wailuku. Mr. Dela Cruz was one of Ms. Medeiros's first trainees and since 2004, has conducted over 100 trainings involving over 1,000 Hawaiian parents.

E Ho'okanaka trainings will be conducted by LaVonne Richardson, a Ho'okele, navigator or facilitator, who participated in developing the curriculum during the ANA funded project and ran the training for the women's cohorts during the project. These navigators include Vernon Viernes, Mike Ikeda, Ili ilani Shibata, and LaVonne Richardson.

BFC will enlist the help of Ho'oponopono practitioner, Dennis Kauahi, to help provide the training in this practice. Mr. Kauahi, a Kaula native, was trained in the Mary Kawena Pukui School of Ho'oponopono when he was employed by the

Lili'uokalani Trust on Oahu. His mentor was the much loved and respected, Kupuna, the late Malia Craver, also a LT employee, who studied directly under Tutu Pukui. Mr. Kauahi currently sits as member of the 'Aha Kane Foundation Kupuna Council on Ho'oponopono, an esteemed body that also includes Aunty Lynette Paglinawan from Oahu, Uncle Earl Kawa'a, a Molokai native, Aunty Malina Kaulukukui, an Oahu native and long-time social work educator and practitioner, and Uncle Howard Pe'a of Keaukaha, who studied Ho'oponopono under Aunty Abbie Napehai while an employee of ALU LIKE, Inc.

NPK staff will also be trained in a cultural activity called, "Board and Stone," which was created by Uncle Earl Kawa'a. In this group activity, participants are taught how to carve a board on which to pound kalo (taro) into poi and how to sculpt a stone into a poi pounder. It is a dynamic activity that will teach staff practical carving skills and the cultural values and lessons typically embedded in such an activity. It will also provide staff the skill necessary to engage families in an interactive, cultural activity that can involve both children and parents.

Engaging Cultural Resources and Practitioners on Kaua'i Island

A second strategy will be to assist NPK in developing its own network of cultural resources and practitioners from the island of Kaua'i that can serve to strengthen NPK's cultural framework as a Hawaiian Wellness Center during the project time period, but also, long after this project will have expired.

The pool of credible, experienced Hawaiian cultural practitioners across the State is not very large, so most practitioners tend to know each other even though they come from different islands. Using its own network of resources and practitioners, BFC will help NPK identify, inventory, and cultivate working relationships with those practitioners who practice primarily on Kaua'i Island and who may not be familiar to the staff of NPK. Similarly, BFC may know of cultural program resources or sites on Kaua'i that are traditionally and historically recognized as either Pu'uhonua or wahi pana (sacred sites). These resources and sites will be identified, and if they have value in helping NPK staff strengthen families through a cultural framework, they will be fully described and inventoried.

Building the Kaua'i Island network will also require a collaborative effort between Project Staff and consultants and NPK/CFS staff, administrators, and advisory councils. Periodic collaborative, planning meetings will be scheduled with all stakeholders beginning late in the first quarter of the project.

Helping Strengthen Families Holistically-Meeting Basic Needs

NPK and the CFS Family Centers at Hale Ho'omalulu and Nana's House have historically served as places where low and very low income families have been able to have basic needs met. Surplus clothing, sheets, blankets, towels, hygiene products and much more are often distributed to families at the centers.

Information and referrals and linkages to low-income rental housing or shelters is also a major service provided by NPK staff to families and individuals on a daily basis.

Perhaps, most impressive, is the amount of food that is distributed by NPK and the family centers to needy families and individuals. Program administrators estimate that approximately 1,200 pounds of food per week are distributed through the NPK and family center food pantries, and they believe that amount could easily be larger if they had more food and more volunteers to handle increased volume.

In addition, with the current food pantry distribution, administrators believe they are missing out on opportunities to provide more holistic and wrap around services to the families coming for food, because they simply do not have the volunteers and coordination necessary.

Therefore, a final strategy in the project approach is to use project funds to help NPK improve its food pantry services. These funds, along with a small percentage of administrative fees, will be subcontracted to CFS in the project budget. By implementing this strategy, NPK staff will be better able to address families more holistically. For example, funds will be used to improve management of its food pantry services by hiring a volunteer coordinator for the pantry. The coordinator will be responsible for recruiting more volunteers, increasing the volume of food distribution. In regards to the food pantry activities, NPK will hire someone who would be responsible for the following at Nana's House and Hale Ho'omaluu:

- Recruit volunteers.
- Train volunteers.
- Assist in the supervision of volunteers
- Do food pantry shopping or facilitate volunteers doing this work at the Hawaii Food Bank weekly for each house.

Recruitment and hiring of the Volunteer Coordinator will be done during the first month of the project. The recruitment, training, and coordination of volunteers will be conducted by the Coordinator throughout the term of the project.

By the end of one year, a good system of recruitment would be soundly in place. Supervision and training would soundly be in place, and the result would be a smooth operating system. This will positively impact NPK services, because staff will be able to spend more time with food pantry participants to assess needs and offer support.

Continuation of these services after one year would be accomplished by the transfer of recruitment, training and all supervision of volunteers back to the Coordinator of Nana's House

and the Manager of Hale Ho'omalulu at the end of one year. Food pantry shopping would continue being done by trained volunteers under the supervision of the Coordinator and Manager.

Responsibility for the overall administration and management of the proposed project will be BFC staff. Stephen Morse, its Executive Director, will serve as Project Director. He will be assisted by BFC's Program Specialist, Shayne Kukunaokala Yoshimoto. A half-time Bookkeeper will be hired through open recruitment to assist with budgeting and accounts payable throughout the scope of work. Tasks relating to the project including: (1) communication and reporting to the contract monitor at the State administrative agency; (2) establishing and operating an accounting system for project funds; (3) handling all accounts receivable and payable, including payroll and disbursement of contract fees; (4) preparing and executing sub-contracts with all project consultants; (5) participating in the project evaluation; and (6) all coordination with NPK and CFS Family Center administrators and staff.

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

See project timeline attached.

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

Quality assurance for the project will be accomplished through the continuous monitoring of strategic activities. Monthly project reports from NPK staff and administrators and project consultants will be analyzed by the Project Director and Specialist, and site visits will be conducted by project staff on a monthly basis. The project will be evaluated using pre and post surveys of all participating stakeholders in the project and through Wellness Center satisfaction surveys done by NPK families.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of Effectiveness:

Were the three strategies for the Project Approach effectively implemented?

Is NPK staff trained in the various cultural processes?

Has a cultural framework been incorporated into NPK's programming?

Has food distribution been improved to the point that NPK staff can assess other needs of families being served?

Has an inventory of cultural practitioners and resources for Kauai Island been developed?

III. Financial

Budget

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

See attached Budget Request By Source of Funds and all related budget forms requested.

The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018-19.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$81,368	\$31,193	\$28,043	\$38,218	\$178,822

2. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.
 - a. Lili'uokalani Trust.
 - b. Kamehameha Schools.
 - c. Hawaii Community Foundation.
 - d. U.S. Administration for Children and Families, Administration for Native Americans.
 - e. U.S. Administration for Children and Families, Office of Family Support.
3. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

The applicant has not received state or federal tax credits within the past three years.

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

The applicant has not received federal, state, or county government contracts or grants for programs proposed under the GIA request. BEC has current contracts with the State of Hawaii Department of Human Services for Neighborhood Place services on Hawaii, Maui, Oahu, and Kauai that run through June 30, 2018.

These contracts are as follows:

Title/Description: Neighborhood Place Services- Hawaii, Maui, Oahu

Blueprint for Change provides Neighborhood Place child abuse prevention services for the State of Hawaii in the geographic locations of East and West Hawaii, Maui, Waianae and Kalihi.

- Contract: DHS-17-POS-4113
- Contacting Agency: Department of Human Services – Social Services Division, Administrative Support
- Contact: Jeannice Augilar, Program Specialist
Department of Human Services
Social Services Division/Support Services Office
1010 Richards Street Rm. 216
Honolulu, HI 96813
Telephone: (808) 586-5687
Fax: (808) 586-4806
Email: jaguilar@dhs.hawaii.gov

Title/Description: Neighborhood Place of Kauai
Blueprint for Change provides Neighborhood Place child abuse prevention services for the State of Hawaii in the geographic locations of East and West Kauai.

- Contract: DHS-17-POS-4158
- Contacting Agency: Department of Human Services – Administrative Support
- Contact: Jeannice Augilar
Program Specialist
Department of Human Services
Social Services Division/Support Services Office
1010 Richards Street Rm. 216
Honolulu, HI 96813
Telephone : (808)-586-5687
Fax: (808)-586-4806
Email: jaugilar@dhs.hawaii.gov

4. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

As of December 31, 2017, BFC, the applicant organization, had unrestricted current funds totaling \$5,970.

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and

appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The Blueprint for Change staff and governing body is comprised of individuals who have unparalleled knowledge of family safety and service delivery, specifically with regards to the unique challenges that exist in Hawai'i. The organization has a strong track record for innovating and implementing effective support services that address the unique challenges facing Hawai'i's 'ohana. The organization's roots date back to 1994 when in response to a growingly overburdened Child Welfare System, the Hawai'i State Legislature created the Child Welfare Services Reform Task Force for the purpose of developing a "Blueprint for reform in child protective services." Over the course of 18 months, nearly 500 people were involved in the project. Sixteen focus groups were held statewide with participants ranging from current and former Child Welfare Services workers, foster parents, Family Court judges, physicians, present and former clients, and community advocates.

After several years of rigorous evaluation, the Committee finalized the core elements of the NP model, and in 2000, Blueprint for Change (BFC) was formed and incorporated as a nonprofit organization to serve as DHS's master contractor for Neighborhood Place services and to continue the Committee's effort to improve the responsiveness of the State of Hawai'i – Child Welfare System. With the addition of our two new sites on the island of Kaua'i in November 2013, BFC now oversees seven, fully funded Neighborhood Place programs. Serving this role has provided the organization with unique insight regarding the needs and obstacles that are prevalent in communities throughout the State.

The organization currently oversees six NP programs throughout Hawai'i. By maintaining fluid relationships between state agencies, local service providers and community advocates, Blueprint for Change and the Neighborhood Place Partnership is able to significantly improve the responsiveness of the state's Child Welfare System while reducing instances of child abuse and neglect.

The Neighborhood Place of Kaua'i was opened in November 2013, and is the newest member of the NP 'ohana. However, the family centers at Nana's House and Hale Ho'omalulu which house the NP programs have been operating as family centers by CFS for much longer. BFC working relationship and collaboration with CFS is as strong as ever, and this collaboration is very much responsible for BFC being awarded the NPK contract by the Department of Human Services three (3) times since the establishment of NPK.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Project management and administration will be conducted at the Blueprint for Change office located at 677 Ala Moana Blvd., Suite 1005, Honolulu, HI 96813. The building is in full compliance with ADA regulations, and its location will give project staff easy access to the Department of Human Services, Social Services Division, the State and Federal Tax Departments, and the State Capitol.

Most of the actual project activity, including cultural trainings, network building, and food pantry, will be done on Kaua'i at the two family centers located in Waimea and Kapa'a. Nana's House and Hale Ho'omalulu are two former residential dwellings that were donated to CFS and converted into staff offices and family friendly drop-in centers. Both are located in the hearts of their little towns and therefore, are easily accessible. Both are also ADA compliant.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Project Administration, Management, and Direction:

The program and fiscal management for this project will be the responsibility of the Blueprint for Change staff and Board of Directors.

The BFC Executive Director, Stephen Morse, will serve as the Project Director at FTE .10. Mr. Morse, a Native Hawaiian, has a Masters in Social Work and 50 years of experience working with Hawaiian children, families, and communities. In his career, he has done community and program development work for three Native Hawaiian institutions, the Queen Liliu'okalani Children's Center, ALU LIKE, Inc., and the Office of Hawaiian Affairs, where he spent 10 years leading OHA's Housing Office and 4 years as its Chief Human Services Advocate. He has been Executive Director at BFC for eight years and as mentioned previously, was successful two years ago in organizing the Family Reunification Working Group, a coalition of approximately 25 children and family serving agencies to advocate for State policies and programs that meet the needs of children and families affected by incarceration. Mr. Morse will be in charge of directing all project activities including administration and management, technical, programmatic and fiscal. His duties will include reviewing Quarterly Activity and

Expenditure Reports before they are submitted to the State Administrative Agency; maintaining financial and program records; scheduling and facilitating meetings with Project Staff; providing technical assistance and training for Project Staff and consultants as needed; monitoring all project activities to ensure that they adhere to the requirements outlined in the project contract; maintaining strong communication relationships with the State Administrative Agency and other State agencies; assisting the project by conducting research that will lend support to achieving the goals and objectives; maintaining close communication with the Project Director on all matters related to project activities.

Mr. Morse will be assisted with the administrative and fiscal management tasks of the project by two other BFC staff. Serving as a Project Specialist will be Shayne Kukunaokala Yoshimoto, a Native Hawaiian. Kukunaokala received a Master's Degree in Social Work from the University of Hawaii, Myron B. Thompson School of Social Work in 2012. After he received his MSW, he worked for four years as a Program Specialist for a community-based organization in Waimanalo called, Hui Malama O Ke Kai, working to strengthen children and families through a federally funded project that incorporated Native Hawaiian values and practices. Kukuna came to work with BFC in November of last year after federal funds for his project in Waimanalo expired. Kukuna will assist Mr. Morse with analyzing project reports and readying them for submittal to the State Administrative Agency. He will also help with monitoring project activities, including providing the Project Director with logistical support.

BFC will conduct open recruitment for the half-time Bookkeeper position. We will recruit an individual who has at least five years of bookkeeping experience and two years of grant and contract compliance experience. The Bookkeeper will provide program support and technical assistance for Blueprint for Change by performing the following duties: preparing and submitting invoices and Quarterly Actively and Quarterly Expenditure Reports to the State Administrative Agency; conducting bookkeeping duties, including processing payroll, keeping the organization up-to-date on state and federal taxes, processing and paying bills, entering data into accounting software, and preparing financial statements project staff and the BFC Board of Directors.

The Project Consultants mentioned previously will include the following:

Venus Rosete-Medeiros – Pilina Consulting, Kamalama trainer.
Greg Dela Cruz – Kamalama Trainer.
Dennis Kauahi – Ho'oponopono Practitioner
Earl Kawa'a – Board and Stone Trainer
LaVonne Richardson – I Ho'okanaka Ho'okele

Child and Family Service (CFS), is currently subcontracted by BFC to operate NPK under its Kaula Family Center umbrella. Project funds will be subcontracted to CFS to hire the Volunteer Coordinator for the Food Pantry

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See Organizational Chart attached.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Below is a current list of the three highest paid officers and employees for Blueprint for Change:

Executive Director, Stephen Morse: \$75,000

Program Specialist, Shayne Kukunaokala Yoshimoto: \$55,000

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

BFC is not a party to any pending litigation.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

No special qualifications, including licensure or accreditation, is needed by the applicant relevant to this request

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question

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

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2018-19, but
- (2) Not received by the applicant thereafter.

Following expiration of the GIA, the applicant and NPK will continue to sustain the effort to transform NPK into a Hawaiian Wellness Center. It will continue to apply for grants and contracts through various federal, state, and local funding sources.

However, the greater strategy that will be employed by BFC is to use the positive outcomes of the project to convince the Department of Human Services to incorporate similar approaches and strategies, and if needed, additional funding, into our annual contracts for Neighborhood Places statewide.

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

- I. If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director

A certificate of good standing from the Hawaii Department of Commerce and Consumer Affairs is attached.

BUDGET

Applicant/Provider: (Period _____ to _____)
Blueprint for Change

RFP No.: N/A
 Contract No. (As Applicable): N/A

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	32,500			
2. Payroll Taxes & Assessments	2,772			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	35,272			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	9,500			
2. Airfare, Out-of-State				
3. Audit Services	1,000			
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts	117,000			
6. Insurance	1,000			
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle	3,150			
9. Lease/Rental of Space	9,300			
10. Mileage				
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	2,000			
17. Telecommunication				
18. Transportation				
19. Utilities				
20. Lodging	600			
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	143,550			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	178,822			
SOURCES OF FUNDING		Budget Prepared By: <u>Stephen K. Morse</u> 388-3447		
(a) Budget Request	178,822	Signature of Authorized Official: <u>Stephen K. Morse, Executive Director</u> Date: <u>01/19/18</u> Name and Title (Please type or print)		
(b) <u>State</u>	178,822			
(c)				
(d)				
TOTAL REVENUE		For State Agency Use Only		
		Signature of Reviewer _____ Date _____		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider Blueprint for Change
 RFP No N/A Period: _____ to _____ Date Prepared: _____
 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
1	Project Director	.25FTE	75000.00	25.00%	18,750
2	Project Specialist	.25FTE	55000.00	25.00%	13,750
TOTAL:					32,500.00
JUSTIFICATION/COMMENTS:					

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

Applicant/Provider Blueprint for Change

RFP No N/A Period: _____ to _____

Date Prepared: _____

Contract No _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	
Unemployment Insurance (Federal)	As required by law		
Unemployment Insurance (State)	As required by law		
Worker's Compensation	As required by law	0.43%	\$ 2,486.25
Temporary Disability Insurance	As required by law	0.45%	\$ 139.75
			\$ 146.25
SUBTOTAL:		0.0853	
FRINGE BENEFITS:			
Health Insurance			
Retirement			
SUBTOTAL:			2,771
TOTAL:			2,771
JUSTIFICATION/COMMENTS:			

BUDGET JUSTIFICATION TRAVEL - INTER-ISLAND

Applicant/Provider Blueprint for Change

RFP No N/A Period: to

Date Prepared:

Contract No
-S -APPLICABLE

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
LaVonne Richardson - Cultural Consultant I	Kapaa, Kauai	12		3,000	900	3,900
Earl Kawaa - Cultural Consultant II	Kapaa, Kauai	12		3,000	900	3,900
Venus Rosetti-Medeiros - Cultural Consultant III	Kapaa, Kauai	6		500	450	950
Stephen Morse - Project Director	Kapaa, Kauai	6		1,500	450	1,950
Kukunaokala Yoshimoto - Project Specialist	Kapaa, Kauai	6		1,500	450	1,950
TOTAL:		42		9,500	3,150	12650
JUSTIFICATION/COMMENTS:						

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider Blueprint for Change

RFP No N/A Period: _____ to _____

Date Prepared: _____

Contract No _____

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Child and Family Service	60000	30hr/wk Coordinator, Administrative costs	
TOTAL:	60000		

Blueprint for Change
Board of Directors:
Responsible for over site, evaluation and decision-making

Executive Director
(.75FTE)

Principle Investigator
(.25FTE)

Program Specialist
(.75FTE)

Project Specialist
(.25FTE)

Book Keeper
(.5FTE)





STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: BLUEPRINT FOR CHANGE

DBA/Trade Name: BLUEPRINT FOR CHANGE

Issue Date: 01/18/2018

Status: Compliant

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX5407
DCCA FILE#: 117438

Status of Compliance for this Vendor on issue date:

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

Status Legend:

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