

House District(s) _____

Senate District(s) _____

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): DEPARTMENT OF HEALTH

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Family Hui Hawaii

Dbn:

Street Address: P.O. Box 22596 Honolulu, Hawaii 96823

Mailing Address: P.O. Box 22596 Honolulu, Hawaii 96823

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHERYLYN SHIINOKI

Title Executive Director

Phone # 808-392-3128

Fax # 1-866-678-2651

E-mail cherilyn@familyhuihawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HUI PEER PARENTING SUPPORT PROGRAM: SUPPORTING HEALTHY DEVELOPMENT AND PREVENTION OF CHILD ABUSE AND NEGLECT FOR FAMILIES WITH YOUNG CHILDREN, PRENATAL TO AGE 5 YEARS

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$85,280

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 \$ 50,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

[REDACTED]

CHERYLYN SHIINOKI, EXECUTIVE DIRECTOR
NAME & TITLE

January 18, 2018
DATE SIGNED

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

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;

Mission: Family Hui Hawaii supports and empowers families to meet the challenges of raising children by providing a safe & nurturing environment for them to learn from each other.

Family Hui Hawaii is known for its neighborhood peer to peer parenting support groups known as "Hui" of families with young children, prenatal to age 5 years. Hui strengthens families and prevents child abuse and neglect by building protective factors within the family (resilience; social networks; parenting/early childhood development knowledge, and social emotional competence). Peer-to-peer means the leader is also a participant, creating a culturally appropriate and safe environment where families are more likely to share and learn. Family Hui Hawaii staff ran Hui under Lead4Tomorrow dba Family Hui until receiving its non-profit status in December 2013 with funding in 2015.

2. The goals and objectives related to the request;

The goals of the "Hui" Peer Parenting Support Programs are to:

- Help families raise healthy children
- Prevent Child Abuse and Neglect

The objectives of the Hui Peer Parenting Support Programs are to:

- Provide parents with the supports they need so that their children can grow to their optimal development
- Help parents develop their own parenting style recognizing the highly significant impact that their actions have during the early childhood years, prenatal to age 5 years, where brain development is at its peak and is most vulnerable;
- Providing parents knowledge of typical early childhood development
- Providing parents knowledge, access to child development screenings to detect concerns of possible developmental delays while early intervention is most effective, resources, and referrals
- Providing parents science based parenting strategies that are appropriate for the child's age

- Help parents develop social connections with other families in their neighborhood that naturally become a families' network of support that continues well beyond the formal Family Hui program into their children's adolescent years.
- Develop leaders within communities by training volunteer parents participating in a Hui group to facilitate the 10-12 weeks of content discussion.
- Expand the Hui program reach to serve more families on Maui and Lanai and begin outreach efforts on Kauai, Molokai, and Hawaii to bring Hui to these communities.

3. **The public purpose and need to be served;**

Priority Need #1: Prevention of Child Abuse & Neglect and its life altering consequences

Refer to Table 1. Child Abuse and Neglect Problem Analysis Map and Table 2. Evidence Based Findings and Solutions to Prevent Child Abuse and Neglect.

Peter Boy Kema, Hyacinth Pooahi (June 2016), and Ocean Wright (Oct. 2017) are all victims of Child Abuse and Neglect that was well-publicized in the media. All 3 children died as a result of their parent's failure to cope with parenting challenges. They represent the 3747 suspected cases reported in Hawaii each year. In 2015, Oahu carried 54% or 2020 reported cases with 1568 confirmed. Professionals estimate that only 1 of 10 suspected cases are actually reported.¹ Likewise, in 2012, the Hawaii Children's Trust Fund said that nearly 6000 suspected cases get reported every year, but "there is no telling how many cases go unreported."²

Parents of young children make up 89.2% of abuse perpetrators, with 32% age 20-29 & 38% age 30-39 years old. Their children, age 0-5 years old, make up 47.8% of confirmed cases and babies, birth to 1 year old, are the largest group of victims.²

The Adverse Childhood Experiences Study (n=+17,000) on the consequences of child abuse and neglect on health and well-being in later-life (Centers for Disease Control/Kaiser Permanente) has shown that victims are more likely to experience unhealthy outcomes, including but not limited to depression, drug use, obesity, heart disease, suicide attempts, unintended or adolescent pregnancies, and domestic violence.³

Lack of sleep, isolation from "before children" peer groups, post-partum depression, and increased economic stressors make an environment where ALL FAMILIES BECOME VULNERABLE to experience child abuse and neglect in their home. Families with young children tend to be new in their careers, receive lower pay, and have higher childcare costs. State funded childcare is very limited and cost of living in Hawaii is very high. Combined, families with young children under age 5 years, are especially burdened and under stress.

¹ The British Medical Journal, The Lancet (2008)

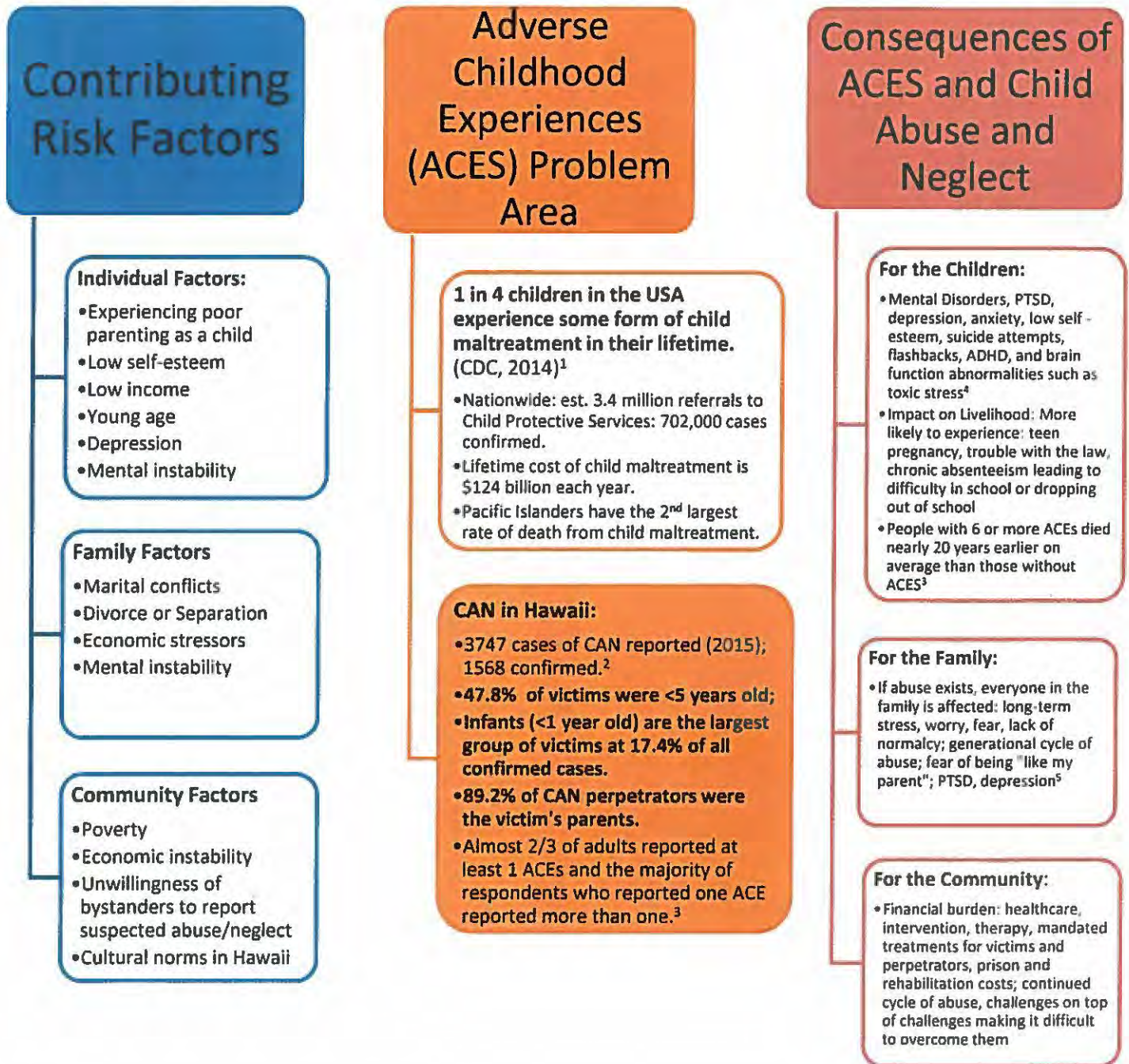
² A Statistical Report on Child Abuse and Neglect in Hawaii (DHS CPSS). 2015. Hawaii Dept. of Human Services & the Hawaii Children's Trust Fund, 2012 <http://hawaiichildrenstrustfund.org/content/facts-child-abuse>

³ <https://cdc.gov/violenceprevention/acestudy/ab>

Child Abuse and Neglect Problem Analysis Map

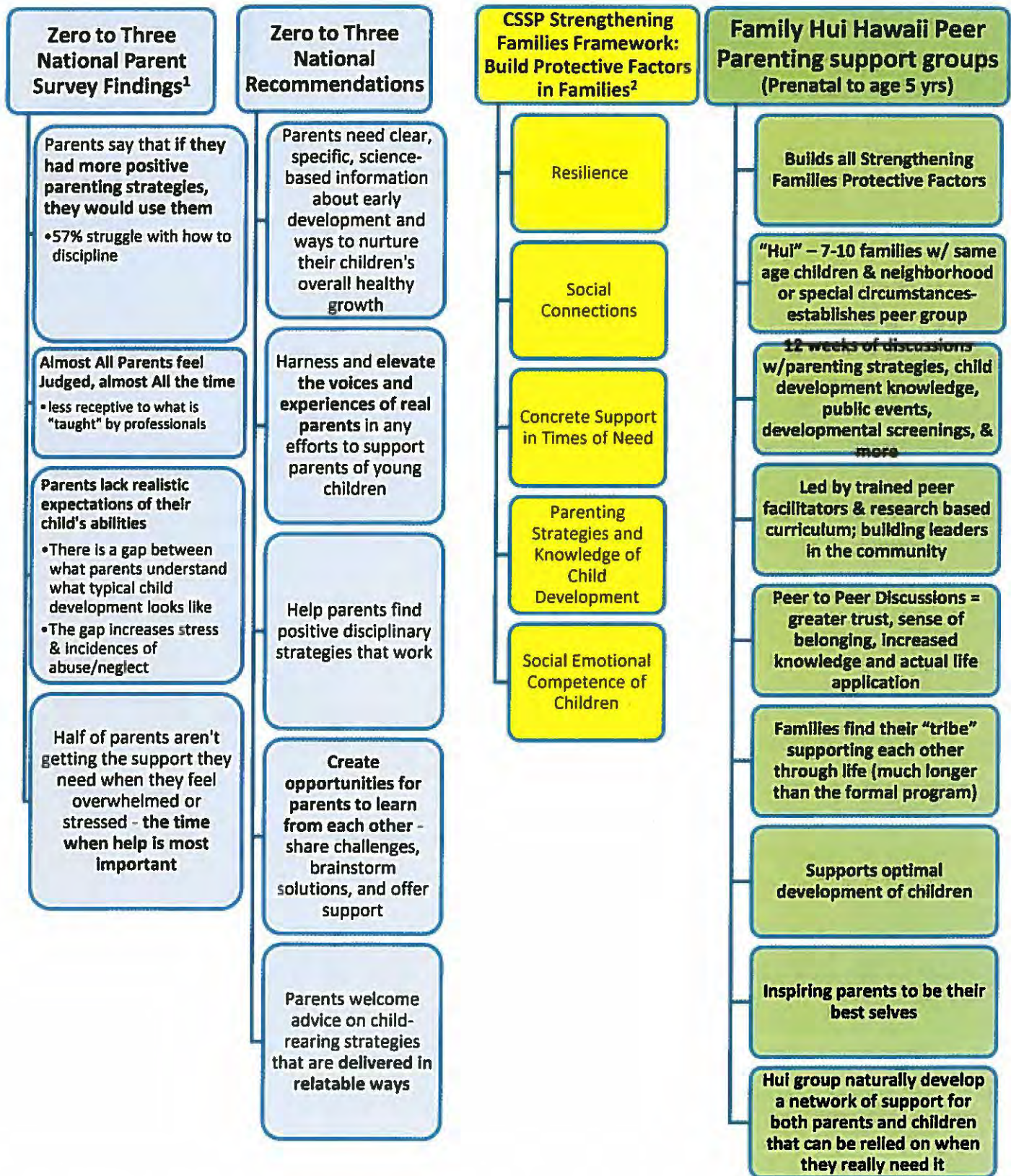
Child Abuse and Neglect (CAN) is a serious and preventable health concern that negatively affects millions of children and families across the nation.

Adverse Childhood Experiences (ACEs) are all types of abuse & neglect, and other traumatic experiences experienced before the age of 18. The landmark study of +17,000 adults conducted by the Centers for Disease Control & Kaiser Permanente revealed compelling evidence to prevent ACEs before they happen.



References:

- ¹ <https://www.cdc.gov/violenceprevention/childmaltreatment/>
- ² A Statistical Report on Child Abuse & Neglect in Hawaii (DHS CPSS). 2015. Hawaii Department of Human Services, Audit, Quality Control & Research Office.
- ³ <https://www.cdc.gov/violenceprevention/acestudy/about.html>; ACEs: https://vetoviolence.cdc.gov/apps/phl/images/ACE_Accessible.pdf
- ⁴ MacDonald, A. Brain Development in Childhood-The Dana Guide, Nov. 2007 <https://www.dana.org/news/brainhealth/detail.aspx?id=10054>
- ⁵ Dahlgren, S. (2013) Effects of domestic violence on mothers and children. Reunion. (3)



¹ <https://www.zerotothree.org/resources/series/tuning-in-parents-of-young-children-tell-us-what-they-think-know-and-need> (2016)

² The Center for the Study of Social Policy. <http://www.cssp.org/reform/strengthening-families/the-basics/protective-factors>

Developmental Screening in Hawaii

Developmental Screening Facts and Research

Critical Brain Development: Prenatal - Age 5 years

- Early intervention is most effective during rapid brain growth time periods
- "Despite the importance of early identification and intervention, many infants and toddlers with disabilities or developmental delays are not being identified and receiving intervention."¹

One-third (1/3) of infants/toddlers receiving early intervention services in a national study of Early Head Start programs did not enter Kindergarten with a disability.¹

Developmental Screening is cost effective

- "Parental concerns about language, fine-motor-cognitive, and emotional-behavioral development are highly predictive of true problems."² Intensive screening by medical professionals is very costly. Having parents complete developmental screening allows more children the opportunity to be screened and then referred if concerns are identified.
- Community benefits when children who receive intervention early are able to avoid needing costly Special Education Services

Hawaii Facts and Figures

Only 3.06% of Hawaii children age 0-3 years are currently receiving early intervention services.³

Zero to Three cites experts estimate that 13% of infants and toddlers could benefit from early intervention services and that children who need services are not being identified early.¹

Only 29.7% of Hawaii parents say their child had a developmental screen before the age of 5 years.⁴

Funding for Developmental Screening goes to the Department of Health Maternal, Infant, and Early Childhood Home Visiting Program through home visitation serving 850 families per year.⁵ However, Hawaii has 108,408 children under the age of 5 years. There is no other state or federal funding available for developmental screening. Not all children are being screened.

Some pediatricians screen their patients for developmental delays but it is not mandatory, consistent, and not organized statewide.

The Hawaii Department of Education reports the cost of Special Education Services to be approximately \$20,844 per pupil per year.⁶

Family Hui includes Developmental Screening in all Hui programs

Family Hui works with families to complete developmental screens during critical times of brain development (age birth - 5 years).

Involving parents in the screening process increases family engagement and involvement in their child's development. Research shows that when families are engaged, children are more likely to be successful in school and life.

Family Hui utilizes the validated evidence-based Ages and Stages Questionnaires (ASQ-3 and ASQ-SE-2) to conduct developmental screens.

The Hui Peer Parent Support programs provide wrap around parenting knowledge and support that help families work with their child's developmental concerns.

Family Hui staff members are actively involved in the State Early Childhood Action Strategy team concerned with the On-Track Health and Development of young children and on the Department of Health Early Childhood Comprehensive System Impact Strategic Management Team

For every child who is screened, identified, receives early intervention services, and avoids needing Special Education services, the community benefits an average of \$20,844 per year, well beyond the investment of the State to fund the Hui program including developmental screening services.

References:

¹ www.zerottothree.org/resources/2067-early-intervention-a-critical-support-for-infants-toddlers-and-families

² American Academy of Pediatrics, <http://pediatrics.aapublications.org/content/108/1/1>

³ Department of Health Early Intervention Stakeholders meeting, 12/01/2017

⁴ National Survey of Children's Health

⁵ 2013, Hawaii Kids Count, Early Childhood Indicator Report, University of Hawaii Center on the Family

⁶ www.hawaiipublicschools.org; www.datacenter.kidscount.org: student enrollment: 180,000. 9.8% or 17,640

enrolled in SPED. 2017 budget SPED \$367.7 million = \$20,844 per pupil

Table 3. Developmental Screening in Hawaii

Child abuse and neglect has devastating effects on children's brains. Prenatal – 5 years is a critical time period of high growth brain development when executive functions (impulse control, working memory, cognitive and mental flexibility) are built, affecting the child's ability to succeed in school, get along with others, and regulate emotions. Researchers identified 4 types of brain abnormalities in adults who experienced child abuse and neglect stemming from the brain's response to survive in a hostile world of toxic stress. Such damage is "hard-wired" into the architecture of the brain and may lead to anxiety disorders, ADHD, anti-social behavior, anger and depression in adulthood.⁴ Other studies of abused children show that about 1/3 develop PTSD, contribute to school drop-out rates, teen pregnancy, felony rates and assault hindering healthy learning and school success.⁵

Community Priority Need #2: Identify, monitor, and refer children who may have developmental delays

Refer to Table 3. The Need for Developmental Screening in Hawaii

Children who experience child abuse and neglect are more likely to have developmental delays. With 75%⁴ of reported abuse cases involving children age 0-5 and almost 90% of abusers being their parents, identification of children who may have delays is critical to ensure they get support.

We need to help children while the foundation of their brain is being built. The Prenatal to Age 5 window is critical for healthy brain development. In 2016, 3.06%⁶ of all Infants/Toddlers (0-3 yrs.) received Hawaii Dept. of Health Early Intervention services, yet the national Zero to Three⁷ organization says that experts estimate 13% of infants and toddlers could benefit from services. "Despite the importance of early identification and intervention, many infants and toddlers with disabilities or developmental delays are not being identified and receiving early intervention." If problems are not identified during this time, it becomes much more difficult for a child to catch up to his peers.

In Kindergarten, untreated delays become more obvious and requires costly special education services (SPED). The Hawaii Department of Education reports the cost for SPED services to be approx. *\$20,844 per pupil per year (2016)*⁸. ZTT states that "when problems are identified early, timely intervention can mitigate or even eliminate the long-term effects on children's language, cognitive, motor, and social-emotional development, while possibly reducing the need for intensive special education services later." They cite a national study of Early Head Start infants/toddlers receiving early intervention services, found that roughly one-third did not have a disability at entry into kindergarten. In the big picture, if only one child is diverted from SPED services because he was identified through this project, we save our community an average of

⁴ MacDonald, A. Brain Development in Childhood-The Dana Guide, Nov. 2007
<https://www.dana.org/news/brainhealth/detail.aspx?id=10054>

⁵ <http://www.ncbi.nlm.nih.gov/pubmed/24995910> Childhood Development and Domestic Violence, 2010 www.nnedv.org

⁶ Department of Health Early Intervention Stakeholders meeting, 12/1/2017

⁷ www.zerotothree.org/resources/2067-early-intervention-a-critical-support-for-infants-toddlers-and-families

⁸ www.hawaiipublicschools.org; www.datacenter.kidscount.org: student enrollment: 180,000. 9.8% or 17,640 enrolled in SPED. 2017 budget SPED \$367.7 million = \$20,844 per pupil

\$270,972 over his K-12 years. How much would Hawaii save if all children were identified early?

In 2016, 29.7% of Hawaii parents report completing a developmental screen for their child before the age of 5 years.⁹ K. Nitta from the DOH states, “We just don’t know how many kids have a disability out there. The best we can do is screen, refer and support parents through the process.”

Hawaii does not have an existing system to ensure that all children are screened. Federal funding for screening goes through the Department of Health Maternal, Infant and Early Childhood Home Visiting program providing in-home visitations with “at-risk” families. While they serve 850 families per year statewide, Hawaii has 108,480 children, under age 5. No other public funds are available for developmental screening. While some pediatricians and agencies do provide developmental screening, it is not systematic and not available to all children. As a result, there are many more children who need help but are not receiving services. Family Hui provides all families in the Hui programs the opportunity to complete developmental screens for their children.

National Parent Need Surveys indicate a high need and desire by parents to learn parenting strategies and have peer support of other parents. Some of the significant findings from the Zero to Three National Parent Survey in 2016⁷ (national sample of 2,200 parents) are:

- “Parents universally believe that parenting can be learned and that if they had more positive parenting strategies they would use them.”
- “There is an expectation gap when it comes to understanding children’s capabilities.” When parents do not have realistic expectations of their child’s abilities, stress and the likelihood of CAN increases.
- “Parents face a discipline dilemma.” “57% of parents struggle with figuring out the most effective way to discipline.”
- “There is a trust gap.” “Parents want advice but are overwhelmed by sources of help and underwhelmed by the quality of what they’re getting.” Parents don’t know which resources to use.
- “**Almost all parents feel judged, almost all the time.**” When parents feel judged, they are less likely to be receptive to the information being taught.
- “Half of parents aren’t getting the support they need when they feel overwhelmed or stressed- the time when help is most important.”

Child Abuse and Neglect Prevention Recommendations:

The Zero to Three National Parent Survey report (2016) recommends:

1. “Provide parents with clear, specific, science-based information about early development and ways that they can best nurture their children’s overall healthy growth.”
2. “Harness and elevate the voices and experiences of real parents in any efforts to support parents of young children.”
3. “Help parents find positive disciplinary strategies that work.”
4. “Create opportunities for parents to learn from each other – to share challenges, brainstorm solutions, and offer support.”

⁹ National Survey of Children’s Health

5. “Parents want the media to help. Parents welcome advice on child-rearing strategies that are delivered in relatable ways.”

The Center for the Study of Social Policy Strengthening Families Protective Factors Framework¹⁰ is the most prevalent evidence based model to prevent child abuse and neglect. Research indicates that when protective factors of Resilience, Social connections, Concrete support in times of need, Knowledge of parenting & child development, and children’s Social Emotional competence are built within families, child abuse and neglect are less likely to occur in their home. The Framework includes a validated evaluation tool¹¹ to measure a families’ growth in each of the 5 protective factors.

Peer-to-Peer Programs prevent child abuse and neglect and build community

Research supports peer-led programs as effective methods to build protective factors within families. Peer-led programs strengthen families and communities. Laurendeau and Chamberland, 2001, state “The important justification, family to neighborhood and community connection is a key component in our theoretical understanding of child abuse and neglect. The parent support group can serve as this connection to bridge family to neighborhood and community in the prevention of child abuse and neglect.”¹² According to the British Medical Journal, “In terms of engagement outcomes, peer-led intervention had an impressively high retention rate of 92%. This finding is particularly notable given the socio-demographic profile of the participating parents, which would typically be associated with multiple barriers to service use. This suggests that the current peer led parenting intervention has the potential to outperform conventional parenting group formats, even those specifically targeted at hard to reach populations, in successfully engaging parents in treatment for their children’s behaviour problems.”¹³ The 2014 annual health assessment for the Hawaii Department of Health by the Healthy Mothers Healthy Babies Coalition of Hawaii, recommends peer-led support groups to reduce postpartum depression and increase breastfeeding, both issues that affect the likelihood of child abuse and neglect.¹⁴

Hui Peer Parenting Support Programs

Family Hui Hawaii is well-known for its neighborhood based peer parenting support program (Hui). The Hui programs address all of the needs that were identified in the 2016 National Parent Survey and are designed to utilize the Center for the Study of Social Policy’s (CSSP) Strengthening Families Protective Factors Framework.

¹⁰ The Center for the Study of Social Policy. <http://www.cssp.org/reform/strengthening-families/the-basics/protective-factors>

¹¹ FRIENDS National Resource Center for Community-Based Child Abuse Prevention in partnership with the University of Kansas Institute for Educational Research & Public Service through funding provided by the US Department of Health and Human Services

¹² Nelson, G., Laurendeau, M., & Chamberland, C. (2001). A review of program to promote family wellness and prevent the maltreatment of children. *Canadian Journal of Behavioral Science*, 22(1), 1-13.

¹³ British Medical Journal, Evaluation of a peer led parenting intervention for disruptive behaviour problems in children: community based randomized controlled trial, *BMJ* 2012; 344:e1107, 13 March 2012.

¹⁴ An Assessment of Parents’ and Providers’ Knowledge and Use of Postpartum Depression Support Resources in Hawaii, 2014. Healthy Mothers Healthy Babies Coalition of Hawai’i.

How Hui works:

Families who have children, prenatal to age 5 years, are grouped together by the age of their child and the neighborhood they live in and meet over a period of 3 months (10-12 sessions) to discuss common parenting and early childhood development topics. Family Hui staff members train one or two of the families to (co)facilitate the discussions, visit the Hui group 2-3 times, support the volunteer peer leaders throughout the 3 months, and conduct developmental screenings with the families during one of the visits. The Hui members naturally begin to take ownership of the group and an environment of trust and belonging is quickly developed, allowing families to receive, discuss, and digest important information that is more likely to be adopted into their lives than would be adopted through a typical parenting class. Families participate in a Hui with their children, meeting 1 ½ - 2 hours each week and children become each other's first peers. Many Hui groups continue to meet informally after the formal program is completed and almost all families develop close friendships with at least one other family in the group. As children grow and continue to meet with the same families, children develop social-emotional competence and these first peer relationships develop into first friendships.

Hui groups help parents be their best selves by providing them a safe environment to share and learn while developing a network of support in their own community. Family Hui incorporates the CSSP protective factors as the foundation for all of its' peer-to-peer and mentor-led Hui programs. Hui families build relationships by sharing real struggles and experiences. Families rely on the Family Hui Embracing 'Ohana participant notebook (curriculum) of solid science based knowledge to help guide them in their discussions and increase their resiliency, child development knowledge, and parenting strategies. Combined, these protective factors lead to increased well-being of the whole family, help to reduce pre-term births, reduce post-partum depression, and prevent child abuse and neglect.

In vulnerable communities where it is difficult to find a peer facilitator, mentor-led Hui is utilized to provide "as close to" peer-led discussions as possible. Mentor led Hui groups are facilitated by staff members but utilize many peer sharing facilitation techniques to produce a peer-to-peer learning environment. The mentor-led Hui groups are utilized most when Family Hui partners with other agencies/organizations, such as the Family Court (Zero to Three Court) system, Head Start programs, and the YMCA Come...With Me programs.

Family Hui Hawaii works with families early, during critical windows of opportunity, to help families understand how to nurture their child's brain development. FHH also provides developmental screening during the Hui sessions using the Ages and Stages Questionnaires (ASQ-3 & ASQ-SE), both nationally recognized evidence based screenings to assess physical, cognitive, and social-emotional development of young children. Hui provides a delivery system of researched based information to parents (and parents to be) when they need it most. Physicians' time is limited and families often do not remember to ask everything they want to know at their scheduled appointment. Hui partners with the medical home by providing the forum for families to have discussions and get answers when they are experiencing it. FHH works with families to monitor development, encouraging them to share concerns with their medical provider, and refers to the Department of Health Early Intervention services when needed. Developmental screening is a critical and highly cost-effective strategy to ensure that

children get the help they need early, reducing the need for deeper intervention services as children age.

In summary, Hui is parents helping parents. It takes a village to raise a child. Hui is helping families, find their tribe. Hui groups are neighborhood based, bringing families of the same age child together with the common desire to do their best for their children. Participant evaluations of the Hui programs show that +90% of FHH families will continue to meet with all or some of their Hui after the 10-12 week program is completed, often supporting each other throughout their children's adolescent years. Hui offers the opportunity for families to develop into leaders in their community by volunteering to be trained and lead a new Hui so that more families can participate. Some have grown to take on leadership roles with other community based programs, Family Hui Hawaii volunteer peer facilitator mentor, Advisory Council member, Board of Directors member, and staff members.

4. Describe the target population to be served; and

Family Hui aims to be a "first contact provider" to young parents, especially first-time parents, who have children, prenatal-5 years, who need the most support. 61.4% of perpetrators in Hawaii self-report that the major factor precipitating abuse was an "INABILITY TO COPE WITH PARENTING RESPONSIBILITY." If we want to protect our children, we need to strengthen their parent's capacity to cope with the stress and give them the strategies and knowledge to raise them so children thrive.

Families with LOW-MODERATE incomes are more likely to have incidences of child abuse and neglect and experience these stressors with greater INTENSITY, increasing their need for parenting support. Family Hui Hawaii works with families in the First Circuit Family Zero to Three Court with confirmed cases of abuse/neglect, families living in public housing (Kuhio Park Terrace, Mayor Wright) and surrounding areas, and families near/under the 200% poverty line through partners such as the YMCA and Head Start programs. These account for approx. 66% of families that FHH serves each year. Family Hui programs are available at no cost to families. Families contribute to the program by volunteering to become trained as peer group leaders, personally inviting their friends and others to the program, or making a small donation of their choosing. Family Hui intentionally focuses recruiting efforts to families of low-moderate income or immigrant populations but the program is available to anyone who wants to join, regardless of income. Child abuse and neglect happens across all socio-economic groups and all families want to do their best for their children.

5. Describe the geographic coverage.

Family Hui Hawaii would like to partner with the State of Hawaii through the grant-in-aid to offer Hui groups statewide. Family Hui groups have been active on Oahu, Maui, Lanai, and are just beginning on Kauai. Growing interest in Hui groups continue to climb on all islands. Initial efforts to start groups in Hilo, Kona, and Molokai have been taken but the groups have not started yet.

Hui is highly cost effective, material costs are minimal and does not require brick and mortar facilities to run the program. Hui groups meet in public parks, recreation centers, private homes, and partner agency facilities. While Hui does not have fixed costs such as rent and utilities, it does rely heavily on staff members to generate interest in the program, recruit and train volunteer peer facilitators, and coordinate the membership of the group (reliant on having enough families in the same area who can meet at the same weekly time for 3 months). Most activity can be run by Oahu based staff members but Hui groups work best when there is an on-island coordinator to help with communication and support the groups. The proposed budget includes compensation for the on-island coordinators that would be activated when there are enough families interested in a Hui and enough volunteer group leaders to justify the position. If the GIA is awarded, Family Hui will be able to transition a part-time staff member to full-time and expand her responsibilities to include the supervision and support of the Neighbor Island Hui groups.

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;

Family Hui Hawaii will work with families with young children (prenatal – 5 years) to:

- strengthen their parenting skills
- increase their knowledge of typical early childhood development
- build protective factors against child abuse and neglect
- promote healthy developmental outcomes of children

State Funds of \$85,280 requested will allow Family Hui Hawaii to reach 200-250 parents/caregivers/children of at least 80 families attending Hui Play Days, workshops, or placed in a peer-led or mentor-led Hui, meeting 10-12 times each. Activities to support these families include:

1. Planning & Hosting (6) Family Hui Hawaii public family events such as parent-child Play Days in the park and/or parenting workshop to engage potential and wait-listed families in developmentally appropriate parent-child activities, parenting strategies, and child development knowledge
2. Participating in (6) community early childhood events such as community resource fairs and conferences. Family Hui will partner with agencies like Easter Seals, Ka Paalana Transitional Shelter, Kamalapua o Koolau, Prevent Child Abuse Hawaii, the Departments of Health, Human Services, and Education, etc... They provide the venue and host marketing. Family Hui provides parent-child activities to engage families and generate interest in the Hui program.
3. Train at least (8) volunteer peer facilitators. Parents volunteer to be trained as peer facilitators for their Hui. Peer facilitators receive a Group Leader manual, 4 hours of training on facilitation, conflict resolution, protective factors, child abuse and neglect, and

how to use the Family Hui Embracing Ohana curriculum and discussion questions. Staff members check in with peer facilitators through the 10-12 week program.

Activities #1-3 measurement of progress: Continued recruitment of 10-15 new interested families per month on a wait list to be in a Hui group. Partnerships are also sought with other agencies for referrals or mentor-led Hui such as Head Start, YMCA, INPEACE, the DOH, DHS, DOE, and the Judiciary. Partners provide access to their families, provide a location to meet, and a mentor when appropriate. Families are placed on a waitlist according to their desired geographic location and age of child. While families wait until a group can be formed, they are supported through Family Hui Hawaii hosted events/workshops and are offered opportunities to complete developmental screening with staff or online.

4. Visit each Hui group 2-3 times during the 10-12 week program.
 5. Completion of (80+) child developmental screening: Family Hui will invite all families within reach (waitlisted families, in a Hui, alumni, through partners, online or in person) to complete a developmental screen on their child. Family Hui will work with parents to complete the screen, score, share the results (only with permission of the family) and provide support and referral services to the Department of Health Early Intervention if needed.
 6. To reach 160 parents/caregivers/children placed in a Hui peer or mentor-led discussion group, Activities #1-3 are followed to have enough participants on the waitlist. It takes a large waitlist to find families who have the same age children, in the same neighborhood, with compatible schedules for 10-12 weeks, and find and train a volunteer parent to lead the group.
 7. Family Hui will continue to perform these activities until 160 individuals are placed in peer-to-peer or mentor-led Hui discussion groups in the State of Hawaii.
 8. Evaluations: All participants will be asked to complete a pre & post survey to measure the growth of protective factors during the program using the validated Protective Factors Survey.¹⁵
 9. Other activities include on-going updates to the Group Leader manual, Embracing Ohana participant notebook (curriculum) and finding resources and practical activities related to specific topic needs for the Hui group, its facilitators and Hui families.
2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;**

A detailed timeline chart of activities and outcomes is attached as Appendix A. It represents an estimated time of delivery to reach 240 individuals throughout Oahu. While Hui services are

¹⁵ FRIENDS National Resource Center for Community-Based Child Abuse Prevention in partnership with the University of Kansas Institute for Educational Research & Public Service through funding provided by the US Department of Health and Human Services

open to all community members, recruitment efforts and agency partnerships are focused on economically or socially disadvantaged communities.

Hui groups require a large wait list of families in order to coordinate them into neighborhood Hui groups of 5-10 families each because of age, geographic, and family schedule requirements. Therefore, the timeline of recruitment activities occur earlier before participation in a Hui and evaluations can occur. Activities #1-3 have a dual purpose: 1) to provide parenting or child development education to families and children and 2) share Hui programs and sign up new families on the wait list for a Hui group:

1. 6 FHH sponsored events/workshops rotated throughout Oahu to reach more families, 2 each in the 1st-3rd quarters of the grant time period and as needed in Quarter 4.
2. 6 community fairs/workshop presentations, 1 every other month
3. 10-15 new families will be added to the waitlist each month (30 per quarter)
4. 12 Peer Facilitator trainings, approximately 1 per month (total # to be trained = 8-10 parents leading a Hui group)
5. Child developmental screening will begin in Quarter 1 and will continue until the end of the grant period. ASQ-3 (developmental) and ASQ-SE (social emotional) are conducted by staff at the 4th or 5th meeting of a Hui and therefore begin with smaller quantities in Quarter 1 with increases in Quarters 2,3, & 4.
6. When a Hui meets for the 1st of 12 sessions, adults will be asked to complete the Pre participation survey to get a baseline of protective factors in their family.
7. Post evaluations will not be completed until the 10th-12th session. More adults will complete the Pre than the Post participation survey which is reflected on the timeline and list of activities/
8. By the end of the grant period, we hope to have at least 20 adults that completed the pre & post (matched) participation surveys to measure the effectiveness of the program.
9. Placement into Hui groups will begin as soon as there is enough families meeting the criteria to start the group. 160 parents/caregivers/children will participate in a Hui group, starting with less #s in the 1st Quarter as staff members focus on recruiting and increasing in Quarters 2,3, and 4.
10. Participants are counted towards the 240 individuals if they attend FHH sponsored events/workshops, or participate in Hui activities at community events/workshops, or enrolled in a Hui group.

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

Outcomes are based on the development of the CSSP Strengthening Families Protective Factors¹⁰ proven to prevent child abuse and neglect, measured by the Pre & Post program participation survey developed by the FRIENDS National Resource Center for Community-Based Child Abuse Prevention¹⁵ and is the most prevalent method of evaluation to measure the growth of protective factors within families. Family Hui Hawaii is currently receiving Technical Assistance from the Hawaii Children's Trust Fund to ensure that the Pre & Post surveys are conducted and analyzed in alignment with the evidence based model.

In addition to the Protective Factors survey questions, Family Hui asks parents to share their experiences in the Hui program. They are asked if they intend to continue meeting with members of the Hui after the program is complete and if they would recommend the program to others. An open-ended section for comments allows families to provide any feedback they have for the Hui program. Also, at the completion of the Hui discussion series, families are asked if they would like to volunteer to be a peer facilitator for a new Hui group. Each volunteer provides approximately 40 hours of their time devoted to training and leading their fellow Hui members. The number of families who express willingness to be trained and lead a Hui group is a good indicator of the quality of their experience in a Hui. Once volunteers complete the training and the 10-12 week Hui program, they are invited to provide feedback at special semi-annual gatherings of alumni peer facilitators to help improve the program.

FHH will complete at least 80 child developmental screenings to identify children that may have developmental delays. Monitoring of the progress on the developmental screens are organized through an online system that the developers of the ASQ developmental screens created. As a result, more children will be on track for healthy development as parents understand when concern is warranted, get resources to support areas needing growth, and are referred to early intervention services when needed.

Please refer to Appendix A. Proposed Timeline and Substantiating Documentation of Activities for a list of documents that will be provided to help the State agency monitor the progress of the grant activities.

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.**

Family Hui Hawaii estimates that at least 75% of parents who complete the program and fill out both the pre and post participation surveys will indicate an increase in the following protective factors:

1. Resilience: coping with the stress of parenting young children
2. Social Connections: building relationships to support each other when things are tough – sharing parenting challenges and concerns as well as celebrating the joys and successes of their children and parenting journey together
3. Concrete supports in Times of Need: building their knowledge of resources to seek help when needed
4. Knowledge of Parenting Strategies and typical Child Development: building their toolkit of parental strategies and expectations of children's behaviors appropriate to the developmental stages in children's growth

5. **Social and Emotional Competence of Children:** increasing parental knowledge of how to support social emotional development and opportunities for children to practice social skills with other children their age

In addition, all grant activities will be monitored quarterly against the timeline provided in Appendix A and reported following the requirements of the Department of Health, Maternal and Child Health Branch, Department of Human Services Child Welfare or other assigned State agency.

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$21,320	\$21,320	\$21,320	\$21,320	\$85,280

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.**

Secured funding for Fiscal Year 2019:
 Hawaii Children’s Trust Fund \$40,000
 Women’s Fund of Hawaii: \$2,500

Funds being sought for Fiscal Year 2019 (pending):
 City and County of Honolulu Grant in Aid: \$125,000
 Other private foundations: \$10,000

4. **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.**

NOT APPLICABLE

5. **The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.**
- 2014-2015: Contract No. GOV-EOEL-2014-02-SW (Statewide Coordination and Facilitation of an Integrated Early Childhood Development and Learning System) under Lead4Tomorrow dba Family Hui
 - 2015-2016 Contract No. EX D15-029 / C010596 (State Grant in Aid administered under the Department of Education) under Family Hui Hawaii
 - 2016-2017 Contract No. CT-DCS-1700016 (City and County of Honolulu Grant in Aid) under Family Hui Hawaii

Fiscal 2019 program funding secured: Not Applicable

- Funding has not been secured for Fiscal Year 2019 from federal, state, and county government contracts, grants, and grants in aid but we have applied for the City and County Grant in Aid and have submitted a preliminary inquiry to the Maui County Department of Human and Housing Concerns.

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

Current assets as of 12/31/2017 is \$79,364.18

IV. Experience and Capability

1. **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.

Organization & Program History

The Hui peer parenting support framework has successfully supported the prevention of child abuse and neglect and the promotion of healthy child development in Hawaii for 32 years beginning with The Baby Hui, Lead4Tomorrow dba Family Hui (while Family Hui Hawaii applied for 501(c)3 status), and Family Hui Hawaii. The Hui peer-to-peer model is being used in Hawaii, California, Tanzania and Kenya. Family Hui Hawaii is the only agency in Hawaii offering true **peer-to-peer** parenting and early childhood support groups of families prenatal to age 5 years where discussions are led by a parent who is also a participant in the group.

The Hui environment requires specialized knowledge of staff members

The Hui model is very flexible in being able to deliver content in a way that is more likely to be accepted by participants if staff members have the capacity to adapt the program to meet the

needs of specific groups and populations. Our work with economically/socially disadvantaged families like the Lanai Kosraean families was successful because the peer leader & staff were able to make content relatable and delivered in a way that did not make families feel judged.

Similarly, Family Hui's work with the Zero to Three (ZTT) Court of the First Circuit in Kapolei has been successful because of the ability of staff to lead discussions that feel as close to peer-led as possible when a peer leader is not available. Faye Kimura, the Principal Investigator of the Univ. of Hawaii William S. Richardson School of Law says, "The Hui teams have been remarkable in helping parents and caregivers feel comfortable and safe during these activities, which could be in less skillful hands, a serious challenge given the histories of trauma nearly all of the ZTT families have experienced and the fear of failure that burdens many of these parents (all participants have confirmed cases of child abuse and neglect). Most Hui teachers are themselves mothers of young children and by sharing stories about their own children they strengthen this common connection to the ZTT parents and caregivers. It is in such an environment that genuine learning has been occurring."

Staff members have been running Hui groups since 2014 under Family Hui Hawaii and Lead4Tomorrow dba Family Hui. Since then Family Hui Hawaii has enrolled over 600 families in a Hui peer parenting group, trained 97 group leaders, and has assisted parents complete over 200 child developmental screens. The majority of these Hui groups have been on Oahu and Maui, with a stable group of immigrant families on Lanai, and a new presence on Kauai.

Family Hui was able to develop and tailor the mentor-led program to meet the specific needs of economically or socially disadvantaged groups when needed such as with the Lanai Kosraean community Hui, the Oahu Family Drug & Zero to Three Court Hui groups, and the YMCA Come With Me clientele (mostly Micronesian and immigrant Chinese families living in or near public housing). Family Hui continues to work with these groups, beyond the 12 sessions because their needs are so great and new members join throughout the year. Feedback from the Lanai public health nurse & the community pastor, as well as from the social workers from the court system have all been very positive, saying that "Hui has helped them deliver much needed messages to their families in a way that is more likely to be accepted & applied with their families." Family Hui has confirmed partnerships with Honolulu Community Action Program's (HCAP), Oahu's largest provider of Head Start programs who only serve families that are economically disadvantaged and Seagull Schools who serve disadvantaged families from the Leeward Coast to implement Hui with their families.

Relevant contracts and grant experience:

Family Hui Hawaii staff members have experience with State and City contracts having completed successful competitive contracts such as:

- Contract No. GOV-EOEL-2014-02-SW (Statewide Coordination and Facilitation of an Integrated Early Childhood Development and Learning System) under Lead4Tomorrow dba Family Hui
- Contract No. EX D15-029 / C010596 (State Grant in Aid administered under the Department of Education) under Family Hui Hawaii

- Contract No. CT-DCS-1700016 (City and County of Honolulu Grant in Aid) under Family Hui Hawaii

Family Hui Hawaii has experience running Hui programs under grants from the Atherton Family Foundation, the Frost Family Foundation, the Women's Fund Hawaii and the Hawaii Children's Trust Fund, and the Samuel N. & Mary Castle Foundation.

Similar outcomes have been achieved in prior work. The following are outcomes from participant evaluations of work completed for the State GIA in 2014-15 listed by % of families that indicated an increase in protective factors: Resilience: 88% Social Connections: 96% Concrete Supports in Times of Need: 76% Knowledge of Parenting & Child Development: 83% Social & Emotional Competence of Children: 85%

2. 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.

NOT APPLICABLE: Family Hui Hawaii runs on a lean budget and does not require brick and mortar facilities to provide the Hui program. Staff members work with families where families are – in parks, in their homes, at community recreation centers, and at community partner agencies facilities. All staff members work from their homes and telecommute.

V. Personnel: Project Organization and Staffing

1. 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.

Hui is highly cost efficient, run by a small staff, dependent on volunteers, without fixed costs of rent and associated expenses such as utilities. Program materials are minimal and purposefully kept simple. We work where families are (parks, homes, partner facilities) and staff members telecommute allowing us to allocate \$\$ to programming costs instead of overhead.

Volunteer Peer Facilitators invest approximately 40 hours each to be trained, host and lead Hui discussions. We estimate having to train 8-14 peer facilitators with 8-10 eventually leading to place 80 individuals in a Hui. Total volunteer hours of the 8-10 peer facilitators is approximately 320-400. Valued at \$20/hr (salary+payroll expenses), they provide a savings of \$6,400 to \$8,000 that is not reflected on the budget as these expenses would be in addition to the \$85,260 requested but they are essential to meet the proposed deliverables. Peer Facilitator stipends are included in the budget as Program Expenses. \$100 per peer facilitator is budgeted as an honorarium to thank them for their time and cover any small expenses they incurred to host and create a culturally appropriate environment for the Hui sessions.

Lack of fixed costs and the great number of volunteer hours allow Family Hui Hawaii to run the program with a lean but efficient staffing pattern with staff members focusing their time on outreach, recruitment of participants and peer facilitators, training, support of groups, partnerships with other service agencies and programs, developmental screening, and evaluation. Most grant activities are conducted by a small Oahu based staff that enlists on-island coordinators on neighbor islands when there is enough demand from the community to form Hui groups.

All position descriptions are attached in Appendix B.

Oahu Based Staff:

Family Program Manager / Oahu Participant Coordinator (FTE=1.0 with 20% staffing time allocation)

The primary responsibility of the Family Program Manager (FPM) is to manage the quality of the Hui program experience for all families who enroll in a Hui peer program and to ensure that the program experience meets its goals and objectives. The FPM also serves as the Oahu Participant Coordinator (Oahu PC) recruiting and coordinating families into Hui groups based on their child's age, their neighborhood, and their family schedules. As Oahu has the most participants, the Oahu PC provides leadership input as well as backup support to all neighbor island participant coordinators. The current staff member has over 20 years of experience working with families, is a certified natural childbirth educator, doula, and has been a Hui family participant, volunteer peer facilitator, and a reliable Family Hui staff member in her position since Family Hui began.

Outreach / Peer Group Leader / Neighbor Island Supervisor (FTE=1.0 with 65% staffing time allocation)

Primary Responsibilities include program outreach to recruit new families into the program, training and providing support to Family Hui's many volunteer Peer Facilitators, assisting with developmental screening, and managing all Neighbor Island Hui groups with assistance from on-island neighbor island Participant Coordinators. The Family Program Manager / Oahu Participant Coordinator and the Outreach / Peer Group Leader / Neighbor Island Supervisor work closely together to ensure that families are receiving a high quality experience through the programs. The current staff member holds a Master's Degree, is a licensed resource caregiver (foster parent), and has experience running an emergency shelter for birth-3 year old children. If the grant in aid is awarded, the current part-time staff member will extend her hours to full-time.

Program Development & Assessment Specialist (FTE=.5 with 15% staffing time allocation)

Primary responsibilities include managing the developmental screening and monitoring functions of Hui program services, pre and post evaluations, and content development for curriculum as well as assist with staffing Hui sponsored play days/workshops and community events. The

current staff member has a Master's Degree in Early Childhood Education with an emphasis in integrated curriculum design and is certified by the Department of Education to teach primary and early childhood education.

Executive Director / Community Partnerships Coordinator (FTE=1.0 with 20% staffing allocation)

Primary responsibilities include oversight of the program quality, program delivery, operational, and reporting functions as well as developing partnerships and collaborating with other agencies and organizations that serve families and young children. The Executive Director also assists in all Hui activities such as developmental screening, peer facilitator training, evaluation collection and analysis, and Hui sponsored events/workshops and community events. The current staff member has a Master's Degree in Early Childhood Education with an emphasis in early childhood development and family engagement, is certified to teach preschool school aged children, and has an extensive background in private sector business management and working with families.

All Oahu staff members work closely together and assist each other to support all grant activities. All staff members actively serve on the State Early Childhood Action Strategy teams to improve outcomes for all of Hawaii's keiki.

On-island Participant Coordinators for Neighbor Islands

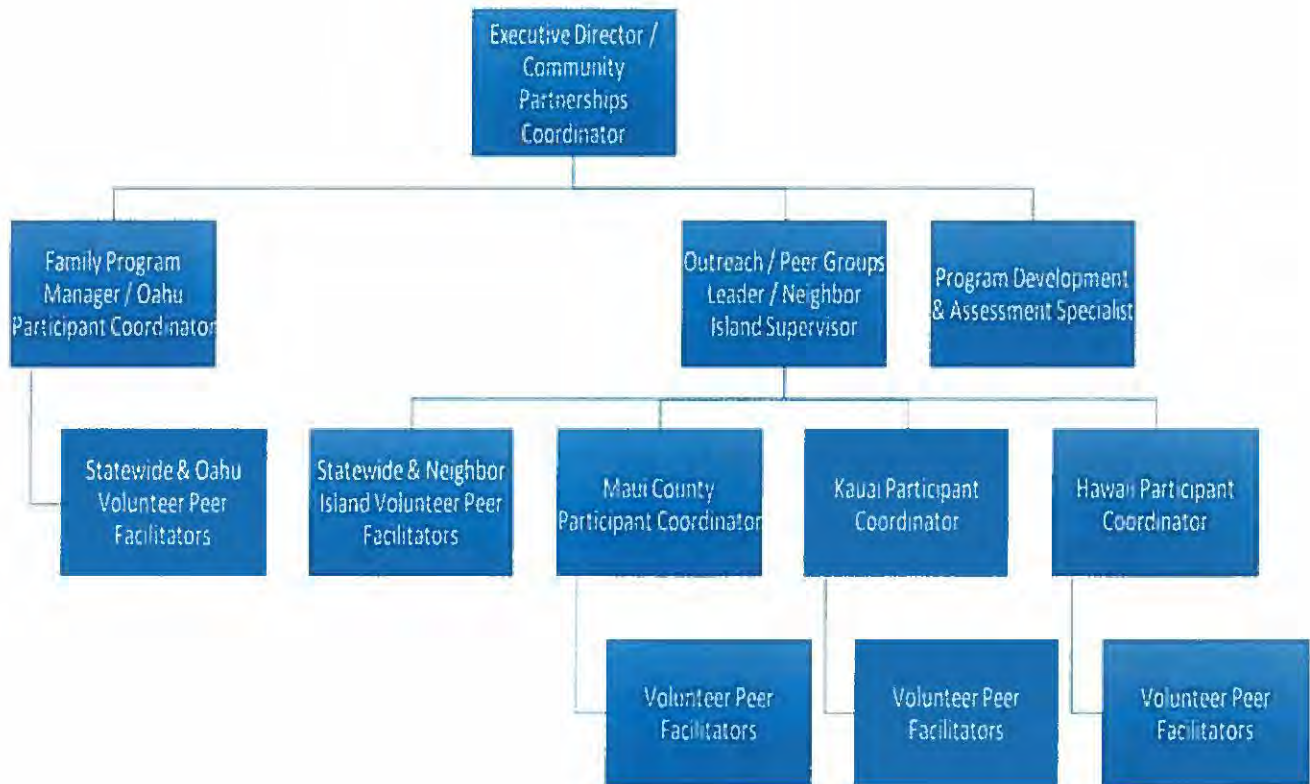
Oahu staff members perform most of the preliminary activities to generate interest and partnerships with other organizations on neighbor islands before an on-line participant coordinator is placed to help recruit and train peer facilitators and organize Hui groups. Each island is unique and the demand for Hui is growing. Neighbor island participant coordinators report to the Neighbor Island Supervisor based on Oahu.

- Maui County Participant Coordinator: Family Hui has been working on Maui for several years and has a steadily growing participant base and on-island participant coordinator located on Maui. Family Hui staff members have been working with the Kosraean community on Lanai, partnering with a public health nurse and local church pastor to serve this unique group of families. Family Hui would like to expand its reach in Lanai and make connections on Molokai.
- Kauai Participant Coordinator: Family Hui staff members recently trained a volunteer peer facilitator on Kauai and the group has begun to meet. Family Hui plans to increase awareness of the program on Kauai now that an on-island contact has been identified and is excited. When enough interest is generated, Family Hui hopes to train an on-island contact to be the participant coordinator.
- Hawaii Participant Coordinator: Family Hui staff members have developed initial connections to other service agencies in Hilo and Kona. Once enough interest is

developed, Family Hui will seek and train an on-island contact to be the participant coordinator.

2. 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.



3. 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.

If the State Grant-in-Aid is awarded, the following positions will be compensated through State Funds:

- Outreach / Peer Groups Leader / Neighbor Island Supervisor: \$26,000
- Executive Director / Community Partnerships Coordinator: \$13,000
- Family Program Manager / Oahu Participant Coordinator: \$9,000

VI. Other

1. 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.

NOT APPLICABLE

2. 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.

NOT APPLICABLE

3. 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.

NOT APPLICABLE

4. 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:

- (a) Received by the applicant for fiscal year 2018-19, but*
- (b) Not received by the applicant thereafter.*

Each year, the Hui program receives the majority of new families through referrals from past participants. Interest is high and keeps growing each year. In the last 12 months, 305 new families were added to the waitlist. Continued referral growth allows Family Hui to focus efforts where recruitment is difficult such as economically/socially disadvantaged populations.

Plans to provide services beyond the applicable grant include:

- Annual strategic planning with board members, staff, and volunteers
- Developing partnerships with other public private agencies to provide wrap-around services for families to expand our reach and increase referrals
- Seeking innovative adaptations of the Hui framework and curriculum content to meet the needs of different stakeholders including families with older children, children with special needs, and health issues like childhood obesity and social emotional competence as well as seeking appropriate funding for them

- Partnering with private corporations/foundations who are interested in programs that the community can begin to take ownership of instead of programs that require institutional delivery
- Refining our leadership pathways for volunteers starting with leading a Hui group, providing input on programming, mentoring new volunteers, and serving on leadership advisory or Family Hui Hawaii Board of Directors
- Continuing our relationship with past participants by inviting them to volunteer or attend events/workshops hosted by Family Hui

One of the greatest benefits that participants experience beyond the Hui 10-12 week program, is the network of support that is developed while they are in the program. Hui participants are known to stay together informally for years, sometimes decades. 96% of our State GIA Hui participants indicated they intended to stay in touch with their Hui members. The former Baby Hui had a retention rate of +90% and there are countless stories where Hui members support each other throughout their children's adolescent years.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))



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

FAMILY HUI HAWAII

was incorporated under the laws of Hawaii on 12/12/2013 ; 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 19, 2018

Director of Commerce and Consumer Affairs

PROPOSED TIMELINE OF ACTIVITIES

Activities per Quarter	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
1. 6 Community Resource Fairs /Conferences / Wokshops / Events	2	2	2		6
2. 6 FHH sponsored Events / Workshops	1	2	2	1	6
3. 120 Families added to the Wait List	30	30	30	30	120
4. 12 Peer Facilitator Trainings (to train a minimum of 8 volunteer Peer Facilitators that start a Hui)	3	3	3	3	12
5. 80 Developmental Screenings (ASQ-3 or ASQ-SE)	10	25	25	20	80
6. 50 Pre-participation Surveys	15	15	10	10	50
7. 30 Post Participation Surveys	5	8	8	4	25
8. 20 Matched Pre/Post Surveys	0	5	10	5	20
9. 160 parents/caregivers/children placed in a Hui group	28	48	48	36	160
10. 240 parents/caregivers/children participating in a Hui activity at community or FHH events or enrolled in a Hui group	40	80	60	60	240

List of Activities	Substantiating documentation
1. 6 Community Resource Fairs /Conferences / Wokshops / Events	Flyer or promotional material of event or email correspondence with organizer of FHH
2. 6 FHH sponsored Events / Workshops	Flyer or promotional material of event, sign in sheet of participants
3. 120 Families added to the Wait List	Printout of new families added to the waitlist from database
4. 12 Peer Facilitator Trainings (to train a minimum of 8 volunteer Peer Facilitators that start a Hui)	Signed confirmation of training attendance on Peer Facilitator paperwork
5. 80 Developmental Screenings (ASQ-3 or ASQ-SE)	Printout of developmental screens completed from online screening portal
6. 50 Pre-participation Surveys	Printed summary of survey monkey respondent
7. 30 Post Participation Surveys	Printout of survey monkey respondent #s
8. 20 Matched Pre/Post Surveys	Spreadsheet of matched Pre/Post surveys
9. 160 parents/caregivers/children placed in a Hui group	Roster and Peer Facilitator's signature acknowledging membership & attendance
10. 240 parents/caregivers/children participating in a Hui activity at community or FHH events or enrolled in a Hui group	Summary of sign in sheets from Activities #1,#2, #4, and initial rosters of Hui groups as they start the program



Position Description

Position Title: Family Program Manager / Oahu Participant Coordinator

Reports to: Executive Director

Department/Program: "Hui" Peer-led Parenting Support Groups - Families

Job Summary: Under the immediate supervision of the Executive Director, the Family Program Manager (FPM) is the responsible for the overall management of the "Hui" Peer-led Parenting Support groups for the entire State of Hawaii. The FPM ensures that Hui participants have a rewarding experience, exceeding their needs and expectations, from outreach to completion of the program, within the context of Family Hui Hawaii's mission, vision, and values.

Duties and Responsibilities:

1. Establish and maintain positive relationships with community partner agencies and organizations.
2. Supervision, Training, and Support of the volunteer Peer Facilitators on Oahu and works with the Neighbor Island Supervisor to assist the Neighbor Island Supervisor with supervision, training, and support of on-island Participant Coordinators on Kauai, Maui, Molokai, Lanai, and Hawaii Islands
3. Maintenance of Social Media and Family Hui Hawaii Website with the assistance of the Outreach and Peer Group Leader Coordinator.
4. Ensure that data for grant requirements are met for grant funding and reporting.
5. Coordinates development of database components based on grant objectives.
6. Reports weekly communication of data to the Executive Director (# of participants in Hui, on waitlist, # of group leaders trained; locations of Hui, ASQs carried out, evaluations turned in; etc...)
7. Writes progress reports and ensures that reporting and accountability requirements of the funding agency are promptly met.
8. Writes drafts of final reports and submits them to the Executive Director by the deadline agreed upon.
9. All responsibilities of the Participant Coordinator for the Island of Oahu with the assistance of the Outreach and Peer Groups Leader including:
 - a. Seeks and coordinates outreach and marketing opportunities and efforts in the community and on social media to recruit new participants into the Hui program.
 - b. Training of volunteer Peer Facilitators including preparation of materials for their group participant materials.
 - c. Ensures that Peer Facilitators background check authorization is received and cleared before a group begins.
 - d. Supports Peer Facilitators through a combination of phone calls, emails, or texts (2 or more once the Hui begins, and 1 or more visits to the Hui in session), and Evaluation (Peer Group leader evaluates their own experience and distributes and collects participant evaluations).
 - e. Organize community based parenting and early childhood "play days."
 - f. Seek out and participate in community events to expand Hui participation
 - g. Coordinate interested families into Hui groups by age of child and neighborhood.
 - h. Follow up with new website contacts with a phone call and an email within 7 days of website contact, with a secondary call within the week if there is no response from the initial contact.
 - i. Coordinates/Follows up with all waitlisted participants who are still on the waitlist after 3 months and every subsequent 3 month period.
 - j. Weekly communication of data to Executive Director (# of participants in Hui, on waitlist, # of group leaders trained; locations of Hui, ASQs carried out, evaluations turned in; etc...)
 - k. Ensure that data for grant requirements are met for grant funding and reporting
 - l. Visits each Hui 2-3 times in the 12 week cycle.



- m. Administers or causes the administration/invitation to all families to complete the Ages and States Questionnaire (ASQ-2 or ASQ-SE) according to Family Hui Hawaii's operational procedures.
- n. Provides appropriate referrals to health and family agencies.
- o. Create and maintain relationships with partner community agencies.
- p. Provide information about The Family Hui Hawaii and other related community resources.
- q. Ensures that Pre/Post participation surveys are passed out, collected, and turned in

Minimum Education and Experience

- 1. A college degree in family resources, human services, early childhood education, public policy, health OR four years of experience working with families, parent organizations, or parent groups.
- 2. Experience as a participant in a peer-to-peer education and support group.
- 3. Experience as a volunteer group facilitator for parent groups.
- 4. Two years of staff support and supervision experience.

Abilities, Skills, and Knowledge

- 1. Self-starter
- 2. Ability to work as a team member to ensure work is completed.
- 3. Ability to facilitate a group of diverse families within their cultural context.
- 4. Ability to train volunteer group leaders in facilitation skills.
- 5. Ability to meet deadlines.
- 6. Proficient with programs such as Microsoft Word, Excel, and Powerpoint.
- 7. Strong verbal and written communication skills.
- 8. Strong organizational skills and attention to detail.
- 9. Strong commitment to follow-through and completion of tasks.
- 10. Strong management and collaborative leadership.
- 11. Experience as a group facilitator and workshop presenter.
- 12. Knowledge and willingness to initiate continued learning about early childhood development and parenting strategies that align with the organization's mission, vision, and values.



Position Description

Position Title: Outreach & Peer Groups Leader / Neighbor Island Supervisor

Reports to: Executive Director

Department/Program: "Hui" Peer-led Parenting Support Groups - Families

Job Summary: Working closely with the Family Program Manager (FPM), the Outreach & Peer Groups Leader / Neighbor Island Supervisor is responsible for the outreach efforts to inform and generate interest in the Hui program, trains and supports the volunteer peer facilitators throughout the state, with special emphasis on the neighbor island peer facilitators. The Neighbor Island Supervisor is responsible for the growth and overall experience of the Hui programs, the on-island participant coordinators, and the participants on Maui, Kauai, Lanai, Molokai, and Hawaii islands. Together with the FPM, they ensure that Hui participants have a rewarding experience, exceeding their needs and expectations, from outreach to completion of the program, within the context of Family Hui Hawaii's mission, vision, and values.

Duties and Responsibilities:

1. Peer Facilitator Group leader training...seeks out new group leaders, coordinates trainings and content of the trainings
2. Works with the Family Program Manager to report weekly communication of data to the Executive Director (# of participants in Hui, on waitlist, # of group leaders trained; ASQs carried out, evaluations turned in; etc...)
3. Works with the Family Program Manager to support Peer Facilitator Group Leaders on each island to ensure that Pre/Post participation surveys are passed out, collected, and turned in and forwarded to the Program Development and Assessment Specialist
4. Coordinates Outreach, develops & implements public relations strategy, marketing & media presence, website & quarterly newsletters
1. Works with the Family Program Manager by:
 - a. Coordinating outreach and marketing opportunities and efforts in the community and social media to recruit new participants into the Hui program.
 - b. Peer Facilitator Group Leader training including preparing materials for the training and their group participant materials.
 - c. Peer Facilitator Group Leaders background check authorization is received and cleared before a group begins.
 - d. Peer Facilitator Group Leaders supports through a combination of phone calls, text messages, 1 or more visits to the Hui in session, and Evaluation (peer facilitator evaluates their own experience and distributes and collects participant surveys)
 - e. Seeking out and participating in community events to expand Hui participation.
 - f. Coordinating interested families into Hui groups by age of child and neighborhood.
 - g. Following up with new website contacts with a phone call and an email within 7 days of website contact, with a secondary call within the week if there is no response from the initial contact.
 - h. Following up with all waitlisted participants who are still on the waitlist after 3 mo. and every subsequent 3 mo. period.
 - i. Ensuring that grant requirements are met for grant funding and reporting
 - j. Visiting or Supporting Hui groups through on-island participant coordinators visits in session and administering Ages and States Questionnaire (ASQ-2 or ASQ-SE) according to Family Hui Hawaii's operational procedures.
 - k. Providing appropriate referrals to health and family agencies.
 - l. Creating and maintaining relationships with community partners.
 - m. Providing information about The Family Hui Hawaii and other related community resources to families
 - n. Ensuring that Pre/Post participation surveys are passed out, collected, and turned in

Minimum Education and Experience

1. An Associate degree and 2 or more years of related duties or a Bachelor's degree
2. Experience as a participant in a peer-to-peer education and support group.
3. Experience as a volunteer group facilitator for parent groups.
4. Two years of staff support and supervision experience;
5. 2 or more years of experience in marketing, public relations, or media

Abilities, Skills, and Knowledge

1. Self-starter
2. Strong leadership and team-building skills.
3. Ability to facilitate a group of diverse families within their cultural context
4. Ability to train volunteer groups leaders in facilitation skills
5. Proficient with programs such as Microsoft Word, Excel, and Powerpoint.
6. Strong verbal and written communication skills, organizational skills, and attention to detail.
7. Experience as a group facilitator and workshop presenter
8. Knowledge and willingness to initiate continued learning about early childhood development and parenting strategies that align with the organization's mission, vision, and values.



Position Description

Position Title: Participant Coordinator (Maui, Kauai, Lanai, Molokai, Hawaii)

Reports to: Neighbor Island Supervisor

Department/Program: "Hui" Peer-led Parenting Support Groups - Families

Job Summary: Under the immediate supervision of the Neighbor Island Supervisor, the Participant Coordinator (PC) is the responsible for the overall coordination and implementation of Hui groups in his/her geographic area(s) (Maui, Molokai, Lanai, Kauai, Hawaii). The PC ensures that Hui participants have a rewarding experience, exceeding their needs and expectations, from outreach to completion of the program, within the context of Family Hui Hawaii's mission, vision, and values.

Duties and Responsibilities:

- a. Seeks and coordinates outreach and marketing opportunities and efforts in the community and on social media to recruit new participants into the Hui program.
- b. Training of volunteer Peer Facilitators including preparation of materials for their group participant materials.
- c. Ensures that Peer Facilitators background check authorization is received and cleared before a group begins.
- d. Supports Peer Facilitators through a combination of phone calls, emails, or texts (2 or more once the Hui begins, and 1 or more visits to the Hui in session), and Evaluation (Peer Group leader evaluates their own experience and distributes and collects participant evaluations).
- e. Organize community based parenting and early childhood "play days."
- f. Seek out and participate in community events to expand Hui participation
- g. Coordinate interested families into Hui groups by age of child and neighborhood.
- h. Follow up with new website contacts with a phone call and an email within 7 days of website contact, with a secondary call within the week if there is no response from the initial contact.
- i. Coordinates/Follows up with all waitlisted participants who are still on the waitlist after 3 mo. and every subsequent 3 mo. period.
- j. Weekly communication of data to Executive Director (# of participants in Hui, on waitlist, # of group leaders trained; locations of Hui, ASQs carried out, evaluations turned in; etc...)
- k. Ensure that data for grant requirements are met for grant funding and reporting
- l. Visits each Hui 2-3 times in the 12 week cycle.
- m. Administers or causes the administration/invitation to all families to complete the Ages and States Questionnaire (ASQ-2 or ASQ-SE) according to Family Hui Hawaii's operational procedures.
- n. Provides appropriate referrals to health and family agencies.
- o. Create and maintain relationships with partner community agencies.
- p. Provide information about The Family Hui Hawaii and other related community resources.
- q. Ensures that Pre/Post participation surveys are passed out, collected, and turned in

Minimum Education and Experience

1. High school diploma or GED
2. Prefer experience as a volunteer Peer Facilitator

Abilities, Skills, and Knowledge

1. Self-starter
2. Ability to work as a team member to ensure work is completed.
3. Ability to train volunteer group leaders in facilitation skills.
4. Ability to meet deadlines.
5. Proficient with programs such as Microsoft Word, Excel, and Powerpoint.
6. Strong verbal and written communication skills.
7. Strong organizational skills and attention to detail.
8. Strong commitment to follow-through and completion of tasks.
9. Strong management and collaborative leadership.
10. Knowledge and willingness to initiate continued learning about early childhood development and parenting strategies that align with the organization's mission, vision, and values.



Position Description

Position Title: Executive Director / Community Partnerships

Reports to: Board of Directors

Job Summary: Under the policy direction of the Family Hui Hawaii Board of Directors, provide leadership, vision, and focus, assuring an integrated approach of development, continuing expansion of services consistent with the needs of the community, and the vision and mission of Family Hui Hawaii. Uphold, safeguard and promote the organization's values and philosophy relating particularly to ethics, integrity, and corporate (social) responsibility.

Duties and Responsibilities:

1. Overall management of Family Hui Hawaii, implementation of the strategic plan, grant management, community relations, and fiscal affairs.
2. Implementation of the governing Board of Directors policy recommendations and other duties requested by the Board of Directors.
3. In collaboration with the Board President, sets agendas for meetings of the Board of Directors and communicates policy directions to Family Hui Hawaii staff.
4. In collaboration with the Board Secretary, prepares the minutes, coordinates the logistics of the meeting, and sends out the official notice of the meeting to all of the members of the Board of Directors.
5. Keeps records of all signed Board documents and minutes of the meetings.
6. Maintains all record keeping of operational documents including Hawaii and Federal business filings, tax filings, and payroll records and filings.
7. Provides the Board of Directors updated information regarding Family Hui Hawaii programs and services.
8. Oversight on all programs: on-going and the development of new programs to expand services.
9. Seeks innovations to strengthen Family Hui Hawaii programs.
10. Presents a positive image of Family Hui Hawaii to the community and its partnerships with community partners and agencies.
11. Seeks opportunities for partnerships and collaboration with community partners and agencies within the mission, values, and beliefs of the organization.
12. Responsible for preparation of new grant proposals and for proper administration of current grants.
13. Responsible for ensuring that funds are managed ethically and according to policy set by the Board of Directors.
14. Ensure that the structure of the organization is aligned properly to support programs efficiently and foster productive employees in a team environment.
15. Supervision of staff members.
16. Visits a variety of Hui Program meetings such as Peer Facilitator Group Leader Training, Hui groups, Community and FHH events/workshops, provides input to key staff members
17. Meet families and community service providers at events/meetings to refer and collaborate to provide wrap-around services for families.
18. Prepare and present parenting/child development workshops.
19. Ensures that critical work of vacant positions is reassigned or completed

Minimum Education and Experience

1. A graduate level degree in human services, education, public policy, health or equivalent;
2. Strong verbal and written communication skills;
3. Five years of staff support and supervision experience;
4. Strong management and collaborative leadership

Abilities, Skills, and Knowledge

1. Ability to establish strong management structures and foster a cooperative work environment.
2. Excellent organizational, communication, and analytical skills.
3. Ability to analyze problems, develop effective solutions, and resolve problems.
4. Knowledge of federal and state laws, guidelines, and procedures.
5. Knowledge of or willingness to learn about the cultural contexts of the communities that Family Hui Hawaii programs operate in, and understand how it affects programming and operations.



Position Description

Position Title: Program Development & Assessment Specialist

Reports to: Executive Director

Department/Program: "Hui" Parenting Support Programs

Job Summary: Under the immediate supervision of the Executive Director, the Program Development & Assessment Specialist (PDAS) is responsible for aspects of database collection and reporting occur according to established procedures, data is accurate, and performs database maintenance functions. The PDAS ensures that Hui participants within community partner programs and public housing projects have a rewarding experience, exceeding their needs and expectations, from partnership development to completion of the program.

Duties and Responsibilities:

1. Presents a positive image of Family Hui Hawaii to the community and its partners.
2. Supports and maintains positive working relationships with community agencies, state agencies, and early childhood organizations and programs.
3. Prepares and presents Hui Parenting workshops.
4. Updates Embracing Ohana Participant Notebook and supplemental parent takeaways for all Hui programs
5. Participates in outreach and marketing efforts in the community to recruit new participants into the Hui program.
6. Provides support at FHH and community based parenting and early childhood "play days" & workshops
7. Provide information about The Family Hui Hawaii and other related community resources.
8. Works with community partners to offer Hui to families in their programs.
9. Works with the Community Partnerships Coordinator to ensure that Hui participants within community partner programs are supported.
10. Coordinates with the Family Program Manager to train peer facilitators within community partner programs.
11. Administers the FHH child developmental screening program
12. Provides appropriate referrals to health and family agencies.
13. Ensures that assessments and evaluations are administered, collected, scored, and that referrals are made.
14. Communicates data to the Executive Director of the status of community partnerships (# of participants in Hui, # of group leaders trained; locations of Hui, ASQs carried out, evaluations turned in; etc...).
15. Assists with reporting to all agency partners and funders.
16. Keep track of received data and source documents.
17. Prepare and sort source documents, and identify and interpret data to be entered.
18. Establish and maintenance of an effective and efficient records management system to prioritize participant's evaluations and assessments.
19. Quarterly review and analysis of participant evaluations.
20. Maintain confidential information.

Minimum Education and Experience

1. A graduate level degree preferred. At minimum, a Bachelor's degree in family resources, human services, early childhood education, public policy, health or related degree with proven skills to review peer reviewed research materials and cite them appropriately.
2. Experience as a participant in a peer-to-peer education and support group.
3. Experience as a volunteer group facilitator for parent groups.

Abilities, Skills, and Knowledge

1. Ability to facilitate a group of diverse families within their cultural context
2. Experience as a group facilitator and workshop presenter.
3. Solid content knowledge of early childhood development and prevention of child abuse and neglect
4. Strong organization skills, analytical skills and attention to detail with the ability to meet deadlines.
5. Experience with data collection and evaluation
6. Strong verbal and written communication skills



Position Description

Position Title: Peer Facilitator (Volunteer)

Reports to: Family Program Manager & Peer Groups Leader / Participant Coordinators

Department/Program: “Hui” Peer-led Parenting Support Groups - Families

Position Summary: The Peer Facilitator is a volunteer position that is trained and supported by the Family Program Manager (FPM) and the Peer Groups Leader. The Peer Facilitator plays a critical role in the participants’ experience, as the coordinator, and the facilitator of the Embracing Ohana Participant Notebook discussion within his/her group. Family Hui Hawaii relies on the Peer Facilitator’s commitment to have paperwork (registration, pre- and post-participant surveys) turned into the Family Program Manager/Peer Groups Facilitator on a timely basis. Peer group leaders are not parenting or early childhood development experts and are expected to refer conflicts or concerns to the Family Program Manager, Peer Groups Leader, or respective Participant Coordinator. The Peer Facilitator strives to ensure that Hui participants have a rewarding experience, exceeding their needs and expectations, within the context of Family Hui Hawaii’s mission, vision, and values.

Duties and Responsibilities:

1. Attend Peer Facilitator training.
2. Signs and returns the Peer Facilitator Agreement.
3. Signs and returns the background check consent form and does not begin a group until clearance is provided by Family Hui Hawaii.
4. Coordinates location, dates, and times of all 12 meetings.
5. Ensures that sign-in sheets are completed by Hui group participants every week.
6. Communicates with the Family Program Manager, Peer Group Facilitator, and/or the Participant Coordinator regularly during the 12 week session.
7. Administers initial surveys, mid-point evaluations, and post program evaluations.
8. Collects surveys and evaluations and ensures that they are forwarded to the Family Program Manager on a timely basis.
9. Receives a stipend for volunteer work performed when all paperwork (surveys, evaluations, etc..) are turned into the Family Program Manager, Participant Coordinator, or the Neighbor Island Supervisor.
10. Communicates through proper channels (concerns and constructive criticism remains private between Peer Facilitators and Family Hui Hawaii and should not be posted on social media, etc...).

Minimum Education and Experience

1. Preferred experience as a participant in a peer support Hui.
2. Has a child of the same age and geographic area as the Hui group participants.

Abilities, Skills, and Knowledge

1. Friendly and Welcoming.
2. Ability to communicate effectively with group participants and Family Hui Hawaii staff members.
3. Ability to facilitate a group of diverse families within their cultural context. (Family Hui Hawaii will train the Peer Facilitator).
4. Ability to meet deadlines.
5. Willingness to learn along with the group participants about parenting strategies and early childhood growth and development.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Family Hui Hawaii

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	54,550		88,020	29,150
2. Payroll Taxes & Assessments	6,005		10,175	3,209
3. Fringe Benefits	5,450		6,858	4,100
TOTAL PERSONNEL COST	66,005		105,053	36,459
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,000		0	1,931
2. Insurance	2,800		0	1,882
3. Lease/Rental of Equipment	0			0
4. Lease/Rental of Space	0			0
5. Staff Training	500		4,680	141
6. Supplies	6,000		4,179	4,100
7. Telecommunication	275		755	355
8. Utilities	0			0
9. Participant Database & Website	800		3,436	750
10. Evaluation	800		2,500	750
11. Accounting/Human Resources	3,500		2,000	1,661
12. Background Checks	400		175	150
13. Translation and Interpretation	400		175	150
14. Workshop/Play Day Facility Fees	250		400	200
15. Peer Facilitator Stipends	750		730	706
16. File sharing	150		200	148
17. Meetings	400		500	424
18. Business Fees	200		142	137
19. Postage	50		75	56
TOTAL OTHER CURRENT EXPENSES	19,275		19,947	13,541
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	85,280		125,000	50,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	85,280	Cherilyn Shiinoki	808-392-3128	
(b) Total Federal Funds Requested	0		Phone	
(c) Total County Funds Requested	125,000			
(d) Total Private/Other Funds Requested	50,000			
TOTAL BUDGET	260,280	Signature of Authorized Official _____ Cherilyn Shiinoki, Executive Director Name and Title (Please type or print)		
			Date	<i>January 18, 2019</i>

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Family Hui Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Family Program Manager/ Oahu Participant Coordinator	1	\$45,000.00	20.00%	\$ 9,000.00
Outreach/Peer Group Leader/Neighbor Island Supervisor	1	\$40,000.00	65.00%	\$ 26,000.00
Program Development & Assessment Specialist	0.5	\$18,720.00	15.00%	\$ 2,808.00
Executive Director / Community Partnerships Coordinator	1	\$65,000.00	20.00%	\$ 13,000.00
Maui County Participant Coordinator		\$6,000.00	40.00%	\$ 2,400.00
Kauai Participant Coordinator		\$500.00	100.00%	\$ 500.00
Hawaii Participant Coordinator		\$500.00	100.00%	\$ 500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				54,208.00
JUSTIFICATION/COMMENTS:				
Family Hui would like to provide services Statewide as we have received interest from families on each island. The State GIA funds would support a Neighbor Island Manager based on Oahu as well as possible funds for on-island coordinators to establish groups. The need for on-island coordinators is dependent on how much interest we are able to develop on the respective island so funds budgeted here for Maui County, Kauai, and Hawaii coordinators are on an as needed basis. We have been working in Maui County for several years which is why the budgeted amount is higher for the Maui coordinator				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Family Hui Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: _Family Hui Hawaii

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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						0
JUSTIFICATION/COMMENTS:						
Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Family Hui Hawaii

Contracts Total: \$125,000
Pending

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Pending Grant Application for Hui Parenting Support Program	10/2018-9/2019	City and County of Honolulu Grant in Aid	Honolulu	125,000
2					Pending - not secured
3					
4					
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20					
21					

**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.

Family Hui Hawaii

(Signature)

January 18, 2018
(Date)

Cherilyn Shiinoki

Executive Director

(Typed Name)

(Title)