

House District(s) 5, 6, 7

Senate District(s) 3, 4

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

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

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

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

STATE PROGRAM ID. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
**Family Support Services of West Hawaii**

Dbas: **Family Support Hawaii**

Street Address: **75-127 Lunapule Road, Suite 11  
Kailua Kona, HI 96740**

Mailing Address: **75-127 Lunapule Road, Suite 11  
Kailua Kona, HI 96740**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CALEB MILLIKEN

Title Program Director – Fatherhood Initiative

Phone # 808-747-0267

Fax # 808-326-4063

E-mail: Crmilliken@hotmail.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FATHERHOOD INITIATIVE; INCREASING THE FATHERHOOD EFFECT

4. FEDERAL TAX ID #: [REDACTED] STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 147,338

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ 15,279

PRIVATE/OTHER \$ 32,633

TY

**RAY WOFFORD, EXECUTIVE DIRECTOR**  
NAME & TITLE

**JANUARY 16, 2018**  
DATE SIGNED

JAN 18 2018 [Signature]

## 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;

The **West Hawaii Fatherhood Initiative (WHFI)**, the only program in West Hawaii dedicated to supporting fathers, has been engaging West Hawaii families for over 14 years as a program within **Family Support Services of Hawaii**. By providing fathers with resources, training, support and advocacy, the WHFI has strengthened families that had been falling apart and reunited fathers that had long disappeared from the lives of their children.

In 2017 the WHFI served over 150 fathers through weekly father groups, special events, and advocacy in the courts. The primary tool used to work with the fathers is the 24/7 dad curriculum provided through the national Fatherhood Initiative. This program is a 12 week fathering course that helps fathers to understand their conscious and unconscious beliefs about being a father and how those beliefs support or hinder their efforts to be good role models and partners. At its core, the program is about supporting fathers to understand that their role as a father is so much more than having a job and paying the bills; it's about nurturing, communicating and being a reliable partner.

The skills and knowledge that the fathers develop through the program support them to reflect, engage and listen in order to maintain a healthy environment for themselves and their families. In addition, the group format provides space for men to challenge themselves and others about the negative beliefs and norms that exist in our society regarding men and fathers. Fathers who participate in the program learn that it's okay to ask for help.

Many of the fathers come to the program through court, agency or personal referrals, usually after there has been a split or involvement with the law or Child Welfare Services. The fathers come looking for help, many of them are desperate to keep their families together and not lose their children. Without tools and support to guide them through the challenges that arise when relationships fall apart, the fathers feel left out and overwhelmed not knowing how to engage with their partners and children often leaving them out of the lives of their children completely.

The WHFI exists to keep fathers healthily engaged with their children through whatever challenges they are going through because fathers are crucial to the long term development of children.

2.  The goals and objectives related to the request;

The problem that this proposal seeks to address is:

*More than 20 million children (33%) live in a home without the physical presence of a father. Millions more have dads who are physically present, but emotionally absent. If it were classified as a disease, fatherlessness would be an epidemic (def. A negative phenomenon affecting many people of a community or area) worthy of attention as a state emergency.*

This proposal seeks to address this epidemic by providing training and resources to human resource personnel so that more fathers can learn to be more engaged with their children with the following objectives:

1. Provide a Fatherhood Coach Training Program for Human Service Organizations throughout the Big Island.
  - a. Objective: To certify 50 new Fatherhood coaches across 5-10 family oriented Human Service Organizations.
2. Develop and provide a model for tracking and measuring the effectiveness of human service organizations' engagement with Fathers.
  - a. Objective: Hire a dedicated program support manager for implementing and tracking newly certified coaches' interactions with Fathers.
3. Supporting organizations to secure funding to specifically support improving their interactions with Fathers.
  - a. Utilize the data gathered by each fatherhood coach to prove the efficacy of the model in order to secure funds that will expand their work with fathers.
  - b. Advocate for expanding fatherhood programs through state and local granting agencies.

3.  The public purpose and need to be served;

The public purpose and need to be served is to engage more fathers with more father coaches so that we can begin the process of attacking this epidemic head on and ending the associated cycles of poverty and violence. There is a direct correlation between student drop outs, violent crime, teen pregnancies, suicide, poverty and fatherlessness (see statistics below).

By providing training and support to the fathers in our communities, we are directly addressing the single biggest indicator of childhood success; whether or not there was a biological father in their lives.

The scope of this epidemic can clearly be seen in the following statistics:

- Divorce rates in Hawaii are nearly 50%; 33% of our children are growing up without their biological father.<sup>1</sup>
- 90% of all homeless and runaway children are fatherless.

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<sup>1</sup> Source: U.S. Census Bureau, Current Population Survey, "Living Arrangements of Children under 18 Years/1 and Marital Status of Parents by Age, Sex, Race, and Hispanic Origin/2 and Selected Characteristics of the Child for all Children 2010." Table C3. Internet Release Date November, 2010.

- Fatherless children are 9 times more likely to drop out of school and 20 times more likely to be incarcerated while 71% of all substance abusers come from fatherless homes and 60% of rapists were raised in fatherless homes.<sup>2</sup>
- 80% of adolescents in psychiatric hospitals came from fatherless homes<sup>3</sup>
- Fatherless children are twice as likely to commit suicide<sup>4</sup>

Additionally, children are 9 times more likely to be raped or sexually abused in a home without a biological father, 70% of teen pregnancies happen in fatherless homes<sup>5</sup> and according to 72.2 % of the U.S. population, fatherlessness is the most significant family or social problem facing America.<sup>6</sup>

The data relating to Father Absenteeism is indicative of an epidemic within our culture and community that is magnified in low income communities. It is imperative that we meet this challenge on the front lines with both government and nonprofit professionals who work with families on a daily basis.

4.  Describe the target population to be served; and

The target population to be served will ultimately be the children and partners of the fathers working with the many agencies and organizations that exist to support families. State agencies such as the Judiciary and Child Welfare Services, as well as Organizations that receive funding from the state Department of Human Services such as Child and Family Service, Family Support Services, Catholic Charities, etc. The families that these agencies serve are generally disadvantaged, low income, minority and with minimal formal schooling.

5.  Describe the geographic coverage.

This program will offer in house training to agencies and organizations throughout the Big Island and allow for participants throughout the state at off site trainings in Kailua Kona.

Direct services offered through the Fatherhood groups will be provided in West Hawaii as far north as Waimea and as far south as Ka'u based on need and availability of staff.

## **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:

<sup>2</sup> Chuck Eddy, "The Daddy Show", Village Voice, Dec. 31, 2002

<sup>3</sup> Jock Block, et al. "parental functioning in families of divorce", journal of the American Academy of Childhood Adolescent Psychology, 27, 1988

<sup>4</sup> The Lancet, Jan. 25, 2002

<sup>5</sup> David T. Lykken, "Reconstructing Fathers" American Psychologist 55, 681, 2000

<sup>6</sup> Source: National Center for Fathering, Fathering in America Poll, January, 1999.

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

**Problem:** Father Absenteeism has reached epidemic proportions in the U.S and Hawaii. The effects of this epidemic are impacting our families and communities through increased drug and alcohol dependence, school drop outs, incarceration, suicide and poverty.

The **cause** of this epidemic can be traced largely to a massive shift and perception of the father's role in the family over many years through the industrial age and into the information age. This shift has created a culture where the value of a father in the family unit is largely determined by his financial contribution rather than as a nurturer, care giver and protector. The WHFI seeks to challenge this narrative by supporting service providers and fathers in developing the skills and awareness necessary for fathers to be the loving, nurturing and caring fathers and partners that our community needs.

The **scope of work, tasks and responsibilities** proposed in this funding request to address the problem are:

1. Establish a Hawaii based Father Coach Certificate Training
  - a. **Scope of Work:** Provide a Father Coach Certificate Training for workers at state agencies such as the Judiciary and Child Welfare Services (CWS), as well as nonprofits and other organizations that receive funding from the state Department of Human Services (DHS).
  - b. **Tasks:**
    - i. Determine the best approach / curriculum for certifying Father Coaches; 24/7 dad, Fatherhood Practitioner Certificate, etc.
    - ii. Certify two father coaches to deliver the certificate training.
    - iii. Coordinate with DHS, CWS and the Judiciary to request a directive or referral for the training of direct service providers and supervisors for family oriented services.
    - iv. Establish a training calendar for in house and off site trainings.
    - v. Deliver the trainings
    - vi. Provide follow up and support for new father coaches to refer and report interactions back to the WHFI.
  - c. **Responsibilities:**
    - i. Director of the WHFI to meet with government and nonprofit directors to schedule trainings and follow up. Develop effective tools for measuring and evaluating program efficacy. Ensure compliance, reporting and support for Father Coach Trainers and new Father Coaches.
    - ii. Father coach trainer(s) to complete trainer certification. Administer surveys and reports as required. Provide support and mentoring to new coaches through regular follow up and feedback for clients referred to Fatherhood program.
2. Conduct Fatherhood groups and events for fathers to gain skills and support.

- a. **Scope of Work:** Conduct weekly Fatherhood groups at specified locations around West Hawaii for fathers to improve the quality and quantity of their interactions with their children and partners.
- b. **Tasks:**
  - i. Schedule, coordinate and conduct regular Fatherhood meetings in proximity to low income housing developments such as Ulu Wini and Kahaluu. These meetings follow the Fatherhood curriculum to teach parenting skills, emotional development and communication.
  - ii. Provide case management services for fathers referred to the program to include; support and advocacy in court proceedings and referrals for other services as necessary.
  - iii. Plan regular social activities for fathers to bring their children and interact with other fathers in informal, positive settings; barbeques, family movie events, etc.
- c. **Responsibilities:**
  - i. Director of the WHFI to coordinate, schedule and supervise regular Fatherhood groups. Supervise, provide feedback and mentoring of father coaches and trainers. Ensure compliance and reporting for case management services.
  - ii. Father coach to Provide case management services for fathers referred to the program to include; support and advocacy in court proceedings and referrals for other services as necessary. Plan regular social activities for fathers to bring their children and interact with other fathers in informal, positive settings; barbeques, family movie events, etc.
  - iii. Provide monthly written reports detailing contact hours, services provided and referred. Number and frequency of interactions with fathers in groups, court and activities.

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

**Activity: Establish a Hawaii based Father Coach Certificate Training**

<i>Task</i>	<b>Expected Outcome</b>	<b>Timeline</b> (Based on project start date of July 1, 2018)
<i>Determine father coach curriculum at national Fatherhood Convention</i>	Father Coach Training program adopted by State Fatherhood Commission	March 2018
<i>Certify two father coaches to deliver the certificate training</i>	Two father coaches qualified to deliver a Father Coach Training program	September 2018
<i>Coordinate with DHS, CWS and the Judiciary</i>	A directive or referral from DHS for partner agencies to participate in father coach training	July 2018

<i>Establish a training calendar for in house and off site trainings</i>	Complete between 4 and 10 father coach trainings with representatives from 5 to 10 agencies	August 2018
<i>Deliver the trainings</i>	Certify between 30 and 60 new father coaches in FY	9/2018, 12/2018, 3/2018, 6/2018
<i>Provide follow up and support for new father coaches</i>	- Receive an average of 5-10 referrals per month for a total of 60 to 120 referrals for the FY - Surveys completed by 90 percent of group participants	Monthly

**Activity: Conduct Fatherhood groups and events for fathers to gain skills and support**

<b>Task</b>	<b>Outcome</b>	<b>Timeline</b> (Based on project start date of July 1, 2018)
<i>Schedule, coordinate and conduct regular Fatherhood meetings</i>	75% of fathers report improvement in fathering skills and communication	Weekly groups starting: July 2018
<i>Provide case management services</i>	75% of fathers receive support and directed to community resources where applicable.	Ongoing starting: July 2018
<i>Social activities for fathers and their families</i>	Completion of at least 4 community events that celebrate fatherhood and promote healthy fathering	Christmas event Father's Day event Barbeque Family Movie night

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

**Task Determine father coach curriculum at national Fatherhood Convention**

<i>Monitoring</i>	3 members of the Hawaii commission on Fatherhood, including the Director of the WHFI will be attending the national convention, each will be requested to assess and review possible programs for Hawaii to be reviewed at monthly commissioners meeting.
<i>Evaluation</i>	Programs will be evaluated based on applicability and relevance to Hawaii's unique demographics, deliverability, cost, availability and adaptability.
<i>Improvement</i>	The program should allow for region based input so that Hawaii's unique identity can be reflected in the curriculum as an ongoing improvement.

**Task Certify two father coaches to deliver the certificate training**

<i>Monitoring</i>	The Director of the WHFI will participate in the training and identify another father coach who is committed to the long term viability of the program.
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<i>Evaluation</i>	The Father coach trainers will be evaluated in monthly supervision meetings on their understanding of the content as well as their ability to deliver it in a group setting.
<i>Improvement</i>	The father coach trainers will be encouraged to make improvements in the delivery and content of the program in order to keep it relevant for the participants.

**Task Coordinate with DHS, CWS and the Judiciary**

<i>Monitoring</i>	The program director will coordinate with the chair of the Hawaii commission on fatherhood to establish best practices for working with state agencies for referrals.
<i>Evaluation</i>	This task will be evaluated based on whether or not state agencies are willing to refer or mandate additional training for their workers and funding recipients
<i>Improvement</i>	Input will be sought for how best to support state and nonprofit agencies to support initiatives aimed at improving fathering.

**Task Establish a training calendar for in house and off site trainings**

<i>Monitoring</i>	The Director of the Fatherhood program will coordinate with the Executive Director of Family Support Hawaii (host agency) to establish times and locations for father trainings
<i>Evaluation</i>	This item will be evaluated based on the number of trainings scheduled for the year and the number of participants in each training.
<i>Improvement</i>	Improvements will come as the program learns better ways to support agencies with their efforts to improve interactions with the fathers they work with.

**Task Deliver the trainings**

<i>Monitoring</i>	Trainings will be delivered based on the approved curriculum and supervised by the program Director.
<i>Evaluation</i>	This task will be evaluated based on whether or not the training is completed. Additionally, each participant will complete a survey to assess their satisfaction and the effectiveness of the training.
<i>Improvement</i>	Their survey's will provide insight into how the training can be improved.

**Task Provide follow up and support for new father coaches**

<i>Monitoring</i>	The program director will ensure that the coach trainers conduct regular (monthly) follow up with program participants to support their interactions with fathers.
<i>Evaluation</i>	This task will be evaluated based on whether or not the coach performs monthly follow ups and ensures that father referrals receive services.
<i>Improvement</i>	Feedback from newly trained coaches will provide feedback for how to best support and improve their interactions with fathers.



**Task Schedule, coordinate and conduct regular Fatherhood meetings**

<i>Monitoring</i>	The program Director will ensure that weekly father groups are carried out per program guidelines.
<i>Evaluation</i>	This will be evaluated by determining whether or not groups are being conducted per program guidelines.
<i>Improvement</i>	Participants will complete surveys to suggest improvements.

**Task Provide case management services**

<i>Monitoring</i>	The program director will provide a monthly review of case notes from the father coach.
<i>Evaluation</i>	This task will be evaluated based on the completion of monthly status notes on all program participants.
<i>Improvement</i>	The father coach will provide feedback on ways to improve the collection of information and how best to ensure that fathers remain engaged.

**Task Social activities for fathers and their families**

<i>Monitoring</i>	The program director will work with community partners to ensure that special events and activities have support.
<i>Evaluation</i>	This task will be evaluated based on whether or not the events are carried out and by the number of participants each event has.
<i>Improvement</i>	Improvements will be made based on the success or failure of each event with the aim of growing each successive event for greater reach and impact.

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.

<b>Expected Outcome</b>	<b>Measure of Effectiveness</b>	<b>Deadline</b>
<i>Father Coach Training program adopted by State Fatherhood Commission.</i>	- Whether or not program adopted by State Fatherhood Commission	March 2018
<i>Two father coaches qualified to participate in a Father Coach Training program</i>	- Two father coaches complete training to deliver father coach program	September 2018
<i>A directive or referral from DHS for partner agencies to provide father coach training</i>	- The degree to which state agencies require programs to participate in father training.	July 2018
<i>Complete between 4 and 10 father coach trainings with representatives from 5 to 10 agencies</i>	- Number of trainings completed - Number of agencies represented	July 2019

<i>Certify between 30 and 60 new father coaches in FY</i>	- Number of new coaches certified - Number and quality of responses from satisfaction surveys completed by participants.	July 2019
<i>Receive an average of 5-10 referrals per month for a total of 60 to 120 referrals for the FY</i>	- Total number of referrals to fatherhood groups	
<i>Surveys completed by 90 percent of group participants</i>	- Number and quality of responses from satisfaction surveys completed by fathers in program	July 2019
<i>90% of fathers report improvement in fathering skills and communication</i>	- Number of and quality of client responses to pre and post program questionnaire.	July 2019
<i>100% of fathers receive support and directed to community resources where applicable</i>	- Quantity and quality of case manager reported interactions with each client.	July 2019
<i>Completion of at least 4 community events that celebrate fatherhood and promote healthy fathering</i>	- Number of events completed during FY -Number of participants at each event	July 2019

### **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
\$140,000	\$30,000	\$15,000	0	\$185,000

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

Source of Funding	Amount Requesting
Hawaii County	\$30,000
Hawaii Island United Way	\$10,000
Oneal Family Foundation	\$10,000
FLEX Funds Hawaii Community Foundation	\$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.

Fiscal Year	Source of funds	Description	Amount
FY 2018	Hawaii County	Grant	\$33,000
FY 2017	N/A	N/A	N/A
FY 2016	Hawaii County	Grant	\$24,000

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

Balance of current assets as of December 31, 2017: \$47,912

#### **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.

The **West Hawaii Fatherhood Initiative (WHFI)**, the only program in West Hawaii dedicated to supporting fathers, has been engaging West Hawaii families for over 14 years as a program within Family Support Services of Hawaii. By providing fathers with resources, training, support

and advocacy, the WHFI has strengthened families that had been falling apart and reunited fathers that had long disappeared from the lives of their children.

The **West Hawaii Fatherhood Initiative (WHFI)** is supported by the **Family Support Services of Hawaii (FSH)**. FSH supports WHFI in providing office space and overall staff supervision. Moreover, FSH's main role is to hold WHFI accountable for its financial management; FSH is financially healthy and viable, with a current stable sixty-day net operating reserve of \$425,000. Primary financial support comes from federal, state, and local contracts, including contracts with the State of Hawaii's Department of Health, Department of Human Services, and Office of Youth Services. Secondary support is provided to the agency from individual donations and foundation and other grants, including grants from the County of Hawaii. In addition to fundraisers sponsored by the community to benefit FHS (such as the Wahine Fishing Tournament and the Kona Brew Fest), Family Support's own annual "Serve it Forward" tennis tournament has become, within three years of its initiation, the largest tennis tournament on the Big Island. All federal and state contracts have been awarded, through a competitive process, to provide for five-year renewals starting July 2017, which assures a continuation of 80% of FHS's current operating revenue of more than \$2.6 million through June, 2022.

**Caleb Milliken**, director of the WHFI and commissioner on the Hawaii State Commission on Fatherhood, is a long-time advocate for West Hawaii Families as a Domestic Violence advocate and facilitator, the founder of IMUA Life Skills Mentoring, a co-founder of the Man Kind Project Hawaii and co-founder and former Executive Director of the Boys to Men Hawaii Mentoring Program Caleb to name a few.

Caleb's passion for social change and empowerment took him to eight countries on three continents in over 20 years working with international NGO's, nonprofits and educational institutions. He holds an MBA in organizational and strategic business development, is a master facilitator and an expert in Mentoring, Rites of Passage, Men's work and paths of initiation. As a father of two amazing young children, Caleb knows firsthand the struggles of being a father; from balancing work and home life to maintaining a healthy relationship with his partner. It's not always easy, but well worth the effort.

Caleb's message to fathers is simple: You are more important to your children than most of us can comprehend... Your kids don't care how dirty, stinky, smart or rich you are... they care that you love them and keep them safe.

**Relevant work experience:**

**4/2016 - Present      *Director- West Hawaii Fatherhood Initiative***

- Secured additional funds to expand services to low income communities in Kona
- Grew program to serve over 150 fathers in 2017 through advocacy and parenting classes
- Organized community events to promote healthy fathering throughout the year

**1/2015 – 1/2017      *Executive Director – Boys to Men Mentoring Hawaii***

- Established program as a founder and volunteer board member
- Grew the school based program to nine schools Island wide

- Conducted all mentor recruitment and training as well as weekend trainings for participating youth
- Facilitated and mentored each new group of youth participants and adult mentors

**10/2006 – Present    *Founder / Facilitator – Man Kind Project Hawaii***

- Coordinated, staffed and attended mens' weekend trainings
- Certified in multi-cultural training, facilitation, facilitator training, staff development and leadership
- Recruited, mentored and supervised training participants and staff

**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.

The Fatherhood classes are conducted on site at the Ulu Wini housing complex and Kahaluu housing complex in Kailua Kona. In the event that these facilities become unavailable, there is conference room space at the Family Support offices in Kona. Additionally, groups have been held in parks and recreation centers on occasion.

Training for staff at agencies and organizations targeted by the this proposal will be held on site at participating agencies. Family Support Hawaii's conference room will serve as a backup option.

**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.

**Caleb Milliken – *Program Director***

**Qualifications**

- Master degree in Business Administration
- 12 years' experience in training design, implementation and facilitation
- 8 years' experience in executive capacity, managing staff, budgets and strategic planning
- 3 years' experience in nonprofit executive capacity responsible for compliance, funding and program design and implementation.

**Responsibilities**

- Provide oversight, supervision and compliance for program outputs
- Coordinate with participating agencies to schedule and deliver trainings

- Recruit, mentor, train and support father coaches and father coach trainers

**(Position to be filled) – Father Coach Trainer / Facilitator**

**Qualifications**

- Bachelor degree in human services related field or equivalent experience / training
- 2 years' experience in nonprofit sector case management
- 2 years' experience with group facilitation and/or as a teacher trainer

**Responsibilities**

- Facilitate and provide case management services to father groups
- Conduct training of father coaches at participating agencies
- Coordinate and support special community events to promote healthy fathering

**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.

- Executive Director – 83,500
- Early Head Start Director – 64,000
- Early Intervention Services – Program Manager – 60,000

**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.

**24/7 dad trained facilitator**

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.

### **Future Sustainability Plan**

In the event that this grant is received for the 2018-2019 fiscal year but not received thereafter, the sustainability of the program will be maintained accordingly;

a) Upon successful completion of this project, prepare a proposal for the Department of Human Services (DHS) to consider working with the State Commission on Fatherhood to expand this project statewide. The state commission on fatherhood is currently conducting its strategic plan which is likely to include a directive for expanding and improving fatherhood programs throughout the state. The West Hawaii Fatherhood Initiative as already one of the most successful in the state and will likely be in a position to provide a model for statewide expansion and funds either directly through DHS or from additional funds to be requested through the Fatherhood Commission or through other public / private partnerships.

b) In the event that the State or DHS do not provide funding for continuing this program, the WHFI, after effectively training service providers as father coaches, will likely scale back its outreach and training efforts and refocus on providing direct service to fathers. Funding sources to be pursued will include Hawaii County, the Oneill family foundation, Atherton Family Foundation and other grants and foundations through the Hawaii Community Foundation that have supported this program over the past decade. Staffing levels and father coach trainings will be determined by funds available.

The impact created by this project and the core mission of the WHFI to support fathers, will continue as a primary function at Family Support Hawaii.

### **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**

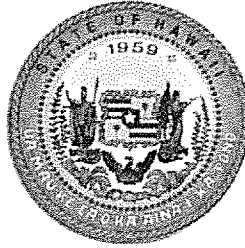
The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

### **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](#))

The public purpose this grant will be used for is to address poverty, violence, youth truancy, suicide and overall mental health.





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

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

**Vendor Name:** FAMILY SUPPORT SERVICES OF WEST HAWAII\*

**DBA/Trade Name:** Family Support Hawaii

**Issue Date:** 01/08/2018

**Status:** Compliant

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: [REDACTED]

DCCA FILE#: 47085

**Status of Compliance for this Vendor on issue date:**

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

**Status Legend:**

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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Family Support Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	96,000		1,500	10,000
2. Payroll Taxes & Assessments	21,408			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>117,408</b>		<b>1,500</b>	<b>10,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	800	0	0	
2. Insurance	1,200			
3. Lease/Rental of Equipment	1,000		500	500
4. Lease/Rental of Space	6,000		3,000	2,650
5. Staff Training	2,500			2,500
6. Supplies	2,000		3,500	2,000
7. Telecommunication	500		500	100
8. Utilities				
9. Special Events	3,880		4,000	4,000
10. Marketing / Outreach	6,000		2,000	6,000
11. Airfare, out of state	1,500			1,000
12. Travel expenses, Inter-island	800			
13. Travel expenses, Out of state	1,250			1,250
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>27,430</b>		<b>13,500</b>	<b>20,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>2,500</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>147,338</b>		<b>15,000</b>	<b>30,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	147,338	Call: 808-747-0267 Name: <span style="background-color: black; color: black;">[REDACTED]</span> Phone: <span style="background-color: black; color: black;">[REDACTED]</span>		
(b) Total Federal Funds Requested	0	Date: 1-15-18		
(c) Total County Funds Requested	15,000	Signature: <span style="background-color: black; color: black;">[REDACTED]</span>		
(d) Total Private/Other Funds Requested	30,000	Ray Wofford Executive Director		
<b>TOTAL BUDGET</b>	<b>192,338</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Family Support Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director & Trainer	1	\$60,000.00	100.00%	\$ 60,000.00
Program Manager / Trainer / Facilitator	1	\$36,000.00	100.00%	\$ 36,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>96,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Family Support Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Van rental for special events transportation	8.00	\$200.00	\$ 1,600.00	1600
Car rental for Inter Island travel	4.00	\$55.00	\$ 220.00	220
Car rental for Out of State travel	2.00	\$120.00	\$ 240.00	240
			\$ -	
			\$ -	
<b>TOTAL:</b>	<b>14</b>		<b>\$ 2,060.00</b>	<b>2,060</b>
JUSTIFICATION/COMMENTS:				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Van rental for special events is for (2) vans for each of (4) events at \$200 for each van. Special events include the annual Christmas with our keiki event, Father's day event, Annual Barbeque and the Family movie night

Inter island car rental is for one day for each of four trips. For two employees to attend annual men's march against violence rally and two employees to participate in off island Fatherhood programs.

Out of state car rental is for 3 days per two trips at \$40 per day. Once for the annual National Fatherhood Conference, the second for Father coach training.

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Family Support 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:						
JUSTIFICATION/COMMENT Not Applicable						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Family Support Hawaii

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	N / A	N/A	N/A	N/A	N/A
2					
3					
4					
5					
6					
7					
8					
9					
10					
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**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.

**Ray Wofford**

(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Ray Wofford**

(Typed Name)

**Executive Director**

(Title)