

House District(s) 26\_\_\_\_  
Senate District(s) 12\_\_\_\_\_

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

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

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

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

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

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii Youth Services Network

Dba: HYSN

Street Address: 677 Ala Moana Blvd., Suite 904, Honolulu,  
HI 96813

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JUDITH F. CLARK

Title Executive Director

Phone # 808-489-9549 ext. 1

Fax # n/a

E-mail jclark@hysn.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:

OUTREACH TO RUNAWAY AND HOMELESS YOUTH

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ \_\_\_\_\_

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 \$ 220,000

FEDERAL \$ 400,000 (FOR SHELTER AND TRANSITIONAL LIVING)

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

\_\_\_\_\_  
REPRESENTATIVE:

JUDITH F. CLARK, EXECUTIVE DIRECTOR  
NAME & TITLE

1/18/2018  
DATE SIGNED

JAN 18 2018  
P. HIRAKAWA

## 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;
2.  The goals and objectives related to the request;
3.  The public purpose and need to be served;
4.  Describe the target population to be served; and
5.  Describe the geographic coverage.

### **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;
2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

### **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
\$79,500	\$79,500	\$79,500	\$79,500	\$318,000

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
  
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.
  
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.
  
6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

### **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.

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.

**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.

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.

**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.

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.

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.

**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.

**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](#))

**HAWAII YOUTH SERVICES NETWORK  
APPLICATION FOR GRANTS**

**OUTREACH TO RUNAWAY AND HOMELESS YOUTH**

**1. BACKGROUND AND SUMMARY**

Hawaii Youth Services Network (HYSN), in partnership with four organizations, will utilize its successful statewide Runaway and Homeless Youth Collaboration to expand street and drop-in center-based outreach to unaccompanied youth.

Runaway, homeless and street youth are living independently on the streets without support or guidance from family. They are the least recognized and most vulnerable segment of the homeless population – because they are still children. They have not completed their education, and lack employment skills and experience. They are not prepared for independent living. While on the streets, they are at high risk of assault, sexual exploitation and abuse, poor nutrition, and inadequate health care.

The Hawaii Street Outreach Program (SOP) will increase the *safety, well-being, self-sufficiency and number of permanent connections with caring adults* among runaway, homeless, and street youth (RHY) ages 12 to 21 in Hawaii by:

- Encouraging runaway, homeless and street youth to leave the streets and to make other healthy personal choices regarding where they live and how they behave<sup>1</sup>;
- Providing street-based services<sup>2</sup> to runaway, homeless, and street youth who have been subjected to or are at risk of being subjected to sexual abuse, prostitution, or sexual exploitation; and,

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<sup>1</sup> Examples of healthy choices include avoiding criminal behavior, not using illegal substances, or seeking health care when needed.

<sup>2</sup> Street-based services are defined and described in the Scope of Work, Tasks, Responsibilities section starting on p. 11.

- Coordinating and sustaining partnerships that strengthen the integration of comprehensive services to address the needs of the homeless youth population in order to increase protective factors and reduce risk factors that impact effective transition to adulthood.

Partners providing outreach include:

- Hale Kipa—serving island of Oahu;
- Maui Youth and Family Services (MYFS)—serving Maui County;
- Salvation Army Family Intervention Services (SAFIS) – serving Hawaii County;
- Hale `Opio Kauai – serving Kauai County.

All Partners will provide street-based outreach at times and locations where street youth congregate using a positive youth development approach<sup>3</sup>. On Oahu only, Hale Kipa operates a Drop-In center with access to medical care, showers and food and other service providers. Hawaii Youth Services Network will provide grants management, coordination and collaboration facilitation, shared statewide staff/volunteer training as well as evaluation.

The Street Outreach Program (SOP) will provide street and drop-in center-based outreach, crisis intervention and linkage to emergency shelter (2,500 brief outreach encounters, service delivery - distribute survival goods, etc. - to 400 unduplicated youth, case management services to 80 youth annually). Sixty (60) youth will obtain safe, appropriate housing. Youth served will be better able to resolve trauma and conflict, have improved communication, and will be less likely to deal with problems in unhealthy ways through access to case management, increased access to health and social services, and other healthy alternative activities. The SOP will provide skill-building activities and opportunities for education, employment, community service, and leadership. RHY will develop healthy, positive, trusting, and sustainable relationships with program staff, other caring adults, and within the community. HYSN will facilitate connections between RHY and youth-serving organizations, and increase coordination and collaboration

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<sup>3</sup> Positive youth development approach discussed in detail on pp. 18-19.

among those organizations.

### **1. Description of Applicant's Background**

Hawaii Youth Services Network is a statewide coalition of youth-serving organizations and a Pacific Islands training and technical assistance center. HYSN, a 501(c)(3) organization, promotes the well-being of youth and strengthening of families and communities by providing leadership, encouraging collaboration, and creating partnerships in Hawaii and the Pacific Islands. HYSN's qualifications and experience include:

- Thirty-three (33) years of experience in providing organizational and program capacity building training and technical experience addressing the needs of staff, board members, and volunteers at all levels.
- Thirty-seven (37) years of experience in managing multi-agency, collaborative projects. HYSN has well-established systems for assuring fiscal and program accountability, building trust and consensus, and making mutual decisions.
- Thirty-six (37) years of experience in working with runaway and homeless youth.

The Hawaii Runaway and Homeless Youth Collaboration began in 1981 when HYSN received its first federal Basic Center Program (BCP) grant for emergency shelter for youth, and it has received these funds continuously ever since (36 years). From 1998 - 2013, HYSN received federal Street Outreach Program (SOP) grants (15 years), and has managed Transitional Living Program (TLP) grants in 1997-2000 and from 2003-present (17 years). HYSN has managed federal demonstration grants for the Rural Host Home Project (2007-2010) and the Domestic Violence/Runaway Youth Collaboration Project (2005-2006). HYSN was a Subgrantee under the Western States Youth Services Network (WSYSN) for training and technical assistance to RHY



programs from 1984 until 2008, when WSYSN disbanded. HYSN SOP Partners have a combined history of more than 100 years of services to runaway, homeless and street youth.

## 2. Goals and Objectives

*Goal:* The Hawaii Street Outreach Program will increase the *safety, well-being, self-sufficiency and number of permanent connections with caring adults* among RHY in Hawaii by:

- Encouraging runaway, homeless and street youth to leave the streets and to make other healthy personal choices regarding where they live and how they behave; and,
- Providing street-based services to runaway, homeless, and street youth who have been subjected to or are at risk of sexual abuse, prostitution, or sexual exploitation.
- Coordinating and sustaining partnerships that strengthen the integration of comprehensive services to address the needs of the homeless youth population in order to increase protective factors and reduce risk factors that impact effective transition to adulthood.

*Objective 1:* To increase the immediate *safety* of RHY through the provision of street and drop-in center-based outreach, crisis intervention and linkage to emergency shelter.

*Outcome 1.1:* The program will provide annually:

- 2,500 brief outreach encounters in which gateway services will be provided to at least 400 unduplicated youth
- Service delivery to 300 unduplicated youth
- Case management to 80 unduplicated youth.

*Outcome 1.2:* To ensure safety, youth will have access to emergency shelter and other safe and stable housing with continued support from the outreach workers. 400 youth will receive information on shelter options and 60 youth will accept shelter or placement in other appropriate housing annually.

**Definitions:**

*A **brief outreach encounter** is any contact with RHY during street-based outreach or at a drop-in center.*

***Service delivery** involves providing one or more of the following services to an identified youth: distribution of survival aids, individual assessment, counseling, prevention or education activities, information and referral services, crisis intervention, health care services, or follow-up support.*

***Case management** begins when a youth agrees to develop and implement a plan that will ultimately lead to leaving the streets for a more appropriate and stable living situation. Case management is the highest, most intensive level of service.*

*Outcome 1.3:* To prevent victimization or re-victimization, 200 youth will have access to information about prevention of and/or resources for sexual abuse/exploitation and substance abuse, and 50 youth will participate in individual or group counseling/education sessions (including mental and behavioral support, and safety planning,) each year.

*Objective 2:* To increase the *well-being* of RHY so that they will be better able to resolve trauma and conflict, communicate more effectively, and be less likely to deal with problems in unhealthy ways. This will occur through access to case management, health and social services; and participation in positive activities.

*Outcome 2.1* To prevent illness or unplanned pregnancy and promote good health, 50 youth will access primary or preventive health care services annually.

*Outcome 2.2* To ensure adequate nutrition and hygiene, all youth served will have access to food and hygiene resources. 400 youth will obtain food, clothing or hygiene supplies each

year and an average of 20 youth per session will use drop-in services.

*Outcome 2.3:* To increase emotional and behavioral health and well-being, 80 youth will receive assessment, intensive case management, and follow-up services.

*Outcome 2.4* Of youth who participate in case management and/or drop-in center services, 75% will state in an exit and/or client satisfaction survey that they feel better prepared to address stress and conflict, and have improved communication with adults and peers.

***Objective 3:*** To increase the *self-sufficiency* and independence of RHY through the development of resource plans to connect youth with services provision of skill-building activities and opportunities for education, employment, community service, and leadership.

*Outcome 3.1* At least 80 youth annually will connect with school, employment, transportation, and/or housing services.

*Outcome 3.2* At least 20 youth annually will participate in educational services (such as attending school, participating in a GED program, applying for school admission).

*Outcome 3.3* At least 20 youth will obtain full or part-time employment and/or participate in services designed to lead to employment (workforce readiness, job training).

*Outcome 3.4* In accordance with HYSN's positive youth development philosophy, at least 10 youth will be directly and integrally involved in the continued development and operation of street outreach projects each year.

***Objective 4:*** To increase the *permanent connections* of former RHY through the development of healthy, positive, trusting, and sustainable relationships with program staff, other caring adults, and within the community.

*Outcome 4.1* Of youth participating in case management and/or drop-in center services, 75% will state in an exit or client satisfaction survey that they have increased connections/more positive relationships with program staff and/or other caring adults.

*Outcome 4.2* To facilitate connections between RHY and staff and volunteers in youth-serving organizations, and increase coordination and collaboration among those organizations, HYSN will maintain a statewide coalition of youth agencies, provide opportunities for networking and collaboration, and collect and share data about RHY needs with service providers, policy makers and funders. HYSN will conduct 4 quarterly networking meetings with an average of at least 30 participants at each meeting; publish a monthly e-newsletter with 1,700 subscribers, and participate in at least 6 meetings a year where the needs and issues of RHY are discussed.

*Outcome 4.3* To ensure the capacity to engage and work effectively with RHY, all staff and volunteers will receive orientation and training on relevant topics. HYSN will conduct at least 4 training programs a year to meet training needs of Partner staff and other youth workers that encounter runaway and homeless youth.

### **3. Public Purpose and Need to be Served**

Unaccompanied runaway and homeless youth are the least recognized group in Hawaii's homeless population, yet they are the most vulnerable to abuse and exploitation. They are vulnerable because they are still **children**, who are not ready to live independently and are targets for exploiters and criminals.

Each year from 1998 - 2013, street outreach programs conducted on Oahu, Maui, and the island of Hawaii encountered more than 700 youth who are living on the street without support or guidance from family or guardians. In the census of homeless persons in Kakaako that took place in the summer of 2015, at least 30 and possibly as many as 50 of the nearly 300 individuals counted

were youth and young adults ages 12 -21, who were living on their own without support from family.

These youth have left home due to serious family problems such as child abuse or neglect or as a result of untreated mental health and substance abuse needs. Youth living on the streets are at risk of physical, sexual, and emotional abuse and exploitation. It is difficult for them to attend school. They often lack adequate nutrition and medical care.

Street outreach is the first step in identifying these at-risk youth by providing immediate assistance to increase safety and building trusting relationships that allow youth to leave the streets for safer and more appropriate living conditions. In 2013, Hawaii lost federal funding for street outreach to this vulnerable population and is seeking state funding during the interim until federal funds are restored. In its federal applications for street outreach funding since 2015, HYSN scored 98 or 99 out of 100 points. HYSN believes that it can achieve the full 100 points needed for federal funding in its 2018 application.

According to the Dept. of Housing and Urban Development (HUD), Hawaii has the highest rate of homelessness per capita of the 50 states at 53.7 homeless persons per 1,000 (national rate is 17.7).<sup>4</sup> Of the 16,000 children living in poverty in Hawaii, one out of every ten (10%) are homeless.<sup>5</sup> Between 2000 and 2010, 30.1% of all juvenile arrests in Hawaii were for running away (47,934 arrests), an average of 4,493 per year (includes repeat offenders). For the past 15 years, HYSN and partners' RHY street outreach programs have consistently served 700–800 of these RHY annually.

In 2016, Hale Kipa and Waikiki Health conducted an in-depth survey of 151 homeless

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<sup>4</sup> Dept. of Housing and Urban Development. [The State of Homelessness in America 2016](http://www.endhomelessness.org/page/-/files/2016%20State%20Of%20Homelessness.pdf). <http://www.endhomelessness.org/page/-/files/2016%20State%20Of%20Homelessness.pdf>

<sup>5</sup> National Center on Homelessness. [Op.Cit.](#)

youth on Oahu. The shocking results include:

- **42% were thrown out of their homes by family members.**
- **Nearly two thirds (64%) stated that their family has experienced being homeless.**
- **38% said they have experienced violence (beaten and/or physically attacked) while homeless.**
- **Nearly 9 out of 10 (89%) have slept overnight outdoors.**
- **Almost half (48%) have been in juvenile detention.**
- **Two-fifths have been in foster care.**
- **More than 30% have been in a drug treatment program.**

#### **4. Target Population**

Runaway, homeless and street youth up to age 21 who are runaway, homeless, at high risk of being homeless, currently live in exploitative environments, or spend most of their time on the streets. Includes lesbian, gay, bisexual and transgender (LGBT) youth and youth who are sexually exploited particularly through prostitution and other forms of commercial sexual exploitation such as pornography, erotic massage or stripping. Youth will come into the program through our own and other street and community outreach efforts, as well as word of mouth among street youth, homeless adults, community agency workers, police, and self-referrals.

#### **5. Geographic Area Served**

Over time, HYSN and Partners have identified the primary areas where RHY may be found. SOP staff members collaborate with other HYSN member agencies and homeless service providers to identify new outreach sites. We monitor legislation, law enforcement initiatives, and special events that impact homeless persons (e.g., the impact of “sidewalk laws” and sweeps of homeless encampments). The youth themselves, as well as homeless adults, help us to identify

“newbies” on the streets and link them with our services. In general, RHY are most likely to be found in tourist centers, where they are less noticeable and have more opportunities to obtain resources to meet their survival needs, although patterns are changing as a result of the “sidewalk laws.” RHY are also found on beaches and in parks in more rural areas of the islands

Island of Oahu: The YO! Project operates out of an easily accessible house, rented from the Waikiki Baptist Church in the midst of an area where the homeless congregate in Waikiki. Street outreach primarily occurs on foot in Waikiki, Kakaako, and other street youth hangouts between Waikiki and downtown Honolulu. If this application is fully funded, the program will expand outreach to additional sites in more rural areas including Central, Windward and Leeward Oahu.

Island of Hawaii: Hawaii’s population, job and educational opportunities, and some homeless youth are concentrated in Hilo and Kailua-Kona, but RHY are also found in isolated areas of the island. Workers will travel to remote locations, sometimes using four-wheel drive vehicles, often in conjunction with staff of other homeless programs. County of Maui: Maui County is primarily a rural geographic designation and does not have a mass transit system, adequate roads to some communities, or a system other than costly air travel for commuting between islands. This negatively impacts accessibility to some services. Maui Youth and Family Service (MYFS) will offer SOP services in Central and South Maui and Lahaina, which include tourist centers and areas of rural homelessness. MYFS SOP will also serve youth from the two smaller islands of Maui County, Lanai and Molokai.

Island of Kauai – Kauai has a smaller population and fewer runaway and homeless youth than other areas targeted for outreach. Hale `Opio Kauai will conduct outreach, primarily in Lihue and Kapaa, but also in more rural areas of the island where homeless youth are identified.

## **II. SE78RVICE SUMMARY AND OUTCOMES**

### **1. Scope of Work, Tasks, and Responsibilities**

As HYSN knows from experience, successful street outreach services, depend on a strong commitment to positive youth development principles, the belief in building protective factors and the adherence to a trauma-informed, harm reducing and strengths-based approach. HYSN and partners will provide cost effective, culturally sensitive, and evidence informed services that cater to the unique ethnic, cultural, and geographic mix of Hawaii's youth and families in both urban and rural areas of the state.

**Outreach to Increase Public Awareness of Homeless Youth:** Outreach efforts will include community and school presentations conducted by staff, volunteers, and youth; professional education and awareness activities; and TeenLink Hawaii, a web-based information/referral service. The proposed HYSN SOP Partners participate in an annual Homelessness Awareness Conference for service providers each November on Oahu.

**Screening and Assessment Tools:** Assessment of youth needs and issues will take place at multiple levels. A Brief Outreach Encounter often lasts five minutes or less. The focus during these encounters is assessing the immediate survival and safety needs of the youth and starting to build a relationship. There is no formal assessment tool, just conversation and observation.

A Service Delivery Encounter usually involves more time and a more in-depth conversation and utilizes motivational interviewing and reflective listening techniques. Motivational interviewing is employed with RHY specifically to help youth discover their own reasons for making positive changes, increase their interest in making positive changes in their lives, build confidence in their ability to make changes, reduce defensiveness and resistance to change, prepare to change and then begin to take steps towards positive change. Evidence-based



assessment tools such as the Casey Life Skills Assessment or Trauma-Informed Care Assessments may be used.

Case Management will begin when a youth is willing to accept assistance to improve their living situation (e.g. enroll in GED program, seek employment) or agrees to develop and implement a plan that will ultimately lead to leaving the streets for a more appropriate and stable living situation.

**Plan to Educate/Engage Youth on the Street/Establish Individualized Harm Reduction Plan**

Strategies: Youth-adult partnerships and positive role-models will create increased connections, empowering youth to make better decisions about where they live and how they behave, while developing critical resiliency and protective factors for future success. During intake and assessment and throughout the youth's involvement in the SOP, staff members will help youth understand and deal with past trauma; process and accept past experiences, both positive and negative; and develop positive attitudes toward their futures. Youth will experience relationships with caring adults that will help them learn that relationships can be positive, safe, and healthy.

For youth suspected of involvement with commercial sexual exploitation, a trauma-informed, harm-reduction approach will build trust and allow linkage with organizations that address sexual abuse.

Safety planning will include helping youth identify or establish a trusted adult to call in an emergency, learning how to recognize and avoid unsafe situations and people, and avoiding maladaptive coping mechanisms, including risky sexual behavior or criminal behavior. Youth may be taught about their legal rights and how to deal appropriately with law enforcement personnel. Through participation in developing and implementing their goals and case plans, youth will learn that obstacles can be overcome, that they can succeed, and that they have the ability to

make a difference in their own lives. Opportunities for community service and assisting with street outreach operations (e.g., identifying new outreach sites) will demonstrate that they can make a difference in the lives of others and have something of value to contribute.

Staff and volunteers will be trained in the developmental effects of experiencing abuse and trauma and are prepared to work with youth who may be developmentally delayed in some areas and accelerated in others. They will provide a consistent, safe, and predictable environment that enables and encourages youth to develop and test more productive coping strategies. They recognize and accept that ordinary experiences and events may trigger memories of abuse and trauma and are prepared to help youth process them in healthy ways that lead to greater understanding and control.

Locations/Hours - Oahu: Street outreach is conducted five/six nights per week in Waikiki, Hawaii's largest tourist area; drop-in center is open on 4 weekdays. Outreach will span the entire Waikiki area with more time spent in identified areas where youth roam, hang out, and sleep. It will also include surrounding "hotspots" where youth/young adults congregate. Currently, Kaka'ako is one of these hotspots. Downtown/Chinatown will also be visited/assessed regularly for the presence of youth. Staff is flexible and is outreach times are adjusted depending upon the need.

*Maui, Molokai, Lanai:* Outreach will be conducted four afternoons/evenings per week on Maui in Lahaina and South and Central Maui. There will be no regularly scheduled street-based outreach on Molokai and Lanai, but MYFS will respond to requests for assistance from youth, families, and services providers as needed.

*Hawaii and Kauai:* Variety of times during the days and evening hours with regularly scheduled presence at free meal programs and food pantry distribution.

All locations were selected because of ongoing presence of street youth. Most sites are known for high incidence of prostitution and substance abuse. Many outreach sites are located in tourist centers where youth are less likely to stand out late at night and where opportunities for casual (“under the table”) employment or other means of obtaining survival needs are feasible.

Street-based outreach & education - Focus will be on early identification of youth new to streets and early intervention. Activities will include: information dissemination; identifying new youth; establishing relationships; engaging youth on a variety of levels, developing trust, providing hope, and reconnecting with known youth; attending to basic needs (may give bus pass, snacks, condoms, etc.); referring to shelter and other services, and making linkages.

Survival Aid - Distribution of food (fresh and canned), water, toiletries, cards/brochures, condoms, bleach kits, sewing kits, Band-Aids, etc. during street outreach and at the drop-in centers.

**Gateway Services:** SOP will provide food, clothing and hygiene items to RHY during street-based outreach and at drop-in. Many of these items are donated by individuals or organizations. Travel-sized products are particularly useful because of their small size and weight. Outreach workers carry food, water, and hygiene supplies in backpacks when engaged in street-based outreach. These are given freely to any runaway, homeless, or street youth. Youth will not be required to provide their real names or proof of age in order to obtain survival goods. The Drop-in Center will provide hot meals as well as non-perishable food, clothing, backpacks, and hygiene items to youth. At times community groups, such as Rotary Clubs will cook meals for youth at the drop-in center.

Addressing these basic needs will help us establish connections and build relationships in a non-threatening way. Sometimes it can take months of effort before a youth is ready to consider accepting assistance that will lead to moving into a safer, more appropriate living situation. At the

same time, reaching out to new RHY when they first arrive on the streets and feel most vulnerable is critical. The longer a youth is homeless, the more they acculturate to street life. They lose hope, feel that they cannot dream or set goals for themselves, and become accustomed to an unstructured lifestyle. They come to accept the risks of physical, emotional, and sexual abuse and exploitation as a normal part of life. But even with youth who have lived on the street for long periods, the sharing of survival goods and offering an accepting, non-judgmental relationship can lead to positive outcomes for RHY.

**Intensive Case Management/Strategy for Permanency:** Counseling/case management will be: client-centered, driven by client's own self-determination, strengths-based, developmentally appropriate, requires client participation, and works to empower youth at every opportunity. Staff provides continuous support, acknowledgment, encouragement of critical thinking and problem solving, and assistance to overcome barriers. Time will be spent with each youth to identify his/her safety risks, such as sexual behavior, drug use, or criminal activities. Case Managers will help youth develop harm reduction and resource plans that may include knowing where to call for resources or help and support for dealing with family conflict and other issues. Case Manager will be responsible for facilitating the youth to connect with other resources and will continue to provide supportive services as they link to other services. Counseling foci include: client's needs; dealing with street living, resolving past conflicts and situations that resulted in their homelessness; articulating and recovering from losses; developing and maintaining healthy relationships and support systems; coping skills; and drug/alcohol abuse.

Along with addressing immediate safety and survival needs, youth and staff will work together on permanency planning. Workers will encourage youth to make contact with family members and work toward reunification if appropriate. Counseling will be available to families.

Other housing options that may be explored include entry into foster care or the federally funded HYSN Transitional Living Program. Hawaii expanded foster care to age 21 on a voluntary basis effective July 2014, providing new options for some older RHY who were eligible before becoming homeless. Youth may consider military service, Job Corps, the Hawaii Youth Challenge Academy (boot camp program for school dropouts), or residential mental health or drug treatment. Due to length of wait lists for public housing and the overwhelming number of applicants for Section 8 Rent Assistance, these programs are not usually options for RHY. Permanency planning also includes educational options, job training programs, and employment seeking/keeping supports.

**Follow-up/Aftercare Services to Youth Who Receive Shelter or Other Alternative Living**

**Arrangements:** All of the organizations that provide emergency shelter to unaccompanied minors are member agencies of HYSN and two of the street outreach providers directly operate shelters, so that care coordination as the youth transitions from street to shelter will be easily managed. Following a linkage to shelter or alternative living arrangements for a SOP youth, staff will inform the youth/young adult as well as the housing staff that a SOP worker will contact the youth/young adult at 1 week, 1 month and 3 months post admission to a shelter/housing. This contact will be to follow up with the youth to see how he/she is doing as well as assess if there is any aftercare assistance that may be done by the SOP worker. If the youth requests assistance, the SOP worker will work collaboratively with the shelter/housing staff (if applicable) to coordinate services. The SOP worker will track and document the contacts made and services provided.

**Access to Shelter or Safe Housing 24 Hours a Day:** Four SOP Partners operate shelters for youth up to age 18, and will provide beds for SOP-referred youth. Youth aged 18 and older may be placed in housing resources operated by SOP Partners, including transitional living and

independent living programs, or receive assistance and subsidies for obtaining their own apartments. Job Corps and military services are options for some. The Institute for Human Services will accept 18-21 year olds when other resources are not available and The Next Step Shelter is another option.

With so many in-house resources available, we can often avoid placing youth in adult shelters and we will make every effort to prevent such placements. Adult homeless shelters are reluctant to admit 18-21 year olds because these young adults are a poor fit with older shelter residents, many of whom have chronic mental illness and serious substance abuse issues, and may expose youth to exploitation. Street outreach workers will have access to youth during their stay in shelter.

**Service Providers, Service Coordination, How Relationships Enhance Services to RHY:**

Service linkages are vital to the success of the SOP in holistically viewing the youth and assisting them in accessing services tailored to their situation. HYSN is a statewide coalition of youth-serving organizations. HYSN provides a vehicle for the cooperative sharing of resources and information among the members as well as collective advocacy for the rights of youth, their families, and their communities. HYSN also convenes meetings among all RHY providers statewide to network, ensure delivery of services, share best practices, reallocate funds as needed, and assist with services provided to youth if they move

“HYSN and its partnership agencies have developed internal procedures and protocols that address the integration of services . . . This approach has helped to reduce duplication of services, safeguard financial resources, and to maximize service coordination and delivery.”

--Runaway and Homeless Youth Programs Onsite Review Report, Admin. For Children & Families, DHHS. June 2014. p. 4.

between islands.

**The Homeless Youth Emergency Fund** increases access to services for RHY by making multiple sites available where they may seek help. Collaborating agencies may be more familiar and acceptable to them than the shelters. The Fund provides youth workers with a source of financial aid to meet gaps in the continuum of services,

“It would be difficult to find a youth-serving agency in Hawaii that has not been touched by Hawaii Youth Services Network.”

--Family and Youth Services Bureau site monitoring report.

such as shelter in areas not served by Partners. The fund is used for such things as birth certificates, or interpreter services. Seven organizations have signed MOAs to use the Fund, which was established within HYSN’s Basic Center Program grant.

HYSN and Partners participate in many task forces, committees, and coalitions to conduct needs assessment, planning, public policy development and advocacy to ensure that youth and families have the resources to grow and thrive. Examples include: Keiki Caucus, Partners in Care, Suicide Prevention Task Force, Anti-Bullying Task Force, and Safe Places for Youth Work Group. **Positive Youth Development:** Hawaii’s SOP helps youth develop attitudes of interdependence, strengthen inner resources, master life skills, and improve personal and social decision-making through the following service guidelines and strategies: relationships based on honesty and respect; feedback to enhance the youth/young adult’s awareness of his/her personal potential and strengths; individual support focused on identifying strengths, needs, and goals and co-designing with the youth/young adult, specific and creative approaches to meet them; and, challenging the youth/young adult to break barriers, expect more, act differently and reach for dreams.

HYSN believes in a strong youth development approach in all aspects of service planning, implementation, and evaluation of programs. From the onset, youth will be accepted, respected,

and encouraged by genuine and committed staff. Youth will develop their own goals and plans with staff supporting their choices. Staff will ensure youth participation and co-develop a variety of opportunities for youth contribution to program planning and activities. Staff and youth also partner to represent the program in the community and plan special activities. Other program components stressing skill building also seek to develop practical and leadership skills and a sense of competence. Use of formal and informal consumer satisfaction surveys have allowed the applicant agencies to align their programs with what the youth need.

**Trauma-Informed Care/Harm Reduction Approach:** Many young people seeking services are survivors of physical, emotional or sexual abuse, domestic violence or other trauma-inducing experiences. Trauma victims may suffer mental health issues and co-occurring disorders such as chronic health conditions, substance abuse or eating disorders.

According to the National Alliance to End Homelessness (NAEH), “Homeless youth are at a higher risk for anxiety disorders, depression, post-traumatic stress disorder, and suicide due to increased exposure to violence.”<sup>6</sup> The SOP service delivery model is based on an understanding of the vulnerabilities and triggers for trauma survivors that traditional approaches may exacerbate. HYSN Partners strive to be supportive, welcoming and avoid re-traumatization of the youth they serve. They make every effort to “meet youth where they are at,” addressing housing, safety and basic needs first. Offering basic needs items with no strings attached ensures that youth begin to feel safe and are able to access further services at their own pace, without triggering further trauma or future harm. The SOP philosophy and interventions are designed specifically to address the consequences of trauma in youth and to facilitate healing and thus *safety, well-being, and self-sufficiency*.

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<sup>6</sup> National Alliance to End Homelessness. [http://www.endhomelessness.org/section/about\\_homelessness](http://www.endhomelessness.org/section/about_homelessness).



HYSN SOP recognizes that most RHY engage in risky behaviors such as unsafe sex, criminal acts, violence toward self or others, and/or substance use. While not positive, these behaviors are ways in which youth attempt to process and deal with trauma, or help with meeting basic needs. They trade sex for money or a safe place to sleep or shoplift to gain food. They use substances to attempt to escape memories of traumatic events or self-medicate for mental illness. Anger and stress may result in violence toward self or others.

To minimize the damage that substance abuse, mental illness or sexual behaviors may cause, HYSN Partners incorporate a “risk reduction” or “harm reduction” approach with RHY. They are non-judgmental about the youth’s actions, while encouraging youth to meet their needs in more positive and safer ways and reduce or eliminate risky behavior. The SOP provides counseling and education regarding HIV, risks of sharing needles, and sexual behavior; and often conduct joint outreach with HIV prevention workers to distribute condoms. They encourage and support youth with mental health needs to obtain treatment and take prescribed medications as directed, but it is not a requirement of receiving services. The street outreach drop-in centers do not allow young people to bring illegal drugs on site, but will provide food, showers and medical care to RHY who are under the influence of alcohol or drugs, so long as they are not a safety risk to other youth or staff. Its safety and housing first approach to harm reduction and trauma informed care encourages positive youth development, *well-being*, *self-sufficiency* and *permanent connections*, reducing the likelihood of future harm and trauma. A trauma informed, harm reduction approach offers a lifeline to hope. SOP youth have served as presenters at Hawaii’s annual harm reduction and homeless awareness conferences. HYSN is a co-sponsor of the conferences.

Responses to youth and families that have experienced trauma are based on the 10 steps of psychological first aid for youth experiencing homelessness, including the following:

1. Contact and engagement (help youth to feel safe, welcome, important, and worthy. Allow time to learn about the youth; explain rules clearly including why they are in place; explain limits of confidentiality; explain resources).
2. Safety and comfort (treat with respect; provide consistent supportive environment, giving youth opportunity to make choices).
3. Calm and orient (to reduce anxiety and agitation. Strategies include enlisting help from peers; inviting youth to go to a quiet place to sit or talk; sharing concerns and offering help; and remaining calm, quiet, and present.).
4. Information gathering (Find out about immediate needs and help youth to address their concerns. Identify immediate safety issues e.g., suicidal thoughts).
5. Practical assistance (Help youth to identify needs and prioritize them; develop an action plan for today that shares responsibilities between youth and workers – and follow-through on tasks to build trust).
6. Connect with social supports (with goal of expanding the youth's ability to develop or enhance their social support system. Includes peer support through group activities at the SOP or in the community; staff support with appropriate boundaries; and community support through extended family, teachers and other caring adults).
7. Information on coping with stress and trauma (Help youth to recognize that their stress reactions to victimization are understandable and find positive ways of coping. Helpful actions may include talking to friends or trusted adults, engaging in activities they like, participating in support groups or counseling, journal writing, or art activities.).
8. Link with collaborative services (Ensure that referral agencies are youth-friendly; prepare youth for the experience; may accompany youth to an appointment).

9. Patience (Recognize that change happens slowly; trust that our efforts make a difference in the lives of young people).
10. Manage personal and professional stress (Recognize that staff members are at risk of compassion fatigue and burn out. Create opportunities and encourage staff to take care of themselves in positive ways.).

**2. Timeline for Accomplishing Outcomes**

<b>Acronyms used in Timeline</b>		
HYSN = Hawaii Youth Services Network HK = Hale Kipa HOK = Hale `Opio Kauai MYFS = Maui Youth and Family Services SAFIS = Salvation Army Family Intervention Services ED = Executive Director T&TAD = Training and Technical Assistance Director AA = Administrative Assistant AC = Accountant HMIS = Homeless Management Information System		
<b>Task</b>	<b>Person(s)/Organization(s) Responsible</b>	<b>Time Period</b>
Execute Partner organization agreements	HYSN ED, HK, HOK, MYFS, SAFIS	Month 1
Orient staff to GIA requirements	HYSN ED, HK, HOK, MYFS, SAFIS	Month 1
Hire HMIS Data Specialist; fill any vacant positions	HYSN ED, HK, HOK, MYFS, SAFIS	By end of Month 2
East Hawaii and Kauai – Identify target locations/methods for outreach	HOK, SAFIS	By end of Month 2
Determine locations and schedules for expanded outreach	HK, MYFS	By end of Month 2
Conduct street-based outreach in identified times and locations.	HK, HOK, MYFS, SAFIS	Ongoing starting by Month 2
Provide survival goods, linkage to resources, build relationships with youth.	HK, HOK, MYFS, SAFIS	Ongoing throughout GIA period
Provide drop-in center services at least 3 days a week on Oahu.	HK	Ongoing throughout GIA period.
Move youth from the streets into safe,	HK, HOK, MYFS, SAFIS	Ongoing

appropriate living situations (with family if feasible and safe)		throughout GIA period
Connect youth with schools, workforce development programs, employment, parenting, medical care, mental health services, and other resources.	HK, HOK, MYFS, SAFIS	Ongoing throughout GIA period
Assist youth in developing permanent connections with family, other trusted adults, schools, communities, and peers.	HK, HOK, MYFS, SAFIS	Ongoing throughout GIA period
Collect data on clients and services.	HK, HOK, MYFS, SAFIS	Ongoing starting by Month 2
Enter client and service data into HMIS	HK, HOK, MYFS, SAFIS	Ongoing
Report activities, services, and outcomes to State of Hawaii	HYSN ED	As required
Maintain financial records and report expenditures to State of Hawaii	AA, AC, ED	As required
Identify training needs/Conduct in-service training for outreach staff	T&TAD	4 times a year
Maintain a quality improvement process using data to fine-tune and improve program	HYSN ED, HK, HOK, MYFS, SAFIS	Quarterly by individual agencies; 1 meeting of all partners
Monitor program performance and fiscal management of Partners	ED, AA, AC	Ongoing throughout GIS period
Increase awareness by public policy makers and service providers about needs of and resources for runaway and homeless youth. Provide data about effective practices that could be implemented in Hawaii	HYSN ED, HK, HOK, MYFS, SAFIS	Ongoing throughout GIA period.

### **3. Quality Assurance, Evaluation Plans and Monitoring**

To ensure that services are responsive to needs of youth and families in the areas of *safety, well-being, self-sufficiency, and permanent connections*, SOP Outreach workers will track and record all outreach encounters. They will document case management and other services in each youth's case file. Each Partner will provide periodic reports to HYSN that will be compiled into a program performance report submitted to the State of Hawaii. HYSN staff will conduct site monitoring

visits. HYSN and Partners will cooperate with all data, reports and/or research required by the State of Hawaii.

Each Partner will conduct its internal evaluation, which includes at a minimum:

- Periodic consumer satisfaction surveys completed by youth participants; strengths and weaknesses noted are discussed and integrated into program.
- At the conclusion of his/her participation, each youth that participates in drop-in services or case management is requested to complete a written evaluation focused on their assessments of the staff, individual counseling and program.
- Staff members participate in regular self and program assessments, with the focus on how to develop quality assurance and how to strengthen productive strategies and resources.
- Program staff convenes regularly to ensure that programs meet identified needs, follow contract stipulations, and fulfill proposal activities. Areas targeted for review include type/number of clients served, frequency and effectiveness of services, management of problems/concerns, goal achievement, creative use of resources and future planning.
- Partner quality assurance processes: Staff reviews each youth's file on a quarterly basis to ensure that assessment and service plan(s) are complete, thorough, and updated. Supervisors also evaluate delivery of service and outcome measurements and provide feedback to continue to ensure that best practices are being utilized.
- Partners have established benchmarks that identify the activities and achievements of the program recipients. Tracking these milestones assists the staff and youth to ensure the youth (and the program) are on track and reaching their goals. These benchmarks include: receives some type of outreach; enrolls in program; gets some basic need met (food, storage, medical, etc.); meets some educational, vocational, personal goals; is linked to emergency, transitional,

or permanent housing; and, if needed, is linked to other community services.

#### **4. Measures of Effectiveness**

HYSN and HYSN SOP Partners have the capacity and commitment to collect and report data on progress toward the objectives and outcomes described including:

- Number of unduplicated youth contacted (Outcome 1.1).
- Number of unduplicated youth and number of times provided gateway services (Outcome 2.2).
- Number of youth provided safety plans, mental and behavioral health support to reduce likelihood of sexual exploitation, assault, or substance abuse. (Outcomes 1.3 and 2.3).
- Number and percentage of RHY contacts that resulted in a youth entering shelter or safe and stable housing (Outcome 1.2).
- Number of unduplicated youth provided assessment, intensive case management, and follow-up services to address emotional and behavioral needs while establishing permanency plan (Outcome 2.4).
- Number of youth provided resource plans to promote well-being and self-sufficiency through connection with school, employment, transportation, and housing services (Outcomes 3.1, 3.2, and 3.3).

HYSN will report on each of the performance indicators in each program performance report and via any other means of reporting determined by the State of Hawaii.

**Monitoring:** HYSN SOP Partner monitoring will assure:

- Compliance with Grant-in-Aid Requirements - determining whether GIA funds are being used for the purposes for which they are made.

- Assistance to Partners - providing information and assistance to grantees to enable them to improve facilities, projects, and activities.

Program monitoring for will include review of the following:

- Outreach and community education
- Individual intake and case planning
- Counseling
- Skill-building services
- Case outcome
- Individual client files
- Youth participation
- Staffing and staff development
- Reports and data collection
- Emerging issues for RHY.

## **FINANCIAL**

### **1. Budget Forms – on following pages**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: \_\_\_\_\_ Hawaii Youth Services Network

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	15,268			
2. Payroll Taxes & Assessments	1,679			
3. Fringe Benefits	2,290			
<b>TOTAL PERSONNEL COST</b>	<b>19,237</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	3,000			
2. Insurance	893			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	4,516			
5. Staff Training	3,050			
6. Supplies	385			
7. Telecommunication	479			
8. Utilities	0			
9. Payroll Services	377			
10. Audit and Tax Return	3,622			
11. Depreciation	45			
12. Dues and Publications	62			
13. Parking/Mileage	756			
14. Postage and Delivery	12			
15. Professional Services - IT	617			
16. Professional Services - Accounting	2,850			
17. Administrative (Business registration, etc.)	52			
18. Printing and Reproduction	937			
19. Contractual	277,110			
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>298,763</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>318,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	318,000	Judith F. Clark	808-489-9549	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/18/2018	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>318,000</b>	Judith F. Clark		
		Name and Title (Please type or print)		

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## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Youth Services Network

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$84,872.00	10.00%	\$ 8,487
Administrative Assistant	1	\$42,500.00	10.00%	\$ 4,250
Accountant	0.375	\$18,750.00	13.50%	\$ 2,531
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>15,268</b>
<b>JUSTIFICATION/COMMENTS:</b>				

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## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Youth Services Network \_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a - no equipment requested			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a - none			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Youth Services Network

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	n/a					
LAND ACQUISITION	n/a					
DESIGN	n/a					
CONSTRUCTION	n/a					
EQUIPMENT	n/a					
<b>TOTAL:</b>	<b>0</b>					
JUSTIFICATION/COMMENTS:						

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

Applicant: \_\_\_\_\_ Hawaii Youth Services Network

Contracts Total: 843,811

	<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	Hawaii Interagency State Youth Network of Care Facilitation	3/16/2017 - 3/15/2018	Dept. of Health	State	85,000
2	Basic Center Program	9/30/2015 - 9/29/2018	ACF	Federal	200,000/year
3	Transitional Living Program	5/1/13 - 4/30/18	ACF	Federal	200,000/year
4	Pacific Pregnancy Partnership	10/1/2017 - 9/30/2018	Public School System, CNMI	Commonwealth	92,000
5	Outreach to Homeless Youth	7/1/2017- 6/30/2018	Office of Youth Services	State	220,000 (pending)
6	AmeriCorps Evaluation	10/1/2017 - 9/30/2018	Public School System, CNMI	Commonwealth	46,811
7					
8					
9					
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**BUDGET**  
(Period 7/1/18 to 6/30/19)

Applicant/Provider: Hale Kipa, Inc.  
 RFP No.: \_\_\_\_\_  
 Contract No. (As Applicable): \_\_\_\_\_

BUDGET CATEGORIES	Total Funds (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	56,544			
2. Payroll Taxes & Assessments	7,068			
3. Fringe Benefits	8,476			
<b>TOTAL PERSONNEL COST</b>	<b>72,088</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Airfare, Out-of-State	0			
3. Audit Services	1,077			
4. Contractual Services - Administrative	3,582			
5. Contractual Services - Subcontracts	6,185			
6. Insurance	3,369			
7. Lease/Rental of Equipment	1,169			
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Space	17,432			
10. Mileage	175			
11. Postage, Freight & Delivery	148			
12. Publication & Printing	1,221			
13. Repair & Maintenance	194			
14. Staff Training	151			
15. Substance/Per Diem	0			
16. Supplies	390			
17. Telecommunication	3,194			
18. Transportation	67			
19. Utilities	5,883			
20. Program Activities	3,178			
21. Depreciation	498			
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>47,912</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>120,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) OYS	120,000	Cody G. Barrella 589-1829 x 112 Name (Please type or print) Phone		
(b)		1/11/2018 Date		
(c)		Signature of Authorized Official		
(d)		Jaquie Kelley-Lyeoka, Deputy CEO Name and Title (Please type or print)		
<b>TOTAL REVENUE</b>	<b>120,000</b>	For State Agency Use Only		
		Signature of Reviewer Date		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Hale Kipa, Inc.

RFP No.: \_\_\_\_\_ 0 Period: 7/1/18 to 6/30/19

Date Prepared: 1/11/2018

Contract No. (As Applicable): \_\_\_\_\_

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	CEO	1.00	170,000.00	1.2000%	2,040.00
2	Administrative Assistant	1.00	27,041.00	1.2000%	324.00
3	Controller	1.00	70,000.00	1.2000%	840.00
4	Senior Accountant	1.00	45,000.00	1.2000%	540.00
5	Accounting Clerk Payroll	1.00	34,093.00	1.2000%	409.00
6	Accountant Clerk	1.00	25,600.00	1.2000%	307.00
7	Director of HR	1.00	76,000.00	1.2000%	912.00
8	HR Manager	1.00	47,000.00	1.2000%	564.00
9	HR Manager	1.00	40,000.00	1.2000%	480.00
10	Communications Manager	1.00	42,500.00	1.2000%	510.00
11	Support Help Desk Technician	1.00	35,000.00	1.2000%	420.00
12	Assistant Help Desk	0.50	24,960.00	1.2000%	150.00
13	COO	1.00	85,000.00	1.2000%	1,020.00
14	Deputy CEO	1.00	110,000.00	1.25%	1,375.00
15	Admin Assitant	1.00	32,241.00	1.25%	403.00
16	Program Coordinator	1.00	45,000.00	25.00%	11,250.00
17	Outreach Manager	1.00	35,000.00	100.00%	35,000.00
18	Outreach Worker		34,000.00	100.00%	-
<b>TOTAL:</b>					<b>56,544.00</b>

JUSTIFICATION/COMMENTS:

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# BUDGET

(Period 07/01/18 to 6/30/19 )

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Date Prepared: 01/18/18

Contract: HYSN Street Outreach GIA

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	29,175			
2. Payroll Taxes & Assessments	3,521			
3. Fringe Benefits	1,751			
<b>TOTAL PERSONNEL COST</b>	<b>34,447</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	630			
4. Contractual Services - Administrative	330			
5. Contractual Services - Subcontracts	0			
6. Insurance	2,004			
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	600			
11. Postage, Freight & Delivery	150			
12. Publication & Printing	350			
13. Repair & Maintenance				
14. Staff Training				
15. Substance/Per Diem				
16. Supplies	1,782			
17. Telecommunication	933			
18. Transportation	360			
19. Utilities	2,578			
20. Depreciation	1,182			
21. Program Supplies	8,029			
22.				
23.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>18,928</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>TOTAL (A+B+C+D)</b>	<b>53,375</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Budget Request	53,375	Sandra Cummins, Controller      (808) 245-2873 Name (Please type or print)      Phone		
(b)		Signature: <i>[Signature]</i> 1/18/18 Date		
(c)		Vonnell Ramos, executive Director Name and Title (Please type or print)		
(d)		For State Agency Use Only		
<b>TOTAL REVENUE</b>	<b>53,375</b>	Signature of Reviewer      Date		





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

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/19

Date Prepared: 01/18/18

Contract: HYSN Street Outreach GIA  
 (As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	29,175	7.65%	2,232
Unemployment Insurance (Federal)	29,175	0.00%	0
Unemployment Insurance (State)	29,175	0.00%	0
Worker's Compensation	29,175	3.75%	1,094
Temporary Disability Insurance	29,175	0.67%	195
SUBTOTAL:			3,521
<b>FRINGE BENEFITS:</b>			
Health Insurance	29,175	3.00%	875
Retirement	29,175	3.00%	875
Group Term Life I:	29,175	0.00%	0
SUBTOTAL:			1,751
<b>TOTAL:</b>			<b>5,272</b>

JUSTIFICATION/COMMENTS:

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**BUDGET JUSTIFICATION  
TRAVEL - INTER-ISLAND**

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/19

Date Prepared: \_\_01/18/18

Contract: HYSN Street Outreach GIA  
(As App11cao1e)

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE \$	TRANSPORTATION C	TOTAL A+B+C
N/A						
TOTAL:						
JUSTIFICATION/COMMENTS:						

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**BUDGET JUSTIFICATION  
TRAVEL - OUT OF STATE**

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/19

Date Prepared: 01/18/18

Contract: HYSN Street Outreach GIA  
(As Applied):

NAME OF EMPLOYEE & TITLE	DESTINATION	NO. DAYS	PER DIEM OR SUBSISTENCE A	AIR FARE B	TRANSPORTATION C	TOTAL A+B+C
N/A						
TOTAL:						
JUSTIFICATION/COMMENTS:						

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**BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/19

Date Prepared: 01/18/18

Contract: HYSN Street Outreach GIA

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	PERCENTAGE ALLOCATED	PROGRAM TOTAL	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
Various	5,000	6.00%	300	Computer System Consultation	Primarily Kukui IT
Hawaii Employers Council	500	6.00%	30	Human Resources Consultation	By using these services, Hale 'Opio can avoid the need of hiring a trained Human Resources person.
Russell Yamane & Associates CPAs Inc.	10,500	6.00%	630	Preparation of Annual Audit and Tax Return	Required by IRS/State Dept of Taxation
<b>TOTAL:</b>			960		

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BUDGET JUSTIFICATION  
CONTRACTUAL SERVICES - SUBCONTRACTS

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/19

Date Prepared: 01/18/18

Contract: HYSN Street Outreach GIA  
(As App11cao1e)

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
N/A			
TOTAL:			

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**BUDGET JUSTIFICATION  
OTHER COSTS**

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/18 to 06/30/18

Contract: HYSN Street Outreach GIA  
(As Applicable)

Date Prepared: 01/18/18

DESCRIPTION	Total Budgeted	Percent Allocated	Program Total	JUSTIFICATION/COMMENTS
Riverport Insurance Company	33,400	6.00%	2,004	Liability insurance
Mileage	600	100.00%	600	Mileage paid at \$.45 per mile for transportation to outreach sites
Postage	2,500	6.00%	150	Postage required for mailings related to contract-invoices, budgets
Publication & Printing	5,850	6.00%	350	Copying costs related to contract
Fuel/Van Maintenance	6,000	6.00%	360	Fuel for agency van used for transport to meetings
Supplies	29,701	6.00%	1,782	Agency wide costs for office supplies for administration
Telecommunication	15,545	6.00%	933	Agency wide costs for telephones for administration
Utilities	42,982	6.00%	2,578	Agency wide costs for utilities for administration
<b>Total:</b>	136,578		8,757	

The above costs (excluding Mileage) are allocated to this contract based on a monthly percentage calculated by the number of clients served in this contract versus other contracts for the agency.

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**BUDGET JUSTIFICATION  
PROGRAM ACTIVITIES**

Applicant/Provider: Hale 'Opio Kaua'i, Inc.

Period: 07/01/17 to 06/30/18

Contract: HYSN Street Outreach GIA  
(As Applicable)

Date Prepared: 01/18/17

DESCRIPTION	Total Budgeted	Percent Allocated	Program Total	JUSTIFICATION/COMMENTS
Program supplies	8,029	100.00%	8,029	Basic needs: First aid kits, hygiene items, fresh & canned food, water, bleach kits, condoms, clothing, backpacks, bus passes
Total:	8,029		8,029	

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**SUBGRANTEE NAME: MAUI YOUTH & FAMILY  
BUDGET REQUEST  
Street Outreach Program  
For the period of 7/1/2018 - 6/30/2019**

EXPENDITURE CATEGORY	BUDGET REQUEST
<b>A. SALARIES</b>	
1. Program Director(.05 FTE)	3,245
2. Program Manager(.05 FTE)	2,140
3. Outreach Counselor(.80 FTE)	28,800
4. Administrative (12.5%)	4,273
<b>TOTAL SALARY COST</b>	<b>38,458</b>
<b>TAXES &amp; FRINGE BENEFITS (24%)</b>	<b>9,230</b>
<b>TOTAL PAYROLL COST</b>	<b>47,688</b>
<b>B. OTHER CURRENT EXPENSES</b>	
1. Supplies	1,200
2. Postage & Freight	20
3. Community Outreach	30
4. Dues, Memberships, License & Fees	40
5. Training & Conferences	169
6. Contractual Services	329
7. Consulting	-
8. Telephone	200
9. Utilities	50
10. Rent/Lease Building & Equipment	120
11. Travel	500
12. Mileage Reimbursement	1,500
13. Audit	500
14. Recruiting	10
15. Subscriptions & Publications	20
16. Repair & Maintenance	300
17. Program Activities	3,270
18. Insurance	2,000
19. Depreciation	89
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>10,347</b>
<b>TOTAL EXPENDITURES</b>	<b>58,035</b>
<b>TOTAL BUDGET REQUEST</b>	<b>58,035</b>

Guy R. Engeln  
Name

Finance Director  
Title

(808)579-8414 ext 8106  
Phone

\_\_\_\_\_ Page 44

## CONTRACT BUDGET

Organization: The Salvation Army - Family Intervention Services

Contract No.: HYSN Street Outreach Grant-In-Aid

Budget period: 01/01/18 - 06/30/18

BUDGET CATEGORIES	(a)	Total Contract Budget (b)	(c)
<b>A. PERSONNEL COST</b>			
* 1 Salaries		25,653.38	
* 2 Payroll Taxes & Assessments		3,501.69	
* 3 Fringe Benefits		6,156.81	
<b>TOTAL PERSONNEL COST</b>	<b>0.00</b>	<b>35,311.88</b>	
<b>B. OTHER CURRENT EXPENSES</b>			
1 Supplies		600.00	
2 Postage, Freight & Delivery		120.00	
3 Telephone		360.00	
4 Publication & Printing		60.00	
5 Mileage		300.00	
* 6 Airfare		600.00	
* 7 Subsistence/Per Diem		60.00	
* 8 Ground Transportation		100.00	
9 Lease/Rental of Space		0.00	
10 Lease/Rental of Equipment		300.00	
11 Lease / Rental of Motor Vehicle		600.00	
12 Utilities		180.00	
13 Repair & Maintenance		120.00	
14 Insurance		1,518.12	
* 15 Contractual Services - Admin		300.00	
* 16 Contractual Services - Subcontracts		0.00	
* 17 Depreciation		0.00	
* 18 Program Activities		300.00	
* 19 Staff Training		300.00	
* 20 Indirect Cost		4,570.00	
* 21		0.00	
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>0.00</b>	<b>10,388.12</b>	
<b>GRAND TOTAL (A+B)</b>	<b>\$ -</b>	<b>\$ 45,700.00</b>	
For Official Use Only		Budget Prepared By:	
		Cary Ebesugawa	808-959-5855 ext 17
			Telephone
			12/4/2017
			Date
Signature of Program Reviewer	Date	Signature of Authorized Official	Date
		Roxanne Costa, Executive Director	808-959-5855 ext 14
		Print Name and Title of Authorized Official	



Organization: The Salvation Army - Family Intervention Services

Contract No.: HYSN Street Outreach Grant-In-Aid

Budget Period: 01/01/18 - 06/30/18

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	\$ 25,653.38	7.65%	\$ 1,962.48
Unemployment Insurance (Federal)			\$ -
Unemployment Insurance (State)	\$ 25,653.38	3.00%	\$ 769.60
Worker's Compensation	\$ 25,653.38	2.00%	\$ 513.07
Temporary Disability Insurance	\$ 25,653.38	1.00%	\$ 256.53
SUBTOTAL:			\$ 3,501.69
<b>FRINGE BENEFITS:</b>			
Health Insurance	\$ 25,653.38	15.00%	\$ 3,848.01
Retirement	\$ 25,653.38	9.00%	\$ 2,308.80
			\$ -
SUBTOTAL:			\$ 6,156.81
<b>TOTAL:</b>			\$ 9,658.50
<b>JUSTIFICATION/COMMENTS:</b>			
Estimated payroll taxes and fringe benefits based on budgeted personnel costs. Health insurance allocation based on current and proposed staffing.			

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Organization: The Salvation Army - Family Intervention Services  
 Contract No. HYSN Street Outreach Grant-In-Aid  
 Budget Period: 01/01/18 - 06/30/18

**CONTRACTUAL SERVICES - ADMIN**

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
ADP	\$ 120.00	Payroll processing	Estimated processing cost
The Salvation Army	\$ 180.00	IT Service Support	IT Service allocation
<b>TOTAL:</b>	\$ 300.00		

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Organization: The Salvation Army - Family Intervention Services

Contract No. HYSN Street Outreach Grant-In-Aid

Budget Period: 01/01/18 - 06/30/18

**Staff Training**

DESCRIPTION	TOTAL BUDGETED	JUSTIFICATION / COMMENTS
Staff Training	\$ 300.00	Estimated cost of training
<b>TOTAL:</b>	<b>\$ 300.00</b>	



Organization: The Salvation Army - Family Intervention Services  
 Contract No. HYSN Street Outreach Grant-In-Aid  
 Budget Period: 01/01/18 - 06/30/18

**Indirect Cost**

DESCRIPTION	TOTAL BUDGETED	JUSTIFICATION / COMMENTS
Indirect Cost	\$ 4,570.00	Negotiated Federal Rate for general operating costs equitably distributed
<b>TOTAL:</b>	<b>\$ 4,570.00</b>	

**2. Anticipated Quarterly Funding Requests**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$79,500	\$79,500	\$79,500	\$79,500	\$318,000

**3. Funding Sources HYSN is Seeking for FY 19**

Street Outreach Program, Administration for Children and Families – planned application
Transitional Living Program, Administration for Children and Families – Current funding expires 4/2018; new application will be submitted.
Basic Center Program – Funded through 9/18. New application will be submitted.
Personal Responsibility Education Program, Northern Mariana Islands – 2 contracts with Public School System; funded through 9/18; renewal expected.
AmeriCorps Evaluation Contract, Public School System, Northern Mariana Islands – Current sole source contract through 9/2018; renewal expected.
Flex Grant, Hawaii Community Foundation – Current funding through 11/2018. New application will be submitted.
Hawaii Interagency State Youth Network of Care – Facilitation contract through 3/2018; renewal expected.
Na Lei Aloha Foundation – Grant through 12/2018; renewal for 2 additional years expected.
Contributions, program service fees

**4. State and Local Tax Credits**

None granted; No applications pending or expected.

**5. Federal, State, and County Government Funding in Past 3 Years**

Source	Status
<b>Runaway and Homeless Youth Program</b>	
Basic Center Program, Administration for Children and Families	Confirmed through Sept. 2018
Transitional Living Program, Administration for Children and Families	Confirmed through April 2018
<b>Other Funding</b>	
Personal Responsibility Education Program, Public School System, Commonwealth of the Northern Mariana Islands (teen pregnancy prevention contract)	Confirmed through Sept. 2018; expected ongoing
Personal Responsibility Education Program, Public School System, Commonwealth of the Northern Mariana	Waiting for federal reauthorization of

Islands (after-school/summer program)	program for contract expected through 9/2019
Legislative Grant-in-Aid, Outreach to Homeless Youth	July 2017 – June 2018
University of Hawaii Foundation, Teen Pregnancy Prevention	2016-2017
Competitive Abstinence Education Program (federal)	Oct. 2014 – February 2017
AmeriCorps Evaluation Contract, Public School System, Commonwealth of the Northern Mariana Islands	Confirmed through September 2018; renewal expected at least through 2020.

**6. Balance of Unrestricted Assets as of 12/31/2017**

**Hawaii Youth Services Network  
Balance Sheet  
As of December 31, 2017**

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1010 Checking	145,938.63
1011 Checking - Restricted	0.00
<b>Total 1010 Checking</b>	<b>\$ 145,938.63</b>
1100 FHB CD	28,993.32
1200 FHB Maximizer	11,954.63
1300 Petty Cash	176.40
Cash Short	0.00
<b>Total Bank Accounts</b>	<b>\$ 187,062.98</b>
<b>Accounts Receivable</b>	
11100 Allowance for Doubtful Accounts	0.00
11400 Grants Receivable	0.00
1201 Accounts Receivable	19,435.29
1202 FYSB Grant Receivable	14,872.73
1220 ESH Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 34,308.02</b>
<b>Other Current Assets</b>	
13000 Prepaid Expenses	5,008.30
13050 Prepaid Insurance	4,043.68
1400 Morgan Stanley Dean Witter	5,665.00
1410 MSDW - Alliance Cost	62,690.21
1411 Dean Witter Liquid Asset	2,224.77

1420 MSDW - Unrealized Gain/(Loss)		0.00
Total 1400 Morgan Stanley Dean Witter	\$	70,579.98
1499 Undeposited Funds		0.00
Total Other Current Assets	\$	79,631.96
Total Current Assets	\$	301,002.96
<b>Fixed Assets</b>		
15000 Office Furniture & Equipment		34,889.28
15006 Software		1,700.99
CDC Program Ste 914		2,041.82
Total 15000 Office Furniture & Equipment	\$	38,632.09
15005 Office Improvements		0.00
16000 Anti-Bullying Video		40,291.31
17100 Accum Depr - Furn and Equip		-33,309.13
17500 A/D - Intangibles		-14,320.00
Total Fixed Assets	\$	31,294.27
<b>Other Assets</b>		
18360 Security Deposits		2,961.89
Total Other Assets	\$	2,961.89
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>335,259.12</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable		16,343.98
Total Accounts Payable	\$	16,343.98
<b>Credit Cards</b>		
2200 FHB Credit Card		0.00
2201 MC 6834		0.00
Total Credit Cards	\$	0.00
<b>Other Current Liabilities</b>		
2100 Deferred Revenue		0.00
2300 Accrued Liabilities		0.00
2310 Payroll Taxes Payable		0.00
2326 403(b) Payable-EE Contribution		896.00
2330 Accrued Vacation		4,230.40
2400 Funds Held For CYM		0.00
2455 Youth Matters Project July 2009		0.00
2460 Youth Empowerment Stories SB		0.00
Suspense		0.00
Total Other Current Liabilities	\$	5,126.40
Total Current Liabilities	\$	21,470.38
Total Liabilities	\$	21,470.38
<b>Equity</b>		
3000 Unrestricted Net Assets		169,020.94

3002 Prior Period Adjustment		-60,504.58
3900 Retained Earnings		240,106.19
Net Income		-34,833.81
Total Equity	\$	<u>313,788.74</u>
TOTAL LIABILITIES AND EQUITY	\$	335,259.12

#### IV. EXPERIENCE AND CAPACITY

##### 1. Necessary Skills and Experience

**Experience with RHY and Street Youth:** HYSN has maintained a statewide Runaway and Homeless Youth Collaboration since 1981, primarily with federal funds. It has received Basic Center Program (BCP) grants for emergency youth shelter continuously since 1981 (36 years), Street Outreach Program (SOP) grants from 1998 – 2013 (15 years), and has managed Transitional Living Program (TLP) grants in 1997-2000 and from 2003-present (17 years). HYSN has received state grant-in-aid funds for transitional living services (2006-2008). HYSN has managed FYSB demonstration grants for the Rural Host Home Project (2007-2010) and the Domestic Violence/Runaway Youth Collaboration Project (2005-2006). HYSN was a Subgrantee under the Western States Youth Services Network (WSYSN) for training and technical assistance to RHY programs from 1984 until 2008, when WSYSN disbanded. HYSN SOP Subgrantees have provided services to RHY with FYSB funds since 1981. These agencies have a combined history of more than 100 years of services to runaway, homeless and street youth.

HYSN BCP provides 4 shelter beds and serves 50 RHY per year. The shelter providers also have state contracts with the Office of Youth Services. The HYSN TLP provides 4 residential beds and helps additional youth to obtain safe stable living situations (e.g., reunification with family, Job Corp, independent housing), serving a total of 50 youth annually. Youth encountered through street outreach may enter the emergency shelter programs and those who cannot be safely

reunited with their families may be placed in foster care or the transitional living program (TLP). Youth who exit the BCP and TLP have achieved increased safety, well-being, self-sufficiency, and permanent connections as evidenced by:

<b>Program</b>	<b>Outcome</b>	<b>Achievement 2016 - 2017</b>
BCP	Youth exit shelter to safe, stable housing.	75%
BCP	Sheltered youth will be reunited with parents or guardians.	64%
BCP	Sheltered youth that HYSN partners are able to reach for follow-up at 6 months after shelter stay remain in safe, stable living situations.	64%
BCP	Youth report increased sense of well-being.	76%
BCP	Youth are connected to their school or other educational resources and/or stay current with their curricula.	84%
BCP	Youth report increased permanent connections with caring adults	83%
TLP	Youth exit TLP to safe, appropriate living situations.	88%
TLP	Youth avoid new involvement in law enforcement or criminal justice systems.	96%
TLP	Youth complete education and counseling on basic independent living skills.	91%
TLP	By time of exit, youth will demonstrate at least 5 critical independent living skills	82%
TLP	By time of exit, youth will have accessed medical or mental health services.	59%
TLP	By time of exit, youth will obtain full or part-time employment.	65%
TLP	Upon exit, youth will have sustainable relationships with caring adults.	82%

The HYSN Executive Director (ED) and Hale Kipa Deputy Chief Executive Officer are Peer Monitors and Grant Reviewers for federal runaway and homeless youth programs. The HYSN ED serves as an advisor to the National Runaway and Homeless Youth Training and Technical Assistance Center (RHYTTAC) and was a member of the planning committee for the 2015 National Runaway and Homeless Youth Conference. HYSN's ED has participated in focus groups related to rural host homes and outcome standards for federal runaway and homeless youth grantees, conducted two webinars for RHYTTAC, and presented workshops at the Pathways to Adulthood Conference and National RHY Conference. One HYSN and three Partner agency staff

participated in the *Homeless Youth and the Law* Project sponsored by the American Bar Association and the National Network for Youth at which the HYSN ED was an issue expert/facilitator in the Health Care track, and the health care consent law HYSN and partners established in Hawaii, has been used as a national model.

**Governance, Fiscal Control, and Accountability:**

**Governance Structure:** As required by its by-laws, HYSN maintains a ten to fifteen member Board of Directors (currently 10 members). The board is elected by the membership at its annual meeting. It meets 6 times a year with committees conducting business in the interim. Current board committees include: Executive, Finance, Membership, and Personnel. The Board is responsible for strategic planning, fiscal oversight, hiring and reviewing performance of the Executive Director, and overall governance and accountability. HYSN provides orientation training for all new Board members. Board membership reflects Hawaii’s ethnic and cultural diversity (Asian, Hawaiian/Pacific Islander, Caucasian, and Hispanic), is 50% female/50% male,

“Financial Management is exemplary. The grantee has appropriate checks and balances in place. Policies and procedures are thoroughly documented, reviewed, and updated as needed.”  
--Runaway and Homeless Youth Programs Onsite Review Report, Admin. For Children & Families, DHHS. 2014. p. 14

and includes representation from each county.

**Fiscal Controls:** Hawaii Youth Services Network has a sound fiscal record, conducts an annual audit to OMB Circular A-133 standards, and has 36 years of experience in meeting the fiscal accountability requirements for federal grantees. Fiscal accountability rests with the Executive Director in conjunction with the Board of Directors. The Board’s Finance Committee reviews all fiscal

matters regularly and reports to the Board of Directors at each meeting.

The Accountant maintains the QuickBooks accounting system, which allows us to track each funding source separately to assure accurate accounting and appropriate use of federal and other funds. He does monthly bank account and grant reconciliations and prepares the audit schedules. The Administrative Assistant assures that all purchase orders and invoices have the necessary documentation and authorizations. HYSN maintains an appropriate segregation of duties system, and has up-to-date operations and fiscal controls manuals. HYSN complies with all requirements of the Charities Division of the State Office of the Attorney General, the Internal Revenue Service, and the federal Office of Budget Management.

**Partnerships: Summary Histories of HYSN Partners:**

Hale Kipa, a Council on Accreditation (COA)-accredited agency, has been in operation for over 47 years and is the primary provider of emergency shelter, youth street outreach and transitional and independent living services on the island of Oahu. In addition, Hale Kipa also offers foster homes, family strengthening and counseling, jail diversion, outreach and tracking services for youth in the juvenile justice system. Hale Kipa has consistently been in the forefront of providing services to meet the needs of Hawaii's youth.

Maui Youth & Family Services (MYFS), a CARF-accredited non-profit agency, began as the Maui Youth Residential Shelter in 1978. Its name change in 1986 signaled its development into a comprehensive family service organization encompassing satellite shelter homes, therapeutic foster homes, independent living programs, substance abuse treatment (community based), family counseling, outreach - first to runaway and later homeless youth, criminal justice diversion, school and community based treatment, and youth prevention programs on Maui.

Salvation Army Family Intervention Services (SAFIS) on the island of Hawaii was formerly known as the Hilo Interim Home. It was established in 1970 as a response to a Hawaii Island United Way



planning committee that identified a community need for emergency shelter services. In 1990, the agency expanded its services and added non-residential outreach services. These include Project Ho`okala, an adolescent jail diversion project, Youth Services Centers, Outreach Services to Youth and Families, Independent Living Programs, and Workforce Investment Act. In February 2000, the name of the agency was changed to Family Intervention Services to reflect the continuum of care for at-risk youth and their families. In addition to the emergency shelters in Hilo and Kona, the agency also operates a group home and transitional living program in Hilo and Safehouses in Kona, Maui and Hilo.

*Hale `Opio Kauai*, a COA-accredited non-profit, started serving youth from across the state in a group home on Kaua`i forty-two years ago. Now it provides over twenty programs, annually reaching more than 500 young people that teach skills, strengthen relationships, and offer many other opportunities to nurture the positive development of youth. Hale `Opio is dedicated to improving the quality of life, enhancing a sense of belonging, increasing self-awareness, and strengthening `Ohana by delivering culturally sensitive, youth-driven, family-centered, strengths-based, collaborative behavioral health and juvenile justice services through residential and community programs for education, prevention, diversion and treatment.

## **2. Facilities**

**Street-based Outreach:** Street outreach to runaway and homeless youth does not take place in a specific facility or building. Street outreach may take place at a park, beach, sidewalk, or camp site. Sites for street outreach may change over time depending on variables such as weather, enforcement of sidewalk laws, and sweeps of homeless encampments.

Over time, HYSN and Subgrantees have identified the primary areas where RHY may be found. SOP staff members collaborate with other HYSN member agencies and homeless service

providers to identify new outreach sites. We monitor legislation, law enforcement initiatives, and special events that impact homeless persons (e.g., the intense security during the American Pacific Economic Conference that drove many youth from their usual hangouts in Waikiki). The youth themselves, as well as homeless adults, help us to identify “newbies” on the streets and link them with our services. In general, RHY are most likely to be found in tourist centers, where they are less noticeable and have more opportunities to obtain resources to meet their survival needs, although patterns are changing as a result of the “sidewalk laws.” RHY are also found on beaches and in parks in more rural areas of the islands. The HYSN member agencies are also entry points where youth may access services and sites where RHY may be referred for additional services.

Island of Oahu: The YO! Project operates out of an easily accessible house, rented from the Waikiki Baptist Church in the midst of an area where the homeless congregate in Waikiki. Street outreach primarily occurs on foot in Waikiki and other street youth hangouts between Waikiki and downtown Honolulu. If this application is fully funded, the program will expand outreach to additional sites in more rural areas including Central, Windward and Leeward Oahu.

Island of Hawaii: Hawaii’s population, job and educational opportunities, and some homeless youth are concentrated in Hilo and Kailua-Kona, but RHY are also found in isolated areas of the island. In East Hawaii, Under His Wings and The Salvation Army Hilo Temple Corp will be used to do outreach to these youth.

County of Maui: Maui County is primarily a rural geographic designation and does not have a mass transit system, adequate roads to some communities, or a system other than costly air travel for commuting between islands. This negatively impacts accessibility to some services. Maui Youth and Family Service (MYFS) will offer SOP services in Central and South Maui and Lahaina, which include tourist centers and areas of rural homelessness. MYFS SOP will also serve

youth from the two smaller islands of Maui County, Lanai and Molokai. Workers who are located on each island will assess and refer any youth in need of services.

*County of Kauai (islands of Kauai and Niihau)* – Kauai will conduct outreach at various locations around the island where runaway and homeless youth may be found.

**Drop-in Center:** (*Oahu*): **Locations:** Oahu/YO! Project is located in Waikiki in a clean, secure cozy house rented from the Waikiki Baptist Church. It has a ramp for wheelchair access. In 2016, HomeAid Hawaii did a makeover that included new kitchen appliances, lockers, and furniture.

**Hours:** Oahu - Open for drop-in 4 times a week in the afternoons, early evenings. During the rest of the week by appointment and/or walk-in basis (when staff is available). Other group activities may occasionally be planned at different times.

**Services:** Access to social and recreation services, locker space, mailing address, phone for business purposes, emergency financial or material needs, hot meals, emergency canned food, clothing, hygiene (e.g., showers, supplies), basic survival supplies, bus pass, access to computers. Medical clinic on site on Oahu.

**Staffing Ratio:** The minimum staffing ratio is one staff for every eight youth and may be up to one staff to three youth. Every effort will be made to ensure that no youth is left unsupervised and multiple staff assures quick assistance in emergency situations.

**Youth Involvement:** Regular house meetings on Oahu include time for program participants to share concerns, make suggestions, and take on an active role in continued program development and improvement. Respect for persons, property and feeling of program ownership has resulted in a mostly damage-free YO! house. Youth may set own pace and use drop-in services, but must be respectful and follow rules (e.g., no violence).

## **5. PERSONNEL, PROJECT ORGANIZATION, AND STAFFING**

**1. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Staff Qualifications and Responsibilities**

Staff Name/Position	Minimum Qualifications (MQ) and Actual Education/Experience (Educ./Exper.)	Job Duties
Hawaii Youth Services Network		
Judith F. Clark, MPH, Executive Director	<p><u>MQ:</u> Master's Degree in human services related field experience at program management or above. Demonstrated experience advocating for a human service population. Familiar with the Hawaii State Legislature and Government as it relates to the delivery of health and human services. Experienced in budgeting. Experience working with Federal Grants and State Contracts.</p> <p><u>Educ./Exper.:</u> MPH---Public Health, Univ. of Hawaii. Executive Director, Hawaii Youth Services Network (2000—present). FYSB Peer Monitor &amp; Grant Reviewer. 25+years of experience in health/ human services; Outstanding Advocate for Children and Youth Award; 2005; Hawaii State Legislature; 17 years of experience with RHY.</p>	Overall coordination and fiscal management for SOP. Monitor performance of sub-grantees. Organize training programs and provide technical assistance. Monitor progress toward outcomes. Maintain communication with state staff.
Ferdinand Mandac, BBA Accountant	Ensure accurate accounting & appropriate use of federal funds. Prepare/submit fiscal reports. Maintain QuickBooks accounting system. Prepare for audits.	<p>MQ: Bachelor's degree in accounting or related field. Minimum of 2 years accounting experience (non-profit preferred). Experience with QuickBooks software required. Knowledge of federal grant regulations.</p> <p>Ed/Ex: BBA – Accounting, Univ. of Hawaii. Accountant, HYSN – 2014-present. Accountant/Office Administrator, Anderson Lahne &amp; Fujisaki LLP, 2011 – present.</p>
Regina Torres Jacobs, AA	Oversees office administration including organizing Board & committee meetings,	MQ: AA or bachelor's degree in business

Administrative Assistant	maintaining equipment & supplies; managing payroll; assisting the Accountant; monitoring invoices; maintaining administrative and fiscal records.	management or related field preferred. Experience in office management required. Non-profit experience preferred. Skill in using Microsoft Word, Outlook and Excel. Strong verbal and written communication skills. Strong organizational skills. Ed/Ex: AA degree from Chaminade University. Administrative Assistant, HYSN; 016 – present. Office Manager, HYSN, 2008 – 2015.
Hale Kipa		
Jaque Kelley-Uyeoka, MSW, Deputy CEO	MQ: Master’s and 10 years of supervisory and program development experience. Responsibilities: Overall management & coordination of the Hale Kipa SOP subgrant. Staff supervision. <u>Educ./Exper.:</u> MSW, University of Hawaii; Hawaii licensed social worker. 37 years’ experience with runaway and homeless youth at Hale Kipa (emergency shelter, independent living, street outreach, transitional living). 1979-current: Hale Kipa, Inc. (Deputy CEO, 2006-current; Senior Program Director, 2004-2006; Program Director, Outreach and Transitional Living Services, 1989-2006; Independent Living Program Developer and Coordinator (concurrent with KH), 1983-1989; Kamala Home Developer and Coordinator, 1979-1989; Residential Social Worker, 1979.	Administration, supervision & program development for Oahu Youth Outreach Program
Alexander “Alika” Campbell, MSW, Program Coordinator	<u>MQ:</u> Master’s Degree preferred or equivalent experience in this field; Supervisory experience and direct counseling in human services field. <u>Educ./Exper.:</u> Bachelor’s Degree and MSW, University of Hawaii.	Program management/development, staff supervision, and case management for Hale Kipa YO! program. Provides leadership and utilizes systemic thinking

	YO! Coordinator, Hale Kipa (2004-present); Transitional Living Program Coordinator (2004-present). YO! Case Manager (2000-2004). Transitional Living Program Case Manager (1997-1999). ILP Training Apartment Case Manager (1993-1995). 24 years of experience with RHY.	to organize, coordinate & nurture a network of staff providing street outreach services.
Deborah Smith, Outreach Supervisor	MQ: Associate Degree in Social Work, Psychology, Human Services or related field of study. 2 years of experience in human services and supervisory experience. Preference for experience focused on youth, homeless/house experience also a plus. Educ./Exper.: YO! Outreach Supervisor, Hale Kipa (2009-present); Helping Hands Hawaii, Case Manager (2008); Lokahi Behavioral Health, Case Manager/Clinical Coordinator (2006-2007); HK Trauma-Informed Care (Risking Connections) Trainer). Safe House Outreach Worker. BA in anthropology from University of Texas, 1982.	Hiring, training, supervision of Outreach workers; provide direct street outreach services; coordinate services with community; encourage trauma-informed care and harm reduction approaches.
Lori Ford, Trafficked Victim Outreach Worker/Case Manager	MQ: Bachelor Degree in Social Work, Psychology, Human Services, Counseling or related field. One (1) year experience working with youth ages 5-19 in obtaining basic skills, goal setting, health living, relationships and other aspects of prevention services. Educ./Exper.: Trafficked Victim Outreach Worker/Case Manager 2017 – present. Homeschool Teacher 2016 – 2017. Contract Special Investigator 2014 – 2016. Customs and Immigration Inspector 2003 – 2005. M.S. in Criminal Justice from Georgia State University.	Provides intake, assessment, service planning, case management and pregnancy prevention services to YO! Youth. Provide crisis intervention and referrals to shelters and other needed services.
Anastasia Bennett, Outreach Worker	MQ: Minimum of two years of work experience with adolescents and families. Educ./Exper.: Keihls Customer Representative 2016 -2017. Electric Paradise Tattoos Front Desk Receptionist 2016 – 2017. Perdue University North Central 2013-2014.	Provides street outreach and drop-in services to youth at YO!
<b>Maui Youth and Family Services (MYFS)</b>		
Rick Collins, Clinical Director	MQ: CERTIFICATE/LICENSE/REGISTRATION: State of Hawaii Clinical Licensure; current	Administration, supervision and program development for MYFS

	<p>driver's license, clean driving abstract, and current car insurance</p> <p><b>EDUCATION AND/OR EXPERIENCE:</b> Master's Degree from an accredited university or college, in social work, counseling, psychology, or related behavioral sciences field. At least three (3) years of paid working experience providing clinical services to children and families. At least one (1) year of paid work experience in a supervisory capacity.</p> <p><u>Educ./Exper.:</u> Licensed Marriage and Family Therapist since 2008. Master of Counseling Psychology/Marriage and Family Therapy – Chaminade University, 2005. Master of Counseling Psychology/School Counseling – Chaminade University, 2012.</p> <p>Clinical Director, Maui Youth and Family Services (2012 – present). Department Chair, Counseling Dept., St. Louis School (2008-2012). Couples Counselor, Private Practice; Ho'omaluhia Counseling (2009 – 2011).</p>	<p>SOP subgrant. Provides for optimum utilization of employees. Ensure highest quality of services. Monitors programs for contract compliance.</p>
<p>Wendy DeCambra, Program Manager</p>	<p>MQ:</p> <p><b>CERTIFICATE/LICENSE/REGISTRATION:</b> CPR/FA Certification; Current driver's license, clean driving abstract and current car insurance.</p> <p><b>EDUCATION AND/OR EXPERIENCE:</b> High School degree and two years of experience in the maintenance and operation of human services programming. Bachelor's degree in education, recreation, public administration, social service or related field from a regionally accredited university, may substitute for the required experience. Must be computer literate and familiar with current widely accepted software. Supervisory experience helpful.</p> <p><u>Educ./Exper.:</u> 2/08 – present MYFS, Community Services Program Manager; 12/06 – 2/08 MYFS, Intensive Services Program Manager/QA Specialist; 08/04 - 12/06 MYFS, Intensive Services Program Manager. Studied Liberal Arts at Maui Community College.</p>	<p>Support community services staff in coordinating, developing and implementing youth and family treatment programs, (i.e. prevention, social, recreational, educational activities and services to support youth and families' efforts to attain health lifestyles and self-sufficiency.)</p>

Ashley Canillo, MSW, Outreach Counselor	MQ: CERTIFICATION/ LICENSURE/ REGISTRATION: CPR/FA Certification; current driver's license, current automobile insurance, clean traffic abstract, and transportation. EDUCATION AND/OR EXPERIENCE: Bachelor degree in related field from a regionally accredited university. Minimum of one year working with youth at risk. Master's degree may substitute for experience. Educ./Exper.: University of Hawaii, MSW, 2014. Chaminade University, BA in Psychology, 2005. Maui Youth and Family Services, Outreach Counselor, 2014 – present. Aloha House, COD Intern, 2013 - 2014. MTC Hawaii Job Corps, Career Counselor, 2012 - 2014 Hale Kipa, Program Coordinator-HAP, 2009 – 12.	Conducts outreach and works with at-risk youth in the community. Responsible for assessing youth to determine their need, connecting youth to proper programs and agencies based on their need, one to one counseling, and building relationships with the schools and agencies within the island of Maui.
<b>The Salvation Army Family Intervention Services</b>		
Roxanne Costa, Executive Director	MQ: BA with 25 years of experience both direct service and staff supervision at TSA- FIS.	Administration. Overall supervision of three sites on the Big Island, and one on Maui. RFP procurement and direction of proper implementation of program services.
Glenn Taka, Program Manager: Hilo	MQ: BA with 15 years of experience in service delivery and 4 years staff supervision.	Supervision of all programs at the Hilo Site including Residential and Outreach Programs.
<b>Hale `Opio Kauai</b>		
Leialoha Sanchez, Community Programs Director	Community Program Director, Hale `Opio Kauai; 2017 – present. Prevention Coordinator/Youth Services Director, YWCA of Kauai, 2011-2017. Cultural Specialist, Kamehameha Schools, 2010 – present.	Management and supervision of the Street Outreach Grant-in-Aid services for Kauai County.
Outreach Worker (to be hired)	MQ: Minimum of two years of work experience with adolescents and families.	

**Staff Supervision and Evaluation:** Supervision of each staff is provided by the immediate



Subgrantee supervisor and includes: reviewing files, reviewing service plans, regular processing time, weekly individual and group meetings, formal and informal evaluations. Supervisors pay attention to quality, safety, and productivity standards, intervention strategies, and on-going support and capacity building. There are mutually developed written evaluations/learning contracts geared towards further identifying training needs and developing staff strengths and professionalism. Supervisors are on call for emergency situations on a 24-hour basis.

Each staff member receives a personnel evaluation on an annual basis, completed by the supervisor and discussed with the employee. The performance evaluation process includes goal setting, performance measurement, regular performance feedback, employee recognition, and documentation of employee progress. It ensures that the supervisor and reporting staff members are clear about the requirements of the job. It helps employees accomplish both personal development and organizational goals. If an employee is not succeeding or improving job performance, a performance improvement plan is mutually developed and monitored.

**Criminal History, Sex Offender, and Child Abuse Registry Checks** - Human Resources staff of each Subgrantee verifies education, employment, and professional/vocational licensing; and conducts reference checks. All employees are credentialed according to Council on Accreditation and State of Hawaii Standards. Subgrantees conduct criminal history record checks (State, FBI, and Child Abuse & Neglect Registry Clearance, Adult Criminal Conviction Information System, Hawaii Criminal Justice Data Center and National Sex Offender Public Registry) for all staff that come into contact with children. Fingerprinting is conducted pre-service for staff working in SOP and residential programs. Criminal background checks are repeated at intervals consistent with agency personnel policies. Initial and annual TB screening and health certificate and an annual driver's abstract are also required of all personnel. These practices are in accordance with state and

federal laws that prohibit discrimination in hiring based on arrest or court record, allow inquiry about convictions only after making a conditional offer of employment, and require the applicant/employee's written consent before running a check. HYSN monitors compliance with background checking by reviewing personnel records during site visits.

The SOP does not use volunteers to conduct street outreach. Volunteer groups sometimes prepare meals, deliver donations, or conduct other community service activities at the drop-in center. Because these volunteers do not provide any services on an ongoing basis and are always supervised by staff when in contact with youth, they do not require background checks.

HYSN staff do not provide any services to youth nor do they come into direct contact with RHY except during site monitoring visits to subgrantees. When in contact with youth at a subgrantee site, subgrantee staff are always present. Thus, HYSN staff do not need and are not required to undergo background checks.

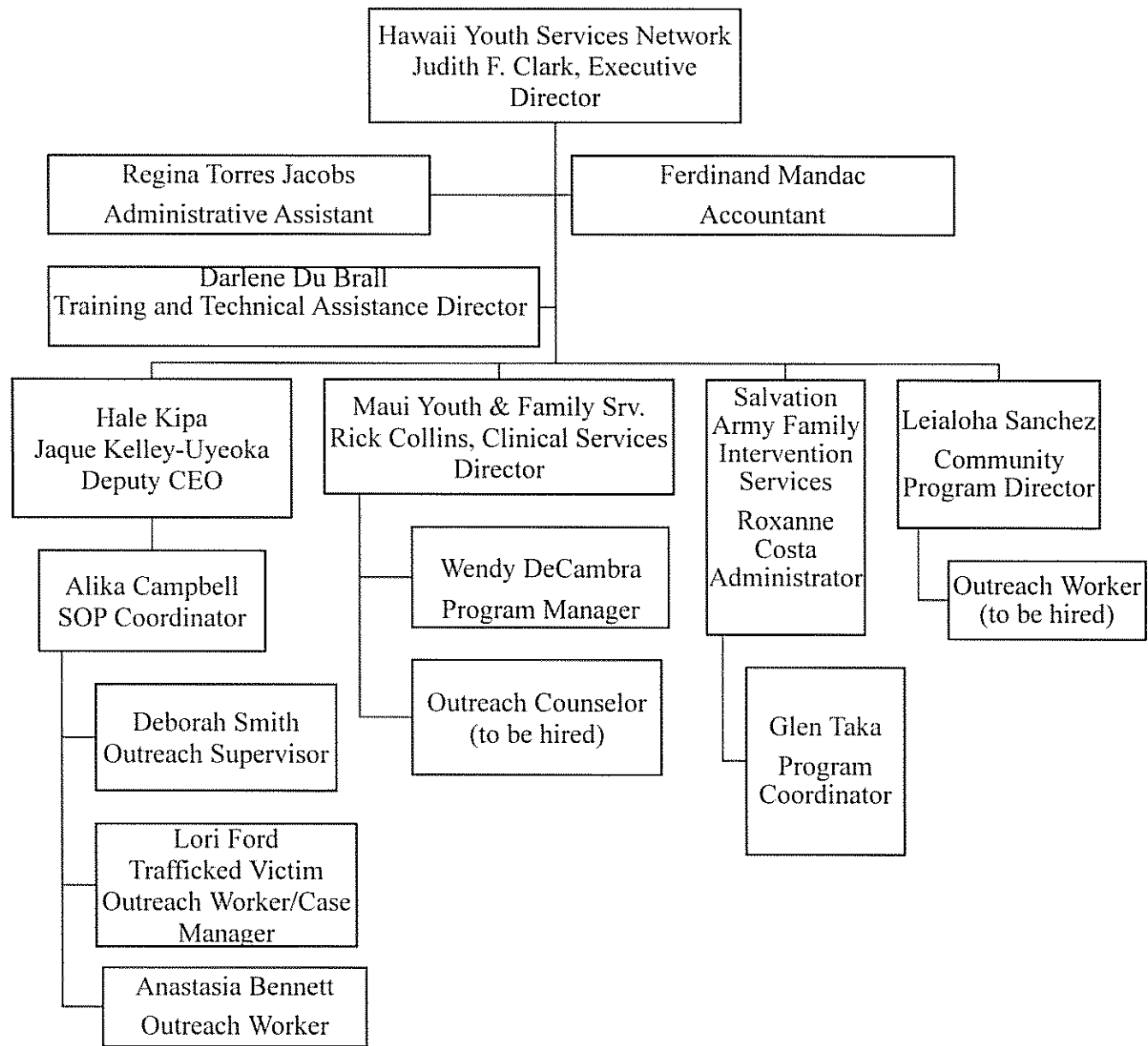
**Training Project Staff** - Staff development is critical to service effectiveness. Each agency conducts initial orientation and offers in-service training on a regular basis to all RHY staff and volunteers. The exact content and length of training will vary somewhat among Subgrantees, but includes, at minimum, the following topics: effectively approaching and engaging youth on the street; safety protocols; ethics and boundaries; harm reduction; crisis intervention; trauma informed care; positive youth development; basic counseling skills; healthy sexual behavior; gay, lesbian, bisexual, transgender issues; cultural awareness and sensitivity; mental health awareness; alcohol, drug, and chemical dependency awareness; domestic trafficking, bullying, and harassment; and sexual exploitation and prostitution. All staff members are trained in record keeping, chart documentation, confidentiality, HIPAA, and data reporting requirements. Each

organization documents and keeps on file the course outline or discussion points, topic name, credentials of the trainer, trainees attended, date, time and duration of the training.

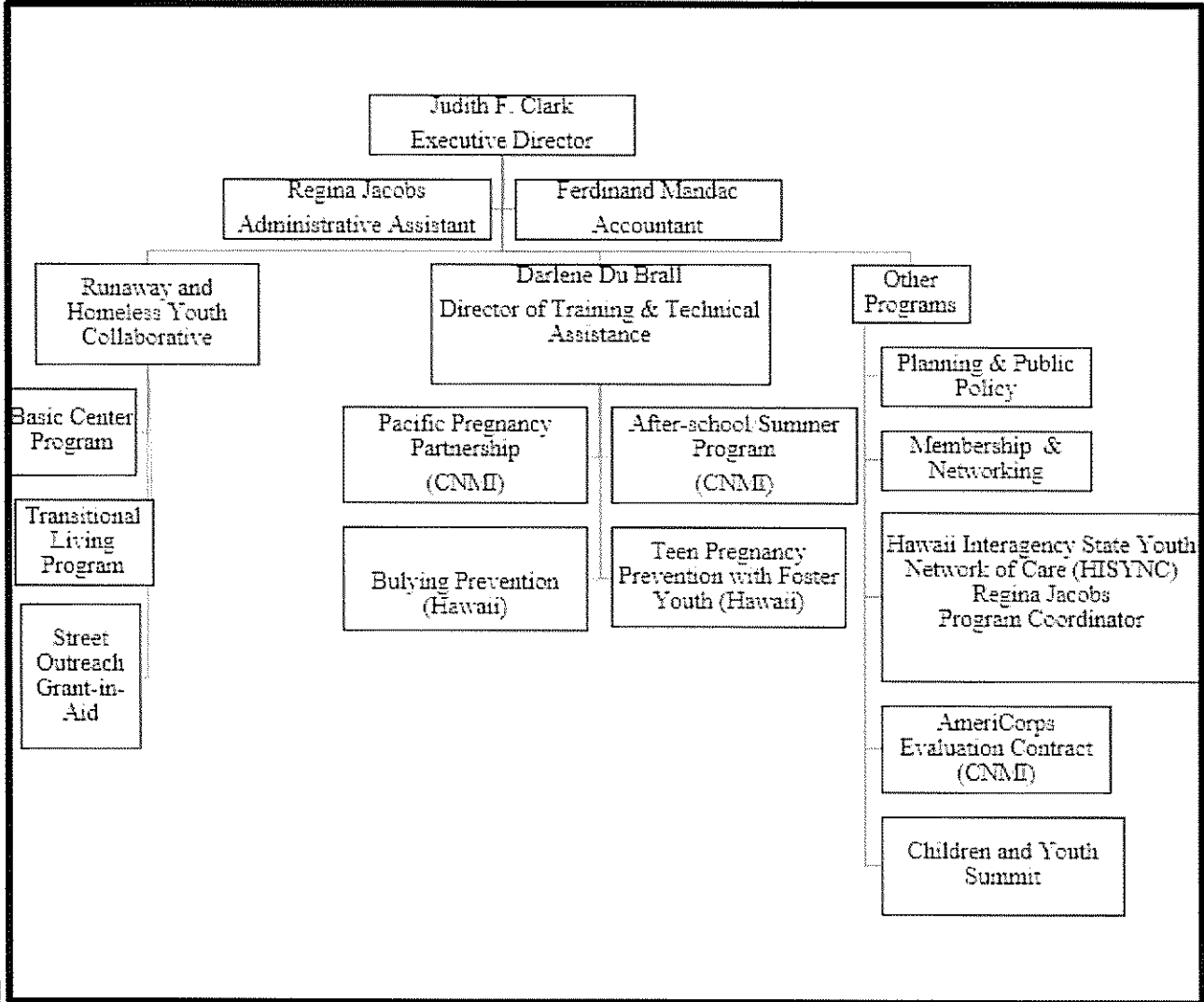
HYSN conducts statewide training for Subgrantees and other youth workers through workshops, conferences, and quarterly membership meetings featuring educational presentations. Some training is designed for staff working in fiscal management, quality assurance, human resources, and/or fund development. Examples of training offered recently include: opioid use and abuse, understanding Micronesian culture, ending youth homelessness, and financial empowerment using the Your Money Your Goals toolkit. HYSN maintains an ongoing information service via e-mail to Subgrantees about training and funding opportunities, networking efforts, and best practices including a monthly e-newsletter that reaches more than 1,700 youth workers, administrators, and policy makers.

### **III. Organization Chart**

On next 2 pages – Street Outreach Program Organization Chart and Hawaii Youth Services Network Organization Chart



**HAWAII YOUTH SERVICES NETWORK  
ORGANIZATION CHART 2017**



#### **IV. Compensation**

Executive Director (Judith F. Clark) \$84,872/year

Training and Technical Assistance Director (Darlene Du Brall) \$54,063

Administrative Assistant (Regina Torres Jacobs) \$42,500

#### **6. OTHER**

##### **1. Litigation**

Nothing to disclose.

##### **2. Licensure or Accreditation**

Two Partners – Hale Kipa and Hale `Opio Kauai - are accredited by the Council on Accreditation. Maui Youth and Family Services is accredited by Commission on Accreditation for Rehabilitation Facilities (CARF). These organizations, as well as Salvation Army Family Intervention Services, are licensed by the State of Hawaii as Child Placing Organizations.

Hawaii Youth Services Network has won numerous awards including, but not limited to:

- AIM for Excellence Award for Outstanding Non-profit Management, Harry and Jeanette Weinberg Foundation, 2009, 2013, 2017;
- Excellence in Community Communications and Outreach, U.S. Substance Abuse and Mental Health Services Administration, 2017;
- Hawaii's Outstanding Advocate for Children and Youth, 2005 & 2010;
- Horizon Award for Excellence in Health Education, U.S. Centers for Disease Control, 2008.

### **3. Private Educational Institutions**

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

### **4. Future Sustainability Plan**

Sustainability planning has been an integral part of the program from inception. It addresses HYSN and individual Subgrantee needs, the Hawaii SOP partnership, and promotes prevention/intervention services for RHY and youth at-risk as a statewide/regional/national priority. Sustainability requires efficient, effective, evidence-based programming; strong internal organizational capacity; effective fund development strategies; marketing/public relations to establish the program as indispensable in the minds of funders and other key stakeholders; and strong evaluation systems to show that programs are effective in reaching outcomes. HYSN and partners are addressing all of these needs.

For 15 years (1998 – 2013), HYSN and its partners received federal funding for street outreach. The program has become so competitive that, for the past 4 years, a perfect score of 100 points has been necessary in order to obtain funding. HYSN has consistently scored 98 or 99 out of 100. HYSN will continue to seek federal funds.

In 2014, HYSN developed a workshop titled *Building Sustainable Programs*, based upon the sustainability framework and resource guide developed by the federal Office of Adolescent Health. The workshop has been conducted on the islands of Hawaii, Maui, Kauai, and Oahu to build capacity for sustainability among youth-serving organizations. It addresses 8 sustainability factors and enables participants to identify needs and begin development of their own customized sustainability plans. All of the proposed subgrantees for the street outreach GIA participated in the sustainability workshops. HYSN will continue to provide training and technical assistance to

Subgrantees to strengthen their internal capacities in these areas, while maintaining a comprehensive, collaborative outreach effort to build community and stakeholder support for runaway/homeless/street youth services.

HYSN seeks opportunities to impact funding priorities of government and private funders. HYSN provides data about the costs/other impacts of youth homelessness and effectiveness of street outreach, shelter, and transitional living programs to State Legislators, United Way Impact Funding Committees, and local foundations. HYSN has worked with the United Way and the Hawaii Alliance of Non-profits to document the impact of cuts in federal funding

HYSN participates in comprehensive service planning with key stakeholders that has helped to build a continuum of care across the State of Hawaii. HYSN's strong community leadership has provided a targeted approach to identify youth needs and build service capacity with key partners (government agencies, legislators, human service organizations, businesses, and faith-based).

--Runaway and Homeless Youth Programs  
Onsite Review Report, Admin. For  
Children & Families, DHHS. June 2014.  
p.15.

on health and human services and educate public officials and funders. HYSN and HYSN SOP Subgrantees participate in State and County needs assessment and planning initiatives.

### **5. Certificate of Good Standing**

On next page.

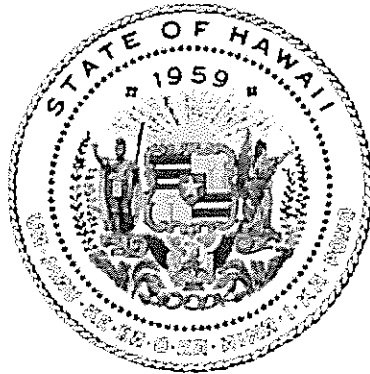
### **6. Declaration Statement**

Hawaii Youth Services Network affirms its compliance with Section 42F-103, Hawaii Revised Statutes.

### **7. Public Purpose**



Hawaii Youth Services Network affirms that all funds received through a state grant-in-aid will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.



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

HAWAII YOUTH SERVICES NETWORK

was incorporated under the laws of Hawaii on 01/09/1981 ; 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 05, 2018

Director of Commerce and Consumer Affairs

To check the authenticity of this certificate, please visit: <http://hbc.hawaii.gov/documents/authenticate.html>  
Authentication Code: 294282-COCC\_FBP-4638202