

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Db:

Hale Kipa, Inc

Amount of State Funds Requested: \$ 60,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Hale Kipa is requesting funding for its Haloa House for Transitioning Former Foster Females. Using a City Special Needs House, it provides a safe, nurturing environment for 4 young females mentored by a live-in Resident Advisor. It focuses on asset building and promotes competencies for self-sufficiency which includes: strengths-based relationships; transitional living plan; skill building and support sessions; educational/employment support; and financial literacy. Case Management is funded by another source and request is are for Resident Advisor and general household operations.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 1,390,000

New Service (Presently Does Not Exist):  Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

615 Piikoi Street, Ste 203

City: Honolulu State: HI Zip: 96814

**Contact Person for Matters Involving this Application**

Name:  
Jaque Kelley-Uyeoka

Title:  
Deputy CEO

Email:  
jaq@halekipa.org

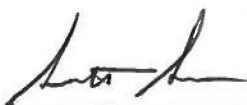
Phone:  
808-589-1829

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



Authorized Signature

Scott Seu, BOD Chair

Name and Title

1/15/19

Date Signed

**received**  
1/17/19 11:15am DC

## Application Submittal Checklist

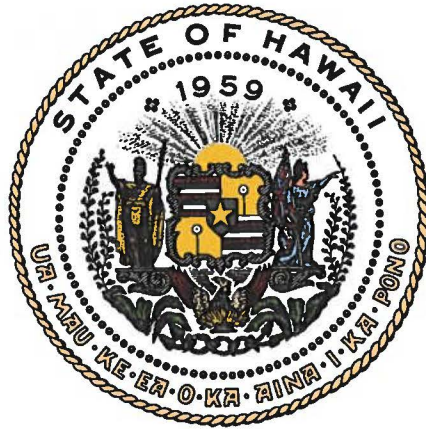
*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

  
AUTHORIZED SIGNATURE

SCOTT W.H. SEU, BOD CHAIR  
PRINT NAME AND TITLE

1/14/19  
DATE



## 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

HALE KIPA, INC.

was incorporated under the laws of Hawaii on 01/26/1970 ; 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 15, 2019

Director of Commerce and Consumer Affairs

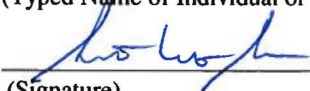
**DECLARATION STATEMENT OF APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hale Kipa, Inc.  
(Typed Name of Individual or Organization)  
  
(Signature) 1/14/19  
(Date)

Scott W.H. Seu  
(Typed Name) Board of Directors Chair  
(Title)

## Application for Grants

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### **I. Certification – Please attach immediately after cover page**

#### **1. 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, 2018.

Please see attached Certificate of Vendor Compliance dated January 15, 2019.

#### **2. Declaration Statement**

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

Please see attached Declaration Statement of Applicants for Grants Pursuant to Chapter 42f, Hawaii Revised Statutes dated January 14, 2019.

#### **3. 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](#))

Hale Kipa is confirming that these funds, if appropriated, will be used for the public purpose of providing housing for a population who often find themselves homeless (former foster youth), related support and skill building services to assist them complete education, secure jobs and be able to support themselves with a living income, and placement in a more permanent housing preventing future homelessness.

### **II. 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;**

Hale Kipa was founded in 1970 by a group of concerned O'ahu citizens and community groups to operate a single group shelter for runaway, throwaway, and homeless adolescents in need. Today, after consistently responding to an array of community needs focusing on at-risk youth and their families, it now offers 18 programs statewide, serving over 2000 youth annually that includes independent and transitional living, street & community outreach, foster care, therapeutic services, mentoring programs,

and other services for youth and young adults, ages 5-25, in child welfare, juvenile justice, children's mental health services. The agency's mission is to provide opportunities and environments that strengthen and encourage youth, their families, and the community to actualize their potential and social responsibility.

With an annual operating budget of \$8M and 150 staff, the agency plays a vital role in Hawaii's social welfare safety net. Youth and families who work with Hale Kipa do not pay for services and the agency depends upon government and private sources to fund its operations. With an array of residential and non-residential services for at-risk youth that spans an entire continuum of need, Hale Kipa remains committed to a community-based framework of support. Since so many of the young people and families we serve are trauma victims either directly or vicariously, our team is trained in Risking Connection, a trauma informed care approach. Hale Kipa practices a strength-based and person-centered approach. We see the potential of all of those we serve, and we respect cultural backgrounds. Most importantly, we recognize our youth are neither their histories nor their behaviors and they are in fact bundles of potential.

The Board and CEO bring years of knowledge, experience, and expertise to this project and bear the responsibility of bringing it to fruition.

**2. The goals and objectives related to the request;**

Hale Kipa has worked tirelessly for many years to help young people rediscover their strengths and develop their skills to be successful adults; Maneuvering the transition from foster care to adulthood has many challenges and Hale Kipa seeks to remove some barriers and support the young person's journey. Housing, skills, education, employment, and connections to positive persons all promote and are needed for success. We have identified the following anticipated outcomes for the residents of the Haloa House for Females (formerly in foster care) focus on the following (*as applicable to their service plan*):

- 90% of the residents will maintain safety and stability while in the Haloa House
- 90% of the residents will continue to achieve educational goals
- 90% will obtain and/or maintain employment
- 90% will improve independent living skills
- 90% will take financial literacy classes and increase saving account
- 90% will transition into satisfactory housing

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

The special housing needs of the youth transitioning out of foster care are quite evident. Too often, youth "age out" of foster care/group home/institutional programs and are left on their own. "On their own" for these youth often means a loss of home, forfeiture of their already tenuous sense of security, and a dramatic realization that they are extremely unprepared to provide for themselves. Some of the potentially worst outcomes are that they never maneuver the transition and end up lost, alienated, and homeless.

The public purpose is to assist these female former foster young women successfully maneuver the transition into productive interdependent living. Outcomes focus on transitioning the youth into self-

sufficient environments and eliminating their dependence on social service systems by improving positive connections, job, and educational attainments.

4. Describe the target population to be served; and

The target population is comprised of young women, ages 18 through 26 years who were in foster care under the placement responsibility of the Department of Human Services until they exited care at age 18 years. If, for some reason, there becomes a greater need to serve young men, Hale Kipa may consider switching the target gender.

5. Describe the geographic coverage.

While the Haloa House is physically located in Foster Village, this program admits all young adults who need the services regardless of what community they come from; this may also include young adults needing placement from the neighbor islands.

**III. 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;

The following program activities are provided to support the resident’s acquisition of the identified goals.

Domain/Related Goal	Activities
<p><b>Housing</b> (90% will maintain safety and stability while in the Haloa House 90% will transition into satisfactory housing)</p>	<ul style="list-style-type: none"> <li>• Home is in a quiet neighborhood in Foster Village. It is neat, nicely furnished and has 4 bedrooms. It is within easy walking distance to a bus stop. This home is a City Special Needs Housing Project which we successfully negotiated a lower lease.</li> <li>• Experience safe household and cooperative living with a Resident Advisor on site</li> <li>• Learn and Practice Household management skills</li> <li>• Resident to be responsible for living expenses (Hale Kipa supplements if they do not have income)</li> <li>• Linkage with housing options post Haloa; many transition into our Step-Up Program.</li> </ul>
<p><b>Individualized Supportive Services</b></p>	<ul style="list-style-type: none"> <li>• Intake and assessment</li> <li>• Assist young person develop focused transitional living plan</li> <li>• Develop individualized approach that will help resident successfully achieve her transition plans.</li> <li>• Provision of regular meetings (both individual and group)</li> </ul>
<p><b>Education Support</b></p>	<ul style="list-style-type: none"> <li>• Range of programming to assist resident plan for her future, secure financial aid, and maintain education. Process higher education payments to residents</li> </ul>

(90% will continue to achieve educational goals)	attending college.
<b>Vocation/ Employment Support</b> (90% will obtain and/or maintain employment)	<ul style="list-style-type: none"> <li>Assist residents prepare resumes, develop career goals, be linked to workforce programs, obtain part- or full-time jobs and maintain employment.</li> <li>Each resident may develop a Kuder career plan.</li> </ul>
<b>Independent Living Skill Development</b> (90% will improve independent living skills)	<ul style="list-style-type: none"> <li>Hale Kipa provides a range of skill building activities following Casey Life Skills Assessment:</li> <li>Daily Living Tasks: Nutrition, Menu planning, Grocery shopping, Meal preparation, Dining, Kitchen clean up and Food Storage, Home Management, Home safety</li> <li>Self-Care: Personal Hygiene, Health, Alcohol, Drugs, and Tobacco, Sexuality</li> <li>Pregnancy Prevention Classes</li> <li>Social Development: Personal Development, Dating, Cultural Awareness, Communication, Relationships, Leisure Time</li> <li>Work and Study Habits: Decision Making, Study Skills</li> <li>Community Resources: Special emphasis is placed on teaching the resident to become aware of and how to access community resources.</li> </ul>
<b>Financial Well-Being</b> (90% will increase saving account)	<ul style="list-style-type: none"> <li>Teach financial literacy curriculum which includes how to budget, pay bills, obtain credit, pay taxes, plan for future expenses.</li> <li>Promote development of savings</li> </ul>

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

All staff and program procedures are in place. All slots are occupied. We will continue business as usual. General ongoing operations follow: (DCEO: Deputy CEO; CM: Case Manager; APC/HS: Assistant Program Coordinator/Housing Specialist; PC: Program Coordinator; RA: Resident Advisor)

<b>A. Contract Activities</b>	
Finalize GIA contract with State	DCEO
Ensure Haloa P & Ps are updated to reflect any contract requirements.	DCEO
<b>B. Staff Recruitment &amp; Hiring</b>	
Currently have Haloa House staff	NA
If need to hire staff: Applicant is interviewed by PC and recommended for hire; D-CEO does final interview and HR offers job.	PC; HR; DCEO;
<b>C. Staff Orientation and Training</b>	
Train Staff: as needed; Staff may attend additional relevant trainings.	HR; PC
On-going staff development: Complete staff development plan.	
Staff Supervision: On-going on a weekly basis. Group sup/1x month.	DCEO; PC
Staff evaluations: 1 <sup>st</sup> evaluation done at 6 mos. and then annually.	DCEO; PC
<b>D. Services to Youth and Family</b>	



Screen Applicant	CM; APC/HS
Admits youth to Haloa and ensures all consents are signed.	CM; APC/HS
Develops Assessment: Within 5 days of admission.	CM
Co-develops Service Plan.	CM
Case Management/Add'l resources: On-going depending on need.	CM
Develops Support Systems for youth and family.	CM
Link to Resources: On-going depending on youth/family needs.	CM; APC/HS
Provide Advocacy Services: On-going depending on youth/family needs.	CM
Provides groups on relevant topics: Pregnancy Prevention, Life Skills.	CM
Contacts collaterals on a regular basis.	CM
Provides supervision during nights, weekends, teaches skills	RA; CM
Provides weekly documentation of all services.	CM; RA; APC/HS
Incident Reports: Completes incident report if needed; contact PO.	CM; RA
Discharge: Prepares youth for discharge and develops plan.	CM; APC/HS
<b>E. Continuous Quality Improvement</b>	
Record Reviews/MUMS: MUMs run monthly to ensure documentation.	PC; DCEO
Internal quarterly reviews: Selected youth files are reviewed using QCR.	CM; PC; DCEO
Incident Rpt reviews: As needed; pay attention if there are any trends.	CM; PC; DCEO
<b>F. Community Involvement</b>	
Develops linkages: Further knowledge of and connections to resources.	CM; PC
Presentations: Program presentations as needed/requested	CM; PC;

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

Hale Kipa seeks to ensure its Haloa House participants are meeting their goals and will track their progress based on their service plans. In addition, staff can also easily track achievement of educational goals (grades, passing to next grade), employment (job acquisition), savings (bank account), independent living skills (observation) and transition to satisfactory living (living arrangements upon discharge).

Residents will also be asked to do random Consumer Satisfaction Surveys as well take a pre and post Hope, Engagement and Wellness survey.

The APC/Housing Specialist and Case Manager receive weekly supervision from the Program Coordinator; during this time, they go over referrals to the Haloa House, services provided to residents, issues, barriers, need for referrals, additional services needed, or changes needed for the program. Residents not succeeding will call for another plan of action to get on track.

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.

90% of the residents will maintain safety and stability while in the Haloa House

- 90% of the residents will continue to achieve educational goals
- 90% will obtain and/or maintain employment
- 90% will improve independent living skills
- 90% will take financial literacy classes and increase saving account
- 90% will transition into satisfactory housing

**IV. 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 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,000	\$15,000	\$15,000	\$15,000	\$60,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

The Case Management Services are provided by another source of funding. There may be the opportunity to apply for smaller grants (\$5,000) this year to support this program.

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.

Hale Kipa has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2020.

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 2020 for program funding.

Private Foundation 5/2015     \$50,000  
 Private Foundation 5/2016     \$50,000  
 Other Contributions 5/2018     \$4,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

The balance of unrestricted current assets as of December 31, 2018 is \$1,390,000.

\*please note that this is an estimate as the books are not closed yet for December 31, 2018.

## **V. 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.

Hale Kipa began its existence almost 50 years ago by providing emergency shelter for the special needs group of runaways. It has since developed a range of housing/residential programs including group homes, emergency shelters, and transitional housing focused on teens and young adults. Hale Kipa has been providing preparation for independent living services through outreach and residential services since 1983. This has included the following related grants:

<b>Date</b>	<b>Contract Title/Number</b>	<b>Description of Services</b>
2004-current	Independent/Interdependent Living/Higher Education/Imua Kakou Program Services for Youth Contract #: DHS-17-POS-4011 CP: Cindy Gamboa, 586-3168 <a href="mailto:CGamboa@dhs.hawaii.gov">CGamboa@dhs.hawaii.gov</a> ; 1010 Richards Street Honolulu, Hawaii 96813	Range of independent living services primarily focused on the 12-26-year-old current or former foster youth. Provided outreach, engagement, skill building, connections, resource linkages, higher education resources, payee services and some targeted residential options. Outcomes included: over 95% improved independent living skills with linkages to community resources; 88% participated in higher education while maintaining passing grades; and 92% secured an appropriate living arrangement upon exiting IL program.
2007-current	Community-Based Residential Services for Youth-Independent Living Program Contract #: DHS-16-OYS-618; CP: Merton Chinen, <a href="mailto:MChinen@dhs.hawaii.gov">MChinen@dhs.hawaii.gov</a> 587-5712; 1010 Richards Street, HNL 96813	Contract with the Office of Youth Services for ILP Training Apartments to provide residence and skill-building component for youth transitioning out of the juvenile justice or foster care systems.
	Transitional Living Program, (Federal), 90CX7195 09/30/18-09/29/23 Hawaii Youth Services Network, Judith Clark, 499-9966, <a href="mailto:jclark@hysn.org">jclark@hysn.org</a> 677 Ala Moana Blvd #904, HNL 96813	Collaborative subcontract under HYSN to provide Transitional Living Residential Programs for young adults ages, 18-21, who are transitioning out of homelessness.

**2. Facilities**

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

The Haloa House is a City-leased 4-bedroom, 1 story home in Foster Village on 1322 Haloa Drive. It has a cozy living room, kitchen, 2 bathrooms, a study room and an enclosed lawn area. It is situated in a quiet neighborhood and is easy to access via bus. 2 residents have their own rooms while two others would share a room and the live-in Resident Advisor occupies one bedroom. It is young-adult friendly and pleasantly decorated.

**VI. 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.

The staffing pattern, which includes percentages of the the Deputy CEO, Program Coordinator, Assistant Program Coordinator, Case Managers and a Resident Advisor are currently filled and meet the needs of the residents. While noting all the personnel associated with this housing project, Hale Kipa is only asking for funds for the Resident Advisor (and operations) as the other staff are funded by Hale Kipa's Independent Living Program contract with the State. The staffing pattern noted in the following table includes current staffing and job duties.

<b>POSITION</b>	<b>STAFF</b>	<b>MINIMUM EDUCATION and EXPERIENCE REQ.</b>	<b>JOB RESPONSIBILITIES</b>
<b>Deputy CEO</b>	Jaque Kelley-Uyeoka, MSW	MSW, University of Hawaii; 39 years' experience with runaway and homeless youth at Hale Kipa (emergency shelter, independent living, street outreach, etc.)	Overall agency Program leadership and administrative oversight, development, supervision, and fulfillment of contract obligations.
<b>Program Coordinator</b>	Trish Baroody, M.S.	Has been HK PC for almost 2 years. Crisis Therapist/Program Coordinator, Care Hawaii 2012-2017); FTW Program Specialist, PACT (2010-11); Mental Health Specialist, Kahi Mohala (2009-10)	Supervises program and staff and is responsible for all programs under the Independent Living Program umbrella. (M-F work hours); on call 24/7
<b>Assistant Program Coordinator/Case Manager/Housing Specialist</b>	Brooke Ward, M.S., Counseling Psychology	APC/HS for 2 years. AA/Activities Coordinator, Ho'ola Na Pua, (2015-17), ED/House Manager, COYSA (2013-14), Parent Consultant, LDAH (2012-13)	Provides housing oversight, RA supervision for residents in Haloa House
<b>Case Manager</b>	Any IL Case Manager may be assigned to work with Haloa	All have Bachelor's degrees	Provides case management counseling and discharge planning for resident in Haloa House (M-F work hours); on call 24/7

	Resident		
<b>Resident Advisor</b>	B.S.	B.S. in Psychology; Has been Haloa RA for one year; previous HK RA from 2006-2014. Substance Abuse Counselor, CARE (2012-current); EPIC Ohana Recorder (2006-2013)	Manage daily milieu, supervise youth, provide skill building activities, informal counseling, implement activities that are recreational, educational, gender specific, culturally sensitive, and developmentally appropriate for youth.

**Staff Qualifications**

Experience has shown that the following qualities and competencies are found in sensitive, sensible, and successful staff. Hale Kipa makes every effort to recruit workers with these qualities:

- |                            |             |                 |                           |
|----------------------------|-------------|-----------------|---------------------------|
| Non-judgmental attitude    | Flexibility | Self-Reflective | Tolerant                  |
| Grounded; can ask for help | Patient     | Sense of humor  | Respect of diversity      |
| Communication Skills       | Realistic   | Down-to-earth   | Capacity to engage/mentor |

Hale Kipa ensures that all personnel management requirements are met including educational pre-requisites and proper criminal (state and federal), child abuse and neglect, sexual offender, employment, and reference clearances. They are documented in staff personnel files and updated as applicable. Each staff also obtains an initial annual TB test and is certified in First Aid and CPR.

**Supervision and Training**

Hale Kipa's Deputy CEO provides supervision and administrative direction relative to the delivery of the proposed services to the Program Coordinator. Supervision focuses on program management, referrals, staff recruitment, client related issues, reporting requirements, and professional development. The Program Coordinator supervises the Case Manager and Youth Counselors. Supervision includes a focus on: individual learning and professional development, working as part of a team, client related issues, promoting the service plan and how the day-to-day work with the youth can be most productive.

Training is implemented in phases that includes basics such as:

1. Agency philosophy/goals, administrative policies, Employee Handbook, Employer–Employee Rights and Responsibilities, and Civil Rights policies, confidentiality, Ethics, mandated reporting, incident reporting,
2. First Aid, CPR, Medication and Blood Borne Pathogens, CPI Training (Behavior Management; de-escalation techniques)
3. Program Specific Training: ES Overview, Policies and Procedures, Assessment, Service planning, Prudent parenting, Strengths based practice, Client rights, Documentation
4. Trauma-informed training, Child Care Worker Staff Training
5. Staff also shadow other staff before working by themselves on a shift.

**Administrative Support**

The Program Coordinator oversees the daily activities of the program and its staff and is supported with administrative and supervisory direction by the Deputy CEO. The Administrative Assistant provides necessary administrative support utilizing resources from Hale Kipa's Human Resources, Quality Improvement, IT/IS and Fiscal offices. This chart includes current administrative/executive support.

Staff	Brief Information
<ul style="list-style-type: none"> <li>• Ernest Pletan-Cross, CEO</li> <li>• Gwen Okamoto, CFO</li> <li>• Dori Tyau, HR Director</li> <li>• Laura Brucia Hamm, QI</li> <li>• Steve Hurlbut, CIO</li> </ul>	<p>HK CEO since 1998; founder and ED of LUK, Inc., family service agency.</p> <p>New HK CFO, previous CFO at Hawaiian Humane Society.</p> <p>HK HR Director since 2004: Previous Program Director for Emergency Shelter.</p> <p>Director of QI and Development since 2016; past ED and HK staff.</p> <p>Contracted position; oversees HK IT's assessment, implementation, needs.</p>

**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.

See Hale Kipa Organization Chart followed by the Haloa Program Organization Chart.

**3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- CEO: \$180,000
- Deputy CEO: \$110,000
- CFO: \$100,000

**VII. 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.

A former employee filed two state agency charges (not lawsuits) regarding her termination from Hale Kipa, which are currently pending. Hale Kipa denies any wrongdoing, and there has been no determination on the merits of her claims.

**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.

adults. In addition, Hale Kipa is accredited by the Council of Accreditation, a nonprofit Accreditor of Human Services and has been in good standing since our original accreditation in 1999.

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

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

Not Applicable.

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

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

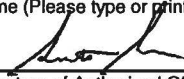
Hale Kipa has been providing transitional shelters since the 1980s and has demonstrated the capacity to sustain services through difficult and challenging periods. The agency utilizes diversified funding from Federal, City, State and other agencies. By necessity, the agency consistently pursues funding from other sources; these supplemental funds are critical because government-funding sources, by themselves, are inadequate to cover the costs of operating emergency shelters.

We have had to expand or shrink services depending on the availability of resources. There is a basic cost to operate the shelter even if only a single resident is being housed. Long ago, we made a commitment to the community to provide these unique services; as we have demonstrated in the past, we will utilize whatever sources and adjust current programs and services to ensure the continuation of these services.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hale Kipa, Inc.

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	28,100			
2. Payroll Taxes & Assessments	2,712			
3. Fringe Benefits	10,032			
<b>TOTAL PERSONNEL COST</b>	<b>40,844</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,200			
3. Lease/Rental of Equipment	1,020			
4. Lease/Rental of Space	6,350			
5. Staff Training				
6. Supplies	200			
7. Telecommunication	2,500			
8. Utilities	5,746			
9. Repairs & Maintenance	1,800			
10. Publications/Printing	340			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,156</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>60,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	60,000	Gwen Okamoto	808-589-1829 ext 112	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1/15/19	
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>60,000</b>	Scott Seu, Board Chair		
		Name and Title (Please type or print)		



### BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Hale Kipa , Inc

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
RA	1	\$26,000.00	100.00%	\$ 26,000.00
Relief RA	0.1	\$2,100.00	100.00%	\$ 2,100.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				28,100.00
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
Not applicable			\$ -	
Not applicable			\$ -	
Not applicable			\$ -	
Not applicable			\$ -	
TOTAL:				

**JUSTIFICATION/COMMENTS:**

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_

### FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						

**JUSTIFICATION/COMMENTS:**

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

Applicant:    Hale Kipa, Inc.   

Contracts Total: 8,205,526

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	CAMHD – Intensive In Home	7/1/2018	DOH	State	1,750,000
2	CAMHD – Therapeutic Family Homes	7/1/2018	DOH	State	880,000
3	Emergency Shelter Program	7/1/2018	Dept of Human Services	U.S./State	710,000
4	Independent Living Program/Imua Kakou	7/1/2018	Dept of Human Services	U.S./State	978,667
5	Community Based Residential Services for Youth - Independent Living Program	7/1/2018	Office of Youth Services	U.S.	92,340
6	Community Based Residential Services for Youth - Emergency Shelter	7/1/2018	Office of Youth Services	State	92,300
7	Community Based Outreach Advocacy - Oahu	7/1/2018	Office of Youth Services	State	200,000
8	Community Based Outreach Advocacy - Kaua	7/1/2018	Office of Youth Services	State	60,000
9	Aftercare Monitoring Services for Youth	7/1/2018	Office of Youth Services	State	370,000
10	Intensive Monitoring Program - Oahu	7/1/2018	Office of Youth Services	State	400,000
11	Intensive Monitoring Program - Kauai	7/1/2018	Office of Youth Services	U.S./State	150,000
12	Intensive Monitoring Program - Hawaii	7/1/2018	Office of Youth Services	State	200,000
13	Kauai School Success	7/1/2018	Office of Youth Services	U.S.	50,000
14	Outreach Services for Homeless Youth	1/1/2019	Dept of Human Services	U.S.	200,000
15	Transitional Living Program	9/30/2018	HI Youth Services Network	U.S.	100,000
16	Transitional Living Program	8/1/2018	Homeless Programs Office	State	46,920
17	Basic Center Program - Emergency Shelter	9/30/2018	HI Youth Services Network	U.S.	47,000
18	Independent Living Program/Trng Apartments	7/1/2018	The Judiciary	State	52,925
19	Emergency Shelter Program	7/1/2018	The Judiciary	State	45,000
20	Emergency Shelter Program	2/1/2018	City & County of Honolulu	C&C of HON	53,000
21	OFWR Project	6/24/2014	Office of Comm Services	State	1,000,000
22	YO!	7/1/2017	HI Youth Services Network	U.S.	50,530
23	Trafficking Assessment Shelter	7/1/2018	Dept of Attorney General	U.S.	376,844
24	WRAP	7/1/2018	Office of Youth Services	State	300,000
25					
26					
27					
28					



# Hale Kipa

*Hale Kipa's mission is to provide opportunities and environments that strengthen and encourage youth, their families and communities to actualize their potential and social responsibility.*

## Board of Directors

Scott W.H. Seu (Chair), Michael Magaoy (Vice Chair), Susan Y. M. Utsugi (2<sup>nd</sup> Vice Chair), Greg J. Sitar (Treasurer), Luke W.T. Yeh (Secretary).

**Members:** Heidi A. Cregor, Chris Deuchar, Lanson Kupau, Richard J. Sakoda, Mabel "Jean" Odo (Kauai), Katie Bennett

**Neighbor Island Board Liaisons:** Zadoc W. Brown, Jr.,

**Punky Pletan-Cross**  
Chief Executive Officer  
+ 1 Administrative Assistant

## ADMINISTRATIVE SERVICES

## PROGRAM SERVICES

**Dori Tyau**  
Director of Human Resources  
+ 2 HR Managers

**Gwen Okamoto**  
CFO  
+ 1 Sr. Accountant  
+ 1 Accounting Clerk  
+ 1 Accounting Clerk  
- Payroll

**Laura Brucia Hamm**  
Director of Quality Improvement and Development/Chief Privacy Officer  
+ 1 Communications Manager

**Paul Song**  
IT Support/Help Desk Technician  
**Alika Stricker**  
Assistant Help Desk Technician

### Oahu

**Lisa Cavanagh**  
Clinical Director

**Jaque Kelley-Uyeoka**  
Deputy CEO  
+ 1.5 Administrative Assistants

### Kauai, Hawaii, Maui

**Community-Based Outreach and Advocacy Program**  
Program Coordinator: Stacy Peiler

**Hawai'i Advocate Program (HYCF In-Facility)**  
Program Coordinator: Lani Carrillo

**Independent Living Program (Imua Kakou, Haloa)**  
Program Coordinator: Trish Baroody

**Intensive Independent Living Skills Program**  
Program Coordinator:

**Intensive In-Home Services**  
Program Coordinator:

**Ka'i Like Program**  
Program Coordinator: Lani Carrillo

**Trafficking Victim Assistance Program**  
Program Coordinator: Jaque Kelley-Uyeoka

**Wraparound**  
Program Coordinator: Lani Carrillo

**Youth Outreach (YO!)**  
Program Coordinator: Alika Campbell

**Emergency Shelter (Boys and Girls)**  
Program Coordinator: Stacy Peiler

**Independent Living Program Training Home (ILPTH)**  
Program Coordinator: Lani Carrillo

**Transitional Family Home Program**  
Program Coordinator:

**Transitional Living Program (TLP)**  
Program Coordinator: Alika Campbell

**Hale Lanipōlua Assessment Center**  
Program Coordinator: Victoria Roland

**Hawaii Island**  
**Hawai'i Advocate Program (HAP)**  
**Ka'i Like Program**  
Program Coordinator: Kamea Wong  
**Transitional Family Home Program**  
**Intensive-In Home Program**  
**Intensive Independent Living Skills Program**  
Program Coordinator: Akoni Kanaele

**Maui/Molokai**  
**Hawai'i Advocate Program (HAP)**  
Program Coordinator: Kamea Wong

**Kauai**  
**Hawai'i Advocate Program (HAP)**  
**Community-based Outreach and Advocacy/Ho'okala**  
**Ka'i Like Program**  
**HI Hopes**  
**School Success Program**  
**School Attendance Support Services**  
Program Coordinator: Melinda Montgomery  
**Intensive-In Home Program**  
**Intensive Independent Living Skills Program**  
Program Coordinator: Nazo Shamal

**HALOA HOUSE**  
**Organizational Chart**

**Jaque Kelley-Uyeoka, M.S.W.**  
**Deputy CEO**

**Trish Baroody**  
**Program Coordinator**

**IL Case Manager(s)**

**Jelicia Bell**  
**Resident Advisor**

