

**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:

Hawaii Youth Services Network

Amount of State Funds Requested: \$ 259,000

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

Outreach to runaway and homeless youth statewide.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 400,000
County: \$ 0
Private/Other: \$ 0

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

\$ 220,000

Unrestricted Assets:

\$ 331,661

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:

677 Ala Moana Blvd., Suite 904

City: State: Zip:

Honolulu HI 96813

Contact Person for Matters Involving this Application

Judith F. Clark

Name:

Judith F. Clark

Title:

Executive Director

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Federal Tax ID#:

State Tax ID#


Authorized Signature

Judith F. Clark, Executive Director

Name and Title

12/28/2018

Date Signed

received
11/19/19 1:07pm JFR

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



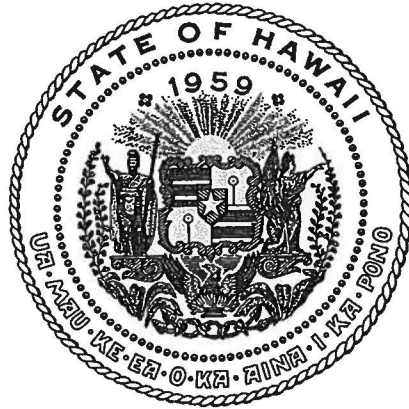
JUDITH F. CLARK, EXECUTIVE DIRECTOR

JANUARY 18, 2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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

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: December 28, 2018

Director of Commerce and Consumer Affairs

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

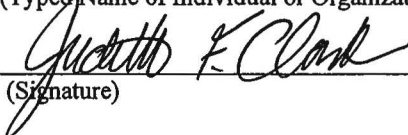
The undersigned authorized representative of the applicant certifies the following:

- 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.

Hawaii Youth Services Network
(Typed Name of Individual or Organization)


(Signature)

1/14/2019
(Date)

Judith F. Clark, Executive Director

HAWAII YOUTH SERVICES NETWORK

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Rick Collins, President

Judith F. Clark, Executive
Director

Bay Clinic

Big Brothers Big Sisters of
Hawaii

Bobby Benson Center

Child and Family Service

Coalition for a Drug Free Hawaii

Collins Consulting, LLC

Domestic Violence Action Center

EPIC, Inc.

Family Programs Hawaii

Family Support Hawaii

Friends of the Children of

West Hawaii

Hale Kipa, Inc.

Hale 'Opio Kauai, Inc.

Hawaii Children's Action

Network

Hawaii Health & Harm

Reduction Center

Hawaii Student Television

Ho'ola Na Pua

Kahi Mohala

Kokua Kalihi Valley

Maui Youth and Family Services

Na Pu'uwai Molokai Native

Hawaiian Health Care

Systems

P.A.R.E.N.T.S., Inc.

Parents and Children Together

(PACT)

PHOCUSED

PFLAG - Kona Big Island

Planned Parenthood of the

Great Northwest and

Hawaiian Islands

Residential Youth Services

& Empowerment (RYSE)

Salvation Army Family

Intervention Services

Sex Abuse Treatment Center

Susannah Wesley Community

Center

The Catalyst Group

January 7, 2019

USE FOR PUBLIC PURPOSE PURSUANT TO 42F-102 HAWAII REVISED STATUTES

As an authorized representative of Hawaii Youth Services Network, I declare that the legislative grant-in-aid for Outreach to Homeless Youth will be used for a public purpose pursuant to 42F-102 of the Hawaii Revised Statutes.

As required by the statute, this application includes:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

Signed:



Judith F. Clark
Executive Director

**HAWAII YOUTH SERVICES NETWORK
APPLICATION FOR GRANTS**

OUTREACH TO RUNAWAY AND HOMELESS YOUTH

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1. BACKGROUND AND SUMMARY

Hawaii Youth Services Network (HYSN), in partnership with four organizations, will provide street and drop-in center-based outreach to runaway and homeless youth (RHY) ages 12 - 21.

The Hawaii Street Outreach Program (SOP) will increase the *safety, well-being, self-sufficiency and number of permanent connections with caring adults* 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 behave¹;
- Providing street-based services 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,
- 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 City and County of Honolulu;
- Maui Youth and Family Services (MYFS)—serving Maui County;
- Salvation Army Family Intervention Services (SAFIS) – serving Hawaii County;
- Hale `Opio Kauai – serving Kauai County.

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:

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

- Thirty-four (34) 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-eight (38) 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-eight (38) years of experience in providing services to runaway and homeless youth.

The Hawaii Runaway and Homeless Youth Collaboration began in 1981 when HYSN and partners received its first federal Basic Center Program (BCP) grant for emergency shelter for youth, and it has received these funds continuously ever since (37 years). Currently, HYSN receives federal funding for shelter and transitional living services. HYSN SOP Partners have a combined history of more than 100 years of services to runaway, homeless and street youth.

2. Goals/Objectives/Outcomes

Goal: The Hawaii Street Outreach Program will increase the *personal safety, well-being, self-sufficiency and permanent connections with families, communities, schools and other positive networks* among RHY in Hawaii by:

- Providing street- and drop-in center-based services to runaway, homeless, and street youth.
- Coordinating and sustaining partnerships that strengthen the integration of comprehensive services to address the needs of the homeless youth population to increase protective factors and reduce risk factors that impact effective transition to adulthood.

Objective 1: To increase the immediate *safety* of 400 runaway and homeless youth:

1.1 400 unduplicated RHY will access street-based and/or drop-in center-based outreach services as documented in case records;

1.2 100 RHY will reduce their risk of sexual exploitation, trafficking, abuse, assault, or substance use by establishing safety plans to reduce risks while on the streets as documented in case notes. Safety plans will include one or more of the following: identifying a trusted adult to call in an emergency; identifying potentially unsafe situations and people; and avoiding risky behavior (e.g., unprotected sex, criminal activity).

1.3 50 RHY will reunite with their families and 30 RHY will enter shelter or other safe and stable housing.

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 way as documented through outreach logs and case management records.

2.1 To prevent illness or unplanned pregnancy and promote good health, 100 youth will access primary or preventive health or mental health care services.

2.2) To ensure adequate nutrition and hygiene, 400 unduplicated RHY will obtain 7,000 units of gateway services, such as providing food, clothing, hygiene and other supplies to meet basic needs and build trust with outreach workers.

Outcome 2.3 (400 youth will complete assessments for emergency and critical care needs to the extent that the youth will allow.

Outcome 2.4 To increase emotional and behavioral health and well-being, 30 youth will receive intensive case management and follow-up services to address emotional and behavioral needs while establishing permanency plans.

2.5 75% of youth that participate in a quarterly survey during drop-in will state 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 by increasing connections with school, employment, transportation, case management, and housing services as documented in outreach logs and case management records.

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

3.2 At least 25 youth will obtain full or part-time employment and/or participate in services designed to lead to employment (workforce readiness, job training).

3.3 At least 50 youth will obtain access public transportation by obtaining bus passes.

3.4 At least 25 youth will receive assistance in obtaining legal identification.

3.5 At least 30 youth will be linked with housing resources (e.g., rental assistance, transitional living, rapid re-housing).

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

4.1 75 youth can identify at least one adult to contact in an emergency (documented by case notes about safety plans).

4.2 In a survey conducted 4 times a year during drop-in, 75% of participating youth will agree that outreach staff can be trusted.

3. Public Purpose and Need to be Served

Runaway and homeless, especially unaccompanied youth who are disconnected from family, 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.

Cost/Benefits of Street Outreach Program: “The consequences of homelessness bring despair to youth in the form of mental health problems, substance use, victimization and criminal activity, unsafe sexual practices, and barriers to education and employment. These problems further burden society with the cost of finding ways to take care of these youth.”² The health, social and other costs of youth homelessness to the individual and to society – both short- and long-term - are discussed below.

The rates of major depression, conduct disorder, and post-traumatic stress syndrome are 3 times as high among runaway youth as among the general youth population. Self-harming behaviors are quite common among RHY, as are suicide attempts. Suicide is the leading cause of death among street youth.³ In Hawaii’s Street Youth Survey, 32% performed “self-harming acts” and 58% attempted suicide. 32.5% said they have been diagnosed with a mental illness.⁴

Many homeless youth turn to substance abuse to deal with the stress of being homeless or as a form of self-medication for untreated mental health issues. Drug and alcohol abuse among unaccompanied youth is dangerous, as it causes impairment, which leads to poor decision making. Two-thirds of Hawaii’s street youth had used illegal drugs in the past 30 days, with marijuana, and meth being the most common. Alcohol, which is illegal for those under age 21, is the drug most commonly used by street youth⁵

Homeless youth often engage in illegal activities to meet basic survival needs. They are even more likely to be victims of crime themselves. Among Hawaii’s RHY, 48% have been in juvenile detention; 38% have been assaulted or beaten while on the streets.⁶ Urban Peak in

² National Network for Youth. Consequences of Youth Homelessness. https://www.nn4youth.org/wp-content/uploads/IssueBrief_Youth_Homelessness.pdf

³ National Network for Youth. *Op Cit.*

⁴ University of Hawaii Center on the Family. *Op.Cit.*

⁵ *Ibid.*

⁶ *Ibid.*

Colorado estimates the cost of placing a homeless youth in the criminal justice system for one year at \$53,665⁷ In Hawaii where the cost of living is much higher, it costs \$200,000 to incarcerate a youth for 1 year.⁸

Homeless youth may engage in survival sex, often without access to condoms and contraceptives, resulting in high risk of STIs and unplanned pregnancy. More than 80% of teen mothers end up in poverty and reliant on welfare.⁹ 29% of Hawaii's street youth have had a child. Of those who exchanged sex for survival needs, 65% reported being coerced.¹⁰

Barriers to education and employment impair ability to live independently and contribute to unemployment. Youth who ran away from home at least once before age 18 earned about \$8,823 less per year over their lifetimes than youth who remained at home¹¹. Among Hawaii's RHY, a quarter have dropped out of school and 51% are "idle", neither in school or working.¹²

The Hawaii SOP will assist youth by increasing safety and well-being while on the streets, building trusting relationships, helping youth exit the streets to safe and appropriate living situations, and strengthening relationships with family and community. This will reduce costs to society by reducing reliance on public assistance, and risks of future homelessness, as well as involvement with child welfare or law enforcement systems. It will reduce costs related to unplanned pregnancy/STIs. It will increase their likelihood reaching educational and employment goals leading to a stable economic future.

⁷ Van Leeuwen, James M. et. al., A Snapshot of Substance Abuse Among Homeless and Runaway Youth In Denver, Colorado. <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.413.7689&rep=rep1&type=pdf>

⁸ Wong, Alia. "New Hawaii Pilot Aims to Reduce Youth Incarceration," *Honolulu Civil Beat* (<http://hawaii.news.blogs.civilbeat.com/post/53410649151/new-hawaii-pilot-project-aims-to-reduce-youth>)

⁹ University of Hawaii Center on the Family. Teen Birth Rates Falling – Still Bring Heavy Costs. http://uhfamily.hawaii.edu/publications/papers/teen_birth_rates_falling.htm

¹⁰ University of Hawaii Center on the Family. Street Youth Survey. *Op. Cit.*

¹¹ Root Cause. Improving Outcomes for Homeless Youth.

<http://www.rootcause.org/docs/Resources/Research/Improving-Outcomes-for-Homeless-Youth/Improving%20Outcomes%20for%20Homeless%20Youth-%20Social%20Issue%20Report.pdf>

¹² University of Hawaii Center on the Family. Street Youth Survey. *Op. Cit.*

4. Target Population to be Served

Number of Homeless Youth – Since 2001, HYSN’s Runaway and Homeless Youth Collaborative has reached 400-800 youth annually through outreach. Hawaii’s 2018 homeless point-in-time count reported 189 unaccompanied youth in 2018, with 73.5% living unsheltered¹³. In FY2016, the state’s homeless service system served 624 unaccompanied youth. Among service users, unaccompanied youth aged 18–24 had the lowest rate of permanent housing placement with only 26.1% exiting to a permanent home compared to 49.0% of all homeless service users.¹⁴

Characteristics and Issues of Hawaii’s RHY - In 2016, a survey was conducted with 151 RHY encountered during street outreach or at the drop-in center. The average age when youth first became homeless: 14. Nearly half — 48% — experienced homelessness the first time with their families. 40% had been in foster care; 48% had been in juvenile detention; 77.5% had been emotionally, physically or sexually abused. Half (50%) had parents with substance abuse problems; 61% had parents who had been incarcerated. Nearly 9 out of 10 (88.8%) had slept overnight outdoors (tent, beach, park, street), and only a quarter (25.2%) had ever stayed in an emergency shelter.

Demographic information: 59% were male. Race: Hawaiian/part-Hawaiian (44%), Other/2 or more races (not including Hawaiian) (18%), Pacific Islander (15%), Caucasian (11%), Asian (6%) and Black (6%).

RHY are at risk of arrest. 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.¹⁵ By 2015, the number of arrests

¹³ Bridging the Gap & Partners in Care. 2018 Statewide Point In Time Count. <http://partnersincareoahu.org/point-time-count-oahu>.

¹⁴ University of Hawaii Center on the Family, Waikiki Health, and Hale Kipa. [Street Youth Study 2018. http://uhfamily.hawaii.edu/publications/brochures/3ff7d_Street%20Youth%20Study-013118_FINAL.pdf](http://uhfamily.hawaii.edu/publications/brochures/3ff7d_Street%20Youth%20Study-013118_FINAL.pdf)

¹⁵ Umemoto, K. et. al. Disproportionate Minority Contact in the Hawai'i Juvenile Justice System. 2012. <http://humanservices.hawaii.gov/wp-content/uploads/2013/01/DMC-FINAL-REPORT-2012-for-printing.pdf>

for running away had declined to 2,078, but still accounted for a third of juvenile arrests.¹⁶

5. Geographic Coverage

Statewide. Street-based outreach will take place on the islands of Hawaii, Kauai, Maui and Oahu. The drop-in center will be operated only on Oahu and is located in Waikiki, a community that attracts many street youth, in a safe, cozy house rented from the Waikiki Baptist Church.

II. SERVICE 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.

Street Outreach Strategy: Locations/Hours - Oahu: Street outreach five/six nights per week plus some day hours in Waikiki, Downtown/Chinatown, and other sites. Drop-in center is open on three to four weekdays. Outreach will span the entire Waikiki area with more time spent in identified areas where youth roam, hang out, and sleep. Staff is flexible and outreach times are adjusted depending upon the need.

Maui, Molokai, and Lanai: Outreach will be conducted five 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.

¹⁶ Dept. of the Attorney General. Crime in Hawaii 2015: A Review of Uniform Crime Reports. <https://ag.hawaii.gov/cpja/files/2016/12/Crime-in-Hawaii-2015.pdf>

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 conspicuous at night and where opportunities for casual (“under the table”) employment or other means of obtaining survival needs are feasible.

Public Outreach and Education: Outreach efforts will include community and school presentations conducted by staff, volunteers, and youth; professional education and awareness activities; TeenLink Hawaii, a web-based information/referral service; annual Homelessness Awareness Conference; and ongoing media presence.

Gateway Services: SOP will provide food (fresh and canned), water, toiletries, cards/brochures, sewing kits, hygiene items, clothing, Band-Aids, etc. 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. At times community groups, such as Rotary Clubs, church groups, and restaurants 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

<p>2017 AWARD - Excellence in Community Communications and Outreach Award. U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).</p>
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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.

Screening and Assessment: 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 emergency/safety needs of the youth, including identification of victims of sexual exploitation and trafficking, 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. Assessments address pregnancy and parenting issues; involvement with juvenile justice or child welfare systems; sexual exploitation/trafficking; disability and health issues; and substance abuse/mental health. The encounter may include linkages to health, education, housing and other resources.

Case Management will begin when a youth agrees to develop and implement a plan to improve their living situation. Goals are set by the youth. At this time, HYSN SOP Partners will

use the Youth Vulnerability Index and Service Prioritization Assessment Tool (VI SPADAT) to assess each youth's situation and determine service prioritization.

Individualized Harm Reduction Plans: 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.

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 (using ACLU homeless rights guide) 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.

Access to Shelter/Safe Housing: All SOP Partners operate shelters for youth up to age 18 and will provide beds for SOP-referred youth. On-call staff take phone calls for shelter on a 24-hour/7 day a week basis. Youth aged 18 and older may be placed in the RYSE Program (shelter &

transitional living for 18-24 year olds), other Transitional Living Programs (TLP) and Independent Living Programs (ILPs) or receive assistance and subsidies for obtaining their own apartments. Job Corps and military services are options for some. We have an agreement with Institute for Human Services (HIS) to accept 18-21 year olds and informal agreements with 2 other adult/family shelters (Next Step on Oahu and Ka Hale A Ke Ola on Maui).

Drop-in Services:

Guiding Principles: sanctuary, safety, nurturance, trust, sense of belonging, empowerment, inherent worth of the individual, responsibility and accountability for one's own actions.

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 (movie days, group meetings, picnics, field trips) are 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. Offers range of educational support including credit recovery and GED preparation. Medical clinic for primary and preventive health care.

2. Timeline

Acronyms used in Timeline
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

Task	Person(s)/Organization(s) Responsible	Time Period
Because HYSN has a current Legislative Grant-in-Aid for outreach to homeless youth, staffing is already in place and locations for outreach have been identified. Services may begin as soon as state contract is executed.		
Execute state contract	HYSN ED, Office of Youth Services	Month 1
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
Conduct street-based outreach in identified times and locations.	HK, HOK, MYFS, SAFIS	Ongoing starting by Month 2
Conduct outreach to schools, youth-serving organizations, law enforcement, etc.	HK, HOK, MYFS, SAFIS	
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, appropriate living situations (with family if feasible and safe)	HK, HOK, MYFS, SAFIS	Ongoing 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
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 lead to the desired outcomes of *safety, well-being, self-sufficiency, and permanent connections*, HYSN and Partners will conduct process and outcome evaluation involving youth, family members (if feasible), program staff, community partners, and quality assurance staff. HYSN and Partners will document quantity and types of services provided (process) and client outcomes through review of client records and semi-annual program performance reports. SOP Outreach workers will track and record all outreach encounters and document case management and other services in each youth’s case file.

Outcomes measured will include: establishment of safety plans; reunification with family or placement in other safe, stable housing; accessing health or mental health services; number of youth that obtain and quantity of gateway services received; completion of assessments; ability to manage stress and conflict; working on educational and employment goals; obtaining identification; linkage with public transportation and other services; and development of relationships with peers and adults.

Each partner’s program staff members will convene quarterly to ensure the program is meeting identified needs, following grant requirements, and fulfilling proposal activities. Areas targeted for review include type/number of clients served, frequency and effectiveness of services, management of problems/concerns, goal achievement, creative uses of resources, and future

planning. Quality improvement, management and program staff members meet to review all evaluation data, identify needed improvements, and monitor implementation of changes.

Monitoring: HYSN will conduct program monitoring via phone, e-mail, meetings of Partners, and site visits. HYSN SOP Partner monitoring will assure:

- Compliance with Grant-in-Aid Requirements - determining whether GIA funds are being used for intended purposes and allowable costs.
- Assistance to Partners - providing information and assistance to Partners to enable them to improve quality of services.

Program monitoring for Partner Organizations 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.

Systems/Processes for Tracking Performance Outcomes:

Each Partner conducts 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.
- 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: initial outreach contact; assessment of needs completed; receives gateway services; establishes safety plan; establishes/meets educational, vocational, personal goals; is linked to emergency, transitional, or permanent housing; and, if needed, is linked to other community services. After-care follow-up to determine if still in stable housing/has other needs.

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 outcome targets described on pp. 2-4 including:

- Number of unduplicated youth contacted (Outcome 1.1).
- Number of youth provided safety plans, mental and behavioral health support to reduce likelihood of sexual exploitation, assault, or substance abuse. (Outcomes 1.2).
- Number of youth reuniting with family, entering shelter or obtaining other safe and stable housing (Outcome 1.3).
- Number of youth that access primary or preventive health or mental health services (Outcome 2.1)
- Number of unduplicated youth and number of times provided gateway services – e.g., food, clothing, hygiene supplies (Outcome 2.2).
- Number of unduplicated youth that complete assessment for emergency and critical care

needs (Outcome 2.3).

- Number of youth receiving case management services (Outcome 2.4).
- Percentage of drop-in center participants that feel better prepared to address stress and conflict and have improved communication with adults and peers (Outcome 2.5).
- Number of youth that participate in educational services (Outcome 3.1).
- Number of youth that obtain full- or part-time employment and/or participate in services designed to lead to employment (Outcome 3.2).
- Number of youth who access public transportation by obtaining bus passes (Outcome 3.3).
- Number of youth who obtain legal identification (Outcome 3.4).
- Number of youth who are linked with housing resources (Outcome 3.5).
- Number of youth who can identify at least one adult to contact in an emergency (Outcome 4.1)
- Number of drop-in center clients that state that outreach staff can be trusted (Outcome 4.2).

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.

IV. FINANCIAL


1. Budget Forms – on following pages

Budget forms do not have page numbers.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App 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)
A. PERSONNEL COST				
1. Salaries	16,748			
2. Payroll Taxes & Assessments	1,842			
3. Fringe Benefits	2,512			
TOTAL PERSONNEL COST	21,102			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,345			
2. Insurance	608			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	3,178			
5. Staff Training	3,050			
6. Supplies	502			
7. Telecommunication	365			
8. Utilities	0			
9 Contractual	220,000			
10 Payroll services	202			
11 Audit & tax return	2,347			
12 Depreciation	247			
13 Dues & publications	86			
14 Parking/Mileage	1,172			
15 Postage & Delivery	7			
16 Printing & Reproduction	711			
17 Professional Services - IT	549			
18 Professional Services - Accounting	1,457			
19 Administrative fees (Business reg., etc.)	72			
20				
TOTAL OTHER CURRENT EXPENSES	237,898			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	259,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	259,000	Judith F. Clark 808-499-9966		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	259,000	Judith F. Clark, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Youth Services Network

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Youth Services Network

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	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____ Hawaii Youth Services Network

Contracts Total: 790,122

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Outreach to runaway & homeless youth	3/1/18 - 2/28/19	Office of Youth Services	State	220,000
2	Hawaii Interagency State Youth Network of Car	3/1/18 - 2/28/19	CAMHD, DOH	State	100,000
3	Basic Center Program	9/30/18 - 9/29/21	Family & Youth Svcs Bu	U.S.	200000/year
4	Transitional Living Program	9/30/18 - 9/29/21	Family & Youth Svcs Bu	U.S.	200000/year
5	PREP - Sexual Health Education	10/1/18 - 9/30/19	Public School, CNMI	State	92,000
6	PREP - After-school/Summer Program	6/1/18-5/31/19	Public School, CNMI	State	82,038
7	AmeriCorps Evaluation	10/1/18-9/30/19	Public School, CNMI	State	46,798
8	Domestic Violence Fatality Reviews	9/2018 - 6/30/2019	DOH - MCH	State	49,286
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30					

**CONTRACTOR BUDGET FORMS ON THE
FOLLOWING PAGES FOR:**

Hale Kipa

Maui Youth and Family Services

Hale `Opio Kauai

The Salvation Army Family Intervention Services

BUDGET

(Period 7/1/19 to 6/30/20)

Applicant/Provider: Hale Kipa, Inc.
 RFP No.: _____
 Contract No. (As Applicable): HYSN SOP

BUDGET CATEGORIES	Budget Request (a)	Non-Federal Match (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	31,200			
2. Payroll Taxes & Assessments	3,947			
3. Fringe Benefits	10,032			
TOTAL PERSONNEL COST	45,179			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	200			
4. Contractual Services - Administrative	400			
5. Contractual Services - Subcontracts	1,970			
6. Insurance	800			
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	5,600			
10. Mileage	50			
11. Postage, Freight & Delivery	20			
12. Publication & Printing	100			
13. Repair & Maintenance	0			
14. Staff Training	0			
15. Substance/Per Diem	0			
16. Supplies	100			
17. Telecommunication	300			
18. Transportation	0			
19. Utilities	281			
20. Program Activities	0			
21.				
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	9,821			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	55,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	55,000	Gwen Okamoto 808-589-1829 x 112		
(b) Non-Federal Match		Name (Please type or print) Phone		
(c)		1/14/2019		
(d)		Signature of Authorized Official Date		
		Name and Title (Please type or print)		
TOTAL REVENUE	55,000	For State Agency Use Only		
		Signature of Reviewer Date		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Hale Kipa, Inc.
 RFP No.: _____ 0 Period: 7/1/2019 to: 6/30/2020 Date Prepared: 1/14/2019
 Contract No. (As Applicable): HYSN SOP

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	Outreach worker		1.00	31,200	100.00%	31,200
2						
3						
TOTAL:					1.00	31,200

JUSTIFICATION/COMMENTS: Salaries and wages budgeted based on estimated time spent on the program.

**BUDGET JUSTIFICATION
EQUIPMENT PURCHASES**

Applicant/Provider: Hale Kipa, Inc.

RFP No.: 0 Period: 7/1/2019 to 6/30/2020 Date Prepared: 1/14/2019

Contract No.: HYSN SOP
(As Applicable)

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION MOTOR VEHICLE

Applicant/Provider: Hale Kipa, Inc.

RFP No.: 0 Period: 7/1/2019 to 6/30/2020 Date Prepared: 1/14/2019

Contract No.: HYSN SOP
(As Applicable)

DESCRIPTION OF MOTOR VEHICLE	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA				

JUSTIFICATION/COMMENTS:

BUDGET

(Period July 1, 2019 to June 30, 2020)

Applicant/Provider:

Maui Youth and Family Services, Inc.

Page 1 of 6

RFP No.:

HYSN - Street Outreach GIA

Contract No. (As Applicable):

Date Prepared:

12/31/18

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	38,895			
2. Payroll Taxes & Assessments	4,322			
3. Fringe Benefits	6,904			
TOTAL PERSONNEL COST	50,120			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services				
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts				
6. Insurance				
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	1,200			
11. Postage, Freight & Delivery				
12. Publication & Printing				
13. Repair & Maintenance				
14. Staff Training				
15. Subsistence/Per Diem				
16. Supplies	1,600			
17. Telecommunication	480			
18. Transportation				
19. Utilities				
20. Depreciation				
21. Program Activities	1,600			
22. Food				
23. Recruiting				
24. Fees and Licenses				
TOTAL OTHER CURRENT EXPENSES	4,880			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	55,000			
SOURCES OF FUNDING		Budget Prepared By:		
		Patrick Saka, Chief Financial Officer		(808) 579-8414, ex 8106
		Name (Please type or print)		Phone
				12/31/18
(a) Budget Request	55,000	Signature of Authorized Official		Date
		Patrick Saka, Chief Financial Officer		
(b)		Name and Title (Please type or print)		
(c)				
(d)				
TOTAL REVENUE	55,000	For State Agency Use Only		
		Signature of Reviewer		Date

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant/Provider: Maui Youth and Family Services, Inc.

RFP No.: HYSN - Street Outreach GIA

Period: July 1, 2019 to June 30, 2020

Date Prepared: 12/31/18

Admin. Salaries

Page 3 of 6

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
4	Chief Executive Officer	100.0	32,960	1.37%	450
5	Chief Financial Officer	100.0	19,570	1.37%	267
6	Chief Operating Officer	100.0	19,570	1.37%	267
7	HR Director	100.0	13,390	1.37%	183
8	Senior Accountant	100.0	12,360	1.37%	169
9	Contracts Accountant	100.0	9,427	1.37%	129
10	PR & Accting Specialist	100.0	9,377	1.37%	128
11	Facilities Coordinator	100.0	8,857	1.37%	121
12	Executive Assistant	100.0	8,334	1.37%	114
13	Accts Payable	100.0	8,085	1.37%	110
14	HR Assistant	100.0	8,035	1.37%	110
15	Receptionist/Admin Supp/ Prcmnt Spec	100.0	7,070	1.37%	97
16	Contract Biller	100.0	4,867	1.37%	66
17	Medical Insurance Biller	5.0	2,166	1.37%	30
	Sub Total				2,240
TOTAL:					38,895

JUSTIFICATION/COMMENTS:

% of Time Budgeted to Contract (column B) - Determined by dividing total direct salaries on this contract by total agency-wide estimated direct compensation for the fiscal year.

BUDGET

(Period 07/01/19 to 6/30/20)

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

Date Prepared: 1/3/19

Contract: HYSN Street Outreach GIA

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	34,484			
2. Payroll Taxes & Assessments	4,162			
3. Fringe Benefits	2,069			
TOTAL PERSONNEL COST	40,715			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	800			
2. Airfare, Out-of-State				
3. Audit Services	315			
4. Contractual Services - Administrative	165			
5. Contractual Services - Subcontracts	0			
6. Insurance	1,002			
7. Lease/Rental of Equipment				
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space				
10. Mileage	600			
11. Postage, Freight & Delivery	75			
12. Publication & Printing	176			
13. Repair & Maintenance				
14. Staff Training	100			
15. Substance/Per Diem				
16. Supplies	980			
17. Telecommunication	466			
18. Transportation	176			
19. Utilities	1,289			
20. Depreciation	710			
21. Program Supplies	7,431			
22.				
23.				
TOTAL OTHER CURRENT EXPENSES	14,285			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	55,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Budget Request	55,000	Sandra Cummings, Controller (808) 245-2873		
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		Vonnell Ramos, Executive Director		
		Name and Title (Please type or print)		
TOTAL REVENUE	55,000	For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

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

Period: 07/01/19 to 06/30/20

Date Prepared: 1/3/19

Contract HYSN Street Outreach GIA

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
5	Executive Director	1.0	70,000	2.00%	1,400
332	Controller	1.0	50,700	2.00%	1,014
306	Office Manager	1.0	38,480	2.00%	770
310	Community Programs Director	1.0	60,000	5.00%	3,000
313	Prevention Programs Manager	1.00	50,000	15.00%	7,500
315	Outreach/Case Manager	0.50	20,800	100.00%	20,800
Subtotal					34,484
					0
					0
TOTAL:					34,484

JUSTIFICATION/COMMENTS:

Budget Year July 1, 2019 - June 30, 2020

Applicant/Provider: The Salvation Army - Family Intervention Services
 RFP No.:
 Contract No. (As Applicable): Hawaii Street Outreach Program

BUDGET CATEGORIES	Budget Request (a)	(b)	(c)	Total Revenue (d)
A. PERSONNEL COST				
1. Salaries	29,893.11			29,893.11
2. Payroll Taxes & Assessments	4,080.40			4,080.40
3. Fringe Benefits	8,220.61			8,220.61
TOTAL PERSONNEL COST	42,194.12			42,194.12
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				-
2. Airfare, Out-of-State				-
3. Audit Services	360.00			360.00
4. Contractual Services - Administrative	168.00			168.00
5. Contractual Services - Subcontracts	-			-
6. Insurance	1,737.88			1,737.88
7. Lease/Rental of Equipment	360.00			360.00
8. Lease/Rental of Motor Vehicle	-			-
9. Lease/Rental of Space	-			-
10. Mileage	1,500.00			1,500.00
11. Postage, Freight & Delivery	60.00			60.00
12. Publication & Printing	120.00			120.00
13. Repair & Maintenance	360.00			360.00
14. Staff Training	240.00			240.00
15. Subsistence/Per Diem				-
16. Supplies	720.00			720.00
17. Telecommunication	720.00			720.00
18. Transportation				-
19. Utilities	360.00			360.00
20. Program Activities	600.00			600.00
21. Indirect Costs	5,500.00			5,500.00
22.	-		-	-
23.	-		-	-
TOTAL OTHER CURRENT EXPENSES	12,805.88			12,805.88
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	55,000.00			55,000.00
SOURCES OF FUNDING		Budget Prepared By:		
(a) HI Street Outreach Program	55,000.00	Cary Ebesugawa 808-959-5855		
(b)		Name (Please type or print) Phone		
(c)		1/14/19		
		Signature of Authorized Official Date		
		Roxanne Costa, Executive Director		
		Name and Title (Please type or print)		
TOTAL REVENUE	55,000.00	For State Agency Use Only		
		Signature of Reviewer Date		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: The Salvation Army - Family Intervention Services

RFP No.: 0

Period: July 1, 2019 to June 30, 2020

Date Prepared: 1/14/19

Contract No. : Hawaii Street Outreach Program

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	Program Manager(RG)	1.00	50,979.66	10.00%	5,097.97
2	Youth Development Specialist(MR)	1.00	38,146.37	65.00%	24,795.14
					-
					-
					-
					-
					-
					-
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					-
					-
					-
					-
					-
					-
					-
TOTAL:					29,893.11

JUSTIFICATION/COMMENTS:

2. Anticipated Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$64,750	\$64,750	\$64,750	\$64,750	\$64,750

3. Funding Sources HYSN is Seeking for FY20

Street Outreach Program, Administration for Children and Families – planned application (federal)
Transitional Living Program, Administration for Children and Families – Funded through 9/2021
Basic Center Program – Funded through 9/2021.
Personal Responsibility Education Program, Northern Mariana Islands – 2 contracts with Public School System; funded through 9/2019; renewal expected.
AmeriCorps Evaluation Contract, Public School System, Northern Mariana Islands – Contract renewal underway. Funding expected through 9.2020.
Flex Grant, Hawaii Community Foundation – Current funding through 10/2019. New application will be submitted.
Hawaii Interagency State Youth Network of Care – Facilitation contract with Hawaii Dept. of Health through 2/2019; renewal expected.
Na Lei Aloha Foundation – Grant through 12/2019; renewal for 1 additional years expected.
Domestic Violence Fatality Review Contract – Hawaii Dept. of Health -Expires 6/30/19. Will bid on new contract.
Project Aware, Northern Mariana Islands – Application pending; contract for training and evaluation 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
<i>Current Funding:</i>	
Runaway and Homeless Youth Program	
Basic Center Program, Administration for Children and Families	Confirmed through Sept. 2021
Transitional Living Program, Administration for Children and Families	Confirmed through Sept. 2021
Other Funding	
Personal Responsibility Education Program, Public	Confirmed through Sept.

School System, Commonwealth of the Northern Mariana Islands (teen pregnancy prevention contract)	2019; expected through Sept. 2020
Personal Responsibility Education Program, Public School System, Commonwealth of the Northern Mariana Islands (after-school/summer program)	Confirmed through July 2019; expected ongoing.
AmeriCorps Evaluation Contract, Public School System, Commonwealth of the Northern Mariana Islands	Dec. 2017 – September 2018; renewal delayed due to typhoon but expected through Sept. 2020.
Domestic Violence Fatality Reviews, Maternal and Child Health Branch, Hawaii Dept. of Health	2018-2019.
Past/Expired Funding	
University of Hawaii Foundation, Teen Pregnancy Prevention	2016-2017
Competitive Abstinence Education Program (federal)	Oct. 2014 – February 2017
City & County of Honolulu Grant-in-aid (bullying)	Nov. 2016 – Oct. 2017
Dept. of the Attorney General – Micronesian Culture Training	August – September 2018

6. Balance of Unrestricted Assets as of 12/31/2018

**Hawaii Youth Services Network
Balance Sheet
As of December 31, 2018**

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking	204,016.12
1011 Checking - Restricted	0.00
	\$
Total 1010 Checking	204,016.12
1100 FHB CD	29,065.89
1200 FHB Maximizer	11,964.35
1300 Petty Cash	0.00
Cash Short	0.00
	\$
Total Bank Accounts	245,046.36
Accounts Receivable	
11100 Allowance for Doubtful Accounts	0.00

11400 Grants Receivable	0.00
1201 Accounts Receivable	101,675.95
1202 FYSB Grant Receivable	0.00
1220 ESH Receivable	0.00
	<hr/>
	\$
Total Accounts Receivable	101,675.95
Other Current Assets	
13000 Prepaid Expenses	12,338.61
13050 Prepaid Insurance	0.00
1400 Morgan Stanley Dean Witter	5,665.00
1410 MSDW - Alliance Cost	60,104.88
1411 Dean Witter Liquid Asset	2,107.01
1420 MSDW - Unrealized Gain/(Loss)	0.00
	<hr/>
	\$
Total 1400 Morgan Stanley Dean Witter	67,876.89
1499 Undeposited Funds	0.00
	<hr/>
	\$
Total Other Current Assets	80,215.50
	<hr/>
	\$
Total Current Assets	426,937.81
Fixed Assets	
15000 Office Furniture & Equipment	36,242.39
15006 Software	1,700.99
CDC Program Ste 914	2,041.82
	<hr/>
	\$
Total 15000 Office Furniture & Equipment	39,985.20
15005 Office Improvements	0.00
16000 Anti-Bullying Video	40,291.31
16010 Bullying PSA	10,000.00
17100 Accum Depr - Furn and Equip	-35,825.11
17500 A/D - Intangibles	-8,107.54
	<hr/>
	\$
Total Fixed Assets	46,343.86
Other Assets	
18360 Security Deposits	2,961.89
	<hr/>
	\$
Total Other Assets	2,961.89
	<hr/>
	\$
TOTAL ASSETS	476,243.56
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	35,631.10
	<hr/>
	\$
Total Accounts Payable	35,631.10
Credit Cards	
2200 FHB Credit Card	0.00
2201 MC 6834	0.00

	\$
Total Credit Cards	0.00
Other Current Liabilities	
2100 Deferred Revenue	0.00
2300 Accrued Liabilities	0.00
2310 Payroll Taxes Payable	60.61
2326 403(b) Payable-EE Contribution	2,590.00
2330 Accrued Vacation	3,859.71
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	6,510.32
	\$
Total Current Liabilities	42,141.42
	\$
Total Liabilities	42,141.42
Equity	
3000 Unrestricted Net Assets	331,660.51
3001 Net Assets Released	1,801.00
3002 Prior Period Adjustment	0.00
3900 Retained Earnings	157,545.71
Net Income	-56,905.08
	\$
Total Equity	434,102.14
	\$
TOTAL LIABILITIES AND EQUITY	476,243.56

V. EXPERIENCE AND CAPACITY

1. Necessary Skills and Experience

Experience with RHY and Street Youth: HYSN and Partners have provided shelter to RHY since 1981, and transitional living services since 1997 with FYSB funds. HYSN has been awarded FYSB demonstration grants (Domestic Violence/Runaway Youth Collaboration, Rural Host Home Demonstration Project). Street outreach to RHY began in Honolulu in 1989 and expanded to other islands in 1998 when HYSN received its first FYSB SOP grant. Although federal funding for SOP lapsed in 2013, Partner agencies have continued to provide street outreach with local funding (currently \$220,000 in state grant-in-aid).

In addition to direct services to RHY, we participate in multiple efforts to address homelessness, create a supply of affordable housing, and ensure that RHY and those at-risk have access to prevention and early intervention services to address youth and family needs. HYSN is the collective voice that ensures that the needs of unaccompanied homeless minors are recognized and addressed, since they are much less visible than the chronically mentally ill adults roaming the streets and families camping on public beaches.

Outcomes of Current Legislative Grant-in-Aid for Outreach to Homeless Youth:

In the first 6 months of providing street and drop-in center-based outreach to runaway and homeless youth under a Hawaii State Legislative grant-in-aid:

- 508 total runaway, homeless and street youth have been reached;
- 2,387 outreach encounters were completed (average of 4.6 per youth);
- 42 youth were placed in shelter, reunited with family, or placed in other safe, appropriate living situation;
- 94 youth accessed health services;
- 61 youth connected with school, employment, transportation and/or housing services;
- 46 youth participated in educational services.

Summary Histories of HYSN Partners:

Hale Kipa, a Council on Accreditation on Services for Families and Children (COA)-accredited agency, has been in operation for over 44 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 youth.

Maui Youth & Family Services (MYFS), a CARF-accredited non-profit agency is 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, on the island of Hawaii was established in 1970 as a response to 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 addition to the emergency shelters in Hilo and Kona, the agency also operates a group home and transitional living program in Hilo.

Hale `Opio Kauai is accredited by the Council on Accreditation and 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 Kauai Inc. is dedicated to improving young people's quality of life, enhancing a sense of belonging, increasing self-awareness, and strengthening `Ohana by providing residential and community programs for education, prevention, court diversion, and treatment.

Relevant Contracts/Projects in Past 3 Years

- Basic Center Program – federal emergency shelter grant for runaway and homeless youth;
- Transitional Living Program – federal grant for runaway and homeless youth;
- Legislative grant-in-aid for street outreach to runaway and homeless youth.

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 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 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: Youth Outreach 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.

VI. PERSONNEL, PROJECT ORGANIZATION, AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Staff Qualifications and Responsibilities

Due to large number of positions in five partnering organizations, summaries of qualifications and responsibilities are provided below. Full resumes and job descriptions available on request.

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</p>	<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</p>

	Services Network (2000—present). FYSB Peer Monitor & Grant Reviewer. 25+years of experience in health/ human services; Outstanding Advocate for Children and Youth Award; 2005; Hawaii State Legislature; 18 years of experience with RHY.	communication with state staff.
Ferdinand Mandac, BBA Accountant	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. Ed/Ex: BBA – Accounting, Univ. of Hawaii. Accountant, HYSN – 2014-present. Accountant/Office Administrator, Anderson Lahne & Fujisaki LLP, 2011 – present.	Ensure accurate accounting & appropriate use of federal funds. Prepare/submit fiscal reports. Maintain QuickBooks accounting system. Prepare for audits.
Regina Torres Jacobs, AA Administrative Assistant	MQ: AA or bachelor's degree in business 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.	Oversees office administration including organizing Board & committee meetings, maintaining equipment & supplies; managing payroll; assisting the Accountant; monitoring invoices; maintaining administrative and fiscal records.
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;	Administration, supervision & program development for Oahu Youth Outreach Program

	Kamala Home Developer and Coordinator, 1979-1989; Residential Social Worker, 1979.	
Alexander “Alika” Campbell, MSW, Program Coordinator	<p><u>MQ:</u> Master’s Degree preferred or equivalent experience in this field; Supervisory experience and direct counseling in human services field.</p> <p><u>Educ./Exper.:</u> Bachelor’s Degree and MSW, University of Hawaii.</p> <p>YO! Coordinator, Hale Kipa (2004-present); Transitional Living Program Coordinator (2004-present).</p> <p>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.</p>	Program management/development, staff supervision, and case management for Hale Kipa YO! program. Provides leadership and utilizes systemic thinking to organize, coordinate & nurture a network of staff providing street outreach services.
Deborah Smith, Outreach Supervisor	<p><u>MQ:</u> 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.</p> <p><u>Educ./Exper.:</u> 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.</p> <p>BA in anthropology from University of Texas, 1982.</p>	Hiring, training, supervision of Outreach workers; provide direct street outreach services; coordinate services with community; encourage trauma-informed care and harm reduction approaches.
Outreach Worker (In process of hiring)	<p><u>MQ:</u> Bachelor’s Degree in social work, Psychology or related field or equivalent experience. Minimum of two years of work experience with adolescents and families.</p>	Provides street outreach and drop-in services to youth.
Maui Youth and Family Services (MYFS)		
Susan Pirsch, Clinical Director	<p><u>MQ:</u></p> <p><u>CERTIFICATE/LICENSE/REGISTRATION:</u> State of Hawaii Clinical Licensure; current driver’s license, clean driving abstract, and current car insurance</p> <p><u>EDUCATION AND/OR EXPERIENCE:</u> 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</p>	Administration, supervision and program development for MYFS SOP subgrant. Provides for optimum utilization of employees. Ensure highest quality of services. Monitors

	<p>providing clinical services to children and families. At least one (1) year of paid work experience in a supervisory capacity.</p> <p>Educ./Exper.: Maui Youth and Family Services, Clinical Director (2/18 – present). Seabury Hall College Preparatory Academy, School Counselor (8/2000 – present) . Child and Family Service Maui – Chris Mobile Outreach/Therapeutic Foster Home (2008-2010).</p>	<p>programs for contract compliance.</p>
<p>Darren Eugenio, Program Director</p>	<p>MQ: CERTIFICATE/LICENSE/REGISTRATION: CPR/FA Certification; Current driver’s license, clean driving abstract and current car insurance.</p> <p>EDUCATION AND/OR EXPERIENCE: Master’s Degree from an accredited university or college, in social work, counseling, psychology, or related behavioral sciences field. At least two (2) years of paid working experience in program management. At least one (1) year of paid work experience in a supervisory capacity.</p> <p>Educ./Exper: Maui Youth and Family Services Program Director, (8/2018 – present); Substance Abuse Counselor (2/18 – 8/18). Hawaii Healthcare Academy Owner 2015 – present. Maui Adult Day Care Center Executive Director (2015-2016).</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>
<p>Christy Santana, Outreach Counselor</p>	<p>MQ: CERTIFICATION/ LICENSURE/ REGISTRATION: CPR/FA Certification; current driver’s license, current automobile insurance, clean traffic abstract, and transportation.</p> <p>EDUCATION AND/OR EXPERIENCE: Bachelor’s 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.</p> <p>Educ./Exper: Youth Monitor, Maui Youth and Family Services (8/2018 – present). Assistant Manager, Maui Downhill Bicycle Tours (3/2009-4/2018). Maui Community College – 1 year of college, Liberal Arts.</p>	<p>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.</p>

The Salvation Army Family Intervention Services		
Roxanne Costa, Executive Director	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.
Raquel Gali, Program Manager	Program Manager, Outreach and Prevention Programs (9/17 – present); Senior Youth Development Specialist V (8/15-10/16); Youth Development Specialist V (10/05/8/15); The Salvation Army Family Intervention Services. HI H.O.P.E.S. Youth Leadership Board Advisor – East Hawaii, EPIC Ohana (1/17 – present). BA, Administration of Justice, University of Hawaii at Hilo (2017).	Supervision and management of the Street Outreach Program.
Mary Ramos, Youth Development Specialist V (Housing Specialist)	Youth Development Specialist V (Housing Specialist) (8/16-current); Youth Development Specialist IV (Transition Specialist) (8/15 – 7/16); Youth Development Specialist IV (11/13-8/15); Residential Aide (10/08-8/14). Kamehameha Schools – graduated 1978	Conduct street-based outreach to runaway and homeless youth.
Hale `Opio Kauai		
Prevention Programs Manager (in process of hiring)	Bachelor's degree in education, human services or related field preferred; trained/demonstrated competence in evidence-based program delivery. Certified in CPR and First Aid. Teaching experience required. Supervisory experience – minimum 2 years of experience.	Conducts lessons in evidence-based youth development programs; educates parents and community about teen pregnancy, HIV/STD and drug prevention strategies. Management and supervision of the Street Outreach Grant-in-Aid services for Kauai County.
Valarie Faford, Outreach Worker	Youth Empowerment Specialist – Ke Kahua O Ka Malamalama & Street Outreach (Jan. 2018 – current). Community Programs Assistant, Hale `Opio Kauai (11/2017 – 1/2018)	Conduct outreach to runaway and homeless youth. Coordinate community healthy, cultural and safe events. Collaborate with other programs to increase youth options.

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

Background Checks: Human Resources staff of each Partner 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. Partners 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 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. College practicum students involved in outreach comply with the same background checks as paid staff.

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

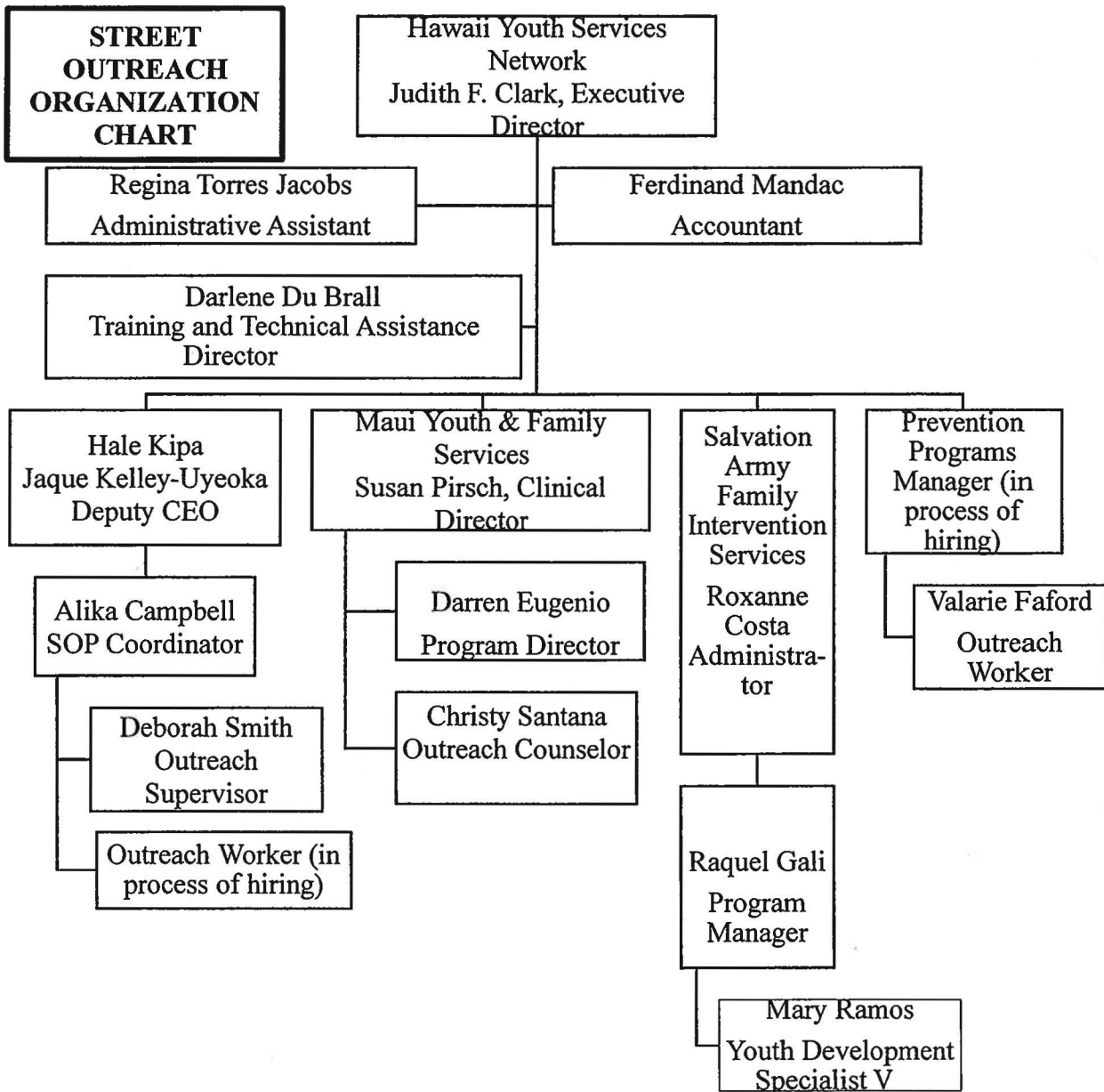
Training Project Staff: Staff development is critical to service effectiveness. Each agency conducts initial orientation and offers in-service training on a regular basis to all RHY staff and volunteers. The exact content and length of training will vary somewhat among Partners, but includes, at minimum, 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 Partners and other youth workers through workshops,

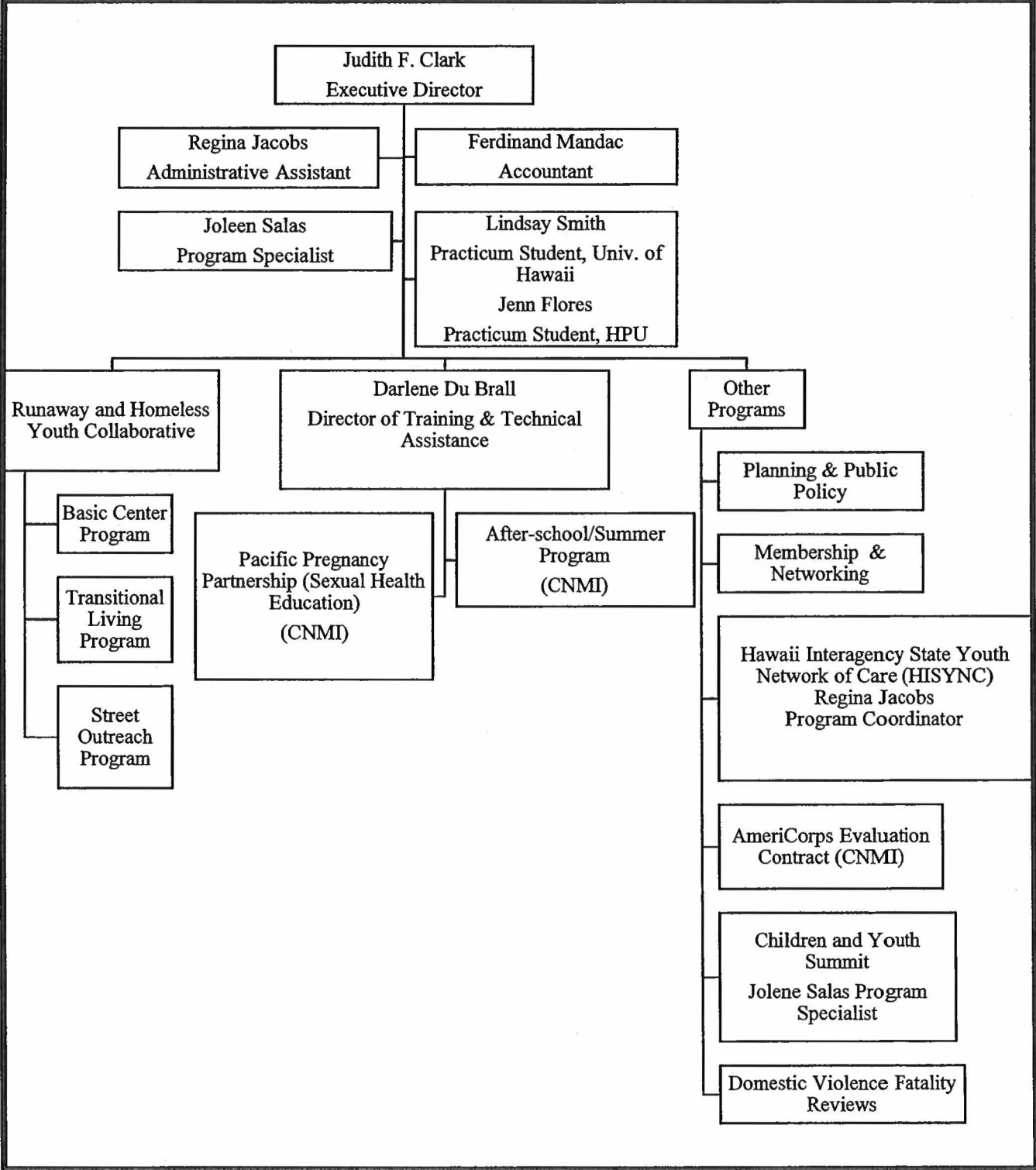
conferences, and quarterly membership meetings featuring educational presentations. Some training is designed for staff working in fiscal management, quality assurance, human resources, and/or fund development. Examples of training offered recently include: intimate partner violence, trauma-informed care, and youth mental health first aid. HYSN maintains an ongoing information service via e-mail to Partners about training and funding opportunities, networking efforts, and best practices including a monthly e-newsletter that reaches more than 1,800 youth workers, administrators, and policy makers.

2. Organization Charts

(next 2 pages)



**HAWAII YOUTH SERVICES NETWORK
ORGANIZATION CHART 2019**



II. Compensation

Executive Director \$89,827

Training and Technical Assistance Director \$57,901

Administrative Assistant \$45,518

VI. 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 Partner 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; 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. The federal Office of Adolescent Health has identified HYSN as one of its most sustainable grantees, featuring HYSN in a 2018 sustainability case study¹⁷

HYSN and HYSN SOP Partners are highly respected for their expertise in meeting the needs of runaway and homeless youth and efficient, accountable management by the Family and Youth Services Bureau, the agency managing the federal Runaway and Homeless Youth Program. HYSN has received federal funding for services to runaway and homeless youth continuously since 1981 and currently receives \$400,000 per year for shelter and transitional housing services to RHY. The HYSN Executive Director is one of ten grantee representatives selected to participate in strategic planning about the future of the Runaway and Homeless Youth Program in 2018 – 2019.

For 15 years, HYSN and its partners received federal funding for street outreach. The program has become so competitive that, for the past 5 years, a perfect score of 100 points has been

¹⁷ Office of Adolescent Health. Integrating teen pregnancy prevention programming in schools: The experience of two former OAH grantees. 2018.

necessary in order to obtain funding. HYSN has consistently scored 98 or 99 out of 100 in each of the past five years. Although we have not yet regained federal funding for outreach, HYSN will continue to seek federal funds for street outreach, with the next application planned for spring 2019.

HYSN has been a key planner in the *Safe Places for Youth Project*, an initiative that has been part of the Keiki Caucus legislative package for the past several years and is supported by the State Office of Youth Services. *Safe Places for Youth* is an outreach model that makes use of community resources (such as fire stations and public buses) to create a network of safe places where youth can seek help in crisis. *Safe Places* can become a long-term, sustainable model for outreach to homeless youth.

HYSN has developed a workshop titled *Building Sustainable Programs*, based upon the sustainability framework and resource guide developed by the federal Office of Adolescent Health to build capacity for sustainability among Partners. HYSN will continue to provide training and technical assistance to HYSN SOP Partners 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.

All HYSN SOP Partners have multiple sources of funding for their RHY programs, such as state and county contracts, foundation support, United Way, Combined Federal Campaign, fundraising events and solicitations, and in-kind donations from business/faith-based community.

Without legislative funding, HYSN and Partners will use portions of the federal Basic Center and Transitional Living grants as well as unrestricted donations to support a limited amount of street outreach. The geographic reach, hours of operation, services provided, and number of youth reached, however, will be more limited and less intensive than what can be provided if this GIA is

funded.

Data from the current program shows a dosage effect. Youth who experience more time and encounters with outreach staff are much more likely to have positive outcomes in terms of safe housing, improved family relationships, and participation in education and employment. The grant-in-aid will allow us to reach a wider geographic area, reach more youth, and provide more intensive services to each homeless youth – resulting in a higher likelihood of achieving safe housing, more sustainable relationships, and making a successful transition to adulthood for our vulnerable, homeless youth.