

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: DbA:

Big Brothers Big Sisters Hawaii, Inc.

Amount of State Funds Requested: \$ 150,000

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

The purpose of this project is to mentor children living at or below the poverty line as well as those who've lost the valuable connection of a parent, whether from separation, divorce, death, incarceration, deployment, or other abuse and neglect. 100% of the children we serve have endured one or more adverse childhood experiences. These youth face many challenges and being matched with a Big Brother or Big Sister helps them navigate a path to reach their fullest potential.

Amount of Other Funds Available:

State:                      \$ 75,000  
Federal:                      \$ 300,000  
County:                      \$ 105,545  
Private/Other:                      \$ 75,784

Total amount of State Grants Received in the Past 5

Fiscal Years:  
\$ 150,000  
Unrestricted Assets:  
\$ 1,704,177.10

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

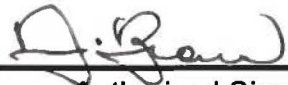
Mailing Address:

418 Kuwili Street, Suite 106  
City:    State:    Zip:  
Honolulu    HI    96817

**Contact Person for Matters Involving this Application**

Name: Dennis Brown	Title: President / CEO
Email: dbrown@bbbshawaii.org	Phone: 808-695-4570

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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 Authorized Signature	Dennis Brown, President / CEO Name and Title	1/15/2020 Date Signed
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**received**  
1/17/2020 2:36pm

## 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.*

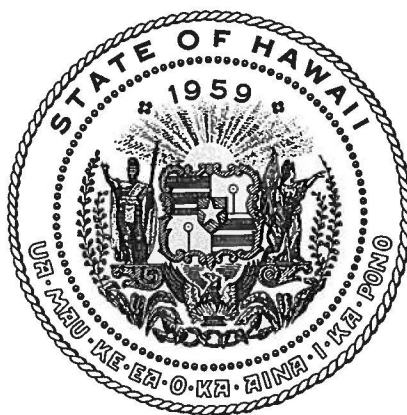
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel 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

Dennis Brown, President/CEO  
PRINT NAME AND TITLE

January 15, 2020  
DATE

# **Certificate of Good Standing**



## 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

**BIG BROTHERS BIG SISTERS HAWAII, INC.**

was incorporated under the laws of Hawaii on 03/20/1963 ; 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: August 21, 2019

Director of Commerce and Consumer Affairs

# **Declaration Statement**



**Verification that  
grant shall be used  
for a public purpose**



Big Brothers Big Sisters

# TOGETHER, WE ARE DEFENDERS OF POTENTIAL

418 Kuwili Street Suite 106  
Honolulu, Hawai'i 96817

bbshawaii.org

January 10, 2020

**BOARD OF DIRECTORS**

Elizabeth Stone  
*Board Chair*

Re: Public Purpose

Dennis Rae  
*Vice Chair*

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes

LaTasha Baldwin  
*Secretary*

To Whom It May Concern:

Jason Yoshimi  
*Treasurer*

Big Brothers Big Sisters Hawaii confirms that this grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

- Judson Adcock
- James Chan
- Jessica Chiu
- Steve Corbisier
- Jason Dang
- Thomas Diersbock
- Darren Elisaga
- Shara Enay
- Kaulana Finn
- Sarah Guay
- Lance Ichimura
- Akili Jones
- Jared Kashiwabara
- Maria Kinsler
- Yolanda Lau
- Kerry Lum
- Darin Nakakura
- David Nakashima
- Brandon Maeda
- Sarah Simmons
- Michael Stimson
- Rupa Wong

Sincerely,

Dennis Brown  
President / CEO

- Emeritus Board
- Neill Char
- J.P. Damon
- John Fink
- Dennis Francis
- Larry Taff

President/CEO  
Dennis Brown



# **Background and Summary**

## 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, 2019.

Attached.

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

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

Attached.

#### **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](#))

Attached.

### **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;**

Big Brothers Big Sisters Hawaii (BBBSH) annually serves more than 1,000 youth and volunteers with one-to-one mentoring programs on Hawaii Island, Kauai, Maui and Oahu. We primarily support single-parents and youth who've experienced trauma through evidence-based mentoring programs. BBBSH's unique model and proven program is effective in helping youth to become more confident, competent and caring. Children become more resilient, family connections improve, and the benefit back to the community is magnified threefold – with children, parent/guardians and volunteers all receiving life-long benefits from their participation.

Our mission is to build and support one-to-one relationships to ignite the biggest possible futures for Hawaii's youth. Through one-to-one mentoring programs in schools and in the community, our organization provides positive role models to help Hawaii's youth avoid risky behaviors, embrace higher aspirations and hope for the future, and succeed in school. These youth face many challenges and being matched with a Big Brother or Big Sister helps them navigate a path to reach their fullest potential.

2. The goals and objectives related to the request;

For the purpose of this request, we'll offer programming and services targeted to socially and economically disadvantaged families. Our main objective is to provide at-risk children from these families an opportunity to achieve their fullest potential through mentoring, which supports our community's current needs and empowers the next generation.

3. The public purpose and need to be served;

The majority of the children we serve at Big Brothers Big Sisters have lost a valuable connection of a parent. This may be from divorce, separation, incarceration, homelessness, foster services, deployment, or other abuse and neglect. 100% of the children we serve are from low income or single parent households, and 100% have experienced some form of trauma from an adverse childhood experience.

Harvard University's Center on the Developing Child says that "the single most common factor for children who develop resilience is at least one stable and committed relationship with a supportive parent, caregiver, or other adult. These relationships provide the personalized responsiveness, scaffolding, and protection that buffer children from developmental disruption."

This is exactly what Big Brothers Big Sisters Hawaii's mentoring programs do for youth who have lost the valuable connection of one or both parents: helps them develop resilience to overcome life's challenges. We do this by placing a consistent adult presence – a positive role model – in a child's life during a critical time of development and helping each friendship to grow and flourish. Having consistent adult support helps at-risk youth develop resilience, which research proves is the most effective treatment to help these children rise above their circumstances and beat the odds to reach their fullest potential.

Mentoring not only provides a helpful resource to single parents who may be stretched financially, emotionally, and physically, but it's also the most effective strategy for ensuring that youth do not engage in the negative behaviors that they are most at-risk for.

Our programs help prevent vulnerable children from later becoming the recipients of adult services, such as being incarcerated at the Oahu Community Correctional Center or receiving support from State and City funded programs like the Institute for Human Services, which benefits the child as well as the community as a whole.

4. Describe the target population to be served; and

Every child we serve is unique, but we give priority to the socially and economically disadvantaged that the GIA pledges to serve and support. This includes children living at or below the poverty line as well as those who've lost the valuable connection of a parent, whether from separation, divorce, death, incarceration, deployment, or other abuse and neglect. 100% of the children we serve have endured one or more adverse childhood experiences.

5. Describe the geographic coverage.

BBBSH provides mentoring programs across the state on Hawaii Island, Kauai, Maui, and Oahu.

# **Service Summary and Outcomes**

### **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;

BBBSH Case Managers will work with parents/guardians, therapists/counselors, schools, and youth serving organizations to identify and enroll at-risk youth ages 6 to 18 years old. BBBSH will also identify, recruit, enroll, screen and train appropriate volunteer mentors. Once youth and volunteers are accepted into the program, BBBSH staff will make an appropriate pairing based on personality, interests and other evidence based factors that increase the likelihood that the mentoring relationship will last and result in positive outcomes for youth. After youth and mentors are paired, Case Managers create an outcome development plan in collaboration with the parent/guardian, child and volunteer. The outcome development plan incorporates the strengths, interests and needs of the child, and parent/guardian, and support the child's social/emotional growth, skills, access to opportunities and overall development. This plan is evaluated and updated on an annual basis by the assigned Case Manager.

Case Managers meet with those interested to interview, screen, train, and enroll program participants. Then, they intentionally pair each child with a complimentary volunteer mentor based on a variety of factors, such as gender, geography, interests, hobbies, career goals, and personal preferences. These friendships are often lifelong relationships, with both the mentor and mentee, as well as their families, experiencing short-term and long-term benefits from participating in the program. After Case Managers match youth with mentors, pairs meet one-on-one and spend time together in the community or at afterschool mentoring sites. It is this professionally-supported one-on-one mentoring time that is the core of our program's success.

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

If awarded funding BBBSH will utilize the funds within the 12 month grant period to provide comprehensive support and programming to targeted youth and families. A draft timeline is provided below:

October 2020: Case Managers meet with those interested to interview, screen, train, and enroll program participants. Then, they intentionally pair each child with a complimentary volunteer mentor based on a variety of factors, such as gender, geography, interests, hobbies, career goals, and personal preferences.

November 2020 to September 2021: Every family, child and volunteer mentor is supported by a Case Manager. The Case Manager works in collaboration with the one-to-one pair and the parent/guardian to ensure that the goals and outcomes of the relationship are being met. The professional support we offer extends to include resources such as free and low cost activities, workshops, and other unique opportunities we're able to garner through our network of partnerships. On average, the relationships we support last two years or longer, which totals hundreds of hours of connection and relationships between our agency, the family unit, and volunteers. Our ongoing partnership with families builds connection and trust, which is often seen as the most challenging barrier to service and successful outcomes.

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

Quality Assurance and Evaluation are critical aspects of the Big Brothers Big Sisters Hawaii programs. Our system of checks and balances includes a combination of standardized data collection to achieve both quantitative and qualitative measures of success.

All Case Managers are directly supervised by the Enrollment and Matching Supervisor or the Match Support Supervisor who both report to the Chief Program Officer. Teams meet on a weekly basis to monitor progress towards program service level goals and to discuss challenges. Supervisors work closely with Case Managers to resolve issues with participants, monitor service quality, and provide ongoing training. The Chief Program Officer also monitors the quality of service by pulling a random five percent of active case management records each month for quality assurance evaluation. Each randomly selected file is reviewed and graded on a five-point scale for thoroughness of content, presence of potential safety issues, appropriate action plans or follow up, and timeliness. The evaluation is scored and shared with the Case Manager and their immediate supervisor as a coaching tool.

Big Brothers Big Sisters Hawaii evaluates mentoring programs in three main ways: number of youth served, length of the relationships, and overall outcomes/impact for youth. As programs are being implemented, the system of checks and balances serves as a feedback loop. Additional trainings may be warranted, new resources may be required by participants, and new guidelines may need to be considered to further ensure safety or stronger results.

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.

BBBSH will submit quarterly updates to the State providing the total number of participants served, resources provided, and Youth Outcomes Survey results achieved.



# **Budget**

- a) Budget request by source of funds**
- b) Personnel salaries and wages**
- c) Equipment and motor vehicles**
- d) Capital project details**
- e) Government contracts, grants, and grants in aid**

## **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](#))

Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
37,500	37,500	37,500	37,500	150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
  - City and County of Honolulu GIA 20-21
  - County of Maui 20-21
  - TANF Fiscal Year 2021
  - County of Hawaii 20-21
  - Maui United Way
  - Kauai United Way
  - Hawaii Island United Way
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.

N/A

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 2021 for program funding.
  - City and County of Honolulu GIA: October 1, 2016 – September 30, 2017 (\$98,360.00)
  - City and County of Honolulu GIA: October 1, 2017 – September 30, 2018 (\$88,556.00)

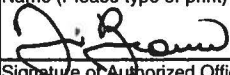
- City and County of Honolulu GIA: October 1, 2018 – September 30, 2019 (\$90,000.00)
- City and County of Honolulu GIA: October 1, 2019 – September 30, 2020 (\$91,191.00)
- County of Maui: July 1, 2016 – June 30, 2017 (\$105,892.00)
- County of Maui: July 1, 2017 – June 30, 2018 (\$105,892.00)
- County of Maui: July 1, 2018 – June 30, 2019 (\$138,000.00)
- County of Maui: July 1, 2019 – June 30, 2020 (\$141,586.00)
- TANF: January 1, 2016 – December 31, 2016 (\$200,000.00)
- TANF: January 1, 2017 – December 31, 2017 (\$200,000.00)
- TANF: January 1, 2018 – December 31, 2018 (\$200,000.00)
- TANF: January 1, 2019 – December 31, 2019 (\$375,000.00)
- TANF: January 1, 2020 – December 31, 2020 (\$375,000.00)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.  
\$1,704,177.10

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: BIG BROTHERS BIG SISTERS HAWAII, 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	124,680	344,018	194,953	150,013
2. Payroll Taxes & Assessments	13,403	31,059	15,695	7,589
3. Fringe Benefits	11,917	44,923	17,420	56,229
<b>TOTAL PERSONNEL COST</b>	<b>150,000</b>	<b>420,000</b>	<b>228,068</b>	<b>213,831</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				9,301
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			7,699	60,650
5. Staff Training				13,144
6. Supplies			2,000	
7. Telecommunication				
8. Utilities			5,000	29,183
9. Mileage Reimbursement				8,290
10. Program Supplies				48,700
11. Service Fees				20,549
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>			<b>14,699</b>	<b>189,817</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>150,000</b>	<b>420,000</b>	<b>242,767</b>	<b>403,648</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Glenn Florita <span style="float: right;">808-695-4561</span>		
(b) Total Federal Funds Requested	420,000	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	242,767	 <span style="float: right;">01-15-2020</span>		
(d) Total Private/Other Funds Requested	403,648	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,216,415</b>	Dennis Brown, President / CEO		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: BIG BROTHERS BIG SISTERS HAWAII, INC.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Kauai Case Manager	1	\$40,140.00	30.00%	\$ 12,042.00
Kauai Case Manager	0.75	\$30,105.00	10.00%	\$ 3,010.50
Oahu Case Manager	1	\$68,640.00	30.00%	\$ 20,592.00
Oahu Case Manager	1	\$45,540.00	30.00%	\$ 13,662.00
Oahu Case Manager	1	\$40,140.00	30.00%	\$ 12,042.00
Oahu Case Manager	1	\$40,140.00	30.00%	\$ 12,042.00
Oahu Case Manager	1	\$40,140.00	30.00%	\$ 12,042.00
Hawaii Island Program Specialist	0.8	\$32,112.00	10.00%	\$ 3,211.20
Oahu Program Coordinator	1	\$54,540.00	10.00%	\$ 5,454.00
East Hawaii Island Regional Director	1	\$53,280.00	10.00%	\$ 5,328.00
West Hawaii Island Regional Director	1	\$46,140.00	10.00%	\$ 4,614.00
Kauai Regional Director	1	\$51,660.00	5.00%	\$ 2,583.00
Maui Regional Director	1	\$53,280.00	5.00%	\$ 2,664.00
Office Manager	1	\$37,080.00	10.00%	\$ 3,708.00
Accountant	1	\$60,060.00	5.00%	\$ 3,003.00
Chief Programs Officer	1	\$69,420.00	5.00%	\$ 3,471.00
President/CEO	1	\$104,220.00	5.00%	\$ 5,211.00
<b>TOTAL:</b>				<b>124,679.70</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: BIG BROTHERS BIG SISTERS HAWAII, INC.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: BIG BROTHERS BIG SISTERS HAWAII, INC.

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
NOT APPLICABLE						





# **Experience and Capability**

## **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.

BBBSH excels in all of the skills and experience necessary to run a successful mentoring program.

First, we have served youth in Hawaii for 57 years. We have a long history of providing successful mentoring services for thousands of at-risk youth and their single-parent families. Our program model is research driven and listed in the SAMSHA (Substance Abuse and Mental Health Services Administration) National Registry of Evidence Based Programs.

Second, as a statewide organization with four regional offices and staff on Hawaii Island, Kauai, Maui, and Oahu, we are able to tailor mentoring programs to meet the unique cultural and demographic needs of each island community.

Third, BBBSH is led by a volunteer Board of Directors comprised of 25 prominent community members. Our Directors are passionate about wanting to make a difference for youth through mentoring. They believe in the mission of BBBSH and are invested in making all the programs we offer a success. Our Board brings with them experience in the fields of marketing, publishing, banking, law, operations, airline, and travel industry.

### **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.

BBBSH has an office location at 418 Kuwili Street in downtown Honolulu. Our Maui office is located at 200 Waimaluhia Lane in Wailuku. Both buildings are ADA complaint, within walking distance from public transit, and offer free parking to clients. The offices have established emergency evacuation and safety procedures, as well as measures to address violence in the workplace.

The agency does not currently have office locations on Kauai or Hawaii Island, so we provide resources for staff to conduct administrative functions from home. However, all meetings with volunteers, youth, parents, and community partners take place out in the community in public locations within ADA compliant buildings.

# **Personnel: Project Organization and Staffing**

## **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.

We have a solid staff of 25 employees, including the longest standing President/CEO in the organization's history (who is also the first "Little Brother" that our agency served in 1963). Supporting Dennis is a Chief Programs Officer, Regional Directors on Maui, Kauai, East Hawaii, and West Hawaii, an Accountant, two development staff, and a team of 16 Case Managers. Detailed resumes and job descriptions are available upon request.

President/CEO Dennis Brown has led BBBSH since 1998. Dennis obtained dual specializations from the University of Hawaii at Manoa: a Bachelor of Arts degree in Sociology and a Masters in Urban & Regional Planning. As the first client, or "Little Brother," of the organization in 1964, Dennis has a vested interest in its mission to help children become responsible adults. Prior to joining our agency, Dennis directed Lanakila Meals on Wheels for seven years. He is currently responsible for all facets of BBBSH's operations, including planning and development of new programs, fundraising, strategic planning, budgeting, and personnel administration of more than 50 employees for both the agency and the BBBSH Foundation, an independent fundraising operation for BBBSH.

Chief Programs Officer Tyler Kurashige is responsible for overseeing all programs and all personnel. Tyler joined BBBSH in 2006 as a Case Manager before becoming Program Coordinator in 2011 and Chief Program Officer in 2017. Tyler holds a Bachelor of Science degree in Family Resources and Masters in Public Administration from the University of Hawaii at Manoa, with additional graduate course work in Counseling Psychology from Chaminade University.

Program Coordinator Margaret Cadiz is responsible for supervising Case Managers on Oahu. Margaret was a Social Worker at BBBSH from 1984-1987 before rejoining the agency in February 2016 as the Holomua Coordinator. She was promoted to Program Coordinator in March of 2017. Margaret is a Licensed Social Worker, holding a Master's Degree in Social Work from the University of Hawaii.

BBBSH has Regional Directors on East Hawaii Island, West Hawaii Island, Maui, and Kauai who are responsible for all aspects of programs on their islands. Detailed resumes are available on request.

BBBSH currently employs 16 Case Managers with a total of nearly 70 years of social work experience, with 60+ years here at our agency. All Case Managers are required to

have at least a four-year degree in a social science or have a four-year degree plus extensive experience in a social service setting.

Case Managers are responsible for recruiting, interview, screening, enrolling, and matching each youth with a complimentary volunteer mentor as well as providing ongoing coaching and support to each match. A typical Case Manager oversees 60 pairs of youth and mentors in order to provide individual attention to each youth, guardian, and volunteer mentor. As a point of reference, most BBBSH agencies require their Case Managers to support approximately 100 pairs of youth and mentors each, but by intentionally structuring our case load at a lower number, our Case Managers are able to provide more specialized training, coaching and support.

With 57 years of experience in mentoring youth in Hawaii, BBBSH excels in our ability to provide supervision and training to both volunteers and staff. All Case Managers are directly supervised by Regional Directors, who report to the Chief Programs Officer. Teams meet on a weekly basis to monitor progress towards program service level goals and to discuss challenges. Directors work closely with Case Managers to resolve issues with participants, monitor service quality, and provide ongoing training.

The Chief Programs Officer also monitors the quality of service by pulling a random five percent of active case management records each month for quality assurance evaluation. Each randomly selected file is reviewed for thoroughness of content, presence of potential safety issues, appropriate action plans or follow up, and timeliness.

All staff members are required to complete 10-15 hours of initial online training in addition to ongoing instruction that is provided throughout the year. Training focuses on ensuring youth safety, essentials of youth mentoring, cultural awareness, and characteristics unique to mentoring specific populations. Ongoing training is required by all program staff, including the leadership team. BBBSA updates the training schedule annually, adding new online classes in response to researched best practices.

## **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.

Please see attached.

## **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.

Chief Executive Officer = \$75,000 - \$120,000

Chief Programs Officer = \$60,000 – \$90,000

Senior Case Manager = \$50,000 - \$70,000

## **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.

N/A

### **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.

N/A

### **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.

N/A

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

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

BBBSH is responsible for raising all money required to support our organization and 100% of funds we raise stay in Hawaii to support local youth and mentors on Hawaii Island, Kauai, Maui, and Oahu. We financially support our programs through restricted contributions from corporate, federal and foundation grants (55%), unrestricted donations from individuals and organizations (14%), revenue from the BBBS Foundation's partnership with Savers Stores (8%), and funds from special events (23%), such as our signature "Bowl for Kids' Sake" and "Perfect Pairings" fundraisers that we host on each island.

BBBSH has an annually updated marketing and fund development plan, and strategically evaluates the need to cover costs of the services we provide. If funding is received for the fiscal year 2020 – 21 we will be able to provide comprehensive programming to increase the skills, knowledge and opportunities to support the growing number of in-need families enrolled in our one-to-one mentoring programs on Oahu, Maui, Kauai and Hawaii Island. If funding is not received thereafter, we will adjust our service levels and goals based on the available resources.

