

January 15, 2020

Kea'au
Administrative Office
16-179 Melekahiwa Street
Kea'au, Hawai'i 96749
P. (808) 969-9994
F. (808) 969-7570

Hilo
Outpatient Treatment
297 Waianuenu Avenue
Hilo, Hawai'i 96720
P. (808) 935-4927
F. (808) 969-7570

Kailua-Kona
Outpatient Treatment
75-5722 Kuakini Highway
Suite 217
Kailua-Kona, HI 96740
P. (808) 322-3100
F. (808) 322-3001

Dr. Hannah Preston-Pita
Chief Executive Officer

Board Members

Pat Engelhard
President
Catherine Kamau
Vice President
Richard Henderson
Finance Chair
Ricky Ryken
Secretary
Kim Sasaki
David Bishaw
Danny Paleka
Judith Steinman
David De Luz Jr.

Emeritus

William Walter
Jane Webb

State Capitol
Senate Committee on Ways and Means
Room 208
Attn.: GIA
Honolulu, Hawaii 96813

Re: GIA Application | Fiscal Year 2021 (July 1, 2020 to June 30, 2021)

Aloha,

Enclosed you will find GIA Application | Fiscal Year 2021 (July 1, 2020 to June 30, 2021) with the following documents as requested.

I verify that grant shall be used for a public purpose.

Application Submittal Checklist

- 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
 - b) Personnel salaries and wages
 - c) Equipment and motor vehicles
 - d) Capital project details
 - e) Government contracts, grants, and grants in aid
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

NUMBER OF COPIES SUBMITTED: One (1) Original

If there are any questions and or concerns, please feel free to contact either myself or my Executive Secretary, Pam at 969-9994 extension 827.

Me ke aloha pumehana,



Dr. Hannah Preston -Pita, Psy.D. CSAC

**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.

Big Island Substance Abuse Council

(Typed Name of Individual or Organization)



(Signature)

01/14/2020

(Date)

Hannah Preston-Pita

Chief Executive Officer


(Typed Name)

(Title)

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 - on cover letter
- 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

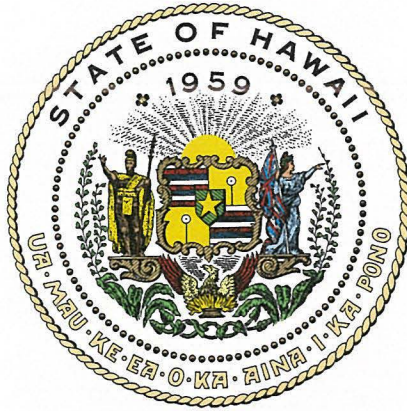


Hannah Preston-Pita CEO 1/14/2020

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

BIG ISLAND SUBSTANCE ABUSE COUNCIL

was incorporated under the laws of Hawaii on 05/27/1964 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 14, 2020

Director of Commerce and Consumer Affairs



Application for Grants

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

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;

The Big Island Substance Abuse Council (BISAC) is a 501(c) (3) non-profit organization which has been in operation since 1964. The Big Island Substance Abuse Council provides culturally appropriate, evidenced based behavioral health care treatment. For over 50 years of providing services, BISAC's positive reputation has been a long-standing influence in the community, providing a comprehensive continuum of substance abuse treatment services which include Residential, Day Treatment (DT), Intensive Outpatient (IOP), Outpatient Treatment (OP), Therapeutic Living Programs (TLP), Clean and Sober Housing and Mental Health Services for all Hawai'i County. Current adult outpatient sites are located on the Hawai'i Island (Hilo and Kona); adolescent outpatient sites on the islands of Hawai'i (Hilo); servicing over thirty-two (32) school based programs throughout the island of Hawai'i; mental health services (dba Hawai'i Island Health and Wellness Center) in Hilo; Three (3) Therapeutic Living Programs (Hilo); Two (1) clean and sober living programs (Hilo); Vocational Training Services, and Employee Assistance programs (dba Kokua EAP) on the island of Hawai'i.

In 2019, BISAC received additional accreditation from the Commission on Accreditation of Rehabilitation Facilities (CARF) for additional services: residential, case management/services and coordination, community integration, day treatment, employee assistance, intensive family-based services, and prevention services. Current services continue to inspire and enrich lives by improving the lives of individuals, their families and as a result their communities. All federal and/or state funding are compliant and within budget. On an annual basis, BISAC treats about 1,000 individuals with an average of about 50,000 service encounters.

BISAC's mission is inspiring individuals to reclaim and enrich their lives by utilizing innovative resources and harnessing the strengths within each person. It is through this mission that BISAC strives to have its vision of a community where everyone can be free to live an enriched life of health, happiness, and over-all well-being a reality by providing the following culturally appropriate, evidence-based behavioral health care treatment services and programs. The requested funding will consolidate services into a one-stop facility to help increase bed capacity and expand to the island's first residential treatment center (to reduce wait-list and underserved populations); include stabilization and/or

detox beds (eliminate gaps in services), and enhance BISAC's core services (e.g. day treatment, intensive outpatient, outpatient, etc.) for both adults and adolescents island-wide.

2. The goals and objectives related to the request;

The purpose of the Behavioral Health Campus project is to consolidate BISAC and expand its comprehensive menu of treatment offerings at a single Behavioral Health Campus that is easily accessible and centralized. The site is a county property located at 34 Rainbow Drive in Hilo. The objective would be 1) to expand BISAC's infrastructure and provide a more comprehensive treatment approach; 2) provide multiple health and human services in a single location; 3) create a hub for integrated services; and 4) expand the treatment episode of care. The requested funds will help BISAC achieve its project goals to renovate an existing County building in Hilo, Hawaii.

BISAC sees this site as an opportunity to create a solution for the gaps in services and allows for all of our partners to come together and contribute expertise for this effort. With this site BISAC and its community partners will enhance services:

BISAC has been providing community-based services geared toward substance abusers at all levels of care for Hawai'i island residents since May 1964 and is planning to integrate this new service into its current offerings.

HOPE Services Hawai'i Inc. has already established a shelter in part of the chosen location and is offering insight and collaboration to BISAC for staffing and renovation plans.

COUNTY of Hawai'i is providing the location with a very low cost, long term lease option.

Hilo Medical Center is collaborating with BISAC and the partners for appropriate Emergency Department referrals and discharges along with in Patient psychiatric services.

BAY Clinic has offered to co-develop psychiatric and behavioral health services with the providers, as needed.

Goal: To provide a centralized, community-based facility to support behavioral health care services at all levels.

- Expand BISAC's infrastructure and provide a more comprehensive treatment approach.
- Provide multiple health and human services in a single location
- Create a hub for integrated services

- Expand the treatment episode of care to support the needs in the community (e.g. residential treatment, provider training programs and placement, and stabilization beds/detox.)

Objectives: The funding will be needed for renovations, capital improvement, etc.

- Complete engineering and structural repairs.
- Repair and replace existing windows, doors, floors, etc.
- Replace current systems to a more cost effective and energy saving system.

3. The public purpose and need to be served;

The island of Hawai'i is the largest of the United States Hawaiian archipelago located in the central pacific. At roughly 4087 sq. miles, it is larger than all the other major islands combined and is a geographic wonder that boasts 11 of the 13 climate zones on the planet. In 2018 Hawai'i Island had the highest increase in residents specifically in Hilo and Puna. Current residents on Hawaii Island live below the 200% of the federal poverty level— Hilo is 18%, Puna 29% and Ka'u 27%. The highest ethnic concentration in these areas are as follows: Hilo's ethnic population consist of 32% Hawaiians, 33% Japanese; Puna consists of 32% Hawaiians and 24% Filipinos, and Ka'u consists of 28% Hawaiians 28% and Filipino 24%. Puna is ranked at the top for population below 100% of the federal poverty level with Ka'u in second. Ka'u has the second highest on the island with children in households receiving assistance with Puna and Hilo consecutively following. Puna has the highest rates of household receiving SNAP or Cash Public Assistance with Kau and Hilo consecutively following. Some of the unique challenges which only exacerbate the current needs of the County of Hawai'i include:

- **Geography** - isolated areas and mountains make it challenging to travel;
- **Poverty** – higher unemployment rates, lack of insurance and inconsistent access to reliable transportation create barriers to accessing affordable mental health care;
- **Population** – a retirement population that is growing faster than the work force (79.7% vs. 37.8%) limits how access to services and treatments;
- **Increase in Need** – growing substance abuse, particularly among adolescents, creates a higher demand for programs, services and treatments; and
- **Shortage of Providers** – the following have been federally designated as Mental Health Professional

Mental Health Provider Shortage Areas (MHPSA): Most of Hawaii Islands districts meet this designation These challenges create silos of underserved populations in need of professional behavioral health services. BISAC can be instrumental in connecting rural populations with affordable, professional mental health services in one location. BISAC is committed to its island-wide service area and understands the needs of the pockets of low-income, rural, geographically isolated communities. The Behavioral Health Campus' purpose is to expand BISAC's current infrastructure and provide a more comprehensive

treatment approach by consolidating services. This project provides multiple health and human services in a single location at an easily accessible location. The integrative care model involves substance abuse, mental health, medical services, etc. to improve quality and access of care. BISAC will continue to have its Kona Outpatient office and will serve as a feeder site for higher levels of care: residential, TLP and CS programs. This project will:

- Effectively address the needs of the island's drug abuse epidemic and its residual effects;
- Decrease the barriers between behavioral and mental health care;
- Reducing the stigma that burdens those dealing with behavioral and mental health diagnosis;
- Reducing the wait time and exhausting wait-lists, allowing same day visits and care coordination,
- Focus on those that pose a higher risk due to living in rural and under-served areas; and
- Will provide an increase in bed space for those seeking in-house care which often time is reflective of our State's homelessness population.

This site will provide immediate respite and support to Hawaii Island and address the already fractured behavioral health system. Additionally, the site will cut neighbor island travel costs to O'ahu where behavioral health services are more readily available to allow Hawai'i Island residents who seek behavioral health care to stay on island and near to their family and friends.

4. Describe the target population to be served; and

The Big Island Substance Abuse Council (BISAC) provides a continuum of care to both adolescents and adults who need behavioral health services. BISAC provides services to all individuals regardless of income. Many individuals treated are below poverty level, are either uninsured and/or under insured, and well as receive Medicaid/Medicare benefits. About 900 clients served annually, meet the poverty level criteria.

The communities on Hawai'i Island, working together have overcome major challenges (e.g. volcanic eruption). The University of Hawaii's Center of the Family reports that 80% of Hawaii's people feel they can rely on other in the community for help. To this end, BISAC intends to be the help for the population of the island's community who seek behavioral health care and make a profound impact on the insurmountable challenges that substance abuse and behavioral health issues are having on the residents and families of Hawai'i County.

The adverse effects that stem from substance abuse is reflected in County of Hawai'i and this includes that most districts are poverty-stricken. Several of Hawaii County districts are ranked the lowest per capita income and the has highest percentage State-wide of families who rely on food stamps. The poverty rate of young children and elderly is

second and third highest in the State. Several of the districts receive assistance from Temporary Assistance to Needy Families (TANF) compared to most other communities. In comparison to most other communities, more adults of all ages are living with diabetes, few teachers and parents describe their schools as safe. The percentage of third graders with low SAT scores is among the highest in the State, and the percentage of high school seniors who gain acceptance into college is among the lowest. The unemployment rate is one of the most concerning in the State, per capita income is among the lowest State-wide. High proportions of the very young and very old live in poverty, and one-third of the families- more than double the State average.

BISAC understands the diverse effects of substance abuse and its detrimental impacts it can have on our island communities. The agency is well equipped with the specialized expertise, the necessary reach into the rural locations of the island and is qualified to tackle the behavioral health needs of the island. This site is foreseen to be the mechanism that will enable BISAC to provide a higher level of behavioral and mental health care that will decrease the barriers between behavioral health and mental health care, reduce the stigma that burdens those dealing with behavioral and mental health diagnosis, reduce the wait time and exhausting wait-lists, allowing same day visits and care coordination, focusing on those that pose a higher risk due to the socio-economic determinates that come with living in a rural and underserved area, and provide an increase in bed space for those seeking in-house care which often times is reflective of our State's homelessness population.

5. Describe the geographic coverage.

The island in its entirety is BISAC's target area and because BISAC offices are centrally located in Hilo, Keaau, and Kona as well as being present in several schools across the island, the agency has the means to assist those in need of overcoming some of the physical barriers to accessing much needed behavior health services. The island of Hawai'i is the largest of the United States Hawaiian archipelago located in the Pacific. At roughly 4087 sq. miles, it is larger than all the other major islands combined and is a geographic wonder that boasts 11 of the 13 climate zones on the planet.

The island in its entirety is BISAC's target area and because BISAC offices are centrally located in Hilo, Keaau, and Kona as well as being present in several schools across the island, the agency has the means to assist those in need of overcoming some of the physical barriers to accessing much needed behavior health services. These challenges create silos of underserved populations in need of professional behavioral health services. BISAC can be instrumental in connecting rural populations with affordable, professional mental health services. BISAC is committed to its island-wide service area and understands the needs of the pockets of low-income, rural, geographically isolated communities.

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;

Scope of Work and Tasks: The Grant-In-Aid funds will be used to complete building renovation to a County-owned building located at 34 Rainbow Drive, Hilo Hawaii. A large portion of the existing building has been renovated with Ohana Zones' monies. The cost to fix the roof is estimated at \$1.3 million and has been offered to be completed by a local philanthropist. The requested funds will help complete renovations. Once the project is completed it is estimated to nearly double the bed capacity of its existing programs, fill gaps in higher level of services that are not being provided on Hawaii island, and will be a self-contained site that will utilize cost savings and additional service funding to delivery services. The Chief Executive Officer, Dr. Hannah Preston-Pita and Board of Directors will provide oversight of the project. Monthly Board meetings will include discussion of status of project, timelines updates, and budgetary action items.

Responsibilities: All renovations, capital campaigning will be overseen by CEO, Hannah Preston-Pita. As soon as renovation begins BISAC will work with contractor and meet regularly to ensure that project meets projected timelines and remains within budget. In addition to GIA BISAC will also be applying for the Harry and Jeanette Weinberg Foundation, secure a USDA loan, and continue a capital campaign to complete the renovations.

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

The following is a summary of the timeline for the whole project:

Project Tasks/Objectives	Person Responsible	Start	Complete
Capital Improvement Award (\$100,000)	BISAC/State		February 2020
Replace roof	Community Member	March 2020	July-August 2020
Complete renovations to 1 st phase – administrative offices	BISAC/Contractor	August 2020	December 2020
Secure Capital Improvement Award	BISAC		February 2021

Begin work on engineering and structural repairs; repair and replace existing windows, doors, floors, etc.; and replace current systems to a more cost effective and energy saving system	BISAC/Contractor	December 2021	December 2022
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3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

BISAC’s overall Administrative and Clinical Quality Assurance Plan: In alignment with BISAC’s mission statement and commitment to provide quality of care across the continuum of treatment, BISAC is involved in an ongoing performance evaluation. Being a CARF-accredited organization and with the expectation to abide by CARF standards and demonstrate compliance, BISAC is currently in its sixth Three-Year accreditation. An Annual Conformance to Quality Report is submitted to CARF each year in order to retain accreditation. BISAC must at all times conform to CARF’s standards, satisfy CARF Accreditation Conditions and comply with CARF’s policies & procedures. BISAC’s internal business processes ensure a continuous quality improvement plan is efficiently operating throughout the organization.

BISAC plans, coordinates, and establishes mechanisms for training, data collection, research and evaluation to ensure that island-wide, and state-wide, substance abuse resources are utilized in the most effective and efficient manner possible. The overall goal is to assure high quality care by developing mechanisms, which involve both professional and administrative staff in all aspects of the Quality Assurance process. This policy applies to all persons served and governs the activities of all staff, employees, independent contractors and volunteers providing services within any treatment modality of the Big Island Substance Abuse Council. The reports analyze potential barriers, reasons why clients did not enter treatment and offers viable solutions as needed to address potential gaps in service or to remove barriers.

The primary function of BISAC’s Quality Assurance Program is to objectively and systematically monitor and evaluate the opportunities to improve client care and to resolve identified challenges. The overall goal is to ensure high quality care by developing mechanisms, which involve both professional and administrative staff in all aspects of the Quality Assurance process. Service delivery enhancements are guided by measurements pertaining to *efficiency* and *effectiveness*. Measures of *efficiency* include, but are not limited to, service delivery costs, occupancy rates, and may also include access measures such as waiting time for care, convenience of hours or response time. BISAC’s Chief Executive Officer and Board of Directors will monitor the project from

throughout the renovations. Continual progress and timelines will be monitored to ensure that the project in on time and quality outcomes are within budget.

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.

CIP Quality Assurance and Evaluation: BISAC’s current quality assurance and evaluation for the CIP funds will be reviewed and monitored by CEO and BISAC’s Board of Directors to evaluate goals, objectives, and timelines. Measures and outcome effectiveness will be based on the project planning/implementation, completed renovation tasks and timelines.

Outcomes:

- Replace Roof
- Complete 1st phase renovations to the administrative office
- Begin and complete work on engineering and structural repairs; repair and replace existing windows, doors, floors, etc.; and replace current systems to a more cost effective and energy saving system

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

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

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

BISAC will be seeking funds from USDA, Foundational Grants, CDBG, etc. to provide support for renovations of the site. A capital campaign will assist with the remaining cost.

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.

This does not apply.

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 2018-2022 for program funding.

The following is a list of some of the agency’s current contracts, contract compliance, and satisfactory delivery of services. The list demonstrates record of successfully implementing a continuum of care to meet the needs of Hawai’i Island communities. services are provided in partnership with various government agencies and organizations such as the Alcohol and Drug Division, Big Island Drug Court, Big Island Veterans Treatment Court, the Hawai’i Paroling Authority, and the Hawai’i Island United Way, Inc. For further details on any or all the mentioned contracted partnerships, documents will be made available upon request.

CONTRACT	DESCRIPTION	PERFORMANCE
<p><u>ALCOHOL AND DRUG ABUSE DIVISION</u> 601 Kamokila Blvd., Rm 360 Kapolei, HI 96707 Ami Aiona (808) 692-7511</p> <p>Treatment, TLP Services, School Based Treatment, Dual Diagnosis, PWWDC and Integrated Case Management:</p>	<p><u>ADAD – CONTRACT 20-99 – Substance Use Disorder (SUD) Continuum of Care for Adults and Adolescents</u> 10/01/19 – 09/30/21 October 1, 2019 – September 30, 2020 - \$2,605,000</p> <p><u>ADAD – CONTRACT 19-224 – Law Enforcement Assisted Diversion (LEAD)</u> 02/12/19 – 02/11/20 February 12, 2019 – February 11, 2020 - \$650,000</p> <p><u>ADAD – CONTRACT 18-090 (Sub 1) – Adult Substance Abuse Treatment Services: 10/01/17 – 09/30/19</u> October 1, 2017 – September 30, 2018 - \$440,000 October 1, 2018 – September 30, 2019 - \$440,000</p> <p><u>ADAD – CONTRACT 18-090 (Sub 1-Mod) – Youth Treatment Implementation Grant (YT-I)</u> November 23, 2018 – September 29, 2019 - \$100,000</p> <p><u>ADAD – CONTRACT 18-090 (Sub 2) – Specialized Substance Abuse Treatment for Pregnant Women and Women with Dependent Children:</u> 10/01/17 – 09/30/19 October 1, 2017 – September 30, 2018 - \$269,000 October 1, 2018 – September 30, 2019 - \$269,000</p> <p><u>ADAD – CONTRACT 18-109 (Sub 3) – Integrated Addiction Case Coordination and Substance Abuse Treatment Services: 10/01/17 – 09/30/19</u> October 1, 2017 – September 30, 2018 - \$300,000 October 1, 2018 – September 30, 2019 - \$300,000</p>	<p>monitoring on-going.</p>

	<p><u>ADAD – CONTRACT 18-109 (Sub 4-SB) Adolescent School Base</u> <u>Treatment Services:</u> 10/01/17 – 09/30/19 October 1, 2017 – September 30, 2018 - \$1,475,000 October 1, 2017 – September 30, 2018 - \$1,475,000</p> <p><u>ADAD – CONTRACT 18-109 (Sub 4-CB) Adolescent Community Base</u> <u>Treatment Services:</u> 10/01/17 – 09/30/19 October 1, 2017 – September 30, 2018 - \$93,000 October 1, 2018 – September 30, 2019 - \$93,000</p> <p><u>ADAD – CONTRACT 18-109 (Sub 5) – Group Recovery Homes:</u> 10/01/17 – 09/30/19 October 1, 2017 – September 30, 2018 - \$35,000 October 1, 2018 – September 30, 2019 - \$35,000</p> <p><u>ADAD – CONTRACT 14-083 - Parent and Women and women with Dependent Children Services</u> July 1, 2015 – June 30, 2016 - \$268,423 July 1, 2016 – December 31, 2017 - \$322,423</p> <p><u>ADAD – CONTRACT 14-053 – Adult Substance Abuse, Dual Diagnosis and Integrated Case Management (ICM)</u> July 1, 2015 – June 30, 2016 - \$451,897 July 1, 2016 – December 31, 2017 - \$557,034</p> <p><u>ADAD – CONTRACT 14-068 –School Based and Community Based Programs - Adolescents</u> July 1, 2015 – June 30, 2016 - \$1,559,000.00 July 1, 2016 – December 31, 2017 - \$1,679,000.00</p> <p><u>ADAD – CONTRACT 14-110 – Adult Substance Abuse Treatment Services – Therapeutic Living Program</u> July 1, 2015 – June 30, 2016 - \$170,000 July 1, 2016 – December 31, 2017 - \$200,000</p>	
<p><u>BIG ISLAND DRUG COURT</u> 81-940 Haleki'i Street Kealakekua, Hawai'i 96750 Dawn West, (808) 443-2201 Grayson Hashida (808) 443-2201 Treatment IOP, OP, AC:</p> <p><u>BIG ISLAND VETERANS TREATMENT COURT</u></p>	<p>J16027 Adult July 1, 2015 – June 30, 2016 - \$186,000 July 1, 2016 – June 30, 2017 - \$186,000 July 1, 2017 – June 30, 2018 - \$186,000 July 1, 2018 – June 30, 2019 - \$186,000</p> <p>J16023 Adolescent July 1, 2017 – June 30, 2018 - \$5,000 July 1, 2018 – June 30, 2019 - \$5,000</p> <p>J15068 Adolescent July 1, 2015 – June 30, 2016 - \$5,000 July 1, 2016 – June 30, 2017 - \$5,000</p> <p>J20094 – Big Island Drug Court Adults and Veterans Court July 1, 2019 – June 30, 2020 - \$155,000</p> <p>Contract J16318 May 1, 2016 – September 30, 2016 - \$12,500 October 1, 2016 – September 30, 2017 - \$12,400</p>	<p>Successful implementation of programs, developed quality assurance measures and increased service delivery to different sites. Also, provided support and guidance to drug court clients.</p>
<p><u>HAWAII PAROLING AUTHORITY</u> Keoni Ana Building 1177 Alakea Street, First Floor Honolulu, HI 96813 Michael Knott (808) 587-1309</p>	<p>Contract 67304 – Adult TLP <ul style="list-style-type: none"> • 06/01/18 – 05/31/22 - \$50,000 Contract 66975 – Adult Treatment <ul style="list-style-type: none"> • 06/01/18 – 05/31/19 - \$50,000 • 06/01/19 – 05/31/20 - \$50,000 Contract 62753 – Adult Treatment <ul style="list-style-type: none"> • 01/01/15 – 12/31/15 - \$33,375 </p>	<p>Program Performance Results: Ability to provide housing during treatment. Successfully provided housing for reintegration of individuals</p>

	<ul style="list-style-type: none"> • 01/01/16 – 12/31/16 - \$35,000 • 01/01/17 – 05/31/18 - \$40,000 <p>Contract 62756 – Adult TLP</p> <ul style="list-style-type: none"> • 01/01/15 – 12/31/15 - \$20,000 • 01/01/16 – 12/31/16 - \$20,000 • 01/01/17 – 05/31/18 - \$20,000 	following treatment.
<p>DEPARTMENT OF PUBLIC SAFETY 919 Ala Moana Blvd, 4th Floor – Room 413 Honolulu, HI 96814 Shelley Harrington Suzette Shimokihara (808)</p>	<p>Contract 67679 01/01/19 – 12/31/20 - \$140,000</p> <p>Contract PSD 15-ISCD-31-D 04/15/16 – 12/31/18 - \$80,000</p>	
<p>KOKUA EAP Hapuna Beach Prince/Mauna Kea Beach Hotel 1833 Kalakaua Ave., Suite 610 Honolulu, HI 96815 Lourdette Ontiveros (808) 880-3417</p>	<ul style="list-style-type: none"> ▪ <i>Kokua EAP Contract - No Limit</i> 	Developed an EAP process for individuals within the workplace
<p>HAWAII ISLAND UNITED WAY, INC. PO Box 745 Hilo, HI 96721-0745 Cheryl Hollin (808) 935-6393</p>	<p>Hawaii Island Health & Wellness Center – 07/01/19 – 06/30/20 - \$7,000 Hawaii Island Health & Wellness Center – 07/01/18 – 06/30/19 - \$7,000 Hawaii Island Health & Wellness Center - 07/01/17 – 06/30/18 - \$13,245 Hawaii Island Health & Wellness Center - 07/01/16 – 06/30/17 - \$12,300 Hawaii Island Health & Wellness Center - 07/01/15 – 06/30/16 - \$12,300</p>	Contract utilized and benchmarks met
<p>Kamahemeha Community Investment Grant 567 South King Street, Suite 200 Honolulu, HI 96813</p>	Vocational Training Program \$200,000.00 2 years (2017-2021)	Program Outcomes met
<p>COUNTY OF HAWAII 25 Aupuni Street Hilo, HI 96720 Maile David, Chair-Human Services and Social Services Committee</p>	<p>07/24/19 – 06/30/20 – TOTAL \$106,015</p> <ul style="list-style-type: none"> • Therapeutic Living Program and Clean & Sober Housing - \$10,141 • West Hawaii Dual Diagnosis Program - \$12,438 • HIHWC – Provider Training - \$12,438 • East Hawaii Substance Abuse Treatment Services - \$11,578 • HIHWC – Hilo - \$12,438 • Po’okela Vocational Training Program - \$15,063 • Community Outreach - \$4,625 • Mahi’ai Ola Wellness Garden - \$7,675 • Youth Services Skill Building Activities - \$9,776 • HIHWC – Keauu - \$12,438 <p>07/01/17 – 06/30/18 – TOTAL \$99,000</p> <ul style="list-style-type: none"> • East Hawaii Substance Abuse Treatment Services - \$19,750 • East Hawaii Mental Health Services - \$18,500 • Keauu Mental Health Services - \$16,000 • West Hawaii Substance Abuse Services - \$13,375 • Kea’au Health and Wellness Garden - \$8,750 	Contract utilized and benchmarks met

	<ul style="list-style-type: none"> • Therapeutic Living Program and Clean & Sober Housing - \$13,875 • Po'okela Vocational Program - \$8,750 <p>07/01/16 – 06/30/17 – TOTAL \$84,250</p> <ul style="list-style-type: none"> • Community Outreach Program - \$6,125 • East Hawaii Substance Abuse Treatment Services - \$21,250 • East Hawaii Mental Health Services - \$15,000 • Keaau Mental Health Services - \$15,000 • Therapeutic Living Program and Clean & Sober Housing - \$14,375 • West Hawaii Substance Abuse Treatment Services - \$12,500 <p>07/01/15 – 06/30/16 – TOTAL \$50,000</p> <ul style="list-style-type: none"> • East Hawaii Substance Abuse Treatment Services - \$20,000 • East Hawaii Mental Health Services - \$10,000 • West Hawaii Substance Abuse Treatment Services - \$10,000 • Keaau Mental Health Services - \$10,000 	
Hawaii Community Foundation - Tobacco Cessation 827 Fort Street Mall Honolulu, HI 96813 (808) 566-5545	<p>Grant 78758 – Tobacco Prevention and Control Trust Fund, Just Ha – Just Breathe 07/01/2016 – 06/30/2019 – 3 year award, TOTAL \$225,000</p> <p>Grant 95659 – Tobacco Prevention and Control Trust Fund, Tobacco Cessation 07/01/2019 – 06/30/2023 – 4 year award, TOTAL \$300,000 - 07/01/19 – 06/30/20 - \$75,000</p>	<p>Provide Tobacco Cessation groups, provide community outreach to provide resource information and promote our program.</p>
Hawaii Community Foundation - Hawaii Island Volcano Recovery Fund 827 Fort Street Mall Honolulu, HI 96813 (808) 566-5545	<p>Contract 18HCF-92716 08/20/2018 – 05/31/2019 - \$10,000</p>	<p>Provide Psychological Assessments, Individual Therapy Sessions and Group Therapy Sessions for those impacted by the lava.</p>
Department of Health – GIA grant 1250 Punchbowl Street Honolulu, HI 96813	<p>ASO 16-116 02/01/16 – 03/31/17 - \$177,693</p>	<p>Purchase of 4 – 15 passenger vans to provide transportation services for individuals who reside in rural areas.</p>
Atherton Family Foundation 827 Fort Street Mall Honolulu, HI 96813-4317 Pamela Funai (808) 566-5537	<p>Grant 17CON-86460 - \$15,000 06/13/2017 – 06/12/2018 Farm to Table Social Enterprise</p>	<p>Po'okela Vocational Program – Food Truck/Culinary arts</p>
Kamehameha Schools (KSBE) 567 South King Street, Suite 200 Honolulu, HI 96813	<p>07/01/2017 – 06/30/2018 - \$200,000 07/01/2018 – 06/30/2018 - \$200,000 07/01/2019 – 06/30/2020 - \$200,000</p>	<p>Po'okela Vocational Training Program</p>

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.
 The balance of BISAC's net assets in its Unrestricted Fund as of December 31, 2019 is \$710,274.23.

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.

For over 55 years, BISAC has successfully demonstrated its competent and highly qualified skillset, knowledge, and its high-quality behavioral health experience-base by delivering professionally driven and cultural-based services to the County of Hawai'i at all levels of behavioral health care. Behavioral Health includes substance abuse and co-occurring mental health issues that has adverse effects on an individual's and or families' overall wellbeing. A prime component that provides exemplary backing is the almost 25-year recognition of CARF highest 3-year accreditation designation. To expand on verifying BISAC's previous extensive and successful experience in providing substance abuse, mental health, and other relevant services. The last 5 years of financial audits have been clear of any recommended actions. Our CARF accreditation, contract reviews, current licenses, and audits demonstrates that we are fiscally, clinical and administratively sound and aligning with our mission. BISAC currently has 70 staff members who either provide service, sit in administrative positions, and/or serve on our executive management team.

BISAC's Executive Management Team is well-qualified and has many years of experience in managing programs.

The **Chief Executive Officer** has over 15 years in the behavioral health field and holds a doctorate degree in Clinical Psychology. She recently graduated with her second doctoral degree in Education – Transformational Leadership. She has been the CEO at BISAC for 7 years. During her tenure at BISAC she has expanded program reach, enhanced existing services, and added specialty programs to the organization.

The **Director of Operations** has a Master's degree in Public Administration and has extensive experience working and managing programs in the private and public sector. Her role includes: planning and running day to day operations, development of processes that improve overall operations, and developing revenue margins and key performance indicators.

The **Human Resource Coordinator** has served in the military for over 20 years. He is a retired sergeant major and has worked in the field of behavioral health for 5 years. He has managed to revamp the department to progress successfully.

The **Quality Assurance Manager** possesses a certification in substance abuse counseling. She has worked in the behavioral health field for over 10 years. Within her management capacity, she has worked in various aspects of management including: clinical director, case manager, and

outreach. Her skills have also provided support to the training up of staff following initial hire and lends to the overall monitoring and management of BISAC's quality assurance plan.

The **Compliance Manager** has worked for BISAC for over a decade. Her experience within the agency has been holding roles in quality assurance, contract management, billing, and human resources. Her understanding of the company's policies and contract monitoring brings an all-inclusive perspective that supports the agency's systems and processes.

BISAC's **Clinical Directors** have a combined 25 years of behavioral health experience with degrees/licensures ranging from Licensed Clinical Psychologist, master's in social work and CSAC. They provide operational and clinical oversight of their programs.

The **Safety Manager** has a bachelor's degree and is currently working on attaining his substance abuse counselor certification. CARF provided an exemplary mark for his ability to manage the agency's health and safety.

The **Facilities Manager** has over 20 years of property management and maintenance. In recent years he has been responsible for renovation projects which included: project budgets, developing timelines, and implementation and management for all BISAC sites.

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.

All of BISAC's adult Outpatient (OP) facilities and Therapeutic Living Programs (TLP) are handicap accessible and either meet or have plans to meet ADA requirements and local/state building codes designated by fire and county agencies. Properties are zoned appropriately to meet the needs of TLP (Community Housing), IOP Treatment and OP Treatment services. The East Hawai'i (Hilo) TLPs are currently licensed by the Office of Healthcare Assurance. Random visits are conducted by Quality Assurance/Safety Manager and Facility Manager to ensure that all facilities meet state requirements. BISAC also participates in external trainings (OSHA, etc.) and internal proactive visits to ensure that all facilities comply with agency standards. Periodic inspections are conducted by an external party. Facility layouts may be furnished upon request. The following is a detail of each of BISAC's facilities used to serve the island of Hawai'i.

The Administrative and Fiscal offices of BISAC are located 3 miles away from the treatment facility and provide ample parking, which includes handicap parking. In addition to administrative duties being conducted at this site it is also a site that provides vocational training services and houses Hawaii Island Health and Wellness Center (HIHWC) which is a subsidiary of BISAC. HIHWC provides mental health services for the community and provides auxiliary services for BISAC clients who have additional needs. HIHWC has a waiting room, receptionist office, three therapy offices and an office for observation and training purposes (e.g. one-way window for observation). An additional multi-purpose classroom at the facility is used

primarily for vocational training purposes. This room includes: 84-inch presentation station with Bose sound system; Xerox multi-function device; 8 computer training stations with web access; and guest wireless services. Current site is home to day treatment, intensive outpatient, mental health, vocational training and vocational tracks (e.g. retail store, food trailer, administrative, and maintenance/gardening).

The East Hawai'i Adult Substance Use Facilities and Hawaii Island Health and Wellness facility in Hilo, Hawaii is in a centralized business area, with easy access from surrounding areas. It is near the offices of referral sources and conveniently located near bus routes. The facility has a reception area, nine individual counselor offices, a reception office, a business center, two group rooms, a program support office, and a lunch/break area. There are two male and female restrooms centralized in building. All sites meet ADA requirements. All sites are IT equipped and available through remote access. All outpatient sites are within close proximity of bus routes. Transportation is provided for all clients in our Therapeutic Living Programs. Another HHWC servicing site is in an adjacent building with one group room, two private therapy offices, and a reception area. The building has restrooms and is ADA accessible.

West Hawaii Outpatient Site located in Kona's Old Industrial area. This is a centralized site which is home to our dual diagnosis treatment facility. The site has 4 therapy offices, a reception area, and room which may be used for groups.

TLP and PPWC TLP (Therapeutic Living Program) and Clean and Sober Living Programs All current TLP, Clean and Sober Living Programs and PPWC TLP programs are in Hilo. BISAC presently operates three TLP homes at various locations around Hilo and one Clean and Sober homes at separate locations also in the Hilo area. All are near the East Hawaii Treatment Facility.

Kea'au Wellness Garden BISAC utilizes the garden area for cultural services for all clients. The garden is located on a two-acre parcel near the 16-179 Melekahiwa Street Administration office address in Kea'au.

III. 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.

BISAC has the appropriate structure within the organization's program and staffing patterns to reflect where each of the proposed programs fit into the overall organization and where each of

the proposed, budgeted staff members provide services and lines of supervision. The organization has a volunteer Board of Directors (receiving no monetary compensation) consisting of concerned community members from East and North Hawai'i. Client staff ratio is 1:15.

The Chief Executive Officer (CEO) holds a Doctorate in Psychology and is a Hawai'i State Certified Substance Abuse Counselor. The CEO oversees all aspects of the agency including administration, fiscal and clinical operations. The Fiscal Lead reports to the Chief Executive Officer and provides monthly oversight of financial operations and is responsible for the day to day operations. The Program Directors report directly to the CEO regarding day-to-day clinical program operations. Our Administration is made up of highly qualified individuals who provide the leadership and guidance to support staff and help create systems which improve the overall quality of care for our clients. BISAC's Medical Director, Dr. Stefan Harmeling provide medical oversight of BISAC's Therapeutic Living Programs.

BISAC is committed to maintaining the highest quality of staff for all the treatment services provided at every site island-wide. All staff meets or exceeds minimum qualifications, including necessary experience for staff assigned to this proposal. The proposed staff to client ratio is 1:15. The following are staffing for Adult Programs, Pregnant Women and Women with Dependent Children, and Integrated Addiction Case Coordination. *Full job descriptions may be furnished upon request.*

Program Administrators the Program Administrators are qualified individuals of the senior management staff who are responsible for the day to day operations at designated sites. These individuals are responsible for the Programs, Facilities Management, Planning and Resource Development under the supervision of the CEO for sites (e.g. DT, IOP, OP, TLPs, Clean and Sober, etc.). The Program Administrator is responsible for staff coverage, provides relief for overflow of direct service, co-facilitates clinical meetings, and co-facilitates in-service training for staff.

Director of Substance Treatment Services the Director of Substance Treatment Services is a qualified individual of the senior management staff and is responsible for the operations of their designated island area. This individual is responsible for the Programs, Facilities Management, Planning and Resource Development under the supervision of the CEO for geographical sites (e.g. OP, TLPs, Clean and Sober, etc.). The Care Director of Substance Treatment Services is responsible for staff coverage, provides relief for overflow of direct service, conducting supervision and providing at least monthly in-service training for his staff. This administrative position is also responsible for researching alternative funding sources, writing grants and proposals, the organizations monthly, quarterly and annual reporting system.

Clinical Coordinator/Quality Assurance Manager the Quality Assurance/Care Coordinator plans, coordinates, and implements the quality management and quality improvement programs for BISAC. Monitors and aids with quality assurance and compliance functions. Provides consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care. Ensures policies and procedures are monitored and updated to include regulatory changes. The Quality Assurance/Care Coordinator

works closely with Safety Manager and Facilities Assistant on identifying hazardous workplace conditions and concerns, trains employees on CPI. The Quality Assurance/Care Coordinator provides case management services that assesses client's needs, develops, implements and reviews wellness plan and goals and work with community resources in meeting and achieving client's service needs. This position is the conduit between treatment and additional resources required to improve treatment outcomes and provide support for following treatment. This individual formulates case plans that promote moving towards self-sufficiency.

Assessment/Intake Counselor the Assessment/Intake Counselor is a qualified staff member who is responsible for facilitating all screenings, assessments and orientation of clients for proper placement into Outpatient and Therapeutic Living programs. This position reports directly to the Program Administrator for day to day operations and Clinical Coordinator for clinical support and supervision.

Substance Abuse Counselor II-IV the Substance Abuse Counselor will report directly to the Program Administrator for day to day programmatic operations and to Clinical Coordinator/Quality Assurance Manager for clinical supervision and development. The Substance Abuse Counselors are qualified staff member who is responsible for assisting and conducting in the collection of assessments, intakes and orientation of clients for proper admission into our programs. This staff member is also responsible for maintaining a case load.

Dual Diagnosis Therapist the Dual Diagnosis Therapist report directly to the CEO on day to day programmatic operations and to Clinical Coordinator/Quality Assurance Manager for clinical supervision and development. The therapist is a pre or post licensed therapist who is responsible for assisting and conducting in the collection of assessments, intakes and orientation, and providing individual therapy. This staff member is also responsible for maintaining a case load. This is unique to BISAC's West Hawaii staff and only provides specialty dual diagnosis care which is not the same as substance use services provided at our East Hawaii site.

Office Manager the Office Manager is a qualified staff member with the ability to provide clerical support to the Program Administrator and/or its designee. The Office Manager is responsible for the ordering of office supplies, centralized scheduling, responsible for the site's direct service staff hours and filling open and/or no-show appointments, maintaining and coordinating appointments for daily waitlist, when necessary managing the screening calls and/or messages from external resource agencies, and as necessary handling the overflow of form completion for the Intake Coordinator.

Land and Cultural Resource Manager the Land and Cultural Resource Manager is a qualified counselor who is responsible for facilitating and implementing therapeutic horticulture that supports land-based learning, social enterprise, and food self-sufficiency. These individual reports directly to the Chief Clinical Officer and Chief Executive Officer.

Vocational Coordinator the Vocational Coordinator plans, organizes, coordinates, manages and evaluates the Vocational Training Program and reports directly to the Chief Clinical Officer, who reports to the CEO. This position ensures a high quality of program management that operates

effectively and efficiently according to clients' vocational needs.

Vocational Supervisors the Vocational Supervisors will provide on job vocational training to clients following the completion of programmatic requirements. These individuals currently work for the program and will provide specialized on the job training in the following areas: culinary, maintenance, retail, and office. These individuals are current BISAC staff working within these specialized fields.

Mental Health Counselors the Mental Health Counselors are members of the Hawaii Island Health and Wellness Center a subsidiary of BISAC that provides mental health support services for both current BISAC clients and/or community clients. MHC are qualified staff members who are responsible for assisting and conducting psychological assessments, intake and orientation of clients. They address co-occurring and underlying issues to addiction. These individuals provide services at the East Hawaii and Kea'au sites.

The existing organizational infrastructure provides a vast array of experience and expertise in operational, clinical, quality assurance and vocational services. The current Chief Executive Officer, Dr. Hannah Preston-Pita has over ten years of clinical experience, is a Licensed Clinical Psychologist and Certified Substance Abuse Counselor. BISAC's IT Administrator, Gary Schwiter has an extensive background in IT program and implementation with a specialty in electronic health records. BISAC's Quality Assurance Safety Manager, Kim Krell has many years' experience with licensing of facilities, quality assurance record review, community outreach and direct clinical services. The Facilities Manager has over 20 years of facilities management experience. The requirements of BISAC staff ensure the high quality of program delivery.

BISAC ensures and demonstrates that all applicants and employees have the knowledge, skills, and abilities to effectively deliver services and enhance the quality of care for our clients. A more thorough description of duties and qualifications may be furnished upon request.

The BISAC Board of Directors is the governing authority over the agency and oversees hiring the Chief Executive Officer. The Board of Directors ensures that the Chief Executive Officer has the education, experience and ability to carry out the agency's mission at the direction of the Board. The CEO provides supervision to all departments within the agency and oversees the organization. The CEO received her Doctorate in Clinical Psychology from an APA accredited institution and has led training programs recognized by ADAD for continuing education credits. She also is a Licensed Clinical Psychologist and a certified substance abuse counselor in the State of Hawai'i. CEO is also currently working on her second doctorate in Education – Transformational Leadership.

Program Administrators provide clinical supervision and direction in conjunction with contracted employees: Medical Director; Registered Nurse. Advanced degree personnel and Hawai'i State Certified Substance Abuse Counselors (CSAC's) provide clinical direction for counselors, paraprofessionals, and volunteers/interns who are not certified but provide direct services under the supervision of personnel who are certified or who hold advanced degrees in behavioral

health. The agency's CFO has extensive experience in accounting and oversees the fiscal and budgeting matters and reports directly to the Chief Executive Officer. His responsibilities include supervision of the fiscal staff and coordination of financial audits with our independent auditing firm. Fiscal staff attends training programs related to their specific duties and responsibilities.

The Big Island Substance Abuse Council has very liberal policies regarding staff development and training. BISAC considers staff training to be a priority and recognizes that there has been an increase in training opportunities on the Island of Hawai'i. BISAC provides access to E-training programs developed to meet the training needs of staff. Continual internal training is provided to all staff at least bi-monthly via all staff meetings, clinical meetings, and supervision.

Upon hire and at the time of their annual employee evaluation, each staff member completes a Staff Training. This plan is completed in coordination with the staff member and their immediate supervisor. The purpose of this plan is to assist the staff member by identifying and accomplishing their training and career goals through in-service trainings, continuing education and other opportunities inside and outside the agency.

BISAC allocates approximately one percent (1%) of our annual budget towards staff training and/or support materials (including technology) in order to empower BISAC's staff. In addition to off island training opportunities, credentialed professionals are invited to BISAC, to participate in specialized training topics. All clinical staff is oriented to clinical training. In addition, all attendees complete a Staff Training form following the training that indicates their personal critique of the training and their understanding of the material. These forms are submitted to the staff member's immediate supervisor for review to ensure that the intended purpose of the training was met and are considered when completing the semi-annual Staff Training Plan. Additional training opportunities are provided following weekly Clinical Meetings.

Clinical supervision is an important aspect of the Training and Quality Assurance Plan. These valuable sessions ensure that standards are well maintained and are required. Clinical supervision is available daily and is based on staff training plan & goals and the objectives set as well as developing an individual learning plan to improve staff competencies in the twelve core functions. Clinical supervision includes direct observation of staff providing services. Frequency is based on skill level and staff plan that is agreed upon between supervisor and supervisee. Each plan is subject to revision as mastery of skills is achieved and additional needs are requested by the staff member or have been identified by the supervisor. All Clinical supervisors are provided with internal training on Clinical Training and Supervision. The purpose of this training is to implement training which is aligned with the agencies mission and accreditation standards, and overall provided supervisor training which follows the (12) twelve core functions.

Supervision sessions not only focus on helping the staff member in improving skills and effectiveness, it ensures clinical standards. More specifically, the focus of the supervision session is on case management and the therapeutic process for the counselor. Supervision is a time when the supervisor and the staff member can discuss issues that may arise in the course of each

client's treatment (i.e. client progress or lack of progress) including strategies and/or techniques the counselor can implement to best influence change. Direct supervision is provided in a variety of settings, including Clinical Team Case Review and/or individualized supervision. The Supervisory model demonstrates how to obtain an assessment, work with the counselor to complete a treatment plan, and/or observe a counseling or group therapy session. Supervision also includes the quality of the clinician's work through records or assessment reviews.

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. Agency-wide Organizational Chart is 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 – \$130,000.00

IT Administrator - \$83,000.00

Director of Operations - \$75,000.00

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.

No current litigations.

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.

BISAC is licensed through the Hawaii Department of Health and is accredited through CARF.

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.

This does not apply

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:

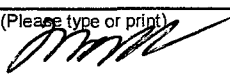
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

BISAC will raise subsequent funds to complete the project via USDA, CDBG, private foundations and philanthropic sources. Once the project is completed it will be maintained via grants, fees, etc. BISAC will establish a maintenance endowment fund through organization fund, private donations, annual fundraisers, and retail sales via its Po`okela Vocational Training Program.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Big Island Substance Abuse Council

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
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16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,000,000.00	0	0	500,000.00
TOTAL (A+B+C+D+E)	2,500,000.00			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000.00	Hannah Preston-Pita (808) 969-9994 ext. 827		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	 1/14/2020		
(d) Total Private/Other Funds Requested	500,000.00	Signature of Authorized Official Date		
TOTAL BUDGET	2,500,000	Hannah Preston-Pita, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Big Island Substance Abuse Council

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
N/A				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Big Island Substance Abuse Council

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, 2020 to June 30, 2021

Applicant: Big Island Substance Abus

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF 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	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	\$ 100,000.00	\$2,000,000.00	\$ 500,000.00	\$ -	\$ -
EQUIPMENT	0	0	0	0	0	0
TOTAL:		\$ 100,000.00	\$2,000,000.00	\$ 500,000.00	0	0
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Big Island Substance Abuse Council

Contracts Total: 6,160,232

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Grant-In-Aid	FY 2020-2021	Hawaii State Legislature	State	2,000,000
2	USDA	FY 2020-2021	USDA	Federal	500,000
3	Kamehameha School Community Investment Grant	FY 2020-2021	Kamehameha Schools	Private	200,000
4	Drug Court	FY 2020-2021	Judicial - Drug Court	State	186,000
5	Alcohol Drug Abuse Division	FY 2020-2021	Department of Health	State	2,612,000
6	Community Grant	FY 2020-2021	Office of Hawaiian Affairs	State	500,000
7	Public Safety	FY 2020-2021	Public Safety	State	62,232
8	County Community Grants	FY 2020-2021	Hawaii County	Hawaii	100,000
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Organization Chart – Agency Wide

