

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:

Hawaii Children's Action Network

Amount of State Funds Requested: \$ 100,000

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

This project will support HCAN's parent leadership and civic engagement programs. The overarching goal of these programs is to increase civic engagement among parents and community members so vulnerable children and families will have the support they need to thrive. The project will pursue these objectives:

Objective 1: Recruit and train at least 50 individuals in parent leadership and civic engagement. HCAN will provide

Amount of Other Funds Available:

State:            \$ \_\_\_\_\_

Federal:        \$ 86,445

County:        \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

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

\$ 3,785,352

Unrestricted Assets:

\$ 1,130,820

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:

PO Box 23198

City:

Honolulu

State:

HI

Zip:

96823

Contact Person for Matters Involving this Application

Name:  
Deborah Zysman

Title:  
Executive Director

Email:  
dzysman@hawaii-can.org

Phone:  
808-531-5502 ext 101

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Deborah Zysman, Executive Director

Name and Title

01/18/2024

Date Signed

## 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) Hawaii Compliance Express Certificate (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

DEBORAH ZYSMAN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/18/2024

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** HAWAII CHILDREN'S ACTION NETWORK

**Issue Date:** 01/16/2024

**Status:** Compliant

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX7650  
UI#: No record  
DCCA FILE#: 103968

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Compliant
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED 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, Hawai'i 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, Hawai'i 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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i 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.

Hawai'i Children's Action Network  
(Typed Name of Individual or Organization)

 1/18/24  
(Signature) (Date)

Deborah Zysman Executive Director  
(Typed Name) (Title)

## Application for Grants

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

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

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

The Certificate of Good Standing for the Hawai'i Children's Action Network (HCAN) from the Department of Commerce and Consumer Affairs is attached.

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

The Declaration Statement affirming HCAN's compliance with Section 4F-103, Hawai'i Revised Statutes is attached.

#### **3. Public Purpose**

In compliance with [Section 42F-102, Hawaii Revised Statutes](#), HCAN requests program support for the public purpose of engaging families and community members in work to improve the policies and systems that support children and families.

## **II. Background and Summary**

### **1. A brief description of the applicant's background;**

Hawaii Children's Action Network (HCAN) was founded in 1997, and works to ensure all keiki are healthy, safe, and ready to learn by building a unified voice educating and advocating for Hawaii's children. To achieve this, we work on the macro level to provide every child with access to quality child care and early learning programs, reduce health disparities, prevent abuse and neglect, and improve the economic stability and wellbeing of families. These challenges are complex and interconnected, and require patience and collaboration across multiple sectors to advance solutions. However, changes to policies and systems have the potential to ensure the most vulnerable children have the support they need to thrive.

HCAN engages parents and community members to take an active role in improving the quality of life and support for their children and communities through policy and systems change. We do this through an array of activities designed to provide individuals from different cultural and ethnic groups, socio-economic levels, educational backgrounds, interests and abilities with opportunities for leadership and support to be the voices for children.

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

This project will support HCAN's parent leadership and civic engagement programs. The overarching goal of these programs is to increase civic engagement among parents and community members so vulnerable children and families will have the support they need to thrive. The project will pursue these objectives:

***Objective 1: Recruit and train at least 50 individuals in parent leadership and civic engagement.*** HCAN will provide training opportunities ranging from one-time topic-specific sessions to an intensive 20-week comprehensive leadership course for parent leaders statewide. Parent leaders will have the ability to choose their level of participation based on their availability and interest. Training topics include the basics of civic engagement, child care, education, support for working families, and other emergent needs.

***Objective 2: Engage at least 25 parent leaders in community opportunities.*** HCAN will support the network of parent leaders trained in previous sessions and cohorts by keeping them abreast of children's issues and community leadership opportunities. These opportunities may include but are not limited to participation in advisory groups, surveys, focus groups, peer networks, media interviews, and story-telling cadres.

***Objective 3: Support at least 10 parent leaders to recruit peers and mobilize community members.*** HCAN will support parent leaders to reach fellow parents and community members to encourage them to participate in leadership and civic engagement training. Parent leaders will also mobilize their peer networks to share

opportunities for community involvement and support one another with advancing their community projects.

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

All parents want the best for their children, but many feel that their voice won't be heard and their opinion doesn't matter. Some parents see a need in the community, or have struggled to find support for their children and family, and want to take a proactive role in helping others that need help.

Policymakers and other traditional leaders are working to address issues that confront their constituencies; however, most do not fully understand the barriers and opportunities that impact the quality of life of children and families struggling to make ends meet. In addition, government and nonprofit agencies are unable to address all of the safety, education, and health needs among children in every community across the state.

HCAN seeks to build a culture of civic engagement among parents, and support them to take leadership roles in helping families in their communities to reach their potential and thrive.

### **4. Describe the target population to be served; and**

HCAN seeks to engage parents and community members from populations and geographic areas that are most subject to the inequities and disparities. These populations include low- and moderate-income families, Native Hawaiians and Other Pacific Islanders, residents in rural communities, and those with Limited English Proficiency (LEP).

Native Hawaiian and Pacific Islander families are the most disproportionately impacted race populations, with a lower median income than all other groups in Hawai'i. Over 58% of Native Hawaiian and other Pacific Islander children live in low-income families, compared to 28.9% of whites, 21% of Asians, and 33.3% of children with two or more races. A higher share of Native Hawaiian and other Pacific Islander children live in single-female-headed households (34.8%), compared with other groups (15.5% white, 18.6% Asian, 26.4% two or more races). Although Native Hawaiians make up 21.3% of the total population<sup>1</sup>, they comprise the largest ethnic population that benefits from the government support programs administered by the Hawai'i Department of Human Services (DHS).<sup>2</sup>

HCAN brought the Parent Leadership and Training Institute (PLTI) to Hawai'i as an intentional effort to engage low-income residents and people of color in civic

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<sup>1</sup> "Primary Care Needs Assessment Data Book 2016", Family Health Services Division, Hawaii Department of Health, May 2016.

<sup>2</sup> State of Hawai'i Department of Human Services Databook, Audit, Quality Control & Research Office, January 2020.

engagement efforts to advance equity issues that impact children and families. Of the over 100 PLTI graduates: 24% are Native Hawaiian, and 38% are Pacific Islander/Asian; and 38% of graduates have a family income of less than \$60,000.

**5. Describe the geographic coverage.**

HCAN will serve parents and community members statewide.

**III. Service Summary and Outcomes**

**1. Describe the scope of work, tasks and responsibilities;**

***Recruitment and outreach.*** HCAN will conduct community outreach to identify and recruit parents, families and community leaders that have the potential and interest in becoming more civically involved in their communities. Outreach activities will include but is not limited to:

- Participation in community events for families on Oahu, Maui, Kauai, and Hawaii islands to recruit families both face-to-face and on-line.
- Conduct presentations at events and in collaboration with nonprofit direct service providers to find interested families.
- Utilize earned media print and online publications as well as paid social media advertisements for the program (Facebook and Instagram).
- Targeted outreach will be conducted through some of HCAN's partners, including County Councils, State Legislature, PACT, PATCH, Hawaii Department of Education, Family Hui, Healthy Mothers Healthy Babies Coalition, Head Start Network, Hawaii Public Charter Schools, PTSA, Parents for Public Schools, EPIC 'Ohana, HCAN's network of early childhood providers, Hawaii Early Childhood Advocacy Alliance (HECAA), University of Hawaii Center on the Family, Early Childhood Action Strategy, Kamehameha Schools, Commission on the Status of Women, Fatherhood Commission, Developmental Disability Commission, Hawaii Association of School Psychologists, Hawaii Afterschool, Hawaii State Teacher's Association, American Academy of Pediatrics Hawai'i Chapter, Hawai'i KidsCAN, Autism Society of Hawaii, Hawaii Keiki: Healthy & Ready to Learn, Blueprint for Change, Family Support Hawaii, HE'E Coalition, Project Vision Hawaii, Hawaii Maternal and Infant Health Collaborative, Fetal Alcohol Spectrum Disorders Action Group, Caring for Hawaii Neonates, Hawaii Diaper Bank, Midwives Alliance of Hawaii, and YWCA.

***Training.*** HCAN will provide training ranging from one-time to 20-week sessions to parent leaders statewide based on their level of interest and availability.

- ***One-time training session*** topics will include skill-building for civic engagement and education on family-centered issues such as child care, education, support for working families, and other emergent needs.



- Hawaii Parent Leadership Training Institute (PLTI) is an intensive 20-week** leadership development curriculum that HCAN will provide free of charge to parents and community members across the state. Sessions will be provided in-person and online so that residents in rural areas are able to attend.

**Engagement.** HCAN will communicate with parent leaders to keep them abreast of children’s issues and share community leadership opportunities. Such opportunities may include but are not limited to participating in advisory groups, surveys, focus groups, peer networks, media interviews, and story-telling cadres. HCAN will provide technical support and resources to assist parent leaders in successfully completing their commitments.

**Peer recruitment and mobilization.** HCAN will support parent leaders to reach fellow parents and community members to encourage them to participate in leadership and civic engagement training. Parent leaders will also mobilize their peer networks to share opportunities for community involvement and support one another with advancing their community projects.

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

Project Period	Q1	Q2	Q3	Q4
Outreach and recruit parent leaders				
Provide training (including one-time and 20-week options)				
Engage parent leaders in community opportunities				
Parent leaders recruit and mobilize peers				
Evaluation survey				

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

Attendance will be taken for each training session of parent leader participants. Parent leaders will also be invited to complete surveys to give feedback on program improvements. HCAN will monitor the surveys and feedback, and also provide parent leader participants with information on opportunities to be involved in statewide policy and systems initiatives.

**4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).**

**Objective 1: Parent leader trainings** may be in-person or virtual, and attendance will be taken to track participation. To assess the impact of the parent leader trainings, HCAN will utilize pre- and post- surveys to assess participants' gains in knowledge and skills as a result of the training curriculum and interests in deepening engagement.

**Objective 2: Parent engagement in the community** will be tracked by the number of email newsletters or social media posts and distribution, and the number of events and attendance at each. HCAN will conduct by a survey with participants to assess how they continue to be engaged in community issues, and how they are using skills acquired in parent leader trainings.

**Objective 3: Parent leader peer recruitment and community mobilization** will be tracked by the number of parent leaders conducting peer recruitment or community mobilization for civic engagement. HCAN will conduct by a follow up survey with parent leaders to assess how they continue to be engaged in community issues, and how they are using skills acquired in parent leader trainings.

Objective	Outcome/Effectiveness	Evaluation
<b>1. Parent leader trainings</b>		
Recruit 50 participants for parent leader trainings	# participants recruited	The Project Coordinator will maintain a log of outreach activities and the names, contact information of recruits.
Parent leader participants will be provided leadership and civic engagement training.	80% of recruits will complete parent leader trainings (formats include one-time or intensive 20-week sessions)	The Project Coordinator will maintain a log of attendance for parent leader training sessions.
Parent leader training participants will indicate that they have developed civic engagement skills	As applicable, depending on training format: <ul style="list-style-type: none"> <li>• Civic engagement</li> <li>• Community Activism</li> <li>• Government knowledge</li> <li>• Policy experience</li> <li>• Voting</li> <li>• Working across differences in diverse populations</li> </ul>	HCAN will utilize pre/post surveys to assess the participants' gains in knowledge and skills that result from training sessions.
<b>2. Parent engagement in the community</b>		
Parent leaders will be actively engaged in their communities	# email newsletters or social media posts and distribution # events and attendance at each	HCAN will conduct a survey of how parents are engaged in issues, and how they are using skills acquired in parent leader trainings.
<b>3. Parent leader peer recruitment and community mobilization</b>		
Parent leader community engagement	Community leadership opportunities are pursued and fulfilled by participants	HCAN will conduct an annual follow up survey with participants to assess how they continue to be engaged in leadership and civic engagement and how they are using skills attained.
Parent leader peer recruitment and mobilization	Peer recruitment and mobilization roles are fulfilled by participants	HCAN will conduct an annual follow up survey with participants to assess how they continue to be engaged in leadership and civic engagement and how they are using skills attained.

## **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](#))

All required budget forms are included in this application.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

The full cost of the this program is over \$300,000. HCAN intends on seeking funding to support the program from the DOH, local government, local foundations and community donors. Past and current funders include: Hawaii Community Foundation, Aloha United Way, Family Values @ Work, Hawaii State Department of Health, City and County of Honolulu, Hawaii County, McInerney Foundation, Samuel N and Mary Castle Foundation

- 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.**

HCAN has not and will not receive any tax credits.

- 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 2025 for program funding.**

HCAN received this contract from the State Legislature Grant-in-Aid program:

**Project: PLTI**  
**Contract: DHS-24-POS-9944**  
**Dates: 7/1//2023-6/30/2024**

These state contracts from the Hawai'i Department of Health (DOH), Family Health Services Division (FHSD) currently support PLTI with grants of less than \$50,000. Other state contracts to HCAN for other purposes will be provided upon request. *It is unknown whether the DOH FHSD will release any funds for PLTI in the fiscal year for 2024-2025.*

**Project: PLTI Hybrid Program**  
**Contract: Awarded, awaiting PO**  
**Dates: 11/20/2023 - 06/30/2024**

**Project: PLTI Hybrid Program**  
**Contract: PO 00265350**  
**Dates: 06/15/2021 – 06/30/2022**

**Project: PLTI National Facilitator Training**  
**Contract: PO 00270317**  
**Dates: 04/22/2011 – 06/30/2022**

**Project: PLTI Community Projects**  
**Contract: PO 00269385**  
**Dates: 02/25/2022 – 06/30/2022**

**Project: PLTI Community Projects**  
**Dates: 03/25/2021 to 06/30/2021**

HCAN received these \$10,000 Honolulu County Grant in Aid funds for PLTI:

**Project: PLTI - Oahu**  
**Contract #: CT-DCS-2300017**  
**Dates: 10/01/2022 – 09/30/2023**

**Project: PLTI - Oahu**  
**Contract #: CT-DCS-2200022**  
**Dates: 10/01/2021 – 3/03/2022**

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

As of December 31, 2023, HCAN had unrestricted assets of \$1,130,820.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

Since February 2017, HCAN has provided the PLTI program, a national, award-winning, evidence-based civics program that bridges the gap between government policymaking and the needs of community members. Since inception, over 100 Hawai'i parents and community members have participated in PLTI. In the last application process, 58 community members applied to participate in the next session of PLTI trainings.

Graduates develop their own community projects, and their activities span a wide range of support services for children and families. The energy, creativity, and passion are evident in their projects. In the past year, PLTI projects included<sup>3</sup>:

- *Spectrum of Support (SOS) Church Engagement Project*: A support group for parents of children with Autism diagnosis
- *Keiki Food Connection*: Partnering with WIC to grow food at home
- *Hey Aunty*: An app where youth can reach out for help and get 1-1 support
- *Head Start, Policy Council Member*: Being on the policy council for the Head Start program
- *IEP Meeting, Here I Come!*: A picture book for IEP process & translation in Tagalog
- *IEP Kokua*: Having mediators for the IEP process between the family and the school
- *The Risk to Keiki is Real-Naloxone on School Campus Can Save a Life*: Getting Nar-Can in Charter Schools on Hawaii Island
- *The Museum of Papahānaumoku & Mahina*: An Art, Play, Healing Center for Women and Families "Play Cafes"
- *Word Around Town*: A list of free, shared book stands on Maui
- *It's Cool to Be Kind*: An Anti-Bullying coloring book
- *Reiki for Keiki*: A group teaching Reiki to parents in relation to their interactions with their children
- *The Hanuola Project*: Addressing indoor air quality in Schools
- *STEAM on the Spectrum*: A support group teaching STEM activities for children with Autism
- *Milk Sweeties LLC – Parent Education Support Services*: Developing Parent Education Support Services - Parent Education and Resource website
- *'Ohana Garden and Grindz Ongoing (OGGO)*: Keeping families engaged after going through the free 4 week 'Ohana Garden 'n Grindz (OGG) program. OGG is a University of Hawaii extension program that started on Molokai and addresses community resilience through virtual family-based agriculture education. Families

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<sup>3</sup> See [PLTI Community Projects - Hawai'i Children's Action Network \(hawaii-can.org\)](https://hawaii-can.org) for an extensive list of completed PLTI projects.

are taught gardening and kitchen skills with an emergency preparedness mindset.

- *Keiki Whispers*: Providing children and youth in Hawaii with an outlet to express personal secrets, burdens, and/or frustrations through artwork and writing that they may send through the program or school, allowing the child or youth to feel the emotional release
- *Let Me Introduce You to Nutrislice*: Collaboration with Pukalani Elementary school to create a video and brochure promoting the Nutrislice app and website with the goal of informing parents about school meal nutrition
- *Family Advocacy Google Site and Blog*: Brings resources and events to Hawaii's community with a focus on Maui's children with special needs and learning disabilities
- *Renters Talk Story*: Talk Story sessions informing renters about their rights
- *We Rise Up to Awareness*: Addressing Hygiene poverty by collaborating with DOE with hygiene needs

## 2. Facilities

**Office and meeting space.** HCAN is located on Oahu. All staff live in Hawaii and primarily work remotely from home. Meeting and co-work space is maintained at Box Jelly Ward, 1200 Ala Moana Boulevard, Honolulu, HI 96814.

**Community locations.** Parent leader training sessions will be held at community locations convenient for the participants. HCAN ensures that all training locations will be ADA compliant, and special equipment will be provided for any participant that requires support to attend and engage in the parent leader program.

**Virtual events.** HCAN will provide virtual meetings and trainings. HCAN has extensive experience hosting virtual events. For 3 years pre-pandemic, HCAN hosted most meetings as a combination of in-person with a virtual option. This experience enabled HCAN to transition smoothly to be fully virtual in March 2020 at the start of the pandemic. Since that time, HCAN has hosted numerous meetings, webinars, and trainings that served 20-250 participants at a time.

HCAN currently uses the following software platforms for successful virtual engagement: Zoom (meeting and webinar), JamBoard, Padlet, Survey Monkey, Mentimeter and the GoogleSuite for collaboration. HCAN also manages a large community Slack communications channel for health and human services, and is always looking to expand and use new tools and software to enhance the virtual meeting/event experience.

## VI. Personnel: Project Organization and Staffing

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

**Executive Director, Deborah Zysman, MPH**, will be responsible for program oversight. Since joining HCAN as Executive Director in 2012, Deborah Zysman has increased the level of expertise, staffing, and reach of the organization, while building a track record of achievements aimed at improving child outcomes. She expanded the portfolio of issues to include support for working families, child abuse and neglect, food insecurity, and oral health. In this work, she has formed collaborations across multiple sectors, including the Hawaii Children's Policy Agenda (HCPA), a group of over 50 organizations and individuals that work together annually to advance policy and systems improvements that benefit children and families.

**Director of Community Engagement and Training, Mele Andrade**, will be responsible for administering parent leadership training. She has been doing Site Coordination for PLTI-Maui for the past three years. Mele has a background in child abuse and neglect prevention and has been doing home visiting in our community for over 15 years. Mele has 4 children, 22, 19, 8 and 6 years old and grew up on the island of Maui.

**Family Engagement Coordinator, Krystal Baba**, will be responsible for Site Coordination for Oahu PLTI and supporting parent leaders in their community engagement projects. Krystal has a background in building community partnerships and her work connects through domestic violence advocacy, underage substance misuse prevention, sexual violence prevention, and supporting various community coalitions. Krystal has a 3 year old daughter and grew up on Oahu.

**Director of Communications, Courtney Velazquez**, will be responsible for providing oversight and support to communications staff members. Courtney has a background in public sector project management related to labor protections and human services. Courtney grew up on Oahu.

**Communications Coordinator, Zoë Brooks-Jeffiers**, will be responsible for social media and website content creation for parent leader programming. Zoë previously worked in higher education and served as an AmeriCorps VISTA with HCAN prior to becoming a permanent staff member. Zoë grew up in Kentucky.

**Creative Specialist, Philamer Feliciatas**, will be responsible for designing creative content for digital and print media for parent leader programming. Philamer has a background in community organizing and storytelling to advance social justice. Philamer has a 6 year old son and grew up on Oahu.

**Certified PLTI Facilitators/Coordinators** are casual hires for this project and are supported by other grant funds. They are responsible for providing the PLTI curriculum and technical support for graduates. The PLTI facilitators and include:

- **Lynette Constantino**, Maui PLTI Site Coordinator, is also the Preschool Director of Imua Inclusion Preschool and a business owner of a small local boutique called Maui Luxx. Lyn has been with PLTI for 3 years and loves empowering our



local families with the knowledge and skills of leadership, advocacy, democracy, and public policy. Lyn has an 11 year old daughter and a 3 year old son.

- **Dr. Dianne Bowen-Coleman**, Virtual Site Coordinator, is also the Director of Outreach services for Hale Kipa. She joined the PLTI team this year and is a recent graduate of PLTI.
- **Marty Oliphant, MSW**, Facilitator, is the Director of Special Projects at Lili'uokalani Trust, and is a training consultant to the National Alliance of Children's Trust and Prevention Funds. He has more than 24 years of experience in the field of social work, in both prevention and intervention settings, working with children and families in the community and with government agencies. Marty has been part of PLTI since 2014.
- **Arlina J. Wong, MSW**, Facilitator and Coach, was previously the Statewide General License Clinical Coordinator for the Partners in Development Foundation. She has a depth of experience supervising social service programs for low-income children and families, and has been involved in PLTI since 2014 as a Co-Site Coordinator, Facilitator and Coach/mentor.
- **Catherine Maurice**, Facilitator, is a graduate of PLTI, a yoga instructor and passionate parent advocate.
- **Genevieve DeRego**, Facilitator, rejoined the facilitation team this year, after serving on the PLTI Civic Design Team. Genevieve was a part of the first Maui cohort facilitation team and continues to support PLTI in Hawaii.
- **Amber Leon Guerro**, Facilitator, joined PLTI last year. She is a PLTI alumnus and works as Chief Student Success Officer for Dreamhouse 'Ewa Beach Public Charter School.
- **Brent Llaneza**, Facilitator, joined PLTI last year. He is a PLTI alumnus and works at Liliuokalani Trust. Brent has his Masters in Mental Health Counseling and has worked in residential, school, and shelter programs.
- **Heidi Allencastre**, Facilitator, is a graduate of PLTI, works as the Navigator for the Hooikaika Partnership, she has experience working with children and families at risk for child abuse and neglect.
- **Brandee Carvalho**, Facilitator, joined the team last year. She is a graduate of PLTI, and a parent advocate for youth mental health and suicide prevention.
- **Noelle Zimdahl**, Facilitator, joined the team this year. She is also a graduate of PLTI and a parent advocate for children with special needs.

## 2. Organization Chart

See the organization-wide chart included as an attachment to this proposal.

## 3. Compensation

The range of total compensation for the Executive Director is \$80,000 to \$120,000. The range of compensation for the Deputy Director and Director of Research and Economic Policy is \$70,000 to \$100,000.

## **VII. Other**

### **1. Litigation**

HCAN is not involved in any litigation.

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

HCAN is an IRS 501(c)(3) nonprofit organization in good standing with the state and federal governments.

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

Not applicable.

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

#### **(a) Received by the applicant for fiscal year 2024-25, but**

If less than necessary funding is received, HCAN will scale back the project and train fewer community members.

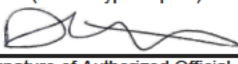
#### **(b) Not received by the applicant thereafter.**

Funding is required for the project to proceed every year. If no additional funding for parent leader training is received thereafter, HCAN will need to scale down the project to serve fewer community members.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	73,450	63,225		65,000
2. Payroll Taxes & Assessments	5,619	4,837		4,973
3. Fringe Benefits	16,416	10,083		14,528
TOTAL PERSONNEL COST	<b>95,485</b>	<b>78,145</b>		<b>84,500</b>
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,000			2,000
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				6,000
5. Staff Training				28,000
6. Supplies	1,315	6,300		13,200
7. Telecommunication	1,200			2,000
8. Utilities				
9. Program Participant Food				8,000
10. Professional & Contractual Services		2,000		4,000
11. Postage, Freight & Delivery				2,400
12. Transportation				2,400
13				
14				
15				
16				
17				
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19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>4,515</b>	<b>8,300</b>		<b>68,000</b>
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>	<b>86,445</b>		<b>152,500</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Deborah Zysman <span style="float: right;">808-531-5502 x101</span>		
(b) Total Federal Funds Requested	86,445	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	152,500	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>338,945</b>	Deborah Zysman, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Community Engagement and Training	1.00	\$89,000.00	25.00%	\$ 22,250.00
Family Engagement Specialist	1.00	\$57,000.00	40.00%	\$ 22,800.00
Communications Director	1.00	\$92,000.00	5.00%	\$ 4,600.00
Communications Coordinator	1.00	\$57,000.00	20.00%	\$ 11,400.00
Creative Specialist	1.00	\$62,000.00	20.00%	\$ 12,400.00
		\$ -		-
		\$ -		-
		\$ -		-
		\$ -		-
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		\$ -		-
		\$ -		-
		\$ -		-
		\$ -		-
<b>TOTAL:</b>				<b>73,450.00</b>

**JUSTIFICATION/COMMENTS:** Portion of personnel costs for parent & family engagement staff members and communications staff members.

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Children's Action Network

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

JUSTIFICATION/COMMENTS No equipment requested.

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

JUSTIFICATION/COMMENTS No vehicles requested.

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawai'i Children's Action Network

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						
No capital is requested.						

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

Apf Hawai'i Children's Action Network

Contracts Total:

1,302,859

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	GIA PLTI 2022-2024	10/1/22-3/31/24	City & County	Honolulu	10,000
2	WIC Community Innovation and Outreach	5/1/23-12/31/24	Department of Agriculture	U.S.	530,312
3	Promoting Health Equity	6/20/23-5/20/24	Department of Health	State	49,000
4	GIA PLTI 2023-2024	7/1/23-6/30/24	Department of Human Services	State	50,000
5	OHE Community Collaboration Meetings	8/16/23-5/31/24	Department of Health	State	45,000
6	Preschool Development Grant PLTI	8/23/23-12/31/25	Research Corporation of the Univ	State	238,597
7	Family Navigators Pilot Project	8/31/23-8/30/24	Department of Health and Human	U.S.	323,000
8	PLTI Hybrid 2023-2024	11/20/23-6/30/24	Department of Health	State	49,950
9	Newborn Hearing Meeting	1/5/2024	Department of Health	State	7,000
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