



**Parents And
Children Together**

BUILDING THE RELATIONSHIPS THAT MATTER MOST

Community Teen Program

Grant in Aid The Thirtieth Legislature

Application for Grants: FY 2025

January 19, 2024



BUILDING THE
RELATIONSHIPS THAT
MATTER MOST

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

President & CEO
PRINT NAME AND TITLE

January 16, 2024
DATE

**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: Parents And Children Together Parents And Children Together

Amount of State Funds Requested: \$ 265,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Please see Cover Page 2 for the Brief Description of Request.

Amount of Other Funds Available:
State: \$ 391,780
Federal: \$ 275,000
County: \$ _____
Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ 1,382,539
Unrestricted Assets: \$ 72,156


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:
1300 Halona Street
City: State: Zip:
Honolulu HI 96817

Contact Person for Matters Involving this Application	
Name: Ryan Kusumoto	Title: President & CEO
Email: rkusumoto@pacthawaii.org	Phone: 808-847-3285

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
--------------------------------	-----------------------------

 Ryan Kusumoto, President & CEO January 16, 2024
Authorized Signature Name and Title Date Signed

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

Page 2 of Cover Page – Brief Description of Request

Parents And Children Together

Type of Grant Request: Operating

Type of Business Entity: 501(C)(3) Non-Profit Corporation

Amount of State Funds Requested: \$265,000

Brief Description of Request

Parents And Children Together's fiscal year 2025 grant-in-aid application is intended to provide positive youth development services to youth and families living in the high-risk communities of Kuhio Park Terrace (also known as KPT and the Towers at Kuhio Park) in Kalihi and Puuwai Momi public housing in Aiea.

With a State GIA, PACT will provide activities that assist low-income and youth living in poverty to successfully complete high school and transition to young adulthood through long-standing positive youth development services. Since the pandemic, national research and local feedback has surfaced a significant issue in the notable decrease in school attendance by low-income youth. The issue of youth completely disengaging from the educational system is particularly alarming, as it could severely hinder the future vocational and career opportunities for children and youth in public housing. PACT's Community Teen Center will help youth make the best of their school experience, keep them actively interested in finishing and furthering their education. Our goal is to continue to bridge the distance between school and home while youth actively participate in meaningful education and enrichment opportunities.

Application for Grants

I. Certification – Please attach immediately after cover page

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

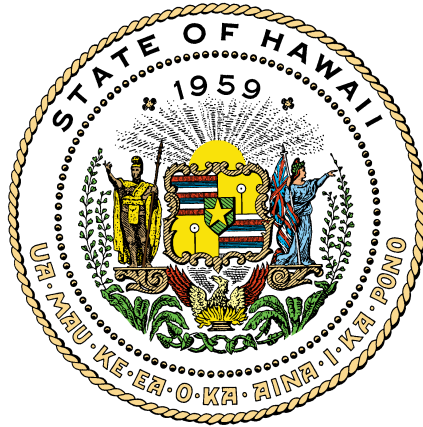
If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

2. Declaration Statement

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

3. Public Purpose

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



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

PARENTS AND CHILDREN TOGETHER

was incorporated under the laws of Hawaii on 08/15/1968 ; 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 13, 2024

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Parents And Children Together

(Typed Name of Individual or Organization)



(Signature)

January 16, 2024

(Date)

Ryan Kusumoto

President & CEO

(Typed Name)

(Title)



Verification of Grant use for Public Purpose

(1) **Organization Name:** Parents And Children Together: Community Teen Program

(2) **Public purpose for the grant:**

Parents And Children Together's fiscal year 2025 grant-in-aid application is intended to provide positive youth development services to youth and families living in the high-risk communities of Kuhio Park Terrace (also known as KPT and the Towers at Kuhio Park) in Kalihi and Puuwai Momi Housing in Aiea.

With State GIA funding, PACT proposes to provide activities that assist low-income and youth living in poverty to successfully complete high school and transition to young adulthood through long-standing positive youth development services. Since the pandemic, national research and local feedback has surfaced a significant issue in the notable decrease in school attendance by low-income youth. The issue of youth completely disengaging from the educational system is particularly alarming, as it could severely hinder the future vocational and career opportunities for children and youth in public housing. PACT's Community Teen Center will help youth make the best of their school experience, keep them actively interested in finishing and furthering their education. Our goal is to continue to bridge the distance between school and home while youth actively participate in meaningful education and enrichment opportunities.

Children spend an average of 80% of their waking hours out of school, Out-of-school time programs such as the PACT Community Teen Center can positively affect students' educational outcomes, school attendance, and social and emotional development. The 2020 America After 3PM report found that there are three children waiting to enroll in a high quality afterschool program for every one child enrolled ([Supporting Student Success Through Afterschool Programs \(ncsl.org\)](https://www.ncsl.org/legislative-policy-advocacy/education/after-school-programs)). There is constant demand for afterschool programs, with many who are unable to access these programs because of program cost, availability, and transportation challenges. Providing opportunities for this population to build positive peer and adult relationships, learn new skills, and participate in positive, supervised activities will prevent their participation in a multitude of risky behaviors and will, ultimately, serve the public need. Early intervention prevents the onset of delinquent behavior and supports the development of a youth's assets and resilience" ("Early Intervention," <https://youth.gov/youth-topics/juvenile-justice/prevention-and-early-intervention>. Accessed 1/16/24). Preventing youth participation in drugs, crime, gangs, and other risky behaviors and increasing their chance of achieving school and social success will decrease the social and public costs of following youth in the juvenile justice system or providing treatment programs for them. A Washington State Institute for Public Policy study found that for every \$1 invested in effective delinquency-prevention programs, taxpayers could realize a \$7-10 savings on later public welfare, incarceration, and rehabilitation costs.

(3) Services to be supported by the grant:

PACT has a long-standing presence at both KPT and Puuwai Momi and has built trust in the community over the years. To engage youth and decrease the negative behaviors being observed, the Community Teen program will deploy an evidence-based program model—Positive Youth Development—with activities that appeal to youths’ interests and build up their developing skills in decision-making, STEM literacy, social relationships, basic living skills, and expression of their creativity.

Program activities fall within five components that touch upon the positive development of the whole youth: 1) **Academic Enrichment & Support** (daily study hall/homework help, computer lab, STEM, technology/digital media, and intersession enrichment activities); 2) **Sports, Fitness, and Recreation** (daily recreational activities in the drop-in center include music, games, sports, arts and crafts, computer lab; health/fitness activities, including 30 minutes or more of daily fitness activities, nutrition/cooking, and gardening); 3) **Youth Development/Skill Building** (social/life skills development, social emotional learning, youth leadership, career exploration and community service/service learning); 4) **Aina-based learning—a.k.a. place-based learning**—activities (cultural exploration, sharing, and reflection, service activities); and 5) **Family and community engagement** (parent activities, parent hui, collaborative community-wide activities and case management).

(4) Target group

The target populations to be served through this proposal are youth 5-18 years of age living in and around the identified low-income, public housing communities of Kuhio Park Terrace and Puuwai Momi.

Youth living in these communities are at-risk and experience high levels of social, emotional, and educational problems – all associated with involved in or being at risk for involvement in the Juvenile Justice system. Additionally, the majority of youth who will receive services through this proposal are in one of the ethnic groups that are over-represented in the juvenile justice system in comparison to their proportion in the general juvenile population – Samoan, Hawaiian, Filipino, African American, and Outer Pacific Islanders (including Chuukese, Marshallese, and other COFA (a.k.a. Micronesian) populations).

Youth at KPT and Puuwai Momi also experience many of the risk factors identified in the youth development literature as contributing to increased potential for participation in risky behaviors, including: academic failure, low family connections, low income status/poverty, lack of parent involvement, negative peer influences, community disorganization, and diminished opportunities.

(5) Cost of the grant and budget.

PACT’s budget for the proposed GIA is \$265,000. Personnel costs account for 77% of the budget with the remaining 23% allocated for operating costs, including: rent and utilities, telecommunications, program supplies and beneficiary costs, repair and maintenance, postage, employee mileage, staff training, and other costs directly related to the operation of the program (insurance, payroll and other fees, audit, etc.)

II. Background and Summary

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

PACT has assisted Hawaii families—guiding the journey to health and stability—since 1968. For over 50 years, through counseling and care, financial or other tangible support, and resources networking, PACT has supported families. Today, services include early education, mental and behavioral health support, domestic violence prevention, child abuse and neglect prevention, family economic development, youth and community development, and a wide variety of crisis interventions. With over 20 programs serving communities throughout the state of Hawaii, PACT offers a comprehensive and interconnected array of services to strengthen individuals, children, families, and communities experiencing developmental, educational, social, behavioral health, and economic challenges.

PACT extended our programmatic expertise in 2017 to embark on strategic initiatives working with other organizations and community sectors to address complicated socioeconomic issues impacting our state's collective health and well-being such as domestic human/sex trafficking and long-term poverty.

Over the last three years, the COVID-19 pandemic has added significant strain to our low-income families. To counter these hardships, PACT has formulated various strategies and expanded its scope to include food and housing security, community health, technology access, support for remote learning, and other initiatives aimed at reducing the newly-arisen challenges and stress. Our initiatives are inherently community-centric, mirroring the diverse cultures and identities of the people we serve. In the current pandemic-affected environment, where issues like transportation, communication, and logistics are more challenging, having services that are local and culturally sensitive is vital for effective delivery. Our primary service center is in the Kuhio Park Terrace (KPT)/Kuhio Homes public housing area, offering services like Early Head Start-Head Start, a Community Teen Center, and the Family and Economic Opportunity Center. All our other programs are situated within the communities they assist or in easily accessible locations on main roads and bus routes. Many of our services are also mobile, delivered at the homes of clients or other community locations as per their preference.

Most importantly for this proposal, PACT's Community Teen Program has long been a presence in the KPT and Puuwai Momi public housing communities to provide alternatives for youth in a safe, structured environment that helps them avoid risky behaviors and build upon protective factors that help youth understand themselves, relate better with peers, develop their talents, and allow them to explore other communities, nature, and potential opportunities.

Being a community-based service provider allows our staff to build strong, working

relationships with our clients. Regular surveys of our clients' experience with our services find they are highly satisfied with our services:

- 99% of clients said that staff were friendly and caring
- 97% of clients said that their culture and background was respected
- 95% of clients said they were satisfied with services
- 94% of clients said services helped them
- 93% of clients said they would recommend program.

With 55 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community-driven solutions that have helped its residents to become self-reliant, productive, and engaged citizens. The program staff possess a multi-cultural fluency developed through experience in working with Hawaii's diverse populations. They approach their work with families and family members as a partnership based on equality and respect. While the agency has grown to become a statewide provider, our approach still considers the unique needs and strengths of each client as an individual, as a part of the family unit, and as a member of a community with resources.

PACT is an active member of HANO, PHOCUSED, Hawai'i Appleseed Center for Law & Justice, the Domestic Violence Action Coalition, Hunger Coalition project, and is a partner agency and recipient of the United Ways on Oahu, Kauai, and Maui.

2. The goals and objectives related to the request;

It is essential that we maintain our commitment to the education and career development of our youth. National research, along with local feedback from our community schools, indicates a significant issue—there's a notable decrease in school attendance among our low-income youth. The educational setbacks caused by poverty, which were further exacerbated by the school closures during the COVID pandemic, were challenging but perhaps inevitable. Yet, the emerging issue of young people completely disengaging from the educational system is particularly alarming, as it could severely hinder the future career opportunities for children in public housing.

PACT's Community Teen Center focuses on helping youth best utilize a school experience and keeping them actively interested in finishing and furthering their education. **Our goal is to continue to bridge the distance between school and home while actively participating in meaningful education and enrichment opportunities.**

Goal – Youth in the Kuhio Park Terrace (KPT) and Puuwai Momi (PM) housing will actively participate in educational opportunities.

Objectives:

- A minimum of 300 youth will participate in afterschool programs and services at PACT and will attend activities designed to engage them in learning in school and beyond.
- PACT will conduct outreach to Kalihi and Puuwai Momi/Aiea families whose youth have not consistently returned to school and will support their efforts to return by reducing barriers and providing needed services wherever possible.
- The Community Teen Program will create new partnerships and strengthen existing ones with local schools and school personnel to support and increase family involvement at all levels in public schools.
- PACT will ensure all active families have access to adequate technology (equipment and internet) both at our Centers and at home to support full participation in public education.

The attainment of this goal over the next critical years can mean real savings of hundreds of thousands in public aid over time and, more importantly, in productive futures for scores of local youth. Kalihi, Puuwai Momi, and public housing in general are commonly thought to have a much higher percentage of at-risk youth than our state in general. We believe these neighborhoods, more than most, warrant the focused attention.

3. The public purpose and need to be served;

PACT's proposed FY25 grant-in-aid will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

This program aims to offer positive development services for youth and families residing in the high-risk areas of Kuhio Park Terrace (KPT and Towers at Kuhio Park) in Kalihi and Puuwai Momi Housing in Aiea, primarily focusing on reconnecting the increasing number of youth not attending school. This is a proactive measure addressing the growing trend of absenteeism from school among youth and families in the aftermath of the COVID lockdown. The concerning pattern is likely to lead to reduced high school graduation rates, escalating high-risk behaviors such as substance and alcohol abuse, unintended pregnancies, potentially more criminal activities, and youth victimization in these communities, along with diminishing parental involvement. These issues have significant and far-reaching effects on the youth, their families, and the state. The experiences of these youths, the decisions they make, and the resources they have access to during their development will play a crucial role in determining whether they evolve into self-reliant adults or become reliant on public assistance, face incarceration, homelessness, or struggle to support themselves and their dependents (Koball, et al.2011).

4. Describe the target population to be served;

The target populations to be served through this proposal are youth 5-18 years of age living in and around the identified low-income, public housing communities of Kuhio Park Terrace and Puuwai Momi. Public housing communities with concentrations of very low-income households and disproportionate numbers of children/youth, are among the most distressed communities on the island. Youth in public housing face many individual, social, and economic stresses and challenges including high rates of crime, substance abuse, peer & family challenges, educational failure, and isolation.

Nearly half of the 2,336 authorized residents at Kuhio Park Terrace and Kuhio Homes (1,085) are 18 years or under (184 ages 0-4; 485 ages 5-11; 206 ages 12-14; and 210 ages 15-18). Correspondingly, 901 children and youth from this community are eligible for Teen Program services. The predominant ethnic groups residing at KPT and Kuhio Homes are: Chuukese (33%), Samoan (16%), Native Hawaiians (10%), Marshallese (5%), and Asians other than Filipino (4%). (Better Tomorrows, personal communication, 11/14/19).

Puuwai Momi (PM) has 296 occupied units. Of the 1,059 authorized residents, 392 (37%) are 5-17 years old and the top 3 ethnic groups are Native Hawaiian/Pacific Islanders (74%), Asians (14%), and White (12%). Of the current Teen Program participants, 98% are Hawaiian or Pacific Islanders (Chuukese, Marshallese, Samoan). About 95% of the tenants are of extremely low-income (30-80% of the median family income).

The majority of youth who will receive services through this proposal are in one of the ethnic groups that are overrepresented in the juvenile justice system in comparison to their proportion in the general juvenile population—Samoan, Hawaiian, Filipino, African American, and Outer Pacific Islanders (including Chuukese, Marshallese, and other COFA (aka Micronesian) populations). Participation data in 2021 for youth by ethnicity who enrolled in the Community Teen program included:

Ethnicity	% Enrollment at KPT	% Enrollment at PM
Outer Pacific Islanders	72%	66%
Samoan	12%	7%
Hawaiian/Part Hawaiian	12%	21%
Filipino	0%	< 1%
African American	1%	< 1%
Other (Asian, Caucasian, and other Pacific Islanders)	3%	6%

Youth at KPT and Puuwai Momi also experience many of the risk factors identified in the youth development literature as contributing to increased

potential for participation in risky behaviors. The most significant risk factors present for youth in these communities include:

Risk Factors	
Individual Domain	Family Domain
<ul style="list-style-type: none"> • Lack of opportunity • Low connection to family • Low academic aspirations • Low commitment to school • Early onset of problem behaviors 	<ul style="list-style-type: none"> • Large number of single parent households • Low-income status/poverty • Family conflict, problems, and dysfunction • Lack of parental involvement
Peer Domain	Community Domain
<ul style="list-style-type: none"> • Early onset of problem behaviors • Favorable attitudes toward antisocial behavior • Association with delinquent or aggressive peers • Lack of involvement in conventional activities 	<ul style="list-style-type: none"> • Low neighborhood attachment • Community disorganization • Laws/norms favorable to problem behaviors • Diminished economic opportunities

5. Describe the geographic coverage.

PACT proposes to provide comprehensive youth services in two high risk low-income, public housing communities:

- Kuhio Park Terrace (aka KPT or Towers at Kuhio Park) in Kalihi and
- Puuwai Momi in Aiea.

As stated above, public housing communities, such as Kuhio Park Terrace and Puuwai Momi, which have concentrations of extremely low-income households and disproportionate numbers of children and youth, are among the most distressed communities on the island and in the nation (Hunt,2012). Other risk factors associated with youth living in public housing include exposure to familial substance abuse, family violence and conflicts, and lack of supervision.

Kuhio Park Terrace is Hawaii’s largest public housing community, located in Kalihi at the foot of Kahauiki ridge, with the Fort Shafter Military Complex to its west and the Likelike Highway to its east. A total of 748 housing units comprise the two high-rise buildings and low-rise homes, which are home to 2,336 low-income working and nonworking families (Choice Neighborhoods Needs Assessment, 2012). KPT and Kalihi Valley Homes were built in the 1960s.

The profile of KPT/Kuhio Homes indicates that this community is at great risk. The median family income for KPT/Kuhio Homes is \$23,095. (\$28,870 is poverty

level income for a family of four, Department of Health and Human Services). Most residents (70%) at KPT/Kuhio Homes are working. Thirty-one percent of the households receive cash public assistance and 81% received SNAP benefits. Nearly 13% of the households receive SSI and 28% receive Social Security benefits. Of those families living in poverty, 79% are headed by single females. Children and youth ages 0 to 18 make up nearly half (48.7%, ACS 2016, 5-Year Estimate) of the KPT/Kuhio Homes population. Linapuni, Fern, and Kalihi-Waena Elementary Schools are the public schools that serve KPT/Kuhio Homes children. All of these schools participate in the Community Eligibility Provision (CEP) for school districts in low-income areas. CEP allows the nation's highest poverty schools to serve breakfast and lunch at no cost to all enrolled students (School Status and Improvement Reports, School Year 2022-23). Kuhio Park Terrace residents are economically isolated, and face educational, linguistic, and cultural barriers as well as numerous environmental risks.

Puuwai Momi is a State public housing community with 296 occupied housing units and a population of 1,059 low-income tenants in Aiea, Oahu. The complex is bordered by Aloha Stadium, Halawa stream, Kamehameha Highway, and the Liliuokalani-E/H-1-W. There are also a number of other low-income apartment complexes surrounding Puuwai Momi. The location is not a pedestrian community and the public schools—Aiea Elementary, Middle, and High School—are not within convenient walking distance and students are bussed to and from school. Once home from school, the children at Puuwai Momi are isolated from the larger community.

Puuwai Momi resident statistics mirror those of its census tract (75.04): 24% percent of the residents are foreign born; average household size (4.37) is larger than the county average (3.64); twice as many households are headed by single females (36.6% v. 17.47%) with more children per household; unemployment in the census tract was 6.9% (pre-COVID, ACS 2019 5-year), nearly twice as high than the entire 96701 area (3.6%); median family income is significantly lower at PM; the number of households receiving public assistance is more than three times the county rate; and three times as many families with children under 18 live in poverty level than in 96701 or the county. Over 20% of PM households are headed by individuals over 62 years old.

Children from Puuwai Momi attend Aiea Elementary which reflects the diverse, multicultural population at PM with many students who migrated from the Outer Pacific Islands and learn English as a second language. In the 2022-23 school year, the total enrollment was 262 and the school qualifies for the Community Eligibility Provision (CEP) where all students received free lunches because of the high community poverty rate. Forty-six percent of the students had limited English proficiency (a 10% increase from 2 years prior). Reading & Math proficiency scores in grade 3 were significantly lower compared to the State average at 22% c.f. 48% (language arts) & 7% c.f. 51% (math), respectively (SSIR School Year 2022-23).

III. Service Summary and Outcomes

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

Comprehensive youth development services and activities are provided at both KPT and PM daily. All youth ages 5 to 18 are welcomed to participate and are roughly divided according to age groups and planned activities for the day. We approach all youth and families from a strengths-based philosophy, so our programs are specifically developed using the principles of Positive Youth Development (PYD); designed to reduce or enhance identified risk and protective factors and provide opportunities for youth to develop the skills, attitudes, abilities, behaviors, and competencies to become active, vital members of their community and successfully transition to adulthood. PACT defines prevention with a broad brush and believes that providing youth with opportunities to develop skills, abilities, etc. will help prevent their participation in many risky behaviors—i.e., substance abuse, violence, pregnancy, etc. PACT provides a case management component for families in need, and with the focused goal we are proposing, we will increase our family engagement and case management work to include outreach, support and follow-up specifically for families who are not accessing school resources and youth finding it tough to get back into school attendance.

Program activities fall within five components that touch upon the positive development of the whole youth: 1) Academic Enrichment and Support (daily study hall/homework help, computer lab, technology/digital media, and intersession enrichment activities); 2) Sports, Fitness, and Recreation (daily recreational activities in the drop-in center include music, games, sports, arts and crafts, computer lab; health/fitness activities, including 30 minutes or more of daily fitness activities, nutrition/cooking, and gardening); 3) Youth Development and Skill Building (social/life skills development, social emotional learning, youth leadership, and career exploration); 4) Aina-Based Learning—aka place-based learning activities (cultural exploration, sharing, and reflection; and 5) Family, Community, and School Engagement (parent activities, parent hui, and collaborative Communitywide activities.

Academic Support: Academic Enrichment: Typically, our goals in this area have been to improve academic skills and increase school success. With this new proposal our goal still includes academic enrichment during Center hours but now also focuses on recruiting to the Centers those youth who are not engaged in schooling and then working with them to overcome barriers to attendance in school. Simultaneously, PACT will work directly with families to ensure that all children have access in the home to technology (internet access and computer equipment) needed to support them in school.

We will provide activities aimed at changing attitudes toward school and making the critical connections between school completion and success in life. Vocational exploration will be emphasized. For those youth still engaged in

school and others who wish to participate we will continue to enrich basic math & reading skills, study habits, and homework completion. This will be accomplished through daily study hall and homework help, computer lab, summer/intersession enrichment activities, healthy afterschool snacks, and incentives for participation (e.g., quarterly field trips and shaka bucks).

Sports, Fitness, Enrichment and Recreation: PACT's Teen Center aims to develop youth who are well-rounded individuals by exposing them to and encouraging them in a variety of positive activities they may not have had experience with. Targeted behaviors include increased teamwork skills, physical activity, and nutrition awareness. To accomplish this, staff organize daily SPARK/fitness activities, league sports (i.e., late night basketball, flag football), and daily drop-in center (with computer lab, arts/crafts, cooking and nutrition groups, music and dance, etc.). These types of activities have usually been "attractors" for youth to enter our programs and may now be particularly desirable for youth who do not have traditional sports outlets through a school. In addition to our routine incorporation of these experiences into the curriculum, we expect to do significant outreach through these activities to non-schooled youth.

Youth Development and Skill Building: Participation at the Teen Center will help youth develop the necessary skills and abilities to be successful in life. Targeted behaviors for these modules are: improved communication skills, social/life skills, decision-making, and adult and peer relationships. Activities include but are not limited to:

- **Youth Leadership:** Staff look for leadership skills and abilities in youth who may not be considered your typical leaders and provide opportunities for leadership development in youth who probably have not had much opportunity to develop those skills. For example, participants have the opportunity to contribute to the Kalihi Connection community development group as youth representatives. PACT's Teen Centers have also created a Teen Council that assist program staff in developing programs and dealing with community-related issues.
- **Community and Life Skills/Social Emotional Learning:** These skills are addressed in both formal and informal ways. Formally, staff run groups that focus on these skills and implement prevention curricula that focus on specific skills or behaviors in small group settings at the center. An example of this is "Why Try." Why Try lessons teach important life skills like keeping laws and rules, building support systems, resisting peer pressure, and developing resiliency. Informally, staff work with youth to develop these skills in the course of their participation in daily activities, utilizing "teachable moments" that occur naturally during program activities.
- **Career Awareness and Development:** The Centers utilize career awareness curricula, workshops and guest speakers to highlight different career paths so that young people can explore different career

possibilities. Helping youth visualize a future story for themselves that includes a viable career and stable economic future can provide compelling information for youth avoiding school. Activities will be designed so that youth can develop a sense of their future along with a sense of hope and purpose.

- **Aina-Based Activities:** With goals of helping youth will feel more connected to their cultures and communities; improving relationships with positive adults, family, and community; and increased community/cultural awareness and civic responsibility, this component includes activities such community service projects in their communities and at cultural sites along the Halawa or Kalihi ahupuaa to learn their moololelo (stories), and enrichment activities (dance, music, etc.). A new project for 2022 will be to collaborate with Trees for Honolulu, University of Hawai'i systems, and the DOE to implement an EPA-funded grant to address heat islands in the Makalapa community. Youth from the housing projects will become student scientists to measure and develop site-specific maps of current conditions of extreme heat in their community and identify solutions to those problems through experiential learning opportunities. Middle and high school age youth will also have the opportunity to help develop and publish a guide for other underserved communities with similar issues to follow.
- **Family, Community, and School Engagement:** PACT understands the significance of the family unit and its impact on the lives of participating youth. The Teen Center will catalyze the shift in culture in our communities to build strong and effective partnerships with families and community members to help children thrive. We will strive to increase parent involvement in Teen Program and community activities and improve relationships with their children. Activities will include a parent hui, program community activities (such as movie nights, family game nights, and quarterly Hoike showcases). Additionally, Teen staff will partner with other PACT staff and programs (i.e., Family and Economic Opportunity Center (FEOC), Early Head Start/Head Start) to build on existing activities and increase the engagement of parents and families of Teen Program members. These include the FEOC food pantry, community pop-up events, etc. Additionally, the Family/Community Coordinator will also begin to provide case management services for select families or individuals with multiple needs and challenges, including the assessment of their strengths, challenges, and needs and ongoing support to mitigate barriers and encourage progress towards goals.

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

	Specific Tasks	Quarters					
		Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)	
Program Design							
<i>Activities to Include</i>	Program Planning (pre-contract and ongoing for each quarter) <ul style="list-style-type: none"> Activity design and planning for after school services Design evaluation plans 	x	x	x	x	x	
	Contact potential community partners/ service providers to develop annual schedule/plan	x	x				
	School Engagement and Planning <ul style="list-style-type: none"> Meet with community schools 	x	x	x	x	x	
	Hire/fill staff vacancies (will be ongoing as needed)	x	x				
	Specific Tasks	Quarters					
		Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)	
<i>Activities to Include</i>	<ul style="list-style-type: none"> Staff Training/Development Develop individual staff development plans 	Annually during employee performance review					
	<ul style="list-style-type: none"> Participate in relevant conferences and workshops 	On-going throughout the year					
	<ul style="list-style-type: none"> Participate in OJT/informal training activities 		x	x	x	x	
	Staff Supervision <ul style="list-style-type: none"> Formal Supervision – minimum once a month Informal Supervision – ongoing Staff Meetings – min. monthly 		x	x	x	x	
Program Implementation							
<i>Activities to Include</i>	<i>Outreach and Recruitment</i>	<ul style="list-style-type: none"> Develop or refine recruitment plans 	x				
		<ul style="list-style-type: none"> Post flyers in the community/at schools Post calendars on IG/school websites Conduct home visits and phone calls 		x	x	x	x
		<ul style="list-style-type: none"> Special Events – at Schools or in Community (Open House, parent events/meetings, etc.) 	As planned or needed				

<i>Activities Cont.</i>	<i>Academic Support</i>	<ul style="list-style-type: none"> • Study Hall/Skills • Computer Lab • Academic Enrich. • Summer/Intersession 		x	x	x	x
	<i>Sports, Fitness, & Recreation</i>	<ul style="list-style-type: none"> • Rec. Activities • Cooking/Nutrition • Sports and Fitness 		x	x	x	x
	<i>Youth Dev./Skill Building</i>	<ul style="list-style-type: none"> • Youth Leadership • Career Development • Social and Life/Skills SEL 		x	x	x	x
	<i>Aina-Based Learning</i>	<ul style="list-style-type: none"> • Cultural Activities • Community Service • Heat Islands in Makalapa (Trees for Honolulu collab.) 		x	x	x	x
	<i>Family, Community, & School Engagement</i>	<ul style="list-style-type: none"> • Identify key parents in each community to assist with planning and recruitment 	x	x			
	Specific Tasks		Quarters				
			Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)
		<ul style="list-style-type: none"> • Partner with other PACT programs to connect parents to services 	x	x	x	x	x
		<ul style="list-style-type: none"> • Develop/implement community activities to engage parents/families • Hoike/Showcase • Family game, movie or sports nights 		x	x	x	x
		<ul style="list-style-type: none"> • Parent Hui meetings/activities at each site 		x	x	x	x
		<ul style="list-style-type: none"> • Conduct on-campus activities for youth 		x	x	x	x
		<ul style="list-style-type: none"> • Work with parents and schools to increase interactions and connections 		x	x	x	x
	<i>Family Case Management</i>	<ul style="list-style-type: none"> • Services and referral system developed 	x	x			
		<ul style="list-style-type: none"> • Individuals/Families referred for service and services implemented 		x	x	x	x
Program Evaluation/Reporting and Quality Assurance							
	Data Collection developed or refined to meet specific needs		x	x			

Activities to Include	Develop other pre and post tests and other data collection methods – refine and revise quarterly (conducted prior to the beginning of each quarter)	x	x	x	x	
	Data collected and analyzed and programmatic changes implemented.		x	x	x	x
	Quarterly PQI and funder reports completed		x	x	x	x

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

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in our programs. PACT maintains quality assurance and evaluation through the Performance & Quality Improvement (PQI) Plan. The PQI Plan is built upon PACT's vision, mission, and values and is designed to ensure that targeted goals and outcomes are achieved with the highest possible quality of services, in compliance with Council on Accreditation standards of care, and are consistent with funders' contract requirements. Our approach emphasizes that "quality is everyone's responsibility" starting with the Board of Directors to the Executive Leadership Team to the Program Directors and then to all employees, contracted service providers, and volunteers. PACT's Performance & Quality Improvement Plan provides the framework, guidance and basis for all quality activities.

The Plan guides our work performance and quality improvement processes throughout the agency. The Plan is based on COA standards, funder requirements, and the Plan-Do-Check-Act framework.

PACT evaluates its performance in a multifaceted approach and uses this information as the genesis for the improvement cycle of Plan-Do-Check-Act (PDCA). Our Quality Activities include:

- 1) External review and accreditation from the Council on Accreditation (COA);
- 2) Contract Management Policies and Procedures;
- 3) Program PQI Activities;
- 4) Quarterly Case Record Review;
- 5) Quarterly Analysis of Client Outputs and Outcomes;
- 6) At minimum, Annual Client Satisfaction surveys; and
- 7) Continuous Program Review and Improvement.

The Teen Program's specific evaluation plan is based on PACT's quality processes and procedures and the goals and measures proposed in this document. The program evaluation includes a combination of process or outputs evaluation (is the program being implemented as planned?), outcomes evaluation (is the program working and is the participants' behavior changing as

anticipated?), and formative evaluation (answers the questions: What's working? What's not? What changes need to be made?).

Program staff will gather relevant data continuously to ensure contract compliance and adherence to Quality procedures. Data will be provided to the State as contracted and/or requested, and the Teen Center will submit quarterly data (e.g., youth attendance, reports on events and activities, family contacts, and case reviews) for Quality reports to the agency's Director of Quality, who analyzes the data, reports trends and makes recommendations regarding immediate issues to the agency's PQI Committee. The Committee is comprised of the PACT leadership and management staff. For this RFP, PACT will track and measure all required outputs and outcomes that will add significant impact for the program.

When areas for improvement or challenges are identified, the Program Director and the staff meet to discuss the issues, identify the root cause, and develop an improvement plan to change processes and address identified weaknesses. If less than satisfactory performance is identified, program leadership can introduce interventions to improve performance, obtain additional input from staff, and create a plan of action to monitor the effectiveness of the interventions, thus continuing the Plan-Do-Check-Act cycle throughout the life of the program. Additionally, Issues and areas needing Executive Leadership Team support or intervention are raised by the PQI Committee and tracked by the Director of Quality.

PACT has been accredited continuously since 2000 by the Council on Accreditation (COA) and most recently participated in the review and evaluation process that culminated with a site visit in January 2021. PACT achieved accreditation until October 31, 2024, and is preparing for a re-accreditation site review in the first half of 2024. Of significance, there were no areas of improvement identified and accreditation was expedited. To meet COA standards, all programs and the agency administration were evaluated with separate standards specific to the area. PACT's PQI system was evaluated against the PQI standards, and was recognized for being comprehensive, data driven, involving staff at all levels, and maximizing lessons learned by sharing effective practices across programs, promoting excellence across the organization and program service delivery:

“This organization's PQI system reflects effective management practices and program goals. It is clear that staff have a voice in the quality improvements and can contribute. The board is active in the process and assuring that PQI is well thought out. It appears that a solid practice of PQI is woven throughout the organization. The practice of quality improvement is understood and practiced at all levels of the organization. Staff at the direct service level have embraced and participated regularly in quality improvement exercises and have experienced positive changes in services as a result. The data is used to guide best practices,

the mission, and the future of the direction of the organization at all levels, incorporating all program types. Cross-pollination of program experiences is often used to have a "lessons learned" experience, assuring that those lessons in quality are shared throughout."

- 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.**

Program achievement and impact will be measured by quantitatively and qualitatively to ensure families and youth are participating and benefiting from services. Quantitative measures (participation information) will include:

- 1) A minimum of 150 youth will participate in GIA activities each quarter (duplicated count). (PACT's attendance system, KidTrax enables us to track participants.)
- 2) A minimum of 60 families will participate in Teen Program activities in their respective communities.

Further measures will document our work with neighborhood schools as a critical component of success with this proposal:

- 3) A minimum of 10 community partnerships will be implemented during the contract to enhance program services at our sites. These will include partnerships that have been de-railed during the pandemic and/or starting new partnerships. Activities may include: Late Night Basketball League, Hawaii Literacy Book Mobile, Chaminade University – I Am A Scientist program, the DOE Yes Bus Summer Outreach, We Are Oceania cultural programs, etc.

A more qualitative measure will give us an understanding of impact:

- 4) 90% of youth and family participants will be report increased connections to their schools or improved school attendance.

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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid

- 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
\$66,250	\$66,250	\$66,250	\$66,250	\$265,000

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

We are actively seeking private funds from donors in the community.

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

N/A

- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.**

A listing of all federal, state, and county government contracts, grants, and grants in aid for the prior three years and to be received in fiscal year 2025 appear on Page 10, Excel, of this application.

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

\$72,156.

V. Experience and Capability

1. Necessary Skills and Experience

PACT has been serving Hawaii's families since 1968, working **with** families to build on strengths and overcome barriers to health and well-being. Our Oahu, Maui, and Lanai teams partnering with DHS have provided services for nearly 20 years specifically to achieve CWS, OYS and Neighborhood Place goals to ensure child and family well-being within the guiding principles and supportive services provided by DHS. Related and relevant service contracts for the last three (3) years include the following:

Contract # & Contract Period	Contracting Agency	Contact Person, Mailing Address, Phone and Email	Title and Brief Description
DHS-19-OYS-905 (KPT) and DHS-19-OYS-906 (Puuwai Momi) 7/1/2018-6/30/2022	Department of Human Services	Ana Mejia-Vasconcellos, Office of Youth Services 707 Richards St., Ste. 525 Hon, HI 96813, 808.587.5738; amejia-vasconcellos@dhs.hawaii.gov	The Positive Youth Development at KPT and Puuwai Momi Community Teen Programs ensure that youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency that enables them to achieve a successful transition to young adulthood.
E18-09 Vendor List 7/1/2018-6/30/2021 E20-39 Vendor List 7/1/2021-6/30/2022 E22-06 Vendor List 7/1/2022 - 6/30/2024	Hawaii Department of Education	Nicole Agena, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, HI 96797; 808.675.0130 nicole.agena@k12.hawaii.us	The 21st Century Community Learning Center program at the KPT Teen Center provides students in the Farrington Complex with academic enrichment opportunities, STEM, College and Career Readiness and remedial education and tutoring. Includes family outreach and engagement for parent participation.
CT-DCS-2100068 11/1/2021-4/30/2022	City & County Department of Community Services	Spenser Kunishige, Office of Grants Management, 925 Dillingham Blvd., Ste. 200, Hon., HI 96817; 808.768.7071; s.kunishige@honolulu.gov	After School Services for At-Risk Youth in Puuwai Momi, provides academic Enrichment, Sport, Fitness and Recreation, and Youth Development Skill Building to at-risk youth living in the Puuwai Momi public housing community.
DHS-19-ETPO-0028 1/1/2019-12/31/2022	Department of Human Services	Dominique Dacanay 1010 Richards Street, Suite 512, Honolulu, HI 96813; 808.586.7068	Family Strengthening provides TANF eligible clients with a broad range of support services to attain self-sufficiency, gain resiliency and reduce dependency on government

		Ddacanay@dhs.hawaii.gov	assistance by developing and achieving family plans focused on health and stability.
DHS-24-OYS-414 07/01/2023 - 06/30/2025	Department of Human Services	Cynthia S. Pierce 1010 Richards Street, Suite 314 Honolulu, Hawai'i 96813; 808.587.5718 cpierce@dhs.hawaii.gov	Provide Positive Alternative Learning (PAL) Services to youth and their families in their respective environment: Kuhio Park Terrace; Kalihi-Puuwai Momi in Halawa, Kalihi-Palama area of Central O'ahu. The primary Service Goals are to enhance and promote positive youth development and aid in the prevention of truancy and in school suspensions.
S215K230222 07/01/2023 - 06/30/2025	US Department of Education	Erin Shackel K12earmarks@ed.gov	Provide out-of-school time (OST) services that address the needs of the children and youth who live in and around the extremely high-risk public communities of Kuhio Park Terrace in Kalihi and Puuwai Momi in Aiea, Oahu.
12/14/2022 – 12/13/2024	Na Lei Aloha Foundation	Charlene Flanter 1953 South Beretania St., Ste. 4C Honolulu, HI 96826	Provide alternatives for youth in a safe, structured environment that helps them avoid risky behaviors and build upon protective factors that help youth understand themselves, relate better with peers, develop their talents, and allow them to explore other communities, nature, and potential opportunities.
31230 2021 33952 2022 36772 2023	NFL Foundation	Logan Gerber Logan.Gerber@nfl.com 345 Park Ave Concourse Lvl C New York, NY 10154	Provide activities and services related to health and wellness – specifically addressing food access by providing access to nutritious after-school snacks and food skills by learning food preparation skills and nutrition information.
Youth_2022_00000 974 08/30/2022 - 08/29/2024	Rev. Takie Okumura Family Fund	Kehau Meyer 827 Fort Street Mall Honolulu, Hawai'i 96813 KMeyer@hcf-hawaii.org	Provide healthy and engaging activities for unsupervised youth in a safe, structured environment.

2. Facilities

PACT has locations on Kauai, Oahu, Molokai, Lanai, Maui, and Hawaii islands. The administrative office is located at 1300 Halona Street, Honolulu, in the Kalihi-Palama area of Oahu. Service locations meet all the requirements of the

American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Quality Director oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

The Community Teen Program at KPT moved to its current site at the KPT Resource Center in the summer of 2003. This site is located adjacent to a full-sized gym, and has space configured for study hall, games and activities, and sports. It has a computer center and access to a field and a covered outdoor pavilion (fale). There are also available private spaces where teenagers can meet with staff individually or in small groups to discuss sensitive topics and attend educational sessions related to pregnancy prevention and other relevant counseling topics.

In the fall of 2013, PACT opened a second site in KPT specifically for middle and high school youth. We have found that older youth do not always want to participate with younger kids in the same space or in the same types of activities. When a space on the bottom floor of B Building became available at a minimal cost, PACT decided to open services specifically for the older population. There is space for a computer lab and a large recreation area that can accommodate a wide variety of activities. This space is also an accessible facility.

Youth services at our Puuwai Momi Site are provided in the Makalapa Community Center located adjacent to the housing complex. The Honolulu Community Action Program (HCAP) permits PACT to use the large hall during after school hours Tuesday through Saturday and has provided space to locate our office in one section of the hall.

This facility is not fully ADA compliant but was grandfathered in by the State. Staff can assist clients with entering the building by assisting them over the curb on the upper level or by helping them up the sidewalk from the lower level, but once they are in the building, the Teen Program space and the upstairs bathrooms are accessible. Outdoor recreational activities are scheduled at the adjacent Makalapa Community Park and require authorization from the City and County Department of Parks and Recreation.

Additionally, PACT's Family and Economic Opportunity Center (FEOC) will be available for services through this grant. The facilities are located in the same building at KPT and can provide meeting spaces as needed. The FEOC also partners with the Teen Center for other family services such as: food pantry, referrals for legal, medical, housing, family violence, parenting education, employment ,and so on.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Staff who currently work in the Teen Program will continue with the program. They comprise a cohesive team, some of whom work exclusively at PM or KPT and some who will share time between locations. Staff are fully trained on and embrace the evidence-based Positive Youth Development (PYD) model and its principles in all aspects of their work. Several of our staff have grown up in public housing and truly understand the difficulties that the youth face. (One of our most successful Youth Development Specialists in years past obtained a bachelor's degree in biology in part due to the support and presence of the teen center while he was growing up. He is now employed working with autistic youth at a Hawaii social services agency. A Youth Specialist who grew up at Puuwai Momi became one of the first in her family to graduate from high school and has gone on to earn a bachelor's degree in social work and continues to give back to her community.) Because of our staffs' long-time presence and positive interactions in this community, the youth can identify and utilize the Community Teen Program as a place where warm, caring, non-judgmental adults can help them on their daily journey through adolescence. Staff believe that all youth are valuable and can reach their full potential if given the opportunity to develop the attitudes, skills and abilities they need to successfully move through adolescence into adulthood.

The following table outlines the proposed staffing pattern for both sites combined. The staffing pattern is configured to provide comprehensive youth services and meet the goals of this proposal by leveraging funding sources. This funding request will be braided in with other funding sources to create a robust program. Positions and responsibilities (sites combined) for the program include the following:

Positions and Primary Responsibilities
Program Director (.1 FTE) – Overall planning, implementation and oversight of the Centers and youth development programs; defining program vision and direction; program and contract performance and reporting; community outreach and relationship building; quality improvement activities; budget development and oversight and general program administration.
Program Supervisor (.6 FTE) – Supervision of staff and coordination of activities and services for KPT and PM sites; oversight of data collection; establishment of partnerships at the site and with schools and agencies in the locale; direct service provision.
Family/Community Coordinator (.5 FTE) – Development, coordination and implementation of family and community outreach and engagement activities; case management and coordination for selected families/individuals.
Youth Development Specialists (1.5 FTE) – Development, adaptation and implementation of youth activities; enrichment programs; and other exploration projects; facilitation of groups; data collection and submission; documentation; youth counseling as called upon.

Youth Center Leader (.5 FTE) – Assists with planning and implementation of positive youth activities at a program for at-risk youth including academic enrichment, sports and recreation, community service, and social and life skills.
Program Assistant (.5 FTE) - Offers administrative support, facilitates communication, and assists in program coordination under the Program Director's supervision.

Current staff will provide continuity for several of the positions. New staff will be hired and trained to fill vacancies. The qualifications and incumbent(s) for each position follow:

Position	Minimum Qualifications	Incumbent(s)
Program Director	<ul style="list-style-type: none"> • Bachelor's required; Master's degree preferred • 2 years' experience with program planning & oversight, budget management • Acceptable background checks 	JoYi Rhyss: <ul style="list-style-type: none"> • Bachelor's in IT & Management • 19+ years in youth development and social services • Over 11 years managing and training staff in various educational programs
Family Community Coordinator	<ul style="list-style-type: none"> • Associate's degree in relevant field plus 2 years' experience in social services, health or education, OR • Bachelor's degree plus 1 year experience • Case coordination/management experience • Acceptable background checks 	ES Ludwig: <ul style="list-style-type: none"> • Associate's-Education • 7 years' experience with youth and families • 3 years' experience at PACT Teen Center
Program Supervisors	<ul style="list-style-type: none"> • High School diploma; bachelor's preferred • 5 years' relevant experience with youth/families • 1 year supervisory experience • Acceptable background checks 	Jordan Ragasa: <ul style="list-style-type: none"> • Bachelor's - East Asian Studies • 5 years' experience in social services including 2 in PACT Teen Center • 2 years' experience with case coordination Lauralee Baoy: <ul style="list-style-type: none"> • Bachelor's–Psychology • 3 years at PACT Teen

<p>Youth Development Specialists</p>	<ul style="list-style-type: none"> • Associate’s degree plus 1 year of relevant experience OR • High School diploma plus 2 years’ relevant experience • Acceptable background checks 	<p>Jayleen Pharmin:</p> <ul style="list-style-type: none"> • Associate’s–Human Services • 10 years’ experience at PACT Teen Center <p>Lavinia Taukolo</p> <ul style="list-style-type: none"> • Associate’s - Education <p>Rayden Quiocho</p> <ul style="list-style-type: none"> • Highschool Diploma <p>Mafua Fala</p> <ul style="list-style-type: none"> • Bachelor’s – Social Sciences <p>Gabriella Kalvaitis-Flowers</p> <ul style="list-style-type: none"> • High School Diploma • Associate’s - Information and Computer Sciences <p>Razel Dalofin</p> <ul style="list-style-type: none"> • Bachelor of Science, Criminology and Criminal Justice • Minor: Computer Information Systems
<p>Youth Center Leader</p>	<ul style="list-style-type: none"> • High School diploma or equivalent • 1 year of relevant experience, preferred • Acceptable background checks 	<p>Bryan Valoria - To be hired</p>
<p>Program Assistant</p>	<ul style="list-style-type: none"> • High School Diploma or equivalent, required. • One (1) year experience as an administrative/program assistant required. • One (1) year experience working with youth and families, preferred. 	<p>Vacant</p>

Supervision and Training

PACT is committed to ongoing, regular, responsive supervision that assures service quality and staff effectiveness. The Program Director and Site Supervisors provide monthly formal supervision as well as day-to-day oversight. The Program Director is responsible for all administrative aspects of employment at PACT and contract deliverables progress. The Program Director will supervise the Site Supervisors and the Family/Community Coordinator. The Site Supervisors will supervise the Youth Development Specialists, the Youth

Specialists and the Youth Interns. (The Site Supervisor will also provide direct services.) While regular supervision sessions are scheduled at least monthly, PACT maintains an open-door policy allowing access to supervisors as well as staff whenever needed.

Administrative supervision will include the following topics:

- Acknowledgments for work/professional accomplishments;
- Review of families/youth served;
- Problem solving and suggestions for service provision, including solution-focused approaches and community resources;
- Individual skill building;
- Staff development/Quality Assurance; and
- Discussion of self-care and wellness.

PACT has established organization-wide training for all staff members within the first year of employment (in addition to programmatic training). Soon after hire, staff members attend an eight-hour orientation session that covers a variety of topics including the following:

- PACT History and Culture;
- Code of Ethics;
- Safety;
- Policies and Procedures;
- Quality Assurance;
- Confidentiality, Data Security, and HIPAA;
- PACT's Employee Handbook and Standards of Behavior; and
- Employee Benefits.

The purpose of this orientation is to provide new staff with an understanding of PACT's history, culture, values, beliefs, ethics, and mission as well as specific program procedures. Throughout the process, examples are discussed, and it is emphasized that they are expected to do their work in accordance with these guidelines and to embrace the spirit of the Code in all aspects of their work. At the orientation, staff members are provided with the opportunity to learn about other PACT programs as well. Participants leave this orientation with a comprehensive new hire packet that includes the agency's organizational chart, roster of Board of Directors, a Fact Sheet of all PACT programs, HR, Safety, and other informational materials.

Further, all PACT Teen Center staff must complete specific training to meet standards in their first year, including: De-escalation and Crisis Intervention, Child Abuse & Neglect Mandatory Reporter, and Suicide Prevention Training (Question, Persuade, and Refer).

They are encouraged to complete the Basics of Child Development, and Risk & Protective Factors. These courses, along with literally hundreds of other relevant courses, are immediately available to all staff via the Relias Learning online

training system that tracks and documents course plan requirements and training progress for each PACT employee. Supervisors have full access to review staff completions and level of comprehension for each topic.

The PACT Teen Program also provides program-specific trainings that are geared towards promoting understanding of clients, familiarity with community resources, and best practice including Positive Youth Development, Why Try, Tobacco Cessation, Pregnancy Prevention and other relevant topics.

2. Organization Chart

The program organization chart depicts the structure of The PACT Teen Program and lines of authority and supervision, including the positions required to implement this proposal. The FTEs to be charged to the Grant-in-Aid are shown for each position. An organization-wide chart is attached for reference showing the lines of authority for each program in PACT.

3. Compensation

Current annual salaries of the top three PACT executives are as follows. All Board of Directors serve as unpaid volunteers.

- President and Chief Executive Officer \$214,788.48
- Chief Development Officer \$140,760
- Chief Administrative Officer \$132,000

VII. Other

1. Litigation

PACT has no litigation pending. If that changes, PACT will disclose and explain any pending litigation to which it is a party, including the disclosure of any outstanding judgment.

2. Licensure or Accreditation

PACT is fully accredited by the Council on Accreditation for Families and Children through October 31, 2024.

3. Private Educational Institutions

This grant will not be used to support or benefit sectarian or non-sectarian private educational institutions.

4. Future Sustainability Plan

PACT understands the limited nature of government funding. Should PACT be awarded a grant-in-aid for this initiative for fiscal year 2025, but not thereafter, PACT will seek continued support for the program from local and national foundations and county and federal sources. PACT has had a long-term presence in both the Kuhio Park Terrace and Puuwai Momi housing communities identified in this proposal and is committed to remaining there to provide youth development services. To do this, PACT will document, monitor, and analyze its implementation of services during fiscal year 2025 and identify programmatic areas for improvement and areas that seem to be successful. PACT will use the baseline data to improve on the program design of the initiative, use the data to include in grant applications and proposals to prospective funders, and to develop an educational piece to present to prospective service provider partners, businesses, and policy champions.

II. Background and Summary

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

PACT has assisted Hawaii families—guiding the journey to health and stability—since 1968. For over 50 years, through counseling and care, financial or other tangible support, and resources networking, PACT has supported families. Today, services include early education, mental and behavioral health support, domestic violence prevention, child abuse and neglect prevention, family economic development, youth and community development, and a wide variety of crisis interventions. With over 20 programs serving communities throughout the state of Hawaii, PACT offers a comprehensive and interconnected array of services to strengthen individuals, children, families, and communities experiencing developmental, educational, social, behavioral health, and economic challenges.

PACT extended our programmatic expertise in 2017 to embark on strategic initiatives working with other organizations and community sectors to address complicated socioeconomic issues impacting our state's collective health and well-being such as domestic human/sex trafficking and long-term poverty.

Over the last three years, the COVID-19 pandemic has added significant strain to our low-income families. To counter these hardships, PACT has formulated various strategies and expanded its scope to include food and housing security, community health, technology access, support for remote learning, and other initiatives aimed at reducing the newly-arisen challenges and stress. Our initiatives are inherently community-centric, mirroring the diverse cultures and identities of the people we serve. In the current pandemic-affected environment, where issues like transportation, communication, and logistics are more challenging, having services that are local and culturally sensitive is vital for effective delivery. Our primary service center is in the Kuhio Park Terrace (KPT)/Kuhio Homes public housing area, offering services like Early Head Start-Head Start, a Community Teen Center, and the Family and Economic Opportunity Center. All our other programs are situated within the communities they assist or in easily accessible locations on main roads and bus routes. Many of our services are also mobile, delivered at the homes of clients or other community locations as per their preference.

Most importantly for this proposal, PACT's Community Teen Program has long been a presence in the KPT and Puuwai Momi public housing communities to provide alternatives for youth in a safe, structured environment that helps them avoid risky behaviors and build upon protective factors that help youth understand themselves, relate better with peers, develop their talents, and allow them to explore other communities, nature, and potential opportunities.

Being a community-based service provider allows our staff to build strong, working

relationships with our clients. Regular surveys of our clients' experience with our services find they are highly satisfied with our services:

- 99% of clients said that staff were friendly and caring
- 97% of clients said that their culture and background was respected
- 95% of clients said they were satisfied with services
- 94% of clients said services helped them
- 93% of clients said they would recommend program.

With 55 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community-driven solutions that have helped its residents to become self-reliant, productive, and engaged citizens. The program staff possess a multi-cultural fluency developed through experience in working with Hawaii's diverse populations. They approach their work with families and family members as a partnership based on equality and respect. While the agency has grown to become a statewide provider, our approach still considers the unique needs and strengths of each client as an individual, as a part of the family unit, and as a member of a community with resources.

PACT is an active member of HANO, PHOCUSED, Hawai'i Appleseed Center for Law & Justice, the Domestic Violence Action Coalition, Hunger Coalition project, and is a partner agency and recipient of the United Ways on Oahu, Kauai, and Maui.

2. The goals and objectives related to the request;

It is essential that we maintain our commitment to the education and career development of our youth. National research, along with local feedback from our community schools, indicates a significant issue—there's a notable decrease in school attendance among our low-income youth. The educational setbacks caused by poverty, which were further exacerbated by the school closures during the COVID pandemic, were challenging but perhaps inevitable. Yet, the emerging issue of young people completely disengaging from the educational system is particularly alarming, as it could severely hinder the future career opportunities for children in public housing.

PACT's Community Teen Center focuses on helping youth best utilize a school experience and keeping them actively interested in finishing and furthering their education. **Our goal is to continue to bridge the distance between school and home while actively participating in meaningful education and enrichment opportunities.**

Goal – Youth in the Kuhio Park Terrace (KPT) and Puuwai Momi (PM) housing will actively participate in educational opportunities.

Objectives:

- A minimum of 300 youth will participate in afterschool programs and services at PACT and will attend activities designed to engage them in learning in school and beyond.
- PACT will conduct outreach to Kalihi and Puuwai Momi/Aiea families whose youth have not consistently returned to school and will support their efforts to return by reducing barriers and providing needed services wherever possible.
- The Community Teen Program will create new partnerships and strengthen existing ones with local schools and school personnel to support and increase family involvement at all levels in public schools.
- PACT will ensure all active families have access to adequate technology (equipment and internet) both at our Centers and at home to support full participation in public education.

The attainment of this goal over the next critical years can mean real savings of hundreds of thousands in public aid over time and, more importantly, in productive futures for scores of local youth. Kalihi, Puuwai Momi, and public housing in general are commonly thought to have a much higher percentage of at-risk youth than our state in general. We believe these neighborhoods, more than most, warrant the focused attention.

3. The public purpose and need to be served;

PACT's proposed FY25 grant-in-aid will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

This program aims to offer positive development services for youth and families residing in the high-risk areas of Kuhio Park Terrace (KPT and Towers at Kuhio Park) in Kalihi and Puuwai Momi Housing in Aiea, primarily focusing on reconnecting the increasing number of youth not attending school. This is a proactive measure addressing the growing trend of absenteeism from school among youth and families in the aftermath of the COVID lockdown. The concerning pattern is likely to lead to reduced high school graduation rates, escalating high-risk behaviors such as substance and alcohol abuse, unintended pregnancies, potentially more criminal activities, and youth victimization in these communities, along with diminishing parental involvement. These issues have significant and far-reaching effects on the youth, their families, and the state. The experiences of these youths, the decisions they make, and the resources they have access to during their development will play a crucial role in determining whether they evolve into self-reliant adults or become reliant on public assistance, face incarceration, homelessness, or struggle to support themselves and their dependents (Koball, et al.2011).

4. Describe the target population to be served;

The target populations to be served through this proposal are youth 5-18 years of age living in and around the identified low-income, public housing communities of Kuhio Park Terrace and Puuwai Momi. Public housing communities with concentrations of very low-income households and disproportionate numbers of children/youth, are among the most distressed communities on the island. Youth in public housing face many individual, social, and economic stresses and challenges including high rates of crime, substance abuse, peer & family challenges, educational failure, and isolation.

Nearly half of the 2,336 authorized residents at Kuhio Park Terrace and Kuhio Homes (1,085) are 18 years or under (184 ages 0-4; 485 ages 5-11; 206 ages 12-14; and 210 ages 15-18). Correspondingly, 901 children and youth from this community are eligible for Teen Program services. The predominant ethnic groups residing at KPT and Kuhio Homes are: Chuukese (33%), Samoan (16%), Native Hawaiians (10%), Marshallese (5%), and Asians other than Filipino (4%). (Better Tomorrows, personal communication, 11/14/19).

Puuwai Momi (PM) has 296 occupied units. Of the 1,059 authorized residents, 392 (37%) are 5-17 years old and the top 3 ethnic groups are Native Hawaiian/Pacific Islanders (74%), Asians (14%), and White (12%). Of the current Teen Program participants, 98% are Hawaiian or Pacific Islanders (Chuukese, Marshallese, Samoan). About 95% of the tenants are of extremely low-income (30-80% of the median family income).

The majority of youth who will receive services through this proposal are in one of the ethnic groups that are overrepresented in the juvenile justice system in comparison to their proportion in the general juvenile population—Samoan, Hawaiian, Filipino, African American, and Outer Pacific Islanders (including Chuukese, Marshallese, and other COFA (aka Micronesian) populations). Participation data in 2021 for youth by ethnicity who enrolled in the Community Teen program included:

Ethnicity	% Enrollment at KPT	% Enrollment at PM
Outer Pacific Islanders	72%	66%
Samoan	12%	7%
Hawaiian/Part Hawaiian	12%	21%
Filipino	0%	< 1%
African American	1%	< 1%
Other (Asian, Caucasian, and other Pacific Islanders)	3%	6%

Youth at KPT and Puuwai Momi also experience many of the risk factors identified in the youth development literature as contributing to increased

potential for participation in risky behaviors. The most significant risk factors present for youth in these communities include:

Risk Factors	
Individual Domain	Family Domain
<ul style="list-style-type: none"> • Lack of opportunity • Low connection to family • Low academic aspirations • Low commitment to school • Early onset of problem behaviors 	<ul style="list-style-type: none"> • Large number of single parent households • Low-income status/poverty • Family conflict, problems, and dysfunction • Lack of parental involvement
Peer Domain	Community Domain
<ul style="list-style-type: none"> • Early onset of problem behaviors • Favorable attitudes toward antisocial behavior • Association with delinquent or aggressive peers • Lack of involvement in conventional activities 	<ul style="list-style-type: none"> • Low neighborhood attachment • Community disorganization • Laws/norms favorable to problem behaviors • Diminished economic opportunities

5. Describe the geographic coverage.

PACT proposes to provide comprehensive youth services in two high risk low-income, public housing communities:

- Kuhio Park Terrace (aka KPT or Towers at Kuhio Park) in Kalihi and
- Puuwai Momi in Aiea.

As stated above, public housing communities, such as Kuhio Park Terrace and Puuwai Momi, which have concentrations of extremely low-income households and disproportionate numbers of children and youth, are among the most distressed communities on the island and in the nation (Hunt, 2012). Other risk factors associated with youth living in public housing include exposure to familial substance abuse, family violence and conflicts, and lack of supervision.

Kuhio Park Terrace is Hawaii’s largest public housing community, located in Kalihi at the foot of Kahauiki ridge, with the Fort Shafter Military Complex to its west and the Likelike Highway to its east. A total of 748 housing units comprise the two high-rise buildings and low-rise homes, which are home to 2,336 low-income working and nonworking families (Choice Neighborhoods Needs Assessment, 2012). KPT and Kalihi Valley Homes were built in the 1960s.

The profile of KPT/Kuhio Homes indicates that this community is at great risk. The median family income for KPT/Kuhio Homes is \$23,095. (\$28,870 is poverty

level income for a family of four, Department of Health and Human Services). Most residents (70%) at KPT/Kuhio Homes are working. Thirty-one percent of the households receive cash public assistance and 81% received SNAP benefits. Nearly 13% of the households receive SSI and 28% receive Social Security benefits. Of those families living in poverty, 79% are headed by single females. Children and youth ages 0 to 18 make up nearly half (48.7%, ACS 2016, 5-Year Estimate) of the KPT/Kuhio Homes population. Linapuni, Fern, and Kalihi-Waena Elementary Schools are the public schools that serve KPT/Kuhio Homes children. All of these schools participate in the Community Eligibility Provision (CEP) for school districts in low-income areas. CEP allows the nation's highest poverty schools to serve breakfast and lunch at no cost to all enrolled students (School Status and Improvement Reports, School Year 2022-23). Kuhio Park Terrace residents are economically isolated, and face educational, linguistic, and cultural barriers as well as numerous environmental risks.

Puuwai Momi is a State public housing community with 296 occupied housing units and a population of 1,059 low-income tenants in Aiea, Oahu. The complex is bordered by Aloha Stadium, Halawa stream, Kamehameha Highway, and the Liliuokalani-E/H-1-W. There are also a number of other low-income apartment complexes surrounding Puuwai Momi. The location is not a pedestrian community and the public schools—Aiea Elementary, Middle, and High School—are not within convenient walking distance and students are bussed to and from school. Once home from school, the children at Puuwai Momi are isolated from the larger community.

Puuwai Momi resident statistics mirror those of its census tract (75.04): 24% percent of the residents are foreign born; average household size (4.37) is larger than the county average (3.64); twice as many households are headed by single females (36.6% v. 17.47%) with more children per household; unemployment in the census tract was 6.9% (pre-COVID, ACS 2019 5-year), nearly twice as high than the entire 96701 area (3.6%); median family income is significantly lower at PM; the number of households receiving public assistance is more than three times the county rate; and three times as many families with children under 18 live in poverty level than in 96701 or the county. Over 20% of PM households are headed by individuals over 62 years old.

Children from Puuwai Momi attend Aiea Elementary which reflects the diverse, multicultural population at PM with many students who migrated from the Outer Pacific Islands and learn English as a second language. In the 2022-23 school year, the total enrollment was 262 and the school qualifies for the Community Eligibility Provision (CEP) where all students received free lunches because of the high community poverty rate. Forty-six percent of the students had limited English proficiency (a 10% increase from 2 years prior). Reading & Math proficiency scores in grade 3 were significantly lower compared to the State average at 22% c.f. 48% (language arts) & 7% c.f. 51% (math), respectively (SSIR School Year 2022-23).

III. Service Summary and Outcomes

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

Comprehensive youth development services and activities are provided at both KPT and PM daily. All youth ages 5 to 18 are welcomed to participate and are roughly divided according to age groups and planned activities for the day. We approach all youth and families from a strengths-based philosophy, so our programs are specifically developed using the principles of Positive Youth Development (PYD); designed to reduce or enhance identified risk and protective factors and provide opportunities for youth to develop the skills, attitudes, abilities, behaviors, and competencies to become active, vital members of their community and successfully transition to adulthood. PACT defines prevention with a broad brush and believes that providing youth with opportunities to develop skills, abilities, etc. will help prevent their participation in many risky behaviors—i.e., substance abuse, violence, pregnancy, etc. PACT provides a case management component for families in need, and with the focused goal we are proposing, we will increase our family engagement and case management work to include outreach, support and follow-up specifically for families who are not accessing school resources and youth finding it tough to get back into school attendance.

Program activities fall within five components that touch upon the positive development of the whole youth: 1) Academic Enrichment and Support (daily study hall/homework help, computer lab, technology/digital media, and intersession enrichment activities); 2) Sports, Fitness, and Recreation (daily recreational activities in the drop-in center include music, games, sports, arts and crafts, computer lab; health/fitness activities, including 30 minutes or more of daily fitness activities, nutrition/cooking, and gardening); 3) Youth Development and Skill Building (social/life skills development, social emotional learning, youth leadership, and career exploration); 4) Aina-Based Learning—aka place-based learning activities (cultural exploration, sharing, and reflection; and 5) Family, Community, and School Engagement (parent activities, parent hui, and collaborative Communitywide activities.

Academic Support: Academic Enrichment: Typically, our goals in this area have been to improve academic skills and increase school success. With this new proposal our goal still includes academic enrichment during Center hours but now also focuses on recruiting to the Centers those youth who are not engaged in schooling and then working with them to overcome barriers to attendance in school. Simultaneously, PACT will work directly with families to ensure that all children have access in the home to technology (internet access and computer equipment) needed to support them in school.

We will provide activities aimed at changing attitudes toward school and making the critical connections between school completion and success in life. Vocational exploration will be emphasized. For those youth still engaged in

school and others who wish to participate we will continue to enrich basic math & reading skills, study habits, and homework completion. This will be accomplished through daily study hall and homework help, computer lab, summer/intersession enrichment activities, healthy afterschool snacks, and incentives for participation (e.g., quarterly field trips and shaka bucks).

Sports, Fitness, Enrichment and Recreation: PACT's Teen Center aims to develop youth who are well-rounded individuals by exposing them to and encouraging them in a variety of positive activities they may not have had experience with. Targeted behaviors include increased teamwork skills, physical activity, and nutrition awareness. To accomplish this, staff organize daily SPARK/fitness activities, league sports (i.e., late night basketball, flag football), and daily drop-in center (with computer lab, arts/crafts, cooking and nutrition groups, music and dance, etc.). These types of activities have usually been "attractors" for youth to enter our programs and may now be particularly desirable for youth who do not have traditional sports outlets through a school. In addition to our routine incorporation of these experiences into the curriculum, we expect to do significant outreach through these activities to non-schooled youth.

Youth Development and Skill Building: Participation at the Teen Center will help youth develop the necessary skills and abilities to be successful in life. Targeted behaviors for these modules are: improved communication skills, social/life skills, decision-making, and adult and peer relationships. Activities include but are not limited to:

- **Youth Leadership:** Staff look for leadership skills and abilities in youth who may not be considered your typical leaders and provide opportunities for leadership development in youth who probably have not had much opportunity to develop those skills. For example, participants have the opportunity to contribute to the Kalihi Connection community development group as youth representatives. PACT's Teen Centers have also created a Teen Council that assist program staff in developing programs and dealing with community-related issues.
- **Community and Life Skills/Social Emotional Learning:** These skills are addressed in both formal and informal ways. Formally, staff run groups that focus on these skills and implement prevention curricula that focus on specific skills or behaviors in small group settings at the center. An example of this is "Why Try." Why Try lessons teach important life skills like keeping laws and rules, building support systems, resisting peer pressure, and developing resiliency. Informally, staff work with youth to develop these skills in the course of their participation in daily activities, utilizing "teachable moments" that occur naturally during program activities.
- **Career Awareness and Development:** The Centers utilize career awareness curricula, workshops and guest speakers to highlight different career paths so that young people can explore different career

possibilities. Helping youth visualize a future story for themselves that includes a viable career and stable economic future can provide compelling information for youth avoiding school. Activities will be designed so that youth can develop a sense of their future along with a sense of hope and purpose.

- **Aina-Based Activities:** With goals of helping youth will feel more connected to their cultures and communities; improving relationships with positive adults, family, and community; and increased community/cultural awareness and civic responsibility, this component includes activities such community service projects in their communities and at cultural sites along the Halawa or Kalihi ahupuaa to learn their moololelo (stories), and enrichment activities (dance, music, etc.). A new project for 2022 will be to collaborate with Trees for Honolulu, University of Hawai'i systems, and the DOE to implement an EPA-funded grant to address heat islands in the Makalapa community. Youth from the housing projects will become student scientists to measure and develop site-specific maps of current conditions of extreme heat in their community and identify solutions to those problems through experiential learning opportunities. Middle and high school age youth will also have the opportunity to help develop and publish a guide for other underserved communities with similar issues to follow.
- **Family, Community, and School Engagement:** PACT understands the significance of the family unit and its impact on the lives of participating youth. The Teen Center will catalyze the shift in culture in our communities to build strong and effective partnerships with families and community members to help children thrive. We will strive to increase parent involvement in Teen Program and community activities and improve relationships with their children. Activities will include a parent hui, program community activities (such as movie nights, family game nights, and quarterly Hoike showcases). Additionally, Teen staff will partner with other PACT staff and programs (i.e., Family and Economic Opportunity Center (FEOC), Early Head Start/Head Start) to build on existing activities and increase the engagement of parents and families of Teen Program members. These include the FEOC food pantry, community pop-up events, etc. Additionally, the Family/Community Coordinator will also begin to provide case management services for select families or individuals with multiple needs and challenges, including the assessment of their strengths, challenges, and needs and ongoing support to mitigate barriers and encourage progress towards goals.

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

	Specific Tasks	Quarters					
		Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)	
Program Design							
<i>Activities to Include</i>	Program Planning (pre-contract and ongoing for each quarter) <ul style="list-style-type: none"> Activity design and planning for after school services Design evaluation plans 	x	x	x	x	x	
	Contact potential community partners/ service providers to develop annual schedule/plan	x	x				
	School Engagement and Planning <ul style="list-style-type: none"> Meet with community schools 	x	x	x	x	x	
	Hire/fill staff vacancies (will be ongoing as needed)	x	x				
	Specific Tasks	Quarters					
		Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)	
<i>Activities to Include</i>	<ul style="list-style-type: none"> Staff Training/Development Develop individual staff development plans 	Annually during employee performance review					
	<ul style="list-style-type: none"> Participate in relevant conferences and workshops 	On-going throughout the year					
	<ul style="list-style-type: none"> Participate in OJT/informal training activities 		x	x	x	x	
	Staff Supervision <ul style="list-style-type: none"> Formal Supervision – minimum once a month Informal Supervision – ongoing Staff Meetings – min. monthly 		x	x	x	x	
Program Implementation							
<i>Activities to Include</i>	<i>Outreach and Recruitment</i>	<ul style="list-style-type: none"> Develop or refine recruitment plans 	x				
		<ul style="list-style-type: none"> Post flyers in the community/at schools Post calendars on IG/school websites Conduct home visits and phone calls 		x	x	x	x
		<ul style="list-style-type: none"> Special Events – at Schools or in Community (Open House, parent events/meetings, etc.) 	As planned or needed				

<i>Activities Cont.</i>	<i>Academic Support</i>	<ul style="list-style-type: none"> • Study Hall/Skills • Computer Lab • Academic Enrich. • Summer/Intersession 		x	x	x	x
	<i>Sports, Fitness, & Recreation</i>	<ul style="list-style-type: none"> • Rec. Activities • Cooking/Nutrition • Sports and Fitness 		x	x	x	x
	<i>Youth Dev./Skill Building</i>	<ul style="list-style-type: none"> • Youth Leadership • Career Development • Social and Life/Skills SEL 		x	x	x	x
	<i>Aina-Based Learning</i>	<ul style="list-style-type: none"> • Cultural Activities • Community Service • Heat Islands in Makalapa (Trees for Honolulu collab.) 		x	x	x	x
	<i>Family, Community, & School Engagement</i>	<ul style="list-style-type: none"> • Identify key parents in each community to assist with planning and recruitment 	x	x			
	Specific Tasks		Quarters				
			Pre-Contract	1 (Jul-Sep)	2 (Oct-Dec)	3 (Jan-Mar)	4 (Apr-Jun)
		<ul style="list-style-type: none"> • Partner with other PACT programs to connect parents to services 	x	x	x	x	x
		<ul style="list-style-type: none"> • Develop/implement community activities to engage parents/families • Hoike/Showcase • Family game, movie or sports nights 		x	x	x	x
		<ul style="list-style-type: none"> • Parent Hui meetings/activities at each site 		x	x	x	x
		<ul style="list-style-type: none"> • Conduct on-campus activities for youth 		x	x	x	x
		<ul style="list-style-type: none"> • Work with parents and schools to increase interactions and connections 		x	x	x	x
	<i>Family Case Management</i>	<ul style="list-style-type: none"> • Services and referral system developed 	x	x			
		<ul style="list-style-type: none"> • Individuals/Families referred for service and services implemented 		x	x	x	x
Program Evaluation/Reporting and Quality Assurance							
	Data Collection developed or refined to meet specific needs		x	x			

Activities to Include	Develop other pre and post tests and other data collection methods – refine and revise quarterly (conducted prior to the beginning of each quarter)	x	x	x	x	
	Data collected and analyzed and programmatic changes implemented.		x	x	x	x
	Quarterly PQI and funder reports completed		x	x	x	x

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

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in our programs. PACT maintains quality assurance and evaluation through the Performance & Quality Improvement (PQI) Plan. The PQI Plan is built upon PACT's vision, mission, and values and is designed to ensure that targeted goals and outcomes are achieved with the highest possible quality of services, in compliance with Council on Accreditation standards of care, and are consistent with funders' contract requirements. Our approach emphasizes that "quality is everyone's responsibility" starting with the Board of Directors to the Executive Leadership Team to the Program Directors and then to all employees, contracted service providers, and volunteers. PACT's Performance & Quality Improvement Plan provides the framework, guidance and basis for all quality activities.

The Plan guides our work performance and quality improvement processes throughout the agency. The Plan is based on COA standards, funder requirements, and the Plan-Do-Check-Act framework.

PACT evaluates its performance in a multifaceted approach and uses this information as the genesis for the improvement cycle of Plan-Do-Check-Act (PDCA). Our Quality Activities include:

- 1) External review and accreditation from the Council on Accreditation (COA);
- 2) Contract Management Policies and Procedures;
- 3) Program PQI Activities;
- 4) Quarterly Case Record Review;
- 5) Quarterly Analysis of Client Outputs and Outcomes;
- 6) At minimum, Annual Client Satisfaction surveys; and
- 7) Continuous Program Review and Improvement.

The Teen Program's specific evaluation plan is based on PACT's quality processes and procedures and the goals and measures proposed in this document. The program evaluation includes a combination of process or outputs evaluation (is the program being implemented as planned?), outcomes evaluation (is the program working and is the participants' behavior changing as

anticipated?), and formative evaluation (answers the questions: What's working? What's not? What changes need to be made?).

Program staff will gather relevant data continuously to ensure contract compliance and adherence to Quality procedures. Data will be provided to the State as contracted and/or requested, and the Teen Center will submit quarterly data (e.g., youth attendance, reports on events and activities, family contacts, and case reviews) for Quality reports to the agency's Director of Quality, who analyzes the data, reports trends and makes recommendations regarding immediate issues to the agency's PQI Committee. The Committee is comprised of the PACT leadership and management staff. For this RFP, PACT will track and measure all required outputs and outcomes that will add significant impact for the program.

When areas for improvement or challenges are identified, the Program Director and the staff meet to discuss the issues, identify the root cause, and develop an improvement plan to change processes and address identified weaknesses. If less than satisfactory performance is identified, program leadership can introduce interventions to improve performance, obtain additional input from staff, and create a plan of action to monitor the effectiveness of the interventions, thus continuing the Plan-Do-Check-Act cycle throughout the life of the program. Additionally, Issues and areas needing Executive Leadership Team support or intervention are raised by the PQI Committee and tracked by the Director of Quality.

PACT has been accredited continuously since 2000 by the Council on Accreditation (COA) and most recently participated in the review and evaluation process that culminated with a site visit in January 2021. PACT achieved accreditation until October 31, 2024, and is preparing for a re-accreditation site review in the first half of 2024. Of significance, there were no areas of improvement identified and accreditation was expedited. To meet COA standards, all programs and the agency administration were evaluated with separate standards specific to the area. PACT's PQI system was evaluated against the PQI standards, and was recognized for being comprehensive, data driven, involving staff at all levels, and maximizing lessons learned by sharing effective practices across programs, promoting excellence across the organization and program service delivery:

"This organization's PQI system reflects effective management practices and program goals. It is clear that staff have a voice in the quality improvements and can contribute. The board is active in the process and assuring that PQI is well thought out. It appears that a solid practice of PQI is woven throughout the organization. The practice of quality improvement is understood and practiced at all levels of the organization. Staff at the direct service level have embraced and participated regularly in quality improvement exercises and have experienced positive changes in services as a result. The data is used to guide best practices,

the mission, and the future of the direction of the organization at all levels, incorporating all program types. Cross-pollination of program experiences is often used to have a "lessons learned" experience, assuring that those lessons in quality are shared throughout."

- 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.**

Program achievement and impact will be measured by quantitatively and qualitatively to ensure families and youth are participating and benefiting from services. Quantitative measures (participation information) will include:

- 1) A minimum of 150 youth will participate in GIA activities each quarter (duplicated count). (PACT's attendance system, KidTrax enables us to track participants.)
- 2) A minimum of 60 families will participate in Teen Program activities in their respective communities.

Further measures will document our work with neighborhood schools as a critical component of success with this proposal:

- 3) A minimum of 10 community partnerships will be implemented during the contract to enhance program services at our sites. These will include partnerships that have been de-railed during the pandemic and/or starting new partnerships. Activities may include: Late Night Basketball League, Hawaii Literacy Book Mobile, Chaminade University – I Am A Scientist program, the DOE Yes Bus Summer Outreach, We Are Oceania cultural programs, etc.

A more qualitative measure will give us an understanding of impact:

- 4) 90% of youth and family participants will be report increased connections to their schools or improved school attendance.

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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid

- 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
\$66,250	\$66,250	\$66,250	\$66,250	\$265,000

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

We are actively seeking private funds from donors in the community.

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

N/A

- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.**

A listing of all federal, state, and county government contracts, grants, and grants in aid for the prior three years and to be received in fiscal year 2025 appear on Page 10, Excel, of this application.

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

\$72,156.

V. Experience and Capability

1. Necessary Skills and Experience

PACT has been serving Hawaii's families since 1968, working **with** families to build on strengths and overcome barriers to health and well-being. Our Community Teen Center program has over 25 years of experience providing center-based positive youth development activities to children and youth living in and around the KPT and Puuwai Momi public housing communities. Related and relevant service contracts for the last three (3) years include the following:

Contract # & Contract Period	Contracting Agency	Contact Person, Mailing Address, Phone and Email	Title and Brief Description
DHS-19-OYS-905 (KPT) and DHS-19-OYS-906 (Puuwai Momi) 7/1/2018-6/30/2022	Department of Human Services	Ana Mejia-Vasconcellos, Office of Youth Services 707 Richards St., Ste. 525 Hon, HI 96813, 808.587.5738; amejia-vasconcellos@dhs.hawaii.gov	The Positive Youth Development at KPT and Puuwai Momi Community Teen Programs ensure that youth have the opportunity to develop social, emotional, cognitive, behavioral and moral competencies and resiliency that enables them to achieve a successful transition to young adulthood.
E18-09 Vendor List 7/1/2018-6/30/2021 E20-39 Vendor List 7/1/2021-6/30/2022 E22-06 Vendor List 7/1/2022 - 6/30/2024	Hawaii Department of Education	Nicole Agena, Procurement and Contracts Branch, 94-275 Mokuola Street, Room 200, Waipahu, HI 96797; 808.675.0130 nicole.agena@k12.hawaii.us	The 21st Century Community Learning Center program at the KPT Teen Center provides students in the Farrington Complex with academic enrichment opportunities, STEM, College and Career Readiness and remedial education and tutoring. Includes family outreach and engagement for parent participation.
CT-DCS-2100068 11/1/2021- 4/30/2022	City & County Department of Community Services	Spenser Kunishige, Office of Grants Management, 925 Dillingham Blvd., Ste. 200, Hon., HI 96817; 808.768.7071; s.kunishige@honolulu.gov	After School Services for At-Risk Youth in Puuwai Momi, provides academic Enrichment, Sport, Fitness and Recreation, and Youth Development Skill Building to at-risk youth living in the Puuwai Momi public housing community.
DHS-19-ETPO-0028 1/1/2019- 12/31/2022	Department of Human Services	Dominique Dacanay 1010 Richards Street, Suite 512, Honolulu, HI 96813; 808.586.7068	Family Strengthening provides TANF eligible clients with a broad range of support services to attain self-sufficiency, gain resiliency and reduce dependency on government assistance by developing and

		Ddacanay@dhs.hawaii.gov	achieving family plans focused on health and stability.
DHS-24-OYS-414 07/01/2023 - 06/30/2025	Department of Human Services	Cynthia S. Pierce 1010 Richards Street, Suite 314 Honolulu, Hawai'i 96813; 808.587.5718 cpierce@dhs.hawaii.gov	Provide Positive Alternative Learning (PAL) Services to youth and their families in their respective environment: Kuhio Park Terrace; Kalihi-Puuwai Momi in Halawa, Kalihi-Palama area of Central O'ahu. The primary Service Goals are to enhance and promote positive youth development and aid in the prevention of truancy and in school suspensions.
S215K230222 07/01/2023 - 06/30/2025	US Department of Education	Erin Shackel K12earmarks@ed.gov	Provide out-of-school time (OST) services that address the needs of the children and youth who live in and around the extremely high-risk public communities of Kuhio Park Terrace in Kalihi and Puuwai Momi in Aiea, Oahu.
12/14/2022 – 12/13/2024	Na Lei Aloha Foundation	Charlene Flanter 1953 South Beretania St., Ste. 4C Honolulu, HI 96826	Provide alternatives for youth in a safe, structured environment that helps them avoid risky behaviors and build upon protective factors that help youth understand themselves, relate better with peers, develop their talents, and allow them to explore other communities, nature, and potential opportunities.
31230 2021 33952 2022 36772 2023	NFL Foundation	Logan Gerber Logan.Gerber@nfl.com 345 Park Ave Concourse Lvl C New York, NY 10154	Provide activities and services related to health and wellness – specifically addressing food access by providing access to nutritious after-school snacks and food skills by learning food preparation skills and nutrition information.
Youth_2022_00000 974 08/30/2022 - 08/29/2024	Rev. Takie Okumura Family Fund	Kehau Meyer 827 Fort Street Mall Honolulu, Hawai'i 96813 KMeyer@hcf-hawaii.org	Provide healthy and engaging activities for unsupervised youth in a safe, structured environment.

2. Facilities

PACT has locations on Kauai, Oahu, Molokai, Lanai, Maui, and Hawaii islands. The administrative office is located at 1300 Halona Street, Honolulu, in the Kalihi-Palama area of Oahu. Service locations meet all the requirements of the

American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Quality Director oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

The Community Teen Program at KPT moved to its current site at the KPT Resource Center in the summer of 2003. This site is located adjacent to a full-sized gym, and has space configured for study hall, games and activities, and sports. It has a computer center and access to a field and a covered outdoor pavilion (fale). There are also available private spaces where teenagers can meet with staff individually or in small groups to discuss sensitive topics and attend educational sessions related to pregnancy prevention and other relevant counseling topics.

In the fall of 2013, PACT opened a second site in KPT specifically for middle and high school youth. We have found that older youth do not always want to participate with younger kids in the same space or in the same types of activities. When a space on the bottom floor of B Building became available at a minimal cost, PACT decided to open services specifically for the older population. There is space for a computer lab and a large recreation area that can accommodate a wide variety of activities. This space is also an accessible facility.

Youth services at our Puuwai Momi Site are provided in the Makalapa Community Center located adjacent to the housing complex. The Honolulu Community Action Program (HCAP) permits PACT to use the large hall during after school hours Tuesday through Saturday and has provided space to locate our office in one section of the hall.

This facility is not fully ADA compliant but was grandfathered in by the State. Staff can assist clients with entering the building by assisting them over the curb on the upper level or by helping them up the sidewalk from the lower level, but once they are in the building, the Teen Program space and the upstairs bathrooms are accessible. Outdoor recreational activities are scheduled at the adjacent Makalapa Community Park and require authorization from the City and County Department of Parks and Recreation.

Additionally, PACT's Family and Economic Opportunity Center (FEOC) will be available for services through this grant. The facilities are located in the same building at KPT and can provide meeting spaces as needed. The FEOC also partners with the Teen Center for other family services such as: food pantry, referrals for legal, medical, housing, family violence, parenting education, employment ,and so on.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Staff who currently work in the Teen Program will continue with the program. They comprise a cohesive team, some of whom work exclusively at PM or KPT and some who will share time between locations. Staff are fully trained on and embrace the evidence-based Positive Youth Development (PYD) model and its principles in all aspects of their work. Several of our staff have grown up in public housing and truly understand the difficulties that the youth face. (One of our most successful Youth Development Specialists in years past obtained a bachelor's degree in biology in part due to the support and presence of the teen center while he was growing up. He is now employed working with autistic youth at a Hawaii social services agency. A Youth Specialist who grew up at Puuwai Momi became one of the first in her family to graduate from high school and has gone on to earn a bachelor's degree in social work and continues to give back to her community.) Because of our staffs' long-time presence and positive interactions in this community, the youth can identify and utilize the Community Teen Program as a place where warm, caring, non-judgmental adults can help them on their daily journey through adolescence. Staff believe that all youth are valuable and can reach their full potential if given the opportunity to develop the attitudes, skills and abilities they need to successfully move through adolescence into adulthood.

The following table outlines the proposed staffing pattern for both sites combined. The staffing pattern is configured to provide comprehensive youth services and meet the goals of this proposal by leveraging funding sources. This funding request will be braided in with other funding sources to create a robust program. Positions and responsibilities (sites combined) for the program include the following:

Positions and Primary Responsibilities
Program Director (.1 FTE) – Overall planning, implementation and oversight of the Centers and youth development programs; defining program vision and direction; program and contract performance and reporting; community outreach and relationship building; quality improvement activities; budget development and oversight and general program administration.
Program Supervisor (.6 FTE) – Supervision of staff and coordination of activities and services for KPT and PM sites; oversight of data collection; establishment of partnerships at the site and with schools and agencies in the locale; direct service provision.
Family/Community Coordinator (.5 FTE) – Development, coordination and implementation of family and community outreach and engagement activities; case management and coordination for selected families/individuals.
Youth Development Specialists (1.5 FTE) – Development, adaptation and implementation of youth activities; enrichment programs; and other exploration projects; facilitation of groups; data collection and submission; documentation; youth counseling as called upon.

Youth Center Leader (.5 FTE) – Assists with planning and implementation of positive youth activities at a program for at-risk youth including academic enrichment, sports and recreation, community service, and social and life skills.
Program Assistant (.5 FTE) - Offers administrative support, facilitates communication, and assists in program coordination under the Program Director's supervision.

Current staff will provide continuity for several of the positions. New staff will be hired and trained to fill vacancies. The qualifications and incumbent(s) for each position follow:

Position	Minimum Qualifications	Incumbent(s)
Program Director	<ul style="list-style-type: none"> • Bachelor's required; Master's degree preferred • 2 years' experience with program planning & oversight, budget management • Acceptable background checks 	JoYi Rhyss: <ul style="list-style-type: none"> • Bachelor's in IT & Management • 19+ years in youth development and social services • Over 11 years managing and training staff in various educational programs
Family Community Coordinator	<ul style="list-style-type: none"> • Associate's degree in relevant field plus 2 years' experience in social services, health or education, OR • Bachelor's degree plus 1 year experience • Case coordination/management experience • Acceptable background checks 	ES Ludwig: <ul style="list-style-type: none"> • Associate's-Education • 7 years' experience with youth and families • 3 years' experience at PACT Teen Center
Program Supervisors	<ul style="list-style-type: none"> • High School diploma; bachelor's preferred • 5 years' relevant experience with youth/families • 1 year supervisory experience • Acceptable background checks 	Jordan Ragasa: <ul style="list-style-type: none"> • Bachelor's - East Asian Studies • 5 years' experience in social services including 2 in PACT Teen Center • 2 years' experience with case coordination Lauralee Baoy: <ul style="list-style-type: none"> • Bachelor's–Psychology • 3 years at PACT Teen

<p>Youth Development Specialists</p>	<ul style="list-style-type: none"> • Associate’s degree plus 1 year of relevant experience OR • High School diploma plus 2 years’ relevant experience • Acceptable background checks 	<p>Jayleen Pharmin:</p> <ul style="list-style-type: none"> • Associate’s–Human Services • 10 years’ experience at PACT Teen Center <p>Lavinia Taukolo</p> <ul style="list-style-type: none"> • Associate’s - Education <p>Rayden Quiocho</p> <ul style="list-style-type: none"> • Highschool Diploma <p>Mafua Fala</p> <ul style="list-style-type: none"> • Bachelor’s – Social Sciences <p>Gabriella Kalvaitis-Flowers</p> <ul style="list-style-type: none"> • High School Diploma • Associate’s - Information and Computer Sciences <p>Razel Dalofin</p> <ul style="list-style-type: none"> • Bachelor of Science, Criminology and Criminal Justice • Minor: Computer Information Systems
<p>Youth Center Leader</p>	<ul style="list-style-type: none"> • High School diploma or equivalent • 1 year of relevant experience, preferred • Acceptable background checks 	<p>Bryan Valoria</p> <ul style="list-style-type: none"> • Highschool Diploma
<p>Program Assistant</p>	<ul style="list-style-type: none"> • High School Diploma or equivalent, required. • One (1) year experience as an administrative/program assistant required. • One (1) year experience working with youth and families, preferred. 	<p>Vacant</p>

Supervision and Training

PACT is committed to ongoing, regular, responsive supervision that assures service quality and staff effectiveness. The Program Director and Program Supervisors provide monthly formal supervision as well as day-to-day oversight. The Program Director is responsible for all administrative aspects of employment at PACT and contract deliverables progress. The Program Director will supervise the Site Supervisors and the Family/Community Coordinator. The Site Supervisors will supervise the Youth Development Specialists, the Youth

Specialists and the Youth Interns. (The Site Supervisor will also provide direct services.) While regular supervision sessions are scheduled at least monthly, PACT maintains an open-door policy allowing access to supervisors as well as staff whenever needed.

Administrative supervision will include the following topics:

- Acknowledgments for work/professional accomplishments;
- Review of families/youth served;
- Problem solving and suggestions for service provision, including solution-focused approaches and community resources;
- Individual skill building;
- Staff development/Quality Assurance; and
- Discussion of self-care and wellness.

PACT has established organization-wide training for all staff members within the first year of employment (in addition to programmatic training). Soon after hire, staff members attend an eight-hour orientation session that covers a variety of topics including the following:

- PACT History and Culture;
- Code of Ethics;
- Safety;
- Policies and Procedures;
- Quality Assurance;
- Confidentiality, Data Security, and HIPAA;
- PACT's Employee Handbook and Standards of Behavior; and
- Employee Benefits.

The purpose of this orientation is to provide new staff with an understanding of PACT's history, culture, values, beliefs, ethics, and mission as well as specific program procedures. Throughout the process, examples are discussed, and it is emphasized that they are expected to do their work in accordance with these guidelines and to embrace the spirit of the Code in all aspects of their work. At the orientation, staff members are provided with the opportunity to learn about other PACT programs as well. Participants leave this orientation with a comprehensive new hire packet that includes the agency's organizational chart, roster of Board of Directors, a Fact Sheet of all PACT programs, HR, Safety, and other informational materials.

Further, all PACT Teen Center staff must complete specific training to meet standards in their first year, including: De-escalation and Crisis Intervention, Child Abuse & Neglect Mandatory Reporter, and Suicide Prevention Training (Question, Persuade, and Refer).

They are encouraged to complete the Basics of Child Development, and Risk & Protective Factors. These courses, along with literally hundreds of other relevant courses, are immediately available to all staff via the Relias Learning online

training system that tracks and documents course plan requirements and training progress for each PACT employee. Supervisors have full access to review staff completions and level of comprehension for each topic.

The PACT Teen Program also provides program-specific trainings that are geared towards promoting understanding of clients, familiarity with community resources, and best practice including Positive Youth Development, Why Try, Tobacco Cessation, Pregnancy Prevention and other relevant topics.

2. Organization Chart

The program organization chart depicts the structure of The PACT Teen Program and lines of authority and supervision, including the positions required to implement this proposal. The FTEs to be charged to the Grant-in-Aid are shown for each position. An organization-wide chart is attached for reference showing the lines of authority for each program in PACT.

3. Compensation

Current annual salaries of the top three PACT executives are as follows. All Board of Directors serve as unpaid volunteers.

- President and Chief Executive Officer \$214,788.48
- Chief Development Officer \$140,760
- Chief Administrative Officer \$132,000

VII. Other

1. Litigation

PACT has no litigation pending. If that changes, PACT will disclose and explain any pending litigation to which it is a party, including the disclosure of any outstanding judgment.

2. Licensure or Accreditation

PACT is fully accredited by the Council on Accreditation for Families and Children through October 31, 2024.

3. Private Educational Institutions

This grant will not be used to support or benefit sectarian or non-sectarian private educational institutions.

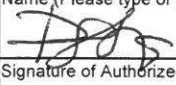
4. Future Sustainability Plan

PACT understands the limited nature of government funding. Should PACT be awarded a grant-in-aid for this initiative for fiscal year 2025, but not thereafter, PACT will seek continued support for the program from local and national foundations and county and federal sources. PACT has had a long-term presence in both the Kuhio Park Terrace and Puuwai Momi housing communities identified in this proposal and is committed to remaining there to provide youth development services. To do this, PACT will document, monitor, and analyze its implementation of services during fiscal year 2025 and identify programmatic areas for improvement and areas that seem to be successful. PACT will use the baseline data to improve on the program design of the initiative, use the data to include in grant applications and proposals to prospective funders, and to develop an educational piece to present to prospective service provider partners, businesses, and policy champions.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Parents And Children Together - Community Teen Program

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	158,355			
2. Payroll Taxes & Assessments	21,457			
3. Fringe Benefits	25,337			
TOTAL PERSONNEL COST	205,149			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	4,426			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	9,500			
5. Staff Training	815			
6. Supplies	3,500			
7. Telecommunication	2,500			
8. Utilities	4,000			
9. Audit Services	870			
10. Contractual Services - Administrative	2,600			
11. Repair & Maintenance	5,550			
12. Beneficiary Costs	2,000			
13. Administrative Cost	24,090			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	59,851			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	265,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	265,000	Sarah Manning 808-792-9782		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	265,000	Ryan Kusumoto, President & CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Parents And Children Together - Community Teen Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1.00	83,447.00	10.00%	\$ 8,345.00
Program Supervisor	1.00	50,855.00	30.00%	\$ 15,257.00
Program Supervisor	1.00	50,855.00	30.00%	\$ 15,257.00
Family Community Coordinator	1.00	46,496.00	50.00%	\$ 23,248.00
Youth Development Specialist	1.00	41,181.00	50.00%	\$ 20,591.00
Youth Development Specialist	1.00	41,181.00	50.00%	\$ 20,591.00
Youth Development Specialist	1.00	41,181.00	25.00%	\$ 10,295.00
Youth Development Specialist	1.00	41,181.00	25.00%	\$ 10,295.00
Youth Center Leader	1.00	32,582.00	50.00%	\$ 16,291.00
Program Assistant	1.00	36,370.00	50.00%	\$ 18,185.00
TOTAL:				158,355.00

JUSTIFICATION/COMMENTS:
 The Program Director has overall planning, operations, and fiscal oversight for this project. The Program Supervisors will manage the day-to-day operations of both sites of the Teen Centers, and are supervised by the Program Director. The Program Supervisors ensure the successful delivery of services rendered by the Youth Development Specialists and Youth Center Leader. The Program Supervisors coach, mentor, and supervise the direct services staff, while the team conducts outreach and recruitment; and maintains data collection and documentation. The Program Assistant is responsible for coordination and communication of meetings, data collection and entry, recordkeeping, and backup support. The Youth Development Specialists and Youth Center Leader (Teen Center) coordinate daily center activities such as Study Hall/Education support, Recreation/Sports, Personal and Social Competence, Family Engagement Activities, Community Service/Service Learning, Mentoring/Intergenerational Activities, Performing/Visual Arts, and Physical Fitness/Health programming. The Family Community Coordinator plans and implements monthly intergenerational family and community night events; conducts outreach (phone calls, letters, home visits) to increase parent and family engagement and assist with completion of program paperwork; provides limited, short-term case coordination for families with multiple needs and challenges, including referrals and follow up to resources; and works with community partners to identify appropriate services, make referrals, and coordinate service delivery, including translation services to ensure effective communication with non-English speaking families of youth program clients.
 Note: Includes agency wide pay increases of estimated 2% effective 8/1/2024.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Parents And Children Together - Community Teen Program

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Parents And Children Together - Community Teen Program

Contracts Total: 2,057,539

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Youth Development Services for Youth & Families Living in High-Risk Communities of Kuhio Park Terrace & Puuwai Momi	1/1/23-12/31/24	Department of Labor and Industrial Relations - Office of Community Service -	State of Hawai'i	FY23: \$179,759 FY24: \$46,780
2	Supportive Services for TANF Eligible Families Statewide	1/1/24-12/31/24	Department of Human Services	State of Hawai'i	FY23: \$200,000 FY24: \$200,000
3	Positive Alternative Learning (PAL) Services for Youth and their Families	7/1/23-6/30/25	Department of Human Services - Office of Youth Services	State of Hawai'i	FY23: \$145,000 FY24: \$145,000
4	Bridges Back to School – Helping Youth Re-engage with School and Community	7/1/23-6/30/25	Department of Education	U.S.	FY23: \$275,000 FY24: \$275,000
5	Family Strengthening Through Vocational and Employment Services	1/19-12/31/22	Department of Human Services-Benefit, Employment and Support Services Division	State of Hawai'i	FY22 \$100,000 FY21 \$100,000
6	Positive Youth Development Program: Kuhio Park Terrace	7/1/18-6/30/22	Department of Human Services - Office of Youth Services	State of Hawai'i	FY22 \$70,000 FY21 \$63,000
7	Positive Youth Development Program: Puuwai Momi	7/1/18-6/30/22	Department of Human Services - Office of Youth Services	State of Hawai'i	FY22 \$70,000 FY21 \$63,000
8	Out of School Time Services for At-Risk Youth at Puuwai Momi	11/1/20-4/1/22	Department of Community Services - Grants in Aid	City & County of Honolulu	FY21 \$125,000
9					
10					
11					
12					
13					
14					

