



January 17, 2025

Senate Committee on Ways and Means  
State Capitol  
Honolulu, HI 96813  
Attn: GIA

House Committee on Finance  
State Capitol  
Honolulu, HI 96813  
Attn: GIA

RE: FY2026 Grant-In-Aid Application

Enclosed is the original Grant-In-Aid application for FY2026 (July 1, 2025 to June 30, 2026) for the Susannah Wesley Community Center's Level Up: Advancing Education & Opportunities for Kalihi Youth initiative.

Please call or email me at 440-5818 or [jchun@susannahwesley.org](mailto:jchun@susannahwesley.org) if you have any questions.  
Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Joni N. Chun". The signature is written in a cursive style.

Joni N. Chun  
Executive Director



# **State Grant-In-Aid Application FY2026**

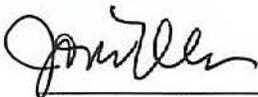
## **Level Up: Advancing Education & Opportunities for Kalihi Youth**

**January 17, 2025**

## 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

Joni N. Chun, Executive Director

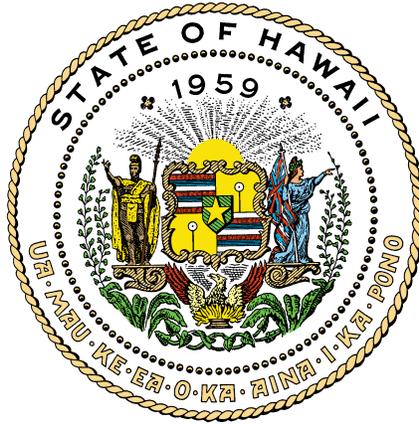
PRINT NAME AND TITLE

January 16, 2025

DATE



# **CERTIFICATION**



## 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

SUSANNAH WESLEY COMMUNITY CENTER

was incorporated under the laws of Hawaii on 02/14/1968 ; 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 17, 2025

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

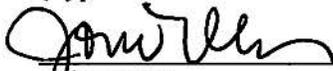
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

**Susannah Wesley Community Center**

(Typed Name of Individual or Organization)

  
(Signature)

**Joni N. Chun**

(Typed Name)

**January 16, 2025**

(Date)

**Executive Director**

(Title)

## Application for Grants

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

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

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

*See attached Certificate of Good Standing dated January 17, 2025, for the Susannah Wesley Community Center (SWCC).*

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

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

*See attached Declaration Statement affirming Susannah Wesley Community Center’s 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](#).

*Susannah Wesley Community Center affirms that grant funds will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.*

# **BACKGROUND & SUMMARY**

## **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

The Susannah Wesley Community Center (SWCC), established in 1899, is a non-profit organization rooted in the Kalihi community of O‘ahu. SWCC provides comprehensive social services to strengthen families, empower individuals, and promote community well-being. Through programs that address food insecurity, family stability, youth development, and comprehensive support to victims of human trafficking, SWCC serves as a trusted resource and partner for those facing socio-economic challenges. Guided by its mission to support and uplift underserved populations, SWCC has become a cornerstone institution in Kalihi.

2. The goals and objectives related to the request;

The primary goal of this funding request is to address both the immediate and long-term educational needs of youth in Kalihi through the implementation of the "Level Up: Advancing Education and Opportunities for Kalihi Youth" initiative. This dual-strategy approach includes:

### **Short-Term Strategy:**

- **Immediate Support:** Hire professional or credentialed teachers, experienced tutors, and enrichment instructors to address urgent educational delays and meet the immediate academic and developmental needs of students. These resources will directly support GED students, English Language Learners, and participants in arts, music, and dance programs, providing critical interventions that improve academic performance and personal growth.

### **Long-Term Strategy:**

- **Comprehensive Planning:** Engage an educational consultant to develop a reimagined and comprehensive strategy for SWCC’s educational programming. This strategy will leverage SWCC’s expertise in case management, social services, resource connecting, and addressing the life needs of youth and families to create programs that integrate educational advancement with holistic support services.
- **Sustainable Impact:** Build a model that addresses systemic educational delays while ensuring cultural relevance and alignment with Kalihi’s unique socio-economic and demographic context.

### **Objectives:**

- Enroll 30-35 GED students annually, with 50% achieving their GED within 18 months of enrollment. Many students face concurrent challenges, including family instability, trauma, transportation barriers, English language learning, and financial and mental health needs. Collectively, these challenges significantly affect the pace

at which students can complete their GED requirements, requiring a flexible and supportive approach.

- Provide tutoring support to at least 30 students annually, with 75% demonstrating measurable academic improvements in their subject focus.
- Host 30 enrichment workshops or activities per year, engaging at least 75 students in arts, music, dance programs or other areas of youth interest, with 80% reporting increased confidence and skill development.
- Complete a comprehensive educational strategy within 12 months of hiring an educational consultant, with actionable recommendations for sustainable programming that supports academic and personal success.

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

The Level Up initiative addresses the urgent need to improve high school graduation rates and educational outcomes in the Kalihi community. A 2019 study by the University of Hawai'i's Center on the Family ranked Kalihi as the second highest-risk community out of 42 statewide, citing socio-economic indicators such as a per capita income of \$21,599 and a dependency rate on public assistance of 42.8%, nearly double the state average. Additionally, the community's ethnic diversity, including 17.4% new immigrants (compared to 6.8% statewide), highlights unique challenges, particularly for English Language Learners (ELL).

Farrington High School (FHS) mirrors these challenges, with only 77% of students graduating on time compared to the state Department of Education's (DOE) target of 86%. Approximately 20% of FHS students drop out, nearly double the statewide average of 11.8%. Testing data reveals that only 23% of economically disadvantaged students and 9.4% of Micronesian students achieve grade-level proficiency in English Language Arts, with even lower rates in math. These alarming figures underscore the need for targeted educational and enrichment interventions to address systemic disparities and promote equity.

By providing immediate educational support and engaging an educational consultant to develop a comprehensive and sustainable strategy, the Level Up initiative seeks to foster academic achievement, build critical life skills, and create pathways for success among Kalihi's youth. This initiative aligns with the Wallace Rider Farrington High School Comprehensive Needs Assessment, which identified the need for academic support, collaboration with feeder middle schools, and progress monitoring as key strategies for improving educational outcomes.

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

The target population includes students aged 6 to 24 in the Kalihi area, encompassing youth and young adults who are academically delayed, at risk of dropping out of school, and/or recent dropouts. This group includes GED students, English Language Learners, and individuals from immigrant or low-income families. The program will also benefit participants seeking opportunities to develop life skills, engage in creative expression, and

build social connections.

**5.** Describe the geographic coverage.

The program will primarily serve youth residing in the Kalihi area of O‘ahu, including those attending Farrington High School and other nearby schools. As one of Hawai‘i’s most ethnically diverse and economically disadvantaged communities, Kalihi represents a critical area for targeted educational interventions and support.

# **SERVICE SUMMARY & OUTCOMES**

### III. **Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

The **Level Up** initiative addresses both immediate educational delays and long-term systemic challenges for youth in Kalihi. This dual-strategy approach combines direct interventions with strategic planning to ensure both short-term impact and sustainable program development.

#### **Short-Term Strategy – Immediate Support:**

**Leadership:** The Program Director will oversee all short-term strategy components, ensuring effective implementation and alignment with program goals.

##### **A. Educational Support:**

- Hire credentialed teachers to provide targeted GED instruction.
- Employ experienced tutors to offer individualized academic support, particularly for English Language Learners.

##### **B. Enrichment Activities:**

- Engage skilled instructors to lead arts, music, and dance workshops tailored to youth interests.

##### **C. Infrastructure Enhancements:**

- Acquire a 15-passenger van to ensure reliable transportation for participants facing access barriers that include fear of walking to and from the Center due to increased violence.
- Install a wall-mounted filtered water fountain to support student and staff hydration during program activities.

#### **Long-Term Strategy – Comprehensive Planning:**

**Leadership:** The Grants Administrative Officer and Executive Director will collaborate to guide long-term strategy efforts, including strategic planning and ensuring program sustainability.

##### **A. Educational Strategy Development:**

- Engage an educational consultant to develop a reimagined and comprehensive strategy for SWCC's educational programming, integrating academic support with holistic services.

## **B. Sustainability and Cultural Relevance:**

- Create a model that addresses systemic educational delays while aligning with Kalihi's socio-economic and demographic context.

### **Administrative Responsibilities:**

**Leadership:** The Program Director will manage day-to-day program operations, including:

- Developing and maintaining program schedules.
  - Monitoring participant progress and providing regular updates to stakeholders.
  - Communicating with families and ensuring their needs are addressed.
  - Overseeing vehicle and water fountain maintenance to ensure accessibility and safety.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

#### **Quarter 1 (Months 1–3):**

- Hire staff (teachers, tutors, instructors) and engage an educational consultant.
- Develop curriculum and activity schedules.
- Purchase and prepare the 15-passenger van for service.
- Install the filtered water fountain.
- Begin participant outreach and enrollment.

#### **Quarter 2 (Months 4–6):**

- Launch GED, tutoring, and enrichment activities.
- Implement transportation services for participants.
- Facilitate initial assessments for educational strategy development.

#### **Quarter 3 (Months 7–9):**

- Conduct mid-year evaluations to assess progress and program impact.
- Host enrichment activities and workshops, adjusting programming based on participant feedback.

#### **Quarter 4 (Months 10–12):**

- Finalize GED tests and assessments.
- Complete the comprehensive educational strategy and actionable recommendations.
- Host a community showcase to celebrate achievements.

- Submit program outcome reports to the State agency.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

**Monitoring:**

- Weekly tracking of attendance, engagement, and academic progress.
- Monthly evaluations of transportation and water fountain usage.

**Evaluation:**

- Pre- and post-assessments for GED students, tutoring participants, and enrichment attendees.
- Individual and group discussions to gauge satisfaction and program impact.
- Consultant-delivered milestones to monitor progress on the educational strategy.

**Improvement:**

- Quarterly review meetings to analyze data and refine program elements.
  - Incorporate feedback from participants, families, and staff to enhance service delivery.
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.

**A. GED Progress and Completion:**

- Enroll 30–35 students annually, with 50% achieving their GED within 18 months.
- Each quarter a minimum of 75% of enrolled students will demonstrate measurable progress toward obtaining attaining their GED
- Documentation: GED progress logs

**B. Tutoring Support:**

- Provide tutoring to at least 30 students annually, with 70% demonstrating measurable academic improvements.
- Documentation: Tutor evaluations.

**C. Enrichment Participation and Impact:**

- Host 30 workshops annually, engaging at least 75 students, with 80% reporting and/or demonstrating increased confidence and skill development.

- Documentation: Attendance records, youth and instructor feedback.

**D. Transportation Services:**

- 100 unduplicated youth and young adults will be provided transportation services to maintain consistent attendance and/or participate in special activities.
- Documentation: Transportation activity report

**E. Educational Strategy Completion:**

- Complete a comprehensive strategy with actionable recommendations within 12 months of hiring the consultant.
- Documentation: Final report and implementation timeline

**FINANCIAL**

**BUDGET &  
LIST OF CONTRACTS**

## IV. Financial

### Budget

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

*See Attached Budget Forms*

*See Attached List of Government Contracts, Grants & GIAs*

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$92,500	\$17,500	\$17,500	\$17,500	\$145,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

For FY2026, Susannah Wesley Community Center is seeking funding support from the following:

McInerney Foundation	\$30,000
United Methodist Churches	\$30,000
Other Local Churches	<u>\$30,000</u>
	<b>\$90,000 Pending</b>

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.

*Susannah Wesley Community Center has not applied for or received state or federal tax credits within the prior three years.*

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 2026 for program funding.

*See Attached List of Government Contracts, Grants & GIAs*

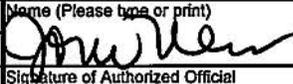
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

SWCC's unrestricted current assets as of December 31, 2024, was \$4.3M.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Susannah Wesley Community Center

BUDGET CATEGORIES	Total State GIA Funds Requested (a)	Total Other State Funds Secured	Total Federal Funds Secured (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>					
1. Salaries		57,100.00	57,100.00		
2. Payroll Taxes & Assessments	-	5,841.00	5,841.00		
3. Fringe Benefits	-	12,933.00	12,933.00		
<b>TOTAL PERSONNEL COST</b>		<b>75,874.00</b>	<b>75,874.00</b>		
<b>B. OTHER CURRENT EXPENSES</b>					
1. Airfare, Inter-Island					
2. Insurance (Liability, Property, Auto, Cyber)	-	1,539.00	1,539.00		
3. Lease/Rental of Equipment	-	168.00	168.00		
4. Lease/Rental of Space					
5. Staff Training		638.00	638.00		
6. Supplies		532.00	532.00		
7. Telecommunication	-	221.00	221.00		
8. Utilities & Occupancy	-	2,323.00	2,323.00		
9. Contractual - Administrative (Payroll, Accounting, Audit)	-	4,806.00	4,806.00		
10. Contractual - Services (Translation, Instructors, Teachers, Tutors, Educational Consultant)	70,000				
11. Repair & Maintenance		2,611	2,611.00		
12. Program Activities			-		
13. Client Assistance					
14. Mileage					
15. Subscriptions (Apricot, Zoom, Canva, Indeed)		1,288	1,288.00		
16.					
17.					
18.					
19.					
20.					
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>70,000.00</b>	<b>14,126.00</b>	<b>14,126.00</b>	-	
<b>C. EQUIPMENT PURCHASES</b>	<b>5,000.00</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>70,000.00</b>				
<b>E. CAPITAL</b>					
<b>TOTAL (A+B+C+D+E)</b>	<b>145,000.00</b>	<b>90,000.00</b>	<b>90,000.00</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:			
(a) State GIA Requested	145,000	Joni N. Chun		440-5818	
(b) Other State Funds Secured	90,000	Name (Please type or print)		Phone	
(c) Total Federal Funds Secured	90,000			1/16/25	
(d) Total County Funds Requested	0			Date	
(e) Total Private/Other Funds Requested	0	Signature of Authorized Official			
<b>TOTAL BUDGET</b>	<b>325,000</b>	Joni N. Chun, Executive Director			
		Name and Title (Please type or print)			

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Susannah Wesley Community Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
<b>NOT APPLICABLE</b>				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Susannah Wesley Community Cente

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Wall mounted water fountain (with filter and incl installation	1.00	\$5,000.00	\$ 5,000.00	5000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	1		\$ 5,000.00	5,000

**JUSTIFICATION/COMMENTS:**

Center requires filtered drinking water and has been utilizing a bottled water service. Installing wall mounted fountain has been determined more cost effective and financially more sustainable.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
15-Passenger Van	2.00	\$70,000.00	\$ 140,000.00	70000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	2		\$ 140,000.00	70,000

**JUSTIFICATION/COMMENTS:**

15-passenger van is critical to address student access to programs/services at the Center. Surge in violence in the community has resulted in families and students feeling unsafe walking to the Center and parents restricting activities.

## BUDGET JUSTIFICATION - CAPITAL BUDGET DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Susannah Wesley Community Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION	<b>NOT APPLICABLE</b>					
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



# **EXPERIENCE & CAPABILITY**

## **V. Experience and Capability**

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

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

**Agency Experience:** The Susannah Wesley Community Center (SWCC) has been a trusted resource in the Kalihi community for over 125 years, with more than 70 years of focused experience supporting at-risk youth and families. As a multi-service center, SWCC addresses complex needs with culturally responsive and evidence-based approaches. Key programs include:

- Positive youth development and enrichment activities
- Truancy prevention and family case management
- Parenting education and youth resiliency training
- High School Equivalency (GED) program

This extensive experience underscores SWCC's ability to deliver impactful programs tailored to the needs of marginalized communities.

**Leadership Expertise:** SWCC's leadership team is uniquely qualified to oversee the proposed services, bringing decades of combined experience in nonprofit management, program development, and community service:

- **Joni Chun, Executive Director:** With over 25 years of experience in nonprofit leadership, Joni excels in program development, quality assurance, fiscal planning, and risk management.
- **Toni Higdon, Grants Administrative Officer:** Toni has over 25 years of expertise in quality assurance, grants administration, and compliance, ensuring SWCC maintains rigorous operational standards.
- **Koreen Garcia, Community, Youth & Family Services Program Director:** Koreen brings 20 years of experience in family therapy, parenting education, and crisis intervention, providing invaluable insights into youth and family service delivery and nearly 10 years of experience overseeing government funded services.

**Demonstrated Success:** SWCC has successfully managed a variety of programs that align closely with the proposed services, achieving measurable outcomes that demonstrate the impact of our work. Most recent achievements include:

- **Afterschool Enrichment Program:**

- 75% of chronically absent students met school attendance standards with SWCC support
- 82% of students earned satisfactory grades (or better) in core subjects.
- 85% of students reported that the services provided positively impacted their lives.
- **High School Equivalency (GED) Program:**
  - 75% of students improved their pre-testing scores, bringing them closer to achieving their educational goals.
- **Resource Connection and Family Support Initiatives:**
  - Addressed barriers to stability by connecting families to essential resources such as food assistance, housing support, and healthcare, enabling them to focus on long-term success.

These results highlight SWCC's ability to deliver programs that drive academic, social, and emotional growth, ensuring at-risk youth and families are equipped to thrive.

### **Verifiable Experience of Related Projects and Contracts (Most Recent Three Years)**

SWCC has successfully executed several contracts and projects over the past three years that demonstrate our capacity to deliver programs aligned with the proposed services.

Notable examples include:

1. Family Stabilization, Strengthening & Education Advancement (DHS-23-TANF-0023, \$250,000/yr, 2023-2026)
2. Positive Alternative Learning Services for Youth & Their Families (DHS-24-OYS-410, \$200,000/yr, 2023-2028)
3. Positive Youth Development (DHS Contract DHS-19-OYS-909, \$55,000/yr, 2018–2023):
4. Truancy Prevention (DHS Contract DHS-19-OYS-923, \$75,000/yr, 2018–2023):
5. Family Wraparound Services (City Contract CT-DSC-2200053, \$200,000/yr, 2021–2022):
6. PromotED Initiative: A holistic program supporting students and families through academic and family stabilization services, funded by multiple sources:
  - Takitani Foundation (\$25,000–\$40,000/yr, 2020–2023).
  - McInerney Foundation (\$20,000/yr, 2021–2022).
  - Hawaii Community Foundation (\$40,000 initial + \$20,000 extension, 2021–2023).

These contracts and projects highlight SWCC's expertise in providing family-centered case

management, positive youth development, and educational support services. They also underscore our proven ability to collaborate with government agencies, foundations, and other funders to achieve meaningful outcomes for at-risk populations.

## 2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The Susannah Wesley Community Center (SWCC) is located at 1117 Kaili Street, in the heart of Kalihi, Oahu. This centralized location houses all administrative and direct service staff, providing a hub for community engagement and service delivery. The facility is specifically designed to align with a trauma-informed care approach, creating an environment that prioritizes comfort, accessibility, and minimizing stress for clients. The location is ideally situated for accessibility:

- Half a block from a major bus line.
- Ample parking with 72 stalls, including two ADA-compliant spaces for staff and guests.

The facility includes the following spaces, ensuring adequacy for delivering the proposed services:

- **Private Counseling Spaces:** Provide a safe and confidential environment for one-on-one client interactions.
- **Multi-Purpose Rooms:** Used for workshops, training sessions, and staff meetings.
- **Meeting Rooms:** Facilitate small group activities, family case management, and collaborative planning sessions.
- **Gymnasium and Recreation Room:** Offer space for youth enrichment, physical activities, and community events.
- **DOH-Approved Kitchen:** Supports culinary and nutrition education programs, aligning with SWCC's emphasis on life skills development.

The facility meets all OSHA safety standards and ADA requirements, including wheelchair-accessible entrances, exits, and public restrooms. Additional ADA features include on-site handicap parking and conference tables meeting accessibility height standards.

SWCC's facilities are fully equipped to support the proposed services, and no additional space or renovations are needed to fulfill this request.

**PERSONNEL**

**PROJECT**

**ORGANIZATION**

**& STAFFING**

## **VI. Personnel: Project Organization and Staffing**

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Level Up will be supported by a well-structured and experienced team committed to advancing education and opportunities for youth in Kalihi. The staffing pattern has been strategically designed to ensure the viability of the program by providing both direct service delivery and robust administrative oversight. The primary positions and their respective roles are as follows:

#### **A. Program Director (0.30 FTE) (Not budgeted in GIA request)**

The Program Director will oversee all program operations, ensuring alignment with Level Up's objectives and goals. The Program Director will provide leadership, monitor outcomes, and coordinate with funders and community partners. They will also evaluate program effectiveness and implement adjustments as necessary to achieve program goals and sustainability. **Minimum qualifications:** Master's degree with minimum of 4 years related experience working with targeted population or service; 2 years supervisory experience; and 2 years experience overseeing government funded programs.

#### **B. Alternative Learning Coordinator (1.0 FTE) (Not budgeted in GIA request)**

The Alternative Learning Coordinator will focus on the direct delivery of educational programming, including overseeing GED preparation classes, tutoring sessions, and enrichment opportunities like dance, music, and art. The Coordinator will ensure instructional approaches meet diverse learning needs and will monitor and document student progress. Additionally, this role will work closely with the Program Director and consultant to ensure that programming informs the long-term educational advancement strategy. **Minimum qualifications:** Master's degree in human services or mental health services and 2 years of relevant experience.

#### **C. Outreach Development Specialists (2 FTE) (Not budgeted in GIA request)**

These specialists will engage with community members, recruit program participants, maintain strong relationships with youth and families and provide transportation service. **Minimum qualifications:** Bachelors degree in a relevant field, or A.A. degree with demonstrated knowledge of the targeted service population, or high school diploma/GED and 2 years of relevant experience.

#### **D. Grants Administrative Officer (0.15 FTE) (Not budgeted in GIA request)**

The Grants Administrative Officer will provide essential administrative support, particularly in compliance, risk management, data system management and reporting. For this initiative, their primary role includes supporting the development of the long-term educational advancement strategy by collaborating with the educational consultant to ensure alignment with grant requirements and funder

expectations. **Minimum qualifications:** Bachelor's in Business Administration or related field with 6 years of professional experience of which 2 years must have been in an administrative/supervision position working with grant management, accreditation or compliance.

**E. Executive Director (0.15 FTE) (Not budgeted in GIA request)**

The Executive Director provides high-level oversight and strategic direction for the program. For this initiative, their primary role is to work closely with the educational consultant to guide the development of a comprehensive long-term strategy to improve educational outcomes for Kalihi youth.

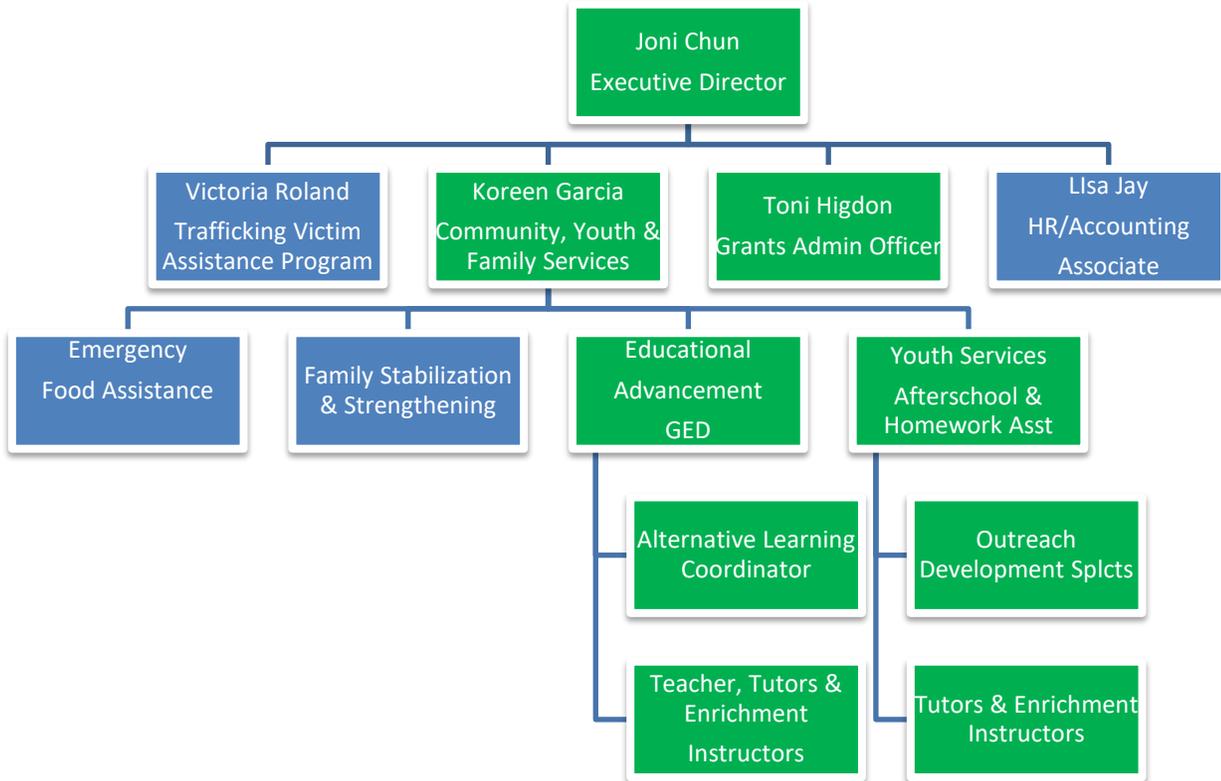
**Supervision, Training, and Administrative Direction**

SWCC has robust systems to supervise, train, and provide administrative direction for all personnel. The Program Director will conduct regular staff meetings, review progress toward goals, and provide feedback to ensure quality service delivery. New staff will participate in an onboarding process that includes training in SWCC's policies, trauma-informed care, cultural competence, and program-specific protocols. Ongoing professional development opportunities will be offered to enhance staff skills and ensure they remain informed of best practices in education and youth development.

The organization's long-standing expertise in program delivery, coupled with its commitment to staff development and strong administrative processes, ensures the viability and success of Level Up. By integrating short-term programmatic needs with a long-term educational advancement strategy, SWCC is well-positioned to achieve meaningful and sustainable improvements for Kalihi youth and families.

## 2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



## 3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director	\$107,304
Grants Administrative Officer	\$82,000
Program Director	\$80,000

**OTHER**

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

*Not Applicable*

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

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

*Not Applicable*

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

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

*Not Applicable*

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

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

**Level Up: Advancing Education and Opportunities for Our Youth** recognizes the importance of reducing reliance on government funding and establishing a broad, resilient funding base. Since 2020, SWCC has adopted a community-driven approach to meet the needs of our Kalihi neighbors, laying the groundwork for diversified funding. This approach has yielded partnerships and investments from various sectors, which we plan to build upon for Level Up's long-term sustainability.

#### **Leveraging Existing Relationships**

- **Kalihi Business Association (KBA):** With its updated mission to support education in Kalihi, the KBA has been an invaluable partner, contributing both time and resources to SWCC programs. Moving forward, we aim to expand this relationship by inviting businesses to invest directly in Level Up's workshops and tutoring services, aligning their support with tangible, measurable outcomes.

- **Foundations:** Since 2020, SWCC has successfully garnered support from reputable foundations, including the Takitani, Cooke, Atherton, Sparkjoy, McInerney, and Hawaii Community Foundations, as well as the Teresa Hughes Trust. We will continue cultivating these relationships by presenting compelling proposals highlighting Level Up's impact on youth education and community transformation.
- **Local Churches:** As an affiliate of the United Methodist Church, SWCC has seen church contributions double over the past two years. For Level Up, we will collaborate with churches to secure targeted funding for enrichment opportunities and to engage their members as mentors and volunteers.

### **Expanding Our Village Approach**

Level Up embodies the community-centric philosophy adopted in 2020, bringing together businesses, foundations, and local stakeholders to collectively address educational disparities. By fostering relationships with new and existing partners, we aim to create a shared sense of ownership and accountability for the program's success.