

House District _____

Senate District _____

THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 231-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Db: Victory Ohana Prison Fellowship, Inc.

Street Address: 94-104 Pupuole Place

Mailing Address: Waipahu, Hawaii 96797
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Gary Shields

Title President

Phone # (808) 497-8931

Fax # 677-2789

e-mail victoryohana@yahoo.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): [REDACTED]

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Newly State Licensed Program needing assistance until State Contracts can (Maximum 300 Characters) be secured.

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ \$61,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

AUTHORIZED SIGNATURE

Gary Shields President

NAME & TITLE

1-31-08

DATE SIGNED

Application for Grants and Subsidies

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

I. 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. Include the following:

1. **A brief description of the applicant's background:** Victory 'Ohana Prison Fellowship, a Hawaii 501 (c) (3) non-profit organization, established to assist individuals that have been released from imprisonment to reintegrate back into the community. Over the past 18 years our service have grown to include the homeless, substance abusers, and the mental ill to regain their rightful place back in society as law abiding and contributing members. We provide a multidisciplinary team of management and service professionals to assist our clients in our State Licensed "Therapeutic Living Program." We currently operate two Therapeutic Living Facilities consisting of more than 150 bed spaces to serve clients.
2. **The goals and objectives related to the request:**
 - a) During the first two years of operating under a State License as a Therapeutic Living Program, it is imperative to secure funding that will assist us in filling a few vital positions to maintain stability in fulfilling State requirements and to achieve sustainability in the years to come. This grant would only be needed for the fiscal year July 2008 to June 2009 which would give us time needed to secure contracts with DOH & DPS. Our goal/objective is to enhance the overall quality of life for our applicants while in the process of reintegrating back into the community, and to enhance the overall wellness of the community at large. We are requesting funding for the following 5-positions:
 - Clinical Consultant: (sub-contracted for services for one year \$15,000)
 - 1 Program Director for project (currently part-time, need full-time pay \$20,000)
 - 2 Assistant Prog. Dir./Case Administrators: (2-part time positions total \$24,000)
 - 2 Administrating Assistants for project: (2-part time positions total \$24,000)
 - 1 Registered Nurse: (sub-contracted for services for one year \$20,000)
 - b) Funding is needed during this fiscal year to help subsidize some of our operating cost (rents, utilities, insurances, phones, building maintenance, waste disposal, gas, administrative). It is estimated that we will have short fall in the range of \$200,000 and this grant would only be needed for the fiscal year July 2008 to June 2009 which would give us time needed to secure contracts with DOH & DPS.

3. **State the public purpose and need to be served:** Our State has found itself in great need of licensed programs to help deal with the ever growing prison and homeless populations. Victory 'Ohana has been providing these services for over 18 years, but is still in its infancy stage of operating under its newly acquired State License from the Department of Health as a "Therapeutic Living Program." Victory 'Ohana will need to operate through this year in order for RFP's from DOH & DPS can be made available and secured. The benefit to the community for awarding this grant is multi-faceted and will increase the overall quality of life for its members with life threatening issues, and the overall community functioning healthy.
4. **Describe the targeted population to be served:** The targeted population to be served are recently released parolees/probation, homeless, substance abusers, mentally ill, and community.
5. **Describe the geographic coverage:** Located in Waipahu, but service clients throughout our State.

II. 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 or outcomes from this request.

1. Describe the scope of work, task, and responsibilities.

Scope of Work

For the majority of those needing our services, there are multiple issues of destructive, life threatening life styles, and behavior problems needing to be addressed. About 95% of those who come to us are indigent. Assisting our clients to properly address these issues is considered a part of the Victory 'Ohana program goal. Upon arrival, most of those we service are considered in need of emergency shelter service and are considered high management clients. Victory 'Ohana is designed to help our clients begin the process of successfully overcoming these obstacles, while working towards maintaining sobriety, gaining basic life and cognitive skills, and living successful lives.

Victory 'Ohana addresses the following issues: Anti-social behavior, addiction and substance abuse, co-dependency, mental illness, criminality, post traumatic stress issues, violence/sexual abuse, by; Group activities promoting re-socialization skills, education classes have been developed in Co-dependency, Relapse Prevention, Alcoholics Anonymous Big Book study, 12 Steps of Alcoholics Anonymous Study, Substance Abuse Education, Anger Management, Daily Living Skills, Cognitive Skills, Family Therapy, Weekly Menu Planning, Shopping, Budgeting Skills, Vocational Training and Employment Preparation, Development and Job Placement, Exercise, Nutrition and Wellness, Spirituality and AA/NA 12-step recovery meetings are also part of the daily class schedule. GED and higher education is encouraged, and Victory 'Ohana Resident Care Providers are available on individual basis to help increase reading and writing skills, increase communication skills, increase confidence, and focus on building client self-esteem.

Victory 'Ohana collaborates and networks with different substance abuse and mental health providers, and with other service agencies to provide necessary services to empower clients with the skills and tools needed to become productive members of society.

An individual Service Plan is developed with each client's goals and objectives. The client's strengths and weaknesses are identified, and short-mid-long term goals are established in the ISP. Each client works with his case manager to identify problem areas and work towards correcting/improving these areas. In this way, Victory 'Ohana and the client will be able to benchmark progress, and measure the outcomes and effectiveness of set plans.

Description of Therapeutic Living Program services:

Victory 'Ohana provides adequate case management services to provide for intake, assessment, development and implementation of an Individual Service Plan (ISP), and in-process and after-care monitoring and follow-up.

- **Intake:** Information is gathered regarding (but not limited to) the following: Name, age, sex, Social Security number, ethnicity, marital status, dependent children, employment status, income and financial status, citizenship or alien status, educational level, health and medical history, substance abuse or mental health history, homeless issues, family network system, previous or current social services received, and U. S. Veteran status.
- **Assessment and Individual Service Plan (ISP):** This and other gathered information is used to form an assessment of the individual client, which in turn is used to develop and implement an ISP. The ISP will be completed within 2-4 weeks of entry into the program and will identify the immediate and future needs or barriers to successfully complete the program. The ISP will define the goals of the client, strategies and timeline in a plan to address these needs and barriers through counseling, education, referrals or advocacy, and incorporating this plan into a service agreement with the client.
- **Monitoring and follow-up:** Clients will be monitored on a continuing basis with ISPs updated with a bi-weekly counseling session to ensure compliance or if reassessment are needed.

Description of how basic services will be provided. Basic services will be provided on a 24-hour basis as follows:

- a) Victory 'Ohana will provide 24 hours/day on-site shelter and living arrangements and on-site supervision of residents. Sufficient staff to supervise residents on a 3-shift, 24-hour basis will be in place. Shelter is being provided in 2-bedroom apartments equipped with a full bath and full kitchen.
- b) Victory 'Ohana complies with the Standards for Community Residential Programs of the American Correctional Association (ACA). Our living quarters comply with all City, State, and Federal regulations governing residential programs.

- c) Victory 'Ohana will monitor clients' behavior to ensure compliance with all State/City and Federal laws and the rules and regulations. Our staff has extensive knowledge in parole/probation/and mental health conditions set force for clients. Reports and Dap note are written on client's progress or digress as required and noted in each individual's file.
- d) Victory 'Ohana is in compliance with State of Hawaii and City Fire and Health Codes and Regulations.
- e) Clients will be able to engage in meaningful leisure, social, and recreational activities. Staff specifically trained and educated in recreational and extracurricular activities will schedule and address this concern. Besides having ample free time to do as each resident chooses, activities that emphasize social integration, physical fitness, and educational opportunities will supplement the curriculum of each resident. The Waipahu District Park, located across the street from our facility, will be used as a recreational outlet. The public recreational center has a swimming pool, basketball and tennis courts, a new gym, a huge field which can be used for open area sports, jogging, walking, etc., and indoor space which can be reserved for private use.
- f) Victory 'Ohana will provide assistance for each client in seeking, obtaining, and maintaining approved employment or vocational training. An employment readiness class in conjunction with public and private employment agencies is offered each client. Other agencies such as Work Net Inc, Alu Like and Samoan Providers Association, who provide a wide range of services for our clients will be utilized to the maximum extent possible.
- g) As part of our services, each client will be assisted with personal budgeting to ensure that they have a viable plan to meet their financial obligations and accumulate savings for use after leaving program.
- h) Victory 'Ohana will ensure that clients receive any required medical and dental services provided by the State (DHS, DOH, V.A.).
- i) Through completion of our comprehensive therapeutic living program, each client will be developing the skills necessary for successful reintegration into the community
- j) Victory 'Ohana will coordinate treatment services through qualified treatment providers in the areas of substance abuse and mental illness.
- k) Victory 'Ohana will monitor clients living independently in the community to ensure their compliance with established conditions of their after care agreement plans. This will be accomplished as follows:
 - 1) Prior to moving into the community, each client will sign an agreement with their case manager, program support team and any governing authority, or treatment/care providers. This agreement will address in detail the goals of the client and conditions required to successfully meet the conditions of after care agreement.

- 2) The client will meet with their designated support group on a bi-weekly basis to discuss their progress and address any difficulties they may be having. The frequency of these meetings may be increased or decreased as needed.
 - 3) The programs authorized representative will make an initial visit to the client's living quarters and bi-monthly thereafter to ensure that the client is in compliance with established conditions set forth by the agreement and aftercare plans.
- 1) Victory 'Ohana will provide urinalysis testing for the use of drugs and alcohol. Victory 'Ohana's role in urinalysis testing will be the collections and initial testing of specimen. If there is a dispute over positive finding, Victory 'Ohana will be responsible for collection of the urine and chain of custody records to ensure specimens were not tampered with during any transfers.

Victory 'Ohana is experienced in drug testing using the SYVA ETS Plus System machine which we have in our program, formerly used by the Hawaii Paroling Authority. In addition, we currently utilize the one-step card testing system, a simple and accurate testing method more commonly used today. For alcohol testing, Victory 'Ohana currently uses the Breath scan Alcohol tester for on the spot testing with immediate results.

2. The Applicant shall provide a projected annual timeline for accomplishing the results or outcomes of services.

Program components:

Victory 'Ohana's basic program is comprised of four distinct phases. The following is a description of each phase.

- ***Emergency Shelter and Structured Living - Phase One.*** This phase is considered a restricted freedom, assessments and implementation of clients ISP, ***Assessment and Individual Service Plan (ISP)***: This and other gathered information is used to form an assessment of the individual client, which in turn is used to develop and implement an ISP. The ISP will be completed within 2 weeks of entry into the program and will identify the immediate and future needs and barriers to successfully completing our program. The ISP will define the goals of the client, strategies and timeline in a plan to address these needs and barriers through counseling, education, referrals or advocacy, and incorporating this plan into a service agreement with the client. This phase is used for all educational classes which includes, but is not limited to: cognitive skills, life skills, basic substance abuse education, domestic violence, physical abuse, and sexual abuse. This phase will ensure that meaningful goals are set and all contributing agencies and Care providers are in place. This phase is a mandatory **minimum of four to eight weeks**. Time in this phase is extendable should the client fall behind in progress for whatever reason(s).

Phase Two. With the clients ISP in place, and showing stability and promise in moving forward with some basic tools needed to live free or above the pitfalls of homelessness, mental illness, addiction and or crime. Then phase two is used to begin the practice

what the client has learned. The client is now ready to be exposed to the community in a variety of ways. This includes furthering one's education, e.g. getting their GED, performing community service activities such as the "AKAMAI Youth Project," where the client can share their experience with the first-time status offenders and their families, and volunteering at the Hawaii Food Bank/Community Clearing House and many other community events. Also includes vocational training opportunities and some basic earned freedoms. For those higher functioning clients this phase could allow job search status. A special class to ensure that the client is equipped to job search and be interviewed for a job is mandatory prior to conducting the search for jobs within the community.

➤ **Estimated time in this phase 4-10 weeks.**

➤ **Phase Three.** The client will progress to Phase Three upon obtaining employment within the community. Phase Three does not consist of just working. Program Support Team will follow the client to ensure that family and interpersonal relationships are not causing any stress or hardships on the client's new life. The client must be able to maintain employment, or be enrolled in higher education-(Community/Business College/Apprenticeship-Union Program) and be able to prove financial stability before leaving the program. This plan will include employment, housing, family/friends, support systems, and financial outlines that will be followed in their after-care setting within the community. **Estimated time in this phase 8-12 weeks.**

Phase Four. After Care/Support/Follow-up (one year)

3. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plan for the request. Specify how the applicant plans to monitor, evaluate and improve their results.

Victory 'Ohana is governed by a Board of Directors. This governing body, along with the Executive Director, oversees the operation of the organization in its entirety. The Board meets by-monthly to evaluate program performances, service delivery, and financial status. The staff attends continuous refresher training. Our staff is trained in crisis intervention (CPI model) and has the ability to recognize the signs of criminal and substance abuse behavior, signs and symptoms of mental illness, and signs of post-traumatic stress disorder. The Victory 'Ohana program has established a multidisciplinary team of management professionals who provide services to clients within our comprehensive structured living, therapeutic and transitional program, and our staff has the ability, awareness, and experience of working with other service providers. Victory Ohana has certain mechanisms in place to help ensure that all pertinent data is being solicited, gathered, from program staff, outside agencies, and the consumers, then recorded, processed, and assessed for overall organizational capacity development and to improve our services.

Quality Controls are in place to insure an effective operation. Victory 'Ohana has developed and redefined its Policies & Procedure Manuals over the past three years and meets all standards required by the States Department of Health. Our P&P's are followed to help ensure that the highest quality of assurance is being applied in our operation of services and overall

organization structures and P&P training is provide to our Staff monthly. Weekly staff meetings are held, minutes are kept, and staff attendance is mandatory.

The staff is required to meet weekly for 1 to 2 hours to discuss program concerns. Emergency meetings are called as required. Other meetings are set for program team planning and evaluations. Victory 'Ohana utilizes community resources to access qualified professionals for continuing education of all staff. Staff training is mandatory for all employees and is ongoing to ensure that the staff maintains a working knowledge of our mission and services to our target population.

4. Statistical Reports

The applicant shall 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 objected 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:

All statistical reports shall be kept in the office of the Operations Manager and be maintained in an accurate and professional manner in ink or typewritten entries. All data from reports shall be processed quarterly and forward to the Department or Agency that will be working with us for this grant.

III. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

Please see budget forms attached.

- 2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009**

IV. Experience and Capability

A. 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.

Victory 'Ohana has over 18 years of hands on experience in providing a large scope of services

to assist parolees, the homeless, substance abusers, and mentally ill with their transition back into society. We provide a multidisciplinary team of management professional to assist clients in our structured living, therapeutic and transitional program. Our program has seen great success with these targeted populations in reducing recidivism rates while restoring safety to the community. We link and connect clients to eligible entitlement, resources, and services in a reasonable period of time. We network and participate with treatment teams to best meet and assess client's needs in a holistic and comprehensive approach for issues of substance abuse and mental illness. Our staff has the ability, awareness, and experience of working with these targeted populations as we are now entering our 18 year of service to the community. Victory 'Ohana was awarded and performed a Department of Public Safety contract for supportive living and mental health services in 2000. The Contract was RFP Number PSD-01-HPA-17 and can be verified by contacting Mr. Joseph Hall at Hawaii Paroling Authority at 587-2546. We have also been awarded \$433,000.00 in 2006 from our Hawaii State Legislature.

B. 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. Also describe how the facilities meet ADA requirements, as applicable.

Victory 'Ohana, Inc. currently operates two Apartment Complex's for our Therapeutic Living and Transitional Program. Our two facilities brings our available bed space to #150 (24 beds for Women & 126 for Men). The Victory 'Ohana Women's facility contains 7 - two bedroom, 1-bath units capable of housing 24 female residents, and or Men's facility contains 36 - two bedroom and 3 studio units capable of housing 126 male residents. One unit is used as office and the other units for clients at our women's facility, and 8 of our 39 units are used as offices/classrooms, and Staff's quarters at our men's facility. The facilities have common areas to conduct Victory 'Ohana program group activities which facilitate appropriate socialization of clients. Both facilities are proximal to public transportation hubs and is also less than ½ mile from motor vehicular accesses to the Hawaii Interstate roadway systems. Each facility is less than ½ mile from grocery and shopping outlets. Our women's facility is located next to the Waipahu Community Recreation Center, which features track and field, tennis, basketball, weight training, a swimming pool, and guided physical activities and is used by both of our facilities. Victory 'Ohana's access and utilization of the recreation center provides ample opportunities for Victory 'Ohana clients and staff to incorporate physical fitness as part of a comprehensive approach to health, well-being, and transition.

Each apartment is fully furnished and equipped with all necessities including stove, refrigerator, microwave oven, rice cooker, all kitchen utensils, color television with cable, living room and bedroom furniture and full bath. Each 2-bedroom apartment accommodates 4 individuals, which is adequate space to accommodate clients. In compliance of ADA, we do not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equal use of our services and facilities.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications 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.

Staffing

1. Proposed Staffing

Client/Staff Ratio: The staff-to-client ratio will be contingent upon the number of clients in residence at any given time. Client/Staff ratio meets our States DOH Licensing requirements and standards. The following are presently part of our TEAM:

- 1 Executive Director for project (currently volunteer)
- 4 Clinical Consultant: (currently volunteer)
- 1 Program Director for project (currently part-time payroll)
- 2 Assistant Program Director/Case Administrators for project (currently volunteer)
- 2 Administrating Assistants for project (currently volunteer)
- 1 Industry/Vocational training Director: (currently volunteer)
- 1 Community Service Manager: (currently volunteer)
- 1 Registered Nurse: (currently volunteer)
- 1 Facility Chaplain: (currently part-time payroll)
- *Case Management-(CM): 1 CM per 12 clients (currently volunteer)
- *Resident Managers-(RM): 1 RM per 12 clients (currently volunteer)
- 1 Book Keeper: (currently part-time payroll)

Victory 'Ohana provides 24 hours a day/7 days a week around-the-clock trained security and supervision. Our Facilities is manned at all times with full-time employees.

Staff Qualifications

Persons applying for positions at Victory 'Ohana must have experience in dealing with individuals who require supervision. Victory 'Ohana maintains a high ethical standard in its recruitment and employment. All employees are and must be familiar with the Criminal Justice System/Addiction/Recovery/Mental Health related issues and CPR trained.

We are especially proud of our staff at both our Facilities, all of whom work together in maintaining an effective team that provides 100% accountability of each client, while at the same time affording each client the individual supervision and care that ensures that our primary goal is met in "aiding the client to become self-sufficient and productive."

Supervision and Training

The staff is required to meet weekly for 1 to 2 hours to discuss program concerns and evaluation. Emergency meetings are called as required. Other meetings are set for program team planning and evaluations. Victory 'Ohana utilizes community resources to access qualified professionals for continuing education of all staff. Staff training is mandatory for all

employees and is ongoing to ensure that the staff maintains a working knowledge of our mission and services to our target population. We recognize the importance of continued education and training for all Victory 'Ohana employees. Victory 'Ohana takes the time and effort to insure training for all employees, from orientation upon hiring to continuous training exercises and scheduled staff and team meetings. Our staff are encouraged to attend community seminars that relate to our mission. Our staff has the ability, awareness, and experience of working with this targeted population. It is with this ability that we are able to recognize signs of criminal and substance abuse behavior, and symptoms of mental illness. Our staff are trained in crisis prevention intervention (CPI Model) and CPR which enables us to serve our client population with continued quality care.

Examples of topics covered in staff training meetings from our P&P'S are:

- Ethics
- Consumer Confidentiality
- Consumer Rights
- Accurate Documentation
- Health and Medical Education
- Health and Safety
- Crisis Prevention/Intervention
- Assessment and Identification of Symptoms of Mental Illness
- Personal & Employment
- Employee Concerns
- Emergency/Disaster Evacuation

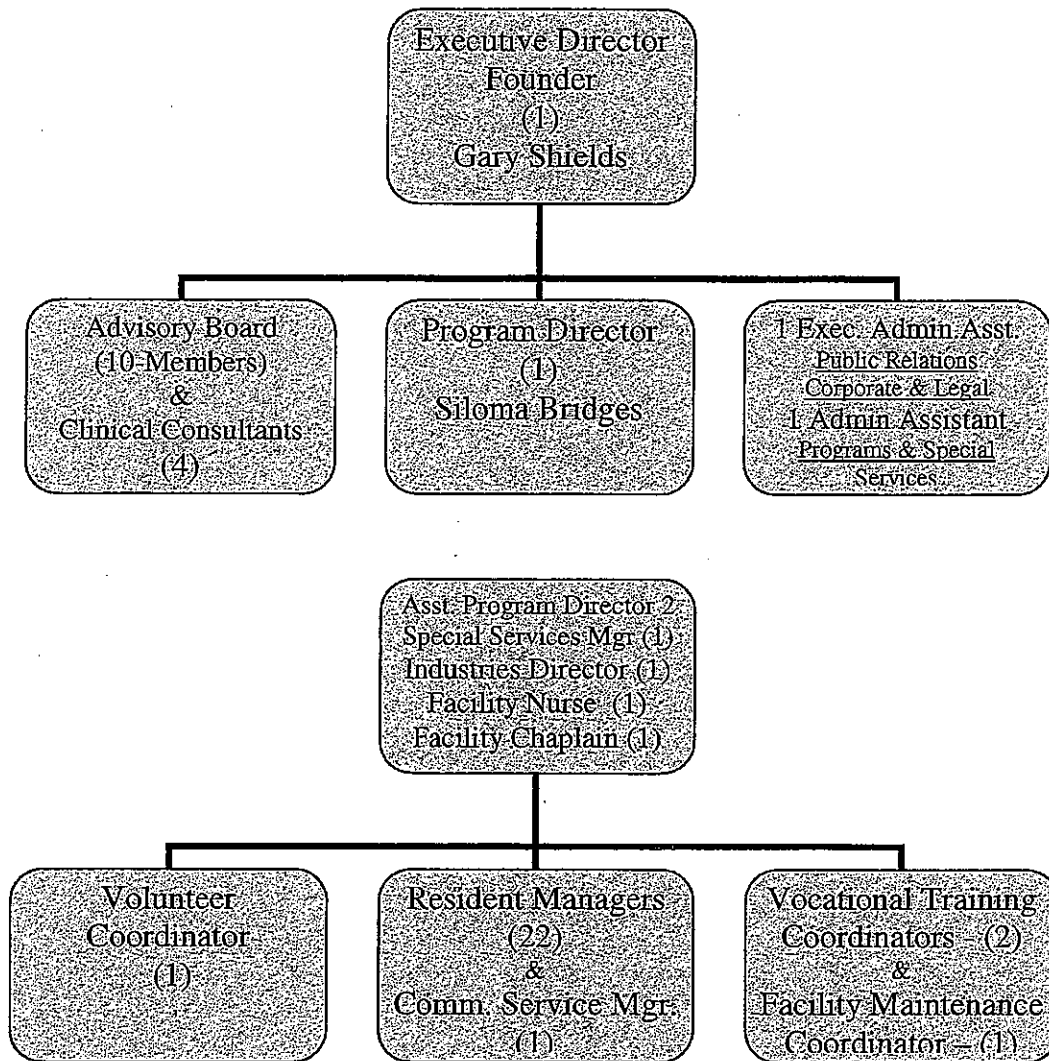
B. Organization Chart

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 organizational chart that illustrates the placement of this request.

The Victory 'Ohana program has established a multidisciplinary team of management and professionals who is governed by a Board of Directors. This governing body, along with the Executive Director, oversees the operation of the organization in its entirety. The Board meets by-monthly to evaluate program performances, service delivery, and financial status.

Victory 'Ohana Organizational Chart





VI. Other

A. Litigation

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

Not Applicable, as there are no past judgments, nor pending litigations on Victory 'Ohana.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Victory 'Ohana has completed and secured City permits, States Certificate of Need, and our License from the States Department of Health for our "Therapeutic Living Program" for both of our facilities.

Now entering our 18 year of service to the community.

- Victory 'Ohana was awarded and performed a Department of Public Safety contract for supportive living and mental health services. The Contract was RFP Number PSD-01-HPA-17 in 2000 and can be verified by contacting Mr. Joseph Hall of Hawaii Paroling Authority at 587-2546.
- We have also been awarded \$433,000.00 in 2006 from our Hawaii State Legislature.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Victory 'Ohana

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	\$103,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	24,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	120,000			
5. Staff Training	16,000			
6. Supplies	15,000			
7. Telecommunication	8,000			
8. Utilities	28,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	303,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$303,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$303,000	Gary Shields	497-8931	
(b)		Name (Please type or print)	Phone	
(c)			01-31-08	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	\$303,000	President		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Victory 'Ohana

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Clinical Consultant		15,000	15,000	\$ 15,000 -
Program Director	40,000	20,000	20,000	\$ 20,000 -
Assistant Program Director (Women's)	24,000	12,000	12,000	\$ 12,000 -
Assistant Program Director (Men's)	24,000	12,000	12,000	\$ 12,000 -
Executive Administrative Assistant	24,000	12,000	12,000	\$ 12,000 -
Administrative Assistant	24,000	12,000	12,000	\$ 12,000 -
Registered Nurse	40,000	20,000	20,000	\$ 20,000 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 103,000.00

The lack of Homeless Shelters and Residential Programs to help transition those being released from incarceration plagues our State, and with this grant we will have the ability to service many coming out of these populations. When clients arrive at or facilities, they have no financial means of re-establishing themselves back into society. These funds will assist us to service our targeted population, and will give us adequate time to implement plan to secure contracts from the Department of Health & Department of Public Safety.

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:


- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Victory 'Ohana Prison Fellowship, Inc.
(Typed Name of Individual or Organization)


(Signature)

01-31-08
(Date)

Gary Shields
(Typed Name)

President
(Title)