

House District 30, 48, 49
Senate District 13, 24

**THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Rec'd JAN 28 2011

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):

DEPARTMENT OF HUMAN SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Parents And Children Together

Db/a: **PACT**

Street Address: **1485 Linapuni Street, Ste. 105
Honolulu, HI 96819**

Mailing Address: **Same as above.**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RUTHANN QUITIQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitiquit@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY CENTERS

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2011 – 2012 \$ 176,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

State \$ 176,000

Federal \$ 0

COUNTY \$ 0

Private/Other \$ 0

AUTHORIZED SIGNATURE

RUTHANN QUITIQUIT, PRESIDENT & CEO
NAME & TITLE

1/28/2011
DATE SIGNED



PACT PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

Family Centers

ORIGINAL



Grant-In-Aid FY 2011-2012

January 28, 2011



Application For Grants and Subsidies



Narrative



I. Background and Summary

1. Description of Family Centers

The Parents And Children Together's (PACT) Family Centers Program has a long history of providing services to families and their communities that are easily accessible and stigma free.

The Kuhio Park Terrace Family Center (KPTFC) began in 1991 as a state demonstration site funded under Act 329 by the Hawaii State Legislature. Located on the grounds of Kuhio Park Terrace (KPT), the largest, low-income housing project in the state, KPTFC currently serves the 3,000+ household members that reside in Kuhio Park Terrace and Kuhio Homes, as well as families throughout Kalihi and West Honolulu. We are intricately linked with neighborhood schools, Head Start programs, health centers and others to provide the best safety net possible for the betterment of children and their families.

The Kaneohe Community Family Center (KCFC) has been a program of PACT since 1995, after operating for six months as a "school-linked" Family Center, funded as a part of the Family Support Demonstration Project administered by the Hawaii Community Services Council (HCSC). At the request of HCSC, PACT began administering KCFC in partnership with the Department of Education Castle-Complex schools. KCFC has two locations in Kaneohe and has worked closely with the Complex's eight (8) elementary schools, as well as King Intermediate and Castle High School, in delivering support services to families.

The mission of the PACT Family Center Program is to facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources, teaching pre-job skills and family budgeting along with parenting and communication skills. We also link families with the community to improve their quality of life and sense of connectedness.

The Family Centers have adopted an integrated system of staff development and program design producing a history of successful programs that demonstrate its ability to engage in multi-resource family strengthening and community capacity building activities, ultimately improving the lives of families with children and the community as a whole.

Since PACT Family Centers have been working effectively with the target communities of Kalihi and Kaneohe for years, strong relationships have been formed with families in those communities. PACT's good reputation and past performance allows the program to recruit families effectively. Word of mouth between families is one of our best recruiting tool, and often, a family's participation in one activity leads them to access other services or identify other areas of need, which the Family Centers can help the family address. Many clients come to be volunteers and even PACT employees after services have been completed.



The PACT Family Centers' service delivery model is a prevention model that embraces the principles of family support practice, emphasizing asset-based, non-stigmatizing, family-centered and family-driven approaches. We are one of the few prevention programs serving families with children zero to eighteen years of age. As a strategy for family strengthening and child abuse and neglect prevention, Family Centers play a pivotal role in helping move families forward in their goals related to parenting, improved education, job skills, technology, keeping drug free, and a whole host of other dreams they share with staff. Family goals are theirs and theirs alone, with the staff acting as facilitator coaches in this process of positive change.

Family Centers Services combine family support initiatives, community engagement activities, and inter-active skill building activities under one roof. This unique service delivery model makes it possible for families to have easy access to a whole host of specialists. Family Centers also play an active role in community building by facilitating and connecting other service providers in their communities around key issues identified by residents as core to their well being. They have recruited and advocated for services formerly not available and implemented ground breaking initiatives that have increased quality of life for those living in their respective communities. We are asking Legislators, through this Grant In Aid for support of this unique and effective program model.

2. Goal and Objectives Related to GIA Request

The **mission** of the PACT Family Centers is to facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources to improve their quality of life and sense of community. Our **goal** with this funding is to provide basic support services and skill building activities to improve the health of Hawaii's families and help them move out of poverty and towards self-reliance.

Through Family Center services and links to other community services, PACT will be able to help accomplish the following **objectives**:

- Provide basic assistance to needy families so that children have a more stable environment to grow up in.
- Provide family counseling to promote improved communication, decrease stress and increase anger management skills thus building the foundation for strong families;
- Provide parenting skills including topics such as school readiness, discipline, developmental education and links to other services,
- Teach skills that support and sustain economic self-reliance such as computer skills, resume writing and job application procedures;
- Teach family budgeting and English as Second Language classes using Rosetta Stone.



The attached timeline details the activities and services to be provided by PACT Family Center, in collaboration with other programs within PACT and in the community.

3 & 4. Target Population, Purpose and Need to be Served

KPTFC service locations will be limited from Punchbowl to the Salt Lake area with most clients coming from Kalihi and special emphasis given to the Kuhio area. Kaneohe Community Family Center (KCFC) will limit services to those who live, work or attend school in the 96744 zip code.

Kuhio Park Terrace and Kuhio Homes residents are economically isolated, and face educational, linguistic and cultural barriers as well as numerous environmental risks. According to Census 2000, 45% of the residents over age 25 have not graduated from high school, in contrast to 15% of the comparable City and County of Honolulu population. The census also indicates that the unemployment rate for Kuhio Park Terrace was 23% in contrast to 6% for the City and County of Honolulu. *These differences support our need to provide pre-job skills training including technology and academic support so future generations are less likely to have such high drop out rates. These activities will be done at both sites.*

HCDCH estimates that approximately 66% of the adult residents have limited English skills. At least 7 languages (English, Samoan, Tongan, Vietnamese and Lao, Chuukese, Marshallese) are spoken in residents' homes.

The self-identification of ethnic background of the head of household in Kuhio Park Terrace in 2006 was 45% Samoan, 9% Hawaiian, 5% White, 3% Filipino, 1% Hispanic, 1% Laotian, 1% Chinese, and 35% other Asian/Pacific Islander. Other Asian/Pacific Islander refers primarily to the recent immigrants from Micronesia, in particular from Chuuk and the Marshall Islands. *Language is a barrier for many clients to get and keep jobs so we will be providing English Language classes using Rosetta Stone software. This stepping stone to success is very important for families to improve their educational and career options and will be provide for using this Grant-in-Aid at the KPT site.*

Demographic statistics from Census 2000 data show that the Kuhio Park Terrace Census Tract 62.02 has significantly greater socio-economic challenges than the City and County of Honolulu as a whole. It has a young population profile, with more than 50% of the population under 18 years of age, a disproportionately high number of single parent families with single mothers as heads of households, and very low household incomes. Census data also shows the concentration of people with disabilities is one of the highest in Hawaii. *We provide a basic food pantry, gently used clothing and households goods are made available to families at both sites. Families can access foods once a month and after six months must complete eight hours of budgeting classes to continue to receive services.*



HCDCH data shows that there are 398 single-parent households. 80% of the single-parent households are female-headed households and the average household income is \$11,209 for Kuhio Park Terrace households and \$14,946 for Kuhio Homes residents. About 58% of the households have income from wages, and 47% receive Social Security income. About 44% of the households from both developments receive TANF or TAONF assistance. *Counseling and support services as well as information, referrals and linkages are made available for families at both sites to help strengthen families to help lift them out of poverty. We will also be providing computer courses and budgeting skills to empower adults to better support their families.*

While on paper Kaneohe has a much higher average income and educational status compared to KPT, the KCFC staff specifically target their support of families towards the low income housing complexes in the area and by supporting the families of Title 1 children. Title 1 is a federal designation given to low income schools and/or children who attend these schools. In this way we wisely use funding to target families most in need within the community. *KCFC will provide budgeting classes, family counseling, advocacy, information, referral and linkage to other programs. All of these activities are skillfully targeted to help strengthen families, support families and give them skills that will help move them away from poverty.*

People to be Served	Per 12 month period
1. # of families served	200 per site

5. Geographic Coverage

Kuhio Park Terrace Family Center service locations will be limited from Punchbowl to the Salt Lake area with most clients coming from Kalihi and special emphasis given to the Kuhio area. Kaneohe Community Family Center (KCFC) will limit services to those who live, work or attend school in the 96744 zip code. This begins near the Kaneohe Marine Base and reaches past Kahaluu to Waihole and Waikane Valleys.

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

Family Centers provide an array of family strengthening opportunities. All services provided are based on the idea of increasing protective factors to help the family move to self-reliance and decreasing risk factors for child abuse and neglect.

Direct services will include:



- Information, referral and linkage;
- Comprehensive family assessment;
- In partnership with families, the development of and Individualized Program Plan that identified time frames, who is responsible, review dates and agreed on plans of action when goals are not met;
- Emotional, social (community projects and events or group projects) and material support for families (e.g., food, sundries, diapers, gently used second hand clothing, school supplies, household appliances and furniture.
- Advocacy activities will also serve as coaching opportunities to teach families how to advocate for themselves.
- Provide parenting, budgeting and academic achievement classes along with computer technology courses.
- Provide case management for 25 families per year per site which includes case status reports, case discharge reports and documentation of group and community participation.
- Job readiness and career development opportunities will be made available through a number of ways including: basic computer skills, basic employability skills through PACT's Economic Development Center, volunteer slots at the Family Center and through FC sponsored events.

2. Annual Timeline

See Attached Timeline

3. Quality Assurance and Evaluation

PACT's Quality Assurance and Improvement Plan address both agency wide activities as well as program specific activities. Agency-wide quality assurance is addressed below while FCS quality assurance and evaluation are addressed in the Work Plan.

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 PACT programs. PACT maintains a Performance & Quality Improvement Program to support the agency's mission and to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with accredited standards of care. PACT constantly evaluates its performance and seeks consumer input to:

- Be accountable to stakeholders: consumers, funders and the community;
- Continually improve the way it does business and serves the community; and
- Enhance its ability to contribute to a better quality of life for Hawaii's families and children.



PACT takes action based on findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate Best Practices; and implement and monitor the effectiveness of corrective action plans. PACT's quality activities are designed to maintain confidentiality of consumer and business information and comply with the confidentiality, privacy and security of information mandates as established by the Health Insurance Portability and Accountability Act.

The quality improvement activities of PACT are organized according to Council on Accreditation standards with a consumer-service focus. An integrated approach is used to improve outcomes, processes and systems while sustaining services and initiating action for identified opportunities. The improvement cycle includes:

- Opportunity identification;
- Assessment and analysis of data;
- Implementation of solutions, and
- Evaluation of the implemented solution.

Data from stakeholders, long term planning, operational processes and staff input, case record review, output and outcome measurements, monitoring of purchased services and consumer satisfaction provide the genesis for the improvement cycle.

Findings from quality improvement activities are shared with personnel, consumers, management and Board of Directors in a clear, concise, and timely manner.

This continuous quality assurance loop is used within all Family Center programs.

4. Reported Measures of Effectiveness.

Service Output Measures	Per 12 month period per site
1. # of families provided information and referral services	150
2. # of families assessed and provided support and self-help services	22
3. # of families provided advocacy services	20
4. # of families provided parenting education	22
5. # of families assessed and provided family strengthening	22



Service Output Measures	Per 12 month period <u>per site</u>
services	
6. # of families provided case management services	22
7. # of families provided job readiness and career development	60 KPT 22 KCFC
8. # of multi-agency community leadership development, networking and planning activities	3
9. # of activities to disseminate information regarding the program and other resources	4

Service Measures of Effectiveness	Per 12 month period
1. % of families who participate in the family center program who are not reported and confirmed for child abuse or neglect	90%
2. % of families provided information and referral services who successfully assess resources	85%
3. % of families assessed and provided case management, family strengthening, support, advocacy, and/or self-help services who demonstrate an increased capacity to independently problem solve and develop and implement solutions to family problems	80%
4. % of families provided parenting education who demonstrate improved parent knowledge and ability in their child rearing practices	90%
5. % of families provided job readiness and career development that result in obtaining a job or educational opportunity	80%
6. % of multi-agency community leadership development, networking and planning activities that achieve the desired outcome and address a community need	90%

III. Financials

Budget

See attached budget forms.



Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$44,000	\$44,000	\$44,000	\$44,000	\$176,000

Other funding we are trying to obtain for FY 2011-2012

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$130,000 per year	Blueprint for Change	Neighborhood Place of Kalihi – Child abuse and neglect prevention and diversion services
\$20,000	Aloha United Way	Emergency Food and Shelter Program Rental/Mortgage assistance funds – especially designated for Windward Oahu residents.
\$88,000 for KPTFC site per year	State of Hawaii Department of Human Services	Family Center Services - TANF purpose # one and child abuse and neglect prevention. Parent support and education.
\$675,489 per year	U.S. Department of Education, Office of Innovation and Improvement, Parent Options and Information	Parent Information Resource Center Project – Increase family engagement in their child’s education and Title I schools to improve academic achievement. Coordinate three sites statewide, including the Home Instruction Program for Preschool Youngsters (HIPPY) in Kona.
First-to-Work, SEE Program - Cost-based reimbursement	Goodwill Industries	Reimbursement of wages for First to Work employees: 1. Program Assistant at KPT 2. Program Assistant at Kaneohe Family Center.
TANF MOE \$125,000	State DHS/Federal TANF	Provides basic TANF Purpose #1 support for the Family Center’s Community Technology Center and the Family Center food pantry, technology and budgeting education and linkage services.
\$100,000	Various Private Foundations	Support the Technology Center and our Sundays Project to support the Ka’u Complex Area of Hawaii Island.
\$1000	Hawaii Foodbank	1. Credit toward future purchases as recognition of good community works.



Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
		<p>Received for the past two years.</p> <p>2. 3 ton September 2010 food shipment distributed to 148 TANF eligible families within one week of receivership.</p>

III. Personnel: Project Organization and Staffing

Staffing, Staff Qualification, Supervision and Training

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

The staffing pattern for the Family Center services is designed to provide the comprehensive services detailed in this proposal by leveraging personnel currently employed through all Family Center programs at both sites.

Kuhio Park Terrace Family Center

The staffing pattern for the Kuhio Park Terrace Family Center as indicated in the Kuhio Park Terrace Family Center Organization Chart (see attached) includes the Program Director at 9% FTE (Full Time Equivalents), the Administrative Assistant at 10% FTE, a Program Specialist II at 100% FTE, a Program Assistant at 20% and the Computer Technology Center Supervisor at 10% FTE. The total percentage of staffing equals 1.49 FTE to provide comprehensive case management services to twenty two (22) at-risk families a year, including assessment, family strengthening services, parenting education, support and self-help services, job readiness and career development. This team will provide information and referral services for two hundred fifty (250) families and three (3) community leadership development, networking, and planning activities.

Kaneohe Community Family Center

The staffing pattern for the Kaneohe Community Family Center as indicated in the Kaneohe Community Family Center Organization Chart (see attached) includes the Program Director at 5% FTE, the Site Manager at 15% FTE, the Administrative Assistant at 15% of .8 FTE, and a Program Specialist III at 85% FTE. The total percentage of staffing will equal 1.2 FTE to provide comprehensive case management services to twenty six (26) at-risk families a year, including assessment, family strengthening services, parenting education, support and self-help services, job readiness and career development. This team will provide information and referral services for two hundred fifty (200) families and three (3) community leadership development, networking and planning activities.



The staffing differentiation between KPT and KCFC is due to differences in overhead costs, staff qualification, community resources and community need.

2. Staff Qualifications

Attached you will find Job Descriptions for all staff under this grant including the Program Director, Site Manager, Program Specialist II and III, Administrative Assistant and Program Assistant. Each includes the minimum qualifications (including experience) for each staff position budgeted. Also included as attachments are resumes of staff already in these positions. All staff meet or exceed educational &/or experiential requirements for each position. Each of these staff are reflected in the attached budgets via their position description and full time equivalents allotted to the grant. These positions are also referenced on the attached KPT and KCFC Organizational Charts to help orient the reader to the flow of information and decision making between staff, including chains of command.

B. Project Organization

1. Supervision and Training

Formal supervision is conducted at all levels in accordance with the Council on Accreditation (COA) as well as the standards set by the contract. Supervision standards include frequency and documentation of supervision and applies to all staff employed at both Family Center sites. Table 2 below summarizes the positions involved in supervision, the frequency and typical topics of supervision conversations.

Table 2: PACT Lines of Supervision, Frequency and Standing Topics

Persons Involved	Frequency	Standing Topics	Comments
Program Director with Vice-President of Programs	Monthly	All Family Center Program updates, PACT-wide announcements, staffing issues, budgets, potential funding sources, administrative issues, opportunities and community issues.	PACT Family Centers has an open door policy between line staff and direct supervisors. While we have formal supervision scheduled monthly, informal discussions,
Program Specialist II with Program Director	Monthly	Professional development, case management and direction of services to consumers, case closure, transition and follow-up plans for families. Community issues.	
Program Specialist III with Site Manager	Monthly	Professional development, case management and direction of services to consumers, case closure,	



Persons Involved	Frequency	Standing Topics	Comments
		transition and follow-up plans for families. Administrative and Community issues.	problem solving and sharing happens weekly, and sometimes daily.
Technology Supervisor with Program Director	Monthly	Staffing of the CTC, professional development, technology support for programs and clients, CTC courses and administrative issues.	
Program Assistant with Family Success Coach	Monthly	Employment Improvement and training plans, projects or activities, objective for improvement, comments, counseling topics and agreements.	
Admin. Assistant with Program Director/Site Manager Director/Site Manager	Monthly	Professional development, upcoming projects, meetings, support tasks and internal processes.	

2. Training

PACT believes in continuous quality improvement with staff training being an integral part of the quality improvement plan. All staff is encouraged to attend a variety of trainings related to their position. Positions within the Family Center are allotted \$400 annually per full time equivalent to attend trainings; this is verified in the attached budgets. Training is provided in a variety of venues and from various sources. PACT-wide trainings include Child Abuse and Neglect, CPR, Ergonomics, De-escalation training and others. The Family Center also provides a variety of trainings to their staff and encourages staff to attend relevant trainings in the community, pending the availability of funds.

This past year Family Center staff attend the following trainings. The list is not intended to be exhaustive, but merely to give you a glimpse of the variety of trainings attended: Integrated Strategies for Home Visitors put on by Great Kids, Inc., Hawaii Children’s trust fund various quarterly training, Emergency Preparedness Training by Department of Public Health Nurses and Civil Defense, Supporting Clients with Mental Illness by Dr. Carol Nowak, How to Read a Variance Report by Carolyn Pai, and Windows Server 2008 at Honolulu Community College for our Technology Supervisor.



PACT has the ability to supervise, train and provide administrative direction relative to the proposed scope of service as is shown in our commitment to supporting staff, providing opportunities for trainings and helping staff to grow.

3. PACT Organizational Charts

Attached are three different Organization Charts to help explain where the proposed services fit in the two Family Centers and within PACT as a whole.

- PACT Organization-Wide Chart
- Kuhio Park Terrace Family Center Organization Chart
- Kaneohe Community Family Center Organization Chart

VI. Other

A. Litigation

PACT has no pending litigation at this time and no outstanding judgments.

B. Administrative Assurances and Licensure

See attached signed Administrative Assurances. PACT is accredited by the Council on Accreditation (COA) for Family Service Organizations. Family Center Programs were highlighted by our most recent accrediting team as being one of the best run family centers they had seen across the country because of our ability to integrate local cultures into services and weave services together seamlessly.



Budget



BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2011 to June 30, 2012)

Applicant/Provider: Parents And Children Together
 RFP No.: Grant In Aid
 Contract No. (As Applicable): Family Centers

Date Prepared: 1/28/2011

BUDGET CATEGORIES	Total State Funds Request (a)	KPT (b)	Kaneohe (c)	(d)
A. PERSONNEL COST				
1. Salaries	100,173	52,921	47,252	
2. Payroll Taxes & Assessments	13,523	7,144	6,379	
3. Fringe Benefits	9,491	3,164	6,327	
TOTAL PERSONNEL COST	123,187	63,229	59,958	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	528	264	264	
4. Contractual Services - Administrative	801	423	378	
5. Contractual Services - Subcontracts				
6. Insurance	880	440	440	
7. Lease/Rental of Equipment	668	668		
8. Lease/Rental of Motor Vehicle				
9. Lease/Rental of Space	9,483	2,173	7,310	
10. Mileage	2,640	1,416	1,224	
11. Postage, Freight & Delivery	463	63	400	
12. Publication & Printing	144	63	81	
13. Repair & Maintenance	1,798	1,150	648	
14. Staff Training	1,076	596	480	
15. Substance/Per Diem				
16. Supplies	1,990	1,097	893	
17. Telecommunication	2,522	1,238	1,284	
18. Transportation				
19. Utilities	2,640	1,440	1,200	
20. Beneficiary Costs	480	240	240	
21. Volunteer Stipends	300	300		
22. Administrative Costs	26,400	13,200	13,200	
23.				
TOTAL OTHER CURRENT EXPENSES	52,813	24,771	28,042	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
TOTAL (A+B+C+D)	176,000	88,000	88,000	
SOURCES OF FUNDING	(a) Total State Funds Requested	176,000	Budget Prepared By: Carolyn Pai (808) 847-3285 x. 787 Name (Please type or print) Phone	
	(b)		1/28/2011 Date	
	(c)		Signature of Authorized Official Date	
	(d)		Ruthann Quitquit, President and CEO Name and Title (Please type or print)	
TOTAL REVENUE	176,000	For State Agency Use Only		
		Signature of Reviewer	Date	

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Parents And Children Together

RFP No.: Grant In Aid

Contract No. KPT Family Center

Period: July 1, 2011 to June 30, 2012

Date Prepared: 01/28/11

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY WITH BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Director	1.00	60,674	9.00%	5,461
2	Program Specialist II	1.00	34,850	100.00%	34,850
3	Administrative Assistant - KPT Family Ctr.	1.00	30,084	10.00%	3,008
4	Technology Supervisor	1.00	42,000	10.00%	4,200
5	Program Assistant	1.00	27,011	20.00%	5,402
TOTAL:					52,921

JUSTIFICATION/COMMENTS: Salaries for all positions have no salary increases or COLA's for FY2012. Wage rates have not increased since FY2008.

Staff salaries are allocated to Family Centers Grant-in-Aid request based on an estimation of time needed to provide contracted services as described in program narrative. Other State and Federal contracts fund cover the balance of cost for these positions. The agency tracks allocated personnel costs through timesheets and completes personnel action forms for each employee, which is approved by the employee's program director and agency management, and reviewed by the Human Resources Manager and Controller.

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant/Provider: Parents And Children Together

RFP No.: Grant In Aid

Date Prepared: 01/28/11

Contract No. Kaneohe Community Family Center Period: July 1, 2011 to June 30, 2012

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Program Director	1.00	60,674	5.00%	3,034
2	Site Manager	1.00	50,000	15.00%	7,500
3	Program Specialist III	1.00	38,950	85.00%	33,108
4	Administrative Assistant - KCFC	0.80	24,067	15.00%	3,610
TOTAL:					47,252

JUSTIFICATION/COMMENTS: Salaries for all positions have no salary increases or COLA's for FY2012. Wage rates have not increased since FY2008.

Staff salaries are allocated to Family Centers Grant-in-Aid request based on an estimation of time needed to provide contracted services as described in program narrative. Other State and Federal contracts fund cover the balance of cost for these positions. The agency tracks allocated personnel costs through timesheets and completes personnel action forms for each employee, which is approved by the employee's program director and agency management, and reviewed by the Human Resources Manager and Controller.

Required & Supporting Attachments



Timeline



Family Center Timeline FY 2011-2012

Service Activities & Program Requirements	Title of Responsible Staff	FY 2011 - 2012												
		J	A	S	O	N	D	J	F	M	A	M	J	
Train seasoned staff on the specific tasks of the GIA requirements	Program Director	●												
Contract specific policies and procedures for admission and discharge including: <ul style="list-style-type: none"> • Referrals • Intake & Service Initiation • Waiting lists or turn-away policies • Discharge criteria & process 	Program Director	●												
Assessment of family strengths and needs, and develop Individual Program Plans	Program Specialists													

Evaluate client progress with credible and tested measurement tools	Program Specialist	
Provide Individual/family counseling sessions (1-4 times/month)	Program Specialists	
Provide an array of services to families: <ul style="list-style-type: none"> • Information and Referrals • Support and Self Help • Advocacy • Parenting Education • Family Strengthening activities • Case Management 	Program Specialists	
Provide Technology-based Job Readiness and Career Development skills training	Technology Supervisor and support staff	
Provide community leadership and volunteer opportunities	All Family Center Staff	

PQI Quality Reports	Program Director	<input type="checkbox"/>	●		<input type="checkbox"/>	●		<input type="checkbox"/>	●		<input type="checkbox"/>	●	<input type="checkbox"/>	
Quarterly PQI Consumer Satisfaction Surveys sent at discharge and annually	Program Assistant (PA) and Program Specialists	●			●			●			●		<input type="checkbox"/>	
Coordination of Service with PACT programs and other service providers	Program Specialists and Technology Supervisor and staff													
Provide family budgeting classes	Program Specialist				●			●			●			

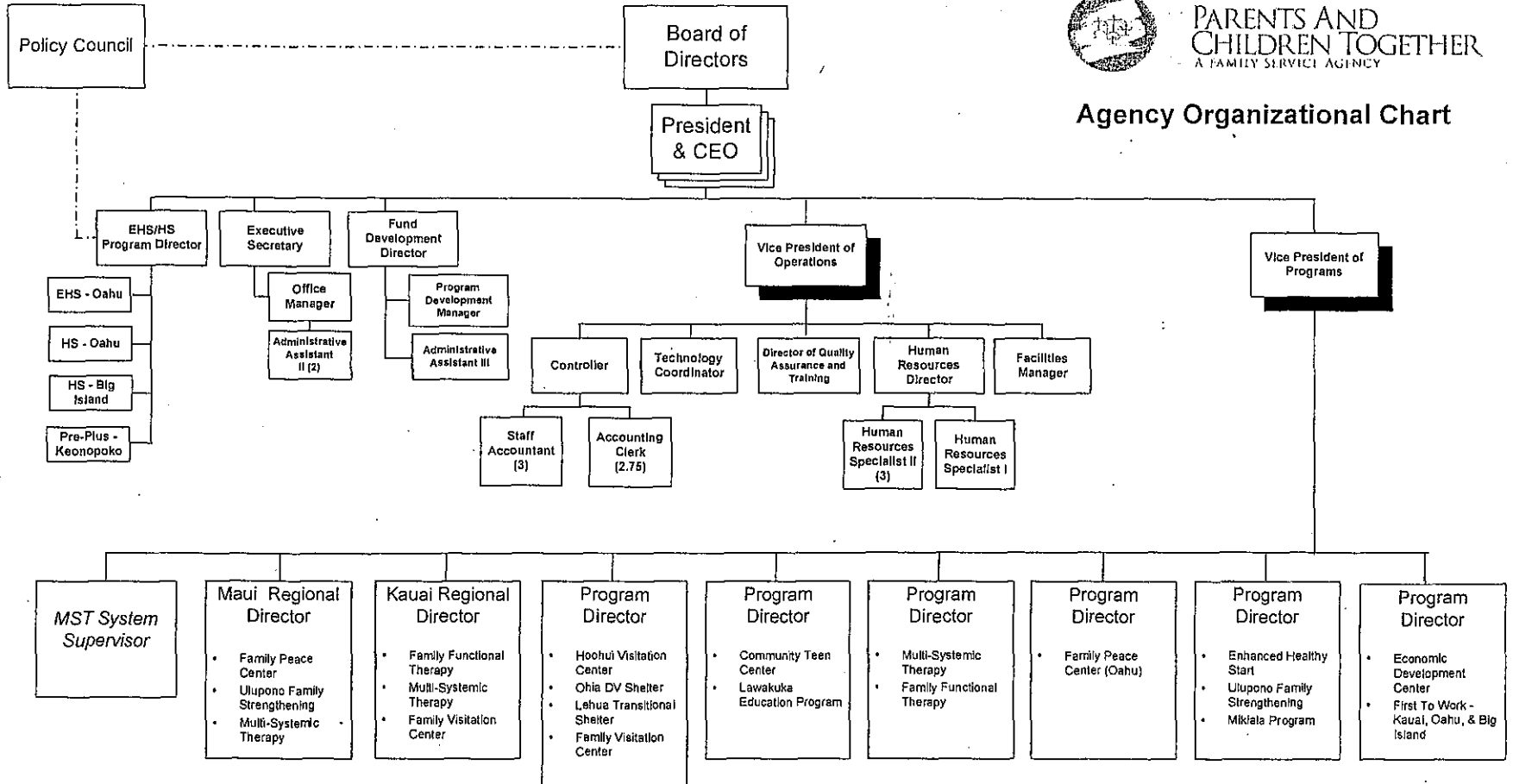
Organizational Charts



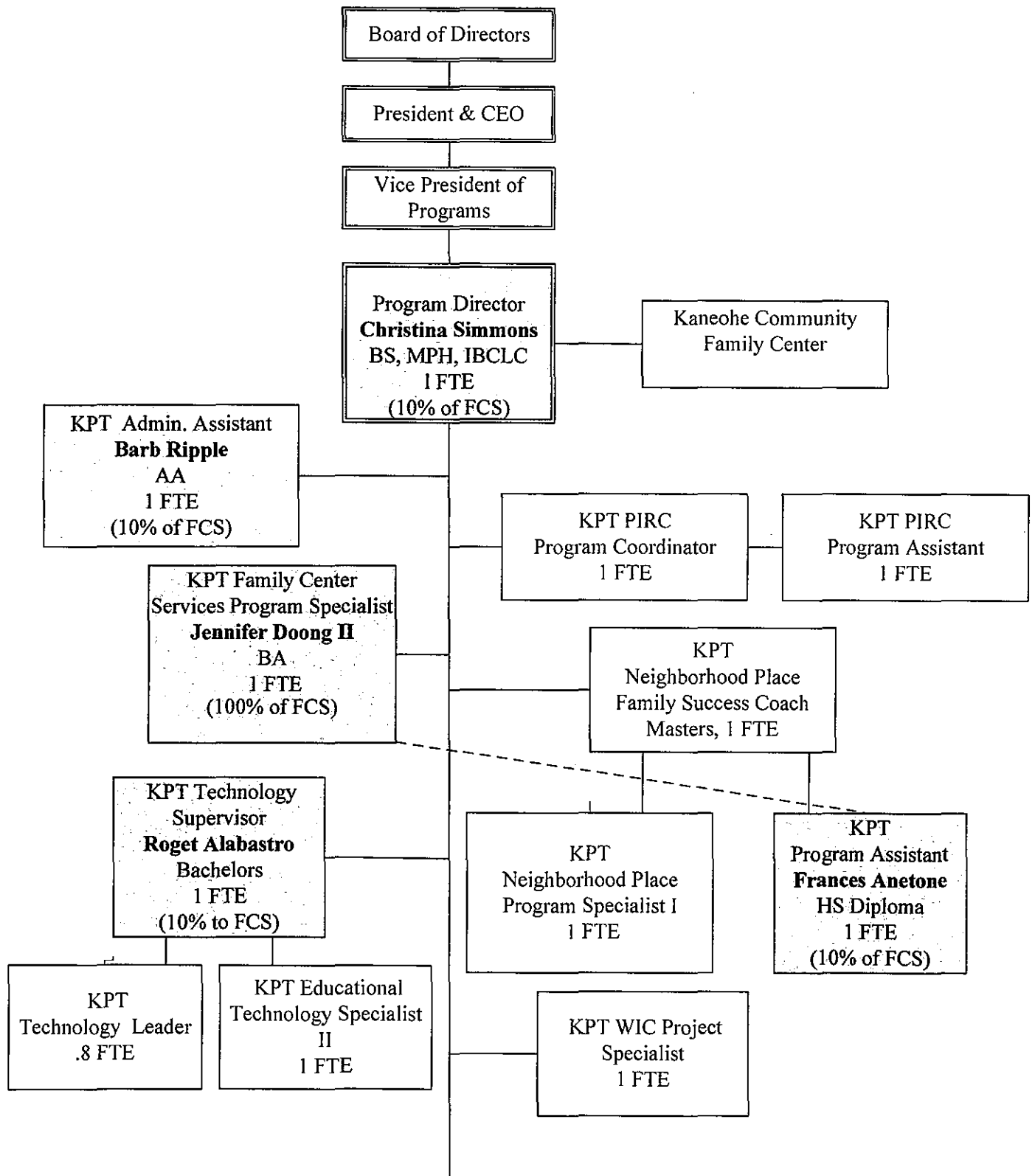


PARENTS AND CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

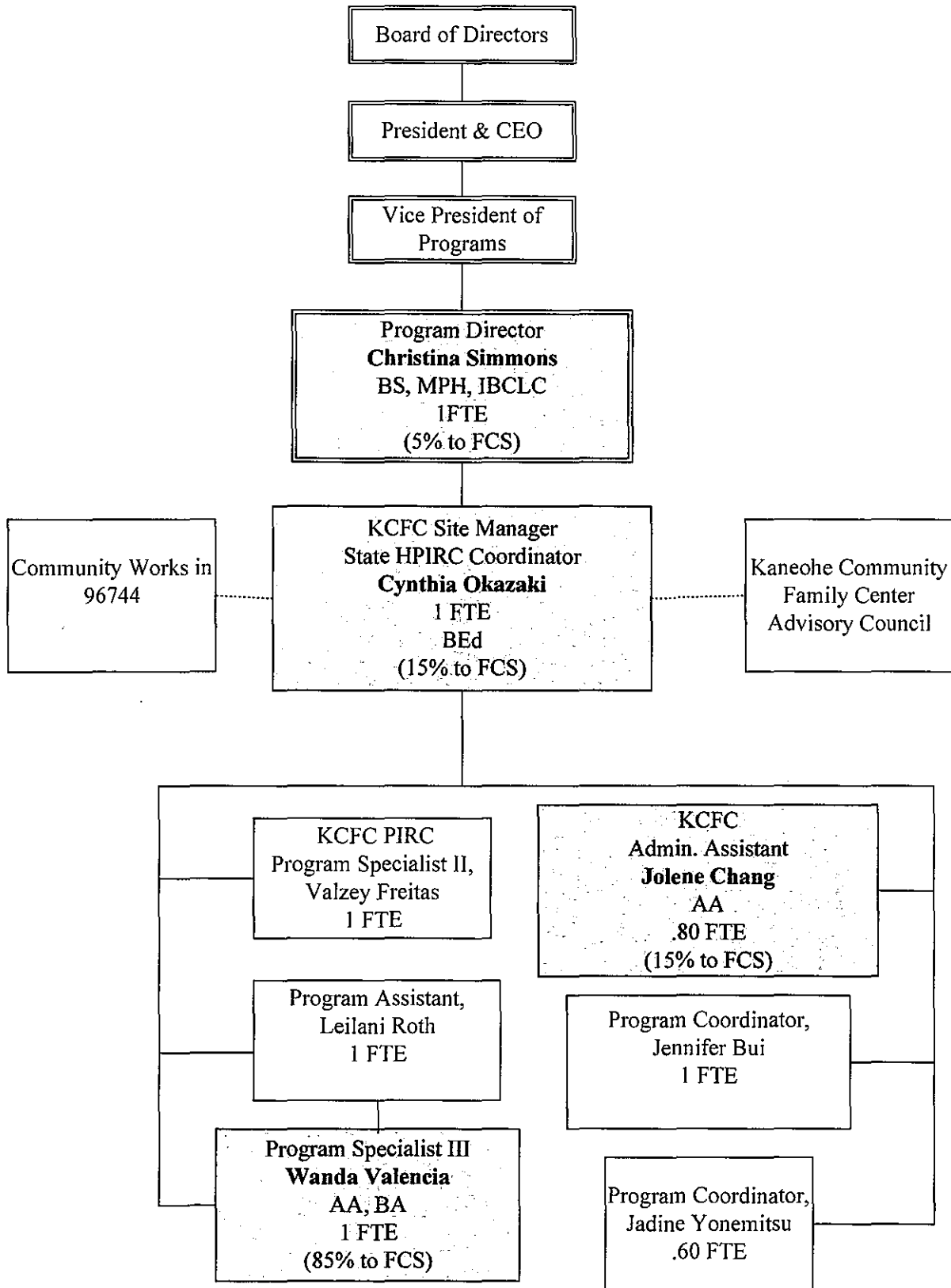
Agency Organizational Chart



Attachment XX
 Parents And Children Together
 Kuhio Park Terrace Family Center (KPT)
 Program Specific Organizational Chart



Attachment XX
Parents And Children Together
Kaneohe Community Family Center (KCFC)
Program Specific Organizational Chart



Declaration Statement



**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, 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 to 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.

Parents And Children Together

(Typed Name of Individual or Organization)



January 30, 2008

(Date)

Ruthann Quitiquit

(Typed Name)

President & CEO

(Title)