

CATHOLIC CHARITIES HAWAII

**APPLICATION
FOR GRANTS AND SUBSIDIES**

**FISCAL YEAR 2013-2014 BUDGET
(JULY 1, 2013 TO JUNE 30, 2014)**

House District _____

Senate District _____

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

Log No: _____

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):

JUDICIARY

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dbas: Catholic Charities Hawaii

Street Address: 1822 Keeaumoku Street
Honolulu, Hawaii 96822

Mailing Address: 1822 Keeaumoku Street
Honolulu, Hawaii 96822

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LEE KATSUMOTO

Title Program Administrator

Phone # 808-527-4474

Fax # 808-527-4479

e-mail katsumoto@catholiccharitieshawaii.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:

TO PROVIDE CRISIS INTERVENTION, CASE MANAGEMENT, LONG-TERM TREATMENT AND SERVICES TO CHILD VICTIMS OF INTRA-FAMILIAL SEXUAL ABUSE AND THEIR FAMILIES AND SEXUALLY REACTIVE CHILDREN ALL IDENTIFIED AS A GAP GROUP FOR WHICH SERVICES ARE WHICH OTHERWISE UNAVAILABLE ON OAHU, KAUAI, MAUI AND THE BIG ISLAND.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 175,000.00

8. 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 \$ 292,000

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

NAME & TITLE OF AUTHORIZED REPRESENTATIVE

Vice President of Programs
NAME & TITLE

1/31/13
DATE SIGNED

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Application for Grants and Subsidies

I. Background and Summary

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

Catholic Social Services was incorporated in Hawai'i in 1947 to assist the Diocese of Honolulu in providing mental health and social services to those in need, regardless of religion, ethnicity, handicap, sex or age. In 1980, the Child Sexual Abuse Treatment Program (CSATP) was created to focus services specifically towards treatment of incest victims and their families using the most current clinical methodology available. In 2004, the organization reorganized as Catholic Charities Hawai'i (CCH) with three divisions; Community and Senior Services, Youth Enrichment Services, and Family & Therapeutic Services. The Counseling Center was created in 2012 and is a part of Family & Therapeutic Services. The Safe and Sound Program (SAS) is one of seven contracts that fall under the Counseling Center.

The three program divisions offer a comprehensive array of services throughout the State of Hawai'i for the following:

Division	Target Population
Community & Senior Services	Elders, immigrants, unsheltered families, individuals with developmental disabilities
Family and Therapeutic Services	Families and youth, domestic violence victims and offenders
Youth Enrichment Services	Youth with emotional and behavioral problems

CCH provides these services with over 275 employees who have a wide range of job skills and professional training. In addition, its programs use of many volunteers to assist in providing services to some of Hawai'i's most needy families, adults, children, immigrants and refugees.

The agency has a reputation for delivering a continuum of supportive services for Hawai'i's families from infancy to senior status that are responsive, effective and culturally sensitive in all aspects

2. The goals and objectives related to the request;

The goal of this project is to ensure that funding is continued in order to benefit children and their families in need through the Safe and Sound Program (SAS). As of June 30, 2013, the current GIA and the regular SAS contract with the Judiciary will expire. A total of \$292,000 could be lost. This would result in termination of services on Oahu and the Big Island. This necessary program (SAS) will provide case management, long-term treatment and concomitant services to child victims of intrafamilial sexual abuse and their families who are not being

served by the Department of Human Services. It will also provide assessment and treatment for sexually reactive children and for families in which there is child to child sexual abuse. Concomitant services may include trauma assessments, transportation and psycho-educational training. All services will be in accordance with best practice tenets in the field of intrafamilial child sexual abuse and sexually reactive children. If the GIA is awarded, services would also expand to Kauai and Maui.

3. State the public purpose and need to be served;

The Catholic Charities Hawai'i (CCH) program, Safe and Sound (SAS), provides services and treatment that benefit children and their families that fall within a "gap" group that are not covered under the Child Welfare Services system (CWS) of the Department of Human Services (DHS). Without SAS, families who are not covered by CWS would be left to find their own treatment providers. Those families who do not have health insurance would not have any options for therapy. SAS provides the following:

- Long term treatment, case management, and concomitant services, such as trauma assessments and psycho-educational training
- Treatment services for sexually reactive children under the age of 12
- Treatment and case management for families in which there is adolescent (over 12 years) child to child sexual abuse
- Other services such as finding resources in the community and, in collaboration with the Children's Justice Center, providing birthday and Christmas gifts, financial aid for sports, proms, school pictures, music classes, field trips, and self-defense classes for the children
- Office sites available in Makiki, Kapolei and Nanakuli

4. Describe the target population to be served; and

On Oahu, the target population to be served includes children and families within the identified "gap" group in which there is CWS and/or Police Department confirmed intrafamilial child sexual abuse. The target population also includes sexually reactive children and child-on-child sexual abuse.

For Kauai, Maui and the Big Island, the target population will be determined by the Children's Justice Center on each island as community needs will differ by county.

5. Describe the geographic coverage.

The geographic coverage would include the islands of Oahu, Kauai, Maui and the Big Island.

II. Service Summary and Outcomes

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

1.1 Crisis and Intervention Services

Once a referral is made to the SAS Program, a therapist is immediately assigned and a confirmation of receipt of referral is sent to the referring agency. The referring worker will notify the family as to the therapist assignment. The SAS therapist will also reach out and contact the family to begin the engagement process. Often times some immediate crisis counseling may need to occur as some parents are in shock and disbelief after discovering that their child has been sexually abused. As individuals and families are processed through this first phase of intervention, they will be prepared through education and guidance to begin participation in the clinical component of their intervention and treatment. Clinical services will be provided by a Master's level therapist who will have responsibilities for individual, group, and family therapy and oversight of the coordination of intervention and treatment services for each individual and family.

After the initial crisis period has passed, efforts will be continued to assure engagement of the family in therapeutic services. SAS realizes that creative attempts to engage the family in services must be employed on a continuing basis in cases where the family's participation is voluntary. Techniques developed by Catholic Charities Hawai'i (CCH) programs providing Early Intervention services to non-CWS families have been adapted to use with clients referred for sexual abuse treatment services. SAS realizes that the therapeutic process involved in sexual abuse treatment may be painful at times and that families often need special encouragement to persevere. Outreach efforts will assure that no barriers prevent family members from receiving such services.

1.2 Intensive Services to Non-Offending Parent/Caretaker (NOP)

For many parents, finding out that their child has been sexually molested by a family member or spouse is extremely traumatic. It is not unusual for the immediate response to be one of denial and minimization. This natural process allows the parent's psyche time to fully understand and accept the depth and breadth of what has happened in her or his family. Assisting parents in moving out of denial and minimization is a critical step in developing protectiveness and support for the child victim, allowing the child to remain in a safe and supportive home. It also begins the process of assisting the non-offending parent (NOP) in making important decisions about the entire family. Accomplishing this requires immediate and intensive services provided in a discreet and sensitive manner to ensure that neither the victim, NOP, nor siblings experience re-victimization through guilt, blame, or insensitivities from the professional team.

The NOP will be contacted by telephone where she or he will be immediately provided counseling, education, and support about the current situation, the dynamics of sexual abuse, and the overall intervention and treatment protocols.

It is not uncommon for parents of sexually abused children to have been victimized as children themselves. Because so many past victims of child sexual abuse go without treatment, many must deal with their victimization on their own, without the benefit of support groups, therapy or just someone to talk to about their feelings. In many cases, adults molested as children (AMAC) either suppress or remain in denial about their own abuse and the issues it generates. When forced to deal with the molestation of their own children, these suppressed feelings and traumas tend to re-surface and can re-traumatize the NOP. All NOP referred to the SAS program will be assessed for previous abuse and AMAC status. When the NOP is ready, a referral can be made to an AMAC group. Depending on the strength and emotional condition of the NOP, this assessment and referral to an AMAC group can happen immediately upon referral or, as in most cases, after they have begun clinical treatment when their past issues tend to come to the forefront. CSATP offers an AMAC group once per year.

1.3 Trauma Assessments

Sexual abuse is a traumatizing event regardless of the age or circumstances of the victim and family members. Families experience multiple and complex issues prior to, during, and following a report of child sexual abuse that must be immediately identified so that appropriate intervention plans and methodologies can be developed and implemented.

Upon referral, all victims will be seen for three to five individual sessions in order to do a trauma assessment based on Jan Hindman's model. Issues such as the mother's response to the abuse report, duration of the abuse, amount of coercion and threats used by offender, sensory triggers, victim's ability to identify the offender as being totally responsible for the abuse, and whether a "trauma bond" has been formed will be among those examined in the assessment.

1.4 Individual, Group and Family Treatment

Individual sessions will be provided for all family members in order to assist children and family members in identifying critical trauma issues associated the experiences, to help them explore and express their feelings about the events in their families, and to help them learn about the dynamics of sexual abuse, and that it is never the fault of the victims.

Much of the core therapeutic work with victims and non-offending parents is accomplished in a group setting where they discover that they are not alone, that the abuse was not about them, and where they can experience bonding and find

support from others with similar experiences. Dyad and family therapy occurs for clarifications, safety, and prevention planning.

As stated earlier, all services will be provided at the SAS offices. Catholic Charities Hawai'i has offices throughout the island of O'ahu (Nanakuli, Kapolei and Honolulu), that could be utilized. On Kauai, Maui and the Big Island, private contractors' offices will be used. For group sessions, which are an effective modality of treatment for victims and families, it would not be practical to have a few members in one location and a few in another location. In order for group sessions to be efficacious, members must be willing to meet together. For individuals and families who decide that they will not or cannot attend group sessions, the therapist will provide individual services at places and times most accessible to the individual and family, as well as available to the therapist.

1.5 Treatment for Sexually Reactive Children (Oahu & when requested by the CJC on Kauai, Maui and the Big Island)

Sexually reactive youth must be assessed for both victim and abusive issues, for research indicates that while young children who are sexually acting out with other children are often victims of abuse themselves, not all of them have been victims, and this population needs service providers who are both trained in the treatment of victims *and* young perpetrator dynamics. To our knowledge, only SAS has treatment providers trained and experienced across the broad spectrum of these dynamics. CSATP has been treating juvenile offenders in Hawai'i since 1988. It is critical to meet the special needs of this population as quickly as possible so that these children and adolescents can ameliorate their abuse/perpetrator issues early on in their development, thus creating safety in our communities and families and providing the sexually reactive youth the greatest opportunity not to offend in their later adolescent or adult lives. Services will be provided through individual, group, and family therapy sessions and case management services will be provided for sexually reactive children and their families as needed.

1.6 Treatment and Case Management for Families in which there is Adolescent (over 12 years) Child on Child Sexual Abuse (Oahu & when requested by the CJC on Kauai, Maui and the Big Island)

In SAS, the most immediate treatment focus will be on a safety and prevention plan for the entire family, which may include extended family members being involved for supervision and placement issues. All members of the family will receive individual, and, where appropriate, group therapy for support and for education in the dynamics of sexual abuse. The victim will receive age-appropriate therapy, including group for survivors and will be helped to prepare a scrapbook based on a trauma assessment. The abusive youth will receive individual and group treatment to address abusive issues, will be helped to accept responsibility, learn about thinking errors and boundaries, relapse prevention, and will be helped to prepare

clarification for her or his victim and her or his family. Family therapy will begin when clarification is possible, the victim is supported by the family, and family and treating therapists agree that it is appropriate. Such work may begin as dyad therapy (marital therapy, mother/child, child/child). When the family is ready and able to maintain safety, appropriate boundaries, and can discuss healthy sexuality and safety plans, family therapy will ensue. Often, members of the family, for the victim's perception of safety, may have had separate therapists in these cases and at this point family therapy will take place with the victim's therapist as facilitator. Intensive support, education and meeting with extended family and other needed concomitant services will be provided.

1.7 Case Management Services

Case management services are critical for individuals and families in the early stages of discovery of child sex abuse. The therapist will provide assistance in accessing resources such as housing, financial assistance, employment, child care, medical, legal, and other services needed to establish stability within the family. These services will be provided directly or through referrals to community service providers. Thus far, SAS parents have been offered an array of treatment services that address concurrent issues of domestic violence, adults molested as children issues, economic losses resulting from the offender's removal from the home, and the impact of the abuse on themselves and all their children. Case management services have included referrals for assistance with rental deposits, searching for housing, and help with obtaining and moving furniture and other household items. Some referrals can be made directly through CCH's Intake, Information and Referral (IIR) Program. SAS parents can also be referred within the Catholic Charities Hawai'i network of services, which includes immigrant services, elderly services, and emergency funding services. Additionally, SAS therapists make every attempt to support victims and their families through the court process, including accompanying victims to court.

1.8 Referrals

On Oahu, the SAS program will accept referrals from the CJC, the Sex Abuse Treatment Center (SATC), DHS/CWS, the Honolulu Police Department, Voluntary Case Management (VCM), Family Advocacy (of the branches of the military), and other community social services providers. For Kauai, Maui and the Big Island, the Children's Justice Center on each of these islands will determine who will be allowed to refer to the SAS program.

2. Projected annual timeline for accomplishing the results or outcomes of the service

Output Measurements. The number of unduplicated clients served will be recorded in monthly reports and will be totaled annually. Most SAS clients successfully complete treatment within one year. (Average treatment duration is

10 months for victims and families of child sexual abuse when the caretaker is protective and believing.)

Outcome Measurements. The effectiveness of services will be measured by percentage of clients attending sessions, percentage of goals achieved (quarterly service plans), standardized pre- and post-program testing, clinical judgment, and client satisfaction.

Annual goals include:

- 90% of clients referred will attend 85% of scheduled sessions
- 90% of clients will complete 85% of service plan goals each quarter
- 90% of clients will benefit from treatment
- 85% of clients will achieve all service plan goals within one year

Reporting. The Program Administrator will submit written monthly reports within 30 days after the end of each month and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures 45 days after the end of each fiscal year and/or at the end of the contract period.

The Program Administrator will detail accomplishments, identify persons served during the reporting period, identify any immediate problems, and will identify plans for the next reporting period. In addition to written reports, the Program Administrator and SAS therapists will meet with representatives of the Judiciary to discuss the progress of the work required.

The Program Administrator will submit a final written report to the Judiciary at the end of the contract period. The report will include documentation of the overall effort toward meeting the program's goals and objectives. The Program Administrator will provide, from time to time, any reporting data requested by the Judiciary.

3. Quality assurance and evaluation plans

Outcomes. The outcomes of treatment will be evaluated quarterly by the therapist report. The primary goal of treatment will be no re-abuse. The Program Administrator will make monthly reports to the Purchase of Service program monitor regarding the numbers of clients who are attending a percentage of sessions and the number of clients who are making satisfactory progress. Progress will be measured by clinical judgment, client self-report, and a standardized measurement (The Outcome Questionnaire, an inventory of life satisfaction factors).

Process. The process of service delivery is evaluated on an on-going basis during weekly supervision by the Program Administrator and on a quarterly

basis by the Quality Assurance committee. The following methods are used to determine effectiveness of Program services:

- **Accreditation Review.** Catholic Charities Hawai'i (CCH) is accredited by the Council on Accreditation for Children and Family Services (COA), a national organization. Every 90 days, the CCH Quality Assurance Committee (the Committee) meets and reviews a percentage of cases randomly selected from each Program. In addition, the Committee meets annually to review the progress of all agency programs towards the goals established by the Committee. All agency programs are evaluated at four-year intervals by a team of three external reviewers from COA. CCH was reaccredited in 2011.
- **Client Satisfaction Questionnaire.** This instrument is given to clients upon termination from the program and is filled out anonymously.
- **Worker Satisfaction Questionnaire.** This instrument is sent to stakeholder workers every six months in order to evaluate the effectiveness of service delivery from the perspective of the contracting agencies.
- **Liaison With Contractors.** Regular meetings are scheduled between the SAS staff and the staff of referring agencies to get input on program effectiveness.
- **Regular Supervision of Program Therapists.** Therapists receive regular one-on-one supervision on a weekly basis. In addition, they receive weekly group supervision, with each therapist presenting a case to program staff on a monthly basis

4. Measurements of effectiveness of services

Output Measurements. The number of unduplicated clients served will be recorded in monthly reports and will be totaled annually. Most SAS clients successfully complete treatment within one year. (Average treatment duration is 10 months for victims and families of child sexual abuse when the caretaker is protective and believing.)

Outcome Measurements. The effectiveness of services will be measured by percentage of clients attending sessions, percentage of goals achieved (quarterly service plans), standardized pre- and post-program testing, clinical judgment, and client satisfaction.

Annual goals include:

- 90% of clients referred will attend 85% of scheduled sessions
- 90% of clients will complete 85% of service plan goals each quarter
- 90% of clients will benefit from treatment
- 85% of clients will achieve all service plan goals within one year

Reporting. The Program Administrator will submit written monthly reports within 30 days after the end of each month and year-end reports summarizing

output and outcome data, performance accomplishments, challenges, and actual expenditures 45 days after the end of each fiscal year and/or at the end of the contract period.

The Program Administrator will detail accomplishments, identify persons served during the reporting period, identify any immediate problems, and will identify plans for the next reporting period. In addition to written reports, the Program Administrator and SAS therapists will meet with representatives of the Judiciary to discuss the progress of the work required.

The Program Administrator will submit a final written report to the Judiciary at the end of the contract period. The report will include documentation of the overall effort toward meeting the program’s goals and objectives. The Program Administrator will provide, from time to time, any reporting data requested by the Judiciary.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
See Attachment A
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$43,750	\$43,750	\$43,750	\$43,750	\$175,000

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2013-2014.

If an RFP is issued by the Judiciary, CCH will apply for it.

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

IV. Experience and Capability

A. Necessary Skills and Experience

The Child Sexual Abuse Treatment Program (CSATP) has an extensive history within Catholic Charities Hawai'i. A special Child Protective Service Treatment Unit was first formed through a Department of Social Services and Housing purchase of service contract in 1974. This purchase of service contract with the Department of Human Services (DHS) has been renewed yearly, with timely modifications to re-focus service needs every few years since that time. In 1977, group work services were added to utilize self-help groups for victims, non-offending spouses and perpetrators of sexual abuse, including perpetrators of sibling incest. In 1980, CSATP was created to focus services specifically towards treatment of family members using the most current clinical methodology available.

Since 1990, CSATP has provided quarterly training on the dynamics of child sexual abuse to the Volunteer Guardian Ad Litem Program (VGAL) through a contract with the Judiciary. In addition, CSATP staff regularly provides training to various state and community groups, including local media.

In 1997, CSATP became a part of Therapeutic Services, which also includes the Domestic Violence and General Counseling components, which are funded by Catholic Charities Hawai'i. This has enabled CSATP to offer a continuum of services to all families involved with sexual abuse.

In September 2003, CSATP was awarded the SAS contract to treat the "gap" group. This "gap" group includes children and families in which there is CWS and/or HPD confirmed intrafamilial child sexual abuse by an adult perpetrator but which are not covered under CWS because CWS deems caretakers to be protective. This program, Safe and Sound (SAS), also provides treatment services for sexually reactive children under the age of 12 as well as adolescent child on child sexual abuse. Since its opening, SAS has provided individual and group treatment and concomitant services to approximately 391 families (over 821 individuals) for the past 10 years on Oahu. Services have also been provided to 31 sexually reactive children and their families on the Island of Hawai'i by contractors under the O'ahu SAS program.

In 2012, Catholic Charities Hawai'i created the Counseling Center which includes contracted and non-contracted programs. SAS is one of the contracted programs. CCH also began accepting clients with insurance

Currently, there are 1.5 FTE Master's level therapists on O'ahu and 6 contractors under the O'ahu SAS program that provide services on Hawai'i island. Because of the unique continuum of services available within CSATP and because SAS therapists are trained in the treatment of sexually abusive youth, SAS provides additional services for families in which there is intrafamilial child to child sexual abuse as well as sexually reactivity.

The SAS therapists and contractors have a combined 20 years of clinical experience and provide SAS families with individual, group, dyad, and family therapy resulting in over 80% successful clinical discharges of clients and client satisfaction ratings at a very high level.

The Program Administrator is a licensed clinical social worker who is a member of the Sex Offender Management Team (SOMT). SAS and CSATP adheres to SOMT guidelines and best practices for treatment of all family members involved with child sexual abuse including the perpetrators.

Please see Attachment "E" for a list of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

B. Facilities

Direct clinical treatment services will be provided at the Catholic Charities Hawai'i offices at 1822 Keeaumoku Street, Honolulu, and at facilities in Kapolei (Grace Bible Church) and Nanakuli (St. Rita's Church). Program offices include private interview rooms for individual therapy, a family therapy room, a playroom that includes sand tray materials, as well as larger rooms for group therapy sessions. All offices are wheelchair accessible and there is a bathroom that meets ADA requirements. Neighbor Island facilities include the offices of private contractors for both individual and group treatment.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing. If GIA is awarded, staffing will be composed of 1.175 FTE therapists; .15 FTE Program Administrator and 0.16 FTE Program Coordinator. Each FTE therapist will carry a case load of approximately 20- 25 clients. Neighbor islands will be staffed by therapists who are independent contractors. These independent contractors will need to be equally qualified as the therapists on Oahu.

Staff Qualifications. All therapists are required to have at least a Master's degree in Social Work or Clinical Psychology. In addition, a minimum of two years experience in sexual abuse treatment is required. Experience in domestic violence

and substance abuse treatment is additionally preferred. The Program Administrator is required to have at least a Master's Degree and at least seven years experience and training in specialized sexual abuse treatment. In addition, five years of clinical supervisory experience is required.

Supervision and Training. On a weekly basis, ongoing individual supervisory contacts and group supervision enable the staff to gain new clinical knowledge at frequent intervals. On a daily basis, the Program Administrator maintains an "open door" policy with therapists to encourage timely giving and receiving of feedback regarding clinical issues with clients.

The performance of each staff member is evaluated by his/her supervisor on an annual basis. This process involves mutual discussion of the employee's needs in terms of both review of acquired skills and identification of additional skills to be developed during the coming year. Newly hired staff are evaluated after six months of employment in addition to the annual evaluation. To address both of these needs, each staff member is encouraged to take advantage of special opportunities which exist in the community for skill development and review. In addition, several training opportunities are made available to all professional staff, within budget limitations, to assure that a common pool of knowledge is shared by all.

B. Organization Chart

See attached Catholic Charities Hawai'i Family and Therapeutic Services organization chart (Attachment C).

VI. Other

A. Litigation

Catholic Charities Hawai'i is not involved as a party in any pending litigation and there are no outstanding judgments against it.

B. Licensure or Accreditation

1. Council on Accreditation for Families and Children (Catholic Charities Hawai'i received this national accreditation in 2011)
2. The Program Administrator of Child Sexual Abuse Treatment Program is a licensed clinical social worker in the State of Hawaii.
3. Hawaii State licensed Child Placing Organization
4. Hawai'i State General Excise License

Attachment A

Cost Proposal – Budget

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Catholic Charities Hawaii - Safe & Sound Program

BUDGET CATEGORIES	Total Program Cost (a)	Total GIA Request From State (b)	Other Funds (c)	Total (d)
A. PERSONNEL COST				
1. Salaries	123,545.00	80,332.00	43,213.00	123,545.00
2. Payroll Taxes & Assessments	11,769.00	8,010.00	3,759.00	11,769.00
3. Fringe Benefits	28,381.00	18,229.00	10,152.00	28,381.00
TOTAL PERSONNEL COST	163,695.00	106,571.00	57,124.00	163,695.00
B. OTHER CURRENT EXPENSES				
1 Airfare, Inter-Island	3,080.00	3,080.00		3,080.00
2 Airfare, Out-of-State				0.00
3 Audit Services				0.00
4 Contractual Services - Administrative	70.00		70.00	70.00
5 Contractual Services - Subcontracts	30,000.00	30,000.00		30,000.00
6 Insurance (Property/Liability)	498.00		498.00	498.00
7 Lease/Rental of Equipment	1,120.00		1,120.00	1,120.00
8 Lease/Rental of Motor Vehicle				0.00
9 Lease/Office Rent	8,400.00	6,000.00	2,400.00	8,400.00
10 Mileage	988.00	850.00	138.00	988.00
11 Postage, Freight & Delivery	100.00		100.00	100.00
12 Publication & Printing	240.00		240.00	240.00
13 Repair & Maintenance	3,325.00		3,325.00	3,325.00
14 Staff Training/Development				0.00
15 Substance/Per Diem	379.00	377.00	2.00	379.00
16 Supplies	3,110.00		3,110.00	3,110.00
17 Telecommunication	3,495.00		3,495.00	3,495.00
18 Transportation	1,050.00	1,050.00		1,050.00
19 Utilities	4,305.00		4,305.00	4,305.00
20 Depreciation (Office)	9,360.00		9,360.00	9,360.00
21 Occupancy	150.00		150.00	150.00
22 Indirect Cost	41,635.00	27,072.00	14,563.00	41,635.00
TOTAL OTHER CURRENT EXPENSES	111,305.00	68,429.00	42,876.00	111,305.00
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	275,000.00	175,000.00	100,000.00	275,000.00
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Darlene Beatty, Division Administrator 527-4601		
(b) Other	100,000			
(c)				
(d)				
TOTAL BUDGET	275,000	Signature of Authorized Official Date		
		Stella M.Q. Wong, VP Programs		
		Name and Title (Please type or print)		

Applicant: Catholic Charities Hawaii - Safe & Sound Program

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1 Program Administrator	1.00	\$70,427.00	15.00%	\$ 10,564.00
2 Therapist (N. Lopez)	1.00	\$53,109.00	17.50%	\$ 9,294.00
3 Therapist (M. Ching)	1.00	\$53,109.00	100.00%	\$ 53,109.00
4 Intake Coordinator	1.00	\$46,029.00	16.00%	\$ 7,365.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				80,332.00
JUSTIFICATION/COMMENTS:				

Applicant: Catholic Charities Hawaii - Safe & Sound

Period: July 1, 2013 to June 30, 2014

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

Applicant: Catholic Charities Hawaii - Safe & Sound Program

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2010-2011	FY: 2011-2012	FY: 2012-2013	FY: 2012-2013	FY: 2013-2014	FY: 2014-2015
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

Attachment B

Other Financial Related Materials

Financial Audit

Year Ended August 31, 2012

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

**CONSOLIDATED FINANCIAL STATEMENTS
As of and For the Year Ended August 31, 2012
With Prior Year Comparative Information
And Independent Auditors' Report**



CW Associates

A Hawaii Certified Public Accounting Corporation



CW Associates

A Hawaii Certified Public Accounting Corporation


INDEPENDENT AUDITORS' REPORT

Catholic Charities Hawaii and Affiliate:

We have audited the accompanying consolidated statement of financial position of Catholic Charities Hawaii (CCH) and Affiliate, nonprofit Hawaii corporations, as of August 31, 2012, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended. These consolidated financial statements are the responsibility of the management of CCH and Affiliate. Our responsibility is to express an opinion on these consolidated financial statements based on our audit. The accompanying prior year comparative information has been derived from the consolidated financial statements of CCH and Affiliate as of and for the year ended August 31, 2011 and, in our report dated December 16, 2011, we expressed an unqualified opinion on those consolidated financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of CCH and Affiliate as of August 31, 2012, and the changes in their net assets and their cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.


December 12, 2012

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**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

**As of August 31, 2012
(With Prior Year Comparative Information)**

	<u>2012</u>	<u>2011</u>
ASSETS		
Cash (including interest-bearing accounts)	\$ 3,065,978	\$ 3,448,846
Restricted cash	1,000,000	1,000,000
Investments	10,390,182	10,416,488
Contracts, pledges, program service fees and other receivables – net	9,309,109	11,593,213
Prepaid expenses and other assets	148,557	147,807
Property and equipment – net	<u>21,964,025</u>	<u>22,259,298</u>
TOTAL ASSETS	<u>\$45,877,851</u>	<u>\$48,865,652</u>
 LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable	\$ 455,153	\$ 346,889
Accrued liabilities	1,469,519	1,629,976
Deferred revenue	223,263	150,326
Maintenance, self-insurance, and other liabilities	759,575	422,708
Obligations under capital leases	182,641	97,245
Notes payable	<u>10,415,000</u>	<u>14,135,000</u>
Total liabilities	<u>13,505,151</u>	<u>16,782,144</u>
 NET ASSETS		
Unrestricted	18,954,180	18,796,148
Temporarily restricted	5,640,190	5,509,030
Permanently restricted	<u>7,778,330</u>	<u>7,778,330</u>
Total net assets	<u>32,372,700</u>	<u>32,083,508</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$45,877,851</u>	 <u>\$48,865,652</u>

See accompanying notes to consolidated financial statements.

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

CONSOLIDATED STATEMENT OF ACTIVITIES

**For the Year Ended August 31, 2012
(With Prior Year Comparative Information)**

	<u>2012</u>	<u>2011</u>
CHANGES IN UNRESTRICTED NET ASSETS		
Revenue and support		
Government and foundation contracts	\$ 20,058,098	\$ 20,270,410
Unrestricted contributions	1,454,376	684,040
Net assets released from program restrictions	910,938	1,647,825
Program service fees and project income	796,448	593,869
Other revenue and support	405,804	476,711
Aloha United Way contributions	313,093	296,460
Roman Catholic Church in the State of Hawaii contributions	200,004	200,004
Investment income	1,532	40
Total revenue and support	<u>24,140,293</u>	<u>24,169,359</u>
Expenses		
Program services		
Family and therapeutic services	8,742,907	8,728,147
Youth enrichment services	5,656,682	6,496,866
Community and senior services	5,062,970	4,848,997
Intake, information, and referral	2,400,170	1,805,904
Total program services	<u>21,862,729</u>	<u>21,879,914</u>
Supporting services		
Management and general	1,598,851	826,181
Fundraising	520,681	290,258
Capital campaign	-	378,071
Total supporting services	<u>2,119,532</u>	<u>1,494,510</u>
Total expenses	<u>23,982,261</u>	<u>23,374,424</u>
Revenue and support less expenses	158,032	794,935
Net assets released for capital campaign	-	7,801,663
Increase in unrestricted net assets	<u>158,032</u>	<u>8,596,598</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS		
Restricted investment income	644,887	1,141,690
Restricted government and foundation contracts	200,000	71,000
Temporarily restricted contributions	194,201	3,816,098
Other restricted revenue and support	3,010	2,600
Net assets released from restrictions	<u>(910,938)</u>	<u>(9,449,488)</u>
Increase (decrease) in temporarily restricted net assets	<u>131,160</u>	<u>(4,418,100)</u>
INCREASE IN NET ASSETS	289,192	4,178,498
NET ASSETS – Beginning of year	<u>32,083,508</u>	<u>27,905,010</u>
NET ASSETS – End of year	<u>\$ 32,372,700</u>	<u>\$ 32,083,508</u>

See accompanying notes to consolidated financial statements.

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES

**For the Year Ended August 31, 2012
(With Prior Year Comparative Information)**

	<u>Program Services</u>				<u>Supporting Services</u>		<u>2012 Total</u>	<u>2011 Total</u>
	<u>Family and Therapeutic Services</u>	<u>Youth Enrichment Services</u>	<u>Community and Senior Services</u>	<u>Intake, Information, and Referral</u>	<u>Management and General</u>	<u>Fund- Raising</u>		
Personnel	\$4,264,258	\$3,292,609	\$2,505,575	\$ 903,773	\$2,055,925	\$269,068	\$13,291,208	\$13,604,246
Contract services	2,530,753	78,691	1,125,778	61,737	520,285	135,092	4,452,336	4,205,505
Specific assistance	87,186	700,253	10,797	1,004,642	41,411	-	1,844,289	1,537,726
Occupancy	233,785	357,630	393,582	38,913	161,486	10,780	1,196,176	1,126,489
Depreciation	329,145	171,120	145,674	75,628	422,210	22,041	1,165,818	1,211,851
Travel and transportation	127,778	124,941	208,431	13,811	36,912	69	511,942	500,449
Interest	4,454	-	-	-	340,955	-	345,409	203,726
Supplies	67,519	97,471	66,578	11,285	52,746	4,728	300,327	250,946
Telecommunications	96,430	69,550	45,147	20,394	31,460	3,524	266,505	330,013
Equipment rental and repairs	61,926	29,675	41,627	80,209	30,037	2,820	246,294	138,130
Conferences and meetings	8,199	21,184	13,671	3,108	49,097	2,468	97,727	77,701
Printing and publication	3,278	2,908	8,732	2,260	3,731	51,072	71,981	50,248
Postage and shipping	3,755	4,533	3,754	2,701	5,186	12,406	32,335	43,536
Miscellaneous	3,732	2,767	17,876	727	128,199	6,613	159,914	93,858
Total	<u>7,822,198</u>	<u>4,953,332</u>	<u>4,587,222</u>	<u>2,219,188</u>	<u>3,879,640</u>	<u>520,681</u>	<u>23,982,261</u>	<u>23,374,424</u>
Allocated costs	<u>920,709</u>	<u>703,350</u>	<u>475,748</u>	<u>180,982</u>	<u>(2,280,789)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>\$8,742,907</u>	<u>\$5,656,682</u>	<u>\$5,062,970</u>	<u>\$2,400,170</u>	<u>\$1,598,851</u>	<u>\$520,681</u>	<u>\$23,982,261</u>	<u>\$23,374,424</u>

See accompanying notes to consolidated financial statements.

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

CONSOLIDATED STATEMENT OF CASH FLOWS

**For the Year Ended August 31, 2012
(With Prior Year Comparative Information)**

	<u>2012</u>	<u>2011</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase in net assets	\$ 289,192	\$4,178,498
Adjustments to reconcile increase in net assets to net cash provided by operating activities:		
Gain on disposal of property and equipment	(500)	-
Depreciation	1,165,818	1,211,851
Gains on investments	(472,231)	(972,903)
Contributions of pledges receivable	(316,941)	(1,941,363)
Collections of pledges receivable – unrestricted	100,000	150,000
Bequest receivable	(250,000)	-
(Increase) decrease in:		
Government grants and contracts receivable	(837,228)	2,085,915
Program service fee and other receivables	8,067	2,288
Prepaid expenses and other assets	(750)	46,612
Increase (decrease) in:		
Accounts payable	108,264	207,440
Accrued liabilities	(160,457)	(381,895)
Deferred revenue	72,937	(407,771)
Maintenance, self-insurance, and other liabilities	336,867	69,865
Net cash provided by operating activities	<u>43,038</u>	<u>4,248,537</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Sales of investments	6,557,748	7,478,115
Purchases of investments	(6,059,211)	(7,757,330)
Purchases of property and equipment	(746,819)	(396,522)
Net cash used by investing activities	<u>(248,282)</u>	<u>(675,737)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from notes payable	-	94,635
Payments on notes payable	(3,720,000)	(2,074,267)
Principal payments on capital lease obligations	(37,830)	(58,260)
Collections of pledges receivable – capital campaign	3,580,206	826,356
Net cash used by financing activities	<u>(177,624)</u>	<u>(1,211,536)</u>
NET INCREASE (DECREASE) IN CASH	(382,868)	2,361,264
CASH – Beginning of year	<u>3,448,846</u>	<u>1,087,582</u>
CASH – End of year	<u>\$3,065,978</u>	<u>\$3,448,846</u>

See accompanying notes to consolidated financial statements.

**CATHOLIC CHARITIES HAWAII
AND AFFILIATE**

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

**For the Year Ended August 31, 2012
(With Prior Year Comparative Information)**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Activity

Catholic Charities Hawaii (CCH) is a nonprofit corporation organized on July 29, 1947 under the laws of the State of Hawaii. Its members are the Bishop of the Roman Catholic Church in the State of Hawaii and other members as specified in the by-laws or as appointed by the Bishop. The mission of CCH, rooted in the gospel of Jesus, is to carry out the social mission of the Roman Catholic Church in the State of Hawaii (Church) by serving the people of Hawaii, without regard to culture or faith. CCH is a community of hope that promotes the dignity of each person by helping people empower themselves and provides a wide range of social services with compassion and commitment to excellence. Through its programs and advocacy for social justice, CCH serves all people, particularly those with the greatest need. In the spirit of Hawaiian 'ohana, it works with parishes, agencies, and community groups and welcomes all people of good will to share its mission. See www.catholiccharitieshawaii.org for additional information. Catholic Charities Housing Development Corporation (Affiliate) is a nonprofit corporation organized on June 2, 1999 under the laws of the State of Hawaii. Its sole member is CCH. The Affiliate provides housing for elderly and socially or economically disadvantaged persons in Hawaii, and assists CCH in the fulfillment of its agency mission. The accompanying consolidated financial statements include the accounts of CCH and Affiliate, except that significant intercompany transactions and balances have been eliminated in consolidation.

Basis of Accounting

CCH and Affiliate report information regarding their consolidated financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Contributions are unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Support is reported when pledged and is considered to be available for unrestricted use unless restricted by the donor. Donor restricted support is reported when pledged as an increase in temporarily restricted or permanently restricted net assets, depending on the nature of the restriction. When a temporary restriction is satisfied or expires, temporarily restricted net assets are reclassified to unrestricted net assets. Grants and contracts are recognized to the extent of expenditures made in accordance with the related agreements. Program service fees and project income are recognized when the required services are performed. Expenses are recorded when the related liability is incurred. CCH and Affiliate allocate their expenses on a functional basis among various programs and supporting services based on estimates by management. Expenses that can be identified with a specific program or supporting service are charged directly using natural expense classifications. Other expenses that are common to several functions are allocated by various bases.

Donated services are recognized as contributions if the services create or enhance nonfinancial assets, or require specialized skills, are performed by people with those skills, and would otherwise be purchased by CCH and Affiliate. A substantial number of unpaid volunteers have made contributions of their time to CCH and Affiliate. The value of certain of this time is not reflected in these consolidated financial statements because it did not meet the criteria for recognition.

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

The accompanying consolidated financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America. The preparation of consolidated financial statements in accordance with such generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates, and it is reasonably possible that such estimates may change within the near term.

Concentrations of Credit Risk

Financial instruments that potentially subject CCH and Affiliate to credit risk include cash, investments, and receivables. Cash on deposit with financial institutions (including restricted cash) exceeded the related federal deposit insurance by approximately \$995,400 and \$1,130,400 at August 31, 2012 and 2011, respectively. Investments are stated at fair value using quoted market prices. Net realized and unrealized gains and losses, determined using the average cost method, are included in unrestricted and restricted investment income. Investments are held in segregated accounts that are fully insured by federal and private insurance, on a per-account basis, as represented by the custodian. Future changes in market prices may make such investments less valuable. Pledges receivable, government grants and contracts receivable, bequest receivable, and program service fee and other receivables are unsecured. Such receivables have been adjusted for all known doubtful accounts based on assessments by management of the facts and circumstances related to the individual receivable amounts.

Property and Equipment

Property and equipment is stated at cost or, if contributed, at estimated fair market value at the date of contribution. Depreciation is provided using the straight-line method over estimated useful lives of 15 to 35 years for buildings and improvements, 3 to 5 years for furniture, fixtures, and equipment, and 5 years for vehicles. Property and equipment and other long-lived assets are reviewed for impairment whenever events or changes in circumstances indicate that the related carrying amounts may not be recoverable. Expenditures for property and equipment in excess of \$5,000 are capitalized. Repairs and maintenance are expensed. Equipment under capital leases is stated at the lower of the present value of minimum lease payments or fair value at the inception of the lease and amortized over the lesser of the lease term or the estimated useful life of the asset.

Leases

Leases that transfer substantially all of the risks and benefits of ownership are capital leases. Other leases are operating leases. Capital leases are included in property and equipment at the lower of the present value of minimum lease payments or fair value at the inception of the lease and amortized using the straight-line method. The related capital lease obligation is recognized at its net present value. Operating leases are expensed when the lease payments are due.

Maintenance, Self-Insurance, and Other Liabilities

The reserve for maintenance and self-insurance consists of estimated liabilities for maintenance costs required by contracts and grant agreements for housing units owned and managed by CCH and Affiliate. It also includes estimated liabilities for self-insured unemployment costs, based on an assessment of historical claims and current unemployment tax rates and experience.

NOTE B – SUPPLEMENTAL CASH FLOW INFORMATION

Supplemental cash flow information consisted of the following for the years ended August 31, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
Cash paid during the year for interest	\$345,409	\$203,726
Noncash financing and investing activities – property and equipment acquired in exchange for capital lease obligations	\$123,226	\$121,761

NOTE C – TAXES

CCH and Affiliate are exempt from federal income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code and are not private foundations. Accordingly, qualifying contributions to CCH and Affiliate are tax deductible.

Accounting principles generally accepted in the United States of America require uncertain tax positions to be recognized in the consolidated financial statements if they are more likely than not to fail upon regulatory examination. Management has evaluated the tax positions of CCH and Affiliate as of August 31, 2012 and 2011 and for the years then ended by reviewing their tax filings and conferring with their tax advisors, and determined that they had no uncertain tax positions required to be reported in accordance with such generally accepted accounting principles. Such filings are open for examination until the statute of limitations expires.

The State of Hawaii imposes a general excise tax of 4% on the gross receipts of CCH and Affiliate from certain project income within the state, plus an additional 0.5% on such gross receipts within the City and County of Honolulu. Hawaii general excise tax included in project income and management and general expense amounted to \$3,179 and \$7,511 for the years ended August 31, 2012 and 2011, respectively.

NOTE D – INVESTMENTS

At August 31, 2012 and 2011, investments consisted of the following:

	<u>2012</u>		<u>2011</u>	
	<u>Cost</u>	<u>Fair Value</u>	<u>Cost</u>	<u>Fair Value</u>
Equity securities	\$3,426,806	\$ 4,178,456	\$3,827,122	\$ 4,348,905
Mutual funds	1,900,156	2,178,986	1,904,808	2,058,980
Corporate and foreign bonds	1,924,350	1,999,309	1,702,495	1,778,408
Debt securities	1,370,493	1,427,762	1,325,904	1,378,003
Money market funds	571,748	571,748	623,250	623,250
Certificates of deposit	34,006	33,921	229,681	228,942
Total investments	<u>\$9,227,559</u>	<u>\$10,390,182</u>	<u>\$9,613,260</u>	<u>\$10,416,488</u>

Fair value exceeded cost by \$1,162,623 at August 31, 2012, and by \$803,228 at August 31, 2011.

NOTE D – INVESTMENTS (Continued)

For the years ended August 31, 2012 and 2011, interest and investment income consisted of the following:

	<u>2012</u>	<u>2011</u>
Unrestricted interest and investment income		
Interest and dividends	\$ 1,660	\$ 28
Unrealized gains (losses) from holding investments	<u>(128)</u>	<u>12</u>
Total	<u>1,532</u>	<u>40</u>
Temporarily restricted interest and investment income		
Interest and dividends	264,884	265,804
Realized gains from sales of investments	113,616	561,817
Unrealized gains from holding investments	358,743	411,075
Investment fees	<u>(92,356)</u>	<u>(97,006)</u>
Total	<u>644,887</u>	<u>1,141,690</u>
Total interest and investment income	<u>\$ 646,419</u>	<u>\$ 1,141,730</u>

NOTE E – FAIR VALUE MEASUREMENTS

The established framework for measuring fair value provides a hierarchy that prioritizes the inputs to valuation methodologies used to measure fair value. There are three levels of the fair value hierarchy. Level 1 inputs to the valuation methodologies consist of unadjusted quoted prices for identical assets or liabilities in active markets that CCH and Affiliate has the ability to access. Level 2 inputs include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in inactive markets, inputs other than quoted prices that are observable for the asset or liability, and inputs that are derived principally from or corroborated by observable market data by correlation or other means. If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability. Level 3 inputs are unobservable and significant to the fair value measurement. The fair value measurement level of an asset or liability within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation methodologies used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

At August 31, 2012 and 2011, the fair value measurements reportable by CCH and Affiliate (see Note D) consisted of investments in equity securities valued using quoted market prices, mutual funds valued at net asset value as a practical expedient, money market funds valued at stated cost, and certificates of deposit valued at stated cost (Level 1 measurements), and investments in debt securities and corporate and foreign bonds valued by discounting the related cash flows based on current yields of similar instruments with comparable durations considering the creditworthiness of the issuer (Level 2 measurements). There were no investments for which Level 3 valuation inputs were required.

The methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. The use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

NOTE E – FAIR VALUE MEASUREMENTS (Continued)

The following sets forth by level, within the fair value hierarchy, investments at fair value as of August 31, 2012:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Equity securities				
Large cap	\$ 2,874,641	\$ -	\$ -	\$ 2,874,641
Small/Mid cap	1,303,815	-	-	1,303,815
Total equity securities	<u>4,178,456</u>	<u>-</u>	<u>-</u>	<u>4,178,456</u>
Mutual funds				
Large cap	1,187,860	-	-	1,187,860
Small/Mid cap	494,068	-	-	494,068
Other mutual funds	497,058	-	-	497,058
Total mutual funds	<u>2,178,986</u>	<u>-</u>	<u>-</u>	<u>2,178,986</u>
Corporate and foreign bonds	-	1,999,309	-	1,999,309
Debt securities				
Intermediate term	-	689,908	-	689,908
Long term	-	606,462	-	606,462
Short term	-	131,392	-	131,392
Total debt securities	<u>-</u>	<u>1,427,762</u>	<u>-</u>	<u>1,427,762</u>
Money market funds	571,748	-	-	571,748
Certificates of deposit	33,921	-	-	33,921
Total investments at fair value	<u>\$ 6,963,111</u>	<u>\$ 3,427,071</u>	<u>\$ -</u>	<u>\$ 10,390,182</u>

The following sets forth by level, within the fair value hierarchy, investments at fair value as of August 31, 2011:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Equity securities				
Large cap	\$ 2,808,024	\$ -	\$ -	\$ 2,808,024
Small/Mid cap	1,540,881	-	-	1,540,881
Total equity securities	<u>4,348,905</u>	<u>-</u>	<u>-</u>	<u>4,348,905</u>
Mutual funds				
Large cap	1,140,668	-	-	1,140,668
Small/Mid cap	460,142	-	-	460,142
Other mutual funds	458,170	-	-	458,170
Total mutual funds	<u>2,058,980</u>	<u>-</u>	<u>-</u>	<u>2,058,980</u>
Corporate and foreign bonds	-	1,778,408	-	1,778,408
Debt securities				
Intermediate term	-	585,000	-	585,000
Long term	-	531,967	-	531,967
Short term	-	261,036	-	261,036
Total debt securities	<u>-</u>	<u>1,378,003</u>	<u>-</u>	<u>1,378,003</u>
Money market funds	623,250	-	-	623,250
Certificates of deposit	228,942	-	-	228,942
Total investments at fair value	<u>\$ 7,260,077</u>	<u>\$ 3,156,411</u>	<u>\$ -</u>	<u>\$ 10,416,488</u>

NOTE F – CONTRACTS, PLEDGES, PROGRAM SERVICE FEES AND OTHER RECEIVABLES

At August 31, 2012 and 2011, receivables consisted of the following:

	<u>2012</u>	<u>2011</u>
Government grants and contracts receivable – net	\$ 4,634,993	\$ 3,797,765
Pledges receivable – net	4,391,799	7,755,064
Bequest receivable – net	250,000	-
Program service fee and other receivables – net	<u>32,317</u>	<u>40,384</u>
Contracts, pledges, program service fees and other receivables – net	<u>\$ 9,309,109</u>	<u>\$ 11,593,213</u>

At August 31, 2012 and 2011, pledges receivable consisted of the following:

	<u>2012</u>	<u>2011</u>
Receivables due in:		
Less than one year	\$ 983,428	\$4,099,992
One to five years	2,046,111	2,207,000
More than five years	<u>1,500,000</u>	<u>2,000,000</u>
Total	4,529,539	8,306,992
Discount to present value at 1.01% to 2.23%	<u>(137,740)</u>	<u>(551,928)</u>
Pledges receivable – net	<u>\$4,391,799</u>	<u>\$7,755,064</u>

NOTE G – PROPERTY AND EQUIPMENT

At August 31, 2012 and 2011, property and equipment consisted of the following:

	<u>2012</u>	<u>2011</u>
Land	\$ 6,535,278	\$ 6,535,278
Buildings and improvements	16,400,052	15,892,759
Furniture, fixtures, and equipment	4,088,233	3,933,072
Vehicles	655,279	589,216
Construction in progress	<u>331,622</u>	<u>189,594</u>
Total	28,010,464	27,139,919
Accumulated depreciation	<u>(6,046,439)</u>	<u>(4,880,621)</u>
Property and equipment – net	<u>\$ 21,964,025</u>	<u>\$ 22,259,298</u>

CCH owns land, buildings and improvements in Waianae, Hawaii under a quitclaim deed from the Church. The quitclaim deed requires the real property to be used to provide shelter and services for low and moderate income households; the use for any other purpose will cause title to revert to the Church (See Note P). The cost of land included in permanently restricted net assets amounted to \$366,400 as of August 31, 2012 and 2011. The cost of buildings and improvements included in temporarily restricted net assets amounted to \$1,031,200 net of accumulated depreciation of \$795,497 and \$766,034 as of August 31, 2012 and 2011, respectively.

NOTE H – LINES-OF-CREDIT

CCH has revolving lines-of-credit at Bank of Hawaii and First Hawaiian Bank totaling \$650,000 and \$350,000, respectively, for working capital purposes. The Bank of Hawaii line-of-credit is available to August 2013 and bears interest at 0.375% above the Bank's base rate. The First Hawaiian Bank line-of-credit is available to August 2013 and bears interest at 0.5% above the Bank's prime rate. Advances on the revolving lines-of-credit are secured by accounts receivable, inventory, furniture, fixtures, and equipment. The revolving lines-of-credit agreements require CCH to maintain a specified debt to net worth ratio, furnish periodic financial statements, and maintain insurance coverage. In addition, the terms provide for restrictions on additional borrowings, on fixed asset additions, and on making of loans or advances. There were no advances outstanding on the revolving line-of-credits at August 31, 2012 and 2011.

NOTE I – NOTES PAYABLE

At August 31, 2012 and 2011, notes payable consisted of the following:

	<u>2012</u>	<u>2011</u>
Joint credit agreement with Bank of Hawaii, First Hawaiian Bank and Central Pacific Bank. The Church is co-borrower.	\$ -	\$14,135,000
Joint credit agreement with Bank of Hawaii, First Hawaiian Bank Central Pacific Bank, first tranche.	6,415,000	-
Joint credit agreement with Bank of Hawaii, First Hawaiian Bank Central Pacific Bank, second tranche.	<u>4,000,000</u>	<u>-</u>
Total notes payable	<u>\$10,415,000</u>	<u>\$14,135,000</u>

At August 31, 2011, CCH and the Church were co-borrowers under a joint credit agreement with Bank of Hawaii, First Hawaiian Bank, and Central Pacific Bank for lines-of-credit for the purchase by CCH of real property and improvements at 1822 Keeaumoku Street, which expired on August 1, 2012. Outstanding borrowings under this agreement amounted to \$14,135,000 at August 31, 2011. Monthly payments of interest-only bear interest at 1.05% above the Banks' base rates (4.5% at August 31, 2011) or at 1.10% above the London Inter-Bank Offered Rate (one-month rates of 0.222% at August 31, 2011), as determined by the borrower, but no less than 2.25%.

Effective July 30, 2012, CCH refinanced the lines-of-credit and released the Church as co-borrower under a new joint credit agreement comprised of two tranches with Bank of Hawaii, First Hawaiian Bank, and Central Pacific Bank. The first tranche of \$6,415,000 is secured by a first lien in the investment accounts and other collateral. Monthly payments of interest-only bear interest at a fixed interest rate of 3.205%. The second tranche of \$4,000,000 is secured by a second lien in the investment accounts and other collateral. Monthly payments bear interest at 1.5% above the London Inter-Bank Offered Rate (one-month rate of 0.237% at August 31, 2012). The second tranche requires annual principal payments of \$500,000 on the earlier of the receipt of the annual pledge from The Clarence T.C. Ching Foundation or on the anniversary of the closing date. Outstanding borrowings under this agreement amounted to \$10,415,000 at August 31, 2012. The credit agreement requires CCH to furnish periodic financial statements and maintain specified liquid assets to funded debt ratios.

NOTE J – TEMPORARILY RESTRICTED NET ASSETS

At August 31, 2012 and 2011, temporarily restricted net assets consisted of the following:

	<u>2012</u>	<u>2011</u>
Temporarily restricted for:		
Elderly services	\$2,231,865	\$2,017,004
Earnings on Virgil and Carmela Blank endowments	1,759,886	1,321,406
Friends of Catholic Charities	798,968	749,380
Housing for low and moderate income households	235,703	265,166
Restricted gifts from General Atlantic Corporation	200,000	200,000
Restricted gifts from Walter Chang	121,294	121,294
Harry and Jeanette Weinberg Foundation	33,633	390,840
Other temporarily restricted net assets	<u>258,841</u>	<u>443,940</u>
 Total temporarily restricted net assets	 <u>\$5,640,190</u>	 <u>\$5,509,030</u>

NOTE K – PERMANENTLY RESTRICTED NET ASSETS

At August 31, 2012 and 2011, permanently restricted net assets consisted of the following:

	<u>2012</u>	<u>2011</u>
Permanently restricted for:		
Virgil and Carmela Blank Catholic Charities Hawaii endowment	\$3,255,477	\$3,255,477
Virgil and Carmela Blank Mary Jane Program endowment	3,081,453	3,081,453
Harry and Jeanette Weinberg Kokua endowment	1,000,000	1,000,000
Land for housing of low and moderate income households	366,400	366,400
Harry and Jeanette Weinberg Mary Jane Program endowment	<u>75,000</u>	<u>75,000</u>
 Total permanently restricted net assets	 <u>\$7,778,330</u>	 <u>\$7,778,330</u>

The Virgil and Carmela Blank Catholic Charities Hawaii endowment was created to provide general assistance to CCH. The Virgil and Carmela Blank Mary Jane Program endowment was created to provide for the program's general purposes and for scholarships to program participants. For women who find themselves unexpectedly pregnant, the Mary Jane Program provides a safe haven during their pregnancy and for a short time after the delivery of their baby. The endowment funds are required to be invested using an investment manager at a reputable investment company.

The Harry and Jeanette Weinberg Foundation Kokua endowment was created to provide assistance to the poor and needy through support to existing networks with CCH. The related agreement requires the endowment to be deposited in a federally insured institution in Hawaii. Earnings from The Harry and Jeanette Weinberg Foundation Kokua endowment are temporarily restricted. The Harry and Jeanette Weinberg Foundation Mary Jane Program endowment was created to provide assistance to the Mary Jane program.

NOTE K – PERMANENTLY RESTRICTED NET ASSETS (Continued)

CCH is subject to an enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA). It is the policy of the CCH to preserve the original gift of donor-restricted endowment funds as permanently restricted net assets, absent explicit donor stipulations to the contrary. Unless otherwise stated, other donor-restricted gifts are classified as temporarily restricted net assets. From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires CCH to retain as a fund of perpetual duration. In accordance with generally accepted accounting principles, deficiencies of this nature are reported in unrestricted net assets (none for the years ended August 31, 2012 and 2011).

Changes in endowment and other permanently restricted net assets for the years ended August 31, 2012 and 2011:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Balance at August 31, 2010	\$ -	\$ 509,474	\$ 7,778,330	\$ 8,287,804
Realized and unrealized gains	-	724,100	-	724,100
Interest and dividends	-	133,291	-	133,291
Released from restrictions	-	(8,941)	-	(8,941)
Balance at August 31, 2011	-	1,357,924	7,778,330	9,136,254
Realized and unrealized gains	-	323,801	-	323,801
Interest and dividends	-	118,612	-	118,612
Released from restrictions	-	(6,818)	-	(6,818)
Balance at August 31, 2012	<u>\$ -</u>	<u>\$ 1,793,519</u>	<u>\$ 7,778,330</u>	<u>\$ 9,571,849</u>

CCH adopted an investment policy that clearly defines its investment objectives, guidelines, standards, and procedures for the investment funds it holds, including endowments. CCH's investment objective is to create additional funding through investments for the exclusive purpose of fulfilling its mission. Asset allocations fall within the following guidelines: equities 40% to 70%, fixed income 30% to 50%, and cash and cash equivalents 0% to 10%. Investment performance is based on achieving a return in excess of a balanced market index net of fees. Included in the policy are the roles and responsibilities of the Investment Subcommittee, Finance and Audit Committee, and Board of Directors.

NOTE L – RETIREMENT SAVINGS PLAN

CCH and Affiliate sponsor a retirement savings plan for the benefit of their eligible employees and their beneficiaries. Participating employees may make voluntary contributions to the plan. CCH and Affiliate may make contributions to the plan in amounts determined by their Boards of Directors up to the maximum allowed under Internal Revenue Code Section 401(k). For the years ended August 31, 2012 and 2011, CCH and Affiliate contributions under this plan amounted to \$210,000 and \$470,000 respectively.

NOTE M – LEASES

CCH leases office and residential space used in its programs under operating leases expiring at various dates through 2017, some of which provide for renewals subject to renegotiation. Lease rent expense included in occupancy expense in the statement of functional expenses amounted to \$379,380 and \$346,259 for the years ended August 31, 2012 and 2011, respectively. CCH also leases equipment under capital leases that expire at various dates through 2016.

At August 31, 2012 and 2011, property and equipment included the following amounts related to capital leases:

	<u>2012</u>	<u>2011</u>
Automobiles	\$ 169,441	\$ 302,133
Furniture and equipment	75,546	310,992
Telephone	-	114,396
Total	<u>244,987</u>	<u>727,521</u>
Accumulated amortization	<u>(64,708)</u>	<u>(628,081)</u>
Property under capital leases – net	<u>\$ 180,279</u>	<u>\$ 99,440</u>

At August 31, 2012, future minimum lease rent payments under capital and operating leases, and the present value of the obligation under capital leases, approximated the following:

	<u>Capital Leases</u>	<u>Operating Leases</u>
Years ending August 31		
2013	\$ 59,688	\$ 226,200
2014	59,688	107,300
2015	47,191	26,100
2016	14,671	26,100
2017	11,833	8,600
Thereafter	<u>-</u>	<u>2,100</u>
Total minimum lease payments	193,071	<u>\$ 396,400</u>
Amounts representing interest imputed at 2.28% to 4.4%	<u>(10,430)</u>	
Present value of obligation under capital leases	<u>\$ 182,641</u>	

NOTE N – RELATED PARTY TRANSACTIONS

CCH and Affiliate obtain automobile, workers' compensation, and property and general liability insurance through the Church. The expense related to this coverage amounted to approximately \$297,000 and \$301,000 for the years ended August 31, 2012 and 2011, respectively. CCH previously received a pledge of \$2,500,000 from the Church for its capital campaign for application toward its outstanding joint credit agreement on the real property and improvements at 1822 Keeaumoku Street. The full amount of the pledge was received during the year ended August 31, 2012. In response, CCH removed the Church as co-borrower on the joint credit agreement.

NOTE O – CONTINGENCIES

Amounts received for government grants and contracts are subject to audit and adjustment by various government agencies. Any disallowed claim, including amounts already collected, may constitute a liability. Management expects such amounts, if any, to be immaterial to the consolidated financial statements. Certain revenue and support is derived from government grants and contracts, the loss of which could have a material adverse effect on CCH. CCH and Affiliate are parties to various legal and other claims normally associated with their operations. In the opinion of management and of their legal counsel, the ultimate outcome cannot be estimated at this time and is not expected to be material to the financial statements.

NOTE P – FINANCIAL STATEMENT PRESENTATION

During the year ended August 31, 2012, management discovered that land, buildings and improvements transferred to CCH at nominal cost by the Church in September 2000 had not been recognized in the consolidated financial statements of CCH and Affiliate (See Note G). Accounting principles generally accepted in the United States of America require such transfers to be recognized at estimated fair value on the date of such transfer. Accordingly, the consolidated financial statements have been restated to include the land, buildings and improvements, net of accumulated depreciation. The estimated useful life of the buildings at the time of transfer was 20 years. Land included in permanently restricted net assets increased \$366,400 as of August 31, 2011. Buildings and improvements included in temporarily restricted net assets increased by the cost of \$1,031,200, net of accumulated depreciation of \$766,034 as of August 31, 2011.

The consolidated financial statements include certain prior year comparative information. Such information does not include sufficient detail to constitute a complete presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the consolidated financial statements of CCH and Affiliate as of and for the year ended August 31, 2011, from which the information was derived.

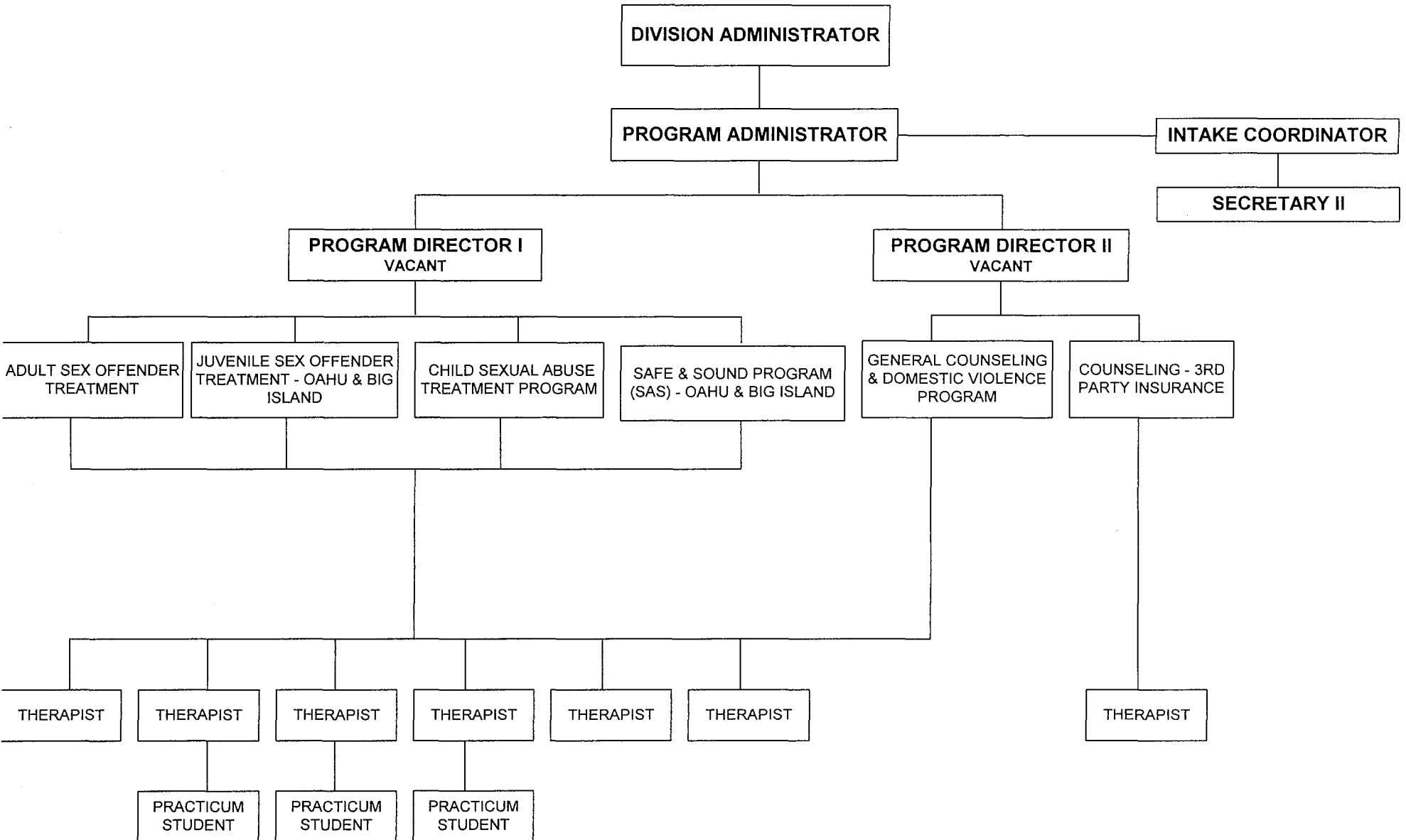
Certain amounts in the prior year comparative information have been reclassified to conform to the current year presentation. Management has evaluated subsequent events through the date of the independent auditors' report, which is the date the consolidated financial statements were available to be issued. CCH and Affiliate operate in the State of Hawaii. National and international events can have severe, adverse effects on economic conditions in Hawaii. The effects on the consolidated financial statements of CCH and Affiliate, if any, from such changes in economic conditions are not presently determinable.

Attachment C

Organization Chart



CATHOLIC CHARITIES HAWAII
Family & Therapeutic Services
Counseling Center



Attachment D

Declaration Statement

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

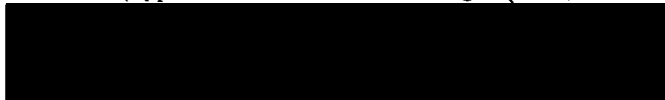
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies 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 or subsidy 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 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 ensuring the proper expenditure of the grant or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

CATHOLIC CHARITIES OF HAWAII
(Typed Name of Individual or Organization)



Stella M. Q. Wong
(Typed Name)

1/31/13
(Date)

Vice President of Programs
(Title)

Attachment E

**List of Experience of
Related Projects or Contracts
for the Most Recent Three Years**

Catholic Charities Hawai'i

List of Experience of Related Projects or Contracts for the Most Recent Three Years

Notes:

- This list includes related projects/contracts for sex abuse only.
- This list does not include any of the Federal, State, County or private contracts for other, non-sex abuse specific services that are provided by Catholic Charities Hawai'i.
- All contracts listed are current unless otherwise indicated.

Project/Contract	Contracting Agency/Organization
Intra-Familial Sex Abuse Treatment Services, Oahu	State of Hawaii, Department of Human Services
Adult Sex Offender Treatment Services	State of Hawaii, Judiciary
Juvenile Sex Offender Treatment Services: First Circuit	State of Hawaii, Judiciary
Juvenile Sex Offender Treatment Services: Third Circuit	State of Hawaii, Judiciary
GAL Training	State of Hawaii, Judiciary
Intra-familial Sex Abuse Treatment and Services (SAS)	State of Hawaii, Judiciary
Community-Based Residential Level II	State of Hawaii, Department of Health, CAMHD