

House District _____

Senate District _____

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I 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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Family Programs Hawai'i

Dba: _____

Street Address: 250 Vineyard Street, Honolulu, HI 96813

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LINDA SANTOS

Title President and CEO

Phone # 521-9531 x231

Fax # 533-1018

e-mail Lsantos@familyprogramshi.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 PROGRAMS HAWAI'I IS REQUESTING FUNDS TO PROVIDE HOME STUDIES AND ADOPTION SERVICES TO FAMILIES WISHING TO ADOPT LOCALLY THROUGH THE CHILD WELFARE SYSTEM, INTER-FAMILY AND THROUGH OTHER AGENCIES AND PROGRAMS. THIS PROGRAM IS DESIGNED TO BE A FEE FOR SERVICE PROGRAM AND ABLE TO SUSTAIN ITSELF IN THE FUTURE AND BRING VALUABLE UNRESTRICTED FUNDS TO FAMILY PROGRAMS HAWAI'I.

4. FEDERAL TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 163,012

5. STATE TAX ID #: [REDACTED]

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

LINDA A. SANTOS, PRESIDENT & CEO
NAME & TITLE

1/28/13
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

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

Since 2004, Family Programs Hawai'i has continued to build upon its original roots founded with Casey Family Programs, who provided the State of Hawai'i support in caring for children with special needs in our foster care system.

FPH has grown, adding several large state contracts as well as numerous smaller grant funded programs to the original Enhancements program for foster youth and Long Term Foster Care services. Improving the lives of children and families involved in the Child Welfare System is central to FPH. In September, 2008, the agency changed its name from Foster Family Programs to Family Programs Hawai'i to reflect its broader service to all children from the child welfare system including youth transitioning out of foster care.

In its first 7 years FPH experienced substantial growth, considerable success and many challenges. FPH developed necessary infrastructure, revamped the composition and roles of the Board of Directors, maintained existing programs while developing new ones to insure sustainability, merged two very different organizational cultures, and established an identity separate from its predecessors. The Department of Human Services (DHS) awarded FPH contracts to provide case management to families referred as moderate risk for abuse and neglect, training and support services for resource families (foster parents), and management of a receiving home in Ma'ili to provide emergency care to children removed from their homes for suspected abuse and neglect.

Through grants, additional programs were developed especially in the area of youth transitioning from foster care, the support of resource families and siblings. By 2009, FPH had four locations, with over 70 staff and a \$5 million budget.

However, the economic recession beginning in late 2008 affected the state's social services in several ways. **State internal cutbacks significantly reduced DHS Child Welfare Service positions and salaries and work hours for its remaining staff. This had a ripple effect on FPH programs in the form of increased caseloads. At the same time, most major contracts were cut once and, for some contracts twice. In response, FPH was compelled to reduce services and eliminate staff.** In 2013, FPH now has three locations, a staff of 65 and a budget of \$4.3 million.

2. The goals and objectives related to the request;

During the last few years, Hawai'i Child Welfare Services (CWS) has made many positive changes. CWS's primary mission is to sustain children safely in their birth family or reunification or placement/permanency with relatives. The success of these programs can be seen in the 59% reduction of children in foster care. If permanency/adoption is with non-relatives, maintaining safe and appropriate birth family connections is still highly encouraged.

The greatest challenge still remains facilitating permanency/adoption for the older children and teens with high needs. The number of agencies doing recruitment and adoption studies to ensure permanency for this group of children and youth, has declined. FPH believes there is a need to provide adoption study services not only for the children and youth with high needs, but also for other Hawai'i families who need home studies for private and international adoptions. Additionally, families who adopt hard to place children, require a lot of support services as their children may be older, have mental health issues, behavioral challenges or specific medical needs. FPH already has in place a wide variety of services that can support and train adoptive families, as well as provide direct assistance to both the children and families to ensure successful and lasting adoptions.

The financial impact of providing home studies will not only make the adoption process less daunting for these much-needed adoptive families, but also will provide a welcome additional source of unrestricted income to FPH - income that will help off-set the State funding cuts of the past three years. Home studies can cost up to \$3,500 in Hawai'i and are privately paid by families wishing to adopt domestically or internationally. Other post adoption services are also paid directly by the client. We anticipate doing a minimum of 12-15 home studies in the 2014 fiscal year and growing the service in future months. By meeting the needs for home studies in Hawai'i makes this new fee for service program sustainable over time with the ability to grow the services through marketing, word-of-mouth and referrals from DHS. We anticipate the program sustaining itself after the first year of development and start-up activities.

3. The public purpose and need to be served;

There are not enough eligible families licensed to adopt children in Hawai'i. With your help, we can change that.

FPH has the necessary resources to provide home studies, preparing parents for placement, and an array of **other** post adoption services which include on-going support groups and training to families interested in private, inter-family adoptions, and foster care adoption for hard to place children. This population of adoptive parents has experienced difficulties in getting timely home studies completed. They have also and have expressed a need for additional support services and training. Additionally, with the state budget cuts, Department of Human Services has been severely understaffed and can only give limited referrals and assistance in adoptions.

FPH receives a grant from the Dave Thomas Foundation for the Wendy's Wonderful Kids program, which offers proactive, child-focused recruitment of adoptive families for children, ages 0-17, placed in long-term foster care. The program provides intensive social work services to find the best adoptive homes for children in foster care and case management services for children ready for adoption. The children in need of these services are referred by Child Welfare Services. Once referred, each child is assessed to determine their preparedness for adoption and a customized recruitment plan is developed addressing their unique strengths, challenges and needs. The WWK program also provides post-placement support services.

The real challenge is recruiting and licensing appropriate families wanting to adopt these children. **The goal of WWK is to recruit a pool of licensed adoptive families willing to adopt from the child welfare system.** Currently a family is not licensed unless a potential match is identified. This presents a challenge in developing a pool of families since we would have to wait for a potential match to occur before going through the licensing process. **Providing timely home studies and licensing support will increase our ability to create this pool and facilitate these adoptions.**

4. Describe the target population to be served; and

The target population is as follows:

- Families interested in adopting locally and/or from the child welfare system
- Families interested in adopting inter-family or nationally
- Follow up home/placement studies for inter-family, nationally and international adoptions
- Military families

5. Describe the geographic coverage.

The geographic area of coverage is statewide, with emphasis on the Island of O'ahu and East Hawai'i, where FPH currently sustain offices.

II. Service Summary and Outcomes

1. The scope of work, tasks and responsibilities and (2) Timeline

Scope of Work	Tasks	Responsibility	Timeline
Development	Develop services for adoptive families and children	Program Coordinator and Program Supervisor	1 st Quarter
Staffing	Recruit and train a Program Coordinator	Program Manager	1 st Quarter
Family Recruitment	Advertise & recruit a pool of families ready for adoption	Program Coordinator	1 st Quarter
Licensure	Provide home studies and license adoptive families	Program Coordinator	2 nd Quarter and on
Adoption Training Or Hanai Training	Develop & implement training curriculum and services for training during adoption process	Program Coordinator	1 st Quarter
Post Placement	Develop and offer post placement services (attachment, training, support)	Program Coordinator and Program Supervisor	1 st Quarter development 2 nd Quarter offer
Evaluation/Quality Assurance	Develop & implement quality assurance process for services	Program Manager	1 st Quarter development 2 nd Quarter implement
Community Awareness	Increase interest in adoption and process	Program Coordinator	Ongoing

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

Consistent with the Agency's mission and core values, FPH is committed to excellence in the provision of service. We will fulfill our purpose by providing the highest quality of services to the clients we serve. Our Performance and Quality Improvement Plan (PQI) will hold us accountable as we continuously learn from experience, each other, and from our community. Our Management Team provides leadership and ensures allocation of resources for continuous quality improvement across the organization.

Formal PQI processes, such as consumer satisfaction surveys, quarterly reviews by the Management Team and Board, and monthly PQI Committee meetings are embedded in our work and have the resources necessary to accomplish their functions.

The Adoption Support program maintains a system of program evaluation for measuring the effectiveness of the home studies and adoption support services. The Clinical Director oversees and is responsible for the collection, evaluation and corrective action process (if relevant) of programmatic outcomes.

Program evaluation would answer a variety of questions vital to the program, including:

- Who are the families served by the program?
 - Why do they seek services?
 - What services do they seek?
 - What services do they receive?
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated.

The proposed services will be measured for effectiveness by the following measurements:

- Number of home studies completed
- Number of adoptive families licensed
- Number of placements facilitated
- Number of adoptions finalized
- Number of referrals made for training and support services
- Qualitative comments on satisfaction surveys from families and children

III. Financial

Budget

Full time MSW Program Coordinator on Oahu, part-time Case Manager in Hilo of and 20 % AA, full rent etc.

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **See attached**
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
\$40,753.00	\$40,753.00	\$40,753.00	\$40,753.00	\$163,012.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for the fiscal year 2014

The following sources of funding are being sought in FY2014:

- McInerney Foundation \$10,000
 - Fee for Service generated through home studies \$30,000
 - Bank of Hawai'i Charitable Foundation \$10,000
- Total additional sources of funding \$50,000

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

NONE

IV. Experience and Capacity

A. Necessary Skills and Experience

FPH is licensed as a Child Placing Agency which includes the ability to license both foster and adoptive homes and to place children. From 1996 to 2004, FPH (then Casey Family Programs) placed 75 hard to place children in adoptive homes, and provided training and support to these placements. **FPH currently has numerous staff members who are experienced in doing adoption home studies and related support services able to consult and assist in the development of the proposed services and they would be able to carry out these important services.**

The acquisition of Wendy's Wonderful Kids (WWK) will greatly assist FPH in speeding up adoptions for children and youth, especially those harder to place and those with special needs. WWK addresses recruitment and screening of adoptive families and case management for children to prepare them for adoption, which help to facilitate successful adoptions. FPH will be able to finalize adoptions more easily and timely with the support of WWK, especially since it will be able to provide the adoptive families with home studies and adoption support services in-house, currently difficult to find in the community.

Experiences and related contracts/services pertinent to this request include:

- Resource Family Support Services provides statewide services, which include a Warm Line, monthly support groups, training for resource families.
- FPH provides Enhancements for foster children through grants for education, athletics, sports, dance, special events, travel and special projects funded by Victoria S. & Bradley L. Geist Foundation and the Teresa F. Hughes Trust Estate.
- FPH hosts large-scale annual event for foster children and their families such as the December Holiday Party, which honors children in foster care and serve as a thank you to families who welcome foster children into their homes.
- Project Visitation uses community volunteers to coordinate visits between siblings who are separated through the foster care system, giving them a chance to stay connected and strengthen their bond, even though they are living in separate homes.
- It Takes An 'Ohana improves the quality of foster care by empowering resource families and adoptive families through information, skills and support statewide.
- Wendy's Wonderful Kids offers proactive child focused recruitment of adoptive families for children who have been placed in long term foster care.

B. Facilities

The staff will be housed in our office at 250 Vineyard Street, Honolulu, Hawai'i and in our Hilo office at 120 Pauahi Street, Suite 306, Hilo, Hawai'i. For the health and safety of staff and service recipients, the facility provides comfortable, well appointed, ventilated and lit private, public and group spaces; parking and security. Safety and emergency preparedness plans are in place for the well-being of staff and service recipients. Private and semi-private ergonomic work spaces, meeting rooms and file storage are provided. A secure network provides data management and back up and confidentiality of staff and client records. Supplies and technology are provided for faxing, posting, copying, printing, telecommunications and internet connectivity. All staff is assured convenient access to these services. The facility provides ingress, egress, work stations, meeting rooms and equipment/file areas that are fully accessible. The offices are leased in a facility which pre-dates ADA construction regulations. FPH is able to serve disabled clients and accommodate disabled staff. Restrooms are not ADA compliant, but access is generous and assistance is available to those of limited mobility

Home study services will be provided in the client's residents. Support services and trainings will be made available through a variety of community locations such as churches, community meeting facilities and conference sites. Both offices will be available for meetings and visits as necessary.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

One full time (1 FTE) MSW or equivalent will be hired as the Program Coordinator. This person will have extensive experience in working with home studies and adoption services on O`ahu. A BSW will be secured as a part-time case worker in East Hawai'i to provide similar services as needed. The Coordinators will have primary responsibility for the program and will report to the FPH Clinical Director

B. Organization Chart

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

VI. Other

A. Litigation

Family Programs Hawai'i has no pending litigation to which it is a party, including the disclosure of any outstanding judgment.

B. Licensure or Accreditation

FPH is licensed as a Child Placing Agency which includes the ability to license both foster and adoptive homes and to place children.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants 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.

Family Programs Hawai'i

(Typed Name of Individual or Organization)



1/28/13
(Date)

Linda A. Santos

(Typed Name)

President & CEO

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Family Programs Hawai'i

BUDGET CATEGORIES	Total State Funds Requested (a)	Grants & Other Unrestricted Income (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	103,923			
2. Payroll Taxes & Assessments	12,419			
3. Fringe Benefits	10,876			
TOTAL PERSONNEL COST	127,217			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,320			
2. Insurance	805			
3. Lease/Rental of Equipment	2,070			
4. Lease/Rental of Space	8,050			
5. Staff Training	4,500			
6. Supplies	3,105			
7. Telecommunication	1,495	1,000		
8. Utilities	1,150	1,000		
9 Mileage	3,000			
10 Printing & Advertisement	6,000	5,000		
11 Repair & Maintenance	2,300	8,000		
12 Audit		7,500		
13 Accreditation		3,000		
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	33,795	25,500		
C. EQUIPMENT PURCHASES	2,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	163,012	25,500		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	163,012	Suzanne Sarlund 808-540-2561		
(b) Grants & Other Unrestricted Income	25,500	Name (Please type or print) / Phone		
(c)		[REDACTED]		
(d)				
TOTAL BUDGET	188,512	Linda A. Santos, President & CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Family Programs Hawai'i

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)
Clinical Supervisor	1	\$72,190.00	20.00%	\$ 14,438.00
Program Coordinator	1	\$45,000.00	100.00%	\$ 45,000.00
Social Worker (MSW)	0.5	\$21,000.00	100.00%	\$ 21,000.00
Administrative Assistant	1	\$33,000.00	25.00%	\$ 8,250.00
Finance Director	1	\$68,875.00	10.00%	\$ 6,887.50
Finance Associate	1	\$39,000.00	10.00%	\$ 3,900.00
HR Generalist	1	\$45,000.00	10.00%	\$ 4,447.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				103,922.50
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Family Programs Hawai'i

RFP No.: _____ Period: _____ to _____

Date Prepared: _____

Contract No.: _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	\$ 7,950.00
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State)	As required by law	1.30%	\$ 1,351.00
Worker's Compensation	As required by law	2.50%	\$ 2,598.00
Temporary Disability Insurance	As required by law	0.50%	\$ 520.00
SUBTOTAL:			\$ 12,419.00
FRINGE BENEFITS:			
Health Insurance	Med: 443 Dent 34		\$ 10,875.60
Retirement			
SUBTOTAL:			\$ 10,875.60
TOTAL:			\$ 23,294.60

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Family Programs Hawai'i

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	2.00	\$1,000.00	\$ 2,000.00	2000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 2,000.00	2,000

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

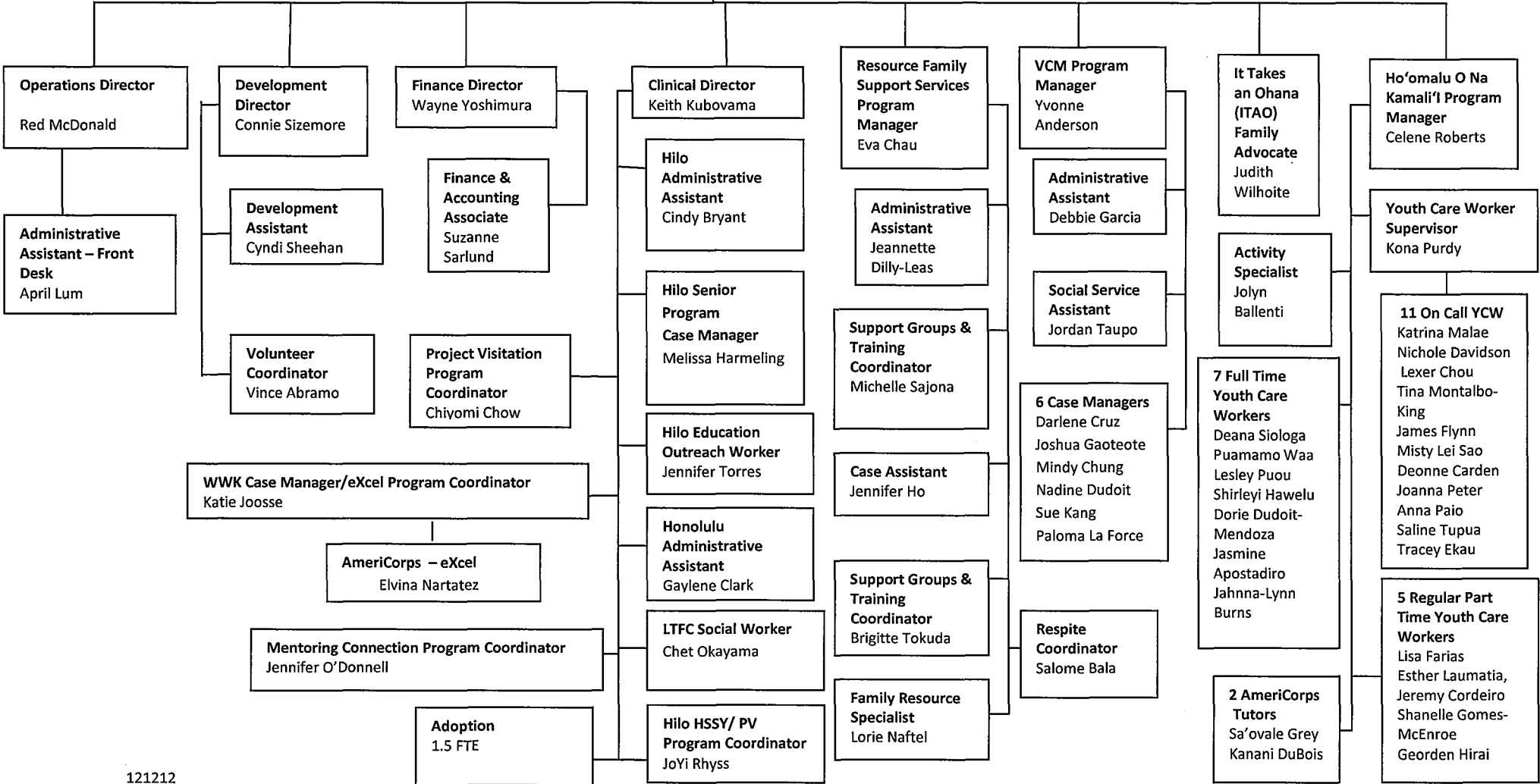
Applicant: Family Programs Hawai'i

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	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	n/a					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

Board of Directors
 Mike Curtis, Lowell Kalapa, Barbara Campbell, Maryellen Markley, Selby Jacobs, Linda Santos, Joe Rice,
 Mike Wood, Mei Nakamoto, Louis Erteschik, Daniel Kim, Mona Choy-Beddow, Brian Benz, Lisette
 Gonzalez, Richard Emery, Jordan Conley, Jeff Case, Carol Ono

President/CEO
 Linda Santos



Adoption Program Organization Chart

