



**ORIGINAL**  
**PACT PARENTS AND CHILDREN TOGETHER**  
A FAMILY SERVICE AGENCY

# **Kuhio Park Terrace Computer Technology Center**

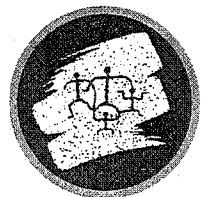


## **Grant-In-Aid Application for Grants & Subsidies Fiscal Year 2015**

**January 31, 2014**



# Application for Grants and Subsidies



House District 28

Senate District 14

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND 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):

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

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

**1. APPLICANT INFORMATION:**

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

Dbn:

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

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

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name RUTHANN QUITQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitquit@pacthawaii.org

**3. TYPE OF BUSINESS ENTITY:**

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

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

COMMUNITY TECHNOLOGY CENTER EXPANSION AND UPGRADE

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2015: \$ 150,000

**8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

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

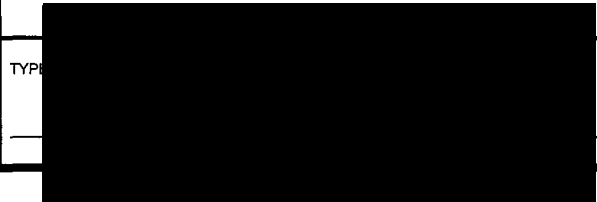
SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 200,000

FEDERAL \$ 150,000

COUNTY \$ \_\_\_\_\_

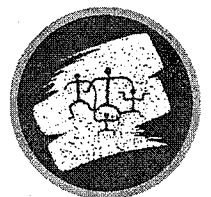
PRIVATE/OTHER \$ \_\_\_\_\_



**PRESIDENT & CEO**  
NAME & TITLE

**JANUARY 28, 2014**  
DATE SIGNED

# Narrative





## I. Background and Summary

### 1. Description of The Community Technology Center

The Parents And Children Together's (PACT) Community Technology Center has a long history of providing services to families and their communities that are easily accessible, skills-building driven and stigma free. We are asking Legislators, through this Grant-in-Aid, for \$150,000 for fiscal year 2015 to support a program that will provide adults and older teens with relevant skills leading to educational and job opportunities for Kalihi families.

The Kuhio Park Terrace Family Center (KPTFC) began in 1991 as a State demonstration site funded under Act 329 by the Hawaii State Legislature. Located on the grounds of Kuhio Park Terrace, KPTFC serves the 2,450 plus household members that reside in the two towers and low-rise Kuhio Homes, as well as families throughout Kalihi and West Honolulu. The mission of the Family Center Program is to *facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources*. By learning the English language, critical job and workplace skills, family budgeting, and parenting and communication skills; families are more likely to thrive in our community. Within the KPTFC is the Community Technology Center (CTC) which specializes in training adults with technology skills for life. The CTC opened in 2002 with a training room of ten, well-used older-model computers for clients. It is intricately linked with housing officials, neighborhood schools, Head Start programs, health centers, and other community resources with an outreach network and system for advertising learning opportunities throughout the community. We recognize that technology training is in high demand -- most teachers and employers expect their students and employees to have a basic skill level in this area. Many immigrants, the newly laid off, unemployed and underemployed residents come to us without basic technology skills. We have waiting lists for all of our technology classes and had over 7,000 visits by repeat clients to the 10-computer CTC last year.

The neighborhood consisting of Kuhio Park Terrace, Kuhio Homes, and their surrounds is dynamic because of its diversity of residents and continuous remaking of itself through the influx of new families and new cultures. The greatest recent influx includes immigrants from the Outer Pacific Islands—primarily Chuuk and the Marshall Islands—with many coming from a subsistence living situation. When these newcomers decide to make Hawaii their home, a steep acculturation curve begins once they step off the plane. This new, sophisticated and complex world leaves them realizing they need different skills than the ones that served them well back home. They need to learn, and quickly, about job searches and technology.

To obtain most entry-level jobs in Hawaii you need to know two things: Basic English and how to use a personal computer. In order to keep that job you need soft skills: being on time, daily attendance, organizational skills and the ability to communicate clearly. In the Community Technology Center (CTC) we address all of these through course offerings especially created for the unique needs of KPT/Kuhio Homes families. PACT will take advantage of the generous offering of Michaels Development Company, the





owner of the KPT towers, to expand our already full technology courses offered at the CTC in the Kamehaikana Resource Center, by opening a classroom in the first floor of B Tower. This expansion allows us to maintain our 'old' space of ten computers and add 20 computer stations in Tower B, making it a far more efficient classroom space. In order to expand services, we must upgrade and expand our hardware, software, and room equipment. Our aging and outdated equipment is no longer adequate to prepare users for the job market. Computers that are ten years old, and worse, are many generations behind the equipment in use in business today. This GIA allows us to expand our services and upgrade to relevant technology simultaneously.

PACT has selected these specific services for the KPT community because they correspond with the community's needs, the adult student's desire for the classes, and the mission of PACT.

Our target population for these expanded services will include adult residents of Kalihi, Kuhio Park Terrace and Kuhio Homes who are unemployed, under-employed or who need basic technology skills to obtain a better job. We will also target those who meet the above criteria and need to improve their English as a prerequisite to obtaining a desired position. The KPT area is rich in people meeting these criteria. With over 2,400 total residents in the Kuhio Park Terrace/Kuhio Homes area there are hundreds of potential clients and many are already on our waitlist.

## 2. Goal and Objectives Related to GIA Request

For community members to find and obtain jobs, they must have the ability to access and use a computer. It is impossible to obtain even an entry level job at the nearby Jack In The Box without going online. The task can appear daunting for a newcomer and/or English Language Learner but with the equipment and help from a trainer/counselor who is well versed in paring down technology information as it relates to job searches and applications, the students are on a path to creating opportunities for themselves and a way to strengthen their family. This marriage of excellent staff--well-versed in supporting the KPT community to discover and grow their own strengths--fits perfectly into PACT's mission to create opportunities for people to identify and address their own strengths needs and concerns and successfully realize their potential.

The **mission** of PACT Family Center/Community Technology Center is to facilitate the strengthening of families and their communities by enabling them to identify and use their own and other resources to improve their quality of life and sense of community. Our **goal** with this funding is to upgrade and expand our very old computer Technology Center from ten computers to 30 and from one single small space to two, requesting support for the 20 additional computers, hardware and software. We will be purchasing software to enhance technology skills and English Language Skills for adults and students. The specific softwares we choose are those which allow new users to quickly become tech savvy and self-reliant.





Through the CTC services, PACT will be able to help accomplish the following **objectives:**

- Upgrade and expand computer hardware and software for 20 computers.
- Teach skills that support and sustain economic self-reliance such as computer skills, resume writing, and job application procedures;
- Teach the ethical and appropriate uses of technology;
- Teach English as Second Language classes using both technology and conversational opportunities.

The timeline below details activities and services to be provided by the Community Technology Center.

### **3. &4. Public Purpose and Need to Be Served & Target Population**

“An ounce of prevention is worth a pound of cure,” said Benjamin Franklin. Funding proactive strategies, such as providing literacy, pre-job skills, and technology skills to low-income, under-/un-employed, and English Language Learners, are an investment by the community to help individuals become more competitive in the job market and to be economically self-reliant. The services proposed by PACT Family Center CTC will decrease the taxpayer’s burden of funding remediative strategies down the road (about \$8,776 annually per federal taxpayer, according to “The Welfare State’s Cost to American Taxpayers”), for individuals who would otherwise not have the opportunity to develop English literacy and acquire job skills, and come to rely on government benefits or to succumb to environmental risks such as illiteracy, drug abuse, crime, and early pregnancy.

Recent statistics available from the American Communities Survey, 2010 Five-Year Data Summary paint a picture of high civilian unemployment (15.4%), low educational attainment with 38% of adults having less than a high school diploma and 63% having obtained that diploma; high numbers of families living below the poverty line (46.7%), and a significant number speak a language other than English in the home (47%). This area has the second lowest family median income in Honolulu County, just behind Mayor Wright Housing, at \$25,859, well below the poverty line.

A recent community assessment completed by Pacific Resources for Education and Learning dated 11/18/2013, entitled *Report: Results of Round Two Tower of Kuhio Park Needs Assessment Administration* shows that resident respondents are most interested in receiving computer training (14.3%), GED/adult education classes (14.2%), and job readiness training. The most typical reason for having difficulty obtaining and keeping jobs is their difficulty with the English language and basic math skills. These barriers to success are all addressed through the services of the CTC.

Demographic statistics from the 201 American Community Survey 5-Year Estimates data show that the Kuhio Park Terrace Census Tract 62.02 has significantly greater socio-





economic challenges than the City and County of Honolulu as a whole. It has a young population profile, with more than 50% of the population under 18 years of age, a disproportionately high number of single parent families with high fertility, single mothers as heads of households, and very low household incomes. Census data also shows the concentration of people with disabilities is one of the highest in Hawaii. Kuhio Park Terrace and Kuhio Homes residents are economically isolated, and face educational, linguistic and cultural barriers as well as numerous environmental risks. *These differences combined with the needs assessment results support our request to expand pre-job skills training including technology, language and academic support so future generations are less likely to have such low educational attainment and adults are more likely to have the skills that make them successful employees.*

Further, the Hawaii Public Housing Authority estimates that approximately 66% of the adult residents of KPT have limited English skills. At least eight languages (Tagalog, Samoan, Tongan, Vietnamese and Lao, Chuukese, Marshallese and Chinese) are spoken in residents' homes.

The self-identification of ethnic background of the head of household in Kuhio Park Terrace in 2010 was 25% Samoan, 9% Hawaiian, 4% White, 3% Filipino, 1% Hispanic, 1% Laotian, 1% Chinese, and 66% other Asian/Pacific Islander. Other Asian/Pacific Islander refers primarily to the recent immigrants from the Outer Pacific, in particular from Chuuk and the Marshall Islands.

*Language is a barrier to getting and keeping jobs for many clients so we will be providing English Language classes using technology software on site at KPT. Improvement in English literacy is the most critical step to career opportunity for immigrants. This stepping stone to success is very important for families to improve their educational and career options and will be provided to clients at the KPT site.*

## 5. Geographic Coverage

Community Technology Center service locations will be available to individuals from Punchbowl to the Salt Lake area, with most clients coming from Kalihi, and special emphasis given to the Kuhio Park Terrace/Kuhio Homes community. A limited number of students will come from all around Oahu.

## II. Service Summary and Outcomes

### 1. Scope of Work, Tasks and Responsibilities

Teaching technology to adults is like teaching a foreign language. Adults who are unfamiliar with PCs tend to be afraid of making mistakes and fear the computer will break if the wrong key is pushed. The adult student must get comfortable with the language and logic of computers while relearning not to fear making mistakes. And beyond the challenges of teaching truly unfamiliar concepts, teaching technology to limited English language adults takes inordinate patience -- it is not just about teaching computers; it is helping students gain confidence in both English and technology to the point where they can apply their newfound skills to getting and keeping a job. PACT's







Community Technology Center harnesses the teaching talents of its staff for a winning combination of success. Learning English and technology simultaneously helps move adults to a place where they can apply for jobs online, improve their opportunities for advancement in their workplace, and/or ensure their readiness to delve into the more advanced job skills taught by PACT's Economic Development Center and other community partner agencies.

The Community Technology Center also provides an array of courses, workshops; including opportunities to file taxes online and obtain the Earned Income Tax Credit. All services provided are based on the idea of increasing protective factors to help the family move to self-reliance and decreasing risk factors for poverty.

In summary, direct services will include:

- Access and instruction at a Community Technology Center with hardware, software, networking and teaching equipment;
- English language instruction for those who need it;
- Information, referral and linkage for clients to community services and opportunities;
- Job readiness and career development skills through technology courses;
- Volunteer opportunities in the CTC to provide much needed work experience and additional skills for students and residents.

## 2. Annual Timeline and Action Steps

<b>Timeline of Events For Expanding the Community Technology Center</b>												
<b>Activities</b>	<b>Months</b>											
	1	2	3	4	5	6	7	8	9	10	11	12
Hire Education Technology Specialist III (formal advertisements)	X	X	X									
New Staff Orient with PACT, Family Center and CTC staff. Follow them to outreach, collaborative and engagement skills.		X	X	X								
New staff trained on scaffolded technology training methodology and adult teaching methodology, outcomes and outputs data collection.	X	X	X	X	X							
Secure hardware and software for the 20-computer capacity at B Building.	X	X	X									
Wire space for computer placement and teacher preparation space.	X	X										





<b>Timeline of Events For Expanding the Community Technology Center</b>												
<b>Activities</b>	<b>Months</b>											
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Purchase chairs, white boards, projector and other office supplies to prepare the space for class use.		X										
Begin courses with new equipment in B Building space.				X	X	X	X	X	X	X	X	X
Provide evening open lab time at B Building Technology Center for job search, homework support and resume writing.					X	X	X	X	X	X	X	X
Teach Technology Education (including job skills)	X	X	X	X	X				X	X	X	X
Teach English Language skills (using Rosetta Stone)			X	X	X	X	X	X	X	X	X	X
Provide information and referral	X	X	X	X	X	X	X	X	X	X	X	X
Provide Tax preparation February to April 2015						X	X	X				
Provide community outreach efforts in Kalihi		X			X			X			X	
Ensure the Quality Assurance plan is carried out by all staff assigned to this grant.	X	X	X	X	X	X	X	X	X	X	X	X
Teach Technology Classes in Kalihi.			X	X				X	X	X	X	X
Collect Intake information, Outcomes and Output information for funder.	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly report to funder.				X			X			X		





## **Outcomes of Services – Learner Outcomes and Overall Classroom Outcomes**

### **Learner Outcome**

- Acquire functional skills to operate a computer
- Develop communication Skills, including Email and Business Letter
- Learn English through learning technology
- Create a Resume & Cover Letter
- Save and Perform File Management
- Practice Organization - Time Management and using Google Calendar
- Send and Receive Attachments
- Use Craigslist and other online job search sites. Use English language practice resources
- Perform Google Search
- Fill Out Online Forms for Jobs
- Practice Online Safety and Security

### **Overall Course Outcomes**

At the end of each course clients will leave with the following skills or tools:

- Understand how their behavior in the class can help to get and keep jobs in the future, such as attendance, timeliness, appropriate group dynamics, etc. Basic organization and time management skills and tools
- Know basic email etiquette and communication
- Develop functional technology skills, understand the basics of technology safety and gain a sense and independence.

Students learn these skills by doing them through fun activities, practice and application. Each student is critiqued of their skills through return demonstration (i.e., I show you how to fill out an online form, you practice doing one yourself, then show me the procedure you use to complete the form) for the teacher. Makeup time and practice opportunities will be generously offered to students as needed.

### **3. Quality Assurance and Evaluation**

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT's programs. PACT maintains a Performance & Quality Improvement (PQI) Program and process to carry out the agency's vision and mission and to ensure that targeted goals and outcomes are achieved and ultimately builds organizational excellence.

PACT embraces a philosophy of continuous quality improvement which tenets include:

- quality as a central priority,
- a focus on functions and processes not placing blame on individual performance,





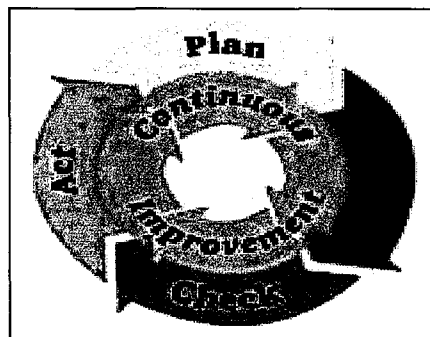
- being data driven, and
- highly involved leaders and staff.

A cornerstone of the PQI program philosophy is the belief that we can better our processes and ultimately our services. When areas of weakness are found, this information is shared in a spirit of respect and support and the confidence that this information provides us an opportunity to do better. PACT takes action based on the findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate Best Practices; and implement and monitor the effectiveness of improvement action plans. PACT constantly evaluates its performance and seeks input to:

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

Improvement activities encompass all programs, employees, contracted services, volunteers, vendors, and partners, and all are expected to participate related to their individual services and adhere to standards established by the organization. PACT's quality activities are designed to maintain confidentiality of clients and business information and comply with the confidentiality, privacy, and security of information mandates as established by the Health Insurance Portability and Accountability Act.

PACT evaluates its performance in a multifaceted approach. Data from long-term planning, short-term planning, management/operational performance, program operational processes, staff input, case record review, output and outcome measurements, risk management and client satisfaction are the sources from which the agency evaluates its performance and generate opportunities to improve. The Plan-Do-Check-Act (PDCA) improvement cycle is the quality process utilized by PACT.



Stakeholder participation is critical and fundamental to the success of designing and implementing the PQI process. Stakeholders include but are not limited to: clients, employees, volunteers, community organizations, advocacy groups, elected officials, government agencies, consultants, advisory boards, PACT Board of Directors, and funders. Stakeholder involvement may include: client satisfaction survey completion,





conducting case record review, incident documentation, external monitoring improvement plans, reviewing results of client satisfaction, determining outputs and outcomes, reviewing annual reports and completing community partner satisfaction surveys. PACT shares findings from performance and quality improvement activities with staff, clients, Board of Directors, and other identified stakeholders. PQI information is part of the annual report available to stakeholders, clients, employees, and the general public.

**Council on Accreditation High Marks for PACT**

PACT has been recognized for its organizational excellence in program and administrative service delivery by the Council on Accreditation (COA) for many years; COA is an international, independent, non-profit, child- and family-service and behavioral healthcare accrediting organization. PACT is one of just 18 non-profit social services agencies in Hawaii accredited by COA. In 2012 PACT completed a successful Self-Study Document submission and COA site visit leading to reaccreditation. The site visit evaluation scores were outstanding and, as a result, COA expedited PACT’s approval through the commission review. The table below is a breakdown of our scores according to the 742 standards evaluated by COA.

Score	1 Outstanding	2 Good	3 Concerning	4 Unsatisfactory	Total
Number	735	6	1	0	742
Percent	99%	1%	<1%	0%	100%

PACT’s quality program was recognized by the COA Peer Review Team with the following comment:

“The performance and quality improvement activities and systems have noticeably continued to mature and evolve since this organization's last accreditation. A commitment to self-evaluation and quality pervades this organization, and there is a focus on using evidence to identify opportunities for improvement.”

**Quality Assurance Department**

Leadership for the agency’s comprehensive quality program and activities is provided by Margaret Takahashi, R.N, MSN, Vice President of Operations. She is assisted by administrative and support staff in implementing the Quality Assurance Plan. The organizational structure and support for Performance and Quality Improvement processes is another demonstration of PACT’s commitment to quality. Mrs. Takahashi has over 20 years’ experience in quality operations from rural operations to urban medical center facilities.





Family Center fully participates in the agency PQI program and process, and has developed measures of effectiveness that will be monitored, analyzed and acted upon using the PDCA model quarterly.

**4. Reported Measures of Effectiveness.**

<b>Service Output Measures</b>	<b>Per 12 month period</b>
1. # of individuals provided access to technology and ad hoc assistance or referrals through the CTC	400
2. # of individuals attending computer workshops and long-term courses	60
<b>Service Outcomes Measures</b>	<b>Per 12 month period</b>
1. # of individuals completing computer workshops and courses	40
2. # of families completing tax preparation for state and federal taxes	40

**III. Financials**

**1. Budget and Budget Forms**

PACT requests \$150,000 in state funds to implement and support Computer Technology Center services in the Kalihi area for the fiscal year 2015-2016. The expanded demand to technology education requires a combination of excellent hard working computer systems (hardware) and easy to use adult friendly software (thus 43% of the budget or \$63,975 is to expand our Technology Center space for equipment and software. Also, because of the unique teaching skills and patience needed to service this low-income, high-risk client population who have systemic social, cultural and economic barriers, require experienced, dedicated, and quality staff (thus \$61,386 or 41% of the grant-in-aid request is for personnel costs).. The remaining budget will fund supplies for project services; required insurances; audit and MIS database services; rent, telecom (landlines and broadband), electricity, and repairs and maintenance for the project office in Kalihi; mileage for staff networking and direct services; 14% of the budget request has been set aside for administrative costs, which covers management, accounting, human resources, quality assurance, facilities, and technology support and services to the program.

The attached budget forms detail the cost of the grant-in-aid request.





**2. Quarterly Funding Request**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$85,482	\$21,506	\$21,506	\$21,506	\$150,000

**3. Other funding we are trying to obtain for FY 2014-2015**

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
<b>Kalihi Office</b>		
\$150,000	State DHS BESSD (Federal TANF Funding, Maintenance of Effort)	Provides basic TANF Purpose #1 support for the Family Center's Community Technology Center and the Family Center food pantry, technology and budgeting education, and linkage services. Funding is secured.
\$200,000	State DLIR Office of Community Services	Immigrant Resource Center – Provide a variety of acculturation services from Waianae to Makiki, especially targeted toward Chuukese, Marshallese and Ilocano newcomers to Hawaii, those on probation from prison, victims of domestic violence and human trafficking, and those below 200% of the federal poverty line for Hawaii.

**4. State and Federal Tax Credits**

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2014-2015. PACT is not requesting funding for any capital projects with this application.

**5. Balance of Unrestricted Current Assets**

As of December 31, 2013, PACT's estimated unrestricted current asset is \$552,087.59.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Headquartered in Kalihi at Kuhio Park Terrace, Parents And Children Together (PACT) has been working with newcomers, formerly incarcerated individuals, victim/survivors of domestic violence, low-income and public housing communities since its inception in 1968. PACT has since expanded its programs to other neighbor island communities and has a statewide human services presence. The agency's first program, the Parent Child Center of Kalihi, focused on promoting the optimal development of young children by fostering the parent-child relationship. Today, PACT has 16 programs reaching families





and individuals across the state in the areas of family strengthening, newcomer acculturation, domestic violence prevention and intervention, economic development, prevention of child abuse and neglect, early childhood education and development, youth mentorship and leadership development, community building, and behavioral health support. Its services are delivered in alignment with the agency's mission to promote and support healthy individuals, families and communities by creating opportunities for them to identify and address their own strengths, needs and concerns, and successfully realize their potential. The agency's approach to service delivery is based on honoring the values and principles inherent in the concept of partnership. PACT works closely with its clients, community members, and collaborates widely with organizations from varying fields. Services are designed in partnership with clients, with focused attention to the cultural and socio-economic context of their respective backgrounds.

PACT has earned its reputation as being one of Hawaii's leading not-for-profit human service providers, by delivering sound, evidence-based services; meeting funders' requirements; and instilling a culture of quality assurance and performance improvement throughout the organization. PACT has an established presence on Oahu, Kauai, Lanai, Maui, Molokai, and Hawaii, with 418 employees and an annual budget of \$21.3 million, providing services to over 10,000 individuals (FY 2013).

Over the years, PACT has developed an extensive organizational knowledge about the dynamics and challenges that long-term poverty has on families and their neighborhoods. With over 45 years of relationship-building and service delivery experience, PACT has earned the community's trust through initiating partnerships to address the pervasive problems associated with poverty and has nurtured community driven solutions that have helped communities thrive. PACT understands the numerous types of stressors and barriers that people encounter when chronically unemployed or underemployed, and the staff possesses a multi-cultural "fluency" developed through experience in working with Hawaii's culturally diverse population. The organization has been consistent in its efforts to ensure the composition of its staff reflect the ethnic diversity of its client populations.

The PACT Family Center and Community Technology Center has a long history of providing services to families and their communities that are easily accessible and stigma free. The program staff approaches their work with families and family members as a partnership based on equality and respect. "Family" is the philosophical and practical framework for working with clients and underlies all of PACT's programs. The socio-ecological perspective of individual as part of a family unit, who is part of a community, is key to PACT's service strategies. Families and staff members work together in partnership that is based on equality and respect:

- The family has the capacity to malama (Hawaiian for "to take care of") their ohana (Hawaiian for "family"). The role of the staff member is to coach, guide, listen, encourage and teach, promoting family well-being and leadership development.
- Families are resources for their own members, for other families, for programs; The role of the staff member is to coach, guide, listen, encourage and teach families what they may not realize they already know and what they have learned as a result of their experience with the program.







- Families learn best when their cultural, racial and linguistic identities are respected and valued. The role of the staff member is to coach, guide, listen, encourage, teach and demonstrate their respect for the family's cultural identity and to offer other perspectives and potential solutions for their consideration.
- Effective programs are those embedded in communities. The role of the staff member is to ensure the program is providing client-centered, client-driven services.
- Effective programs partner with families to advocate for services and systems that are fair, responsive, and accountable to the community.
- Principles of family support practice are modeled in all program activities, including planning, governance, staff supervision and support, and administration.

PACT has full, four-year accreditation by the Council on Accreditation for Families and Children (COA) and earned superior accolades after the 2012 COA site review. It is an active member of the Child Welfare League of America, the Kalihi Business Association, and the Better Business Bureau. PACT has been an Aloha United Way partner agency for over 20 years and its Kauai and Maui regional offices have recently become partner agencies of the Kauai United Way and Maui United Way, respectively.

The PACT Community Technology Center (CTC) began in 2002 and is physically located on the grounds of Kuhio Park Terrace (KPT) and Kuhio Homes, the largest, low-income housing project in the state. KPTFC currently serves over 3,000 household members that reside in the Kalihi area, as well as taking students island-wide for their students. Its primary focus is to provide quality Computer and Internet Classes to the community as well as provide open lab time to the community for job searches, resume writing, and homework support. In the afternoon the CTC holds an Open Lab where all students may use the computers. It is at this time that students have a comfortable and safe environment to do everything from conducting research for their homework to looking up bus schedules to filling out Financial Aid Forms online. The staff on hand is equipped to handle any inquires about Class Lessons or other resources. Each year the CTC has seen more and more users so that during the 2012-2013 fiscal year we supported 202 new users, 5,295 duplicate users and offered nine courses. In the past fiscal year, the CTC had 185 registered course students, of which 124 completed their courses. With the expanded space we can grow these services that are much in demand by the community and desired by employers.

What makes the CTC so effective is its wide array of students and a unique teaching methodology. While primarily serving the immediate community we also have students from Micronesia, Polynesia, Samoa, and the Philippines. The CTC Methodology is sensitive to the diverse cultures that come through the CTC and careful detail is applied to the way material is presented. Considering that most classes have a high percentage of English Language Learners (ELL) the lessons are refined to their core; basic computer principles are broken down and taught in such a way that it requires very little speaking. As students learn computer terminology they are also learning new vocabulary. This





combination of unique teaching methodology and increased layering of the English language creates a rich learning experience for the student. To date, the CTC has been limited by the small size of the classroom with only ten computers for students. With this opportunity for space expansion we will be able to grow services and add computer seats, thus serving more families. We will be keeping our original technology space while simultaneously expanding CTC to Tower B.

The CTC Computer Classes feature beginner, intermediate, and advanced levels within each of the four core course offerings. For example, students who understand but speak little English are placed into the beginning level with previous computer experience also taken into consideration. If their English is good and they have some computer experience they will be placed at a more advanced level. The CTC program consists of four core classes:

- 1) Computer Basics
- 2) Internet and E-mail
- 3) Introduction to Microsoft Word
- 4) Introduction to Microsoft Excel

Each class is one hour a day five days a week, Monday through Friday, and runs for five weeks. The classes are run professionally and students are graded by their attendance and skills. Student must complete 20-25 hours of class work to receive a Certificate of Completion. On the final day of class a Certificate Ceremony is held and each student is presented with their certificate in front of their classmates. The objective of the program is to bring about life opportunities through opening the gateway of technology, and to instill confidence and pride into every student who walks through the CTC doors for however long they are with us. Brief description of the Core Classes:

### **Computer Basics**

The goal of the Computer Basics class is to introduce the physical hardware of the computer (keyboard, mouse, and CPU) and to help them to become proficient in navigating Microsoft Windows. A solid foundation is stressed as the Basics Class and its terminology will prepare them for new applications and skills such as file management. It is in the Basics Class that the students get a taste of Microsoft Office, Paint, and Google before further exploring.

### **Internet and E-mail**

The Internet and E-mail Class introduces new students to the World Wide Web and some of its capabilities. The students start out by learning different parts of the Internet Browser such as the Address Bar. The goal of the class is to become proficient in sending and receiving E-mail and also in using search engines to find information.

### **Intro to Microsoft Word**

In the Intro to Microsoft Word class we go in depth into keyboarding and formatting. The student learns new skills such as utilizing the back space key, blinker, highlighting, clicking and dragging, saving a document, and spell check. The student creates a multitude of documents and hones in on file management skills.





**Intro to Microsoft Excel**

The fourth class in the program is an introduction to using Excel. In the class, the students learn to navigate the Excel Interface, how to manage data using Spread Sheets, Workbooks, Formulas, and Charts. The student also learns advanced formatting techniques such as auto sum, auto fill, and formulas involving ranges. In addition to learning how to use the software the students also create attendance sheets, budgets, how to calculate tax on everyday purchases, how to keep track of their gas or public transportation expenses, and so forth. The students start off these lessons by using the built-in Microsoft Windows calculator to complete math warm up exercises by hand. This not only strengthens and refreshes basic math skills, but it also prepares them for applying those principles to functions.

**Job Workshops**

The CTC features a modulated system of Computer Job Workshops. In each workshop new users will learn step by step how to apply for jobs online using websites such as craigslist.org and careerbuilder.com; some basic keyboarding skills and the ability to read and understand some English are required. The modules include three parts:

- 1) E-mail
- 2) Resume & Cover Letter
- 3) Online Job Searches

Depending on the student’s skill, the instructor will begin each module with a brief introduction of Microsoft Windows and a short keyboarding lesson. It is the students’ responsibility to collect their own work references. This system is geared to accommodate new and continuing students. Each module is 4 hours long.

In summary, the CTC has twelve years of experience of technology training excellence and will continue with this work, expanding our services to include two centers open to the public but targeting services to those in need of job and educational opportunities. With the hardware and software upgrade we can upgrade our courses to better meet the changing demands of the technology world and help provide basic skills to a vulnerable community.

The following is a listing of verifiable experiences with projects and contracts since 2010 that are pertinent to the service activities Requested through this Grant-In-Aid.

Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
10/1/06 – 12/31/11**	Parent Information and Resource Center (PIRC) U310A060083 \$685,732 per year	U.S. Department of Education, Office of Innovation and Improvement, Parent Options	Monique Toussaint U.S. Department of Education 40 Maryland Avenue, SW Washington, DC 20202 (202) 260-0964	Parent Information Resource Center Project – Increase parental involvement in Title I schools to improve academic achievement. Created the Sundays Project





Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
		and Information	Monique.Toussaint@ed.gov	with our Parent Advisory Group from the COFA States. Services provided in Chuukese, Marshallese and English.
7/1/07 – 6/30/13**	DHS-11-POS-354 \$159,000 per year	Blueprint For Change	Stephen Morse 350 Halekauwila St., Ste. 102 Honolulu, HI 96813 (808) 952-0488 admin@blueprintforchange.org	Neighborhood Place of Kalihi – Child abuse and neglect prevention and diversion services to ex-offenders, low income, single parents. Service individuals on probation. Will work in collaboration with the OCS grant to provide group support, individual and family counseling.
3/07/02 – 2011	AUW Agencies ID 005	Aloha United Way	Norm Baker 200 No. Vineyard Blvd. Honolulu, HI 96817 (808) 536-1951 norm@auw.org	Emergency Food and Shelter Program Rental assistance and utility support funds to families.
11/01/04 – 6/30/11**	DHS-05-POS-2172	State of Hawaii Department of Human Services	Rex Shilo Department of Human Services Social Services Division/Support Services Office Purchase of Services & Grant Management 810 Richards Street, Ste. 400 Honolulu, HI 96813 (808) 586-5673 rshilo@dhs.hawaii.gov	Family Center Services – TANF purpose number one and child abuse and neglect prevention for established families and new immigrants, as well as parents coming out of prison and wanting to reintegrate with their children and other family members.
11/29/2012 – 11/29/2014	Family Learning Center in the Kuhio Community	Hawaii Appleseed Foundation for Law & Economic Justice	Victor Geminiani P.O. Box 37952 Honolulu, HI 96837-0952 808/587-7605 victor@hiappleseed.org	Provide technology education to the Kuhio Park Terrace community.





Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
7/1/2011 – 10/31/2013	State of Hawaii Department of Health  PO#00039917 \$4,999 annually	State of Hawaii Department of Health – Asthma Control Program	Gregg Kishiba 601 Kamokila Blvd., Suite 144 Kapolei, HI 96707  Gregg.kishiba@doh.hawaii.gov	Integrated Pest Management Project – Provide cockroach and bedbug prevention and eradication training to public housing residents in English and Chuukese.
9/1/2011 – 10/31/12	US DOE: Title III Sundays Project – Kamaile Charter School Waianae \$10,449.86	Charter School Administrative Office – Title III Immigrant Child	Charter School Administrative Office 1111 Bishop St., Ste .516 Honolulu, HI 96813	Provide Sunday Project to Marshallese and Chuukese families at the school, in the transitional shelter and at a church. Serviced over 36 families, graduating 20 adults.
6/1/12 – 5/31/14	Sundays Project at Linapuni Elementary School - \$10,000 sub-contract.	Kokua Kalihi Family Services – funds originally from Aloha United Way	Dawn Mahi 2239 No. School Street Honolulu, HI 96819  dmahi@kkv.net	Graduated 52 new immigrants from the project with improved student outcomes and increased family/ school engagement.
9/1/2011	US DOE Title III Sundays Project – Waianae and Kau Complex \$72,298.40	Hawaii DOE Literacy Improvement	Gina Nakahara 475 22nd Ave., Rm. 219 Honolulu, HI 96816  Gina_Nakahara/CIB/HI DOE@notes.k12.hi.us	Provide Sundays Project training to Chuukese families and utilizing the Positive Deviance Approach with Marshallese families in Kau – total of 72 families enrolled.
3/1/08 – 12/31/2014* *	Family Center Core Services – TANF Maintenance of Effort  \$150,000/ annually	State DHS-11-ETPO-409-SC#1 – Federal TANF Funds	Employment & Childcare Program BESSD Department of Human Services 820 Mililani St., Ste. 606 Honolulu, HI 96813 (808) 586-7095 Sandra Leong  sleong@dhs.hawaii.gov	Supports basic family center services, such as food pantry, technology classes, English classes and staff support for the community. These services provided in English, Marshallese, Chuukese, Japanese, Tagalog and Samoan. Provided service to





Dates	Contract # & Title of Service	Contracting Agency	Contact Information	Brief Description of Service
9/28/2012	Purchase Order #PBO 3656 832M Sundays Project Parent Engagement for Academic Achievement	Hawaii State Department of Education – Leeward District Office	Greg Uchishiba c/o Leeward District Office 94-521 Farrington Hwy. Waipahu, HI 96797  Greg.Uchishiba/LEEDO/ HIDOE@notes.k12.hi.us	over 4,000 individually annually.  Provide Sundays Project Acculturation training to Marshallese and Chuukese families with children enrolled in Waipahu Schools. 38 families enrolled at present. Classes began in January 2013.
9/2013-6/2014	Immigrant Resource Center and Acculturation  \$200,000 annually	Office of Community Service	Denise M. Pierson Program and Evaluation Administrator Department of Labor & Industrial Relations Office of Community Services 830 Punchbowl Street Rm.420 Honolulu, HI 96813 Ph: (808) 586-8675 Fax: (808) 586-8685	Provide training and support to immigrants, and low income to help support their assimilation and increase skills to obtain jobs, improve parenting and various other supports.

**B. Facilities**

PACT has 51 locations on Kauai, Oahu, Molokai, Lanai, Maui and Hawaii islands. Service locations meet all the requirements of the American Disabilities Act (ADA) regarding consumer and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT has a Facilities Manager to ensure that all sites provide maximum accessibility, safety and support for service delivery. The Vice President of Operations oversees a Safety Program that includes facilities compliance with all safety regulations (such as OSHA), including fire drills and monthly facilities inspections.

PACT's administrative offices are located at 1485 Linapuni Street, Suite 105, Honolulu, 96819, in a federally funded Community Resource Center (Ka Hale O Kamehaikana) in the heart of Kalihi, Oahu. This location serves as the site for PACT's Economic Development Center; Early Head Start and Head Start program; Community Teen Center for youth ages 7-18; Kuhio Park Terrace Family Center, which includes the Neighborhood Place of Kalihi and Community Technology Center; as well as other State





and human service providers. The facility is owned by the State of Hawaii and is ADA compliant. Blue-placard accessible stalls are available in the parking lot directly fronting the resource center, with flat or sloping ramp ways to enter the building. There is an elevator from the ground floor to offices and program settings on the floor below, as well as wheelchair accessible restrooms on both floors.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

**Proposed Staffing**

The staffing pattern for the Community Technology Center is designed to provide increased community services by leveraging other funding sources to provide comprehensive services detailed in this proposal.

**Community Technology Center**

The staffing pattern for the Kuhio Park Terrace CTC as indicated in the Family Centers Organization Chart (see attached) includes the Program Director at 5% FTE (Full Time Equivalent), one Education Technology Specialist II at 60% FTE, and the Technology Supervisor at 45% FTE. The total percentage of staffing equals 1.10 FTE to provide technology training and provide opportunities for job search, social connectedness, homework help and technology time for students, job readiness and career development.

**Staff Qualifications**

Below is a brief description of the staff qualifications and duties for which we are requesting funds. All staff meets or exceeds educational and/or experiential requirements for each position. Each of these staff is reflected in the attached budgets via their position description and full time equivalents allotted to the grant. These positions are also referenced on the attached Family Centers Organizational Charts to help orient the reader to the flow of information and decision making between staff, including chains of command.

**Key Staff/Positions**

Name	Title	Experience
<b>Kalihi</b>		
Christina Simmons	Family Centers Program Director	Christina has directed the Family Centers for the past eight years. Her specialty is creatively weaving cutting-edge behavioral change methodologies and programming together for the participants and working in collaboration with a host of organizations to provide needed services for the community. She will provide overall leadership and supervision,





Name	Title	Experience
		<p>administrative oversight and overall collaboration with community partners. Christina is only one of four people in the USA with a graduate certificate from Tufts University in the Applied Positive Deviance Approach to problem solving.</p>
<p>Roget Alabastro</p>	<p>Technology Supervisor</p>	<p>Roget began the Community Technology Center (CTC) in 2002 and has since created and taught over 20 various courses (2 hours to 50 hours per course) to at least 1,000 adult students (800+ being immigrants). Under his guidance, 701 students have received certificates of completion at a graduation rate of approx. 80% for a 4-6 week daily course. Roget's excellence in teaching is clear from the client surveys collected after each course. Courses are especially geared for English language learners, families and job search activities. Roget speaks Tagalog, Samoan, and English, and is an immigrant himself.</p>
<p>Vacant Position</p>	<p>Education Technology Specialist II</p>	<p>This position, under the supervision of the Technology Supervisor, teaches classes, recruits students and provides technical support.</p>
<p>Joy Tomas</p>	<p>Technology Assistant</p>	<p>Joy began with the Technology Center in 2006 as a Welfare To Work volunteer. She has worked at the Kuhio Park Terrace (KPT) office in supporting families through technology, assisting the teachers within the CTC. Joy oversees data collection and takes a lead in helping adults and older students look for jobs online. This position is provided in-kind by PACT.</p>

**B. Project Organization**

**1. Supervision and Training**

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







involved in supervision, the frequency and typical topics of supervision conversations.

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

Persons Involved	Frequency	Standing Topics	Comments
Program Director with Senior Vice-President of Programs	Monthly	All Family Center Program updates, PACT-wide announcements, staffing issues, budgets, potential funding sources, opportunities and administrative or community issues.	PACT Family Centers has an open door policy between line staff and direct supervisors. While we have formal supervision scheduled monthly, informal discussions, problem solving and sharing happens weekly, and sometimes daily.
Technology Supervisor with Program Director	Monthly	Staffing of the Community Technology Center (CTC), professional development, technology support for programs and clients, CTC courses and administrative issues.	
Education Technology Specialist II with Technology Supervisor	Monthly	Employment Improvement and training plans, activities, objective for improvement, comments, teaching methods and class progress.	
Technology Assistant with Technology Supervisor	Monthly	Employment Improvement and training plans, activities, objective for improvement, comments, counseling topics and agreements.	

**2. Training**

PACT believes in continuous quality improvement with staff training being an integral part of the quality improvement plan. All staff are encouraged to attend a variety of trainings related to their position. Training is provided in a variety of venues and from various sources. PACT-wide trainings include Child Abuse and Neglect, CPR, Ergonomics, De-escalation training and others. The Family Center also provides a variety of trainings to their staff and encourages staff to attend relevant trainings in the community.

This past year, CTC staff attended the following trainings. The list is not intended to be exhaustive, but merely to provide you examples of the variety of trainings attended: Internet Integration, Using Social Media at a Teaching Tool, Hawaii Children’s Trust Fund various quarterly trainings, Emergency Preparedness Training by Department of Public Health Nurses and State Civil Defense, Supporting Clients with Mental Illness by Dr. Carol Nowak, How to Read a Variance Report.

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





**3. PACT Organizational Charts**

Attached are two Organization Charts to help explain where the proposed services fit into to our scope of service and within PACT as a whole.

- PACT Organization-Wide Chart
- KPTEFC/CTC Organization Chart.

**C. Compensation**

Currently, the annual salaries of pact’s three highest paid employees are as follows:

1. [REDACTED], President and CEO ..... \$ 154,054.
2. [REDACTED], Chief Operating Officer..... \$ 128,750.
3. [REDACTED], Senior Vice President of Programs..... \$ 111,199.

**VI. Other**

**A. Litigation**

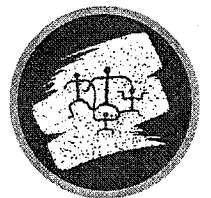
PACT has no pending litigation at this time and no outstanding judgments.

**B. Administrative Assurances and Licensure**

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

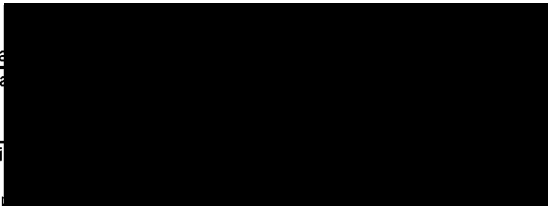


# Budget



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2014 to June 30, 2015)

Applicant: Parents And Children Together (Family Center KPT)

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	50,715			
2. Payroll Taxes & Assessments	6,588			
3. Fringe Benefits	6,708			
<b>TOTAL PERSONNEL COST</b>	<b>64,011</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	29,489			
7. Telecommunication				
8. Utilities				
9. Administrative Costs	21,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>50,489</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>35,500</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>150,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000			
(b)				
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>150,000</b>	Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Parents And Children Together(Family Ctr. KPT)

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$68,958.00	5.00%	\$ 3,448.00
Technology Supervisor	1	\$54,106.00	45.00%	\$ 24,348.00
Educational Technology Specialist II	1	\$38,199.00	60.00%	\$ 22,919.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>50,715.00</b>

**JUSTIFICATION/COMMENTS:**  
 The adult learning methodology and scaffolding activities of teaching technology to mainly English Language Learning adults depends on dedicated, quality staff. PACT strives to maintain competitive market-based salaries to attract and retain qualified employees: personnel costs are reasonable and comparable to similar positions within the service area and the industry based on local salary surveys conducted by the Hawaii Employer's Council and internal agency assessments.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Parents And Children Together(Family Ctr KPT)

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Server - Community Technology Center in B Tower	1.00	\$2,500.00	\$ 2,500.00	2,500.00
CPU (Student Workstations)	20	\$900.00	\$ 18,000.00	18,000.00
Laptops and Accessories	4	\$2,000.00	\$ 8,000.00	8,000.00
HDTV LED	2	\$3,000.00	\$ 6,000.00	6,000.00
Router/Firewall	1	\$1,000.00	\$ 1,000.00	1,000.00
<b>TOTAL:</b>	<b>28</b>		<b>\$ 35,500.00</b>	<b>35,500.00</b>

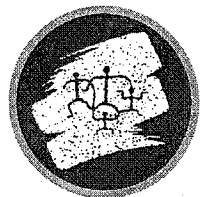
**JUSTIFICATION/COMMENTS:**

Computers will be housed at the Tower B Community Technology Center They will be used to upgrade and expand the teaching skills that support and sustain economic self-reliance such as computer skill, resume writing, and job application procedures. Included in the cost are the computers as well as networking peripherals and office productivity and communication software; budget amount is based on current quotes for hardware and software that meet PACT's technology standards and to meet the growing demands of the community.

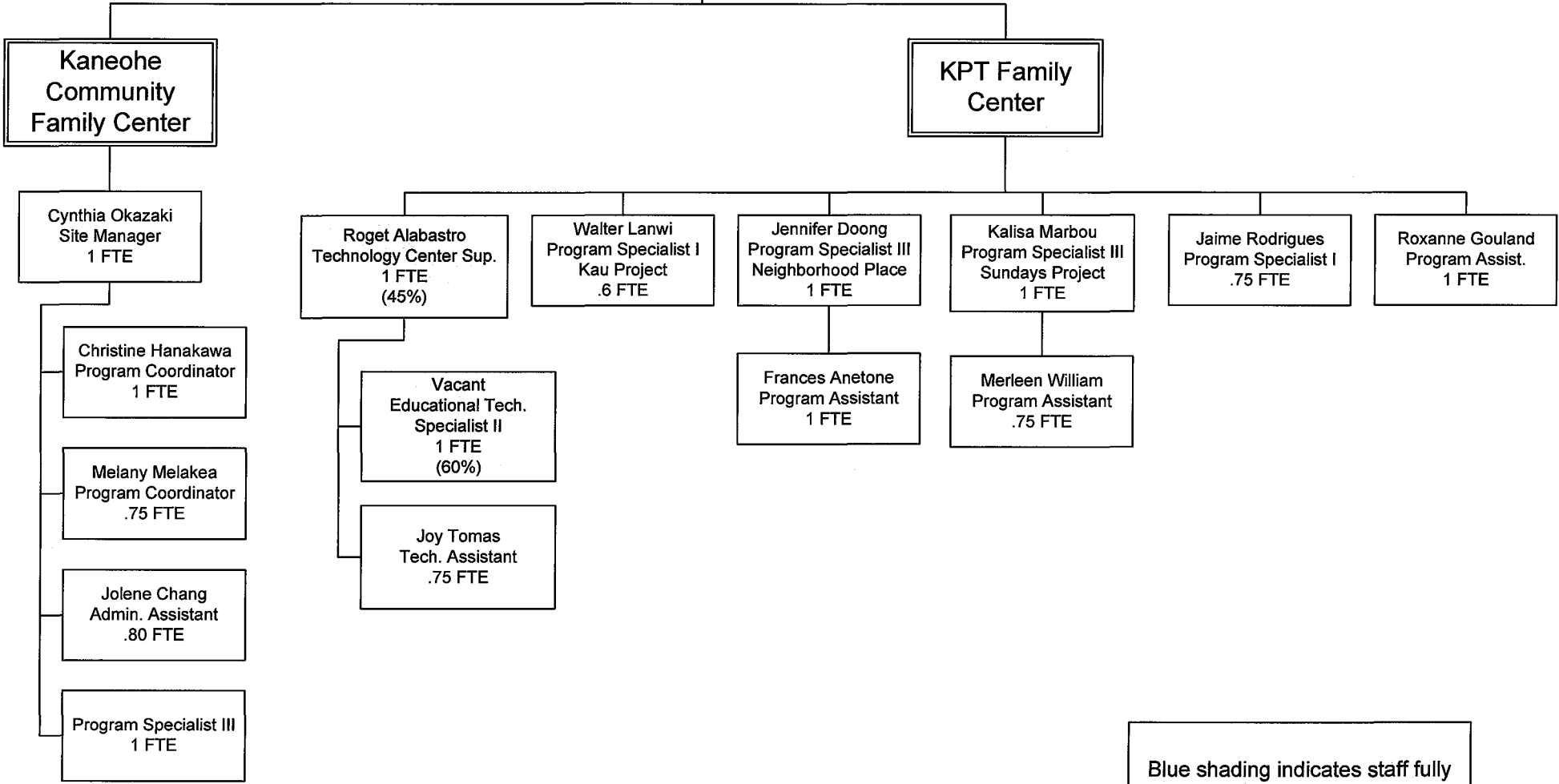
DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

# Required & Supporting Attachments



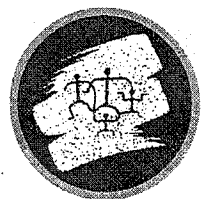
Family Centers  
 Christina Simmons  
 Program Director  
 1 FTE  
 (5%)



Blue shading indicates staff fully or partially funded through this proposal



# 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, Hawaii 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, Hawaii 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, Hawaii 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, Hawaii 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.

Parents And Children Together



Ruthann Quitquit  
(Typed Name)

January 29, 2014

(Date)

President & CEO

(Title)