

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

## **Kalihi Families: From Reliance to Resilience**



# **Grant-In-Aid Application for Grants**

*(The 28<sup>th</sup> Legislature)*

**January 30, 2015**



House District 30

Senate District 14

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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

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

I. APPLICANT INFORMATION:

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

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

Mailing Address: Same as above.

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RYAN KUSUMOTO

Title President & CEO

Phone # 808-847-3285

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E-mail rkusumoto@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PACT's *Kalihi Families: from Reliance to Resilience* targets economically disadvantaged Kalihi Valley youth and families in one of the State's highest density public housing neighborhoods. PACT will work with the family unit to provide a comprehensive set of community-based services that can have lasting impact for the entire household.

The funding will support three critical arms of the initiative—Positive Youth Development, Family Engagement, and Economic Development. These three service domains will provide mutually reinforcing activities that will span the age spectrum, with the goals of increasing school success, successful transitions into adulthood, and family economic stability.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 464,086.00

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 \$ 0  
 FEDERAL \$ 0  
 COUNTY \$ 0  
 PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]  
AUTHORIZED SIGNATURE

KIM GOULD, CHIEF OPERATING OFFICER  
NAME & TITLE

JANUARY 30, 2015  
DATE SIGNED



RECEIVED  
1-30-15

✓

# Application for Grants





## Application for Grants

### Overview of the GIA

How do we break ingrained cycles of intergenerational poverty and inspire families to economic stability? PACT's proposed initiative, *Kalihi Families: from Reliance to Resilience*, targets economically disadvantaged Kalihi Valley youth and families in one of the State's highest density public housing neighborhoods. The homes in the Kuhio complexes shelter multiple generations of families – sometimes three or four generations. We know that intergenerational cycles of poverty are seldom improved unless families, particularly in multi-generational households, are helped in a holistic fashion: culture, education, physical and mental health, meaningful work, and financial literacy are all important components. Families that survive poverty become stronger when attention is provided to strengthening the generations simultaneously. Children reach their full potential only when all aspects of their development - intellectual, emotional and physical - are supported. Parents require economic and employment security to provide attention and support to youth and elders in need. This project is designed to address all of these issues for Kalihi families and to engage the Kalihi community in a culture of joint responsibility.

PACT proposes to understand the family in its entirety ... not just as one client/one service. We will look beyond the unemployed young man, the single working mother, the unsupervised child, the teen enticed to a gang, the immigrant without working English, or the child of an incarcerated parent. We will look into the family core to provide a comprehensive set of community-based services that can have lasting impact for the entire household.

Parents And Children Together (PACT) is requesting \$464,086.00 to provide quality, evidence-based, comprehensive services for youth and families who live in Kalihi on the island of Oahu. The funding will support three critical arms for the *Reliance to Resilience* initiative: Positive Youth Development, Family Engagement, and Economic Development. These three domains will operate with a common agenda and shared values, and will provide mutually reinforcing activities that span the age spectrum.

Our guiding principles for the initiative are:

- Positive youth development and a safe environment are critical for primary prevention of high risk behaviors and academic success.
- Partnerships with providers, educators, families, and community leaders are necessary for securing long term impact.
- Educational and vocational opportunities for youth and adults, and the understanding of how to tap into job preparation resources will enhance family economic stability.
- Family and community awareness and knowledge of youth violence and gang issues through culturally and language appropriate outreach will significantly deflate the influence of gang culture.

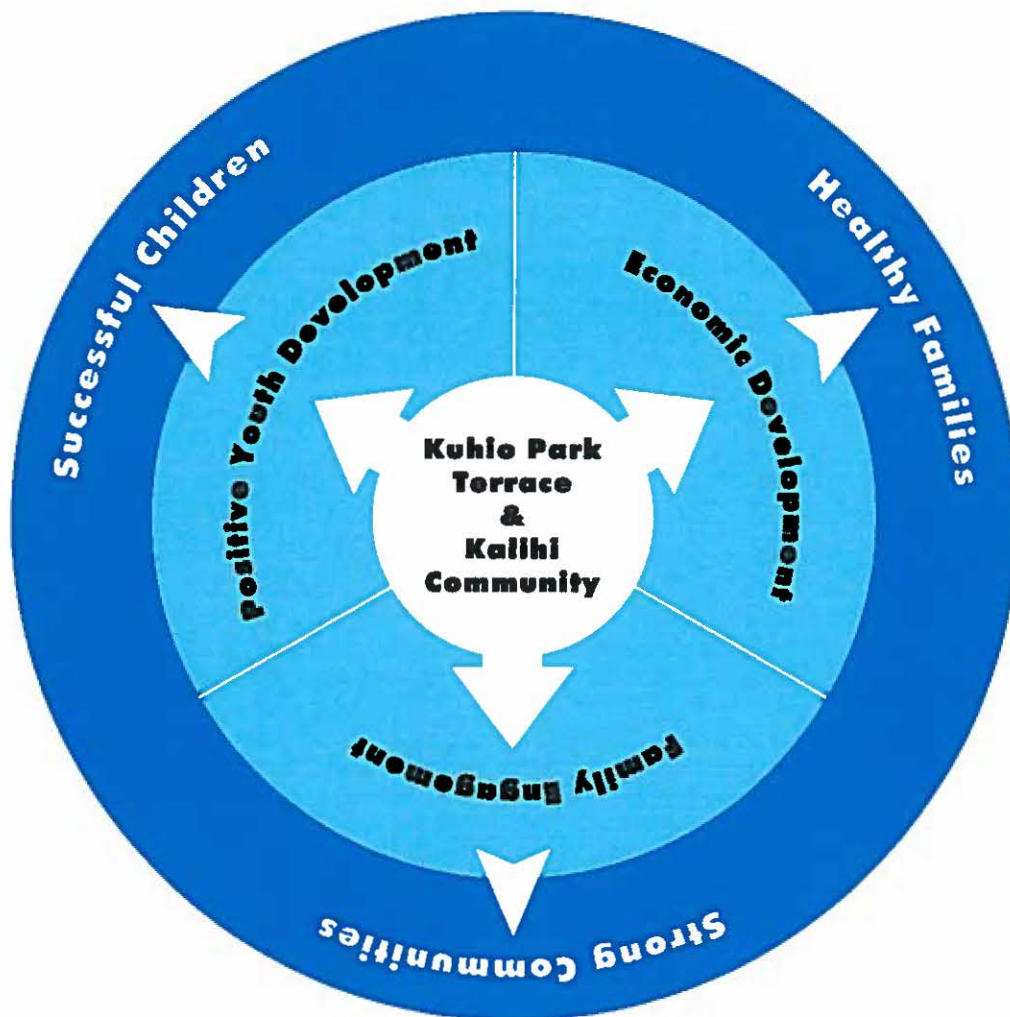
PACT's mission is to *promote and support healthy individuals, families and communities by creating opportunities for them to identify and address their own strengths, needs and concerns and successfully realize their potential.* Each of the three arms of the *Reliance to Resilience*





initiative currently operates within PACT programs – the (PACT) Family Center, the Economic Development Center, and the Community Teen Program. Each program has a long history of providing services to youth, families, and the community that are easily accessible, skills-building and stigma free. This project will engage them in a cooperative directly addressing our common mission statement. An individual youth or family member may enter the project through any of the centers. PACT staff will assess and reach out to families where multiple coordinated services can provide faster, lasting, and deeper impact.

The programs are co-located on the grounds of Kuhio Park Terrace and together serve the 2,450 plus household members that reside in the two towers and low-rise Kuhio Homes, as well as families throughout Kalihi. The intended population for these services is families who live in and around the KPT community with children age 7-18 years old, particularly targeting youth and young adults participating in gang or criminal activities. Additionally, the entire Kalihi community will be included to ensure wide distribution of gang awareness outreach and materials.





## I. Background and Summary.

### 1. Brief Description Of The Applicant's Background

Since its founding in 1968 as the Parent Child Center of Kalihi, Parents And Children Together (PACT) has developed a comprehensive array of services to strengthen individuals, children, families and communities experiencing developmental, social, behavioral health, and economic challenges. Today, PACT delivers 16 programs, reaching families and individuals across the state.

Known for prevention as well as treatment, PACT is recognized for its advocacy and continuum of inter-connected services which carry out its mission: *Parents And Children Together promotes and supports 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.*

PACT has earned the reputation of 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 398 employees and an annual budget of \$20.8 million to over 13,000 individuals (FY 2013).

PACT serves communities throughout the state, and has locations at conveniently accessible sites in communities where clients reside. 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 46 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.

Through our 16 programs, PACT delivers prevention and treatment services that are recognized locally and nationally as highly effective, producing quality outcomes for individuals, families, and communities. PACT provides a breadth of programs that assist families and individuals in overcoming generational poverty, environmental barriers, family violence, limited English proficiency, and mental health support. Services address family peace and preservation; early childhood education and care; mental/behavioral health support for children and youth; youth development; and community and economic development.

Since 1990, PACT has provided services in positive youth development, economic development and family engagement in the Kalihi area. These three distinctive pieces of community support and development have traditionally been performed by the Kuhio Park Terrace Family Center, Economic Development Center and Community Teen Program. In this grant we propose to serve families in an integrated and holistic way,





with the aim of assisting families in moving towards long term economic stability and thus creating a lasting impact on the community.

Below is a brief description of the history and services provided under the three key program area joining forces for *Reliance to Resilience*.

**Youth development** at PACT was born out of the Statewide Youth Gang Response System providing gang prevention services and supervised alternative activities at KPT. These services grew and spread to Puuwai Momi Housing Project in Halawa and today services in both locations fall into four main components: academic support; enrichment and recreation; youth development and skill building; community building and service learning.

PACT is a well-recognized leader of **family engagement** services on Oahu. By drawing upon best practices in family center services, computer literacy training, family engagement for educational success, budgeting and positive parent involvement models, we have hit a recipe for success in service to migrants and immigrants. Most recently, this success led to the opening of a second, and larger, Community Technology Center at KPT that is ready to train youth and adults in technology skills. Specific family engagement services are currently available from Waianae to Palolo and in Kaneohe.

PACT's **economic development** journey began with launching the KPT Friendly Store, a convenience store situated in one of the KPT residential towers. From there our work has been to teach adults how to run their own microenterprise business, provide various vocational and technological trainings, and, more recently, by providing Competency-Based Community School Diploma Program and prison to community reintegration services. These services have been available from Kalihi to Waianae.

## 2. Goals and Objectives Related to the GIA Request

### Project Goals:

1. Youth will gain skills and be introduced to vocational opportunities that will improve their school success and self-reliance, leading to career and college readiness.
2. Families will gain skills that lead to financial stability.
3. Families will be engaged in critical activities that support their own and their children's academic, economic, and life success.
4. Families and the community at large will increase awareness of signs and symptoms of gang activity and will become active participants to decrease its hold on youth.

### Objectives:

1. Teach cognitive and non-cognitive skills needed for school success.
2. Develop skills in family members that will improve relationships with family, peers, and school.
3. Teach pre-job and on-the-job skills that support and sustain economic self-reliance, such as computer skills, cover letter and resume writing, English language, family budgeting, dressing for success, interviewing skills, job application procedures, and most importantly – how to keep the job.





4. Teach the ethical and appropriate uses of technology.
5. Teach parents how to support their child's success in school.
6. Teach English classes using both technology and conversational opportunities.
7. Teach computer-aided design (CAD) and computer-assisted manufacturing (CAM) software that will provide the skills to compete in today's highly competitive job market or start a business using the Makery system to manufacture products.
8. Teach the competency-based community school diploma curriculum, with one-on-one case management for barrier removal, tutoring, and weekly group curriculum review.
9. Create and distribute gang awareness materials in several languages through an outreach campaign across the Kalihi community.

### 3. Public Purpose and Need To Be Served

*An ounce of prevention is worth a pound of cure,*  
Benjamin Franklin

Funding proactive strategies, such as providing gang awareness, technology literacy, pre-job skills, and improved communication skills (particularly for English Language Learners), is an investment by the community to help individuals become more competitive in the job market and to become economically self-reliant. The services proposed can decrease the taxpayer's burden of funding remediating 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.

Statistics 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; 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%). The area of Kuhio Park Terrace/Kuhio Homes has the second lowest family median income in Honolulu County, just behind Mayor Wright Housing, at \$25,859, well below the poverty line.

A 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 our proposed services.

Demographic statistics from the 2012 American Community Survey 5-Year Estimates data show that the Kuhio Park Terrace Census Tract 62.02 has significantly greater 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 positive youth development, primary and secondary gang prevention, increased skills training including technology, language and job support - so that 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 a 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.

#### **4. Target Population**

The primary target populations to be served through this proposal are 1) youth, 7-18 years of age, and 2) their families who live in Kalihi. Youth and families living in this community are at-risk and experience high levels of social, emotional, educational, and financial challenges. Young adults already involved in gang or criminal activity will also be recruited for participation in appropriate services for themselves or their families.

#### **5. Geographic Coverage**

Kuhio Park Terrace is Hawaii's largest public housing community, located in Kalihi at the foot of Kahauiki ridge, with the Fort Shafter Military Complex to its west and the Likelike Highway to its east. A total of 748 housing units comprise the two high rise buildings and low-rise homes, which are home to 2,812 low-income working and non-working families (KPT/Kuhio Homes Demographics report, March 2010). KPT and Kalihi Valley Homes were built in the 1960s.

Kalihi is a working class, multi-ethnic community that has historically been one of the first residences of immigrants. Today, the largest ethnic group in Kalihi is Filipinos,





followed by Samoan, Native Hawaiian/Part-Hawaiians, and a growing group of COFA (Compact of Free Association) migrants from the Federated States of Micronesia, Republic of the Marshall Islands, Commonwealth of the Northern Mariana Islands and the Republic of Palau. Ethnicities of residents of KPT/Kuhio Homes are, in order of predominance: Samoan (40%), Micronesian (24%), Native Hawaiian/Part-Hawaiian (13.5%), Asian (9.4%), Caucasian (4.3%), Filipino (3.1%) and Hispanic (2.6%).

In Kalihi, per capita income is in the lowest 25% statewide (\$14,634 v. \$21,526). Here, residents experience higher levels of unemployment and reliance on public assistance as compared to the rest of the state (*School/Community Profiles*). More adolescents report their neighborhood as unsafe and that they lack close neighborhood ties. More students score below state standards on the SAT & Hawaii State Assessment reading and math tests.

The profile of KPT indicates that this community is at even greater risk than Kalihi in general. Census data indicate that residents living in the Linapuni Street census tract had the highest percentage of persons living below the poverty level at 69.9% (*American Community Survey, Five-year Summary 2009-13*) The median household income for KPT is \$25,500 (\$27,890 is poverty level income for a family of four, *Federal Register*, Vol. 80, No. 14, January 22, 2015). Most residents (70%) at KPT are working; while another 36% receive full or partial TANF assistance. Thirty-seven percent of the households receive SSI and 16.6% receive Social Security benefits. Ninety-four percent of the 296 single-parent households are headed by females (277 female- as compared to 19 male-headed households) (KPT/Kuhio Homes Demographics report, March 2010). Children and youth ages 0 to 19 make up more than half of the KPT population. Linapuni, Fern and Kalihi-Waena Elementary Schools are the public schools that serve KPT/Kuhio Homes children. Well over 88% of their students qualified for free or reduced-cost lunch (*School Status and Improvement Reports, School Year 2013-14*).

The KPT community is a mix of long-time residents and the newly arrived. Fifty-six percent of the children attending Linapuni Elementary School, which is located at KPT, have limited English proficiency (*School Status and Improvement Report, School Year 2013-14*). The 2009-13 American Community Survey indicates that of the 1,804 persons counted who were 5-years and older, 59.0% spoke another language other than English while 41.0% spoke only English.

## II. Service Summary and Outcomes.

### 1. Describe the Scope of Work, Tasks And Responsibilities

Our goal is to provide integrated services that will address the identified needs of participating youth and families. Three primary service areas will be addressed in this proposal:

1. Positive Youth Development,
2. Family Engagement, and
3. Economic Development.





**Scope of Services:**

Families can enter PACT’s services through any of the three arms of the initiative (Youth Development, Family Engagement, or Economic Development), but the primary focus will start with existing Teen Program families and families of children newly enrolled in the Teen Program.

- 1) Each family will receive an intake interview to determine youth and family needs.
- 2) Appropriate referrals will be made.
- 3) Young adults who are involved with violence, criminal behavior, and gang activity will be recruited and referred for appropriate PACT services for themselves and their families.

**Outreach and Recruitment** *(Continuous as needed for months 1-6):*

PACT has a broad network of community partners and organizations to help reach and recruit potential clients. Youth will be contacted through schools and peer networks. Families will be engaged through outreach from the Family Center, through partner organizations, through churches and clubs, and via outreach to groups concerned with gang activity. There will be multiple points of entry for clients to learn more and get involved with the project. The communities within the City and County of Honolulu will learn about the project through neighborhood board meetings, presentations with agency partners, and flyers posted at libraries, and State and City and County offices. The approach of this program is to be highly visible.

**Intake and Assessment and Individualized Service Planning:** *(On-going)*

Intake and assessment will be an ongoing activity via each of the portals to the program. The process may begin with either a youth or an adult and a plan to engage the whole family of the first participant will begin the process. PACT will work to determine the skill level, identify barriers, and develop a family action plan for each client for whom the goal of family economic stability includes attainment of a job or job readiness skills and training.

During the intake and assessment phase, staff will explain to clients the benefits of the program, expectations of their participation, and what they can expect from the staff and project. The Intake and Assessment phase can be one-on-one or in small groups.

Intake personnel from each service arm of the initiative will meet with the others on a routine basis to coordinate family engagement strategies and family plans so that support, activities and resources are always coordinated and mutually reinforcing.

Dependent upon each client and family needs, services will vary and may include any of the following:

Positive Youth Development	Family Engagement	Economic Development
<u><b>Educational Support and Enrichment:</b></u> <ul style="list-style-type: none"> <li>• Study hall and homework help,</li> <li>• Enrichment experiences</li> </ul>	<u><b>Create and distribute gang awareness materials:</b></u> <ul style="list-style-type: none"> <li>• create materials by working</li> </ul>	<u><b>Makery Training:</b></u> After completion of the three-month training, graduates will be well equipped to start their own business or compete





Positive Youth Development	Family Engagement	Economic Development
<ul style="list-style-type: none"> <li>• Provide a suitable space, materials, computers, and adult supervision and support.</li> <li>• Partner with teachers and teams at the various schools to align what is happening during after school hours with the school day</li> <li>• Develop non-cognitive skills; study skills and work habits, school attendance, time management, goal setting and achievement, etc</li> </ul> <p><b>Career and College Readiness:</b></p> <ul style="list-style-type: none"> <li>• Academic and social support, encouragement, and skills.</li> <li>• Career exploration activities</li> <li>• Positive adult and peer role models</li> <li>• Hands on assistance to apply for college and financial aid</li> <li>• Makery training for youth</li> </ul> <p><b>Enrichment and Recreation:</b></p> <ul style="list-style-type: none"> <li>• League sports and sports clinics with a physical fitness component.</li> <li>• Arts and music,</li> <li>• Nutrition and cooking.</li> <li>• Cultural competence activities through Na Kama Kai</li> <li>• Technology club “tech squad”             <ul style="list-style-type: none"> <li>○ Learn to use apple technology</li> <li>○ Project-based learning</li> <li>○ Producing public service announcements (psas) on student-selected topics.</li> </ul> </li> </ul> <p><b>Skill building:</b></p> <ul style="list-style-type: none"> <li>• Implementation of the <i>Why Try</i> life skills curriculum</li> </ul>	<p>with partners</p> <ul style="list-style-type: none"> <li>• translate materials into Chuukese, Marshallese and Ilocano</li> <li>• distribute materials through housing offices, schools, health centers and outreach campaigns</li> </ul> <p><b>Training on Life Skills</b></p> <ul style="list-style-type: none"> <li>• Computer Basics</li> <li>• Internet and E-mail</li> <li>• Microsoft Word</li> <li>• Microsoft Excel</li> <li>• Family legal &amp; financial education through family budgeting and tax preparation.</li> </ul> <p><b>Support for parents to better understand their role in child’s academic success:</b></p> <ul style="list-style-type: none"> <li>• Obtain library card &amp; visit local libraries in order to understand how they can support their children’s literacy skills</li> <li>• Training on the following topics as they relate to school success:             <ul style="list-style-type: none"> <li>○ The First Day of School,</li> <li>○ Parents Love is the Greatest Treasure</li> <li>○ Help Your Child Make the Most of School</li> <li>○ Education Begins at Home</li> <li>○ Parent Involvement Continues at School and Community</li> <li>○ Read to Your Child Every Day</li> <li>○ Father’s Role in a Child’s Life, and,</li> <li>○ How Do I Know How Well My Child is Doing in School?</li> </ul> </li> </ul>	<p>for employment in manufacturing. Training includes learning how to do or operate:</p> <ul style="list-style-type: none"> <li>• Computer-aided design (CAD);</li> <li>• Computer-assisted manufacturing (CAM);</li> <li>• Computer numerically-controlled (CNC) machine: Laser Cutter;</li> <li>• A broad array of traditional hand tools and techniques for preparing and finishing materials used in production.</li> </ul> <p><b>Competency-Based Community School Diploma (CBCSD) program:</b> To enroll in the CBASE training, clients must have at least a 7th grade reading and math level. The EDC’s CBCSD program (GED equivalent) is a six-month life-skills program consisting of five units.</p> <ul style="list-style-type: none"> <li>• Community Resources;</li> <li>• Government and Law;</li> <li>• Health;</li> <li>• Occupational Knowledge;</li> <li>• Consumer Economics.</li> </ul> <p><b>Employment Preparation and Placement:</b> This training includes:</p> <ul style="list-style-type: none"> <li>• Values;</li> <li>• Life Skills training;</li> <li>• Financial Literacy;</li> <li>• Technology Basics;</li> <li>• Resume Writing;</li> <li>• Cover Letters;</li> <li>• Job Search;</li> <li>• Interviewing Skills; and</li> <li>• Dress For Success.</li> </ul> <p>These services make up a flexible modular approach that allows each individual to enter the program at an appropriate level and in keeping with his or her interests.</p>





## 2. Projected Annual Timeline

Services Specific Tasks	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
<b>Program Design and Planning</b>												
Program Planning ✓ Activity planning ✓ Collaboration Partners meet	X	X	X	X	X	X	X	X	X	X	X	X
<b>Program Management</b>												
Hire Program Staff	As vacancies arise											
Staff Training/Development • Develop individual staff development plans	Annually during employee performance review											
• Participate in relevant conferences and workshops	As the opportunity arises											
• Participate in OTJ/informal training activities	X	X	X	X	X	X	X	X	X	X	X	X
Staff Supervision ✓ Formal Supervision ✓ Informal Supervision ✓ Staff Meetings	X	X	X	X	X	X	X	X	X	X	X	X
Community Partnerships ✓ Review and renew MOAs ✓ Develop new agreements	X	X										
<b>Program Implementation</b>												
<b>On-Boarding</b> • Outreach and Recruitment Activities • Intake and Assessment • Service Planning	X	X	X	X	X	X						
<b>Positive Youth Development</b> • Educational support and enrichment • Career and College Readiness • Enrich. & Recreation Activities • Skill Building	X	X	X	X	X	X	X	X	X	X	X	X
<b>Family Engagement</b> • Create/distribute gang awareness materials • Training on Life Skills • Support for Parents to support education	X	X	X	X	X	X	X	X	X	X	X	X
<b>Economic Development</b> • Makery training • Competency-Based Diploma • Employment Preparation and	X	X	X	X	X	X	X	X	X	X	X	X





Services Specific Tasks	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Placement												
<i>Program Evaluation and Quality Assurance</i>												
Data Collection Refined to meet specific needs	x											
Develop other data collection methods	x	x										
Data collected and analyzed and programmatic changes implemented.			x			x			x			x
Quarterly PQI reports completed			x			x			x			x

### 3. Quality Assurance and Evaluation Plans

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 quality assurance and evaluation through the Performance & Quality Improvement (PQI) Program and Plan. This Plan is built upon PACT’s vision, mission, and values and is designed to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with Council on Accreditation standards of care and is consistent with the funder’s contract requirements. The plan clearly delineates that “quality is everyone’s responsibility” starting with the Board of Directors to the Executive Management Team to the Program Directors and then to all employees, contracted service providers, and volunteers. 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 leadership, management and staff embraces a philosophy of continuous quality improvement that expresses: “Processes can be improved and this is accomplished through serial experimentation.” Inherent in this philosophy is the belief that problems and issues are found in processes not people. When issues or problems are identified, it is an opportunity for improvement and this belief fosters accountability for results in organizational excellence at all levels within the organization.

#### Comprehensive PQI Program and Activities

PACT evaluates its performance in a multifaceted approach and uses this information as the genesis for the improvement cycle of Plan-Do-Check-Act (PDCA).





The following activities comprise the PQI Program:

1. Quarterly Performance & Quality Improvement Reports
2. Case Record Review
3. Client Outputs and Outcomes-Meeting Contractual Obligations
4. Consumer Satisfaction
5. Employee Satisfaction
6. Client complaints, grievances and appeals
7. Client Confidentiality

All program staff fully participate in ongoing agency quality activities and other program specific evaluation activities. PQI provides the framework and methodology to assess program effectiveness, and the program staff use that framework while incorporating additional evaluation methods required by the various funders.

Family Center, Economic Development Center, and Teen Program staff fully participate in the ongoing agency quality activities and other program specific evaluation activities and have developed measures of effectiveness that will be monitored, analyzed and acted upon using the PDCA model quarterly. PQI provides the framework and methodology to assess program effectiveness, and program staff use that framework while incorporating additional evaluation methods, as appropriate or required by our various funders.

#### **4. Measures of Effectiveness**

- 1) A minimum of 200 youth will register for afterschool programs and services at PACT and participate in afterschool activities that are supervised by positive adult role models.
- 2) Project staff will outreach to at least 200 families.
- 3) Formal intake will be conducted for 100 families.
- 4) A minimum of 100 individuals will be provided access to technology and ad hoc assistance or referrals through the Community Technology Center.
- 5) A minimum of 50 individuals will attend computer workshops and long-term courses.
- 6) Gang/youth violence awareness materials will be created and distributed in four languages throughout Kalihi.
- 7) At least 50 clients participating in Economic Development will complete intake, assessment and receive help to develop their individualized service plan, which





- includes Competency Adult and Student Assessment Systems (CASAS) To Assess education level and Career Kokua, which assesses career goals.
- 8) At least 20 clients will enroll in the Makery project.
  - 9) At least 10 clients will enroll in the Community-Based Community School Diploma Program.
  - 10) At least 30 clients will enroll in Job Readiness Training.

### III. Financial

#### PACT's Accounting System

Since 1968 the financial office of Parents and Children Together has been effectively managing government and private grants that fund family-centered services to communities throughout the State of Hawaii. The agency currently administers over 100 Federal, State, County and private contracts and grants using Abila MIP fund accounting system, a comprehensive accounting package that is designed specifically for non-profit organizations and that can account for multiple grants separately. The MIP software has been customized to meet the requirements of PACT's various government and private grants, and automates a range of accounting functions including accounts payable, accounts receivable, general ledger, bank reconciliation, fixed assets management, budgeting, financial reporting, and grants administration – from which complete, accurate and timely fiscal reports are generated and submitted to government and private contractors.

#### 1. Budget and Budget Forms

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
\$116,021.50	\$116,021.50	\$116,021.50	\$116,021.50	\$464,086.00

#### 3. Other Funding Being Sought for FY 2016

Approximate Amount of Request	Contact Agency	Title of Service or Brief Description of Service
\$543,000	State Office of Hawaiian Affairs	Employment and career services for low-income native Hawaiians – proved intake, assessment, & ISP, administer vocational assistance and support services, job readiness training, job placement, job maintenance.
\$100,000	HMSA Foundation	“Taking Charge: Living Healthy, Safe, and Smart” is to improve the health, safety, and well-being of youth who live in the high-risk, low-income public housing communities of Kuhio Park Terrace (KPT) and Puuwai Momi and help them gain knowledge and develop attitudes and skills that lead to healthy lifestyle choices.







#### **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 2013-2014. PACT is not requesting funding for any capital projects with this application.

#### **5. Government Contracts and Grants that we have been and will be receiving for program funding.**

This form is included in the Attachments.

#### **6. Balance of Unrestricted Current Assets as or 12/31/2014**

Cash balance at 12/31/2014 equals \$3,200,215.00.

Approximate monthly expenses to meet contractual and grant commitments equals \$1,660,000.00. Approximate current assets equals \$1,540,215.00.

### **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.

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, Community Teen Program, and Economic Center have a long history of providing services to families and their communities that are easily accessible and stigma free. The program staff approach 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.

Together we serve over 3,000 household members that reside in the Kalihi area. The Family Center serves over 450 families each year. The primary focus of our Kalihi-based services is to provide quality youth development and adult skill building that leads to jobs and educational opportunities.





**Verifiable Experience Table.** The following is a listing of verifiable experiences with projects and contracts since 2012 that are pertinent to the service activities requested through this grant-in-aid.

Dates	Title of Service or Contract #	Contracting Agency	Contact Information	Brief Description of Service
7/1/07-6/30/15	Neighborhood Place of Kalihi	Blueprint for Change	Stephen Morse 350 Halekauwila St., Ste. 102	Child abuse and neglect prevention and diversion services to ex-offenders, low income, single parents and individuals on probation.
11/29/12 – 11/28/14	Family Learning Ctr in Kuhio	Hawaii Appleseed Foundation	Victor Geminiani P.O. Box 37952 Honolulu, HI 96837-0952	Provide technology education to the Kuhio community.
6/1/12 – 5/31/14	Sundays Project at Linapuni	AUW via Kokua Kalihi Valley	Dawn Mahi 2239 No. School Street Honolulu, HI 96819	Assist parents to support improved student outcomes and increased family/school engagement.
3/1/08 – 12/31/14	Family Center Core Services – TANF Maintenance of Effort	State DHS – Federal TANF Funds	Employment & Childcare Program - BESSD/DHS (808) 586-7095 Sandra Leong <a href="mailto:sleong@dhs.hawaii.gov">sleong@dhs.hawaii.gov</a>	Support basic Family Center services, such as food pantry, tech. and English classes, and staff in English, Marshallese, Chuukese, Japanese, Tagalog and Samoan.
9/28/12	Sundays Project Parent Engagement for Academic Achievement	Hawaii State DOE Leeward District Office	Greg Ushishiba Greg.Uchishiba/LE/EDO /HIDOE@notes.k12.hi.us	Provide Sundays Project Acculturation training to Marshallese and Chuukese families with children enrolled in Waipahu schools.
9/2013 – 6/2015	Immigrant Resource Center and Acculturation	Office of Community Service	Denise M. Pierson, Acting Director Dept. of Labor & Industrial Relations, Office of Community Services 830 Punchbowl St., #420 Honolulu, HI 96813 Ph: (808) 586-8675	Provide training and support to immigrants and low income to increase skills to obtain jobs, improve parenting & other supports.
FY 2013	OCS-GIA-12-04	Office of Community Service		Increase economic options for residents of KPT to help them become economically self-reliant.
FY 2013	OCS-POS-12-06	State of Hawaii, Office of Community Service		Provide job readiness training, job placement, one-on-one technical services to under-/unemployed low income individuals.
FY 2014 FY 2015	Workforce Investment Act for Youth	City and County of Honolulu	Carla Harada Chief Planner <a href="mailto:charada@honolulu.gov">charada@honolulu.gov</a>	Provide competency based community school diploma program, tutoring, work readiness training, work experience, and one-on-one case mgmt to low income youth.
FY 2012 FY 2013	OHA Contract 2818	Office of Hawaiian Affairs	Keith Yabusaki TAPS Manager Ph: (808) 594-0243 <a href="mailto:keithy@oha.org">keithy@oha.org</a>	Provide job readiness training, job placement, one-on-one technical services to under-/unemployed Native Hawaiian clients living on Oahu and Hawaii Island.
FY 2012	CDBG	City & County of Honolulu	Lanz Dong Program Specialist <a href="mailto:ldong@honolulu.gov">ldong@honolulu.gov</a>	Provide business literacy training, business start-up services, one-on-one technical services to eligible low-moderate income clients.





Dates	Title of Service or Contract #	Contracting Agency	Contact Information	Brief Description of Service
FY 2010 FY 2013	DHS-08- BESSD-5144 TANF MOE	Dept. of Human Svcs.	Catherine Scardino <a href="mailto:cscardino@dhs.hawaii.gov">cscardino@dhs.hawaii.gov</a>	Provide job training services to unemployed/underemployed low income eligible clients.
11/2012 – 12/2013	Kalihi-Palama Schools Out at KPT	GIA 2012 BESSD (sub- contract with SWCC)	Carol Imanaka, Program Administrator 1117 Kaili Street Honolulu, HI 96819 (808) 847-1535 <a href="mailto:Cimanaka@susannahwesley.org">Cimanaka@susannahwesley.org</a>	Collaboration with Susannah Wesley Community Center and the Kalihi YMCA to provide comprehensive youth services in Kalihi-Palama
2/2012 – 6/2014	KPT Truancy Prevention Services	OYS (subcontract with SWCC)		Collaboration with SWCC to provide truancy prevention services to elementary youth in and around KPT.
9/2010 – Present	Teen Preg. Prev. Partner- ship	Hawaii Youth Services Network	Judith Clark, ED Ph: (808) 531-2198 <a href="mailto:Jclark@hysn.org">Jclark@hysn.org</a>	To replicate evidenced-based pregnancy prevention curricula.
12/2013 – 11/2014	Kalihi-Palama Schools Out at KPT	Office of Community Services	Office of Community Services Ph: (808) 586-8675 Fax: (808) 586-8685	Collaboration with Susannah Wesley Community Center and the Kalihi YMCA to provide comprehensive youth services in Kalihi-Palama
7/2007 – 6/2014	Positive Youth Development	DHS/Office of Youth Services	Patrick Keleher Children and Youth Specialist (808) 587-5700 <a href="mailto:PKeleher@dhs.hawaii.gov">PKeleher@dhs.hawaii.gov</a>	To expand and enhance existing youth service center services at KPT and Puuwai Momi.
11/2014 - 06/2016	Life Skills Development			To incorporate the Aloha Spirit Statute and NHEC seven guiding themes for culturally responsive learning into existing youth services at <b>Kuhio Park Terrace</b> .
11/2014 - 06/2016	Life Skills Development			To incorporate the Aloha Spirit Statute and NHEC seven guiding themes for culturally responsive learning into existing youth services at <b>Puuwai Momi</b> .
01/2015 - 12/2019	21 <sup>st</sup> Century Community Learning Center	Hawaii Department of Education	Daniel Williams 808-305-9863 - telephone <a href="mailto:daniel_williams@notes.k12.hi.us">daniel_williams@notes.k12.hi.us</a>	To provide comprehensive after-school services designed to improve academic performance and school success for high-risk youth.

**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 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 Program 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. There are ADA parking stalls fronting the building and an elevator that transports between the ground and first floors. The restrooms are accessible for wheelchairs and walkers. The facility is owned by the State of Hawaii and is ADA compliant.

## V. Personnel: Project Organization and Staffing

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

#### 1. Proposed Staffing

The staffing pattern for this grant request is designed to provide increased community services by leveraging other funding sources to provide the comprehensive services detailed in this proposal. It includes staff within and across the PACT centers coordinating the initiative and providing the services.

As indicated in the Project organization chart (see attached) staff includes the Program Directors of each of the three programs for coordination and oversight of the initiative, as well as staff for all of the complimentary activities provided at the Centers.

- Education Technology Specialist II at 1.0 FTE,
- Family Center Program Specialist III at .50 FTE
- Technology Supervisor at .25 FTE
- EDC Program Supervisor at .15 FTE
- Administrative Assistant II at .15 FTE
- Vocational Technical Specialist at .20 FTE, Senior Program Specialist at 1.0 FTE
- EDC Teacher/Senior Program Specialist at .20 FTE
- Youth Program Supervisor at .25 FTE
- Two Project specialists at .44 FTE each
- Intake Coordinator at 1.0 FTE

#### 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 organization chart.





Key Staff/Positions

Name	Title	Qualifications and Experience
Christina Simmons	Family Centers Program Director	Christina has directed the Family Centers for the past eight years. Her specialty is creatively weaving 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. 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.
Roget Alabastro	Technology Supervisor	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). His courses are especially geared for English language learners, families and job search activities. Roget speaks Tagalog, Samoan, and English, and is an immigrant himself.
Vacant	Education Technology Specialist II	This position, under the supervision of the Technology Supervisor, teaches classes, recruits students and provides technical support.
Vacant	Program Specialist II	This position, under the supervision of the Program Director, will work closely with the Teen Center, Family Center and community groups supporting gang prevention to create and disseminate materials for the general public.
Catherine Lee Loy	EDC Program Director	Cathy Lee Loy has been the Program Director since 2002, with over 20 years of experience in organizational planning, implementation, supervision, and training. She also has a background in business development and fundraising. In 1987, she received her B.B.A. from Chaminade University and, in 2002, her M.B.A. in marketing from Hawaii Pacific University.
Woodrow Moore	Program Supervisor	Woodrow Moore has been with PACT since May 2010. Mr. Moore has his high school diploma from Roosevelt High. He has 14 years' experience supervision working at Premier Systems, Goodwill, MEI, Boys and Girls Club and PACT; and 10 years' experience with case management, job placement, and supportive services. Mr. Moore was part of the first team to be trained in the Offender Employment Specialist and Retention curriculum for Hawaii and was also instrumental in the implementation of PACT's statewide First To Work program.
Vacant	Vocational Technology Specialist	The Vocational Technology Specialist (VTS) will oversee maintenance of the Makery and will be the primary training for the Makery track. The VTS update and maintain the training curriculum. This position reports directly to the Program Director. Minimum Requirements: Associates degree or higher in Business Technology, Vocational/Technical Education, Graphic Design, or a related field, and one-year experience working with personal





Name	Title	Qualifications and Experience
		computers, Microsoft Office, including basic familiarity with personal computer troubleshooting and local area network management, required.
Alyssa Blandino	EDC Teacher/Senior Program Specialist	Alyssa Blandino graduated from the University of Hawaii with a Bachelor of Science Degree in Family Resources. Ms. Blandino worked at Ka Papa Lo'i O Kānewai as an instructor/tour guide of Hawaiian history and sustainable practices and was the manager for the aquatic center at Palama Settlement.
Cheryl Johnson	Teen Program Director	Cheryl has directed the Community Teen Program for the past 25 years, providing overall leadership, supervision and administrative oversight. She has : <ul style="list-style-type: none"> <li>• Bachelor's degree in Psychology</li> <li>• Elementary/Special Education Teacher Certification</li> <li>• 10 years teaching experience in the DOE</li> </ul>
Christine Everett	Teen Program Supervisor	Christine has worked at the Teen Program for the past 21 years, with 16 years in the supervisor position. She has a Bachelor's Degree in Social Work and outstanding direct service skills.
Daphne Vaina	Teen Program Project Specialist	Daphne, a longtime resident of KPT, grew up in the Teen Program and has worked here for 9 years. She attended college at the University of Hawaii at Manoa and will be graduating in the Spring of 2015.
Rayna Brown	Teen Program Project Specialist	Rayna has 5 years of experience working at the Teen Program and has attended college for 1.5 years. She has previous experience doing outreach work with homeless youth and substance abusers.
Vacant	Intake Coordinator	This will be a new position at the Teen Program. Minimum qualifications include: <ul style="list-style-type: none"> <li>• High School degree or equivalent and two years relevant experience</li> <li>• Bachelor's degree preferred</li> <li>• Ability to conduct effective outreach services and develop strong relationships with youth and families in the KPT community.</li> <li>• Ability to collaborate with other programs and services to identify needed services for youth and families</li> </ul>

### 3. Supervision and Training

PACT recognizes the importance of having a well-qualified, well-trained staff and places priority on creating access to appropriate supervision and training. PACT understands the value of ongoing supervision. Regular and effective supervision often yields greater work productivity and quality of service.

PACT has implemented a competency-based management and leadership development program for all supervisors. PACT worked with the Butler Institute of the University of Denver's Graduate School of Social Work to customize its experiential, supervisory training for child welfare agencies for PACT supervisors.





*Putting the Pieces Together* focuses on three areas of supervision – administrative, educational, and supportive supervision. Formal supervision occurs on a weekly basis, with informal supervision occurring as needed. Administrative and program staff have monthly meetings to ensure ongoing communication regarding agency and program operations. During formal supervision within the programs, the following areas are addressed:

- Salient client issues/concerns;
- Salient staff issues/concerns;
- Program accomplishments and operational challenges;
- Staff development/quality improvement tracking, monitoring, and assessment;
- Staff acknowledgements;
- Community networking;
- Program development;
- Facilities/equipment; and
- Budget concerns.

It is the policy of PACT to promote ongoing educational and in-service training opportunities for its staff as a means of endorsing life-long learning, assuring quality of services, and client satisfaction. All PACT employees are evaluated at three months after initial hire, at the end of the first year of employment, and annually thereafter.

Staff training and professional development plans are determined individually during annual performance reviews. The staff development program is designed to equip PACT employees with the skills necessary to perform their jobs and to maintain the overall goals and objectives of their service component and the entire organization. Program staff are expected to be able to assess, plan, education, and subsequently support the clients with services to reach their highest level of program participation and involvement, independent functioning, and self-determination. Staff are encouraged to participate in relevant conferences, workshops, trainings, and on-the-job in-service trainings. All staff complete a set of self-learning modules each year, and new staff are required to participate in agency-level and program-level orientation during their first few months of employment.

## **B. Organization Chart**

An agency-wide organization chart, that depicts the administrative management lines of authority, and functions of the organization, is included in the attachments. The Board of Directors is ultimately responsible for the health and sustainability of the organization. The President and CEO is the chief professional officer who reports to the Board, and is supported by the executive management team of the Chief Operating Officer, Senior Vice President of Programs, and the Vice President of Operations. The Chief Operating Officer has executive oversight of the Fiscal department and supervises the Senior Vice President of Programs and Early Head Start/Head Start Program Director. The Senior Vice President of Programs has executive oversight of all programs







except for Early Head Start/Head Start. The Vice President of Operations has executive oversight of the Human Resources, Quality Assurance, Technology, Facilities, and Administration departments.

The programmatic organization chart details the programs' staff positions and lines of supervision. This structure supports a team approach that promotes effective oversight of staff and interaction among staff from different sites and/or contracts, allowing them to share their skills and particular areas of expertise.

### **C. Compensation**

Current annual salaries of the top three PACT executives are as follows. All Board of Directors serve as unpaid volunteers.

- Ryan Kusumoto, President and Chief Executive Officer – \$160,000.00
- Kim Gould, Chief Operating Officer - \$135,000.00
- Haaheo Mansfield, Senior Vice President of Programs - \$111,200.00

## **VI. Other**

### **A. Litigation**

Parents And Children Together does not have any pending litigation.

### **B. Licensure or Accreditation**

PACT is fully accredited by the Council on Accreditation for Family Service Organizations.

### **C. Federal and County Grants**

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

### **D. Private Educational Institutions**

This grant will not be used to support or benefit sectarian or non-sectarian private educational institutions.

### **E. Future Sustainability Plan**

PACT understands the limited nature of government funding. Should PACT be awarded a grant-in-aid for this initiative for fiscal year 2015-16, but not thereafter, PACT will continued support of the initiative from local and national foundations and county and federal sources whose funding purposes are in accord with achieving long-term stability in families through intergenerational strategies. In order to do this, PACT will document, monitor, and analyze its implementation of services during fiscal year '16 and identify programmatic areas for improvement and areas that seem to be successful. will use the baseline data to improve on the program design of the initiative, use the data





to include in grant applications and proposals to prospective funders, and to develop an educational piece to present to prospective service provider partners, businesses, and policy champions.

#### **F. Certificate of Good Standing**

A certificate of good standing from the Director of Commerce and Consumer Affairs is included as an Attachment to this proposal.



# Budget



Applicant/Provider:

Parents And Children Together

RFP No.:

GIA FY16

Contract No. (As Applicable):

Date Prepared: 1/30/2015

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries	237,851			
2. Payroll Taxes & Assessments	30,897			
3. Fringe Benefits	45,287			
<b>TOTAL PERSONNEL COST</b>	<b>314,035</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	-			
2. Airfare, Out-of-State	-			
3. Audit Services	550			
4. Contractual Services - Administrative	7,155			
5. Contractual Services - Subcontracts	-			
6. Insurance	1,628			
7. Lease/Rental of Equipment	-			
8. Lease/Rental of Motor Vehicle	-			
9. Lease/Rental of Space	22,978			
10. Mileage	1,557			
11. Postage, Freight & Delivery	382			
12. Publication & Printing	1,030			
13. Repair & Maintenance	3,581			
14. Staff Training	2,000			
15. Substance/Per Diem	-			
16. Supplies	13,816			
17. Telecommunication	2,941			
18. Transportation	-			
19. Utilities	13,953			
20. Administrative Costs	67,431			
21. Beneficiary Costs	7,450			
22. Interest Costs	-			
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>146,451</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>3,600</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>464,086</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	464,086	Ryan Matsuyama	792-9791	
(b)		Name (Please type or print)	Phone	
(c)				1/30/2015
(d)		Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>		Kim Gould, Chief Operating Officer		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION-PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Parents And Children Together

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1.000	72,409	15.00%	\$ 10,861
Program Supervisor	1.000	40,553	25.00%	\$ 10,138
Project Specialist	0.875	30,650	50.00%	\$ 15,325
Project Specialist	0.875	30,650	50.00%	\$ 15,325
Intake Coordinator	1.000	35,028	100.00%	\$ 35,028
Program Director	1.000	68,957	5.00%	\$ 3,448
Technology Supervisor	1.000	54,106	20.00%	\$ 10,821
Program Specialist II	0.500	19,100	100.00%	\$ 19,100
Education Technology Specialist II	1.000	39,174	100.00%	\$ 39,174
Program Director	1.000	70,200	15.00%	\$ 10,530
Program Supervisor	1.000	47,000	15.00%	\$ 7,050
Administrative Assistant II	1.000	32,968	15.00%	\$ 4,945
Voc/Tech Specialist	1.000	42,411	20.00%	\$ 8,482
Sr. Program Specialist	1.000	39,146	100.00%	\$ 39,146
Teacher/Sr. Program Specialist	1.000	42,390	20.00%	\$ 8,478
				\$ -
				\$ -
<b>TOTAL:</b>				<b>237,851</b>

**JUSTIFICATION/COMMENTS:** PACT strives to maintain a competitive, market-based compensation package to attract and retain qualified employees, thus the agency offers a strong benefits package and salaries that are comparable to similar positions within the service area and industry based on salary surveys conducted annually by the Hawaii Employer's Council.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Parents And Children Together

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers	3.00	\$1,200.00	\$ 3,600.00	3600
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>3,600</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION- CAPITAL PROJECT DETAILS**  
 Period: July 1, 2015 to June 30, 2016

Applicant: Parents And Children Together

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	SOURCES OF REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
NOT APPLICABLE						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

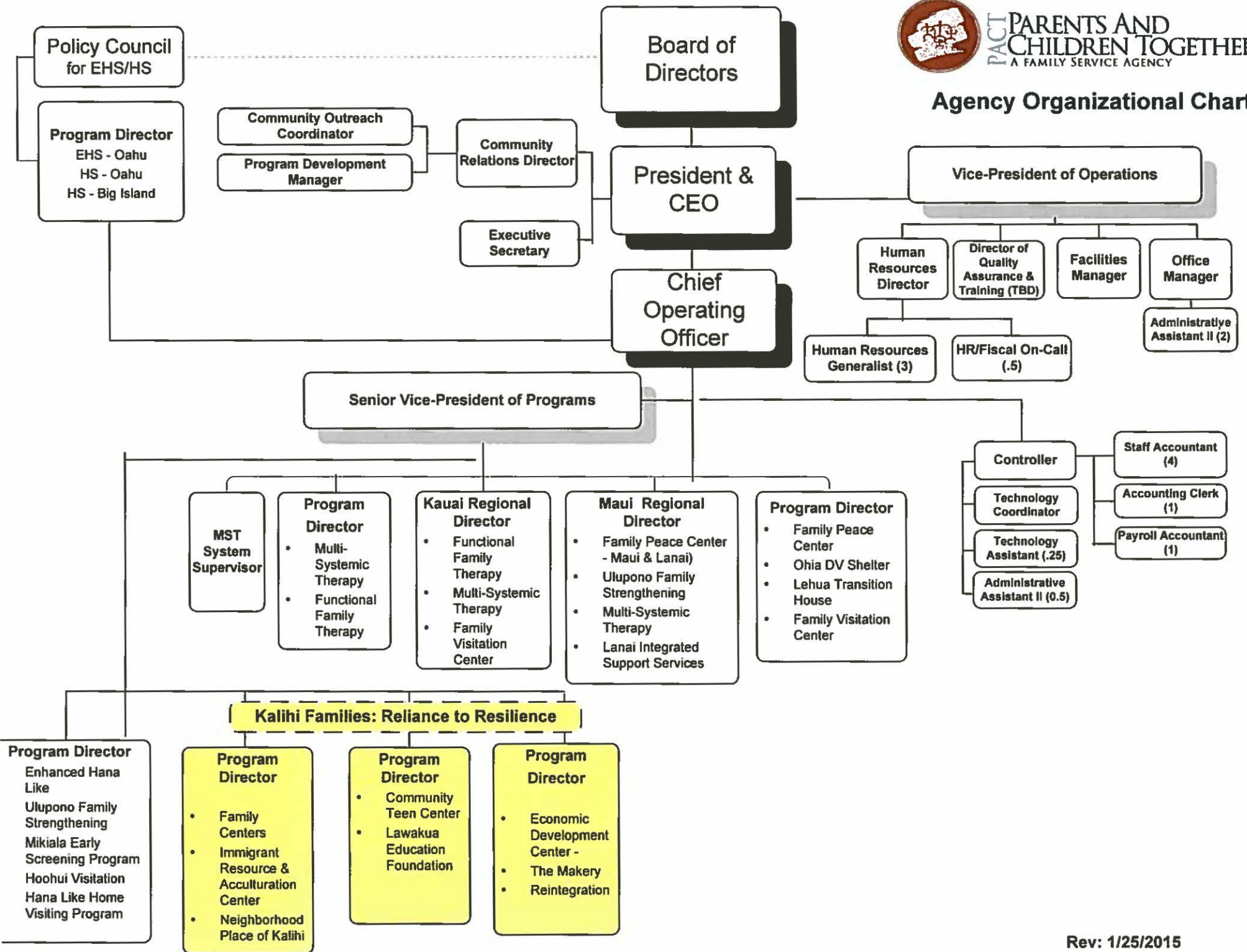
# Organizational Charts

- Agency-Wide
- Program



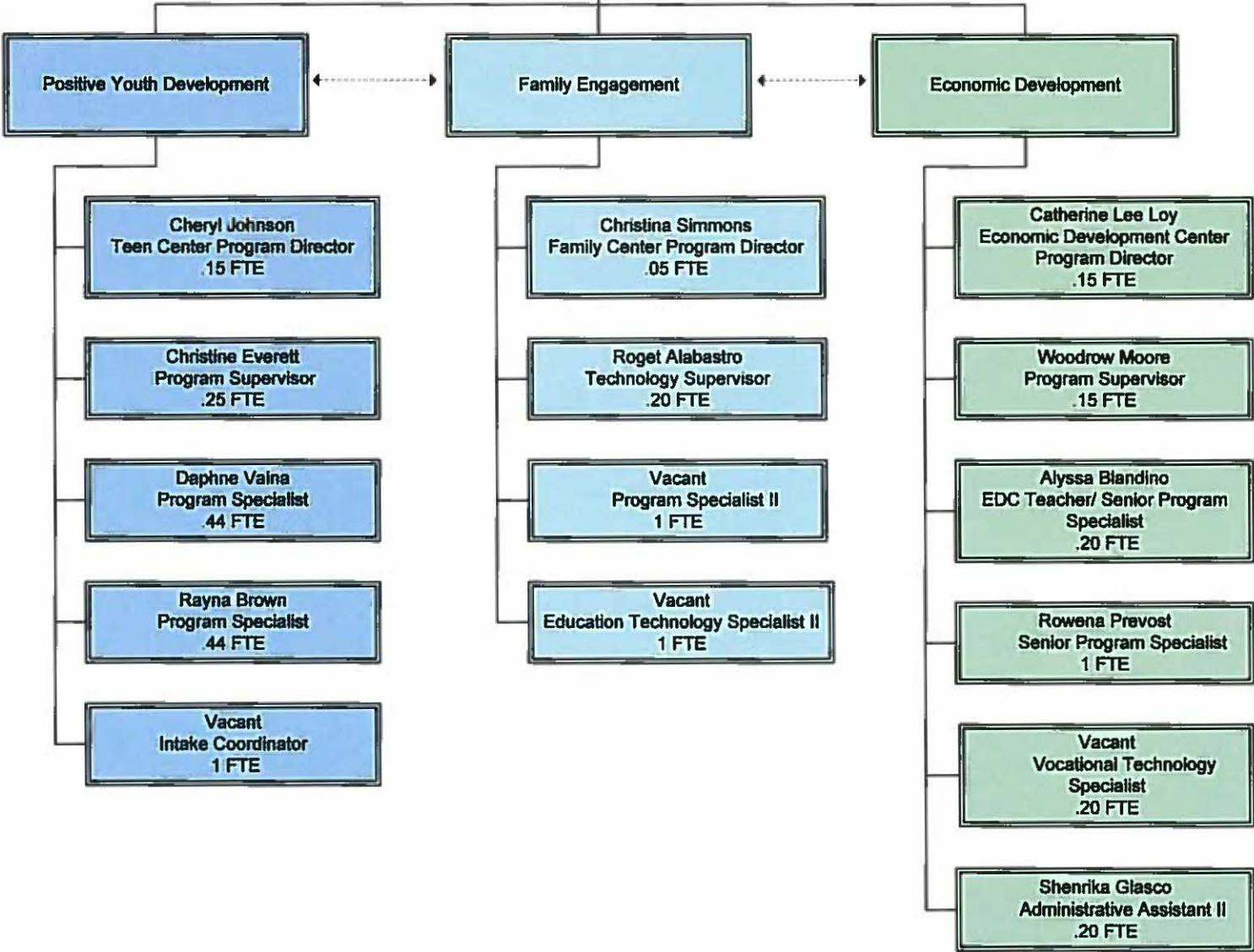


## Agency Organizational Chart



Haaheo Mansfield  
Senior Vice President of Programs

**Kalihi Families: From Reliance to Resilience**



# Government Contracts and Grants



## GOVERNMENT CONTRACTS AND GRANTS

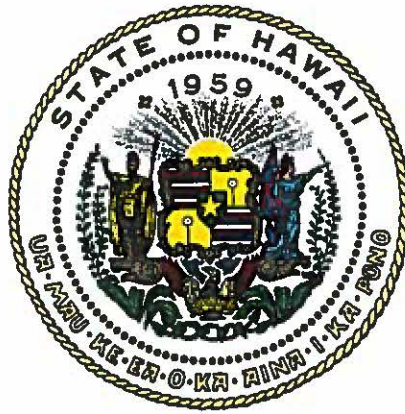
**Applicant: Parents And Children Together**

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Haw/Hon/ Kau/Maui)	Contract Value
1.	Community Based Services for Youth-At-Risk: Life Skills Development – To incorporate the Aloha Spirit Statute and NHEC seven guiding themes for culturally responsive learning into existing youth services at Kuhio Park Terrace (\$99,000) and Puuwai Momi (\$68,000).	10/2014 – 6/2016	DHS/Office of Youth Services	State of Hawaii	\$99,000
2.		10/2014 – 6/2016			\$68,000
3.	21 <sup>st</sup> Century Community Learning Center – To provide comprehensive after-school services designed to improve academic performance and school success for high-risk youth.	January 2015	Department of Education	State of Hawaii	\$200,000
4.	Immigrant Resource Center and Acculturation – Provide training and support to immigrants and low income to help support their acculturation and increase skills to obtain jobs, improve parenting, support their child’s academic achievement, and other various supports.	9/2013 – 6/2015	Office of Community Service	State of Hawaii	\$200,000
5.	Kamalama Parenting and 24/7 <sup>TM</sup> Dads support – Parenting support and trainings to increase protective factors around child abuse and neglect.	3/1/2014 – 2/28/2015	Hawaii Community Foundation	State of Hawaii – private foundation	\$50,000
6.	Competency Based Community School Diploma Program – Provide competency	FY 2015	City & County of Honolulu,	City & County of	Fee for Service

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Haw/Hon/ Kau/Maui)	Contract Value
	based community school diploma program, tutoring, work readiness training, work experience, and one-on-one technical services and case management to low income youth, ages 14-21 years old.	FY 2016	Workforce Investment Act for Youth	Honolulu	
7.	Ready to Work and Career Services – provide post-secondary/vocational scholarships, CBCSDP classes, job readiness training, job placement, one-on-one technical services to employment/underemployed individuals who are incarcerated or have been incarcerated within the last 12 months.	FY 2015	Office of Community Services	State of Hawaii	\$350,000
8.	Ready to Work project – will provide intake, assessment, and individual service planning, preparation classes to complete the Competency Based Adult School Diploma Program (CBASDP); vocational and technical preparation through PACT’s Makery project, financial literacy, business literacy and start-up, and job placement and job maintenance support, which includes career service planning, ongoing case management, and training to meet the contract goals.	FY 2015 – FY 2017	Department of Human Services	State of Hawaii	\$300,000 per year

# Certificate of Good Standing





## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**PARENTS AND CHILDREN TOGETHER**

was incorporated under the laws of Hawaii on 08/15/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 26, 2014

Director of Commerce and Consumer Affairs

# Declaration Statement





**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS 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 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 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 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.
  
- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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

(Typed Name of Individual or Organization)

  
(Signature)

January 30, 2015

(Date)

Ryan Kusumoto

(Typed Name)

President & CEO

(Title)