

House District(s) _____

Senate District(s) _____

**THE TWENTY-NINTH 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): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Big Brothers Big Sisters Hawaii, Inc

Dbas:
Big Brothers Big Sisters Hawaii

Street Address:
418 Kuwili Street, Suite 106, Honolulu, HI 96817

Mailing Address:
418 Kuwili Street, Suite 106, Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DENNIS BROWN

Title President / CEO

Phone # 808-695-4570

Fax # _____

E-mail dbrown@bbbshawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

ONE-TO-ONE MENTORING

BIG BROTHERS BIG SISTERS HAWAII SERVES A VARIETY OF AT-RISK CHILDREN BY MATCHING THEM IN ONE-TO-ONE MENTORING RELATIONSHIPS WITH TRAINED, VOLUNTEER MENTORS TO MODEL GOOD BEHAVIOR AND DECISION-MAKING. THESE PREVENTATIVE MENTORING PROGRAMS CONTRIBUTE TO IMPROVED OVERALL CHILD WELL-BEING, BETTER SCHOOLS, STRONGER COMMUNITIES, AND A BRIGHTER FUTURE FOR ALL OF HAWAII.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 195,150.00

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 \$ 66,545.00
 COUNTY \$ 29,520.00
 PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

DENNIS BROWN PRESIDENT / CEO
NAME & TITLE

1-19-2018
DATE SIGNED

JAN 19 2018 3:20 pm PC

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Big Brothers Big Sisters Hawaii annually serves more than 1,000 youth and volunteers with one-to-one mentoring programs on Hawaii Island, Kauai, Maui and Oahu. Our mission is to provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever.

As Hawaii's most recognizable and successful youth mentoring agency, Big Brothers Big Sisters Hawaii has been leading the way in serving marginalized and at-risk youth throughout the state for more than 54 years.

Our mentoring programs began in 1963 when the first Big Brother-Little Brother match was made between Henry Sumida, an energetic male volunteer, and ten year-old Dennis Brown. Through the power of mentorship Dennis was inspired to pursue a career in social services and in 1998 began to serve in his current position as President/CEO of our organization. Under Dennis' leadership Big Brothers Big Sisters Hawaii has grown from operating only in Honolulu to becoming a statewide mentoring organization, serving a variety of at-risk island youth with life-long and life-changing mentoring programs.

2. The goals and objectives related to the request;

Instead of focusing on a particular area of youth service such as education or health, the goal at Big Brothers Big Sisters Hawaii is to address the many factors that impact overall child well-being and help a variety of at-risk children achieve greater positive outcomes and dreams for the future. Big Brothers Big Sisters Hawaii's one-to-one mentoring programs help at-risk youth overcome various types of challenges by placing positive role models in their lives during a critical time of child development and professionally supporting each relationship to guarantee positive outcomes.

In our Community-Based Mentoring Program, Big Brothers Big Sisters Hawaii pairs at-risk children in one-to-one friendships with volunteer mentors. Children and mentors typically meet at least twice per month for a few hours at a time and participate in activities that they both enjoy out in the community. Case Managers are responsible for

identifying, recruiting, screening, enrolling, training and matching children and volunteers and they continue to support and guide each mentor, child, and guardian for the duration of the mentoring relationship. Case Managers are trained to support the unique development of each one-to-one friendship, which sets Big Brothers Big Sisters Hawaii apart from other child-serving and mentoring organizations, and increases the likelihood of multiple positive educational, socio-emotional and behavioral outcomes.

With the support of the State of Hawaii in the 2019 fiscal year, Big Brothers Big Sisters will be able to recruit, enroll, match, and support 100 at-risk youth on Oahu through one-to-one mentoring programs, resulting in increased overall child well-being. After one year in the program, 90% of children will show improvement in one area of overall child well-being and 80% will show improvement in at least two areas.

3. The public purpose and need to be served;

Big Brothers Big Sisters Hawaii serves youth and families who are facing a number of different priority needs. The data below are provided by KIDS COUNT, a project of the Annie E. Casey Foundation and a premier source of data on children and families across the United States. There is clearly a great need to serve our local youth who face a variety of challenges and need help to achieve their fullest potential. This includes:

- Youth who are economically disadvantaged (at or below poverty level) or homeless. On Oahu, 12.8% of families are classified as living in poverty and 29.7% are considered low-income. Nearly 50% of children (46.6%) are receiving free or reduced-cost lunch. The negative effects of poverty on children are worrying in their own right, but they also increase the chances for poor outcomes for youth because of limited access to education and health care. Children growing up in poverty are also statistically more likely to drop out of school and repeat the cycle of poverty with their own children.
- Children living in a single-parent household, incarcerated parent, or foster family household. In the City & County of Honolulu, 23% of families are single-parent families. This is nearly 1 in 4 families. There are also 1,360 children currently in foster care. Children growing up in single-parent or foster families typically do not have the same economic or human resources available as those growing up in two-parent families. They are therefore more likely to engage in negative or unsupervised behaviors such as abusing drugs and alcohol, joining a gang, or becoming pregnant.
- Underrepresented minorities (particularly Native Hawaiian). Children of Hawaiian or Pacific Islander descent are statistically more likely to live in poverty, become involved with drug or alcohol abuse, pregnancy, incarceration, dropping out of school, or dealing with social, emotional, and academic issues. The White House Initiative on Asian Americans and Pacific Islanders states that among other ethnic groups, this population has some of the highest rates of smoking, drinking, and

obesity and only 14.5% of Hawaiian and Pacific Islanders living in Hawaii have a bachelor's degree or higher.

- Kids and teenagers not reaching academic potential or who have a family history of academic failure. Only 38.6% of graduating seniors in the City and County of Honolulu have plans to attend college and 54.7% actually DO attend college. These youths are less likely to achieve educational success because there is no one encouraging and motivating them to stay in school and graduate from college. They are less likely to develop higher aspirations and hope for their futures if there is no one exposing them to a variety of new experiences and opportunities, and giving them the confidence and support needed to achieve their dreams.

By matching at-risk youth with positive role models, we help children avoid risky behavior such as abusing drugs and alcohol, joining a gang, or becoming pregnant; achieve educational success by encouraging and motivating kids to stay in school and graduate from college; and develop higher aspirations and hope for their futures by exposing children to a variety of new experiences and opportunities. This has a positive impact on the community at-large as the children in the Big Brothers Big Sisters mentoring programs have higher rates of staying in school, graduating, and pursuing higher education; treating their schoolmates and family members in a more caring way; and becoming more confident and productive members of the community.

Big Brothers Big Sisters Hawaii counteracts the negative influences that at-risk youth face and helps children see a brighter future for themselves than they would have otherwise imagined. Our programs help prevent the need for direct intervention services or incarceration later in a child's life, and contribute to improved overall child well-being, better schools, stronger communities, and a brighter future for all of Hawaii.

4. Describe the target population to be served; and

Every child we serve is unique. They come from various family structures, socioeconomic levels, and ethnic backgrounds across all neighborhoods and schools. Priority is given to youth who have a single / deployed / foster / incarcerated parent, are facing adversity, live in poverty, are of Hawaiian ancestry, or have recently immigrated. Some of the children in our programs face poverty or homelessness, have a history of abuse and neglect, or have involvement with the juvenile justice system. We seek out those who live in Hawaii's disadvantaged communities to serve the most in-need youth and families. Mentoring gives youths the inspiration and confidence needed to achieve their dreams, provides parents with a network of support, and offers volunteers the opportunity to make a big difference in someone else's life.

5. Describe the geographic coverage.

Big Brothers Big Sisters Hawaii facilitates mentoring programs across the state on Hawaii Island, Kauai, Maui, and Oahu. This grant will cover programs on Oahu only.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

With the support of the State of Hawaii, Big Brothers Big Sisters will be able to recruit, enroll, match, and support 100 at-risk youth on Oahu through one-to-one mentoring programs, resulting in multiple positive short-term and long-term outcomes.

Case Managers will actively recruit for children and volunteers in high areas of need in the community and conduct comprehensive interviews with each volunteer, child, and guardian. After volunteers undergo a detailed background check and training course, Case Managers will pair children and mentors based on similar personalities and interests, gender, geographic locations, preferences and goals. Matches will meet at least twice per month and participate in activities agreed upon by the mentor, child, and guardian, such as swimming, watching a movie, or attending a community event. Research shows that it is not the activity that matters, but the one-on-one time with a role model that is truly impactful. This is because mentors take the time to listen, encourage and model behavior in addition to providing new opportunities that a child facing adversity may not otherwise experience.

Case Managers will be in contact with each mentor, child, and guardian on a set schedule each month to support the unique development of each match, provide ongoing coaching, answer questions, and track positive outcomes. They will track matches using a nationwide Agency Information Management database and will support each child, guardian, and mentor through monthly phone calls, emails, and in-person visits. Monthly follow-ups will be recorded in the Agency Information Management database to track completion and timeliness.

In addition, each child will complete a Youth Outcomes Assessment at the beginning of the program and again at the twelve-month mark to measure social acceptance, scholastic competency, educational expectations, grades, truancy, parental trust and attitudes towards high risk behaviors such as drug and alcohol use, violence towards others, and skipping school. 90% of children will show improvement in one category of overall well-being and 80% of children will show improvement in two or more categories.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Big Brothers Big Sisters Hawai'i has facilitated one-to-one mentoring programs for youth since 1963. Each child and mentor follow an individualized outcome plan, and may enroll in the program at any time of the year. Below is a typical process flow:

- Children paired with a volunteer Big Brother or Big Sister are professionally supported by case management staff. We work with school counselors, administrators, and community partners to identify youth who may benefit from the program. Case Managers meet with interested students to interview, screen, train, and enroll youth and volunteer mentors.
- To support healthy relationships and ensure safety, Case Managers track matches using a nationwide Agency Information Management database and support each child, guardian, and mentor through monthly phone calls, emails, and/or in-person visits. Monthly follow-ups are recorded in the Agency Information Management database to track completion and timeliness.
- To further support our participants in their relationships, our case management team facilitates monthly activities. Every quarter our team also engages with parents, guardians, and volunteers through workshops, outreach events and career exploration activities.
- After one year we provide results from our Youth Outcomes Survey that measures improvement in social acceptance, scholastic competency, educational expectations, grades, truancy, parental trust and attitudes towards high risk behaviors such as drug and alcohol use, violence towards others, and skipping school.

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

Big Brothers Big Sisters Hawaii adheres to the highest standard of quality and provides social services accordingly. Our programs are built upon Big Brothers Big Sisters of America's quality assurance and evaluation model and are listed in the SAMSHA's National Registry of Evidence-Based Programs. The system of checks and balances includes the following: Standardized Tracking of Program Participants; Personnel Management; Supervision; Modification and Improvement; and Evaluation.

Standardized Tracking of Program Participants: From the moment youth and mentors are approved for enrollment in mentoring programs throughout the duration of the match, Case Managers track data about program participants after each outing and make notes about match compatibility and progress, challenges, and/or milestones. After each activity or visit, the mentor is required to contact his or her Case Manager for a complete report of the outing and to share concerns about the child's growth towards personal goals.

Case Managers also contact the child's parent or guardian to provide input and feedback, which is essential to measuring the success of the match. The Case Manager reminds both mentors and guardians of policies and procedures and checks for any areas that may need additional coaching. Regular communication among all parties involved is required for child safety.

Case Managers (and, if appropriate, the Director of Programs) follow up with any potential safety issues by speaking with participants. If a participant is not willing to adhere to program safety requirements, that person is exited from the program. Case Management files are stored on a nationwide web-based system, which allows management to monitor all entries made by each Case Manager. These files are assessed for quality of content and adherence to the contact schedule.

Personnel Management: Big Brothers Big Sisters Hawaii is committed to creating an organizational culture that promotes open communication and cooperation and allows all staff in the organization to work as a team in the continuous process of analyzing and improving systems. Each new hire must complete an introductory period of three months before becoming a regular staff member. Additionally, annual performance reviews are conducted on each employee by an immediate supervisor and are approved by the President/CEO. It is the intent of Big Brothers Big Sisters Hawaii to utilize all sources of information to identify and resolve issues or challenges in all facets of the organization. Examples of these efforts are: weekly program team meetings, monthly all-team meetings requiring all staff members to be present, and weekly director and president meetings. Meetings are mandatory unless excused by management. Internal policies and procedures are in place and all staff receive training to ensure all policies are adhered to in order to maintain quality services.

Supervision: All Case Managers are directly supervised by Regional Directors, who report to the Director of Programs. Teams meet on a weekly basis to monitor progress towards program service level goals and to discuss challenges. Directors work closely with Case Managers to resolve issues with participants, monitor service quality, and provide ongoing training.

The Director of Programs also monitors the quality of service by pulling a random five percent of active case management records each month for quality assurance evaluation. Each randomly selected file is reviewed for thoroughness of content, presence of potential safety issues, appropriate action plans or follow up, and timeliness. The evaluation is scored and is shared with the Case Manager and their immediate supervisor as a coaching tool. If improvement is not demonstrated after individual coaching, a verbal warning is given and recorded in the team member's personnel file. A second formal written warning may be issued if improvement continues to be lacking. Termination is the next step if progress towards positive change is not made in the time period stated in the warning.

Modification and Improvement: As programs are being implemented, the system of checks and balances serves as a feedback loop. Additional trainings may be warranted, new resources may be required by participants, and new guidelines may need to be considered to further ensure safety. The attitude of the management and staff of Big Brothers Big Sisters Hawaii is to be open to continual learning and change. Our survey evaluations are a part of the feedback loop and inform Case Managers about particular areas within the relationship between the mentors and mentees that need to be modified, such as a misalignment of expectations.

Evaluation: Big Brothers Big Sisters Hawaii evaluates mentoring programs in three ways:

- **Number of Youth Served:** The first measurement of success is the number of youth served through our prevention mentoring programs. We track this through the Agency Information Management system.
- **Length of Match:** We measure the length of each one-to-one matched mentoring friendship. The goal is for 60% of all matched pairs to remain matched for at least 12-months. Research has shown that the longer a match lasts, the greater the benefit to the mentored youth. Big Brothers Big Sisters Hawaii does its best to prevent premature closures by screening out individuals who are not able to commit to meeting regularly for at least one year. We also do not accept volunteers who will be undergoing a major life change (ex: marriage, change of career, divorce, birth of a child) within the year. We specifically ask the references of the potential volunteer for their perspective on whether or not this is an opportune time for this person to commit to twelve months of consistent mentoring and throughout the interview process we probe for evidence of the ability or inability to follow through with a long-term commitment.
- **Youth Outcomes Survey:** We measure the impact of services for at-risk youth by administering a standardized pre/post-test known as the Youth Outcomes Survey (YOS). This survey is comprised of 33 questions that measure the individual's self-reported assessments of social acceptance, scholastic competency, educational expectations, grades, truancy, parental trust and attitudes towards high risk behaviors such as teen pregnancy, drug and alcohol use, violence towards others, and skipping school. Youth complete the YOS via phone or in person upon enrollment and after each subsequent year in the program. Included in the attachments is a sample of the YOS that Big Brothers Big Sisters Hawaii currently utilizes to evaluate program impact.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

As outlined in the section above, Big Brothers Big Sisters Hawaii evaluates mentoring programs in three main ways: 1) Number of Youth Served; 2) Length of Match; and 3) Youth Outcomes Survey Results.

For the purposes of this grant, our measures of program effectiveness are:

- 1) Support 100 at-risk youth on Oahu through one-to-one mentoring programs, as tracked through the Agency Information Management system,
- 2) 60% of all matched pairs to remain matched for at least 12-months as tracked in the Agency Information Management System; and
- 3) 90% of children will show improvement in one category of overall well-being and 80% of children will show improvement in two or more categories as measured by the Youth Outcomes Survey.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$48,788	\$48,788	\$48,788	\$48,786	\$195,150

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

City and County of Honolulu GIA 18-19
 TANF Fiscal Year 2019
 Clarence T.C. Ching Grant
 Hawaii Community Foundation (FLEX Grants)
 Hawaii Lodging and Tourism Association (VICW)
 Big Brothers Big Sisters Foundation

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

Not applicable.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

City and County of Honolulu GIA: October 1, 2014 – September 30, 2015 (\$195,925.89)

City and County of Honolulu GIA: October 1, 2016 – September 30, 2017 (\$98,360.00)

City and County of Honolulu GIA: November 1, 2017 – October 30, 2018 (\$88,556.00)

OJJDP: November 1, 2015 – December 31, 2017 (\$109,097.28)

OJJDP: November 1, 2015 – December 31, 2017 (\$203,373.51)

OJJDP: October 1, 2016 – March 31, 2018 (\$64,000.00)

TANF: January 1, 2015 – December 31, 2015 (\$200,000.00)

TANF: January 1, 2016 – December 31, 2016 (\$200,000.00)

TANF: January 1, 2017 – December 31, 2017 (\$200,000.00)

TANF: January 1, 2018 – December 31, 2018 (\$200,000.00)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$ 1,704,870.90

IV. Experience and Capability

1. **Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Big Brothers Big Sisters Hawaii excels in all of the skills and experience necessary to run a successful mentoring program.

First, we are an affiliate of Big Brothers Big Sisters of America, the world's largest donor and volunteer supported mentoring network. Our programs are built upon Big Brothers Big Sisters of America's research-driven mentoring service delivery model and are listed in the SAMSHA's National Registry of Evidence-Based Programs.

Second, we have served youth in Hawaii for 54 years. We have a long history of providing successful mentoring services for thousands of at-risk youth and facilitating fulfilling volunteer experiences for community and school mentors.

Third, as a statewide organization with four regional offices and staff on Hawaii Island, Kauai, Maui, and Oahu, we are able to tailor mentoring programs to meet the unique cultural and demographic needs of each island community. This allows us to intervene quickly and directly in problem situations. This also allows us to have eyes and ears on the ground to interpret and predict the community's needs and to collaborate with local community partners

Fourth, Big Brothers Big Sisters Hawaii is led by a volunteer Board of Directors comprised of 25 prominent community members. The Board of Directors is responsible for setting policies, direction, and goals, developing resources, and monitoring the fiscal status and activities of the organization. Directors are professionals in the fields of marketing, publishing, banking, law, operations, airline, and travel industry; the diversity of the Board represents a wide spectrum of professional expertise.

Finally, research confirms the effectiveness of our programs and methods. In a 2009 Harris Interactive study of adults who participated in Big Brothers Big Sisters mentoring programs as a child, 90% reported that their relationship with a mentor helped them make better choices through childhood and adult life, 81% changed their perspective on what they thought possible because of a mentor, and 77% set higher goals than they would have on their own. Half of the adults agreed that a mentor kept them from dropping out of high school. Adults were twice as likely to attain a four-year degree as compared to their parents. In addition, many alumni became responsible citizens and active members of their community: nearly half (52%) volunteer in the community; almost a third (29%) hold some type of leadership position in a community group; and a quarter (22%) have participated in a service program like AmeriCorps.

For the last 10 years, Big Brothers Big Sisters Hawaii has worked with the Hawaii State Department of Health and Human Services, the City and County of Honolulu, County of Hawaii, County of Kauai, and County of Maui to facilitate similar mentoring services for at-risk youth.

2. **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Big Brothers Big Sisters Hawaii has an office location at 418 Kuwili Street in downtown Honolulu. The building is ADA complaint, is within walking distance from public transit, and offers free parking to clients. The office has established emergency evacuation and safety procedures, as well as measures to address violence in the workplace.

V. Personnel: Project Organization and Staffing

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

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

President/CEO Dennis Brown leads Big Brothers Big Sisters Hawaii. Directly reporting to the CEO is the Director Programs and three Regional Directors on Kauai, Hawaii Island and Maui.

President/CEO Dennis Brown has led Big Brothers Big Sisters Hawaii since joining in 1998. Mr. Brown obtained dual specializations from the University of Hawaii at Manoa: a Bachelor of Arts degree in Sociology and a Masters in Urban & Regional Planning. As the first client, or "Little Brother," of the organization in 1964, Mr. Brown has a vested interest in its mission to help children become responsible adults. The exemplary presence of his Big Brother inspired Mr. Brown to exceed his own personal and professional goals. He has 28 years of non-profit and management experience since he applied his post-high-school military service and advanced education in social services to contribute back to the community after experiencing the positive impact in his own life. Prior to joining our agency, Mr. Brown directed Lanakila Meals on Wheels for seven years. He is currently responsible for all facets of Big Brothers Big Sisters Hawaii's operations, including planning and development of new programs, fundraising, strategic planning, budgeting, and personnel administration of more than 50 employees for both the agency and the Big Brothers Big Sisters Foundation, an independent fundraising operation for Big Brothers Big Sisters Hawaii.

Director of Programs Tyler Kurashige is responsible for overseeing all programs and all personnel. 15% of Tyler's time will be devoted to this contract to provide guidance and training.

Director of Programs Tyler Kurashige joined Big Brothers Big Sisters in 2006 as a Case Manager before becoming Program Coordinator in 2011 and Director of Programs in 2017. Tyler holds a Bachelor of Science degree in Family Resources and Masters in Public Administration from the University of Hawaii at Manoa, with additional graduate course work in Counseling Psychology from Chaminade University.

Program Coordinator Margaret Cadiz is responsible for supervising Case Managers on Oahu. 15% percent of Margaret's time will be devoted to this contract to provide direct oversight to the case managers assigned to serve under this grant. She is responsible for providing training, assisting with troubleshooting, and processing inquiries. Margaret also utilizes our data management system to track all of our participant documentation and survey results.

Margaret J. Cadiz was a Senior Social Worker at Big Brothers Big Sisters from 1984-1987 before rejoining the agency in February 2016 as the Holomua Coordinator. After one year she was promoted to Program Coordinator in March of 2017. Margaret is an LSW, holding a

Master's Degree in Social Work from the University of Hawaii. She is happy to have made a full circle in her social work career returning to an organization she so believes in.

Case Managers are responsible for recruiting, interview, screening, enrolling, and matching each youth with a complimentary volunteer mentor as well as providing ongoing coaching and support to each match. A typical Case Manager oversees 60 pairs of youth and mentors in order to provide individual attention to each youth, guardian, and volunteer mentor. As a point of reference, most Big Brothers Big Sisters agencies require their Case Managers to support approximately 100 pairs of youth and mentors each, but by intentionally structuring our case load at a lower number, our Case Managers are able to provide more specialized training, coaching and support to prevent teen pregnancy. On Oahu, 50% of three Case Managers' time, 40% of two Case Managers' time, and 30% of one Case Manager's time will be devoted to this contract.

Big Brothers Big Sisters Hawaii currently employs ten Case Managers with a total of nearly 70 years of social work experience, with 60+ years here at our agency. All Case Managers are required to have at least a four-year degree in a social science or have a four-year degree plus extensive experience in a social service setting. Detailed resumes and job descriptions are available upon request.

While not paid staff, it is important to note that volunteer mentors are an important part of our service and staffing structure. Each youth in our program is matched individually to a trained adult volunteer in a one-to-one relationship that ensures highly-specialized ongoing individual attention to the youth. Case Managers provide ongoing coaching and training to make sure that each volunteer mentor is trained and supported.

Although we do not pay our volunteer mentors, we do require certain qualifications for participation and enrollment in our program. In the Community-Based program, mentors must:

- Be at least 18 years old
- Have four positive references
- Healthy relationships
- Positive attitude
- Coachable
- No pattern of traffic violations
- No DUI within past three years
- No criminal record
- Stable living and job situation
- Able to commit to one year of meeting with mentee 2-4 times per month

With 54 years of experience in mentoring youth in Hawaii, Big Brothers Big Sisters Hawaii excels in our ability to provide supervision and training to both volunteers and staff. All staff members are required to complete 10-15 hours of initial online training in addition to ongoing instruction that is provided throughout the year. Training focuses on ensuring youth safety, essentials of youth mentoring, cultural awareness, and characteristics unique to mentoring specific populations. Ongoing training is required by all program staff, including the leadership

team. Big Brothers Big Sisters of America updates the training schedule annually, adding new online classes in response to researched best practices.

2. **Organization Chart**

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

Please see attached.

3. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Dennis Brown, President / CEO – \$100,200.00
Tyler Kurashige, Director of Programs – \$63,780.00
Nate Fong, Senior Case Manager – \$59,820.00

VI. Other

1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not applicable.

2. **Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable.

3. **Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

The grant funding in fiscal year 2018-19 will help us increase our service levels and the positive impact of our programs on the community. This increase in service levels will help us build our capacity to raise more funds by directing resources and unrestricted donations toward new fund development initiatives. We will be able to do a combination of outsourcing special event fundraising and spending more time stewarding and growing our individual giving support.

5. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2017.

Please see attached.

6. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Please see attached.

7. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Big Brothers Big Sisters Hawaii confirms that this grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Big Brothers Big Sisters Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	125,493			
2. Payroll Taxes & Assessments	27,555			
3. Fringe Benefits	20,323			
TOTAL PERSONNEL COST	173,371			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,601			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	16,344			
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities	2,443			
9. Background checks	392			
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TOTAL OTHER CURRENT EXPENSES	21,779			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	195,150			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	195,150	Glacen Florita (808) 695-4561		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		1-19-2018		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	195,150	<u>Dennis Brown, President/CEO</u> Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Big Brothers Big Sisters Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Case Manager - CB Oahu	FULL TIME	\$59,820.00	50.00%	\$ 29,910.00
Case Manager - CB Oahu	FULL TIME	\$35,232.00	50.00%	\$ 17,616.00
Case Manager - CB Oahu	FULL TIME	\$39,660.00	50.00%	\$ 19,830.00
Director of Program Operations	FULL TIME	\$63,780.00	15.00%	\$ 9,567.00
Enrollment & Matching Specialist	FULL TIME	\$36,000.00	40.00%	\$ 14,400.00
Enrollment & Matching Specialist	FULL TIME	\$39,660.00	40.00%	\$ 15,864.00
Program Coordinator	FULL TIME	\$50,040.00	15.00%	\$ 7,506.00
Volunteer Recruitment Specialist	FULL TIME	\$36,000.00	30.00%	\$ 10,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				125,493.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Big Brothers Big Sisters Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Big Brothers Big Sisters Hawaii

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Big Brothers Big Sisters Hawaii

Contracts Total: 352,556

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Mentoring High School Students	11/1/17-10/30/18	Dept. of Budget & Fiscal Services	Hon	88,556
2	Youth Mentoring Program	10/01/16-03/31/18	OJJDP	U.S.	64,000
3	Community Based Mentoring Services	01/01/18-12/31/18	Dept. of Human Services	U.S.	200,000
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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, 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 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 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.

Big Brothers Big Sisters Hawaii

(Typed Name of Individual or Organization)

Dennis Brown

(Typed Name)

1-19-2018

(Date)

President / CEO

(Title)

Board of Directors

President/CEO
Dennis Brown

Chief of Programs
Tyler Kurashige

Accountant
Glacen Florita

Administrative Support Specialist
Lauren Finley-Jacob

Fund Development & Marketing Team
Holly Brown (Grants P/T)
Kendra Chong (Mktg)
Mandy Trella (Events)
Char Tomas (Maui P/T)

Hawaii Island Regional Director
Vanessa Carlson

Hawaii Island Program Team
Kimberly Kahoonei
Sophia Romanic

Kauai Regional Director
Kaulana Finn

Kauai Program Team
Nicole Cowan

Maui Regional Director
Courtney Cabebe

Maui Program Team
Char Tomas (P/T)
Skye Horie (SB)
Kapua Chang (MC)
Vacant (CB)
Tiare Mateo MC (PT)

Oahu Program Coordinator
Margaret Cadiz

Oahu Program Team
Ping Collis (CB)
Crystal Pak (CB)
Nate Fong (CB)
Danielle Radford (CB)
Chad Takasaki (CB)
Sheryl Mita (SB)
Vacant (SB)
Amanda Youth (Holomua)
Zach Wolf (PT, Holomua)

Community-Based Interns
(2-4 per year)

Community-Based Volunteer Mentors
(300)

School-Based Volunteer Mentors
(300)

School-Based Interns
(4-6 per year)



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

BIG BROTHERS BIG SISTERS HAWAII, INC.

was incorporated under the laws of Hawaii on 03/20/1963 ;
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: January 17, 2018

Director of Commerce and Consumer Affairs