



The Twenty-Ninth Legislature
Grant in Aid Request
Operating Funds
Fiscal Year 2019

House District(s) 27

Senate District(s) 13

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:
Palama Settlement

Dba:

Street Address: 810 N. Vineyard Blvd
Honolulu, HI 96817

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DONNA TANIGUCHI

Title Program Administrator

Phone # 808-848-2517

Fax # 808-847-2873

E-mail : Donnat@palamasettlement.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:

BUILDING GIRLS' RESILIENCY THROUGH GIRLS CIRCLES

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$40,540.00

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 \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 5,658.00

EARL FUSATO, EXECUTIVE DIRECTOR
NAME & TITLE

1/18/18
DATE SIGNED

JAN 13 2018
12:41 PM

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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

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
3,601.14	14,990.63	12,998.63	8,948.63	40,539

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.
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.
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.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

6. **Declaration Statement**

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

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](#))

Application for Grants

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;*

Since inception in 1896, Palama Settlement has served the low-income community of Kalihi-Palama by providing opportunities of education, health, and well-being. Palama Settlement grew out of the settlement philosophy to identify and meet the needs of its surrounding community. Situated just outside of Honolulu's financial district, the community has been the home to waves of newly arrived immigrant/migrant families, as well as long-time residents. Over the years Palama pioneered the development of many innovative programs to address the ever-changing faces of the community residents. Today, the Settlement continues to offer a spectrum of services that range from educational, recreational, athletic, cultural, health, social and community building programs for children, youth, adults, senior citizens and families. As a community center on a 6.5 acre parcel, the Palama campus is an oasis of green just across the street from the State's oldest public housing project. The campus boasts one of the largest gymnasiums on the island and the only swimming pool in the immediate area. Participants from keiki to kupuna utilize the facilities daily to take part in leisure, sports and education programs.

Palama Settlement began Building Girls' Resiliency by offering gender responsive programs to middle school girls beginning in 2008. Two such programs are the "Street Smart" and the "Girls Circle" groups. Street Smart was a twice per week, six week gender responsive, HIV/STD prevention group. The participants discussed how alcohol and substance use can result in high-risk situations, and learned refusal skills to limit the number of sex partners and unprotected sex. Girls Circle is a research based model that is employed to enhance critical thinking skills and judgment for wise and healthy choices. Girls Circle has been shown to increase self-efficacy, body image and social support. The model utilizes motivational interviewing techniques to facilitate discussion of topics from one of the Girls Circle activity guides. In 2008 and 2012, Palama Settlement served as host to the two-day Girls Circle facilitator training. Palama staff who were trained in the Street Smart and Girls Circle models conducted the groups with much success in the community, at Central Middle and Kalakaua Middle Schools and on the Palama campus through 2012.

2. *The goals and objectives related to the request;*

The overall goals of the Building Girls' Resiliency project is to: 1) increase the number of gender-specific groups for middle school girls in the community; 2) increase the number of local facilitators trained in the national Girls Circle model, including new Palama staff by conducting a two-day facilitator training; 3) conduct four (4) Girls Circle groups in the community and/or on the Palama campus during a 12 month period; 4) provide a safe environment where girls can develop healthy relationships and be supported to discover their voices; 4) increase in the sense of self-worth of the participants.

3. *The public purpose and need to be served;*

The Girls Circle model is a recognized by the Substance Abuse and Mental Health Services Administration (SAMSHA) as an evidence-based program. The model utilizes motivational interviewing within the relational-cultural theory (RCT) of female psychology. Extensive evaluations of Girls Circle have determined that recidivism is reduced for those girls in the juvenile justice system. Additionally, girls who participated in the groups were found at post-test to have significant increases in their educational expectations and aspirations. Conducting a Girls Circle facilitator training would increase the number of skilled staff locally to facilitate the groups with at-risk girls. Whereas untrained facilitators can inadvertently take over the group with lectures, a skilled facilitator would create an environment for effective communication, encourage participation, and keep the group engaged and focused. The training also delivers essential information on the necessity for gender-specific groups and elements that engage girls in the process. Because fidelity in the facilitation of the groups is related to desired outcomes, it is vital that service providers receive proper training.

Past experience has demonstrated that the community girls who attended the groups developed a greater sense of self, appreciation of diversity and of others, as a result of the strength-based Girls Circle model. With the reported rise of young girls, specifically from the Kalihi community, being recruited and involved in sex trafficking and sex work, it is essential that girls be provided with the tools to build their resiliency by making healthier lifestyle choices. Because money is usually the motivating factor for involvement in sex work, community girls who reside in the low-income neighborhood are highly susceptible.

4. *Describe the target population to be served; and*

A major part of Palama's mission is to serve the less fortunate, and disenfranchised families that reside in an area of Honolulu with the highest density of low-income housing projects in the State. The youth who reside in this low income neighborhood, particularly those who reside in one of the public housing projects, are frequently exposed to crime, drugs and violence. Growing up in poverty is additionally associated with risk factors that impede the successful transition to adulthood and self-sufficiency. These risk factors include school failure, delinquency, risky health behaviors, such as the early initiation of sexual activity, substance and alcohol use and behavior problems (Koball,

Heather, et. al., 2011). It has also been documented that girls who grow up in poverty are more likely to not use condoms and become pregnant at an early age.

In the 2015 Youth Risk Behavioral Survey (YRBS), nearly 32% of the middle school girls in Hawaii reported that they had seriously thought about killing themselves, and 16.5% reported having tried to kill themselves. This was significantly more than their local male counterparts and was the highest rate among the reporting states. Additionally, nearly 50% of Hawaii middle school girls reported that they had been bullied at school and of the Hawaii middle school girls who reported ever having sexual intercourse, 40.5% reported not having used a condom during their last sexual intercourse.

Due to the results of the 2015 YRBS, the target population for this project is middle school girls who reside in the Kalihi-Palama community. At this age, girls are developmentally vulnerable and impressionable and is thus a period when the introduction of pro-social skills can best be of influence to develop their resiliency.

5. *Describe the geographic coverage.*

Preferential geographic coverage is the Liliha-Palama-Kalihi community that Palama Settlement serves, however, participants will not be declined due to their geographic area of residence. Programming will be offered at the Palama Settlement campus and or at other locations in the community.

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 staff turnover since conducting the last Girls Circle groups in 2012, the proposed project would enable Palama to train new staff in the Girls Circle model and in appropriate facilitation skills. The training would be conducted by individuals certified by the One Circle Foundation (parent non-profit of Girls Circle) and offered to Palama staff as well as to community non-profit staff. With the non-profit sector struggling for funding, the intent of this project is to host the two day training at no cost to community partners, rather than the usual \$410 Girls Circle registration fee. The training would be made available to a total of 20 individuals, including staff of Palama. To reduce costs, the training would be conducted on the Palama campus.

Girls Circle is a strength-based model and the training employs motivational interviewing skills in role playing scenarios. Experience has demonstrated that the training benefits not only direct service female staff, but male and administrative staff can also gain better knowledge of how to more effectively work with clients of both sexes. The One Circle

Foundation would be contracted to conduct the training, while Palama would be responsible for coordinating the event, publicizing and filling the training slots, and for providing the venue and morning refreshments during the two day training event.

Palama's responsibilities also include hiring staff who would attend the training and who would co-facilitate a total of four, bi-weekly, six week per session Girls Circle groups in the community over a twelve month period. Palama would also provide a lead facilitator. This lead facilitator was trained in the Girls Circle model, has conducted many Circle groups locally, and is also a certified Girls Circle trainer. Recruitment of the participants, securing a location to conduct the groups, and providing the Girls Circle Activity Guides (curricula), supplies, refreshments and incentives is also the responsibility of Palama. Palama Settlement's Program Administrator would provide oversight of the project, including the training and implementation of the groups.

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

Planning of the Girls Circle facilitator training will be conducted during months one and into month two of the contract period. Also during this time period, a candidate for the co-facilitator of the groups would recruited, interviewed, selected and hired by month two. The facilitator training will be conducted in either month two or three, dependent on the availability on the Girls Circle training schedule and facility availability on the Palama campus.

During months four through twelve, a total of four group sessions will be conducted. Prior to the start of each group, middle school age girls and LGBTQ who identify as female from the community will be recruited. No more than twelve per group will be enrolled. Signed parental permission forms will be a requirement to participate in the groups. The 1.5 hour, bi-weekly groups will be conducted during afterschool hours for six consecutive weeks. Refreshments (budgeted at \$5 per participant for 10 participants) will be served at the end of each group (12 groups per group session). Participants who attend at least 10 of the 12 groups will be awarded a \$25 gift card at the conclusion of the six-week group session.

On the first day of each group, participants will be administered a pre-survey utilizing the Girls Circle Evaluation Tool Kit. (At conclusion of the six week group, a post-survey will also be conducted to determine if there were changes in beliefs and/or behaviors as a result of Circle participation). During a four week interval between groups, ten to twelve girls will be recruited, with the assistance of the co-facilitator, to participate in the succeeding group. This process is repeated during months four to twelve until four, six week groups are conducted.

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

The Girls Circle Evaluation Tool Kit contains a confidential post-group satisfaction survey. Results of the survey shall serve to ensure that the facilitators are conducting the groups up to expectation, and with fidelity and integrity of the model. These satisfaction questions include: I could share what I was thinking; I could ask leaders for help; everyone respected me; leaders focused on what I'm good at, etc. Ratings not in the "usually true" to the "always true" range will result in discussion and evaluation between the lead facilitator, co-facilitator and the Program Administrator as to required improvements.

Results of the pre/post survey that do not reflect positive changes in beliefs/behaviors (i.e., I feel good about my body; if someone disagrees with me, I can find a way to work out the problem) will also be discussed with between the facilitators and Program Administrator to assess possible reasons for the negative changes. If warranted, technical assistance will also be sought from Giovanna Taormina, Executive Director of the One Circle Foundation.

In past results, participants' comments relating to what they learned about themselves have included: "I am who I am"; "stay confident"; "I got more open with myself and let my hard feelings out and free".

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.***

Overall goal: To increase the number of gender-specific groups for middle school girls in the community.

Overall goal measurement: In addition to Palama Settlement, partner agencies who attend the training will report that they have conducted gender-responsive groups or that they have utilized the skills gained from the training in their work with girls.

Objective #1: Increase the number of local facilitators trained in the national Girls Circle model, including new Palama staff by conducting a two-day facilitator training.

Objective #1 Measurement: Enroll 20 participants in the Girls Circle training. Nine month follow-up with the participants to determine if Girls Circle groups had been conducted or how the skills learned may have been used when working with girls.

Objective #2: Conduct four Girls Circle groups in the community and/or on the Palama campus during a 12 month period.

Objective #2 Measurement: Registration forms and attendance logs will document the groups that have been conducted.

Objective #3: Provide a safe environment where girls can develop healthy relationships and be supported to discover their voices.

Objective #3 Measurement: In the post-survey, participants will report that they developed relationships with their peer which they may not have prior to start of the groups.

Objective #4: Increase in the sense of self-worth of the participants

Objective #4 Measurement: In the post-survey, participants will report positive changes to the question “what have you learned about yourself since starting Girls Circle.

III. Financial

Budget

- The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.*

See attached

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$3,601.14	\$14,990.63	\$12,998.63	\$8,948.63	\$40,539.03

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

*Palama Settlement operates on a calendar year. The following is a list of the agency's sources of funding which we are seeking for the 2018 calendar year:

Waterhouse Charitable Trust (a portion related to this project)
 Henry and Colene Wong Foundation (not related to this project)
 Aloha United Way (not related to this project)
 Hawaii Community Foundation (not related to this project)
 City and County of Honolulu Grant-in-Aid (not related to this project)
 State of Hawaii, Judiciary (not related to this project)
 State of Hawaii, Grant-in-Aid (not related to this project)
 Harry and Jeanette Weinberg Foundation (not related to this project)
 Friends of Hawaii Charities (not related to this project)
 Individual Contributions (a portion related to this project)
 Legacy and Bequests (not related to this project)
 Corporate and Business Contributions (not related to this project)
 Facility Rentals (not related to this project)
 Special Events Fundraisers (not related to this project)

- 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.*

Palama Settlement has not applied for nor have been granted any state or federal tax credits within the prior three years and does not anticipate applying for state and federal tax credits pertaining to any capital project.

5. *The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.*

Current Federal, State and County Contract:

Contract No. J18087 – Judiciary, State of Hawaii (not related to this project)

Contract No. CT-DCS-1800049 – City and County of Honolulu, Department of Community Services.

Contract No. PS2018A09 – State of Hawaii, Grant-in-Aid, Executive Office on Aging

6. *The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.*

As of December 31, 2017, Palama Settlement had a balance of \$181,461.95 in unrestricted current assets.

IV. Experience and Capability

A. 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.

Palama Settlement has conducted gender responsive groups for the community girls since 2007, beginning with the Center for Disease Control's Street Smart program. The Street Smart groups provided evidence that this type of programming was highly needed and wanted by the girls who were growing up in the high-risk, low-income surrounding community. In 2008, Palama coordinated and hosted a Girls Circle training on campus. 50 professionals from schools, hospitals, State and private agencies attended the two-day training. Trained Palama staff implemented several sessions of Girls Circle groups from 2008 through 2012. The groups were successfully conducted on the Palama campus, as well as at Central and Kalakaua Middle schools with participants referred by the schools' counselors.

Lack of consistent funding, staff turnover and reassignment resulted in the discontinuation of the program, despite the continued and growing need.

Listing of verifiable experience (in preceding years, more than 3 years prior):

- 1) Giovanna Taormina, One Circle Foundation, Founder and Executive Director. The Girls Circle was originally developed in 1995. With the development of the Council for Boys and Young Men (aka Boys Council) in 2008, the organization's name was changed to the One Circle Foundation. Giovanna has previously conducted Girls Circle trainings in Hawaii.
- 2) Melody Murata, Central Middle School Counselor
Ms. Murata assisted with previous Girls Circle groups by referring participants and providing a classroom space for the afterschool groups (2012).

B. 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.

Palama Settlement is conveniently situated on 6.5 acres of land in the Liliha-Palama-Kalihi community of Honolulu. The Palama campus is accessible via the city bus with a west-bound bus stop fronting the campus on Vineyard Boulevard, and with ample free parking. The open air dining room previously served as the training classroom for the Girls Circle facilitator training with space for the small group break-out sessions.

Classroom space is available on the Palama campus where the afterschool groups can be held. Palama is also within walking distance from Central Middle School, the geographic middle school of the immediate neighborhood, making it a convenient meeting place. In the past, groups have also been conducted in classrooms at Central and Kalakaua Middle Schools. Having groups at the schools maximizes attendance to the groups.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Palama's Program Administrator, Donna Taniguchi, will be overseeing the project, including coordination of the training and supervision of the Lead and Co-facilitator. She was trained as a Girls Circle facilitator in 2006 and received extensive gender responsive training during her tenure as the Coordinator of the Judiciary's Girls Court program. She coordinated the 2008 Girls Circle training on the Palama campus and partnered with community resources to fill the 50 seats. As a licensed social worker with Palama since 1998 (less a brief tenure with the Judiciary), she has developed extensive relationships

with community providers. As the Program Administrator, she ensures that Palama's programs are complying with its mission, program outcomes, participant satisfaction and staffing concerns. The Program Administrator is also responsible for the oversight of memorandum of agreements with contractors, including compliance of their scope of work. She has also been involved with the writing, execution, monitoring, and reporting of Palama's program grants since 2007. These grants have included funding by private foundations and trusts, City Grant-in-Aid (2012-2013); Community Development Block Grants (September 2010 – August 2011; September 2011 – August 2012); and State of Hawaii Grant-in-Aid (FY 2012, amended to September 2013 and FY2018). She has been responsible for the oversight and execution of previous Girls Circle grants.

Rosalinda Reyes, the Business Office Manager began working for Palama Settlement in 1980 as a bookkeeper. In 2006 she was elevated to Manager of the Business Office. In addition to oversight of Palama's day-to-day financial operations, the Business Office Manager develops, manages and reviews the financial record keeping and procedures in order to maintain sound fiscal controls. She works closely with the Program Administrator to ensure appropriate use of grant funds and its financial reporting.

Emma Pavich, LCSW, Contracted Consultant and Lead Girls Circle Facilitator
Ms. Pavich is a clinical social worker licensed in the states of California and Hawaii. She recently returned to Hawaii after living and practicing in California for the past 8 years. Prior to her move, she served as the Oahu's Family Court's Girls Court therapist from 2006 to 2008. During her tenure, she was trained in Girls Circle and utilized the model during group sessions with the girls and also with the girls' mothers. In 2007 she was certified as a trainer to conduct facilitator trainings for the One Circle Foundation. Ms. Pavich's experience includes private practice as a therapist, school counselor, adjunct faculty (Hawaii and California) and trainer for the military, Hawaii departments and agencies and private non-profits.

The co-facilitator will assist Ms. Pavich in conducting the groups. Responsibilities additionally include ensuring that pre/post surveys are administered, adequate supplies are on-hand and assist with the recruitment of participants for the four group sessions.

B. 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.

See Attachment A – Organization Chart

C. 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.

Executive Director - \$100,000
Program Administrator - \$63,200
Business Office Manager & Recreation Director - \$53,000

VI. Other

A. 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.

Palama Settlement is not a party to any pending litigation nor a party to any outstanding judgement.

B. 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.

Donna Taniguchi, Program Administrator:
Licensed Social Worker, State of Hawaii

Emma Pavich, Consultant and Lead Girls Circle Facilitator
Licensed Clinical Social Worker, States of Hawaii and California
Certified, licensed trainer for Girls Circle

C. 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.

Grant funds will not be used to support or to benefit a sectarian or non-sectarian private educational institution.

Grant funds will not be used by Palama Settlement to support or to benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

(1) Received by the applicant for fiscal year 2017-18, but

If funding is received for fiscal year 2018 – 2019, the plan to sustain the programming following that period includes seeking other funding and grant opportunities through both private and public sources.

(2) Not received by the applicant thereafter.

The intent of providing the Girls Circle training is to increase the potential for the sustainability of similar programs by partner agencies should continued funding not be awarded to Palama Settlement.

E. 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.

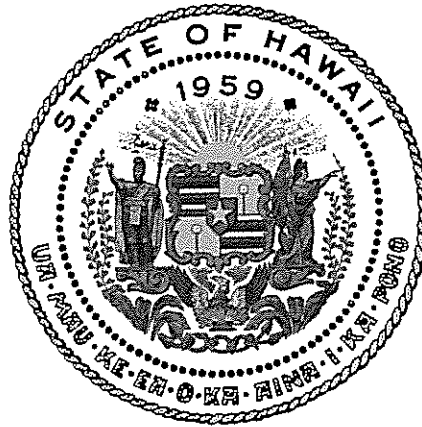
See Attached.

F. Declaration Statement

See Attached

G. Public Purpose

The public purpose it to increase the number of staff who are skilled and trained in gender-specific and responsive programming to address the needs of girls who may reside in high-risk environments. It is also to build resiliency in girls who reside in the neighborhoods of Kalihi-Palama, so they have the tools to transition to healthy adults.



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

PALAMA SETTLEMENT

was incorporated under the laws of Hawaii on 07/21/1910 ; 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



**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, 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.

Palama Settlement



(Signature)

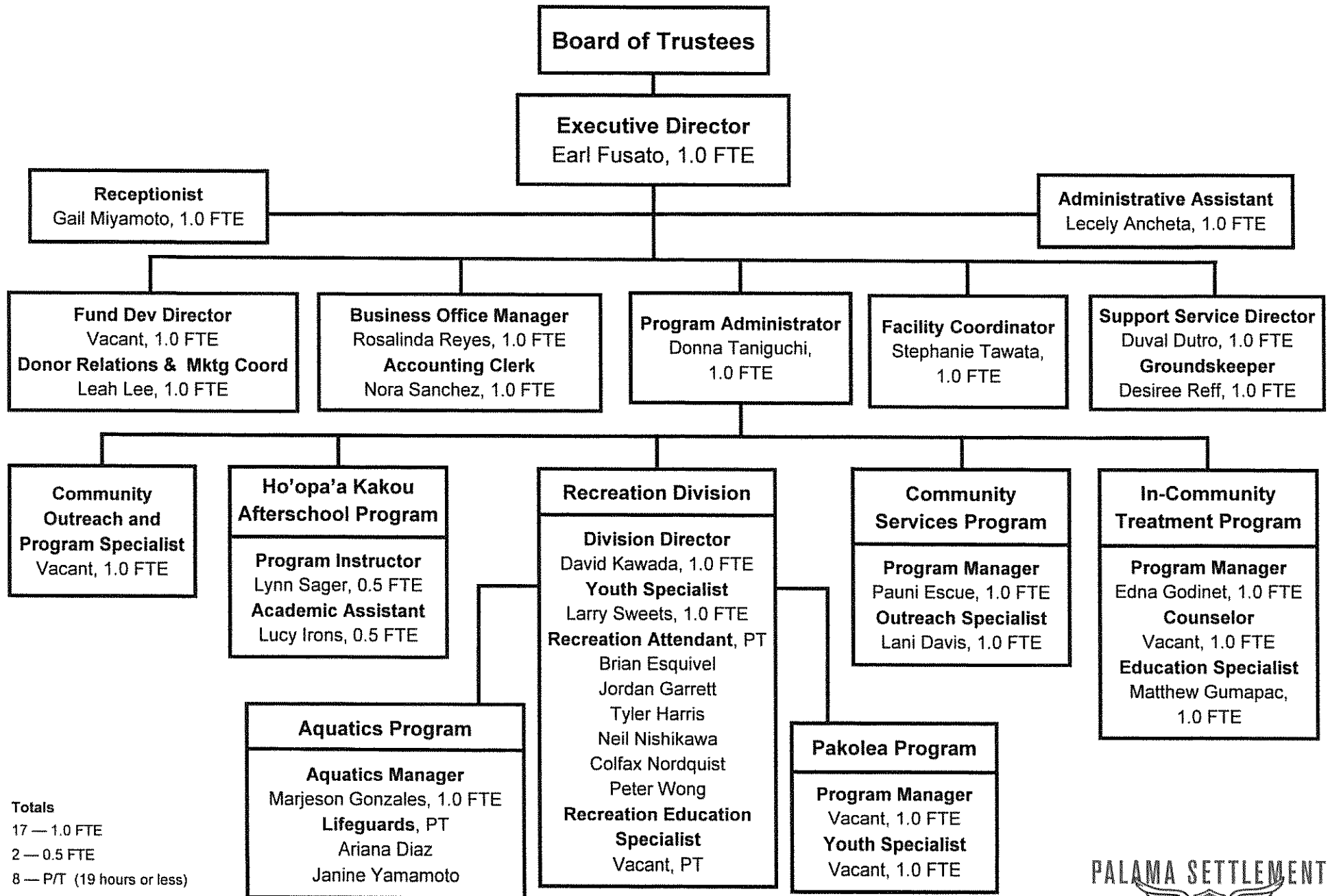
1/18/18

(Date)

Earl Fusato
(Typed Name)

Executive Director
(Title)

PALAMA SETTLEMENT ORGANIZATION CHART



Totals
 17 — 1.0 FTE
 2 — 0.5 FTE
 8 — P/T (19 hours or less)

Updated January 2018



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: _____ Palama Settlement

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	14,730			
2. Payroll Taxes & Assessments	1,860			
3. Fringe Benefits	1,707			
TOTAL PERSONNEL COST	18,297			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	11,500			3,058
6. Supplies	800			
7. Telecommunication				
8. Utilities				
9. Incentives	1,000			
10. Refreshments	2,600			2,600
11. Consultant	12,000			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	27,900			5,658
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	46,197			5,658
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	40,539	Donna Taniguchi		
(b) Total Federal Funds Requested		808-648-2517		
(c) Total County Funds Requested		Phone		
(d) Total Private/Other Funds Requested	5,658	1/18/18		
		Date		
TOTAL BUDGET	46,197	Earl Fusato, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Palama Settlement

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Administrator	1	\$63,200.00	10.00%	\$ 6,320.00
Business Manager	1	\$53,000.00	5.00%	\$ 2,650.00
Co-Facilitator	0.2	\$5,760.00	100.00%	\$ 5,760.00
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TOTAL:				14,730.00
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Palama Settlement

Contracts Total: 87,929

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Contract No. J18087	July 1, 2017 - June 30, 2019	Judiciary	State of Hawaii	\$53.55/school day provided to each juvenile referred by the Judiciary
2	Contract No. PS2018A09	July 1, 2017 - June 30, 2018	State Grant in Aid Executive Office on Aging City Grant in Aid	State of Hawaii	35,000
3	Contract No. CT-DCS-1800049	October 1, 2017 - September 30, 2018	Department of Community Services	City of Honolulu	52,929
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