

Application Submittal Checklist

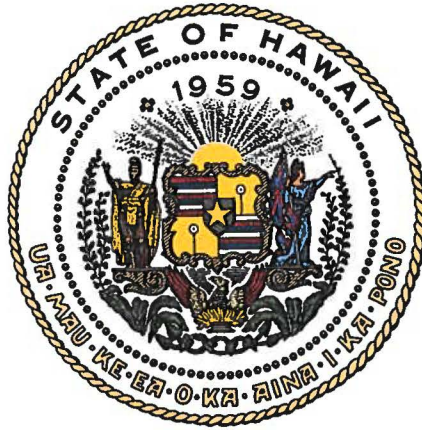
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Sione Nwata Executive Director
PRINT NAME AND TITLE

1/17/19
DATE



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

BOBBY BENSON CENTER

was incorporated under the laws of Hawaii on 01/02/1986 ; 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, 2019



Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

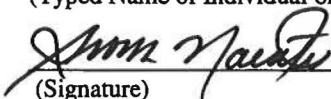
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Bobby Benson Center
(Typed Name of Individual or Organization)


(Signature)


(Date)

Sione Ford Naeata, Executive Director
(Typed Name) (Title)

Public Purpose

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
Bobby Benson Center

- (2) The public purpose for the grant;

Substance abuse treatment and prevention services are authorized by Hawai'i Revised Statutes (HRS) §321-193 and HRS §334 which delineate a comprehensive system of care, including certification of substance abuse counselors and administrators, accreditation of programs, and coordination of treatment and prevention activities.

The state has no residential facility to service the adolescent population. The only program of its kind in Hawaii, BBC is the Pacific's most advanced and affordable medically monitored co-ed residential program for the treatment of adolescent substance abuse and co-occurring disorders.

- (3) The services to be supported by the grant;

A safe and secure environment is essential for Bobby Benson Center clients. Feeling safe and protected is critical to each client's rehabilitation and restoration. This grant request is for increased campus security for clients and staff.

- (4) The target group

Clients at Bobby Benson Center are from all over the state of Hawaii and have been referred by agencies/organizations providing services for Hawaii's male/female adolescent population aged 13-

- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

This grant request totals \$247,500. Budget attached in Section 6.

§42F-103 Standards for the award of grants. (a) Grants shall be awarded only to individuals who, and organizations that:

- (1) Are 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;

Bobby Benson Center is nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF), licensed through the Alcohol and Drug Abuse Division (ADAD) of the State of Hawaii Department of Health, and has major contracts with the Department of Health, HMSA, Kaiser, UHA, and almost all major insurance companies and several unions in Hawaii.

- (2) Comply 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;

Bobby Benson Center prohibits discrimination against and harassment of any youth because of race, ethnicity, immigration status, religion, national origin, sex, disability, sexual orientation, gender identity, and gender expression. All BBC personnel are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention. BBC is committed to provide staff with the necessary training to deal with youth in an appropriate way.

- (3) Agree not to use state funds for entertainment or lobbying activities;

No State funding will be used for entertainment or lobbying activities.

- (4) Allow 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.

Bobby Benson Center will allow full access to its records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

This section is not applicable.

(b) In addition, a grant may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
(2) 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

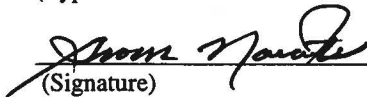
(c) Further, a grant may be awarded to a nonprofit organization only if the organization:

- (1) Has been determined and designated to be a nonprofit organization by the Internal Revenue Service; and
(2) Has a governing board whose members have no material conflict of interest and serve without compensation.

(d) If a grant is used by an organization 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. This restriction shall be registered, recorded, and indexed in the bureau of conveyances or with the assistant registrar of the land court as an encumbrance on the property. Amounts received from the repayment of a grant under this subsection shall be deposited into the general fund. [L 1997, c 190, pt of §3; am L 2007, c 184, §1; am L 2014, c 96, §7]

§42F-104 Contracts for grants. An appropriation for a grant shall be disbursed by a contract between the state agency designated the expending agency for the appropriation by the legislature, and the recipient of the grant. The contract shall be effective as of the first day of the fiscal year for which the funds for the grant are appropriated; provided that up to one-fourth of the total amount appropriated may be disbursed prior to the execution of the contract. [L 1997, c 190, pt of §3; am L 2014, c 96, §8]

Bobby Benson Center
(Typed Name of Individual or Organization)


(Signature)


(Date)

Sione Ford Naeata, Executive Director
(Typed Name) (Title)

II. Background and Summary

1. A brief description of the applicant's background

Established in 1990, the mission of the Bobby Benson Center (BBC) is to free youth in Hawaii from drug use and co-occurring disorders through residential treatment services employing best practices for youth and their families.

The only program of its kind in Hawaii, BBC is the Pacific's most advanced and affordable medically monitored co-ed residential program for the treatment of adolescent substance abuse and co-occurring disorders. Many of these adolescents, aged 13-17, have two different illnesses—addiction and mental illness— and each illness must be addressed to achieve long-term success. According to the National Alliance on Mental Illness (NAMI), approximately half of all individuals with severe mental health problems are also struggling with substance abuse.

Bobby Benson Center focuses on interrupting the cycle of substance abuse by offering trauma-informed programs in a residential environment, tools to resist relapse, and the life skills necessary to become productive family and community members. As stated in an article published by the National Institute of Health, *Adolescent substance use needs to be identified and addressed as soon as possible. Drugs can have long-lasting effects on the developing brain and may interfere with family, positive peer relationships, and school performance.*¹

The inception of BBC was triggered by the tragic loss of an adolescent to drug and alcohol abuse. Former Major David Benson of the Honolulu Police Department, founder of the center and currently serving on the board of directors, was born and raised in Hawaii. In the early 1980's, Benson's son, Bobby, struggled with substance abuse, truancy, elopement, and a string of arrests. As a father, Benson struggled with the notion that despite his extensive law enforcement background, he couldn't find the resources his son so desperately needed. After years of suspension from schools, lock up at Juvenile Detention Hall and Hawaii Youth Correctional Facility, and numerous struggles at home, Bobby took his own life. This personal tragedy motivated Benson to establish a center where children like Bobby could receive the help they desperately needed for recovery. In the midst of the establishment of BBC, Benson's other son, Michael, was killed by a driver high on ice. This tragic event intensified Benson's commitment to complete the construction of the center despite mounting financial obstacles. With help from the legislature and other major contributors, Benson was able to open Bobby Benson Center in September of 1990. In the 29 years since its opening, BBC has provided services to almost 2,000 youth throughout the state.

¹ "Principles of Adolescent Substance Use Disorder Treatment: A Research-Based Guide," <http://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/principles-effective-treatment>, (December 2012)

Bobby Benson Center's licensed, residential treatment program offers a supportive environment in which 30 teens and their families can acquire the knowledge and skills needed to overcome the cycles of drug and alcohol addiction. BBC staff (totaling 71) are trained in Risking Connection, a trauma informed approach that focuses on the importance of healing relationships to help clients recover by meeting them "where they are." Treatment components include:

- ❖ A Trauma Informed environment with staff that provide therapeutic relationships to help youth heal from past experiences and substance abuse
- ❖ A Chemical Dependency Program offering choices of AA/NA/12-Step method or SMART treatment
- ❖ Individual, group, and family therapy
- ❖ A drug-free setting staffed by professionals with expertise in adolescent drug and alcohol treatment
- ❖ A structured daily schedule to treat a young person physically, psychologically, socially, and spiritually
- ❖ A variety of activities to help the teen learn to have fun without drugs or alcohol
- ❖ Peer groups designed to reinforce health ways to cope with life's demands through honest feedback.

The goal of Bobby Benson Center is to return teen clients to their schools and communities with the skills necessary to remain drug and alcohol free and to mature successfully in today's world. With a "community of recovery" structure, the emphasis is on a holistic, team approach to therapy in a non-restrictive treatment environment. Education in life skills occurs on a 24/7 basis as the youth interact in this realistic community. BBC's extensive extracurricular activities program provides cultural and recreational activities, both on and off campus, intended to help clients reintegrate into their communities when they graduate from the program.

Adolescents reside at the center 24/7 during treatment with average stays of about 5-6 months. During treatment, clients are assigned to a primary therapist who helps them navigate through issues and problems they are currently facing. BBC staff includes a registered nurse, a contracted psychiatrist, a Medical Director (M.D.), a registered dietician, and a Clinical Director to facilitate client services. BBC also has approximately 50 front line staff personnel who are with the clients eight hours daily. Additionally, BBC's administrative department supervises the overall management of the center.

BBC is nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF), licensed through the Alcohol and Drug Abuse Division (ADAD) of the State of Hawaii Department of Health, and has major contracts with the Department of Health, HMSA, KAISER, UHA, and almost all major insurance companies and several unions in Hawaii.

2. The goals and objectives related to the request

Client safety and security is a top priority at the Bobby Benson Center. Recently, staffs has been engaged in several security conferences and trainings and have found areas that must be

addressed in order to increase security for both clients and staff. This request is for items that will increase Campus Security, both for Bobby Benson Center's clients and staff. Enhanced security at Bobby Benson Center will benefit between 60-90 clients and 71 staff members annually. The environment in which these adolescents, aged 13-17, are housed and treated is integral to their successful rehabilitation. The environment needs to be not only welcoming and peaceful, it must present a real sense of safety and security. For those clients who have suffered abuse or trauma, knowing that they will be safe and protected from outside harm is critical during their recovery. Campus security will be dramatically increased through the following objectives:

1. Replace all cabin windows with awning/casement windows which have a lower impact area and will have the additional protection of tempered glass to eliminate the risk of injury from broken glass by 100%. Awning/casement windows also allow good air flow into the room while also eliminating unauthorized entry/exit from said windows. These new windows will help increase the client's overall sense of safety.
 2. Replace broken/rotted hollow core doors with solid wood doors. Replacing broken/rotted hollow core doors will increase safety and security by 100%. Having solid wood doors has been identified as an important barrier for safety and security purposes. It is also considered vital to the client's sense of safety and privacy which will allow them to heal without fear and discuss their issues openly. In addition, much of our doors are original to the facility and have endured much wear and tear from use, weather conditions and being near the ocean.
 3. Installing a front gate surveillance camera will eliminate entry by unauthorized persons by 100%. Currently, the gate is operated remotely from the office and allows entry without a visual of who is entering the facility. With surveillance cameras on the gates, staff will be able to see who wishes to enter and determine if they are authorized before allowing them entry. It will also allow them to call for assistance if they recognize the person(s) as a threat.
 4. Repairing the perimeter fence and gates will increase security by 100%. Having a secure perimeter is tantamount to a safe environment for clients and staff. Fencing needs to be
 5. repaired or replaced in several areas due to environmental conditions and age of the fencing (27+ years).
 6. Install security door knobs on all doors. Bobby Benson Center is committed to assuring all individuals on the facility are able to access our buildings in a safe and accessible way. Its current doorknobs are difficult for those with disabilities to access. In case of emergency it will be necessary for all doors to be opened/closed quickly by all on the facility including those with disabilities.
3. The public purpose and need to be served;

Substance abuse treatment and prevention services are authorized by Hawai'i Revised Statutes (HRS) §321-193 and HRS §334 which delineate a comprehensive system of care, including certification of substance abuse counselors and administrators, accreditation of programs, and coordination of treatment and prevention activities.

The state has no residential facility to service the adolescent population. The only program of its kind in Hawaii, BBC is the Pacific's most advanced and affordable medically monitored co-ed residential program for the treatment of adolescent substance abuse and co-occurring disorders.

This request provides a public service for adolescents ages 13-17. In Hawaii, it is estimated that more than 90,000 youth and adults need substance abuse treatment (Governors Proclamation, September 2016). Youth who are diagnosed with substance use disorders often have co-occurring mental illnesses such as anxiety, depression, post-traumatic stress disorder, attention deficit/hyperactive disorder, and conduct disorder. Exposure to violence at a young age can often lead to a life filled with social, psychological, physical, and legal problems. Awareness of the impact of childhood trauma (abuse, exposure to violence, sexual exploitation) to later issues such as substance use has recently come to the forefront. Victimization destroys one's personal invulnerability, the belief that life has meaning and self-worth¹.

Bobby Benson Center (BBC) is keenly aware of the need to treat the trauma first. BBC has a well-established record of providing trauma informed treatment. In 2016-2017, BBC served 53 youth with the following victimization percentages: 37% physical abuse, 56% neglect, 18% psychological abuse, 35% sexual abuse, 26% commercial sexual exploitation, 52% domestic violence. Ninety Percent of the 53 youth had also been exposed to violence in their youth, with incidents ranging from witnessing murders to muggings and gang violence. Without early intervention and treatment, many of these youth may become institutionalized, re-victimized, continue or increase their substance use, and become themselves perpetrators of violent crimes or abuse. Crime victims are more likely to develop depression, anxiety, and physical health problems.²

¹ Campbell, R., Greeson, M. R., Bybee, D., Raja, S. (2008). Journal of Consulting and Clinical Psychology, 76, 194-207. Google Scholar, Crossref, Medline

²Janoff-Bulman, R., Frieze, I. (1983). Journal of Social Issues, 39, 1-17.

Clients at BBC are adolescents from all over the state of Hawaii (60% from rural areas) who need intense, residential treatment for substance abuse and co-occurring disorders beyond the scope of services available through the state directly. Typically, these school-aged male/female adolescents are from lower-income families where parents also have drug or alcohol dependencies. Thirty percent of BBC clients have a disability, 11% are immigrants, and 30-35% identify as LGBTQ. Annually, BBC treats 60-90 adolescents.

In November 2016, the US Attorney General recognized that substance use and addiction are “a disease of the brain and should be treated with evidenced based, compassionate care.” Substance use is progressive in nature, meaning drug use begins with experimental use and progresses to addiction. While substance abuse and co-occurring disorders in adolescents is recognized as a

major health issue for Hawaii, BBC is the only co-ed, residential medical facility for adolescents with these issues in the state.

4. Describe the target population to be served

Clients at Bobby Benson Center are from all over the state of Hawaii and have been referred by agencies/organizations providing services for Hawaii's adolescent population aged 13-17. The clients referred need intense, residential treatment for substance abuse and co-occurring disorders and are beyond the scope of services available through the state directly.

Typically, these male/female adolescents are from lower-income families whose parents also have drug or alcohol dependencies. Each client at Bobby Benson Center is school aged. Some clients arrive with a specific Individual Education Plan (IEP) while others are on track for their GED. Thirty percent of BBC clients have a disability, 11% are immigrants, and 30-35% identify as LGBTQ, and many have suffered abuse or been exposed to violence.

5. Describe the geographic coverage

Clients are from all over Hawaii. The census from 2013-15 shows the following statewide distribution:

Oahu 160
Kauai 30
Big Island 70
Maui 50

III. Service Summary and Outcomes

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

The scope of work for this project is to dramatically improve campus security and safety.

Projects will include:

1. Remove and replace all (40) cabin windows with awning/casement windows containing safety (tempered) glass.
2. Remove and replace broken/rotted hollow core doors (28) with solid wood doors.
3. Remove existing door knobs/locks and Install security and handicap accessible door knobs/locks on all(60) doors.
4. Install surveillance cameras on the front entrance gate to eliminate entry by unauthorized persons.
5. Remove and replace the perimeter fence surrounding the campus.

Preliminary work to identify vendors has already been completed by Facilities Coordinator, Adney Harris and reviewed by Executive Director Sione "Ford" Naeata.

The overall project will be overseen by Harris who will work with staff to ensure the least amount of disruption to BBC clients during the renovations. Staff will review the projects with clients so they will be aware of the changes being made on campus for their increased safety and well-being. Great care will be taken, especially in the cabins, so that there is no loss of privacy for the clients during the renovation.

Harris will provide weekly updates to Executive Director Naeata so that he can inform BBC's Board of Directors as to the progress of the project.

Elizabeth Nowland, Quality Assurance Coordinator and Executive Assistant to the Director, will monitor the impact of the renovations on clients and staff and enforce adjustments as needed to insure campus equilibrium.

Accountant Qianna Heffernan will ensure proper internal control procedures are followed when dealing with the finances of this project and that required reports on expenditures are maintained and submitted.

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

The following timeline will be implemented if Bobby Benson Center is awarded a FY2020 Grant-in-Aid for this safety and security project:

January-March 2020

- Finalize all vendors for windows, doors, door knobs, fencing, and security cameras. Determine which items are on-island and projected dates for delivery of off-island items.
- Orders placed for all supplies and installation
- Determine timeline for each aspect of the project based on availability
- Finalize all approvals for making the improvements
- Confirm methods of assessment and quality assurance with the Department of Health, Child and Adolescent Mental Health Division.
- Staff informs clients of project and plans to ensure their safety and privacy while work is being done.

April - June 2020

- Installation of security door knobs
- Door replacement

July -September 2020

- Cabin by cabin replacement of windows
- Touch up paint, as needed

October - December 2020

- Installation of security fence with temporary barriers as needed

- Security cameras installed
- Final inspection
- Staff and clients to evaluate project outcomes

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

In an effort to increase security at the Bobby Benson Center, staff has been engaged in several security workshops and seminars to address safety and security issues on campus. Items in this proposal have been identified as necessary to create a more secure campus. An increased sense of security for both clients and staff is the objective of this project.

Most if not all of the items to be installed will be visually apparent to both staff and clients. These items will be reviewed during staff and client during their weekly meetings. Residents are encouraged to discuss safety issues and if they feel their needs are being met in that regard.

Prior to the commencement of the project, clients and staff will be informed as to the specifics of the project and how their safety and privacy will be ensured while the project is being completed. Staff will share plans to minimize the effect of the project work on the clients and maintain their well-being. Continuous feedback will help staff monitor whether adjustments need to be made to lessen the impact of the renovation and/or how the excitement of the renovation is affecting the clients.

Client and family satisfaction surveys collected by Bobby Benson Center indicate a high level of satisfaction with BBC programs and services. Any negative feedback regarding this project will be reviewed for planning future projects.

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.

Maintaining a secure campus and a safe environment is important to Bobby Benson Center's clients and staff. While these adolescents are in the process of healing, there should be no compromise to their feeling of safety and security. The main focus of the security improvements is to prevent trespassers from entering the campus.

Adolescents in treatment may have been involved in gangs that may try to approach them to return to their prior lives or pass contraband to them. Some adolescents may have pimps who don't want them to seek treatment. There have been incidents of strangers on campus who have been confronted and chased off by staff. BBC wants to provide a safe, impenetrable, therapeutic

environment for healing and restoration.

The 2010 report by the American Academy of Child and Adolescent Psychiatry on Principles of Treatment of Children and Adolescents with Mental Disorders in Residential Treatment Centers states that: "The living environment for children residing in a residential treatment center is an integral part of the overall treatment experience. The space arrangement, size, appearance and maintenance of the facility should communicate messages of caring, comfort, and safety."

BBC Staff attended several conferences on campus security. A Brigham Young University conference included presentations from the FBI, Honolulu Police Department, Orlando Police Department (Orlando night club shooting), and the Honolulu Department of Emergency Management. Through information obtained at this conference and others, staff identified areas where security needed to be improved and enhanced.

The priority items identified include the following: tempered glass on cabin bedroom windows to prevent injury; replace all rotten/hollow core doors with sturdy, solid wood doors with security door knobs; install security cameras on the front gate to monitor incoming traffic; and replace perimeter fence.

The measures of effectiveness for this project will include the following measurable outcomes:

OUTCOME: Replacing all cabin windows with tempered glass will eliminate the risk of injury from broken glass.

OUTCOME DESCRIPTION: In fits of frustration, there have been incidents where a client has punched a wall or sometimes a window. With regular glass windows, the result can be a severe injury to the client. By replacing regular glass windows with tempered glass windows, this type of injury will be eliminated.

OUTCOME: Replacing broken/rotted hollow core doors will increase safety and security by 100%.

OUTCOME DESCRIPTION: Doors have been identified as an important barrier for security and also for a client's sense of a safe environment for discussing their issues openly with others.

OUTCOME: Installing surveillance cameras and call box on the front entrance gate will eliminate entry by unauthorized persons by 100%.

OUTCOME DESCRIPTION: Currently, the gate is operated remotely from the office. However, staff must leave the office to physically view the person(s) wishing to enter. With surveillance cameras on the gate, this will allow staff to see who wishes to enter and determine if they are authorized before allowing them entry. It will also allow them to call for assistance if they recognize the person(s) as a threat.

OUTCOME: Repairing the perimeter fence and gates will increase security by 100%.

OUTCOME DESCRIPTION: Having a secure perimeter is tantamount to a safe environment for clients and staff. Fencing needs to be replaced due to environmental conditions and age of the fencing (29 years).

IV. Financial

1. Budget

- a. Budget request by source of funds (attached)
- b. Personal salaries and wages (attached)
- c. Equipment and motor vehicles (attached)
- d. Capital project details (attached)
- e. Government contracts, grants, and grants-in-aid (attached)

2. Anticipated quarterly funding request for the fiscal year 2020

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$	\$75,404	\$125,000	\$99,596	\$ 300,000

3. All other sources of funding being sought for FY2020

Bobby Benson Center will request funding from several Hawaii and national charitable foundations in FY2020. Some of the projects/programs being pursued:

- Athletic equipment
- Cafeteria furniture
- Gazebo replacement (2)
- Outdoor furniture
- Hawaiian Culture Program
- Electronic medical records system
- Program scholarships
- Expansion of administration building to include second floor meeting rooms

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. Federal, state, and county government contracts and grants

Bobby Benson Center has contracts with the following entities:

Department of Health, Child and Adolescent Mental Health; State of Hawaii Judiciary Juvenile Client and Family Services Division Private Insurances; Med Quest Division (Fee-for-Service Program).

Bobby Benson Center received a Hawaii State Grant-in-Aid in 2018 of \$250,000 for capital improvements and a City & County Grant-in-Aid in 2018 of \$125,000 for vehicle replacement and Extracurricular Activities Program.

6. Balance of unrestricted current assets as of December 31, 2018.
\$ 1,536,811.00

V. Experience and Capability

1. Necessary Skills and Experience

BBC has provided treatment services for Hawaii's youth and their families for twenty-nine years. In those decades of experience, BBC has demonstrated a commitment to incorporating evidenced based practices within an integrated therapeutic environment utilizing the principles, methods, and procedures consistent with the current research and standards of care. Many of the youth at BBC have been victims of crime. BBC has demonstrated a unique ability to provide for the emotional and physical needs of these crime victims while also addressing the substance use and co-occurring disorders that are often the after effect of victimization and trauma.

An environment that is safe and secure is critical to the recovery and restoration of BBC's clients. BBC staff has attended several workshops and conferences where the security measures for rehabilitation facilities has been the focus. The items designated in this grant request have been identified as major components of a safe and secure campus.

Lead staff on this project will be Executive Director Sione Ford Naeata and Facilities Coordinator Adney Harris. Naeata will provide oversight and report to BBC's Board of Directors on the progress of the project.

Harris is responsible for all acquisitions/purchases for the campus. All purchases made for the BBC campus are within the guidelines for a rehabilitation/restoration facility. Harris will provide weekly updates to Executive Director Naeata so that he can inform BBC's Board of Directors as to the progress of the improvements.

Major projects supervised by Harris over the past three years include:

1. Worked with architect and staff to verify appropriateness of equipment purchase for major capital improvement project funded by a 2018 State Grant-in-Aid.
2. Research new vehicles for BBC through a 2018 C&C Grant-in-Aid
3. Three major cafeteria purchases funded by the National School Lunch Program (NSLP).
4. Purchase and installation of black out curtains in the client cabins to ensure privacy and energy efficiency.
5. Purchase and installation of furniture for the client cabins.

Other support staff for this project include:

Elizabeth Nowland, Quality Assurance Coordinator and Administrative Assistant

Under the direction of the Executive Director, the Quality Assurance Coordinator (QAC)

provides staff support and coordination for all quality assurance activities. Nowland will monitor

the impact of the renovations on clients and staff and enforce adjustments as needed to insure campus equilibrium.

Qianna Heffernan, Accountant

Heffernan will ensure proper internal control procedures are followed when dealing with the finances of this project and that required reports on expenditures are maintained and submitted.

2. Facilities

Located on 2.75 acres of land on the beautiful North Shore of Oahu, Bobby Benson Center is Hawaii's only residential program specializing in co-educational substance abuse treatment for adolescents. In this tranquil environment, 30 teens and their families develop skills to manage life's trials and tribulations.

Facilities on the campus include:

Client Cabins

Bobby Benson Center provides a safe, nurturing, and peaceful environment for its clients ranging in age from 13-17 years old. BBC is able to accommodate up to thirty clients on its campus. There are four cabins; two for girls and two for boys. Three cabins have 4 bedrooms; each bedroom is shared by two residents (8 residents per cabin). The fourth cabin has 3 bedrooms housing 6 residents. In all four cabins, each bedroom has its own bathroom. Each cabin has a common area with informal seating where group meetings take place and where clients can relax with others.

Administration Building

The administration building is the first exposure the public has with the Bobby Benson Center. It is where prospective families meet with staff to see if the center is a good fit for their child. It also provides health services through the nursing staff, group sessions for clients and their counselors, conference room, education seminars, and serves as the command center for the campus.

Also located in the administration building are the cafeteria and kitchen. This space is adequate and functioning, but in need of updating and reconfiguring to make a more appealing and efficient space. As part of the cafeteria/kitchen renovation, BBC is requesting to expand the adjacent walkway into a lanai where visitors and families can visit with their adolescent. Currently, these visitations take place on the grass, but need to move inside during inclement weather.

Education Building

Clients continue their education while at BBC in the education building. Staffed by a DOE teacher, students continue their studies while at the center for treatment.

Athletic Activities Court

Currently located in the parking lot, the half-court basketball court is used for various physical activities. During times of visitor traffic, the athletic activities court is closed due to parking needs. As this happens frequently, staff wants to relocate the court so it can be utilized continuously.

Fitness Center

The existing fitness center is located on a slab adjacent to the parking lot and close to a HECO transformer. Based on programming with the clients, staff is requesting two separate areas for fitness centers to encourage more participation in physical fitness activities which are so integral to the overall health and well-being of BBC clients. Fitness activities are a proven way to reduce stress and anxiety while improving self-esteem and self-worth.

Laundry Rooms

The boy's laundry room, located in a former storage room in the administration building, is in need of renovation. Used by the male clients to launder their personal items, this reclaimed space is adequate in size but in desperate need of a transformation.

Gazebos

BBC has two gazebos, erected shortly after its opening in 1990, that are in need of replacement. While they have been repaired over the past 20+ years, they have reached a point where it's financially prudent to replace them rather than continue to repair them. Well used and much loved by the clients, the gazebos have become a welcome alternative for meetings, reflection, and respite.

Each of Bobby Benson Center's existing buildings have been structured to meet the needs of the clients and staff.

VI. Personnel: Project Organization and Staffing

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

Maintaining a secure campus and a safe environment is important to Bobby Benson Center's clients and staff. While these adolescents are in the process of healing, there should be no compromise to their feeling of safety and security. The main focus of the security improvements is to prevent trespassers from entering the campus.

Adolescents in treatment may have been involved in gangs that may try to approach them to return to their prior lives or pass contraband to them. Some adolescents may have pimps who don't want them to seek treatment. There have been incidents of strangers on campus who have been confronted and chased off by staff. BBC wants to provide a safe, impenetrable, therapeutic environment for healing and restoration.

The 2010 report by the American Academy of Child and Adolescent Psychiatry on Principles of Treatment of Children and Adolescents with Mental Disorders in Residential Treatment Centers states that: "The living environment for children residing in a residential treatment center is an integral part of the overall treatment experience. The space arrangement, size, appearance and maintenance of the facility should communicate messages of caring, comfort, and safety."

BBC Staff attended several conferences on campus security. A Brigham Young University conference included presentations from the FBI, Honolulu Police Department, Orlando Police Department (Orlando night club shooting), and the Honolulu Department of Emergency Management. Through information obtained at this conference and others, staff identified areas where security needed to be improved and enhanced.

If granted, this capital improvement involving campus safety and security will take five months to accomplish (barring any delay in delivery of equipment).

For this project, the lead staff will be:

Executive Director Sione "Ford" Naeata

Naeata joined the Bobby Benson Center Ohana in 2004 and has been instrumental in positioning BBC at the forefront of the residential treatment facilities in Hawaii. Naeata has served as Youth Counselor, Shift Leader, Program Manager, Operations Manager, and is currently serving as the Executive Director. Under Naeata's tutelage and trainings within the center's Milieu setting, the Bobby Benson Center has achieved consistent growth and recognition within Hawaii's residential communities as well as with funding organizations.

Naeata has developed exceptional skill in performance management issues and strategies specializing in residential treatment settings. He is also trained in Cognitive Behavior Therapy (CBT), Dialectical Behavior Therapy (DBT), Life Space Crisis Intervention (LSCI) conflict cycle, and Trauma Informed Care (TIC). He is also a member of Hawaii's Coalition for Substance Abuse. Naeata has a Bachelors degree in International Business Management from Brigham Young University Hawaii and a Master's degree in Business Administration from the University of Argosy Hawaii.

The primary responsibility of the Executive Director is to oversee operations of the organization; and to execute policies and procedures, programs, and initiatives. He also serves as a liaison to the Board of Directors by: 1) keeping the board informed of performance of the overall operations, 2) attends board meetings, 3) maintains open lines of communication with the Board of Directors and other partner or collaborating agencies or persons. The ED signs all contracts on behalf of the Board of Directors.

Naeata will be in close contact with Facilities Coordinator Adney Harris on the progress of this capital improvement project. Naeata will report to the Department of Health, Child and Mental Health Division, on the project and its impact on the clients at the center.

Naeata will also review protocol with all BBC staff on procedures for handling a potential threat at the front gate as identified by the call box and security camera.

Facilities Coordinator Adney Harris

Adney Harris has been with Bobby Benson Center since 2008 and has worked in various positions such as House Manager, Shift Leader, Backup IT specialist, Assistant Operations Manager and is currently the Facilities Coordinator. He has a Bachelor's Degree from Brigham Young University Hawaii in Information Technology.

Harris is responsible for all acquisitions/purchases for the campus. All purchases made for the BBC campus are within the guidelines for a rehabilitation/restoration facility. Once approved by the Executive Director, Harris will arrange for purchase and installation of all equipment. Harris will oversee the installation of all equipment. Harris will provide weekly updates to Executive Director Naeata so that he can inform BBC's Board of Directors as to the progress of the improvements.

Harris will be charged with oversight of this capital improvement project to ensure it is accomplished on time, adhere to the budget, and minimally disrupts the daily routine of the center's adolescent clients.

Harris will also be responsible for training staff in the operation of the front gate call box and surveillance cameras.

Elizabeth Nowland, Quality Assurance Coordinator/ED Administrative Assistant

Elizabeth Nowland has been with the Bobby Benson Center since 2008 and has held various positions within the organization such as House Manager, Shift leader, Nursing Office Clerk, Front Desk Receptionist, Administrative Assistant and is now in her current role as Quality Assurance Coordinator and Executive Assistant. She holds a Bachelor's degree in Psychology from Brigham Young University-Hawaii and is currently in her 2nd year of the Master's in Business Administration with American Public University.

Nowland and Harris will meet with staff to get feedback on the progress of the project and what impact it has on the treatment of the residents. Based on the feedback of staff and residents, some modifications may need to be made to the contingency plans to ensure minimum disruption to the clients.

Nowland will monitor the accomplishment of outcomes related to this project and its overall success related to the clients and staff. Nowland will provide data to the Executive Director to be used in his reporting to the Department of Health-Child and Adolescent Mental Health Division on the impact of this capital improvement project on the treatment for adolescents at the Bobby Benson Center.

Qianna Heffernan, Accountant

Heffernan is responsible for tracking and recording the revenue and expenses of Bobby Benson Center. BBC follows accounting principles in line with US GAAP. Heffernan ensures that proper

internal control procedures are followed when dealing with the finances of BBC. Heffernan will monitor the project expenditures to ensure compliance with the approved budget.

2. Organization Chart (attached)

3. Compensation

Executive Director	\$95,000
Clinical Director	\$78,000
Registered Nurse	\$62,400

VII. Other

1. Litigation

Bobby Benson Center has no pending litigations.

2. Licensure or Accreditation

Bobby Benson Center is nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and Alcohol and Drug Abuse Division (ADAD), licensed through Office of Health Care Assurance (OHCA), and has major contracts with the Department of Health, HMSA, KAISER, UHA, and almost all major insurance companies.

3. Private Educational Institutions

Not Applicable

4. Future Sustainability Plan

The Financial Sustainability Plan at Bobby Benson Center involves continuing to offer residential services to at-risk youth in Hawaii allowing for continuous and dependable cash flow over the next five years. BBC wants to increase its current client base by applying for a fee-for-service program with the Med Quest Division. BBC's grant writer is actively involved in applying for new funding sources, keeping track of grants awarded, and when grants are due to be submitted. We are endeavoring to be more visible statewide, sharing the vision and mission of Bobby Benson Center. Our long-term plan is to offer additional services including, adult treatment and possibly outpatient care. These items are outlined in Action Items listed below.

The project areas involved in this campus renovation will be maintained by BBC staff who will ensure the upkeep and longevity of each area on campus.

Action Items

1. Ensure continuous compliance with all funder requirements is maintained which allows continuous cash flow.
2. Apply for the Judiciary contract that will come available in the near future and any RFPs that Bobby Benson Center is eligible for.

3. Increase client admissions by submitting an application with the Department of Health, Med Quest Division for the fee-for-service program.
4. Research and formalize contracts with new insurance companies.
5. Be more visible to attract new donors to help increase donor funding via a revamped face book page, fundraiser, open house, participating in community awareness programs to name a few.
6. The grant writer tracks all grant awards, due dates for grant application submissions, researches other grants.
7. Long term goal: Increase other types of services such as services for adults who need drug and alcohol abuse treatment. These clients can come from the local community, other islands in the state, or from other states.

Goals that will be met by working toward and completing action items include:

- a) Provide financial stability and growth;
- b) Create services to more people in need;
- c) Enable Bobby Benson Center to become a leader in services we provide; and
- d) An ongoing Plan will enable Bobby Benson Center to consider available possibilities.

This Financial Sustainability Plan is a working document subject to continual review and revision by staff and board members to align actions with our mission and vision. Bobby Benson Center's Executive Team will meet monthly to discuss the plan and its progress.

Executive Summary

Funding

In accordance with the Hawaii State Legislature's Grants-in-Aid program, Bobby Benson Center (BBC) is applying for \$300,000 in capital improvement funding. If awarded, this grant would be used to increase campus safety and security and would include:

1. Replace all client cabin windows with tempered safety glass windows
2. Replace broken/rotted hollow core doors with solid wood doors
3. Replace all knobs with security knobs
4. Install surveillance cameras on the front gate entrance

Background

Established in 1990 and located in Kahuku, Bobby Benson Center is a 501c3 non-profit organization. BBC is the Pacific's most advanced and affordable medically monitored co-ed residential program for the treatment of adolescent substance abuse and co-occurring disorders. Many of BBC's adolescents, aged 13-17, have two different illnesses—addiction and mental illness—and each illness must be addressed to achieve long-term success. The center treats adolescents from all of the Hawaii islands. Since inception, BBC has treated nearly 1,000 clients.

Accreditation

The Bobby Benson Center is nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF) and Alcohol and Drug Abuse Division (ADAD) of the State of Hawaii, licensed through the Office of Health Care Assurance (OHCA), and has major contracts with the Department of Health, HMSA, Kaiser, UHA, and almost all major insurance. As Bobby Benson Center works most closely with the Department of Health, Division of Child and Adolescent Mental Health Division (CAMHD), we have named them as the expending agency for this project.

Bobby Benson Center's Goal

BBC's goal is to return teen clients to their schools and communities with the skills necessary to remain drug and alcohol free, and to mature successfully in today's world. With a "Community of Recovery" structure, the emphasis is on a holistic, team approach to therapy in a non-restrictive treatment environment. Education in life skills occurs on a 24/7 basis as the youth interact in this realistic community.

Therapy and Treatment

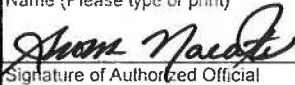
Adolescents reside at the center 24/7 during treatment with the average stay of about 5-6 months. During treatment, clients are assigned to a primary therapist who helps them navigate through issues and problems they are currently facing. BBC staff includes a Registered Nurse, contracted Psychiatrist, a Medical Doctor, a Registered Dietician, and a Clinical Director to facilitate client services. Additionally, there are approximately 50 front line staff and administrative personnel.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

App

Bobby Benson Center

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Construction Materials & Installation	300,000			
10.				
11.				
12.				
13.				
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15.				
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17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	300,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	Sione Naeata	808-293-7555	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/17/19	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	300,000	Sione Ford Naeata, Executive Director		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Bobby Benson Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
* See Justifications/Comments Below				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
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TOTAL:				\$ -

JUSTIFICATION/COMMENTS: All personnel functions will be completed by Bobby Benson staff members and compensated by the center.
 This request does not include any salary compensation for oversight/management of the project.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Bobby Benson Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Awning/casement windows with tempered safety glass	40.00	\$3,125.00	\$ 125,000.00	
Solid wood doors	28	\$893.00	\$ 25,004.00	
Security door knobs	60	\$840.00	\$ 50,400.00	
Surveillance camera for front gate	1	\$2,000.00	\$ 2,000.00	
Perimeter chain link fencing	1	\$97,596.00	\$ 97,596.00	
TOTAL:	130		\$ 300,000.00	

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

These items have been identified by safety and security experts to be necessary for a safe/secure facility environment.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
ARCHITECT						
PERSONNEL						
DESIGN						
CONSTRUCTION	\$ 250,000.00					
EQUIPMENT (including installation)			\$ 300,000.00			
TOTAL:	\$ 250,000.00		\$ 300,000.00			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Bobby Benson Center

Contracts Total:

3,672,994

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Facility Renovations	2018		State	250,000
2	Vehicle Purchase, Program Activities & Supplies	2018		Honolulu C&C	125,000
3	CBR 3 Services	2018	CAMHD	State	3,297,994
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