

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

LESTER ESTRELLA, CEO
PRINT NAME AND TITLE

1-16-19
DATE



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: GOING HOME HAWAII

DBA/Trade Name: 46-3483417

Issue Date: 01/10/2019

Status: Compliant

Hawaii Tax#: 04699406-01
New Hawaii Tax#: GE122180608001
FEIN/SSN#: XX-XXX3417
UI#: XXXXXX4041
DCCA FILE#: 250581

Status of Compliance for this Vendor on issue date:

| Form | Department(s) | Status |
|-------------|--|---------------|
| A-6 | Hawaii Department of Taxation | Compliant |
| | Internal Revenue Service (Compliant for Gov. Contract) | Compliant |
| COGS | Hawaii Department of Commerce & Consumer Affairs | Exempt |
| LIR27 | Hawaii Department of Labor & Industrial Relations | Compliant |

Status Legend:

| Status | Description |
|---------------|---|
| Exempt | The entity is exempt from this requirement |
| Compliant | The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance |
| Pending | The entity is compliant with DLIR requirement |
| Submitted | The entity has applied for the certificate but it is awaiting approval |
| Not Compliant | The entity is not in compliance with the requirement and should contact the issuing agency for more information |

**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.

Going Home Hawaii

(Typed Name of Individual or Organization)

Lester Estrella

(Signature)

1-16-19

(Date)

Lester Estrella

(Typed Name)

Chief Executive Officer

(Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing Attached

2. Declaration Statement

Going Home Hawai'i is hereby affirming its compliance with Section 42F-103, Hawai'i Revised Statutes, regarding the standards for the award of grants.

3. Public Purpose

Going Home Hawai'i hereby confirms that this grant, if awarded, will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. This purpose is explained under Section II. Background and Summary, 3. The public purpose and need to be served.

II. 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:

"Going Home" is the name given to efforts on Hawai'i Island to reintegrate ex-offenders into the community and the workplace. The Hawai'i Island Going Home Consortium comprises more than 30 public and private entities and their representatives, with a network of over 200 local, state, and national partners. Our mission is to assist Hawai'i Island men, women, and youth released from correctional institutions with reintegration into community life through employment, training, and appropriate supportive services.

While we have been formally organized since 2004, we trace our initiative back to the late 1990's when the Hawai'i Island Corrections Advisory Commission was created to address severe prison overcrowding. Since the fall of 2004, Consortium members have met monthly, without fail, to address issues and challenges, coordinate services, and promote the need for assisting ex-offenders with their reentry and helping them to become law-abiding, self-sufficient, and productive community members.

In May of 2015, Going Home Hawai'i (GHH) received its nonprofit 501(c)(3) designation; GHH is the nonprofit branch and the governing fiscal body for the Hawai'i Island Going Home Consortium. The Consortium continues to meet monthly with an

average attendance of 25-30 individuals. Many of our members actively participate on committees which include the following: Career Pathways, Community Relations, Cultural Competency, Employer Relations, Faith-Based Organizations, Health and Wellness, Housing, Justice Partners, and the West Hawai'i Coalition.

Our membership includes other non-profit organizations, criminal justice agencies, mental health and substance abuse treatment providers, educational providers, employment specialists, housing specialists, and concerned community members from both East and West Hawai'i. Virtually every agency that works with criminal offenders on Hawai'i Island is a member of or is aligned with GHH. As such, GHH is ideally situated to address the multiple challenges of offender reintegration, including the complex issues involving homelessness, mental illness, substance abuse, and the overrepresentation of Native Hawaiians in the criminal justice system.

2. The goals and objectives related to the request:

Goals:

- Directly address the disproportionate representation of Native Hawaiians in the criminal justice system;
- Alleviate overcrowding at Hawai'i Community Correctional Center (HCCC);
- Reduce the recidivism and continuous cycling in and out of jail of Native and non-Native Hawaiian offenders (thereby, reducing costs to our public systems and increasing public safety); and
- Ensure long-term positive change through a Pu`uhonua (a place of refuge for wrongdoers) that reestablishes highly recognized Native Hawaiian cultural practices that restore the overall well-being of individuals, families, and the community at large.

Objectives:

- Establish a Pu`uhonua Wellness Center for Native and non-Native Hawaiian offenders to facilitate the reconciliation of pa`ahao (inmates) and former pa`ahao with their families and community;
- Through a partnership with Blueprint for Change (BFC), utilize its curriculum called *E Ho`okanaka* (be a person of worth) to reconnect Native and non-Native Hawaiian pa`ahao and former pa`ahao to their cultural roots, principles, and practices;
- Through a partnership with Indigo Impact Initiative (I3), utilize I3's Indigo Assessment tool that measures strengths, behaviors, motivators, professional skills, and social-emotional perceptions;
- Contract Cultural Practitioners to conduct cultural trainings and activities;
- Work with an Adult Education Specialist to assess, advice, and assist with educational needs;
- Work with Job-Readiness Specialists to assess, advice, and assist with job-readiness skills and link to employment opportunities;
- Establish a mahi`ai (farmer) project on the grounds of the Pu`uhonua to teach agricultural skills and develop self-sustainability; and

- Create a process to track and evaluate progress, revise strategies as needed, and report on outcomes.

3. The public purpose and need to be served:

The public purpose and need for this program is thoroughly articulated in the report entitled *Creating Better Outcomes, Safer Communities*, the final report of the House Concurrent Resolution 85 Task Force on Prison Reform to the Hawai'i State Legislature 2019 Regular Session.

In the foreword of this report, Justice Michael D. Wilson, Chair of the HCR 85 Task Force, makes these compelling statements:

Hawai'i's correctional system is not producing acceptable, cost-effective, or sustainable outcomes and needs immediate and profound change.

Our primary recommendation is that Hawai'i immediately begin to transition from a punitive to a rehabilitative correctional system. Evidence from other states and countries confirms that the rehabilitative approach is the only sustainable way to make our communities safe. Mass incarceration does not work.

The report also references the landmark study by the Office of Hawaiian Affairs (OHA), in collaboration with the University of Hawai'i at Mānoa, Justice Policy Institute, and Georgetown University, entitled *The Disparate Treatment of Native Hawaiians in the Criminal Justice System*. These researchers found that Native Hawaiians are overrepresented in every stage of the criminal justice system.

Native Hawaiians make up approximately 21 percent of the general population of Hawai'i, but 27 percent of all arrests, 33 percent of people in pretrial detention, 29 percent of people sentenced to probation, 36 percent admitted to prison, 40 percent of the incarcerated population, 39 percent of releases on parole, and 41 percent of parole revocations.

The OHA report alludes to the fact that the disproportionate impact can be attributed to a number of causes. However, the initial contact with the criminal justice system creates barriers that exponentially increase as they move through the system. As a result, many pa`ahao leave prison or jail without access to reentry services or a place to live.

And, as noted in the HCR 85 Task Force report, **“Despite numerous studies and recommendations going back at least to the 1980s, the State has not taken effective steps to address the overrepresentation of Native Hawaiians in the criminal justice system.”**

Among the key recommendations of the HCR 85 Task Force for reducing the number of Native Hawaiians in the prison system are the following:

- Make culturally relevant reentry programs available to Native Hawaiians.
- Implement the recommendations of the 2012 Native Hawaiian Justice Task Force.

In July of 2015, as the result of its work in the area of children of incarcerated parents, Blueprint For Change (BFC) was invited to participate in a working group formed by Uncle Joe Tassill at the urging of Hawai'i Governor David Ige. The purpose of this working group, which became known as Holomua Pu`uhonua, was to develop a plan to implement the purpose and intent of Act 117, Session Laws of Hawai'i 2012 to create a system of Pu`uhonua (also referred to in the Act as Hawaiian Wellness Centers), that could provide Native Hawaiians with culturally relevant services aimed at preventing crime and recidivism.

Similar to many American Indian and Alaska Native communities, individuals and formerly incarcerated family members in Native Hawaiian `ohana (extended family) in Hawai'i have been negatively impacted by multi-generational, historical, psychological, and emotional trauma. For Native Hawaiian pa`ahao (inmates), holistic culture-based interventions and support from their `ohana have been validated to have significant positive impacts on their sustainable re-entry into society.

The concept and practices of Pu`uhonua must be revitalized as a culturally responsive system for pa`ahao and former pa`ahao to heal and become whole again. This will benefit not only pa`ahao but will have, as in ancient times, a greater and more systemic impact on the health and wellness of their `ohana and communities at large.

In September of 2016, BFC and Holomua Pu`uhonua were successful in being awarded a grant from the federal Administration for Native Americans (ANA) to develop a curriculum called *E Ho`okanaka* (be a person of worth), and to pilot-test the curriculum with Native Hawaiian pa`ahao and former pa`ahao.

On August 1, 2017, BFC and Going Home Hawai'i (GHH) established a Memorandum of Agreement by which BFC provided a \$2,000 grant to subsidize the start-up cost of GHH's reentry house, with future provisions for access to the *E Ho`okanaka* curriculum and to work collaboratively towards the goal of transforming GHH's reentry house into the first ever Hawaiian Wellness Center, or Pu`uhonua, in modern Hawaiian history.

4. Describe the target population to be served:

GHH projects to serve a minimum of 40 Native and non-Native Hawaiian adults, aged 18 and over, who: 1) were arrested for misdemeanor offenses and non-violent felony offenses (although domestic violence offenses may be considered on a case by case basis); and 2) are living in Hawai'i County or returning to the Hawai'i County community from HCCC and/or its furlough program (Hale Nani) and do not have stable housing situations. The target population will include Native and non-Native Hawaiian men and women on probation and parole.

5. Describe the geographic coverage:

This project endeavors to cover both East and West Hawai'i, and especially the Hilo and Kailua-Kona areas. Hawai'i County is where the highest percentage of Native Hawaiians live and work.

III. 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.

GHH's Pu'uhonua Wellness Center (PWC) is a live-in program intended for "employment focused" program participants who are on probation or parole or transitioning from jail or prison. It is a community-based, culturally responsive program to connect Native and non-Native Hawaiians to root culture, values, practices and principles.

The PWC in Hilo is a large (1600 square feet) five (5)-bedroom, 2.5 bath house. It houses eight (8) male program participants and one (1) House Manager, who is responsible for the safety and general maintenance of the house.

Note: The Pu'uhonua Wellness Center for females (Hilo) is currently in negotiations. GHH also has access to 20 beds in Kailua-Kona through its partnership with Hawai'i Sober Living and Recovery Center, a 501(c)(3) nonprofit organization that provides clean and sober transitional housing in Kailua-Kona.

The PWC in Hilo also has one (1) volunteer House Mentor, who provides additional support for the House Manager and the program participants. The House Mentor checks in with the participants at least three (3) times weekly and provides sober support and transportation as needed.

All of the program participants, including the House Manager and House Mentor, will participate in the *E Ho'okanaka* curriculum as well as other classes and activities to include ho'oponopono (to make right), mookuauhau (genealogy) to promote self-identity and a sense of belonging, mahi'ai (to cultivate land/produce food from the ground) for self-sustainability, and lā'au lapa'au (Hawaiian medicinal plants) to promote health and well-being.

Although Hawai'i has a diverse, multi-cultural population, many of its core values have deep roots in the Native Hawaiian culture. The heart of Hawaiian culture is the spirit of generosity and good will embodied in the word "aloha," which means love, affection, compassion, mercy, sympathy, kindness, sentiment, grace, and charity.

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

A. Through GHH's partnership with BFC and its *E Ho'okanaka* (be a person of worth) curriculum, a Moku (district) Training Program will assist with the development and coordination of GHH's Pu'uohonua as follows:

- A Moku Coordinator will direct and facilitate the coordination of the Moku Training Program in line with the vision and mission of *E Ho'okanaka* to establish Pu'uohonua at GHH's reentry house.
- A Kupuna will serve as a source of guidance in providing a living link to the ancestral wisdom and fidelity of Hawai'i's indigenous culture knowledge.
- Cultural Practitioners will translate the content of/capacity for job readiness to the traditional root culture, values, principles and practices in line with the *E Ho'okanaka* Curriculum Framework.
- A Job Readiness Specialist will advise on the modern standards and skillsets of job readiness training.
- An Adult Education Specialist will advise on the educational needs of the adult pa'ahao or former pa'ahao using the *E Ho'okanaka* Entrance Interview to seed growth in personal capacity.
- A Community Collaborative Entity (the Consortium) will guide and direct the implementation of the Moku Training Program through monthly collaboration and subcommittee meetings for decision making and delegation of duties and responsibilities. The Consortium will support the needs of the Moku Training Program with strategic oversight and advocacy to include the identification and management of community resources relative to the individual needs of the pa'ahao participants. They will also develop and sustain cooperative relationships with community stakeholders to assure continued collaboration in the Moku Training Program and the establishment of Pu'uohonua at GHH's reentry house.

B. Through GHH's partnership with Indigo Impact Initiative (I3), a 501(c)(3) social entrepreneurial-based organization in Colorado that has helped over 75,000 students, educators and adults across 16 states with self-awareness and career pathway training, GHH will utilize I3's Indigo Assessment tool that measures strengths, behaviors, motivators, professional skills, and social-emotional perceptions. This assessment provides best-fit educational and career pathways. I3 has expanded its current high-impact work done since 2015 with Native American communities in the Four Corners region and black youth in Mississippi to meet a culturally-responsive format for formerly incarcerated Native Hawaiian adults. I3 will also provide:

- An Assessment Advisor and interventions through a series of non-cognitive, strengths-based empowerment workshops for program participants on how to understand and use the Indigo Assessment tool for self-actualization and career pathway planning.
- Personal assessments for a minimum of 40 program participants annually that will focus on, but not be limited to, those individuals whose post-assessment data exhibits unique traits, tendencies, strengths and motivation toward

successful academic and career pathways in various CTE fields and entrepreneurship.

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

The PWC is currently operating with minimal staff and supervision. GHH executed a Memorandum of Agreement with Blueprint for Change (BFC) on August 1, 2017 and, since then, has had several meetings with Stephen Morse, its Executive Director, as well as Program Director La Vonne Richardson, and Program Specialist S. Kukunaokalā Yoshimoto. Mr. Yoshimoto is a current member of the HCR 85 Task Force as a representative of Holomua Pu`uhonua.

Both Ms. Richardson and Caroline Cohen from the Indigo Impact Initiative (I3) flew to Hilo on January 8, 2019 to meet with GHH's staff and the Hawai'i Island Going Home Consortium, where Ms. Cohen provided a presentation on the Indigo Assessment Tool. They also visited the Pu`uhonua sites in both Hilo and Kailua-Kona. BFC and I3 remain committed to contributing their expertise to develop and refine the PWC.

GHH has also met and contracted with two (2) Cultural Practitioners, an Education Specialist, and a Sustainable Food Production Lecturer as follows:

- Kupuna Uncle Howard Pe`a,
- Cultural Practitioner Rachel Kruse,
- Hawai'i Community College (HawCC) Education Specialist Donna Haunani Madrid (Co-Chair of the Hawai'i Island Going Home Consortium's Career Pathways Committee), and
- HawCC Sustainable Food Production Lecturer Kaipō Dye (Chair of the Consortium's Cultural Competency Committee).

Uncle Howard Pe`a facilitated ho`oponopono classes at the Pu`uhonua in Hilo every other Wednesday evening from 5:00pm to 7:00pm beginning in January of 2018 and continuing through September of 2018. Cultural Practitioner Rachel Kruse and Education Specialist Donna Madrid conducted a 10-week cultural and educational workshop in 2018 (Hilo) and plans are in the works for the continuation of these workshops in 2019. Due to the aloha and dedication of these Cultural Practitioners, they have donated much of their time to launch this pilot project.

In addition, HawCC Sustainable Food Production Lecturer Kaipō Dye has generously volunteered to design and help build the mahi`ai project (see attached plan).

With all of these partnerships in place, the ramp up period for the program should be brief. Staff required for the program would include one (1) Moku Coordinator for Hilo and one (1) for Kona and training can be completed within two (2) weeks. All other staff and contracted providers are ready to start when funds become available.

It is our fervent hope and desire to be able to compensate our cultural practitioners for their invaluable expertise and time in order to keep the program ongoing and viable.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.
 - A. All GHH staff are required to report quality of care concerns using prescribed procedures and forms within 24 hours. Violent behaviors or assaults, physical and/or sexual misconduct, suicidal ideations or attempts, physical damage to property, or any occurrence that threatens the health, safety, or welfare of a program participant, staff member, visitor, volunteer, or student warrants an immediate 911 call.
 - B. Client related documentation is maintained in accordance with State and Federal laws mandating storage times. These files are maintained in a locked storage area that ensures safety and confidentiality, but are quickly accessible for release to the proper authorities when needed.
 - C. Documentation and Peer Reviews require all quality improvement committee members to have access to relevant client records for auditing purposes to the extent permitted by State and Federal law. This procedure provides administration with a process to review care of individuals and system-wide levels and quickly resolve either office or systemic problems expediently.
 - D. GHH will utilize two (2) evaluation instruments to ensure the quality of our service delivery:
 1. The quality of life inventory (QOLI) which is a brief assessment of 32-items that provide life satisfaction outcomes in a scoring format on 16 areas: health, self-esteem, goals/values, money, work, play, learning, creativity, helping, love, friends, children, relatives, home, neighborhood, and community. This instrument will be given at the beginning of program engagement, upon completion of the first 90-days, and at the time of discharge. It is extremely useful in mapping the clients' progression from dysfunctional patterns in the quality of their life and how they shift throughout their engagement in the program.
 2. Program participants will also be asked to complete a simple Likert scale consumer satisfaction survey on a bi-monthly basis with a section for comments and suggestions for improvement. Questions with regard to the cultural components of the Pu`uhonua will be included.

The measurement of these outcomes is an integral aspect of program implementation whether by documented treatment efforts, referrals, memorandums of agreement with community agencies, attendance records and encounter forms kept by case managers, written evaluations, pre- and post-test surveys, staff observation, and participant

feedback forms. The Program Directors are responsible for monitoring performance measures and presenting monthly reports to the Chief Operating Officer.

Once quarterly, Program Staff will convene an advisory committee conference in collaboration with members of the Consortium to identify strengths, weaknesses, and areas of improvement. The committee will include an experienced Program Evaluator-- University of Hawai'i at Hilo partner and Sociology Professor, Dr. Marilyn Brown. Appropriate adjustments will then be determined and implemented. Our evaluation methods will themselves be assessed as we learn how to best affect outcomes in our community.

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.

Measures of Effectiveness/Outcomes

- 1) GHH will enroll and provide case management services for a minimum of 40 program participants, 80% of whom will be Native Hawaiian.
- 2) 90% of program participants will actively participate in and complete the *E Ho'okanaka* curriculum and other Native Hawaiian cultural activities and workshops.
- 3) 90% of program participants will be placed into transitional or permanent housing.
- 4) Substance abuse and/or mental health assessments will be provided for all 40 program participants. 100% of those identified with substance abuse and/or mental illness will be referred for appropriate treatment.
- 5) 80% of those referred for treatment will engage in mental health and/or substance abuse treatment as needed.
- 6) 75% of program participants will report on a self-assessment survey that their behaviors and attitudes have improved by the end of the one-year project period.
- 7) 80% of program participants will enroll in school and/or become employed or involved in educational or job training activities within three (3) months of entering the program.
- 8) 80% of program participants will maintain employment and/or educational activities at the 6 and 12-month benchmarks.
- 9) At the end of the year, GHH will achieve a 20% recidivism rate for the 40 program participants.

Note: Per the HCR 85 Task Force report, the recidivism rate for parolees is 53.3% and for those who have served their maximum sentence ("max out"), the rate is 66%.

Additional performance measures to be reported include education and employment outcomes, participation in cultural classes and activities, family reunification outcomes, and recidivism within 3 months, 6 months, and 1 year.

GHH will work closely with the Department of Public Safety and correctional staff to share relevant data as needed to ensure the effectiveness of the project.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **(ATTACHED)**
 - a. Budget request by source of funds
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles
 - d. Capital project details
 - e. Government contracts, grants, and grants in aid
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-------------|-------------|-------------|-------------|--------------|
| \$47,139.25 | \$47,139.25 | \$47,139.25 | \$47,139.25 | \$188,557.00 |

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
 - A. Hawai'i County Nonprofit Program: \$25,000
 - B. Private Foundations: \$10,000
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

NOT APPLICABLE

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

For fiscal year 2018-2019, GHH received \$8,750 for the Pu`uhonua Wellness Center (PWC) from the Hawai'i County nonprofit grant program. We have not yet received any federal or state government grants for the PWC. GHH will be applying for funding for the PWC from the Hawai'i County Nonprofit Grant-In-Aid Program for fiscal year 2020.

Note: GHH is a subrecipient of a U.S. Department of Education, Office of Career, Technical, and Adult Education's Native Hawaiian Career and Technical Education Program, which was awarded on October 1, 2018. Through this grant, GHH will receive Polycom equipment in Hilo and Kona for distance-learning capabilities, six (6) new CTE certification courses/modules designed by Hawai'i Community College for GHH's program participants, and access to Indigo Impact Initiative's Assessment tool and consultation services. Blueprint for Change was the primary recipient of this award and will be providing general oversight and access to its *E Ho`okanaka* curriculum.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

Balance of unrestricted funds as of December 31, 2018: **\$14,659.14**

V. 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.

Chief Executive Officer Les Estrella has 17 years of experience working with the homeless, substance abuse disorders, mentally ill, justice involved offenders, inmates, reentry systems, community organizations and clean and sober housing program development. In 2010-2012, HIWEDO, in collaboration with the Hawai'i Island Going Home Consortium, applied for and was awarded a Second Chance Act Mentoring Grant from the U.S. Department of Justice, Office of Justice Program's Bureau of Justice Assistance. Mr. Estrella was the Program Manager for this mentoring program.

The target population was Work Furlough inmates and Parolees. During the two-year grant period, HIWEDO served 40 mentees (matched with 40 community volunteer mentors); there were no new crimes committed during this time with a remarkable 0% recidivism rate demonstrating its effectiveness.

Mr. Estrella also pioneered the first Community Reintegration Program of its kind in the State of Hawai'i for former offenders with the Office for Social Ministry. In addition, he was the owner and CEO of Intervention Partners Hawai'i LLC, a self-owned private business providing consultation and mentoring services. The purpose of IPH was to provide quality services that met the needs of organizations that focused on assisting the mentally ill, substance abusers, homeless, and justice-involved individuals in our community.

Chief Operating Officer Carol Matayoshi, MA/Forensic Psychology, has 25 years of experience working with the homeless and mentally ill populations. In her former position as Homeless Programs Manager at HOPE Services Hawai'i, Ms. Matayoshi

provided oversight of the operations for seven (7) contracts/programs island wide with a two million dollar budget. These programs included the DHS Homeless Outreach Program, the Department of Health, Adult Mental Health Division (AMHD) Homeless Outreach Program, SNAP Outreach, TANF Housing Placement Program, Homeless Prevention and Rapid Re-housing, HUD's Shelter Plus Care Kukui program & Shelter Plus Care New Directions program, and the AMHD Representative Payee program.

In June of 2015, Ms. Matayoshi attended the SOAR Leadership Academy in Chicago, Illinois, presented by the SAMHSA SOAR Technical Assistance (TA) Center as the Local Lead for this national initiative. The SOAR program helps eligible homeless individuals gain access to SSI and/or SSDI, allowing them to focus on their recovery by providing for their basic needs.

The Hawai'i Island Going Home Consortium has been integral to reentry efforts in Hawai'i County, receiving recognition, awards and grants through its consortium efforts. The Consortium and its member organizations have years of experience working on issues of re-entry and have earned a great deal of respect within the criminal justice community. The Consortium can also point to numerous quantitative and qualitative stories of success. A partial list of some accomplishments includes the following:

- 2006: Collaboration with the Office of Social Ministry (Now: HOPE Services HI, Inc.) to open the Ponahawaiola Community Reintegration Program
- 2007: Construction of the Hale Nani Educational Building with funding from the Hawai'i State legislature
- 2009: Developed a 5-year Strategic Plan
- 2009: Recidivism in Hawai'i County was nearly 2 percent lower than the state average; overall recidivism in Hawai'i County had dropped 10.9 percent since 2003
- 2010: Received the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance's Second Chance Act Mentoring Grant in collaboration with the Hawai'i Island Workforce and Development `Ohana
- 2015: Developed its second 5-year Strategic Plan
- 2015: Established non-profit 501(c)(3) status
- 2016: Implemented a pilot project, In-Reach and Reintegration, with only \$15k received from three (3) County Council members' Contingency Relief Funds (\$5k each); this program, which targets the mentally ill in jail, continues to thrive today with referrals coming in on a weekly basis
- 2017: Implemented a pilot Pu`uhonua project through a partnership with Blueprint for Change and its *E Ho`okanaka* (be a person of worth) project
- 2018: Recipient of the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance's Second Chance Act Comprehensive Community-Based Adult Reentry Program on October 1, 2018
- 2018: Sub-recipient (with Blueprint for Change as the primary recipient) of the U.S. Department of Education Office of Career, Technical, and Adult Education's Native Hawaiian Career and Technical Education Program on October 1, 2018

Kupuna: Uncle Howard Pe'a has been a Haku Ho'oponopono for 24 years. He served in the Hawaii National Guard for six (6) years, worked for an adult offenders project for Alu Like, Inc. and was the coordinator for their youth offenders project. He has been a musician at the Mauna Kea Beach Hotel for 22 years and teaching hydroponic classes for four (4) years. Uncle Howard is the President of the Keaukaha Pana'ewa Farmers Association, and a member of the Hawai'i Swine Producers Cooperative. He has also been the treasurer for the Keaukaha Community Association for 18 years. His grandfather, John Kalei Manuia, was a body guard to Queen Lili'uokalani and was a 10 key Lua (Hawaiian martial art) Master!

Cultural Practitioner: Rachel Kruse, MA/Social Work, is an instructor/lecturer on the history and practice of Ho'oponopono and Ho'oku'u ka hewa. She has been a Certified Substance Abuse Counselor and Cultural Practitioner at Hui Ho'ola O Na Nahulu O Hawai'i since 2006. Ms. Kruse was awarded "Ho'oponopono Haku" (facilitator) in 2017 and received a Certificate of Completion in Cultural Immersion in 2010.

Adult Education Specialist: Donna Haunani Madrid, AS/Administration of Justice, BA/Political Science, has been an Education Specialist at Hawaii Community College for over six (6) years. She is also a Step B Lecturer teaching Administration of Justice, Current Issues in Criminal Justice, Career Pathways in Criminal Justice, and Juvenile Justice at HCCC for over 13 years. She is currently being trained as a Ho'oponopono Haku by Kupuna Uncle Howard Pe'a.

HawCC Lecturer Kaipō Dye is a Native Hawaiian born on O'ahu, grew up on the Big Island and raised his three children on the continental US for 13 years, before returning to his home on the Hilo side. After 25 years as an entrepreneur owning his own businesses, he believed that the world and he were both in need of change. Kaipō received his Bachelor's degree from the University of Hawai'i at Hilo - 2013 in agro-ecology and his Masters degree from Columbia University in the city of New York at the Earth Institute - 2014. He is currently a lecturer at the Hawaii Community College and a PhD. candidate with UH at Manoa. Kaipō has a special focus on issues such as climate change, environmental degradation, disease, poverty and sustainability. After sailing around the world, his global experience offered him a keen understanding of the effects of colonialism, land tenure and land-use shifts upon people and their environment. His current work specializes on the compounded consequences of climate change, involving adaptation, mitigation & strategic planning. In addition, Kaipō shares a belief that the environment directly influences society in a number of ways which most importantly includes the overall health and wellness of the population. It is this personal conviction that inspires his dedication to education and outreach.

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.

Going Home Hawai'i's office is currently located at 80 Pauahi Street, Suite 203, in Hilo, Hawai'i. Monthly Consortium meetings are held at the Office of Housing and

Community Development's conference room at 1990 Kinoole Street, Suite 104. This conference room can comfortably seat approximately 40 people.

The Pu`uhonua Wellness Center is located at 1856 Kinoole Street in Hilo. It is a large (1600 square feet) five (5) bedroom, 2.5 bath house, sitting on a 15,000 square foot lot. The property is owned by the Community of Christ Church which is situated right next door to the Center at 1842 Kinoole Street.

Pastors Karen De Soto and Rosemary Kawamoto are actively involved with the Hawai'i Island Going Home Consortium. The Church has also been very supportive of the Pu`uhonua Wellness Center, allowing participants to conduct car wash fundraisers and other activities on the grounds. They are also very supportive of the 40' x 80' Mahi'ai project that will be built in the front yard of the Center.

Note: GHH is currently in negotiations with another Church to manage its house for the women's Pu`uhonua Wellness Center.

The Pu`uhonua Wellness Center in Kona is located at the Hawai'i Sober Living and Recovery Center: 75-5708 Alahou Street in Kailua-Kona. It is a complex of apartments known as the Mahina Townhomes and is located in the heart of Kailua-Kona within a short walking distance to banks, job opportunities, health care services, and shopping. The facility can accommodate approximately 40 residents who reside in gender-specific two-bedroom apartments. Each apartment is comfortably furnished with a shared kitchen and bathroom for four (4) residents. The facility has an on-site laundry room and outside patio which is used for House meetings and AA/NA meetings.

VI. 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.

Chief Executive Officer Les Estrella has 17 years of experience working with the homeless, substance abuse disorders, mentally ill, justice involved offenders, inmates, reentry systems, community organizations and clean and sober housing program development. He will provide general oversight, direction, and promotion of the program.

Chief Operating Officer Carol Matayoshi, MA/Forensic Psychology, has 25 years of experience working with homeless, mentally ill, and justice-involved populations. She will provide budget oversight for the program and will work closely with the contracted providers, including the Cultural Practitioners, Adult Education Specialist, and the Job Specialists. She will also provide training for all staff and direct supervision of the Program Directors.

Program Directors Kimi Palacio (East Hawai'i) and Dawn Esperago (West Hawai'i) will provide general oversight of program operations and direct supervision of the Moku Coordinators, the House Managers, and House Mentors.

The Moku Coordinators (to be hired) are responsible for the daily operations of the program, including the training and supervision of program participants.

Kupuna Uncle Howard Pe'a will provide ho'oponopono classes.

Cultural Practitioner Rachel Kruse will teach Hawaiian cultural traditions and values.

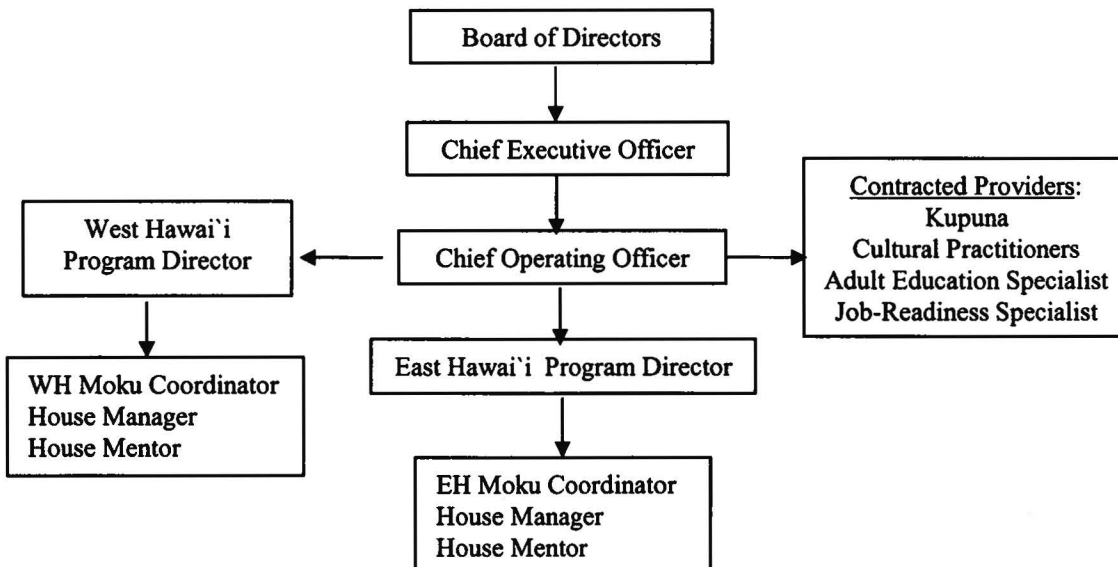
HawCC Education Specialist Donna Madrid will assist program participants with educational and job-readiness needs as well as participate in the cultural classes and activities of the program.

HawCC Instructor Kaipo Dye will donate his expertise to design and help build the mahi'ai project.

Resumes for Les Estrella, Carol Matayoshi, Rachel Kruse, Donna Haunani Madrid, Kaipo Dye, Kimi Palacio, and Dawn Esperago are attached to this document.

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 an annual salary range paid by the applicant to the three highest paid

officers, directors, or employees of the organization by position title, not employee name.

1. Chief Executive Officer: \$60,000
2. Chief Operating Officer: \$52,000
3. East/West Hawai'i Programs Directors: \$48,000

VII. Other

1. Litigation: NOT APPLICABLE

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: NOT APPLICABLE

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: NOT APPLICABLE

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 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

With our 501(c)(3) status, GHH has the opportunity to pursue broader funding through State, County, and Federal grants, including the Office of Hawaiian Affairs (OHA) and the Administration for Native Americans (ANA). Throughout this grant period, we will continue to seek funding with the Consortium and additional collaborators to keep the program funded. When funding from this solicitation ends, our hope is that the Pu`uhonua will become partially self-sufficient through participants' payments of monthly program fees and the marketing of kalo (and laulau as a by-product) and other produce from our garden.

Furthermore, we intend to prove that Pu`uhonua can be successfully established and that positive performance outcomes can be demonstrated and replicated. In this event, we are hopeful that the Department of Public Safety will see fit to continue funding this program, which will satisfy one of the key recommendations of the HCR 85 Task Force (to make culturally relevant reentry programs available for Native Hawaiian pa`ahao).

ATTACHMENTS

- I. Plan for Mahi`ai Project**
- II. Budget Request by Source of Funds**
- III. Personnel Salaries and Wages**
- IV. Equipment and Motor Vehicles**
- V. Capital Project Details**
- VI. Government Contracts, Grants, and/or Grants In Aid**
- VII. Resumes**
 - **Les Estrella**
 - **Carol Matayoshi**
 - **Rachel Kruse**
 - **Donna Haunani Madrid**
 - **Kaipo Dye**
 - **Kimi Palacio**
 - **Dawn Esperago**

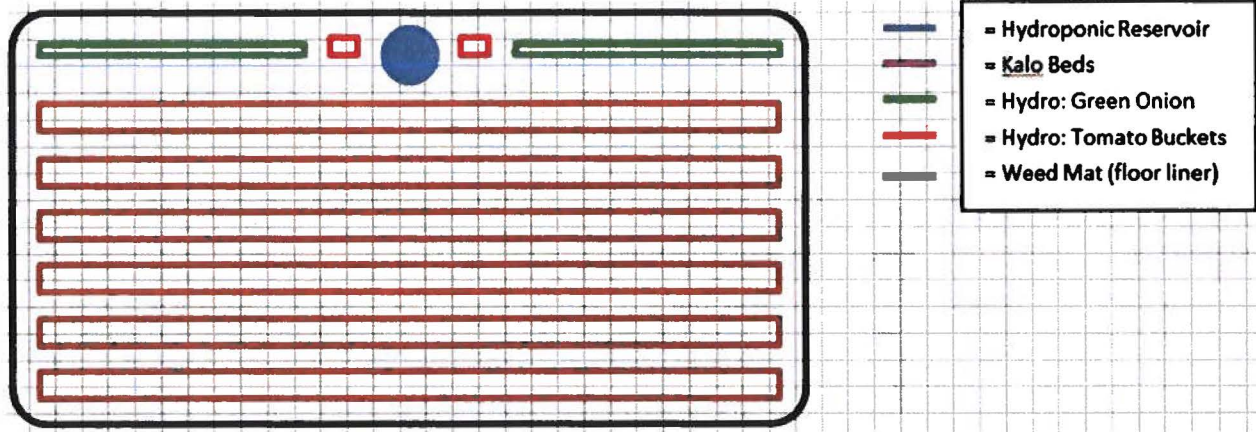
Aloha GHH staff,

Here is a simple outline and budget for a proposed ethno food production project at the GHH home site as discussed. To coincide with the Lions Club work-day the timeline included here, will be week 3. Please confirm dates with me.

Over and above the start-up cost, nominal usage water and electrical power will be necessary on a continual basis.

I can provide a detailed supply list at the confirmation of the work plan.

Plot Plan:



Budget:

| Start-up Costs | |
|-----------------------|------------|
| Weed mat (40'x80') | 120 |
| 6 ton Soil-cinder mix | 350 |
| 1.5 ton Mulch | 0 |
| Fertilizer | 75 |
| Hydroponics | 325 |
| Total | 870 |

Expected out-come:

- * Lau kalo (20 lb. leaf) for 80 Laukau every 2 weeks
- 5 lb. Tomato every week
- 5 bunches of Green onion (or head lettuce) every week
- ~ 400 lb. of kalo root annually
- * Less leaf harvested will increase root harvest quantity

| Timeline | week 1 | week 2 | week 3 | week 4 | week 5 |
|--------------------|--------|--------|--------|--------|--------|
| Purchasing | | | | | |
| Plot layout | | | | | |
| Soil prep | | | | | |
| Planting | | | | | |
| Hydroponics set-up | | | | | |

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Going Home Hawai'i

| 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 | \$112,700.00 | | | |
| 2. Payroll Taxes & Assessments | \$18,257.00 | | | |
| 3. Fringe Benefits | \$19,200.00 | | | |
| TOTAL PERSONNEL COST | \$150,157.00 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | \$600.00 | | | |
| 2. Insurance | \$2,400.00 | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | \$10,000.00 | |
| 5. Staff Training | | | | |
| 6. Supplies | \$2,400.00 | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | \$5,000.00 | |
| 9. Contract Providers: i.e., Cultural Practitioners | | | \$10,000.00 | |
| 10. Repair and Maintenance; Gas | \$3,000.00 | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
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| 19 | | | | |
| 20 | | | | |
| TOTAL OTHER CURRENT EXPENSES | \$8,400.00 | | \$25,000.00 | |
| C. EQUIPMENT PURCHASES | | | | \$10,000.00 |
| D. MOTOR VEHICLE PURCHASES | \$30,000.00 | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | \$188,557.00 | | \$25,000.00 | \$10,000.00 |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | \$188,557.00 | Carol Matayoshi (808) 491-2437 | | |
| (b) Total Federal Funds Requested | | Name (Please type or print) Phone | | |
| (c) Total County Funds Requested | \$25,000.00 | <i>Lester Estrella</i> 1-16-19 | | |
| (d) Total Private/Other Funds Requested | \$10,000.00 | Signature of Authorized Official Date | | |
| TOTAL BUDGET | \$223,557.00 | Lester Estrella, Chief Executive Officer Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Going Home Hawai'i

| POSITION TITLE | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|----------------------------------|----------------------|-----------------|--|-------------------------------------|
| 1. Chief Executive Officer | 1.0 | \$60,000.00 | 5.00% | \$ 3,000.00 |
| 2. Chief Operating Officer | 1.0 | \$52,000.00 | 5.00% | \$ 2,600.00 |
| 3. West Hawaii Programs Director | 1.0 | \$48,000.00 | 10.00% | \$ 4,800.00 |
| 4. East Hawaii Programs Director | 1.0 | \$48,000.00 | 10.00% | \$ 4,800.00 |
| 5. West Hawaii Moku Coordinator | 1.0 | \$40,000.00 | 100.00% | \$ 40,000.00 |
| 6. East Hawaii Moku Coordinator | 1.0 | \$40,000.00 | 100.00% | \$ 40,000.00 |
| 7. Mentor Coordinator | 1.0 | \$36,000.00 | 25.00% | \$ 9,000.00 |
| 8. Program Assistant | 1.0 | \$34,000.00 | 25.00% | \$ 8,500.00 |
| | | | | \$ - |
| TOTAL: | | | | 112,700.00 |

JUSTIFICATION/COMMENTS: 1. CEO will provide overall direction, guidance, and promotion for the program. 2. COO will provide budget oversight, communication and collaboration with contracted providers to include cultural and educational specialists, and direct supervision of Programs Directors. 3/4. Programs Directors will provide general oversight of program operations and direct supervision of the Moku Coordinators. 5/6. Moku Coordinators will provide daily oversight of operations, including the training and supervision of program participants. 7. Mentor Coordinator will provide training and oversight of Mentors, including matches with program participants (mentees) and conflict resolution when needed. 8. Program Assistant will provide office and program support for all staff and program participants.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Going Home Hawai'i

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |

JUSTIFICATION/COMMENTS:

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|---|--------------------|---------------------|---------------------|---------------------|
| Honda Odyssey or Toyota Sienna (mini van) | 1.00 | \$30,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | 1 | | \$ 30,000.00 | \$ 30,000.00 |

JUSTIFICATION/COMMENTS: Transportation is a huge problem on the Big Island where public transportation is extremely limited. The sheer geographic size of Hawaii Island and the distance between travel points presents challenges for those without means of transportation. Hawaii County encompasses an area of 4,028 square miles, twice the size of all the other five islands combined. Having a van to transport program participants to court-related appointments, including mental health and substance abuse treatment will help to ensure compliance with the terms and conditions of their release and give them a head start with employment and/or educational pursuits.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Going Home Hawai'i

| FUNDING AMOUNT REQUESTED: NOT APPLICABLE | | | | | | |
|--|---|----------------------|------------------------------|---|---|---------------------|
| 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 |
| PLANS | | | | | | |
| LAND ACQUISITION | | | | | | |
| DESIGN | | | | | | |
| CONSTRUCTION | | | | | | |
| EQUIPMENT | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Going Home Hawai'i

Contracts Total:

8,750

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau) | CONTRACT VALUE |
|----|---|------------------------|----------------|---|-----------------------|
| 1 | Grant Agreement for Pu`uhonua Wellness Center | July 2018-June 2019 | Hawai'i County | Hawai'i | \$8,750.00 |
| 2 | | | | | |
| 3 | | | | | |
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Lester Alfred Estrella
54 Piliāloha Street
Hilo, Hawaii 96720
Phone: 808-937-6257
Goinghomehawaii@gmail.com

Objective

Utilize my professional knowledge, leadership skills and extensive experience to make a positive difference in our community.

Ability Summary

- ✓ Effective community advocate for the justice involved, chronic homeless, substance use disorders and mentally ill populations.
- ✓ Creative and resourceful community organizer and legislative advocate.
- ✓ 17 years of working with local non-profit, state and national stakeholders.
- ✓ Founded, created, implemented and managed non-profit organizations and programs.
- ✓ Unique and diverse professional and personal experience.
- ✓ Persuasive skills, both written and oral.
- ✓ Strong background with community and faith-based organizations.
- ✓ Certified mentoring trainer, crisis prevention trainer and substance abuse counselor.
- ✓ Lead organizer and promoter of fund raising and public events.
- ✓ Proficient with Word, Excel & PowerPoint.

Chief Executive Officer

04/2016 - Current Going Home Hawaii 1990 Kinoole St. Hilo, HI

- Create, implement and build new program capacity and directly develop the nonprofit organizational branch of the Hawaii Island Going Home Consortium.
- Coordinate special programs and initiatives targeting issues and barriers for prisoner reentry and justice involved individuals.
- Work directly with the Going Home Consortium and other stakeholders to identify necessary programs and services.
- Manage budgets and analyze data to determine the effectiveness of programs.
- Planned and implemented new program to reduce prevalence of mentally ill persons in jail.
- Meet with administrators, elected officials, and provide legislative advocacy. Represent the organization to the public through speaking engagements and multiple community-wide committees.
- Seek additional funds and meet with potential donors.

Employment History

Owner

01/2015 - 03/2017 Intervention Partners Hawaii LLC 54 Piliāloha St. Hilo, HI

- Consulting and Direct Services. Contracted by Going Home Hawaii. Contracted by HIWEDO through a grant from Shippers Wharf.
- Implement and oversee a mentoring component in a program to prevent substance abuse by women during their pregnancy.
- Plan, direct, and coordinate operational activities and policies and procedures for human services providers.
- Determine, design and formulate program activities for the homeless, mentally ill, substance use, judiciary involved, and prisoner reentry populations.

- Provide overall direction for contractual compliance and program evaluations with private and public sector, profit and/or nonprofit organizations.
- Contracted as Interim CEO to deliver case management services for the In-Reach and Reintegration Program to reduce the prevalence of the mentally ill in jail for Going Home Hawaii.

Employment Service Specialist III

03/2015 - 04/2016 Department of Labor and Industrial 1990 Kinoole St. STE 102, Hilo, HI
 Relations, WDD Hilo

- Administer delivery of comprehensive job, education and training information and services directly to clients referred from the Department of Public Safety and Hawaii Paroling Authority.
- Assess employability levels of offenders and parolees utilizing various assessment skills checklist, academic level testing and value and interest instruments.
- Provide job placement and vocational training activities.
- Establish and maintain community partnerships with businesses, civic and neighborhood groups, agencies, nonprofits, church and community organizations, concerned citizens and interested individuals to assist the target population.

Special Projects Officer

03/2014 - 03/2015 Lokahi Treatment Center 400 Hualani St. Hilo, HI

- Create, implement, evaluate and manage new projects that enhance and improve treatment outcomes. Significantly increased community outreach and engagement.
- Secured grant funding, identified, negotiated and opened their first and only clean and sober house.
- Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs.
- Activities included individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.
- Provided administrative oversight for the Hilo office and 7 staff.

Employment Service Specialist III

10/2013 - 02/2014 Department of Labor and Industrial 74-5565 Luhia St. Kailua-Kona, HI
 Relations, WDD Kona

- Responsible to implement a first of its kind new contract for clients referred from the Department of Public Safety and Hawaii Paroling Authority.
- Build and grow new community partnerships with businesses, civic and neighborhood groups, agencies, nonprofits, church and community organizations, concerned citizens and interested individuals to assist the target population.

Program Manager

12/2011 - 01/2013 Hawaii Island Workforce & Economic 1990 Kinoole St. Hilo, HI
 Development Ohana

- Program manager for non-profit community benefit organization.
- Provided mentoring services to incarcerated and formerly incarcerated individuals for 40 persons with an outstanding 0% recidivism rate and no new offenses during the duration of the 2-year program.
- Managed mentors who were matched with mentees and facilitated their support systems.

- Provided mentor training to eligible participants and worked in close collaboration with community partners such as the Department of Public Safety, Hawaii State Judiciary, State and Federal Probation, business, nonprofits and community groups.
- Assisted program participants with access to additional community resources for successful reentry. Greatly reduced reincarceration rates and increased public safety.

Non-Profit Program Development Director

01/2010 - 12/2010

Hope Services Hawaii Inc. (formerly
Office for Social Ministry)

296 Kilauea Ave. Hilo, HI

- New program development and implementation and worked in close collaboration with the Programs Administrator and Executive Director
- Conducted community needs assessments, logic models along with internal and external data collection that focused on providing strategic framework for effective and efficient program design.
- Created all guidelines, policies and procedures with the purpose of ensuring compliance with all government regulations, contract reporting and funding requirements, as well as maintaining alignment with the organization's mission.
- Monitored the effectiveness of various programs, adjusting as needed based upon internal audits and outcome evaluations.
- Attended community meetings and trainings as necessary to build and maintain strong collaborative relationships.
- Developed a Mentoring Program, Volunteer Program and Job Development Training Program.

Program Director

01/2008 - 01/2010

Office for Social Ministry

140 B Holomua St. Hilo, HI

- Pioneered the first Community Reintegration Program of its kind in the State of Hawaii for former offenders with a 12% recidivism rate as compared to 51% or higher for those persons without a program.
- Provided direct supervision and oversight for the entire operation with up to 20 full and part-time staff, volunteers and practicum students in a 24 hour, 28-bed transitional living program for male and female former offenders.
- Developed the program design, curriculum, activities, policies and procedures, and community projects as related to successful community re-entry for this population.
- Identified specific barriers, criminogenic factors and provided responsive solutions that greatly reduced crime, re-offending and recidivism, increased housing placements and family reunification while providing direct case management services to maximize outcomes with positive community impact.
- Worked directly with community partners such as: Courts, Probation, Parole, Corrections, Intake Service Center, Drug Court, Prosecutors, Public Defenders, private attorneys, treatment providers and other stakeholders.
- Ensured compliance with government requirements, funding contracts and reporting, data collection, financial stability, internal audits, internal controls and outcome measurements. Built and maintained relationships that enhanced community collaboration and program effectiveness.

Team Leader

01/2006 - 01/2008

Office for Social Ministry

140 B Holomua Street Hilo, HI

- Started as a mental health case manager contracted by Adult Mental Health Division to provide homeless outreach services in East Hawaii. Seek and engage with homeless clients who were eligible to receive mental health services from the Community Mental Health Centers.
- Link and refer eligible clients for assessments and permanent case management from multiple contracted providers.

- Promoted within the first year to Team Leader. Responsible to provide direct supervision for five outreach workers.
- Identify and cultivate potential landlords who were willing to provide rentals for this population.
- Arrange and conduct community in-service meetings, attend quarterly provider meetings, facilitate weekly team meetings and submit monthly outcome reports.

Co-Founder, President and CEO

10/2002 - 02/2006 Faith Against Drugs 55 Kilauea Avenue Hilo, HI

- Created, organized and managed a community non-profit agency which acquired a 19-bed facility in downtown Hilo.
- Implemented a comprehensive structured program, obtained funding contracts and contributions from business and private donations.
- Converted a run-down, crime ridden rooming house into a clean and sober apartment complex which helped transform the downtown area.
- Still in operation today as the Hawaii Island Home for Recovery, this organization continues to provide services to Hawaii residents suffering from substance abuse, mental illness and homelessness.

Automotive Industry & Other Fields

01/1968 - 01/1999 Various Employers Pre-2000 Hilo and Oahu, HI

- Various jobs prior to 2000 and beginning from 1968 include:
 Director of Quality Control Shuman Carriage Motors; Lot Supervisor, Theo Davies Mercedes; New Car Salesman, Pacific Oldsmobile; Area Manager, Earl Sheib Auto Painting; Service Station Mechanic, Kamuela Shell; Maintenance Mechanic, County of Hawaii Dept. of Public Works; Laborer II, County of Hawaii Dept. of Public Works Road Department; Warehouse and Carpet Installer, Yamada Furniture; Service Station Attendant, Hilo Motors; Farm Helper, Ono Chicken Farms; Shop Helper, State of Hawaii Hilo Airport Division & Pineapple Picker, Del Monte Molokai (summer youth jobs).

Education and Training

| Issuing Institution | Course Study |
|------------------------------------|--|
| Hawaii Community College | Liberal Arts, Machine Technology, Auto Mechanics |
| Hawaii Academy of the Healing Arts | Substance Abuse Counseling |

Occupational Licenses & Certificates

| Certification Title | Issuing Organization | Completion Date |
|--|---|-------------------|
| First Aid Certificate | American Red Cross | 02/2010 |
| CPR/AED - Adult Certified Trainer | American Red Cross International Mentoring Association | 02/2010 5/2009 |
| Substance Abuse Counseling Certificate | Hawaii Academy of the Healing Arts | 10/2008 |
| Certified Instructor | Crisis Prevention Institute | 12/2007 |

Honors & Activities

- 2016: Distinguished Leadership Award, Hawaii Island Going Home Consortium
- 2013-2016: Founding President, Board of Directors, Going Home Hawaii
- 2010-2012: Steering Committee, Kokua Paho (Weed and Seed)
- 2009-present: Member, Waiakea Lions Club
- 2009-2011: Co-Chair, Hawaii County Substance Abuse Round Table
- 2006-present: Member, Interfaith Communities In Action
- 2006-present: Chair, Executive Committee; Chair, Health and Wellness Committee, Hawaii Island Going Home Consortium
- 2005-2007: Advisory Council, Hawaii Community College Substance Abuse Counseling Program
- 2004-2004: Board Member, Friends of Big Island Drug Court
- 2002-2004: Steering Committee, Hawaii Island Meth Summit
- 2002-present: Member, Community Alliance Partners (Hawaii County Homeless Continuum of Care)
- 2002-present: Founder and Coordinator, Addiction Recovery Ministry, Diocese of Honolulu
- 2002-present: Member, St. Joseph Church Young Men's Institute
- 2000-2005 & 2016-present: Volunteer Coach, Women's Softball, University of Hawaii-Hilo
- 2000-2003: Parish Pastoral Advisory Council, St. Joseph Church
- 2000-2002: Founder and Coordinator, Spiritual Recovery Ministry, St. Joseph Church
- Keynote and commencement speaker for multiple organizations and events
- Softball coach, league commissioner and tournament organizer for over 40 years

References:

Blayne Hanagami

Branch Manager (Retired), DLIR Workforce Development Division

358 Puainako Street

Hilo, Hawaii 96720

Cell: 808-443-6397

Email: bhangami@yahoo.com

Mitch Roth

Prosecuting Attorney, Office of the Prosecuting Attorney

655 Kilauea Avenue

Hilo, Hawaii 96720

Work: 808-961-0466

Cell: 808-989-0385

Email: mitchellroth@yahoo.com

Debbie Ching-Maiava

Owner, Ken's House of Pancakes & Ponds Hilo

1730 Kamehameha Avenue

Hilo, Hawaii 96720

Work: 808-935-8711

Cell: 808-987-6922

Email: khopdeb@hawaiiantel.net

Carol K. Matayoshi
535 Kehaulani St., Hilo, HI 96720
Phone: (808) 936-9328
Email: matayoshi29@gmail.com

Objective

An opportunity to make a difference in my community by utilizing my education, training, personal knowledge, skills, and experience as a leader in the social services field.

Education/Trainings

April 16-19, 2018: 16th Annual International Hawaii Summit
Institute on Violence, Abuse, and Trauma (IVAT)

2013: M.A. in Forensic Psychology, Argosy University, Hawaii
Graduated with a 4.0 GPA

1997 – ongoing: Training includes, but is not limited to, grant writing, mental health and substance abuse treatment, financial practices, homeless practices/strategies, case management, counseling, crisis intervention, suicide prevention, SOAR, leadership trainings, public benefits, and employment law. (Certificates available upon request).

1991: B.A. in Psychology with a Minor in English, University of Hawaii at Hilo
Graduated with highest honors

Skills/Abilities

- Twelve years of experience in developing and writing grant proposals and budgets
- Twenty years of experience working with homeless, severe and persistent mentally ill (SPMI), and justice-involved populations
- Proficient in Word, Excel, Powerpoint, Quickbooks Enterprise Solutions 11
- Excellent verbal and written communication skills
- Excellent organizational skills with attention to detail
- Excellent time management skills; able to multi-task when necessary
- Ability to work under pressure and meet deadlines
- Self-motivated
- Excellent customer service skills
- Ability to work with different/culturally diverse people and communities
- A team player with the ability to work collaboratively and cohesively with others
- Ability to problem solve & utilize resources at hand
- Strong leadership skills
- Well-connected in the social services community

Professional Experience

April 2018—Present: Chief Operating Officer, Going Home Hawaii

Research, develop, and write grant proposals and budgets; maintain program compliance, provide fiscal management that operates within the approved budget, maintain official records and documents, ensure compliance with federal, state and local regulations, collect and analyze data to ensure that program outcomes are being met, develop and modify program policies and procedures and program forms as needed; provide general oversight of programs, including direct client services as needed.

October 2017—Present: Grant Writer, HCEOC

Research, develop, and write grant proposals, reports, and other documents as required. Develop and distribute Community Needs Assessment Surveys islandwide, collect and analyze data, prepare report.

December 2015—March 2018: C. Matayoshi and Associates, Owner/Consultant

Provide research, development, and writing of grant proposals and budgets for Going Home Hawaii, a non-profit organization assisting Hawaii Island men, women, and youth released from correctional institutions into community life through employment, training, and appropriate supportive services. Develop organization's policies and procedures, program forms and job descriptions; provide administrative direction and support, as well as direct client services.

October 2015—January 6, 2017: Program Manager, Hawaii Island Workforce and Economic Development Ohana, Inc. (HIWEDO)

Research, write, and prepare grant proposals and budgets, provide administrative oversight and case management services for the *Nine Months: Window of Hope* program (for pregnant women using drugs and/or alcohol), including developing program forms, maintaining program budget, preparing reports, conducting internal audits of participant files, facilitating Advisory Committee meetings, participating in community meetings and forums related to the project (including the Hawaii Island Going Home Consortium's Health and Wellness Committee and the East Hawaii Substance Abuse in Pregnancy Community Action Team/EHSAPCAT), compiling and managing data, and ensuring contract compliance.

August 2015—May 2016: Service Program Director, Hawaii Affordable Properties, Inc.

Responsible for the development, implementation, management, and coordination of the social service program, including supervision of staff, for the Kaloko Housing Project (a project-based/affordable and transitional housing project).

April 2015—July 2015: Grants Administrator, Hawaii Island Workforce and Economic Development Ohana, Inc. (HIWEDO)

Research, write and prepare all grant proposals and budgets, provide administrative oversight for grant programs, including maintaining program budgets, preparing reports and ensuring contract compliance. Active participation in community meetings for the purpose of networking, problem solving, and collaborating with partner agencies. These meetings include the Hawaii County Continuum of Care's Community Alliance Partners (CAP), the Chronic Homeless Intervention and Rehabilitation Project (CHIRP) in West Hawaii, the East Hawaii Homeless Task Force, and the Going Home Consortium, a group consisting of over 50 public and private entities that work collaboratively to help former offenders reintegrate into the community and the workplace. Served as the Secretary of CAP's Executive Committee for 2015.

September 2014—April 2015: Grant Programs Administrator, Lokahi Treatment Centers

Research, write & prepare all grant proposals and budgets, oversee the operations of all grant programs, including supervision of staff, maintaining program budgets, and ensuring contract compliance. Active participation in community meetings for the purpose of networking, problem solving, and collaborating with partner agencies. These meetings include the Hawaii County Continuum of Care's Community Alliance Partners (CAP), the Chronic Homeless Intervention and Rehabilitation Project (CHIRP) in West Hawaii, the East Hawaii Homeless Task Force, and the Hawaii Island Going Home Consortium.

July 2012—August 2014: Homeless Programs Manager, HOPE Services Hawaii, Inc.
Duties/responsibilities included the oversight of four contracts/programs for Hawaii County (islandwide), including the Department of Human Services (DHS), Homeless Programs Office's Homeless Outreach Program, the Department of Health, Adult Mental Health Division's (AMHD) Homeless Outreach & Interim Case Management, Supplemental Nutrition Assistance Program (SNAP) Outreach, and the AMHD Representative Payee program, while providing supervision for a staff of 12.

January 2011—July 2012: Homeless Programs Manager, HOPE Services Hawaii, Inc.
Duties/responsibilities included the oversight of seven contracts/programs islandwide, including DHS Homeless Outreach, AMHD Homeless Outreach & Interim Case Management, SNAP Outreach, TANF Housing Placement Program, Homeless Prevention & Rapid Re-housing Program, HUD's Shelter Plus Care Kukui Program & Shelter Plus Care New Directions Program, and the AMHD Representative Payee Program; provided supervision for a staff of 16.

February 2010—January 2011: East Hawaii Homeless Programs Manager, Office for Social Ministry (OSM)/HOPE Services Hawaii, Inc.

Duties/responsibilities included the following:

- Oversee the operations of seven contracts/programs in East Hawaii, including DHS Homeless Outreach, AMHD Homeless Outreach & Interim Case Management, SNAP Outreach, TANF Housing Placement, Homeless Prevention & Rapid Re-housing, HUD's Shelter Plus Care Kukui program and Shelter Plus Care New Directions program, and the AMHD Representative Payee program;
- Track program outcomes for reporting purposes per contract requirements;
- Provide supervision for a staff of 13;
- Coordinate and facilitate all programs' monthly team meetings;
- Coordinate and facilitate team meetings with AMHD case management agencies;
- Coordinate and facilitate monthly trainings for all staff;
- Provide reciprocal trainings for AMHD and other provider/social service agencies;
- Establish & cultivate relationships with community agencies, including the Downtown Improvement Association, the Social Security Administration, banking institutions, private landlords and rental agencies, all AMHD provider agencies, and other social service agencies;
- Provide mediation for any grievances filed by consumers and/or their case managers;
- Prepare grant proposals and reports for all programs;
- Coordinate Puna's annual National Hunger & Homelessness Awareness luncheon and community fair;
- Assist CEO with the planning and coordination of all other homeless programs' activities and events as needed.

December 2007—February 2010: Program Director, Representative Payee Program, OSM

Duties/responsibilities included the following:

- Oversee the operations of the representative payee program, including the supervision of three representative payees;
- Coordinate and facilitate team meetings with AMHD case management agencies;
- Provide inservice trainings in regard to OSM's representative payee programs for other social service agencies as needed.
- Establish and cultivate relationships with the Social Security Administration, banking institutions, landlords, creditors, vendors, and other social service agencies;

- Complete account reconciliations for all program participants (200); flag all SSI accounts with balances at \$1200, follow up on any unusual account activity;
- Update representative payee policy and procedures manual annually or as needed;
- Create and update all representative payee forms;
- Provide mediation/conflict resolution for consumers, case managers, and payees;
- Conduct quarterly record reviews for other OSM programs;
- Conduct interviews/make recommendations for applicants of other OSM programs;
- Prepare and submit monthly billing for representative payee program to AMHD;
- Prepare and submit monthly and quarterly reports for rep payee program to AMHD;
- Assist Program Administrator with the planning and coordinating of OSM's homeless programs' activities and events as needed;
- Prepare curriculum and implement trainings as needed.

2003—December 2007: Program Coordinator, Representative Payee Program, OSM

- Oversee the representative payee program, including the supervision of three representative payees;
- Coordinate and facilitate team meetings with case management agencies;
- Provide the linkage among consumers, financial institutions, community mental health centers, the Social Security Administration, and other mental health providers;
- Manage the accounting system of receiving and disbursing funds on behalf of consumers participating in the payee program;
- Maintain consumer files, including personal history, correspondence, bills, financial statements, receipts, budget and agreement forms, reports, and progress notes;
- Assist clients with completing continuing disability reviews for SSA and other social service agencies;
- Complete program reports (monthly, quarterly, and annually) for AMHD and SSA.
- Attend clinical meetings as required;
- Assist with other homeless programs' activities as needed.

August 1998—2003: Representative Payee, AMHD Representative Payee Program, OSM

- Provide money management services for 50 severely mentally ill consumers, including the receipt and payment of essential bills (i.e., rent & utilities), disbursing allowances as needed, and maintaining the individual bank accounts of each consumer;
- Coordinate services with case managers from other agencies in accordance with individual service/recovery plans;
- Participate in budget planning with consumers and their case managers at least once every six months or as needed;
- Complete reports for AMHD and SSA as needed;
- Maintain client files with documentation including personal information, correspondence, bills, financial statements, receipts, budget & agreement forms, reports, & progress notes;
- Assist clients with continuing disability reviews for SSA & other social service agencies;
- Complete annual tax returns for consumers;
- Attend AMHD and other trainings as required;
- Attend clinical meetings as required;
- Assist with other homeless programs' activities as needed.

October 1997—October 1998: MH Outreach Worker, DOH/AMHD Outreach Program, OSM

- Provide the linkage for homeless mentally ill consumers to the community mental health centers by locating consumers in the field and establishing rapport;
- Conduct intake and assessment;

- Provide counseling and case management services;
- Maintain files for all consumers, including personal information, correspondence, housing and financial aid applications, treatment/recovery plans, and progress notes;
- Attend monthly AMHD meetings to present/review cases;
- Complete monthly and quarterly reports for AMHD;
- Attend trainings as required.

January 1997—October 1997: Case Manager, Transitional Housing Program, OSM

Duties/responsibilities included the following:

- Cultivate and maintain landlord relationships
- Provide intake, assessment, & screening of participants
- Assist with housing search and rental applications
- Provide case management services for program participants
- Provide landlord-tenant mediation

Volunteer Experience

- 2018—Present: State Mental Health and Substance Abuse, Hawaii Service Area Board Member
 2018—Present: Member of the Big Island Criminal Justice Task Force
 2017—Present: Steering Committee for Ka Hui Laulima, a Recovery Community Organization
 2016—Present: Member of Community Alliance Partners—Hawaii County's Continuum of Care
 2015—Present: Member of the Health and Wellness Committee and the Fundraising Committee of the Hawaii Island Going Home Consortium
 2015—Present: Member of the Family Violence Interagency Committee
 2015—2017: Steering Committee for the *Nine Months: Window of Hope* Project
 2015—2017: Member of the East Hawaii Substance Abuse in Pregnancy Community Action Team
 2015: Secretary, Executive Committee of the Community Alliance Partners—Hawaii County's Continuum of Care
 2012—Present: Member of the Hawaii Island Going Home Consortium
 2012—2015: Member, Chronic Homeless Intervention and Rehabilitation Project
 2006—2007: Treasurer, Board of Directors for Faith Against Drugs

REFERENCES

| | |
|--|---|
| 1. Rod Pacheco, Marketing Executive Pacific Media Group, Hilo Phone: (808) 961-0651 Email: rpacheco29@live.com | 4. Blayne Hanagami, Former Manager Workforce Development Division, Hilo Phone: (808) 443-6397 Email: bhanagami@yahoo.com |
| 2. Dr. Frederick A. Nitta, M.D. 670 Ponahawai St., Suite #200, Hilo Phone: (808) 961-5922 Email: nittafrederick@gmail.com | 5. Kimi Palacio, Compliance Officer Lokahi Treatment Centers Phone: (808) 430-0932 Email: kpalacio@gmail.com |
| 3. Audrey Inaba, RN/Child & Maternal Health Hawaii District Health Office, Hilo Phone: (808) 974-4292/(808) 938-0250 Email: akinaba56@gmail.com | 6. Victoria Clark, Case Manager Mental Health Kokua, Hilo Phone: (808) 756-2093 Email: torysue@hotmail.com |

Rachel Kruse

- Objective** A challenging profession that will utilize acquired skills.
- Education** **University of Hawaii at Manoa:** Master's Social Work, May 2016
University of Hawaii at Hilo: B.A. Psychology, May 2011
Hawaii Community College
- A.A.S. Accounting, May 2004
 - C.C. Human Service, May 2005
 - C.C. Substance Abuse Counseling, May 2007
 - A.A. Liberal Arts, May 2007
- Experience** 2016 -2017 Summer University of Hawaii Hilo HI
Instructor/Lecturer
Provide cultural traditions/values, education, interventions and preventions for youth at Kamehameha School, Hawaii campus. Instruct on the history and practice of Ho'oponopono and Ho'oku'u ka hewa.
- 2006-present Hui Ho'ola O Na Nahulu O Hawai'i Pahoa, HI
Certified Substance Abuse Counselor/Cultural Practitioner
Provide Hawaiian cultural traditions/values, education, interventions and preventions for adults with dependence to alcohol and drugs. Provide intake/assessments, individual counseling, consultation, referrals; facilitate drug therapy and women's group. Perform book-keeping and computer data entry into the Web Infrastructure Technical System (WITS). Maintain and abide mandatory HIPPA laws.
- 2009-present GCDG/Kea'au Youth Business Center Kea'au, HI
Program Coordinator
Plan and coordinate After-School activities for area youths which help them in their growth and development. Perform hands-on experience in applying math and science concepts for food sustainability projects. Teach Hawaiian cultural traditions/values and practices related to the land and native Hawaiian plants and its uses.
- 2008-2009 BISAC Adolescent Expressive Arts Project, Hilo, HI
Program Facilitator/Counselor/Cultural Practitioner
Provide Hawaiian cultural traditions/values, education, interventions and preventions for youths with abuse to alcohol and drugs. Provide intake/assessments, individual counseling, consultation, referrals; facilitate drug therapy and process group. Perform book-keeping and computer data entry into the Claim Track System. Maintain and abide mandatory HIPPA laws.
- 2005-2009 University of Hawaii Hilo, HI
Inst. Suppt. Prgm. Asst, PBA
Provide assistance to Principal Investigator of AN/NHIAC HUD grant and perform specific tasks as assigned to them by the P.I. Performs high level clerical duties including purchasing, record-keeping, communications, fiscal and personnel processes and documentation preparation for the P.I., faculty, and associates.

Schedules, plans and collects data and assists in the analysis of programs and functions; participates in training on policies and procedures; assists in program evaluation.

2004-2009 GCDG/Ola`a Community Center Keaau, HI

Community/School Coordinator

Work with staff on the delivery of life skills, on site supervision with adolescents, coordination of school, family involvement, individual counseling, life skills, drug prevention, health/nutrition & homework tutoring.

Volunteer Experience

1988-1990 - Hale Po`Ai. Assisted senior citizens & special needs
1997-2000 - Dinner at the Park. Feed the community
2003-2004 - Hale O` Puna. Distribute food and data entry
2003-2004 - New Hope Puna. Children's Ministry, Teacher
2004-2007 - Student's Against Substance Abuse, President
2011-2013 - Big Island Pop-Warner Puna Panther's Football, Treasurer
2004-2014 - Civil Defense Liaisons. Community notification & updates

Skills

- Typing 55 wpm
- Microsoft Word/Excel
- Human Relations
- Self-Management
- Motivational Interviewing

Accomplishments

- Represented Hawaiian Phoenix, Inc. in the **World Tropical Plant Industry Exhibition**, Ft. Lauderdale, Florida 1999.
- Accepted on behalf of Hawaiian Phoenix, Inc. the **1999 Governor's Exporter of the Year**, State of Hawaii.
- Hawaii Community College Student Body Government, Secretary, 2006 and Treasurer, 2007.
- Awarded "Haku Ho`oponopono" under the direction of Aunty Lynette Paglinawan, Oahu 2017

Workshop/Training

- **Ho`oponopono Training**
Richard and Lynette Palignawan
July 2011 - January 2017
- **Certificate of Completion**
Cultural Immersion Training
Pearl "Ulunui" Garmon
September 10 - 12, 2010
Ongoing individual training with Kupuna Aunty Ulu
- **Certificate of Achievement**
Motivational Interviewing Five Day Training Series
August 6, 7, September 18, 25, November 20, 2009

Donna Haunani Madrid
51 Popolo St, Hilo, HI 96720
Cell: (808) 747-0795
dhkaneko@hawaii.edu
RESUME

EDUCATION & TRAINING

Mar 2017 – Current: Ho`oponopono Haku training by practitioner Uncle Howard Pe`a
May 1998 University of Hawaii at Hilo Bachelors in Political Science
May 1995 Hawaii Community College Liberal Art AS degree with an emphasis in
Administration of Justice & Human Services Certificate

II. WORK HISTORY

Fall 2004 - current Hawaii Community College Step B Lecturer

Courses taught included: AJ 101 Intro to Administration of Justice; AJ 280 Current Issues in Criminal Justice; AJ 210 Juvenile Justice; HSER 110 Introduction to Human Services; Career Pathways in Criminal Justice.

August 2011 – current Hawaii Community College – AJ/SUBS Program

200 W. Kawili St. Position: Education Specialist
Hilo, HI 96720 Status: Full-time
Office: 934-2638

Supervisor: Donnalyn Kalei, Associate Professor/Program Coordinator

Duties & Responsibilities: Assist with academic advising and case management of Administration of Justice (AJ) and Substance Abuse (SUBS) majors; assist in coordinating co-curricular activities for program needs; including grant funded projects; serve as a resource to AJ and SUBS coordinator by assisting in program evaluation for student and program learning outcomes; organize and maintain, in tandem with coordinator, all data relevant to students, program and outreach activities; student enrollment, retention, graduation, program outreach, etc.; assist and orient program lecturers with campus and student needs, scheduling of classes when appropriate; assist with program correspondence and grant writing. Suggest new grants to AJ and SUBS coordinator and complete applications; attend and/or represent program at community and college meetings; prepare purchase orders, requisitions and authorization forms and reviews them for compliance with University of Hawaii, State and Federal rules and regulations; coordinate & implement weekend community activities relative to AJ/SUBS program; other duties as assigned.

October 2008 – July 2011 Hawaii CC HUD-OUP Grant – Kamoleao Project

200 W. Kawili St. Position: Project Assistant
Hilo, HI 96720 Status: PT Casual Hire-20hrs/wk

Office: (808) 934-2638

General supervisor: Donnalyn Kalei, Project Director

Principal Investigator: Joni Onishi

Duties & Responsibilities: Provides administrative support to the Project Director; Serves as liaison to the Project Director with project partners, consultants and other agencies; Provides administrative support related to project meetings, events and activities; Coordinates with Project Director and Principal Investigator on the existing budget and expenditures; Assists in the recruitment of project volunteers; assist in the overall management of the project; Knowledgeable in Word, Excel, and Adobe Acrobat; good writing and verbal communication skills; ability to communicate with diverse populations; effective multi-tasker; able to analyze and use discretion in the application of UH financial/administrative policies and procedures.

October 2006 – February 2007 **Hawaii CC AJ Court Monitoring Project**

200 W. Kawili St.

Position: Coordinator

Hilo, HI 96720

Status: FTE Casual hire

Office/Fax: 933-0701

Project supervisor: Donnalyn Kalei, MED/CSAC/MFCT

Principal Investigator: Doug Dykstra, Vice Chancellor

Duties & Responsibilities: Coordinate/manage island wide DUI court monitoring project in District & Circuit Courts of the Third Circuit Court in Hawaii County to collect, compile, and share data with court system stakeholders with the intent to support strategies to improve the adjudication of DUI cases; managed DOT grant to meet federal, state, & institutional operations & reporting requirements; public relations & alliance building with State Dept of Transportation, HI County Office

February 2007 – September 2008 **Hawaii CC Rural Development Program**

200 W. Kawili St.

Position: Interim Director

Hilo, HI 96720

Status: FTE Casual Hire

Office/Fax: 974-7531/974-7487

General supervisor: Sara Narimatsu, Director Offc of Continuing Education & Training

Principal Investigator: Rockne Freitas, Hawaii CC Chancellor

Duties & Responsibilities: Under the general supervision of the OCET Interim Director; overall manager of RDP island wide internal and external aspects of operations to meet workforce development needs including but not limited to: manage grants to meet federal, state & institutional operations & reporting requirements; hire, supervise, train personnel; provide direction to develop project opportunities through education & training to meet workforce development needs; effectively interface with RCUH; evaluate and assess personnel and project performance; budget analysis and modifications; effectively communicate with State RDP office, other island directors, Finance office, HR department, & division program staff; maintain public relations with DLIR Workforce Development Division through the Mayor's Task Force (MTF) on Employment Solutions; develop emerging job training

opportunities by collaborating with other community groups in public safety, rural health, non-profits, & government agencies; successfully completed Covey 7 Habits of an Effective Manager certification training as part of a state initiative training for "first-time" managers and their

April 1999 – July 2005 Island of HI YMCA – Waiakea Settlement Branch

300 W. Lanikaula St.
Hilo, HI 96720
(office) 935-3721 (fax) 969-1772

Position: Child-Care Director
Status: FTE Regular

Branch Executive: Claudia Wilcox-Boucher, MSW

Duties & Responsibilities: under the supervision of the Branch Executive; directed & managed child-care programs in Hilo (*1-State licensed preschool; 5-after school programs statewide "no-child left behind" initiative; 1-supervised visitation center for families experiencing domestic violence statewide safe haven initiative*); recruited, hired, orientated, trained staff; organized community-based fundraisers; projected program budgets; collaborated and maintained public relations with other non-profit agencies, government offices, & local businesses in Hilo, Waimea, and Kona; managed grants to meet federal, state & institutional operations; member of the Hawaii State Coalition Against Domestic Violence; Hawaii County Domestic Violence Interagency Team; Hawaii Coalition of Family Visitation Centers; 2004 Violence Against Women National Conference co-presenter "All in the `Ohana" a cultural approach to dealing with victims, perpetrators, and children of domestic violence in a supervised visitation center setting; 2004 recipient of the East Hawaii domestic violence advocate "Purple Ribbon Award."

November 1997 – October 1998 Americorps National Service

Students & Advocates for Victims of DV
Hawaii Lawyers Care
Honolulu, Hawaii

Position: Service volunteer
Status: Part-time/1-yr contract

Program supervisor: Calleen Ching

Site supervisor: Honorable Ben Gaddis

Duties & Responsibilities: referred parties named in domestic abuse court cases to resources in the community; monitored domestic abuse cases in the Third Circuit Family Court; victim/family advocacy; maintained database on TRO cases; interfaced with victims and perpetrators of domestic violence, substance abuse counselors, domestic violence case managers, attorneys, therapists; member of the Hawaii County Domestic Violence Interagency Team.

Kaipo Dye

P.O. Box 254

Kurtistown, HI 96760

KDye@Hawaii.edu

(808) 990-0136

SUMMARY

A non-traditional academic, with a diverse background of life experiences, who seeks to effectively integrate practical, scientific and traditional knowledge systems for the purpose of civic capacity building and encouraging sustainable development. Short-term goals are to continue working with scholastic and governmental agencies while completing his Ph.D. in natural resources and environmental management.

EDUCATION

University of Hawaii at Manoa **2020 (EXP)**

Honolulu, HI

- College of Tropical Agriculture and Human Resources: Ph.D. candidate
 - Natural Resources and Environ. Mgmt: Forest Ecology and Biochemistry
-

Columbia University **2014**

New York City, NY

- Earth Institute: MA, Climate and Society
 - Applied Computational Sciences and Public Policy
-

University of Hawaii at Hilo **2013**

Hilo, HI

- College of Agriculture, Forestry and Natural Resource Mgmt.
 - Double Major: BS, Agroecology and Chemistry
-

Hawaii Community College **2010**

Hilo, HI

- AAS, Liberal Arts – Forestry (agroforestry specialization)
-

EMPLOYMENT

Hawaii Community College **07/17 - Present**

1175 Manono St. Hilo, HI 96720

Office of Continuing Education and Training

- Lecturer: Sustainable Food Production
 - Richard Cowan (rcowan3@hawaii.edu); Director

US Geological Service/Hawaii Cooperative Studies Unit **09/14 – 10/15**

677 Ala Moana Blvd, Suite 320. Honolulu, HI, 96813

Pacific Islands Climate Change Cooperative

- Research Assistant: Statistical analyses and literature review
- Co-author: Multi-threat Context of Red List species and Climate Change
 - Lucas Fortini, Ph.D. (fortini@USGS.gov); Research Ecologist

University of Hawaii at Manoa

09/15 – 03/16

1910 East-West Road. Honolulu, HI 96822

Sherman Soil Health Laboratory

- Laboratory Assistant: Soil and tissue sampling, preparation and analysis
- Pending publication: Methods for Soil POM Fractionation in Tropical Soils
 - Jonathon Deenik, Ph.D. (deenik@hawaii.edu); Assoc. Specialist

National Oceanic and Atmospheric Administration

06/14 – 09/14

2525 Correa Road. HIG 238, Honolulu, Hawai'i 96822

UH Sea Grant: Sustainable Coastal Development Fellow

- Graduate Assistant: Meta analyses and literature review
- Aloha + Challenge: Dashboard progress indicator design
 - Darren Okimoto, Ph.D. (okimotod@hawaii.edu); Assoc. Director

American Museum of Natural History

09/13 – 06/14

Central Park West & 79th St, New York, NY 10024

Center for Biodiversity and Conservation (CBD)

- Graduate Assistant: Literature review and annotation
- Undergraduate Curriculum Development: *What is biocultural diversity?*
 - Eleanor Sterling, Ph.D. (sterling@amnh.org); CBD Director

University of Hawaii at Hilo

03/10 – 06/13

200 W Kawili St, Hilo, HI 96720

Office of the Chancellor

- Office of the Chancellor: Student Sustainability Officer/Peer Mentor
 - Cedric Muir, Ph.D. (cmuir@hawaii.edu); Professor/Sustainability Coord.
- Student Services (SS): Service-learning coord./Peer Mentor
 - Ellen Kusano (ekusano@hawaii.edu); SS Director

Hawaii Community College

03/09 – 06/10

1175 Manono St. Hilo, HI 96720

Office of Student Services

- Disabilities Lab Technician: Tutor/Peer Mentor
 - Karen Kane (retired); Student Disabilities Service Director

Self-employed/Entrepreneur

1975 – 2009

- Mortgage Broker/Financial Planner (Nevada, 1992 – 2009)
- Taro/Ginger Farmer (Hawaii Island, 1985 – 1992)
- Freight (Family Business): Operations Manager (Honolulu, 1975 – 1985)

SKILLS

Analytical

- Proficient in MS: Word, Access, Excel, Power-point, Publisher; and Zotero; and
- Intermediate in: R, SPSS, MatLab, ArcGIS and ENVI software; and

- Big data coding and programming (HPC Certified).

Technical

- Standardizing: ladder calculation and preparation; and
- Traditional gravimetric, titration, and colorimetric analysis; and
- Liquid/gas chromatographic and electrochemical analysis; and
- Laboratory safety and hazardous material handling protocols; and
- Soil/tissue sampling, preparation and analysis (POM fractionation, carbon budgeting, stable carbon isotope, TOC/N/P, field and lab incubation and GHG sampling); and
- Soil microbial biomass (MBM-C/N) extraction and analysis.

Instrumentation

- Varian 55 B (Atomic Absorption) spectrometer; and
- Shimadzu PharmSpec 1700 (UV-Vis) and 2450 (UV-Vis 4) spectrometers; and
- Perkin Elmer Clarus 500 GC-FID (High Performance Liquid Chromo) spectrometer; and
- Picarro G2131 (Carbon Isotope) analyzer; and
- Lachat QuikChem 8500 (Nutrient flow injection) analyzer; and
- Shimadzu TOC (combustion catalytic oxidation) and GC (CO₂, NH₄, NO_x) analyzer.

PERSONAL DEVELOPMENT

Leadership

- | | |
|---|----------------|
| ▪ Board of Director; Kalihi-Palama Hawaiian Civic Club | 2014 – Present |
| ▪ Board of Director; Bay Clinics, Inc – Cultural Sensitivity, Chair | 2010 – Present |
| ▪ Student Delegate; UH System-wide – Sustainability Counsel | 2012 – 2013 |
| ▪ Fee Board; UH at Hilo – Student Org. Grant/Funding | 2011 – 2013 |
| ▪ Student Delegate; UH at Hilo – Long-range Budget Planning | 2011 – 2012 |

Citizenship

- | | |
|---|----------------|
| ▪ Going Home Consortium: Cultural Sensitivity Chair | 2017 - Present |
| ▪ District 3 Hawaii Democratic party vice-Chair | 2017 - Present |
| ▪ Hawaii Island Delegate; Native Hawaiian Constitution Convention | 2016 |
| ▪ Mentor/Counselor; Hawaii Nat. Guard – Teen Challenge | 2011 – 2013 |
| ▪ Therapeutic Foster Care-giver; Hawaii Behavioral Health, LLC. | 2011 - Present |
| ▪ Volunteer: DOFAW, KBCC, MKRFP, USFWS/NARS, Na Ala Hele, Ameri-Corps, TNC, Ka Ike o Ka Aina, Lyman Museum, Volcano Arts Center, Kamehameha Schools NHAP Scholars, Liliuokalani Land Trust, Hawaii Wild-life Fund – 1200+ hours comm. Serv. (≈150 hr/yr since 2008) | |

Scholarship

- | | |
|--|------|
| ▪ Presentations: | |
| ○ Society of conservation Biology Oceania 2016 | 2016 |
| ○ IUCN World Conservation Congress | 2016 |
| ▪ Publications: | |
| ○ L. Fortini and Dye, K. (2016) <i>Journal of Conservation Biology</i> | 2016 |
| ○ K. Dye and Deenik, J. (In Draft) <i>Methods: POM Fractionation</i> | 2017 |

Kimi Li Palacio

P.O. Box 5800, Hilo, Hawai'i 96720
(808) 430-0932 | kimipalacio@gmail.com

OBJECTIVE

To obtain a challenging position within a growth-oriented and community based organization or entity, which will allow me to both acquire new abilities and skills as well as further utilize my existing skills and experience. I am a driven, highly motivated and experienced professional seeking a rewarding position with an established, innovative organization with honorable core values, where I can affect positive change in the lives of others and the community at large.

QUALIFICATIONS

- Proficient use of computers, to include: Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Database Management Systems, Evernote, Dropbox, other various software programs, social media tools, and operating systems troubleshooting and maintenance.
- Proficient knowledge of, understanding and passionate interest in technical-related devices; including functionality, related applications, software, and new developments in the technical field.
- Computer software and hardware installation and troubleshooting.
- Website development and maintenance.
- Proficient use of office equipment (including copying, scanning, faxing).
- Excellent communication skills; both oral and written.
- Excellent resourcefulness and problem-solving skills.
- Superior organizational skills and meticulous attention to detail.
- Motivated self-starter and able to thrive in both collaborative and independent work environments.
- Able to carry out tasks with composure, focus, and patience.

PROFESSIONAL EXPERIENCE

Lokahi Treatment Centers

Quality Assurance/Compliance & Grants/Contract Management

(previous: Programs Coordinator & Clean and Sober House Administrator)

15-2866 Pāhoa Village Road, Bldg. E, Ste. 3 | Pāhoa, Hawai'i 96778

June 2014 to Present

- Clean and Sober Housing Administration
 - Provided supervision for House Manager including all HR function oversight and provision of on-going support and training on a 24/7 basis.
 - Approved all incoming residents via completion of initial assessment and maintained housing placement waitlist.
 - Provided updates and fulfilled requests for the Department of Public Safety as all clients placed were on early, supervised release status (probation, parole, extended furlough).
 - Facilitated regular meetings with house residents and provided referrals at clients request.
- Organizational Contract Management and Oversight
 - Responsible for billing and invoicing of contracts on a monthly basis.
 - Establish data management tools and procedures on an ongoing basis and providing training for office management staff members to ensure compliance with contract service provision policies.
 - Monthly/Quarterly/Annual report completion for funding sources; schedules differed depending on contract scope of services.
 - Meetings and continual communication with funding source administrators.

- Responsible to ensure that organizational policies meet all contract standards and all data reported and billed are accurate; also responsible for reporting and quickly correcting any discrepancies.
- Research various funding sources that organization is eligible to apply for; including meeting with funding source administrators, legislators, business owners, etc.
- Management and oversight of all office locations accreditation standards to include:
 - Monthly quality record reviews at each site; formal report completed and submitted for CEO and Director of Operations review.
 - Ongoing maintenance and review of internal clinical operations; must adhere to all Commission on Accreditation of Rehabilitation Facilities (CARF) Behavioral Health Standards. Included development of new forms and forming new policies and procedures.
- Integrate and provide ongoing development and oversight for a mentoring program within the organization.
 - Mentoring program will focus on matches that allow clients to remain engaged in their treatment plans with the additional support provided by a trained volunteer mentor from the community.
 - Program oversight includes:
 - Scheduling and facilitating monthly support groups no less than 3 times per month for mentors and mentees to be able to share their experiences and process their mentoring relationships.
 - Mentoring curriculum training provided to all mentors.
 - Program orientation for all mentors and mentees.
 - Be available to provide one-on-one support for all program participants.
 - Implement and maintain a data management system to calculate and report program outcomes.
 - Utilize various recruitment strategies to compel volunteers and clients to participate in the program.
 - Develop all program forms and ensure that they meet and/or exceed all State and Federal guidelines.
 - Develop and implement long-term goals and objectives to achieve successful outcomes for the program itself as well as outcomes for clients enrolled in treatment.
- Assist with developing new initiatives to support the strategic direction of the organization.
- Coordinate effective organizational enhancement strategies and activities.
- Assist with ongoing program development; to include both clinical and organizational functions to ensure the provision of quality service programs.
- Develop an overall program evaluation framework to assess the strengths of the program and to identify areas for improvement.
- Active participation in monthly community-related meetings to increase public awareness in relation to organization; continuous program strengthening and growth to align with community needs.
- Complete administrative assessments on a regular basis; provide feedback to supervisory staff members; assist with the implementation of effective solutions.
- Complete Quality Record Reviews on a quarterly basis at all office locations.
- Deliver organized, structured, and persuasive presentations to community partner agencies.
- Assist in identifying, recruiting, training and managing volunteers.
- Provide Information Technology (IT) support for all organization staff members; includes the study, design, development, implementation, support or management of computer-based information systems.
- Manage all social media outlets for organization (website, Facebook, Twitter, Instagram, Google+, etc.).

County of Hawai'i
Council Aide (District 4, Puna Makai)
 25 Aupuni Street | Hilo, Hawai'i
 June 2013 to June 2014

- Provide visible and critical administrative/clerical support and office management for Council Member.
- Responsible to assist all district constituents with questions and concerns; contact/advocate with other County departments to provide services to the public.

- Research, analyze, comprehend, and clarify all types of legislation and their processes; at County, State, and Federal levels.
- Coordinate all appointments, meetings, and events that Council Member attends.
- Accounting of all district allowable expenses; record (for public review) all district expenditures and ensure that all administrative procedures are followed.
- Data Management for all constituent data received; responsible to organize all information and assist Council Member with completion of follow up to yield concrete results.
- Review all Council-related meeting agendas, research all proposed legislation and keep Council Member informed and updated on legislative matters; especially legislation that affects the district represented.

Hawai'i Island Workforce and Economic Development Ohana (HIWEDO)

Second Chance Mentoring, Program Coordinator

1990 Kino'ole Street, Ste #102 | Hilo, Hawai'i

June 2012 to June 2013

- Various administrative duties.
- Data entry and accurate record keeping.
- Case and Care Management provided; at times mediation was needed to sustain a match.
- Implemented an innovative and evidence-based mentoring curriculum that resulted in a zero percent recidivism outcome; no new crimes committed by any participants during length of program.
- Program report completion; assisted Program Manager with Federal grant reporting compliances.
- Direct services provided to all program participants, including co-case management with Department of Public Safety personnel.
- Facilitated monthly support groups for program participants; retention of both mentors and mentees.
- On-going program development included creating new documents and reporting tools, networking, and program participant recruitment strategies.
- Attended various community-based provider meetings to enhance the program. Also completed curriculum training with an O'ahu based addictions treatment facility which enabled them to establish a peer mentoring program to provide ongoing support for participants to aid in their recovery.

HOPE Services Hawai'i, Inc.

Volunteer Coordinator/Housing Case Manager/Grants Specialist

298 Kilauea Avenue | Hilo, Hawai'i (previously located at: 1315 Kalaniana'ole Avenue, Hilo)

August 2008 to December 2011

- Standardized volunteer program and established procedures for recruiting, screening/conducting background checks, and training.
- Recruited and retained more than 50 volunteers over time to assist with program participant success throughout the organization. This led to permanent full-time position opportunities for some volunteers.
- Completed organizational orientation and on the job training for all volunteers which included ongoing support and guidance.
- Successfully recruited volunteers through community events, college student outreach, and internships. Expanded volunteer base significantly by collaborating with local businesses, community groups, faith-based community and schools.
- Quality assurance of grant program applications – provided training and completed all housing grant application reviews. Provided recommendations to case managers to ensure program applications were completed accurately and provided oversight for all housing grant related contracts.
- Reported to the Board of Directors and CEO; relied upon for direct input regarding program performance, development, and expansion.
- Case Management/Direct Services – completed intakes, needs and assessment reviews, individual service plans, and budgeting that included financial management directives. Also responsible to facilitate Renter's Education Courses (REC). Services provided included collaboration with various local agencies to ensure quality assistance for consumers seeking housing. Responsible to ensure that consumers successfully reached self-sufficiency and permanent independent housing through services provided.

Food Basket, Inc.

Administrative Assistant/Program Coordinator

140 C Holomua Street | Hilo, Hawai'i

January 2008 to July 2008

- Accounting; printing invoices, accounts receivable duties.
- Ensured data management accuracy for inventory reporting and billing department personnel.
- Responsible to maintain program records and data.
- Tracked program progress and reported outcomes to Program Director.
- Assisted in implementing new policies and procedures.
- Administrative duties as assigned by Program Director.
- Provided checkout assistance for agency shoppers and community partners.
- Assisted in the coordination of agency events held island-wide.

Horizon Pest Management (Currently: Orkin Pest Control Hawai'i)

Dispatch Manager/Service Sales Representative

Kipimana Street, Shipman Industrial Area | Kea'au, Hawai'i

May 2005 to January 2008

- Administrative duties included filing, invoicing and data systems management.
- Technician scheduling for various island-wide services – 7 technician schedules completed daily.
- Customer service calls included follow up, scheduling appointments, addressing concerns, and troubleshooting.
- Successful completion of Hawai'i Department of Agriculture certification and recertification for private and commercial applicators.
- Inventory management; ensure all OSHA requirements were met due to storage of hazardous pesticide materials used for specific jobs.
- Sales representative duties included providing callers with accurate estimates for services and answering complex questions relating to pesticide application. Responsible to maintain and expand client base through networking and consistent follow-up and communication.
- Completed technician service invoices for accounting department.
- Responsible for retaining all current customers and to recruit new customers.
- Technician troubleshooting assistance provided either on-site or via phone call.
- Provided services at customer's private residences, luxury resorts and businesses throughout the island.
- Thorough one-on-one training provided for newly hired service technicians; including service delivery.

VOLUNTEER EXPERIENCE

2012-Present: Hawai'i Island Going Home Consortium, Former Board Officer, Community Relations Co-Chair

2014-Present: Puna Watch Committee, Member (Public Safety Community Task Force)

2014-Present: County of Hawai'i, Office of the County Clerk Elections Division, Polling Site Volunteer

2014-2016: Relay for Life, Event Coordination

2014-Present: Government Elected Official, Campaign Event Coordination

2013: County of Hawai'i, Emergency Medical Services (EMS): Event Coordination (Fun Run, Police Week 5K)

2008-2010: Habitat for Humanity, Building Blitz Event Volunteer

2008: Office for Social Ministry, Administrative/Data Management Volunteer

2008: Food Basket, Inc., Administrative Assistance/Data Management Volunteer (Senior Program)

1999-Present: St. Joseph Church, Administrative/Event Volunteer

EDUCATION

University of Hawai'i at Hilo | Hilo, Hawai'i

Currently enrolled in Master of Arts Psychology Program

Concentration: Counseling Psychology

Status: Expected to graduate in May 2018

Walden University | Minneapolis, Minnesota

Major: Psychology, Minor: Business

Concentration: Applied Psychology

Degree: Bachelors of Science (B.S.)

Graduation Date: January 31, 2014

Pacific Academy of the Healing Arts | Hilo, Hawai'i

Certified Substance Abuse Counseling Training,

Graduation Date: September 2010

Hawai'i Community College | Hilo, Hawai'i

Office of Continuing Education & Training (OCET)

Participated and Completed Certifications for: Microsoft Excel Intermediate, Social Media and Internet Marketing for Businesses (online sessions), Building Teams That Work (online sessions), and Interpersonal Communication (online sessions).

Certifications Completed: 2009-2012 (ongoing basis)

Waiakea High School | Hilo, Hawai'i

General Education Curriculum Diploma

Graduated: June 2002

HONORS & ACHIEVEMENTS

Governor Neil Abercrombie Commendation for Second Chance Mentoring – 05/2013

Department of Public Safety Volincor Training – 10/2012

Crisis Prevention and Intervention Certificate of Completion - 08/2011

Bereavement Counseling Certificate of Completion - 11/2010

Mentoring: Releasing Human Potential Certification - 10/2010

DETAILED REFERENCES

Lester Estrella, Chief Executive Officer
Going Home Hawai'i
(808) 937-6257
Supervisor reference known for 16 years

Greggor Ilagan, Council Member
Hawai'i County Council (former)
(808) 557-8138
Supervisor reference known for 4 years

Carol Matayoshi, Chief Operations Officer
Going Home Hawai'i
(808) 936-9328
Supervisor reference known for 9 years

Junko Calma, Executive Assistant/Accountant
University of Hawai'i at Hilo, RCUH
(808) 895-4420
Professional reference known for 7 years

Faith Oshiro
Holoholo Notary, Owner / Going Home Hawai'i
(808) 895-8945
Professional reference known for 9 years

Samuel "Kamaki" Mahi, Database Manager
HOPE Services Hawaii, Inc.
(808) 989-3657
Professional reference known for 9 years

Dawn Esperago

74-5476 Pawai Place, J644, Kailua-Kona, Hawaii 96740 | 319-9092 | dawnesperago@yahoo.com

EDUCATION

2009 University of Hawaii at Hilo, BA in Political Science

PROFESSIONAL DEVELOPMENT TRAINING AND CERTIFICATIONS

- Blood Borne Pathogens
- Client/Patient Rights
- Confidentiality and HIPAA
- Emergency Preparedness
- Environmental Safety in the Workplace
- Physical Safety in the Workplace
- Problem Solving: Solutions in the Workplace
- Stress Management in the Workplace
- Suicide Prevention
- Therapeutic Boundaries
- Workplace Violence
- Resources Match
- Crisis Prevention Institute
- CPR, First-aid certified
- Addressing the Needs of Survivors of Polyvictimization
- Org Code Trainings from Iain DeJong: VI-SPDAT, SPDAT, F-VI-SPDAT, Excellence in Home-Based Case Management, Housing First for Families, Data, Assertive Engagement, Harm Reduction, Trauma, Safety and Motivational Interviewing

QUALIFICATIONS AND PROVEN ABILITY TO

- Execute services to program standards;
- Ensure that services are provided in a safe, respectful, and effective manner;
- Communicate effectively with local community and external agencies to provide wrap around services, and foster relationships which enable needed resources to be accessed;
- Attend assigned community and other stakeholder meetings and advocate for client and program needs, including organizing or participating in case conferences as appropriate;
- Coordinate provision of goods and services within the organization as well as other programs within the community;
- Conduct a Renter's Education course at the initial home visit, or within 30-days of housing placement;
- Conduct home visits and phone contact each month per individual/household to assess and monitor housing stability;
- Document program participant outcomes, including electronic and hard-file records, ensuring that data is entered accurately, in a timely manner, and in accordance with agency and regulatory standards, and funder requirements;
- Complete reports and other program administrative duties in a timely manner;
- Provide internal and external presentations on the program, its intentions and its results;
- Resolve complex community issues involving the program and its participants;
- Model effective Housing First Case Management techniques and strategies including: Motivational Interviewing, Assertive Engagement, Stages of Change, De-escalation, and Active

Listening;

- Assess risks and develop appropriate plans to help ensure continuation of service;
- Help participants establish goals and an individualized service plan;
- Knowledge and practice-understanding of mental health issues, trauma-informed care, mental health and addiction assessments, client-centered treatment;
- Excellent communication skills in all mediums;
- Respond to crisis situations in a calm and professional manner, ensuring the safety of clients and staff. Collaborate with the Housing Locator to mediate landlord/tenant issues. Provide crisis debriefing after incidents, as appropriate.
- Achieve knowledge of the contracts and grants working under;
- Actively participate in staff meetings and trainings.

VOLUNTEER EXPERIENCE

Going Home Consortium Secretary 2009-2011, 2013-2015

Mentor for Hawaii Community Correctional female inmates 2015 - 2017

Mentor for "Nine Months Window of Hope HIWEDO" 2015 - 2017

Christian Endeavor Treasurer 2008-2011

EMPLOYMENT HISTORY

| | | |
|------------------------|-----------------------------|---|
| Jan 2018 – Present | Care Hawaii, Inc. | Crisis Therapist |
| October 2010 –Dec 2017 | HOPE Services Hawaii | Shelter Specialist, Care Coordinator, Housing First Case Manager |
| Sept 2010 - March 2011 | Island Naturals | Bookkeeper/Accountant |
| April 2005 - Present | Gravity Flow Plumbing | Bookkeeper/Tax Preparation |
| Oct 2007 - Dec 2009 | Hawaii Porter Service | Operations Manager |
| June 2001 - April 2005 | Department of Public Safety | Admin. Asst. /Law Clerk |
| Jan 1998 - June 2001 | A & A Refrigeration | Office Manager |
| Jan 1996 - August 1997 | Bob Dawson, CPA | Secretary |