

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Hawaii Children's Action Network

Amount of State Funds Requested: \$ 74,500

Brief Description of Request (Please attach word document to back of page if extra space is needed):

This project will support Hawai'i Children's Action Network's (HCAN) Parent Leadership Training Institute (PLTI), which is a free program for parents and community members statewide. The overarching goal of the project is to increase civic engagement among parents and community members so that policies and systems provide vulnerable children and families with the support they need to thrive. PLTI is an intensive program that consists of a retreat, 20-week training course, and individually created community projects. Participants will gain the skills needed to identify community +

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 1,595,656.00

Unrestricted Assets:

\$ 917,557.85

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

PO Box 23198

City:

Honolulu

State:

HI

Zip:

96823

Contact Person for Matters Involving this Application

Name:
Deborah Zysman

Title:
Executive Director

Email:
dzysman@hawaii-can.org

Phone:
808-531-5502

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Deborah Zysman, Executive Director

Name and Title

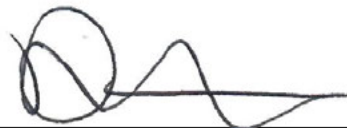
1/18/2023

Date Signed

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



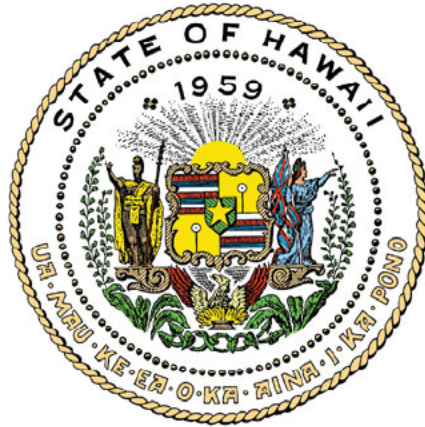
AUTHORIZED SIGNATURE

DEBORAH ZYSMAN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/18/2023

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HAWAII CHILDREN'S ACTION NETWORK

was incorporated under the laws of Hawaii on 04/12/1996 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 11, 2023

Director of Commerce and Consumer Affairs

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

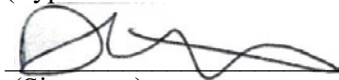
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawai'i Children's Action Network
(Typed Name of Individual or Organization)



(Signature)

1/18/2023

(Date)

Deborah Zysman
(Typed Name)

Executive Director
(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 (If the Applicant is an Organization)

The Certificate of Good Standing for the Hawai'i Children's Action Network (HCAN) from the Department of Commerce and Consumer Affairs is attached.

2. Declaration Statement

The Declaration Statement affirming HCAN's compliance with Section 4F-103, Hawai'i Revised Statutes is attached.

3. Public Purpose

In compliance with [Section 42F-102, Hawaii Revised Statutes](#), HCAN requests program support for the public purpose of engaging families and community members in work to improve the policies and systems that support children and families.

II. Background and Summary

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

Organization. Hawaii Children's Action Network (HCAN) was founded in 1997, and works to ensure all keiki are healthy, safe, and ready to learn by building a unified voice educating and advocating for Hawaii's children. To achieve this, we work on the macro level to provide every child with access to quality child care and early learning programs, reduce health disparities, prevent abuse and neglect, and improve the economic stability and wellbeing of families. These challenges are complex and interconnected, and require patience and collaboration across multiple sectors to advance solutions. However, changes to policies and systems have the potential to ensure the most vulnerable children have the support they need to thrive.

To advance macro level change, HCAN facilitates these issue-based coalitions, including: Hawai'i Early Childhood Advocacy Alliance (HECAA); Oral Health for All Hawaii; Working Families Coalition, Hawaii Tax Fairness Coalition; and the Hawaii Children's Trust Fund Coalition. Current HCAN priority issues include: early childhood care and education; support for working families; child abuse and neglect; food insecurity; and oral health.

Program. It is a priority of HCAN to engage parents and community members in work with policymakers to improve child outcomes. We do this through an array of activities designed to provide individuals from different cultural and ethnic groups, socio-economic levels, educational backgrounds, interests and abilities with the leadership skills and support they need to be the voices for children. A key component of this work is the Hawai'i Parent Leadership Training Institute (PLTI), a program administered by HCAN that provides training and technical support to parents and community members that seek a greater role in improving the policies and systems that impact their children.

2. The goals and objectives related to the request;

This project will support HCAN's PLTI, a free program for parents and community members. The overarching goal of the project is to increase civic engagement among parents and community members so that policies and systems provide vulnerable children and families with the support they need to thrive. The program will pursue these objectives:

Objective 1: Recruit and train at least 30 individuals in PLTI. HCAN will provide the PLTI intensive leadership and civic engagement program to parents and community members across the state. The program consists of a retreat, a 20-week training, and a community project. Participants will gain the skills needed to identify community problems, develop solutions, create a plan, timeline, and goals.

HCAN will administer three cohorts throughout the year: one in-person on Oahu, one in-person on Maui, and one virtual statewide cohort.

Objective 2: Support 15 PLTI community projects. HCAN will provide technical support and resources to PLTI participants who have completed the 20-week training, and developed a community-based project to address a challenge or need they see among children and families in their communities. The great majority of projects seek to improve the education and health of children. Parent Leaders will continue to work on implementing their community projects even after graduation.

Objective 3: Engage and support the PLTI alumni network of 100 PLTI graduates. HCAN will support the network of PLTI graduates trained in the previous seven cohorts by providing ongoing coaching, mentoring, and technical support. Many of these graduates have become community leaders, and continue to work on projects they developed in PLTI training, or have started new projects to address emerging needs. HCAN will engage the network through alumni emails to keep them abreast of children's issues and community leadership opportunities.

HCAN will host alumni gatherings and training events 3-4 times per year. To kick off alumni activities, there will be in-person family picnics held on Oahu and Maui, and a virtual option, with a targeted attendance of 29 alumni.

3. The public purpose and need to be served;

While there are many concerned stakeholders and parents who seek to provide the best for their children in every community, not all community members have the skills and resources to be civically involved. HCAN addresses the need for a coordinated effort to provide support, training and resources for parents and community stakeholders to be the "voice" for children, a population unable to speak for themselves.

Children most in need of support often live in communities that lack institutional access or systemic power to advance macro level changes. Policymakers and other traditional leaders are working to address many issues that confront their respective constituencies, and can only take effective actions if they are fully apprised and informed of the priorities and perspectives of the families they serve. The needs of each community are distinctly different. Local, grassroots leaders are in the best position to understand the needs of children and families in their specific communities, and advocate on behalf of them.

4. Describe the target population to be served; and

HCAN addresses inequities and disparities perpetuated by policies and systems of oppression that impact vulnerable children and families. The populations that are the focus of our work include low- and moderate-income families, Native Hawaiians and Other Pacific Islanders, residents in rural communities, and those with Limited English Proficiency (LEP).

Native Hawaiian and Pacific Islander families are the most disproportionately impacted populations, with a lower median income than all other ethnic groups in Hawai'i. Over 58% of Native Hawaiian and other Pacific Islander children live in low-income families, compared to 28.9% of whites, 21% of Asians, and 33.3% of children with two or more races. A higher share of Native Hawaiian and other Pacific Islander children live in single-female-headed households (34.8%), compared with other groups (15.5% white, 18.6% Asian, 26.4% two or more races). Although Native Hawaiians make up 21.3% of the total population¹, they comprise the largest ethnic population that benefits from the government support programs administered by the Hawai'i Department of Human Services (DHS).²

HCAN brought PLTI to Hawai'i as an intentional effort to engage low-income residents and people of color in civic engagement efforts to advance equity issues that impact children and families. Of the 100 PLTI graduates: 24% are Native Hawaiian, and 38% are Pacific Islander/Asian; and 38% of graduates have a family income of less than \$60,000.

5. Describe the geographic coverage.

HCAN will serve parents and concerned community members statewide.

III. Service Summary and Outcomes

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

Recruitment and outreach. HCAN will conduct community outreach to identify and recruit parents, families and community leaders that have the potential and interest in becoming more civically involved in their communities. Outreach activities will include but is not limited to:

- Participation in community events for families on Oahu, Maui and Hawai'i islands to recruit families both face-to-face and on-line.
- Conduct "Taste of PLTI" mini trainings and presentations at events and in collaboration with nonprofit direct service providers to find interested families.
- Utilize earned media print and online publications as well as paid social media advertisements for the program (Facebook and Instagram).
- Targeted outreach will be conducted through some of HCAN's partners, including County Councils, State Legislature, PACT, PATCH, Hawai'i Department of Education, Family Hui, Healthy Mothers Healthy Babies Coalition, Head Start Network, Hawai'i Public Charter Schools, PTSA, Parents for Public Schools, Epic 'Ohana, HCAN's network of early childhood providers, Hawai'i Early Childhood Advocacy Alliance (HECAA), University of Hawai'i Center on the Family, Early Childhood Action Strategy, Kamehameha Schools, Commission on the Status of Women, Fatherhood Commission, Developmental Disability Commission, Hawai'i

¹ "Primary Care Needs Assessment Data Book 2016", Family Health Services Division, Hawaii Department of Health, May 2016.

² State of Hawai'i Department of Human Services Databook, Audit, Quality Control & Research Office, January 2020.

Association of School Psychologists, Hawai'i Afterschool, Hawai'i State Teacher's Association, American Academy of Pediatrics Hawai'i Chapter, Hawai'i KidsCAN, Autism Society of Hawai'i, Hawai'i Keiki: Healthy & Ready to Learn, Blueprint for Change, Family Support Hawai'i, HE`E Coalition, Project Vision Hawai'i, Hawai'i Maternal and Infant Health Collaborative, Fetal Alcohol Spectrum Disorders Action Group, Caring for Hawai'i Neonates, Hawai'i Diaper Bank, Midwives Alliance of Hawai'i, and YWCA.

PLTI training. The Parent Leadership Training Institute (PLTI) uses a 20-week curriculum that will be accessible to parents and community members across the state. Sessions will be provided in-person and via online platform such as Zoom or Teams so that residents in rural areas are able to attend. The curriculum includes these sessions and topics:

Event	Topic
Retreat	Creating a Caring Community for Children
Session 1	Thriving on Diversity
Session 2	The Change Process
Session 3	Parents as Change Agents
Session 4	How to Define a Problem and Work Towards a Solution
Session 5	The Intentional Use of Language
Session 6	Learning How a Community Works
Session 7	How Local Systems Work and How to Interact with Them
Session 8	Networks
Session 9	The Power of Media and How to Use It
Session 10	Using Your Voice
Session 11	The Life Cycle of the Child and the Functions of Family
Session 12	Social and Economic Trends Affecting Children and Families
Session 13	What is Public Policy?
Session 14	How the State Works
Session 15	How a County (City) Works
Session 16	How Do We Understand the Law?
Session 17	Budgets - From Wallets to State, It's All Money and Priorities
Session 18	Evaluations, Outcome, and Accountability
Session 19	The Magic of the Unexpected, Forming New Alliances
Session 20	Language: Packaging and Moving Agendas

PLTI community projects. Recent graduates of the PLTI program will develop and implement projects that address challenges they see among the families in their community. The great majority of projects are developed by parents that see an issue in the education, health, or mental health of their children. Over the next year, the following projects will be implemented:

- ***It's Cool to Be Kind:*** An Anti-Bullying coloring book

- **Spectrum of Support (SOS) for Parents of Autistic Children:** A support group for parents of children with Autism diagnosis
- **Spectrum Surf School:** A weekly surf school for children with Autism
- **Autism support-toys, books, etc:** Getting toys and other activities that are good for children with autism in DOE preschools
- **STEM on the Spectrum:** A support group teaching STEM activities for children with Autism
- **Word Around Town:** A list of free, shared book stands on Maui
- **Early Childhood Education Financial Support Resource Sharing**
- **IEP Meeting, Here I Come!:** (A picture book for IEP process & translate in Tagalog)
- **DOE SPED Support:** Having mediators for the IEP process between the family and the school
- **An Art, Play, Healing Center for Women and Families "Play Cafes":** An Art, Play, Healing Center for Women and Families "Play Cafes"
- **Reiki for Keiki:** A group teaching Reiki to parents in relation to their interactions with their children
- **Kapu I Ka Hanu Ola:** Addressing indoor air quality in schools
- **Keiki Food Connection:** Partnering with WIC to grow food at home
- **Nar-Can in Schools:** Getting Nar-Can in Charter Schools on Hawaii Island
- **Hey Auntie:** An app where youth can reach out for help and get 1-1 support
- **Tourette's Syndrome Awareness:** TS support group

PLTI alumni network. HCAN will send out monthly newsletters and hold quarterly events for the PLTI alumni network. These activities support peer learning, collaboration on projects of mutual interest, and learning opportunities that features speakers with expertise relevant to the PLTI network.

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

Project Period	Q1	Q2	Q3	Q4
Retain and schedule PLTI Coordinators and Trainers				
Outreach and recruit participants				
Engage Community Advisory Board				
Community Advisory Board quarterly meetings				
Provide PLTI retreat and trainings				
Support PLTI community projects				
Evaluation survey				

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

To support and develop PLTI to be a meaningful and productive civic engagement platform, HCAN established and facilitates a Community Advisory Board known as the "Civic Design Team", an advisory group for the PLTI project. The Civic Design Team consists of community leaders from non-profits, business and government/state agencies and PLTI alumni. The Team will meet quarterly throughout the project year to oversee activities, outputs, and outcomes.

Attendance and surveys will be taken after each training session and most meetings of PLTI participants and alumni. These surveys will include opportunities for feedback on program improvements. The Civic Design Team will monitor the surveys and feedback, and also provide the PLTI participants and alumni with information on opportunities to be involved in statewide policy and systems initiatives.

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.

Objective 1 PLTI trainings may be in-person or virtual, and attendance will be taken to track participation. To assess the impact of the PLTI trainings, HCAN utilizes an evidence-based evaluation program developed by PLTI. The pre- and post- survey assesses participant's gains in knowledge and skills as a result of the PLTI curriculum. Topics covered in the curriculum and assessed in the survey include: civic engagement; community activism; government knowledge; policy experience; voting; and working across differences in diverse populations.

Objective 2 PLTI community projects will be tracked and measured by the application of skills such as goals and action plans developed, and the ability to engage their communities.

Objective 2 PLTI alumni network will be tracked by the number of email newsletters and distribution, and the number of events and attendance at each. HCAN will conduct a follow up survey with alumni to assess how they continue to be engaged in community issues, and how they are using skills acquired in the PLTI training.

Objective	Outcome	Evaluation
Recruit 30 participants for the PLTI trainings	# participants recruited	The Project Coordinator will maintain a log of the outreach activities and the names, contact information of the PLTI recruits.
PLTI participants will be provided advocacy and leadership training.	80% of participants will complete the PLTI curriculum	The Project Coordinator will maintain a log of attendance at PLTI training sessions.
PLTI participants will indicate that they have developed civic engagement skills	<ul style="list-style-type: none"> • Civic engagement • Community Activism • Government knowledge • Policy experience • Voting • Working across differences in diverse populations 	<p>HCAN will utilize the PLTI evidence based pre/post survey to assess the participants' gains in knowledge and skills that result from the program.</p> <p>HCAN also conducts an annual follow up survey with alumni to assess how they continue to be engaged in leadership and civic engagement and how they are using skills attained.</p>
PLTI community projects	Projects are completed, with outcomes set by the PLTI participant.	Evaluation of the success of the community project will be made by the participants together with the PLTI facilitator.

IV. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
 - a. Budget request by source of funds (Link) -- See attached.
 - b. Personnel salaries and wages (Link) -- See attached.
 - c. Equipment and motor vehicles (Link) -- N/A
 - d. Capital project details (Link) -- N/A
 - e. Government contracts, grants, and grants in aid (Link) -- See attached.
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,625	\$18,625	\$18,625	\$18,625	\$74,500

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.**

The full cost of the PLTI program is \$201,500. HCAN intends on seeking funding to support the program from the DOH, local government, local foundations and community donors. Past and current funders include: Hawaii Community Foundation, Aloha United Way, Family Values @ Work, Hawaii State Department of Health, City and County of Honolulu, Hawaii County, McInerney Foundation, Samuel N and Mary Castle Foundation

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

HCAN has not and will not receive any tax credits.

- 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 2024 for program funding.**

These state contracts from the Hawai'i Department of Health (DOH), Family Health Services Division (FHSD) currently support PLTI with grants of less than \$50,000. Other state contracts to HCAN for other purposes will be provided upon request. *It is unknown whether the DOH FHSD will release any funds for PLTI in the fiscal year for 2024.*

Project: PLTI Hybrid Program
Contract: PO 00265350
Dates: 06/15/2021 – 06/30/2022

Project: PLTI National Facilitator Training
Contract: PO 00270317
Dates: 04/22/2011 – 06/30/2022

Project: PLTI Community Projects
Contact: PO 00269385
Dates: 02/25/2022 – 06/30/2022

Project: PLTI Community Projects
Dates: 03/25/2021 to 06/30/2021

Project: PLTI - Hawai'i Island
Dates: 05/01/2020 – 12/31/2020

Project: PLTI Statewide Virtual Program
Contract: PO 00262274
Dates: 10/15/2020 to 6/30/2020

Project: PLTI Hawaii
Contract #: PO 0000255627
Dates: 11/10/2019 – 01/31/2020

Project: PLTI – Oahu and Maui
Contract: PO 00253590
Dates: 8/20/2019 – 9/30/2019

HCAN received these \$10,000 Honolulu County Grant in Aid funds for PLTI:

Project: PLTI - Oahu
Contract #: CT-DCS-2300017
Dates: 10/01/2022 – 3/03/2023

Project: PLTI - Oahu
Contract #: CT-DCS-2200022
Dates: 10/01/2021 – 3/03/2022

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

As of December 31, 2022, HCAN had unrestricted assets of \$917,557.85.

V. Experience and Capability

1. Necessary Skills and Experience

HCAN is a local nonprofit with a 25-year track record of programs to benefit children/families and sound fiscal management. HCAN has extensive experience coordinating outreach, public education and trainings to improve outcomes for children and families and to encourage civic engagement.

Since February 2017, HCAN has provided the PLTI program, a national, award-winning, evidence-based civics program that bridges the gap between government policymaking and the needs of community members. By fostering leadership and civic engagement, PLTI gives community members the tools and confidence to address the challenges that confront the children in their own family and community. Since inception, over 100

Hawai'i parents and community members have participated in PLTI. In the last application process, 58 community members applied to participate in the next session of PLTI trainings.

As an indication of the capability of HCAN to provide PLTI, and the reach of PLTI participants and alumni, the following is a list of projects from the past year:³

- *Guardian Ad Lidem, Essential To Sexual Assault Cases Involving Children*: This project makes proper protections and utilizing a Guardian Ad Lidem mandatory in all child abuse cases.
- *The Hangout: A safe space for LGBTQ+ Youth*: 'The Hangout' is a safe place for young LGBTQ+ to relax and be themselves.
- *A/Cs PROTECT KEIKI*: This project combines education, awareness, resource utilization, and the continuation of advocacy efforts toward obtaining air conditioning for all classrooms in Hawai'i.
- *Mālama Nā Keiki NICU*: (Mālama 'Ohana Support Services) This project is a parent emotional support line for families of newborn babies that have been discharged from Kapi'olani Medical Center NICU.
- *We Fight!, Building Confidence in Teen Girls: Women | Empowerment | Females | Inspiring | Godly | Habits | and Testimonies* is a project meant to build confidence in teen girls through spiritual, mental and physical awareness, confidence, boundaries, and self-defense.
- *Project Surf Hawai'i*: Project Surf Hawai'i aims to give free surfboards to children in Hawai'i, with preference to Native Hawaiian children.
- *Olakino Nohona*: This project aims to guide keiki by teaching health and wellness practices.
- *If You Can See Her, You Can Be Her*: This proje proposed after-school support group for teen girls
- *Keiki Shopping Spree*: This project gives children money to spend at a thrift store to buy items for their parents for a special occasion.
- *Be Instrumental*: This project envisions encouraging the benefits of music education by providing donated instruments to play. It also aims to financially support music lessons for those in need.
- *Nā 'Ohana Ulu Pono*: This project is a support group for birth parents in the Child Welfare System.
- *Keahumoa Place Tax Prep Workshop*: This project is a free workshop to help parents and teach them how to prepare their taxes.
- *Sun Rise and Sunset Memorial Park*: This project envisions a group that helps to take care of the Sunset Memorial Park Cemetery.
- *Maikai Park*: Maikai Park is a support play group for parents
- that encourages families to go outdoors.

³ See [PLTI Community Projects - Hawai'i Children's Action Network \(hawaii-can.org\)](https://hawaii-can.org) for an extensive list of completed PLTI projects.

2. Facilities

Office and meeting space. HCAN is located on Oahu. All staff live in Hawai'i and primarily work remotely from home. Meeting and co-work space is maintained at Box Jelly Ward, 1200 Ala Moana Boulevard, Honolulu, HI 96814.

Community locations. PLTI training sessions will be held at community locations convenient for the participants. HCAN ensures that all training locations will be ADA compliant, and special equipment will be provided for any participant that requires support to attend and engage in the PLTI program.

Virtual events. HCAN will provide virtual meetings and trainings. HCAN has extensive experience hosting virtual events. For 3 years pre-pandemic, HCAN hosted most meetings as a combination of in-person with a virtual option. This experience enabled HCAN to transition smoothly to be fully virtual in March 2020 at the start of the pandemic. Since that time, HCAN has hosted numerous meetings, webinars, and trainings that served 20-250 participants at a time.

HCAN currently uses the following software platforms for successful virtual engagement: Zoom (meeting and webinar), JamBoard, Padlet, Survey Monkey, Mentimeter and the GoogleSuite for collaboration. HCAN also manages a large community Slack communications channel for health and human services, and is always looking to expand and use new tools and software to enhance the virtual meeting/event experience.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

HCAN Executive Director, Deborah Zysman, MPH, will be responsible for program administration. Since joining HCAN as Executive Director in 2012, Deborah Zysman has increased the level of expertise, staffing, and reach of the organization, while building a track record of achievements aimed at improving child outcomes. She expanded the portfolio of issues to include support for working families, child abuse and neglect, food insecurity, and oral health. In this work, she has formed collaborations across multiple sectors, including the Hawaii Children's Policy Agenda (HCPA), a group of over 50 organizations and individuals that work together annually to advance policy and systems improvements that benefit children and families.

PLTI Site Coordinator, Mele Andrade, is HCAN's Director of Community Engagement and Training. She has been doing Site Coordination for PLTI-Maui for the past three years. Mele has a background in child abuse and neglect prevention and has been doing home visiting in our community for over 15 years. Mele has 4 children, 22, 19, 8 and 6 years old and grew up on the island of Maui.

Maui PLTI Site Coordinator, Lynette Constantino, is also the Preschool Director of Imua Inclusion Preschool and a business owner of a small local boutique called Maui Luxx. Lyn has been with PLTI for 3 years and loves empowering our local families with the knowledge and skills of leadership, advocacy, democracy, and public policy. Lyn has an 11 year old daughter and a 3 year old son.

Certified PLTI Facilitators/Coordinators are casual hires for this project. They are responsible for providing the PLTI curriculum and technical support for graduates. The PLTI facilitators and include:

- **Marty Oliphant, MSW**, Facilitator, is the Director of Special Projects at Lili'uokalani Trust, and is a training consultant to the National Alliance of Children's Trust and Prevention Funds. He has more than 24 years of experience in the field of social work, in both prevention and intervention settings, working with children and families in the community and with government agencies. Marty has been part of PLTI since 2014.
- **Arlina J. Wong, MSW**, Facilitator and Coach, was previously the Statewide General License Clinical Coordinator for the Partners in Development Foundation. She has a depth of experience supervising social service programs for low-income children and families, and has been involved in PLTI since 2014 as a Co-Site Coordinator, Facilitator and Coach/mentor.
- **Catherine Maurice**, Facilitator, is a graduate of PLTI, a yoga instructor and passionate parent advocate.
- **Lynette Amber Constantino**, Facilitator and Coordinator, is an Inclusion-Preschool Director and an advocate for children with special needs.
- **Zahava Zaidoff**, Facilitator, is a mental health therapist on Hawaii Island and has been part of PLTI since 2020.
- **Amber Leon Guerro**, Facilitator, joined PLTI this year. She is a PLTI alumna and works as Chief Student Success Officer for Dreamhouse 'Ewa Beach Public Charter School.
- **Brent Llanaeza**, Facilitator, joined PLTI this year. He is a PLTI alumna and works at Liliuokalani Trust. Brent has his Masters in Mental Health Counseling and has worked in residential, school, and shelter programs.
- **Heidi Allencastre**, Facilitator, is a graduate of PLTI, works as the Navigator for the Hooikaika Partnership, she has experience working with children and families at risk for child abuse and neglect
- **Brandee Carvalho**, Facilitator, joined the team this year. She is a graduate of PLTI, and a parent advocate for youth mental health and suicide prevention

Civic Design Team. Members of the statewide Civic Design Team are from public and private organizations across multiple sectors. Current members include: DOH, Gregg Kishaba; PACT, Ryan Kusumoto; Ananda Foundation, Levani Lipton; Child and Family Services, Jodi Johnson; Parents for Public Schools, Sue Emley and 2 PLTI alumni. HCAN will continue to build a Civic Design Team for the state and work to identify meaningful opportunities for PLTI graduates to further their advocacy skills and efforts.

2. Organization Chart

See the organization-wide chart included as an attachment to this proposal.

3. Compensation

The range of total compensation for the Executive Director is \$80,000 to \$110,000. The range of compensation for the Deputy Director and Director of Research and Economic Policy is \$75,000 to \$95,000.

VII. Other

1. Litigation

HCAN is not involved in any litigation.

2. Licensure or Accreditation

HCAN is an IRS 501(c)(3) nonprofit organization in good standing with the state and federal governments.

3. Private Educational Institutions

Not applicable.

4. Future Sustainability Plan

(a) Received by the applicant for fiscal year 2023-24, but

If less than necessary funding is received, HCAN will scale back the project and train fewer community members.

(b) Not received by the applicant thereafter.

Funding is required for the project to proceed every year. If no additional funding for PLTI is received thereafter, HCAN will need to scale down the project to serve fewer community members.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App

Hawai'i Children's Action Network

State GIA Request

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/Wages	45,482			66,000
2. Payroll Taxes & Assessments	2,729			3,960
3. Fringe Benefits	6,367			9,240
TOTAL PERSONNEL COST	54,578			79,200
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500			1,000
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				5,000
5. Staff Training (Mainland conferences)				28,000
6. Supplies	8,635			6,600
7. Telecommunication	1,300			1,700
8. Utilities				
9. Program Participant Meals	4,000			2,000
10. Professional & Contractual Services	4,000			2,000
11. Postage, Freight & Delivery	1,487			1,500
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	19,922			47,800
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	74,500	0	0	127,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	74,500	Deborah Zysman (808) 531-5502 ext. 1		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	44,944		
(d) Total Private/Other Funds Requested	127,000	Signature of Authorized Official Date		
TOTAL BUDGET	201,500	Deborah Zysman, VP and Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network

State GIA Request - Personnel

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Community Engagement and Training	1.00	\$82,000.00	25.00%	\$ 20,500.00
Family Engagement Specialist	1.00	\$55,000.00	25.00%	\$ 13,750.00
Site Coordinator	0.15	\$12,480.00	10.00%	\$ 1,248.00
Experienced Facilitators (4)	0.40	\$24,960.00	15.00%	\$ 3,744.00
New Facilitators (6)	0.60	\$31,200.00	20.00%	\$ 6,240.00
				\$ -
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				\$ -
				\$ -
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				\$ -
				\$ -
TOTAL:				\$ 45,482.00

JUSTIFICATION/COMMENTS: Portion of personnel costs for Parent Leadership Training Institute staff members (includes full-time and part-time).

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

No equipment requested.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

No vehicles requested.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Children's Action Network

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:			None			
JUSTIFICATION/COMMENTS:						
No capital is requested.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apf Hawaii Children's Action Network

Contracts Total:

354,850

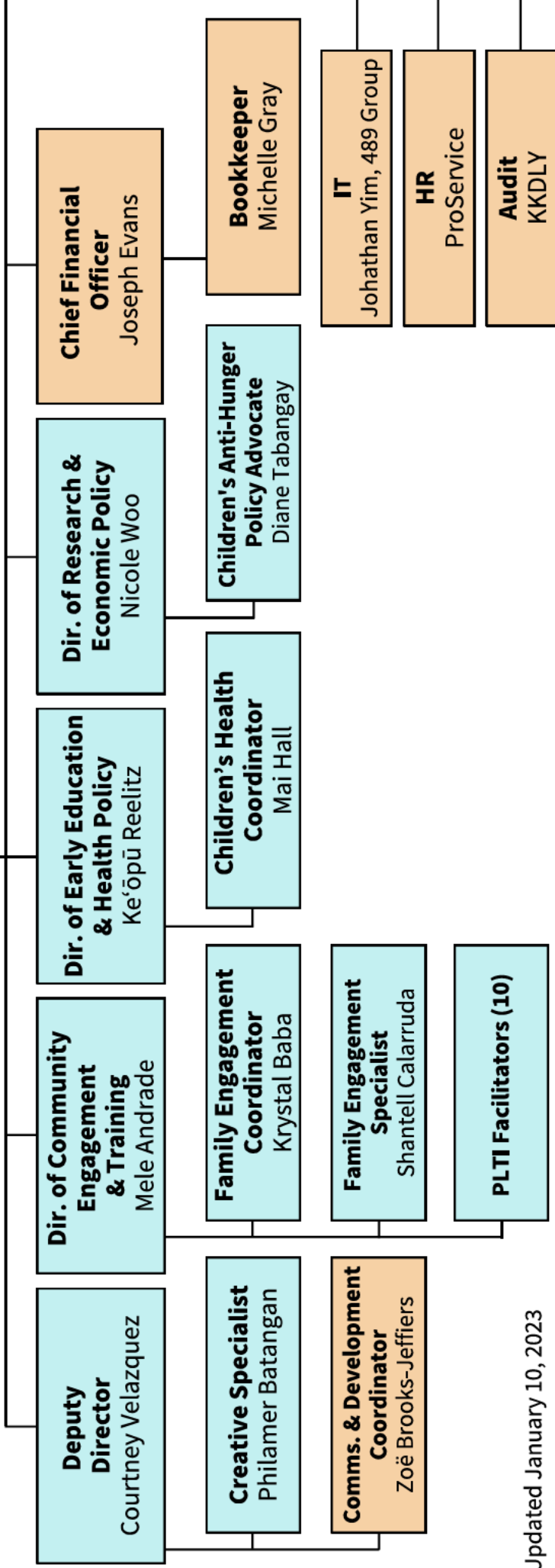
	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Early Childhood Summits	5/3/22-5/1/23	Department of Health	State	49,000
2	Family Survey	6/6/22-5/19/23	Department of Health	State	49,500
3	Oral Health 2022	6/7/22-5/19/23	Department of Health	State	49,900
4	PLTI Hybrid 2022-2023	7/7/22-5/19/23	Department of Health	State	49,950
5	Family Engagement 2022-2023	6/6/22-5/19/23	Department of Health	State	49,500
6	Family Leadership	8/31/22-7/31/23	Department of Health	State	49,000
7	GIA PLTI 2022-2024	10/1/22-3/31/24	City & County	Honolulu	10,000
8	Safe Sleep	1/21/22-6/30/23	Department of Health	State	48,000
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Staff
Contractor

Board of Directors
See list online

Executive Director
Deborah Zysman



Updated January 10, 2023