

House District _____
Senate District ✓

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 15-0
i

For Legislature's Use Only

Rec'd JAN 28 2011

Type of Grant or Subsidy Request:

- GRANT REQUEST - OPERATING GRANT REQUEST - CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
DOMESTIC VIOLENCE ACTION CENTER

Dba:

Street Address: **CONFIDENTIAL**

Mailing Address: **P.O BOX 3198
HONOLULU, HI 96801**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NANCI KREIDMAN

Title CHIEF EXECUTIVE OFFICER

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3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
Specialized Services for Victims of Domestic Violence

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 391,192.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

NANCI KREIDMAN, CHIEF EXECUTIVE OFFICER
NAME & TITLE

1-27-11
DATE SIGNED

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Specialized Services for Victims of Domestic Violence

I. Background and Summary

Since 1990, the Domestic Violence Action Center (DVAC) has delivered an array of specialized programs for victims of domestic violence, dating violence, sexual assault, and stalking. DVAC has 34 employees trained to meet the complex needs of these victims.

DVAC's unique services are an integral part of the community's safety net. Victims of domestic violence must make difficult, life-threatening decisions; to do this successfully they require compassionate, supportive, responsive and appropriate assistance over an extended period of time. In order to remain safe, become self-sufficient, and survive, it is essential for victims to have access to services provided by expert attorneys and advocates. The Domestic Violence Action Center meets this need.

DVAC proposes to provide victim support services on the island of Oahu to victims of intimate partner violence. The program goals are to enhance the safety of victims of domestic violence and their families, provide them with the support they need to leave abusive relationships, and to educate them so that they can avoid becoming involved in similar relationships in the future.

DVAC will provide services to adults of either gender who are referred by the court or voluntarily request services in cases of divorce, paternity, or restraining orders. Many children will also be indirectly served as a result of the direct services that DVAC provides to their parents. DVAC is proposing service activities that will enhance victim and community safety.

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The proposed services will help victims navigate their escape, make difficult decisions, understand abuse, and access other community resources.

The objectives are to provide:

- civil legal services to victims, including representation in divorce, custody, post-decree, and restraining order cases;
- advocacy and case management to victims contemplating or actually leaving relationships;
- outreach to victims petitioning in Family Court for temporary restraining orders (TROs) including court accompaniment, and;
- telephone advice, referral and safety planning for victims, their families, other providers and community stakeholders.

A study conducted by economists at Colgate University and the University of Arkansas concluded that access to legal services is a primary factor contributing to a nationwide decrease in domestic violence, eclipsing other services such as shelter, hotlines, and counseling programs. One of the economists who authored the study stated " Legal services are the most expensive support service, the service to which the fewest women have access and according to our research, the only service that decreases the likelihood women will be battered" (Amy Farmer and Jill Tiefenthaler).

The Domestic Violence Action Center began as an agency providing exclusively legal services. It became apparent that a court order alone was insufficient for victims needing to make the transition.

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A complement of advocate case managers was added to assist in maximizing resources (attorneys can focus on their legal services) and supporting all the needs that victims have as they make this transition.

The triad carries a caseload of divorce, restraining orders, paternity, and post-decree matters. The cases remain open for as long as 18 months, as the perpetrators are inclined to generate challenges to all matters-including safety (through demands for unsupervised visitation), property (not paying child support) and legal rights (retirement, health care issues). The attorney and paralegal work with the client on these legal matters while the ACM supports the client in many other areas, including but not limited to housing, benefits, education, immigration status, and safety planning.

This proposal requests funding for a triad of professionals (an attorney, a paralegal and an advocate/case manager) an additional part-time advocate/case manager (.25 FTE) and an EXPO Court Outreach Advocate to assist victims and their families on the journey to safety and self-sufficiency. This transition for families is arduous, terrifying and overwhelming. Assistance is needed to help victims navigate their way to becoming survivors in the courtroom and the community. All Domestic Violence Action Center staff are trained to understand the unique challenges victims face, and are available to assist survivors to overcome all the barriers on the path to safety. Funding will support staff and administrative costs related to serving survivors and their families.

The target population to be served is all victims of domestic violence on Oahu who are seeking to leave the violent relationship.

II. Service Summary and Outcomes

A. *Scope of work, tasks and responsibilities*

The services described in this proposal are direct services to victims of intimate partner violence. Funding awarded through this proposal will support five professionals who will enhance community safety by carrying out the tasks and duties described below.

Representation in divorce, custody, and restraining order cases, advocacy and case management to victims contemplating or actually leaving abusive and potentially lethal relationships, outreach to victims petitioning in the First Judicial Circuit Family Court for temporary restraining orders (TROs), and telephone assistance including information, advice, referrals, and safety planning for victims, their families, other providers and community constituencies. Cases are open when a victim of intimate partner violence needs assistance navigating the civil, social or criminal justice system on Oahu. Although Helpline is available to callers from the entire state, the mainland, and to anyone needing the information or guidance about domestic violence, services are available only in the First Circuit.

It's difficult to accurately gauge the magnitude of the problem these services will address, because much of it is unreported. However, every year, Honolulu Police make thousands of arrests for family violence, including assault, violation of a temporary restraining order, and abuse of a family or household member.

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Though Honolulu prosecutors prosecute slightly over 1,000 of these arrestees in misdemeanor domestic abuse cases each year, “less than 10 percent typically go to trial, and the majority of those usually result in acquittals”.¹

In addition, there are over 2,500 petitions for temporary restraining orders in the First Circuit every year. The number of TROs granted in the First Judicial Circuit climbed steadily from FY 96 (1,326) through FY 05 (2,592), according to the Recovery Act STOP Implementation Plan. Arrests made for violation of protection orders have also increased during that same period (716 to 1,314).

Based on national data, it is clear that the thousands of arrests and TRO petitions represent the tip of the iceberg, meaning that there are thousands of victims on Oahu who would benefit from specialized assistance but don’t receive it. The services proposed will serve the victims and petitioners who reach out for help, and to foster awareness in those who haven’t yet sought for help that the help is there.

The two points of entry to DVAC legal and case management services are the Helpline and the EXPO Court Outreach program. The Helpline is staffed by staff attorneys, paralegals, advocate/case managers and the Helpline Supervisor. The attorney, paralegal and ACM funded by this proposal will serve Helpline callers. Staff answers calls from victims seeking information, crisis support, and services, from other professionals seeking information about services in the community, from family members and friends of possible victims, and from media, business and allied safety net programs.

¹ “Victims often recant once in courtroom,” *Honolulu Advertiser*, 14 December 2008.

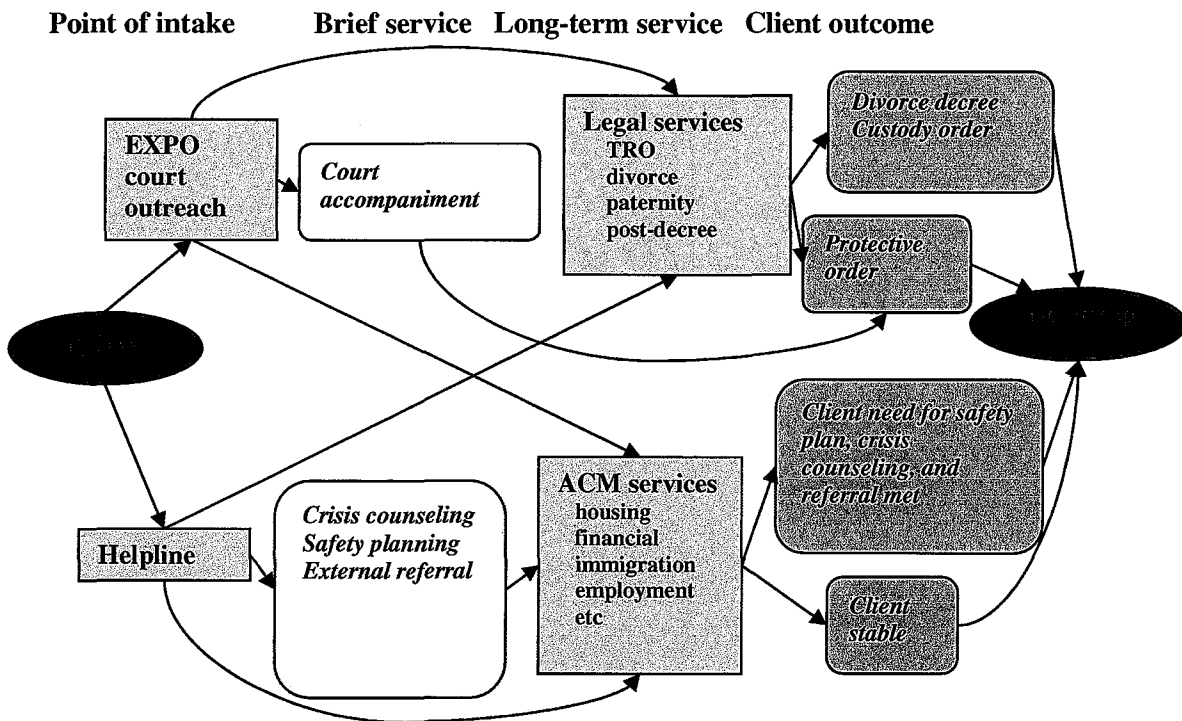
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Helpline staff is positioned to serve as intake workers assessing callers for victim status and their ability to undertake legal action in pursuit of a legal remedy. To assess the risk of a caller's situation, they use an agency-developed assessment tool based on work by Dr. Jacquelyn Campbell. When they receive a call from a person of limited English proficiency (LEP) who cannot be served within the agency (DVAC has staff who speaks Mandarin, Japanese, Ilocano, Tagalog, Burmese, and Thai) the staff arrange for a phone interview with an interpreter from the Bilingual Access Line (BAL). They refer appropriate callers to the legal team for TRO and divorce/paternity representation and to ACMs for case management. The other point of entry is the EXPO Court Outreach program. The EXPO Court Outreach Advocates try to make personal contact with every petitioner in Family Court for a temporary restraining order against an intimate partner. Working closely with Victim Witness Kokua staff of the Prosecuting Attorney's office, EXPO Court Outreach Advocates also contact as many complaining witnesses in criminal domestic violence cases as they can. Staff assesses petitioners in civil court and witnesses in criminal court to determine if they are victims and for readiness. They also assess for risk using the agency-developed assessment tool. To those with simpler or shorter-term needs, the EXPO Court Outreach Advocates provide short term case management, advocating, for example, with employers, Child Protective Services staff, or U.S. Citizenship and Immigration Services. They may also link clients to agencies with cash or in-kind resources such as Helping Hands Hawaii or arrange for interpretation services at intakes and court appearances through BAL.

As is described below, DVAC takes this intake function very seriously, realizing that it is easy to discourage scared and ambivalent callers and petitioners, and so provides constant training, supervision and feedback to the staff that function in this capacity.

The flow chart below represents the paths clients may take through the DVAC system.

Domestic Violence Action Center Flow of Service Delivery



Helpline

Helpline is open from 8:30-4:30 every business day and functions as a point of intake for agency services, a source of referrals for the community, and a legal hotline. All Helpline staff is trained in assessment, structured interviewing, suicide intervention and confidentiality issues.

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The staff records information about every call in the agency database and completes a caller sheet, which they forward to the Helpline Supervisor for review. These sheets cue the supervisor to do supervision with staff as needed. The supervisor also maintains a referral list of community resources that is regularly updated and that the staff use during calls.

ExParte (EXPO) Court Outreach Team

The EXPO Court Outreach program staff is located on site at Family Court and consists of two advocates and the EXPO Supervisor. The program serves petitioners in civil court and chief complaining witnesses in criminal court. These staff attempt to contact all petitioners for intimate partner TROs in Family Court and as many complaining witnesses as possible in misdemeanor criminal court domestic violence cases. They also work with victims who are respondents in TRO cases. The three staff members meet with petitioners at both the Ex Parte and the order-to-show-cause (OSC) stages of the TRO process. They meet with petitioners at both the Family Court in Kapolei and at the Circuit Court on Punchbowl Street and take referrals from Ala Kuola.

When EXPO staff meets with petitioners and witnesses, they first attempt to determine whether they are victims. This can be difficult. Abusers frequently pose as victims to preempt their victims from getting TROs against them or preclude them from receiving services from agencies like DVAC. It is also possible that a petitioner can be involved in a mutually abusive relationship. The EXPO staff conducts structured interviews with the petitioners to differentiate, and if they determine that the petitioner is a victim they offer DVAC services as appropriate.

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EXPO staff submits applications for legal services by staff attorneys or case management from agency advocate case managers. They may provide short-term case management themselves or refer them to other community agencies.

Advocate/Case Management Team

The advocate/case manager team consists of four ACMs and is supervised by the Advocacy Manager. The ACMs provide long-term (up to one year) case management to victims who are leaving or, much less frequently, considering leaving relationships. They help victims formulate safety plans and provide domestic violence education. Both of these are extremely important, the former because the period of transition out of an abusive relationship is the most dangerous time for a woman and because, during this chaotic period, the dangers and a victim's responses to them frequently change. To help in formulating safety plans the ACMs assess for risk using the agency risk assessment tool.

Domestic violence education is important because many victims are so habituated to abuse and oppression that they may not realize they're experiencing it. ACMs also accompany clients to court, help secure housing, and advocate for them with various agencies. To help with housing, ACMs access homeless prevention services, help clients access Section 8 and public housing, and negotiate with landlords by, for example, setting up payments plans for clients in arrears. ACMs also advocate on behalf of clients with the courts, Citizenship and Immigration Services, employers, Hawaii Public Housing Authority, Child Protective Services, public benefits agencies (Social Security Administration and Department of Human Services) and many others.

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Three of the four case managers are fluent in foreign languages common to DVAC clients (two in Tagalog and Ilocano and one in Japanese) and serve as interpreters for their clients. For clients who speak other languages, the ACMs arrange interpretation services through BAL. The fourth ACM has a Master's degree in Marriage and Family Counseling and serves many of the ACM clients who have mental health issues.

In addition to these services, the ACM team leverages special resources for their clients. DVAC frequently receives grants on behalf of ACM clients that enable the ACMs to aid clients with small sums of cash to prevent utilities from being turned off or the client herself from being evicted. In the last two years, the agency has received such grants from the Theresa Hughes Foundation and from the Emergency Food and Shelter Program. Most recently, DVAC received private funding to provide ACM clients with much-needed bus vouchers. Many ACM clients don't have cars and are in desperate need of transportation to seek housing, relocate and obtain other community assistance.

DVAC also gets 50 Hopeline cellular phones every year. Each of these phones has 3000 pre-paid minutes, providing the clients who receive them with free phone service, which is extremely helpful in the chaotic and dangerous transition period experienced by agency clients. Finally, the ACMs provide sponsorship for clients with the Sunshine Lady Foundation and Women's Independent Scholarship Program, which pay tuition for ongoing education for survivors of domestic violence. This is often a crucial service to victims striving to become independent. Each ACM carries an average caseload of 32 clients.

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They are supervised by the Advocacy Manager and collaborate in triad teams with attorneys and paralegals working on the divorce and paternity (and occasionally TRO) cases of their clients.

Legal Team

The legal team consists of four staff attorneys and two supervisors -- the Managing Attorney and Helpline Supervisor, who are also practicing lawyers -- three paralegals and a Legal Services Support Supervisor, who also functions as a paralegal. Three of the staff attorneys take primarily divorce and paternity cases, and one takes primarily TRO cases. Because TRO representation is inherently short term, and the volume of requests for TRO representation fluctuates a lot, the EXPO or TRO attorney also carries a small caseload of divorce/paternity cases that he can work on during periods of low demand. The other three staff attorneys, the Managing Attorney and the Helpline Supervisor, though tasked primarily with divorce and paternity representation, represent TRO petitioners who the TRO attorney cannot represent during periods of high demand. The fluctuation in demand is historically random. This “overflow” system assists the agency in meeting the demand.

As mentioned above, the legal team gets client referrals from the EXPO team and the Helpline. Referrals from outside the agency come through the Helpline. These referrals are reviewed by a committee consisting of the Managing Attorney, the Legal Services Support Supervisor, and the Vice President for Client Services.

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The committee assesses for legal remedy and readiness, and, if they accept the applicant, the Managing Attorney and the Legal Services Support Supervisor assign the client to an attorney and a paralegal.

Victim need, legal remedy needed, court date pending and existing caseload dictate decisions about case assignments. Often, the client is put on the legal team waitlist, as there is always more demand for services than the agency can meet. The assigned attorney and paralegal then meet with the client during an intake meeting, which often takes three to four hours. Interpreters are arranged for intake and court hearings if the client needs language assistance. The client signs a retainer agreement, receives forms explaining the client grievance process, client rights and DVAC services, and pays the initial fee. Fees are minimal and are based on the client's ability to pay. Particularly needy clients can request a fee waiver, which is reviewed by a rotating Fee Waiver Committee, who either approve or reject the waiver request. There were 14 fee waivers in the last calendar year. During the last year, DVAC set up a system for fee payment by credit card; our Director of Accounting developed guidelines for the procedure and clients began paying by credit card.

A safety plan, based on the same risk assessment as used by Helpline, ACMs and EXPO, is completed with the client at the time of intake. If the client is already receiving case management services, her ACM also attends the intake to facilitate work among the triad of professionals. After payment, the attorney either responds to a filing or initiates a case by filing motions on behalf of the client.

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Indigent legal services clients also have access to the Women's Legal Defense Fund, which was established by the agency when it became clear that many clients cannot afford fees for filing, postage, discovery, subpoenas and other costs. When an attorney believes a client requires services she cannot afford, the attorney can request a one-time allotment from the fund to cover the costs of the service. The Managing Attorney reviews the request and either approves or rejects disbursement. The Fund is replenished by small grants from groups such as the Hawaii Women's Legal Foundation and the Hawaii Women's Fund.

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B. Timeline for services

Activities	July 1, 2011 – June 30, 2012											
	J	A	S	O	N	D	J	F	M	A	M	J
<i>The attorney and paralegal will</i>												
Open 7 divorce cases in Family Court	■											
Open 6 divorce cases in Family Court			■	■								
Open 6 divorce cases in Family Court							■	■				
Open 6 divorce cases in Family Court											■	■
Open 3 TRO cases in Family Court	■											
Open 4 TRO cases in Family Court			■	■								
Open 4 TRO cases in Family Court							■	■				
Open 4 TRO cases in Family Court.											■	■
Close 6 cases in Family Court	■											
Close 6 cases in Family Court.			■	■								
Close 6 cases in Family Court							■	■				
Close 7 cases in Family Court											■	■
<i>The attorney will</i>												
Make 17 appearances in Family Court	■											
Make 17 appearances in Family Court			■	■								
Make 17 appearances in Family Court							■	■				
Make 17 appearances in Family Court.											■	■
<i>The ACMs will</i>												
Open 12 cases	■											
Open 12 cases.			■	■								
Open 10 cases							■	■				
Open 10 cases.											■	■
Close 15 cases			■	■			■	■				
Close 15 cases											■	■
<i>The EXPO Court Outreach Advocate will</i>												
Provide outreach to 60 petitioners & 15 victims	■											
Provide outreach to 60 petitioners & 15 victims			■	■								
Provide outreach to 60 petitioners & 15 victims							■	■				
Provide outreach to 60 petitioners & 15 victims											■	■
Conduct 45 risk assessments and 50 safety plans	■											
Conduct 45 risk assessments and 50 safety plans			■	■								
Conduct 45 risk assessments and 50 safety plans							■	■				
Conduct 45 risk assessments and 50 safety plans											■	■
Accompany 30 petitioners and 5 victims to court	■											
Accompany 30 petitioners and 5 victims to court			■	■								
Accompany 30 petitioners and 5 victims to court							■	■				
Accompany 30 petitioners and 5 victims to court											■	■

C. Quality Assurance Program

DVAC's Quality Assurance (QA) Program addresses client complaints, grievances, appeals, and client satisfaction. The management team, i.e., the Chief Executive Officer and Vice Presidents, is responsible for the development and implementation of the QA program.

DVAC's QA Program has these characteristics:

- Quality Management Reports (QMRs) that include outcome measures and, for each measure, who is affected, when the measure is taken, where the data comes from, who is responsible, and the targeted benchmark
- Quarterly review of client records
- Satisfaction measures from clients
- Tracking, trending, and analysis of client complaints, grievances and appeals
- Staff development

An administrative review of client outcomes; record reviews; quality assurance; client complaints, and grievances and appeals is done quarterly and reported in the QMR. The Board of Directors annually reviews the past years' QMRs and makes recommendations to the CEO.

The supervisors of the Client Services and the Community and Capacity Building teams review client status and service delivery monthly. Client Services supervisors' reviews focus on case status, referrals, and progress toward client goals. QA is a standard agenda item at Supervisor's Meetings.

Quality Management Reports

Each team in the Client Services Department has a set of ten to twelve metrics in the areas of effectiveness, efficiency and human resources. The metrics measure both the quality of services that the team provides and the integrity of systems for providing those services. Each metric has an associated percentage or number benchmark that the team must meet. The team leader (Managing Attorney, Advocacy Manager, Helpline Supervisor, etc.) tracks these metrics and compiles them on a quarterly basis in that team's QMR. If there are benchmarks that are missed by more than ten percent or for two or more consecutive quarters, the team leader attaches a corrective action plan identifying actions that will correct the deficiency.

Record Reviews

To ensure that case records are adequately maintained and reflect services provided, the following procedures have been implemented: The supervisor reviews a random sample of case files and Helpline call sheets quarterly. The supervisor's review of case records and call sheets is incorporated into the QMR. This report includes summarized findings and corrective action plans.

Client Surveys

Each client is given a client satisfaction survey on the opening of his or her case. This survey focuses on areas of satisfaction and asks for recommendations for improvement in program services. Results are reported and reviewed, with recommendations for improvement discussed and implemented as appropriate. Clients may appeal any case closing or denial of service decision made by DVAC.

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Clients are informed in writing of DVAC's grievance and appeals process and rights at the time of intake.

Documentation and Analysis

Staff work and program services are documented by each staff person. The agency maintains a record of the services provided by all staff persons to each client. Every month, staff tabulates the number of clients served and the kinds of services provided. Case tracking and case acceptance intake minutes are kept on file for evaluation with caseload and case assignments. Helpline calls are entered into an agency database. Case reviews are included as part of program evaluation and performance appraisals.

Client grievance procedure forms are distributed to clients enabling them to file grievances about services or the staff they have worked with. Client retainer agreements, release of confidentiality forms and notice about the extent of services and expectations at outreach programs are provided to all who have received services on site and in Family Court. Training curricula and training presentation logs are maintained by each department.

Every court advocate, case manager, paralegal and attorney reports monthly on the services he or she provides. These include the number of clients assessed for victim status, risk assessments, safety plans, client contacts, referrals, accompaniments, follow up calls, and other items. The supervisors compile this data and enter it in a monthly statistical report. The number of satisfaction surveys returned by clients and the levels of satisfaction reported are tabulated.

Referrals to in-house services -- either for case management or legal representation -- are also tracked. The supervisors and the Vice President review the data and address any issues or problems.

Monthly, quarterly, and final reports are provided in a timely fashion to all funders. These reports include service data and highlight activities, accomplishments, staff changes and program challenges. Qualitative data and qualitative analysis reflect goals and objectives proposed in grant applications. Agency supervisors, managers and vice presidents identify program strengths and weaknesses, initiate corrective action, and implement innovative, efficient and effective methods to improve services which are intended to be responsive to funding partners.

D. Measures of Effectiveness

The measures of effectiveness by which this program's achievement will be demonstrated and that will be reported to the State Judiciary are listed below.

The attorney and paralegal will:

Open 25 divorce, paternity, post-decree cases in Oahu Family Court.

Open 15 temporary restraining order cases

Close 25 cases in Family Court.

The attorney will:

Make 68 court appearances on behalf of DVAC clients.

These activities will result in the following outcomes:

- 10 clients will receive divorce decrees or custody orders (the remaining 15 cases will be carried over)
- 12 clients will receive protective orders.

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- 12 clients will report freedom from abuse 6 months after their cases are closed.

The ACMs will:

Open 44 cases

Close 30 cases

These activities will result in the following outcomes:

- 8 clients who don't have safe housing at intake will secure safe housing.
- 25 clients will increase their income through access to benefits and/or access resources that help them become financially stable.
- 10 clients without access to medical care at intake will secure access to medical care.
- 5 clients whose immigration status is a problem at intake will improve their status.
- 30 clients will report freedom from abuse 6 months after their cases are closed.

The EXPO Court Outreach Advocate will

Provide outreach to 240 petitioners in Family Court and to 60 victims in Criminal Court domestic violence cases.

Conduct risk assessments for 60% and formulate safety plans with 70% of petitioners and victims reached.

Accompany 80% of petitioners and victims who request a court accompaniment.

These activities will result in the following outcomes:

- 155 petitioners for TROs and 42 victims in Criminal Court will complete safety plans
- 155 petitioners for TROs and 42 victims in Criminal Court will get appropriate community referrals
- 90 petitioners for TROs will receive protective orders without legal representation

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III. Financial

A. Budget

Please see attached budget sheets.

B. Anticipated quarterly funding requests for the fiscal year 2011-2012.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$97,798.00	\$97,798.00	\$97,798.00	\$97,798.00	\$391,192.00

C. List of all other funding DVAC is trying to obtain for Fiscal year 2011-2012

1. First Judicial Circuit, The Judiciary, State of Hawaii
RFP No. J11030 Fiscal Year 2012-2015
2. City and County of Honolulu
Community Development Block Grant – Fiscal Year 2012
3. Legal Assistance to Victims – Federal Grant
Specialized Services to Victims on the Leeward Coast
4. Aloha United Way
Emergency and Crisis Services – 1/1/2012 – 12/31/2012
5. First Hawaiian Bank Foundation
Bring Peace to Island Families – 2011-2012
6. Consuelo Foundation
Teen Advocacy and Education – 2011-2012

IV. Experience and Capability

A. Necessary Skills and Experience

The Domestic Violence Action Center is anchored in the community after effectively serving victims serving victims of domestic violence for over 20 years. The agency is one of few stand-alone agencies focusing on this one constituency and creating programs uniquely suited to address the complex, potentially life threatening abuse they face.

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Other programs for victims in the community are embedded in large social service agencies, or are a part of a larger agency mission, such as serving immigrants or low income communities, only some of whom are victims.

Today, with a staff of 34, the Domestic Violence Action Center serves victims of domestic violence through a comprehensive array of client-centered services that includes legal representation, advocacy, civil and criminal court outreach, and telephone assistance. The Domestic Violence Action Center accepts high-risk, contested divorce, temporary restraining order (TRO), post-decree, and paternity cases and provides safety planning, crisis management, risk assessment, accompaniment, and bilingual advocacy. The tangential needs victims present to staff are met with private resources secured to supplement program services, such as Hopeline phones, bus vouchers and Lady Sunshine Scholarships to continue education.

Victims of domestic violence need holistic support to navigate the path to safety. A court order alone provide insufficient for victims to meet their challenges. In recognition of these challenges, the Domestic Violence Action Center designed and implemented a triad model, which assigns a triad of professionals (lawyer, paralegal, and case manager) to legal clients with compounded challenges to help them while they exit a violent relationship. A key member of the DVAC triad is the advocate/case manager who is available to victims for an extended period, providing crisis support, information and assistance with upcoming events.

DVAC has made vital contributions to the safety and well-being of Hawaii's families by helping them become safe and rebuild their lives without violence.

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Eleven-year data suggests that the DVAC programs uniquely fulfill the needs of the community. Clients seek ongoing contact with staff, as they make their escape or their decisions. DVAC staff have had 191, 116 telephone contacts with victims since 2000.

Safety planning by staff is not an event, but a process, and can be done with victims multiple times: upon intake, over the telephone, as part of a Helpline call, on-site at court, after a court hearing, or whenever a victim's circumstance changes. 30,522 safety plans have been done by DVAC staff since 1990. Attorneys have made 5,781 court appearances and committed 18,258 hours working on document preparation (alongside paralegals) on the 3,679 cases opened during that 11 year period. ACMs have completed 16,570 accompaniments with clients to agencies, appointments or other community resources. 3,128 legal cases have been disposed of over the 11 years data has been collected this way.

Surveys completed in 2010 by clients of the Domestic Violence Action Center reflect overwhelming satisfaction. Over 97% (41 of 43) of clients who returned feedback surveys for DVAC attorneys marked excellent in relation to their attorneys taking their abuse seriously, and over 93% (39) felt excellent about the results their attorneys got. Over 93% of the 42 clients who returned feedback surveys for the ACM team also expressed excellent or higher satisfaction overall with the services they received.

In addition to its sustained experience with client-centered services and legal representation, the agency has an administrative structure that enables it to support and evaluate the program. DVAC's infrastructure has been built to responsibly manage programs and finances, implement a personnel benefits program, and work with a Board

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of Directors. Over time, the agency has undertaken initiatives to review and implement changes that the growth of the organization demanded.

Management has improved the agency computer network, assessed organizational data compilation systems, and sought consultation by experts in accounting, business planning and organizational effectiveness. Management staff cultivates relationships with community leaders, maintains dialogue with elected officials, nurtures allies in the not-for-profit sector, and creates partnerships serving the public interest.

Following is a list of all DVAC contracts for the last three years that reflect the agency's experience providing services similar to those proposed here.

<p>1. City and County of Honolulu</p> <p>Contract Number: C-62477 Award Amount: \$250,000 Program Period: 10/01/06 – 6/30/07 Program Title: Advocacy for Victims of Domestic Violence</p> <p>Contract Number: CT-DCS-00700101 Award Amount: \$125,000 Program Period: 10/01/07 – 6/30/08 Program Title: Advocacy for Victims of Domestic Violence</p> <p>Contract Number: CT-DCS-1000092 Award Amount: \$85,034 Program Period: 9/15/09 – 9/15/10 Program Title: Court Outreach Program</p> <p>Contract Number: CT-DCS-1100035 Award Amount: \$116,219 Program Period: 9/02/10 – 8/31/11 Program: Crucial Direct Services to Victims</p>	<p>Department of Community Services 715 S. King St. Suite #311 Honolulu, HI. 96813 Dina Wong 768-7783 Dwong6@honolulu.gov</p> <p>Department of Community Services Mike Shiroma 768-7751 Mshiroma1@honolulu.gov</p> <p>Department of Community Services Dina Wong 768-7783 Dwong6@honolulu.gov</p>
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<p>2. Office of Violence Against Women Department of Justice Contract Number: 2004-WL-AX-0015 Award Amount: \$1,433,905 Program Period: 7/01/06 – 6/30/09 Program Title: Legal Assistance for Victims Grant Program</p>	<p>Neelam J. Patel, Program Specialist U.S. Department of Justice Office on Violence Against Women 202-353-4338 Neelam.J.Patel@usdoj.gov</p>
<p>3. Rural Domestic Violence and Child Victimization Enforcement Grant Project Number: 04-WR-02 Award Amount: \$656,924 Program Period: 10/01/06 – 6/30/09 Program Title: Specialized Advocacy Services for Rural Victims in Hawaii</p>	<p>Kathleen M. Mitchell Office of the Attorney General 235 South Beretania St., #401 Honolulu, HI. 96813 Kathleen.M.Mitchell@hawaii.gov</p>
<p>4. Edward Byrne Memorial Discretionary Grants Program (FY 2008 Congressionally Mandated Awards VAWA) Project Number: 2008-DD-BX-0231 Award Amount: \$134,152 Program Period: 9/01/08 – 8/31/09</p>	<p>Barry D. Roberts, State Policy Advisor Bureau of Justice Assistance Office of Justice Programs U.S. Department of Justice 810 7th St., NW, Room #4361 Washington, DC 20531 Barry.Roberts@usdoj.gov</p>
<p>5. First Judicial Circuit, The Judiciary, State of Hawaii</p> <p>Contract Number: J08164 Award Amount: 1,872,278 Program Period: 7/01/07-6/30/08</p> <p>Award Amount: \$1,986,336 Program Period: 7/01/08 – 6/30/09</p> <p>Award Amount: \$1,416,086 Program Period: 7/01/09 – 6/30/10</p> <p>Award Amount: \$1,416,086 Program Period: 7/01/10 – 6/30/11 Services for Victims of Domestic Violence</p>	<p>Ms. Maureen Kiehm Program Specialist, First Circuit Court Office of the Chief Court Administrator 777 Punchbowl St. Honolulu, HI. 96813 539-4406 Maureen.N.Kiehm@courts.state.hi.us</p>

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<p>6. Indigent Legal Assistant Fund-ILAF Hawaii State Judiciary</p> <p>Contract Number: J09012 Award Amount: \$42,336.64 Program Period: 7/01/08-6/30/09</p> <p>Contract Number: J10007 Award Amount: \$41,198.19 Program Period: 7/01/09 – 6/30/10</p> <p>Contract Number: J11014 Award Amount: \$40,222.05 Program Period: 7/01/10 – 6/30/11</p> <p>Program Title: IOLTA Grant</p>	<p>Mr. Thomas R. Keller Administrative Director of the Courts c/o Hawaii Justice Foundation ILAF Administrator P.O. Box 1230 Honolulu, HI. 96807-1234 537-3886 hjfhawaii.rr.com</p>
<p>7. Hawaii Justice Foundation</p> <p>Contract Number: 2008*04 Award Amount: \$35,000 Program Period: 1/01/08 – 12/31/08</p> <p>Contract Number: 2009*03 Award Amount: \$30,000 Program Period: 1/01/09 – 12/31/09</p> <p>Contract Number: 2010*03 Award Amount: \$17,000 Program Period: 1/01/10 – 12/31/10</p> <p>Contract Number: 2011*03 Award Amount: \$14,500 Program Period: 1/01/11 – 12/31/11</p> <p>Program Title: Legal Assistance to Victims in Hawaii</p>	<p>Robert J. LeClair, Executive Director Hawaii Justice Foundation P.O. Box 1230 Honolulu, HI. 96807-1230 537-3886 hjfhawaii.rr.com</p>
<p>8. Legal Aid Society of Hawaii Legal Assistance to Victims</p> <p>Contract Number: 2010 WL-AX-0048 Award Amount: \$488,000 Program Period: 11/16/10 – 9/30/12 Program Title: Legal Assistance to Victims in Hawaii</p>	<p>Jennifer La'a Director of Grants Management 924 Bethel St. Honolulu, HI. 96813 527-8076 jelaa@lashaw.org</p>

B. Facilities

The Domestic Violence Action Center is housed in downtown Honolulu, within walking distance of Circuit Court, District Court, the State Capitol, government agencies, and bus routes. Location of agency offices is kept confidential to preserve staff and client safety. The agency is not listed on the building directory, and the address is neither in the telephone directory nor on its letterhead. The offices DVAC has purchased to house agency programs are ADA compliant. The agency offices have 5,186 of usable square footage consisting of 12 enclosed offices, 23 workstations, two intake rooms, a server room, a kitchenette, and a reception area. Each office and workstation is equipped with a computer. The agency has five laser printers and one Xerox color copier with scan and faxing capabilities. The office is secured, entry is by key fob access for staff, and visitors are screened via an intercom system. For added security, glass panels on the side of the entry door are tinted with a security film, and a video system makes visitors visible to the receptionist.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Funding will support one triad team composed of an attorney, a paralegal and an ACM, a part-time (.25 FTE) ACM and one EXPO Court Outreach Advocate. These professionals will join the existing teams, which are described below. There are currently six DVAC attorneys: three divorce/paternity attorneys, one EXPO or temporary restraining order attorney (a total of four staff attorneys), the Managing Attorney, and the Helpline Supervisor, both of whom, in addition to their supervisory duties, carry half caseloads of divorce and paternity cases.

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The Managing Attorney, who has been with DVAC for over five years, oversees the implementation of legal services and practice by agency attorneys.

The four staff attorneys are experienced domestic violence lawyers, each with over two years experience working with victims, well versed in the area of domestic violence, and trained in providing trauma-informed services. They understand, for example, how trauma affects a victim's ability to relate a coherent narrative of the abuse she has suffered and how that impacts her participation in court. The divorce/paternity attorneys carry caseloads of 25 or more, and the Managing Attorney and the Helpline Supervisor carry a caseload of ten each, in addition to their supervisory duties. They are also available to assist with "overflow" TRO requests and are expected to complete a minimum of five TROs a year.

DVAC's attorneys are supported by three paralegals and the Legal Services Support Supervisor who are closely supervised by the attorneys and have extensive experience working in family law practice. The Legal Services Support Supervisor has been with the agency for over ten years. She is the senior paralegal, mentors the other paralegals and is tasked with maintaining accountability and communication between paralegals and attorneys. The Legal Services Support Supervisor monitors the agency's Client Trust Account, and the Managing Attorney is the signer for this account. One of the paralegals devotes most of her time to support of the EXPO (TRO) attorney, handling the bulk of the agency's TRO cases. The other paralegals support the divorce/paternity attorneys. Funding requested in this proposal supports all paralegal positions.

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The paralegal supporting the EXPO attorney carries a caseload of no less than 14 TRO cases a month and five divorce or paternity cases at a time. The paralegals supporting the divorce/paternity attorneys carry caseloads of no less than 25, and the Legal Services Support Supervisor carries a caseload of no less than 15 divorce or paternity cases.

The advocate/case managers (ACM) carry an average caseload of 32 clients. Leaving an abusive relationship and becoming a survivor is a journey with many obstacles. ACMs help victims with issues related to their children's needs, housing, education, finances, employment, and the ambivalence that may interfere with execution of a plan. DVAC developed this triad model partnering advocate/case managers with attorneys and paralegals to support victims with individual needs outside the courtroom.

The EXPO Court Outreach program staffs both Oahu civil court calendars with advocates to assist petitioners with safety planning, crisis support, and information about the court process. They also make referrals for other DVAC services and to community agencies.

These core services were recognized as priorities in the Revised Plan, adopted by the Violence Against Women Act State Planning Committee in March 2009. The staff is present at the Kapolei Family Court every day. Screening is done with all petitioners seeking a restraining order to ensure that the petitioner is a victim, rather than an abuser posing as a victim.

The EXPO advocates are also present at court daily for the Order-to-Show-Cause (OSC) calendar, to accompany victims into the courtroom or to offer crisis support and additional safety planning. These are victims not seen at the Ex Parte stage.

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They may be assisted by Ala Kuola (a private non-profit serving the courts) or may not come for the morning session routinely scheduled at the Adult Client Services Branch, or may have a second opportunity to meet with EXPO staff at the OSC stage of the process. Follow up between the ex parte filing and OSC appearance is attempted by EXPO staff to provide crisis support and safety planning and to answer the victim's questions.

Each EXPO advocate serves five victims weekly at the Ex Parte stage and provides assistance to 20 at the OSC stage, for a monthly team total of 15 clients served at Ex Parte and 60 at OSC. Each advocate also accompanies 80% of the victims requesting accompaniment every week. Each advocate makes follow-up efforts with 40% of the petitioners at Family Court to determine if the safety plan should be updated, if agencies referred to have been contacted, if further services are needed, etc.

The staff supported by funding requested in this proposal will be supervised by current managers. Bill Hanrahan has been Vice President of Client Services for over two years. He has a BA and seven years of experience supervising outreach, case management and residential programs in Honolulu and mainland non-profits serving mentally ill and homeless people. He has undergone extensive training for his position, including DVAC's DV 101 class, managerial training at Hawaii employers Council and presentations by respected academics such as Joan Zorza, Ed Gondolf, and Jacquelyn Campbell. Cristina Arias, who oversees the advocate/case managers has a BA, has been the Advocacy Manager for over two years, and prior to that was a DVAC advocate/case manager for over five years. Kanani Tamashiro, was hired as a staff attorney five years ago and was promoted to Managing Attorney three years ago.

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She has a JD from the University Of Hawaii Richardson School Of Law. Maria Oldehaver has over 20 years of family law experience and has been working with DVAC for ten years. She was promoted to Legal Support Services Supervisor over four years ago. Marcy Feliciano, is the EXPO Court Outreach Supervisor and has been with DVAC for four years, first as an EXPO Court Outreach Advocate and then promoted to her current position over a year ago, after she received her Masters in Social Work.

Three of the other five agency staff attorneys have been employed for two years or more. The most recent hire of an advocate or case manager was in 2008. The newest staff attorney to join the agency has experience working with immigrant populations and domestic violence victims in particular, and at public interest legal services agencies during law school and in previous employment. The other staff members in the Department of Client Services, including advocate case managers and EXPO advocates have been serving in their positions for three years or more. All EXPO advocates and all advocate/case managers (ACMs) have experience working with vulnerable populations, participate in mandatory agency training and complete a probationary period involving shadowing and close supervision.

All employees participate in an annual performance appraisal, and receive performance counseling on an as-needed basis. Training is a high priority for the agency, with staff required to participate in a minimum of two trainings each year. For the Fiscal Year 2010, the Client Services staff averaged more than three trainings each in their area of service, with all staff meeting the minimum requirement of two trainings.

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The topics of the trainings included but were not limited to confidentiality, housing rights, mental health issues, traumatic brain injury, immigrant needs, ethics, safety planning. All Client Services staff are trained in risk assessment, safety planning, and structured interviewing. Also, the staff attorneys belong to the Family Law Section of the Hawaii State Bar Association and receive ongoing training in litigation and case law from the Managing Attorney and attorneys in the community with experience in relevant areas of family law. In the last year they have received training in ethics, trial preparation, and the retirement issues associated with divorce.

In addition to the training described above, all DVAC staff - from the receptionist to the management team - are introduced to the agency and its mission, the key issues in domestic violence, available community resources in an intensive five-day training that orienting staff to the agency's definitions of advocacy, domestic violence lawyering, "strength model" of case management, safety, risk and readiness for service. Direct services staff learns how to screen for primary aggressor, techniques for working with ambivalent clients, challenges facing dual abuse victims, and an introduction to the civil and criminal justice systems.

DVAC is committed to cultural competency and works to increase access by diverse ethnic communities to the programs of the Domestic Violence Action Center. The five-day and ongoing training includes lectures, experiential exercises, video presentations, question and answer sessions, site visits and shadowing.

In addition, all staff is provided ongoing training opportunities.

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Agency employees participate in local conferences featuring national experts, local presentations, and web-based, audio conference in-service trainings. DVAC seeks opportunities to provide current information, new techniques, and exposure to issues that are relevant to the work its staff do every day. Seasoned attorneys previously employed by Domestic Violence Action Center provide free training and consultation on case-specific or practice issues. Current and past members of the Board provide case consultation on an as-needed basis. Professional allies of the agency have provided in-service training and program consultation on issues related to service delivery, accountability and staff performance standards. Courtroom techniques, counseling strategies, the meaning of advocacy, and the challenges faced by victims are also topics of staff training. All staff attorneys attend the Hawaii State Bar Convention and are encouraged to attend subject matter and practice-relevant trainings.

B. Organization Chart

Please see attached organization chart.

VI. Other

A. Litigation

Domestic Violence Action Center is not party to any litigation.

B. Licensure or Accreditation

Domestic Violence Action Center is not accredited.

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BUDGET FORMS

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2011 to June 30, 2012)

Applicant: Domestic Violence Action Center

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	254,687			
2. Payroll Taxes & Assessments	30,129			
3. Fringe Benefits	38,636			
TOTAL PERSONNEL COST	323,452			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,700			
3. Lease/Rental of Equipment	2,556			
4. Lease/Rental of Space	1,512			
5. Staff Training	2,000			
6. Supplies	2,940			
7. Telecommunication	1,944			
8. Utilities and Building Maint. (CAM)	26,760			
9. Audit Fees	5,580			
10. Mileage and Parking	2,640			
11. Postage	1,260			
12. Printing and Publications	900			
13. Repairs and Maintenance- Equipment	9,360			
14. Outreach	1,000			
16. Contractual - Administrative Services	6,588			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	67,740			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	391,192			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	391,192	Desie Graves	534-0040	
(b)		Name (Please type or print)	Phone	
(c)				
(d)		Signature of Authorized Official	Date	
TOTAL BUDGET	391,192	Nanci Kreidman, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Domestic Violence Action Center

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1. Vice President of Client Services	1	\$63,860	25.00%	\$ 15,965
2. Attorney	1	\$48,000	100.00%	\$ 48,000
3. Paralegal	1	\$35,000	100.00%	\$ 35,000
4. Advocate Case Manager	1	\$36,000	100.00%	\$ 36,000
5. Advocate Case Manager	1	\$36,000	25.00%	\$ 9,000
6. EXPO Court Outreach Advocate	1	\$36,000	100.00%	\$ 36,000
7.* Chief Executive Officer	1	\$97,850	18.00%	\$ 17,613
8.* Vice President of Operations	1	\$73,130	18.00%	\$ 13,163
9.* Executive Assistant	1	\$35,350	18.00%	\$ 6,363
10.* Human Resources Manager	1	\$41,200	18.00%	\$ 7,416
11.* Contracts & Grants Administrative Assistant	1	\$32,960	18.00%	\$ 5,933
12.* Director of Accounting	1	\$61,800	18.00%	\$ 11,124
13.* Community Affairs & Events Coordinator	1	\$39,140	18.00%	\$ 7,045
14.* Administrative Assistant/Acctg. Clerk	1	\$33,691	18.00%	\$ 6,064
TOTAL:				\$ 254,687
JUSTIFICATION/COMMENTS: Positions preceded by an * are administrative positions. Administrative costs are allocated among all programs administered by DVAC. The salaries charged are based on time studies analysis proportion to the amount of expenditures in each program.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Domestic Violence Action Center Period: July 1, 2011 to June 30, 2012

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

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

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Domestic Violence Action Center

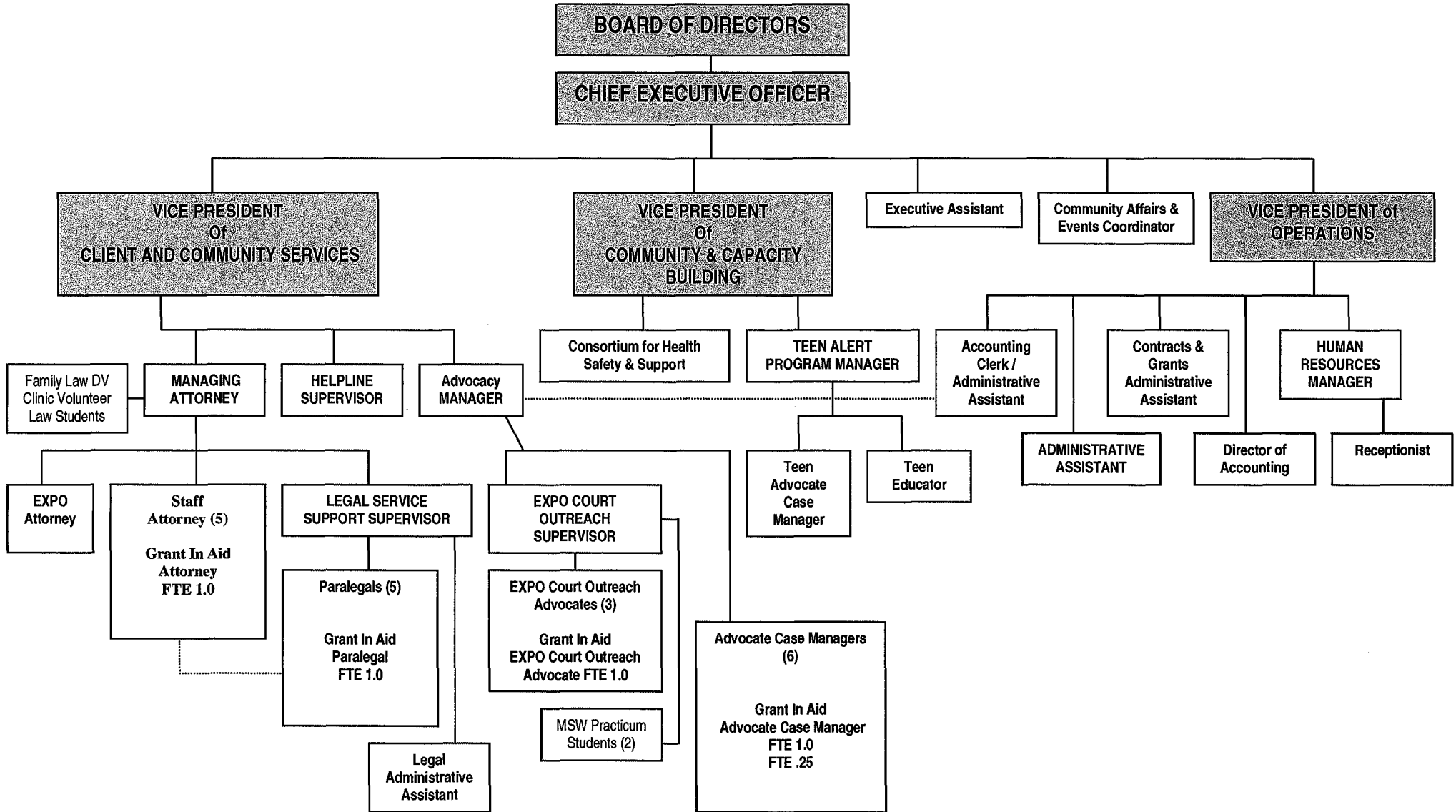
Period: July 1, 2011 to June 30, 2012

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: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
Not applicable						

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ORGANIZATION CHART

DOMESTIC VIOLENCE ACTION CENTER ORGANIZATION CHART As of January 2011



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DECLARATION STATEMENT

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

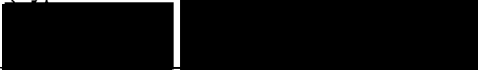
- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

DOMESTIC VIOLENCE ACTION CENTER

(Typed Name of Individual or Organization)



(Signature)

1-27-11

(Date)

NANCI KREIDMAN

(Typed Name)

CHIEF EXECUTIVE OFFICER

(Title)