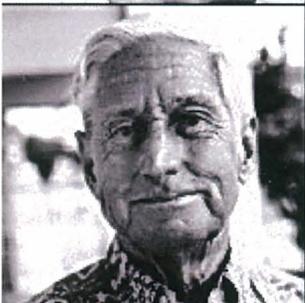


PACT PARENTS AND
CHILDREN TOGETHER
A FAMILY SERVICE AGENCY

COPY

Family Peace Center



Grant-In-Aid Application for Grants & Subsidies Fiscal Year 2014

January 31, 2013



Application For Grants and Subsidies



House District OAHU-ALL
Senate District OAHU-ALL

**THE TWENTY- SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: _____

For Legislature's Use Only

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):

JUDICIARY DEPARTMENT, 1ST CIRCUIT COURT

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Parents And Children Together

Db/a: PACT

Street Address: 1485 Linapuni Street, Ste. 105
Honolulu, HI 96819

Mailing Address: Same as above.

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RUTHANN QUITQUIT

Title President & CEO

Phone # 808-847-3285

Fax # 808-841-1485

e-mail adminrquitquit@pacthawaii.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY PEACE CENTER
(DOMESTIC VIOLENCE COUNSELING SERVICES)

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014 \$ 123,186

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

State \$ 646,975
Federal \$ _____
County \$ _____
Private/Other \$ 10,000

RUTHANN QUITQUIT, PRESIDENT & CEO

NAME & TITLE

1/31/2013

DATE SIGNED

Narrative





I. Background and Summary

Family Peace Center, a program of Parents And Children Together operating on Oahu requests funding of \$123,186 to provide a continuum of domestic violence counseling services to victims/survivors on the island of Oahu in response to the Twenty-Seventh Legislature of the Hawaii State Legislature Application for Grants & Subsidies.

The State department related to this request is the State of Hawaii, Judiciary, First Circuit. Family Peace Center (FPC) makes this request in order to support **two** much needed positions to assure continued quality service provision to victims/survivors of domestic violence who may or may not have co-occurring substance abuse issues and to assure adequate staff to meet the growing needs of victim services within Family Peace Center.

Three years ago due to recession issues within the state, the Judiciary, First Circuit, cut funding 30% across all Judiciary-funded domestic violence programs. Under these cuts, the Family Peace Center had a reduction of over \$200,000 in its funded contract. Although the Judiciary, First Circuit has added an additional \$536,000 in their 2013-14 budget proposal to the Legislature for all programs funded, this will address only a small portion of the cuts that were made to domestic violence services/programs in FY 2010 and specifically to Family Peace Center.

Because of the reduction in funding, the Family Peace Center has had to eliminate a full-time Counselor Advocate working with our victim/survivor program component. Due to the elimination of this position and cuts to supervisor positions, for the past seven months the Ohia Domestic Violence Crisis Shelter staff has been providing coverage for the Family Peace Center's crisis line, and our ability to provide much needed case management for those victims/survivors with complex issues has been curtailed.

Through this application, PACT is requesting funding to restore the much needed **Counselor Advocate** position which was eliminated due to funding cuts to work with victims/survivors and one **Recovery Services Coordinator** to provide assessment, counseling, referral, and case management to adult female survivors of domestic violence who have co-occurring alcohol and/or substance abuse issues.

Family Peace Center (FPC) has provided comprehensive community-based services to domestic violence victim/survivors, offenders, and children for 31 years. Family Peace Center's mission is: *To bring peace to Hawaii's families by offering safety, support, empowerment and accountability to survivors, offenders, and child witnesses of domestic violence.* The core of FPC's work is the healing and safety of victims and children, holding batterers accountable and working to change the community climate that legitimizes violence. Family Peace Center has a comprehensive array of services to respond to intimate partner violence that includes:





Victim Services	Child & Family Services	Offender Services	Community Education and Partnerships
<p data-bbox="277 338 500 443">Puuhonua Victim/Survivor Unit</p> <p data-bbox="253 495 522 821">Assists adult victims through crisis intervention and referral, in-community intervention, case advocacy, group and/or individual counseling.</p> <p data-bbox="248 873 524 1094">Proposed additional service component for substance abuse counseling and case management.</p>	<p data-bbox="578 338 797 411">Haupoa Family Unit</p> <p data-bbox="565 464 813 684">Serves child witnesses and their parents through groups and individual and family counseling.</p> <p data-bbox="548 905 824 1094">Although part of FPC's array of services, it is not part of this grant request.</p>	<p data-bbox="862 338 1114 411">Kuleana Offender Unit</p> <p data-bbox="862 474 1114 663">Provides adult batterer's treatment through groups and/or individual counseling.</p> <p data-bbox="849 915 1125 1104">Although part of FPC's array of services, it is not part of this grant request.</p>	<p data-bbox="1154 390 1422 642">Public education, professional training and partnerships to improve the community's response to domestic violence.</p> <p data-bbox="1149 915 1390 1104">Although part of FPC's array of services, it is not part of this grant request.</p>

Intimate partner violence continues to rise in the United States. Estimates range from 960,000 incidents of violence to three million women who are physically abused by their husband or boyfriend per year.

PACT's Family Peace Center has three decades of experience and skill in domestic violence intervention. FPC maintains the highest standards of quality assurance and improvement, in which activities are organized according to the Hawaii Batterers Intervention Program Standards (HBIPS) and the national Council on Accreditation (COA).

PACT is the only agency in the state that provides the full spectrum of domestic violence services: group intervention for adult and teen offenders, victims/survivors, and child witnesses, confidential emergency crisis shelter, transition housing, crisis counseling and supervised visits with non-custodial parents.

In addition, given our ethnic- and culturally-specific service communities, FPC also grounds its programs on research and emerging practices conducted by the University of Hawaii at Manoa (with whom we have collaborated on key program development and evaluation





Violence. The principles and practices promoted within these professional entities guide Family Peace Center program development, service delivery, quality evaluation and culminate in FPC's highest standard: to stop domestic violence through addressing victim/child safety and batterer accountability, with an emphasis on reducing recidivism.

Goals and Objectives

The overarching **goal** of Family Peace Center services is to provide specialized services that will enhance victim/child and community safety while holding batterers accountable and reducing their recidivism.

The **goal** specific to this grant request is to strengthen services and reduce barriers to crisis intervention and treatment services for victims/survivors of domestic violence who are experiencing co-occurring issues of domestic violence and substance abuse issues, so victims/survivors can attain sobriety, maintain custody of their children, and begin a live free from violence. The ideal outcome is to provide a holistic option to domestic violence victims/survivors to resolve substance abuse issues that have repeatedly placed them at continued risk for domestic violence.

Public Purpose and Need to Be Served

A Hawaii Department of Health study on adverse life experiences estimated that 46% (or 47,000) adult females have experienced intimate partner violence (IPV) and sexual violence (SV) sometime during their lives (Reyes-Salvail, "Adverse Life Experiences and Health." 2009). Further, women who have been victimized "recently" (within the past 12 months of report) consumed more alcohol (11%) or engaged in binge drinking (22.3%) more frequently than those who experienced IPV and SV more than 12 months from report (8.8% and 17.3% for heavy- and-binge drinking, respectively) and to non-victims (4.7% and 8% for heavy- and binge-drinking, respectively) as well. Although domestic violence and drug and alcohol addiction are co-occurring, there is yet no evidence for a causal relationship. However, women who are abused are 15 times more likely to abuse alcohol and nine times more likely to abuse drugs than women who have not been abused. In 2002, the U.S. Department of Justice found that 36% of victims in domestic violence programs also had substance abuse problems (NCADV.)

National research shows that approximately 3.3 to 10 million children are at risk for domestic violence exposure each year, with 50-60% of these child witnesses being physically abused themselves (Hughes, Graham-Bermann, & Gruger, 2001). A child exposed to violence is in danger of repeating the behavior, or at a minimum, is at risk for a higher incidence of developmental and social problems, either as a child or as an adult.

Target Population

The target population for this Grants & Subsidies application is victims/survivors of domestic violence who may or may not have a co-occurring substance abuse issue, or who may be struggling with a partner or child who is experiencing substance abuse issues.

The Family Peace Center Program on Oahu provided services to over 300 victims/survivors in 2011-12 who represent a diversity of ethnic and cultural groups. With the growing issues facing domestic violence victims/survivors and their children, staff time is increasingly being





used to complete a comprehensive assessment which includes, but is not limited to: the nature and extent of the domestic violence abuse, illegal substance use, history of employment, public assistance, mental health needs, housing needs, evaluation of impact of both domestic and substance abuse on the children, and the development of a safety plan.

Geographic Coverage

The services proposed under this application are available for the island of Oahu. Family Peace Center has a long standing commitment to providing locally based services that are available to people within their home communities. It is FPC's firm belief that the most effective forms of support for families impacted by domestic violence is that which is available to them when and where they are most comfortable and best able to access it.

II. Service Summary and Outcomes

A. Scope of Work, Tasks and Responsibilities

Service Philosophy and Standards of Care

Family Peace Center believes that intimate partner violence is an urgent social problem that demands effective and innovative interventions to create lasting change. Successful domestic violence programs throughout the country have authenticated what the Family Peace Center knows from decades of experience: that the most effective services are those that link adult/child victim safety to batterer accountability, while also working to alter social and community norms that perpetuate violence.

Our experience to date has taught us that at any given time, approximately 63% of victims/survivors involved in both our Family Peace Center and at our crisis shelter are abusing substances. Substances abused are primarily prescription medication, but also include crystal meth and alcohol. We recognize that for many victims/survivors, domestic violence and substance abuse are inextricably woven together. Therefore, we see the need to have a holistic approach, embedding substance abuse intervention throughout all aspects of programming.

Experience and research demonstrate that a coordinated, integrated response to each individual's and family's experience of intimate partner violence results in the most lasting change. More recently, promising practices across the nation demonstrate the importance of addressing the full range of individual and family needs, particularly for those exposed to domestic violence in the context of other life traumas. FPC's organizational and service structures reflect a holistic approach to all of the clients seeking our services exemplifying an acute awareness of the multiple challenges adults and children face in healing from the impact of intimate partner violence and other traumas to include substance abuse.

Victim Support Services

Family Peace Center provides support, crisis intervention, counseling, safety planning and advocacy for victim/survivors of domestic violence through its Puuhonua Victim/Survivor Unit. FPC supports and empowers women who have experienced





violence, self-blame, fear, confusion, and shame in their relationships. Many of these women have also experienced a negative or inadequate system response that has further victimized them. FPC's services for victim/survivors encompass a coordinated and integrated system of care that provides a full range of non-residential assistance.

Over the years, FPC has identified a growing number of women with increasingly complex and challenging needs entering Puuhonua services to include substance abuse issues. When FPC began to informally track the incidence of multiple traumas in the lives of Puuhonua clients, we were shocked to discover that a very large percentage of women receiving on-going services have experienced various traumas in addition to the repetitive trauma of intimate partner violence. However, other than counseling from FPC, very few receive any type of counseling for substance abuse additions.

FPC's research collaboration with Dr. Charles Mueller, Clinical Child and Adolescent Psychologist of the University of Hawaii at Manoa (described below) found that the majority of women survivors reported other life stressors as the single greatest impediment to following through on FPC services. Clearly the multiple challenges and types/extent of trauma facing victim/survivors have a detrimental impact on their well-being, healing and even to accessing services. As a result, Family Peace Center also infuses trauma-informed care practices into Puuhonua victim/survivor services.

Description of Specific Victim Support Services Proposed

Every interaction with a victim/survivor at FPC addresses safety and self-determination. The following describes the specific services through which FPC approaches its work:

Telephonic Crisis Intervention

Trained counseling staff are available to answer the Puuhonua Domestic Violence Crisis Counseling line from 8:00 am to 10:00 pm, Monday through Friday. By contacting this crisis phone service, victim/survivors can receive crisis counseling, information and referral as well as assistance with case coordination, advocacy and concrete needs. Survivors can access these services via the phone or by walking into FPC during regular business hours. Crisis intervention services are a crucial component in a seamless system of care for battered women. It is essential to have support immediately available to victims, since the nature of domestic violence is unpredictable and a violent crime.

In-Community Crisis Intervention

Counselor/Advocates in the Puuhonua Victim/Survivor Unit are available to provide in-community crisis intervention with victims of domestic violence. Support may be provided at police stations, hospital emergency rooms or other social service agencies. As much as possible, staff immediately travel to the arranged safe location and provide face-to-face crisis intervention (as described above) with the victim in need. Particular attention is given to the victim's immediate needs (such as seeking medical attention or finding safe housing). Thorough follow-up takes place with each victim after the in-community session, to assure access to on-going support from FPC is available, explore additional case coordination/advocacy needs and assist with accessing other community resources. Counselor/Advocates provide a link between a victim seeking assistance and





agencies that may create obstacles to receiving assistance (police, attorneys, medical personnel, public housing, schools, etc.).

Substance Abuse Assessment and Support

Through this grant request, PACT proposes to significantly increase substance abuse support services. At present, although substance abuse may be addressed, the program does not have adequate staff nor specifically trained staff to deal with the multiple issues facing domestic violence victims/survivors with co-occurring issues. Identifying and addressing substance issues requires highly specialized knowledge. Victims/survivors facing the dual stigma of domestic violence and addiction are often reluctant to disclose, and are reluctant to seek help unless their safety is assured. Through this process with the Recovery Services Coordinator, who understands the dynamics and behaviors of domestic violence victims/survivors, a customized service plan will be developed for each appropriate client. Support will be provided to assure that the survivors received the needed services to deal with their substance abuse issues. The Recovery Services Coordinator will develop, manage, or provide:

- Substance abuse screening to identify issues;
- Assessment of clients' type of substance abuse and level of needs;
- Individual counseling pertaining to substance abuse and its relationship to domestic violence;
- Overall case management to include possible medical assistance;
- Appropriate referral relationships and refer for those victims/survivors who may need intensive or residential treatment for serious addictions;
- Weekly support groups to deal with issues such as the dynamics of domestic violence, substance abusing perpetrators/partners, codependency, setting boundaries, healthy relationships away from substance abusers; etc. issues:
- Training for staff to identify and work with substance abuse issues;
- Crisis management as needed.

On-going Case Coordination and Advocacy

FPC's philosophy of advocacy and case coordination/management is to work on behalf of and/or in partnership with the victim in order to access services and/or resources to assist her in addressing concrete and emotional well-being. Since July 2009, FPC staff have been unable to provide the extensive ongoing case advocacy and case management services with legal, medical and other systems because of funding cuts.

This "enhanced" case coordination/advocacy will allow Puuhonua counselors to focus on the immediate and ongoing multiple needs of victims, supporting them in negotiating the many barriers of resolving the impact of domestic violence. Enhanced case management and/or advocacy connotes increased in-community assistance with victims and increased coordination with other agencies or systems that is available to an individual victim for the duration of her efforts to resolve the impact of the abuse. Instead of responding to a





the duration of her efforts to resolve the impact of the abuse. Instead of responding to a single crisis, advocacy or case management situation of a victim, enhanced case coordination/advocacy will allow FPC counselors to fully and pro-actively explore a complete range of issues. This approach enhances FPC’s ability to provide trauma-informed care that is sensitive to the presence of multiple traumas in a woman’s life that compound the impact of the repeated trauma resulting from intimate partner violence.

Safety Checks

Safety checks are outreach calls to the victims (i.e. victim contact) of the offenders in FPC’s Kuleana Offender Unit (per HBIPS) who are required to sign a confidentiality waiver upon entry into FPC services. Victim support staff contact the identified victim to conduct a “safety check” once the batterer has entered FPC. FPC extends services, offers support, determines their safety needs, and assesses the lethality of their situation. These contacts are completed through phone calls and are made at intervals during the course of the batterer’s participation in offender treatment. Family Peace Center also contacts the victim to conduct a safety check any time there is an indication that the batterer may be engaging in dangerous and/or threatening behavior. If the victim (or partner) is in need of assistance that FPC does not provide, staff will refer them to services such as physicians, shelters, public assistance and other providers. Traditionally, making victim contact via safety checks is a very time consuming and challenging activity, because these are essentially “cold” calls.

B. Family Peace Center Annual Timeline 2013-2014

Please see the timeline for proposed activities below.

Activity	Person Responsible	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
Recruit and hire Recovery Services Coordinator.	Program Director	●											
Recruit and hire Counselor Advocate.	Program Director	●											
Orient and train Recovery Services Coordinator and Counselor Advocate	Assistant Program Director		●										
Modify service model including	Recovery Services	●	—	—	—	—	—	—	—	—	—	—	●





Activity	Person Responsible	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
service planning for substance abuse services.	Coordinator												
Implement service model including service planning for substance abuse services.	Program Director/ Recovery Services Coordinator	●	—	●									
Perform follow-up.	Recovery Services Coordinator/ Counselor Advocate	●	—	—	—	—	—	—	—	—	—	—	●

C. Quality Assurance and Evaluation Plans

PACT's Quality Assurance Plan (Performance & Quality Improvement)

Parents And Children Together (PACT) is dedicated to providing quality services for the community at large and for those children, adults, and families who participate in PACT's programs. PACT maintains a Performance & Quality Improvement Program (PQIP) to support the agency's mission and to ensure that targeted goals and outcomes are achieved, both with the highest possible quality of services and in compliance with accredited standards of care. PACT constantly evaluates its performance and seeks client input to:

- Be accountable to stakeholders: clients, funders and the community;
- Continually improve the way it does business and serves the community; and
- Enhance its ability to contribute to a better quality of life for Hawaii's families and children.

PACT takes action based on findings of the quality process to: build on strengths; eliminate or reduce identified problems; determine possible causes when data reveal issues of concern; develop solutions and replicate best practices; and implement and monitor the effectiveness of corrective action plans. PACT's quality activities are designed to maintain confidentiality of client and business information and comply with the confidentiality, privacy and security of information mandates as established by the Health Insurance Portability and Accountability Act. Improvement activities encompass all programs, employees, contracted services, volunteers, vendors and partners and all are expected to participate related to their individual services and adhere to standards established by the organization.





The quality improvement activities of PACT are organized according to Council on Accreditation standards with a client-service focus. An integrated approach is used to improve outcomes, processes and systems while sustaining services and initiating action for identified opportunities. Data from stakeholders, long-term planning, operational processes and staff input, case record review, output and outcome measurements, monitoring of purchased services and client satisfaction provide the genesis for the improvement cycle. Findings from quality improvement activities are reviewed monthly by an agency PQI Committee and shared with personnel, clients, management and Board of Directors in a clear, concise, and timely manner. The PQIP also serves as a source on information for any stakeholder (staff, consultants, board members, funders, community members) about how the agency and its programs monitor and improve the quality of services.

As one of PACT's 16 programs, Family Peace Center participates in all aspects of the PACT PQI, and data from the PQI process is utilized to develop and update FPC program policies and procedures. The FPC procedures manual addresses (1) who is eligible for services; (2) the scope and type of available services; (3) the standard of excellence for services; and (4) how to evaluate the effectiveness of the program. Program/agency Policy and Procedure manuals as well as the PQI Plan components are used to train staff.

FPC employs several methods to evaluate if services are meeting these criteria (as supported by the literature):

- *Outcome/Output Monitoring:* outcomes and outputs based on contracted deliverables with funders are tracked on a monthly and quarterly basis. Achievement of outcome and output measures are reviewed monthly by the Program Director, with adjustments made on an ongoing basis in order to improve service delivery and maintain program integrity.
- *Case Supervision:* all client cases (and records) are reviewed at least monthly by Program Supervisors and/or the Program Director (via reading records and case consultation with line staff). Supervisors sit in at least quarterly on groups. Case supervision activities allow continual attention to the integrity of FPC's service model and consistency with service standards (Latessa, Travis, Fulton & Stichman, 1998).
- *Quality Case Record Review:* A sample of all FPC cases are evaluated quarterly by staff as part of the PACT PQI record review process (described in the Experience, Quality Assurance section). The results of this review are incorporated into program development, design and implementation of client services as well as staff supervision/training on a quarterly basis and also contribute to short-term planning (Latessa, Travis, Fulton & Stichman, 1998).
- *Client Feedback:* From their initial intake through their final session, all FPC clients are asked to give staff formal and informal feedback about their experience. Formal feedback is obtained at discharge via the PACT Client Satisfaction Survey. This data is tabulated monthly and at least once a quarter is reviewed to contribute to program development and service delivery monitoring (Latessa, Travis, Fulton & Stichman, 1998).





- **Staff Supervision and Feedback:** All FPC staff receive at least monthly supervision, with most direct service staff receiving weekly supervision (content described below in the Project Organization, Supervision/Training section). All staff are evaluated annually and observed providing service at least quarterly. It is through the implementation of regularly scheduled staff supervision and performance evaluations that the quality process of continuous feedback to staff takes place (Latessa, Travis, Fulton & Stichman, 1998).

This process of ongoing evaluation, planning and implementation of changes in service delivery is the foundation that provides for the best FPC service delivery possible. By incorporating feedback from clients and community partners while closely monitoring service delivery via regular supervision and maintaining other evaluative internal processes, quality improvement for service delivery is meaningful and beneficial to the program.

Family Peace Center Evaluation Methodology for Proposed Services

In addition to PACT's agency-wide quality assurance/improvement activities described above, the Family Peace Center employs specific evaluation tools to determine the quality of its services. These evaluation tools assess the effectiveness of services provided throughout a client's association with PACT Family Peace Center. Each of these tools are consistent with the best-practice standards of the disciplines involved in the delivery of services and are entered into FPC's management information system to permit optimal use and analysis. These measurement tools evaluate client progress and in turn allow FPC to assess (and modify as needed) the overall implementation of quality services. Each existing tool and their use is described and a summary of their utilization follows.

- ***The Group Interaction and Client Assessment (GICA)***

The GICA is a tool developed by the Family Peace Center to assess each client's progress in the program. The GICA is completed when every client first enters the program and two sessions prior to discharge by FPC staff. The GICA for victims measures change in clients' coping, safety, and social skills as well as knowledge of non-violent conflict resolution and domestic violence.

- ***The Lethality Factors Checklist (LFC)***

Family Peace Center continuously monitors risk of re-offense, recidivism and/or danger for all clients. Staff members complete the Lethality Factors Checklist (LFC) for every client who enters FPC. The LFC is completed when the client first enters the program, mid-way through their service plan (at the end of Stage 1 for offenders) and again at discharge. When staff complete the LFC for victim/survivors it is assessing how much danger he/she may be facing. If risk of imminent danger or lethality is ever identified by staff, the potential victim(s) are immediately notified as well as appropriate authorities and the referring agency.





- ***The Relationship Behaviors Self-Assessment (Conflict Tactics Scale 2)***

All offenders who enter the Family Peace Center complete the CTS2 when they enter the program and again two weeks prior to discharge. This instrument relies on the client's self-report of the type and frequency of violent and controlling behaviors he/she employs. It demonstrates progress towards eradicating minimization, denial and blame (some of the common barriers to behavior change found in batterers) as well as readiness for discharge.

- ***Kuleana Participant Survey***

The client completes this survey prior to the first session and again two sessions prior to anticipated discharge. The questionnaire helps the client and the staff who review it to assess progress and readiness for discharge, by reviewing content areas such as their knowledge of the impact of domestic violence on children, tactics of power and control and who is responsible for abusive behavior.

- ***Kuleana (Offender) Non-Violence Plan (NVP)***

Prior to discharge, all Kuleana clients complete a written, individualized plan about how they will maintain their non-violent behavior during and after completion of services. This document allows the client to assess his/her readiness for discharge while also reinforcing the alternatives to abuse learned during the intervention. The Non-Violence Prevention Plan also assists staff in their assessment of the client's appropriateness for discharge and is filed in the client's file.

- ***The Achenbach Child Behavior Checklist (CBCL) & Teacher Report Form (TRF)***

The CBCL and TRF are empirically derived research instruments that are designed to record a child's competencies and problems. This information allows the development of effective treatment plans for each child, as well as service curricula.

- ***Rosenberg Self-Esteem Index (SEI)***

The SEI is an empirically derived research instrument that is designed to record changes in self-esteem. Both victims and children complete this index prior to and at the close of services. This measurement provides insight into the individual's emotional and psychological state, both internally and externally. This information allows the development of effective treatment plans for each child and victim, as well as appropriate curricula for group sessions.

- ***Danger Assessment***

Designed to be an instrument completed by the victim in conversation with a counselor, the tool assesses the severity and frequency of violence the victim has experienced in the past year. The instrument is intended to be completed while reviewing a 12-month calendar in order to facilitate a discussion with the victim about the level of abuse she is experiencing.





- ***Haupoa Questionnaire (a child pre/post-test) (HQ)***

The tool helps to assess a child’s change over the course of services. The child is asked to complete the questionnaire (for young children, the staff read it and record responses) when the client first enters the program and again at discharge. It is used to individualize the intervention in accord with the child’s needs and determine if the child should be referred to external community resources.

- ***Parenting Group Client Self-Assessment (PGCSA)***

The questionnaire helps the client and the staff member that scores it to assess progress in areas such as non-violent discipline, relationship building with children, knowledge of child development and helping the child heal from the impact of domestic violence.

- ***Facilitator Evaluation***

Every client is evaluated by either the Group Facilitator or Counselor/Advocate at least twice during service provision to assess the individual’s progress to date (mid-way and prior to discharge). This is one of the tools FPC employs to ensure that the client ends services when ready rather than simply when she/he has attended a certain number of sessions.

D. Measure of Effectiveness

The following tables detail the measures of effectiveness that Family Peace Center will employ to report to the Judiciary, First Circuit, about the impact of service provision to victim/survivors of domestic violence. These measures represent a standard and objective mechanism to assess FPC’s accomplishments and are grounded in the Quality Assurance approaches described above.

The Puuhonua Victim/Survivor Unit

Puuhonua Victim/Survivor Unit: Output or Outcome	Puuhonua Victim/Survivor Unit: Data Collected	Puuhonua Victim/Survivor Unit: Where Data is Recorded
<i>Outcome #1: 80% of Puuhonua participants who complete services (via group, individual or crisis services) will develop a personal safety plan.</i>	The safety plan is completed by the client with support from staff.	Documents completed by the client are placed in the client’s paper file and documents completed by staff are recorded in the Management Information System (MIS).
<i>Outcome #2: 80% of participants completing the service plan will demonstrate an increased knowledge of the dynamics of violence, the</i>	This is measured with the GICA, weekly progress notes and Facilitator Evaluations completed by staff.	Documents completed by staff are recorded in the MIS.





Puuhonua Victim/Survivor Unit: Output or Outcome	Puuhonua Victim/Survivor Unit: Data Collected	Puuhonua Victim/Survivor Unit: Where Data is Recorded
<i>tactics of power and control and the impact of these elements on victim/survivor recovery.</i>		
Outcome #3: <i>80% of participants completing the program will demonstrate an enhanced self-image and the ability to identify her/his own strengths.</i>	This is measured with the GICA, weekly progress notes and Facilitator Evaluations completed by staff.	Documents completed by staff are recorded in the MIS.
Outcome #4: <i>80% of participants completing the program will demonstrate an increased awareness of community networks and social supports necessary for long-term healing.</i>	This is measured with the GICA, weekly progress notes and Facilitator Evaluations completed by staff.	Documents completed by staff are recorded in the MIS.
Outcome #5: <i>80% of Puuhonua participants who receive crisis and/or information/referral services will be referred to community resources.</i>	This is recorded by staff in case notes and other client records.	Documents completed by staff are recorded in the MIS.
Outcome #6: <i>80% of Puuhonua participants who initiate a crisis call will be responded to within one hour during crisis line hours and directed to the emergency resources after work hours.</i>	This is recorded in the client's file and tabulated by the Management Information System (MIS).	Documents completed by staff are recorded in the MIS.
Outcome #7: <i>80% of participants who participate in case management/advocacy services will report satisfaction with case coordination provided by FPC staff members.</i>	This is measured by Client Satisfaction Survey and case notes.	Documents completed by staff are recorded in the Management Information System (MIS) and Client Satisfaction Surveys are tabulated quarterly by an administrative staff person and stored in a separate file.
Outcome #8: <i>80% of participants who participate</i>	This is measured with the GICA, weekly progress notes	Documents completed by staff are recorded in the MIS.





Puuhonua Victim/Survivor Unit: Output or Outcome	Puuhonua Victim/Survivor Unit: Data Collected	Puuhonua Victim/Survivor Unit: Where Data is Recorded
<i>in case management/advocacy services will demonstrate increased ability to advocate for themselves and to pursue personal life goals that will maintain their safety and healthy functioning.</i>	and Facilitator Evaluations completed by staff, copies of which are recorded in client records.	

III. Financial

A. Budget

PACT has experience since 1968 in invoicing and reporting to Federal, State and private funders. The agency manages over 100 government contracts and private grants on SAGE 100 fund accounting system, where all government contracts are accounted for separately. PACT is audited annually for compliance with government contracts, which includes testing of our policies and procedures, meeting reporting requirements, and due dates for invoices and reports. With every audit since the year 2000 PACT has received an unqualified or clean audit opinion with no management letter.

PACT's accounting system provides for fund accounting, monthly or year-to-date variance reports and easy tracking of revenue and receivables. We are committed to providing accurate and timely reports on or before the due date. PACT submits quarterly reports, final reports, and other reports as required to state departments, such as updated Tax Clearance certificates.

Please see the attached budget for detailed costs related to this request.

B. Anticipated Quarterly Funding Requests

Anticipated quarterly funding requests for the fiscal year 2013-14 are as follows:

Quarter 1: FY14	Quarter 2: FY14	Quarter 3: FY14	Quarter 4: FY14	Total Grant
\$30,796.50	\$30,796.50	\$30,796.50	\$30,796.50	\$123,186

C. Possible Other Sources of Funding

The following lists the other sources of funding that Family Peace Center is trying to obtain for fiscal year 2012-13:

- The Judiciary, State of Hawaii First Circuit (funding secured)





- City and County of Honolulu, Community Development Block Grant (CDBG) (funding pending)
- Program client fees (funding secured)

D. State and Tax Credits

PACT has not been granted any state/federal tax credits in the prior three years and does not anticipate applying for such credits in fiscal year 2013-2014. PACT is not requesting funding for any capital projects with this application.

IV. Experience and Capability

A. Necessary Skills and Experience

PACT's Skills, Abilities, Knowledge

Parents And Children Together (PACT) is a leader in the design and delivery of a broad range of innovative social and educational services on Oahu, Kauai, Maui, Molokai, Lanai, and Hawaii. PACT works with clients who are environmentally at-risk and is a pioneer in neighborhood-based services that forge lasting community partnerships. PACT is fully accredited by the Council on Accreditation for Families and Children (COA) and is one of Hawaii's leading non-profit human services providers. PACT employs the latest evidence-based prevention models and treatment modalities and validated best practices. The mission statement is:

Parents And Children Together promotes and supports healthy individuals, families, and communities, by creating opportunities for them to identify and address their own strengths, needs, and concerns and successfully realize their potential.

PACT carries out this mission through multiple, interconnected programs which provide economic, social, educational and mental health resources. PACT's programs are community-based, culturally sensitive, family-centered and focused on family strengths. PACT has also developed strong community networks and effective working relationships with many service providers and community resources. PACT has an organizational commitment to quality assurance and evaluation. PACT has never had a contract rescinded by a funder.

Family Peace Center's Skills, Abilities and Knowledge

Family Peace Center (FPC), one of PACT's 16 programs, has provided comprehensive community-based services to domestic violence victim/survivors, offenders, and children for 31 years. Family Peace Center utilizes a best practice approach to domestic violence batterer's intervention services that emphasizes the social construction of violence as a gendered crime. While any person, male or female, can be violent, evidence shows that most batterers are male and most victims are female (Tjaden & Thoennes, 2000). FPC uses this fact as a starting point for its interventions, utilizing social learning and cognitive behavior theory to effect change in abusers by teaching them how to stop their abusive behavior and learn skills to prevent further battering.





FPC victim/survivor services focus on safety, risk assessment, crisis response, advocacy, networking with community resources and empowerment counseling. The synchronized parent/child intervention model used with children at FPC reflects the national consensus and well established empirical finding that addressing the family’s recovery along with the child’s brings the most lasting change for the child and family unit (Hughes, Graham-Bermann & Gruger, 2001; Bancroft, 2002). A combination of intervention techniques coupled with skill-based learning, such as role plays, are used in all groups as adult learning theory supports that a variety of teaching and learning styles promotes and reinforces the comprehension, retention and application of knowledge and skill-based practice. Since the issues facing victim/survivors often include multidimensional challenges that stem from emotional trauma, physical injury and/or lack of concrete resources, FPC emphasizes a trauma-informed approach to victim services, which recognizes and accounts for the possible impact of many forms of violence and trauma that disrupt the life of a victim and/or family. A key element of FPC services is attention to these needs through extensive case management/coordination.

Verifiable Experience & History of Providing Domestic Violence Intervention Services

Type of Service	Year	Contract Number	Contracting Agency	Contact Person	Phone Number
Domestic violence victim, batterer and child counseling services	7/1/07-6/30/11	#J08137 #J08163 #J08142	State of Hawaii, Judiciary First Circuit	Maureen Kiehm	539-4406 maureen.n.kiehm@courts.state.hi.us
Domestic violence victim, batterer and child counseling services	7/1/11 – 6/30/13	#J12136 # J2126 # J2165	State of Hawaii, Judiciary First Circuit	Maureen Kiehm	539-4406 maureen.n.kiehm@courts.state.hi.us
Domestic violence victim services	7/1/09 – 6/30/10 10/15/10 – 3/31/12	08-WF-05 09-WF-01	Hawaii Department of the Attorney General	Kathy Mitchell	586-1389 Kathleen.M.Mitchell@hawaii.gov
Intervention research project to design and test a treatment model for children exposed to domestic violence and their mothers.	1/1/11-6/30/12	Sub-contract in final stages	Subcontract with the University of Hawaii at Manoa with funds from the Department of Justice Office of Juvenile Justice and Delinquency	Kalei Kanuha	956-7717 kanuha@hawaii.edu





Type of Service	Year	Contract Number	Contracting Agency	Contact Person	Phone Number
			Programs		
Domestic violence crisis services	8/1/10-9/30/12	#CT-DCS-1100019	City and County of Honolulu	Steve Karel	768-7753 skarel@honolulu.gov
	11/1/12 – 12/31/13	#CT-DCS-100052	Community Development Block Grant (CDBG) Program		

B. Facilities

Facilities Overview

PACT service locations meet all the requirements of the American Disabilities Act (ADA) regarding client and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in each community where target populations are served. PACT’s Facilities Manager ensures that all sites provide maximum accessibility, safety and support for service delivery. The Director of Quality Assurance and Training oversees a Safety Program that includes facilities compliance with all safety regulations, including fire drills and monthly facilities inspections.

Family Peace Center’s main office is located at 1505 Dillingham Plaza, Suite 208 in Honolulu. This office suite is shared with another PACT program, Early Intervention and Family Support Services. The office is easily accessible by public transportation and meets ADA requirements, with appropriate entry and elevators. FPC provides physical communication and programmatic access to persons with disabilities as needed. Clients have access to several bathrooms, adequate parking, on-site security and central air conditioning.

Staff members have ample space to conduct client interviews in a safe and private environment. The program carefully maintains clinical records in secure areas. The FPC office has four separate confidential meeting spaces available, so that groups may run concurrently whether in a coordinated fashion (as with the parent and child groups in the Haupoa Family Unit) or separately (as with the different stage groups for offenders in the Kuleana Offender Unit). Clients use a waiting room when they arrive for services, with locked interior doors to ensure both safety and confidentiality. There is a separate waiting area for victims, so they do not have to wait in the area designated for offenders.

In addition to services provided at FPC’s office, the program also rents or borrows space from community organizations around Oahu in order to deliver sessions as much as possible in clients’ home communities. The FPC Office Manager coordinates with staff at these locations to ensure the confidentiality, safety, and comfort of clients.





from community organizations around Oahu in order to deliver sessions as much as possible in clients' home communities. The FPC Office Manager coordinates with staff at these locations to ensure the confidentiality, safety, and comfort of clients.

Attention to Client and Staff Safety

In addition to the agency-wide safety and security described above, FPC:

- Program has procedures to monitor the unique risks of domestic violence service provision. These procedures maintain safety for both staff and clients. When clients enter the program they are carefully screened for potential use of violence, imminent risk of experiencing violence from others and the existence of any restraining orders.
- As long as there is any risk of violence present, batterers and victims are kept separate—physically—as well as during service provision. When clients enter FPC premises, for example, batterers are always asked to wait in a separate location from victim/survivors and children. Employees closely monitor both these waiting areas, so as to immediately address any problematic or threatening behavior. Clients who enter the FPC suite are escorted by staff at all times and are never unaccompanied. Two alternate exits are available in case of immediate threat of danger to staff or clients.
- All staff also has a confidential and secure messaging system on the computer to simultaneously alert them of any special or urgent conditions relating to staff or client safety. Every office is equipped with a phone that contains an intercom system that allows any staff person to immediately call for help and/or be notified of danger.
- Children are always released only into the care of the parent bringing them in for service. FPC staff is thoroughly trained in emergency procedures for handling hostile clients, diffusing threatening situations and intervening with clients who may be suicidal or homicidal.
- All FPC off-site locations are regularly evaluated for their appropriateness, safety and adherence to ADA requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

1. Staffing Patterns & Qualifications

Family Peace Center employees both full-time and part-time staff. Personnel are reflective of the ethnic and linguistic populations that comprise the communities FPC serves. Almost 60% of the FPC staff have worked with the program for over five years, 30% for ten to twenty years, which speaks to their skill and expertise in providing domestic violence intervention. All FPC supervisors have at least three year's experience specifically providing supervision to staff in a domestic violence service setting. Many FPC employees are also recognized as local and national experts in the area of intervention and prevention of violence against women and children.





systems personnel). The duties of Counselor/Advocates include phone and in-person crisis intervention, conducting intake/assessments and co-facilitating groups. This position will also provide the much needed case management and advocacy work.

- **Recovery Services Coordinator** provide assessment, counseling, groups, referral and case management services to adult survivors of domestic violence who have co-occurring alcohol and/or substance abuse issues. Duties will also include staff and community training on specific issues facing this population.

Family Peace Center sets a high standard for staff expertise with clients. Staff hired to work at FPC are carefully screened to ensure they possess the knowledge, capacity, skills and experience to provide proficient domestic violence intervention services. All personnel must submit a criminal record check prior to final hiring. .

The following chart presents the job titles, responsibilities, and minimum qualifications for positions providing proposed services.

Staffing

For the purposes of this grant application, the staffing pattern for the Family Peace Center in regards to supervision and responsibility of the two requested positions is as follows:

Program Management Staff

- ✚ **Program Director:** Marci Lopes, MSCP, CSAC, who oversees all aspects of program development and delivery, provides leadership, support and direction to staff of the shelter and visitation services programs, represents the organization in the community regarding all cause related advocacy around domestic violence issues;
- ✚ **Assistant Program Director:** Aimee Sutherlin, MSW, who is responsible for day to day operations at the Family Peace Center including staff supervision, training, coordination and quality assurance activities.
- ✚ **Recovery Services Coordinator:** TBA, CSAC, will be responsible for clinical case management for all identified Family Peace Center victims/survivors with co-occurring substance abuse, including screening, assessment, service planning, group facilitation, staff training, and referrals.
- ✚ **Counselor Advocate:** TBA, will be responsible for advocacy, counseling, information/referral, assessment, crisis intervention, individual and group counseling, coordination with community partners, much needed case management.

Key Management Staff

- ✚ **Senior Vice President of Programs:** Haaheo Mansfield, LCSW, ACSW who serves as the Clinical Director for the agency, oversees all aspects of program





development and delivery, provides executive leadership, and supports and directs the program directors;

- ✚ **Vice President of Operations:** David Goya, BBA, CPA, who oversees the administrative and operational support activities, risk management, finances, facilities management and IT; and,
- ✚ **Controller:** Wayne Tome, BBA, who maintains the general ledger, billing and timely reporting of expenses.

Lines of Authority

PACT maintains clear lines of authority, responsibility and decision-making in order to effectively meet the goals and guidelines of contracts/programs.

PACT's Board of Directors assumes final responsibility for PACT operations. The management of PACT contracts is delegated by the Board to PACT's President & CEO, Ruthann Quitiquit, MSW, MPH. Kim Gould, MBA, PACT's Chief Operating Officer, provides executive support to the President & CEO and day-to-day executive management of the agency, including supervision of the human resources director, quality assurance and training director, vice president of operations, senior vice president of programs and management of the agency's investment. **Haaheo Mansfield, LCSW, ACSW**, Senior Vice President of Programs, oversees all aspects of program development and delivery, provides executive leadership, and supports and directs the program directors. The Vice President of Operations, **David Goya, BBA, CPA**, oversees administrative and operational support activities, risk management, finances, facilities management and IT. **Wayne Tome, BBA**, Controller oversees the general ledger, billing and timely reporting of expenses.

The Family Peace Center is under the direction of **Marci Lopes, MSCP**. As the Program Director, Ms. Lopes is responsible for adherence to the agency's policies and procedures and to best practice principles in the field of domestic violence. The Program Director provides individual supervision to the Assistant Program Director (APD) and serves as the back-up for the APD. The APD provides day-to-day management of Family Peace Center and supervision to the program staff.

The **Recovery Services Coordinator** will report directly to the Program Director and will be responsible for the case management of all residents with substance abuse issues. The Recovery Services Coordinator will also serve as the primary contact for all matters relating to residents with substance abuse issues.

The **Counselor Advocate** will report directly to the Assistant Program Director and will be responsible for all direct services to victims/survivors to include case management of complicated cases.





2. Staff Qualifications

Name: Marci Lopes
Title: Program Director
Education: Master of Art in Counseling/MFT – Chaminade University
Certified Substance Abuse Counselor

How long in current position: January 16, 2007 to present

How long employed with agency: 6 years

Experience working with domestic violence victim /cases: Yes

Name: Aimee Sutherlin
Title: Assistant Program Director
Education: MSW, University of Hawaii

How long in current position: 8 months

How long employed with agency: 5 years

Experience working with Domestic Violence victim/cases: Yes

B. Project Organization

1. Supervision and Training

PACT understands the value of ongoing supervision. Regular and effective supervision often yields a much greater work productivity and quality of service. For Family Peace Center staff, supervision is both formal and informal, allowing for ongoing interaction that ensures the best quality of service possible to the clients.

The Program Director of the Family Peace Center is responsible for the overall administration of the program and the direct supervision of the Assistant Program Director and the Recovery Services Coordinator. The Assistant Program Director is responsible for supervising FPC Program Supervisors, and Puuhonua Counselor Advocates. The Senior Vice President of Programs supervises the Program Director. The Chief Operating Officer supervises the Senior Vice-President of Programs. The Chief Operating Officer is supervised by the President/CEO, who in turn, is accountable to the PACT Board of Directors.

Formal supervision of the Assistant Program Director and the Recovery Services Coordinator by the Program Director occurs monthly, with informal supervision occurring as needed. Formal supervision of the Counselor Advocate by the Assistant Program Director occurs on a weekly basis, with informal supervision occurring as needed. Monthly meetings are also held to ensure ongoing communication regarding the Family Peace Center operations. The Program Director, the Assistant Program Director and the Recovery Services Coordinator carry cellular phones so that they can be reached at any time.





During formal supervision, the following areas are addressed:

- ✚ Salient client issues/concerns;
- ✚ Salient staff issues/concerns;
- ✚ Program accomplishments and operational challenges;
- ✚ Staff development/quality improvement tracking, monitoring and assessment;
- ✚ Staff acknowledgements;
- ✚ Community networking;
- ✚ Program development; and
- ✚ Budget concerns.

In addition to the Counselor Advocate, the Assistant Program Director is also responsible for supervising the direct service staff at FPC. The Assistant Program Director along with each staff person, develops and reviews a professional development plan as part of the formal supervision time. This plan allows for optimal growth for staff by developing goals for improvement as a professional in her/his field.

The Assistant Program Director is located in the same facility as the staff she supervises, affording staff frequent opportunities for informal supervisions and problem solving. Monthly formal staff meetings are also an opportunity to discuss concerns or issues and to invite feedback.

The Assistant Program Director works with the staff domestic violence advocate team to create and implement solid decisions related to the programs daily activities. Questions and concerns that relate to or may impact the larger community are brought to the attention of the Program Director immediately.

Staff Development & Training

It is the policy of PACT to promote ongoing educational and in-service training opportunities for its staff as a means of endorsing life-long learning, assuring quality of services, and client satisfaction. All PACT employees are evaluated at three months after initial hire, at the end of the first year of employment, and annually thereafter.

The staff development program is designed to equip PACT employees with the skills necessary to perform their jobs, and to maintain the overall goals and objectives of their service component and the entire organization. The program staff is expected to be able to assess, plan, educate, and subsequently support the clients with services to reach her or his highest level of program participation and involvement, independent functioning, self-determination, and preferred community inclusion.

The in-service topics are flexible depending on the needs of the current staff, program needs, individual work experiences and education. As a means of assuring quality services, all staff are considered eligible for any and all training opportunities. However,





the final determination regarding training resides with the Program Director in collaboration with the Senior Vice President of Programs.

It is expected that all Program Directors utilize the following sources of information when assessing the training needs of their staff:

1. Staff in-service & skill development questionnaires;
2. Job requirements;
3. Performance evaluations;
4. Clients input;
5. Quality improvement process;
6. Strategic planning;
7. Contract requirements; and
8. Prior training record comments.

PACT has established minimum training standards for all staff members. Training is ongoing, with needs assessed on a regular basis using a standard training-needs form.

Staff's additional training needs are identified at staff meetings, individual supervision, and performance evaluations. The Recovery Services Coordinator and the Counselor Advocate will provide basic training on the impact of substance abuse, especially on victims/survivors of domestic violence. All other specialized training will be available to staff who need it for specialized work.

The following is a list of some of the program specific training topics available to staff. Many of these trainings are mandatory in PACT programs.

- ✚ Building therapeutic rapport;
- ✚ Assessing Trauma;
- ✚ Individualized Program Planning;
- ✚ Domestic Violence;
- ✚ De-escalation techniques;
- ✚ Assessment techniques;
- ✚ Substance abuse;
- ✚ CPR and First Aid;
- ✚ Dynamics of child abuse and neglect;
- ✚ Hawaii Revised Statutes and the Department's procedures related to child abuse and neglect;
- ✚ Working with families from varying ethnic and cultural backgrounds;





- ✚ Family violence;
- ✚ Understanding the temporary restraining order process;
- ✚ Substance abuse, its impact on parenting, and treatment readiness;
- ✚ Crisis intervention and dealing with angry clients;
- ✚ Stress management and anger control techniques;
- ✚ Child development concepts and applications (birth to age 18);
- ✚ Creative outreach; and
- ✚ Age appropriate parenting, discipline and praise.

An additional training resource available to all PACT programs is through the use of intra-agency staff expertise. PACT employs a variety of experts in the areas of domestic violence, child abuse and neglect, family visitation, child development and other topics. Staff members are also required to attend mandatory agency-wide trainings in accordance with the standards set by the Council on Accreditation and state and national laws, e.g., blood borne pathogens, cultural competency and general office safety. Staff members will also be encouraged to attend outside workshops and trainings in the community provided by private instructors and companies with the intention that they return with the written materials and provide an in-service for their peers. Various agencies including the Department of Human Services, the Department of Education, the Child and Adolescent Mental Health Division, Alcohol Drug Abuse Division and others who provide trainings which PACT staff are able to attend.

2. Organization Chart

(Please refer to PACT Agency-wide and Family Peace Center's organization charts in the Attachments.)

Parents And Children Together: The Organization-wide chart shows the placement of the Family Peace Center as one of PACT's intervention programs among 16 prevention and intervention programs that are supported by PACT's administration—executive management, general administrative staff, human resources, fiscal, IT, quality, facilities management, fund development and community relations.

The Family Peace Center: The Program Director has overall administration of the Family Peace Center. The Program organization chart reflects that the Recovery Service Coordinator (100% FTE) and the Counselor Advocate (100% FTE) are the only staff positions that will be supported through this funding.





VI. Other

A. Litigation

PACT has no litigation pending.

B. Licensure or Accreditation

Parents And Children Together is fully accredited by the national Council on Accreditation.



Budget



BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Parents And Children Together
(Family Peace Center)

Date Prepared: 1/31/2013

BUDGET CATEGORIES	Total State Funds Requested (a)	(Pending)	(Secured)	(Secured)	TOTAL PROJECT BUDGET
		Other Funding Federal CDBG (via C&C of Honolulu) (b)	Other Funding State Judiciary (c)	Other Funding Private - Client Fees (d)	
A. PERSONNEL COST					
1. Salaries	81,920	162,428	296,211	6,750	547,309
2. Payroll Taxes & Assessments	10,322	19,488	33,962	850	64,622
3. Fringe Benefits	12,138	25,748	47,586	1,000	86,472
TOTAL PERSONNEL COST	104,380	207,664	377,759	8,600	698,403
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island	-	-	-	-	-
2. Insurance	-	-	4,140	-	4,140
3. Lease/Rental of Equipment	-	-	1,320	-	1,320
4. Lease/Rental of Space	-	25,448	85,528	-	110,976
5. Staff Training	-	-	600	-	600
6. Supplies (including postage and printing)	-	-	8,203	-	8,203
7. Telecommunication	840	-	14,340	-	15,180
8. Utilities	-	-	31,200	-	31,200
9. Other - Audit Services	-	-	420	-	420
10. Other - Contractual - eHana MIS System	-	-	9,600	-	9,600
11. Other - Contractual - Other	-	-	7,500	-	7,500
12. Other - Mileage (Local Travel)	720	720	2,100	-	3,540
13. Other - Repairs/Maintenance	-	-	10,488	-	10,488
15. Other - Beneficiary Costs - Family Support Items	-	-	1,200	-	1,200
16. Other - Administrative Costs	17,246	16,368	90,577	1,400	125,591
TOTAL OTHER CURRENT EXPENSES	18,806	42,536	267,216	1,400	329,958
C EQUIPMENT PURCHASES	-	-	2,000	-	2,000
D MOTOR VEHICLE PURCHASES	-	-	-	-	-
E. CAPITAL					
TOTAL (A+B+C+D)	123,186	250,200	646,975	10,000	1,030,361
SOURCES OF FUNDING		Budget Prepared By:			
(a) Total State Funds Requested	123,186	<div style="background-color: black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <div style="text-align: left; padding-right: 10px;"> <p>(b) Federal CDBG (via C&C of Honolulu) 250,200</p> <p>(c) State Judiciary 646,975</p> <p>(d) Private - Client Fees 10,000</p> </div> <div style="text-align: right; padding-left: 10px;"> <p>(8) 847-3285 x. 787 Phone</p> <p>1/31/2013 Date</p> </div> </div>			
(b) Federal CDBG (via C&C of Honolulu)	250,200				
(c) State Judiciary	646,975				
(d) Private - Client Fees	10,000				
TOTAL BUDGET	1,030,361	Ruthann Quitiquit, President and CEO Name and Title (Please type or print)			

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: Parents And Children Together
(Family Peace Center)

Period: July 1, 2013 to June 30, 2014

Date Prepared: 1/31/2013

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1	Recovery Services Coordinator	1	45,000	100.00%	\$ 45,000
2	Counselor/Advocate	1	36,920	100.00%	\$ 36,920
			-		\$ -
TOTAL:				2.00	\$ 81,920

JUSTIFICATION/COMMENTS:

PACT strives to maintain a competitive, market-based compensation package to attract and retain qualified employees, thus the agency offers a strong benefits package and salaries that are comparable to similar positions within the service area and industry based on salary surveys conducted annually by the Hawaii Employer's Council. The intensive, clinical, one-on-one nature of the project service delivery model along with the challenges presented by a high-risk client population (many of whom have systemic psycho-social, cultural and economic barriers) require a qualified and experienced staff, which PACT has had great success recruiting from within the agency and the surrounding community. Section V (Project Organization and Staffing) of the proposal describes the job duties and qualifications for staff listed in this table.

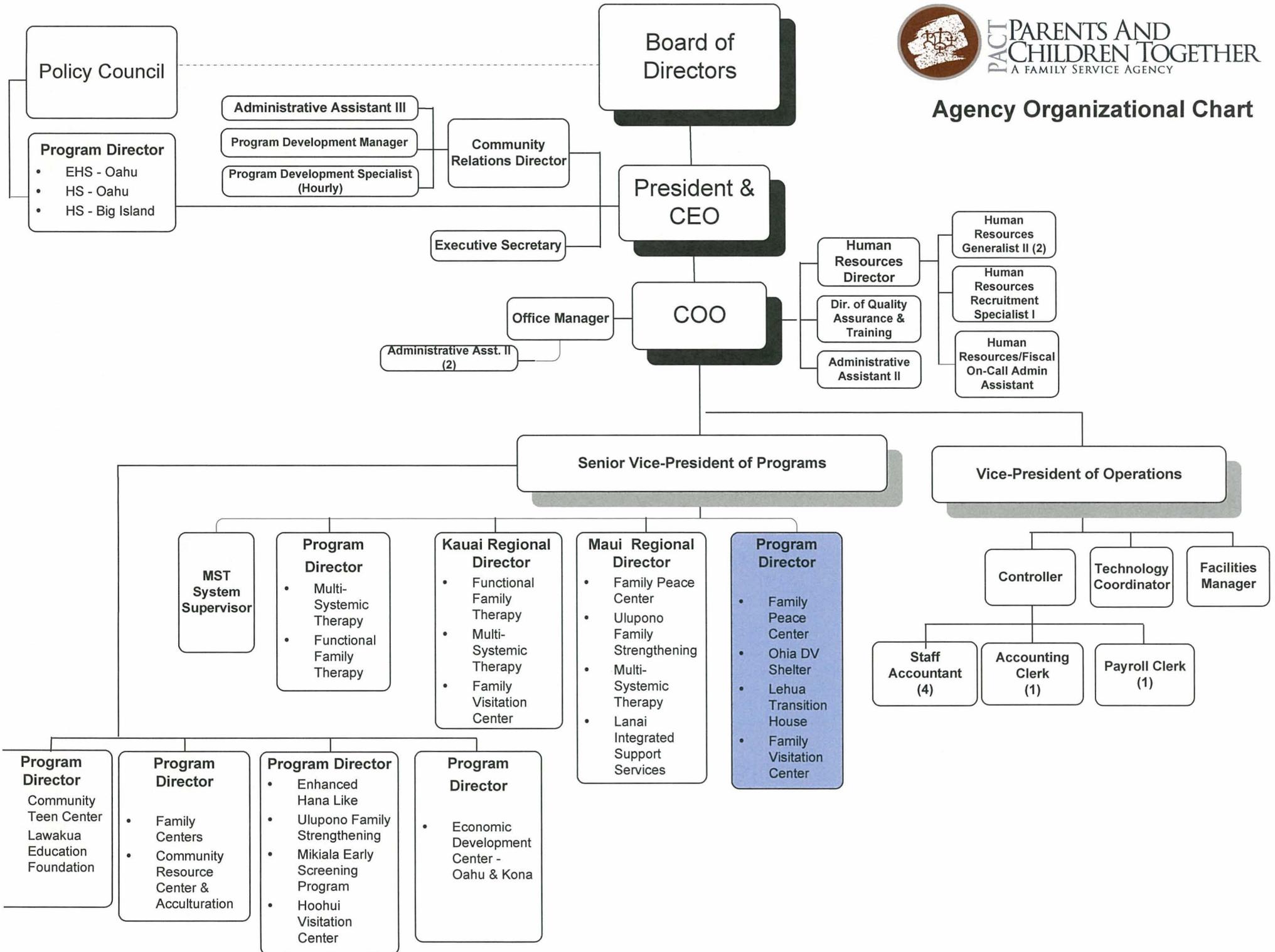
Salaries of direct service staff are allocated to the contract based on an assessment of time needed to provide the services described in Section II of the program narrative (Service Summary and Outcomes) and the project timeline. State GIA funding will support 80 hours per week of project services. Other Federal, State and Private grants fund the spectrum of violence prevention services currently offered by the PACT Family Peace Center.

The agency complies with all Federal and State standards, tracking allocated personnel costs through timesheets and/or time studies and completing agency salary allocation forms for each employee that are approved by program and agency management, and reviewed by the Human Resource Director and Controller.

Required & Supporting Attachments

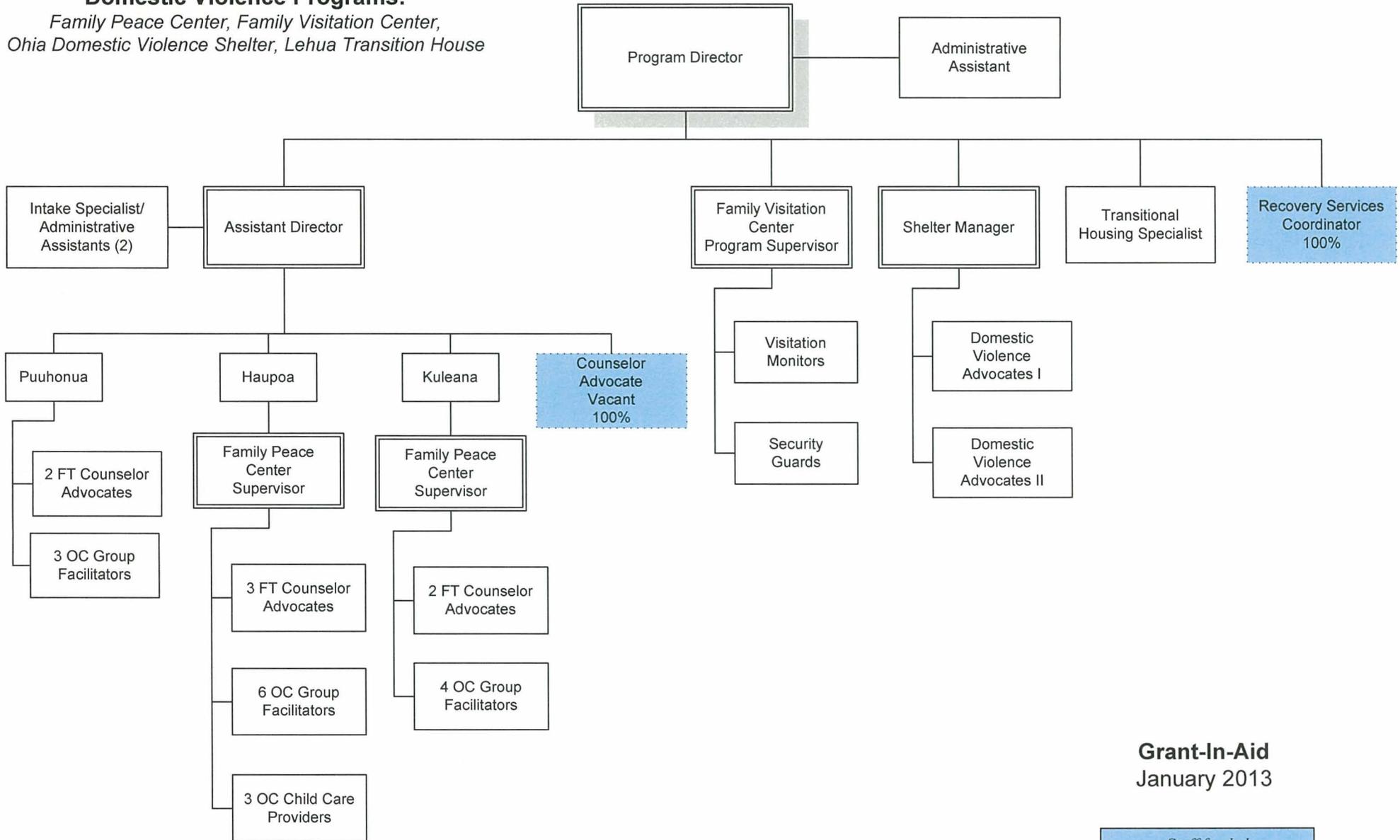


Agency Organizational Chart



**Parents And Children Together
Domestic Violence Programs:**

*Family Peace Center, Family Visitation Center,
Ohia Domestic Violence Shelter, Lehua Transition House*



**Grant-In-Aid
January 2013**

*Staff funded
through this proposal*

Declaration Statement



**DECLARATION STATEMENT
APPLICANTS OR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII 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 41F-103, Hawaii 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.

Parents And Children Together

(Signature)

January 31, 2013
(Date)

Ruthann Quitiquit

(Typed Name)

President & CEO

(Title)