

2016 Grant Application Operating



25 Years

House District _____

Senate District _____

**THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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

Dbn:

Street Address: Confidential for security reasons

Mailing Address: P.O. Box 3198, Honolulu, HI 96801-3198

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name NANCY USUI

Title Grants Manager

Phone # (808) 534-0040

Fax # (808) 531-7228

E-mail nancyu@stoptheviolence.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SPECIALIZED PROGRAM SERVICES FOR SURVIVOR AND COMMUNITY SAFETY

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 224,966

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 \$ 2,747,206
 FEDERAL \$ 711,620
 COUNTY \$ 96,236
 PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Nanci Kreidman, M.A., CEO
NAME & TITLE

1/30/15
DATE SIGNED



RECEIVED
1/30/2015

Application for Grants (Operating) 2016

I. Background and Summary

DVAC has been anchored in the community effectively serving survivors of intimate partner violence (IPV) for 25 years. With a staff of 52, DVAC serves adult, children and teen survivors of IPV, dating violence, child abuse, sexual assault and stalking through a comprehensive array of client-centered services that include legal representation, advocacy, support for families in the child welfare system, civil and criminal court outreach, and telephone assistance. DVAC accepts high-risk, contested divorce, temporary restraining order (TRO), post-decree, and paternity cases and provides safety planning, crisis support, risk assessment, support groups, accompaniment, and bilingual advocacy. Ho'oikaika Ohana, a federally-funded program, is a culturally-specific program developed in response to the reality that native Hawaiians represent the highest ethnic group receiving DVAC's triad (attorney, advocate, paralegal) and Pulama I Ka Ohana (PIKO) services. Pulama I Ka Ohana is a program that works with families in the child welfare system suffering the harm of child abuse and intimate partner abuse. This program was also created in response to the needs of survivors involved with the state child welfare system. The Teen Alert Program focuses on awareness and prevention of teen dating violence through education, advocacy and community organizing. DVAC's Helpline services and the Teen Alert Program deliver prevention education outreach to youth through classroom and community presentations which are offered statewide. The program goals are to educate the community of youth to reduce the likelihood that they become involved in unhealthy and unsafe relationships in the future.

DVAC's unique services are an integral part of the community's safety net. Survivors 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. It is essential for survivors to have access to services provided by expert attorneys and advocates in order to remain safe, become self-sufficient, and survive. The Domestic Violence Action Center meets this need.

DVAC is proposing program services that will enhance survivor and community safety. The proposed services will help survivors navigate their escape, make difficult decisions, understand abuse, access other community resources. DVAC's proposed services will be available to adults of either gender who are assessed to be survivors of partner abuse, dating or child abuse, and 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. An overwhelming number of DVAC clients are low income; more than 90% are on either State or Federal assistance severely limiting their economic flexibility; in FY 2014, DVAC advocates opened and closed 597 cases, of which 94% had annual incomes under \$30,999. DVAC serves a very diverse clientele. Demographic information from one agency program about 2,283 clients reflect that 25% are Native Hawaiian, 20% are Filipino, 20% are Caucasian, and 16% Asian. DVAC client demographics reflect a concentration in West Oahu and central regions of the island. Nearly 55% are between 20 and 34 years old, and 40% between 35 and 55 years old.

The objectives are to provide:

- civil legal services to survivors, including representation in divorce, custody, post-decree, and restraining order cases;
- advocacy to survivors contemplating or actually leaving the relationships;
- telephone Helpline assistance: advice, referral and safety planning for survivors, their families, other providers and community stakeholders;

The Domestic Violence Action Center provided only telephone Helpline assistance when it was incorporated as a not-for-profit agency in 1990. In working with domestic abuse survivors, it became apparent that much more was needed in addition to a court order to make the transition out of abusive and potentially life-threatening relationships. DVAC developed the triad model to meet the complex myriad of needs of survivors who are making an escape from a violent partner. A complement of advocate services were added to assist attorneys and paralegals in maximizing resources to support all the social needs that survivors encounter in their journey to safety.

The triad (attorney, paralegal and advocate) carries a caseload of divorce, restraining orders, paternity, and post-decree matters (triad advocates work with clients who don't have legal cases open yet, or those whose legal case has closed but transition/transformation challenges persist). The cases remain open for 18 months or longer, as the perpetrators are inclined to generate challenges to all matters – including safety (i.e., through demands for unsupervised visitation), property (not paying child support) and legal rights (retirement, health care issues, etc.).

This proposal requests funding for one (1) triad of professionals (attorney, paralegal and advocate) to assist survivors on the journey to safety and self- sufficiency. The transition for families escaping abuse is arduous, terrifying and overwhelming. With assistance from DVAC

attorneys and advocates in the courtroom and the community, survivors successfully navigate the path to becoming survivors.

All Domestic Violence Action Center staff is trained in trauma-informed services to understand the unique challenges survivors face, and are available to assist survivors in overcoming barriers on the path to safety. Funding will support staff and administrative costs related to serving survivors.

The target population to be served is all people who have been assessed to be survivors of intimate partner violence on Oahu and who are seeking to leave an abusive relationship.

II. Service Summary and Outcomes

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

Scope of work, tasks and responsibilities

The program services described in this proposal are designed to meet the complex and life threatening needs of survivors of intimate partner violence.

Funding awarded through this proposal will support three (3) professionals who will enhance community safety by carrying out the tasks and duties described below.

The direct services include representation in divorce, custody, paternity and restraining order cases, advocacy to survivors contemplating or actually leaving abusive and potentially lethal relationships, and telephone Helpline assistance. The Helpline services include information about legal and social services, referrals, safety planning for survivors, their families and information needed by other providers and community constituencies. A survivor can request program services when she/he seeks options and has the need to navigate the social, medical or criminal and civil 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 intimate partner violence, in-person services are available only on Oahu, and in the First Judicial Circuit courts.

It's difficult to accurately gauge the magnitude of the problem these services will address, because the crime is often 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. Though Honolulu prosecutors received one thousand, seven hundred and fifty (1,750) cases for prosecution in FY 2012 (data contained in Draft report prepared by Department of the Attorney General), four hundred and sixty three (463) of the defendants pled guilty as charged or to a lesser degree. Fourteen (14) cases resulted in a conviction of the offense as charged, and fifty seven (57) cases were acquitted after trial. Three hundred and seventy eight (378) cases were dismissed with or without prejudice.¹

More than 2,500 petitions for temporary restraining orders are filed in the First Judicial Circuit every year, data in this Draft Implementation Plan (in development) for STOP VAWA Formula Grant Funds, shows there were 2,909 filings in First Circuit for protection orders in 2012, a 14% increase from 2,523 in 2008. Arrests made for violation of protection orders have increased by 15% between 2009 and 2012.

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 survivors on Oahu who would benefit from specialized assistance but don't receive it. The services proposed will serve the survivors who reach out for help.

The points of entry to DVAC legal and advocacy services are the Helpline, the EXPO Court Outreach program, Pulama I Ka Ohana, Ho'oikaika Ohana, and The Queen's Medical

¹ DRAFT Implementation Plan for S.T.O.P. Violence Against Women Formula Grant FY 2015-2017

Center Project Connect program. The Helpline is staffed by attorneys, paralegals, and advocates. The members of the triad (attorney, paralegal and advocate) supported with the funds requested will serve Helpline callers. Staff answers calls from survivors seeking information, crisis support, and services and from other professionals seeking information about services in the community and from family members and friends of possible survivors, and from media, business and allied safety net programs.

Helpline

The Helpline is open from 8:30 a.m. - 4:30 p.m. every business day and functions as a point of intake for agency services, a source of referrals for the community, and a legal helpline. All Helpline staff is trained to conduct various assessments, motivational interviewing, suicide intervention and confidentiality issues.

The staff records information from every call into the agency database and completes a caller sheet, which is reviewed by a program manager for quality assurance. These sheets cue the program manager to facilitate training and supervision with staff as needed. A referral list of community resources is maintained and regularly updated for use by staff use during calls.

Helpline staff is positioned to serve in an intake capacity assessing callers for survivor status and their ability to undertake legal action in pursuit of a legal remedy. To assess the risk of a caller's situation, Staff use an agency-developed assessment tool based on work by Dr. Jacquelyn Campbell to assess the risk and danger of a callers situation. When a call is received from a person with limited English proficiency (LEP) who cannot be served by DVAC bi-lingual staff (DVAC has staff who speak Cantonese, Mandarin, Korean, Japanese, Portuguese, Spanish, Ilocano, and Tagalog), the staff arrange for a phone

interview with an interpreter from the Bilingual Access Line (BAL). DVAC has a Language Access Policy in place that guides staff response and client services in this regard. Staff refer callers to the legal team for TRO and divorce/paternity representation, to Alaka'i advocates for advocacy, and to Teen Alert, Ho'oikaika or PIKO, as appropriate.

Through the EXPO Court Outreach program, 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 the Witness Kokua staff of the Prosecuting Attorney's office, EXPO Court Outreach advocates also contact as many chief witnesses in criminal domestic violence cases as they can. Staff assesses petitioners in civil court and chief witnesses in criminal court to determine if they are survivors of intimate partner violence and their readiness for change and assistance by the DVAC staff. 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 advocacy, 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 survivors and so provides constant training, supervision and feedback to the staff that function in this capacity.

EXPO Court Outreach Team

The EXPO Court Outreach program staff is located on site at the Ronald T.Y. Moon Kapolei Family Court Complex and consists of four (4) advocates and the EXPO Supervisor. The

Program serves petitioners in civil court and chief witnesses in criminal court. The staff attempts to contact all petitioners for intimate partner TROs in Family Court and as many chief witnesses as possible in misdemeanor criminal court domestic violence cases. They also work with survivors who are respondents in TRO cases. The three (3) advocate staff members meet with petitioners at both the Ex Parte and the order-to-show-cause (OSC) stages of the TRO process. The EXPO Supervisor provides brief counsel and advice. DVAC also has one attorney designated solely to the representation of survivors in protection order hearings. Staff meet with petitioners at Oahu First Circuit Court locations including the Family Court at Kapolei Judiciary Complex, and at the Kaahumanu Hale Court on Punchbowl Street. Staff are also present at Kauikeaouli Hale District Court on Alakea Street for the criminal court proceedings.

When EXPO staff meets with petitioners and witnesses, they first attempt to determine whether they are survivors of intimate partner violence. This can be difficult. Abusers frequently pose as survivors to preempt their survivors 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 survivor they offer DVAC services as appropriate.

EXPO staff submits applications for legal representation and advocacy. They may provide short-term advocacy themselves or refer them to other community agencies. This grant is not requesting funding for the Expo Advocate position. This section serves to explain the point of entry for many clients to received long term advocacy or specialized legal representation.

Alaka'i Advocate Team

The advocacy team consists of seven (7) advocates and is supervised by the Alaka'i Advocate Manager. The advocates provide long-term advocacy to survivors who are leaving or, possibly, considering leaving relationships. They help survivors formulate safety plans and provide domestic violence education. The period of transition out of an abusive relationship is the most dangerous time for a woman during this chaotic period because the dangers and a survivor's responses to the danger frequently change. To help in formulating safety plans the advocates assess for risk using the agency risk assessment tool.

Alaka'i Advocates also accompany clients to court, help secure housing, and advocate for them with various agencies. To help with housing, advocates 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. Alaka'i Advocates 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.

Four (4) of the seven advocates are fluent in foreign languages common to DVAC clients (Korean, Tagalog, Ilocano, Ilonggo and Japanese) and serve as interpreters for their clients. For clients who speak other languages, the advocates arrange interpretation services through BAL. One (1) of the Alaka'i advocates has a Master's degree in Marriage and Family Therapy and one (1) has a J.D.

In addition to these services, the advocacy team leverages special resources for their clients. DVAC frequently receives grants on behalf of agency clients that enable the

advocates to aid clients with small sums of cash to prevent utilities from being turned off or the client from being evicted. DVAC secures private funding to provide clients with much-needed bus vouchers. Many clients don't have cars and are in desperate need of transportation. Advocates help their clients to seek housing, relocate and obtain other community assistance. DVAC also receives 30 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 advocates provide sponsorship for clients through the Sunshine Lady Foundation Women's Independence Scholarship Program, which pays tuition for ongoing education for survivors of domestic violence. This is often a crucial service to survivors striving to become independent and self-sufficient.

Each advocate carries an average caseload of thirty-five (35) clients. They are supervised by the Alaka'i Advocate Manager and collaborate in triad teams with attorneys and paralegals working on the divorce and paternity (and occasionally TRO) cases of their clients. All triads are supervised by their individual managers who provide ongoing supervision and respond to staff issues related to client needs. The Vice President of Survivor Advocacy Services provides direction where concerns are not resolved, conflicts arise or circumstances are unusually complex.

Legal Team

There are currently seven (7) staff attorneys which includes the Legal Services Manager; four (4) paralegals including the Legal Services Support Supervisor, who is also a licensed attorney and functions as a paralegal. Five (5) of the staff

attorneys primarily handle divorce and paternity cases, one (1) primarily accepts TRO cases and one is the Legal Services Manager who supervises the team.

Consideration for case acceptance is focused on the potential for legal remedy and survivor readiness, and, if they accept the applicant, the client is assigned to an attorney and a paralegal.

Decisions about case assignments are dictated by the potential for effective legal remedy, client needs, existing caseloads and the presence of pending court dates. Once the case is assigned the triad then meets with the client during an intake meeting, which at a minimum, is two hours. Interpreters are arranged for intake and court hearings if the client needs language assistance. If the client is eligible but caseloads are full, the applicant is put on the legal team waitlist.

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. Clients can request a fee waiver, which is reviewed by a Fee Adjustment Committee, who either approves the waiver request or creates a payment schedule. During the calendar year of 2014, 76 fee waivers were granted to divorce, paternity and TRO clients, reflecting the low-income level of DVAC clients. Payment plans are also created when it serves the client's needs.

A safety plan, based on the same risk assessment as used by Helpline, advocates and EXPO, is completed with the client at the time of intake. If the client already has an advocate with whom he/she is working closely, the advocate will also attend 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.

Indigent legal clients also have access to the Women's Legal Defense Fund, which was established by the agency when it became clear that many clients are unable to pay 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 Vice President of Survivor Advocacy Services considers 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.

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

Timeline for services:

This timeline and the number of the services rendered reflect one (1) triad consisting of one (1) attorney, one (1) paralegal and one (1) advocate. It is expected that the funding requested through this grant will support the work of the agency's already existing staff whose funding is unstable due to the drastic budget cuts the agency suffered in 2009—funds which have not been entirely restored, to date. The majority of divorce and paternity cases accepted by DVAC are contested and most often have a lifespan of over one (1) year. Therefore, these three (3) staff members will all have a full caseload of twenty-five (25) cases for the attorneys and paralegals and thirty-five (35) cases for the advocate at the time that the new funding will begin. Attorneys and paralegals will have a carryover caseload of twenty (25) legal cases and will open an additional twenty five (25) legal cases bringing a grand total of new and carryover cases to fifty (50) total cases. The advocate will have a carryover caseload of thirty five (35) cases and will open an additional twenty five (25) new cases bringing a grand total of sixty (60) new and carry over advocate cases. The table

below illustrates how these new cases will be distributed quarterly. The first quarter will reflect the number of the total carryover cases for the three (3) staff personnel. Protective Orders for the most part are completed within a one month's time so there will not be carryover numbers for this category of service.

Timeline for services: Numbers reflect one (1) triad.

Goals	July 1, 2015 - June 30, 2016			
	Jul-Sep	Oct-Dec	Jan-Mar	Apr-June
<i>The (1) attorney and (1) paralegal will have a total of 65 cases: 25 Carryover/40 New Cases</i>				
Open New 25 Divorce, Paternity, Post-Decree cases Fam. Court	25/4	7	7	7
Open New 15 protective order cases in Family Court	3	4	4	4
Close 25 cases in Family Court (carryover and new)	4	7	7	7
<i>The attorney will make Family Court appearances from the: 25 Carryover/25 New cases</i>				
Make 50 appearances in Family Court (carryover and new) cases	12	13	13	12
<i>The Advocates will have total of 60 cases: 35 Carryover/25 New Cases</i>				
Open New 25 Advocate cases	35/4	7	7	7
Close 30 cases (carryover and new)	7	8	8	7
<i>Attorney, Paralegal and Advocate will answer 240 helpline calls 60 each quarter</i>				

Outcomes:

The goals of the triad will result in the following outcomes:

- **Twenty (20)** clients will receive divorce decrees or custody orders for either new or carryover cases.
- **Thirteen (13)** clients will receive protective orders.
- **Thirty five (35)** legal and advocacy clients will report satisfaction with services received through client feedback surveys.
- **Eight (8)** clients who are without safe housing at intake will secure safe housing.

- **Twenty five (25)** clients will increase their income through access to benefits and/ or resources that help them to become financially stable.
- **Ten (10)** clients without access to medical care at intake will secure access to medical care.
- **Two hundred forty (240)** Helpline calls will be answered by the triad.

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

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 the following 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
- Monthly review of pre and post tests administered in presentations
- 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 managers of the client services programs review client status and service delivery monthly. Client services manager's reviews focus on case status, referrals, and progress toward client goals. QA is a standard agenda item at managers' meetings.

Quality Management Reports

Each team in the agency, specifically Survivor Advocacy Services, has a set of 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. The team leader (Legal Services Manager, Alaka'i Advocate Manager, Legal Services Support 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 manager'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 to be completed at the time the case is closed. 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. Clients are informed in writing of DVAC's grievance and appeals process and rights at the time of intake.

Client satisfaction surveys completed in FY 2014 expressed overwhelming satisfaction with program services. Feedback surveys returned from clients reflected their experiences as excellent. More than 99% (n=92) EXPO clients were satisfied with the TRO information provided and 100% gave an excellent rating for their advocate's knowledge of the court process. Over 97% of 56 clients who returned feedback surveys for DVAC legal services gave their attorneys an excellent rating for taking their abuse seriously, listening to them, and getting the results they wanted. Paralegals were rated excellent by more than 95% (n=48) of clients surveyed. More than 99% (n=70) surveyed also expressed excellent or higher satisfaction overall with the advocate services they received.

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. Numbers of participants in classroom and community presentations are tracked, with pre and post tests administered to all youth to assess absorption of

information and attitude change. Data about number of schools and number of presentations are also collected.

Every court advocate, client advocate, paralegal and attorney reports monthly on the services he or she provides. These include the number of clients assessed for survivor status, risk assessments, safety plans, client contacts, referrals, accompaniments, follow up calls, and other items. The managers 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 advocacy or legal representation -- are also tracked. The managers 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.

- 4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

Measures of Effectiveness

The measures of effectiveness by which the program's achievement will be demonstrated are listed below.

The attorney and paralegal will provide the following services at The First Circuit Family Court:

- Open twenty five (25) new divorce, paternity, post-decree cases
- Carryover twenty five (25) opened cases
- Open fifteen (15) temporary restraining order cases

TOTAL CASES = 65

- Close twenty (20) cases
- The attorney will make fifty (50) court appearances on behalf of DVAC clients.

These activities will result in the following outcomes:

- Twenty (20) clients will receive divorce decrees or custody orders for either new or carryover cases.
- Thirteen (13) clients will receive protective orders.
- Twenty (20) clients will report satisfaction with services received through client feedback surveys.
- One hundred fifty (150) Helpline calls will be answered by paralegal and attorney.

The advocate will:

- Open twenty five (25) new cases
- Carryover thirty five (35) cases

TOTAL CASES = 60

These activities will result in the following outcomes:

- Eight (8) clients who are without safe housing at intake will secure safe housing.
- Twenty five (25) clients will increase their income through access to benefits and/or resources that help them to become financially stable.
- Ten (10) clients without access to medical care at the time of intake will secure access to medical care.

- **Twenty (15)** clients will report satisfaction with services received through client feedback surveys
- **Ninety (90)** Helpline calls will be answered by the advocate.

III. Financial

Grant amount requested: \$224,966

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached budget sheets.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter3	Quarter4	Total Grant
\$56,241.50	\$56,241.50	\$56,241.50	\$56,241.50	\$224,966

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

A. First Judicial Circuit, The Judiciary, State of Hawaii

**B. City and County of Honolulu
Community Development Block Grant (CDBG)**

**C. City and County of Honolulu
Grant In Aid**

**D. Aloha United Way
Emergency and Crisis Services**

**E. Hawaii Justice Foundation
Indigent Legal Assistance Fund (ILAF)**

**F. Hawaii Justice Foundation
Interest on Lawyers' Trust Accounts (IOLTA)**

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

We have not applied for or received state and/or federal tax credits.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

<p>1. City & County of Honolulu Contract Number: CT-DCS-1100035 Award Amount: \$116,219 Program Period: 9/1/10 – 8/31/11 Program Title: Crucial Direct Services to Survivors</p> <p>Contract Number: CT-DCS-140102 Award Amount: \$128,315.00 Program Period: 1/29/14 – 1/28/15 Program Title: Legal Advocacy to Navigate a High Risk Step to Domestic Violence Survivors</p>	<p>City & County of Honolulu Department of Community Services 715 S. King St. Suite #311 Honolulu, HI 96813 Dina Wong (808) 768-7783 Dwong6@honolulu.gov</p> <p>City & County of Honolulu Department of Community Services 715 S. King St. Suite #311 Honolulu, HI 96813 Shane Akagi</p>
<p>2. First Judicial Circuit, The Judiciary, State of Hawaii Contract Number: J08164 Award Amount: \$1,416,086 Program Period: 7/1/09 - 6/30/10 Program Title: Legal and Advocacy Services for Survivors of Domestic Violence</p> <p>Award Amount: \$1,416,086 Program Period: 7/1/10 – 6/30/11</p> <p>Award Amount: \$391,192 Program Period: 11/1/10 – 6/30/12</p> <p>Contract Number: J12129 Program Title: Domestic Violence Intervention Services Award Amount: \$1,378,668 Program Period: 7/1/11 - 9/30/12</p> <p>Award Amount: \$1,378,668 Program Period: 7/1/12-6/30/13</p> <p>Award Amount: \$2,757,336</p>	<p>Ms. Maureen Kiehm Program Specialist, First Circuit Court Office of the Chief Court Administrator 777 Punchbowl St. Honolulu, HI 96813 (808) 539-4406 Maureen.N.Kiehm@courts.state.hi.us</p>

<p>Program Period: 7/1/13 – 6/30/15</p>	
<p>3. Hawaii Justice Foundation</p> <p>Contract Number: 2010*03 Award Amount \$17,000 Program Period: 1/1/10-12/31/10 Program Title IOLTA Grant</p> <p>Contract Number: 2011*03 Award Amount: \$14,500 Program Period: 1/1/11-12/31/11</p> <p>Contract Number: 2012*03 Award Amount: \$10,875 Program Period: 1/1/12-12/31/12</p> <p>Contract Number: 2013*03 Award Amount: \$6,000 Program Period: 1/1/13-12/31/13</p> <p>Contract Number: 2014*03 Award Amount: \$5,000 Program Period: 1/1/14-12/31/14</p>	<p>Robert J. LeClair, Executive Director Hawaii Justice Foundation PO Box 1230 Honolulu, HI 96807-1230 (808) 537-3886 hj@hawaii.rr.com</p>
<p>5. Indigent Legal Assistance Fund</p> <p>Contract Number: J10007 Award Amount: \$41,198.19 Program Period: 7/1/09 – 6/30/10 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p> <p>Contract Number J11014 Award Amount: \$40,222.05 Program Period 7/1/10-6/30/11 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p> <p>Contract Number: J12020 Award Amount \$56,279.55 Program Period: 7/1/11-6/30/12 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p>	<p>Mr. Rodney A. Maile Administrative Director of the Courts c/o Hawaii Justice Foundation ILAF Administrator PO Box 1230 Honolulu, HI 96807-1234 (808) 537-3886 Hj@hawaii.rr.com</p>

<p>Contract Number: J13019 Award Amount: \$54,353.96 Program Period: 7/1/12-6/30/13 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p> <p>Contract Number: J14036 Award Amount: \$125,202 Program Period: 7/1/13-6/31/14 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p> <p>Contract Number: J14174 Award Amount: \$960,847.83 Program Period: 7/1/14-6/30/15 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p>	
<p>6. LAV/LASH Contract Number: 2010 WL-AX-0048 Award Amount: \$235,782 Program Period: 10/1/10 – 9/30/12 Program Title: Legal Assistance to Survivors in HI</p> <p>Contract Number: CDFA #16.524 Program Period: 11/15/12 – 9/15/15</p>	<p>Jennifer La'a Director of Grants Management 924 Bethel St. Honolulu, HI 96813 (808) 527-8076 jela@lashaw.org</p>
<p>7. Dept. of the Attorney General, CPJAD Contract Number: CFDA #16.588 Award Amount: \$125,687 Program Period: 7/1/12-6/30/13 Program Title: Support Services for Survivors of Intimate Partner Violence</p> <p>Contract Number 11-WF-09 Award Amount: \$189,402 Program Period: 12/1/12-2/28/14 Program Title: Holistic Specialized Services for Survivors of Intimate Partner Violence</p> <p>Contract Number: 12-WF-06 Award Amount: \$141,393 Program Period: 3/1/14-5/30/15 Program Title: Holistic Specialized Services for Survivors of Intimate Partner Violence</p> <p>Contract Number: CDFA #16.588 Award Amount: \$200,000 Program Period: 6/1/15 – 5/31/16</p>	<p>Jennifer Cullen Criminal Justice Planning Specialist Department of the Attorney General/CPJAD Phone: (808) 586-1389 Fax: (808) 586-1097 Jennifer.M.Cullen@hawaii.gov</p> <p>Jocelyn de Guia Criminal Justice Planning Specialist Department of the Attorney General/CPJAD Phone: (808) 586-1054 Fax: (808) 586-1097 Jocelyn.A.deGuia@hawaii.gov</p>

<p>Program Title: Specialized Services for Survivors</p>	
<p>8. The Twenty-Sixth Legislature Hawaii State Legislature Contract Number: DHS-13-POS-806 Award Amount: \$498,344.00 Program Period: 6/15/13 – 6/30/14 Program Title: Specialized Holistic Services for Survivors of Domestic Violence</p>	<p>Patricia McManaman, Director Department of Human Services P.O. Box 339 Honolulu, HI 96809-0339</p>

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

Net assets as of December 31, 2014: \$2,806,322.00

IV. Experience and Capability

A. Necessary Skills and Experience

The Domestic Violence Action Center is anchored in the community effectively serving survivors of domestic violence for 25 years. The agency is one of a few stand-alone agencies focusing on this one constituency and creating client and community programs uniquely suited to address the complex, potentially life threatening abuse presented by intimate partner and dating violence. Other programs for survivors 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 survivors.

Today, with a staff of 52, the Domestic Violence Action Center serves survivors of domestic violence and the community through a comprehensive array of client and community centered services that include legal representation, advocacy, support during involvement with the child welfare system, civil and criminal court outreach, telephone assistance, training, outreach, public awareness campaigns, technical assistance and prevention. 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. DVAC added a new program to its array of program services: Pulama I Ka Ohana serves families in the child welfare system suffering the harm of child abuse and intimate partner abuse. The tangential needs survivors present to staff are met with private resources secured to supplement program services, such as Hopeline phones, bus vouchers and Women's Independence Scholarship Program to continue education.

Survivors of domestic violence need holistic support to navigate the path to safety. A court order alone provides insufficient resources and support for survivors 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 advocate) 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 who is available to survivors 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. Fifteen-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 262,415 telephone contacts with survivors since 2000.

Safety planning by staff is not an event, but a process, and can be done with survivors multiple times: upon intake, over the telephone, as part of a Helpline call, on-site at court, after a court hearing, or whenever a survivor's circumstance changes. 49,168

safety plans have been done by DVAC staff since 2000. Attorneys have made 7,479 court appearances and committed 30,103 hours working on document preparation (alongside paralegals) on the 4,849 cases opened during that 15 year period. Advocates have completed 20,481 accompaniments with clients to agencies, appointments or other community resources. 4,275 legal cases have been closed over the 15 years data has been collected this way..

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 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.

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 owns that houses agency

programs are ADA compliant, the building has an elevator and restrooms are equipped with handicapped stalls. Given our confidential location, when appointments are made with a client and it is known the client has a disability our staff meets the client outside of the building and accompanies them to facilitate a more comfortable entry to our office. 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.

DVAC also has an office at the Ronald T. Y. Moon Judiciary complex in Kapolei where the EXPO court outreach program advocates are located. The office accommodates 4 staff and is furnished to provide filing space (for forms and information for referrals) and access to agency computer network to conduct conflict checks.

Additional space has been purchased in the same building as the existing offices to meet the growing demand for services for families suffering the harm of abuse. Current work space is at maximum capacity due to long-term grant funded staff increases. The new office space will allow for 30% more space to accommodate 8-10 new staff (attorneys, paralegals and advocates) to provide direct program services.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Funding will support one (1) triad team composed of an attorney, paralegal and advocate.

There are currently seven (7) DVAC attorneys: five (5) divorce/paternity attorneys, one (1) EXPO or temporary restraining order attorney; including the Legal Services Manager who supervises litigations.

Two (2) of the seven (7) staff attorneys are experienced litigators. The attorneys have experience working with survivors, well versed in the area of intimate partner violence, and trained in providing trauma-informed services. They understand, for example, how trauma affects a survivor'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 twenty-five (25) or more and also complete a minimum of twelve (12) TROs a year.

DVAC's attorneys are supported by four (4) paralegals, and the Legal Services Support Supervisor. All paralegals are closely supervised by the attorneys and have extensive experience working in family law practice. The Legal Services Support Supervisor (who is a licensed attorney) is the senior paralegal, supervises and mentors the other paralegals and is tasked with maintaining accountability and communication between paralegals and attorneys. The Client Trust Account is the responsibility of the legal team, with one paralegal monitoring payments and tracking deposits; two of the agency attorneys is the signor for the account. One of the paralegals devotes most of her time to support the EXPO (TRO) attorney, handling the bulk of the agency's TRO cases.

The other paralegals support the divorce/paternity attorneys. The paralegal supporting the EXPO attorney carries a caseload of no less than fourteen (14) TRO cases a month and ten (10) divorce or paternity cases at a time. The paralegals supporting the

divorce/paternity attorneys carry caseloads of no less than forty (40), and the Legal Services Support Supervisor carries a caseload of no less than twenty (20) divorce or paternity cases.

The advocates carry an average caseload of thirty-five (35) clients. Leaving an abusive relationship and becoming a survivor is a journey with many obstacles. Advocates help survivors 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 with attorneys and paralegals to support survivors with individual needs outside the courtroom.

Attorney - The attorney must be well-versed in the area of domestic violence, and trained in providing trauma-informed services. For example, they must understand how trauma affects a survivor's ability to relate a coherent narrative of the abuse she has suffered and how that impacts her participation in court. All staff attorneys with litigation responsibilities must be licensed to practice law in Hawaii, have no disciplinary findings, participate in mandatory agency training and undergo close supervision.

Paralegal - The paralegal must have a bachelor's degree in social science, paralegal degree or certificate, or the equivalent of two years' experience in the legal field. They must also possess good interpersonal as well as written and oral communication skills and have the willingness and ability to work with individuals dealing with the effects of domestic violence. It is also required that they be highly organized and have the ability to multi-task. Under the supervision of the agency's licensed attorney, they need to be able to apply knowledge of substantive and procedural laws and policies to prepare representation for domestic violence restraining orders, divorce, custody and visitation, paternity and post-decree matters.

Advocate - The advocate must have a bachelor's degree and at least one year of experience working directly with domestic violence clients and experience in providing advocacy and crisis counseling services. The advocate must possess knowledge of the criminal and civil justice systems; be skillful regarding outreach to potential clients; be familiar with the multi-cultural styles of communications; and have knowledge of feminist philosophy of violence against women. The advocate provides long-term services for up to a year. The advocate is housed at the DVAC headquarters office in downtown Honolulu, but also accompanies clients to court, or to other appointments. The advocate assesses the needs of clients assigned by the Advocacy Manager. The advocate will administer risk assessments; provide and update safety plans; provide crisis counseling and ongoing counseling; accompany clients to appointments, interviews, and court hearings; advocate on behalf of clients with institutions and agencies; and always encourage clients to speak and act on their own behalf.

The staff supported by funding requested in this proposal will be supervised by current managers. **Cristina Arias is Vice President of Survivor Advocacy Services** and has been an employee of the Domestic Violence Action Center for more than 11 years. She has specialized in services for Filipina immigrants before assuming supervisory and now management positions within the agency. She has a B.A. from Assumption College, Manila, in the Philippines. She has extensive experience working with survivors and a sophisticated understanding of survivors needs in relation to their escape, use of the community system, in court, and the restraining order process in Family Court. Ms. Arias provides insight about needs of immigrant survivors and participates in community meetings on the issue as well as coordination of agency partnerships serving survivors directly.

The minimum qualifications for this position are: Bachelor's degree in social work or related field and at least 3 years supervisory experience. Knowledgeable about intimate partner abuse, and the not-for-profit sector; thorough understanding of advocacy, staff collaboration, and coordinated delivery of services by public and private agencies; experience working with clients in trauma and experience supervising multiple professional staff; possess excellent written and oral communication skills and experience conducting community and professional training.

Legal Services Manager Nicole Edwards-Masuda received her B.A. in women's studies from the University of Hawaii at Manoa, and her J.D. from Golden Gate University School of Law. She is currently licensed to practice law in the state of California. Nicole formally began working in the domestic violence field 7 years ago as a teen outreach educator at DVAC, where she provided teen dating violence prevention education to youth across the state of Hawaii. From there, she became the Teen Alert Program Manager and helped develop culturally appropriate programming for survivors of intimate partner violence. During law school, Nicole interned at Justice Now, where she advocated for the medical rights of people in California's women's prisons. She also interned at the Family Violence Law Center, in Oakland, California. There, she assisted clients with their restraining order petitions and successfully represented survivors in court at their restraining order hearings. Following law school, she directed the implementation of two federal grant initiatives to prevent teen dating violence in Oakland middle schools at the Family Violence Law Center. She advocated for policy change at school and county levels, and sat on local committees and task forces to collaborate with community partners. In 2013, Ms. Edwards-Masuda moved back to Honolulu to return to DVAC as the Advocacy Manager, where she supervised a 6 person legal advocacy team. In mid-2014,

she became the Legal Services Manager and currently oversees staff attorneys and paralegals who handle restraining order, divorce, and paternity matters for survivors of domestic violence.

Sharyn Manlove is the full-time Alaka'i Advocate of the triad and maintains an active caseload of 35 clients at any given time. The advocate provides crisis support, accompaniment, and education about domestic violence, referrals and assistance with other pressing needs (housing, child care, cooperation with other agencies). The advocate supports survivors as they make the transformative journey to survivor with scholarship funds, job training information, emergency cash grants, and safety planning. The advocate also supports the agency Helpline with at least two shifts weekly. The client-to-staff ratio is 35:1. The Alaka'i Advocate coordinates all coverage for any absences due to sick or paid leave with the remaining available advocates.

Claire Tanoue is the full-time paralegal and Legal Services Support Supervisor of the triad who maintains a caseload of 20 cases, assisting the attorney with document preparation, client intake, client contact to obtain documents and schedule appointments, management of legal files and relevant correspondence (opposing counsel, pro se opposing parties, client opening and closing letters), client survey compilation, safety planning and Helpline rotation, with no fewer than 3 shifts weekly. The client-to-staff ratio is 35:1. As the Legal Services Support Supervisor, she also coordinates all coverage for any absences due to sick or paid leave with the paralegal team.

Fawn Koopman is the full-time Attorney of the triad who maintains a caseload of 25-35 active cases. Her responsibilities include interviewing and assessing clients, drafting pleadings, conducting legal research and appearing in court on behalf of agency clients, attending hearings and ensuring all court deadlines are met and calendared. Intakes are scheduled

for a minimum of two hours to accommodate client needs for support and the attorney's need for information to adequately represent the survivor. The attorney is also available on site at Family Court to answer inquiries and to provide legal consultation on an individual basis. This type of consultation is offered because some survivors are not represented but require more support than can be provided by a non-attorney. The material covered includes client's rights, court procedures, and questions that judges may pose to clients. The client-to-staff ratio is 14:1; this represents the number of cases opened, served and closed (unless a continuance is granted) each month, which averages to three per week. In addition to intake time, brief counsel and representation at hearings, this is the standard average monthly goal.

All EXPO Court Outreach advocates and all agency advocates have experience working with vulnerable populations, participate in mandatory agency training and complete a probationary period involving shadowing and close supervision. All staff attorneys are trained in providing trauma-informed services to domestic abuse survivors. The most recent hiring of two (2) staff was made possible by a STOP Formula grant, VAWA funds administered through the Department of the Attorney General. These funds enabled DVAC to hire one attorney and one paralegal. Other staff members in the Department of Survivor Advocacy Services have been serving in their positions for five (5) years or more.

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 (2) trainings each year. In FY 2014, staff attended varied subject matter and skill building sessions in person, via webinars on the continent and at the agency offices.

For the Fiscal Year 2014, agency staff participated in 332 trainings which totaled 1,408 hours of training with all staff meeting the minimum requirement of four (4) trainings. The topics of the trainings included but were not limited to subject matter area and analysis, advocacy and legal practice, human resources, contract compliance, fund development, social media and personal development issues. All client services staff is trained in risk assessment, safety planning, trauma-informed services and structured interviewing. Also, the staff attorneys belong to the Family Law Section of the Hawaii State Bar Association and participate in ongoing training in litigation and case law at local training and national conferences. DVAC is a member of Hawaii Youth Services Network and Hawaii Employers Council and takes advantage of networking and training opportunities available through those memberships.

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 four-day training that orients 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 learn how to screen for primary aggressor, techniques for working with ambivalent clients, challenges facing dual abuse survivors, and an introduction to the civil and criminal justice systems. DVAC is committed to cultural responsiveness and works to increase access by diverse ethnic communities to the programs of the Domestic Violence Action Center. The four day and ongoing training includes lectures, experiential exercises, video presentations, question and answer sessions, site visits and shadowing.

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 does every day. Seasoned attorneys previously employed by Domestic Violence Action Center provide free training and consultation on case-specific or practice issues.

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, the challenges faced by survivors 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.

C. Compensation

Chief Executive Officer	\$99,807.00
Vice President of Operations	\$79,069.00
Vice President of Community Organizing & Education	\$77,956.00

VI. Other

A. Litigation

There is no pending litigation.

B. Licensure or Accreditation

DVAC is not accredited.

C. Federal and County Grants (specify amount of federal and county grants awarded since July 1, 2014)

<p>1. Indigent Legal Assistance Fund</p> <p>Contract Number: J14174 Award Amount: \$960,847.83 Program Period: 7/1/14-6/30/15 Program Title: Direct Civil Legal Services for Survivors of Domestic Violence</p>	<p>Mr. Rodney A. Maile Administrative Director of the Courts c/o Hawaii Justice Foundation ILAF Administrator PO Box 1230 Honolulu, HI 96807-1234 (808) 537-3886 Hjf@hawaii.rr.com</p>
<p>2. Dept. of the Attorney General, CPJAD</p> <p>Contract Number: CDFA #16.588 Award Amount: \$200,000 Program Period: 6/1/15 – 5/31/16 Program Title: Specialized Services for Survivors</p>	<p>Jocelyn de Guia Criminal Justice Planning Specialist Department of the Attorney General/CPJAD Phone: (808) 586-1054 Fax: (808) 586-1097 Jocelyn.A.deGuia@hawaii.gov</p>

D. Private Educational Institutions

The grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan – provide a plan for sustaining after FY 2015-6 the activity funded by the grant if the grant of this application is received by the applicant for FY 2015-6 but, not received by the applicant thereafter.

There is always a need for general support for DVAC as many overlooked areas are often restricted by other funding sources. DVAC has been in existence since 1990 when it started with two part-time staff. Since then, we have grown to a staff of 52 today,

which reflects the unfortunate but also very real demand for domestic violence services for Hawaii's survivors. Domestic violence continues to be a pervasive and costly problem for our island community. The toll on survivors and their children is enormous. However, the costs beyond personal trauma to families is the burden on public resources including law enforcement, courts, health care sector, social services and mental health services. As we acknowledge our 25th anniversary in 2015, we will continue our critical work in reaching out and supporting survivors in their pursuit of safety and sustain public awareness about this multi-faceted issue. We seek continued support from the Hawaii State Judiciary to continue making a life-saving and meaningful difference in the lives of Hawaii's families.

F. Certificate of Good Standing – if the applicant is an organization, submit one copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than Dec. 1, 2014.

See attached.

Budget



25 Years

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Domestic Violence Action Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	159,114			
2. Payroll Taxes & Assessments	20,685			
3. Fringe Benefits	22,276			
TOTAL PERSONNEL COST	202,075			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,615			
3. Lease/Rental of Equipment	1,428			
4. Lease/Rental of Space- File Storage				
5. Staff Training	300			
6. Supplies	792			
7. Telecommunication	1,600			
8. Utilities & CAM	10,500			
9. Mileage	1,500			
10. Postage	300			
11. Publication & Printing	600			
12. Repairs & Maintenance -IT	2,856			
13. Payroll Services	600			
14. Dues	800			
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	22,891			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	224,966			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	224,966	Desie Graves		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested		534-0040		
(d) Total Private/Other Funds Requested		Phone		
		1/30/15		
		Date		
TOTAL BUDGET	224,966	Signature of Authorized Official		
		Nanci Kreidman, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Domestic Violence Action Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Staff Attorney	1.00	50,000	100.00%	50,000
Paralegal	1.00	46,000	100.00%	46,000
Alakai Advocate	1.00	40,091	100.00%	40,091
Legal Services Manager	1.00	57,000	10.00%	5,700
Alakai Advocate Manager	1.00	50,000	10.00%	5,000
Vice President of Survivor Advocacy Services	1.00	67,000	4.00%	2,680
Vice President of Operations	1.00	79,069	4.00%	3,163
Director of Accounting	1.00	65,000	4.00%	2,600
Grants Manager	1.00	57,000	4.00%	2,280
Accounting Clerk/Administrative Assistant	1.00	40,000	4.00%	1,600
				\$ -
				\$ -
				\$ -
TOTAL:				159,114.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: _____

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

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

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

JUSTIFICATION/COMMENTS:

NOT APPLICABLE

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: NOT APPLICABLE						

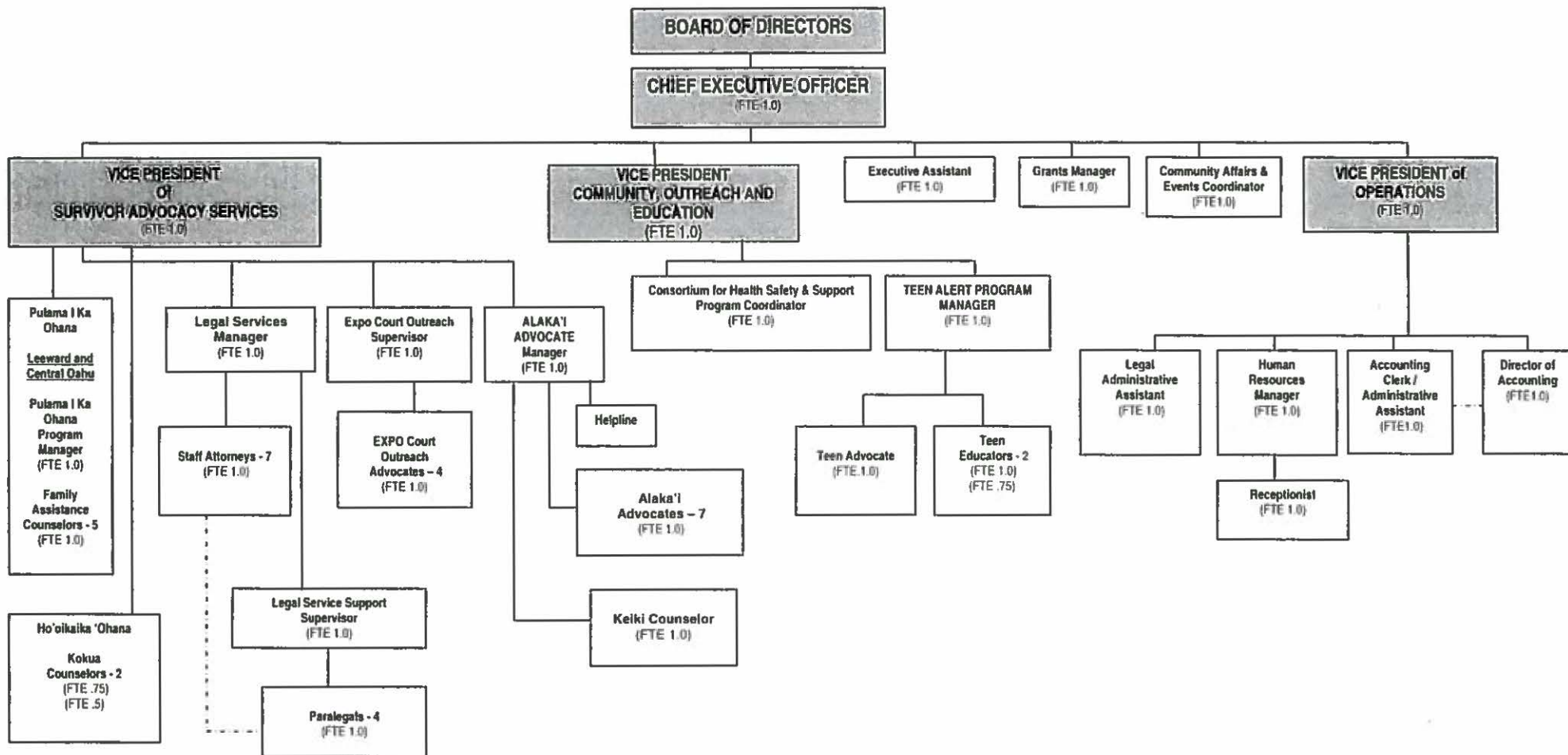
Organization Chart



25 Years

DOMESTIC VIOLENCE ACTION CENTER ORGANIZATION CHART

As of January 1, 2015



Government Contracts



25 Years

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Domestic Violence Action Center

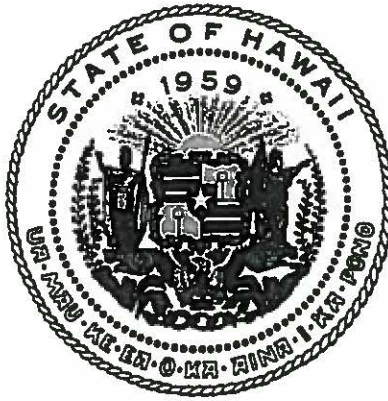
	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Crucial Direct Svcs to Survivors	9/1/10-8/31/11	Dept. of Community Svcs.	City & County of Honolulu	\$116,219
2.	Legal Advocacy to Navigate a High Risk Step to Domestic Violence Survivors	1/29/14-1/28/15	Dept. of Community Svcs.	City & County of Honolulu	\$128,315
3.	Legal & Advocacy Svcs for Survivors of Domestic Violence	7/1/09-6/30/10	First Judicial Circuit, The Judiciary	State of Hawaii	\$1,416,086
4.	Legal & Advocacy Svcs for Survivors of Domestic Violence	7/1/10-6/30/11	First Judicial Circuit, The Judiciary	State of Hawaii	\$1,416,086
5.	Legal & Advocacy Svcs for Survivors of Domestic Violence	11/1/10-6/30/12	First Judicial Circuit, The Judiciary	State of Hawaii	\$391,192
6.	Domestic Violence Intervention Services	7/1/11-9/30/12	First Judicial Circuit, The Judiciary	State of Hawaii	\$1,378,668
7.	Domestic Violence Intervention Services	7/1/12-6/30/13	First Judicial Circuit, The Judiciary	State of Hawaii	\$1,378,668
8.	Domestic Violence Intervention Services	7/1/13-6/30/15	First Judicial Circuit, The Judiciary	State of Hawaii	\$2,757,336
9.	IOLTA Grant	1/1/10-12/31/10	Hawaii Justice Foundation		\$17,000
10.	IOLTA Grant	1/1/11-12/31/11	Hawaii Justice Foundation		\$14,500
11.	IOLTA Grant	1/1/12-12/31/13	Hawaii Justice Foundation		\$6,000
12.	IOLTA Grant	1/1/13-12/31/14	Hawaii Justice Foundation		\$5,000

13.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/09-6/30/10	Hawaii Justice Foundation		\$41,198
14.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/10-6/30/11	Hawaii Justice Foundation		\$40,222
15.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/11-6/30/12	Hawaii Justice Foundation		\$56,279
16.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/12-6/30/13	Hawaii Justice Foundation		\$54,353
17.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/13-6/30/14	Hawaii Justice Foundation		\$125,202
18.	Direct Civil Legal Services for Survivors of Domestic Violence Indigent Legal Assistance Fund	7/1/14-6/30/15	Hawaii Justice Foundation		\$960,847
19.	Legal Assistance to Survivors in Hawaii	11/15/12-9/15/15	LAV/Legal Aid Society of Hawaii		\$235,782
20.	Support Services for Survivors of Intimate Partner Violence	3/1/14-5/30/15	Department of the Attorney General/CPJAD	State of Hawaii	\$200,000
21.	Specialized Holistic Services for Survivors of Domestic Violence	6/15/13-6/30/14	Twenty Sixth Legislature	Hawaii State Legislature	\$498,344
				TOTAL	\$10,846,105

Certificate of Good Standing



25 Years



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

DOMESTIC VIOLENCE ACTION CENTER

was incorporated under the laws of Hawaii on 12/04/1990 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

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

Dated: December 08, 2014

Director of Commerce and Consumer Affairs



Declaration Statement



25 Years

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Domestic Violence Action Center

(Typed Name of Individual or Organization)



(Signature)

1-26-15

(Date)

Nanci Kreidman

(Typed Name)

Chief Executive Officer

(Title)