

House District 13

Senate District 7

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):

DEPARTMENT OF HUMAN SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
WOMEN HELPING WOMEN

Db:

Street Address: **1935 MAIN ST STE 202, WAILUKU, HI 96793**

Mailing Address: **1935 MAIN ST STE 202, WAILUKU, HI 96793**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name STACEY MONIZ

Title EXECUTIVE DIRECTOR

Phone # 808-446-7343

Fax # 808-249-8147

E-mail director@whwmaui.net

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

LANA'I DOMESTIC VIOLENCE EMERGENCY SHELTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 246,550

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	\$	<u>0</u>
FEDERAL	\$	<u>0</u>
COUNTY	\$	<u>0</u>
PRIVATE/OTHER	\$	<u>0</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

STACEY MONIZ, EXECUTIVE DIRECTOR

NAME & TITLE

1/19/2016

DATE SIGNED



RECEIVED
1/20/16 *MM*

Application for Grants

I. Background and Summary

From our start in 1977 as a grassroots effort to provide assistance and support for women victims of domestic violence, *Women Helping Women* has steadily grown to become an established non-profit agency that provides a comprehensive continuum of services to over 600 women and their children on Maui and on Lanai each year.

In 1981, Women Helping Women developed and opened Hale Lokomaika'i, Maui's only emergency shelter facility for women victims of domestic violence and their children. Women Helping Women provides a continuum of supportive services and programs to help ensure that all victims of domestic violence on Maui have access to assistance and support that is appropriate to their individual needs. As domestic violence has escalated in Maui County, the number of women served by WHW has increased substantially and in recent years the emergency shelter has consistently operated at full capacity. We have seen similar increases in requests for services on the island of Lanai.

In 1997, WHW began providing services to the island of Lana`i, beginning with weekly trips to the island to offer individual advocacy, support group, parenting group and help with Temporary Restraining Orders. In 1999, we obtained our first shared office space and in 2001 hired our first full-time staff and opened our office on island. We started with a federal grant and now the County of Maui pays for a full time advocate and part time teen advocate for Lanai. These positions will not be housed at the shelter.

Throughout our 38-year history, Women Helping Women has expanded our organizational capacity to support a variety of programs, projects and activities focused on direct intervention, advocacy, education and prevention. Today, Women Helping Women supports a staff of over 25 dedicated professionals on Maui and on Lanai with an annual operating budget of \$1.4 million and is recognized as a statewide leader in domestic violence intervention and prevention. Services include emergency shelter and domestic violence crisis hotline (accessible 24 hours per day), assistance in the preparation of Temporary Restraining Orders (TRO's), advocacy, court accompaniment to TRO hearings, and educational/support groups for battered women and their children. Women Helping Women also provides a Transitions Project for homeless battered women and their children, which includes transitional housing, rental assistance and help with educational support and other life needs.

The mission of Women Helping Women is to end domestic violence through advocacy, education and prevention; and to offer safety, support and empowerment to women and children, victims of domestic violence.

Women Helping Women proposes to open the first emergency domestic violence shelter with 24 hour access for the island of Lanai. This will mean that every island in our state has its own domestic violence shelter.

During the late 1990's in community organizing sessions and surveys with the Lanai community it was determined that the need for a women's health center was more important than an emergency shelter so WHW staff and administration provided strong support for the creation of what has become the Lanai Community Health Center. In 2014, discussion with Lanai community members stated clearly that the need for safe emergency shelter on island was increasing and as an interim solution WHW established a 24 hour hotline for Lana`i. The need for emergency advocacy and shelter has increased and the community-based support has become more vocal. There are higher demands for housing and while our shelter on Maui is always available for the women of Lanai, it is a definite hardship for the women to travel away from their homes, especially with children. The goal of this request is to open an emergency domestic violence shelter on Lanai.

This request is for \$246,550.

II. Service Summary and Outcomes

Women Helping Women has successfully operated our emergency domestic violence shelter on Maui since 1981 and our plan is to replicate the fullest range of services possible on the island of Lanai by opening a safe, emergency shelter accessible 24 hours per day.

WHW has a commitment to providing the most inclusive, trauma informed care model in providing all of our services to victims of domestic violence. We recognize that domestic violence knows no boundaries and affects victims in every age range, ethnicity, religion, socio-economic background and that victims are every gender, every sexual identity and every physical ability. We also understand that victims who have a limited English proficiency and those who are immigrants to the US are especially vulnerable to abuse. We work hard to ensure compassionate care for all victim/survivors of domestic violence in all of our programs.

Our shelter services on Lanai will include, but are not limited to: 24 hour hotline; safe, emergency shelter accessible 24 hours per day; individual advocacy and support; safety planning; intake and assessment for entry into the shelter, if appropriate and referrals to other WHW services or outside services as needed. Once individuals or families are living in the shelter, we will provide everything they need - from basic necessities like food and toiletries to clothing, bedding, laundry, cleaning supplies, etc. We will also provide additional services from our other programs like help with restraining orders, rental assistance, etc.

The Domestic Violence Hotline provides any callers with immediate advocacy, information and referrals 24 hours per day, 365 days a year.

- If the caller is in crisis and needs immediate advocacy or information, the advocate is available to offer options, which may include safe shelter, TRO, safety planning, etc. Callers with Limited English Proficiency (LEP) will be offered to have an interpreter assist with the screening process.
- For those callers who are not in crisis or who may just need referrals or information the hotline advocates are well trained on various agencies that can help in any challenges callers may have.
- In a partnership with the Maui Police Department, their General Orders include our hotline as part of their protocol in working with victims of domestic violence whose abuser has been arrested. Police call the hotline and our advocate will contact the victim immediately and work with the victim and her/his children on whatever their needs are.

Any caller deemed eligible to enter the shelter may arrive immediately or when she is able and ready to come. Other callers who meet the criteria for services but who are not female will be offered alternate accommodations within 12 hours of the call. These include: male victims, female victims/survivors with mental or physical challenges beyond our abilities, or who have had previous challenges living in our communal shelter, victims with adult children, etc. Some victims need time to pack their belongings, etc. prior to coming to the shelter. If the caller does not have transportation, shelter staff will offer to pick her up if possible or make other safe arrangements.

Eligibility for our shelter program requires that the person be a victim of domestic violence and in current danger of being harmed by a family member or intimate partner. Our shelter is an emergency shelter, so residents are allowed to stay for up to 120 days, although occasionally exceptions are made depending on the woman's situation. Our shelter program is open to women and their children, including teenaged boys and young adult children, depending on circumstances.

Each woman is assessed for her individual needs and the needs of her family. Safety is our priority, we will safety plan with each woman whether she chooses to stay at the shelter or return

to her partner. We work closely with each woman to meet her individual needs, recognizing that each woman is different, has different needs and different skill sets.

Schedule of Services - Adults:

A) Intake questionnaire and documents completed within 24 hours of arrival. Safety Plan provided to resident for return within 48 hours of arrival to shelter.

B) Weekly case management/case review meeting where staff work with each resident to support her in determining her needs, updates, progress, problems, and helps coordinate needed support and referral service.

C) Goal setting/goal review is done with each resident as needed/requested at least once a week. Time is spent determining what activities are necessary for resident to accomplish started goals. A resident is considered successful if she completes 60% of her stated goals during her stay.

D) Transportation to collateral services (doctors, agencies, welfare, etc.) as staff is available.

E) Ongoing information and referral is available to residents of the shelter.

F) Individual advocacy is available 24 hours per day by staff on duty. Residents are assisted in determining their financial, legal, medical/health care, social service, housing and other needs. They are then given information and support to access appropriate services.

G) Individual support is available to all adult residents

All school aged children are expected to attend school while residing at the shelter. If the mother has a TRO in place and she feels the children will be safe and she has transportation, the children may attend their regular school. Women Helping Women advocates actively participate with teachers and other school personnel to keep the children in school while keeping them safe. In the case of a child who is unsafe or unable to attend school for some other reason, shelter staff will work with the mother and school personnel to ensure that the child is able to continue.

Quality Assurance and Evaluation Plans

Women Helping Women requests written and verbal comments from program participants. Each program participant completes a program evaluation before leaving the shelter or before completing one of WHW's community-based programs. The form includes questions about the services provided, what was helpful, how services changed the lives of her family, what changes/improvements she would make to the services, and requests her comments. The evaluation forms are reviewed and incorporated into on-going planning sessions with agency leadership of Women Helping Women, uses the results in planning sessions and measurable outcomes to evaluate programs and services and to institute changes to better serve our residents and the community.

A successful shelter stay for a program participant is determined by her responses to:

- 1) Because of the services I received at the shelter, I feel I know more about the resources in my community available to me;
- 2) Because of the services I received at the shelter, I feel I know more ways to plan for my safety;
- 3) I feel safer as a result of staying in the shelter, and I have received education/information about domestic violence, and referrals;
- 4) I have met my stated goals (if not, why not?); and
- 5) I am leaving voluntarily with a safe place to go.

Statistics are kept for all service components and turned in to the Department of Human Services on a regular basis. Statistics include outcome-related information such as numbers participating in a particular activity and the percent of participants who successfully complete an activity or gain information from an activity.

The true qualitative outcomes are seen in the life changes made by our residents and their children. Many women attempt and succeed at goals that were once only dreams. Women realize they possess qualities they never knew they had. In written statements given at the time they leave, women describe their achievements and realizations of themselves.

“I felt that this Shelter was a safe place to “de-program” myself from an unhealthy relationship . . . it was a place for me to heal, and I was not rushed or judged.” “I gained self-esteem here and the confidence to move on with my life.” “I have learned to remove myself from situations that aren’t safe for me and my children. I have learned to care enough about myself to do that.” “This Shelter was a refuge for me. The staff and other residents were very supportive of me.”

Timeline

The timeline for accomplishing this project is between July 1, 2016 and June 30, 2017. We will know we have been successful with this project because on June 30, 2017, there will be an emergency domestic violence shelter open and providing this full range of services for victims of domestic violence on Lanai.

III. Financial

Funding request is to fund the creation of an emergency domestic violence shelter for the island of Lanai. Please see the attached budget forms and narratives.

Specifically this request is for \$181,920 for salaries and fringe benefits for 3.4 full time equivalent positions to staff the shelter 24 hours a day, 365 days a year. Funding is also requested for the following operating expenses: insurance, lease of building, supplies, telecommunications, utilities, food, repair and maintenance, and approximately \$20,000 in costs to retrofit the building with an operational kitchen and purchase appliances.

In addition, we are asking for funds to travel to and from Lanai for staff training and development. Domestic violence advocates require a minimum of 25 hours of training and ongoing support and supervision. Hiring an entirely new team on island will require a great deal of training and we will partner with the Hawaii State Coalition Against Domestic Violence to provide this minimum training on island to minimize costs and maximize effectiveness.

IV. Experience and Capability

a. Necessary Skills and Experience

January 1, 2016 marked the beginning of Women Helping Women’s THIRTY NINTH year of services to ensure the safety, support, and empowerment of Maui County’s women and children who are battered and abused. Women Helping Women has a powerful history of providing outstanding services to victims of domestic violence in Maui County.

Women Helping Women has 38 years of proven ability to provide vital services to battered women and their children. WHW is the only agency on the islands of Maui and Lanai designed to provide the full range of services to victims of domestic violence from the 24 hour hotline call, to safe, emergency shelter, to individual and group advocacy, transportation, children’s program, assistance in obtaining a Temporary Restraining Order (TRO), accompaniment to court hearings, through assistance after the emergency with our Transitions

Project. WHW is the agency that provides a true continuum of services for victims of domestic violence.

Services on Lanai began in 1997 with a Maui advocate traveling to Lanai for two days each week to offer individual and group advocacy as well as assistance preparing temporary restraining orders. In 1999, we hired a part-time Lanai advocate who shared an office at the Lanai Human Services Alliance and then in 2001 using a federal Office of Violence Against Women rural grant, we opened an office of our own and hired a full-time advocate for Lanai. We have consistently worked with the community on their priorities within the community and the increasing feedback that we need a 24 hour presence on island caused us to provide a 24 hour hotline for the Lanai community in 2014, however, that is still not enough.

Women Helping Women has proven ability to provide vital services to victims of domestic violence and their children. We have a history of providing trauma informed care even before it was recognized as a best practice and have always been inclusive in the way we do our work with marginalized communities (LGBTQ, Limited English Proficiency, Immigrants, men, disabled, etc.) WHW is the only agency on the island designed to provide the full range of services to victims of domestic violence. WHW is the agency that provides a true continuum of services for victims of domestic violence.

Women Helping Women has a long standing record of success, based on positive results of the participants in our programs. WHW has been fiscally and programmatically responsible for all of our contractual obligations with funders.

Program/Services Monitoring: (Please note that any contract number – if applicable – will be included in the following – for the past three years only.)

1. State of Hawai`i, Department of Human Services
Domestic Violence Shelter and Support Services
Current Contract 1/1/15 to 6/30/16 **DHS-15-POS-2149**
Previous Contracts: 7/1/03 to 12/31/14 and 7/1/1999 to 6/30/2003
Monitor: Kenwyn Kaahaaina Phone: 808-586-5706
e: KKaahaaina@dhs.Hawai`i.gov
Annual on-site monitoring is required by contract; monthly utilization monitoring by report; quarterly financial and program monitoring by report.
2. State of Hawai`i, Department of Human Services
Supportive Housing Program
Current Contract: 4/1/15 to 3/31/16 **DHS-16-HPO-3011**
Previous Contracts since 1999
Monitor: Judy Ishida Phone: 808-586-7054 e: jishida@dhs.Hawai`i.gov
Annual on-site monitoring; monthly and quarterly financial monitoring by report.
3. State of Hawai`i, Department of the Judiciary
Domestic Violence Victim Services, 2nd Circuit, Family Court
Current Contract: 7/1/15 to 6/30/17 **J16045**
Previous Contracts: since 1997
Kim Cuadro Phone: 244-2729 e: Kim.S.Cuadro@courts.state.hi.us
Annual on-site monitoring; quarterly financial and program monitoring by report.
4. County of Maui, Department of Housing and Human Concerns

Line Item Grant for Essential DV Shelter and Support Services on Maui and Lana`i
Current Contract: 7/1/15 to 6/30/16 **G4155**

Previous Line Item Contracts since 2002

Previous Community Partnership Grants since 1980's

Monitor: Luz Domingo Phone: **270-7178** e: rudy.esquer@co.maui.hi.us

Semi-annual on-site monitoring; quarterly financial and program monitoring by report.

6. Maui United Way: Basic Needs/Emergency Assistance/Domestic Violence Services
Current Contract: 7/1/15 to 6/30/17
Previous Contracts since 1980's
Monitor: Laksmi Abraham Phone: **244-8787** e: laks@mauiunitedway.org
Quarterly financial and program monitoring by report; annual site visit before funding.

7. County of Maui, Department of the Prosecuting Attorney
Victim/Witness Services (VOCA)
Current Contract: 10/1/2015 to 9/30/2016.
Previous Contracts since 2000
Monitor: Ana Makoni Phone: **243-7695** e: Ana.Makoni@co.maui.hi.us
Quarterly financial and program monitoring by report.

8. Federal Emergency Management Agency:
Current Contract: 4/1/15 to 3/31/16
Previous Contracts since 2002
Maui United Way Phone: **244-8787**

9. County of Maui, Department of Housing and Human Concerns
Rental Assistance Program
Current Contract: 7/1/2015 to 6/30/2016 **G4164**
Previous Contracts since 2002
Monitor: Luz Domingo Phone: **270-7805** e: Luz.Domingo@co.maui.hi.us
Semi-annual on-site monitoring; quarterly financial and program monitoring by report.

10. U.S. Department of Justice Programs, Office on Violence Against Women
Transitional Housing Grant
Current Contract: 10/1/13 to 9/30/16
Previous contracts since 2007
Monitor: Kristin Weschler Phone: **(202) 305-2713**
e: Kristin.Weschler@usdoj.gov
Semi-annual and program monitoring by report; annual site visit before funding.

b. Facilities

Women Helping Women's current facilities on Lanai is an office located at the Hale Kupuna site in Lanai City. We have utilized this office for our services since 2001.

This request is to fund an emergency domestic violence shelter on Lanai. We have been working with the community to locate and obtain a suitable building for this purpose. We are fortunate to be partnering with Pulama Lanai who is a major property owner on Lanai who is prepared to offer us a location at an affordable rate. The location has not been secured as yet,

however we are assured that they recognize the significant need for the shelter in their community. We are working together towards a July 1, 2016 start and open target date.

Minimally we will need a home with at least 2 bedrooms, kitchen, communal living area, office space for staff, restrooms, etc. The location we are currently looking at would need to be retrofitted with a kitchen as the current tenants had modified the kitchen into offices. We estimate the cost for these renovations to be approximately \$10,000 with much of the labor being volunteered. We have also included some funding for moving our current offices over to the new location where we will co-locate all of our services into one property. This building is ADA compliant and accessible.

V. Personnel: Project Organization and Staffing

a. Proposed Staffing, Staff Qualifications, Supervision and Training

Staffing Pattern:

The new Lanai shelter will be staffed 24 hours per day. There will always be at least one paid staff person present. We are writing into our plan one Lead Advocate who will act as the supervisor and coordinator of the shelter program on Lanai. In addition, we will hire two full time and one part time advocates to ensure the 24/7 coverage 365 days of the year.

We recognize that hiring an entirely new staff from a remote island will require a lot of additional training that we are working with the Hawaii State Coalition Against Domestic Violence to come to Lanai and provide to the new staff. We also expect to have a lot of travel for Lanai staff to Maui and Maui leadership team members traveling to Lanai for additional training and supervision. We utilize video conferencing whenever possible but there is just no substituting for in person training. Domestic violence is an area where we cannot afford to skimp on the training and staff development so we are working to incorporate this thinking into our plans moving forward.

Women Helping Women has a commitment to hiring qualified individuals who are diversely skilled in many areas, including substance abuse, child development, women's issues, welfare reform, 12-step recovery programs, and health issues. All staff must demonstrate good interpersonal skills and ability to communicate effectively, both verbally and in writing with people from diverse backgrounds. Must possess a valid driver's license and have access to an insured vehicle.

All shelter employees and volunteers must successfully pass both a CPS Central Registry check and a criminal history/fingerprint check.

Women Helping Women maintains job descriptions with education/experience qualifications for all volunteer positions. Any volunteer who performs a duty usually performed by a paid staff member must meet the minimum education/experience qualifications for that duty.

All Women Helping Women staff participate regularly in various trainings pertaining to domestic violence and their specific positions. Women Helping Women also regularly receives new information and training from its connections to and collaborations with the Hawai'i State Coalition Against Domestic Violence, the National Coalition Against Domestic Violence, and other related agencies and organizations in order to stay current on issues that may affect the services provided by our agency.

All staff are required to obtain a minimum of 25 hours of domestic violence specific training immediately after hire. WHW recognizes that there are specific areas of training in regards to providing domestic violence services that are not commonly learned prior to working in the field of domestic violence, so special care is taken to educate new staff as to the

specific issues and dynamics associated with working with victims of domestic violence. As a member of the Hawaii State Coalition Against Domestic Violence, we are able to access a new training program being provided by the Coalition throughout the state.

Complete Staff Development Plan available upon request.

Evening and Night Advocates work 8-hour shifts from 4p.m. to midnight and 12 a.m. to 8 a.m. respectively. They work their shift alone and their primary responsibilities include answering the domestic violence hotline, intake and assessment for entry into the shelter, provide individual advocacy for the women at the shelter, provide for the safety of all residents of the shelter overnight, and administrative duties.

All positions at the shelter are supervised by the Shelter Lead Advocate, whose primary responsibilities include supervision of staff, coordinating training for all shelter staff, providing leadership and expertise in case reviews, preparation of statistics and monthly and quarterly reports, and volunteer coordination. The Shelter Lead Advocate will be supervised by the Deputy Director on Maui.

The official capacity or bed count at our shelter will be 10, however, there are no other shelters on this island so if someone is in need of shelter, we will not turn them away. We have had many times when the actual count at the shelter on Maui was higher than capacity. We will have people sleep on couches and futons on the floor, we've even turned a meeting room into a bedroom before. We'll do whatever we need to keep the women and children safe. Supportive Services include Temporary Restraining Order Program, Transitions Program, Immigrant Advocate, West Maui office, and our Maui shelter program.

The TRO Program on Lanai is staffed Monday through Friday, 8 am to 4 pm. Office is currently located at the Hale Kupuna building in Lanai City. Our Lana`i Advocate is full time and Lana`i Teen Advocate works half time.

Positions funded through this contract will include:

Lead Shelter Advocate 1	full time
Shelter Advocate 2	full time
Shelter Advocate 3	full time
Shelter Advocate (p/t)1	.80 fte
Shelter Advocate (p/t)2	.60 fte

5% of the total request is for administrative salaries to partially fund support positions, specifically the Deputy Director, Administrative Services Manager and the Financial Manager.

b. Organization Chart

Please see attached Agency-Wide Organizational Chart.

c. Compensation

The annual salaries for the highest paid employees are:

Stacey Moniz, Executive Director: \$65,362

Monique Yamashita, Deputy Director: \$51,500

James Dadian, Administrative Services Manager: \$48,451

VI. Other

a. Litigation

Women Helping Women has no outstanding litigation.

b. Licensure or Accreditation
Not applicable.

c. Private Educational Institutions
Not applicable.

d. Future Sustainability Plan
Women Helping Women is only asking for one year of Grant in Aid support while the State of Hawaii, Department of Human Services can incorporate the Lanai shelter into their funding plan. The DHS has never procured for an emergency domestic violence shelter for the island of Lanai, so this will likely happen during this next year, so this Grant in Aid is mainly for start up costs until funds can be allocated directly from the state DHS.

e. Certificate of Good Standing
Attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: WOMEN HELPING WOMEN

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	131,472			
2. Payroll Taxes & Assessments	19,721			
3. Fringe Benefits	30,727			
TOTAL PERSONNEL COST	181,920			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,300			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	12,000			
5. Staff Training	5,000			
6. Supplies	1,200			
7. Telecommunication	1,680			
8. Utilities	4,800			
9. Food	3,600			
10. Repair & Maintenance	8,650			
11. Travel Cost	2,400			
12. Retrofit Shelter	20,000			
13. Moving Cost	2,000			
14				
15				
16				
17				
18				
19				
TOTAL OTHER CURRENT EXPENSES	64,630			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	246,550			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	246,550	Michael Seino (808) 446-7344		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested		1/19/2016		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	246,550	Stacey Moniz - Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: ___ WOMEN HELPING WOMEN _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Lead Shelter Advocate	1.00	\$32,760.00	100.00%	\$ 32,760.00
Shelter Advocate (F/T)	1.00	\$25,480.00	100.00%	\$ 25,480.00
Shelter Advocate (F/T)	1.00	\$25,480.00	100.00%	\$ 25,480.00
Shelter Advocate (P/T)	0.80	\$20,384.00	100.00%	\$ 20,384.00
Shelter Advocate (P/T)	0.60	\$15,288.00	100.00%	\$ 15,288.00
Deputy Director	1.00	\$55,000.00	10.00%	\$ 5,500.00
Administration Manager	1.00	\$49,000.00	7.00%	\$ 3,430.00
Financial Manager	1.00	\$45,000.00	7.00%	\$ 3,150.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				131,472.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: _____ WOMEN HELPING WOMEN _____

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: _____ WOMEN HELPING WOMEN _____

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: 2014-2015	FY: 2015-2016	FY: 2016-2017	FY: 2016-2017	FY: 2017-2018	FY: 2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: _____ WOMEN HELPING WOMEN _____

Contracts Total: _____ -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

BUDGET JUSTIFICATIONS - PAYROLL TAXES & ASSESSMENTS, FRINGE BENEFITS

Period: July 1, 2016 to June 30, 2016

Applicant: WOMEN HELPING WOMEN

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	As required by law	7.65%	10,058
Unemployment Insurance (Federal)	As required by law	0.00%	-
Unemployment Insurance (State)	As required by law	3.01%	3,957
Worker's Compensation	As required by law	3.07%	4,036
Temporary Disability Insurance	As required by law	1.27%	1,670
FRINGE BENEFITS:			
Health Insurance		20.37%	26,783
Retirement		3.00%	3,944
SUBTOTAL:			19,721
SUBTOTAL:			30,727
TOTAL:			50,448
JUSTIFICATION/COMMENTS:			

**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.

WOMEN HELPING WOMEN

(Typed Name of Individual or Organization)



January 19, 2016

(Signature)

STACEY MONIZ

(Date)

EXECUTIVE DIRECTOR

(Typed Name)

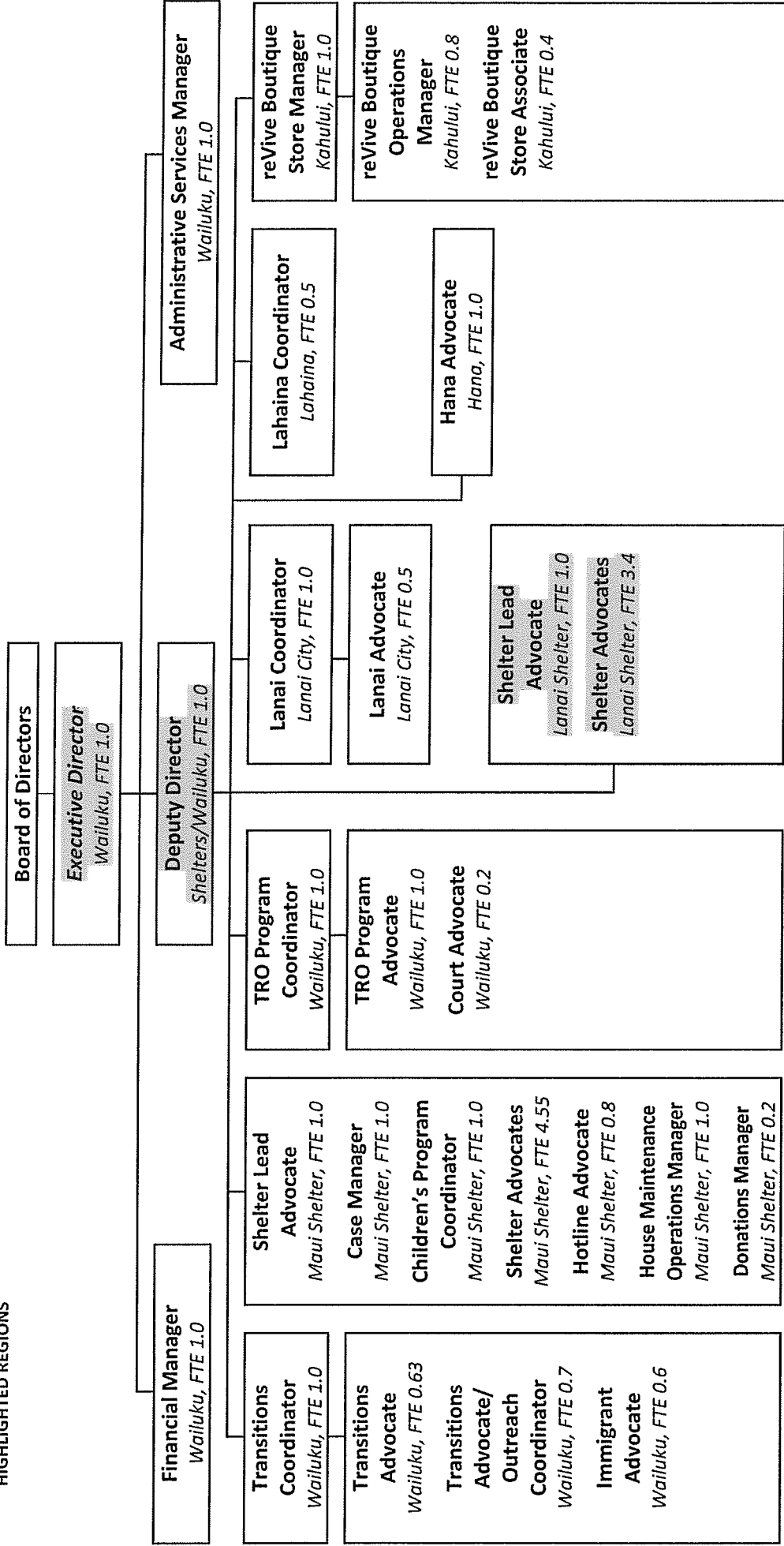
(Title)

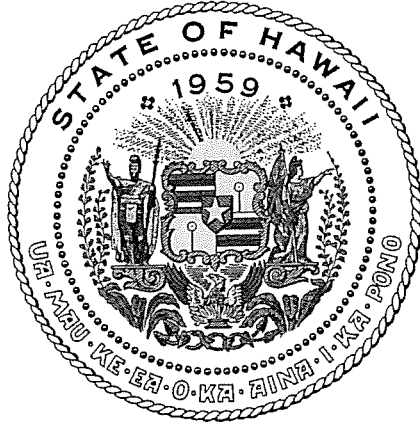
PROGRAM-FUNDED POSITIONS
SHOWN WITHIN
HIGHLIGHTED REGIONS

WOMEN HELPING WOMEN

AGENCY-WIDE ORGANIZATIONAL CHART

Proposed Effective 2016-07-01
Rev 2016-01-13





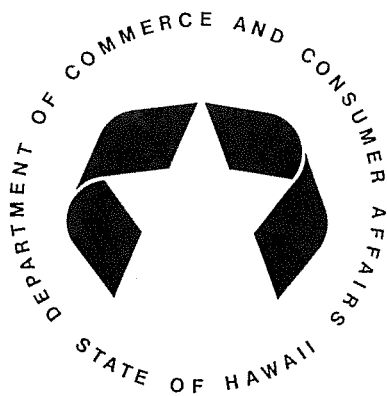
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

WOMEN HELPING WOMEN

was incorporated under the laws of Hawaii on 02/15/1977 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 13, 2016



Director of Commerce and Consumer Affairs