

House District _____

Senate District _____

**THE TWENTY-NINTH 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 (DVAC)

Dba: _____

Street Address: CONFIDENTIAL FOR SECURITY PURPOSES

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

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ELEONORE VEILLET CHOWDHURY

Title GRANTS MANAGER

Phone # 808-534-0040

Fax # 808-531-7228

E-mail elec@stoptheviolence.org

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:

SAFE ON SCENE (SOS) PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 242,343

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ _____
 FEDERAL \$ _____
 COUNTY \$ 327,541
 PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Nanci Kreidman, CEO

1/19/2017

NAME & TITLE

DATE SIGNED



RECEIVED
1/20/17 *na*



SAFE ON SCENE (SOS)

A PROGRAM OF THE
DOMESTIC VIOLENCE ACTION CENTER (DVAC)

Grant-in-Aid FY 2018 Application

SUBMITTED TO

**The Twenty-Eighth Legislature
Hawaii State Legislature**

ON

January 20, 2017

SAFE ON SCENE (SOS)

A program of the Domestic Violence Action Center (DVAC)

I. Background and Summary

1. Applicant Background

The Domestic Violence Action Center (DVAC) is committed to ending domestic violence and other forms of abuse in Hawaii. Domestic violence (DV) is a pervasive and costly problem for Hawaii. Not only does it have a devastating impact on the lives of survivors and their families, it also threatens the sustainable peace and economic development of our community. One in four women will experience severe physical violence by an intimate partner in her lifetime—a dynamic that has enormous economic repercussions.¹ The cost of domestic violence in the United States exceeds \$8.3 billion each year.² As the only agency of its kind in the state, DVAC addresses DV in Hawaii by delivering high quality and culturally sensitive programs for the safety and self-sufficiency of survivors and their children.

DVAC started in Honolulu in 1990 as a legal Helpline with two part-time staff. Today, DVAC has a staff of 52 and reaches DV survivors on Oahu, the Big Island, Maui and Kauai. DVAC offers a comprehensive array of client-centered services for survivors, such as: legal representation, individual and systemic advocacy, HELPLINE assistance, civil and criminal court outreach, technical assistance, and prevention. The agency is also one of the few that accepts high-risk, contested divorce, temporary restraining order, post-decree, and paternity cases. Staff provides safety planning, crisis support, risk assessment, support groups, court accompaniment, bilingual advocacy, teen support and referrals to internal and external programs, in addition to

¹ Breiding MJ, Smith SG, Basile KC, Walters ML, Chen J, Merrick MT. *Prevalence and characteristics of sexual violence, stalking and intimate partner violence victimization – National Intimate Partner and Sexual Violence Survey*, United States, 2011. MMWR. 2014;63 (No. SS08); 1-18.

² Max W, Rice DP, Finkelstein E, Bardwell RA, Leadbetter S. *The economic toll of intimate partner violence against women in the United States*. Violence Vict. 2004;19(3):259–72.

facilitating access to vocational training, financial aid, cell phones and bus passes for DV survivors.

The **Safe on Scene (SOS)** program, for which funding is being sought, is a collaborative effort by DVAC and the Honolulu Police Department (HPD). Through the SOS program, an expertly-trained advocate meets police and the survivor on the scene of a domestic violence incident. This allows the advocate to help the survivor deal with complex emotional, psychological and physical trauma, while the police focus on the perpetrator and the investigation. With decades of experience and a growing partnership with law enforcement on Oahu, DVAC is uniquely positioned to implement its Safe on Scene (SOS) program for DV survivors.

2. Program Goal and Objectives

The SOS program goal is to: increase the safety and self-sufficiency of DV survivors, so that they live free from domestic violence and the threat of such violence.

To reach its goal, the SOS program has the following objectives:

- raise the effectiveness of HPD's response to DV incidents through a police officer/survivor advocate team;
- mitigate the survivors' emotional distress immediately following an assault;
- enhance the survivors' and community's trust in HPD to adequately respond to DV;
- strengthen HPD-DVAC collaboration to improve on-scene responses to DV calls, in a way that neither compromises the survivors' needs, nor the quality of the investigation;
- enhance survivors' access to—and understanding of—the information they need to ensure their rights are protected and enforced; and
- enhance and expedite survivors' access to adequate and appropriate support services (psychosocial, medical, judicial, security, shelter, economic).

The SOS program was designed to fill an important gap in services and support being provided to DV survivors at the time of law enforcement response. It relies on the complementary skill

sets and mandates of expertly trained DVAC advocates and law enforcement, in order to most effectively address the immediate and long-term needs of domestic violence survivors and their community.

3. Public Purpose and Need to Be Served

Domestic violence continues to be a local and national crisis. The need to address the issue effectively is imperative. Close to 20 people per minute are physically abused by an intimate partner in the US.³ This adds up to more than 10 million women and men each year. Meanwhile, 1 in 15 children are exposed to domestic violence each year; 90 percent of these children are direct eyewitnesses to the violence.⁴ The toll of domestic violence on our island community, especially on survivors and their children, is enormous. Its impact goes well beyond personal trauma to families, to include financial costs characterized as burdens on public resources, including law enforcement, courts, health care sector, social services and mental health services. Survivors of domestic violence lose a total of 8 million days of paid work per year.⁵ Effects on health, sleep, diet, learning and productivity at work are all documented and understood as compelling factors for improved community attention, investment and collaboration.

In Hawaii, as well as across the nation, police remain a key community resource charged with the responsibility to respond to crimes of violence committed in intimate partner relationships. Survivors routinely seek relief and remedy from law enforcement and the community. Over 2,500 petitions for temporary restraining orders (TROs) are filed in the First Judicial Circuit every year. And yet, state- and nation-wide, only about half of domestic violence incidents are reported to the police, as survivors often view of the incident as a personal or private matter, fear

³ Black, M.C.; Basile, K.C.; Breiding, M.J.; Smith, S.G.; Walters, M.L.; Merrick, M.T.; Chen, J. & Stevens, M.R. (2011). *The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.

⁴ Hamby, S.; Finkelhor, D.; Turner, H.; and Ormrod, R. (2011). "Children's Exposure to Intimate Partner Violence and Other Family Violence." *National Survey of Juvenile Violence*. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, US. Department of Justice. <https://www.ncjrs.gov/pdffiles1/ojjdp/232272.pdf>

⁵ Rothman, Emily F.; Hathaway, Jeanne; Stidsen, Andrea; de Vries, Heather F. "How employment helps female victims of intimate partner violence: A qualitative study." *Journal of Occupational Health Psychology*, Vol 12(2), Apr 2007, 136-143. <http://dx.doi.org/10.1037/1076-8998.12.2.136>

of retaliation, or believe that the police will not do anything about the incident.⁶ All too often, the experiences of both law enforcement and survivors on the scene of a DV incident are disappointing. The police are ill-equipped for the job at hand, the needs of survivors go unmet, and violence endures as a pervasive and costly problem for Hawaii's community.

A recent study prepared by the Oahu Domestic Violence Task Force (DVTF) found that the lack of understanding and empathy of a victim's situation is often a roadblock to assistance and services, as responders are the critical "gatekeepers" of resources."⁷ Furthermore, DV survivors on Oahu have noted a "protective callousness" of responders when attempting to make a complaint of abuse, perhaps stemming from their constant exposure to violence. Feedback from DVAC clients echoes this finding. Survivors have expressed concerns and complained about experiences in dealing with law enforcement and the justice system. Insufficient training, lack of patience, personal bias or misconduct may all be contributing factors to the negative experiences of survivors in our community. This further highlights the need for specialized on-scene assistance in the immediate aftermath of domestic violence.

In the last decade, the recognition that arrest or prosecution alone may not prevent recidivist violence has led police agencies to reach out "beyond internal resources to enhance their responses to domestic violence victims."⁸ More comprehensive approaches include "partnerships with the community and other criminal justice agencies that focus on reducing the negative consequences of criminal justice system practices by making victim safety a priority."⁹

The urgency of strengthening police response to DV in Hawaii was substantiated by the very public account of the HPD officer seen on video assaulting his partner in September 2014. Discussions between the Domestic Violence Action Center (DVAC) and HPD began shortly after this incident, with the acknowledgement that law enforcement may not always be equipped to

⁶ Lawrence A. Greenfeld et al. (1998). *Violence by Intimates: Analysis of Data on Crimes by Current or Former Spouses, Boyfriends and Girlfriends*. Washington, DC: Bureau of Justice Statistics Factbook, US Department of Justice.

⁷ Oahu Domestic Violence Task Force (2015). "Shifting Paradigms in Domestic Violence Response." Honolulu, HI.

⁸ Reuland, M.; Morabito M.S.; Preston, C.; Cheney, J. (2006). *Police-Community Partnerships to Address Domestic Violence*. Washington, DC: Office of Community Oriented Policing Services, US Department of Justice. P. 4.

⁹ Ibid p. 4.

offer compassionate, efficient or effective responsiveness in working with survivors at a DV scene. Informed by the needs of DVAC clients and other domestic violence programs in the City and County of Honolulu, DVAC and HPD developed the Safe on Scene (SOS) program. The first of its kind in Hawaii, the SOS program commenced services in Honolulu's District 7 in September 2016 with support from City and County of Honolulu to provide an effective way for police to respond to the crisis and receive assistance from expert advocates to mitigate the crisis experienced by survivors at the scene. Although the work of both HPD and DVAC has always been aimed towards support for survivors, accountability for perpetrators and a responsive system, there had not been any recent, meaningful partnership until SOS.

4. Target Population to Be Served

The SOS program will serve DV survivors in HPD Districts, 1, 6 and 7. Districts 1, 6 and 7 have a combined population of around 296,000 individuals of all ages, income levels, ethnicities and occupations. These districts are the temporary or permanent home of large numbers of students, low-income families and tourists, who are key targets of early intervention by SOS advocates. The demographics of District 1, 6 and 7 alone represent challenges for HPD--challenges that are mitigated by the support offered to survivors by SOS advocates on the scene of a DV incident.

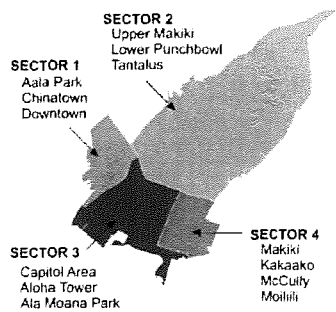
SOS advocates understand that different survivors have different concerns in the aftermath of violence. For example, a college student will worry about her safety on campus and her academic performance. A parent will think of her children and custody. A visitor or newcomer to Hawaii will often face complete isolation in an unfamiliar environment, where language can also be a barrier. For many, making the transition from living with an intimate partner who is abusive and employs tactics of control to a single-parent, single-income household is an enormous undertaking. The trauma, the self-doubt, and the unknown are immobilizing. Seeking assistance, asking questions, exploring options and developing a pathway to safety, self-sufficiency and personal healing is almost impossible without help from an expert advocate. SOS advocates have been trained to listen to each individual, conduct careful assessment, and provide guidance tailored to each survivor's specific needs.

Clients receiving direct services from DVAC are overwhelmingly in the low-income category. More than 90 percent of DVAC clients receive either State or Federal assistance. DVAC serves a very diverse clientele. Demographic information from one of DVAC’s program reflects that, on average, DVAC clients are 30 percent Native Hawaiian, 28 percent Asian (of which more than half are Filipino), 19 percent Caucasian, 9 percent Latino, 4 percent African American, and 1 percent Native American (9 percent are other or unknown).

5. Geographic Coverage

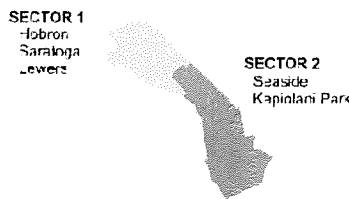
The SOS program is currently operational in HPD Districts 6 and 7. Under this submission, DVAC proposes to extend coverage to include HPD District 1, in addition to 6 and 7. District 1 covers downtown Honolulu, from Liliha Street to Punahou Street and from Round Top Drive to Ala Moana Beach, including Aloha Tower. Its population is approximately 85,000. The smallest police district on Oahu, District 6 is only about 1.5 square mile and encompasses the Waikiki peninsula, bordered by the Ala Wai Canal, Diamond Head, and the Pacific Ocean. Its population is approximately 51,000. District 7 is quite large in comparison, covering 40 square miles in east Honolulu, from Punahou Street to Makapuu Point and from the Koolau Range valleys to the beaches from Diamond Head to Sandy Beach. It includes university and college campuses, such as the University of Hawaii's Manoa campus, Kapiolani Community College and Chaminade University. Its population is approximately 160,000.

Figure 1. Map of HPD District 1



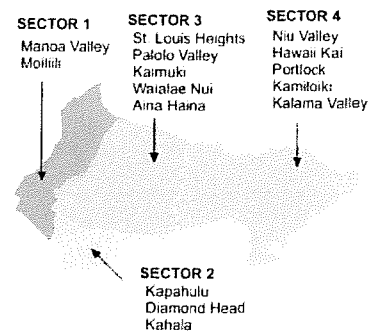
Source: Honolulu Police Department, Patrol Districts

Figure 2. Map of HPD District 6



Source: Honolulu Police Department, Patrol Districts

Figure 3. Map of HPD District 7



Source: Honolulu Police Department, Patrol Districts

II. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

The SOS program allows expertly trained DVAC advocates to meet police on site when police has responded to a domestic violence call. HPD and DVAC collaborated to develop and agree on clearly defined procedures and expectations for the partnership. As per this agreement, advocates arrive on scene to provide the survivor with crisis support, safety planning, referrals and ultimately, follow-up. Responding to a batterer and domestic abuse survivor incident in a highly-volatile situation can be challenging for police that have received little training on domestic violence. An expertly trained advocate on-scene is able to help the victim deal with complex emotional, psychological and physical trauma.

With the SOS advocate on location, law enforcement is able to conduct a thorough and professional investigation, without the added task, pressure or distraction of managing the crisis faced by the survivor at the scene. Tasks such as securing the scene, collecting the necessary evidence, conducting a thorough investigation, capturing witness statements and preparing the report for prosecution can only be performed by law enforcement. A careful and thorough investigation is essential to survivors, perpetrators, prosecutors, and judges. Yet effectively and adequately fulfilling these tasks should not come at the expense of the survivor who has just experienced trauma. The SOS advocates are present to ensure that the survivors' needs in this moment of crisis—and beyond—are met.

While the SOS program allows law enforcement to focus on the investigation, police are also observed as they enforce the law, carry out department protocols and make domestic violence the priority it must be to restore safety to families and work in partnership to build a healthy community.

HPD and DVAC Responsibilities

The SOS program relies on building and sustaining a strong partnership between HPD and DVAC. In early 2016, HPD and DVAC agreed on shared objectives and specific procedures for the intervention of expert DVAC advocates on the scene of a DV incident. As per the agreed-upon HPD-DVAC program procedures, HPD officers have the following responsibilities:

- A. Call the on call SOS advocate
- B. If there is no response try up to three times; if no response, note the times you attempted to contact the advocate.
- C. Provide the name of the survivor or any other individual needing services to the SOS advocate for conflict check in the agency database.
- D. Note the name and time advocate was called and the time the advocate arrived on scene. Remain on scene until the arrival of the advocate unless the wait time becomes unreasonable or other calls for police service take precedence. The response time should be between 15-30 minutes.
- E. Facilitate an introduction of the advocate to the survivor.
- F. If there are safety concerns for the advocate, remain on scene for a reasonable amount of time.
- G. If the safety of the advocate and survivor warrants relocation, assist the victim in relocating to a location (TBD).
- H. At no time should the SOS advocate interfere with the police investigation, which has priority.

The responsibilities of the SOS are described as follows:

- A. Advocate arrives at scene, and is expected to speak only to the survivor.
- B. Advocate will ascertain if the survivor is interested in the assistance once they arrive; if the survivor is not amenable to support, safety planning or referrals at time of incident, advocate will leave. Advocate will leave contact information after she departs.

- C. SOS advocate will document services provided to the survivor; length of time she is on scene, and referrals made to DVAC programs; obtain consent for services.
- D. DVAC will provide all supplies/equipment necessary for advocates to provide the services (GPS, flashlights, cellphone, mileage reimbursement etc.).
- E. SOS advocates will be available each day, 1400-2300 hours.
- F. SOS advocates will be available to work with no more than 4 survivors each (total 8) on any given day.

Training

Once the procedures were finalized in 2016, DVAC staff took part in the agency's 4-day training on trauma-informed responses to DV. Advocates then met with HPD so that police officers could familiarize themselves with the program objectives and procedures. At the meeting, SOS advocates handed out SOS materials, such as business cards with the

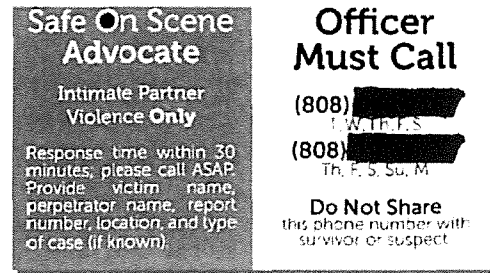


Figure 4. Safe on Scene (SOS) Program Business Card

Source: Domestic Violence Action Center (DVAC)

advocates' phone numbers and "cheat sheets" that summarize SOS procedures and adequate responses to DV. A DVAC police training video was also shown to police officers in both Districts 6 and 7, to increase their awareness of DV as well as to enhance their on-scene response. The SOS advocates and HPD began to coordinate their responses to DV calls in September 2016 in HPD District 7 and in October 2016, in District 6.

SOS advocates in action

SOS advocates are typically available and dispatched to work on scene when HPD are called to intimate partner violence disturbances during 3rd Watch (2:00 PM - 11:00 PM), when there is the highest demand for police response to DV calls. Advocates travel in a personal vehicle and meet officers on the scene within 30 minutes of the police arrival on scene. If the suspect (perpetrator)

is not in custody, the survivor and advocate meet at another nearby location. Advocacy and crisis support can meet the survivor's urgent needs as they surface, at the precarious time when fear, risk, decisions, children and planning are juxtaposed with the law and protocols imposed by the involvement of law enforcement. With the SOS advocate on scene, HPD's investigation can be conducted with greater uniformity and efficiency.

The SOS advocate also provides follow-up services by making contact with the survivor within 14 days of the incident to see how she is faring, if her safety plan is effective or needs adjustment, and whether she needs additional help or referrals to other community resources. The survivor can be referred to DVAC for legal services and long term advocacy. For survivors requiring language assistance, the Domestic Violence Action Center works with the Bilingual Access Line (BAL).

To date, the SOS program has successfully complemented and enhanced HPD's response to domestic violence incidents. DVAC and HPD have scheduled regular meetings between SOS advocates, HPD and other DVAC staff to address any concerns, resolve issues and continue to build working relationships. Building this relationship is important and effortful. Collaboration and partnership develop and strengthen over time. It is therefore essential to sustain the SOS program to optimize collaboration and investment in our police department and make a meaningful difference in the lives of island families harmed by DV. As Honolulu Mayor Kirk Caldwell has recognized, "[d]omestic violence is an issue that threatens the safety of victims, the harmony of family life and the well-being of our communities. Safe on Scene promises to change the way we respond to such incidents."¹⁰

Given that the rate of police calls across Oahu is even (with the exception of one District on the far Leeward Coast), it would be greatly beneficial to implement the SOS program across the island. Nonetheless, it is also imperative to continue supporting the SOS program where it is already being implemented, to ensure that it can serve as a successful model to be replicated by other law enforcement agencies and civil society service providers in the future. We seek support

from Hawaii State Legislature to sustain the implementation of the SOS program in Districts 6 and 7, and to expend it to District 1 during FY18. The SOS Program Flowchart on the next page summarizes the scope of activities, as well as expected outputs and outcomes of the program.

¹⁰ “Domestic Violence Action Center Receives Grant for Safe on Scene Program,” *O’ahu News, City and County of Honolulu*. September 2016.

Figure 5. Safe on Scene (SOS) Program Flowchart

ACTIVITIES	OUTPUTS	OUTCOMES
<p><i>Processes, tools, events, technology and actions that are an intentional part of the program implementation.</i></p>	<p><i>The direct products of activities, including types, levels, and targets of activities delivered.</i></p>	<p><i>Specific changes in program participants' behavior, knowledge, skills, status and level of functioning, within about 1 year.</i></p>
<p>ACTIVITY 1. Assessment and revisions of SOS program procedures DVAC and HPD will meet to assess program implementation to date and revise HPD –DVAC procedures, if necessary.</p>	<ul style="list-style-type: none"> • Number of DVAC-HPD meetings to assess and revise SOS procedures (Target: 1 meeting during Quarter 1) • Number of awareness-raising meetings with HPD officers to go over SOS procedures (Target: 1 meeting per HPD district, for a total of 3 meetings during Quarter 1) 	<ul style="list-style-type: none"> • DVAC and HPD understand their complementary role in the SOS program and are ready to coordinate their response to DV (Target: 100% understanding and readiness among 100% of DVAC and HPD Officers involved.)
<p>ACTIVITY 2. Awareness-raising of HPD officers on SOS program DVAC experts will meet with HPD officers in the district(s) where the program is implemented so they understand the supporting, complementary role of SOS advocates, and to maximize positive interactions with survivors.</p>	<ul style="list-style-type: none"> • Number of DV survivors receiving on-scene support (Target: 150 survivors during the 12-month period) • Number of survivors' safety plans developed (Target: 120 Safety Plans during 12-month period) 	<ul style="list-style-type: none"> • The quality of IPV investigations by HPD is enhanced. (Target: 80% of HPD can focus 80% of their attention on investigation, while SOS advocate attends to survivor)
<p>ACTIVITY 3. SOS and HPD in Action on-scene SOS advocates will meet police on site when police has responded to a DV call in HPD Districts 1, 6, and 7, and provide survivors with crisis support, safety planning, referrals and follow-up.</p>	<ul style="list-style-type: none"> • Number of survivor referrals to community agencies (Target: 105 during 12-month period) • Number of risk assessments conducted (Target: 90 risk assessments conducted) • Number of DV survivors who have obtained TROs through referral assistance (Target: 50 during the 12-month period) • Number of SOS clients accepted for DVAC services (Target: 65 SOS clients during the 12-month period) • Number of quarterly meetings to examine program services (Target: 1 meeting during Quarters 2, 3 and 4 for a total of 3 meetings) 	<ul style="list-style-type: none"> • Survivors have more positive interactions with HPD. (Target: 50% of survivors report 50% more positive interactions with police) • Survivors trust law enforcement to have adequate, supportive responses to IPV incidents (Target: 50% of survivors report 50% increase in trust of HPD response) • Survivors are comforted and feel less distress immediately after an IPV incident. (Target: 90% of survivors report feeling less 50% less distressed) • Survivors have a Safety Plan to follow. (Target: 80% of survivors have Safety Plan) • Survivors have immediate information about support services available, such as medical, psychosocial, justice, security, shelter, economic. (Target 90% increase of knowledge and services among 90% of participants)

2. Annual Timeline

With the support of the GIA FY2018 of the Hawaii State Legislature, SOS services will be provided in the HPD Districts 1, 6 and 7, through DVAC’s continued partnership with HPD.

Table 1. DVAC Annual Timeline, SOS Program

Timeline	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<p>DVAC Deliverables</p> <p>(For measurable targets of deliverables, please see Section II.4. Measure(s) of effectiveness below.)</p>	<ul style="list-style-type: none"> Retrospective Assessment of SOS partnership with HPD Implement any necessary program adjustments Revitalize awareness-raising and training for relevant police officers Provide SOS support to HPD and DV survivors in HPD Districts 1, 6, and 7 Maintain accurate collection of data Schedule DVAC-HPD quarterly meetings to examine program services 	<ul style="list-style-type: none"> Provide SOS support to HPD and DV survivors in HPD Districts 1, 6, and 7 Maintain accurate collection of data Compile and analyze data for reporting and program adjustments Hold quarterly meeting to examine program services 	<ul style="list-style-type: none"> Provide SOS support to HPD and DV survivors in HPD Districts 1, 6, and 7 Maintain accurate collection of data Compile and analyze data for reporting and program adjustments Hold quarterly meeting to examine program services 	<ul style="list-style-type: none"> Provide SOS support to HPD and DV survivors in HPD Districts 1, 6, and 7 Maintain accurate collection of data Compile and analyze data for reporting and program adjustments Hold quarterly meeting to examine program services

Overall, during the contracted 12-month implementation period, DVAC will achieve the goal of serving 150 domestic abuse survivors on-scene, of which: 100 percent will receive crisis support, 80 percent will complete a safety plan, and 35 percent will obtain temporary restraining orders (TROs) through referral assistance. In addition, 90 risk assessments will be conducted, and 70 percent of survivors will receive referrals to community agencies. Please see **Section II.4. Measure(s) of effectiveness** for more details on measurable targets of deliverables.

3. Quality Assurance and Evaluation Plans

Quality Assurance Program

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

Specific to the SOS program, DVAC has developed the following monitoring and evaluation tools:

SOS Outreach Advocates Forms

During their interaction with survivors on the scene of an intimate partner violence incident, SOS advocates fill out an SOS Outreach form. These forms capture the survivor's basic information on the survivor, a lethality and risk assessment, and a checklist of services provided and referrals made. These forms also contain a template for the SOS advocate to take notes during and after

her interaction with the survivor. The information recorded by the advocates is compiled and reviewed by the DVAC Advocacy Manager and DVAC Management for program planning purposes. This data will also form the basis for reporting to the State Agency.

HPD Surveys

These surveys will allow individual HPD officers to report and reflect on their interactions with both SOS advocates and survivors on the scene of an intimate partner violence incident. These will be reviewed by DVAC SOS advocates and DVAC Deputy Director, in order to continuously adjust and improve program procedures and HPD-DVAC collaboration.

Survivors' Feedback during Follow-up Call

If deemed appropriate by the SOS Advocate, survivors will be asked for feedback on their interactions with police and advocates (7-14 business days after the DV incident).

Survivors Evaluations

If/when deemed appropriate by the SOS Advocated, survivors will be asked to fill out a program evaluation form. These forms will be confidential, and will give the survivors the opportunity to provide more detailed feedback on their experience and on scene interactions with both HPD and SOS Advocates. The evaluations focus on areas of satisfaction and ask for recommendations for improvement in program services. Results are reported and reviewed, with recommendations for improvement discussed during quarterly meetings with HPD and implemented, as appropriate.

Quarterly Meetings between HPD and DVAC

In addition to the monitoring and evaluation tools listed above, quarterly meetings between SOS advocates, HPD and other DVAC staff will ensure that any concerns of the survivors, advocates

and HPD are addressed. Recommendations from all involved parties (survivors, advocates and police) will be discussed, and contribute to program refinement and strengthening.

4. Measure(s) of effectiveness

The following outputs and outcomes will be used to measure program effectiveness. Activities, expected outputs and outcomes are also summarized in the SOS Program Flowchart in **Section II.1 Scope of Work, Tasks and Responsibilities.**

SOS Expected Outputs:

- Number of DVAC-HPD meetings to assess and revise SOS procedures (Target: 1 meeting during Quarter 1)
- Number of awareness-raising meetings with HPD officers to go over SOS procedures (Target: 1 meeting per HPD district, for a total of 3 meetings during Quarter 1)
- Number of DV survivors receiving on-scene support (Target: 150 survivors during the 12-month period)
- Number of survivors' safety plans developed (Target: 120 Safety Plans during 12-month period)
- Number of survivor referrals to community agencies (Target: 105 during 12-month period)
- Number of risk assessments conducted (Target: 90 risk assessments conducted)
- Number of DV survivors who have obtained TROs through referral assistance (Target: 50 during the 12-month period)
- Number of SOS clients accepted for DVAC services (Target: 65 SOS clients during the 12-month period)
- Number of quarterly meetings to examine program services (Target: 1 meeting during Quarters 2, 3 and 4 for a total of 3 meetings)

SOS expected outcomes:

- DVAC and HPD understand their complementary role in the SOS program and are ready to coordinate their response to DV (Target: 100% understanding and readiness among 100% of DVAC and HPD Officers involved.)
- The quality of IPV investigations by HPD is enhanced. (Target: 80% of HPD can focus 80% of their attention on investigation, while SOS advocate attends to survivor)
- Survivors have more positive interactions with HPD. (Target: 50% of survivors report 50% more positive interactions with police)
- Survivors trust law enforcement to have adequate, supportive responses to DV incidents (Target: 50% of survivors report 50% increase in trust of HPD response)
- Survivors are comforted and feel less distress immediately after a DV incident. (Target: 90% of survivors report feeling less 50% less distressed)
- Survivors have a Safety Plan to follow. (Target: 80% of survivors have Safety Plan)
- Survivors have immediate information about support services available, such as medical, psychosocial, justice, security, shelter, economic. (Target 90% increase of knowledge and services among 90% of participants)

III. Financial

Budget

1. **Budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**

Please see the attached SOS program budget.

2. **Anticipated quarterly funding requests for the fiscal year 2018.**

Table 2. Anticipated quarterly funding requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
60,585.75	60,585.75	60,585.75	60,585.75	242,343

3. Listing of all other sources of funding that applicant is seeking for fiscal year 2018.

DVAC is seeking the following source of funding to support its SOS program during FY2018:

- City and County of Honolulu, Grant In Aid FY2018

4. Listing of all state and federal tax credits

DVAC has not applied for or received state and/or federal tax credits.

5. Listing of all federal, state, and county government contracts and grants

Table 3. Listing of all federal, state, and county government contracts and grants DVAC has been and will be receiving for SOS program funding.

1. City & County of Honolulu

Contract Number: CT-DCS-1700014	City & County of Honolulu
Award Amount: \$127,906	Department of Community Services
Program Period: 10/01/16-09/30/17	715 S. King St. Suite #311
Program Title: Safe on Scene HPD District 6	Honolulu, HI 96813

2. City & County of Honolulu

Contract Number: CT-DCS-1600290	City & County of Honolulu
Award Amount: \$199,635	Department of Community Services
Program Period: 07/01/16-06/30/17	715 S. King St. Suite #311
Program Title: Safe on Scene HPD District	Honolulu, HI 96813

6. Balance of its unrestricted current assets as of December 31, 2016.

DVAC Net Asset as of December 31, 2016: **\$4,340,842**

IV. Experience and Capability

A. Necessary Skills and Experience

For the past 26 years, DVAC has enhanced the agency's capacity to meet the range of needs presented by survivors and their families. Delivering direct services and engaging the community are both essential to meet the unique challenges facing families suffering the harm of abuse. With increasing awareness, DVAC has designed new programs dedicated to assisting survivors overcome barriers presented by economics, system weaknesses, lack of training, professional bias, limited resources and the unrelenting pursuit by perpetrators. Our experience in growing the agency, adding culturally-relevant program services, adjusting staffing patterns and strengthening our infrastructure to best serve the community highlights our sustainable track record of achieving proposed outcomes. The growth of the organization in staff size and program services since its humble beginnings in 1990 illustrates not only the demand for services but also the foundational soundness and sustainability of the agency.

DVAC has made vital contributions to the safety and well-being of Hawaii's families by helping them become safe and rebuild lives without violence. DVAC is one of the only stand-alone agencies focusing on this one constituency that creates client and community programs uniquely suited to address the complex, potentially life-threatening abuse presented by intimate partner, child abuse and dating violence. Other programs for survivors are embedded in large social service agencies, or are part of a larger agency mission, such as serving immigrants or low-income communities, only some of whom are survivors.

Since 2000 (when uniformly collected data began being captured), DVAC staff have had telephone contact with 280,746 callers, 7,209 requests for legal assistance have been received, 59,763 safety plans have been completed, 5,319 advocacy cases were opened, 32,192 hours have been spent working on preparation of documents and in court, 55,466 risk assessments have been conducted and 8,356 court appearances have been made by agency attorneys. These services, and two other new programs, have added to the array of dedicated, unduplicated programs and positions at DVAC to continue responding to the costly and complex problem of domestic violence.

B. Facilities

DVAC's headquarters is located in downtown Honolulu within walking distance of Circuit Court, District Court, the State Capitol, government agencies, and bus routes. The location maintains confidentiality to preserve staff and client safety. The agency offices have 7,372 usable square feet consisting of 17 enclosed offices, 34 workstations, three intake rooms, a server room, two kitchenettes, and a reception area. Each office and workstation is equipped with a computer and telephone. 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 maintains an EXPO court outreach program office at the Ronald T. Y. Moon Judiciary complex in Kapolei housing 4 EXPO court outreach program advocates.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Management staff currently employed at the Domestic Violence Action Center has a combined total of 115 years professional experience directly serving the community of survivors and their families, while engaging elected and appointed leaders, and providing technical assistance to government and private agencies charged with the responsibility of addressing domestic violence. The agency maintains a staff of well-trained domestic violence lawyers, SOS and Alaka'i advocates, paralegals, counselors and program managers who are uniquely suited to address the complex, potentially life-threatening abuse faced by survivors and children on a daily basis.

With funding from the Hawaii State Legislature, DVAC seeks to support its three current SOS advocates, so that they can continue to provide on-scene assistance to survivors and the Honolulu Police Department in Districts 1, 6, and 7 during their high-volume 3rd watch shift daily (including long holiday weekends). The Lead Advocate will continue to be responsible for reviewing domestic violence reports filed at the Honolulu Police Department and the team will work with domestic violence investigators whose caseloads consist of survivors needing crisis intervention, information about services available to them, assistance with requesting temporary restraining orders, safety planning and risk assessments, and help with victim statements. The advocates will also work on-site with survivors to help them access needed services, provide crisis intervention, inform survivors of services available to them, assist with requesting temporary restraining orders, make safety plans and perform risk assessments, and assist with victim statements for a coordinated response.

If the SOS advocate refers a survivor to the DVAC Alaka'i Advocate Program for long-term intensive support (up to one year), she/he will receive in-person and telephone assistance with safety planning, risk assessments, referrals, support in applying for academic scholarships,

financial, medical and housing, Hopeline phones, stalking kits, crisis support, and court accompaniment.

The SOS advocates must have experience working with individuals or families in crisis or suffering trauma and experience in providing advocacy and crisis counseling services. The advocates must also 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. All SOS advocates are required to take part in a 4-day DVAC training on DV. The training prepares the SOS advocates to respond to DV incidents in a caring, effective and appropriate way.

DVAC SOS Advocates

DVAC has three SOS Advocates who currently work in HPD Districts 6 and 7. They are:

Pearl T. Ofoia, Lead SOS Advocate: Pearl Ofoia has over fifteen years of experience in the criminal justice system, specializing in domestic violence and victim advocacy, social service, case management and human services. Ms. Ofoia's work as a legal and victims' advocate spans from California to Washington State, to Hawaii. In Washington, she was a legal advocate for Snohomish Country Center for Battered Women and Children. In Simi Valley, California, she served a Victim Advocate for the King County Prosecutor's Office, in the domestic violence unit for 8 years, before managing the Safe Journey Shelter Transitional Program. As the lead advocate of the SOS program since it was first implemented in September 2016, Ms. Ofoia has demonstrated tremendous leadership and is a crucial asset to the continued success of the program.

Jina K. Rabago, SOS Advocate: Gina Rabago has a Bachelor of Arts in Psychology, with a Minor in Sociology. She has both professional and research experience in violence prevention in Hawaii. At the Violence Prevention Lab in the Department of Psychology at the University of Hawaii at Manoa, Ms. Rabago gained first-hand experience researching intimate partner violence

and worked with community programs involved in violence prevention. Her extensive volunteer experience in organizations such as Next Step Shelter and Women Helping Women demonstrates a deeply rooted commitment to bettering her community, by working to foster women's safety and self-sufficiency.

Alexa Cook, SOS Advocate: Alexa Cook holds a Bachelor's degree from San Diego University and is currently completing her MFT in Psychology at CalSouthern University. Ms. Cook interned at the Crisis Line at Monterey Rape Crisis Center while completing her undergraduate studies, revealing a strong commitment to violence prevention and crisis management. Before joining DVAC's SOS program, she worked as a Part-Time Crisis Therapist for CARE Hawaii.

DVAC Management and Support Staff

The work of the SOS advocates is supervised and supported by the following DVAC managers and support staff:

Marci Lopes, Deputy Director: Marci Lopes has recently joined DVAC in January 2017. She has a Master of Science degree in Counseling Psychology and is a Certified Substance Abuse Counselor and Certified Crisis Prevention Intervention Instructor. Ms. Lopes previously served as Executive Director of the Hawaii State Coalition Against Domestic Violence (HSCADV). She has a rich history of program management and client services at Parents and Children Together. Ms. Lopes also served as Director for Marsy's Law, a legislative initiative focused on securing victim's rights in the state constitution) Ms. Lopes is on the Board of the Junior League and is a graduate of the Weinberg Fellows program. Among her numerous duties at DVAC, Ms. Lopes will be responsible for compliance of the SOS program with governmental regulations as well as executive leadership over the fiscal, human resources, agency facilities and information technology functions of DVAC.

Pauline Ohlendorf-Chun, Vice President of Operations: Pauline Ohlendorf-Chun has been an invaluable member of the DVAC management team for 22 years. As the Vice President of

Operations, she is responsible for the administration, coordination and direction in the areas of finance, human resources, inventory control, vendor contracts, facilities and risk management at the agency. Before joining DVAC, Ms. Olhendorf-Chun managed the International Wholesale Services for American Express, Travel Related Services Co. She holds an Associate of Science in Hotel Management.

Jacque Kotarek, Human Resources Manager: Jacque Kotarek has a Bachelor's degree in Sociology from Humboldt State University. Ms. Kotarek is a results-driven retail professional with 22 years of diverse experience in all aspects of business, including leadership & talent development, recruiting, training, human resources, succession planning, management, budget forecasting, inventory and merchandising. She has exemplary collaborative, communication, facilitation and interpersonal skills and has been an invaluable addition to the DVAC team since she joined in September 2016. As Human Resource Manager, she is responsible for staff recruitment and assists in the procurement of employee benefits. She manages the enrollment and processing of employee benefits, as well as audits and processes employee time reports and maintains personnel records.

Juan Mao Meng, Director of Accounting: Juan Mao Meng completed a Bachelor of Business Administration in Accounting at the University of Hawaii at Manoa. She is a Certified Public Accountant in the State of Hawaii, and worked with Hawaii Health Connector, creating and and a manual accounting system for implementing Affordable Care Act in the State of Hawaii before joining DVAC as the Director of Accounting. In her current position, Ms. Meng ensures the agency's compliance with Generally Accepted Accounting Principles (GAAP), develops program and agency-wide budgets, and maintains accurate financial records and timely financial reporting.

Eleonore Veillet Chowdhury, Grants Manager: Eleonore Veillet Chowdhury completed a Doctorate degree in Comparative Literature at the Johns Hopkins University and a Professional Certificate in Global Affairs at the New York University. She has over 5 years of experience developing, implementing, and evaluating programs to promote women and girls' rights and

prevent sexual and gender-based violence in conflict zones in Africa, Latin America, the Middle East and South Asia. Having just moved back to Hawaii in 2016, she joined DVAC as the Grants Manager. In addition to identifying grant opportunities and drafting grant proposals, Ms. Veillet Chowdhury collects statistical data, and manages the program contract file for reporting deadlines and contract compliance.

Patricia Low, Accounting Clerk/Administrative Assistant: Ms. Low has over 15 years of administrative and customer service experience. Before joining DVAC, she served as a Group Sales Coordinator at Outrigger Hotels and Resorts. Her extensive administrative skills, attention to details, and ability to work well with others has made her a tremendous asset to the agency. As Accounting Clerk/Administrative Assistant, Ms. Low is responsible for reviewing check requests for proper supporting documentation, coding invoices using appropriate fund source code for shared allocation among funding sources, issuing checks and processing for payment. She maintains accounts payable files and advocacy case files, and provides administrative support to program staff.

For more details on the SOS program staff, please see attached **Job Descriptions and Resumes**.

HPD Support

DVAC will continue to work closely with HPD Lieutenant Mark Matsusaka, commander of the Domestic Violence Detail, and Major Larry Lawson, Criminal Investigation Division. HPD officers in Districts 6 and 7 continue to be extremely cooperative, as they are recognizing that the support from the advocates last well beyond the arrest and prosecution. As one officer recently reported, advocates can provide the complainant with “tools and services to escape the dangerous relationship [...] This can help keep the survivor from returning to their abuser, thus reducing future domestic violence. In essence, this project would act as a conduit for those affected by domestic violence to obtain desperately needed services and to improve communication with law enforcement.”

B. Organization Chart

Please see attached **DVAC Organization Chart**.

C. Compensation

The annual salaries paid DVAC to the three highest paid officers, directors, or employees of the organization by position are:

1. Chief Executive Officer: **\$102,801**
2. Vice President of Operations: **\$82,070**
3. Deputy Executive Director: **\$80,000**

VI. Other

A. Litigation

There is no pending litigation.

B. Licensure or Accreditation

DVAC is not accredited.

C. Private Educational Institutions

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

D. Future Sustainability Plan

This program is a crucial contribution to the community's continuum of services to families harmed by abuse. Public contracts and private grants will continue to be sought to sustain SOS. As the agency has grown over the last 26 years, the budget has increased to support essential and innovative program services. There are federal resources that exclusively support domestic violence programs and services particularly focused on the criminal justice system. They will be a first target for consideration. The competition for funds is fierce, as is widely understood, so the data and the testimonials from survivors will be collected to demonstrate viability and validity of the program. Currently, the agency's annual budget is balanced through revenues collected from successful grant awards, government contracts, special events, client fees and donor gifts. Staff works diligently to maintain quality core, unduplicated program services during times of strong economic stability and other more unsteady periods. As funding for agency programs have shifted over the last five years, DVAC has been innovating to sustain a vital, viable, visible organization. Management has boosted support, increased the diversity of the revenue stream, and remained loyal to the agency's dual approach to addressing domestic violence. The assortment of events has expanded throughout the years: Poinsettias for Peace during the holiday season and a Mother's Day Flower sale were established to give voice to the important role and many challenges faced by survivor mothers. The use of the holiday theme ties in with the agency's dual approach to educating the community and raising needed funds.

E. Certificate of Good Standing

Please the attached Certificate of Good Standing, dated January 19, 2017.



Budget

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Domestic Violence Action Center (DVAC)

BUDGET CATEGORIES	Total Budget Request (a)	Total Federal Funds Requested (b)	Total County Funds Requested * (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	151,204		75,388	
2. Payroll Taxes & Assessments	16,103		7,539	
3. Fringe Benefits	30,241		13,327	
TOTAL PERSONNEL COST	197,548		96,254	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Airfare, Out-of-State	0			
3. Audit Services	2,120		1,203	
4. Contractual Services - Administrative	842		493	
5. Contractual Services - Subcontracts	0			
6. Insurance	1,520			
7. Lease/Rental of Equipment	1,517		1,200	
8. Lease/Rental of Motor Vehicle	0			
9. Lease/Rental of Storage	864		382	
10. Mileage	8,376		5,712	
11. Postage, Freight & Delivery	480		481	
12. Publication & Printing	1,000		938	
13. Repair & Maintenance (IT)	3,360		2,466	
14. Staff Training	600		200	
15. Substance/Per Diem	0			
16. Supplies	192		720	
17. Outreach	3,000		6,500	
18. Telecommunication	8,088		2,280	
19. Building CAM & Utilities	12,641		6,167	
20. Dues	195			
21	0			
22	0			
TOTAL OTHER CURRENT EXPENSES	44,795	0	28,742	
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D)	242,343	0	124,996	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Fund requested	242,343	Mao Moeng 534-0040		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	124,996	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Nanci Kreidman, CEO 1/19/2017		
		Name and Title (Please type or print)		
TOTAL REVENUE	367,339	For State Agency Use Only		
		Signature of Reviewer Date		

* Column (c) corresponds to the budget submitted by DVAC on 11/14/16 to the City and County of Honolulu-GIA2018, to support the SOS program in HPD District 7 only, from 10/1/17 to 9/30/18. The submission is currently under review.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Domestic Violence Action Center

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY INCLUDING BUDGETED SALARY INCREASE A	% OF TIME BUDGETED TO THE CONTRACT B	TOTAL SALARY BUDGETED TO THE CONTRACT A x B
1	Deputy Director	1.00	80,000	15.00%	12,000
2	Lead Advocate	1.00	44,000	100.00%	44,000
3	Advocate	1.00	40,000	100.00%	40,000
4	Advocate	1.00	40,000	100.00%	40,000
5	*Vice President of Operations	1.00	82,070	5.00%	4,104
6	*Finance Manager	1.00	70,000	5.00%	3,500
7	*Human Resource Manager	1.00	50,000	5.00%	2,500
8	*Grants Manager	1.00	62,000	5.00%	3,100
9	*Accounting Clerk/Administrative Assistant	1.00	40,000	5.00%	2,000
10					
11					
TOTAL:					151,204

JUSTIFICATION/COMMENTS: Positions preceded by an * are administrative positions. Administration costs are allocated among all the programs administered by DVAC. The salaries charged are based on time each employee will spend on serving this program.

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant: Domestic Violence Action Center

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	151,204	7.65%	11,567
Unemployment Insurance (Federal)		N/A	
Unemployment Insurance (State)	151,204	1.50%	2,268
Worker's Compensation	151,204	0.80%	1,210
Temporary Disability Insurance	151,204	0.70%	1,058
SUBTOTAL:			16,103
FRINGE BENEFITS:			
Health Insurance	151,204	16.00%	24,193
Retirement (401K)	151,204	4.00%	6,048
			-
SUBTOTAL:			30,241
TOTAL:			46,344
JUSTIFICATION/COMMENTS:			

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant: Domestic Violence Action Center

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
MaxWorks Payroll Services	288	Payroll services	Prepare agency's payroll and file taxes. Cost is \$500 per month, 8% is allocated to this program based on full time equivalent. ($\$300 \times 12 \times .08 = \288)
One-Point	394	Timesheet program service	Average Sevice cost is \$410 per month, 8% is allocated to this program based on full time equivalent. ($\$410 \times 12 \times .08 = \394)
Other Professional Services	160	Retirement (401K fees & flex spending fees)	Estimated cost of professional retirement services needed for the year. Cost is based on historical expenses at 8% of \$2,000. ($\$2000 \times .08 = \160)
TOTAL:	842		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Domestic Violence Action Center

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

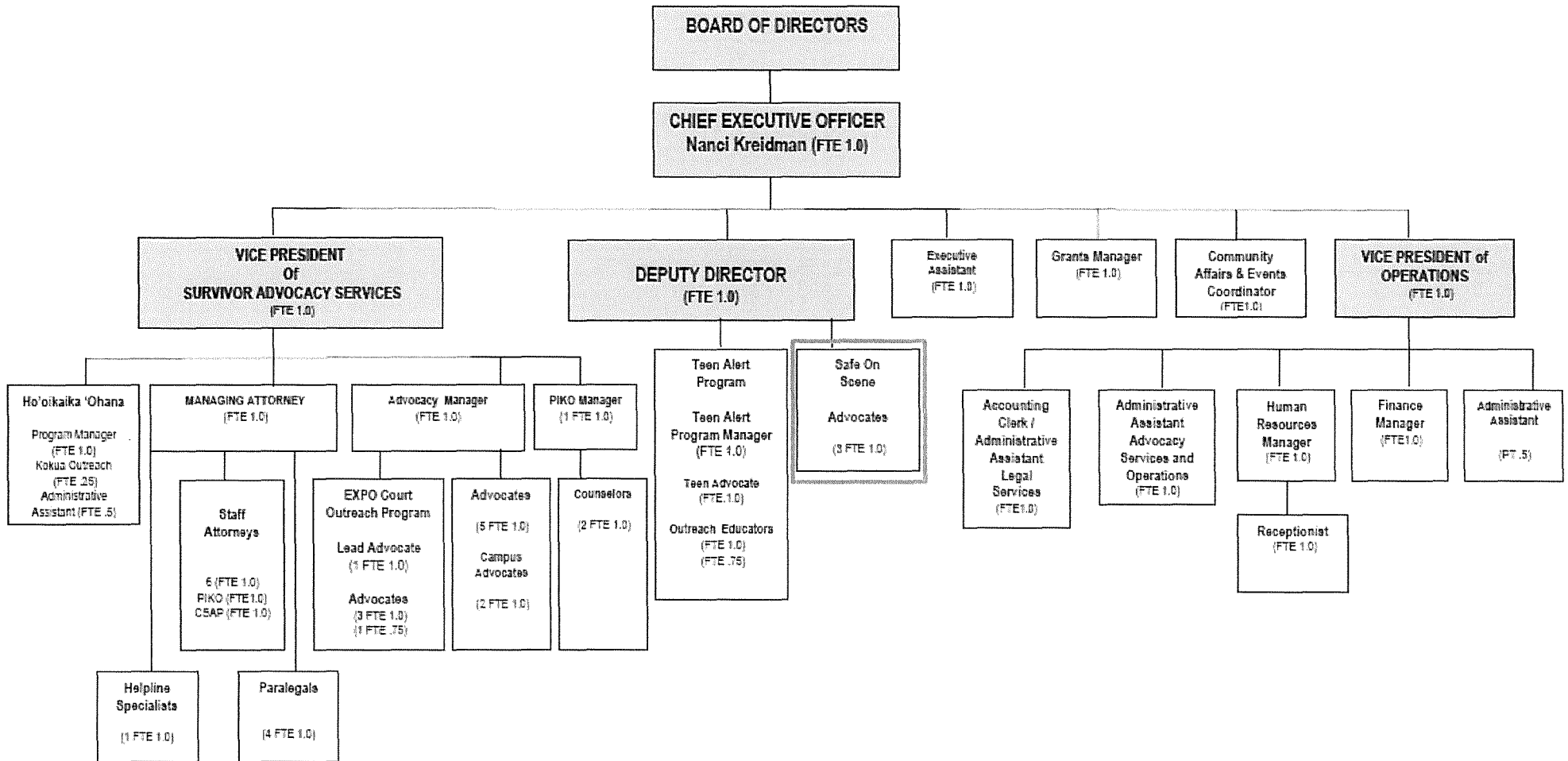
Applicant: Domestic Violence Action Center

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS	NOT APPLICABLE					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						



Organization Chart

**DOMESTIC VIOLENCE ACTION CENTER
ORGANIZATION CHART**





DVAC has a governing board that:

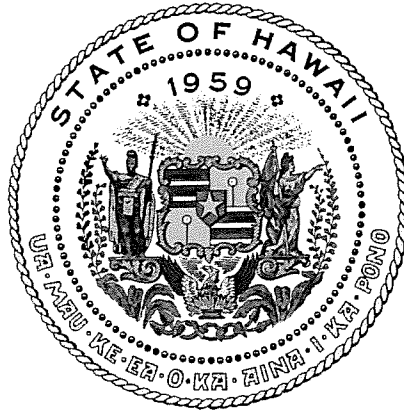
- (a) serves without compensation, and
- (b) Is composed of members who have no material conflict of interest.

Domestic Violence Action Center has a governing board consisting of 16 community representatives who serve without compensation. All our members are deeply committed to helping victims. The directors meet monthly. Every member contributes annually to the Domestic Violence Action Center. The Board in conjunction with the Executive Director develops policy and guides operations. They provide the agency with legal consultation, reviewing documents, assessing feasibility, and offering fiscal guidance.

<p><u>PRESIDENT</u> Rex Fujichaku Bronster Fujichaku Robbins 1003 Bishop Street, #2300 Honolulu, Hawaii 96813 Work: 524-5644 Mobile: 277-3692 Email: rfujichaku@bfrhawaii.com</p>	<p><u>VICE PRESIDENT</u> Ikaika Hussey The Hawaii Independent 1123 Clio Street Honolulu, Hawaii 96822 Mobile: 221-2843 Email: ikaikahussey@gmail.com</p>	<p><u>TREASURER</u> Wendy Nakasone HMSA P.O. Box 860 Honolulu, Hawaii 96808 Work: 948-5448 Mobile: 386-1555 Email: Wendy_Nakasone@hmsa.com</p>
<p><u>SECRETARY</u> Michele Kurihara-Klein HGEA 888 Miiilani Street, #600 Honolulu, Hawaii 96813 Phone: 543-0000 Email: mkurihara@HGEA.org</p>	<p>Tomomi Arikawa 4999 Kahala Avenue Honolulu, HI 96812 Mobile: 203-536-9359 Email: tomomiarikawa@gmail.com</p>	<p>Ka'ipo Bailey-Walsh The St. Andrew's Schools 224 Queen Emma Square Honolulu, Hawaii 96813 Work: 532-2446 Mobile: 754-7681 Email: kbailey-walsh@standrewsschools.org</p>
<p>Marsha Bolson 46-051 Heeia Street Kaneohe, Hawaii 96744 Mobile: 754-6814 Email: mhbolson@gmail.com</p>	<p>Joy Anne Bliss 246 Paiko Drive Honolulu, Hawaii 96821 Mobile: 783-3030 Email: 1joy.bliss@gmail.com</p>	<p>Sheila Gold 91-1055 Waikai Street Ewa Beach, Hawaii 96706 Phone: 808-864-6441 Email: sheila@skcookies.com</p>
<p>Sandra Lacar 94-1007 Lumi Street Waipahu, Hawaii 96797 Mobile: 971-1325 Email: sandralacar@yahoo.com</p>	<p>Scot Z. Matayoshi McCorriston Miller Mukai MacKinnon 500 Ala Moana Boulevard Five Waterfront, 4th Floor Honolulu, HI 96813 Mobile: 808-222-1766 Email: smatayoshi@m4law.com</p>	<p>Judi Morris Oceanit Laboratories, Inc. 828 Fort Street Mall #600 Honolulu, Hawaii 96813 Work: 531-3017 Mobile: 381-8163 Email: jmorris@oceanit.com</p>
<p>Ashley Nagaoka Anthology Group 2101 Nu'uuanu Avenue Honolulu, Hawaii 96817 Phone: 808-238-1724 Email: Ash.Nagaoka@gmail.com</p>	<p>Tiffany Tanaka 1944-D Ualakaa Street Honolulu, Hawaii 96822 Phone: 721-3791 Email: tt@mliamv.com</p>	<p>Vera Wright Bank of Hawaii 130 Merchant Street Honolulu, Hawaii 96813 Work: 694-4475 Mobile: 971-1747 Email: Vera.wright@boh.com</p>
<p>Suzanne Young Honolulu Board of Realtors 1136 12th Ave. #200 Honolulu, Hawaii 96816 Work: 792-7836 Mobile: 271-7834 Email: Suzanne.Young@hicentral.com</p>		
<p><u>Advisory Council Members</u> Lynne McGivern, Esq., Ashford & Wriston, Work: 539-0438, Personal: 377-1285 Bradley R. Pulice, Esq., Clay Chapman Iwamura Pulice & Nervell, Work: 535-8402 Loretta Sheehan, Esq., Davis Levin Livingston, Work: 524-7500, Personal: 352-4354 Marcia Waldorf, Esq., Retired Circuit Court Judge, Home: 395-0864, Mobile: 224-4860</p>		



Certificate of Good Standing



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

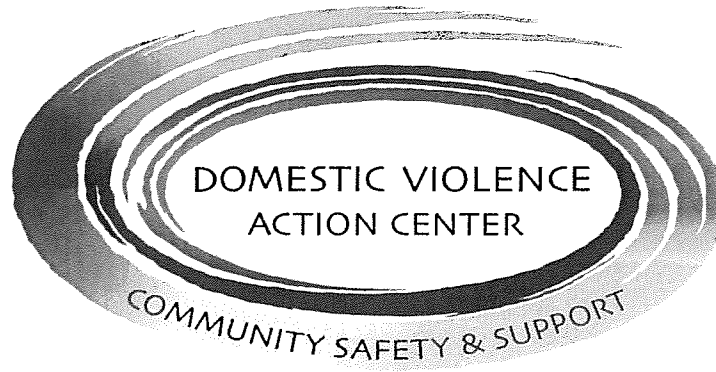
was incorporated under the laws of Hawaii on 12/04/1990 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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: January 19, 2017

Director of Commerce and Consumer Affairs





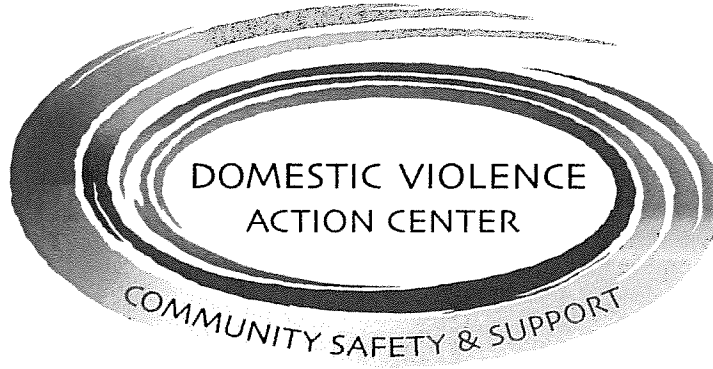
Government Contracts

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Domestic Violence Action Center (DVAC)

Contracts Total: 327,541

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Safe on Scene HPD District 6 (CT-DCS-1700014)	10/01/16-09/30/17	Department of Community Services	City & County of Honolulu	127,906
2	Safe on Scene HPD District 7 (CT-DCS-1600290)	07/01/16-06/30/17	Department of Community Services	City & County of Honolulu	199,635
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Declaration Statement

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

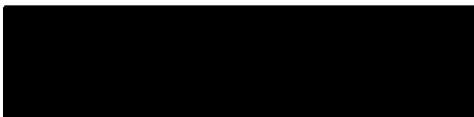
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii 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, Hawaii 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, Hawaii 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, Hawaii 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 (DVAC)



1/19/2017

Nanci Kreidman, Chief Executive Officer (CEO)



Job Descriptions and Resumes

Domestic Violence Action Center

Job Description: Safe on Scene Advocate (Full Time, Non-Exempt)

Overview

The Safe on Scene (SOS) Advocate at the Domestic Violence Action Center (DVAC) aims to assist survivors of domestic violence immediate on-scene with the Honolulu Police Department in their attempt to attain safety and self-sufficiency. Our Advocate will work with the survivor on-scene at a domestic violence call and provide crisis intervention, inform the survivor of services available to them, assist with requesting temporary restraining orders, make safety plans, perform risk assessments and assist with victim statement for a coordinated response.

Skills & Abilities

A successful Safe on Scene advocate is someone who is sensitive to the emotions and experiences of others. The SOS advocate is patient and empathetic in moments of crisis and can identify the unique strengths in others. The SOS advocate enjoys a challenge, can analyze a situation, reflect on the necessary actions, and seeks out unconventional solutions. Advocates enjoy working as part of a team and have a passion for working collaboratively to empower others.

Minimum Qualifications

- Bachelor's Degree in social work, psychology, or a related field; or at least two years of experience working directly with survivors of domestic violence
- Basic understanding of the dynamics of domestic violence
- Ability to connect with people from diverse socio-economic and ethnic backgrounds
- Ability to work interdependently in a fast-paced, non-profit work environment

Desired Qualifications

- Previous experience in crisis intervention and long-term client advocacy
- Knowledge of the criminal and civil justice systems
- Familiarity with social service agencies on the island of Oahu
- Familiarity with multi-cultural styles of communications
- Knowledge of the feminist philosophy of violence against women

Responsibilities

- Advocate will thoroughly assess the needs of clients assigned to them and provide long-term advocacy services. Maximum caseload will be thirty-five (35) clients at a time. Advocate will maintain an updated client file for each survivor, including a case plan and pertinent assessments.
- Advocate will participate in case review team meetings and will contribute to decisions about case plans and termination of the advocate/client relationship.
- Advocate will administer a risk assessment to all assigned clients.

- Advocate will provide safety planning to all assigned and outreach clients. Advocate will update safety plan with client when necessary.
- Advocate will provide crisis intervention services and on-going support to all clients when appropriate.
- Advocate will accompany clients to appointments, interviews and court hearings, when appropriate.
- Advocate will advocate on behalf of client with any and all institutions and agencies. Advocate will assess when intervention is necessary and, following an empowerment-based model, will always encourage the client to speak and act on their own behalf.
- Advocate will staff DVAC's helpline service as assigned by answering helpline calls, assessing caller needs, and making referrals when appropriate. Advocate will assist in the maintenance of our helpline database.
- Advocate will preserve client confidentiality and adhere to all DVAC policies in regard to client confidentiality.
- Advocate will keep updated and current on issues by attending relevant trainings.
- Advocate will practice good communication skills with DVAC attorneys and legal staff and will document shared client information in person or via e-mail.
- Advocate will keep track of statistics of monthly services and turn statistics into the Advocacy Manager in a timely manner.
- Advocate will assume other duties assigned by the Alaka'i Advocate Manager and/or VP of Survivor and Advocacy Services.
- Advocate will report directly to the Alaka'i Advocate Manager. The Alaka'i Advocate Manager is responsible for supervising the advocacy team.

This position is not limited to the duties described above. Duties and responsibilities of the SOS Advocate may be changed, expanded, reduced, or deleted to meet the needs of DVAC.

Classification: Non-Exempt, full-time

Compensation: Dependent upon qualifications and experience. Benefits include medical, dental and vision coverage, flexible spending account and generous vacation plan.

Pearl T. Ofoia
 2302 Ahakapu St.
 Pearl City, HI 96782
 Phone: 808-428-1849
 pfoiaptofioia@gmail.com

Objective

Seeking a position that can utilize my skills, abilities and experience as well as permitting opportunities for learning and growth.

Ability Summary

Over fifteen years experience in the criminal justice system specializing in domestic violence and victim advocacy, social service, case management and human services. Ability to work independently as well as a team player; supervisory experience, trainer, creative and motivated.

Employment History

Administrative Assistant

11/2014 - Current Whirlpool Quality Express 94-144 Leole St # B, Waipahu, HI

- Assist and work with the General Manager, Assistant Manager, and Warehouse Manager in processing of all order, shipment, and inventory document
- Assist the management staff in all related documents necessary to facilitate the inbound and outbound distribution of appliances island wide.
- Contact customers and trade partners, setting delivery dates and times of delivery
- Know and understand documents processed by Whirlpool and their trade partners that pertain to their orders and how they relate to inbound and outbound
- Record all daily deliveries' documents (proof of deliveries) and fax back to trade partners
- Prepare and administer all Will Call and Return documents
- Perform all necessary administrative functions to maintain a smooth flow of the inbound and outbound movement within the Quality Express logistics system
- Assist the dispatcher with scheduling the daily distribution of deliveries to customers and trade partners
- Assist in the preparation of the daily route sheet, includes listing customers and trade partners requiring deliveries, date & time of deliveries and the appliance documents necessary for the deliveries
- Assist in the preparation of interisland delivery documents

Self Employed

08/2012 - 08/2014 Pearl's Gourmet Grinds Pearl City, HI

- Create homemade goods using locally grown (preferably organic and non GMO) and seasonal produce.
- Sell products at Aloha Stadium and Farmers Market.
- Products consisted of pickled veggies: asparagus, beets, Brussels sprouts, onions, carrot; also coconut water, coconut-macadamia nut granola, pineapple-mango salsa, banana-pineapple bread, mango bread, chili pepper water; tropical drinks: Otai (watermelon & mango), Vai fala (pineapple), Vai Mango, Coconut-Pineapple

Case Manager II

07/2011 - 04/2012 GEO Company, The 11750 Ramona Blvd., El Monte, CA

- Managed approximately a caseload of 35-45 federal inmates transitioning into a Federal Residential Re Entry Center (RRC).
- Conduct risk/need assessments, create individual program plan (IPP-short/long term goals).
- Maintained progress notes pertaining to employment readiness, job placement, all approved community movements and activities.
- Bi-weekly case management meeting with inmates to follow up and review progress in program goals, conduct home confinement and employment site visits, monitor compliance with drug and alcohol counseling when required.
- Facilitate weekly in house groups and other Life Skills programs.
- Conduct investigation for all program violations to appropriate agency and BOP.

Assistant Director

01/2007 - 07/2011 The GEO Group 9411 S. Central Ave., Los Angeles, CA

- Direct supervision to Case Managers, Employment Specialist and Chief of Security.
- Primary duties and responsibilities is to assign all incoming referrals (inmate) to Case Managers and Job Developers in receiving orientation of program services defined by the Federal Bureau of Prisons (BOP) and the Standard of Work (SOW) contract.
- Other responsibilities include supervision with on-going training to administrative assistant, line and "key" staff to ensure job standards, facility checks, log books, accountability is recorded and documented correctly and completely.
- Prepared and conducted staff quarterly performance evaluation.
- Conduct internal investigation for any program violation
- Prepared monthly written reports for Facility Director; conduct and address employee corrective action.
- Oversee maintenance personnel to identify maintenance and equipment problems and initiate action in order to comply with safety and housekeeping standards
- Conducted weekly "key" staff meetings
- Audit case manager & job developer (inmate) files to ensure program plans and continued services are in-compliance with BOP contract.
- Audit security log books i.e., facility, inmate community movement, medication, UA/BA, MSDS, meals, cleanliness and emergency safety (fire extinguisher etc.)
- Schedule and ensure all shifts (Security and Key staff) are adequately covered that meets contract requirements.
- Provided leadership to peer or lower-classified employees through the assignment of work, monitoring of progress, review of results, and technical instruction and training.
- Monitored and supervised facility food service, for contract compliance, special diets, etc., and complaint resolution.
- Scheduled unannounced and supervised (may conduct) the following to ensure and maintain control and security of inmates and facility: pat downs, urinalyses, shakedown, count, breath tests, community verifications, etc.
- Completed mandatory in-service training to staff to meet the requirements for continued personal and professional self-development.
- Facilitate monthly staff meetings sharing observations and recommendations regarding the day to day facility operations, and between inmate and staff relations to identify and solve any problems.
- Encouraged company compliance policies and work rules as described in the company Employee Handbook, and Statement of Work.
- Reviewed employee time sheet, authorized vacation request and overtime (keeping it at a minimal), responsibility for staff scheduling.
- Implemented "Open Door" policy for inmates to address program related issues and incident reporting.

Case Manager II

11/2002 - 01/2007

Cornell Companies, Inc.

11750 Ramona Blvd., El Monte, CA

- See Case Manager II position above

Victim Advocate

02/1992 - 08/2000

King County Prosecutors Office

Seattle, WA

- Domestic Violence Unit: reviewed police report prior to DPA (deputy prosecuting atty) filing decision, determining whether filing charge is appropriate and safe for victim and family.
- Contacted victim & family to inform States position and provided advocacy pertaining to safety and court proceedings and victim's rights.
- Set up and participated in victim interview with DPA office, PDA (public def office), law enforcement, investigation, and recommendation as needed on behalf of the victim during duration of proceedings.
- Assisted victim and family during court proceedings, explained legal process, advocated on behalf of victim and family to DPA and Judge.
- Open case file, documentation, filing records, follow up with any / all court proceedings.
- Participated in Drug & Mental Health Court as related to Domestic Violence charge.
- Attend and provided advocacy assistance in Family Law Court as related to TRO (restraining order).

Legal Advocate

03/1988 - 02/1992

Snohomish Center for Battered Women & Children

Everett, WA

- Provided legal support and assistance in filing TRO, Protection Order, Dissolution, Child Support to women & families during their housing transition.
- Provided education on victim rights due to domestic violence, sexual assault and substance abuse.
- Implemented safety planning, accompany client to court proceedings as needed.
- Provided transportation as needed to court appointments, attorney's office, hospital, job interviews and scheduled children visitations.
- Facilitated weekly Womens group i.e., Legal Education, Parenting Class, Cycle of Violence and Substance Abuse.
- Provided educational plan (obtain GED, HSD and/or assistance in filing financial aid)

Education and Training

Issuing Institution	Location	Qualification	Course of Study
Pearl City High School	HI	High School Diploma	General Ed Curriculum

Additional Information

Related on-the-job experience substantially equivalent to graduation from an accredited college or university with major course work in business, community and public service, social service assistance or similar programs.

References Available on Request

JINA K. RABAGO

91-596 MAKALE'A ST., EWA BEACH, HI 90706 PH: (808) 753-7035 EMAIL: JINARABAGO@GMAIL.COM

EDUCATION

SPRING 2016 UNIVERSITY OF HAWAII AT MANOA
BACHELOR OF ARTS DEGREE IN PSYCHOLOGY MINOR IN SOCIOLOGY

FALL 2015 LEEWARD COMMUNITY COLLEGE
ASSOCIATE OF ARTS DEGREE

RESEARCH EXPERIENCE

AUGUST 2015 TO PRESENT UNIVERSITY OF HAWAII AT MANOA
RESEARCH ASSISTANT FOR THE VIOLENCE PREVENTION AND PROGRAM EVALUATION LAB

- Process, organize, and summarize data
- Research grants for research
- Assists in laboratory experiments, techniques, and protocols

CONFERENCE PRESENTATION

POSTER PRESENTATION
UNIVERSITY OF HAWAII AT MANOA PSI CHI RESEARCH CONFERENCE (MAY 2016)
Davaloz, K., Rabago, J., Gates, K., Carreño, P., & Baker, C. *Dating Violence and Technology.*

WORK EXPERIENCE

JUNE 2014 TO PRESENT VISIONARY GENERAL CONTRACTING, LLC
VICE PRESIDENT

- Oversee daily construction office operations
- Execute weekly payroll
- Manage subcontractor and supplier relations
- Maintain and distribute subcontracts
- Supervise accounts receivable and payable

AUG 2011 TO JUNE 2014 BERNINI HONOLULU
ASSISTANT FOOD AND BEVERAGE OPERATIONS MANAGER

- Oversee daily front-of-house operations
- Ensure pleasant customer experiences
- Train new front-of-house staff
- Balance daily revenue and tips
- POS and inventory management

MAR 2009 TO JUNE 2011 DA KITCHEN CAFÉ
FOOD AND BEVERAGE OPERATIONS MANAGER

- Oversee daily front-of-house operations
- Ensure pleasant customer experiences
- Train new front-of-house staff
- Balance daily revenue and tips
- POS and inventory management
- Execute weekly payroll

JINA K. RABAGO

91-596 MAKALE'A ST., EWA BEACH, HI 90706 PH: (808) 753-7035 EMAIL: JINARABAGO@GMAIL.COM

VOLUNTEER EXPERIENCE

- 2016 P.A.R.E.N.T.S.
- Participated in the set-up of P.A.R.E.N.T.S. annual fundraiser
LUNALILO HOME
 - Engaged with the Kupuna through conversation and art
RELAY FOR LIFE
 - Participated and raised money for Relay for Life
- 2015 NEXT STEP SHELTER
- Engaged with children through play and art
MEALS ON WHEELS
 - Prepared meals for the Kupuna
BONE MARROW GALA
 - Responsible for the finances for the silent auction
- 2014 ST. STEPHEN'S EPISCOPAL CHURCH
- Prepared and serve meals to the houseless
- 2009 WOMEN HELPING WOMEN
- Participated in various fundraising events

HONORS/ HONOR SOCIETY

- 2015 - 2016 UNIVERSITY OF HAWAI'I AT MANOA
PSI CHI- COMMUNITY SERVICE OFFICER (2016)
- Organized community service events

SPRING 2014 UNIVERSITY OF HAWAI'I AT WEST O'AHU
DEAN'S LIST

SPRING 2012 LEEWARD COMMUNITY COLLEGE
DEAN'S LIST

CORE QUALIFICATIONS

- LEADERSHIP SKILLS
 - Strongly committed to teamwork
 - Self-motivated and hardworking
 - Dedicated and reliable
- INTERPERSONAL SKILLS
 - Communicate well with others
- LANGUAGE SKILLS
 - Ability to be open-minded
 - Spanish (basic)
 - American Sign Language (basi

ALEXA COOK

725 Birch Street Unit #1
Honolulu, Hawaii 96814
(808)-209-0897
lexa.e.cook@gmail.com

California Southern University
Class of 2017

Educational/Career Goals:

- Current Masters Student in MFT Psychology at CalSouthern University Online; 2017
- Graduated San Diego State University 2013; Business Accounting Major, Spanish Minor
- Graduated from Desert Vista High School- Chandler, Arizona May 2009

Scholastic Honors:

- 2008-2009 Selected as a member of The National Society of High School Scholars
- Completed 9 Advanced Placement or Honors courses throughout high school career
- Graduated Dean's List

Internships:

- 2014-2016- Crisis Line at Monterey Rape Crisis Center

School Clubs & Organizations:

- 2013-2016 Member - Seaside Yoga Sanctuary
- 2012-2015 Member/Instructor- Spirit Yoga Studios
- 2011-2012 President- Chabad Lubavitch
- 2010-2012 Member- Intramural Sports at San Diego State University
- 2010-2012 Member- Hillel
- 2010-2012 AS Appointee- University Affairs Board
- 2009-2012 Chair- Aztec Recreation Board
- 2008-2009 Member- Student Government
- 2007-2009 Vice President- Mentors Club for Incoming Freshman
- 2007-2009 Captain- School Volleyball Team

Community/Volunteer Service:

- 2011-2015 Advocate -Race for The Cure
- 2007-2009 Treasurer- National Charity League
- 2006-2009 Member- Saint Mary's Food Bank Alliance
- 2004-2009 Member- National Charity League

Employment:

- June 2016- Current: Part-Time Crisis Therapist- CARE Hawaii. (808)-533-3936
- March 2015- April 2016: Part-Time Accountant- Accurate Payroll & Accounting. (831) 626-8388
- October 2013- February 2015: Yoga Instructor- Breakthrough Healing Arts. (619) 786-3033
- March 2011-December 2014: Accounting Assistant- Cook & Associates. (480) 730-5516
- April 2007- December 2008: Fitness Employee- Life Time Fitness. (480) 705-8855
- March 2005- July 2008: Administration Assistant- James Bobb & Associates. (480) 961-3418

Domestic Violence Action Center

Job Description: Deputy Director
(Full Time, Exempt)

Goal

The Deputy Director will be charged with building on DVAC's track record of success by working alongside the CEO, leadership team and Board of Directors, community stakeholders, including businesses, supporters, elected leaders and policy makers, to further develop the organization's vision, and achieving its goals for continued financial stability and enhancing the impact of its programs, and mission. She/he will maintain a balanced culture, which combines the richness and relevance of programs with the efficacy of best practices, fiscal responsibility and institutional impact.

Minimum Qualifications

A minimum of 9 - 12 years senior management experience with increasing levels of responsibility and management of staff, program development, organizational management and community leadership. Knowledge of intimate partner violence and strategies for increasing community awareness about social justice issues, including but not limited to, using social media to reach stakeholders. Possess excellent written and oral communication skills and experience conducting community and professional training.

Desired Qualifications

Demonstrated knowledge of policy and advocacy, program management and organizational development. Experience cultivating and nurturing relationships with community organizations, fund development, training. Knowledge of principles and practices with social justice initiatives; commitment to implementation of programs featuring cultural diversity principles. Ability to balance the delivery of programs against the realities of a budget.

Duties and Responsibilities

In partnership with the Chief Executive Officer, Leadership Group and Board of Directors assist with the implementation of DVAC's 2016 – 2019 strategic plan priorities and collaborate in the implementation of objectives, goals and organizational practices to achieve it.

Program Services

1. Provide staff supervision and program development leadership to agency programs involving community outreach, community partnerships and community organizing.

2. Assess and implement strategies to meet community program training and staff development needs, assuring effective delivery of agency program services.
3. Cultivate and sustain relationships with program partners to assure organizational principles and priorities are practiced with community programs.

Community Education and Public Policy Development

1. Network with other domestic violence organizations, community agencies and other allies to collaborate in efforts to ensure that quality services and effective policies are in place to serve survivors throughout the state.
2. Employ innovative strategies to keep domestic violence advocacy for survivors in marginalized communities as a community priority.
3. Assist in the refinement and advancement of agency value statements, organizational practices, and policies governing staff and programs
4. Contribute to efforts aimed at pertinent system reform and policy development for community benefit.

Program Effectiveness and Accountability

1. Advance organizational efforts to evaluate efficacy of ongoing client and community programs.
2. Strengthen the performance management process that measures and evaluates progress against goals for the organization;
3. Review system for managing the collection of data for utilization in agency planning, community planning and budget development

Management

Serve as member of management team to enhance the existing work of the agency with:

- Tactical vision and agility to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Contributions to development of all staff through a strong day-to-day leadership presence and support an open-door policy among all staff.
- Collaboration in management team work to shape efficient organizational practices, effective policies and procedures,
- Supervise organizational projects, as assigned.
- Assist with planning, development, implementation and administration of the organization's Human Resources and Finance functions.
- Execute all other reasonable duties as assigned by the Chief Executive Officer.
- Report to the Chief Executive Officer.

Exempt Salary range \$60,000 – \$85,000

rev 8-2016

MARCI LOPES

(808) 358-3216 | 4alohalopes@gmail.com

CAREER OBJECTIVE

To build upon my current leadership and advocacy skills, and to contribute to the successful management of an organization with a proven passion and commitment to end violence against women.

PROFESSIONAL EXPERIENCE

HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE
EXECUTIVE DIRECTOR | HONOLULU, HI | MAR 2014 – PRESENT

- Responsible to the HSCADV Board of Directors for the overall management of the organization, its services, staff and financial resources to successfully achieve organizational goals and mission.
- Work with partners and member communities to determine issues impacting Domestic Violence Victims, and Advocates working in the field. Coordinates legislative advocacy efforts and drafts original legislation to enact better state laws and policies that improve the daily lives of domestic Violence Victims in Hawai'i.
- Conduct state - wide needs assessments, gather feedback and input, and assess current training needs of 24 member programs and partners, as well as the needs of domestic violence survivors in their programs.
- Collaborate with stakeholders and community leaders through participation in multi-disciplinary working groups and task forces including Justice Reinvestment Initiative, Hawaii Coalition Against Human Trafficking, SAVIN Governance Advisory Council, Act 222 Title IX Task Force, the Women's Coalition, and the VOCA Advisory Group.
- Participated on the City Council Domestic Violence Task Force and assisted with providing recommendations for needed system improvements.
- A member of the Hawaii Domestic Violence Fatality Review team.
- Apply for, report on and manage Office of Violence Against Women (United States Department of Justice) funding to support and achieve the objectives of Domestic Violence State Coalition funding. Manage and maintain the financial and contractual obligations of state and federal funding sources awarded to HSCADV.
- Created the Survivor Action Committees on Oahu, Maui and Molokai. I facilitate regular meetings, keep meeting minutes, and provide guidance and training as needed to the committee members.
- Overall responsibility to create and implement curriculum for targeted audiences including Public Safety Division, Honolulu Police Department, substance abuse counseling facilities, batterer intervention programs, domestic violence victim service providers, Title IX Coordinators, and the general public as requested.
- Currently developing a new Curriculum and training for the Department of Health Maternal And Child Health Division for Case Managers for the Developmentally Disabled. First training scheduled for October 21, 2016.
- Provide overall supervision to the HSCADV Training & TA department to ensure coordination and implementation of local, regional and statewide trainings on domestic violence and related topics.
- Provide overall supervision and direction to the Systems and Communities department to work towards effective advocacy for domestic violence victims.
- Provide technical assistance and consultation to local domestic violence service providers throughout Hawaii. Technical assistance includes on-site support and training, telephone response and support, and provision of resource materials.
- Coordination and facilitation of training and community awareness events.
- A member of the Hawaii Men's March planning committee.
- Participate in planning and coordination of state-wide Annual Domestic Violence Conference.
- Update and maintain organization website and social media.

WINDWARD FAMILY THERAPY CENTER
SUBSTANCE ABUSE COUNSELOR | HONOLULU, HI | JULY 2015- PRESENT

- Work with recently released offenders of drug related crimes.
- Encourage and support the implementation of positive life changes including securing employment, relapse prevention, and community reintegration.
- Provide weekly and monthly progress reports.
- Maintain appropriate documentation and confidentiality of clients.

HIGHLIGHTS

- Harvest of Hope award for outstanding advocacy for families and children for the State of Oregon.
- 2013 Hawaii Emerging Leader.
- September 2016 Weinberg Fellow graduate.
- Speaker, Hawaii Homeless Awareness Conference 6 times, and scheduled to speak November 2016.
- Certified Crisis Prevention Intervention Instructor for CSF and PACT for over 10 years.
- Certified Substance Abuse Counselor.
- Started the Lehua Domestic Violence Transitional Shelter Program from idea to implementation.
- Completed the Supervision for Success supervisor training course.

VOLUNTEER EXPERIENCE

- Current Board Chair and Community Vice president for the Junior League of Honolulu.
- Current Board Member Ho'omaluhia as of September 2016.
- Since 2012 I have carry out the "My Story" curriculum to low income middle school girls
- Board Chair for HSCADV from 2010-2014

LANGUAGE SKILLS

German and Spanish

REFERENCES

Haaheo Mansfield, Former Vice President of Program's PACT

808-237-8190 hmansfield@twc.com

Catherine Betts, Executive Director, Hawaii State Commission on the Status of Women

808-586-5758 Catherine.A.Betts@hawaii.gov

Sheree Revilla, CEO, Windward Family Therapy

808-228-4911 nersayner@me.com

Domestic Violence Action Center

Job Description: Vice President of Operations
(Full-Time, Exempt)

Goal

To manage agency operations by coordinating administrative and program functions.

Minimum Qualifications

Bachelors degree or 5 or more years of organizational and managerial experience with communication, supervisory, and fiscal skills.

Desired Qualifications

Professional experience with delegation of duties and priority setting for growing organization; knowledge of feminist analysis of violence against women

Responsibilities

1. Ensure agency follows ethical business practices.
2. Supervise administrative team to ensure reports required by contracts be submitted, in a timely fashion with data, program services and financial activity included.
3. Assess training needs of staff providing administrative services and assure participation in two trainings annually.
4. Assure that staff throughout the agency is in compliance with organizational policies, personnel handbook policies and state law.
5. Track inventory for replacement and availability to meet staff needs in delivering of program services.
6. Assure that equipment is maintained to maximize staff efficiency.
7. Maintain oversight to ensure fiscal accountability through supervision of budget development and timely preparation of financial reports.
8. Facilitate agency payroll.
9. Oversee completion of annual audit in coordination with Director of Accounting.

Vice President of Operations

Job Description

Page 2

10. Serve as point of contact with bank and other financial institutions for accountability and integrity of agency budget.
11. Assist in agency transitions, growth, and assessment of organizational change.
12. Provide direction and oversight for personnel matters including benefits administration, staff performance issues, and compliance with state and federal laws.
13. Manage personnel policy development and compliance with Personnel Handbook provisions.
14. Assist in negotiation with government contractors and compliance with contracts.
15. Participate in relevant meetings within agency and community.
16. Attend relevant substantive training for position and agency.
17. Serve as Interim CEO as described in the Emergency Back Up Leadership Plan, approved by the Board of Directors.
18. Assume other duties as assigned by Chief Executive Officer.

PAULINE OHLENDORF-CHUN

BUSINESS SUMMARY

A self-motivated, reliable individual, proficient in all area of management. Special skills in coordinating, division operations, and negotiating contracts with customers and suppliers. Strengths include skills in planning, organization, communication, and the ability to achieve consistent results.

BUSINESS EXPERIENCE

Domestic Violence Clearinghouse and Legal Hotline **1994-Present**

Director of Operations

Director of Operations for a large non-profit organization.

- Personnel and benefits management
- Accounts receivable and accounts payable management
- Responsible for all office operations

American Express Travel Related Services Co., Inc. **1985-1994**

Manager, International Wholesale Services

1993-1994

Managed International Inbound Wholesale division for independent and group travel

- Negotiated favorable space and rates for hotel and condominium properties.
- Managed division support staff
- Maintained 24-hour response time for all reservations requests
- Attained 100% retention of all wholesale accounts
- Liaison between Director and key wholesale accounts
- Succeeded in collecting 90% of outstanding accounts receivable

Supervisor, Group and Inventory Control

1991-1993

Day to day operations of Inventory Control and tour and travel group divisions.

- Responsible for maintaining optimal utilization of wholesale hotel inventory
- Implemented reservations and accounting procedures for international wholesale accounts
- Communicated with all departments concerning new services

Group and Inventory Control Coordinator

1985-1991

Coordination of tour and travel group movements.

- Control inventory for contracted inter-island and transpacific air seat blocks
- Input transpacific air reservations
- Control inventory of contracted room blocks for Oahu and Maui Hotels

PAULINE OHLENDORF-CHUN

Island Holidays Tours

1973-1983

Group Sales Coordinator

1973-1985

Worked with retail travel agents and travel planners to sell customized group travel packages to Hawaii.

- Negotiated hotel, transfer and sightseeing rates to offer competitive cost proposals to agents
- Issued contracts once proposals are accepted
- Issued airline tickets

EDUCATION

Associate of Science Hotel Management, 1973, Kapiolani Community College

Dale Carnegie Course

Company classes in:

Business Writing

Quality the Leadership Role

Skillscope

AWARDS

American Express, Hawaii Region
Employee of the Month, February 1992

Domestic Violence Action Center

Job Description: Human Resources Manager (Full Time, Exempt)

Goal

To manage the administration of the human resources policies, procedures and programs for the agency. Assists and advises company managers about HR issues. Provides functional guidance for administrative support needs.

Minimum Qualifications

Bachelor's degree in Human Resource Management or 3-5 years in HR management experience. Experience managing multiple duties, facilitating inter and intra-organizational relationships. Strong verbal and written communication skills; ability to set priorities and complete work on a timely basis, balancing crises and deadlines. Assure discreet handling of all sensitive documents and confidential material.

Desired Qualifications

Understanding the nature of sensitivity of personnel matters, willingness to learn/enhance skills, familiarity with applicable state and federal regulations, knowledge of feminist analysis of violence against women.

Responsibilities

1. Manage employee information systems.
 - Design and maintain employee personnel files; ensures compliance to regulatory concerns and reporting requirements. Maintain employee-related data bases.
 - Conduct new hire employee orientation for all agency staff.
 - Track performance evaluation due dates and staff anniversary dates and follow-up with department Vice Presidents
 - Provide and coordinate security and computer access codes for newly hired and terminated staff
 - Maintain employee training records
2. Supervise Reception staff and Front Desk Area
 - Supervise Full-Time Receptionist and conduct performance evaluation annually
 - Monitor front desk operations and maintain switchboard coverage schedules
 - Ensure all Receptionist job responsibilities are being achieved
 - Involved with recruitment, hiring, counseling, and termination of Receptionist

3. Assist with the development of HR policies and procedures.

- Initiate amendments and updates to Personnel Handbook
- Maintain job description bank for all agency/department staff positions. Update job descriptions with the input from department Vice Presidents
- Conduct job description testing for exempt or non-exempt status

4. Manage Compensation and Benefits

- Designs and annually updates compensation programs. Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention
- Administers disability and worker's compensation claims
- Administers the 401 (k) plan and completes yearly compliance reporting

5. Staff Development and Employee Relations

- Conducts investigations when staff complaints or concerns are brought up
- Develops and schedules benefits orientations or trainings. Assists with the implementation of company safety and health programs
- Participates in developing operations department goals, objectives and systems with Vice President of Operations, and recommends necessary changes
- Conduct exit interviews with departing staff. Follow-up with department Vice Presidents
- Assists with agency-wide committees including safety, wellness, cultural and communications committees

6. Attend and participate in agency administrative team meetings, operations department, and agency staff meetings.

7. Attend relevant subject matter training and substantive issue training in the agency, community and other available resources.

8. Assume other duties as assigned by Vice President of Operations.

Jacquelyn Tamura Kotarek

jttamura@gmail.com • 323.333.0887

Professional Profile

A results-driven retail professional with 22 years of diverse experience in all aspects of business including leadership & talent development, recruiting, training, human resources, succession planning, management, budget forecasting, inventory and merchandising. Strong collaborative, communication, facilitation and interpersonal skills.

Executive Sales Manager, Bloomingdale's 2015-Present

Honolulu, Hawaii

The executive sales manager for fine jewelry, handbags and fashion accessories. I manage recruitment, hiring and development of 20 sales professionals to open the first store in Hawaii. Sales projections for my department is 22 million for 2016.

- Achieves sales plan by driving individual seller performances, understanding the merchandise trend, execution of selling standards, processes, and the adoption of selling tools and technology.
- Train, motivate and develop team to ensure effective performance through consistent on-the-job training. Listens and effectively finds ways to develop individuals according to their needs.
- Collaborates with buyers and senior leaders to maximize opportunities for product assortment.
- Participate in skill assessment process and develop individual performance objectives challenging direct reports to reach optimum performance level.
- Recruits, interviews and on-boards all new associates
- Manage product flow, presentation of product and maintain store displays.
- Communicates with 30+ vendors to ensure product is placed properly, staff is educated on the product and employee incentives are appropriate.
- Facilitates personal appearances and designer trunk shows for staff and customers.

Payroll & Benefits Specialist, Whole Foods Market 2014-2015

Lexington, Kentucky

A human resource specialist recruited and trained a store of 127 employees. Trained and developed the staff and all new hires on all aspects of Whole Foods Market.

- Facilitated and maintained job postings and recruitment using *Success Factors* and *My Journey*. Conducted phone interviews of all qualified candidates, extended job offers and conducted all on-boarding processes for all new employees. Communicated with all team leaders on all recruitment needs for their departments.
- Conducted and lead trainings to educate the staff on all WFM benefits; Health, Dental, Life, Vision and 401K enrollment. Resident expert for all employee policy and procedures.
- Managed payroll, using *WorkDay* and *Kronos* to facilitated all merit increases, bonuses and deductions to ensure all employees were paid timely and correctly.
- Responsible for overseeing and following all HIPPA, LOA's, Unemployment and OSHA guidelines.
- Responsible for administration of FMLA and other state leaves of absence for the Lexington location.

Area Manager, Crate and Barrel 2006 -2014

Orange County / San Diego / Arizona

A strategic business leader managing an average of 9 retail and outlet locations during my tenure generating over \$115M in annual sales. Coached and developed a team of over 25 managers and 200 associates to execute merchandising strategies, drive sales and contribute to company profitability.

- Managed the talent pipeline for the region by recruiting, identifying, developing and retaining high potential performers for hourly and salaried positions. Managed ATS (Open Hire) and screened over 10,000 applications annually to support 9 hiring managers within my area of responsibility in Southern California and Arizona.
- Developed annual budget forecasts for each unit and managed Profit & Loss statements to identify opportunities to maximize profit; maintained regional shrink below company average.
- Facilitated the integration of two divisions of the company into the "one store concept" to streamline the customer experience; oversaw the merging of teams, systems and inventories and led the efforts to cross-train associates with product knowledge.
- Executed company-wide reorganization at all stores within the region; restructured and reclassified positions and implemented lean processes resulting in significant payroll savings and a more compelling customer experience.
- Championed roll-out and led company in successful implementation of Crate&Barrel credit card/rewards program to 22 stores in the West Region; educated the region on the benefits of the program while delivering the training on the operational details of the program.

- Identified opportunities to consolidate operations within the market: led the closing of 4 stores including the redeployment of staffs to available positions and the preparing and delivering severance packages to associates for whom relocation was not possible.

Store Manager, Crate and Barrel

1999-2006

Santa Ana, CA / Woodland Hills, CA / San Diego, CA / Bellevue, WA / Beverly Hills, CA

Managed stores generating up to \$20M in annual sales with over 125 associates.

- Responsible for executing merchandising schematics, ordering, conveying product knowledge.
- Identified trained and developed associates at all levels of the organization; promoted 7 associates into store manager roles.

Youth Counselor, YMCA

1989-1999

Arcata, CA

Youth Counselor, Girl Scouts of America

1989-1999

Catalina Island, CA

Guidance Counselor, Boys and Girls Club

1988-1989

Fullerton, CA

Humboldt State University - Humboldt, California

Sociology

Professional References

Judi Everhart

West Coast Vice President for Crate&Barrel 1984-2014

510-333-3055 judieverhart@gmail.com

"Jacque is highly skilled at managing the morale and performance outcomes of high intensity retail store teams. As her prior mentor, I was impressed with her ability to turn around the staff morale and operational performance of one of our top retail stores. Her work approach is energetic, direct, fun and demanding and her team loved working with and for her."

Geri Given

West Coast Regional Manager for Crate&Barrel

510-333-5387, ggiven@crateandbarrel.com

"Jacque's energy is infectious! She lights up the room and sparks enthusiasm in those around her. She is smart, works hard and is committed to creating a work environment that is both productive and fun!"

Brian Viscusi

Talent Management Consultant at Brian Viscusi Consulting

714-390-2448, brian_viscusi@yahoo.com

"Jacque leads by example, she is inclusive, honest, organized and full of energy. She creates a safe and warm environment that allows others to develop their strengths. I enjoyed working with her, she's enthusiastic and evokes passion from everyone around her. She always makes you feel good about yourself and your contribution!"

Domestic Violence Action Center

Job Description: Director of Accounting (Full-Time, Exempt)

Goal

Responsible for planning, directing and controlling financial and administrative accounting functions for the agency following generally accepted accounting principles and procedures and in accordance with State and Federal tax laws.

Minimum Qualifications

Bachelor's degree in Accounting, Business or Finance. Knowledge of MIP and QuickBooks accounting programs. Knowledge of generally accepted accounting principles and practices, accounts payable and accounts receivables, payroll, fund accounting, preparation of financial statements and financial reports, and office administration.

Desired Qualifications

Excellent leadership, interpersonal, team building, and decision making skills. Analytical and problem solving skills. Effective verbal and listening communication skills. Attention to detail and high level of accuracy. Strong organizational skills. Computer skills including the ability to operate and manage computerized financial information, spreadsheet and word processing programs. Knowledge of feminist analysis of violence against women.

Responsibilities

1. Participate in the effective strategic, financial planning and information.
 - Provide financial advice and guidance to the Vice President of Operations and Chief Executive Officer to maintain integrity of accounts and resources.
 - With the Vice President of Operations research, prepare and submit the annual budget .
 - Prepare detailed reports on financial and administrative matters.
 - Present detailed financial reports on monthly basis to the Finance Committee of the Board.
 - Ensure compliance of all required business and government forms and procedures.

2. Provide accounting functions in order to ensure finances are managed according to policies and procedures and generally accepted accounting principles.
 - Manage accounting and financial systems to maintain full and accurate accounting records.
 - Conduct financial analysis and prepare detailed financial reports and statements.
 - Provide financial and accounting advice, direction and leadership.

Director of Accounting

Job Description

Page 2

- Ensure compliance with financial income and expense reporting to funders on a monthly, quarterly and yearly basis
 - Oversee yearly audit with contracted audit firm
 - Respond to auditors' comments concerning finances and operations and oversee required action steps to address concerns
 - Create Chart of Accounts and maintain controls
3. Provide accounting functions in order to ensure finances are managed according to policies and procedures and generally accepted accounting principles (continued)
- Implement and monitor accounts payable practices
 - Establish and maintain cash controls
 - Establish and maintain contacts with agency financial institutions key staff
 - Prepare department budgets and monitor spending, review with department head on monthly or quarterly basis
 - Manage Capital Campaign income and expenses
 - Reconcile balance sheet accounts
 - Secure tax clearances when needed
4. Provide leadership and direction to all Administrative Assistants.
- Establish and maintain internal controls to ensure compliance with financial requirements of grants
 - Evaluate the performance of, and provide training for, finance staff
 - Provide leadership by responding to staff inquiries and providing overall direction to finance staff
5. Prepare and update agency accounting manual as needed.
- Ensure policies and procedures are updated when changes are implemented
6. Attend Operations and Staff meetings and participate in trainings to enhance skills.
7. Reports to the Vice President of Operations.

**DEGREES and
CERTIFICATION:**

Certified Public Accountant in the State of Hawaii
University of Hawaii at Manoa, Shidler College of Business, Honolulu, Hawaii
Bachelor of Business Administration in Accounting, May 2007
Overall GPA: 3.79 on a 4.0 scale

Hawaii Community College, Hilo, Hawaii
Associate in Science in Information Technology, awarded with "highest honors", May 2002
Overall GPA: 3.9 on a 4.0 scale

**WORK
EXPERIENCE:**

Hawaii Health Connector..... Sept 2013 to Present
Exchange Accounting Manager

- Created and managing a manual accounting system for implementing Affordable Care Act in the State of Hawaii
- Managing 300 SHOP accounts created through Affordable Care Act (ACA) in Hawaii
- Created a functional manual reporting system for SHOP activities in the State of Hawaii
- Managing all accounting functions related to ACA in Hawaii

Queen's Medical Center..... Jun. 2013 to Aug 2013
Manager – Corporate Reporting (temporary assignment)

Hawaii Pacific University, Honolulu, Hawaii..... Oct. 2012 to May 2013
Senior Accountant of Financial Reporting

- Supervising one accountants and reviewing her work
- Monthly closing and adjusting journal entries
- Compiling monthly financial statements
- General ledger reconciliation

Hawaii 3R's, Honolulu, Hawaii..... Jul. 2010 to Apr. 2013
Controller

- In charge of all areas of finance including budgeting, fixed assets, payroll, A/P, cash flow, audit and tax preparation, including payroll taxes, quarterly and annual taxes (Form 990)
- Improved the accounting system, from a system with material weakness to one with no audit findings.
- Established and implemented a sound grant accounting system for Federal grant

Akamine, Ovadomari & Kosaki CPAs, Inc., Honolulu, Hawaii..... Jan. 2007 to Jul. 2010
In-charge Auditor

- Audited various government agencies, non-profit and for-profit organizations
- Identified the weaknesses in clients' accounting systems and help clients establish sound accounting practices with effective internal control.
- Authored auditor's reports and financial statements
- Conducted Yellow Book and A-133 audits for government agencies and non-profit organizations receiving Federal and local government grants
- Supervised staff auditors
- Established and maintained good relationships with clients and peers

Atlantis Adventures, LLC, Honolulu, Hawaii..... Mar. 2003 to Aug. 2005
Administrative Assistant to the Vice President of Sales & Marketing

- Improved the accounting system in the department
- Drafted and managed annual departmental budgets
- Conducted media analyses

**Professional
Affiliations:**

Former VP and Treasurer of **American Society of Women Accountants, Honolulu Chapter**
Current member of **Hawaii Society of Certified Public Accountants**
Participated, as a tax preparer, in **IRS Volunteer Income Tax Assistance** program for tax years 2008 - 2015

Ms. Juan M. Moeng, C.P.A.

573 Kaneapu Place, Kailua, HI 96734

Phone: (808) 554-0465 • E-mail: mao@hawaii.rr.com

**COMPUTER
SKILLS:**

QuickBooks, MS Money, Peachtree, Microsoft Office suite, SAGE

Domestic Violence Action Center

Job Description: Grants Manager (Full-Time, Exempt)

Goal

Produce government and foundation grants. Coordination of grant submission and assume responsibility for grant requirements to assure compliance with funder requirements.

Minimum Qualifications

Three or more years of technical/professional writing experience required. Must be able to set priorities and balance multiple tasks, strong organizational skills to contribute to completion of initiatives to meet program needs. Conducting research, prepare statistical reports and organizational responsibilities to grants management for government, foundations, and contractors. Handle informational requests from community and in-house staff. Perform clerical functions including but not limited to preparing correspondence, and agency time sheet management.

Desired Qualifications

Organized and detail oriented. Professional demeanor, effective communication skills, familiarity with office equipment and Microsoft Office programs. Knowledge of feminist philosophy of violence against women.

Responsibilities

1. Research and recommend sources of funding that represent good prospective match for organization support; obtain information and requirements about the funders to confirm potential for award.
2. Engage in dialogue with management and relevant program staff to generate composition of narrative reflecting organizational/program/client needs;
3. Gather pertinent information and statistics to support and validate request to funder
4. Prepare grant packets, including all attachments, tables, support letters, signatures, budgets
5. Organize and maintain system for tracking requests, receipt of grant funds and reporting timelines
6. Assure compliance with funder requirements
7. Prepare grant reports for submission on a timely basis
8. Work with Vice Presidents in development and completion of grant packages.

Grants Manager

Job Description

Page 2

9. Participate in necessary meetings pertaining to grants, compliance, and content for program development
10. Attend pertinent and relevant training available to enhance production and submission of grants.
11. Assume other duties as requested by Chief Executive Officer.
12. Reports to Chief Executive Officer.

Exempt Position
Salary Range: \$57,000 – 92,000

Revised July 2014

ELEONORE VEILLET CHOWDHURY, Ph.D.

eleonore.gnwp@gmail.com Cell: (301) 503-9952 888 Kapiolani Blvd, Apt. 1605, Honolulu, HI 96813

SUMMARY: Ms. Veillet Chowdhury is a global consultant, trainer, and specialist on Women, Peace and Security. She offers over 5 years of experience partnering with diverse stakeholders to design, manage and evaluate engaging programs that promote gender equality, international peacebuilding, social justice and the prevention of sexual and gender-based violence.

EDUCATION

Johns Hopkins University

Baltimore, MD

Ph.D. in Comparative Literature (Spanish and French)

September 2011

Dissertation on conflict resolution in 20th- and 21st century fiction. Awarded the Stulman Award, Dean's Awarded Teaching Fellowship, Gilman Tuition Fellowship and Center for Educational Resources Technology Fellowship. Research and study abroad in Spain, Palestine (West Bank) and Israel.

New York University

New York, NY

Professional Certificate in Global Affairs

August 2011

Courses on International Law and the Settlement of Disputes, International Negotiations (Middle East), Non-Governmental Organizations in World Affairs, International Relations in the Post World War II Era.

Georgetown University

Washington, DC

B.A. in Comparative Literature

May 2005

Minor in Arabic. Honors Thesis with Distinctions. Graduated Suma Cum Laude. Awarded 2005 Comparative Literature Award. Research and study abroad in Mexico and Egypt.

EXPERIENCE

Sabrina Memorial Foundation

Dallas, TX [remote]

Director of Women and Children's Affairs

August 2015-Present

- * Leads fundraising efforts for programs that promote women and girls' education and empowerment in rural Bangladesh
- * Contributes to strategy discussions and program development

Global Network of Women Peacebuilders

New York, NY [remote]

Program Advisor / Consultant

May 2015 - Present

- * Contributes to program and curriculum development for the prevention of sexual and gender-based violence (SGBV) and the participation of women and girls in peacebuilding processes in conflict and post-conflict
- * Conducts research and authors case studies on the use of international law to further women's rights in Colombia, India and Iraq, with a focus on the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) and UN Security Council Resolutions (UNSCRs) on women, peace and security (WPS)
- * Supports fundraising through theory of change development, budget and grant writing
- * Leads tutorials on grant submission, budget development and theory of change

Program Officer

February 2012 - May 2015

- * Facilitated over 15 capacity-building workshops on gender equality, the prevention of sexual and gender-based violence and participatory peace building for local authorities, traditional leaders, indigenous groups and women civil society in Colombia and the Democratic Republic of Congo
- * Delivered program support for the Girl Ambassadors for Peace and Community Social Dialogues Programs in the Democratic Republic of Congo

- Organized panel discussions on women, peace and security at UN Headquarters in partnership with UN agencies and UN Permanent Missions
- Facilitated the participation of women human rights defenders and peace activists in global advocacy discussions during the Anniversary of UNSCR 1325 and the Commission on the Status of Women (CSW) at UN Headquarters from 2011-2015
- Represented the organization in international policy discussions on Women, Peace and Security
- Participated in the design and analysis of the 2015 civil society organization survey and focus group discussions on women, peace & security, as part of the UN Women-led 2015 Global Study on UNSCR 1325 implementation
- Authored policy briefs on the implementation of WPS policies and co-authored comparative analysis on the implementation of UNSCR 1325 globally
- Liaised with donors, developed and managed budgets and financial reports
- Contributed to the mobilization of over USD 2 million in international and foundation grants for programs to further women and girls' rights
- Recruited, trained and managed a team of five interns and five external consultants
- Broadened the organizations' social media and communications strategy, including on Facebook and Twitter
- Oversaw the GNWP application process for membership, liaised with and provided support and resources to active members

Johns Hopkins University

Literature and Language Instructor

Baltimore, MD

August 2005-December 2011

- Developed and taught the interdisciplinary seminar "Al-Andalus, Peace, and Conflict in Contemporary Literature"
- Designed and taught Spanish language and culture courses, from the elementary to the advanced levels

PUBLICATIONS & PRESENTATIONS (Sample)

Global Report: Civil Society Organization (CSO) Survey for the Global Study on Women, Peace and Security. GNWP, Cordaid, the International Civil Society Action Network (ICAN) and the NGO Working Group on Women, Peace and Security, October 2015.

Implementing Locally, Inspiring Globally: Localizing UNSCR 1325 in Colombia, Nepal, the Philippines, Sierra Leone and Uganda. New York: GNWP-ICAN, October 2013.

Women Count; Security Council Resolution 1325: Civil Society Monitoring Report 2012, New York, NY: GNWP-ICAN, Government of Canada, Cordaid, Norwegian Ministry of Foreign Affairs and UNFPA, 2012.

"A Palestinian in Outer Space: Coexistence, partition and the *maqamat* in Emile Habibi's *The Secret Life Saeed the Pessoptimist*," Jewish Studies Association Conference, December 2012.

"1492, al-Andalus and modern-day conflicts in Amin Maalouf's *Léon l'Africain*," *Tiresias: Culture, Politics and Critical Theory*, Volume 4 (October 2010), pp. 115-126.

"*The Value of Worthless Lives: Writing Italian American Immigrant Autobiographies*," *Modern Language Notes*, Volume 124, Number 1 (January 2009), pp. 326-328.

SKILLS

Language: Fluent in French, Spanish and English; proficient in Arabic; elementary knowledge of Hebrew
Technology: Microsoft Office (Word, Excel, PowerPoint), Dreamweaver, Facebook, Twitter, Blackboard, Constant Contact

Domestic Violence Action Center

Job Description: Accounting Clerk and Administrative Assistant
(Full-Time, Non-Exempt)

Goal

Perform various clerical accounting tasks. These tasks may include processing invoices for payment, submit monthly and quarterly invoices to funders, and completing related documentation and reporting functions. Perform basic clerical and project support to VP of Operations and Advocacy Manager.

Minimum Qualifications

Experience performing basic accounting and routine administrative functions as well as duties involved in processing and maintaining vital records. Associate Degree with at least two years of secretarial, booking and/or accounting experience. Proficiency with Microsoft Office programs (Word, Excel, Outlook).

Desired Qualifications

Ability to use and interpret accounting terminology. Knowledge of MIP accounting system, ability to handle multiple tasks and meet deadlines. Knowledge of feminist analysis of violence against women.

Responsibilities

1. Manage the accounts payable functions.

- Review all incoming invoices and check requests and prepare for payment
- Code invoices to charge appropriate expense and funding source and submit to VP of Operations or Director of Finance for approval
- Once invoices/check requests are approved issue checks and process for required signatures
- Distribute checks or process for mailing to vendors and file supporting documentation
- Assure discreet handling of all sensitive documents and confidential material. (i.e. budget and salary information)
- Research and answer all Accounts Payable inquiries from vendors and management
- Prepare accounts payable correspondence, including invoice disputes
- Maintain accounts payable files for each expense category

2. Manage the accounts receivable functions

- Submit monthly and/or quarterly invoices to all grant funding sources, copy and file invoice in appropriate grant file
- Monitor monthly and quarterly invoices to ensure payments have been received
- Process incoming funds for deposit in agency bank account

- Submit deposit receipt and support documentation to Director of Finance

3. Work with the Director of Finance to develop cost allocation for each expense type and funding source.
4. Prepare aged accounts payable files for storage.
5. Provide clerical support to VP of Operations and Advocacy Manager.
 - Maintain Operations department administrative files (i.e. Insurance, Building Lease, Equipment, etc.)
 - Open and close advocate case management files and maintain advocacy statistical database
 - Compose correspondence/reports
 - Arrange essential mail in priority action order for VP of Operations
6. Train with Contracts and Grants Management Assistant to provide network troubleshooting support for staff.
7. Provide front desk telephone coverage on a rotation basis.
8. Provide back-up support for other Operations Department staff/functions when needed (i.e. coverage during vacation, sick days, etc.).
9. Assist with pre and post-fundraising events when needed.
10. Attend and participate in Operations, Advocacy Team, Administrative Team, and Staff meetings, and any other relevant committee meetings as assigned by VP of Operations.
11. Participate in training about domestic abuse, and other substantive issues relevant to effective and efficient execution of duties.
12. Reports to VP of Operations.
13. Assume other duties as assigned by VP of Operations or Advocacy Manager.

Patricia N. S. Low

OBJECTIVE: To utilize my administrative and customer service skills and experiences while working for a progressive company.

SKILLS & ABILITIES:

- Pleasant, friendly
- Fast learner
- Work well Independently, or with others
- Team player
- Working knowledge of Computer In Microsoft Excel 2000, and Windows 1995
- AT&T Customer Service Training
- Outrigger Hotels & Resorts Hospitality and Guest Services Training
- Delphi Marketing & Sales Computer program
- Typing 45 WPM
- 10 Key Calculator

WORK EXPERIENCE: OUTRIGGER HOTELS & RESORTS 9/1990 – 8/2005

Started with Company as a Retail Reservations Agent, September 1990. And held other positions in various departments, until last position as a Group Sales Coordinator.

General Responsibilities

- Handled new sales requests, when Sales Managers were not available.
- Handled Wholesale Agents and/or direct Consumer's name lists and requests. Logged reports and filed all correspondence received.
- Problem solved direct with Consumers, Retail and Contract Reservations Agents regarding their reservations.
- Collected and process payments for Groups.
- Answered calls, faxes, emails, reservations and other day-to-day administrative duties including but not limited to maintaining system data and group files, handled new sales requests, by phone, fax, or email.
- Worked closely with other departments, front desks, accounting, ensure quality communication and excellent customer service delivery.

EDUCATION: Diploma, Kaimuki High School

REFERENCES: Available upon request

OBJECTIVE: To utilize my administrative and customer service skills and experiences while working for a progressive company.

SKILLS & ABILITIES:

- Pleasant, friendly
- Fast learner
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