

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Domestic Violence Action Center

Amount of State Funds Requested: \$ 257,248

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Domestic Violence Action Center is requesting funding for its Advance program, which assists survivors of family violence and their children. The goal of this grant request is to increase the safety and stability of survivors of family violence, and their children, who are suffering the harm, risk, and uncertainty of family violence, through the provision of financial assistance for housing and relocation expenses.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 57,019

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 8,252,881

Unrestricted Assets:

\$ 572,683.19

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

P. O. Box 3198

City:

Honolulu

State:

HI

Zip:

96801

Contact Person for Matters Involving this Application

Name:
Pauline Ohlendorf-Chun

Title:
Vice President of Operations

Email:
paulineo@stoptheviolence.org

Phone:
(808) 534-0040

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Pauline Ohlendorf-Chun, Vice President of Operations

Name and Title

01/19/2023

Date Signed

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



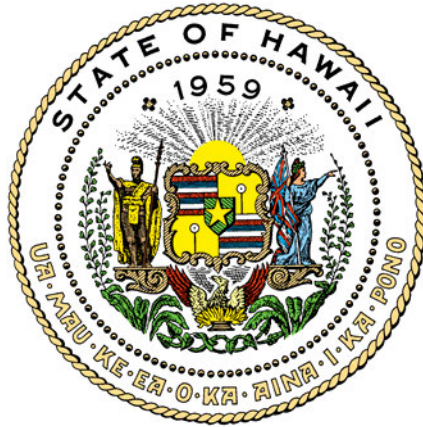
AUTHORIZED SIGNATURE

Pauline Ohlendorf-Chun
VP Operations

PRINT NAME AND TITLE

4/19/23

DATE



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 17, 2023

Director of Commerce and Consumer Affairs


**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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

<u>Domestic Violence Action Center</u>	
(Typed Name of Individual or Organization)	
	01/13/2023
(Signature)	(Date)
<u>Nanci Kreidman</u>	<u>Chief Executive Officer</u>
(Typed Name)	(Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

The Certificate of Good Standing is attached to this application.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

The Declaration Statement is attached to this application.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The Domestic Violence Action Center (DVAC) confirms that this grant will be used for a public purpose, pursuant to Section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

1. A brief description of the applicant's background;

The Domestic Violence Action Center (DVAC) is a 501(c)(3) community organization dedicated exclusively to addressing the problem of family violence in Hawai'i. Founded in 1990 and incorporated in 1991, DVAC's mission is a commitment to addressing domestic violence and other forms of harm through leadership, unique services, legal representation, housing, survivor and system advocacy, community education, technical assistance to businesses and government agencies, and social change work.

DVAC is the only agency of its kind on the island. While other local programs that serve survivors of domestic abuse are embedded in large social service agencies or are part of a larger

agency mission, DVAC's sole focus is to serve survivors and island families creating client and community programs uniquely suited to address their specific needs.

What began as a two-person part-time staff is now a full staff of approximately 50 committed professionals, deeply involved in client and system advocacy and outreach. DVAC serves survivors of family violence through a comprehensive array of inclusive, client-centered services, unduplicated in the community, including HELPLINE assistance; supportive housing; long-term advocacy; crisis support; court outreach and accompaniment; teen outreach; support groups; training opportunities; legal consultations and representation; and specific, specialized services for adolescents, immigrants, non-English speaking survivors, LGBTQ+ individuals, Native Hawaiian survivors, and child witnesses and their non-offending parent. Agency efforts are centered on a culturally responsive, inclusive, and trauma-informed approach to individuals and island families. Community building, community outreach, community organizing, professional training, media commentary, public awareness campaigns, and technical assistance are among the initiatives DVAC invests in for the community's best interests.

DVAC employs multilingual and multicultural staff members who are extensively trained and well-supervised. They are equipped to assist survivors to overcome barriers presented by economics, system weaknesses, lack of training, professional bias, limited resources, and relentless pursuit by perpetrators. DVAC staff is deeply involved in advocacy and outreach at the community level and has participated in various working committees coordinated by government agencies such as the Department of the Attorney General (VAWA Planning Committee), Honolulu City Council (Domestic Violence Task Force), Judiciary (Access to Justice Commission), and O'ahu First Judicial Circuit. DVAC has also collaborated with local agencies such as Hawai'i State Coalition Against Domestic Violence, Parents and Children Together, Legal Aid Society of Hawai'i, and Hawai'i Alliance of Nonprofit Organizations.

2. The goals and objectives related to the request;

DVAC is requesting funding for its Advance program, which assists survivors of family violence and their children who are currently on DVAC's caseload or are referred by community partners. Survivors fleeing from violence leave their belongings and homes behind, to protect their safety and the safety of their children as well; they also face a series of challenges to be overcome in their escape and healing. Providing short-term emergency assistance for DVAC's clients allows survivors and their families to sustain or secure safe housing, travel to safety, as well as better manage their crisis and begin to plan a future without violence, away from their abuser. Advance support promotes safety, stability, and healing.

The overall goal of Advance is to increase the safety and stability of survivors on DVAC's caseload or community partner referrals who are suffering the harm, risk, and uncertainty of

family violence, through the provision of financial assistance for housing, transportation, children's needs, and relocation expenses.

The objective of this grant request for Advance funding is to provide emergency resources for survivors to cover expenses including:

1. Housing assistance for up to 2 months at \$2,000/month
2. Relocation assistance such as security deposit, first month's rent, utility startup costs, and/or moving expenses.

3. The public purpose and need to be served;

Safe families are at the core of a healthy community. Yet, family violence is a national and local crisis, rampant and largely underreported. It destroys families, scars children, puts lives at risk, results in adverse health effects, and interferes with learning. In communities, family violence contributes to substance abuse and homelessness, impacts employers, and creates a cost burden for law enforcement, courts, healthcare and other sectors. In Hawai'i, 35% of women and 24% of men have experienced physical violence, sexual violence, and/or stalking perpetrated by an intimate partner. Further, almost half (43.5%) of Hawai'i women have experienced psychological aggression by an intimate partner (NCADV, 2020).

Compounded by the COVID-19 pandemic, family violence continues to be a perilous public health crisis in Hawai'i. Pre-pandemic, the Honolulu Police Department (HPD) reported an average of 7,900 DV-related incidents per year on O'ahu, most of them misdemeanors (Audit of How Domestic Violence Cases Are Handled, Processed, and Resolved, 2017). Although domestic violence cases in Honolulu County dropped 31% in 2020 compared to 2019, this did not indicate a reduction in violence. Rather, lockdown and stay-at-home directives created circumstances in which victims became prisoners of their abusive partners. Contacts to DVAC's Legal HELPLINE saw a 68% increase between February and May 2020, during the beginning of Hawai'i's COVID-19 stay-at-home orders. DVAC saw its HELPLINE calls skyrocket with each COVID surge in 2020 and 2021. As the pandemic went on, the number of domestic violence calls to HPD went up as well, with reports increasing by 16% from 2020 to 2021 (Hawai'i News Now, 2021). Meanwhile, in fiscal year (FY) 2022, DVAC staff had 6,171 contacts with clients, compared to 5,387 in FY 2019. In FY 2022, the legal team completed 276 safety plans; in FY 2019, they had completed just 60.

The impact of abuse in Hawaii goes beyond personal trauma to survivors to include real costs of public resources such as law enforcement, courts, the healthcare sector, social services and mental health services. Adult survivors lose a total of 8 million days of paid work per year. Effects on health, sleep, diet, learning and productivity, as well as the impact of living as witnesses to abuse on children's health and development, are well-documented and compelling factors for urgent community attention, collaboration, and action.

For three decades, DVAC has built, strengthened, and sharpened its core client intervention services while focusing on outreach, education, community building, technical assistance and prevention in order to stop the continuing spiral of family violence. DVAC services are a lifeline for survivors and their children.

The economic effects of intimate partner violence are both personal and wide-ranging. A study from the Institute for Women's Policy Research (IWPR) estimated that the lifetime costs of intimate partner violence (including costs of related health problems, lost productivity, and criminal justice) is \$103,767 for women and \$23,414 for men.¹ Survivors experiences make it difficult to build economic security because of lost opportunities for education and employment advancement.

In addition to these direct costs, survivors experience other effects from such violence that can harm them financially and make it difficult to build economic security, such as lost educational opportunities and diminished ability to work. Family violence can undermine a survivor's ability to maintain employment and earn family-sustaining wages. The same IWPR study found that 83% of survey respondents reported that their abusive partners disrupted their ability to work; 70% reported not being able to have a job when they wanted or needed one; and 53% reported losing a job because of the abuse. What's more, 49% reported missing one or more days of work, 18% missed out on a promotion or raise, and 38% lost out on other work opportunities.

Like education and training, having a well-paid job with employment benefits is integral to economic well-being. Nationally, a single working adult with benefits needs an annual income of \$33,012 to have basic economic security, meaning they meet basic monthly expenses and save for emergencies and retirement.² For Hawai'i, that number jumps to \$45,456 (as of 2018).

Family violence often intersects with houselessness in any number of ways: an abuse victim may have to flee their home to escape a dangerous partner, they may be evicted due to the abuser's destructive or criminal behavior, or they may be unable to pay rent because of the abuser's sabotage of their employment, credit history or economic stability.

Survivors who have left the abusive home often become part of the island's houseless population. They, and their children, may be hopping from couch to couch at friends' or family's homes, living in their cars or on the street, or staying in a temporary emergency shelter. Such a situation can be overwhelming for a survivor who is already dealing with trauma and attempting

¹ Hess, C. & Del Rosario, A. (2018). *Dreams deferred: A survey on the impact of intimate partner violence on survivors' education, careers, and economic security*. Institute for Women's Policy Research.

² Institute for Women's Policy Research (2018). *Basic economic security in the United States*. Retrieved from <https://iwpr.org/job-quality-income-security/basic-economic-security-in-the-united-states/>

to provide their children with stability. It is no wonder that many survivors must make the difficult choice of living with their abuser or risk becoming houseless with their children.

The COVID-19 pandemic further intensified the economic hardships experienced by the most vulnerable in the community. Fluctuating unemployment rates, exorbitant housing costs, and a notoriously high cost of living have added to the threat of houselessness or economic instability for many survivors. According to the Hawai‘i Community Development Authority, a family of four with an income of \$65,300 would be considered “Very Low Income” for the purposes of affordable or subsidized housing programs under the 2022 Reserved Housing Income Limits. In comparison, the majority of DVAC clients are mothers, between the ages of 22 to 40, with incomes below \$31,000 annually. Hawai‘i’s high cost of living and lack of affordable housing means that the threat of becoming houseless is enough for survivors to remain in a living situation that is dangerous or even deadly, and certainly harmful to children.

4. Describe the target population to be served; and

Financial assistance through Advance is available to survivors on O‘ahu who are currently on DVAC’s client caseload or referred by community partners. The majority of DVAC clients are single mothers with incomes under \$31,000 annually. DVAC’s client population is racially, ethnically, and socioeconomically diverse, mirroring the makeup of Hawai‘i’s general population. During FY2022, survivors on DVAC’s caseload were 24% Native Hawaiian (including native Alaskan); 16% Filipina, 12% Japanese, 9% Compact of Free Association and Pacific Islander, 20% Caucasian (including from European countries), 6% African American, 6% Latino/a, and 4% other/unknown. At least 30% of clients identified as immigrants. DVAC programs and systemic advocacy work seek to address the specific needs of all survivors, with special attention to those historically marginalized and excluded, including Native Hawaiian women, immigrant women, LGBTQ+ individuals, and survivors experiencing homelessness.

Over the one-year grant period, the services described in this proposal will help between 10 and 24 survivors (adults and youth) gain financial and practical stability. Survivor recipients include those who need support to remain in their current housing or to relocate; those who need to meet financial, employment, or other obligations pertaining to community services; and those who need assistance in accessing community services. Advance funds provide practical assistance for survivors on their journey to safety by providing funds to meet their needs and by easing their financial burdens and worries, allowing them to focus on other difficult decisions.

Resources through the Advance program will be available to survivors on DVAC’s caseload who are referred to the Stability Coordinator through one of DVAC’s programs or services: HELPLINE; EXPO on-site court outreach, Alaka‘i Advocacy, Pūlama I Ka ‘Ohana, Ho‘oikaika ‘Ohana, and the Teen Alert Program. Referrals will also be accepted from community partners

on O‘ahu such as the Legal Aid Society of Hawai‘i, Parent and Children Together, Child and Family Service, and the Department of Human Services.

5. Describe the geographic coverage.

DVAC’s direct services, including legal representation and advocacy, are available to survivors on the island of O‘ahu. DVAC clients come from all areas of the island. Certain agency programs are available statewide including Teen Alert Program services, Child Welfare Services domestic violence expert consultation, technical assistance, professional training, HELPLINE, text, and chat. Support from the Advance program will be available to survivors on DVAC’s caseload and community partner referrals on O‘ahu.

III. Service Summary and Outcomes

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

Clients are referred to Advance through referrals. Referrals come from other DVAC programs (Alaka‘i Advocacy, EXPO Court Outreach, HELPLINE, Pūlama I Ka ‘Ohana, Ho‘oikaika ‘Ohana, Teen Alert Program) and from other community agencies (Legal Aid Society of Hawai‘i, Parents and Children Together, Department of Human Services, etc.). Advance will achieve the program goal and objectives through the following:

Advancing Survivor Safety with Emergency Resources

Advance program funds will be dedicated to meeting survivors’ financial needs related to safe escape, achieving stability, and obtaining/securing community services. The requested funding support will be used to provide emergency resources to survivors in crisis; financial assistance will be provided for housing and relocation expenses.

Advance Request Forms are in the agency databank, and advocacy staff is familiar with the Advance resources. When an advocate learns that a client is facing hardship (eviction, utility shut off, transportation challenges, danger), the advocate completes a request form for funds and submits it to the Stability Coordinator. The form captures the need, purpose, number of resources needed, and the amount requested.

The Stability Coordinator reviews each application for content, necessary justification, and documentation (receipts or invoices) for costs that are incurred and owed. Any incomplete applications are returned to the advocate for additional information or documentation. Any applications that are not clear or warrant review are discussed with the advocate or the supervisor to make the best, most responsible decision about the monies to be allocated.

Survivors who are provided emergency assistance to help them transition to safety will have a DVAC advocate with whom they are working to manage the journey forward. Through this support and service, there is regular communication, assessment, and consideration of safety, financial needs, obstacles, and expenses.

DVAC staff has extensive experience assessing and processing requests for assistance (emergency rental and utilities, bus passes, cell phones, Women’s Independence Scholarship Program & Soroptimist International Scholarship programs, and Women’s Legal Defense Fund) and consistently adheres to program guidelines, documentation, reporting and deadlines for disbursing funds.

The Stability Coordinator will have responsibility for reviewing and approving applications for assistance. The Stability Coordinator will be supervised by the Vice President of Operations (VPO), who oversees assessment, evaluation, and effective delivery of resources.

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

The Advance Program will achieve the following outcomes over the course of the grant period:

- 24 survivors will receive housing assistance for up to 2 months at a maximum of \$2,000 per month
- 10 survivors will receive a relocation allowance in such forms as first and last month’s rent, security deposit, utility startup costs, and/or moving expenses

The following timeline and target numbers reflect the activities of Advance during the one-year grant period:

Activity	July 1, 2023 – June 30, 2024				
	Q1	Q2	Q3	Q4	Total
Recruit and onboard a Stability Coordinator	X				N/A
Provide Housing assistance to clients in need	5	7	6	6	24
Provide Relocation assistance to clients in need, such as security deposit, first months rent, utility startup costs, and moving expenses	2	3	3	2	10

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

DVAC uses two databases on the agency’s server to collect, track, and analyze client information. These databases are on a separate server equipped with a firewall. The network is

maintained by a contracted information technology vendor. DVAC never distributes client information without prior written and dated consent. Safety plans are not stored in any databases. DVAC's mandatory training for new hires includes technology safety training.

DVAC contracts with an external audit firm that conducts an annual audit with onsite review of accounts receivable and payable, grant contracts, client files, and reports to funders. The audit process helps to honor organization and agency compliance with financial, program and personnel objectives. An Accounting Procedures Manual is in place to provide direction for use of agency funds, reimbursements, requests for approvals, reporting and oversight by the Board of Directors and Chief Executive Officer. DVAC also has a Conflict-of-Interest policy.

DVAC's agency-wide Quality Assurance (QA) Program is in place to ensure that all clients and stakeholders who seek and receive assistance (direct services, community education, personnel matters, and contract compliance) are provided with high-quality services. The QA Program addresses client satisfaction, agency outcomes, and delivery of services. Program Managers review service delivery monthly. Administrative review of client outcomes, record reviews, quality assurance, client complaints, and grievances and appeals is done quarterly. The executive management team, comprised of the Chief Executive Officer and Vice Presidents (VPs), is responsible for the development, implementation, and administration of the QA Program. Results from the funded program are incorporated into the QA Program. The QA Program, together with qualitative data and anecdotal feedback collected by direct services personnel, informs the agency's measures of successful outcomes for clients. DVAC's QA Program includes:

Statistics Grid: Quantitative information on program outputs and outcomes is entered into a statistical data grid every month. Information for the grid is pulled from case records, staff documentation, and client surveys. The Stability Coordinator will be responsible for inputting Advance program data into the grid.

Quality Management Reports (QMR): QMRs include outputs and outcome measures, and, for each measure, who is affected, when the measure was taken, where the data comes from, who is responsible, and the targeted benchmark. Each Program Manager reviews the data compiled in accordance with measures established as a baseline and representative of the quality of program services. Advance will have an internal set of metrics to evaluate program implementation. The Vice President of Operations (VPO) will track the QMR and supervise the Stability Coordinator, who will oversee the Advance program deliverables. If benchmarks are missed by more than 10% for two consecutive quarters, the VPO and Stability Coordinator will develop a corrective action plan.

Case File Reviews: Each Program Manager overseeing direct services conducts a monthly case review through random sampling to ensure client contact is ongoing and maintained, actions taken are responsive to client needs, and efforts to promote safety are occurring. Case reviews are included in both program evaluations and personnel performance evaluations. The Stability Coordinator will maintain a record of the support provided to each client, including an assessment of client needs and disbursement of emergency assistance to each survivor. The data will be kept in the client file and the agency database for program service compilation (and conflict of interest checks). The VPO, as supervisor of the Advance program, will meet with the Stability Coordinator bi-weekly and conduct quarterly review of requests for assistance and disbursement.

Client Surveys: Clients are invited to complete surveys throughout the course of their work with DVAC, as well as near their case closing and with their case closing letter. The survey focuses on areas of client satisfaction and asks for recommendations for improvements in services. Results are reviewed and reported, with recommendations discussed and implemented as appropriate. Advance clients will receive surveys every three months from their advocates, as well as at the closing of their case.

Documentation & Analysis: The agency maintains a record of the services provided by each staff member to each client. Other documentation includes client grievance procedure forms, which are distributed to clients at the beginning of the relationship, enabling them to file grievances about services or staff; client retainer agreements, release of confidentiality forms and notice about the extent of services and expectations, which are provided to all clients who receive services; staff training records, which are maintained by each department; and attendance sheets and pre- and post-tests for agency training and presentations, maintained by the appropriate department.

Program managers and advocates review service delivery monthly, while 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 data captured in the QMRs as well as the feedback collected by DVAC advocates inform our measures of successful outcomes for clients: DVAC advocates support survivors from their first contact to their last, with relationships often lasting for several months.

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

Measures of effectiveness for the Advance program that will be reported include the following:

Outputs

- Number of survivors who received housing assistance (Target: 24 survivors)
- Number of survivors who received relocation assistance (Target: 10 survivors)

The preceding output indicators will be populated using DVAC records, including the statistics grid and QMRs.

Outcome measures

- Percentage of survivors who received emergency resources were able to secure or sustain safe housing for themselves and their children (Target: 90% of survivors)
- Percentage of survivors who received emergency assistance (Housing or Relocation) who reported feeling less anxious and overwhelmed as a result of the emergency assistance (Target: 90% of survivors)

These outcome indicators will be populated using QMRs, case reviews, and client surveys.

IV. Financial

Budget

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

The applicable budget forms are attached to this application.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$45,312	\$45,312	\$45,312	\$45,312	\$181,248

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

DVAC is not currently pursuing other sources of funding for the Advance program.

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

DVAC applied for and received a Payroll Protection Loan through Bank of Hawaii in 2020. The agency does not anticipate applying for any tax credits in FY 2024.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

The list is attached to this application.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

The balance of DVAC's unrestricted current assets as of December 31, 2022, is \$572,683.19.

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Since its inception, DVAC has offered an unduplicated and specialized array of client-centered services for island families suffering the harm of abuse. Currently, these services include legal representation; long-term advocacy; crisis support; assistance over the phone, text, and web chat; support groups; housing; and onsite court outreach. DVAC's staff provides safety planning, crisis support, risk assessments, support group facilitation, referrals to other community agencies, and access to financial assistance for living expenses for survivors. DVAC is the only agency in Hawai'i prepared to accept complex, potentially lethal, contested divorce, restraining order, post-decree, and paternity cases.

DVAC serves the community's most vulnerable constituencies by developing custom interventions for teen survivors, children who have witnessed family violence, LGBTQ+ survivors, Native Hawaiian families who have suffered abuse, immigrant survivors, indigent survivors who cannot afford legal services, and other historically underserved communities.

DVAC is a dynamic community presence, leading community education and public awareness campaigns in schools, colleges, on television, and on social media. DVAC regularly joins forces with civil society and government allies to closely examine the strengths, weaknesses, and opportunities for improvement of the current systems that respond to family violence in Hawai‘i. DVAC continues to be a rallying advocate for government and community responses that are trauma-informed and culturally responsive for Hawai‘i’s diverse and multi-faceted population.

The growth of the organization highlights its reliable track record of achieving proposed outcomes. This includes the addition of culturally responsive services, adjusted staffing patterns, strengthening of infrastructure, and swift responsiveness to current events, such as the COVID 19 pandemic. Since the beginning of the pandemic, DVAC has been working with creativity and determination to ensure that survivors who are not safer at home have the support they need. In the first 19 months of the pandemic, DVAC staff had 65,854 contacts (including calls, texts, and emails) with clients.

DVAC understands that community agencies must be culturally responsive across programs—outreach, education, crisis support, housing, communications (HELPLINE, text, chat), legal, advocacy, and social change work. For example, family violence in Native Hawaiian communities is often considered “family business” and women have a strong desire to keep the family together, even after their partners are arrested and sent to jail. Also, for many communities, especially the large Filipino community on O‘ahu, faith plays an important role in shaping survivors’ decisions. Thus, DVAC’s staffing patterns and Board of Directors mirror the diverse cultures that comprise the island community.

Over the past 30 years, DVAC has proven its incomparable value to the safety and well-being of the community by helping survivors and their families become safe and rebuild their lives without violence. Staff collects and records each client contact, tracking detailed information on each service provided. Data collected since 2000 illustrates the broad reach and unique program services in the community. The enormous impact in Hawai‘i can be seen through this data:

- 328,880 telephone contacts
- 8,779 requests for legal representation received
- 7,705 legal cases opened
- 5,904 legal cases closed
- 9,682 advocacy cases opened
- 8,492 advocacy cases closed
- 10,565 court appearances by agency attorneys
- 41,260 hours working on document preparation and in court proceedings
- 26,987 accompaniments with clients to agencies, appointments, or in court
- 93,883 risk assessments conducted

- 103,431 safety plans completed

DVAC's core programs remain essential to the community's response to domestic violence. DVAC's level of expertise is a direct result of sustained service delivery, program development, and intentional focus spanning 30 years.

A listing of verifiable experience of projects and contracts related for Advance for the most recent three years includes the following:

Funder	Project	Dates	Amount
Office of Victims of Crime Victim Assistance Formula Grants	Advance VOCA 18-V2-11	7/1/19 – 6/30/21	\$388,195
Aloha United Way	Safety Net Emergency Rent and Utilities	1/1/23 – 12/31/23 1/1/22 – 12/31/22 1/1/21 – 12/31/21	\$10,000 \$10,000 \$18,000
Hawaii Women's Legal Foundation	Rent, Utilities, Transportation, Childcare	4/1/21 – 3/31/23	\$24,746
Freeman Foundation Fund	Rent Only	10/1/22 – 9/30/23 9/1/21 – 8/31/22	\$22,273 \$25,000
Women's Fund of Hawaii	Childcare and Transportation	7/1/21 – 6/30/22	\$5,000
Crisis Support Response Program	Rent and Utilities	6/1/21 – 12/31/21	\$6,000
Hawaii Community Foundation Realtors Cares Fund	Rent and Utilities	9/1/21 – 8/31/22	\$12,500
Friends of Hawaii Charities	Emergency Needs (Bus passes, meal vouchers/gift cards, personal hygiene)	6/1/19 – 5/31/20	\$6,000

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

DVAC's headquarters are in downtown Honolulu, within walking distance of Circuit Court, District Court, the State Capitol, government and other agencies, and bus routes. The Stability Coordinator and other positions requesting Grant-in-Aid funding work at this main office.

DVAC's specific location is confidential for the safety of clients and staff. DVAC owns its office space, allowing money that would have been allocated to rent to go towards programs and direct services. The agency offices have 8,692 usable square feet consisting of 16 enclosed offices, 35 workstations, two intake rooms, 3 meeting/conference rooms, a server room, 3 kitchenettes, and a reception area. Each office and workstation is equipped with a computer and telephone.

Safety and security for staff and visitors are of utmost importance. Entry to the office space is by key fob access for staff, while 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 hallway security cameras make visitors visible to Reception. The DVAC-owned offices are ADA compliant; the building has an elevator and restrooms are equipped with handicapped stalls. Given the agency's confidential location, when appointments are made with a client and it is known the client has a disability, a staff member meets the client outside of the building and accompanies them to the office to facilitate a more comfortable entry.

DVAC also maintains office at the Ronald T. Y. Moon Judiciary Complex in Kapolei and Circuit Court at Ka'ahumanu Hale in downtown Honolulu for the EXPO Court Outreach Program. The offices accommodate EXPO staff and are furnished to provide filing space (for forms and information for referrals) and access to the agency computer network and databases to conduct agency business. As both locations are government buildings, as mandated they are ADA-compliant and are equipped with handicapped stalls in the restrooms.

DVAC also has staff at three housing properties (Hale Maluhia, Hale Wahine and United Church of Christ Transition House) to assist program participants, residents, and tenants on site. Direct services offer support to survivors from all communities on the island, while HELPLINE (including text and chat), TAP808, outreach, education, technical assistance, and training opportunities are available statewide.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The requested funding will support one Stability Coordinator, as well as a percentage of administrative support. The proposed staffing pattern and staffing qualifications are as follows:

Advance Program

Stability Coordinator (Vacant) - The full-time Stability Coordinator will oversee the Advance program. The position will be responsible for administering all funds to improve and increase the likelihood of stability for clients and their children. Funds will support housing assistance and relocation costs for DVAC clients. The Stability Coordinator will research other funding opportunities to support stability funding, prepare statistical and financial reports for management staff, and be responsible for handling stability funds applications from internal staff, ensuring required documentation and approvals are submitted. The Stability Coordinator will work Monday through Friday during standard business hours, 8 AM to 5 PM, out of DVAC's main office in downtown Honolulu.

The Stability Coordinator should have at least three years of office experience and program administration and/or accounting experience to coordinate, track and disburse stability funds. The position should be able to balance multiple tasks, have strong communication and organizational skills, and have good interpersonal skills to collaborate with agency program managers and staff serving clients.

Administrative Support

Chief Executive Officer (CEO) Nanci Kreidman provides overall leadership and vision for DVAC. The CEO demonstrates an ongoing commitment to addressing domestic violence and embraces DVAC's core values of justice and equality, respect and dignity, collaboration, and compassion. The CEO oversees all phases of budgeting and execution, works to diversify the agency's funding sources, and implements sustainable business models for the agency. Ms. Kreidman co-founded DVAC and has served as its leader since its inception. She is qualified as an expert witness in state and federal court and has served on many committees at the community level and through appointment by the Governor, Chief Justice, Mayor, and Attorney General. She has been invited to address local, national, and international audiences on topics related to families, women, and children.

Vice President of Operations Pauline Ohlendorf-Chun oversees the Operations department, coordinating administrative and program functions. The VPO ensures the agency follows ethical business practices; supervises the administrative team; ensures contract reporting is submitted timely; facilitates payroll; and assists in contract negotiation and compliance. The VPO also serves as the point of contact with financial institutions and provides direction for personnel matters such as benefits administration and compliance with state and federal laws. The VPO will act as supervisor for Advance and the Stability Coordinator. Ms. Ohlendorf-Chun has been with DVAC since 1994 and has played a lead role in directing and managing the agency's growth from a nine-person, \$600,000/year legal services and community education organization to its current 50-person, \$4million+/-year presence as one of the state's leading domestic violence agencies. 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.

Operations Manager Rickie Esposito performs resource management and strategic planning tasks to ensure DVAC's facilities and operations are functioning and efficient. Management of DVAC's facilities and properties includes identifying needed repairs; maintaining communications with landlords, renters, and partners; representing DVAC on the AOA board; acting as the liaison with the property management company and organization vendors; and managing computer hardware, agency equipment, inventory, supplies, and office/workstation assignments. Operations Manager Rickie Esposito's experience includes administrative or supervisory roles at Bennet Group Strategic Communications, Kapiolani Community College, Honolulu MedSpa, Hale Kahala, and Irori Japanese Restaurant.

Finance Manager Monica Paet is responsible for the agency's financial and administrative accounting functions, following generally accepted accounting principles and in accordance with state and federal tax laws. The Finance Manager provides financial guidance, prepares the annual agency budget, prepares financial reports, and ensures compliance with forms and procedures. The position also manages DVAC's accounting and financial systems, oversees the annual audit, maintains the chart of accounts, monitors accounts payable practices, and updates the accounting manual. Ms. Paet has a bachelor's degree in business administration from the California State University of Bakersfield. Her previous finance experience includes Finance Specialist-Accounts Payable then Finance/HR Manager at iHeartMedia and Staff Accountant at Pacific Historic Parks.

Human Resources Manager Jacque Kotarek manages the administration of DVAC's human resources policies, procedures, and programs. The HR Manager maintains personnel files, conducts new hire orientation for all staff, maintains employee training records, and tracks performance evaluation timelines and staff anniversary dates. The manager also administers workers' compensation claims, DVAC's 401(k) plan, and disability claims. The position also updates the employee handbook and job description bank. Ms. Kotarek has over 20 years of experience in human resources, leadership, and talent development. Before joining DVAC in 2016, she worked at Bloomingdale's, Whole Foods, and Crate & Barrel.

Executive Assistant Michele Lee-Markham supports DVAC's executive staff through administrative and organizational duties. This includes coordinating Board of Directors meetings, maintaining the donor database, preparing materials, correspondence, filing, and managing calendars. Ms. Lee-Markham has bachelor's degrees in marketing and business management. She has served in various managerial and administrative roles throughout the state and is skilled in event planning, calendar management, and customer/client support.

Accounting Clerk Patricia Low manages accounts payable and accounts receivable functions. The Accounting Clerk works with the Finance Manager to develop cost allocation for each expense type and funding source and provides clerical support to both the Finance Manager and the VP of Operations. The position also prepares aged accounts payable for storage and provides coverage of other administrative tasks. Ms. Low has been with DVAC since 2005. She has extensive experience in accounting functions, including accounts payable, accounts receivable, and accounting file storage.

Supervision and Training

DVAC maintains frequent and regular supervision of all staff to promote fidelity of intervention and support and maintain program integrity while conforming to ethical standards of care. Supervision ensures that employees are properly implementing best practices, meeting program goals, and enhancing client participation or engagement with services. Finally, supervision serves an important role in supporting staff members by addressing their professional development needs, well-being, and compassion fatigue.

DVAC Program Managers develop a position-specific supervision and training plan, which they review with their staff upon hire as well as during regular performance evaluations. Program Managers also provide guidance on cases and client issues with staff and case reviews once every quarter. They ensure that services provided to survivors are client-centered, trauma-informed, responsive, and offered in a timely manner. Program Managers also participate in trainings, outreach activities, and meetings with community allies on behalf of staff and DVAC. All staff are guided to work as strong collaborative team members, with training, supervision, and meetings designed to build and sustain teamwork.

The Executive Management team, consisting of the CEO and Vice Presidents, meets weekly to examine program development, personnel, budget, policy, and practice issues. Program Managers, as members of DVAC's Leadership Team, meet with program supervisors weekly and as a Team with the Executive Management team once a month. All pertinent issues, program or client challenges, community collaborations, budget, and practice content are reviewed and resolved. Case reviews are conducted by Program Managers regularly, performance evaluations are completed annually, and performance coaching is conducted when needed.

The Board of Directors is comprised of 15 members with experience in business, healthcare, education, media, legal, finance, government, and social work. The Board meets every other month to provide guidance and governance for organizational matters. All board members also serve on at least one committee: the Finance Committee works together to review monthly Income and Expense reports, Annual Audit, and the agency Budget. The Communications and Development Committee works together to sustain and enhance the agency's presence in the

community, as well as design organizational events for raising funds. The work to diversify the organizational development initiatives is directly tied to its visibility.

The Stability Coordinator will receive bi-weekly supervision from the VPO. The VPO will provide guidance on the disbursement of funds, client accountability, and resource management. The VPO will also ensure that contacts with and services provided to survivors are client-centered, trauma-informed, responsive, and offered in a timely manner

Training is a high priority for the agency. Upon hire, each employee is given a two-week training outline that includes observing different members of DVAC staff in different programs. All staff members are also required to attend DV101 training upon hiring, an intensive four-day training that covers the agency's mission, key issues in family violence, agency services, and community resources available to survivors and advocates. DV101 orients staff to the agency's definitions of advocacy, legal issues facing clients, and the "strength model" of survivor support, safety, risk, and readiness for service.

DV101 also covers the delivery of services for specific populations, such as LGBTQ+ survivors and immigrant survivors. DVAC is committed to culturally responsive services and works to increase access to its programs by diverse ethnic communities. DV101 includes information on challenges faced by historically marginalized groups and immigrant survivors in Hawai'i. DVAC's Inclusivity Training is designed to provide more accessible and trauma-informed training to LGBTQ+ survivors and is also mandatory for all DVAC staff. DVAC offers Inclusivity Training to other agencies and service providers across O'ahu.

All staff members are required to complete a minimum of one training every quarter, or four per year. Training can include in-person training or webinars and is focused on family violence education and delivery of services based on their position in the agency. In addition, DVAC conducts agency training at quarterly all-staff meetings. Examples include vicarious trauma, self-defense, technology, and stalking. In FY 2022 DVAC staff participated in 1,310 hours of training. Funds are included in the agency's overall budget to secure training from seasoned professionals in mental health, legal, and other content-based fields. Participation in webinars and travel to the continent are also arranged routinely.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

DVAC's organizational chart is attached to this application.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer - \$126,288

Vice President of Operations - \$97,034

Vice President of Survivor Advocacy Services - \$92,279

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

DVAC is not a party to any pending litigation.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

There are no special qualifications, licensures, or accreditations relevant to this request.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

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

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

DVAC has served the unique and complex needs of survivors of family violence and their children for over three decades on O‘ahu. DVAC is anchored in the community and has collaborated and coordinated with many and varied community organizations, including other domestic violence agencies, legal services providers, law enforcement, government agencies, and other social service providers. DVAC is well-known among local community-based organizations and programs for its services to survivors of family violence and has leveraged that recognition to build its capacity and partnerships within the community.

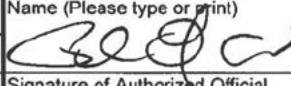
DVAC understands that innovative funding strategies are crucial to sustaining a vital, viable, and visible organization, especially in these perilous times. DVAC has worked to boost community support and diversify its revenue streams, while remaining steadfast to its mission, and maintaining quality unduplicated programs and services.

DVAC’s funding is derived from foundation grant awards, government grant contracts, special events, client fees, and donor gifts. DVAC’s special events traditionally include annual fundraisers such as Chipping Away at Domestic Violence Golf Tournament, Let Love Bloom (Valentine’s Day) and Be a Torch for Change Gala, and Poinsettias for Peace. The Board of Directors and management staff recognize the importance of visibility as it impacts fund development. Regular social media presence, e-blasts dissemination, and year-end solicitations are incorporated into the strategic commitment to organizational and issue visibility.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: Jul. 1, 2023 to Jun. 30, 2024

Applicant: Domestic Violence Action Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	90,085			
2. Payroll Taxes & Assessments	9,694			
3. Fringe Benefits	16,935			
TOTAL PERSONNEL COST	116,714			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	1,877			
4. Contractual Services - Administrative	621			
5. Contractual Services - Subcontracts				
6. Insurance	951			
7. Lease/Rental of Equipment	1,126			
8. Dues and Subscription	1,770			
9. Lease/Rental of Space	528			
10. Mileage & Parking	0			
11. Postage, Freight & Delivery	527			
12. Publication & Printing & Outreach	1,399			
13. Repair & Maintenance	2,032			
14. Staff Training	250			
15. Substance/Per Diem				
16. Supplies	702			
17. Telecommunication	1,881			
18. Transportation				
19. Utilities	10,670			
20. Recruitment Costs	200			
21. Client Assistance	116,000			
TOTAL OTHER CURRENT EXPENSES	140,534			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	257,248			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	257,248	Monica Paet 808-447-3557		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	257,248	Pauline Ohlendorf-Chun, VP of Operations Name and Title (Please type or print)		

Applicant: Domestic Violence Action Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Stability Coordinator	1.00	\$36,500.00	100.00%	\$36,500.00
*Vice President of Operations	0.20	\$99,945.02	20.00%	\$19,989.00
*Operations Manager	0.10	\$53,045.00	10.00%	\$ 5,304.50
*Finance Manager	0.10	\$74,263.00	10.00%	\$ 7,426.30
*Accounting Clerk	0.10	\$48,801.40	10.00%	\$ 4,880.14
*Human Resources Manager	0.10	\$72,671.65	10.00%	\$ 7,267.17
*Chief Executive Officer	0.05	\$130,077.41	5.00%	\$ 6,503.87
*Executive Assistant	0.05	\$44,290.00	5.00%	\$ 2,214.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				90,085.48

JUSTIFICATION/COMMENTS: Positions preceded by an * are administrative positions. Administrative costs are allocated among all programs administered by DVAC. The salaries charged are based on time study analysis, proportion to the amount of expenditures in each program. Staff Salaries are base on today's current employment market rates in order to stay competitive

Applicant: Domestic Violence Action Center

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS (Federal Funds):			
Social Security	90085	7.65%	6,892
Unemployment Insurance (Federal)	90085	As required by law	-
Unemployment Insurance (State)	90085	1.61%	1,450
Worker's Compensation	90085	0.70%	631
Temporary Disability Insurance	90085	0.80%	721
	SUBTOTAL:		9,694
FRINGE BENEFITS (Federal Funds):			
Health Insurance	90085	14.80%	13,332
Retirement**	90085	4.00%	3,603
	SUBTOTAL:		16,935
PAYROLL TAXES & ASSESSMENTS (Matching Contribution):			
Social Security	0	7.65%	-
Unemployment Insurance (Federal)	0	As required by law	
Unemployment Insurance (State)	0	1.20%	-
Worker's Compensation	0	0.70%	-
Temporary Disability Insurance	0	0.80%	-
	SUBTOTAL:		-
FRINGE BENEFITS (Matching Contribution):			
Health Insurance*	0	14.00%	-
Retirement**	0	4.00%	-
	SUBTOTAL:		-
Payroll Taxes, Assessments, and Fringe Benefits Total (Federal Funds)			\$ 26,629
Payroll Taxes, Assessments, and Fringe Benefits Total (Matching Contribution)			\$ -
JUSTIFICATION/COMMENTS: Health and Retirement is direct staff only			
** Retirement is based on 4.% of salary of eligible employees. Not All direct service employees are qualified.			

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/17/2023

Contract No. : _____
(As Applicable)

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Maxworks & One Point Payroll Services	554	Prepare and process agency's payroll and file payroll related taxes and a cloud based time tracking program to generate employee timesheets and track PTO. Cost allocated to this contract is (\$1,304.52/month x 12 month x 3.54%=554.42)
PIOPAC-Flex Plan Service	66	Admin. fees are paid to the flex plan provider for plan-related services for employees' flex spending plan. Cost allocated to this contract is (\$156/month x 12 month x 3.54% =66.30)
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 1.70 FTE direct staff represent 3.54% of agency average number of staff of 48.
Total:	621	

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet

Period: Jul. 1, 2023 to Jun. 30, 2024

Date Prepared: 1/17/2023

Contract No. : _____
(As Applicable)

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Total:		

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/17/2023

Contract No. : _____
(As Applicable)

INSURANCE DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
General Liability Ins.	951	Professional and General Liability Insurance for programs allocated to all supporting contracts based on total expenditures of the contract. Cost allocated to this contract is (\$26,848 annual cost x 3.54% =950.87)
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 1.70 FTE direct staff represent 3.54% of agency average number of staff of 48.
Total:	951	

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/17/2023

Contract No. : _____
(As Applicable)

SUPPLY DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
General office supplies	702	General office supplies i.e. Paper, folders, printer cartridges, stationary, envelopes, etc.) are all necessary for the operation of the project. Estimated cost of supplies for program is based on historical costs of \$1,652 per month. Cost allocated to this contract is (\$1,652 /month x 3.54% x 12 months=702.10)
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 1.70 FTE direct staff represent 3.54% of agency average number of staff of 48.
Total:	702	

BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/17/2023

Contract No. : _____
(As Applicable)

PROGRAM ACTIVITIES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Audit Services	1,877	Agency audit and tax services - proportionate share of audit cost allocated to contract based on size and total expenditures of program. Annual Audit contracted out. Cost allocated to this contract is (\$5300.00 x 3.54%=1,877.08)
Lease/Rental of Equipment	1,126	Copier & Postage Machine Rental - based on FTE and total expenditures of the contract, Monthly lease of rental equipment fee (Copier + postage machine) = 2,400+250=2,650 Cost allocated to this contract is (\$2650 monthly cost x 3.54% x 12 months=1,126.25)
Dues and Subscription	1,770	Zoom-is a communications platform that allows users to connect with video, audio, phone, and chat, Canva-online graphic design tool, CAP 60-a case tracker data management system, MIP Fund Accounting program, Giftworks-donor tracking database, etc.. Usage is based on historical costs and is projected at \$4164 per month. Cost allocated to this contract is (\$4164 per month x 12 months x 3.54%=1,769.70)
Lease/Rental of Space	528	Rental cost for storage to store and secure client records,. Cost allocated to this contract is (\$1,243 monthly cost x 3.54% x 12 months=528.28)
Postage, Frieght, and Delivery	527	Estimated postage cost for this program is based on historical cost and is charged directly to the contract based on usage. Postage for mailing reports, contract communications, and correspondence, legal messenger service is included in this category. Cost allocated to this contract is (\$1,241 monthly cost x 4.17% x 12 months=620.50)
Publication & Printing & Outreach	1,399	Printing and publication costs are allocated to all supporting contracts based on total expenditures of the contract. This includes the cost for printing agency letterhead, educational and outreach materials. Based on historical cost agency spent \$10,000. Cost allocated to this contract is (\$10,000 annual cost x 3.54% =354.17). Program-specific outreach items for public presentations, Examples of outreach: program presentation items, logo items, brochures, business cards, etc.. Cost allocated to this contract is (\$2458/month x 3.54% x12 months=1,044.65)
Repair & Maintenance	2,032	Subcontractor for agency daily IT repair and maintenance to keep agency's operating systems & software's operating effectively and secure. Cost allocated to this contract is (\$4780/month x 12 months x 3.54% =2,031.50)
Staff Training	250	Registration costs to attend Oahu-based training to increase job skill & leadership capacity, \$250/registration x 1 staff =250.00
Telecommunication	1,881	Cost of telephone & internet service at DVAC main office, Kapolei & downtown court is \$4,425.82 per month. Cost allocated to this contract is (\$4,425.82 monthly cost x 3.54% x 12 months=1,880.97)
Utilities	10,670	(CAM) expenses are fees paid to the property management to cover cost associated with operating expenses for the buildings common areas i.e. electricity, water, trash removal, landscaping and security systems. Based on historical cost and estimated at \$25,106.33/month x 12 months x 3.54%=\$10,670.19 charged to this program. (Monthly costs average: \$7,600 (utilities) + \$15,706.33 (CAM) + \$1,800 (janitorial) = 25,106.33 month)
Recruitment Costs	200	Cost of advertising to recruit funded personnel = \$50/ad x 4 ads
Client Assistance	96,000	Assist 24 clients with rental assistance at \$2000 per month for two months. (\$2000 x 2 months x 10 clients=40,000)
Client Assistance	20,000	Assist 10 clients with relocation costs up to \$2000 for security deposit, first months rent, utility start up costs and/or moving expenses (2,000 x 10 clients = \$20,000)
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 1.70 FTE direct staff represent 3.54% of agency average number of staff of 48.
Total:	138,260	

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: _____

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Domestic Violence Action Center

Contracts Total: 6,614,468

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Safe, Strong, and Sober Project	10/1/2022 - 9/30/2023	DHHS (OWH)	Federal (U.S.)	500,000
2	Justice for Families	10/1/2021- 9/30/2024	DOJ (OVW)	Federal (U.S.)	549,996
3	2 Direct Legal Services	7/1/2022 - 6/30/2023	Judiciary	State	1,369,534
4	3 Covid Crisis Response Services	1/1/2022 - 12/31/2022	City & County (GIA)	Honolulu	200,000
5	Legal Assistance to Victims (Leeward)	9/30/2018 - 9/30/2022	DOJ (OVW)	Federal (U.S.)	600,000
6	Hooikaika Program	6/1/2020 - 5/31/2022	AG (VAWA)	State	297,088
7	Immigration Triad	7/1/2020 - 6/30/2022	AG (VOCA)	State	436,432
8	Pulama I Ka Ohana Program	7/1/2021 - 6/30/2022	AG (VOCA)	State	146,115
9	Teen Dating Violence & Support Services	7/1/2020 - 6/30/2021	DHS	State	289,118
10	DVAC Pride	5/21/2021 - 12/31/2021	DOH	State	44,822
11	Pacific Islander	5/21/2021 - 12/31/2021	DOH	State	48,976
12	Statewide	5/21/2021 - 12/31/2021	DOH	State	37,853
13	Direct Legal Services	7/1/2021 - 6/30/2022	Judiciary	State	1,369,534
14	Specialized Adovacy Services	1/1/2021 -12/31/2021	City & County (GIA)	Honolulu	125,000
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Domestic Violence Action Center
January 2023 Organizational Chart

