

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) Hawaii Compliance Express Certificate (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



[Laurie Tochiki \(Jan 23, 2026 13:10:14 HST\)](#)

AUTHORIZED SIGNATURE

Laurie Aerial Tochiki, Interim Chief Executive Officer

PRINT NAME AND TITLE

1/23/2026

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DUR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: Domestic Violence Action Center

OBA/Trade Name: Domestic Violence Action Center

Issue Date: 12/31/2025

Status: Compliant

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
ill#: XXXXXX5460
DCCA FILE#: 82373

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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.

Domestic Violence Action Center

(Typed Name of Individual or Organization)



Laurie Tochiki (Jan 23, 2026 13:10:14 HST)

(Signature)

01/23/2026

(Date)

Laurie Arial Tochiki, Interim Chief Executive Officer

(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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

See attached.

2. Declaration Statement

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

See attached.

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](#).

(1) Name of Requesting Organization: Domestic Violence Action Center

(2) Public Purpose for the Grant:

Every day, over 500 adults and children in Hawai'i seek help escaping domestic violence. DVAC's volunteer program can expand its capacity to answer those calls, but only if volunteers have support and appropriate workspace.

In 2025, the Hawaii State Legislature invested in DVAC's organizational capacity by funding a Volunteer Coordinator position with specific deliverables: recruitment and coordination of 25+ volunteers contributing 1,500+ service hours annually. As DVAC began implementation, staff discovered the existing 20-year-old cubicle system is obsolete and cannot be adapted, because parts are no longer available. This grant request removes that barrier and extends staff support for the program, completing the State's investment to establish a sustainable model of volunteer support for DVAC's services.

Over the infrastructure's useful life, this investment will enable an estimated \$1.3 to \$2.4 million in volunteer service value—a return of 20 to 30 times the State's one-time investment.

(3) Services Supported by the Grant:

This grant will fund staff salaries and the purchase and installation of a modular cubicle system to reorganize DVAC's headquarters in downtown Honolulu. The new modular system will replace obsolete infrastructure, consolidate attorney workspace into a designated legal services area, and create five dedicated volunteer workstations.

(4) Target Group:

DVAC provides services to domestic violence survivors and their children across O'ahu. Client demographics: 25% Native Hawaiian, 35% AAPI (including 13% Filipino, 7% Japanese, 7% COFA & Pacific Islander, 4% Korean, 4% Other Asian), 19% Caucasian, 6% African-American, and 4% Hispanic. The volunteer program targets students and professionals who need to complete internships, practicums, and required pro bono hours.

(5) Cost and Budget:

State GIA request: \$125,000

Total organizational budget: \$4,816,538

II. Background and Summary

1. Applicant Background

The Domestic Violence Action Center (DVAC) began in 1988 as a volunteer-run helpline and has grown to nearly 50 staff serving survivors through comprehensive client-centered services. DVAC incorporated as a 501(c)(3) nonprofit in 1996 and has served O‘ahu for over three decades.

DVAC is the only domestic violence organization in Hawai‘i providing a comprehensive array of survivor-centered services, including HELPLINE assistance, housing, long-term advocacy, crisis support, court outreach and accompaniment, teen outreach, support groups, and civil legal representation, including contested divorce, custody, and protective order cases, to survivors who cannot afford private attorneys.

Recent federal funding losses prompted strategic restructuring under new leadership. Interim CEO Laurie Tochiki is a graduate of Richardson School of Law, where she also served as faculty for 23 years. She has a Bachelor's degree from Whitman College with a double major in Sociology and Psychology, a Master's in Administration, with an emphasis in Public Administration, from the Hawai‘i campus of Central Michigan University, and a PhD in Education Policy, which she earned at the University of Hawai‘i at Manoa in 2015. She practiced family law for 12 years, was the coordinator and one of the founders of the Kids First program at the Family Court of the First Circuit, in Hawai‘i, and coordinator and co-founder of the ‘Ohana Conferencing program of the Department of Human Services and Family Court. Dr. Tochiki also co-founded EPIC ‘Ohana and served as the organization’s executive director until 2024.

Under Dr. Tochiki’s guidance, DVAC has responded to federal funding changes by streamlining operations and investing in sustainable infrastructure. The State’s 2025 Act 310 grant funded positions for a Volunteer Coordinator and Program Improvement Specialist; both have been hired on schedule and we have already recruited new volunteers, as we transition our Helpline to a sustainable volunteer-supported model while maintaining critical services to survivors of domestic violence.

2. Goals and Objectives

Goal: Provide physical workspace infrastructure necessary to achieve volunteer program deliverables established through state legislative investment and enable long-term volunteer program growth and sustainability.

Objectives:

- Procure and install modular cubicle system within six months of award
- Create five dedicated volunteer workstations with computer and telephone access and consolidate attorney positions into designated legal services area
- Support Year 1 ACT 310 grant deliverables: 25+ volunteers / 1,500+ hours
- Support volunteer program sustainability and growth through June 2027.

3. Public Purpose and Need

Family violence is a life-threatening public health crisis affecting every community in Hawai'i. Over 500 adults and children seek help escaping domestic violence on any given day. 35% of Hawai'i women (~250,000) have experienced intimate partner violence, and 65,000 children are affected annually.

The Legislature's 2025 Act 310 investment funded a Volunteer Coordinator through November 2026 to enable DVAC to support its services to survivors with help from interns, practicum students, and pro bono hours contributed by attorneys and law school students. Unfortunately, because parts are no longer available, DVAC's twenty-year-old, obsolete workspace cubicles cannot be adapted to accommodate the long-term volunteer program growth that position is meant to coordinate. This grant removes that barrier and extends the Volunteer Coordinator position through the end of the fiscal year (seven more months) to ensure sustainability of the new program.

4. Target Population

Primary beneficiaries: Domestic violence survivors and their children across O'ahu, with particular focus on historically marginalized communities, Native Hawaiian, COFA, Pacific Islander, and immigrant populations. This program also benefits Hawai'i students who seek to become lawyers, social workers, and other public service professionals, who may be required to complete volunteer service or pro bono hours in order to earn their degrees.

5. Geographic Coverage

DVAC primarily serves survivors on O'ahu, island-wide from its downtown Honolulu headquarters (within walking distance of Circuit Court, District Court, and the State Capitol), with satellite offices at Ronald T. Y. Moon Judiciary Complex (Kapolei) and Ka'ahumanu Hale for court outreach. DVAC also provides educational services and consultation services to all islands.

III. Service Summary and Outcomes

1. Scope of Work

Phase 1 - Procurement (Months 1-2): Execute purchase agreement; submit required 75% deposit; coordinate delivery timeline.

Phase 2 - Space Planning (Months 2-3): Finalize workspace layout; engage licensed contractors for electrical/data termination.

Phase 3 - Installation (Months 4-6): Remove obsolete system; install new modular system; complete electrical and IT infrastructure.

Phase 4 - Volunteer Integration (Months 7-9): Equip volunteer workstations; establish security protocols; begin placing volunteers.

2. Timeline

Quarter	Activities
Q1 (Jul-Sep)	Finalize space planning; engage contractors for electrical/data work
Q2 (Oct-Dec)	Remove old system; install new system; complete electrical/IT work
Q3 (Jan-Mar)	Volunteer workstations operational; volunteer placement/program expansion
Q4 (Apr-Jun)	Full program implementation, evaluation, and completion of reporting.

3. Quality Assurance

- **Vendor Compliance:** Director of Operations oversees adherence to delivery timeline and quality standards, including walkthrough inspection confirming component installation and ADA accessibility
- **30-Day Review:** Staff and volunteer satisfaction assessment survey
- **Ongoing Monitoring:** Volunteer Coordinator maintains recruitment, placement, and hours records

4. Measures of Effectiveness

Infrastructure Outputs:

- Modular cubicle system procured and installed by Month 6
- Five volunteer workstations created
- Volunteer program operational in new workspace by Month 6

Volunteer Program Outputs:

- Months 6-9: Average of 5 volunteers per month contribute 20-40 hours/month.
- Months 10-12: Average number of volunteers increases to 10/month.
- 8+ volunteers complete student internships, practicums, or pro bono hours.

IV. Financial

Budget

1. Budget: See attached budget forms.

2. Anticipated Quarterly Funding Requests

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$52,500	\$25,000	\$25,000	\$20,500	\$125,000

3. Other Sources of Funding (FY 2027)

Domestic Violence Action Center continually seeks funding opportunities that align with the programs and services it provides. For FY 27, DVAC is seeking or has received funding from Federal, State of Hawaii, and City and County of Honolulu governments, foundations, individual and corporate donors and other sources:

Federal Funding (either as a direct recipient or as a subrecipient)

- Office of Violence Against Women, Department of Justice
- Office of Victims of a Crime, Department of Justice
- National Institute of Health, Department of Health and Human Services
- Department of Housing and Urban Development

State Funding

- The Judiciary
- Department of the Attorney General
- Department of Human Services
- The Hawaii State Legislature
- Office of Community Services, Department of Labor and Industrial Relations

City and County of Honolulu

- Department of Community Services

Foundation Grants

- Aloha United Way
- First Hawaiian Bank Foundation
- Hawai'i Women's Legal Foundation, Hawai'i State Bar Foundation
- Hawai'i Justice Foundation

Other Donors

- Consulate of Japan

In addition to these sources, DVAC also raises funds through its annual charity golf tournament and through revenue generated by similar fundraising activity. DVAC will also pursue other grants and funding sources as mission-aligned opportunities arise.

4. State and Federal Tax Credits

DVAC has not applied for or received state or federal tax credits in the last three years.

5. Government Contracts, Grants, and Grants in Aid

See attached sheet: Government Contracts, Grants, and/or Grants in Aid. .

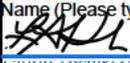
6. Unrestricted Current Assets

As of December 31, 2025: \$1,384,993.98

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

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	44,717			
2. Payroll Taxes & Assessments	5,688			
3. Fringe Benefits	8,049			
TOTAL PERSONNEL COST	58,454			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Audit Services	536			
3. Insurance	272			
4. Lease/Rental of Equipment	322			
5. Lease/Rental of Space	586			
5. Dues and Subscriptions	506			
5. Staff Training	250			
6. Supplies	1,189			
7. Telecommunication	537			
8. CAM and Utilities	3,049			
9. Electrical/Data Termination	4,000			
10. IT Infrastructure Setup	3,500			
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	14,747			
C. EQUIPMENT PURCHASES	51,799			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Terra LeMay (808) 534 - 0040		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 <small>Laurie TOCHIKI [Date] 23, 2025 13:10:14 HST</small>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	125,000	Laurie Aerial Tochiki, Interim Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Domestic Violence Action Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Operations	1	\$85,000.00	8.00%	\$ 6,800.00
Volunteer Coordinator (December 2026 - June 2027)	1	\$65,000.00	58.33%	\$ 37,917.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				44,717.00

JUSTIFICATION/COMMENTS: Director of Operations will coordinate this project. 8% FTE devoted to the project. Volunteer coordinator will recruit and manage volunteers (7 months salary at 1.0 FTE = 58.33% FTE). Salaries are based on today's current employment market rates in order to stay competitive. □
□

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Domestic Violence Action Center

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Domestic Violence Action Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Modular Cubicle System (Furniture Plus)	1	48,499	48,499	48,499
Ergonomic Task Chairs	6	550	3,300	3,300
				0
			\$ -	
			\$ -	
TOTAL:			51,799	51,799

JUSTIFICATION/COMMENTS: Furniture Plus cubicle system at 65% discount from \$79,765 list. Includes acoustic panels, integrated power/data, worksurfaces. Equipment costs include all capitalized expenses to acquire and install the modular cubicle system: purchase price (\$27917.75), freight (\$5900), installation (\$3750), disposal of old system (\$1750), taxes (\$1852.65), and reserves for 5% contingency (\$2223.53) and potential tariffs (\$7905.89) per vendor guidance. Ergonomic office chairs (\$3300) complete the project.

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

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Ap

Contracts Total: 13,972,880

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii / Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Capacity-building and program improvement (ACT 310)	12/1/25-11/30/26	Office of Community Services, Department of Labor and Industrial Relations	State of Hawaii	\$ 400,000
2	Housing for Survivors of Domestic Violence	7/1/2025-6/30/27	Department of the Attorney General	U.S./ State of Hawaii	\$ 491,953
3	Advocacy and legal services for survivors who utilize the court system	10/1/22-6/30/25	OVW, Justice for Families	U.S.	\$ 549,996
4	Advocacy and legal services for survivors who utilize the court system	10/1/24-9/30/27	OVW, Justice for Families	U.S.	\$ 600,000
5	Advocacy and legal services for survivors who utilize the court system	10/1/22-9/30/25	OVW, Legal Assistance for Victims	U.S.	\$ 600,000
6	Advocacy and legal services for immigrant and Native Hawaiian survivors who utilize the court system	3/15/22-6/30/24	OVC, FY 2022 Invited to Apply — Byrne Discretionary	U.S.	\$ 367,000
7	Flexible financial assistance to underserved survivors of domestic violence	10/1/24-9/30/26	OVC, Meeting the Basic Needs of Underserved Crime Victims	U.S.	\$ 200,000
8	Center for Pacific and Asian Communities: 'Ohana Moving Forward	9/30/23-9/29/25	DHHS - Administration for Children & Families	U.S.	\$ 214,285
9	Safe, Strong, Sober	9/30/22-9/29/26	DHHS - Office of the Secretary	U.S.	\$ 1,344,193
10	Center for Pacific and Asian Communities: The Gabay Project	4/1/23-6/30/25	Asian Pacific Institute on Gender-Based Violence (OVW)	U.S.	\$ 250,000
11	Indigent Legal Assistance Fund to provide civil legal services to indigent survivors of IPV	7/1/22-6/30/25	The Judiciary, State of Hawaii	State of Hawaii	\$ 455,218
12	Civil Legal Services, long term Advocacy, access to protective orders, helpline support, referrals and safety planning.	7/1/22-6/30/27	The Judiciary, State of Hawaii	State of Hawaii	\$ 5,475,602

13	VAWA Hooikaika Program to provide advocacy services to Native Hawaiian clients and their children	1/1/25-9/30/25	Department of the Attorney General	U.S./ State of Hawaii	\$ 113,192
14	Pulama I Ka 'Ohana (PIKO)	7/1/24-6/30/26	Department of the Attorney General	U.S./ State of Hawaii	\$ 499,984
15	Legal and Advocacy services for survivors of family violence	7/1/23-6/30/25	Department of the Attorney General	U.S./ State of Hawaii	\$ 499,992
16	TAP, Client Assistance	7/1/22-6/30/26	Department of Human Services	U.S./ State of Hawaii	\$ 5,274
17	TAP, Youth Conference	7/1/22-6/30/26	Department of Human Services	U.S./ State of Hawaii	\$ 37,473
18	TAP, Teen Dating Violence Prevention & Intervention Services	7/1/22-6/30/26	Department of Human Services	U.S./ State of Hawaii	\$ 289,118
19	Advance - Financial assistance for survivors of family violence and their children	7/1/23-5/31/25	Office of Youth Services	State of Hawaii	\$ 75,000
20	Security System	11/1/24-10/31/25	Office of Community Services-Department of Labor and Industrial Relations	State of Hawaii	\$ 50,000
21	Pulama I Ka 'Ohana (PIKO)	4/1/23-3/31/25	Office of Community Services	State of Hawaii	\$ 175,000
22	Legal, Advocacy and Helpline services for Survivors	1/1/23-12/31/23	City and County, Department of Community Services	City and County of Honolulu	\$ 200,000
23	Legal, Advocacy and Helpline services for Survivors	1/1/24-12/31/24	City and County, Department of Community Services	City and County of Honolulu	\$ 200,000
24	Advocacy for Survivors of DV	1/1/25-6/30/26	City and County, Department of Community Services	City and County of Honolulu	\$ 150,000
24	Advocacy for Survivors of DV	1/1/26-12/31/26	City and County, Department of Community Services	City and County of Honolulu	\$ 150,000
25	Hale Maluhia / Housing First (Permanent Supportive Housing)	4/1/23-3/12/26	City and County, Department of Community Services	U.S./ City and County of Honolulu	\$ 579,600
26					
27					
28					
29					
30		10			Application for Grants

V. Experience and Capability

1. Necessary Skills and Experience

DVAC brings 35 years of proven expertise in domestic violence services, having grown from a two-volunteer helpline to Hawai'i's premier domestic violence agency. Since 2000, DVAC has managed 339,918 telephone contacts, completed 114,040 safety plans, conducted 103,848 risk assessments, and handled 7,956 legal cases and 10,219 advocacy cases, establishing unparalleled expertise in survivor services. The organization owns its 8,692 square-foot headquarters, eliminating rental costs and demonstrating long-term stability.

DVAC has extensive experience managing volunteers through court accompaniment programs, support group co-facilitation, and student internships from UH Richardson School of Law and Thompson School of Social Work. The agency's DV101 training infrastructure provides comprehensive onboarding for volunteers, incorporating the trauma-informed training that research identifies as essential for successful volunteer programs in domestic violence settings. DVAC's downtown location is accessible by direct bus lines from the UH Mānoa campus, making volunteer and intern placements practical for students relying on public transit.

Over the past 35 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 collect and record each client contact, tracking detailed information on each service provided. 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 to DVAC's services for the most recent three years includes the following:

Funder	Project	Dates
State of Hawai'i, Department of the Attorney General (VOCA)	Housing Services for Survivors of Family Violence	7/1/2025 – 6/30/2027
State of Hawai'i, Department of the Attorney General (VOCA)	PIKO Advocacy Services for Survivors of Family Violence	7/1/2024 – 6/30/2026
State of Hawai'i, Judiciary	Domestic Violence Intervention Services	7/1/2022 – 6/30/2027
Department of Justice, Office on Violence Against Women	Justice for Families	10/1/2022 – 9/30/2027

Department of Justice, Office of Victims of a Crime	Basic Needs (Financial Assistance for Underserved Victims)	10/1/2024 – 9/30/2026
Hawai'i Justice Foundation	Indigent Legal Assistance	7/1/2022 – 6/30/2026
City & County of Honolulu Grant in Aid	Advocacy Services for Survivors	1/1/2023 – 12/31/2026

2. Facilities

DVAC's headquarters are in downtown Honolulu, within walking distance of Circuit Court, District Court, the State Capitol, government agencies, and bus routes. Although DVAC's specific location is confidential for the safety of clients and staff, the office is easily accessible by public transit, including via direct bus lines from the UH Mānoa campus—home to Richardson School of Law and Thompson School of Social Work.

DVAC owns its office space, allowing funds that would otherwise be allocated to rent to support programs and direct services. The agency offices have 8,692 usable square feet consisting of 16 enclosed offices, 35 workstations, two intake rooms, three meeting/conference rooms, a server room, three kitchenettes, and a reception area.

Each office and workstation is equipped with a computer and telephone. Safety and security for staff and visitors are paramount. Entry to the office space is by key fob access for staff, while visitors are screened via an intercom system. Glass panels are tinted with security film and hallway security cameras make visitors visible to Reception. DVAC-owned offices are ADA-compliant; the building has an elevator, and restrooms are equipped with handicapped stalls.

However, during implementation planning for the volunteer program funded by the 2025 Act 310 capacity-building grant, DVAC staff attempted to reconfigure existing workspace to accommodate volunteer workstations. This effort revealed that DVAC's existing cubicle system, now over 20 years old, is obsolete. The manufacturer no longer produces replacement parts, making repairs impossible, and the fixed panel configuration cannot be modified to create the workspace volunteers require. The current layout was designed for an earlier staffing model and cannot be adapted to meet the volunteer workspace requirements established by the Act 310 grant deliverables.

The requested modular cubicle system will resolve these challenges by providing flexible, reconfigurable workspace. The durable construction comes with available replacement parts, ensuring long-term maintainability. The system will create capacity for five volunteer workstations that can support over 8,000 volunteer hours annually through rotating shifts as the program matures.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Dr. Laurie Tochiki, Interim Chief Executive Officer: Dr. Tochiki is a graduate of Richardson School of Law, where she also served as faculty for 23 years. She has a Bachelor's degree from Whitman College with a double major in Sociology and Psychology, a Master's in Administration, with an emphasis in Public Administration, from the Hawai'i campus of Central Michigan University, and a PhD in Education Policy, which she earned at the University of Hawai'i at Manoa in 2015. She practiced family law for 12 years, was the coordinator and one of the founders of the Kids First program at the Family Court of the First Circuit, in Hawai'i, and coordinator and co-founder of the 'Ohana Conferencing program of the Department of Human Services and Family Court. Dr. Tochiki also co-founded EPIC 'Ohana and served as the organization's executive director until 2024.

Dr. Tochiki will provide executive oversight for the project, ensuring alignment with organizational priorities and strategic objectives.

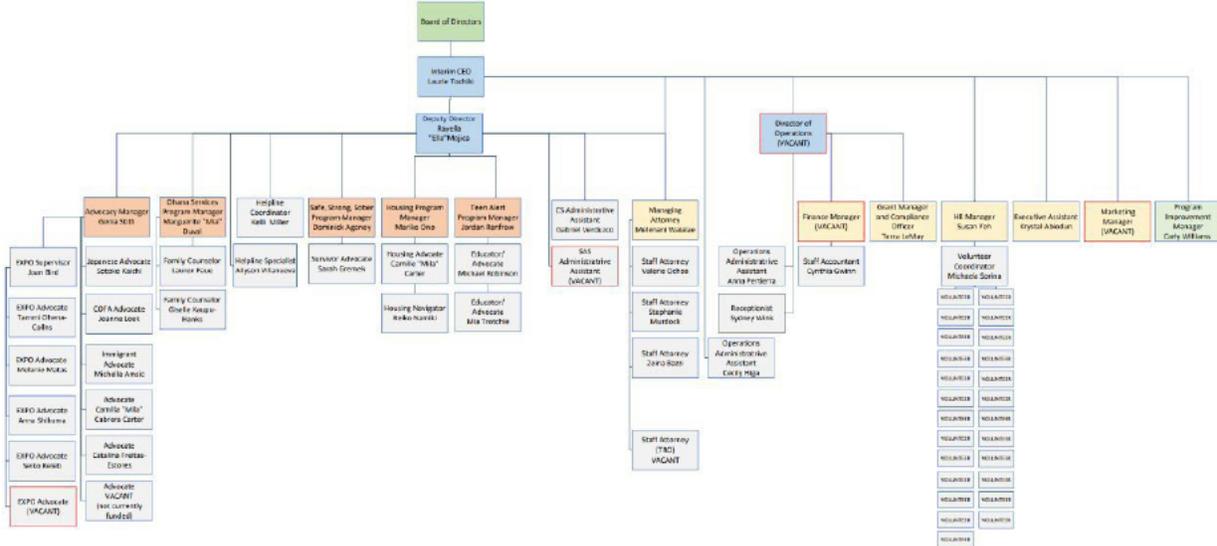
Terra LeMay, Director of Operations: A certified nonprofit management professional (CNP) with over two decades of operations management experience, Terra LeMay earned a Master of Public Administration and a graduate certificate in nonprofit management from University of Hawai'i at Manoa in 2024. She has been employed with DVAC for nearly two years, previously as grant manager, and brings extensive knowledge of the organization's facilities and operational requirements to this project.

Ms. LeMay will serve as primary project manager, responsible for vendor selection, contract management, installation coordination, and post-installation verification. This grant requests funding for approximately 160 hours of her time dedicated to project management over the six-month implementation period.

Michaela Sorina, Volunteer Coordinator: B.A. in Psychology with 4 years of experience at Catholic Charities Hawai'i. Sorina has a strong foundation in trauma-informed care and volunteer coordination. This position is funded through Act 310 until Dec 1, 2026. This grant will extend funding for this position for an additional seven months, through the end of the fiscal year.

The Volunteer Coordinator was hired as part of the Act 310 capacity-building grant and will ensure volunteer workstation specifications meet program requirements and coordinate volunteer recruitment and integration into the new workspace configuration.

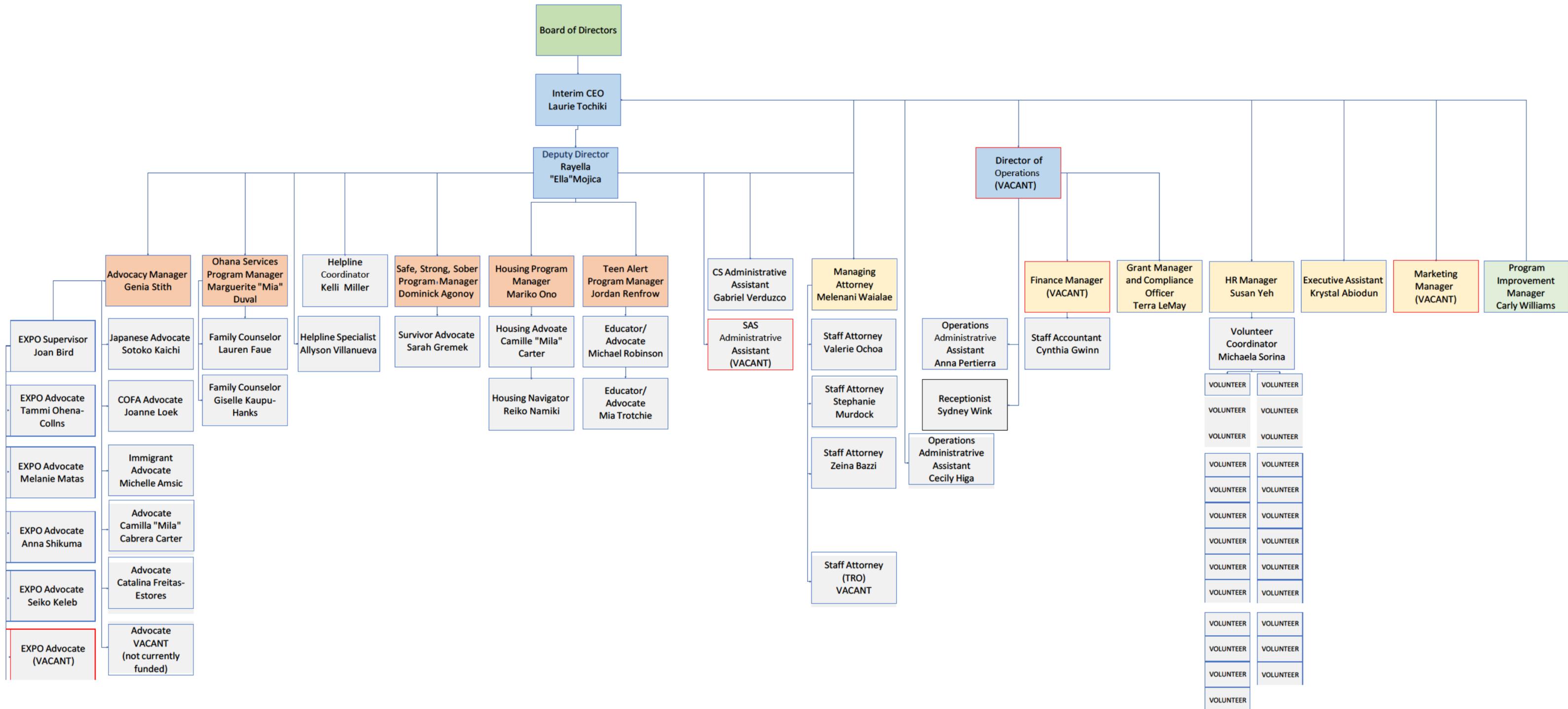
2. Organization Chart



See attachment for a higher resolution image of the above organization chart.

3. Compensation

Position	Annual Salary
Interim Chief Executive Officer	\$105,000
Deputy Director	\$105,000
Director of Operations	\$85,000



VII. Other

1. Litigation

DVAC is not a party to pending litigation and is not subject to any outstanding judgment.

2. Licensure or Accreditation

No special qualifications, licensures, or accreditations relevant to this request.

3. Private Educational Institutions

This grant will not support or benefit sectarian or non-sectarian educational institutions.

4. Future Sustainability Plan

This is a one-time investment requiring no ongoing state funding. At the end of this grant period, when the volunteer program has become fully established, the Volunteer Coordinator position will replace an existing staff position in DVAC's budget through another funding source. The modular cubicle system will be maintained through DVAC's existing facilities budget. Expected useful life: 10-15 years. At mature capacity, 8,000+ volunteer hours annually generates an estimated \$160,000+ in contributed labor. Over the system's useful life, this investment yields an estimated \$1.3 to \$2.4 million in service value, 20 to 30 times the initial investment, without additional state appropriations.