

House District _____
Senate District _____

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

- GRANT REQUEST – OPERATING GRANT REQUEST – CAPITAL SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

JUD

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Family Law Clinic
Dba:
Ala Kuola
Street Address:
550 Halekauwila Street, Suite 207
Mailing Address:
550 Halekauwila Street, Suite 207
Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Edwin K. Flores
Title Executive Director
Phone # (808) 545-1880
Fax # (808) 545-1887
e-mail edkflores@alakuola.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Temporary Restraining Orders/Protective Orders for Victims of Domestic Abuse/Violence

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 420,011

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Edwin K. Flores, Executive Director
NAME & TITLE

01/28/2013
DATE SIGNED

Application for Grants and Subsidies

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$105,002.75	\$105,002.75	\$105,002.75	\$105,002.75	\$420,011.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.
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.

IV. Experience and Capability

A. 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.

B. 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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

V. Personnel: Project Organization and Staffing

A. 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.

B. 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 organizational chart that illustrates the placement of this request.

VI. Other

A. 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.

B. Licensure or Accreditation

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



Grant-in-Aid Application Request
Fiscal Year 2014
(July 1, 2013 to June 30, 2014)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

DRAFT #1

Applicant: Hawaii Family Law Clinic dba Ala Kuola

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	297,425			
2. Payroll Taxes & Assessments	25,251			
3. Fringe Benefits	17,302			
TOTAL PERSONNEL COST	339,978			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	-			
2. Insurance	6,567			
3. Lease/Rental of Equipment	1,916			
4. Lease/Rental of Space	32,525			
5. Staff Training	2,500			
6. Supplies	5,000			
7. Telecommunication	6,550			
8. Utilities	-			
9. Professional Fees	12,000			
10. Advertisement	12,000			
11. Parking/Mileage	450			
12. Repair & Maintenance	525			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	80,033			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	420,011			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	420,011	<u>EDWIN K. FLORES 808-545-1880</u>		
(b)		Phone		
(c)		Date		
(d)		Signature of Authorized Official		
TOTAL BUDGET	420,011	<u>EDWIN K. FLORES</u> Name and Title (Please type or print) <u>Executive Director</u>		

Hawaii Family Law Clinic dba ALA KUOLA Program Description

The Hawaii Family law Clinic, dba Ala Kuola, hereinafter Ala Kuola, (A Path to Safety and Life), is a 501 c (3) non-profit agency whose primary purpose is to assist individuals affected by domestic abuse/violence to obtain temporary restraining orders for protection against their abusers. Ala Kuola is the only non-profit organization that provides this service on Oahu.

A shortage of resources of the Family Court of the First Circuit has limited the availability of service to victims of domestic abuse/violence. Ala Kuola fills this gap in services as its design and structure allows more accessibility and thus greater access to services. Ala Kuola has been providing services to individuals and families since 2006 and was initially funded by the Office of Violence Against Women through the Faith And Community Technical Support (FACTS) grant. Ala Kuola has also been a recipient of GIA subsidy as well as funding from the Office of Hawaiian Affairs, City and County of Honolulu CDBG grant, Friends of Hawaii Charities, and the Hawaii Hotel and Lodging Association.

Since providing services to the public on Oahu, Ala Kuola accounts for assisting approximately 30% of the total cases docketed in 2012. Prior years' services were 17% in 2007, 25% in 2008, 24% in 2009, and 31% in 2011.

A significant accomplishment of Ala Kuola occurred in October 2009, when the Judiciary of the State of Hawaii was forced to impose furloughs on the judiciary staff which forced the closure of all courts. Without the availability to obtain a protective order from the Family Court, Judge Frances Wong through Chief Justice Ronald Moon, entered into an agreement with Ala Kuola to assist the Judiciary in providing temporary restraining orders to the public during the Judiciary's scheduled furloughs days, (twice per month). On April 6, 2010, the Honorable Sabrina McKenna issued an order designating the Hawaii Family Law Clinic dba Ala Kuola, a non-judicial agency to assist petitioners in completing petitions for domestic abuse protection orders. (See attachment A)

Ala Kuola's structure and its procedures are designed to conduct intake services throughout the business day from 8:00 a.m. to 4:30 p.m. Monday thru Friday, by either accepting pre-set appointments or seeing individuals on a walk-in basis. In special circumstances, Ala Kuola may be able to conduct intake services outside of its offices in an appropriate, secure location that will not compromise the safety of the individual or Ala Kuola's staff member. Depending on the hour of the day when services are requested, most seeking a protective order will obtain one the very same day. As noted, Ala Kuola provides its services throughout the business day however, must adhere to a filing deadline set by the court and therefore petitions that cannot be reviewed by a judge will be processed the next business day.

It should be noted that since the Adult Client Services Branch (ACSB) who also provides TRO services to the public does not provide TRO services in the Honolulu area on Tuesdays and Thursdays, Ala Kuola does so, making services more accessible and convenient for those residents who reside in metropolitan Honolulu, east Honolulu, and to those who reside on the Windward areas of Oahu.

Delivery of Services and Procedures

Ala Kuola receives its clientele from various sources in the community including but not limited to referrals from the Family Court, Honolulu Police Department, City and County of Honolulu Prosecuting Attorney's office, various social service agencies and organizations, military advocacy offices, (Army, Navy, Air Force, Coast Guard, and Marine Corp) through private attorneys, the Legal Aid Society of Hawaii, AUW 211, Domestic Violence Action Center, and simply through word of mouth. Ala Kuola is a listed service provides on a referral card provided to individuals when the police respond to a domestic violence call.

Ala Kuola provides intake services five days a week and does not have any restricted hours such as the Adult Services Branch of the Family Court. Thus Ala Kuola provides greater accessibility to those who have certain logistical issues such as work commitments, child care, transportation, fleeing from their abuser, etc.

As previously noted, Ala Kuola sees individuals and families either by appointment or on a walk in basis or in certain situations via an outreach service when appropriate. Ala Kuola's staff screens the request for a TRO to ensure that the matter is within the purview of the jurisdiction of the Family Court (HRS Section 586). A request for a TRO outside the jurisdiction of the Family Court is referred to the Honolulu District Court. Following the initial assessment, individuals are assisted on a one to one basis and provided technical assistance with the completion of a petition (Petition For A Temporary Restraining Order) to be completed in their own words. Ala Kuola works with the individual point by point through the completion to ensure that the petition is completed correctly and the individual fully understand the petition and is satisfied with his or her statements.

Pursuant to procedures set forth by the Family Court Management, and the Adult Client Services Branch (ACSB), specifically designed for Ala Kuola, the completed petition and other related documents are provided to the ACSB office and the documents are electronically scanned and transmitted to the Family Court in Kapolei for a Judges review and consideration. The reviewed petition whether granted or denied by a Judge is transmitted back to the ACSB office and Ala Kuola is contacted to retrieve the documents. Granted petitions are photocopied and taken to the Circuit Court for certification. In the meantime while this administrative process is taking place, the individual is contacted to pick up the granted petition at Ala Kuola. Before releasing the petition to the individual, Ala Kuola will review the provisions of the petition, provide instructions to which police station where it is to be delivered and review the court hearing procedures.

Ala Kuola's staff also provides a direct service to the Judiciary within the Courtroom by assisting the court with disposition of cases, drafting of the Family Court Judge's order and the service of process of court orders resulting from the adjudicated court hearing's.

Although Ala Kuola has co-located its services to a temporary site in Kapolei, Ala Kuola is currently in the planning stages to co-locate to a site in the Kalaeloa area where service will be readily available to residents in West Oahu.

Staffing

Ala Kuola's staff consist of the Executive Director, three (3) court assistants/*court officers*, an executive administrative assistant/intake coordinator. Ala Kuola will add the services of Licensed Clinical Social Worker (LCSW) on a part time basis and a domestic violence specialist/intake specialist. Ala Kuola also operates with a volunteer base program through the Department of Labor VIP (Volunteer Intern Program, with interns from the University of Hawaii West Oahu College and community minded volunteers. Supervision is provided through the Executive Director, Executive and Counsel (licensed attorney) of Ala Kuola.

Goals

- Ala Kuola will provide TRO services to those who reside on the island of Oahu and will provide greater access to obtain a temporary restraining order through the Family Court.
- Provide to all victims an individualized plan of safety for victims other support services and needs as appropriated needed.

Objectives

- To assist at least 500 victims of domestic abuse/violence in the processing of a TRO with the Family Court in Kapolei and Honolulu
- Provide at least 400 victims of DV with individualized safety plans and other support services.
- Provide at least 300 victims with DV with referrals for other support and social services.

Reporting/Evaluations

Ala Kuola will submit written quarterly fiscal and program reports to measure the effectiveness of its services, including any benchmarks, significant activities including but not limited to any problems with regard to the delivery of services to the Judiciary. Ala Kuola will make every attempt to gather as much demographic information barring any issues with regard to confidentiality of any individual(s) families seeking protection orders.

As a standard practice, Ala Kuola uses a client survey tool to gauge client satisfaction with services. (See attachment B) The responses are frequently compiled and analyzed to determine how services can be improved or refined. These surveys will be distributed to every DV victim served by Ala Kuola.

B-3. Project Implementation Schedule

1. Assume a start date of August 1, 2013. This is the anticipated date of your Notice to Proceed.
2. All public service projects must be completed within 12 months.
3. Enter the objectives and major tasks or milestones for the project.
4. Plot the expected duration of each milestone by drawing an "X" at the starting and ending points and connecting a line between them.
5. For milestones that will incur expenses, enter the expected monthly expenditures in the appropriate column below the duration line.

Organization: Ala Kuola
 Project: Temporary Restraining Orders/ Protection Orders

Objectives and Major Tasks	Performed By (Position)	Month											
		1	2	3	4	5	6	7	8	9	10	11	12
Provide on going support for DV victims in their efforts to complete and file a Temporary Restraining Order (TRO) against their abuser.		x	x	x	x	x	x	x	x	x	x	x	x
Increase accessibility of TRO services for DV victims with outreach and the co-location of Ala Kuola to Kaplei		X	X	x	X	X	X	X	X	X	X	X	X
Coordinate with the Hawaii State Judiciary to develop a plan for providing for the filing of TRO's in the afternoon hours (TRO petition can only be submitted in the morning hours at this time). Also attempt to create a plan with the Judiciary where vicims can obtain a TRO on weekends and holiday						X	X	X	x	x	x	x	x
TOTAL and MONTHLY CDBG EXPENSES. In box a., enter total CDBG expenses, and in row b., enter CDBG expenses for each month (in thousands)	a.	b.											

FAMILY COURT
FIRST CIRCUIT COURT
STATE OF HAWAII
FILED

2010 APR 16 AM 10:24

IN THE FAMILY COURT OF THE FIRST CIRCUIT
STATE OF HAWAII

M.N. TANAKA
CLERK

In the Matter of the Designation

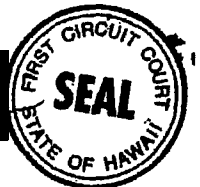
of

HAWAII FAMILY LAW CLINIC, dba ALA KUOLA
as a non-judicial agency to assist petitioners in completing
petitions for domestic abuse protection orders pursuant to
Hawaii Revised Statutes Section 586-3(d)

Pursuant to Hawaii Revised Statutes Section 586-3(d), **HAWAII FAMILY LAW CLINIC, dba ALA KUOLA**, is hereby designated a non-judicial agency to assist petitioners in completing petitions for domestic abuse protection orders, effective immediately and until further order of this Court.

DATED: Kapolei, Hawaii, April 16, 2010.


Senior Judge



Attachement A

Date: _____

Ala Kuola Satisfaction Questionnaire

Ala Kuola is dedicated to improving its services and operation. To insure that all who seek the assistance of Ala Kuola receive a high quality of service, it is essential that we receive feedback from you. May we ask that you take a few minutes to complete this questionnaire and add your comments if you wish and send it back to us.

1. Name: _____

Ethnicity: _____ Zip Code: _____

2. How did you find out about Ala Kuola? _____

3. Did you contact any other agency or organization to assist you prior to contacting Ala Kuola? _____

4. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate your overall satisfaction with the services provided to you by Ala Kuola.

1 2 3 4 5
[] [] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

5. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate the information provided to you concerning the temporary restraining order process.

1 2 3 4 5
[] [] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

6. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate Ala Kuola's accessibility and hours of availability for your personal convenience?

1 2 3 4 5
[] [] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

7. On a scale of 1 to 5 where 1 represents "Extremely dissatisfied" and 5 represents "Extremely satisfied," how would you rate how the court orders entered in your case were explained to you after your court hearing.

1 2 3 4 5
[] [] [] [] []

Why do you say that? What specifically are you satisfied or dissatisfied with Ala Kuola?

8. How likely are you to recommend Ala Kuola to someone who may be in need Of Ala Kuola's services? Would you say your chances are . . .

[] Excellent
[] Very good
[] Good
[] Fair
[] Poor

Mahalo for taking the time to fill out this questionnaire.

Facilities

The office of Ala Kuola is located in metropolitan Honolulu. It meets ADA requirements.

Hawaii Family Law Clinic dba Ala Kuola
Executive Director Job Description

Job Title: Executive Director

Job Purpose:

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors. The Executive Director is the Chief Executive Officer of the Hawaii Family Law Clinic dba Ala Kuola. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. In program and administration, the Executive Director will:

- Assist with training of office and intake procedures
- Assist staff with intake and TRO process if necessary
- Answer general intake calls and screen for eligibility
- Conduct intake services with individuals and families seeking protective orders
- Assist with filing petitions for protective orders with the Court
- Maintain case files, i.e. prepare and process entry of case notes and all relevant documents
- Enter case information into Ala Kuola's database
- Drafting program reports/draft and review fiscal reports
- Oversee program compliance
- Meet and communicate with program monitors/program specialist/grant administrators

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- See that the board is kept fully informed on the condition of the organization and all important factors influencing it.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Be responsible for the recruitment, employment, and release of all personal, both paid and staff volunteers.

- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Be responsible for developing and maintaining sound and financial practices.
- Work with staff in preparing a budget and see that the organization operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

Hawaii Family Law Clinic dba ALA KUOLA
Program Coordinator/Court Officer / Court Assist Job Description

Job Title:

Program Coordinator/Court Officer/Court Assistant

Job Summary:

The position of Program Coordinator provides supervision and training to the court officers/courts assistants. The Coordinator is responsible to oversee Ala Kuola's court process with the Family Court of the First Circuit and to report directly to the Executive Director any and all changes with regard to the Ala Kuola's court process. The Program Coordinator also provides clerical support to Family Court in the adjudication of domestic abuse/violence cases docketed in the Family Court of the First Circuit. The Coordinator assists the Executive Director and/or Program Director with training on Ala Kuola's intake process and also assists with conducting intake services.

Key Responsibilities:

- Supervise all Court Officers/Court Assistants.
- Train Court Officers/Court Assistants.
- Ensures that all Court forms are current .
- Assists with performance reviews.

- Answers general intake calls and screens for eligibility/schedule appointments
- Conducts intake services to individuals and families seeking protective court orders
- Assists with court filing of petitions
- Facilitates communication between petitioners and respondents to expedite cases
- Makes appearances before the Family Court and assists the court with the drafting of the Court's orders involving temporary restraining cases
- Communicates with the court all relevant information to assist the court with the adjudication of cases
- Service of process of certified court orders to petitions and respondents
- Performs case file maintenance, i.e. entry of case notes and all relevant documents
- Enters case information into Ala Kuola data base
- Conducts community outreach

Hawaii Family Law Clinic dba ALA KUOLA
Executive Assistant/Intake Assistant
Job Description

Job Title: Program Director/Executive Assistant

Job Summary: Duties include, but are not limited to, supporting the Executive Director in program planning and management; budget planning and management; grant administration; and collaboration with other agencies. The Executive Assistant/Intake Assistant participates in community outreach; office management, assists with client intake; drafting and filing of temporary restraining orders and other relevant documents.

Key Responsibilities:

- Answer general intake calls and screen for eligibility
- Schedule appointments
- Conduct intake services with individuals and families seeking protective orders
- Assist with filing petitions for protective order with the Court
- Maintain case files, i.e., prepare and process entry of case notes and all relevant documents
- Enter case information into Ala Kuola's database
- Assist with drafting relevant reporting documents to fulfill reporting, including but not limited to compilation of statistical information
- Assist with grant administration
- Conduct community outreach
- Assist in program budget planning and management
- Assist Executive Director with program planning and management

HAWAII FAMILY LAW CLINIC dba ALA KUOLA

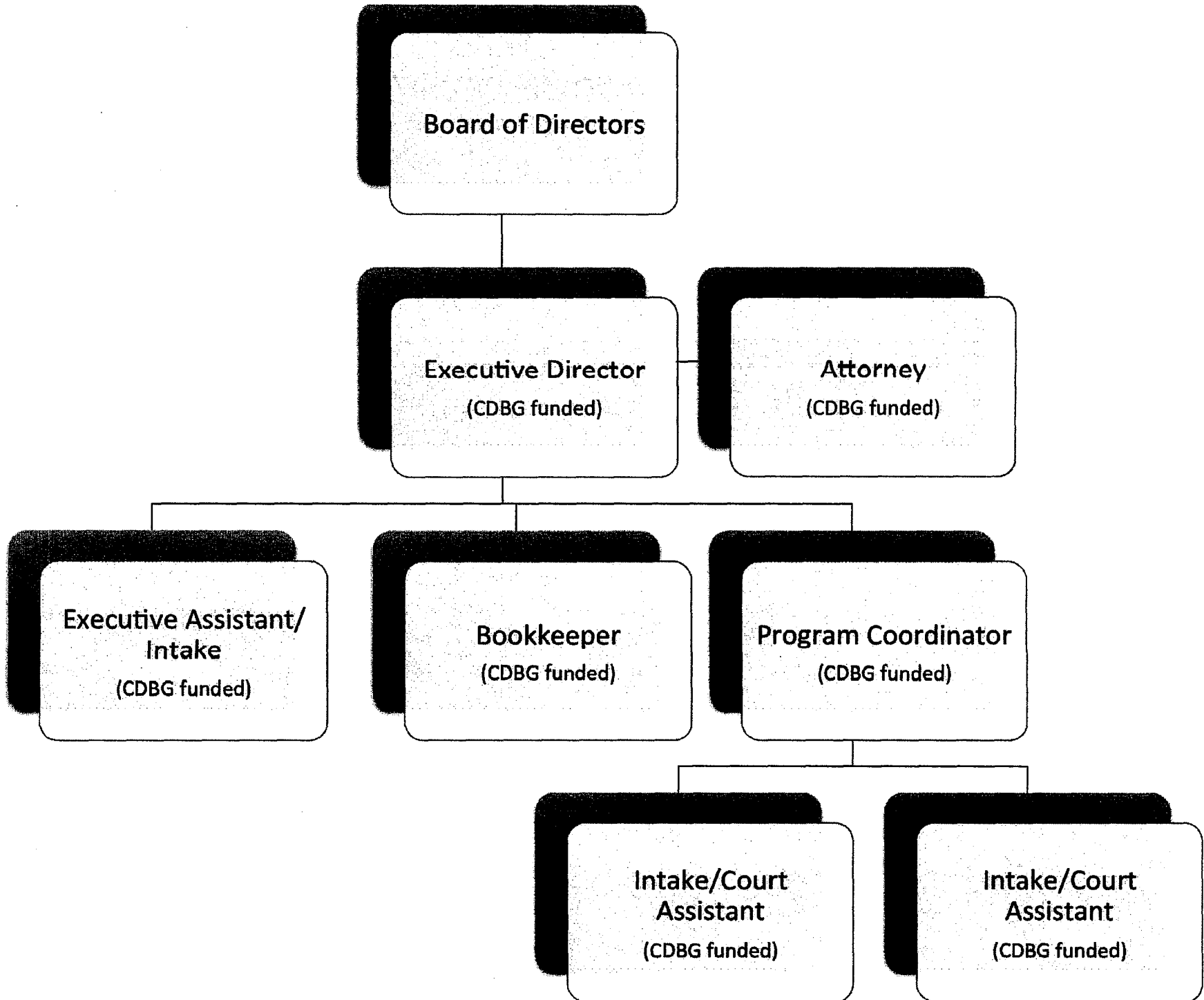
BOOKKEEPER JOB DESCRIPTION

General Purpose

Under the general supervision of the Executive Director the Bookkeeper is responsible for maintaining the financial records of the organization by accurately recording the day to day financial transactions of the organization.

Job Tasks and Responsibilities

- ✓ **(Denotes activities/responsibilities covered by CDBG funds)**
- ✓ check and verify source documents such as invoices, receipts, and computer printouts
- ✓ reconcile and balance checking accounts
- ✓ track and maintain inventory records
- ✓ maintain internal control systems
- ✓ manage accounts payable and receivable
- ✓ prepare checks, payments and bank deposits
- ✓ prepare and process payroll
- ✓ calculate, prepare and pay taxes due
- ✓ assist with budget preparation
- ✓ assist with audits
- ✓ maintain filing system to support financial records
- ✓ process new employees, i.e. employment and benefits forms
- ✓ submit forms to proper companies or agencies
- ✓ maintain employee records



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is not prohibited, in accordance with federal, state, or county statutes, rules, or ordinances, to engage in or provide the services for which a grant or subsidy 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 or subsidy 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 or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Hawaii Family Law Clinic
aka
EDWIN K. FLORES - ALA KUOLA
(Typed Name of Individual or Organization)



(Date)

EDWIN K. FLORES Executive Director
(Typed Name) (Title)