

House District 13

Senate District 7

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):

DEPARTMENT OF HUMAN SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): DHS-11-POS-418

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual: Moloka'i Community Service Council

Dbn:

Street Address: 25 Kamehameha V Hwy
Kaunakakai, Hawai'i 96748

Mailing Address: P.O. Box 2047
Kaunakakai, Hawai'i 96748

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAREN M. HOLT

Title Executive Director

Phone # 808-553-3244

Fax # 808-553-3370

e-mail karenh@molokai.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SUPPORT FOR THE MOLOKA'I DOMESTIC VIOLENCE SHELTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 68,000

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 \$ 178,000

FEDERAL \$ 50,000 (VAWA FUNDS)

COUNTY \$ 54,000

PRIVATE/OTHER \$ _____

KAREN M. HOLT
NAME & TITLE

1/30/13
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: Hale Ho'omalu (the House of Protection) is the only program on Moloka'i that provides a safe shelter for victims of domestic violence and assistance to victims in filing temporary restraining orders. It is one of the programs provided by the Moloka'i Community Service Council (MCSC), a multi-service nonprofit, to domestic violence victims on the island of Moloka'i. MCSC was founded in 1974 and is one of Moloka'i's oldest nonprofits. In addition to the island's domestic violence programs, MCSC also runs the Moloka'i Youth Center, Friendly Isle United Fund, the Ho'omana Hou High School, which serves at-risk youths, a commercial kitchen for food entrepreneurs and a day program for mentally ill adults, in partnership with the Department of Health.

Over the past three years, funding for all of Hale Ho'omalu's programs has been cut substantially. In order to economize on administrative costs, in 2009 the Shelter merged with the Moloka'i Community Service Council (MCSC).

2. The goals and objectives related to the request: With the assistance of funding under this GIA request, the applicant will provide at least 800 "bed days" of shelter for domestic violence victims, and at least 25 Temporary Restraining Orders against perpetrators. GIA funds will help us to keep the shelter doors open and to continue providing legal service and advocacy for victims.
3. The public purpose and need to be served: Domestic violence destroys families and communities. It leaves its victims with permanent scars, both physical and emotional. And sometimes it is lethal. Women and children endangered by domestic violence need a temporary refuge and they also need help to protect themselves and go on with their lives once they leave the shelter. The economic and social costs to government when victims have no protection are substantial. Domestic violence shelters and TRO's are a wise investment of public resources to minimize these costs.
4. Describe the target population to be served: The target population consists of victims of domestic violence and their children. To receive services, victims:

- Must be in danger – either have suffered actual physical abuse or be threatened with physical harm by an intimate partner or family member.
 - Must be at least 18 years of age or legally married. Minors must be accompanied by a parent or legal guardian.
 - Must not need intensive medical care.
 - Must be willing to participate in the program and keep confidentiality as to the location and identities of program participants.
5. Describe the geographic coverage: The island of Moloka'i. The shelter also accepts victims from off-island where the risk of lethality requires the victim to leave their home community.

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: MCSC's Hale Ho'omalua staff will provide the following services:
 - **24-hour telephone hotline for calls related to domestic violence.** Trained personnel staff the hotline 24 hours a day, 365 days a year. The service is available to anyone. A resource/referral directory is kept and updated regularly.
 - **24-hour residential Shelter services for victims of domestic violence and their children.** Safe shelter for women and their children fleeing imminent or actual domestic violence is available 24 hours a day, 365 days a year. Safe shelter, food and other essentials are provided for up to 90 days.
 - **Individual services for Shelter residents.** Staff assesses the individual's needs; assists in developing and implementing a service plan; provides educational information on the dynamics of domestic violence; provides referral information to the client; coordinates assistance between various resource individuals and agencies; and works with the client to develop a safety plan. While in the Shelter, residents are provided with food, transportation, and general case management services.
 - **Group services.** Group sessions are held for Shelter residents at least once a week. Topics include the cycle and dynamics of domestic violence, power and control models, styles of communication, identifying feelings, effects of abuse on children, self-esteem, adult-child and adult-adult relationships, child development, and parenting.
 - **Assistance in meeting victim needs.** Shelter residents receive help to secure housing, employment, child care, health and education.
 - **Restraining orders.** Staff assists victims, both in and out of the Shelter, to prepare requests for judicial Temporary Restraining Orders, including escorting petitioners to court hearings.

- **Community outreach and education on the issue of domestic violence.** Outreach is done in the schools, Domestic Violence Awareness Month activities are planned and implemented every October, and informational booths are set up at community events and outside shops on Kaunakakai's main street.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service: This request is for the Fiscal Year 2013 – 2014. All outcomes detailed above will be completed by July 1, 2014.

Timeline for Program Activities			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter
<ul style="list-style-type: none"> • 200 Bed Days Provided • 32.5 Hours of Support Services Provided • 31.25 Hours of Group Sessions Provided • 8 TRO's Obtained • 40 Hours of Individual Service Provided • 3 Community Training Events Conducted • 175 Will Attend Training Events 	Same as 1 st Quarter	Same as 1 st Quarter	Same as 1 st Quarter

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:
 Hale Ho'omalua solicits feedback from program participants about services rendered, and each program participant completes a program evaluation before leaving the Shelter. A successful stay at the Shelter is determined by the program participant's safety during her stay at the Shelter. The program participant also determines successful completion of other phases of the program by acknowledging an increased understanding of the dynamics of domestic violence; a decrease in isolation; an increase in ability to identify personal needs; an increase in ability to act in a way that is in accordance with addressing those needs; and increased self-esteem. Input from clients is essential in determining ways to better meet the needs of the community we serve. Hale Ho'omalua is also monitored and evaluated by various funding sources and an independent financial audit is completed annually. Reports including measurement of objectives and outputs are prepared quarterly, semi-annually and annually for various funding sources.
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
17,000	17,000	17,000	17,000	68,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.
 - State Department of Human Services: \$178,000
 - County of Maui: \$54,000
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.
Not 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.

The Hale Ho'omalū Shelter was founded in 1990. Until July 2009, it was an independent non-profit. Due to threatened budget cuts, a decision was made at the end of the 08-09 fiscal year to merge with the Moloka'i Community Service Council (MCSC). This merger enabled the two organizations to consolidate administrative costs and free up maximum financial resources for direct client services. MCSC and Hale Ho'omalū were closely associated for many years prior to the merger. Hale Ho'omalū's first Executive Director is now MCSC's chief financial officer. MCSC's Executive Director helped to found Hale Ho'omalū more than two decades ago and served on its Board of Directors for the entire time that it operated as an independent agency. Together, these two individuals have

more than 40 combined years of experience with Hale Ho'omalua. And because Hale Ho'omalua's staff was retained after the merger with MCSC, they also have extensive experience in delivering domestic violence services. The program itself has been operating continuously since 1990, providing service for 24 hours a day, 365 days a year, over the past 23 years.

MCSC is a community-service agency that sponsors a broad range of community-based programs. It was founded in 1974, and today is one of the largest non-profit organizations on Moloka'i. It focuses on services to the island's families and children, and the Shelter is a critical component of these services. Following is a list of contracts relevant to the services for which GIA assistance is requested:

Contract/Project ID No.	Contracting Agency	Service Description
10-WF-06	Department of the Attorney General	VAWA grant for services to victims of domestic violence
DHS-11-POS-418	DHS Office Support Service	Hale Ho'omalua shelter services for victims of domestic violence
G3099	County DHHC Grants Management Division	Hale Ho'omalua Shelter services for victims of domestic violence

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.

The Shelter is located on the site of a former church. It is in a rural area with no close neighbors, and it is not visible from the road. The church itself still stands on the property, and it has been refurbished to house office operations. The Shelter is a separate building, constructed especially for the purpose of housing domestic violence victims. It has four (4) bedrooms, two (2) bathrooms, a full kitchen, and a living room. The building is accessible via a handicap ramp. The site is fenced with chain link and barbed wire. The entry is blocked with an electric gate that can only be opened by staff. Restraining orders are provided in a handicap-accessible office building in Kaunakakai. The rooms used for services to domestic violence victims are private and secure.

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.

1. Proposed Staffing

The Shelter will be staffed by a Director and by three full-time Victim Advocates. Relief Victim Advocates will cover for the full-time staff during approved absences. The client/staff ratio fluctuates, depending on the number of current residents. When all the rooms are full and women have brought children, the ratio has ranged as high as 1:9. Resumes of key personnel are attached.

During FY 10-11, Shelter personnel were funded by the state Department of Human Services, the County of Maui, and a VAWA grant. Both DHS and Maui County continue to provide funding for this fiscal year, although the amount provided by DHS is less than the previous year.

2. Staff Qualifications

The following are job descriptions and required qualifications for the Hale Ho'omalua Director and Victim Advocate:

Hale Ho'omalua Director:

Duties: The Program Director is responsible for operating an effective and efficient Shelter. Areas of responsibility include:

- Developing and implementing effective programs for clients, and maintaining the scope and quality of Hale Ho'omalua's services.
- Tracking data and evaluating program success.
- Supervising and training staff to provide effective services.
- Building good relationships with the community and funding organizations.
- Leading community outreach and education.

Qualifications: High School degree (preferably some college or a degree in a related field, or equivalent experience); At least 3 years of experience working with domestic violence programs, or in a related field; Good management and supervisory skills (prior management experience preferred); Strong organizational skills; Good oral and written communication skills; Computer skills; Ability to analyze information and data and conduct planning; Sound business judgment; Ability to work effectively with the Moloka'i community; Survival of domestic violence desirable.

Victim Advocates:

Duties: Victim Advocates are responsible for helping victims to protect themselves from further violence, including the preparation of Temporary Restraining Orders. Job requirements include:

- Maintaining the safety of residents and the security of the Shelter facility.
- Organizing and conducting group discussions for victims and their children.
- Preparing statistical reports.
- Answering crisis calls from victims.
- Staffing the Shelter and providing case management support to residents.
- Assisting in community outreach and education efforts.

Qualifications: High School degree or GED; Knowledge and understanding of the dynamics of domestic violence; Knowledge of community resources and agencies; Ability to work well as a team with other staff members; Ability to maintain confidentiality; Ability to work with individuals from diverse cultural backgrounds; Survival of domestic violence desirable.

3. Supervision and Training

Program staffers are supervised by the Hale Ho'omalu Director. The Hale Ho'omalu Director is supervised by the MCSC Executive Director. The program is administered by MCSC, a Hawai'i nonprofit corporation.

Staffers receive training on-island, both internally and by attending relevant training sessions sponsored by other Moloka'i agencies. In addition to in-person training, staffers also receive training via the internet through webinars related to domestic violence.

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.

**Moloka'i Community Service Council
Organization-Wide Chart**

Executive Director				
<p>Hale Ho'omalu Domestic Violence Shelter</p> <p><u>Director Advocates</u></p>	<p>Moloka'i Youth Center</p> <p><u>Director Youth Specialists</u></p>	<p>Moloka'i Alternatives to Violence</p> <p><u>Director Advocate</u></p>	<p>Ho'omana Hou High School</p> <p><u>Principal Teachers</u></p>	<p>Kāpili Umbrella Program (Friendly Isle United Fund)</p> <p><u>Coordinator</u></p>

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.

Not applicable.

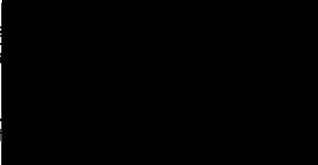
B. Licensure or Accreditation

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

Not applicable.

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

Applicant: Molokai Community Service Council

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	42,000			
2. Payroll Taxes & Assessments	5,460			
3. Fringe Benefits	6,219			
TOTAL PERSONNEL COST	53,679			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,901			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	2,020			
5. Staff Training	1,200			
6. Supplies	3,800			
7. Telecommunication	800			
8. Utilities	4,600			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,321			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	68,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested			808-553-3244	
(b)			Phone	
(c)			1/30/13	
(d)			(Date)	
TOTAL BUDGET		Karen Holt, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Molokai Community Service Council

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	1	\$32,000.00	25.00%	\$ 8,000.00
Shelter Advocate	1	\$27,000.00	100.00%	\$ 27,000.00
Relief Advocates	1	\$21,859.00	32.02%	\$ 7,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				42,000.00
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Molokai Community Service Council

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Molokai Community Service Council

Period: July 1, 2013 to June 30, 2014

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

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

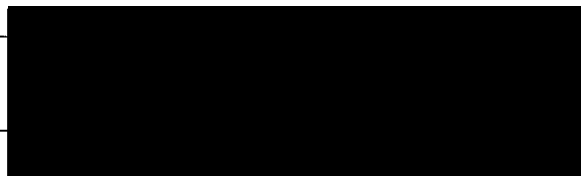
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

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, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants 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.



Karen M. Holt

(Typed Name)

Executive Director

(Title)

1/30/13
(Date)