

House District 14, 15, 16

Senate District 8

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):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Young Women's Christian Association of Kaua'i

Dbas: YWCA of Kaua'i

Street Address: 3094 Elua Street

Mailing Address: 3094 Elua Street, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RENAE HAMILTON

Title Executive Director

Phone # 808-245-5959 Extn 236

Fax # 808-245-5961

e-mail director@ywcakauai.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:

YWCA OF KAUA'I
SUPPORT FOR PURCHASE AND RENOVATION
OF NEW WOMEN'S CENTER

4. FEDERAL TAX ID #: XXXXXXXXXX

STATE TAX ID #: XXXXXXXXXX

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 560,000

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	\$
FEDERAL	\$
COUNTY	\$
PRIVATE/OTHER	<u>\$188,839.62</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

RENAE HAMILTON, 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

The YWCA of Kaua'i has been serving the Kaua'i community since 1921 with programs that directly benefit women, girls and their families. The mission of the YWCA of Kaua'i is eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all people. The community of Kaua'i, similar to other rural communities has its share of social problems, especially in the areas of domestic violence and sexual assault. Our local mission is to improve the quality of life for all residents and visitors by ending these types of violence and creating safer, healthier homes. The YWCA is the sole provider on Kaua'i for the following services:

- 24-hour crisis hotlines answered by trained advocates concerning domestic violence and sexual assault.
- 24-hour crisis counselors available for in-person crisis response.
- Short and long term treatment and advocacy for victims of domestic violence and sexual assault.
- Family Violence Shelter providing a safe home for victims in danger from domestic violence.
- Youth Prevention Education using evidence based curriculum for preschool thru high school levels.
- Treatment for convicted Batterers.
- Treatment for convicted Sex Offenders.

This request in the amount of \$560,000 is for support of the purchase of an additional building, and the interior and exterior renovation of this building that will house new counseling services and the expansion of prevention education services. The building is located at 4410 Hardy Street in Lihue, directly adjacent to the current YWCA administration office. The acquired building provides the additional space needed to provide services that fill identified unmet needs in the community. The renovation scope of work includes:

- Design and completion of plans for interior and exterior renovation.
- Completion of bid process to hire contractor and sub-contractors.
- Demolition and construction including; framing, electrical, plumbing, etc.
- Purchase of required equipment such as furniture, copier, computers, and phones.
- Relocation of programs into building.

Renovation plans will meet or exceed ADA requirements as the agency is committed to providing easy access for all residents. The renovation will be completed in two phases. The first phase is centered on completion of interior renovation and makes the building ready for program relocation and start of service delivery as soon as possible. The interior renovation creates appropriate spaces required to offer a variety of treatment and prevention services. This includes;

- Confidential waiting area.
- Small and large counseling offices for individual, group, and family treatment.
- A specialized Child's Play Therapy Room.
- Designated areas for youth prevention education programs and activities.
- Conference Room.
- Necessary equipment for service delivery.

The second phase of renovation work will begin once programs have been relocated and service delivery has begun. The second phase is mostly larger exterior projects that will not hinder service delivery, this includes;

- Replace the aged roof.
- Installation of solar panels.
- Replace A/C unit.
- Repair and repave parking lots. Complete outdoor landscaping.
- Paint interior and exterior of current administration building.

The agency is planning to use as much "green" technology and materials as possible in all aspects of the renovation work. All renovations will incorporate "green" in design and cultural sensitivity. The Women's Center will provide a central location with a friendly atmosphere for the men, women, and children of Kaua'i who will benefit from the comprehensive treatment and prevention education services offered.

The population of Kaua'i reflects the diversity that is common across the state with 51% of population at low income level and 56% of youth at risk for negative behaviors. Kaua'i also has a large percentage of Hawaiian/Pt Hawaiian population. The YWCA counseling treatment and youth programs are designed to serve women, men and youth of all backgrounds and income levels. A large percentage of participants in our treatment programs are women who are the head of households and youth under 18 years of age. The agency provides outreach services such as after school programs and youth leadership camps to all areas of the island.

The renovated building will house the YWCA Sex Assault Treatment Services and Youth Services programs. The Sex Assault Treatment Services program provides comprehensive and victim-centered services. The agency is the sole Kaua'i agency contracted with the Department of Human Services and the Sex Assault Treatment Center to provide crisis and treatment services for victims of sex assault and abuse, including incest cases. The agency also plays a large role in the coordination of community and government agencies including; Kauai Police Department,

Office of the Prosecuting Attorney, Child Protective Services, etc. The agency currently meets or exceeds the state standards for the following services;

- 24-hour crisis counselors available for immediate in person crisis response including interface with the scheduling of forensic sex assault exams.
- Legal advocacy including Temporary Restraining Orders, court testimony, etc.
- Short and long term counseling for individuals, couples, families and groups.
- Case management and collaboration with other agencies and organizations.

The YWCA Youth Services programs are designed to give youth opportunities to develop leadership, communication, and problem solving skills. These programs utilize the evidence-based curriculum, Making Positive Choices to help youth make positive, healthy decisions and avoid participating in risky behaviors that may lead to substance use, pregnancy, and violent behavior. The building will operate as the primary location for the coordination of the programs, which are delivered to all parts of the island. Current programs include;

- Prevention Education – students preschool-college levels
- After School Tutoring and Mentoring
- Girlz Tech
- Girlz Days

The acquisition of the new building will provide the additional space for new programs that will meet current unmet community needs. Currently, the agency is limited to providing services that are outlined in secured contracts for services; however, once the interior renovation work is completed the agency will build on the strengths of current program staff, and add fee-for-service programs. These fee-for-service programs will benefit a larger portion of the community and will have the overall effect to make our island safer for everyone. These programs include:

- Transitional Counseling Services that will assist clients successfully reintegrate into the community after completing current YWCA treatment and/or support services.
- General counseling services that is not limited to domestic violence and sexual assault related issues.
- Financial literacy classes.
- Expanded robotics program.

II. Service Summary and Outcomes

1. The YWCA is a well-respected non-profit agency providing critical services to the community of Kaua'i. The YWCA remains the only provider in the community for essential crisis intervention, treatment and prevention work in the areas of domestic violence and sexual assault. The work of the agency has grown over the past few years, especially in Youth Services prevention programs that emphasize teen violence (i.e.

bullying), teen substance abuse and teen pregnancy. This growth has brought the agency to maximum capacity and hinders additional plans for expansion and improvement of mental health services, prevention services and creating economic diversity opportunities within the agency that will also positively affect the island economy.

Although the work of the YWCA has recently grown, there remain serious gaps and unmet needs that continue to inhibit the agency from providing reintegration mental health services for abuse survivors and batterers that are necessary to make long lasting changes. If individuals don't successfully make lasting behavior changes to eliminate violence in their lives, the reoccurring violence will continue to have a negative impact on the community. The negative effect is far reaching as it drains precious resources from the local economy and leads to higher unemployment rates, increased medical costs, poor school performance by youth, etc. It is imperative that additional services be set into place that will help individuals and their families be successful in their goal of living violent free lives.

The lack of space available to the agency also contributes to our prevention programs from being expanded and reaching more youth. The youth of Kaua'i face many challenges such as bullying, substance abuse and a high rate of teen pregnancy. Agency youth programs are centered on evidence based curriculum delivered in a culturally appropriate manner. Our current level of prevention service has been successfully expanded into schools and some limited after school programs. There is opportunity for much greater development of our leadership training and skill building programs.

After careful consideration of these unmet community needs, the YWCA Board of Directors with the full support of the staff began the process of exploring options to acquire additional space in order to better serve the community. This GIA application request for \$560,000 is to support a new Women's Center that will house counseling treatment and prevention services. All YWCA services that will be housed in the Center are available to men, women and children. This request includes funding to retire a portion of the debt acquired on the recent purchase of a large vacant building, interior and exterior remodeling and purchase of equipment. The building purchase cost was \$860,000, the planned renovations and equipment purchase total \$500,000.

The building is located at 4410 Hardy Street, Lihue, which is the central town of the island with easy access from every part of the island. The building is an ideal location for the Women's Center for the following reasons;

- Building is directly adjacent to the YWCA Administration building in an area mixed with government offices, non-profit agencies, small business offices and some residences. The majority of non-profit agencies and small business offices in this area utilize former resident homes that blend in well with the local community culture.
- Building was originally for business use and is located on the corner fronting a very busy street across from County and State government offices.
- The YWCA often interfaces with the various County and State offices since we have been awarded service contracts for many years with the Department of Human Services, Kaua'i County and Judiciary.

- Building and lot has ample space, a total of 13,414sq.ft., to house current YWCA staff from the Sex Assault Treatment programs and Youth Programs with additional space for new programs.
- Building, after renovations will meet or exceed all ADA requirements.

The planned renovation and equipment purchase will be completed in two phases. The first phase is centered on completion of interior renovation and makes the building ready for program relocation and start of service delivery as soon as possible. The interior renovation creates appropriate spaces required to offer a variety of treatment and prevention services. This includes;

- Confidential waiting area.
- 4 small counseling offices, 2 family counseling offices, 2 group and/or conference rooms that will be used for individual, couple, family and group treatment. The conference spaces will also be utilized for case management and treatment team meetings. These meetings often include DHS staff, DOE staff and members of law enforcement.
- A specialized Child's Play Therapy Room for children who have been sexually abused and are under 10 years old. This room will require specialized equipment that only specially trained staff is able to utilize.
- The agency anticipates serving an additional 200 clients, an increase of 30%, for counseling services per year.
- An open area is designated for the Youth Services prevention education programs and activities. This will include robotics programs, financial literacy programs and S.T.E.M. related activities. The Conference rooms will be used for youth classes and group activities.
- Two restrooms, one solely designed to exceed ADA requirements.
- Youth Services will be able to serve over two thousand youth with the programs that are housed in the building.
- Acquiring the equipment and furniture needed for service delivery which includes; desks, file cabinets, copy machine, computers, video conferencing equipment, etc.

The second phase of renovation work will begin once programs have been relocated and new and expanded service delivery has begun. The second phase is focused on larger exterior projects that will not hinder service delivery, this includes;

- Replace the aged roof. Based on the building inspection recommendation, the roof needs to be replaced to prevent future damage to building.
- Installation of solar panels. Installation of solar panels will be very effective in bringing utility costs down and is part of the agency commitment to utilizing as much green material as possible.
- Replace Central A/C unit. The building inspection report listed replacement of the aged Central A/C unit as a strong recommendation. The current unit is aged and is showing visible wear and tear. The A/C ducts are oversized and outdated. A new system will save energy and be much more efficient.

- Repair and repave parking lots. Plans call for joining the individual parking lots for the Administration building and the new Women's Center that are adjacent to each other. Expansion into one lot will increase parking capacity and improve access to both YWCA buildings for clients and staff. Both parking lots have damage and are in need of restriping and additional Handicap parking spots.
- Paint interior and exterior of current administration building.
- Build a storage shed. The YWCA has one small storage shed which has water damage. The increase in numbers of clients served with the new programs will increase the demand for storage. A water proof storage shed located between the two buildings will provide enough space and easy access.

The agency is planning to use as much "green" technology and materials as possible in all aspects of the renovation work. The agency is committed to installing materials and equipment that will be sustainable and will help keep operating costs down. All renovations will be appropriate in design and with cultural sensitivity. The agency is benefitting from the generosity of Architect, Ginny Latham, owner of award winning Kaua'i Design. The Women's Center will be designed for a safe, friendly atmosphere for the men, women and children of Kaua'i who will benefit from the comprehensive treatment and prevention education services that will be offered. Staff have had discussions with the Kaua'i County ADA officer to ensure all requirements are met and to include into renovation plans additional steps that can be taken to provide easy access and comfort to all persons with a disability. This includes: signage, specialized hardware and flow of traffic planning.

The purchase and remodel of the larger building will enable the YWCA to provide new services and expand existing programs to meet specific unmet needs currently in the community. The initial new service to be delivered is transitional counseling for the YWCA clients who require support beyond the current program parameters set by current funding contracts. Examples of the clients who will benefit from transition counseling services are:

- Women and children staying at the YWCA Family Violence Shelter who do not have easy or safe access to ongoing, long-term clinical counseling once they leave the safety of the Shelter. This type of counseling service is not funded with current contracts. Starting a new life free from domestic violence can be very challenging, women often become single parents who have relocated the family and have to find employment that will enable them to take care of their family. All these factors add to the stress of separation or divorce, providing these courageous families with additional transitional counseling support may be the extra "boost" they need to be successful. Without any type of support outside the Family Violence Shelter, families who face the many challenges of a new life may be more likely to return to a previous domestic violence situation.
- Men who currently participate in the YWCA 26 week batterers treatment program who need follow up counseling services for themselves, their partners or the entire family. Transition counseling services for these clients and their families will support these former batterers as they leave the structured weekly support groups and individual sessions as they attempt to successfully maintain a violence free lifestyle.

Transition counseling can also address lingering issues with partner or spouses that were not addressed previously. Continued counseling can also provide the children of a former batterer with the opportunity to express the impact the family violence had on them. Often, children who have witnessed violence in the home have difficulties with adult relationships and have a higher incidence of continuing the cycle of domestic violence. Transitional counseling can provide unique support for every member of the family to heal past trauma, strengthen positive communication skills and ultimately break the intergenerational cycle of violence.

- Transitional counseling services will also include opportunities for the general community to receive mental health services for issues outside of the sexual and domestic violence areas. Some examples include: families who have been referred to counseling for physical abuse of their children or are having difficulty with adolescents.
- The additional space will also provide a central location for “system” members such as: Kauai Police Department, Child Welfare Services, Prosecuting Attorney, etc. to meet for the main purpose of improving services in the community especially in the areas of child abuse, sexual assault and domestic violence.
- YWCA anticipates providing 400 hours of transitional counseling services.

The Women’s Center will be the hub for expanded Youth Services programs. These programs are currently offered at different locations island-wide; schools, low-income housing sites and neighborhood centers. The additional prevention work will address the economic empowerment of women and girls and financial literacy for the entire family. This work is specifically focused on financial literacy and life skills better preparing women and girls for independent living and giving them the tools they need to meet their long-term economic goals. Prevention program expansion include:

- The local community college adult education department has approached the YWCA to begin offering classes in these areas in the very near future. Utilizing space in the Women’s Center would allow for more classes and workshops to be offered on a regular basis thereby increasing the participation of the greater community.
 - Expanded youth participation directly utilizing the many forms of media for healthy self-expression and creating lasting social change for the issues Kaua’i youth face.
 - Activities and events for Science, Technology, Engineering, and Math (STEM) skill-building, examples are, robotics and geocaching.
 - Financial planning and goal coaching offered in the evenings and weekends in the Women’s Center.
 - Hawaiian Cultural based events and activities utilizing Hawaiian language, traditions and practices. The youth will study past Hawaiian leaders to help build their own leadership and problem solving skills.
 - The YWCA anticipates within one year serving an additional 2,000 youth and offer 20 activities and events at the Center.
2. Entire scope of work will be completed within 12 months upon contract execution. Please see attached timeline for project.

3. All aspects of renovation work will be overseen by the Executive Director, Renae Hamilton, Chief Financial Officer, Rodalita Galiza, Director of Operations, KipuKai Kuali'i and the selected General Contractor, Gene Lopez (All Phase Construction). Each aspect of the renovation work will be put out to bid. Bidding will be limited to licensed, insured companies only. Selection process will include review of work history, commitment to designated timeline and agreement of payment terms. The Executive Director and the Director of Operations will work closely with the selected General Contractor to ensure a high quality of work and adherence to the plans. The Chief Financial Officer will oversee purchase of all materials and review expenditures to assure costs are within budget. Weekly meetings will be held to review work progress and adherence to budget. The Director of Fund Development will seek in-kind donations for both labor and materials.

4. Goals and Objectives for renovation completion and service delivery:
 - Goal: Interior renovation will exceed ADA minimum standards.
Objective:
 - Signage will be used to accommodate visually impaired population.
 - Easy to use hardware such as door handles and light switches will be installed for easy access to counseling rooms.
 - Rounded edges on walls will provide additional safety measures.
 - Goal: Ensure sustainability of Center and minimize any negative environmental impact.
Objective:
 - Utilize green materials and equipment in roof and air conditioner replacement.
 - Install improved thermal controls and low-emitting lights
 - Maximize use of natural light in renovation design.
 - Goal: Begin transitional counseling delivery upon completion of interior renovation.
Objective:
 - Provide 400 transitional counseling hours in the first year.
 - Goal: Expand Prevention Youth Service Programs in financial literacy.
Objective:
 - Offer 10 events and/or activities to increase financial literacy in the first year.

III. Financial

Budget

1. Please see attached budget sheets.

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
\$211,293	\$87,793	\$228,293	\$32,621	\$560,000

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

Kaua'i County CDBG - \$30,000
 A&B Foundation - \$10,000
 Atherton Foundation - \$20,000
 S.W. Wilcox Trust - \$10,000
 Fundraising Events - \$15,000

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 YWCA of Kaua'i has been serving the public for over 90 years and has been the sole provider of sexual assault and domestic violence programs for over 30 years. The agency owns an administration building and the Family Violence Shelter. We have successfully maintained these buildings despite heavy use, especially the Family Violence Shelter that houses adults and children of all ages.

The Family Violence Shelter has undergone various remodeling projects over the years which have been overseen by the Executive Director, Program Director and Director of Operations. Safety and accessibility has been the priority for all renovation work to ensure we are able to provide programs to all women, men and children.

The counseling and prevention programs that will be housed in the new building are a combination of current and new services. Currently, the agency provides counseling services to victims of sexual assault, a safe shelter for the victims of domestic violence, batterer and sex offender treatment programs and youth prevention education programs for young girls and boys. These specific services require specialized education and experience, as well as a higher standard of professionalism. These programs address serious, life threatening situations and staff must be capable and competent to provide

emergency crisis and treatment services. The new integration programs will be built on the agencies strength; experienced, licensed professional staff who are able to provide effective transitional counseling immediately upon relocation into the Women's Center.

The YWCA has a long history of State of Hawaii contract awards to provide the following services; Domestic Violence Intervention, Intra Familial Sexual Abuse Treatment Services, Emergency Domestic Violence Shelter, Domestic Violence Advocacy, Sexual Assault Treatment Services, and Prevention of Teen Pregnancy.

State of Hawaii – Judiciary Fifth Circuit
Domestic Violence Intervention Services
2011-2013 #J11030
2009-2011 #J08079
2005-2009 #J06107

State of Hawaii – Department of Human Services-Social Services Division,
Support Services Office, Purchase of Service Unit
Intra Familial Sex Abuse Treatment Services
2011-2012 #DHS-12-POS-556
2010-2011 #DHS-12-POS-3091
2008-2012 #DHS-12-POS-1189

State of Hawaii – Housing and Community Development
Emergency Shelter Domestic Violence
2009-2010 #HPB-09-09
2008-2009 #HPS 08-17
2004-2005 #S-04-DC-15-0001

State of Hawaii Department of Human Services – Benefit, Employment &
Support Services Division-TANF-MOE
2012-2014 DHS-11-ETPO-401

B. Facilities

This request is for support of the purchase of an additional building and the renovation of the interior and exterior. The building is located at 4410 Hardy Street in Lihue, the building is directly adjacent to the current YWCA administration office. The building sits on a 13,414 sq.ft. Lot, the building was most recently used as the accounting offices of a local credit union. The location is in the heart of Lihue and is central to the entire island, County and State buildings are across the street. Public transportation is readily available one block away. The parking lot size meets County requirements for parking stalls. Redesign of the parking lot of new location and administration office will allow for additional parking stalls including designated Handicap spots. The building is not

located in any flood zone and the building inspection reflected the overall good shape of the structure. The roof and A/C unit were identified in the inspection as aged and in need of replacement in the near future.

The front entrance of the building is level and the existing sidewalks that run the entire front of the building are ADA accessible. Inside the building, there will be a designated ADA restroom that is easily accessible. The flooring design is for tile throughout the building for added safety and reduction of health risks such as allergies and mold. In the agencies efforts to design this building as accessible as possible for all residents and visitors, the plans call for wide hallways, open areas, signage and specific hardware to be used to assist clientele who may have physical challenges.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The agency's Board of Directors and the management staff have been working closely together over the past two years in the strategic development, decision making and plan execution. The Board remains involved in the vision of purpose for the Women's Center and are active in a Capital Campaign to ensure the success of the project. The Board of Directors supervises the Executive Director and receives updates regularly on project cost, timeline and renovation progress. Please see attached list of current Board of Directors.

For building design and renovation the YWCA is working with Ginny Latham of Kauai Design and Architecture. Ms. Latham is a longtime Kauai resident who has a successful history of several projects in the community. Ms. Lathams designs are known for incorporating the unique Kaua'i environment and culture. She is also experienced in developing plans with sustainability and a small environmental footprint as a priority. Ms. Latham contributes her time and talent to non-profit agencies and has assisted the YWCA of Kaua'i in the past.

The contractor and sub-contractors selection will be done by bid process. Bidders must be licensed in the State of Hawaii, provide proof of insurance, and demonstrate a history of successful completion of similar projects. The contractor, Gene Lopez, owner of All Phase Construction has met all criteria and has been awarded construction contract. Contractor will assist the Executive Director with selection of additional sub-contractors; electrical, plumbing, and A/C. Contractor and sub-contractors will adhere to all County codes and requirements for permit(s).

The Executive Director, Renae Hamilton, will oversee renovation project and will work closely with Contractor as project progresses. The YWCA Chief Financial Officer, Rodilita Galiza will monitor project budget and will provide regular financial reports to the Executive Director and to the Board of Directors. The Director of Operations,

KipuKai Kualii, will assist in locating volunteer help, and securing donations of labor and materials.

The Executive Director will be consulting with the YWCA Clinical Director, Joan Luzney in designing the interior space appropriately for counseling treatment service delivery. Design will adequately address confidentiality, adult and child clientele, high risk clients and crisis intervention. Providing a safe, confidential environment is essential for successful counseling services. For design of Youth Services delivery space, the Executive Director will confer with the Youth Services Coordinator, Leialoha Sanchez. Youth prevention programs will require specific technology equipment and software for successful service delivery. Ms. Sanchez will assist in designing an appropriate learning environment for a wide range of age and skill level.

See attached resumes for YWCA staff.

B. Organization Chart

Please see attached Organization chart.

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.

None.

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.

All staff that will be providing the new transitional counseling services once renovations are complete are experienced; and licensed in the State of Hawaii as Marriage and Family Therapists, Psychologists and Social Workers.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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.

YWCA of Kaua'i

(Typed Name of Individual or Organization)

(Signature)

(Date)

Renae Hamilton

Executive Director

Attachments:

Support Letters:

Nadine Nakamura, County Council of Kauai

Randall Francisco, Kauai Chamber of Commerce

Part II. Service Summary and Outcomes (Pages 3-8)

2. Project Schedule Upon Contract Execution

Part III. Financial (Pages 8-9)

1. **Budget** – Budget Sheets:
 - a. Budget Request by Source of Funds
 - b. Budget Justification for Personnel – Salaries and Wages
 - c. Budget Justification – Equipment and Motor Vehicles
 - d. Budget Justification – Capital Project Details

Part V. Personnel: Project Organization and Staffing (Pages 11-12)

- A. **Proposed Staffing, Staff Qualifications, Supervision and Training;**
 - a. Current List of Board of Directors
 - b. Resumes for Staff (Executive Director, Chief Financial Officer, Director of Operations, Clinical Director, and Youth Services Coordinator)
- B. **Organization Chart** – YWCA Organization Chart

COUNTY COUNCIL

Jay Furfaro, Chair
Nadine K. Nakamura, Vice Chair
Tim Bynum
Gary L. Hooser
Ross Kagawa
Mel Rapozo
JoAnn A. Yukimura



OFFICE OF THE COUNTY CLERK

Ricky Watanabe, County Clerk
Jade K. Fountain-Tanigawa, Deputy County Clerk

Telephone (808) 241-4188
Fax (808) 241-6349
Email cokcouncil@kauai.gov

Council Services Division
4396 Rice Street, Suite 209
Lihu'e, Kaua'i, Hawai'i 96766

January 23, 2013

Senate Committee on Ways & Means
State Capitol, Room 208
Honolulu, HI 96813

Dear Members,

I wish to take this opportunity to express my full support of the Grants-in-Aid application submitted by the YWCA of Kaua'i for a renovation Capital Improvement Project. The YWCA has been serving the Kaua'i community for over 90 years and is currently the sole provider on our island for essential services to victims of domestic violence and sexual assault. The YWCA services offer safety, comfort, and opportunities for healing for many families in our community, their services have also helped visitors who have experienced the traumatic effects of these violent crimes.

The YWCA is now working to increase their service level to the community with the purchase of a building with plans to renovate it into a new Women's Center. The Women's Center will benefit the entire community with new counseling services and expanded prevention work. With this new building, the YWCA expects to be able to reach an additional 300 people a year for counseling services and over 2,000 youth a year in their prevention programs. Without this new Women's Center, the YWCA will continue to be limited in service delivery which keeps the community from fully utilizing the expertise and quality programs they offer. Kaua'i is very limited in resources needed to assist some of our most vulnerable populations, projects that enhance and increase resources to the community like the YWCA proposed project are important to the island.

Thank you for the consideration of the YWCA application and for supporting the mission of the YWCA which is to make Kaua'i a safer community for residents and visitors alike by eliminating violence and helping our youth become successful adults.

Sincerely,

NADINE K. NAKAMURA
Vice Chair, Kaua'i County Council

JFT:mml



January 22, 2013

Honorable Senator David Y. Ige
Chair, Senate Ways & Means Committee & Members
Hawaii State Capitol – Room 215
Honolulu, Hawaii 96813

Dear Chair Ige and Members:

RE: YWCA – Kauai Grant-in-Aid Request

Aloha! I am writing this letter of support on behalf of the YWCA – Kauai towards their Capital Improvement Project request. The YWCA has a history, proven track record, and, dedicated leadership and partnership with the community of Kauai in providing programs and services to address the challenges that women and children face in our community, especially, as a result of this current socio-economic recession. I know first-hand having worked with women and children early on in my career in the University of Hawaii System of the importance of providing programs for these disenfranchised populations who are often left with no alternatives to help them begin their lives anew. Toward this end, I wholeheartedly support this non-profit and grassroots organization whose history for nearly 90 years has contributed to a better quality of life for the residents of our island. The long term benefit of their tremendous work have provided multigenerational changes for many, many families over the past decades since its establishment on this island known as the Garden Island. Ultimately, the YWCA has provided its clients opportunities to lead productive and meaningful lives which were transformational as a result of the aloha and kokua which they have received from this local- and community-based organization.

The new Women's Center is anticipated to service and support an estimated 300 clients and over 2000 youth in prevention programs located within this Center. As our economy returns to a pre-recession level, supporting the YWCA with this Grant-in-Aid will not only transform lives but, also, and, more lastingly, create a much needed pathway for self-sufficiency, self-esteem and, serve as an important resource for those in need of these services in which the YWCA was initially established and which continues a tradition of excellence, service, and, transformation, since its inception.

Should I be of additional assistance, please do not hesitate to contact me at 245-7363.

Aloha,

[REDACTED]
Randall Francisco
Kauai Chamber of Commerce

GRANT - IN - AID

PROJECT SCHEDULE - UPON CONTRACT EXECUTION

NAME OF APPLICANT

YWCA of Kaua'i

PROJECT NAME

YWCA Women's Center Renovation

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
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ACTIVITY / KEY PERSONNEL

Secure Permits required for Phase I of Renovation /
Executive Director, Renae Hamilton
Contractor, Gene Lopez

X	X										
---	---	--	--	--	--	--	--	--	--	--	--

MILESTONES

Completion of Permit Process
Permits for Construction, Electric, Plumbing, A/C

ACTIVITY / KEY PERSONNEL

Renovation Construction /
Contractor, Subcontractors,
Executive Director, Renae Hamilton

X	X	X									
---	---	---	--	--	--	--	--	--	--	--	--

MILESTONES

Renovation Construction
Completed according to plans

ACTIVITY / KEY PERSONNEL

Create list for all needed equipment /
Executive Director, Renae Hamilton
Clinical Director, Joan Luzney
Youth Services Coordinator, Leialoha Sanchez

	X										
--	---	--	--	--	--	--	--	--	--	--	--

MILESTONES

Order all equipment to be delivered before opening

NOTES:

Prepared By:


Renae Hamilton, Executive Director, YWCA of Kaua'i

01/28/13
Date

GRANT - IN - AID

PROJECT SCHEDULE - UPON CONTRACT EXECUTION

NAME OF APPLICANT YWCA of Kaua'i	PROJECT NAME YWCA Women's Center Renovation											
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
ACTIVITY / KEY PERSONNEL												
Replace Aged Roof /												
Contractor, Gene Lopez												
Executive Director, Renae Hamilton					X	X						
MILESTONES												
Completion of Roof Replacement without disrupting												
Service Delivery												
ACTIVITY / KEY PERSONNEL												
Research Solar Energy Options /												
Executive Director, Renae Hamilton												
Director of Operations, Kipukai Kualii							X	X	X			
MILESTONES												
Selection and Installation of Solar Energy System												
ACTIVITY / KEY PERSONNEL												
Replacement of Main Central A/C Unit /												
Executive Director, Renae Hamilton												
Director of Operations, Kipukai Kualii							X	X	X			
MILESTONES												
Installation of energy Efficient A/C System												
NOTES:												

Prepared By:

[Redacted Name]

Renae Hamilton, Executive Director, YWCA of Kaua'i

01/28/13

Date

GRANT - IN - AID

PROJECT SCHEDULE - UPON CONTRACT EXECUTION

NAME OF APPLICANT YWCA of Kaua'i	PROJECT NAME YWCA Women's Center Renovation											
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
ACTIVITY / KEY PERSONNEL Redesign and Repavement of Parking Lot Areas / Executive Director, Renae Hamilton Director of Operations, Kipukai Kualii										X	X	
MILESTONES Merging of Adjoining Parking Lots , Repair and Repave to in Additional Handicap Stalls												
ACTIVITY / KEY PERSONNEL Prepare Final Report / Executive Director, Renae Hamilton Director of Operations, Kipukai Kualii												X
MILESTONES Meet All Grant Report Requirements												
ACTIVITY / KEY PERSONNEL												
MILESTONES												
NOTES:												

Prepared By:




Renae Hamilton, Executive Director, YWCA of Kaua'i

01/28/13

Date

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

Applicant: YWCA of Kauai

BUDGET CATEGORIES	Total State Funds Requested (a)	GIA (b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	\$ 32,493.00	\$ 32,493.00		
2. Payroll Taxes & Assessments	\$ 3,188.00	\$ 3,188.00		
3. Fringe Benefits	\$ 4,319.00	\$ 4,319.00		
TOTAL PERSONNEL COST	\$ 40,000.00	\$ 40,000.00		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$ -			
2. Insurance	\$ -			
3. Lease/Rental of Equipment	\$ -			
4. Lease/Rental of Space	\$ -			
5. Staff Training	\$ -			
6. Supplies	\$ -			
7. Telecommunication	\$ -			
8. Construction	\$ 271,000.00	\$ 271,000.00		
9. Equipment	\$ 169,000.00	\$ 169,000.00		
10. Land Acquisiton	\$ 80,000.00	\$ 80,000.00		
11.	\$ -			
12.	\$ -			
13.	\$ -			
14.	\$ -			
15.	\$ -			
16.	\$ -			
17.	\$ -			
18.	\$ -			
19.	\$ -			
20.	\$ -			
TOTAL OTHER CURRENT EXPENSES	\$ 520,000.00	\$ 520,000.00		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$ 560,000.00	\$ 560,000.00		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 560,000.00	Rodalita H. Galiza	(808) 245-5959	
(b)		Name (Please type or print) Phone		
(c)				
(d)				
TOTAL BUDGET	\$ 560,000.00	Renae Hamilton, Executive Director Name and Title (Please type or print)		

YWCA of Kauai
 Agency Expansion, Relocation and Building Renovation
 GIA Proposed Budget Allocation

	GIA
Personnel	
Wages	
Clinical Director	\$ 4,575.00
YS Prevention Coordinator	\$ 3,700.00
Executive Director	\$ 10,140.00
CFO	\$ 4,784.00
Director of Operations	\$ 4,368.00
Dir of Fund Dev't & Contract Mgt	\$ 3,500.00
Indoor Maintenance	\$ 932.00
Outdoor Maintenance	\$ 494.00
total Wages	\$ 32,493.00
Taxes	\$ 3,188.00
Fringe	\$ 4,319.00
Total Fringe	\$ 7,507.00
Total Personnel	\$ 40,000.00
Mortgage - partial payment	\$ 80,000.00
Expansion, Relocation and Renovation Costs	
Construction - reconfigure interior for offices	\$ 50,000.00
Replacement of Ducts & A/C Units	\$ 100,000.00
Electric Rewire / Installation	\$ 10,000.00
Painting - interior & exterior	\$ 10,000.00
Network Wiring: Computers & Printers	\$ 5,000.00
Movers	\$ 1,000.00
Roofing	\$ 40,000.00
Solar Installation (Materials & Labor)	\$ 110,000.00
Parking Lot Resurface & Repair	\$ 40,000.00
Technology: Computers/Softwares	\$ 25,000.00
Technology: Servers	\$ 10,000.00
Technology: Copiers (2)	\$ 31,000.00
Technology: Set Up Cost	\$ 5,000.00
Storage Cabinets	\$ 3,000.00
Total Renovation, relocation costs	\$ 440,000.00
Total Operation & Mortgage payment	\$ 520,000.00
Total Project	\$ 560,000.00

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: YWCA of Kauai

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)
Executive Director	1.00	\$67,600.00	15.00%	\$ 10,140.00
Chief Financial Officer	1.00	\$47,840.00	10.00%	\$ 4,784.00
Director of Fund Dev't & Contract Mgt.	1.00	\$35,000.00	10.00%	\$ 3,500.00
Clinical Director	0.75	\$61,000.00	10.00%	\$ 4,575.00
Director of Operations	1.00	\$43,680.00	10.00%	\$ 4,368.00
Youth Services Coordinator	1.00	\$37,000.00	10.00%	\$ 3,700.00
Outdoor Maintenance	0.88	\$21,320.00	5.00%	\$ 932.00
Indoor Maintenance	0.48	\$20,800.00	5.00%	\$ 494.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 32,493.00
JUSTIFICATION/COMMENTS:				

Applicant/Provider: YWCA of Kauai

RFP No.: _____ Period: 7/1/2013 to 6/30/2014

Date Prepared: 1/28/2013

Contract No.: 2013 Grants-In-Aid
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	\$ 32,493	7.65%	\$ 2,486
Unemployment Insurance (Federal)	\$ 12,118	0.00%	\$ -
Unemployment Insurance (State)	\$ 12,118	2.65%	\$ 321
Worker's Compensation	\$ 12,118	2.48%	\$ 300
Temporary Disability Insurance	\$ 12,118	0.67%	\$ 81
SUBTOTAL:			\$ 3,188
FRINGE BENEFITS:			
Health Insurance	personnel policy and state law	20%	2482
Retirement		15%	1836
SUBTOTAL:			4,319
TOTAL:			7,507
JUSTIFICATION/COMMENTS:			

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: YWCA of Kauai

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
A/C Central Unit & Duct System	1.00	\$100,000.00	\$ 100,000.00	\$ 100,000.00
Dell Server - Network for All Staff	1	\$10,000.00	\$ 10,000.00	\$ 10,000.00
Dell Computer Towers	10	\$500.00	\$ 5,000.00	\$ 25,000.00
Xerox Copy Machine	2	\$15,000.00	\$ 30,000.00	\$ 31,000.00
Storage Cabinets	6	\$500.00	\$ 3,000.00	\$ 3,000.00
TOTAL:				\$ 169,000.00

JUSTIFICATION/COMMENTS:

A/C Central Unit to be replaced and all interior duct system. Replacement of duct system is \$40,000 and will be completed in Phase 1 of renovation. \$20,000 is budgeted for purchase of case management and medical billing software.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: YWCA of Kauai

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	OTHER SOURCES 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	\$ 25,000.00	\$ -	\$ -			
LAND ACQUISITION	\$ 420,000.00	\$ -	\$ 80,000.00			
DESIGN	\$ -	\$ -	\$ -			
CONSTRUCTION	\$ 40,000.00	\$ -	\$ 271,000.00			
EQUIPMENT * Furniture	\$ -	\$ 16,545.00	\$ 169,000.00			
TOTAL:	\$ 485,000.00	\$ 16,545.00	\$ 520,000.00			

JUSTIFICATION/COMMENTS:

YWCA sold land parcel for \$400,000 with proceeds toward building purchase. The agency has been awarded dollars in Foundation grants for purchase, renovation, furniture. Agency has secured commitments for in-kind donations of labor and materials. Donors include: Kauai Design and Architecture, Honsador Lumber, Habitat for Humanity, Rasco Electric, etc.

Only GIA funds requested from State.

eliminating racism empowering women

ywca

2012-2013 Board of Directors

BOARD MEMBER AFFILIATION	ADDRESS	TELEPHONE NUMBERS
Angela Anderson, President Attorney/Mediator Term 3: 2011-2013 Years: 5 & 6	21627 Mimi Road Kapaa, HI 96746 engeladiti@gmail.com April 15	C: 635-4268
Hope Rabang, Vice President Youth Development Specialist Term 2: 2010-2012 Years: 3 & 4	160 Pokukala Street Kapa'a, HI 96746 Sweet_smilez4u@hotmail.com October 19	C: 346-4022
Marjorie Bennett, Treasurer AGEIS Capital Management, Inc. President Term 3: 2011-2013 Years: 5 & 6	3975 Aloali'i Drive Princeville, HI 96722 6215 Manoa Street mbennett@aegiscapital.com August 9	B: 510-655-9333 C: 346-1331 H: 826-8789
Linda Vass, Secretary Legal Aid Society of Hawaii Attorney Term 1: 2012-2013 Year: 1	4434 A Ahopueo Drive Kalaheo, HI 96741 livass@lashaw.org April 7	B: 245-4728 F: 246-8824 C: 661-229-7014
Aminata Vickers Executive Property Management Owner Term 2: 2010-2012 Years: 3 & 4	P O Box 3311 Lihue, HI 96766 amievickers@gmail.com October 9	H: 245-5765 F: 639-3111 C: 639-7262
Savita Agarwal Dr. Kumar's Office Office Manager Term 1: 2012-2013 Year: 1	4100 Oni Place Kalaheo, HI 96741 savitabb2003@yahoo.com July 16	H: 332-8433 C: 635-2999
Monique Chow Educator Term 1: 2012-2013 Year: 1	2431 Hulemalu Road Lihue, HI 96766 imberski@hotmail.com June 24	B: 274-3713 C: 652-5724
Bethany Compton Hanalei Trading Co. Sales Associate Term 2013-2014 Year: 1	321 Aina Manu Place Kapaa, HI 96746 bcompton@hawaii.edu May 20	C: 346-9382
Laulima Lyman Homemaker Term 1: 2012-2013 Year: 1	4800 Kawaihau Road, Apt. #C1 Kapaa, HI 96746 laulau1979wp@yahoo.com March 20	C: 635-1427 C: 346-2774 Emergency Only
Shanti Kay Manzano Parents & Children Together (PACT) MSW Therapist Term: 2013-2014 Year: 1	5490 B Emi Road Koloa, HI 96756 shanti.manzano@gmail.com September 13	B: 821-0754 F: 822-2109 C: 639-7255
Erin Mederios Kauai High School Teacher Term 1: 2012-2013 Year: 1	188 Lihau Street Kapaa, HI 96746 e_filsinger@yahoo.com October 15	B: 274-3160 F: 274-3170 C: 635-2846
Emiko Meyers Legal Aid Society of Hawaii Managing Attorney Term 1: 2012-2013 Year: 1	3016 Umi Street, Suite 208 Lihue, HI 96766 emmeyer@lashaw.org September 25	B: 245-4728 x225 F: 246-8824 C: 639-2190
Kuuleialoha Santos Unlimited Construction Contracts Manager Term 1: 2012-2013 Year: 1	1696 Haleukana Street Lihue, HI 96766 kuuleialoha@unlimitedhawaii.com December 14	B: 241-1400 C: 634-8004
Heather Singleton Seina Properties (Unlimited) Broker Term 1: 2012-2013 Year: 1	1263 Crossly Road Kapaa, HI 96746 hsingletonhawaii@gmail.com April 6	C: 652-3095

Renae Hamilton
Executive Director
YWCA of Kauai

3094 Elua Street
Lihue, HI 96766
director@ywcakauai.org

B: 245-5959 x236
F: 245-5961
C: 635-3024

RESUME

Personal Information

Rena Hamilton, M.A.
395A Kaholalele Road
Kapaa, HI 96746
(hm) 823-9432 (cell) 635-3024

Education

- 1993 – MA Degree in Educational Administration, University of San Francisco
- 1986 – BA Degree in English, San Diego State University
- 1979 – AA Degree, Southwestern Jr. College
- 1977 – High School Diploma, Mar Vista High School

Employment History

October, 1996 – Present: YWCA of Kauai

Since August, 2007 I have been the Executive Director for the agency. In this role I am responsible to supervise the overall quality of the agency programs and staff, plan and manage the agency budget and promote the agency to the general public. I work closely with the Board of Directors and Program Directors in policy and procedure review and implementation. The Executive Director also actively participates in the Regional and National meetings of the YWCA organization. All personnel issues are reviewed by the Executive Director and provides input and feedback before any action is taken. The ED also works with the Board and staff to create, define and communicate the vision for the agency and ensure its future role in the community.

As Program Director for Sexual Assault Treatment Program my position included supervising the 24-hr. crisis line, crisis workers, monitoring SATP budget, collaborating on grants and organizing fund raising efforts. I continue to provide support services to sexual assault victims in peer group settings and some individual psycho-educational sessions. I represent SATP on statewide and local boards and committees with a variety of agencies.

As Assistant Program Director for SATP, my responsibilities included psycho-educational counseling with children of all ages who have been sexually assaulted. I also provided support services for victims, families, loved ones, and co-facilitated peer support groups. Clinical methods used include; art, puppetry, and play therapy. My duties also included supervising the 24-hour crisis line and crisis workers. Taught prevention of sexual assault classes at schools, community groups, and professional agencies. As assistant director I represented SATP on various community committees and boards.

*October, 1996 – February, 1997: SATP Crisis Worker and Women's Advocate I
YWCA of Kauai SATP and Family Violence Shelter*

Duties included answering the sexual assault and domestic violence 24 hr. crisis lines, advocating for clients with law enforcement, medical personnel, and other support

services. I facilitated support groups, presented dating violence presentations at schools and in the community, and referred clients to appropriate resources.

August, 2002 - Present: Patch Trainer – Patch of Kauai

As a PATCH trainer I teach classes to licensed child care provider or those interested in becoming a licensed care provider. Areas of instruction include business aspects of child care, child development, appropriate discipline methods, importance of routine and structure, and how to maintain a safe environment for children.

September, 1989 – June, 1991: Teacher – St. Catherine School

Implemented a variety of teaching methods emphasizing hands on curriculum with meaningful activities and experiences to enhance the learning process. Parent participation was encouraged in homework assignments and planned outings that included Hawaiian studies and cultural experiences. Participated on curriculum committees, organizing school wide events, conflict management program, public speaking and sports.

July, 1991 – September, 1993: Principal - St. Catherine School (Pre-8th grades)

Areas of responsibility included curriculum development, overseeing personnel, staff development, counseling with students, parents, and maintaining public relations. I also monitored the budget, organized fundraising, and participated on school board and community groups.

Rodalita M. Hamoy-Galiza

- Objective** Full-time accounting position with a non-profit organization.
- Summary of qualifications**
- Able to work well both independently and in a team environment
 - Able to communicate with all levels of management and staff
 - Capable of working effectively with very little or no supervision
 - Motivated, efficient, accurate and detail-oriented
 - General office duties including daily correspondence and phone etiquette
 - Computer literate. Proficient in Microsoft Office Applications, Peachtree Accounting, NewViews Accounting, Sunsystems for Accounting, Financial Edge for Non-Profit and Blackbaud Payroll system
- Employment**
- June 16, 2003 - Present YWCA of Kauai Lihue, HI
Accountant
- Provide general accounting and human resource management work, to support the YWCA of Kauai programs and services, in conformance with the YWCA's and governmental accounting principles, policies and objectives.
- March 2001 – October 2001 Maritz Human Resources Philippines
General Manager
- Assisted in setting-up the company. Traveled to Israel to expedite verification and authentication of documents with the Philippine Consulate and with the Israeli government.
- March 1996- February 2001 Pan Asia Ortigas (Travel Agcy) Philippines
General Accountant
- Provide general accounting functions including but not limited to recordkeeping, report preparation, budget forecasts. Maintained personnel records, payroll, accounts payable and receivable. Handled cash and bank accounts and reconciliation. Handled government reportorial requirements. Designed business forms. Held accountable for all paper trails of the company. Assisted reservations counter whenever business was at its peak and created basic domestic ticketing using PACERS.
- January 1996-March 1996 PHPI (Holdings) Philippines
Project Accountant
- Maintained books of accounts of three affiliate companies of PHPI (Pathfinder Holdings Phils, Inc), one of which was Pan Asia Ortigas – a travel agency – and was tasked to be the general accountant for Pan Asia's books of accounts by March 1996.

Sept 1994 – Dec 1995 Centro Medico (Medical Clinic) Philippines

General Accountant

- Provided all phases of accounting for the company. Prepared financial reports in collaboration with an external auditor. Responsible for cash, bank accounts and prepares cash position report and cash requirement for shareholders. Maintained payroll, tax and personnel records. Accountable for all the paper trails of the business. Maintained two other books of accounts of shareholders - Cebu based and Manila based flower farms.

Dec 1991 – June 1994 Ray Fashion Int'l Philippines

Accounting Staff

- Performed manual bookkeeping functions including journal entries, general ledger, accounts receivable and payable and bi-monthly payroll. Completed all bookkeeping and year-end closing adjustments to ensure accurate financial statement information as needed by external accountant. Handled payroll and prepared tax returns for the employees. Liaised between Ray Fashion and Philippine government agencies including the Bureau of Investments, Garments and Textile Exports Board, The Bureau of Internal Revenue, Social Security and the Securities and Exchange Commission. Acted as purchasing staff and performed other administrative duties as assigned.

Education

April 1991 Mindanao State University Philippines

B.S. in Bus. Administration major in Accounting

Undergraduate 1985 Univ. of the Phils Philippines

B.S. in Business Administration

B.S. in Home Economics

KipuKai Kualii

4210 Rice St #A2
Lihu'e, Kaua'i, HI 96766

Telephone: (808) 212-9192
E-mail: kipukai.kualii@gmail.com

EXPERIENCE

Project Director – AKAMAI Mahi`ai / KCC-UH & Anahola Hawaiian Homes Association

Coordinate community economic development project developing an incubator farm, building a community certified kitchen and providing customized agricultural training

- Manage programs, budget, community outreach, volunteers, fundraising and board governance

Business Agent – United Public Workers, AFSCME Local 646

Provide members contract representation, education and activities

- Resolve member grievances with management and legal representatives
- Coordinate member education, as well as political and volunteer participation

Project Coordinator – Council for Native Hawaiian Advancement (CNHA)

Coordinate grant training and technical assistance program for Native Hawaiians

- Create curriculum, agendas, reference materials and administrative processes
- Coordinate promotions, logistics, evaluations, accounting and reports

Contractor – CNHA & Department of Hawaiian Home Lands (DHHL)

Facilitate qualifying Native Hawaiians for mortgage loan packages

- Coordinate personal financial interviews to analyze and qualify mortgage loan packages

Executive Director – Pride At Work, AFL-CIO

[American Federation of Labor – Congress of Industrial Organizations (AFL-CIO)]

Establish program promoting collaboration across the workers' rights and civil rights movements through educational advocacy programs, presentations, materials, meetings and events

- Manage programs, budget, membership, fundraising and board governance

Account Clerk I & II / Business License Specialist – City of West Hollywood, CA

Work in General Accounting and Revenue divisions in municipal Finance Department

- Responsible for daily cash flow, monitoring investments, and monthly financial reports
- Operate alarm permit, regulatory license, and business license tax programs (est. revenue: \$1.8 million)
- Monitor social service grants program (total grants: \$2 million)
- Cross-trained on: Accounts Payable, Accounts Receivable and Payroll

Night Auditor – The Westin Kaua'i

Work midnight audit shift at world-class resort

- Responsible for auditing daily room, food & beverage and shops revenue

Accountant – Advanced Property Management, Inc.

Work in Accounting department of property management company

- Responsible for daily cash flow; accounts receivable; accounts payable; payroll; and taxes
- Produce monthly financial reports for 15 different residential and commercial properties

Business Development Specialist - AluLike, Inc.

Coordinate new business development program identifying and assisting Native Hawaiian entrepreneurs in their development and long-term survival

- Coordinate business start-up assistance, counseling and referrals

EDUCATIONUniversity of the Pacific - B.S. Business Administration

** President's Honors at Entrance ** Graduated with 3.25 G.P.A.

90% self-supported, maintained B+ average overall while excelling socially in clubs, organizations, and sports; developing leadership, organizational, and communication skills

The Kamehameha Schools - (Junior High & High School)

** Graduated with honors (3.60 G.P.A.) ** National Honor Society ** Bernice Pauahi Scholarship

Technical Skills

Computer Applications: ACCESS, EXCEL, FILEMAKER PRO, INFORM, PRIME, SIERRA & WORD
Internet: Experienced in World Wide Web Research & Electronic Communications

Trainings, Courses & Workshops

- Native American Housing & Self-Determination Act (NAHASDA) grant training – Kaua'i / Oct. 27 '03
- Administration for Native Americans (ANA) grant training – Kaua'i / Nov. 19-21 '03
- Introduction to Federal Grant Writing (UH Manoa) – Honolulu / Mar. 13 '03
- Community Investment Seminar by Federal Home Loan Bank of Seattle – Honolulu / Feb. 21 '03
- Community Development Block Grant (CDBG) training – Honolulu / Jan. 28-29 '03
- California Society of Municipal Finance Officers Training - Santa Clara, CA / Mar. 11-13 '94

OTHER EXPERIENCEWest Hollywood Municipal Employees (WEHOME) [local union & bargaining unit]

American Federation of State, County, & Municipal Employees (AFSCME), Local 3339

President / Jul.'92 - Jun.'95 Finance Chair / Jul.'95 – Jun.'99 Treasurer / Jul.'91 - Jun.'92

- oversee and direct Business Agent & Chief Negotiator and treasury (budget)
- research, develop and negotiate member benefits and protections (contract language)
- coordinate exhaustive fiscal analysis of the City of West Hollywood's Annual Operating Budget

Student Performer / Goodwill Ambassador - Up With People

Traveled for a year with 180 other young people from 15 different countries; lived with over 100 host families; performed and promoted a professionally produced musical show; attended lectures and discussions with civic, business, and industry leaders; as well as, participated in community service projects. These experiences required teamwork and the willingness to learn and communicate while helping develop self-confidence and intercultural awareness. Practical experience as Receipts Auditor, Promotion Representative, Merchandise Display and Sales, Recruiter, and Education Activities Coordinator. I learned about others and myself while keeping pace with the upbeat schedule of traveling performers. Discipline, organization, confidence, motivation, understanding and compassion were all major aspects of this experience.

JOAN FALLON LUZNEY
Work: 808 245-5959
Home: 808 212-1747

PROFESSIONAL EXPERIENCE

HAWAII:

February 2008 – Present

PROGRAM MANAGER

YWCA of Kauai

Manage domestic violence and youth services. D.V. services include a family violence shelter for women & children and alternative to violence treatment program for batterers. Youth Services include sexual assault and domestic violence prevention, after school and camp programs for girls and leadership development for youth ages 14 – 21. Provide clinical consultation, staff supervision, program development, and contract compliance.

January 2007 – August 2007

INTERIM EXECUTIVE DIRECTOR

INTERIM FAMILY VIOLENCE SHELTER DIRECTOR

YWCA of Kauai

Direct and manage agency wide and program specific services and operations. Oversee fiscal management and resolve year end financial concerns. Provide support to the Board of Directors, committees, program managers and staff as needed. Screen and interview candidates for open positions; orient new Directors. Provide personnel intervention, reorganize as needed due to program deficits and bring contract requirements up to date. Position includes responsibility for overall organizational stability for 45 staff during transition to new Directors and direct planning/preparation for beginning of fiscal year.

May 2006 – January 2007

PROGRAM DIRECTOR

YWCA of Hawaii Island

Manage sexual assault treatment program including clinical supervision of therapists, crisis intervention coordinator and crisis workers. Assure compliance with County, State and Federal contracts for data collection, outcome measures and service goals. Respond to grant proposal requests, develop service narratives and quarterly/annual reports. Screen, select and train new employees providing education/prevention and crisis services.

January 2001-March 2006

CLINICAL DIRECTOR

YWCA of Kauai

Provide clinical oversight, supervision, and consultation to programs: Alternatives to Violence, Juvenile Sex Offender Treatment Program, Mental Health Program, Family Violence Shelter, Sexual Assault Treatment Program, Sex Abuse Treatment Services and Sex Offender Treatment Program. Provide management and policy direction to assure quality service delivery, program development and contract compliance. Facilitate supervision group for post master degree therapists working towards licensure. Provide direct treatment as needed.

2001 – 2006

ADJUNCT FACULTY

Argosy University

Teach application of family therapy theory to Marriage and Family Therapy students in Master's Program. Practicum seminar leadership to two cohorts of students while in placement at their clinical practicum sites.

February 1998 – December 2000

DIRECTOR

YWCA of Kauai

Sexual Assault Treatment Program

Direct and supervise sexual assault program including crisis intervention, clinical and prevention services. Respond to RFP's and community requests for service development and monitor contracts. Provide treatment to survivors of sexual assault.

October 1999 – September 2000

CLINICAL CONSULTANT

Hawaii Behavioral Health

Provide clinical supervision to therapists in an individual and group format providing intensive home based treatment services. Review treatment planning and interventions, coordinate systems collaboration, assure maintenance of legal/ethical standards and continuous quality improvement.

April 1998 – October 1999

PROGRAM MANAGER

Hawaii Behavioral Health

Manage an intensive home-based program serving children and adolescents with emotional/behavioral disorders and their families referred through the public schools. Provide supervision, program and clinical direction. Respond to RFP's as requested.

CALIFORNIA:

July 1996 – December 1997

DIVISION MANAGER

Children and Family Division

Napa County Health and Human Services Agency

Manage division providing assistance and services to children and their families which includes child welfare, mental health, public health, public assistance and drug and alcohol units, managers, supervisors and staff (140). Provide management and policy direction for service delivery, utilization of resources, contracts, operational management and administration.

February 1992 – July 1996

DEPUTY PROGRAM CHIEF

Children's Services

Napa County Health and Human Services Agency

Manage direct service units, which provide prevention, intervention and treatment services to children, youth and families. Supervise four supervisors, a Staff Services Specialist, programs and staff (50). Programs include Child Welfare Services, Mental Health, Drug and Alcohol, Family Preservation and Center for Mental Health Services five-year grant to provide a system of Care in Napa County for children and adolescents who are severely emotionally disturbed. Provide policy and program management, clinical direction, project design, development, implementation, negotiations and evaluation of contracts (30) and system coordination with other youth service organizations.

July 1987 – February 1992

SUPERVISING MENTAL HEALTH COUNSELOR II

Children's Services

Napa County Health and Human Services Agency

Supervise staff of 34 including three supervisors and three programs: Mental Health, Child Welfare Services, and Family Preservation. Clinically supervise ongoing child welfare services, day treatment and mental health case management staff. Provide program and personnel supervision, project implementation, contract negotiation, evaluation and supervision.

May 1986 – June 1987

SUPERVISING MENTAL HEALTH COUNSELOR I

Geriatric Long Term Care

Napa County Health and Human Services Agency

Supervise five social workers, two gero-psychiatric case managers and support staff. Provide clinical case consultation including assessment, case planning, intervention and linkage to appropriate resources. Facilitate staff training regarding community resources, mental health, and health and medical issues, agency procedures and provide needed information and

direction to staff. Conduct weekly staff meetings, evaluate staff performance, and administer programs. Function as the Napa County Deputy Conservator and Representative Payee.

May 1983 – May 1986

CASE MANAGER

Adult Continuing Care Services

Napa County Health and Human Services Agency

Manage caseload of adults with severe and persistent mental illness. Assess and evaluate clients for service and level of care. Develop treatment plans, coordinate services and consultation to service providers. Educate families and board and care operators. Liaison to community sheltered workshop and social rehabilitation facility.

November 1982 – May 1983

PROGRAM COORDINATOR

Bay Area Community Services

East Bay Transitional Services

Alameda County

Assistant to Clinical Director. Supervise interns in agency evaluation. Counsel program staff regarding program definitions and evaluation. Counsel program residents and their families.

September 1982 – May 1983

COUNSELOR

Volunteers of America

Alameda County

Manage caseload of adult felons in transitional residential facility. Assess and evaluate clients for service. Provide counseling to residents and families regarding community adjustment, link residents to community resources and facilitate group therapy. Train residents in job preparation skills.

November 1981 – September 1982

CONSULTANT

Bay Area Community Services

East Bay Transitional Services

Alameda County

Design clinical charting system for two transitional residential facilities. Utilizing social rehabilitation model, develop charts to follow resident from entry through discharge documenting goals and objectives, treatment plans, maximizing engagement with client, reducing redundancy and process recording areas. Design and implement a program evaluation encompassing a continuum of services that include a sub-acute facility, two transitional facilities and five Creative Living Centers (socialization and pre-vocational programs). Counsel and train staff, interns and volunteers on treatment and evaluation.

VOLUNTEER:

Community Counseling Center
Napa County
1991 – December 1997

Provide two hours of weekly group clinical supervision and consultation to paraprofessional volunteer counselors.

PRIVATE PRACTICE:

Napa County
1991 – December 1997

Provide psychotherapy to primarily adult population with history of child abuse, impairment in relationships and personal functioning.

EDUCATION:

B.S.W.	San Francisco State University
M.P.A.	Specialty in Social Welfare Administration San Francisco State University
M.A.	Counseling University of San Francisco
M.F.C.C.	Marriage, Family and Child Counselor California License No. MFC27936 (inactive)
M.F.T.	Licensed Marriage and Family Therapist Hawaii License No. 6
Approved Supervisor	American Association for Marriage & Family Therapy
CPRP	Certified Psychiatric Rehabilitation Practitioner

Leialoha Sanchez

1082 Kealoha Road, Apt. B Kapa'a, HI 96746
(808) 345-8613

Email: leialohas@gmail.com

Summary of Qualifications

Highly skilled and overly student-focused educational leader possessing a strong commitment to the development of students, staff, and providing a stimulating, safe, and motivating learning environment. Dynamic visionary leader and solid team player with a proven track record in collaborating with the school, community, increasing student academics, and maintaining excellence in education. Trustworthy professional with superior communication skills to develop strong and lasting relationships with all members of the school community. Energetic and organized- able to effectively handle the demands of multiple projects. Committed to ideals of excellence.

Experience

July 2010 to Present

Kanuikapono Public Charter School

Anahola, HI

'Ike Hawai'i Director & Middle and High Vice Principal

- Established and maintained rapport with staff, students, and parents; mentor and lead new teachers and intern, ensuring appropriate coverage when necessary.
- Contributed to the academic and social tone of the school through the consistent demonstration of professionalism and enthusiasm of the school community; upheld the commitment to educational excellence, establishing and promoting an atmosphere of mutual respect and trust.
- Developed a solid cohesive educational team by setting high expectations and encouraging team approach.
- School Administration; address school issues and goals, promoting creativity and career development to all staff, allowing ideas and opinions to be shared.
- Initiated and facilitated 'Ike Hawai'i Bi-Lingual Program
- Created 'Ike Hawai'i Bi-Lingual Curriculum.
- Created and Implemented Student and Teacher Bi-Lingual Assessments and Evaluations.

July 2007 to Present

Keiki Lane- Owner

Statewide, HI

Independent Contractor- Grant Specialist

- Identified and researched government sources of funding.
- Gathered and maintained current files on organizational programs and projects.
- Maintained consistent communication with programs staff and management to determine goals and objectives.
- Assisted department personnel in writing periodic reports to comply with grant requirements.
- Developed cultivation strategies, communicated with potential and current institutional supporters.
- Identified, developed, and maintained grants that fund programs and services.
- Responsible for researching grant opportunities.
- Developed relationships with private and federal agencies.
- Worked effectively and efficiently with team members in a collaborative approach to expand the number of grants.

Education

Manade University of Honolulu Honolulu, HI
▪ Currently working on Masters Degree in Education
Graduation Projected of September 2011

Additional Skills

May 2006 Ka Haka 'Ula o Ke'elikolani, University of Hawaii- Hilo Hilo, HI
▪ B.A. Hawaiian Studies, History
Fluent in Hawaiian Language, Knowledgeable, experience, and resourceful in
native Hawaiian culture, traditions and current political issues, First Aid & CPR
Certification, Microsoft Word, PowerPoint and Excel, Ten Key, Internet,
Ulukau.

YWCA of Kauai ORGANIZATIONAL CHART

