

House District 17-51

Senate District 9-25

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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:

Db/a: Hawaii State Coalition Against Domestic Violence

Street Address:
1164 Bishop St Ste 1609
Honolulu, HI 96813

Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JANELLE OISHI

Title Director of Systems & Communities

Phone # 808-832-9316 x2

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3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HAWAII DOMESTIC VIOLENCE SURVIVOR COMMITTEES COORDINATOR

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 56,887

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0
 FEDERAL \$ 261,632
 COUNTY \$ 0
 PRIVATE/OTHER \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

JANELLE OISHI, DIRECTOR OF SYSTEMS & COMMUNITIES
NAME & TITLE

1/16/2016
DATE SIGNED



RECEIVED

1/20/16 1032

Application for Grants

I. Background and Summary

1. A brief description of the applicant's background

The Hawaii State Coalition Against Domestic Violence (HSCADV) is a private nonprofit organization and is a statewide partnership of 22 domestic violence programs that include an array of domestic violence services including supervised visitation, batterer intervention programs, transitional housing, substance abuse services, children exposed to domestic violence groups, victims counseling and support groups, legal services, and emergency domestic violence shelter. HSCADV engages communities and organizations to end domestic violence through education, advocacy and action for social justice. HSCADV has provided comprehensive advocacy and education services to community organizations, groups and state agencies for over 35 years. The foundation of HSCADV's work is the healing and safety of victims and children, holding perpetrators accountable and working to change the social environment that enables violence in our communities. HSCADV has a comprehensive array of services that respond to intimate partner violence issues, including training, technical assistance, affecting public policy, establishing consistent procedures and actions by civil and criminal justice systems, and coordinating domestic violence prevention and intervention services including implementation of a 5-year domestic violence strategic plan by the Hawaii Department of Health: Navigating a Course for Peace.

Intimate partner violence is at epidemic proportions in the United States. Estimates range from 960,000 incidents of violence to three million women who are physically abused by their husband or boyfriend per year (U.S. Department of Justice 1998; Commonwealth Fund, 1999). In the year 2001 alone, more than half a million American women (588,490 women) were victims of nonfatal violence committed by an intimate partner (Bureau of Justice Statistics Crime Data Brief, 2003). Further, it is estimated that 1 in 320 households are affected by intimate partner violence (Bureau of Justice Statistics Data Brief, 2008). In 2000, 1,247 women were killed by an intimate partner; in the same year, 440 men were killed by an intimate partner (Bureau of Justice Statistics Crime Data Brief, 2003).

HSCADV has over three decades of experience and skill in addressing domestic violence issues across Hawaii's communities. HSCADV maintains the highest standards of safety and ethics in all its programs. All training, technical assistance, and system and community advocacy are organized in accordance with the National Coalition Against Domestic Violence and the National Network to End Domestic Violence. Specifically, all daily activities are guided by the work of nationally-recognized domestic violence organizations and federal guidelines including the Violence Against Women Act (VAWA) and Family Violence Prevention and Services Act (FVPSA).

In addition, given the multiethnic and multicultural specific communities across Hawaii and Oahu, HSCADV also centers its programs on best practices and research generated by Asian and Pacific Island Institute on Domestic Violence (APIIDV), National Resource Center on Domestic Violence and other national organizations including the National Indigenous Women's Resource Center. The ideologies and practices promoted by these professional organizations guide program development and quality assurance practices of HSCADV. Consistent application of the national and local community best practices supports HSCADV in its goal of enhancing victim, child and community safety while holding perpetrators accountable and reducing recidivism.

2. The goals and objectives related to the request

HSCADV is requesting funding to address the goals and objectives outlined below. The following proposal describes the comprehensive array of domestic violence service coordination collaboration, and advocacy efforts provided by HSCADV with regard to the Survivor Committee

Coordinator (SCC). Through these services, HSCADV responds to the community's need to improve safety and services to victims of intimate partner violence, increasing offender accountability and prevention of future violence.

The goal of the program is to provide implementation and coordination of the Survivor Committees on each island throughout the state and engage the committees' participation in various multi-disciplinary workgroups and taskforces related to domestic violence to provide appropriate feedback on how our communities and state systems respond to the issue. Systems advocacy is a key strategy for social change. The goal of the SCC is to improve systemic responses to victims of domestic violence and their communities. Coordination of this project also offers networking opportunities with community partners and agencies, and supports domestic violence services providers across the state.

The SCC will focus on creating partnerships, building capacity through technical assistance, education and advocacy, and providing coordination to implement the SCC.

Under this program, HSCADV will coordinate the development and maintenance of survivor-based committees on each island across the state. Survivors of intimate partner violence will primarily be identified through partnerships with HSCADV's 22 domestic violence member programs statewide.

HSCADV will engage in coordination and provide technical assistance to domestic violence providers and the survivor committees in a variety of ways, with the dual goals of improving victim safety and offender accountability. HSCADV will accomplish this through:

1. Actively coordinating committees on each island across the state to engage survivors' participation and leadership in each committee.
2. Engage committees to review and analyze administrative practices of various public sector agencies with regard to service provision to address domestic violence.
3. Coordinate domestic violence service provider programs to provide increased accessibility to survivors' participation on the committees

HSCADV takes its role of representing the voice of victims very seriously. In all of our efforts, including training, public policy and systems advocacy, and public education, HSCADV staff seek input and guidance from victims and survivors and work to ensure our messages reflect the individuals we seek to empower.

3. The public purpose and need to be served

Clark, Burt, Schulte & Maguire, 1996 in *Coordinated Community Responses to Domestic Violence in Six Communities: Beyond the Justice System*, found that:

Battered women sometimes seek relief through the criminal justice system, which historically has served as the main vehicle in a community's formal response to domestic violence. The National Crime Victim Survey (NCVS) found that 56 percent of women who had been victims of a violent crime committed by an intimate partner reported the incident to the police (Bachman, 1994). Battered women may also access domestic violence shelters and services instead of, or in addition to, criminal justice measures. These programs frequently provide a number of services in addition to shelter, such as counseling, legal assistance, and advocacy. Despite their wider availability, shelter

services are not used by most battered women. Gelles and Straus found that less than 2 percent of women who were *severely* abused reported seeking help from a battered women's shelter during the prior year, and no victims of *minor* violence sought help from shelters (Gelles and Straus, 1988). A couple of factors may contribute to the small proportion of women using shelter services. In many communities, the services may be inadequate to serve all battered women who request services from the shelter (Gelles and Straus, 1988 and Council on Ethical and Judicial Affairs, AMA, 1992). Also, leaving the abuser and going to a shelter, or seeking help in obtaining a protection order are major decisions used as a last resort by many women.

Historically, each of the systems and support structures have operated in "service silos", with agencies developing their own goals, procedures and understanding of the issues at hand. This type of service segregation has created many barriers to a coordinated community response to domestic violence as well as creating unattainable and complex pathways for victims to navigate. These segregations arise in part from divisions caused by federal funding streams and by professional and jurisdictional separations that cause minimal ability to connect services across judicial systems, government agencies and organizations. Division of services also creates secondary system-generated victimization, in which victims must continuously re-tell their story and re-engage with a wide array of services and systems. In these chronic processes, victims experience repeated questioning, disbelief and cross-examination; all in an attempt to access safety. Current systems also enable the disempowerment and discrimination against victims and can lead to putting the survivor and their family in even greater danger. The system of agencies fails to understand the complexities of domestic violence and victims are often overwhelmed by the rules and requirements set by these systems; often these requirements are contradictory across the system and are punitive to victims. (Wilcox, 2010)

4. Describe the target population to be served

Domestic violence is the most common form of violence against women. It affects women across the life span and is evident across all demographic groups and populations. Therefore an effective response to violence must be coordinated across communities and multi-disciplinary; addressing the immediate practical needs of victims and focusing on changing the attitudes, policies and practices of system responses to violence.

The primary sources of information for this section are: (1) the 2010 U.S. Census specifically the Decennial Census (Census), which is completed every ten years, in years ending in zero, to count the population and housing units for the entire United States and (2) the one-year 2012 American Community Survey (ACS), which is a nationwide survey designed to provide communities with a fresh look at how states and their respective counties are changing. The ACS provides population, demographic and housing unit estimates.

Hawaii's diverse communities include many populations that are defined as "undeserved" by the Violence Against Women Act. Hawaii is comprised of the largest Asian, Native Hawaiian and other Pacific Islander populations in comparison with the rest of the nation. Using 2012 ACS data, the most recent population breakdown by Asian ethnic group, Filipinos (15%) and Japanese (13.6%) were identified as the two largest Asian populations in Hawaii followed by Chinese (3.5%). Regarding Native Hawaiians and Other Pacific Islanders, Native Hawaiians were identified as 6.5% of the population, followed by Samoans (1.1%). Among the mixed race population of two or more races, the combination of races includes Asian descent approximately 78%, White descent 74%, and Native Hawaiian or Other Pacific Islander descent 67% of the time.

Hawaii's diverse racial and ethnic populations range across rural and geographically isolated areas throughout the state. Many are immigrants or migrants with limited English proficiency. In

2012 ACS, Hawaii has a foreign-born population of 251,866 which is approximately 18% of the total resident population. Based on a 2011 Department of Business, Economic Development, and Tourism report entitled, "The Non-English Population in Hawaii," the top languages spoken at home in Hawaii consisted of Tagalog (17.7%), Japanese (16.7%), Ilocano (15%), Chinese (9.5%), and Spanish (8.4%).

According to the U.S. Department of Health and Human Services, the 2012 poverty level for a household of three in Hawaii was \$21,960. During 2012, over 10% of the State's households were below the poverty level. Approximately 11.3% of all households received food stamps or SNAP benefits, and 3.4% received some form of public assistance income. The poverty rate was the lowest in Honolulu County and Maui County where 10.3% of the county's residents were under the poverty level in 2012, while Hawaii County had the highest poverty rate at 19.2%. Kauai County had a poverty rate of 11.0%.

There are several agencies across the state providing services to victims of domestic violence. Data was collected from eleven non-profit agencies (five on Oahu, one on Hawaii, two on Maui, one on Molokai, and two on Kauai) providing domestic violence related services. Between 2008 and 2012, the number of victims/survivors served increased statewide by 12%. There was a greater increase in 2009 and 2010 when the total numbers served reached 8,753 but the numbers of victim/survivors served decreased in 2011 and remained steady in 2012. The number of hotline calls received has decreased by 12% between 2008 and 2012. Counseling services and victim advocacy services both saw increases between 2008 and 2009 and have remained relatively static since then. Crisis intervention services have declined by 33% between 2008 and 2012. The fluctuation in the number of victims/survivors served and the types of services they are receiving can be due to a variety of reasons such as changes in funding, types of services offered at each agency, types of services needed by clients, or other reasons related individual agencies' data systems and/or circumstances. There was one agency that was unable to provide data for 2008 which may slightly skew the annual numbers for that year.

Statewide Domestic Violence-related Victim Services, CY 2008-2012

Type of Domestic Violence related services	2008	2009	2010	2011	2012
Domestic Violence Victims / Survivors served	8,230	10,380	10,499	8,930	8,750
Hotline Calls	19,729	18,900	18,709	17,316	16,619
Legal Advocacy/Court Accompaniments	1,621	3,256	3,328	2,657	2,683
Legal Assistance/Representation	955	1,215	1,384	1,370	1,154
Counseling Services/Support group	2,302	2,639	2,161	1,927	1,804
Victims / Survivors provided Advocacy	1,561	2,547	2,741	2,389	2,031
Crisis Intervention Services	7,356	6,175	5,766	5,083	4,791
DV Outreach / Education	5,330	11,596	9,446	8,159	7,069
Batterers' Intervention Clients	567	891	1,176	1,285	971
Other Services	391	1,657	1,788	1,460	1,614

Source: Catholic Charities - Oahu, Child and Family Service - Hawaii and Oahu, Domestic Violence Action Center, Legal Aid Society of Hawaii, Molokai Community Service

Council, Parents and Children Together - Kauai, Maui, and Oahu, Women Helping Women – Maui, YWCA of Kauai

There are nine shelter facilities statewide (three on Oahu, two on Hawaii, one on each of the islands of Molokai, Kauai, and Maui), and one for military victims and dependents only. The Department of Human Services contracts with seven non-profit entities to operate and provide emergency shelter and support services. Six of the seven agencies operating the shelters statewide provided data regarding the number of individuals served. The numbers below are not inclusive of all shelters within the State due to data collection issues. Table 5 shows significant increases in usage of shelters by victims and their family members.

Shelter for Domestic Violence Victims, CY 2008 – 2012

	2008	2009	2010	2011	2012
Victims/Survivors provided Shelter (unduplicated)	632	671	727	740	769
Family Members of Victims / Survivors provided Shelter	465	569	673	637	648
Number of Bed Nights	26,378	32,407	36,688	42,686	42,579

Source: Child and Family Service – Hawaii and Oahu, Molokai Community Service Council, Parents and Children Together, Women Helping Women – Maui, YWCA of Kauai

5. Describe the geographic coverage.

The service area of HSCADV is the entire state of Hawaii, which includes the islands of Oahu, Maui, Molokai, Kauai, Lanai, and the island of Hawaii. HSCADV services are tailored to the individual needs of specific areas, as the needs of the communities vary widely across island communities. For the purposes of this project, the area served will be the entire state of Hawaii.

II. Service Summary and Outcomes

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

Please see the attached Work Plan for a logic model describing the work, tasks and responsibilities.

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

Please see the attached Work Plan for a logic model describing the timeline and outcomes of the project.

3. Describe its quality assurance and evaluation plans for the request.

Evaluating the Overall Response

System-wide evaluations are necessary to understand the impact of different components of a coordinated community response, and the effectiveness of the overall response. A variety of sources of data may be used to measure the effectiveness of the overall response: criminal justice statistics; interviews with victims; observations of the intervention provided; interviews with practitioners; and the administration of standardized tests. Evaluating the overall response can be difficult because of the many agencies involved, inconsistency in the systems' responses, and a wide variety of methodological problems.

Quality Assurance and Evaluation

Hawaii State Coalition Against Domestic Violence is dedicated to providing quality services to the communities across the state. HSCADV maintains an organizational plan to support the agency's mission and ensure that targeted goals and outcomes are achieved to the highest standard of services. HSCADV constantly evaluates its performance and seeks input from program audiences to:

- Be accountable to stakeholders, funders and the community
- Continually improve the as it does business and serves the community
- Enhance the ability to contribute to higher quality of life for Hawaii's communities

HSCADV's written policies focus on ethics, integrity of service provision, employee standards of professionalism, and maintaining confidentiality of survivors and domestic violence programs, as mandated by both the Violence Against Women Act and the Family Violence Prevention and Services Act. HSCADV's policy and procedure manuals are accessible on site and a reference to guide employees in implementing their job responsibilities. The manuals are regularly reviewed and updated to maintain integrity with evolving best practices and funder requirements.

HSCADV utilizes logic models with specific measured outcomes and products to determine achievement of metrics throughout the project. Outcomes and outputs based on contracted deliverables with funders are tracked on a monthly and quarterly basis. Achievement of these measures are reviewed by the program directors and the Executive Director, with adjustments made on an ongoing basis to improve service delivery and complete deliverables. Staff receive ongoing supervision, with semi-annual evaluations. Through the implementation of regularly scheduled supervision and performance evaluations, a quality assurance feedback process is attained. The evaluation tools utilized by HSCADV have been approved by the US Department of Justice for use in program evaluation.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

HSCADV will provide an annual report that addresses the specific outcomes and outputs identified in the SCC logic model.

III. Financial Budget

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

Please see the attached Budget form (p.5).

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
14,222	14,222	14,222	14,222	56,887

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

HSCADV will be seeking funding from the following sources in FY 2017

- Family Violence Prevention and Services Act
- Office on Violence Against Women, Department of Justice
- State of Hawaii Department of Human Services

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years.

HSCADV has only received one tax credit in the past three years; in 2012 the Credit of the Small Employer Health Insurance Premiums was applied.

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

Please see the attached budget form (p.9).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

The balance of unrestricted current assets as of December 31, 2015 is \$146,341.

IV. Experience and Capability

A Necessary Skills and Experience

Necessary Skills

Hawaii State Coalition Against Domestic Violence (HSCADV) brings thirty-five years of experience in providing training and technical assistance and its analysis of issues relating to violence against women. Since its inception in 1980, HSCADV has developed a comprehensive array of community-based prevention and intervention services to communities, organizations and state agencies. HSCADV has been a pioneer in building a community of domestic violence services across all islands in Hawaii.

Over the years, HSCADV has developed strong community networks and effective working relationship with many service providers and community resources, including over 20 member programs in Hawaii; member programs include: Parents And Children Together, Child and Family Services, Catholic Charities, Domestic Violence Action Center, and others. HSCADV is active in advocacy for victims and their families and educating community leaders and government representatives about issues, needs and solutions. HSCADV has an established track record and organizational commitment to quality assurance and evaluation. HSCADV has never had a contract rescinded by a funder.

HSCADV will bring its demonstrated ability to facilitate diverse stakeholder discussions and lead effective collaborations. HSCADV frequently gathers and coordinates its stakeholders to ensure quality domestic violence prevention and intervention services, organize statewide public awareness campaigns and events, and mobilize for policy change. HSCADV has extensive experience in developing and implementing domestic violence task force models. HSCADV was contracted by the State of Hawaii Department of Health to implement a five-year strategic plan for domestic violence in Hawaii in 2007. The feedback received by Hawaii Department of Health was consistently positive and met contract expectations. As the lead agency in developing and implementing the five year strategic plan on domestic violence, HSCADV convened a public-private partnership with advocacy organizations, social service agencies, and state departments

and agencies to improve the system's response to survivors of domestic violence. In response to the plan, HSCADV oversaw the creation of domestic violence task forces in each county and established an Oversight Body (OSB), a multi-disciplinary group of stakeholders from the public and private sector. Representatives included Maternal and Child Health Branch (State Department of Health), First Circuit, Hawaii State Judiciary, Parents and Children Together, Department of the Attorney General, Maui Prosecutor's Office, Domestic Violence Action Center, Hawaii Coalition Against Sexual Assault, Department of Human Services and the Legislative Women's Caucus. The OSB provided unparalleled opportunity to share and provide feedback on cross cutting issues such as child abuse and neglect, sexual violence and domestic violence. HSCADV provided staffing and facilitation for the OSB, which met quarterly to review progress on annual work plans and plan performance measures.

HSCADV's advocacy efforts promote policies that keep victims safe, hold perpetrators accountable, and improve systemic response to survivors and their families. HSCADV worked alongside other crime victim advocates and survivors to establish a permanent statewide victim notification system in the State of Hawaii Department of Public Safety. The victim notification system is a valuable tool which survivors of domestic violence, their family members and advocates can use to receive timely information about changes in an offender's custody status. In collaboration with Department of Human Services and other community stakeholders, HSCADV assisted in creating screening and assessment tools of domestic violence survivors in the Child Welfare System.

HSCADV has partnered with the State of Hawaii Judiciary for many years and both have led many initiatives in the movement to end violence in Hawaii. HSCADV's level of expertise is a result of decades of integrating theory and practice from local, state and national research relating to the complex nature of domestic violence intervention.

Experience

Hawaii State Coalition Against Domestic Violence (HSCADV) has served a unique role in our state's response to domestic violence since its inception. HSCADV creates policy, legislative, and social change beyond the provision of direct services to victims of domestic violence. While the movement to end violence against women has been successful in creating and sustaining a criminal legal response and providing essential crisis services to domestic violence survivors and their families, crisis intervention alone cannot address the complex dynamics of domestic violence. HSCADV's advocacy efforts promote policies that keep victims safe, hold perpetrators accountable, and improve systemic response to survivors and their families. HSCADV leads in a variety of activities and has made a commitment to the following actions: providing an annual conference and a variety of domestic violence training opportunities statewide; community-based coordination meetings; technical assistance to a variety of service providers; conducting needs assessments and strategic planning; and systemic advocacy.

HSCADV's partnership includes programs and organizations that provide shelter, assistance in obtaining a restraining order, therapeutic counseling services for victims and children, advocacy and legal assistance primarily for survivors of intimate partner violence, and batter intervention programs to address an offender's use of violence. HSCADV efforts will benefit the population of shelter workers, domestic violence advocates, and all direct service providers of member programs and the victims they serve. HSCADV also interacts and collaborates with a complex system of private (healthcare, businesses, etc.) and public sector systems (law enforcement, child protection services workers, etc.) that interact with domestic violence survivors on a daily basis; along with local private and public partnerships on six islands (the domestic violence task force teams of the DOH 5-year Strategic Plan). The composition of each task force is unique to each community, and may include representation from faith communities, and schools.

Domestic violence is a complex social problem that takes integrated interpersonal, community, institutional and cultural responses and solutions that promote a coordinated community

response. Therefore, HSCADV works on multiple levels and with multiple communities to address domestic violence. We work to ensure that the systems and organizations a survivor may turn to for help—a domestic violence shelter, healthcare provider, or police officer—provides the survivor with trauma-informed care, and resources focused on her safety and self-determination. These were the needs addressed in the Hawaii State Coalition Against Domestic Violence's (HSCADV) application for the OVW Fiscal Year 2014 Grants to State Domestic Violence Coalitions:

- Coordination of training and technical assistance to victim service programs and organizations, as well as community organizations that serve survivors of domestic violence,
- Collaboration with Federal, State and Territorial, and local entities engaged in antiviolence against women activities, and
- Enhanced knowledge of resources and services to assist in victim safety

The need to ensure that services continue to be victim-centered, and do not compromise victim safety and recovery, are becoming more pronounced as funding cuts weaken the capacity of advocates to provide victim-centered services. The culmination of federal, state and local funding cuts across social services have resulted in decreased services, staff shortages, and increased caseloads among domestic violence programs and shelters. Likewise, community programs that address the compounding issues of poverty, mental health and substance abuse, have also been stripped throughout the state. The decreasing number of domestic violence programs and other social services means that victims have fewer places to turn, and that the complexity of issues that domestic violence programs and shelters must respond to are much more complex.

This is evidenced by Hawaii domestic violence shelters experiencing a significant increase of women experiencing mental health issues as well as homelessness. Through ongoing training and technical assistance provided to staff of the shelter regarding the vulnerability of women to experience domestic violence when they have compounding mental health and housing needs, the shelter staff reported feeling more competent to respond to these populations. HSCADV Training staff work closely with member programs across the state to identify training needs to their geographic and cultural communities, and provide training and technical assistance relevant to their needs.

In addition, many programs report that staff are becoming increasingly distressed by high caseloads, in addition to the impact of their own vicarious trauma that results from exposure to violent content, limiting their capacity to provide trauma-informed care. Program staff have expressed the need to receive peer-to-peer support. The peer support provided through HSCADV helps break this isolation and creates a supportive environment where they could learn from each other and continue to develop their services.

The lack of coordinated response is also a key barrier to providing safe, effective and trauma informed services. A complex system of service providers and government entities interact with domestic violence survivors on a daily basis. The result is that survivors navigate multiple systems that have limited communication and coordination, which fail to comprehensively address the complex realities of their lives. HSCADV has made notable progress with the Child Welfare System, Department of Health (CWS) and other state agencies. HSCADV has coordinated meetings with CWS to address systemic issues and provide technical assistance and has also created multiple curricula for CWS, including a home visitor curriculum. HSCADV has also made significant progress in engaging the Honolulu Police Department to address policy and practice issues in the department's approach to domestic violence calls. HSCADV has engaged in a series of meetings with HPD to address policies, forms, training of officers and recruits, and engaged HPD's participation in the SCC.

The state of Hawaii is the most geographically isolated landmass in the world. Accessing member programs has inherent challenges as many programs are located in rural areas of neighbor islands and transportation requires the expense of air travel with no alternative currently offered. There is a gap in service in the ability to provide live training and technical assistance opportunities in these areas due to a lack of financial resources. It is through the continued support of the Office of Violence Against Women that HSCADV is able to access these areas and enhance the capacity of member programs to provide services that enhance victim safety and self-determination.

In addition, HSCADV is committed to increasing the inclusion of voices from groups and organizations that are often marginalized. These voices include members of, and member programs that serve, under-represented populations such as immigrant populations, disabled individuals, women of color, rural populations and others. HSCADV also continues to explore ways in which survivors of domestic violence, sexual assault and stalking are able to provide feedback that is used in strategic planning. The utilization of survivor response groups are a planning resource and support focusing attention on local agency responses to survivors and under-represented populations.

In July 2014 HSCADV held its first Survivor Committee meeting. In October 2014 the Survivor Committee changed their name to the Survivor Action Committee (SAC) and agreed to monthly meetings. The SAC made this decision because they felt that there were so many issues and challenges facing victims of domestic violence in Hawaii; the SAC is committed to working towards creating solutions and implementing positive change. In December 2014, members of the SAC were invited by HPD to share their stories with the new HPD recruit class, and have since been invited to attend every weekly recall training for the next 8-9 months. HSCADV staff coordinate the all SAC meetings and has been responsible for setting the agenda and taking meeting minutes. Over the past year and a half, the SAC has engaged in policy advocacy, public awareness, legislative advocacy, and feedback to service providers, all with the facilitation and support of HSCADV staff.

HSCADV recognizes the importance of collaboration, service coordination and information sharing between staff and other public or private agencies addressing intimate partner violence. As a result HSCADV is committed to maintaining comprehensive partnerships with relevant agencies and community organizations throughout all geographic areas of the City and County of Honolulu, as well as the State of Hawaii, in order to address victim safety, batterer accountability and ultimately improve the community's response to domestic violence. HSCADV maintains a working relationship with the court system, the probation office and family service departments, as well as with the police department.

HSCADV has over thirty years of experience in maintaining strong linkages with various agencies serving a variety of populations. HSCADV maintains such open, cooperative working relationships and communication with many agencies. These community organizations include, but are not limited to:

- Catholic Charities Hawaii
- Domestic Violence Action Center
- Hale Ho`omalu, Molokai
- Windward Spouse Abuse Shelter
- Island of Hawaii YMCA Family Visitation Center
- Lanai Domestic Violence Programs, Women Helping Women
- Legal Aid Society of Hawaii
- Molokai Community Services Council
- Family Peace Center-Maui, Parents and Children Together
- Family Peace Center-Oahu, Parents and Children Together
- Ohia Shelter, Parents and Children Together
- Salvation Army Family Treatment Services

- Turning Point for Families, Child and Family Service
- Victim/Witness Kokua Services, Department of the Prosecuting Attorney City and County of Honolulu
- Women Helping Women Maui
- Family Violence Services, Young Women's Christian Association of Kauai
- Shelter, Young Women's Christian Association of Kauai

In addition to service coordination, HSCADV engages in many collaborative efforts to address domestic violence at community, island and state levels. HSCADV maintains regular interaction and active relationships with other community organizations, particularly those providing local domestic violence services. Examples of HSCADV's work with other community-based organizations include:

- Supporting legislation to strengthen legal consequences for batterers and improve safety for victim/survivors;
- Assisting in the design of model services;
- Providing community education and training to increase the knowledge of organizations working with those experiencing domestic violence;
- Facilitating and assisting with the coordination of Domestic Violence Awareness Month activities; and
- Serving on a committee that seeks to strengthen the working relationship between state domestic violence providers and DHS Child Welfare workers.

The following is a list of some of the committees and coalitions in which HSCADV participates:

- Oahu Family Justice Center Committee;
- LGBTQ Department of Human Services Workgroup
- Safe & Nurturing Families Workgroup
- Human Trafficking Task Force
- Honolulu Community Safety Assessment Project
- The Women's Coalition
- Leeward-Waianae Community Action Team
- Partners In Care- Hawaii's Homeless Coalition
- Justice Reinvestment Initiative /Statewide Automated Victim Information Network Workgroup
- VAWA Workgroup
- Domestic Violence Fatality Review Team
- Military Family Advocacy Coordinating Council
- Hawaii Says NO More
- Domestic Violence Statewide Strategic Plan Oversight Body and all county task forces

In demonstration of HSCADV's commitment to involvement with community partners and collaborating with other organizations to promote all services, HSCADV prints and distributes

HELP cards which list resources for domestic violence victims on Oahu. This card lists all domestic violence agencies in the City and County of Honolulu as well as other organizations that might assist victims, like the Sex Assault Treatment Center, Salvation Army, Adult Mental Health Division and others. The cards are widely distributed to community organizations, state agencies and the public through fairs, community events and other outreach activities. HSCADV is also regularly invited by agencies, organizations and academic bodies to provide training on issues related to domestic violence. This serves the dual purpose of meeting the educational need of the sponsoring organization while also serving HSCADV's aim to heighten public understanding of domestic violence and appropriate community responses.

Related Projects & Contracts:

Project	Contract Number/Title	Contract Period	Name/Number of Point of Contact
Family Violence Prevention and Services Act	2015G991540	October 1, 2015 – September 30, 2016	Ken Noyes, 202-205-7891
Office on Violence Against Women, Department of Justice	2015-DW-AX-0012	September 1, 2015 – August 31, 2016	Kim Gandy, 202-353-8408
State of Hawaii Department of Health Contract	Implementation of the Domestic Violence Strategic Plan 09-098	November 2, 2007 – June 30, 2013	Lynn Niitani, 733-4054
State of Hawaii Department of Health Contract	Memorandum of Agreement between Maternal Child Health Branch and HSCADV	January 1, 2013 – June 30, 2013	Tod Robertson, 733-9033

B. Facilities

HSCADV's location meets all the requirements of the American Disabilities Act (ADA) regarding client and employee access as well as OSHA requirements for safety. Every effort is made to maintain services that are centrally located in the community. HSCADV's policies ensure that the site provides maximum accessibility, safety and support for service delivery.

HSCADV's offices are located at 1164 Bishop Street, Suite 1609 in Honolulu. This office suite is in downtown Honolulu close to many State Department offices, City and County offices and the Judiciary, as well as nonprofit organizations.

The office is easily accessible by public transportation and meets ADA requirements, with appropriate entry and elevators. HSCADV provides communication and physical access to persons with disabilities as needed. All have access to several bathrooms, adequate parking, on-site security and central air conditioning.

There is meeting space in Suite 1609 for 8-10 members, and HSCADV has access to a larger conference room in the building. The building conference room comfortably fits up to 50 people, and has kitchen and bathroom access.

HSCADV has a large screen TV and a video conferencing system and is therefore well-equipped to host videoconferencing services to communities across the state of Hawaii.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

HSCADV has four full-time positions. Personnel are reflective of the population of Hawaii and several staff have been with the organization for more than five years. Staff of HSCADV are recognized as local experts in the area of intervention and prevention of violence against women and children. Staff in each program function as a team, working to ensure the smooth operational functioning of the organization. All staff work cooperatively to meet program and organizational goals. All components integrate and coordinate effective intervention through the teamwork of the staff and the leadership of the Executive Director. The staff positions included in this proposal are summarized below and reflect the minimum number of staff needed to maintain the program integrity and approach described in the Service Delivery section.

Marci Lopes, Executive Director (5% of 1 FTE)

Job Description: The Executive Director is responsible for oversight of all program staff and the Accounting Clerk. She engages in macro-level advocacy to change systems and institutions' response to domestic violence. She engages local communities and community-based organizations in the movement to end domestic violence in the state.

Michelle Rocca, Training and Technical Assistance Director (5% of 1 FTE)

Job Description: The Training and Technical Assistance Director is responsible for managing and providing all training and technical assistance, curriculum development and support to coalition member partners. She is also responsible for identifying training needs, and is responsible for grants management and reporting for the training program.

Janelle Oishi, Systems and Communities Director (50% of 1 FTE)

Job Description: The Systems and Communities Director is responsible for oversight of this grant and reporting for the program. She collaborates with member agencies, social service providers and government agencies to improve and enhance responses to domestic violence survivors. She engages in systems advocacy, providing assistance and resources for training and technical assistance opportunities.

Kim Siu, Finance Manager (5% of 1 FTE)

Job Description: The Finance Manager is responsible for oversight of fiscal-related applications of the project and will maintain records related to financial reporting. She will be submitting any required financial reports for the project.

Staff Qualifications

HSCADV sets a high standard for staff expertise with the issue of domestic violence and its analysis. Staff hired to work at HSCADV are carefully screened to ensure they possess the knowledge, capacity, skills and experience to provide proficient domestic violence advocacy, education and coordination services.

The following chart presents the job titles, responsibilities, and minimum qualifications for positions providing proposed services. Full job descriptions and staff resumes are located in the attachments, only a sampling of staff currently in these positions is mentioned here.

Position and Responsibilities	Minimum Qualifications
The Executive Director is responsible for: <ul style="list-style-type: none"> • Oversight of the program, contracts, budget and operations 	

Position and Responsibilities	Minimum Qualifications
<p>including acting as the liaison to contractors and community entities;</p> <ul style="list-style-type: none"> • Assuring quality evaluation and compliance with funder requirements; • Supervision of management staff; • <i>Marci Lopes, holds this position and has over 11 years of experience in the field of domestic violence in Hawaii and holds a Masters degree in Counseling Psychology and is a Certified Substance Abuse Counselor. Marci also has over 15 years of supervisory and management experience.</i> 	<ul style="list-style-type: none"> • Master's degree • Three years experience in domestic violence • Two years supervisory experience.
<p>Program Directors are responsible for:</p> <ul style="list-style-type: none"> • Management of day-to-day coordination of services; • Conducting assessments; coordinate implementation of the task force; • Assess the need for resources and entities required for program implementation • Community education and training. <p>Positions held by:</p> <ul style="list-style-type: none"> • <i>Janelle Oishi has 14 years of experience in the field of domestic violence, 3years as a supervisor and holds a Masters degree in Social Work.</i> • <i>Michelle Rocca has 6 years of experience in the field of domestic violence, 2 years as a supervisor and holds a Masters degree in Counseling Psychology.</i> 	<ul style="list-style-type: none"> • Master's Degree or equivalent in a human services field; • Two years experience in domestic violence programs; <p style="text-align: center;">Or</p> <ul style="list-style-type: none"> • Bachelor's Degree in human services field; and • Five years of experience in domestic violence programs.
<p>The Finance Manager is responsible for:</p> <ul style="list-style-type: none"> • Assisting in the daily operations of the organization, including fiscal and general office management • Preparing checks, create budgets, calculate billing statements, etc. • Perform all accounting duties • Compose correspondence, reports and other communication as needed • <i>Kim Siu has a Masters in Accounting and a Certificate in NPO Management.</i> 	<ul style="list-style-type: none"> • Experience in office and project management • Organizational, administrative, accounting and clerical skills

Supervision

HSCADV promotes regular supervision of all staff in order to promote program integrity while conforming to ethical standards established by the agency, the State of Hawaii and national promising approaches and the field of domestic violence practice. Supervision is also a vehicle to ensure that employees are properly implementing best practices and meeting program goals. Finally, supervision serves an important role in supporting staff members by addressing their professional development, well-being and any possible compassion fatigue.

Employees are evaluated semi-annually and goals for staff performance are established at this time. Regular feedback on progress towards these goals is provided during supervision sessions and at informal discussions throughout the year (as recommended by Latessa, Travis, Fulton & Stichman, 1998).

Training

HSCADV recognizes that its most valuable resource is its employees. HSCADV's staff training and development program is built upon that premise. Staff development activities are designed to support the overall goals and objectives of services, to ensure that services are implemented in a uniform and ethical manner. Training enables personnel to improve their knowledge, skills and abilities, while promoting awareness and sensitivity to cultural backgrounds. Additional training needs are identified at each staff meeting as well as at each individual supervisory session.

HSCADV is proactive in meeting the training needs of its workers and expects staff members to take advantage of a variety of training opportunities throughout the year. All staff maintain current knowledge on a range of topics related to domestic violence issues including but not limited to:

- Theoretical explanations of intimate partner violence (including power and control dynamics);
- Victim response to battering;
- The impact of domestic violence on children (including reactions by age and identifying/reporting child abuse);
- Barriers, risks and safety planning with victim/survivors and children;
- Characteristics of a batterer (including lethality, criminogenic criteria and risk);
- Stages of change model, Motivational Interviewing and other skills that enhance change
- Types of trauma and appropriate responses to those who have experienced trauma;
- Client and staff safety and emergency procedures (including suicide intervention and responding to difficult clients);
- Client confidentiality laws and practices;
- Assessment and risk appraisal techniques;
- Group dynamics and group facilitation techniques; and
- Working with families from varying ethnic and cultural backgrounds.

B. Organization Chart

Attached is an organization chart of HSCADV staff and positions.

C. Compensation

Please see the attached Budget form (p. 6).

VI. Other

A. Litigation

HSCADV has no litigation pending.

B. Licensure or Accreditation

There are no special qualifications, licensure or accreditation that is required for the non-direct service activities of HSCADV. HSCADV is a longstanding member of the National Coalition

Against Domestic Violence (NCADV) and the National Network to End Domestic Violence (NNEDV).

C. Federal and County Grants

In the current period beginning July 1, 2015, HSCADV has received two federal grants: The Office on Violence Against Women, Department of Justice, which awarded \$82,882 and the Family Violence Prevention and Services Act, which awarded \$241,071.

D. Private Educational Institutions

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

E. Future Sustainability Plan

Please see the attached project logic model that details the plan for sustainability of the project after the fiscal year 2016-17.

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

Please see the attached certificate of good standing from the Director of Commerce and Consumer Affairs, dated January 15, 2016.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii State Coalition Against Domestic Violence

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	25,558	176,248		
2. Payroll Taxes & Assessments	3,323	28,378		
3. Fringe Benefits	2,686	12,670		
TOTAL PERSONNEL COST	31,567	217,296		
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	7,920	9,560		
2. Insurance	321	2,747		
3. Lease/Rental of Equipment	597	3,334		
4. Lease/Rental of Space	4,612	22,240		
5. Staff Training	0	850		
6. Supplies	1,800	1,797		
7. Telecommunication	716	3,208		
8. Utilities	0	0		
9. Meetings & Events	2,400	600		
10. Program materials	1,200			
11. Postage	30			
12. Ground Transportation	2,880			
13. Per Diem	1,800			
14. Lodging	0			
15. Mileage and Parking	1,044			
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	25,320	44,336		
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	56,887	261,632		
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	57,012	Janelle Oishi 808-832-9316		
(b) Total Federal Funds Requested	238,460	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	0	Janelle Oishi, Director of Systems & Communities		
TOTAL BUDGET	295,472	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii State Coalition Against Domestic Violence

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	\$74,230.00	25.00%	\$ 18,557.50
Director of Training & Technical Assistance	1	\$50,000.00	5.00%	\$ 2,500.00
Director of Systems & Communities	1	\$50,000.00	5.00%	\$ 2,500.00
Finance Manager	1	\$40,000.00	5.00%	\$ 2,000.00
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TOTAL:				25,557.50
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii State Coalition Against Domestic Violence

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Xerox Copy machine (rental)	1.00	\$597.00	\$ 597.00	597
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 597.00	597

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

Total cost of the equipment rental for the year is \$5,000 with 15.5% being allocated to this grant based on staff time allocations.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii State Coalition Against Dome

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
No funds are being requested for capital projects.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hawaii State Coalition Against Domestic Violence

Contracts Total: 1,400,376

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Family Violence Prevention and Services Act	10/1/2014-9/30/2015	Department of Health and Human Services	US	238,430
2	Office on Violence Against Women	9/1/2014-8/31/2015	Department of Justice	US	81,795
3	Family Violence Prevention and Services Act	10/1/2013-9/30/2014	Department of Health and Human Services	US	216,474
4	Office on Violence Against Women	9/1/2013-8/31/2014	Department of Justice	US	76,431
5	State of Hawaii Department of Health	11/2/2007-6/30/2013	Department of Health	State of Hawaii	774,746
6	State of Hawaii Department of Health	1/1/2013-6/30/2013	Department of Health	State of Hawaii	12,500
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

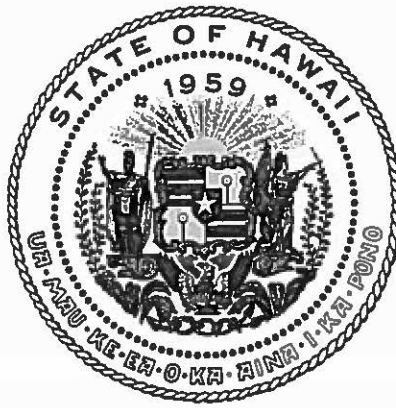
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii State Coalition Against Domestic Violence
(Typed Name of Individual or Organization)

1/16/2016
(Date)

Janelle Oishi
(Typed Name)

Director of Systems & Communities
(Title)



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE

was incorporated under the laws of Hawaii on 03/22/1994 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 15, 2016



Director of Commerce and Consumer Affairs

Job Description: 2016 Finance Manager

Position Description

With direct supervision from the Executive Director, the Finance Manager will be responsible for managing the HSCADV office, managing certain projects, and providing administrative, accounting, and clerical support for the HSCADV activities. The Finance Manager is responsible for operations of the HSCADV. The Finance Manager will maintain the philosophical and programmatic integrity of the organization consistent with the mission of the HSCADV and the battered women's movement.

Organizational Description

The Hawaii State Coalition Against Domestic Violence (HSCADV, the Coalition) is a private, nonprofit, statewide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to engage communities and organizations to end domestic violence through education, advocacy, and action for social justice. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

Schedule

The position is for 40 hours per week. Hours may vary in accordance with job demands.

Key Responsibilities

- Assist the day-to-day operations of the HSCADV, including fiscal and general office management.
- Handle day to day office tasks including: bill payments; bank deposits; maintain financial records; initiate invoices; bill payments; monitor and replenish the petty cash fund; etc.
- Maintain general office duties which may include: answer office phone, file documents, send fax, assist visitors, coordinate appointments, coordinate daily schedules, procure and maintain office equipment; maintain/replenish office supplies; coordinate and schedule office maintenance; etc.
- Accounting tasks may include: prepare checks, create budgets, calculate billing statements, prepare and submit tax documents, manage inventory records, etc.
- Draft the HSCADV agency and program/project budgets.
- Monitor HSCADV agency and program grants and financial report deadlines.
- Perform accounting tasks and coordinate with the accountant.
- Prepare for and coordinate the annual agency audit with the accountant.
- Track member agency/program membership dues, including invoicing and following up on status of payment.
- Compose correspondence, reports, and other communication as needed.
- Prepare material for the HSCADV Board and Committee meetings, as well as preparing the minutes from the Committee meeting and reimbursing members for airfare for attending a full day meeting.
- Provide administrative support to the HSCADV Subcommittees.
- Retain and storage of past HSCADV records, financial files, employee files, and other pertinent information.
- Perform other related duties as assigned.

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Oregon Child Development Coalition

Migrant Head Start: Family Services Manager

Supervised all family services worker staff, as well as the Parent Involvement Coordinator, and Disabilities Coordinator. Responsible for the Family Services Division and ensured the program was in compliance with all federal Head Start guidelines, and state guidelines. Coordinated several community involvement activities for parent participation and integration into the community.

HIGHLIGHTS

May 2004 Harvest of Hope award for outstanding advocacy for families and children for the State of Oregon.

LICENSES AND CERTIFICATIONS

- Certified Crisis Prevention Intervention Instructor
- NCC Nationally Certified Counselor
- Certified Substance Abuse Counselor

Training & Technical Assistance Director

Position Description

This position is responsible for the Coalition's training and technical assistance efforts; researches and designs curriculums individually and with the training department; delivers trainings on domestic and sexual violence and related topics throughout the state of Hawaii; provides technical assistance; and, represents the Coalition at events, meetings, and task forces. The Training & Technical Assistance Director is a member of the Coalition's Management Team and upholds the mission, vision and guiding principles of the Coalition.

Organizational Description

The Hawaii State Coalition Against Domestic Violence (HSCADV, the Coalition) is a private, not-for profit, state-wide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to engage communities and organizations to end domestic violence through education, advocacy, and action for social justice. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

Key Responsibilities

- Provide technical assistance to and consultation with local domestic violence service providers throughout Hawaii. Technical assistance includes on-site support and training, telephone response and support, and provision of resource materials.
- Provide overall supervision to the HSCADV Training & TA department to ensure coordination and implementation of local, regional and statewide trainings on domestic violence and related topics, including assisting in developing and providing training for program staff, executive directors, volunteer board members and allied professionals.
- Develop and provide training to allied professionals as requested.
- Research, develop and disseminate promising practice models, policies, procedures, and information in the areas of programs and services, agency development, underserved populations and other related areas as needed.
- Provides leadership for the organization as a member of the Management Team;
- Creates and maintains the Coalition's annual training calendar
- Receives, distributes, and tracks training requests
- Stays current with domestic and sexual violence research
- Provides leadership on the Coalition's conference and training summits
- Provide supervision to the Domestic Violence Educator and other staff as assigned.
- Attend meetings related to coordination/facilitation of training & TA as needed and acts as a Coalition liaison.
- Provide support to and participate in HSCADV events
- Perform other related duties as assigned

Qualifications

- At least three years of experience working in domestic and/or sexual violence advocacy or related field
- Experience in public speaking as well as providing education, training and technical assistance
- Demonstrate understanding of the dynamics of domestic violence, anti-oppression framework, and consensus decision making
- Demonstrated commitment to ending violence against women and social change
- Experience facilitating meetings and working with teams and groups
- Experience working with diverse communities and audiences
- Ability to coordinate activities with volunteers, interns, and other agency staff
- Excellent writing, research, listening and speaking skills
- Demonstrated ability to complete assignments within established time frames
- Demonstrated team building, problem solving, creative/ analytic thinking skills, and organization skills
- Demonstrated ability to work independently, manage multiple projects and plan strategically in high pressure, limited resource work environment
- Self-initiated, motivated, well-organized, able to work with minimal supervision

Requirements

- Valid driver's license, insurance and access to a vehicle
- Travel to neighbor islands

Salary & Benefits

Competitive salary DOE. Comprehensive benefits package, including health, dental, vision, disability, life insurance and retirement plan.

HSCADV is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.

hscadv **HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE**

EXECUTIVE DIRECTOR

Position Description

The HSCADV Executive Director is responsible to the HSCADV Board of Directors for the overall management of the organization, its services, staff and financial resources to successfully achieve organizational goals and mission.

Organizational Description

The Hawaii State Coalition Against Domestic Violence (HSCADV, the Coalition) is a private, not-for profit, state-wide domestic violence coalition which has been in existence since 1980. As a statewide coalition of domestic violence programs, our mission is to ensure the safety and protection of women in intimate relationships by coordinating domestic violence prevention and intervention services, providing training and education, affecting public policy, and establishing coordinated and consistent procedures and actions by the civil and criminal justice systems in Hawaii. HSCADV provides collaboration and coordination with federal, state, and local entities engaged in violence against women activities.

Primary Responsibilities

Under the direct supervision of the HSCADV Board of Directors Executive Committee:

Fundraising

- Oversee fundraising planning, maintain existing funding sources and implementation including; attracting new funding sources; developing revenue generating strategies; grant writing; and administration of fundraising records and grant reporting.

Board Relations

- Facilitate an effective board of directors and work with the board to further sharpen the organization's strategic direction.

Strategy/Planning

- Provide leadership, planning and implementation of organizational goals and objectives consistent with the mission and core values of the HSCADV.

Advocacy/Public Awareness/Community Relations

- Provide leadership, planning and implementation of public policy agenda, relative to state and federal government responses to domestic and sexual violence issues. Responsibilities include communication with members and staff of the Hawaii legislature, provide testimony, and represent HSCADV with related service organizations and state and federal government agencies.
- Represent HSCADV through participation in public policy efforts with other related national and state non-governmental organizations. Act as primary spokesperson for HSCADV public policy goals and initiatives.
- Provide comment and maintain visibility through media and coordinated campaigns to highlight family violence as a community problem

hscadv **HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE**

- Seek opportunities to lead organization as participants in appropriate and relevant community events

Financial Management

- Plan, administer and oversee all phases of budgetary planning and execution, providing financial reports for approval of the board.
- Monitor monthly financial reports, compliance with all requirements for grants, contracts, and federal and state tax forms and reports. Assist in the development of grant and contract proposals and revisions.

Staff and Program Management

- Support and engage supervisory staff in aligning their roles and the organization's structure with its strategic direction.
- Provide direct supervision for Managers and indirect supervision of HSCADV staff, providing direction and consultation for effective daily operations.
- Provide leadership and general administrative oversight in the development of the organization's trainings, materials and publications.
- Serve as a resource and support to member programs, providing technical assistance and training as needed. Receive requests by telephone, mail or e-mail, analyze requests, provide information requested or route the request to the proper person.
- Serve as managing editor for the planning and development of HSCADV publications.

Qualifications

Master's degree or bachelor's degree or equivalent combination of education and experience. Seven to ten years' experience in domestic and/or sexual violence advocacy or related field and program and personnel management. Previous experience in written communications, policy analysis, and media work preferred. Experience or familiarity with statewide membership organizations preferred.

Working Conditions

- Forty (40) hour workweek, extended hours may be required to meet deadlines.
- Requires travel to customer locations both in/out of town.
- Employee may be exposed to outdoor environments and may not be protected from weather conditions.
- Employee may be exposed to moving mechanical parts, moving vehicles, or electrical current.
- The noise level in the work environment may be of sufficient noise to cause the employee to be distracted.
- Some evenings and weekends may be required based upon business demand.

Physical Requirements

hscadv **HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE**

- Standing or sitting for long periods, bending, stooping, occasional lifting, walking, climbing stairs, kneeling, squatting, crouching, balancing, lifting over 25 lbs.
- Must have ability to travel to member program sites using a personal vehicle, safely, maintaining proper licensing and insurance coverage, and following company policy.
- Ability, on a consistent basis, to perform work activities requiring cooperation, instruction, persuasion, or speaking with others.
- Ability to communicate effectively in person, on paper and by telephone with customers.
- Regular use of telephone equipment required.

Personal Characteristics

The successful individual will demonstrate the following:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and that of others are consistent and in align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of customers to meet or exceed their expectations.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, activities.
- **Technological Aptitude:** Understand software applications and maintain skills necessary to effectively perform key responsibilities through use of company programs used by the organization.

Salary & Benefits

Competitive salary DOE. Comprehensive benefits package, including health, dental, vision, disability, life insurance and retirement plan.

HSCADV is an equal opportunity employer; people of color and individuals from diverse backgrounds are encouraged to apply. HSCADV does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age, or disability.

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Hawaii State Coalition Against Domestic Violence

Contracts Total: 1,400,376

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Family Violence Prevention and Services Act	10/1/2014-9/30/2015	Department of Health and Hun	US	238,430
2	Office on Violence Against Women	9/1/2014-8/31/2015	Department of Justice	US	81,795
3	Family Violence Prevention and Services Act	10/1/2013-9/30/2014	Department of Health and Hun	US	216,474
4	Office on Violence Against Women	9/1/2013-8/31/2014	Department of Justice	US	76,431
5	State of Hawaii Department of Health	11/2/2007-6/30/2013	Department of Health	State of Hawaii	774,746
6	State of Hawaii Department of Health	1/1/2013-6/30/2013	Department of Health	State of Hawaii	12,500
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii State Coalition Against Domestic Violence
(Typed Name) _____
(Signature)  _____

(Date) 1/16/2016

Janelle Oishi _____
(Typed Name) _____ Director of Systems & Communities
(Title) _____