

House District \_\_\_\_\_

Senate District \_\_\_\_\_

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:  
Women In Need WIN

Dbas: \_\_\_\_\_

Street Address: 3138 A Elua Street, Lihue, HI 96766

Mailing Address: PO Box 414 Waimanalo, HI 96795

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Erika Teska

Title Operations & Grants Administrator

Phone # 808.354.2659

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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:

WIN Domestic Violence - Family Services

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 154,416

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 \$ 90,344  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
APPROVED SIGNATURE

Mary Scott-Lau, Executive Director

NAME & TITLE

1/15/16

DATE SIGNED



RECEIVED

1/19/16 *na*

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## Application for Grants

### I. Background and Summary

1. A brief description of the applicant's background;

Women in Need (WIN) is a 501 (c) (3) human services organization whose mission is to “empower families and individuals at risk by helping them develop the basic tools and skills of personal development and self-sufficiency that enable them to live in safe and stable environments, and in healthy relationships.”

WIN has been serving the community since 1996. Founder and Executive Director, Mary Scott-Lau, began her mission of empowering at-risk women to rise above their past and start creating a better future for themselves and their families. Her efforts have grown WIN into the multi-function organization it is today, serving individuals and families on the islands of Oahu and Kauai.

In addition to supportive services and outpatient treatment, for the past eight years WIN has operated the Bridge to Success Transitional Home Program (BTS) on Oahu and Kauai. BTS provides a safe place for women and their children who are transitioning out of domestic violence situations, homelessness, and re-entering the community from prison.

WIN provides services with integrity and sensitivity to people from various racial and ethnic backgrounds. WIN recognizes that problems do not just affect one person or problem. In order to help the individual to overcome their situation the intervention needs to look at the whole person, situation, and family.

Women In Need works closely with other service agencies in order to provide a continuum of care for its clients. A continuum of care with a community-based support is key to helping a victim become a true survivor. On a larger scale, the issue of domestic violence requires community development to make lasting changes in the laws, procedures and attitudes relating to domestic violence. WIN already works towards helping survivors with direct support and referrals to other community services. WIN operates with a reputation of success and commitment to helping the communities of Hawaii.

WIN Domestic Violence Family Services Program is supported by the vision, mission and philosophy statements of WIN, which are delineated below:

### **Vision**

Our vision is that of creating an environment where all people, regardless of background and ability, can grow, make choices, and be valued and contributing members of our community. In this vision, we see the welfare of all people being vested in the welfare of each individual. We believe that all human life is sacred, having equal and unconditional value.

We believe that it is important to recognize and value individual differences and diversity as a means of validating uniqueness and affirming the great diversity of the human community. Our services and supports value and reflect the great diversity of the communities, individuals, and families we serve. We believe that it is important to live in an environment where all of us have the opportunity to consider the moral and spiritual aspects of our work.

#### **2. The goals and objectives related to the request;**

Women In Need is committed to ending the cycle of domestic violence through education, awareness and prevention programs including crisis intervention and support groups to anyone who has been a victim of violence or is at risk. Since 1996, Women In Need has provided service to victims of domestic violence in the form of crisis intervention, classes, advocacy, transitional housing, case management, and resource referrals.

WIN will provide specific resources and services that address the safety, economic, housing, and workplace needs of victims of sexual assault, domestic violence, dating violence, or stalking, including emergency assistance.

This project will provide services to approximately 25 women over the course of this project. The funds requested through Grant In Aid Funding Opportunity will be used for support services: advocacy, crisis intervention, case management, classes, and group support.

Our goal is to provide domestic violence sensitive specific services to the underserved victims of domestic violence in Hawaii. We are dedicated to empowering underserved women and their families to stay free of violence and abuse in all aspects of their life. In our goal towards the elimination and prevention of the conditions that perpetuate violence against women and children, our objectives are:

1. To increase encouragement for victims by advocating on behalf of them with cultural and language appropriate services.
2. To increase the safety of the underserved victims through safety assessments, safety plans, and intake services.

3. Increase access to services for victims by providing a continuum of safe care.
  
3. The public purpose and need to be served;

An estimated 1.3 million women are victims of physical assault by an intimate partner each year.<sup>1</sup> But it's not only the women experiencing the abuse that feel its impact: their children, friends, family and co-workers are affected as well. Domestic violence comes in many forms and impacts our entire community. It isolates survivors and victims from social and financial help, often leaving them to choose between returning to their abuser or becoming homeless.

When a woman leaves an abusive relationship, she often has nowhere to go. For many, the only choices are staying in the abusive environment, going to a shelter or living on the street. Studies show a connection between domestic violence to homelessness, particularly among families with children. One study has found that 50% of homeless women and children were fleeing abuse.<sup>2</sup>

Unfortunately, the silent victims of domestic violence are children. Domestic violence is usually ongoing and tends to have greater impact on the individual's functioning. Chronic victimization can lead to clinical levels of anxiety or posttraumatic stress disorder in both children and adults. According to Joseph S. Volpe, Ph.D., B.C.E.T.S. Director, Professional Development at the American Academy of Experts in Traumatic Stress; "children exposed to domestic violence are at significant risk for delinquency, substance abuse, school drop-out, and difficulties in their own relationships."<sup>3</sup>

According to the National Domestic Violence Hotline and the National Center for Victims of Crime - domestic violence is defined as a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Domestic Violence in our communities is an urgent problem requiring cultural advocacy and community-based strategies that encompass the ethnic and demographic diversity of this population. The urgency is

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<sup>1</sup> Costs of Intimate Partner Violence Against Women in the United States. 2003. Centers for Disease Control and Prevention, National Centers for Injury Prevention and Control. Atlanta, GA.

<sup>2</sup> Published by the National Coalition for the Homeless, August 2007

<sup>3</sup> Effects of Domestic Violence on Children and Adolescents: An Overview Joseph S. Volpe, The American Academy of Experts in Traumatic Stress

compounded by several issues that particularly affect Oahu such as different cultural norms of Asians, Native Hawaiians and Pacific Islanders: high prevalence rates, unique dynamics and manifestations of abuse, isolating socio-cultural barriers, and the tenacity of traditional cultural and community attitudes.

WIN focuses its services on underserved persons by providing services tailored to the unique needs of that population. Forty one to sixty percent of Asian women report experiencing domestic violence (physical and/or sexual) during their lifetime<sup>4</sup> in community-based studies compiled by the Asian & Pacific Islander Institute on Domestic Violence. This is higher than the prevalence rate in the general population: Whites (21.3%); African-Americans (26.3%); Hispanic, of any race, (21.2%); mixed race (27.0%); and American Indians and Alaskan Natives (30.7%). It is also higher than the 12.8%<sup>5</sup> rate reported for Asians and Pacific Islanders in the same national survey, which may be attributed to under-reporting arising from language and socio-cultural barriers.

Current services and gaps in providing service suggest an enormous problem and barriers in Hawaii, leading local experts to believe that reported cases reflect merely the "tip of the iceberg." For instance:

- Nine 24-hour spouse abuse shelters exist statewide, and all are usually full to capacity.
- Counseling programs for victims are overwhelmed by clients needing services.
- Clients are often placed on long waiting lists for weeks or months.
- 1 in 7 women (14.2%) in Hawai'i has experienced a completed forcible rape during their lives<sup>6</sup>.
- Nearly 1 in 5 women (18.3%) in the United States has been raped in her lifetime. This includes forced penetration (completed or attempted) or alcohol/drug facilitated completed penetration<sup>7</sup>
- Sexual victimization is associated with severe and enduring behavioral consequences for victims, including increased drug and

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<sup>4</sup> The low end of the range is from a study by A. Raj and J. Silverman, Intimate partner violence against South-Asian women in Greater Boston *Journal of the American Medical Women's Association*. 2002; 57(2): 111-114. The high end of the range is from a study by M. Yoshihama, Domestic violence against women of Japanese descent in Los Angeles: Two methods of estimating prevalence. *Violence Against Women*. 1999; 5(8):869-897.

<sup>5</sup> Tjaden P, Thoennes N. Extent, Nature, and Consequences of Intimate Partner Violence: Research Report. Washington, DC: National Institute of Justice and the Centers for Disease Control and Prevention; 2000.

<sup>6</sup> Ruggiero, K.J. & Kilpatrick, D.G. (2003). Rape in Hawaii: A Report to the State. Charleston, SC: National Violence Against Women Prevention Center, Medical University of South Carolina.

<sup>7</sup> Black, M.C., Basile, K.C., Breiding, M.J., Smith, S.G., Walters, M.L., Merrick, M.T., Chen, J., & Stevens, M.R. (2011). The National Intimate Partner and Sexual Violence Survey (NISVS): 2010 Summary Report. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention

alcohol use, domestic violence, depression, suicide and teenage pregnancy. (Seymour et al. 1992).<sup>8</sup>

### **Domestic Violence Related Homicide**

- In a six-year period, 160 cases in API families resulted in 226 fatalities, of which 72% were adult homicide victims, 10% were child homicide victims, and 18% were suicide deaths.
- 68% of victims were intimate partners (current, estranged, or ex-partners), of which 111 were women and 14 were men.
- 83% of homicide perpetrators were men, 14% were women, 3% unknown. <sup>9</sup>

### **Ethnic Diversity & Culturally Competent Programs**

The enormous ethnic diversity of Asian and Pacific Islander communities (there are 20 ethnic groups in the U.S. Census of 2000); their demographic diversity (rural, urban, youth, elderly, etc.); their levels of acculturation based on immigration histories and socioeconomic status; and the fact that they are the fastest growing population in the U.S.; attests to the need for diversity in culturally specific prevention and intervention.

#### *Dynamics of Domestic Violence in Asian and Pacific Islander Families*

Domestic violence is a universal problem, but its cultural expressions differ. Drawing attention to such differences can serve to confirm stereotypes because nuanced complexities are hard to convey; but advocacy that is not rooted in cultural contexts is even more problematic. For some (but not all) Asians, Native Hawaiians and Pacific Islanders, the patterns, types and dynamics of domestic violence differ.

#### **Two Significant Differing Dynamics: Multiple Batterers & Single Victim**

- Perpetrators can include marital family members: husbands, mothers-in-law, fathers-in-law, brothers-in-law, sisters-in-law, ex-wives, new wives; and/or members of a woman's natal family - her parents, aunts, uncles, adult siblings.
- Multiple batterers may act separately, each using different types of abuse.
- Multiple batterers can act together, playing different roles in one incident.

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<sup>8</sup> Seymour, A., Kilpatrick, D., Edmunds, C. (1992). *Rape in America: A Report to the Nation*. Arlington, VA: National Center for Victims of Crime.

<sup>9</sup> Dabby C, Patel H, Poore G. *Shattered Lives: Homicides, Domestic Violence and Asian Families*. San Francisco, CA: Asian & Pacific Islander Institute on Domestic Violence; 2009.

- In-laws may encourage or support domestic violence, but not perpetrate it themselves.
- Multiple abusers may use coercive control tactics; exercise micro-controls on her movements - monitoring, tracking, and reporting on them; exert power and control from afar through texting, webcams, and other technologies.

### **Push & Pull Factors**

Terms used to explain immigration -negative circumstances that 'push' people to leave and positive attractions that 'pull' them to migrate- are applied to battered women's experiences.

- Pull factors are behaviors and statements that 'pull' or lure her back into the relationship by offering apologies, reassurances and promises to change.
- Push factors are meant to 'push' her out of the relationship, rather than draw her back in.
- API women report feeling pushed out of the relationship or marital home ("leave the house, give me a divorce, I can always find another wife") more frequently than they are pulled or enticed back into it ("come back to me, I won't do it again").
- Push and pull factors affect how decisions, especially about leaving, are made.

The community, cultures, geography and dynamics in Hawaii are unique. This also presents unique challenges; families and communities are well connected, seeking safety when escaping a domestic violence relationship can be difficult—the survivor escaping a relationship can move, but inadvertently end up in a neighborhood near her abuser's co-worker, cousin, friend, etc.

Unlike the mainland US, where you can literally drive for several hours and be in another county or even state, there is a finite limit to distance a victim can move away, always still on an island. The cycle of domestic violence and substance abuse can run within generations in a family, which can further keep a victim in that cycle due to normalization of their experience, not knowing anything different, family pressure to stay in the community or family, and keeping children with both parents. Rural areas such as the Leeward Coast pose other issues. Many individuals on the Waianae Coast have never left the coast and have not been to Honolulu. Isolation due to poverty, life circumstances and domestic violence is common. Services at times need to be brought into those communities. Having a Waianae house makes outreach possible, but at the same time, needing to address the safety issue of continuing to be in the community, which can increase safety issues.



The population of Hawaii is culturally diverse; however, Asian and Pacific Islanders have similar cultures with respect to how the family is important. The Ohana (family) and Keiki (children) are very important. Cultural issues, low self-esteem, isolation from family and friends, fear that disclosure could lead to removal of children are barriers that prevent women from reporting domestic violence. Barriers for Asian and Pacific Island women are compounded by Cultural and Linguistic Barriers:

- Not having access to written material in the target population native language.
- Victims feeling shame
- No Money for service, housing, and child-care
- Not educated in legal system
- Undocumented victim
- No knowledge or available resource
- Intimidated by the process.

Women In Need understands the unique challenges of living in paradise when it comes to addressing domestic violence. The program provides racially and culturally appropriate services to women and children who are victims/survivors of all forms of violence. In order to stop the cycle of violence, WIN empowers survivors to overcome the devastation of abusive relationship by eliminating and preventing the conditions that perpetuate violence against women and children.

4. Describe the target population to be served; and

The target population has been identified as women escaping domestic violence, dating violence, sexual assault, stalking, and prior victimization. The target population is largely of minority ethnic background. WIN truly serves clients of diverse cultural backgrounds and mixed social status. Survivors often experience homelessness, domestic violence, substance abuse, involvement in the criminal justice system, and mental health challenges in addition to domestic violence. Many of the clients have difficulty in the area of employment. Education and job experience/skills play a role in breaking the cycle of homelessness and poverty, and WIN's staff actively assists clients in these areas to help move clients towards self-sufficiency. Many individuals have the added difficulty of an incarceration history with parole or probation requirements, which can make it difficult for the clients to obtain gainful employment. WIN's staff works with the clients to overcome these challenges when the community may not be able or willing to help them.

5. Describe the geographic coverage

The service area is the west side and central Oahu and Kauai. Although it can be argued that services could be provided to survivors in the communities they live in to reduce disruption to their lives and the lives of their children, WIN believes that each case needs to be evaluated individually. In a large percentage of situations, it actually increases the dangerousness for the survivor to remain in their current community. During the intake process staff will work closely with the survivor to evaluate each situation and try to make an appropriate decision that increases safety for her and her children.

## II. Service Summary and Outcomes

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

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

WIN incorporates a Healing Oriented System of Care (HOSC) to provide survivors of domestic abuse and their children the help they need as they recover from abuse and move forward in their lives. WIN utilizes a trauma informed approach when providing support and advocacy services to survivors and children, which means attending to their emotional as well as physical safety. The Program facilitates survivors' increased access to physical safety, economic resources, and legal protections. The program also assists survivors in strengthening their psychological ability to deal with the multiple and complex issues they may face in accessing safety, recovering from the traumatic effects of domestic violence and other abuse, and rebuilding their lives. WIN provides services in an environment that is welcoming, inclusive, de-stigmatizing, and non-re-traumatizing.

Survivors reaching out to WIN will first be assessed by a staff or trained intern/practicum students and assigned an advocate to work on the individualized service plan. The client and advocate will develop a Safety Plan and strategy to help the client work on overcoming barriers, providing psycho-education around trauma and healing, recognizing triggers and helping to heal from past abuse. However, they choose what they need and work with us on their terms. Previously they have been told or forced into situations. We honor their choices and give them back their voice.

Program to include/and not limited too:

- Advocacy – advocate on behalf of victim with cultural and language appropriate services
- Education - Provide 24-week session classes that will provide education regarding cycle of violence, DV, safety plans and additional outside/resources
- Crisis Response – Safety assessment, emergency shelter, intake
- Case Management
- Shelter – Emergency and Transitional
- Provide referrals to psychologist, state agencies, DV Hotline, YMCA, VLSH Volunteer Legal Services Hawaii, pro bono attorney

WIN will also collaborate with Ohana Services Network, Volunteer Legal Services Hawaii, YWCA, Family Court, Windward Spouse Abuse Shelter, Newman Consulting Services, Transitional Housing, and Legal Aid as necessary to provide holistic services to clients.

In eliminating and preventing the conditions that perpetuate violence against women and children, WIN staff will provide confidential, safe and nurturing relationships with victims served by this project. Activities involved include:

**To increase advocacy for victims by advocating on behalf of them with cultural and language appropriate services:**

We will serve racially, ethnically and culturally diverse populations. WIN staff is aware of the differences in culture of our target groups. Each woman will be treated with respect and sensitivity in regards to her culture. Immigrant, non-English speaking victims face unique challenges in being isolated, unable to communicate with services, not understanding their rights, services available or having outreach material readily available in their native language. Many times, immigrants from other countries face additional challenges with a historic mistrust of government, the police and "systems", as in other countries, there is frequently abuse of power and corruption.

- WIN will provide interpreter services to clients free of charge and have access to interpreter services. If necessary and when available, WIN will also obtain written material in the target populations native language regarding domestic violence, for example, temporary restraining orders, court documents, and education.
- WIN has access to language interpreter services. Through staff training and sensitive communication, we will recognize a limited English proficiency (LEP) caller's decision not to use language services initially; however, we will stress the need to use these

services while allowing client to express their reluctance to use these services, and addressing their concerns.

- Although WIN honors a survivor's choices, we want to ensure that the services we provide to our clients are meaningful, effective and client centered. Without being able to communicate with staff, this would make it very difficult to gather or give information to the client, and we feel that this could increase safety concerns for the client, staff and other clients. Staff will use trauma informed approaches in working with the client and exploring to the best of our ability the reasons that a LEP client does not want to use language services.
- WIN will provide culturally and linguistically specific resources and services that address the safety, economic, housing, and needs of victims of domestic violence, dating violence, sexual assault, or stalking, including emergency assistance.
- WIN utilizes a culturally sensitive and trauma informed approach when providing support and advocacy services to survivors and children, which means attending to their emotional as well as physical safety, providing empathy and understanding around their beliefs and behaviors that at times might appear confusing to others. This facilitates survivors' increased access to physical and emotional safety, economic resources, basic needs and legal protections.

**To increase the safety of victims through safety assessments, safety plans, and intake services:**

Leaving an abusive relationship can be intimidating and difficult. This important step needs to be recognized by staff. There can be a lot of mistrust, suspicion, fear and reluctance to open up and ask for help. WIN prides itself with having a dedicated staff that has both professional and personal experience with domestic violence. Taking a trauma-focused approach with clients will help both staff and clients begin to develop a positive working relationship. Each survivor's services will be individualized, as each survivor will have different needs.

- During the screening process, we will evaluate each situation and together with staff and the caller, try to make an appropriate decision that increases safety for the client, staff and other clients. See Attachment I for Domestic Violence Assessment.
- Trained staff shall provide victims of domestic violence with crisis assistance, information and referral, screening, and preliminary assessment for intake into the shelter program. The staff will be trained in trauma informed care, what this looks like as service providers and how this will positively benefit the survivors seeking services and existing clients in our programs. A hotline log, scripts and resources will be created to assist staff with answering hotline phone calls.

- WIN shall screen and assess the appropriateness of the survivors and children for its services as determined by the service specifications and its agency policies. Documentation of screening and preliminary assessment for intake shall be maintained in the client file.
- WIN staff will ask questions on the assessment phone call about language barriers and take steps to ensure that information gathered is accurate, and that the caller is safe. A return call with interpreter service will be made if the caller is being assisted by a family member or if the staff member feels that finishing the call with the family member assisting is not in the best interest of the caller (safety issues).
- WIN will have an intake procedure for all callers. All staff that answers the hotline will be trained. An intake manual will be created that will have "scripts" and flow chart to try to ensure that every client gets the same level of attention. Our assessment questionnaire will have questions regarding Limited English Proficiency, to ensure that WIN is truly meeting the immediate safety needs of a survivor who has LEP, while remaining respectful and culturally aware of the questions and requests of the caller.
- WIN will provide safety assessment, safety plans, advocacy, shelter and resources free of charge. During case management, other financial resources can be explored such as job training, government assistance and other subsidies/income.

**Increase access to services for victims by providing a continuum of safe care:**

- The supportive classes offered by WIN will consist of 24 sessions. See Attachment J for curriculum. WIN provides classes with "rolling admission" meaning that clients may join at any point in the class schedule. When clients complete the 24-week class, they will learn all parts of the curriculum, regardless of when they enroll in the class.
- In addition to the classes, WIN will provide weekly domestic violence support groups, cultural activities, life skills classes, individual meetings with advocate or case manager, and other services as required.
- Our clients will develop healthy connections, learn effective interpersonal communication, peaceful conflict resolution skills, learn to make safe and choices and feel deserving of healthy and loving relationships.
- Through Domestic violence classes and services, participants will learn that they are not alone and they are not to blame. In Hawaii, we are unique in that we have a multitude of cultures. Culture can

also play a huge role in shame, guilt and blame, which often keeps victims from seeking services.

- They will have access to resources, which is important, as victims of domestic violence are usually isolated, unaware of resources or help available, or lack access to services and advocacy. They will have knowledge of their rights as abused victims and learn to have a voice.
- WIN will also assist survivors in identifying and strengthening their psychological ability to deal with the multiple and complex issues they face in accessing safety, recovering from the traumatic effects of domestic violence and other abuse, and rebuilding their lives and helping survivors to increase their support systems of both formal and informal resources.
- As part of the services at WIN, survivors will attend a domestic violence support and education group, which can offer support, information and education around domestic violence, and many of the effects that trauma can have on a survivor. Taking a trauma focused approach in working with clients will allow staff to understand the dynamics, reactions, difficulties and issues that the survivor might have, as well as help the staff to normalize, empathize and create hope for the survivor.
- Trained staff shall provide group sessions for survivors as follows:
  - Groups shall be held a minimum of once a week, with additional evening sessions for working survivors, as necessary. Group participation shall be encouraged but not required.
  - Individual sessions may be held for a survivor in lieu of group sessions when a shelter does not have sufficient survivors to convene a group or it is determined to be in the best interest of the survivor.
  - Documentation of these exceptions shall be maintained in the client files.
  - A record of group sessions the survivor has participated in, including dates of attendance and topics of discussions, shall be maintained in the client file.
- Through intake, assessment, and development of service plan the case manager will recommend some or all of the following services to WIN's clients as apart of the service plan.
  - The Life Skills Training component is designed to assist participants to improve specific life situations, such as living free of past addictions and dealing with domestic violence. This teaches them additional skills, which will give them more control over their lives. This component provides classes in substance abuse relapse prevention,

- domestic violence/anger management, parenting, money management, goal setting, and personal development.
- The Employment Readiness component assists participants in bridging the gap between homelessness and a returning to permanent housing by finding employment and/or continuing their education. This component provides training in employment seeking skills, preparation of resumes and employment applications, job searching, and mock interviews, assistance with school and grant applications, and basic computer skills.

The number counseling sessions for this project is estimated at 144 sessions for this funding period. Direct Service staff will meet with each client. Each session is 1 – 2 hours depending on the needs of the client. Additional time is needed for preparation activities, progress notes, and reporting. It is anticipated that each client will receive a minimum of 6-12 sessions in the project period. WIN's case management program respects each client as a unique individual. Although there are policies and procedures that are followed during the delivery of services there is no specific formula that will work for all clients. As a result, some individuals will require more support in certain areas and less in others. WIN case managers are there to develop a relationship with each client and address their individual needs regardless of how many sessions it takes. All services include but are not limited to; counseling, completion of all applications, scheduling and cancellations of appointments, implementation of service plan, and transportation appointments, court hearings, interviews, etc.

### **Collaboration**

WIN will work closely with the Department of Human Services (DHS), First to Work (FTW), community partners, and other service agencies in providing services. Women In Need maintains a database of community resources for employment assistance, educational opportunities, housing availability, childcare, legal referrals, medical and counseling providers, as well as many other available resources.

Evidence shows that collaboration across organizations - and even sectors - leads to better outcomes for the individuals, families, and communities served. Collaboration allows for access to resources (assets, skills, expertise and networks) that may otherwise be unavailable. It also means greater possibility for coordination of programs and services.

WIN has been an active member of Partners in Care since the coordinating body began meeting in 1997. Women In Need is also

one of the founding members of the Ohana Services Network which was formed in 1997 and was developed with like-minded agencies to provide a strong continuum of care to those in need.

WIN works with the following Government Agencies:

- Child and Family Services
- City and County of Honolulu
- DHS Homeless Programs Office
- DHS BESSD
- Kauai Drug Court
- County of Kauai Community Housing Agency
- Adult Probation of the Fifth Circuit Court
- Kauai Community Alliance
- Kauai Economic Opportunity

### **Partnerships and Sponsors That Make Us Win**

Women In Need collaborates with other organizations to improve access and appropriate services to underserved populations, including those who may not be able to access traditional services. These include community-based organizations providing culturally and linguistically competent services to immigrants and individuals with limited English proficiency. WIN is also committed to helping other “unseen or under-served” populations that include the elderly and the LGBTQ community. WIN believes that with additional support and resources, the program can reach out to these communities and help offer education, awareness and support.

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

Upon notification of funding approval, Mary Scott-Lau and Erika Teska will train the staff on the logistics of the program. Mary Scott-Lau will train the staff on domestic violence education and awareness; what is required to deliver client services that are trauma focused; reporting requirements; mission of the program; and how to meet contractual needs.

### **Time Line**

#### **Timeline for programmatic events:**

Month 1 – preparation and advertisement of services, provide training to staff

Month 1 thru 12 – holistic and sensitive services: advocacy, case management, resource referrals, employment training, supportive services, emergency and transitional housing to victims of domestic violence, dating violence, sexual assault, and stalking



Month 12 – evaluation of project

**Client related services – this is a tentative time line – each case is unique:**

- Day 1 - Client referred/self-referred to the project – screen client; possible referral to emergency shelter
- Week 1-4: Client meets with advocate for service plan, safety plan, advocacy, resources, case management. Client meets with lawyer for consultation and TRO if necessary
- Week 5: Client and attorney draft document for court dates regarding legal matters
- Week 3-6: Advocacy component includes education on domestic violence awareness and education, self protection, transitional plan; resource referral and transition plan
- Week 6-8: Self-sufficiency, finding residence, job security, employment
- Week 8-10: Advocacy transition to help with transition, children concerns, collaborations with Child & Family Service, Parents and Children Together, possible parenting classes with WIN, childcare referrals, substance abuse treatment, and referrals
- Week 10-12: Court Appearance, dates, filing
- Week 16: Advocacy, case management follow-up and evaluation and outcomes.
- Three, six, and 12 months: follow up

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

WIN will be responsible for the continuity of services in the event of staff illness, medical emergencies, vacancies, or other situations that result in program resources that are less than proposed and contracted for. WIN will maintain insurance and other requirements throughout the term of the contract.

Mary Scott-Lau is responsible for the development and implementation of all policies, procedures and curriculum related to the Domestic Violence Advocacy Program and WIN. Mary Scott-Lau, Kimberly Cummings and Erika Teska will train and manage all subordinate staff members delivering services. They will provide supervision to employees, review case notes and reports, facilitate meetings with program staff to assure the effectiveness of the program. They will also amend changes to policies, procedures and curriculum based on the most effective evidence based

practices. These responsibilities will be continuous and ongoing through the program and grant period.

The goal of WIN's quality assurance coordination is to ensure that participants receive the most effective and efficient services through the implementation of evidence based services by continuously monitoring, identifying the strengths and deficiencies of services, and taking appropriate corrective actions. WIN's quality assurance plan serves as procedural guidelines for staff and describes responsibilities in monitoring services. WIN staff will meet monthly to review, evaluate, and implement improvements in WIN. They will oversee the execution of the Quality Assurance Plan (QAP) and assign responsibilities for monitoring key indicators of quality to various staff who present regular reports. The review identifies areas for improvement, which results in corrective action in those areas.

WIN's QAP and Continuous Improvement Process are designed to meet all requirements of quarterly and/or annual contract monitoring and to ensure compliance with all administrative and fiscal aspects of the contract. WIN provides documentation of all QAP activities and consumer records for audits scheduled by oversight agencies. Evaluation in the form of surveys, feedback and closure forms are used in creating new programs and for application and compliance purposes required by funding agencies. All quarterly findings and information are reviewed by the Quality Assurance Committee (Clinical Director and Program Director) and is conveyed to the Advisory Board of Directors and Executive Director.

In supporting its picture to improve the health and safety in our communities, WIN responds to the unique treatment needs of substance abusing and substance dependent adult offenders by providing research and evidenced based treatment, counseling and education to promote pro-social behaviors and attitudes in a safe, respectful, and culturally sensitive community setting.

#### **Record Review**

The Program Manager and Clinical Director meets quarterly to review a random sample of 10% of active case-files, utilizing established review criteria. Indicators reviewed include completeness of documentation, meeting of clinical standards, and presence-required documents. A report summarizing findings is generated, and deficiencies are communicated to program managers for corrective actions. Corrective Action Plan timelines are then followed up for completion.

#### **Satisfaction Surveys**

Satisfaction Surveys are an important part of WIN's Quality Assurance process. Surveys are conducted of consumers at a minimum twice a year.

Analysis of results produces corrective actions, which are evaluated through subsequent surveys.

#### **Consumer Complaints, Grievances and Appeals**

All consumer complaints, appeals and grievances, are maintained in a complaint logbook and presented in the monthly clinical meeting. Responses to such complaints, appeals and grievances are submitted to the appropriate persons in writing within the required time frame. Results of actions taken are noted in the monthly meeting minutes, and where warranted, studies of system improvement in response to actions taken are incorporated into the QA process.

#### **Quality Management Policies and Procedures**

WIN has established policies and procedures to include: Consumer Complaints, Grievances and Appeals; Consumer Safety; Consumer Satisfaction; Disaster Preparedness; Emergency Evacuation; Evidence-based Practice Guidelines; Level of Care Placement; Compliance; Consumer Rights and Orientation; Confidentiality/HIPAA; Treatment Records; Individualized Service Plans; Transition of consumers to other programs; Credentialing Staff; and additional policies and procedures. These policies and procedures are available for review upon request.

#### **Outcome Measures and Performance Indicators**

WIN is set up to provide regular monthly, quarterly, and yearly reporting of well-defined outcome measures and performance indicators of its delivery system. These are consistent with the professional standards of the discipline involved in the delivery of services. WIN focuses on the quality indicators of Program Efficiency, Program Effectiveness, Access to Services and Consumer Satisfaction.

It is WIN's policy that data collecting, timely reporting, and evaluating are key components in measuring the success of the program and for making continuous improvements in the effectiveness and delivery of services. WIN agrees to undergo a program assessment and/or audit designed to assess the implementation of effective practices in working with offenders with substance use problems through a Correctional Program Checklist (CPC) or a similar assessment. Based on the assessment report, WIN is committed to develop an action plan to address areas which need improvement, where at least one quality improvement activity is completed yearly.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note

that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The Quality Assurance protocol will be followed, ensuring that client files are in order and up to date, that confidentiality is being practiced, and that the program meets not only agency-wide goals, but individual client service plans as well.

Staff meets weekly to discuss the operations and client cases. Mary Scott-Lau will travel to Kauai quarterly for training, meetings, and evaluations. Erika Teska will travel to Kauai twice a year for technical support and reporting. In addition to travel, staff communicates through telephone, email, and the Internet. See Attachment K for DV Evaluations and Attachment L for Self-Sufficiency Rubric.

#### **PERFORMANCE INDICATORS/OUTCOME MEASURES**

The time frame for this project is 12 months. All Performance indicators and measurement will be completed within the one-year beginning on July 1, 2016 upon issuance of notice to proceed.

- 1. To increase encouragement for victims by advocating on behalf of them with cultural and language appropriate services.**
  - Provide 25 underserved adult female victims advocacy with regards to their n their own cultural per case files
  - Provide 25 underserved adult female victims access to language interpreter services per language form
  - Provide 25 underserved adult female victims culturally and linguistically specific resources and services that address the safety, economic, housing, and needs of victims of domestic violence, dating violence, sexual assault, or stalking, including emergency assistance per attendance records and case notes.
- 2. To increase the safety of the underserved victims through safety assessments, safety plans, and intake services.**
  - Provide 25 safety assessments to underserved adult female victims per assessments
  - Develop a safety plan for each women participating in program (25) plans per written safety plans in case files
- 3. Increase access to services for victims by providing a continuum of safe care.**
  - Provide 12 skill-building classes to victims within 1 year per attendance records
  - Provide at least 6 of individual service contacts per woman per attendance records and case notes

WIN will use statistics from the work plan forms, and an in-house form to measure outcomes in other areas that can also indicate progress/successes. These areas include larger successes such as securing safe permanent housing, finding full time employment or remaining clean and sober.

Progress will additionally be seen in client's submitting applications for employment, applications for permanent housing, returning to school or job training, meeting terms of probation, successfully reuniting with children or maintaining successful placement within the transitional housing program.

Outcomes are measured using client surveys, which assess each participant's knowledge of community resources and their knowledge of how to plan for safety as the result of receiving program services. Client surveys will also be utilized as they can give valuable information. These are a valuable source of information from the clients regarding what services were most helpful as well as what services still need to be developed.

A program review is conducted for each program to ensure compliance with all terms and conditions of grant agreements. In addition, the review helps Women In Need learn about gaps that may exist in services. They will conduct ongoing training to the team of staff members to keep them abreast of any and all changes to programs and to continually address and reassess the effectiveness of each program. WIN has in place a process for hearing and resolving grievances of staff, volunteers, and contracted personnel.

### III. Financial

#### Budget

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

See Attachment A for Budget Forms

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

WIN is seeking \$154,416 from the Grant In Aid Funds. The funds requested will provide 25 survivors and their children crisis intervention, advocacy, classes, and support in healing. The total Project Cost is \$293,318. The monies requested from other sources will provide for transitional housing through subsidy funds.

The GIA funds shown below by quarter

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
40,000	40,000	37,208	37,208	154,416

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

Bridge to Success – Homeless Programs Office	\$285,000
Re-entry – Kauai Drug Court	\$8,000
Case Management – Self-Sufficiency – Kauai County	\$50,000
Acquisition of Property – Kauai County	\$500,000
Acquisition of Property – GN Wilcox Foundation	\$500,000
Acquisition of Property – Elsie Wilcox Foundation	\$500,000
General Operations – Atherton	\$50,000
Family Services – Cooke Foundation	\$20,000

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

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

Funds allocated to this project:

Domestic Violence Transitional Housing – \$90,344

Requesting \$41,058 from the County of Kauai for Case Management

The list of contracts currently receiving is in the Attachment A for all programs.

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

WIN is in the process of changing its Accounting System from Quick Books to a better system called Intact. We will submit the balance of unrestricted current assets after the migration is completed.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

WIN is perfectly poised to successfully carry out this proposed project. Since its inception, the program has been providing services to survivors, children and batterers. Women In Need operated a Domestic Violence Advocacy program for TANF recipients as a subcontractor of Child & Family Services for five years. Within this program classes were provided in Parenting, Domestic Violence Awareness, Anger Management, and Life Skills. This program also included crisis intervention, outreach services, and transitional housing in support of participants becoming stable, safe, and self-sufficient. Services of the DV program were increased to provide culturally and linguistically sensitive services (CLSSP) to victims of domestic violence with funding from the Office of Violence Against Women (OVW).

Three of WIN's most current projects:

1. WIN Bridge to Success - Homeless Programs Office - Date awarded 8/2007; \$146,880 annually (Kauai & Oahu); Ongoing. Seven hundred and forty-two women and children have been assisted in the WIN Bridge to Success Transitional House since opening in 2007 on Oahu and Kauai. Each year the facilities serve an average of 60 women and

children. Many lives were transformed. Women received guidance and the tools to help them change the direction of their lives and their children's lives. In the past year 32 women completed GED, or job training; 47 completed substance abuse treatment; 19 transitioned off of welfare, and 25 transitioned into permanent housing.

2. DV Advocacy Services - Grant in Aid (GIA) - Date awarded 3/2014; (Oahu) Completed. WIN served 76 survivors during project period. The objectives and goals centered on domestic violence, domestic violence recovery, case management, advocacy and classes. One client that we worked with, initials AC., was incarcerated for 5 and a half years. She has severe domestic violence issues, past and present. She transitioned from prison to the Women in Need house in Aiea. Within three months she got full custody of her daughter and found full time employment. She is now going to college.
3. WIN with IOP (Intensive Out Patient Treatment) - Alcohol & Drug Abuse Division (ADAD) Date awarded 7/2013, \$330,025 annually (Kauai & Oahu); Ongoing. Approximately 45 individuals have received IOP treatment through the ADAD grant. Others received treatment; however, those individuals were billed directly to insurance. All individuals were able to gain sobriety and learn skills that allowed them to remain sober. Approximately 60% completed treatment and 77% reported no drug use at the 6-month follow-up.

WIN has extensive experience in working with the homeless, domestic violence, substance abuse, and individuals reentering our community from prison. The program has a proven track record of assisting individuals and families through a holistic set of services. Services are tailored to the needs of each individual based on 19 years of service experience.

Women In Need focuses on helping at-risk individuals, under-served populations, and multi-stressed individuals becoming safe and self-sufficient, regardless of age, sexual orientation, gender or familial status. Women in Need has the experience and understanding to help multi-stressed individuals and families. Often times many of the challenges these families experience are associated with other social difficulties.

WIN provides services with integrity and sensitivity to people from various racial and ethnic backgrounds. The program recognizes that problems do not just affect one person or problem. In order to help the individual to overcome their situation the intervention needs to look at the whole person, situation, and family. Women In Need works closely with other service agencies in order to provide a continuum of care for its clients. The program operates with a reputation of success and commitment to helping the communities of Hawaii.



The chart below is a summary of the services provided by WIN:

Classes	Services	Facilities
Domestic Violence	Advocacy	<b>Offices</b>
Anger Management	Case Management	Family Resource Center – Aiea
Life Skills	Mentorship	Family Resource Center – Lihue
Substance Abuse Relapse Prevention	Outpatient Treatment Services	<b>Bridge to Success Transitional Homes</b>
Parenting	Employment Services	Women's Single House Waianae Oahu
Job Readiness	Referrals to Resources	Women's Family House Aiea Oahu
Computer Skills	Backpack for Keiki	Women's and Children House Lihue Kauai
	Clothes Closet	

Supervision shall include, but not be limited to, periodic observation of service delivery, case reviews, individual staff, volunteer, and contract personnel supervision, and ongoing evaluation of program effectiveness and outcome measures. See Training section.

**Management Requirements**

WIN certifies that it complies with section 103-55, HRS, regarding wages, hours and working conditions of employees and contractors performing services. WIN has licenses and certificates, as applicable, in accordance with federal, state and county regulations, and is in compliance with all Hawaii Administrative Rules (HAR); including Title 11, Chapter 175, Mental Health and Substance Abuse System, HAR.

**Credentialing**

WIN has instituted a credentialing policy and procedure to insure that all employees have the appropriate level of training and experience to perform their job. The credentialing process includes: a criminal background check, a review of the child abuse and neglect report and primary service verifications of education, license, residency (if applicable), insurance, work history, and references. Information is obtained regarding revocation, suspension, curtailment, and/or sanctions of privileges, license; and/or insurance.

### **Criminal History Record Check**

WIN conducts a Criminal History Record check, CWS Central Registry Check, for all persons, including but not limited to any officer, employee, volunteer, intern, or subcontractor, who performs work or services which necessitates close proximity to adult participants. WIN conducts this check through the Adult Criminal Conviction Information Systems, Hawaii Criminal Justice Center and the National Sex Offender Public Registry. This check is conducted, at a minimum, every three years. Results of all criminal history record inquiries conducted are placed in the employee's personnel record and are available upon request.

### **Personnel Records**

Personnel records for all WIN staff are maintained in a secure location at the administrative office. Confidentiality of records is maintained, and only authorized staff may have access to records. This record also maintains documentation for each employee of an initial and annual tuberculosis (TB) skin test or chest x-ray.

Women In Need currently manages several governmental and private foundation grants and is compliance with all grant-making entities.

Currently, and in the past, WIN has received funding for Oahu from:

- Child & Family Service for TANF Domestic Violence Advocacy,
- Office of Violence Against Women (OVW) Culturally Linguistic Sensitive Specific Services for Victims of Domestic Violence
- OVW –Transitional Housing
- DHS Homeless Programs Office Stipend Program
- Judiciary
- Atherton Family Foundation
- HMSA
- Visitor Industry Charity Walk
- Grant In Aid
- Emergency Shelters Grant
- Housing and Urban Development
- Community Block Development Grants Oahu
- Aloha United Way

And Kauai:

- Kauai Drug Court
- DHS Homeless Programs Office Stipend Program
- Office of Violence Against Women (OVW) Culturally Linguistic Sensitive Specific Services for Victims of Domestic Violence
- Community Block Development Grants
- G.N. Wilcox Trust
- Annie Knudsen

- Visitor Industry Charity Walk
- Kauai United Way
- Adult Probation

## **B. Facilities**

### **Oahu**

Both Administrative and Clinical services for Oahu are located behind St. Timothy's Church at 98-939 Moanalua Road, Aiea HI 9670. The office has 3 rooms, 2 offices and a half-bathroom. One of the rooms is set up to hold groups, private counseling/advocacy, and assessments. The facility has accessible parking for consumers and is close to major bus lines providing maximum access for the majority of consumers. WIN also ensures that ADA issues are addressed appropriately, and that services are provided for consumers in the community in accessible locations.

This location allows WIN to service a variety of communities, as it is centrally situated from Honolulu, Kapolei and North Shore. Our goal is to serve as many communities as we can with easy access to bus routes, short commuting times for the consumers, and accommodations in a safe environment.

### **Kauai**

Both Administrative and Clinical services are located at 3136 Elua Street, Lihue, HI. 96766, in a 1,492 square foot, 3-bedroom, 1 ½ bath, single family residence that has been zoned for commercial use. Group sessions are held in a 14' x 14' treatment room, and a 552 square foot living area with sofas provides a comfortable area where educational, recreational, and documentary DVDs are shown. The living area is adjacent to the reception area and is not available during individual sessions for confidentiality reasons. The facility is also equipped with a 280 square foot kitchen which is used for cooking, Hawaiian Values Classes, and a break/lunchroom for WIN staff. One room, located adjacent to the treatment room, houses the Certified Substance Abuse Counselor and Treatment Associate. Another room is used by the Program Director, but it is also suitable for family sessions or Individual Counseling when needed.

## V. **Personnel: Project Organization and Staffing**

### A. **Proposed Staffing, Staff Qualifications, Supervision and Training**

WIN's staff possesses and uses a wide range of higher-level interpersonal observational skills and has experience in client assessment. They demonstrate motivational skills and the ability to direct clients to appropriate resources. They work effectively with individuals of diverse backgrounds, cultures, religious beliefs, and lifestyles. WIN has the capacity to build rapport and work with substance abuse clients, domestic violence survivors, children and batterers, homeless persons and individuals who may have criminal history in their backgrounds, a history of violence, and those who may at times find it hard to trust and cooperate within structured services and systems. Furthermore, WIN offers the support these individuals need to continue in their transition to self-sufficiency.

A good and measurable outcome of the success of this organization is the fact that some of the staff have been former clients. Many of the staff members have literally walked in the same shoes as those they now serve. These mentors know how difficult it is to overcome challenges such as homelessness, substance abuse, domestic violence and more. They have had to juggle their families, school and work. Yet they have risen above their obstacles and have gone on to achieve higher education, professional and personal success. The fact that they have "lived it" makes it easier to relate to clients, many of which are likely distrustful of service providers, "the system" and outsiders.

There is a sense of "credibility" for some of the clients, knowing that the staff member helping them can understand them on a different level. There is a balance of those who have a higher level of education and work experience in the various social services field. This makes a powerful combination of staff that has gone through the difficulties many of our clients have, as well as professionally trained staff to create an environment of success for the clients served.

WIN staff and volunteers have/will have the following qualifications: extensive background in domestic violence either as a survivor of domestic violence, as an advocate or as an instructor; knowledge of dynamics of domestic violence and how it affects the family, friends, work and community; training in several domestic violence areas including prevention, crisis intervention and collaboration with all the domestic violence shelters and service providers. All staff and volunteers are under the direct control of the *WIN management team – Executive Director and Clinical Director*.

**Executive Director Mary Scott-Lau** – Mary is a certified Domestic Violence Counselor and has over 19 years of experience working with survivors. Ms. Scott-Lau is an accredited instructor for mandatory anger management for the Department of Public Safety. She is a member of the Community Alliance on

Prisons; and a member of the Community Advisory Board on female offenders for the Department of Public Safety. She has also been a domestic violence instructor for Ameri-Corps, a member of the Volunteer Legal Services Hawaii, and an advocate/instructor for the Mary Jane Center. She has extensive experience and success in enlisting community support from partnering organizations.

**Kimberly Cummings Clinical Director - Kauai, Certified Substance Abuse Counselor** – Kimberly has proven leadership skills, including the overall management and motivation of staff to achieve the organization's objectives. She has extensive experience with underserved populations, facilitating groups and individual counseling on Kauai specifically with survivors and substance using offenders. She partners with the community and local businesses for charitable contributions and community outreach. She truly makes WIN an active and positive component of the Kauai island community.

### **Ongoing Training**

WIN provides an ongoing training program for all staff on topics such as responding to crises, special population issues, self-harm issues, HIV/AIDS, ethics, confidentiality, stages of change, motivational enhancement techniques, professionalism, and basic communication skills. Staff is required to complete a minimum of 25 hours of training per year in order to keep current with best practices and latest developments for the targeted population. Additional training areas cover screening and assessments, challenging situations, integration of placement criteria, forensic issues, anger management, symptom management, medication management, cultural issues, leading and managing groups, the provision of psycho-education and trauma focused care classes for our participants, and interfacing with support agencies. Staff is offered the opportunity to attend various community workshops. WIN shall implement a training, which provides staff with education on the risks of TB for those abusing substances.

All direct service staff is First Aid and Cardiopulmonary Resuscitation (CPR) and Crisis Prevention Institute (CPI) Non-Violent Intervention certified. These trainings are offered regularly for staff by certified trainers. Verification of these trainings is maintained in the personnel record.

WIN will use existing staff for the project. Because the staff is cross-trained, if someone is sick, takes a leave of absence, or a vacation there is enough staff to provide appropriate services. In the event, that the number of clients exceeds capacity, WIN will hire and train new and existing staff.

See Attachment F Resumes and Attachment G for Job Descriptions.

Current staff members who participate in the delivery of services are as follows:

	<b>Position</b>	<b>Employee</b>	<b>Tasks And Activities</b>	<b>Hours / Week</b>
1	Executive Director	Mary Scott-Lau	Oversee Program, Train Staff, Facilitate DV Classes, Mentor, Advocate, Case Management, Assessments	8
2	Operations & Grants Administrator	Erika Teska, MBA	Prepare Reports, Training, Case Management, Advocate	4
3	Clinical Director Kauai	Kimberly Cummings, CSAC	Coordinate Staff On Kauai, Facilitate DV Classes, Advocate, Case Manager, Assessments, Group Support Classes, Batterers Group,	8
4	Case Manager	Alison Slingerland, CSAC	Facilitate DV Classes, Advocate, Case Manager, Assessments, Group Support Classes,	10
5	Intake Coordinator	Renae Waalani	Intake, Referrals, Advocate, Case Manager, Assessments, Group Support Classes,	10
6	Intake Assistant	Crystal Battuyalan	Intake, Crisis Calls, Referrals, Advocate, Case Manager,	10
2	Residential Services Director Oahu	Annie Anderson	Facilitate Domestic Violence Classes, Children's Services, Advocate, Case Management	20
3	Case Manager Oahu	Faye Kim	Case Manager, Advocate, Children Services, Facilitate Job Readiness Classes, Case Management, Advocate	20
4	Program Director	Erica Bunce	Facilitate Batterers Group, Children's Group, Case Management, Advocacy And Orientation For New Clients, Resource Development, Assessments	10

**B. Organization Chart**

See Attachment E.

**C. Compensation**

The table below shows the top three employees by position and annual salary.

Executive Director	Mary Scott-Lau	\$84,000
Clinical Director	Kimberly Cummings	\$69,000
Operations & Grant Admin	Erika Teska	\$50,000

**VI. Other**

**A. Litigation**

Women In Need is free from any litigation pending or otherwise.

**B. Licensure or Accreditation**

Not applicable

**C. Private Educational Institutions**

Not Applicable

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2016-17, but

WIN continually solicits funding from local, state, and federal agencies. In addition to funding, WIN holds a fundraiser yearly. WIN Board of Directors are instrumental in developing strategies and acquiring program funds. The plans for future support include grants from Department of Human Services, Community Development Block Grants, charitable foundations, fundraising efforts, and corporate sponsors. WIN currently manages several governmental and private foundation grants. WIN has received funding from Kauai Drug Court, G.N. Wilcox Foundation, Alcohol and Drug Abuse Division, Office of Violence Against Women, Community Block Development Grants, Atherton, HMSA, Department of Human Services, Homeless Programs Office, Child and Family Services and local donations.

- (2) Not received by the applicant thereafter.

As stated above, WIN is active in seeking funding opportunities from government agencies, local foundations, and the community through donations to help support the community needs.

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

See Attachment C for the Certificate of Good Standing



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Women In Need WIN

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	104,600	46,080	7,500	
2. Payroll Taxes & Assessments	15,952	11,712	1,200	
3. Fringe Benefits	8,200	7,027	3,571	
<b>TOTAL PERSONNEL COST</b>	<b>128,752</b>	<b>64,819</b>	<b>12,271</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,400		2,000	
2. Insurance	1,500		1,000	
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	9,864			
5. Staff Training				
6. Supplies	2,400	1,200		
7. Telecommunication	4,800			
8. Utilities	4,200		1,267	
9. Substance Per Diem	500		1,500	
10. Cultural Activities			7,500	2,500
11. Housing Subsidies		5,000	10,000	5,000
12. Audit Services			2,000	
13. Mileage			3,520	
14. Client Training Material		625		
15. Postage		300		
16. OVW Training & Travel		18,400		
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>25,664</b>	<b>25,525</b>	<b>28,787</b>	<b>7,500</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>154,416</b>	<b>90,344</b>	<b>41,058</b>	<b>7,500</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	154,416	Erika Teska	808.354.2659	
(b) Total Federal Funds Requested	90,344	Name (Please type or print)	Phone	
(c) Total County Funds Requested	41,058		1/15/16	
(d) Total Private/Other Funds Requested	7,500	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>293,318</b>	Mary Scott-Lau, Executive Director		
		Name and Title (Please type or print)		

Attachment A

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2016 to June 30, 2017

Applicant: Women In Need WIN

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director - Mary Scott-Lau	FTE	84000.00	20.00%	\$ 16,800.00
Clinical Director - Kimberly Cummings	FTE	69000.00	20.00%	\$ 13,800.00
Operations - Erika Teska	FTE	50000.00	10.00%	\$ 5,000.00
CASC - Alison Slingerland	FTE	43200.00	25.00%	\$ 10,800.00
Intake Coordinator Kauai - Renae Waalanl	FTE	27600.00	25.00%	\$ 6,900.00
Intake Assistant Kauai - Crystal	FTE	25200.00	25.00%	\$ 6,300.00
Program Director Oahu - Erica Bunce	FTE	36000.00	25.00%	\$ 9,000.00
Residential Services Oahu - Annie Anderson	FTE	36000.00	50.00%	\$ 18,000.00
Case Manager Oahu - Faye Kim	FTE	36000.00	50.00%	\$ 18,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>104,600.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Direct Service Staff time allocated to proposed project				

Attachment A

**BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

Period: July 1, 2016 to June 30, 2017

Applicant: Women In Need WIN

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				
Not Applicable				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				
Not applicable				

Attachment A

**BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2016 to June 30, 2017

Applicant: Women In Need WIN

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
Not Applicable						

Attachment A

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Women In Need WIN

Contracts Total: 1,451,596

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Intensive Outpatient Treatment (IOP)	7/1/15 - 6/30/17	ADAD	State	660,050
2	Bridge to Success	8/1/15 - 7/31/16	Homeless Programs Offices	State	146,880
3	Re-entry	7/1/15 - 6/30/16	Judiciary	Kauai	8,000
4	Case Management-Self-Sufficiency	9/12/15 - 9/11/16	Kauai County	Kauai	30,000
5	IOP	1/1/2016 - 12/31/16	C&C Honolulu	Oahu	107,490
6	IOP	7/1/15 - 6/30/16	Public Safety	State	149,176
7	Domestic Violence Transitional Housing	10/1/15 - 9/30/18	Office of Violence Against Women	Federal	350,000
8					
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23					
24					

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII 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 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.

Women In Need

(Typed Name of Individual or Organization)

(Signature)

January 15, 2016

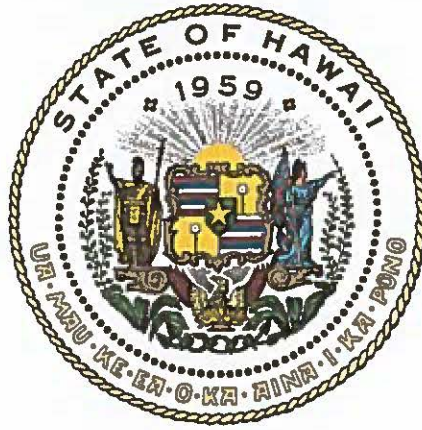
(Date)

Mary Scott-Lau

(Typed Name)

Executive Director

(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

**WOMEN IN NEED (WIN)**

was incorporated under the laws of Hawaii on 01/22/1997 ; 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 11, 2016



Director of Commerce and Consumer Affairs

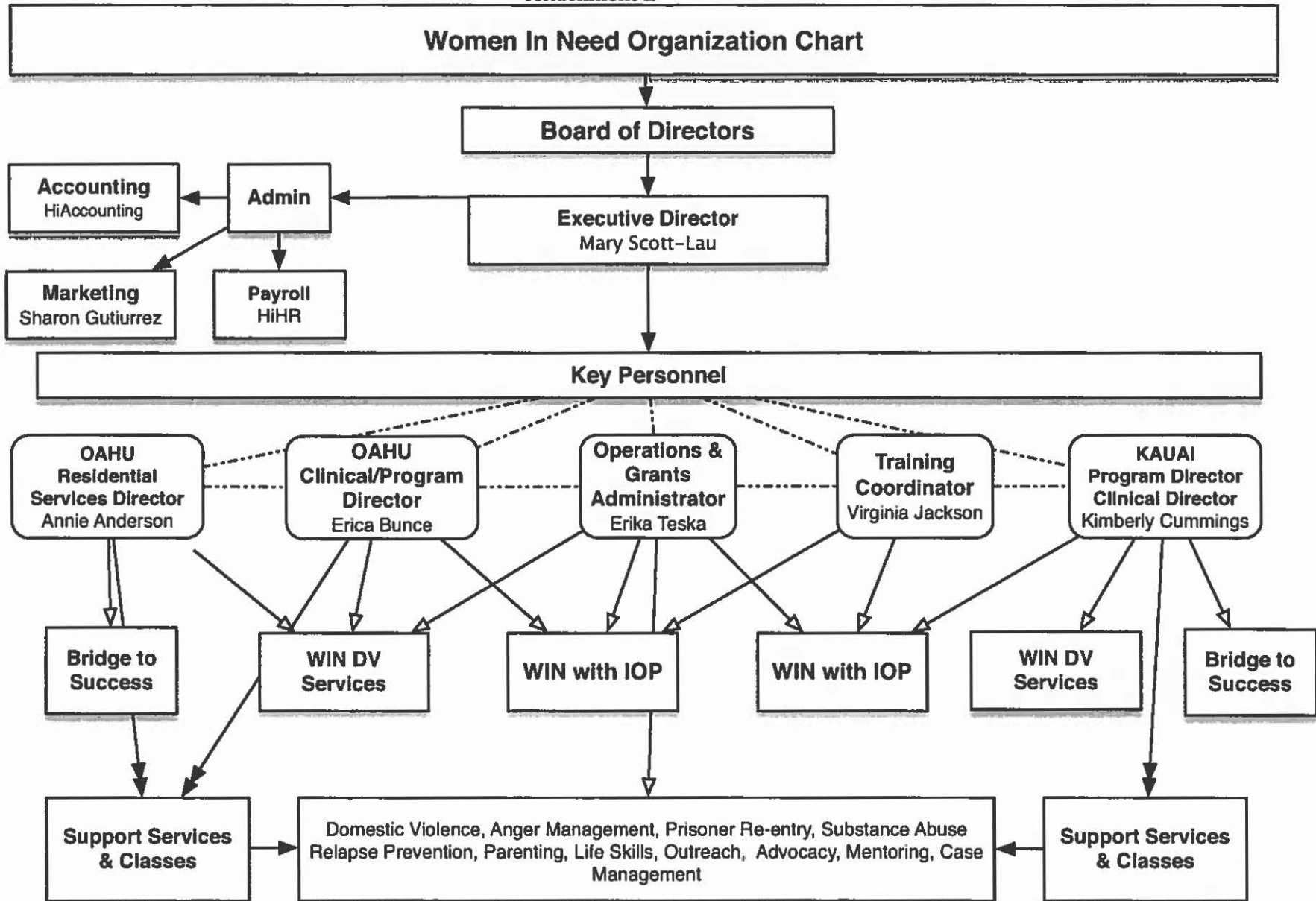
Attachment D

WIN  
CONTRACTS

Program	Agency	Contact	Phone	Email	Status
Bridge to Success	Kauai United Way	Lori Almarza	(808) 245-2043	<a href="mailto:lori@kauaiunitedway.com">lori@kauaiunitedway.com</a>	Current
Bridge to Success	Homeless Programs Office	June Tong	(808) 586-7254	<a href="mailto:jTong@dhs.hawaii.gov">jTong@dhs.hawaii.gov</a>	Current
Case Management Self-Sufficiency	Kauai County	Sharon Graham	(808) 241-4427	<a href="mailto:sgraham@kauai.gov">sgraham@kauai.gov</a>	Current
DV Advocacy Services	Office of Grants Management	Shane Akagi	(808) 768-5861	<a href="mailto:sakagi@honolulu.gov">sakagi@honolulu.gov</a>	Current
DV Classes to Adult Probationers	Client Probation Services 5th Circuit	Kim Foster	(808) 482-2439	<a href="mailto:Kimberly.K.Foster@courts.hawaii.gov">Kimberly.K.Foster@courts.hawaii.gov</a>	Current
Emergency Food & Shelter Program	Aloha United Way	Marc Gannon	(808) 542-2215	<a href="mailto:marc@auw.org">marc@auw.org</a>	Current
Re-Entry Program	Kauai Drug Court	Alton Amimoto	(808) 482-2363	<a href="mailto:alton.g.amimoto@courts.state.hi.us">alton.g.amimoto@courts.state.hi.us</a>	Current
Substance Abuse Relapse Prevention	Kauai County	Sharon Graham	(808) 241-4427	<a href="mailto:sgraham@kauai.gov">sgraham@kauai.gov</a>	Current
WIN with IOP	ADAD	Terri Nakano	(808) 692-7511	<a href="mailto:terri.nakano@doh.hawaii.gov">terri.nakano@doh.hawaii.gov</a>	Current
WIN with IOP	Judiciary	Jean Oshiro	(808) 539-510	<a href="mailto:Jean.T.Oshiro@courts.hawaii.gov">Jean.T.Oshiro@courts.hawaii.gov</a>	Awarded
WIN with IOP	CDBG	Pamela Agena	(808) 768-7756	<a href="mailto:pagena@honolulu.gov">pagena@honolulu.gov</a>	Awarded
Access To Recovery	ADAD	Johanna Mechergui	(808) 692-7512	<a href="mailto:Johanna.Mechergui@doh.hawaii.gov">Johanna.Mechergui@doh.hawaii.gov</a>	Completed
Culturally Linguistic Sensitive Services Program	Office Of Violence	Kim Cortez	(202) 353-3923	<a href="mailto:Kimberly.A.Cortez@usdoj.gov">Kimberly.A.Cortez@usdoj.gov</a>	Completed
Family Strengthening Services - DV Advocacy	Child & Family Services	Angie Doi	(808) 681-5280	<a href="mailto:adoi@cfs-hawaii.gov">adoi@cfs-hawaii.gov</a>	Completed
Youth & Family Services	BESSD	Gwen Murashige	(808) 586-7110	<a href="mailto:Gmurashige@dhs.hawaii.gov">Gmurashige@dhs.hawaii.gov</a>	Completed



Attachment E



## Attachment G

### Position – Executive Director

**Duties and Responsibilities:** responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- See that the board is kept fully informed on the condition of the organization and all-important factors influencing it.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Be responsible for developing and maintaining sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.

**Qualifications:** Reporting to the Board of Directors, the Executive Director holds the key management role in engaging the staff and the community to create awareness and support of the organization's mission. The right candidate will possess a mix of strong communication skills, demonstrated administrative ability, effective budget planning and proven implementation of strategic goals.

**Reports to:** the Board of Directors

**Supervises:** directly supervises the Assistant Executive Director, the Program Director, the Operations and Grants Administrator. As well as any or all of the WIN employees seeking guidance.

**Skills and Knowledge Required:**

- Able to work independently against deadlines and function as part of a team
- Excellent written, verbal and interpersonal communication skills
- Basic computer skills
- Non-profit experience

**Personal Qualities:**

- Self-motivated and enjoys working with the public
- Public speaking and presenting experience
- Respectful of staff members and client's religious beliefs and cultural sensitivities

**Amount of travel and any other special conditions or requirements:**

- Ability to travel within city and surrounding communities, outer islands, and mainland

## **Attachment G**

### **Position Title: Program Director**

#### **Responsibilities/ Duties**

- Manage all aspects of the WIN program
- Supervise Case Managers, Facilitators, Employer Recruitment, Specialists and Volunteers
- Monitor the quality of services offered
- Account for all funds associated with the program
- Perform any other duties necessary to properly manage the program

#### **Minimum Qualifications**

- 3-5 years experience managing social services with a nonprofit or other entity
- Able to offer guidance to survivors, homeless, incarcerated women, and those at-risk
- High school diploma required, college degree recommended
- Domestic Violence awareness and strategies
- Trained to work with persons that have domestic violence, incarceration, substance abuse and the homeless issues.
- 2-3 years experience facilitating classes
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from former inmates to public officials
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of the criminal justice system and experience working with former inmates
- Knowledge of dynamics of substance abuse and recover options
- Knowledge of dynamics of domestic violence, TRO process, and legal
- Ability to travel within city and surrounding communities
- Able to offer guidance to clients in recovery, newly released former inmates, victims of domestic violence, people in transition
- Ability to listen
- Realistic expectation of client's receptiveness and cooperation
- Respectful of client's religious beliefs and cultural sensitivities
- Genuine desire to help individuals in transition such as: victims of domestic violence, persons in recovery, and former inmates maintain a stable, crime-free lifestyle
- Ability to adapt to constructive criticism

## Attachment G

### Job Description: Operations and Grants Administrator

#### Position Title: Operations and Grants Administrator

#### Responsibilities/ Duties

- Manage documents and reports
- Provide support for the program, computer training, resources, and reporting
- Develop organizational partnerships with government and private and nonprofit entities
- Monitor the quality of services offered
- Perform any other duties necessary to properly assist program
- Gathers information necessary to report to funders on current and/or completed grant programs.
- Complies with all grant reporting as required by funders.
- Provides regular written updates/reports to current and past funders as required.
- Works with the Program Development Coordinator on the development of programs
- Prepare grant award summaries for internal tracking and coding purposes.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- 

#### • **Minimum Qualifications**

- High school diploma required, college degree recommended
- 3-5 years experience managing social service programs with a nonprofit or other entity
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of the criminal justice system and experience working with ex-prisoners
- Knowledge of dynamics of substance abuse and recovery options
- Knowledge of dynamics of domestic violence, TRO process, and legal
- Ability to travel within the state and nationally or internationally if required
- Able to offer guidance to clients in recovery, newly released ex-prisoners, victims of domestic violence, people in transition
- Ability to listen
- Realistic expectation of client's receptiveness and cooperation
- Respectful of client's religious beliefs and cultural sensitivities
- Willing to spend time alone with an adult, same-sex ex-prisoner convicted of a non-violent, non-sexual offense(s) or persons' in recovery and transition
- Genuine desire to individuals in transitions such as: help victims of domestic violence, persons in recovery, and ex-prisoners maintain a stable, crime-free lifestyle
- Ability to adapt to constructive criticism

## **Attachment G**

### **Job Description: Case Manager**

#### **Position Title: Case Manager**

#### **Responsibilities/Duties**

- Service a caseload of 5-20 active participants
- Provide individual case management sessions with all clients at regularly scheduled intervals
- Develop individual service plans for all clients that identify barriers to successful reentry, relapse and transition
- Document all client contacts and progress, including time and date, type of contact, outcome and plan of action
- Develop and maintain a meaningful relationship with program participants
- Participate in meetings and attend other scheduled training sessions
- Provide or refer services to holistically address clients' needs
- May also perform the duties of employment training specialist and/or job developer
- Provide regular updates to the Program Manager and Operations & Grants Administrator

#### **Minimum Qualifications**

- High school diploma required, college degree recommended
- 3 years experience in delivering case management services
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of the criminal justice system and experience working with ex-prisoners
- Knowledge of dynamics of substance abuse and recover options
- Knowledge of dynamics of domestic violence, TRO process, and legal
- Ability to travel within city and surrounding communities
- Able to offer guidance to clients in recovery, newly released ex-prisoners, victims of domestic violence, people in transition
- Ability to listen
- Realistic expectation of client's receptiveness and cooperation
- Respectful of client's religious beliefs and cultural sensitivities
- Willing to spend time alone with an adult, same-sex ex-prisoner convicted of a non-violent, non-sexual offense(s) or persons' in recovery and transition
- Genuine desire to individuals in transitions such as: help victims of domestic violence, persons in recovery, and ex-prisoners maintain a stable, crime-free lifestyle
- Ability to adapt to constructive criticism

## **Attachment G**

### **Position Title: Facilitator Responsibilities/Duties**

- Teach and Lead classes consisting of 5-15 active participants, all of whom will be at-risk sheltered or unsheltered homeless adults of low income or unemployed status.
- Provide individual case management sessions with all clients at regularly scheduled intervals
- Provide training curriculum
- Prepare handouts
- Lead group discussions
- Test or quiz participants
- Document all client contact and progress, including time and date, type of contact, outcome and plan of action
- Develop and maintain a meaningful relationship with program participants
- Provide or refer services to holistically address clients' needs
- May also perform the duties of employment training specialist and/or job developer
- Provide regular updates to the Program Manager and Community Development Coordinator

### **Minimum Qualifications**

- High school diploma required, college degree recommended
- Domestic Violence awareness and strategies
- Trained to work with persons that have domestic violence, incarceration, substance abuse and the homeless issues.
- 2-3 years experience facilitating classes
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from former inmates to public officials
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of the criminal justice system and experience working with former inmates
- Knowledge of dynamics of substance abuse and recover options
- Knowledge of dynamics of domestic violence, TRO process, and legal
- Ability to travel within city and surrounding communities
- Able to offer guidance to clients in recovery, newly released former inmates, victims of domestic violence, people in transition
- Ability to listen
- Realistic expectation of client's receptiveness and cooperation
- Respectful of client's religious beliefs and cultural sensitivities
- Genuine desire to help individuals in transition such as: victims of domestic violence, persons in recovery, and former inmates maintain a stable, crime-free lifestyle
- Ability to adapt to constructive criticism

## **Attachment G**

### **Position Title: Residential Services Director**

#### **Responsibilities/Duties**

- Service a caseload of 4-10 active participants, all of which will be at-risk sheltered or unsheltered homeless adult of low income or unemployed status, victims/ survivors of domestic violence, re-entry, or in recovery.
- Provide individual case management sessions with all clients at regularly scheduled intervals
- Develop individual service plans for all clients that identify barriers to successful reentry, relapse and transition
- Document all client contact and progress, including time and date, type of contact, outcome and plan of action
- Develop and maintain a meaningful relationship with program participants
- Participate in meetings and attend other scheduled training sessions
- Provide or refer services to holistically address clients' needs
- May also perform the duties of employment training specialist and/or job developer
- Provide regular updates to the Program Director and Executive Director
- **Minimum Qualifications**
- High school diploma required, college degree recommended
- Certified Domestic Violence Counselor preferred
- Trained to work with persons that have fallen prey to substance abuse and the homeless.
- 2-3 years experience in delivering case management services
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from former inmates to public officials
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of the criminal justice system and experience working with former inmates
- Knowledge of dynamics of substance abuse and recovery options
- Knowledge of the dynamics of domestic violence, TRO process, and legalities
- Ability to travel within city and surrounding communities
- Able to offer guidance to clients in recovery, persons reintegrating from incarceration, victims of domestic violence, people in transition
- Ability to listen
- Realistic expectation of client's receptiveness and cooperation
- Respectful of client's religious beliefs and cultural sensitivities
- Willing to spend time alone with an adult, gender specific former inmates convicted of a non-violent, non-sexual offense(s) or persons' in recovery and transition
- Genuine desire to help individuals in transition such as: victims of domestic violence, persons in recovery, and ex-prisoners maintain a stable, crime-free lifestyle
- Ability to adapt to constructive criticism

Attachment H



**Circuit Court of the Fifth Circuit – Kauai Drug Court**

THE JUDICIARY • STATE OF HAWAII • 3970 KA'ANA STREET Suite 300 • LIHU'E, KAUAI HAWAII 96766-1283  
TELEPHONE (808) 482-2363 • FAX (808) 482-2554

**Randal G. B. Valenciano**  
CHIEF JUDGE

**Trudy K. Senda**  
DEPUTY CHIEF JUDGE

**Kathleen N. A. Watanabe**  
CIRCUIT COURT JUDGE

**Edmund D. Acoba**  
DISTRICT COURT JUDGE

**David M. Lam**  
CHIEF COURT ADMINISTRATOR

**Alton G. Amimoto, MSW**  
DEPUTY CHIEF COURT ADMINISTRATOR

**Joseph A. Savino**  
KAUAI DRUG COURT ADMINISTRATOR

January 2, 2015


CDBG Kauai Housing Agency  
4444 Rice St., # 330  
Lihue, HI 96766

To Whom It May Concern:

This is a letter regarding our support for the Women In Need (WIN) Program here on Kaua'i. Kaua'i Drug court does and will continue to refer our clients to the WIN Program for clean and sober housing, anger management classes, case management, substance abuse assessments, and intensive out-patient substance abuse treatment. We currently have several clients participating in the WIN program.

We are very pleased with the services rendered, and we hope to continue and eventually expand a mutually beneficial relationship. Please contact me should you have any questions in regard to this letter.

Sincerely,

  
**Joseph A. Savino**  
Kaua'i Drug Court Administrator





**Attachment H**  
**Ohana Services Network, Inc.**  
1019 Waimanu Street, Suite 207  
Honolulu, Hawai'i, 96814  
Office: (808)596-0200  
Fax: (808)596-0206

January 12, 2015

Letter of Support and Collaboration for Women In Need

Ohana Services Network (OSN) is a coalition of provider organizations that have established a recovery-oriented system of care for people in Hawaii who struggle with addictions. The OSN stakeholders have been working in collaboration since 2008.

Women In Need (WIN) is one of the founding member organizations. Women In Need helps individuals in the island community get off drugs, off the streets, and out of abusive relationships. We give our clients the tools they need to take care of themselves and their families, guiding them to lead stable, fulfilling and loving lives. Most of our clients have been lifelong victims of domestic violence, addiction and homelessness. By teaching our clients real-world skills in real-world situations, we provide a better success-rate and long-term results. We do everything we can to break the generational cycle of hopelessness and abuse.

Together with WIN, OSN provides community based support services in the areas of housing, behavioral and mental health, cultural and spiritual, education and financial, employment and technology, health and wellness, substance abuse, and transportation through a coordinated network of community based services. OSN providers aim to be financially efficient in utilizing all available State, County, Federal and Foundational resources to meet the needs of the client population; not by duplicating efforts or staffing, but by implementing a diversified system of support that encompasses the wealth of programs currently in existence.

Our coalition is committed to providing quality care to the individuals and families we serve. OSN is focused on the following goals: (1) to reduce the impact of substance abuse on the communities of Hawaii, (2) ensure that the State of Hawaii maintains an effective, long-term system for connecting individuals to recovery support services, and (3) people of Hawaii will live lives free from addiction and mental health stigmas.

Sincerely,

  
Danelia Newman

OSN Board President

**Attachment H**

2970 Kele Street, Suite 203  
Lihue, Hawaii 96706  
Phone 808 245 5914  
Fax 808 245 8040  
Email [cf@cfhawaii.org](mailto:cf@cfhawaii.org)  
[www.childandfamily.org](http://www.childandfamily.org)



**BOARD OF DIRECTORS**

Kathy Inouye  
*CHAIR*

Richard Wacker  
*FIRST VICE CHAIR*

Michele Sato  
*SECOND VICE CHAIR*

Stanley Home  
*SECRETARY*

Christine Camp  
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Robert Fujioka  
*PAST CHAIR*

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Stephanie Ackerman

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John L. Arzumi

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Kyle Chock

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Micki Fyshu

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Raini Watanuoli

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*Early Childhood Consultant*

**ACCREDITATIONS**

Council on Accreditation

Better Business Bureau

**AFFILIATIONS**

Alliance for Children & Families

Aloha United Way

Mauii United Way

Hawaii Island United Way



**KAUAI UNITED WAY**

November 15, 2012

Hawaii Department of Health  
Alcohol and Drug Abuse Division  
601 Kamokila Blvd  
Kapolei, Hi 96707

Reg: Support Letter: Women In Need

To Whom It May Concern,

Women In Need -Kauai provides an important component to the substance abuse treatment community. By providing Intensive Outpatient Treatment Services, WIN has been able to provide a higher level of care to people of Kauai, allowing them to stay on the island and in most cases, stay in their home community. WIN has been an integral part of the continuum of care on Kauai for people who suffer with substance abuse issues.

Women In Need provides high quality services. With signed consent forms, staff is available to collaborate on cases to find the services best suited for each client. This ability to cross refer is greatly appreciated. E Ala Hou is pleased with the cooperation, timeliness and collaboration with staff.

I believe that funding Women In Need for the Intensive Outpatient Treatment Services will only enhance the lives of the people of Kauai.

For additional questions, please feel free to contact me at 808-245-5914.

Sincerely,



Margaret Smith, MA, MFT, SAP  
Program Director



Lucille Calderon, MA  
Kauai Administrator

1/10/13

Attachment H

To Whom it May Concern,

My name is Kerry K. Higashi, 33 years old from Wailua, Kawai. In May, 2009 my favorite uncle passed away and that's when my problems really began. The night he passed away was the first time I tried cocaine. At the time I was already a heavy alcohol drinker and this only made it worse. Before I knew it, my alcohol abuse was getting out of control. To feed my addiction I eventually began to steal money from my employer. I was working as a bank teller withdrawing funds from accounts to support my habit. This vicious cycle of using and stealing went on for 2 years. I stopped going to work because I knew they were on to me and to make matters worse I started dating a guy who was heavily into methamphetamine. Within 4 months of dating I became pregnant. I knew I had no choice but to leave him and try to better my life for me and my unborn child. Right about the same time I was indicted on Federal Charges for embezzlement. At that moment my life came crashing down. I was living with my aunts 3 months after my arrest while my parents raised my older boy. They did not want me to be living at home until I straightened up and got sober. Finally in June I went to live at home with my parents and got my life back on track for the sake of my family and myself. For the next ten months before my sentencing my life was a wreck. I continued to drink heavily up until I was 7 months pregnant. The guilt of using while I

## Attachment H

was pregnant was overwhelming. I sunk into a deep depression. I basically just stayed in bed during the last two months of my pregnancy. By the grace of god my son was born happy and healthy. The thought of leaving my two boys and going to prison was eating me up inside. To my surprise when I was sentenced December 6<sup>th</sup> 2012 I was only ordered 30 days in jail and 5 years probation. I was mentally preparing myself to spend 5 years and prison so I was relieved and astonished when the judge told me my punishment. After serving my month in the Federal Detention Center I returned to Kawai. Now it was time to re-establish my relationship with my family. After being home for 10 months I made a decision to move out on my own. Because I used to go to Drug and alcohol treatment at "Women In Need" under the direction of Kim Cummings, I decided to reach out to her for help. She immediately got me into the WIN house. I've learned so much in my first month living here. More than anything the WIN house has provided me with a clean, safe, structured, sober environment. While I was still sober at home, I was not actively taking part on working towards my recovery. Now I am attending AA/NA meetings on a daily basis, actively seeking employment, and learning how to be independent and stand on my own two feet. Under my parents umbrella I did not have to do anything. My laundry was done daily, all my meals were

Attachment H

cooked for me, my boys were taken care of, I had no bills, basically I had no discipline and did what I wanted to do. Watching all the other moms here turn their lives around, helps give me the courage and motivation to do the same. By bonding with and listening to the other women in the WIN house, we realized how grateful and appreciative I am to have such a strong family support. Overall living here has opened my eyes to what the real world is like and every day I am thankful for the new experiences that I have been blessed with. I continue to strive, move forward, engage in opportunities and learn new things by being here at the WIN house.


Sincerely,



Kerry K. Higashi

Attachment H

To whom it may concern, 1/10/14  
First I would like to  
thank god because without  
him all of this would not  
be possible. Second I want  
to thank Kim and the W.I.N  
house. being here has helped  
me identify what I need  
to work on in my life  
AND has helped me learn  
new coping skills, <sup>it has</sup> ALSO helped  
me to build confidence  
and self-esteem within  
myself. Being here has allowed  
me the chance to focus  
on myself AND is helping  
me gain the willingness ~~is~~ need  
in order to grow. This program  
has definitely made an impact  
in my life for me and  
my daughter I am forever  
grateful for this place I  
now call home.

 RAYANA  
STAR

## Attachment I Domestic Violence Assessment

Domestic violence is a pattern of violent and coercive behavior exercised by one adult over another in an intimate relationship. It is not the same thing as marital conflict. It may include but not be limited to physical, mental, psychological, sexual, or economic abuse and attacks against property or pets.

Do you currently have a restraining order against someone or against you?  Yes  No

Expiration date of restraining order: \_\_\_/\_\_\_/\_\_\_

If no, are you interested in getting a restraining order?  Yes  No

Do you have any pending court cases (e.x. TRO, custody cases, bench warrants, divorce, CPS, etc.)?

Explain. \_\_\_\_\_  
\_\_\_\_\_

Please check type of abuse you are experiencing :

Physical     Mental    |     Emotional     Sexual     Psychological

Has your partner ever: (check all that apply)	<b>Abusive Tactics</b>	Have you ever: (check all that apply)
	Prevented you/your partner from going to work or school?	
	Prevented you/your partner from visiting family or friends?	
	Kept you/your partner from leaving a dangerous or violent situation?	
	Told you/your partner what to wear, what to do, where to go, or whom to talk to?	
	Given you/your partner threatening looks?	
	Followed you/your partner, "check up" on you, or check the mileage on your car?	
	Called you/your partner) degrading names, put you down, or humiliate you in front of people?	
	Destroyed your/your partner property?	
	Blamed you/your partner for the abuse and other problems you are having?	
	Denied or minimize the abusive behavior?	
	Kicked, pushed, punched, slapped, or suffocated you/your partner?	
	Kicked, pushed, punched, slapped, or suffocated you/your partner while pregnant?	
	Broken or fractured a bone?	
	Threaten to kill or harm him or herself, you, the children, or a pet?	
	Threatened you/your partner with a weapon?	
	Ever force you/your partner to commit illegal activities, use illegal drugs, or abuse alcohol?	
	Been arrested for a violent crime or behaved violently in public?	
	Forced you/your partner to engage in unwanted sexual activities or practices (e.g. pornography, multiple sexual partners, prostitution, etc.)?	
	<b>Risks and impacts on children</b>	
	Physically hurt each other in front of the children?	
	Forced your children to watch or participate in the abuse?	
	Threatened to make a CPS report, take custody of the children, or kidnap them?	
	Called the children degrading names or verbally threatened them?	
	Physically discipline or touch the children in a manner that you/your partner don't agree with or feel uncomfortable with?	
<b>Yes</b>		<b>No</b>
	Do your children exhibit problems either at home or in school? (e.g., sleeping, eating, concentrating, or behavioral problems)	
	Do your children re-enact the abusive behavior they are subjected to?	
	Has your children ever tried to intervene in a physical or verbal assault?	

**Attachment I**

**Help seeking and protective strategies**

Have you told anyone about the abuse? What happened? \_\_\_\_\_

Have you ever left home because of the abuse? Where did you go? What happened? \_\_\_\_\_

Have you ever called the police or 911? What happened? \_\_\_\_\_

Have you ever filed a restraining order or criminal charges? What was your partner's response? \_\_\_\_\_

Have you fought back? What happened? \_\_\_\_\_

How do you survive the abuse? \_\_\_\_\_

What have you tried to keep you and your children safe from your partner? \_\_\_\_\_

What has made it difficult to keep you and your children safe? \_\_\_\_\_

Have you used a domestic violence shelter or service? Was it helpful? \_\_\_\_\_

How will your partner react if he/she finds out you are here? \_\_\_\_\_

Do you abuse alcohol or other substances? \_\_\_\_ Yes \_\_\_\_ No

Do you suffer from anxiety or depression? \_\_\_\_ Yes \_\_\_\_ No

Have you had medical assistance for health problems resulting from your partner's violence? \_\_\_\_\_

Do you have a mental health diagnosis? If yes, please explain. \_\_\_\_ Yes \_\_\_\_ No

Do you suffer any other health problems? If yes, please explain. \_\_\_\_ Yes \_\_\_\_ No

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### ***Trauma Recovery and Empowerment Model***

The *Trauma Recovery and Empowerment Model* is a 24 session group intervention for women who have survived trauma. It meets for one hour once a week. The recommended number of participants in each group is 10 to 12. The program is cyclical and participants may enter at any point, with completion of all 24 sessions required for discharge.

The *Trauma Recovery and Empowerment Model* draws on cognitive-behavioral, skills training, and psychoeducational techniques to address recovery and healing from sexual, physical, and emotional abuse. This program combines strategies for empowering the survivor, a focus on the trauma and its consequences, and skill building. The participant will learn decision-making skills, how to regulate overwhelming feelings, and how to establish safer, more reciprocal relationships.

The goals of the *Trauma Recovery and Empowerment Model* are to increase self-esteem, boundary-setting, emotional regulation, judgement and decision-making skills. The program also strives to decrease anxiety, depression, hostility, and posttraumatic stress disorder (PTSD) symptoms.

Fallot, R. D., & Harris, M. (2002). Trauma Recovery and Empowerment Model (TREM): Conceptual and practical issues in a group intervention for women. *Community Mental Health Journal*, 38(6), 475-485.

### ***b. Children Kids Club and Moms Empowerment Curriculum***

*Kids Club and Moms Empowerment* is a 10 week program with separate programs for children and mothers held concurrently. Sessions meet once a week for one hour. The program is non-cyclical. Programs will begin every 5 weeks (2 groups running at the same time, at different points of the program). The recommended number of participants in each group is 5-7. Minimum provider qualifications are a licensed professional (MFT or LCSW) or therapists who have a Master's degree and are supervised by a licensed professional.

*Kids Club and Moms Empowerment* includes social and cognitive therapy components, along with supportive and empowerment groups. It is designed to foster resilience and enhance recovery from the traumatic experience of domestic violence. Research has shown that the program reduces levels of PTSD in children and improves positive parenting skills.

*Kids Club* explores the children's knowledge about family violence; their attitudes and beliefs about families and family violence; their emotional adjustment; and their social behavior. This program is designed for children age 5 to 12. Child sessions are designed to enhance the child's sense of safety, develop a therapeutic alliance, address responsibility for violence, manage emotions, and resolve conflict. Program information will be adapted for teens, providing the same information at an age appropriate level.

*Moms Empowerment* is a parenting program that helps to build parenting competence; provide a safe place to discuss parenting fears and worries; and build a connection in a supportive group. The group provides support to mothers by empowering them to discuss the violence and the impact it has on their child's development. The intervention is designed to improve parenting and disciplinary skills and enhance social and emotional adjustment.

Graham-Bermann, S. A. (2000). Evaluating interventions for children exposed to family violence. *Journal of Aggression, Maltreatment & Trauma*, 4(1), 191-216.

Attachment K

Domestic Violence Anger Management

Performance Measure	Definition (examples)
<b>Knowledge</b>	
Positive living environment	<b>% of participants who report they have learned to live in a more peaceful and positive environment</b> While in this program I have learn the importance of getting along with the people I live with
Confidence and self-efficacy in making healthy decisions	<b>% of participants who report feeling more confident they can make healthy decisions</b> While in this program I have gained confidence that I can make healthy decisions that support a positive lifestyle
Identify destructive past behaviors	<b>% of participants who report was able to identify their past destructive behaviors</b> While in this program I was able to identify my past destructive behavior
Effective tactful communication	<b>% of participants who report gaining effective communication skills</b> While in this program I was able to gain more positive communication skills
<b>Attitudes</b>	
Compassion and patience towards myself and others	<b>% of participants who report they have gained compassion and patience towards myself and others</b> While in this program I have gained more compassion and patience towards myself and others
Desire productivity and self-sufficiency	<b>% of participants who report they gained a stronger desire to become more productive and self-sufficient</b> While in this program I gained a stronger desire to become more productive and self-sufficient
Value a Positive Lifestyle	<b>% of participants who report they value a positive lifestyle</b> While in this program I gained a stronger value for a positive lifestyle
<b>Skills</b>	
Communication skills	<b>% of participants who report gaining more effective communication skills as a result of the program</b> While in this program I learned skills that help me communicate more effectively ( e.g. <i>Assertive statements, I feel statements etc.</i> )
Positive relationship skills	<b>% of participants who report gaining positive relationship skills</b> While in this program I learned to respect other people's opinions and beliefs
Positive decisions making skills	<b>% of participants who report gaining positive decision making skills</b> While in this program I learned skills to help me make more positive decisions
Goal Setting	<b>% of participants who report they have learned skills that enable them to set and attain their goals while participating in this program.</b> While in this program I have learned skills to help me set and accomplish my goals
<b>Behavior</b>	

Performance Measure	Definition (examples)
Participates in positive healthy recreational activities	<p><b>% of participants who report they increased the amount of time spent on positive activities.</b></p> <p>While in this program I have increased my interest in the amount of time I spend on my hobbies, sports, exercise routine or nurturing activities.</p>
Seeks healthy relationships	<p><b>% of participants who report they sought out healthy relationships</b></p> <p>While in this program I learned the value of seeking healthy relationships</p>
Contributes to the community	<p><b>% of participants who report they contribute to the community in a positive or productive manner</b></p> <p>While in this program I gained a desire to contribute more to the community in a positive or productive manner (e.g. positive role model, volunteer or work in the community)</p>
<b>Relationships</b>	
Staff-client relationships	<p><b>% of participants who report a supportive staff in the program</b></p> <p>While in this program I felt supported by the staff in this program</p>
Peer relationships	<p><b>% participants who report positive peer relationships</b></p> <p>While in this program I made friends that will help me make positive choices in the future</p>
Rebuild and repair strained relationships	<p><b>% of participant who report they have rebuilt or repaired strained relationships</b></p> <p>While in this program I was able to rebuild or repair strained relationships</p>

Attachment L  
**SELF-SUFFICIENCY ASSESSMENT SCALE**

<b>Developmental Domain</b>	<b>1 In Crisis</b>	<b>2 Vulnerable</b>	<b>3 Stable</b>	<b>4 Safe</b>	<b>5 Thriving</b>
<b>Housing/ Food</b>	Homeless, eviction or cut-off notice. No food and at risk for malnutrition	In arrears, but no notice. Temporary housing. Food inadequate for nutritional needs.	Housing affordable with subsidy. Relies on assistance for basic nutritional needs.	Housing affordable and satisfactory without subsidy. Daily well-balanced meals with assistance.	Safe, affordable housing of choice without subsidy. Well-balanced meals without assistance.
<b>Income/ Assets</b>	No income, savings or assets. No marketable skills, unemployed.	Temporary or part-time job, income inadequate for basic needs. Poor credit.	Underemployed inadequate benefits. Limited career advancement opportunities.	Full-time employment, inadequate benefits. Debt within limits.	Permanent, sustaining employment with benefits. Savings account Good credit.
<b>Education/ Skills</b>	No GED, lack basic skills, functionally illiterate. No commitment to learning.	Working to attain GED or improve literacy Recognizes value of education, skills	H.S. Diploma or GED. Marketable skills.	Actively pursuing post-secondary education or training.	Has attained post-secondary education or training. Positive attitude toward learning.
<b>Environment</b>	No childcare, transportation, or access to health care.	Transportation unreliable, child care and health care unreliable or unaffordable	Limited childcare and transportation, depends on Medicaid and other subsidies.	Transportation to meet basic needs. Access to health care and childcare.	Transportation, childcare, health care of choice without subsidy.
<b>Relationships</b>	No supportive system. Socially isolated. No communication, social skills. Frequent conflicts.	Little or no interaction with family. Limited social network. Unable to form friendships.	Some support from family and friends. Some community concern and awareness.	Physically safe and emotionally secure. Supportive relationships free from conflict. Family unit evident.	Strong supportive network and positive family identity. Actively involved and stakeholder in community.
<b>Personal Attributes</b>	Severe emotional, behavior dysfunctions. Low self-esteem, negative attitude, unethical behaviors.	Moderate dysfunction, low self-esteem, lack motivation and takes little responsibility for own actions.	Interventions in place to change behaviors. Learning to set realistic goals.	Good self-esteem, appropriate behaviors, sets realistic goals, resolves conflicts effectively.	Exemplary work ethic, positive attitude high self-esteem good sense of humor, integrity ethical behavior. Sets and achieves goals.