

House District 15  
Senate District 8

THE TWENTY-NINTH 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: 3135 A Eua 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

Fax # 888.398.8464

E-mail Erika.winhi@gmail.com

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 Survivor Advocacy Services

4. FEDERAL TAX ID

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ \$ 100,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ \$\$\$0,000

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

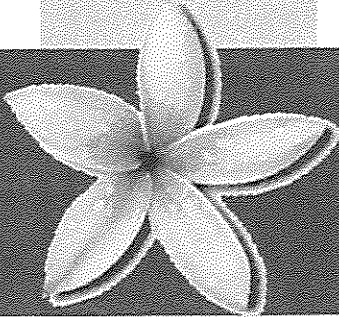
MARY SCOTT-LAU, EXECUTIVE DIRECTOR

1/19/17





**women in need**  
SERVING HAWAII SINCE 1996



WIN's 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."

**The Twenty-Ninth Legislature  
Application for Grants  
GIA**

**WIN Domestic Violence Survivors  
Advocacy Program**

**State Capitol, Rm. 207**

**Honolulu, HI 96813**

**Attn: GIA**

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Women In Need WIN

(Typed Name of Individual or Organization)



(Signature)

January 19, 2017

(Date)

Mary Scott- Lau

(Typed Name)

Executive Director

(Title)

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## Application for Grants

### I. Background and Summary

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

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, by empowering women-at-risk to rise above their past and to start creating a better future for themselves and their families. WIN has grown into a multi-function organization that guides individuals on Oahu and Kauai in their transition. Our programs include Domestic Violence Survivor Advocacy, Pu`uhonua Survivor Transitional Housing, Bridge to Success Transitional Housing for Women and Children, Intensive Outpatient Treatment, Relapse Prevention, Re-Entry Programs, and Outreach.

WIN is an active partner of the Kauai Community Alliance (KCA) and also co-chair for the committee of Homeless Awareness. KCA is the Kauai Chapter of Bridging the Gap, an alliance working to eliminate homelessness and increase affordable housing options in Hawaii. WIN participates at all meetings and in the Homeless Point-In-Time count yearly, a statewide count of homeless people, which includes collaboration from numerous agencies and organizations. Throughout the year, WIN participates in the many events in which The Kauai Community Alliance participates.

Kauai Domestic Violence Prevention Task Force - WIN has been a member of this group since the very beginning, in early July of 2009. The mission is “bringing safety and harmony to Kaua`i’s families through community outreach and collaboration, offering empowering solutions and resources for prevention, education, intervention and treatment of domestic violence.” This diverse group of community members representing various non-profit social service agencies, education, healthcare, law enforcement, the faith community, county and state government, DV survivors and more, meet monthly and collaborate on projects to raise awareness and empower members of the community to step up and help change attitudes, beliefs, and behaviors around family violence. WIN sits on its Public Relations and Media Sub-Committees.

2. The goals and objectives related to the request;

Women In Need is committed to ending the cycle of domestic violence through advocacy, education, awareness and prevention programs. Since 1996, Women In Need has provided services to victims of domestic violence in the form of crisis intervention, classes, advocacy, transitional housing, case management, and resource referrals. The hierarchy of needs dictates that safety is a priority in responding to client needs. All of the screening and safety planning protocols and standards of care must remain a high priority. Consistent routine inquiry, validation, and offers of support and planning for safety increase the likelihood that a currently abused woman will ask for assistance to increase her physical safety.

Our goal is to help survivors and their children thrive. We are dedicated to empowering underserved women and their families to stay free of violence and abuse in all aspects of their life. We have adopted the Social and Emotional Well-Being Promotion Framework. The Well-Being Framework aligns with WIN's goal of helping survivors and their children thrive and it recognizes the importance of community, social and societal context in influencing individual social and emotional well-being. In our goal towards empowerment and social well-being. The objectives of the program include the following:

- Survivors' immediate safety
- Possessing adequate resources
- Survivors' increased knowledge about domestic violence
- Survivors' increased awareness of resources and options
- Survivors' decreased isolation and access to local resources for support
- Social, political and economic equity
- Emotional, physical and spiritual health
- Increased positive support for survivors
- Increased positive self-esteem and self confidence

3. The public purpose and need to be served;

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.

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>1</sup>

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 compounded by several issues that particularly affect Kauai 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.

In Kauai County, a growing number of people recognize the importance of addressing upstream issues. Largely driven by economic insecurity, social issues such as unemployment, education, alcoholism, and domestic violence all influence a community's health. Needs and Concerns stated in the Kauai County Community Health Needs Assessment in 2013 regarding domestic violence and sexual assault:

- \*Difficult for people to leave unsafe situations in a rural island community
- \*Everyone knows everyone else in the small community, making it hard for sexual assault victims to remain anonymous and avoid their attackers afterwards
- \*Challenge to find safe long-term affordable housing

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. Isolation due to poverty, life circumstances and domestic violence is common. Services at times need to be brought into those communities.

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<sup>1</sup> Published by the National Coalition for the Homeless, August 2007

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.

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. WIN 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.

5. Describe the geographic coverage.

The service area is the island of Kauai

## **II. Service Summary and Outcomes**

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

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. Our Domestic Violence Survivor Advocacy Program will provide services to approximately 25 women over the course of this project.

Our program uses a wide range of activities designed to dynamically impact the intrapersonal, interpersonal and social predictors of well-being for both survivors and their children. Specifically, they work to (1) increase women's and children's sense of self-efficacy as well as their hope for the future, and (2) directly increase their access to community resources, opportunities, and supports (including social support). These improvements create a positive spiral in survivors' lives, resulting in more positive social and emotional well-being over time.

**Information** - Knowledge is power. Therefore, a key objective of the programs



is to increase adult and child survivors' knowledge about a variety of topics important to their long-term well-being. Across all programs and different types of contact, staff inform survivors about their rights, options, and the community resources they have available to them. They also raise survivors' consciousness about the dynamics of domestic violence and other forms of violence they may have experienced (e.g., child abuse, sexual assault, community violence). They offer information about how the children might be responding to the violence, and help survivors think through their next steps. In short, they provide any and all information survivors might need to understand their experiences within the larger sociopolitical context, to make the best decisions for themselves, and to heal emotionally from the abuse.

A basic tenet of every domestic violence victim service program is to engage in **safety planning** with survivors and their children. WIN recognize that "safety plan" is a verb rather than a noun, and that strategies must be flexible and individualized to each survivor's experience and context. While it is understood that these efforts may or may not be successful, given the individual circumstances surrounding each incident of abuse and that the perpetrator is ultimately responsible for his decision to be violent or not, a variety of strategies are discussed to help survivors decide for themselves what might reduce future risk of abuse. These strategies generally center on having plans for immediate escape should violence occur (e.g., having a predetermined location to flee to, having clothing and important documents assembled and hidden), but conversations also include risk reduction strategies (e.g., obtaining a restraining order, changing locks, changing phone numbers). WIN helps survivors think through both batterer-generated risks (e.g., the abuser's prior behaviors, threats, access to her and the children) as well as life-generated safety risks (e.g., neighborhood safety, access to help from various systems, level of supportive networks) and, together, staff and survivors generate plans for addressing each. Staff also engage in age-appropriate safety planning with the children, to help reduce their risk of future harm and to help them determine appropriate exit strategies if needed.

**Skills** - knowledge is critically important, but having the skills to put knowledge into practice is crucial to enhancing self-efficacy. DV program staff use a variety of strategies, including instruction, modeling, and role playing, to help survivors and their children enhance the skills they self-identify as needing. These skills will differ across individuals but for adults might include resume writing, how to prepare for and conduct themselves in court, parenting skills, repairing the mother-child bond that may have been intentionally weakened by the abuser, and developing more positive coping skills (e.g., handling flashbacks).

**Advocacy** - It is a helping relationship through which the staff member shares power with the survivor, and is a facilitator, not a director, of services. The advocate works with the survivor to facilitate access to knowledge, skills, supports and resources. Direct outcomes of these program activities can be

documented at intrapersonal, interpersonal and social levels. Intrapersonal changes include both cognitive (e.g., increased knowledge and skills) and emotional (e.g., feeling more hopeful) improvement. Interpersonal changes would include such things as increased safety and social support, while social-level changes might include increased access to community resources. Attachment A illustrates the Theory of Change underlying our program design and service components are expected to impact the factors that influence well-being.

**Support Groups** - Whether through individual counseling, support groups, crisis intervention or casual conversations, WIN staff helps survivors and their children understand that they are not alone in their experience and are not responsible for their victimization. We also help them understand common responses to trauma (e.g., trouble concentrating, sleep problems, being easily startled) and provide them with the knowledge, skills and time they need to heal. Every person responds to trauma differently, so staff help each survivor identify the impact that the abuse has had on them, and how to identify and cope with events that may 'trigger' the same physiological or emotional reactions they experienced when being abused. Processing the abuse also involves helping women and their children recognize that they are not alone nor responsible for their victimization.

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

Day 1-3: Client referred/self-referred to WIN – screen client; possible referral to emergency shelter

Week 1: Client meets with advocate for planning types of assistance needed. Client referred to lawyer for consultation and TRO if necessary.

Week 2 – 52: Advocacy component includes education on domestic violence awareness and education, self-protection, transitional plan, cultural activities; outings; resource referral and children concerns, collaborations with community partners. Advocacy, case management follow-up and evaluation and outcomes. WIN staff advocates with survivors in ways that increase their power in personal, interpersonal and political arenas. The Program will consist of:

1. providing information about adult and child survivors' rights, options and experiences
2. safety planning
3. building skills
4. support groups
5. advocacy
6. offering encouragement, empathy, and respect
7. supportive counseling
8. increasing access to community resources and opportunities
9. increasing social support and community connections
10. transitional shelter

### **Follow-Up Services**

Staff provides follow-ups at three, six, and 12 months to assure they are still safe and if there are additional needs.

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

The goal of WIN's quality assurance coordination is to ensure that participants receive the most effective and efficient services through the implementation of the Domestic Violence Survivors Advocacy Program 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. Staff will meet twice monthly to review, evaluate, and implement improvements. 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 participant 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 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 needs of domestic violence survivors and families by offering a menu of 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 Executive Director 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 program 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 participants' complaints, appeals and grievances, are maintained in a complaint log book 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 participant 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.

3. 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.

**Specific Output and Performance/Outcome Measurements**

- 80% of victims who utilize crisis intervention will find it to be helpful to them.
- 100% of survivors will have access to accurate information about support services available in the community that they might need.
- 90% of survivors will have more ways to plan for their safety.
- 80% of survivors will feel more hopeful about the future.
- 80% of survivors will feel less isolated.
- 80% of survivors will know more about their options.
- 70% of survivors will feel more confident in their decision-making.
- 90% of survivors will find the program to be helpful to their healing process.
- 70% of survivors will have increased understanding about the natural responses to trauma.

**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 B for Budget Forms

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$30,000	\$200,000	\$200,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Please see Attachment C

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.

N/A

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.

See Attachment D

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

The Accounting Firm – HiAccounting is working on this requirement. At this time, we do not have the balance requested.

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

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

For over 20 years WIN has helped to fulfill the overwhelming needs of victims of domestic violence, and homeless women and families. WIN has been successfully empowering and transitioning survivors. In 2007, WIN expanded services offered to survivors by acquiring the first Bridge to Success Transitional House. Today WIN has three houses. Two houses are located on Oahu and one on Kauai. The transitional homes have proven a great community resource in providing a safe place to heal women in transition. By giving women and children a safe place to live and a program that helps them to transition to self-sufficiency and access to resources, we are in fact living our mission.

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 Pu`uhonua Survivors Transitional Program – OVW. Awarded 10/1/15 for three years. WIN is currently in the planning phase for transitional housing specifically for survivors that are homeless or risk of homelessness as a result of domestic violence. The first year was used for planning and setting policies. Within 3 months, we will locate a home to lease and begin services.
2. WIN Bridge to Success - Homeless Programs Office - Date awarded 8/2007; \$146,880 annually (Kauai & Oahu); 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, 19 women completed GED or job training; 29 completed substance abuse treatment; 17 transitioned off of welfare, and 31 transitioned into permanent housing.

3. 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.

## **B. Facilities**

### **Administrative/Clinical Offices Kauai**

Both Administrative and Clinical services for Kauai are located at 3136 Elua Street, Lihue, HI 96766, in a 1,492 square foot building. It is a single family residence that has three rooms and 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, cultural, recreational, and documentary DVDs are shown. The facility is equipped with a kitchen (used for cooking classes), two bathrooms, and a conference room. 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. WIN is working on making this office space ADA compliant.

### **Bridge to Success Transitional Housing Program Kauai**

The Kauai Bridge to Success Home is located at 4536 Ekolu Street, Lihue 96766. The wheelchair accessible ramp will be completed by July 2017 and will be ADA compliant at that time. The house has nine bedrooms, six bathrooms and is located on 1.5 acres of land. The house can accommodate nine single women and women with children. WIN's lease on the home is available upon request. The house is easily accessible by the bus line.

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

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

All WIN staff providing the proposed services shall possess the knowledge, skills, and experience of working with the targeted population. The administrative staffing pattern provides for adequate, efficient administrative support that allows for effective delivery of service, and for a variety of credentialing categories of

clinical staff to insure a multi-disciplinary team approach to service delivery. The following is a description of the proposed staffing pattern, client/staff ratio and proposed caseload capacity for the WIN Bridge to Success Transitional Housing Program:

**Staffing Pattern**

The typical caseload will be 5 - 10 individuals per staff member. Resumes are listed in Exhibit 14 and position descriptions for all significant staff budgeted to WIN Bridge to Success will be provided upon request. Partial Funding is requested for staffing.

**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, pertaining to Mental Health and Substance Abuse Systems, HAR.

**Credentialing**

WIN has instituted a credentialing policy and procedure to ensure 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, 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. All staff at WIN are CPR and First Aid certified.

**ABILITIES**

WIN's organizational structure is equipped with features that ensure the successful delivery of services. WIN staff has extensive experience with individuals suffering from PTSD, complex trauma, victimization, anger management, criminality and substance use. All Treatment Counselors are either currently certified or pursuing studies and experience hours to become Certified Substance Abuse Counselors (CSAC) and are supervised by WIN's current CSAC employees. Treatment Assistants have domestic violence training and are experienced in working with substance abusing and criminal populations.

WIN's organizational structure is equipped to ensure successful delivery of services. These features include:

- A well-credentialed, highly trained, diverse staff with experience in providing transitional housing, case management, support, advocacy, mentoring and adult substance abuse treatment services to chronically homeless populations



- ongoing training and supervision program for staff
- a strong quality assurance program
- accountability ensured through quality assurance
- an Advisory Board consisting of treatment specialists, community members and consumers that provide crucial input and feedback regarding WIN services.
- Our Board of Directors consists of nine professionals passionate about creating a community of support for the consumers of the agency, and have no material conflict of interest and serve without compensation. Each dedicated member actively participates in fundraising events, and they assist through financial contributions, product donations, professional expertise and time. Each member's professional and personal networks help to spread awareness about Women In Need's cause and upcoming events and meet every other month.

### **SKILLS**

We ensure that the staff are carefully supervised and continually trained in the delivery of service. Specific skills related to the delivery of the program include, but is not limited to, extensive training in crisis intervention, trauma informed care, cross cultural counseling approaches, suicide prevention models, gender specific treatment, cognitive behavioral therapy, dialectic behavioral therapy, motivational interviewing, contingency management, ethics, substance abuse assessment, client placement matching using the ASAM-PPC criteria, HIPPA/confidentiality, co-occurring disorders, substance abuse, therapeutic interventions, managing potentially assaultive behaviors and lethality risk assessments. WIN staff regularly research best practices for working with survivors and apply this knowledge base into its clinical service delivery and training programs.

### **KNOWLEDGE**

#### **Core Group of Experienced, Qualified and Dedicated Providers**

WIN Staff has the following qualifications: extensive background in domestic violence either as a survivor of domestic violence, 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. WIN's staff possesses and utilizes 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, survivors, 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. Staff composition is representative of the cultural diversity in Hawaii and includes supervision in the area of delivery. The strengths brought by cultural competence form the foundation of our service to Hawaii's diverse cultural population.

Direct services (crisis intervention, assessment, health and wellness planning, individuals, group, and family counseling) are provided by the staff, which consists of the Clinical Director, Treatment Counselor, Treatment Assistant and Intake Coordinator / Case Manager. Certified Substance Abuse Counselors (CSAC's) that have extensive experience working with substance abusers and survivors of domestic violence. All Direct Service staff have at least 2 years of experience working with our target populations. Program staff operates as a well-functioning team to ensure and sustain the commitment of quality care. Regular supervision, team meetings and ongoing training for staff is provided to continuously improve the delivery of services.

**Executive Director Mary Scott-Lau** – Mary is a certified Domestic Violence Counselor and has over 20 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.

**Clinical Director/Addiction Care Coordinator (Kauai) Kimberly Cummings, CSAC** has worked in this field since 2007 in many capacities. She has proven leadership skills, including the overall management and motivation of staff to achieve the organization's objectives. Ms. Cummings has extensive experience facilitating groups and individual counseling on Kauai specifically with substance using offenders. Kimberly completed the Certified Substance Abuse Program at Kauai Community College and is currently a CSAC. She is responsible for the operations on Kauai. She operates the Bridge II Success Program, WIN with IOP, and Domestic Violence Awareness programs. She attends community meetings and is very active in the community.

**Treatment Counselor Alison Slingerland CSAC** has been working in the field of human services since 2011. She is currently working as a Treatment Counselor and Case Manager at WIN. Ali facilitated Access to Recovery Sober Support Activities, Substance Abuse Relapse Prevention classes and Outpatient Substance Abuse Treatment. She is instrumental in assisting clients in their transition to recovery from substance abuse, homelessness, and domestic violence. She has operated in this capacity since 2012.

**Intake Coordinator/Case Manager Renae Waalani** works with and advocates for women suffering in Domestic Violence and Substance abuse. Renae works as an Intake Coordinator where she is the first person that the client has contact, including intake, exits and discharges, signing consents, urinalysis testing, answering and directing of calls, scheduling and cancellations of assessments and a myriad of other duties. She has also serves as a Case Manager for our clients who reside in WIN's Bridge II Success Transitional Home.

**Treatment Assistant & Billing Specialist Crystal Battulayan** is currently enrolled in Kauai Community College and working towards becoming a Certified Substance Abuse Counselor. As a Treatment Assistant, she facilitates 12 Step Curriculum to aid clients with solution focused tools of recovery. Crystal has participated in the rooms of AA/NA for approximately ten years and is an active sponsor for women in early recovery. Crystal's life experience produced exceptional interpersonal and communication skills to work side by side with survivors and at-risk clients. Her leadership skills among clients, peers and subordinates, constitutes her as a real team player. She has also serves as a Case Manager for our clients who reside in WIN's Bridge II Success Transitional Home which includes: Individual Counseling on a weekly basis and meeting with these women and going over service and/or treatment plans, documenting of progress notes and clients' information.

### **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. See Attachment E for initial training requirements. Staff are trained to be nonjudgmental, respectful of differences, and to be culturally competent. Cultural competence involves employing specific knowledge, behaviors and policies to effectively work in cross-cultural situations. These philosophical underpinnings guiding the work are key, not just because they represent a courteous way to treat other human beings, but because these attributes have been found to increase people's sense of self and self-efficacy

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.

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

	<b>Position</b>	<b>Employee</b>	<b>Tasks and Activities</b>
1	Executive Director	Mary Scott-Lau	Oversee Program, Train Staff, Facilitate, Crisis Counseling
3	Clinical Director Kauai	Kimberly Cummings, CSAC	Coordinate Staff On Kauai, Facilitate DV Classes, Advocate, Case Manager, Assessments, Group Support Classes
4	Treatment Counselor	Alison Slingerland, CSAC	Facilitate DV Classes, Advocate, Case Manager, Assessments, Group Support Classes,
5	Intake Coordinator	Rena Waalani	Intake, Referrals, Advocate, Case Manager, Assessments, Group Support Classes,
6	Treatment Assistant	Crystal Battuyalan	Intake, Crisis Calls, Referrals, Advocate, Case Manager,

**B. Organization Chart**

See Attachment F for the Organization and Program chart.

**C. Compensation**

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

Executive Director	\$84,000
Clinical Director - Kauai	\$69,000
Treatment Counselor - Kauai	\$45,600

**VI. Other**

**A. Litigation**

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

**B. Licensure or Accreditation**

Kimberly Cummings and Alison Slingerland are both Certified Substance Abuse Counselors (CSAC)

**C. Private Educational Institutions**

Not Applicable

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but

WIN's Board of Directors meets on an annual basis to identify funding needs for the upcoming and future years in order to maintain all the programs and activities that currently operate, in addition to new ideas for programs or the expansion of existing ones. Throughout the year, board members look for resources to sustain each program and the organization as a whole. The budget line items are evaluated for its importance to continuing each program's operations after the grant funds are decreased or cease to exist. WIN staff, office leases, supplies, insurance, audit, house leases, cultural activities, and training are critical expenses to continue providing the same or high level of services.

- (2) Not received by the applicant thereafter.

Current funding strategies are:

- Kauai's WIN with IOP program bills medical insurance as first payer. Oahu's program is in the process of implementing the medical insurance billing. This allows for grant funds to be used more for supportive services which will produce greater outcomes.
- Use of program fees for transitional housing program to support programming needs. Participants are charged a program fee while living in the Bridge to Success Transitional Housing Program.

- The use of major-gift programs. WIN identifies, cultivates and solicits donors that have the potential to make significant gifts.
- Corporate Sponsorships are used to build a base of long-term commitment and support from local business.
- A training program is used for staff to receive additional training during the grant period to learn new and evidenced based protocols to enhance services.
- Collaboration with Partner Agencies help identify new funding streams or other resources to continue operations. Partners more importantly augment operations to reduce or even eliminate some expenses without disrupting the continuum of care.
- Grant requests are submitted to private foundations and government agencies that support our mission.

Sustainability planning will be conducted throughout the grant project. WIN will continue to pursue additional funding revenues to sustain and or expand operations.

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

WIN agrees to comply with all laws governing entities doing business in the state. WIN's Hawaii Compliance Express Certificate of Compliance and the Certificate of Good Standing is shown in Attachment G.

# Domestic Violence Evidence Project

A project of the National Resource Center on Domestic Violence

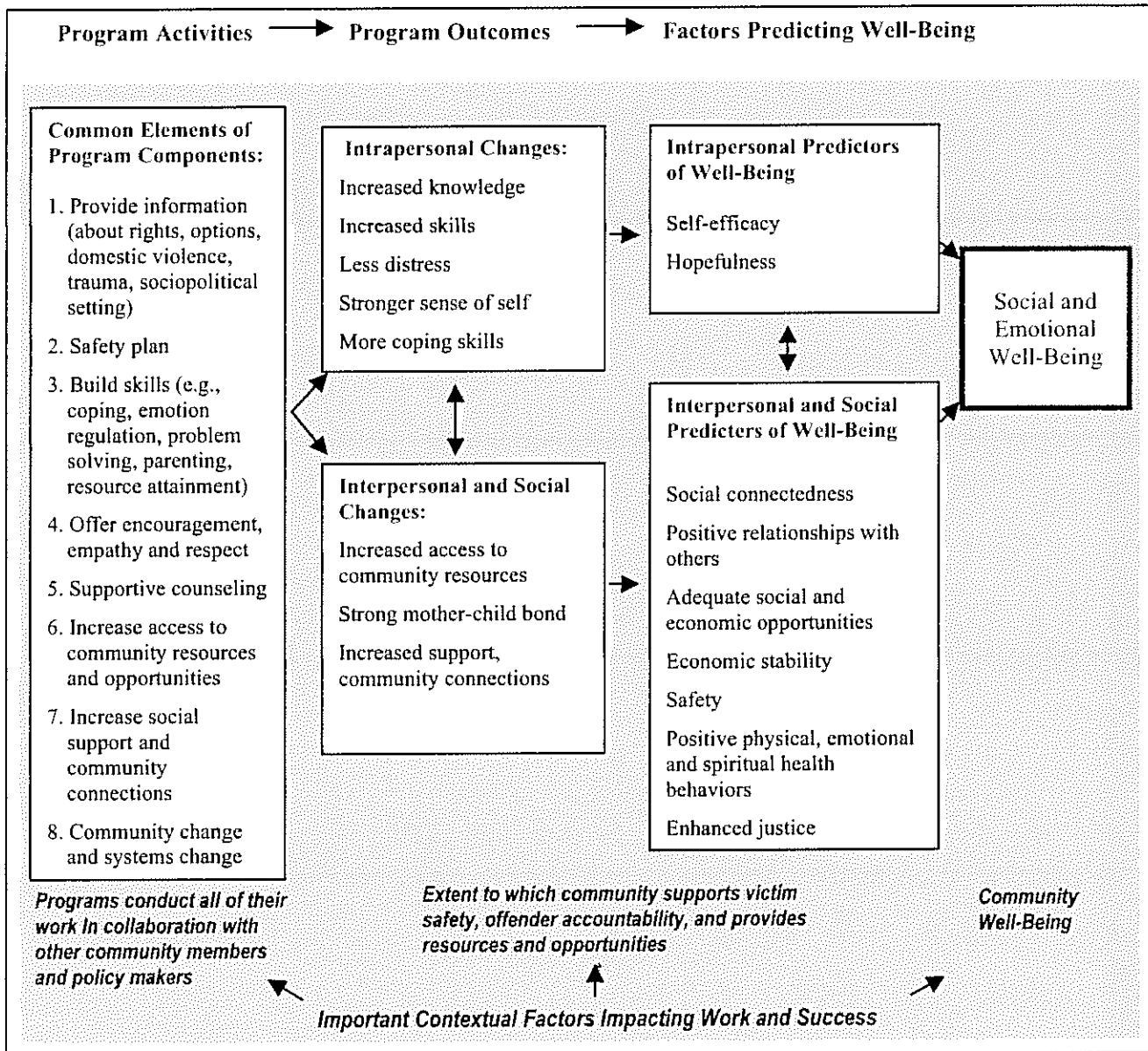


Figure 1. Theory of Change Underlying How Domestic Violence Program Activities Impact Adult and Child Survivors' Well-Being

FROM: Sullivan, C.M. (2012, October). *Examining the Work of Domestic Violence Programs Within a "Social and Emotional Well-Being Promotion" Conceptual Framework*, Harrisburg, PA: National Resource Center on Domestic Violence at [www.dvevidenceproject.org](http://www.dvevidenceproject.org).

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

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	54,360	19,026	13,590	18,000
2. Payroll Taxes & Assessments	9,513	3,330	2,378	3,150
3. Fringe Benefits	9,946	3,481	2,487	6,000
<b>TOTAL PERSONNEL COST</b>	<b>73,819</b>	<b>25,837</b>	<b>18,455</b>	<b>27,150</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-island	1,200		1,200	600
2. Insurance	1,757	2,000	2,500	
3. Lease/Rental of Equipment			2,100	
4. Lease/Rental of Space	6,264	12,528	12,000	
5. Staff Training	1,250	3,500		
6. Supplies	2,100			250
7. Telecommunication	3,000	2,400		
8. Utilities	1,500	3,000		
9. Housing Subsidies	7,000	25,000		
10. Cultural Activities				15,000
11. Audit		2,000	2,000	
12. Substance/ Per Diem	400		400	
13. Transportation				
14. Contractual Services - Administrative	1,710	9,318		
15. Contractual Services - Subcontract		12,000		5,000
16. Household items/Hygiene items				2,000
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>26,181</b>	<b>71,746</b>	<b>20,200</b>	<b>22,850</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>100,000</b>	<b>97,583</b>	<b>38,655</b>	<b>50,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Erica Teska		1/19/17
(b) Total Federal Funds Requested	97,583	Name (Please type or print)		Phone
(c) Total County Funds Requested	38,655	[REDACTED]		1/19/17
(d) Total Private/Other Funds Requested	50,000	Signature of Authorized Official		Date
<b>TOTAL BUDGET</b>	<b>286,237</b>	Mary Scott-Lau, Executive Director		
		Name and Title (Please type or print)		



**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2017 to June 30, 2018

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	FTE	\$84,000.00	10.00%	\$ 8,400.00
Clinical Director	FTE	\$69,000.00	20.00%	\$ 13,800.00
Treatment Counselor	FTE	\$45,600.00	20.00%	\$ 9,120.00
Treatment Assistant	FTE	\$26,400.00	40.00%	\$ 10,560.00
Intake Coordinator / Case Manager	FTE	\$31,200.00	40.00%	\$ 12,480.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>54,360.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Direct Service Staff to provide Domestic Violence Survivor Advocacy - Except for Executive Director provides Executive Oversight				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Women In Need WIN

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						
Not Applicable						

**Seeking Funds**

Applicant: Women In Need WIN

Contracts Total: \$ 2,650,595

	<b>CONTRACT DESCRIPTION</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	Case Management-Self-Sufficiency	Kauai County	Kauai	\$ 75,000
2	Intensive Outpatient Treatment (IOP)	ADAD	Kauai	495,295
3	Intensive Outpatient Treatment (IOP)	ADAD	Oahu	\$ 580,300
4	Acquisition of Property Transitional House	Kauai County	Kauai	\$ 1,500,000
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**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Women In Need WIN

Contracts Total: 1,310,186

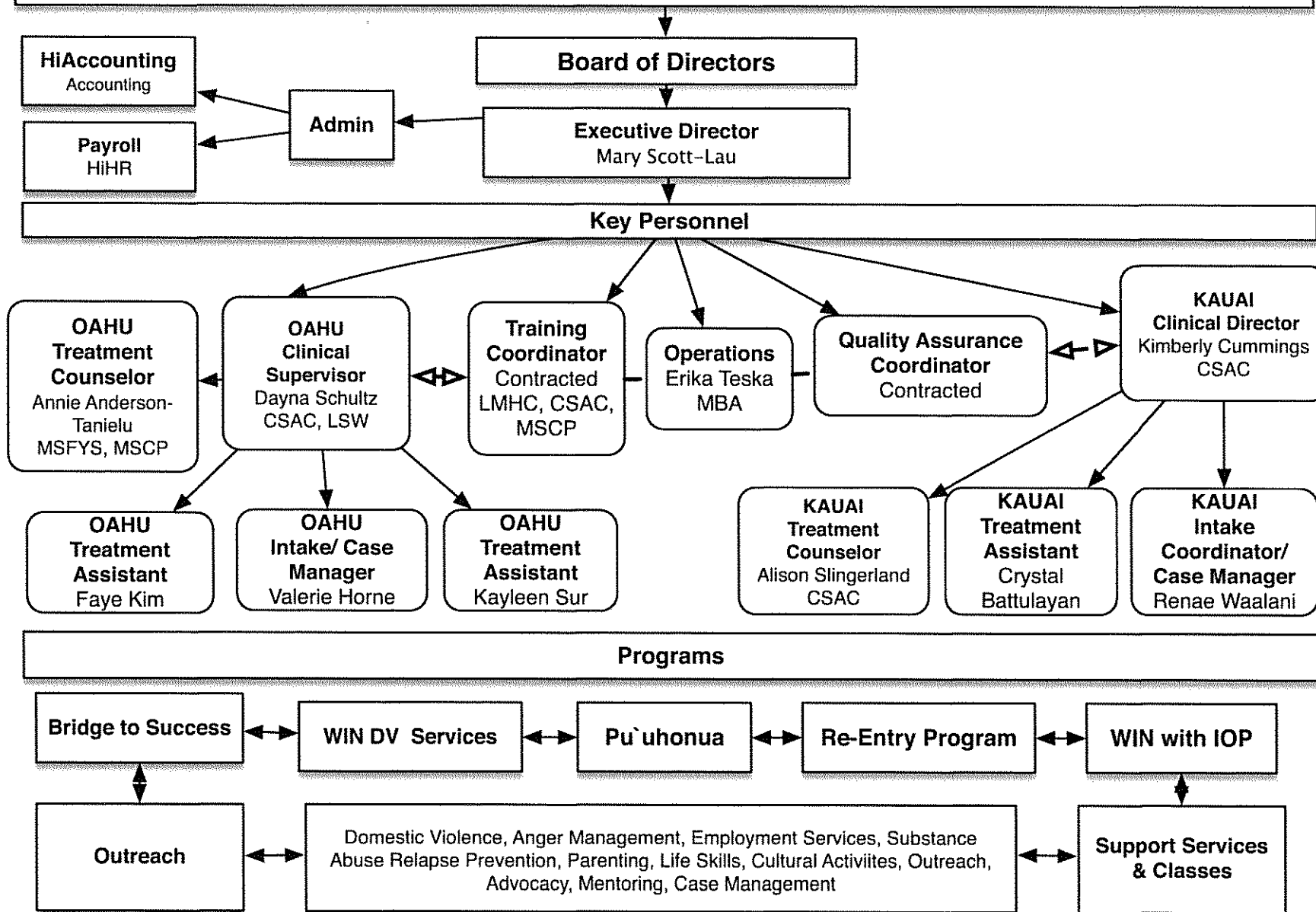
	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	Intensive Outpatient Treatment (IOP)	7/1/15 - 6/30/17	ADAD	State	660,050
2	Bridge to Success	8/7/1/17 - 7/31/18	Homeless Programs Offices	Oahu	153,900
3	Bridge to Success	8/7/1/17 - 7/31/18	Homeless Programs Offices	Kauai	116,236
4	Case Management-Self-Sufficiency	10/1/16 - 9/130/17	Kauai County	Kauai	30,000
5	Domestic Violence Transitional Housing	10/1/15 - 9/30/18	Office of Violence Against Women	Federal	350,000
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**The Domestic Violence Survivor Advocacy Training includes:**

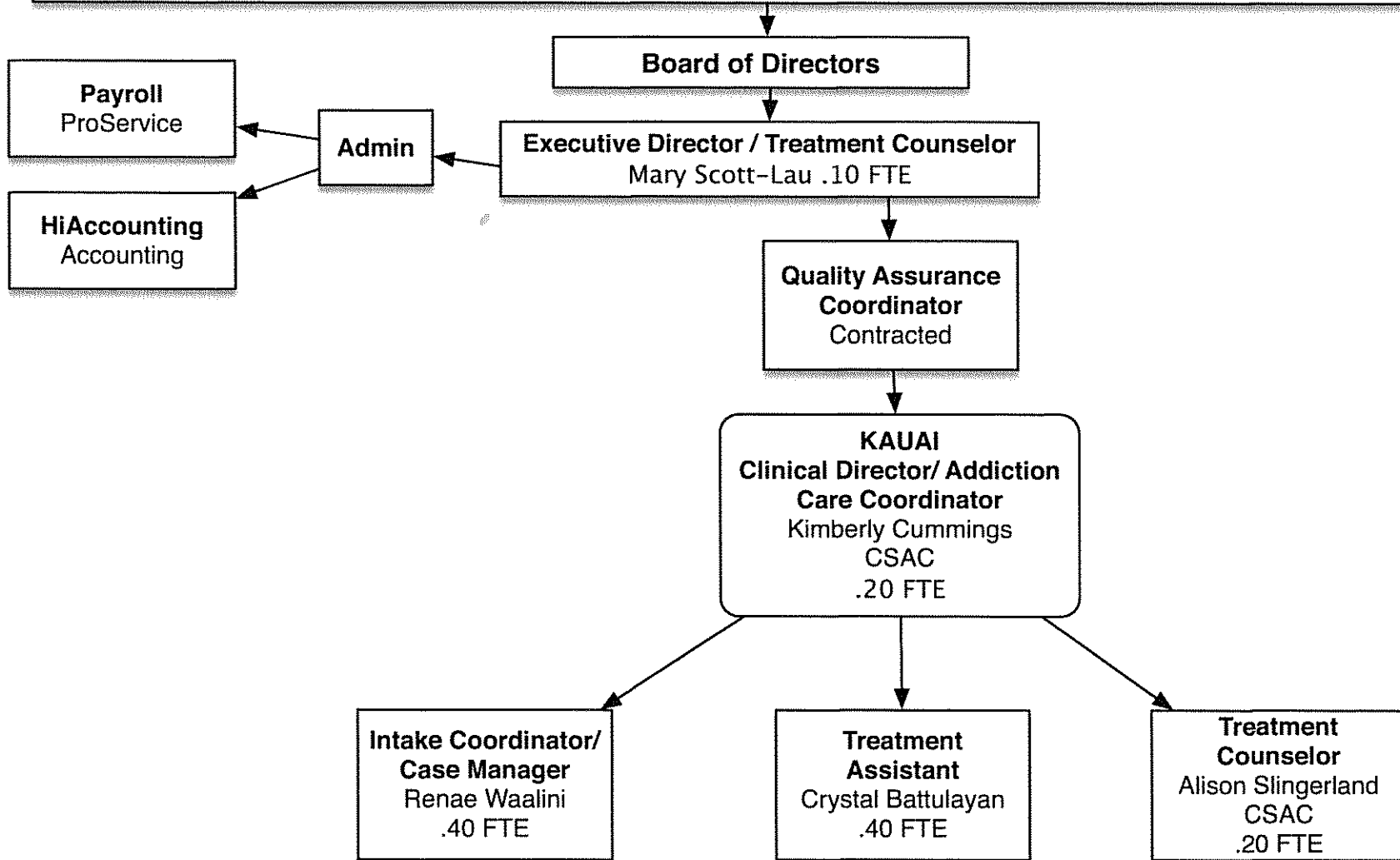
Executive Director and Clinical Director will conduct trainings. Initial training consists of a minimum of 25 hours with at least 15 hours specific to domestic violence. This training is completed before staff, volunteers, and contracted personnel may provide direct services to clients without direct supervision. Training to include but not limited to:

- 1) Agency orientation, including, but not limited to, policy and procedures addressing:
  - Crisis calls
  - Screening, intake, and assessment
  - Service and safety planning
  - Discharge planning
  - Documentation requirements
  - Confidentiality and ethics
  - Security and safety provisions
  - Emergency response
  - Disaster preparedness
- 2) Community resources available to support client safety, independence, and wellbeing, such as, but not limited to, housing resources, financial/employment resources, health/mental health services, and legal/advocacy services.
- 3) Supports and services offered by the DHS Benefit, Employment & Support Services Division (BESSD) and how to access them (e.g. financial assistance (TANF/TAONF), food assistance (SNAP), medical coverage (MedQUEST), employment assistance (First-to- Work, E & T), child care assistance, and housing assistance).
- 1) Overview of CWS, VCM Services, and FSS.
- 2) Mandatory reporting of child abuse and/or neglect.
- 3) Child development and the impact of domestic violence on children.
- 4) Trauma informed care and best practices.
- 5) Domestic violence specific training such as, but not limited to:
  - definition, types of domestic violence,
  - the dynamics of domestic violence
  - dating violence
  - crisis intervention
  - safety planning
  - why a victim might stay in a relationship
  - cultural issues around domestic violence

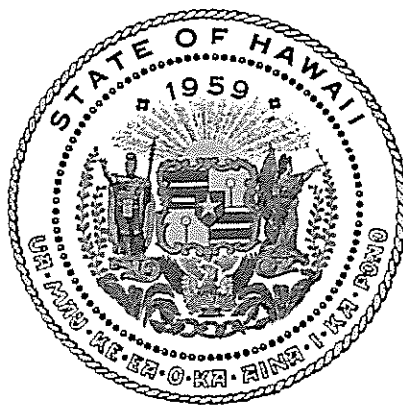
# Women In Need Organization Chart



# WIN Kauai Domestic Violence Survivors Advocacy Program Chart







## 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

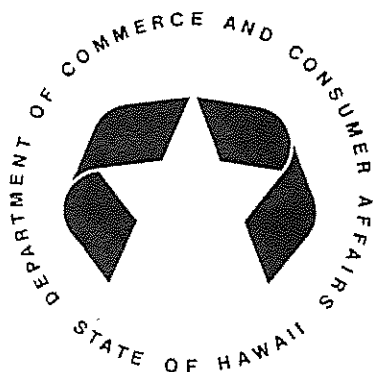
WOMEN IN NEED (WIN)

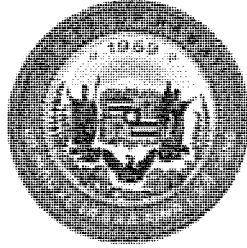
was incorporated under the laws of Hawaii on 01/22/1997 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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: December 26, 2016

Director of Commerce and Consumer Affairs





**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name: WOMEN IN NEED WIN**

**DBA/Trade Name: WOMEN IN NEED WIN**

**Issue Date: 12/16/2016**

**Status: Compliant**

Hawaii Tax#: W40379956-01

New Hawaii Tax#:

FEIN/SSN#:

UI#:

DCCA FILE#: 107248

**Status of Compliance for this Vendor on Issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

<b>Status</b>	<b>Description</b>
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information