

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db a:  
The Children's Law Project of Hawai'i

Amount of State Funds Requested: \$ 57,460

Brief Description of Request (Please attach word document to back of page if extra space is needed):

CLPHI seeks funding for the Victim Options for Investigation, Child Empowerment, and Safety ("VOICES") Program, which allows Family Court Judges on Hawai'i Island to appoint child advocate attorneys to act as Guardians ad Litem for court-involved children traumatized by domestic violence.

Amount of Other Funds Available:

State:                      \$ 0  
Federal:                      \$ 229,853  
County:                      \$ 0  
Private/Other:                      \$ 0

Total amount of State Grants Received in the Past 5  
Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 155,224 (12/31/2019)

New Service (Presently Does Not Exist):       Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

PO Box 6249, Hilo, HI 96720

City:    State:    Zip:

Contact Person for Matters Involving this Application

Name: Valerie J. Grab	Title: Executive Director
Email: valerie.grab@clphi.org	Phone: (808) 959-CLPH

Federal Tax ID#: <u>                    </u>	State Tax ID# <u>                    </u>
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Authorized Signature

Valerie J. Grab - Executive Director

**received**  
1/17/20 20 11:25 am

Name and Title

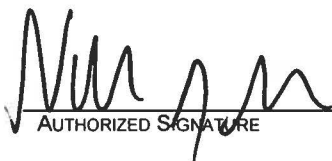
1/15/2020

Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

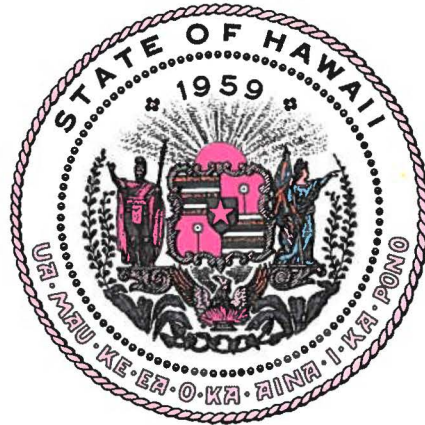
VALERIE J. GRAB, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/15/20

DATE

**received**



## 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

THE CHILDREN'S LAW PROJECT OF HAWAII

was incorporated under the laws of Hawaii on 03/17/2017 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: January 15, 2020

Director of Commerce and Consumer Affairs



## **I. Certification**

### **1. Certificate of Good Standing**

The Department of Commerce and Consumer Affairs Certificate of Good Standing, dated January 15, 2020, is attached immediately following the Cover Page.

### **2. Declaration Statement**

The Children's Law Project of Hawai'i is in compliance with Section 42F-103 of the Hawai'i Revised Statutes. **The Children's Law Project of Hawai'i's Declaration Statement is attached as Attachment A.**

### **3. Public Purpose**

The Children's Law Project of Hawai'i requests a grant of \$57,460 to be used for a public purpose pursuant to Section 42F-103 of the Hawai'i Revised Statutes. All grant money will be used to support our Victim Options for Investigation, Child Empowerment, and Safety ("VOICES") Program. The VOICES Program provides for the appointment of Guardians *ad litem* for court-involved children in child custody matters involving domestic violence. VOICES seeks to address the safety issues within the family and ultimately prevent the need for Child Protective Services intervention.

## **II. Background and Summary**

### **1. A brief description of the applicant's background**

Children need and deserve competent, independent and zealous attorneys to represent their best interests in family court proceedings, particularly when child abuse and domestic violence are alleged. **The Children's Law Project of Hawai'i** ("Children's Law Project") is a 501(c)(3) nonprofit law firm with a mission of *empowering children through youth-focused legal advocacy*. The Children's Law Project was co-founded in 2017 by Executive Director Valerie J. Grab and Managing Attorney Madeline M. Reed, experienced litigators well-versed in child welfare and family law proceedings. Ms. Grab and Ms. Reed represented hundreds of children, parents and caregivers in foster custody, juvenile law violation and family law matters. They co-founded Children's Law Project to address systemic gaps experienced in advocating for court-involved youth. ***Every child has a voice***, and Children's Law Project's specially-trained child welfare attorneys fight to ensure that the needs of court-involved children are not drowned out by surrounding familial conflict.

Children's Law Project's attorneys represent children as Guardians *ad litem* ("GALs"), lawyers charged with investigating the totality of children's circumstances and advocating for their best interests in Family Court. GALs are typically appointed by the State of Hawai'i Judiciary to represent children in foster custody cases. Children's Law Project's attorneys, however, are routinely appointed as GALs in a wide-array of family court cases and in addition to representing children in foster custody matters, we also serve as GALs in domestic violence, child abuse, truancy, guardianship and juvenile offender cases. Through this more expansive representation, Children's Law Project

seeks to address the issues that necessitated Family Court involvement and ultimately prevent both Child Protective Services intervention and a child's placement in foster custody.

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

Children's Law Project seeks funding for our Victim Options for Investigation, Child Empowerment, and Safety ("VOICES") Program, which allows for the appointment of GALs by Family Court Judges on Hawai'i Island for court-involved children who are traumatized by domestic violence.

VOICES is primarily funded by a Victims of Crime Act ("VOCA") grant which requires at least a 20% match of the total VOCA grant award. Children's Law Project requests \$57,460 from this grant-in-aid program to meet the VOCA match requirement and sustain this critical program on Hawai'i Island.

Children's Law Project proposes to provide the following services through VOICES during the 2020/2021 fiscal year:

- Appointment of GALs for 40 sibling groups in contested family court matters involving domestic violence;
- Implementation of a developed referral protocol whereby any Hawai'i County Family Court Judge can appoint a Children's Law Project GAL in the family law cases involving domestic violence;
- Collaboration with the Hawai'i State Judiciary, Third Circuit Family Court Judges and domestic violence/child abuse service providers to identify service gaps and community needs.

### **3. The public purpose and need to be served**

*All children have a fundamental need to feel safe and secure in their home, and protected and cared for by the adults who surround them.* The Children's Law Project of Hawai'i ("Children's Law Project") is requesting grant-in-aid funds to support our VOICES program. VOICES allows for the appointment of Guardians *ad Litem* ("GALs") by Family Court Judges on Hawai'i Island for court-involved children who are traumatized by their exposure to domestic violence. GALs are specialized attorneys experienced in child welfare law and charged with investigating children's circumstances and advocating for their best interests in court. GALs are of critical importance in child abuse and neglect cases and every child entering foster custody is appointed a GAL. However, there are countless children on Hawai'i Island who are victimized by domestic violence and whose futures are being decided before our courts in child custody proceedings without the benefit of having a specialized advocate to investigate the circumstances of the family, advocate for the children's best interests, and protect them. VOICES aims to provide these court-involved children with a GAL to ensure that they live in safe and appropriate homes where their fundamental needs are met.

### **4. Describe the target population to be served**

VOICES aims to serve child victims of abuse who are traumatized by domestic violence and who are the subject of contested child custody family court matters. Child clients will be selected for GAL appointment by Hawai'i County Family Court Judges. Typically, these referrals will come from domestic abuse cases (such as Temporary

Restraining Orders or Civil Orders for Protection) and contested child custody cases in which domestic violence is present.

Hawai'i Family Courts are required to take into consideration any act of "family violence" committed by a parent in determining child custody. Parents routinely appear in Order for Protection and/or custody proceedings alleging that the other parent is a perpetrator of domestic violence and request that the alleged abusive parent's custodial rights be limited for the safety and well-being of the child. Family Court Judges are often tasked with making critical decisions regarding child custody on limited information about the family's dynamics or the needs of the child. GALs fulfill a critical role in helping the Family Court determine whether or not a child has been abused or exposed to domestic violence, and the specific court orders necessary to ensure that a child is safe, secure and that all of their physical, emotional and developmental needs are met and ultimately preventing the need for Child Protective Services involvement.

#### Hawai'i Island Domestic Violence Statistics

The occurrence of domestic violence is a tragic reality of daily life for many families on Hawai'i Island. At least 10% or more of women in relationships become victims of domestic violence every year in the United States.<sup>1</sup> An estimated 7 million or more children each year are present when the abuse occurs.<sup>2</sup> According to the Hawai'i Department of Human Services 2017 Annual Report, there were a total of 453 reports of child abuse or neglect incidents on Hawai'i Island which made up 43% of statewide

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<sup>1</sup> Duffy, S., McGrath, M., Becker, B., & Linakis, J. (1999). Mothers with histories of domestic violence in a pediatric emergency department. *Pediatrics*, 103(5), 1007-1011.

<sup>2</sup> McDonald, R., Jouriles, E. N., Ramisetty-Mikler, S., Caetano, R., & Green, C.E. (2006). Estimating the number of American children living in partner-violent families. *Journal of Family Psychology*, 20(1), 137-142.



confirmed reports, a large portion of which alleged that these children were harmed due to some form of domestic violence in the home.<sup>3</sup> Children are the most vulnerable members of the family and may be both the primary victims of domestic violence and secondary victims by witnessing the abuse first-hand. These young lives are irrevocably traumatized by exposure to such violent acts. Children of domestic violence have an increased risk for a wide variety of behavioral and emotional problems including, suicide, depression, anxiety, post-traumatic stress disorder, alcohol and substance abuse, lower self-esteem, developmental delays, difficulty in school, and future involvement in violent acts themselves.<sup>4</sup>

#### Custody Litigation as a Tool of the Abuser

Children are directly impacted by domestic violence when they are physically abused, as well as when they are used as pawns in custody and visitation proceedings. All too often, abusers use the court system to further victimize their partners, filing domestic abuse allegations and threatening prolonged Family Court litigation in an attempt to gain ultimate custodial control over their children.

The State of Hawai'i Judiciary reported that from July 1, 2017 – June 30, 2018, there were 5,388 cases filed for Domestic Abuse Protective Orders statewide. In the Third Circuit Family Court of Hawai'i Island, there were 1,262 cases for Domestic Abuse Protective Orders filed.<sup>5</sup> Anecdotally, Hawai'i Family Court Judges report that the vast

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<sup>3</sup> State of Hawai'i Department of Human Services (2017). Annual Report 2017. Retrieved April 11, 2019, from [https://humanservices.hawaii.gov/wp-content/uploads/2018/01/DHS\\_Annual-Report-2017.FINAL\\_.010218.pdf](https://humanservices.hawaii.gov/wp-content/uploads/2018/01/DHS_Annual-Report-2017.FINAL_.010218.pdf)

<sup>4</sup> Gleason W. (1995). Children of battered women: Developmental delays and behavioral dysfunction. *Violence and Victims, 10*(2) 153-160.

<sup>5</sup> The Judiciary State of Hawai'i (2018). Annual Report Statistical Supplement. *Hawaii State Judiciary Annual Reports*. Retrieved April 11, 2019, from [https://www.courts.state.hi.us/wp-content/uploads/2019/02/2018\\_Annual\\_Report\\_Stats\\_Supplement\\_ADA.pdf](https://www.courts.state.hi.us/wp-content/uploads/2019/02/2018_Annual_Report_Stats_Supplement_ADA.pdf)

majority of these cases involve children and many involve domestic abuse allegations by both parents. Particularly alarming is that such litigation places a child at risk of entering foster custody if a judge is unable to determine whether or not either parent is safe.

In child custody matters alleging domestic violence (such as in Orders for Protection, Temporary Restraining Orders ("TROs") brought pursuant to Chapter 586 of Hawai'i Revised Statutes ("HRS") or other contested custody matters under HRS Chapter 571) GALs fulfill a critical role in helping the Family Court determine whether or not a child has been abused or exposed to domestic violence, and the specific court orders necessary to ensure that a child is safe, secure and that all of their physical, emotional and developmental needs are met. Most importantly, the appointment of a GAL alleviates the ability of an abuser to use litigation as a weapon as well as significantly reduces the likelihood that a child will enter foster custody.

#### **5. Describe the geographic coverage**

Children's Law Project serves all of Hawai'i Island and our attorneys regularly appear in all three Family Courts in the Third Circuit (located in Kona, Hilo and Waimea.) Hawai'i Island is characterized by geographically isolated areas. Long travel distances coupled with large portions of rural, unimproved land often impede a family's ability to access Hawai'i Island's Family Courts as well as other government agencies and service providers. Children's Law Project attorneys regularly meet with the children and youth they represent at their homes or in their local communities in order to ensure they provide the best possible representation for their young clients.

### **III. Service Summary and Outcomes**

#### **1. Describe the scope of the work, tasks and responsibilities**

With the requested amount of grant-in-aid funding, VOICES will:

- A. **GAL Referral Protocol:** Children's Law Project will develop and implement a referral protocol whereby any Hawai'i County Family Court Judge can appoint a Children's Law Project GAL in contested family court matters involving domestic violence. These cases would primarily include GAL appointment in domestic abuse cases (such as Temporary Restraining Orders or Orders for Protection) and accompanying family court matters (such as child custody) in which domestic violence is alleged. In collaboration with Hawai'i County Family Court Judges and Court Administration, Children's Law Project has initiated a provisional referral process and will work to formalize referrals for GAL appointments.
- B. **GAL Representation:** Children's Law Project will be appointed as GAL for 40 sibling groups in the above-noted contested family court matters involving domestic violence and provide representation for these sibling groups until final child custody and/or Order for Protection determinations are made and Children's Law Project is discharged as GAL.
- C. **Assessing Systemic Needs:** Children's Law Project will Collaborate with the Hawai'i State Judiciary, Third Circuit Family Court Judges and domestic violence/child abuse service providers to identify service gaps and community needs. Once identified, Children's Law Project will work with the court, government agencies and service providers to develop and implement solutions to these service gaps and community needs.

Specifically, VOICES seeks to achieve the following goals and objectives:

**VOICES Goal 1:** To provide for the appointment of Children's Law Project GALs in contested family court matters involving domestic violence and child custody, thus reducing the likelihood that child victims will enter foster custody and providing critical assistance to Hawai'i County Family Court Judges in making custody and visitation determinations.

**VOICES Objective 1.1:** In collaboration with Hawai'i State Judiciary and Hawai'i Island Family Court Judges Children's Law Project staff will develop a referral protocol whereby any Hawai'i Island Family Court Judge can appoint a Children's Law Project GAL in contested family court matters involving domestic violence and child custody.

**VOICES Objective 1.2:** Children's Law Project GALs will be appointed for forty (40) sibling groups with contested family court cases involving domestic violence and child custody on Hawai'i Island and represent these children as GALs until final child custody determinations are made and Children's Law Project is discharged by the Family Court Judge.

**VOICES Goal 2:** In collaboration with community providers, government agencies and Hawai'i State Judiciary identify service gaps in meeting the needs of court-involved children victimized by domestic violence and convene stakeholder groups to address those gaps to help domestic abuse victims heal.

**VOICES Objective 2.1:** Evaluate the effectiveness of the VOICES Program and the effect of GAL appointment in aiding Hawai'i Island Family Court Judges in making informed decisions regarding custody and visitation where domestic violence is present and preventing foster custody involvement.

**VOICES Objective 2.2:** Convene or participate in quarterly stakeholder group meetings with government agencies, nonprofit service providers

and Hawai'i State Judiciary to identify ongoing service gaps and devise a community response to address those gaps.

**D. Provide a projected annual timeline for accomplishing the results or outcomes of the service.**

Children's Law Project will perform the following tasks in order to accomplish the above-noted VOICES goals and objectives:

Funding Notification (Month 1)

- Children's Law Project will receive funding notification and determine staffing needs and the number of sibling groups to be appointed a Children's Law Project GAL in family court cases involving child custody and domestic violence.

Program Development (Months 1-3)

- Children's Law Project Executive Director and Managing Attorney will review staffing needs and initiate search for attorneys and/or paralegals and hire staff as funding levels allow and as needed.
- Children's Law Project Executive Director and Managing Attorney to assess training needs of attorneys and/or paralegals and ensure any necessary training/education provided.
- Meet with Hawai'i Island Family Court Judges to notify of capacity to accept appointments as GALs in family court cases involving child custody and domestic violence.
- In collaboration with Hawai'i State Judiciary and Family Court Judges island-wide develop/formalize Children's Law Project GAL appointment protocol.
- Children's Law Project attorneys to develop sample court documents, including GAL reports, anticipated motions and orders regarding child custody and visitation in cases involving domestic violence.

Initial GAL Advocacy (Months 3-5)

- Children's Law Project to initiate GAL appointment protocol allowing all Family Court Judges on Hawai'i Island to appoint GALs in family court cases involving child custody and domestic violence.
- Children's Law Project attorneys to accept GAL appointment for sibling groups island-wide.
- In the initial investigation stage, Children's Law Project attorneys will build rapport with children, review school, mental health and medical documents, and conduct interviews with parents and family members and professionals involved with sibling groups, such as teachers, counselors, and coaches.
- Children's Law Project attorneys will identify safety or welfare concerns for children, including exposure to domestic violence, and develop case plan with goals/objectives for GAL advocacy for each sibling group, in order to address any concerns.
- Children's Law Project attorneys will maintain contact with service providers and participate in any meetings, such as Department of Education, or Department of Health team meetings, as required to advocate for each child.
- Children's Law Project attorneys will file any motions as needed, and attend all family court hearings, providing to court any reports and updates necessary for the court to make informed decisions. Obtain any necessary orders.

Ongoing GAL Advocacy (Months 6-12)

- Children's Law Project attorneys to accept new GAL appointments and initiate work on new cases, as well as continue to provide ongoing GAL advocacy, support and monitoring on carryover cases.
- Children's Law Project attorneys will continue to review case plan and progress for each GAL case appointment.
- Children's Law Project attorneys will continue to attend all court hearings addressing child custody and visitation, providing input to assist the Family Court in making decisions.

- Children's Law Project attorneys will submit GAL reports to the court prior to hearings, and file motions as needed, and obtain any necessary orders.
- Children's Law Project attorneys will work toward a resolution of GAL cases, and close cases in which all case plan objectives are met.
- Children's Law Project lawyers and paralegals will hold monthly meetings identify common issues in child custody and visitation cases in which child abuse and/or domestic violence is present.
- Children's Law Project staff will identify service provider gaps for children who are the victims of child abuse or who witness domestic violence.
- Children's Law Project will attend quarterly meetings with Hawai'i State Judiciary Administration and Family Court Judges to confirm that GAL appointment protocol is effective and GAL advocacy is successful in assisting the Family Court in reaching child custody and visitation decisions that ensure children are safe and that their physical, emotional and developmental needs are being met.

#### VOICES Evaluation (Months 3-12)

- Children's Law Project attorneys will provide ongoing GAL advocacy for continuing cases with goal of case resolution.
- Children's Law Project attorney supervisors will conduct regular case conference meetings with staff to review all cases, including the GAL advocacy provided, case plan and case direction as well as resolution of Family Court matters.
- Children's Law Project attorneys will continue to participate in ongoing stakeholder meetings with service providers and Hawai'i State Judiciary Administration and Family Court Judges to review effectiveness of GAL appointments and identify service provider gaps for child victims of domestic abuse.
- Children's Law Project attorneys will participate in evaluation of VOICES Program effectiveness in GAL advocacy.

#### Timeline

**A proposed VOICES Project Timeline is attached to this application as Attachment B.**

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

Children's Law Project closely monitors all attorneys' individual case work.

Regular case review meetings are held to discuss case progress and direction.

Typically these meetings are held twice a month but are conducted as often as needed.

Through an online case management system, attorneys track court deadlines and are able to calendar when court documents such as GAL reports, motions and proposed

orders are due. Once a case closes, either the Children's Law Project Executive

Director or Managing Attorney review the case file to evaluate case outcomes and

ensure that all legal work was completed. Children's Law Project has also developed an

Employee Handbook that outlines the responsibilities of all staff. Our Employee

Handbook for review is available upon request.

Children's Law Project also regularly reviews the impact the organization has in addressing the needs of children who are abused or traumatized by domestic violence

in our community. Children's Law Project records the number of GALs who utilize our

GAL Resource Center/Child Room and conducts monthly GAL trainings, Children's Law

Project routinely surveys GALs for proposed topics and requests training participants to

complete evaluations. Finally, Children's Law Project continuously monitors our

collaborative efforts with other Hawai'i County governmental agencies and community

providers to address service gaps experiences by children who are abused or exposed

to domestic violence.



**F. 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.**

**VOICES Summary of Goals, Objectives, and Performance Indicators**

Objectives	Activities	Performance Measures/ Outputs	Outcomes
<b><i>Goal 1: To provide for the appointment of Children's Law Project GALs in contested family court matters involving domestic violence and child custody, thus reducing the likelihood that child victims will enter foster custody and providing critical assistance to Hawai'i County Family Court Judges in making custody and visitation determinations.</i></b>			
<p><b>Objective 1:</b> In collaboration with Hawai'i State Judiciary and Hawai'i Island Family Court Judges Children's Law Project staff will develop a referral protocol whereby Family Court Judges can appoint a Children's Law Project GAL in contested family court matters involving domestic violence and child custody.</p> <p><b>Objective 2:</b> Children's Law Project GALs will be appointed for 40 sibling groups with contested family court cases involving domestic violence and child custody on Hawai'i Island.</p>	<p>Notify Hawai'i State Judiciary and Hawai'i Island Family Court Judges of Children's Law Project capacity to accept GAL appointments.</p> <p>Collaborate with Hawai'i State Judiciary and Hawai'i Island Family Court Judges in developin and implementing a referral protocol for GAL appointment.</p> <p>Provide GAL advocacy to 40 siblings groups.</p>	<p>Development and implementation of GAL referral protocol.</p> <p>Children's Law Project receives referrals for a minimum of 40 sibling groups for GAL appointment.</p> <p>Provide GAL advocacy to 40 sibling groups.</p>	<p>100% of 40 sibling groups will benefit from the appointment of a Children's Law Project GAL.</p> <p>80% of families involved with VOICES Program will report increased family stability and increased satisfaction with the court's ability to make informed decisions that keep their children safe and ensure their needs are met.</p>

Objectives	Activities	Performance Measures/ Outputs	Outcomes
<p><b>Goal 2: In collaboration with community providers, government agencies and Hawai'i State Judiciary identify service gaps in meeting the needs of court-involved children victimized by domestic violence and convene stakeholder groups to address those gaps to help domestic abuse victims heal.</b></p>			
<p><b>Objective 1:</b> Evaluate the effectiveness of the VOICES Program and the effect of GAL appointment in aiding Hawai'i Island Family Court Judges in making informed decisions regarding custody and visitation where domestic violence is present and preventing foster custody involvement.</p> <p><b>Objective 2:</b> Convene or participate in quarterly stakeholder group meetings with government agencies, nonprofit service providers and Hawai'i State Judiciary to identify ongoing services gaps and devise a community response to address those gaps.</p>	<p>Develop evaluation survey for Hawai'i Island Family Court Judges and court-involved families whose children were appointed a Children's Law Project GAL.</p> <p>Develop and/or participate in quarterly child abuse and domestic violence stakeholder groups to identify and address services gaps.</p>	<p>Distribute 40 evaluation surveys to Hawai'i Island Family Court Judges.</p> <p>Distribute 40 evaluation surveys to families with GAL appointment.</p> <p>Through stakeholder input identify one service gap for child victims of domestic violence.</p>	<p>100% of returned evaluation surveys from Hawai'i Island Family Court Judges will indicate effective GAL advocacy.</p> <p>80% of returned evaluation surveys from families will indicate effective GAL advocacy.</p> <p>Collaborative community interventions for one identified service gap annually.</p>

**IV. Financial**

**Budget**

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

- a. Budget request by source of funds
- b. Personnel salaries and wages
- c. Equipment and motor vehicles
- d. Capital project details
- e. Government contracts, grants, and grants in aid

**See attached to this application as Attachment C.**

**2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
<b>\$14,365</b>	<b>\$14,365</b>	<b>\$14,365</b>	<b>\$14,365</b>	<b>\$57,460</b>

**3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.**

<b>GRANT</b>	<b>AWARD</b>
FY 2018 Victims of Crime Act Victims' Assistance Formula Grant (CFDA 16.575)  Victim Options for Investigation, Empowerment, and Safety ("VOICES") Program	<ul style="list-style-type: none"> <li>o Grant Number:</li> <li>o Grant Period: 10/1/2019 - 6/30/21</li> <li>o Award: \$355,988</li> <li>o 7/1/2020 – 6/30/21</li> </ul> <p>Award Budget: \$229,853</p>
Geist Foundation  Guardian <i>ad Litem</i> Resource Center	<ul style="list-style-type: none"> <li>o Grant number: 19CON-95907</li> <li>o Grant Period: 7/17/2019 - 7/17/2020</li> <li>o Award: \$25,000</li> </ul> <p>Expect to reapply for funding in Spring 2020</p>

<p>Atherton Foundation Guardian <i>ad Litem</i> Resource Center</p>	<ul style="list-style-type: none"> <li>○ Grant number: 19CON-97712</li> <li>○ Grant Period: 9/10/2019 - 9/9/2020</li> <li>○ Award: \$10,000</li> </ul> <p>Expect to reapply for funding in Spring 2020</p>
<p>County of Hawai'i Grants-in-Aid</p>	<ul style="list-style-type: none"> <li>○ Grant Period: 7/1/2019 - 6/30/2020</li> <li>○ Project Permanence: \$9,250</li> <li>○ Abolishing Barriers to Learning and Education ("ABLE"): \$10,500</li> </ul> <p>Expect to reapply for funding in Spring 2020</p>
<p>Hawai'i Women's Legal Foundation Project Permanence</p>	<ul style="list-style-type: none"> <li>○ Grant Period: 11/2019 – 11/2020</li> <li>○ Award: \$6,000</li> </ul> <p>Expect to reapply for funding in Fall 2020</p>
<p>State of Hawai'i Judiciary Contract for Guardian <i>ad Litem</i> Services</p>	<ul style="list-style-type: none"> <li>○ Contract number: J20110</li> <li>○ Contract period: 7/1/2019 – 6/30/2021</li> <li>○ Fee for Service Contract</li> </ul>
<p>Queen Liliuokalani Trust Ongoing program development</p>	<p>Anticipate applying for funding in Spring 2020</p>

- 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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.**

GOVERNMENT CONTRACT/GRANT	AWARD
FY 2018 Victims of Crime Act Victims' Assistance Formula Grant (CFDA 16.575) - Victim Options for Investigation, Empowerment, and Safety (VOICES) Program	10/1/2019 – 6/30/2021: \$355,988
County of Hawai'i – Grants-in-Aid	7/1/2019 – 6/30/2020  o Project Permanence: \$9,250 o ABLE: \$10,500
County of Hawai'i – Grants-in-Aid	7/1/2018 – 6/30/2019  o Project Permanence: \$10,050 o ABLE: \$10,050
The Judiciary, State of Hawai'i, Contract No. J20110	Contract period: 7/1/2019 – 6/30/2021  Agreement for Professional Services (Fee for Service Contract to provide court-appointed Guardian ad Litem and Legal Counsel Services)

**6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.**

Balance of unrestricted assets as of 12/31/2019: \$155,224.

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Children's Law Project attorneys have an extensive history of providing effective GAL advocacy services, particularly for children who are abused and neglected as well as those who have witnessed domestic violence. Children's Law Project attorneys have represented court-involved children as GALs and parents in a wide-array of family court cases and have been specially-appointed to serve as GALs in child abuse and neglect matters as well as contested custody matters involving domestic violence. Our expertise make Children's Law Project attorneys especially well-suited to represent our VOICES clients.

Children's Law Project has been awarded the following relevant grants and contracts:

- VOCA Grant in support of our VOICES program
- Third Circuit Judiciary Guardian *ad litem* and Legal Counsel Contract
- Geist Grant to support the Guardian *ad litem* Resource Center
- Hawai'i Women's Law Foundation and Hawai'i County Grants to support Project Permanence

Please see above for a complete list and description of projects/contracts pertinent to the VOICES proposed services.

Children's Law Project was co-founded by Executive Director Valerie J. Grab, Esq. and Managing Attorney Madeline M. Reed, Esq., experienced family law litigators well-versed in child abuse, domestic violence and family law proceedings. Children's Law Project now employs two full-time staff attorneys and two part-time paralegals. In addition, Children's Law Project also has the support of two part-time social workers. With increased funding, Children's Law Project will continue to evaluate our staffing needs and hire legal and social work professionals with experience in child abuse and domestic violence as needed to meet our grant requirements.

Together, Ms. Grab and Ms. Reed have represented hundreds of children, parents and caregivers in foster custody (child abuse and neglect), domestic violence, contested child custody, truancy and juvenile law offender matters. They co-founded Children's Law Project to address systemic gaps experienced in advocating for court-involved children and youth on Hawai'i Island. Since its inception in March 2017, Children's Law Project has:

- Represented court-involved children as GALs in a wide-array of family court cases and have been specially-appointed to serve as GALs in child abuse (foster custody) and contested custody cases (including civil orders for protection) where domestic violence is alleged;
- Developed a GAL Resource Center with an extensive library addressing topics such as child interview techniques, special education, disability law, domestic violence, and child abuse and neglect;
- Provided monthly trainings for GALs including the provision of culturally competent legal services, child interviewing techniques and special education.
- Created a "Child Room" for GALs to use when interviewing their young clients or caregivers. The Child Room is child-friendly with toys and books and provides a safe, secure and confidential place to talk with children.
- Collaborated with the Hawai'i State Judiciary, government agencies and provider groups to address systemic gaps in the delivery of services to abused and neglected children, including the development of a process to file guardianships and adoptions on behalf of foster caregivers.

Children's Law Project is primarily staffed by the following professionals:

**Valerie J. Grab, Esq., Executive Director:** Ms. Grab is a 2003 graduate of the U.C.L.A. School of Law with a concentration in Public Interest Law. She has dedicated her legal career to advocating for homeless families, runaway youth, child abuse victims and domestic violence survivors in Los Angeles and Washington D.C. and on Hawai'i Island. Ms. Grab held positions as a Research Attorney for the Presiding Judge of the Los Angeles County Juvenile Court where she helped to shape judicial policy for foster children and delinquent youth, and as a Senior Staff Attorney in the Domestic Violence/Family Law Unit of the Legal Aid Society of D.C. where she represented survivors of domestic violence in civil order for protection cases and associated family law matters (such as contested custody and divorce cases.) She was also a Staff Attorney and then the Managing Attorney of the Legal Aid Society of Hawai'i's Hilo Office. In that capacity she focused primarily on representing children and parents in foster custody matters and litigating family court cases involving domestic violence.

**Madeline M. Reed, Esq., Managing Attorney:** Ms. Reed is a 2009 graduate of the University of Hawai'i's William H. Richardson School of Law. Ms. Reed's legal career has almost exclusively focused on advocating for children in foster custody cases as a GAL, representing parents and caregivers in foster custody matters and litigating family law cases (such as civil orders for protection, child custody and divorce) in which domestic violence is present. Ms. Reed was a Staff Attorney at the Legal Aid Society of Hawai'i's Hilo and Kona Offices and in 2011 opened a solo practice representing children and parents in child abuse and neglect cases. In October 2018, Ms. Reed was certified as a Child Welfare Law Specialist by the National Association of Counsel for Children. She is the only attorney in the state of Hawai'i to hold this certification.

**Laura J. Knudsen, Esq., Staff Attorney:** Ms. Knudsen joined the Children's Law Project in September 2019. She graduated from Lewis and Clark Law School in 2013. Prior to joining Children's Law Project, Ms. Knudsen was a Staff Attorney and then the Managing Attorney of the Legal Aid Society of Hawai'i's Hilo Office. At Legal Aid, she primarily represented children and parents in foster custody matters and gained invaluable experience as a family law litigator.

**Joanna E. Sokolow, Esq., Staff Attorney:** Ms. Sokolow joined the Children's Law Project in October 2019. She primarily manages our Kona office and is an experienced family court and criminal law litigator. Ms. Sokolow is a 2006 graduate of Georgetown University Law Center. Prior to joining Children's Law Project, she was a Deputy Public Defender for the State of Hawai'i and was the Managing Attorney of the Legal Aid Society of Hawai'i's Kona Office.

**Ramona Herlihy, Paralegal:** Ms. Herlihy joined the Children's Law Project in October 2018, first as a volunteer and then as a part-time employee. Ms. Herlihy has extensive experience in poverty, family and child welfare law. She previously worked at the Legal Aid Society of Hawai'i and Iris Integrative Health as an Office Manager. She obtained her paralegal certificate in April 2019.



**Christy J. Peace, Paralegal:** Ms. Peace joined the Children's Law Project in June 2019. As a paralegal with the Legal Aid Society of Hawai'i she has gained extensive experience in poverty and child welfare law. Ms. Peace currently coordinates the Self Help Center located at the Hilo Courthouse and obtained her paralegal certificate in May 2012.

**Jamie Lee H. Keliikuli, LMFT:** Ms. Keliikuli is a Licensed Marriage and Family Therapist ("LMFT") and has devoted her practice and career to working with court-involved children and youth. She currently operates a private practice and has worked for the Hawai'i State Department of Health Family Guidance Center, EPIC Ohana Conferencing, Child and Family Services and Family Programs Hawai'i.

**Daiquiri Kamaile Miyasato, MSW:** Ms. Miyasato earned her Masters in Social Work from the University of Hawai'i in 2013. She has extensive work with court-involved children through her previous employment at EPIC Ohana Inc., Salvation Army Family Intervention Services and Hope Services Hawai'i.

**See Attachment D for the resumes of Children's Law Project Key Personnel.**

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Children's Law Project has established offices in the Hilo Lagoon Center, an office building located across the street from the courthouse in Hilo and in the center of Kona. Our offices include the above-noted safe, secure and confidential Child Room, a conference/training room that also houses our Guardian *ad litem* resource library and attorney offices/client interview rooms. All of our spaces are ADA compliant and because of our close proximity to the Hilo courthouse, easily accessible for GALs as well as court-involved children and their families served in our VOICES Program.

It is also important to note that all Children's Law Project attorneys and staff have the capacity to meet with children and families in the community such as at their homes, schools or service providers' offices. Because families are geographically isolated and as often times it is difficult for them to obtain reliable transportation, requiring children meet us in our offices is unduly burdensome to their families. In addition, meeting children in these other settings provides invaluable information to the GAL in assessing how best to keep children safe and ensure that all of their physical, emotional and developmental needs are met.

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

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

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

In order to provide the proposed VOICES services, Children's Law Project staffing includes:

- Executive Director
- Managing Attorney
- Staff Attorneys (2 full-time)
- Paralegals (2-3 part-time/full-time)
- Social Workers (part-time/hourly positions as needed)

#### **See Attachment E for Job Descriptions of Key Personnel.**

As noted above, Children's Law Project closely monitors all attorneys' individual case work. Regular case review meetings are held to discuss case progress and direction and are conducted as often as needed. Through an online case management system, attorneys track court deadlines and are able to calendar when court documents such as GAL reports, motions and proposed orders are due. Once a case closes, either the Children's Law Project Executive Director or Managing Attorney review the case file to evaluate case outcomes and ensure that all legal work was completed. Children's Law Project has also developed an Employee Handbook that outlines the responsibilities of all staff. Our Employee Handbook for review is available upon request.

## 2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

**See Attachment F for Children's Law Project's Organization Charts.**

## 3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director	\$80,000 - \$85,000
Managing Attorney	\$80,000 - \$85,000
Staff Attorney	\$70,000 - \$85,000

## VII. Other

### 1. Litigation

Children's Law Project is not a party to any pending litigation and has no outstanding judgements.

### 2. Licensure or Accreditation

All Children's Law Project attorneys are licensed to practice in the State of Hawaii and members in good standing of the Hawaii State Bar Association. In addition, all Children's Law Project Attorneys who serve as Guardians *ad litem* have undertaken the court-mandated Guardian *ad litem* training and participate in twenty hours of continuing education per year as required by statute. No specific licensure or accreditation for the agency is required.

### **3. Private Educational Institutions**

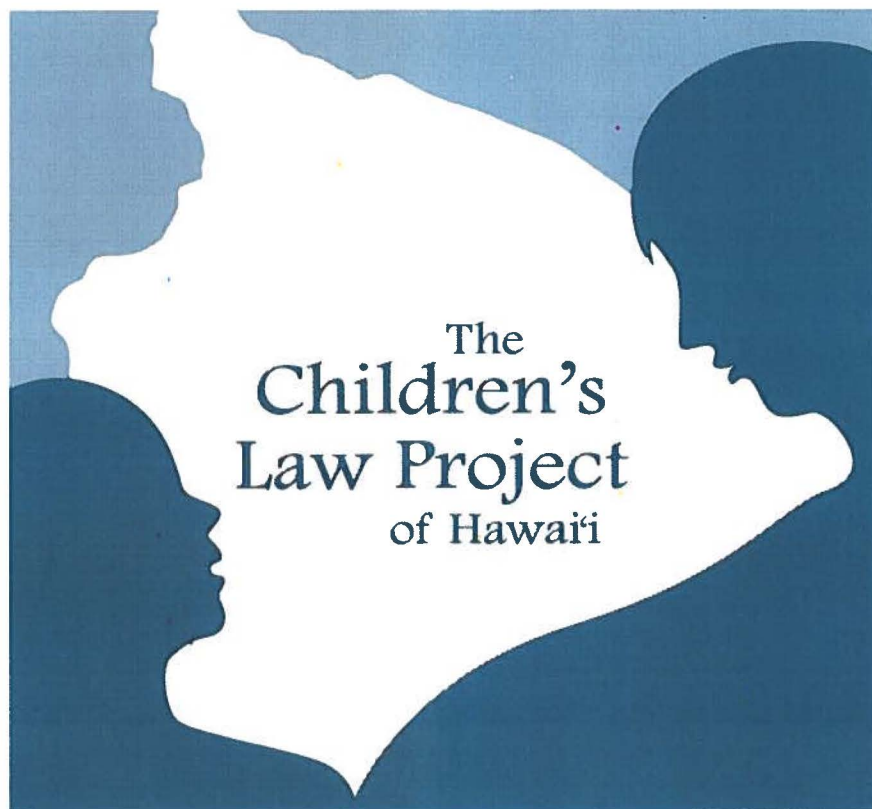
This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

The Children's Law Project is committed to the VOICES program and will continue to apply for and secure funding for this critical work. Our organization's plan to sustain the VOICES program after the 2020-2021 fiscal year involves diversifying our funding streams for the project and leveraging our program income from other sources to fund the work we do. Specifically, we are working with Lili'uokalani Trust to collaborate to expand the reach of our VOICES program. We are also able to leverage our program income from our contract with the State Judiciary to help fund a variety of advocacy in our organization, including our work in VOICES with children exposed to domestic violence.



## **Attachment A**

### **Declaration Statement**

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

The Children's Law Project of Hawai'i

(Typed Name of Individual or Organization)



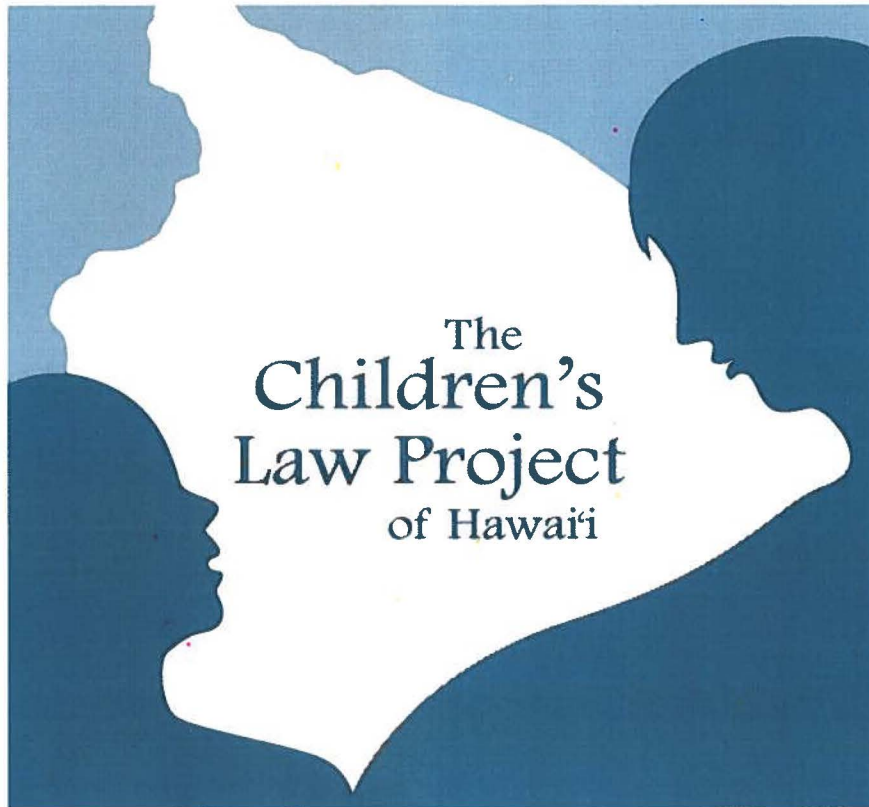
(Signature)

January 15, 2020

(Date)

Valerie J. Grab  
(Typed Name)

Executive Director  
(Title)



## **Attachment B**

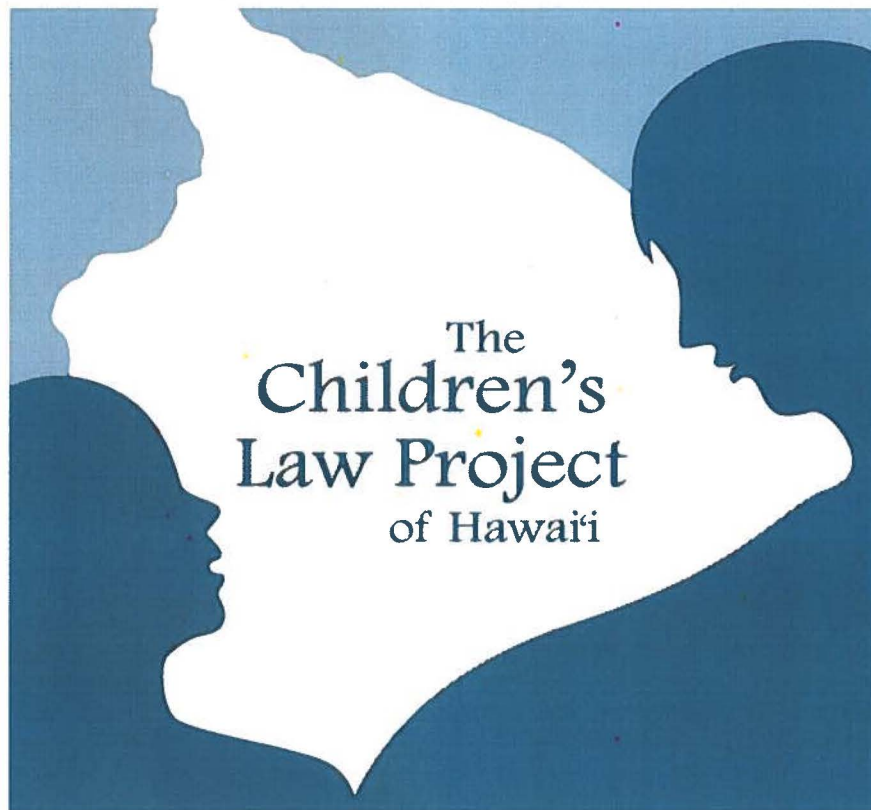
### **VOICES Project Timeline**



## VOICES Project Timeline

<p style="text-align: center;"><b><i>Program Development</i></b></p> <p style="text-align: center;">Months 1-3</p>	<p>Expected Funding Notification</p> <p>Final evaluation of staffing capacity and number of sibling groups to be appointed a GAL in family court cases involving child custody and domestic violence.</p> <p>Review staffing and initiate search for attorneys and/or paralegals and hire staff as funding levels allow and as needed.</p> <p>Assess training needs of attorneys and/or paralegals and ensure any necessary training/education provided.</p> <p>Meet with Family Court Judges island-wide to notify of capacity to accept appointments as GALs in family court cases involving child custody and domestic violence.</p> <p>Develop GAL appointment protocol with Hawai'i State Judiciary and Family Court Judges island-wide.</p> <p>Develop sample court documents, including GAL reports, anticipated motions and orders regarding child custody and visitation in cases involving domestic violence.</p>
<p style="text-align: center;"><b><i>Initial GAL Advocacy</i></b></p> <p style="text-align: center;">Months 3-5</p>	<p>Initiate GAL appointment protocol allowing all Family Court Judges on Hawai'i Island to appoint GALs in family court cases involving child custody and domestic violence.</p> <p>GAL appointment for sibling groups island-wide.</p> <p>Initial investigation stage: build rapport with children, review school, mental health and medical documents, conduct interviews with parents and family members and professionals involved with sibling groups (teachers, counselors, coaches.)</p> <p>Identify safety or welfare concerns for children, including exposure to domestic violence. Develop case plan with goals/objectives for GAL advocacy for each sibling group.</p> <p>Attend all family court hearings. Preliminary reports and/or motions as needed made to the court. Obtain any necessary orders.</p>

<p><b><i>VOICES Evaluation</i></b></p> <p>Months 3-12</p>	<p>Ongoing GAL Advocacy for continuing cases with goal of case resolution.</p> <p>Ongoing stakeholder meetings with service providers and Hawai'i State Judiciary Administration and Family Court Judges to review effectiveness of GAL appointments and identify service provider gaps for child victims of domestic abuse.</p> <p>Evaluation of VOICES Program effectiveness in GAL advocacy through stakeholder feedback, regular case reviews with Children's Law Project attorneys and evaluation surveys.</p>
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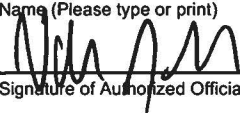
## **Attachment C**

### **Budget Forms**

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App The Children's Law Project of Hawai'i

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	41,367	165,469		
2. Payroll Taxes & Assessments	5,924	23,695		
3. Fringe Benefits	2,652	10,620		
<b>TOTAL PERSONNEL COST</b>	<b>49,943</b>	<b>199,784</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	160	640		
2. Insurance	292			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	1,824			
5. Staff Training	588	2,352		
6. Supplies	72			
7. Telecommunication	336			
8. Utilities	96			
9. Airfare - Out-of-State	510	2,040		
10. Contractual Services - Administrative	1,260	5,040		
11. Susistance/Per Diem	756	3,024		
12. Transportation	1,623	240		
13. Indirect Costs		16,733		
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>7,517</b>	<b>30,069</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>57,460</b>	<b>229,853</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	57,460	Madeline M. Reed	808-887-0088	
(b) Total Federal Funds Requested	229,853	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1.15.2020	
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>287,313</b>	Valerie J. Grab, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: The Children's Law Project of Hawai'i

Period: July 1, 2020 to June 30, 2021

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1. Kona Staff Attorney (\$85,000 per year)	1	\$85,000.00	12.00%	\$ 10,200.00
2. Hilo Paralegal (\$22 per hour, 40 hours per week)	1	\$45,760.00	12.00%	\$ 5,491.20
3. Hilo Staff Attorney (\$72,500 per year)	1	\$72,500.00	8.00%	\$ 5,800.00
4. Hilo Paralegal (\$22 per hour, 20 hours per week)	0.5	\$22,880.00	8.00%	\$ 1,830.40
5. Hilo/Waimea Paralegal (\$22 per hour, 30 hours per week)	0.75	\$34,320.00	8.00%	\$ 2,745.60
6. Executive Director	1	\$85,000.00	8.00%	\$ 6,800.00
7. Managing Attorney	1	\$85,000.00	10.00%	\$ 8,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>41,367.20</b>

**JUSTIFICATION/COMMENTS:**

Children's Law Project Staff will devote between 40% and 60% of their total time to the VOICES program. Federal Victims of Crime Compensation Act funds currently supports 80% of the salaries devoted to the program. Children's Law Project is requesting state funds to meet the 20% match requirement.

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: The Children's Law Project of Hawai'i

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				0
<b>JUSTIFICATION/COMMENTS:</b>				
The Children's Law Project of Hawai'i is not requesting funds for Equipment or Motor Vehicles.				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: The Children's Law Project of Hawai'i

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
The Children's Law Project of Hawai'i is not requesting funding for capital projects.						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

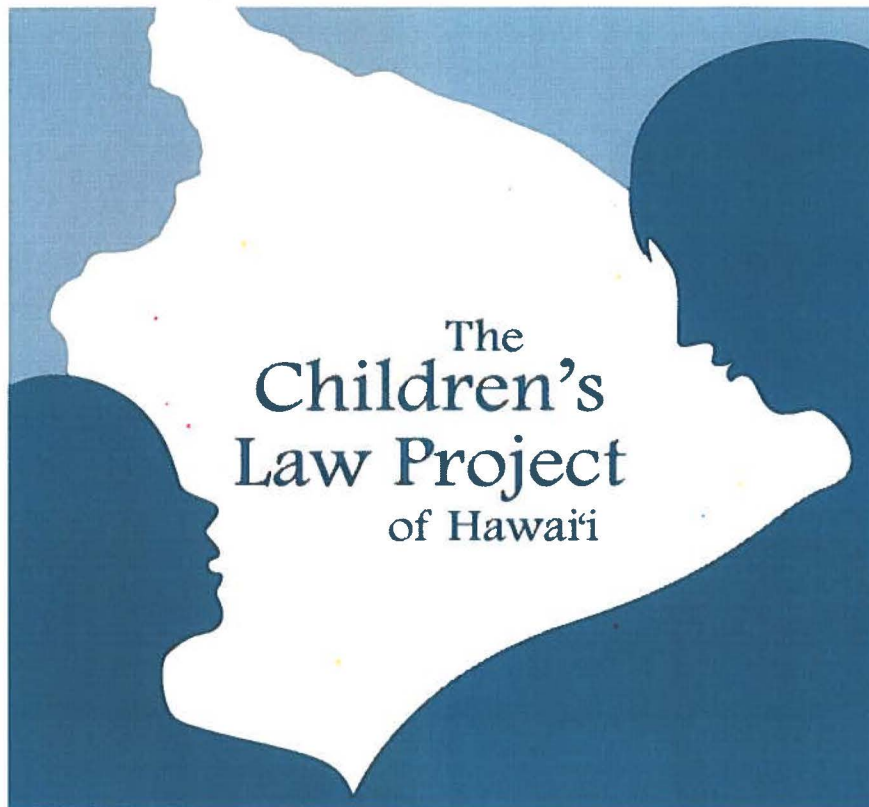
Appl

The Children's Law Project of Hawai'i

Contracts Total: \$ 375,738.00

	<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	FY 2018 Victims of Crime Act Victims' Assistance Formula Grant (CFDA 16.575) - Victim Options for Investigation, Empowerment, and Safety (VOICES) Program	10/1/2019 - 6/63/2021	Department of the Attorney General	State of Hawai'i	\$ 355,988.00
2	County of Hawai'i Nonprofit grant - Project Permanence: Guardianship/Adoptions for At-Risk Kids	7/1/2019 - 6/30/20	Hawai'i County	County of Hawai'i	\$ 9,250.00
3	County of Hawai'i Nonprofit grant - Abolishing Barriers to Learning & Education ("ABLE")	7/1/2019 - 6/30/20	Hawai'i County	County of Hawai'i	\$ 10,500.00
4	Agreement for GAL/LC Services	7/1/2019 - 6/30/21	Hawai'i State Judiciary	State of Hawai'i	Fee for Service
5					
6					
7					
8					
9					
10					





## **Attachment D**

### **Resumes of Key Personnel**

## Valerie J. Grab

P.O. Box 6249  
Hilo, HI 96720  
valerie.grab@gmail.com

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### EXPERIENCE

**The Children's Law Project of Hawai'i**, Hawaii County, Hawaii. May 2017-Present  
*Executive Director and Co-Founder*

Responsible for establishing non-profit law firm representing court-involved children and youth. Provide holistic legal services for children and youth under the jurisdiction of the dependency and delinquency courts, including special education, behavioral accommodation in school, early developmental intervention, mental health services, and disability benefits matters. Conduct all phases of litigation as court-appointed counsel for parents and children in child abuse and neglect cases, including hearings related to temporary foster custody, jurisdiction, periodic reviews and termination of parental rights. Provide training and support to Hawaii county attorneys engaged in such representation.

**Legal Aid Society of Hawaii**, Hilo, Hawaii. February 2011-May 2017  
*Staff Attorney (February 2011 – August 2013)*  
*Managing Attorney (August 2013 – May 2017)*

Provided legal services to indigent clients in matters involving child protection and abuse, domestic violence, child custody, visitation, child support, public benefits and housing. Responsible for all phases of litigation as court-appointed counsel for parents and children in child abuse and neglect cases. Reviewed applications for legal assistance and provided legal counsel and advice. As the Managing Attorney in the Hilo office, I supervised two attorneys, and five paralegals who provided legal services to indigent clients in a wide range of substantive legal areas. Regularly conducted case conference meetings and offer guidance and strategy with respect to individual cases. Assist in applying for grants that directly impact the services provided by the Hilo office, and responsible for the office's training and outreach efforts.

**Legal Aid Society of the District of Columbia**, Washington, D.C. February 2007 –September 2010  
*Senior Staff Attorney, Family Law Unit*

Provided representation to indigent clients in all phases of litigation involving domestic violence, child custody, visitation and child support matters. Conducted weekly intake sessions for low-income persons in need of legal advice and representation. Collaborated with other Legal Aid staff in regards to policy and court reform efforts. Represented Legal Aid in numerous case handlers and family court reform committees, including a Council for Court Excellence committee charged with developing and implementing standards for attorneys assigned to minors as Guardians *ad litem* in domestic relations proceedings. Supervised junior attorneys and law clerks.

**Superior Court of California, County of Los Angeles**, Los Angeles, California April 2005 – February 2007  
*Research Attorney, Juvenile Division*

Researched and wrote memoranda regarding a variety of juvenile law issues as requested by dependency and delinquency judicial officers. Analyzed, made recommendations and prepared orders for petitions filed with the Presiding Judge of the Juvenile Court. These included research petitions, media requests and petitions for juvenile case file disclosures. Compiled case summaries and developed legislative updates on current juvenile law. Contributed to the Juvenile Court newsletter "Partners." Organized MCLE trainings for Juvenile Court attorneys. Trained and supervised judicial externs. Administered the Los Angeles Juvenile Court Special Education Referral process. Such administration included reviewing special education referrals from delinquency and dependency attorneys, referring to and placing cases with special education panel attorneys and monitoring and tracking case progress.

**Public Counsel Law Center**, Los Angeles, California August 2003 – April 2005  
*Staff Attorney, Homelessness Prevention Law Project*

Represented and advocated for individuals, youths and families who were homeless or at risk of homelessness with respect to mental health, health, housing, educational and public benefits. Supervised attorneys, law students and graduate students in Public Counsel's emergency food and shelter advocacy project. Crafted policy affecting the homeless and other impoverished groups through dialogue with county officials and collaboration with community service providers. Directed walk-in legal clinics for homeless, runaway and at-risk youth at community-based youth services organizations. Participated in legal clinics for youth detained in juvenile hall. Conducted legal education workshops for homeless youth case management staff. Directed legal clinics for homeless families residing in homeless shelters.

**National Center for Youth Law**, Oakland, California

June 2002 – August 2002

*Summer Law Clerk*

Provided legal support to a team of attorneys engaged in impact litigation on behalf of indigent youth and children in foster care. Researched and wrote memoranda on a variety of substantive issues, including issues regarding social security benefits afforded foster care children with disabilities, minor consent health program access for impoverished minors with mental health needs, and confidentiality standards required of foster care parents.

**Lozano Smith**, Los Angeles, California

April 2002 – June 2002

*Summer Law Clerk*

Researched and wrote memoranda on a variety of education issues. Drafted opening statements and briefs for school district employee termination hearings. Prepared and organized supporting documentation, drafted timelines, prepared witnesses and witness examinations, wrote memoranda evaluating viability of claims and recommending courses of action for special education cases.

**Edmund D. Edelman Children's Court**, Monterey Park, California

January 2002 – April 2002

Chambers of the Honorable Judge Nash, Presiding Judge of the Juvenile Court

*Judicial Extern*

Researched and wrote memoranda regarding a variety of issues, including appropriate tort tolling standards pursuant to the *Crystal B.* decision and confidentiality standards governing release of a dependent minor's health records. Reviewed delinquency and dependency case files, drafted brief memoranda, and discussed relevant issues with research attorneys.

**University of California, Los Angeles**, Los Angeles, California

August 2001 – December 2001

*Educational Justice Research Assistant (for Professor Gary Blasi)*

Evaluated models of school accountability with respect to district and state provision of equal educational opportunities.

**Public Counsel Law Center**, Los Angeles, California

October 2000 - August 2001

*Intern / Summer Law Clerk, Children's Rights Project*

Researched variety of legal issues, including issues regarding special education rights, sibling visitation, school zero-tolerance policies and foster care tort policy. Conducted fact investigation for pending cases, communicated with clients, and advocated for special education students and youths detained in juvenile hall.

**Long Beach Unified School District**, Long Beach, California

September 1997 - June 2000

*Bilingual Teacher*

Facilitated and managed self-contained third-grade bilingual classroom; developed curriculum; assessed student progress.

*Teacher Coach*

Assisted and mentored new teachers in curriculum implementation and classroom management.

## **EDUCATION**

**UCLA School of Law**, Los Angeles, California

J.D., May 2003

Enrolled in Program in Public Interest Law and Policy

**Reed College**, Portland, Oregon

B.A., History, May 1997

## **PROFESSIONAL AFFILIATIONS**

**State Bar of California**, Member

Admitted April 2004

**District of Columbia Bar**, Member

Admitted July 2007

**State Bar of Hawaii**, Member

Admitted March 2012

# MADLINE MARTIN REED

P.O. Box 437285  
Kamuela, HI 96743  
(808) 887-0088  
reed@madlinereedlaw.com

## **LICENSE:**

November 2009

Attorney at Law, State of Hawai'i, License Number 9260

## **CERTIFICATION:**

October 2018

Child Welfare Law Specialist, certified by the National Association of Counsel for Children\*

## **EDUCATION:**

2006 - 2009

University of Hawai'i, William S. Richardson School of Law, Honolulu, HI

Juris Doctor, *summa cum laude*, May 2009.

Environmental Law Certificate, May 2009.

University of Hawai'i Law Review, 2007 – 2009; Executive Editor for Research.

Awards for top grades: *Comparative Takings, Criminal Procedure, Federal Income Taxation, Legal Practice, Real Property I, Real Property II, Trusts & Estates.*

Honors: *Frank D. Gibson, Jr. Scholarship 2008; McCarriston Miller Mukai MacKinnon Scholarship 2007; Rush Moore Craven Sutton Morry & Beh Award 2007; Advocates for Public Interest Law Summer Grant 2007.*

1996 - 2000

Columbia University, Columbia College, New York, NY

Bachelor of Arts in Astronomy and English, *cum laude*, May 2000.

Dean's List (1996 - 2000).

## **EXPERIENCE:**

Spring 2017 -

Present

Children's Law Project of Hawai'i, Hilo, HI

Managing Attorney / Co-Founder / former Director, Secretary, Treasurer

Work to establish a new non-profit children's advocacy center. Collaborate with co-founder, recruit board members, and establish community partners and support. Draft incorporation documents, bylaws, applications for tax exemptions, and grant proposals. Assist with all aspects of organizational operations. Represent children as court-appointed Guardian ad Litem in school non-attendance cases.

Summer 2011 -

Present

Madeline M. Reed, Esq., Kamuela, HI

Attorney at Law

Represent children and indigent adults in Child Protective Service cases. Litigate divorce, adoption, guardianship, criminal defense, and juvenile law violator cases. Serve the Circuit Court as a foreclosure commissioner. Operate every aspect of the practice, including all billing, bookkeeping, and clerical tasks.

Fall 2012 -

Spring 2014

Spring 2010 -

Fall 2010

The Legal Aid Society of Hawai'i, Hilo, HI

Associate Attorney

Represented indigent clients in civil matters. Litigated primarily in Family Court, served as Guardian ad Litem and parents' counsel in Child Protective Services cases, and provided assistance and representation in a variety of other areas of law.

Spring 2011 -

Spring 2014

West Hawai'i Mediation Center, Kamuela, HI

Volunteer Mediator

Acted as a neutral in alternative dispute resolution proceedings. Worked with other mediators to facilitate conversations between opposing parties and explore areas of agreement.

Fall 2009 -

Spring 2010

Crudele & De Lima, Hilo, HI

Associate Attorney

Represented clients accused of Petty Misdemeanors, Misdemeanors, and C Felonies. Argued motions, researched legal issues, drafted pleadings, negotiated with opposing counsel, and consulted with clients.

Summer 2009 -

Fall 2009

Madeline M. Reed, Hilo, HI

Pro Bono Legal Assistant / Independent Contractor

Researched legal issues, wrote memoranda, drafted letters, and assisted with client interviews for Honoka'a consumer protection attorney George Zweibel.

Spring 2009

Legal Aid Society of Hawai'i, Honolulu, HI

Volunteer Income Tax Assistance ("VITA") Project Volunteer

Participated in trainings and testing to become an Internal Revenue Service certified VITA tax return preparer. Assisted clients preparing their 2008 federal and state income tax returns.

Fall 2007 -  
Spring 2009

**William S. Richardson School of Law, Honolulu, HI**  
*Research Assistant*

Researched legal issues, digested cases, wrote memoranda, drafted textbook notes, and drafted book chapters for Professor David Callies.

Summer 2008

**Hawai'i County Office of the Corporation Counsel, Hilo, HI**  
*Summer Law Clerk*

Researched legal issues for attorneys representing the County of Hawai'i. Wrote memoranda to communicate findings. Observed council meetings, committee meetings, and depositions.

Summer 2007

**Office of the Public Defender, Hilo, HI**  
*Summer Intern*

Researched legal issues for indigent defendants accused of felonies. Wrote memoranda to communicate findings. Assisted with client interviews. Located potential witnesses.

Summer 2007

**Legal Aid Society of Hawai'i, Kailua-Kona, HI**  
*Summer Law Clerk*

Researched legal issues and wrote memoranda. Drafted witness examinations in preparation for hearings. Interviewed clients to assist them with their Social Security Income applications.

Fall 2006 -  
Spring 2007

**William S. Richardson School of Law, Law Library, Honolulu, HI**  
*Website Designer & Database Developer*

Assisted in the creation of a new Law Library website as well as one for an upcoming conference. Improved and updated the library's existing website. Designed graphics for library projects.

Spring 2003 -  
Summer 2006

**California Association for Research in Astronomy, W.M. Keck Observatory, Kamuela, HI**  
*Observing Assistant*

Operated two of the world's largest optical telescopes and related observing equipment. Acted as summit lead to ensure the safety of the Mauna Kea facility and personnel during nighttime operations. Developed and maintained group databases and online documentation. Developed web tools to analyze data.

## **PUBLICATIONS:**

- Madeline Reed, Article: *Seawalls and the Public Trust: Navigating the Tension Between Private Property and Public Beach Use in the Face of Shoreline Erosion*, 20 *FORDHAM ENVTL. LAW REV.* 305 (2009).

## **TRAININGS:**

- Navigating a Child's Right to Special Education: Opportunities for Legal Advocacy, January 2019, The Children's Law Project of Hawai'i, 2 hours;
- Tough Conversations: How to Talk to Children About Being Court-Involved, December 2018, The Children's Law Project of Hawai'i, 1.5 hours;
- Tax Exempt Organizations Boot Camp, November 2017, National Business Institute, 6 hours;
- 40th National Child Welfare, Juvenile Justice, and Family Law Conference, August 2017, National Association of Counsel for Children, 22.75 hours;
- Pre-Conference: The Red Book Training, August 2017, National Association of Counsel for Children, 6.5 hours;
- Preventing, Assessing & Treating Trauma Across the Lifespan, March 2017, Institute on Violence, Abuse and Trauma, 18 hours;
- Family Law Appeals Seminar, November 2016, West Hawai'i Bar Association, 2 hours;
- CLE Potpourri - Ethics, Family Law and Civil Litigation, June 2016, Hawai'i County Bar Association, 3 hours;
- 2015 Hawai'i Evidence Law Update, November 2015, West Hawai'i Bar Association, 2 hours;
- Dementia Training for Lawyers, March 2015, Hawai'i State Bar Association, 6 hours;
- Meeting the Challenges to Equal Justice For all, June 2014, Hawai'i Access to Justice Commission, 6 hours;
- Domestic Violence Training, May 2014, Hawai'i State Coalition Against Domestic Violence, 12.5 hours;
- Domestic Violence Primer, April 2014, West Hawai'i Bar Association, 1 hour;
- 2013 Bar Convention Family & Child Law Seminar, October 2013, Hawai'i State Bar Association, 6.5 hours;
- Domestic Violence Training, February 2013, Hawai'i State Coalition Against Domestic Violence, 20.25 hours;
- Appellate e-Filing Procedures, April 2012, Hawai'i State Bar Association, 3 hours;
- Preventing, Assessing & Treating Child, Adolescent and Adult Trauma, March 2012, Institute on Violence, Abuse and Trauma, 9 hours;
- Starting Your Own Law Practice, December 2011, Hawai'i State Bar Association, 3 hours;
- Hawai'i Professionalism Course, October 2010, Hawai'i State Bar Association, 4.5 hours;
- Evidence, Legal Research, and Person & Asset Locate, July 2010, Hawai'i County Bar Association, 4 hours.

\* The Supreme Court of Hawai'i grants Hawai'i certification only to lawyers in good standing who have successfully completed a specialty program accredited by the American Bar Association.

**Laura Jean Knudsen, HSBA #9981**  
125 Kohola St, Hilo, HI 96720 • (808) 398 3854 • laura.knudsen@clphi.org

### **EDUCATION**

**Lewis and Clark Law School, Portland, OR**

J.D., May 2013

Environmental/Natural Resources Certificate

**Richardson School of Law, Honolulu, HI**

Summer 2011

**University of Hawaii at Manoa, HI**

BA in Anthropology, certificate in Spanish, May 2009

GPA: 3.95

Honors: Manoa Dean's List 2004-2008

Member, Phi Beta Kappa honor society

**Universidad de Vina del Mar, Vina del Mar, Chile**

Semester abroad in Chile with focus on Spanish language, Fall 2005

**La Sorbonne, Paris, France**

Semester abroad in France with focus on French language, Spring 2008

### **EMPLOYMENT HISTORY**

**Children's Law Project of Hawaii, Hilo HI**

Staff Attorney, September 2019- present

Represent parents and advocate for children involved with Child Welfare Services and court proceedings involving the welfare of children. Responsible for drafting motions and pleadings, regularly appearing before the family court on status hearing, motion hearings and evidentiary hearings.

**Legal Aid Society of Hawaii, Hilo HI**

Managing Attorney, December 2018- August 2019

Senior Attorney, August 2017- September 2018

Staff Attorney, January 2014- August 2017

Provide legal services to indigent clients in a variety of family law, housing, and public benefits issues, both through advising and assisting *pro se* litigants, and providing full representation in contested matters. Represent parents and advocate for children involved with Child Welfare Services. Responsible for drafting motions and pleadings, regularly appearing before the family court on status hearing, motion hearings and evidentiary hearings.

**Lewis and Clark Legal Clinic, Portland OR**

Legal Intern, Fall 2012, Spring 2013

Represented clients in residential evictions, Chapter 7 bankruptcy, divorce and child custody issues, and tax controversies with the Internal Revenue Service.

**State of Hawaii Department of Energy, Honolulu HI**

Legal Intern, Summer 2012

Assisted in legal and other research, drafted papers and constituent responses, and completed general office tasks.

**Nursefinders Behavioral Health, Honolulu, HI**

Paraprofessional, June 2009-August 2010

Provided one-on-one educational, behavioral, and social services to children with special needs in a school setting, charted data and mapped their progress.

## **SPECIALIZED TRAINING**

Building a Safety Net for Immigrant Crime Victims (Honolulu, HI 2017)  
Annual Institute on Violence, Abuse and Trauma "IVAT" Summit (Honolulu, HI 2017)  
Office of Violence Against Women Grantee Conference (Washington D.C. 2016)  
Hawaii Family Law Update (Honolulu, HI 2014, 2015, 2016)  
Public Benefits Training (Honolulu, HI 2014)  
Hawaii Trial Academy (Honolulu, HI 2014, 2016)

# Joanna Elizabeth Sokolow, Esq.

Kailua Kona, HI 97640

808.854.7000. E-mail: [jojosokolow@gmail.com](mailto:jojosokolow@gmail.com)

**BAR ADMISSION:** STATE OF HAWAII (November 6, 2006)

## **EXPERIENCE**

**Office of the Public Defender, State of Hawaii,** Kealahou, HI, March 2015-present

*Deputy Public Defender*

Criminal defense of indigent persons in cases ranging from felonies to petty misdemeanors, and including legal research, motions prep and argument, bench and jury trials. Assignments include domestic violence cases, the Juvenile Delinquency Kona calendar, Veterans Treatment Court, and Involuntary Hospitalization cases.

**Legal Aid Society of Hawaii,** Kailua Kona, HI: 2006-2015

*Managing Attorney, 2008-2015; Staff Attorney, 2007-2008; AmeriCorps Attorney, 2006-2007*

Represented low income clients in civil actions. Extensive experience in contested domestic violence cases in Hawaii Family Courts, including evidentiary hearings and bench trials. I acted as GAL and parents' counsel in child abuse and neglect cases. Represented clients in adoptions, guardianships, divorces, and custody disputes, in addition to Landlord/tenant, Consumer Rights, and other civil matters. As managing attorney, I managed a small staff and oversaw compliance with Legal Services Corporation regulations.

**Georgetown Juvenile Justice Clinic,** Washington, D.C.

*Student Attorney, 2005-2006*

Represented indigent juvenile clients in delinquency cases, misdemeanors to felonies, in D.C. Superior Court, under attorney supervision.

**Georgetown University Law Center,** Washington, D.C.

*Editorial & Administrative Assistant, 2000-2006*

Researched and prepared memoranda on international trade law subjects. Edited manuscripts for Professor John H. Jackson and the *Journal of International Economic Law*.

**Justice Policy Institute. Juvenile Death Penalty Project,** Washington, D.C.

*Legal Intern, Summer 2003*

Prepared legal memoranda on international law surrounding juvenile death penalty, researched scholarship and commentary on trial of sniper suspect John Lee Malvo and its potential implications on issue of juvenile death penalty. Developed press packet about juvenile death penalty

## **EDUCATION**

**Georgetown University Law Center,** Washington, D.C.

J.D., May 2006; Dean's List, 2005-2006

**University of Wisconsin - Madison,** Madison, WI

International Relations, B.A., 1999, with Distinction, School of Letters & Science  
French, B.A., 1999, with Honors



### NOTEWORTHY/VOLUNTEER WORK

Access To Justice Commission, State of Hawaii, *Commissioner*, May 2017-present  
*Chair, Committee on Initiatives to Enhance Civil Access to Justice*, July 2017-present  
*Ex Officio member-Justice For All Committee*, 2018-present  
*Student Essay/Video Contest Preliminary Judge* 2017, 2018

#### Hawaii State Bar Association

*Delivery of Legal Services to the Public Committee*, 2011-present  
*Ki'e Ki'e Award for Pro Bono Service*, 2014  
*Kona Self-Help Desk, Family Law Trainer*, 2013-2015  
*Volunteer Attorney*, 2013-present  
*Courts in the Community Volunteer*, 2014 & 2018  
*Annual Law Week Attorney Volunteer*, 2007-present  
*Leadership Institute Fellow*, Class of 2010  
*YLD Junior Judges Program*, 2015

#### Kids First Program

*Volunteer*, present (Quarterly)

Art Advisory Committee, *Kona Judiciary Complex, Hawaii State Foundation on Culture & the Arts*  
*Committee Member*, 2016-present

The Children's Law Project of Hawaii, *Kamuela/Hilo, HI*  
*Board of Directors*, May 2017-present

Innovations Public Charter School, *Kailua Kona, HI*  
*Governing Board Member*, 2013-2019

West Hawaii Bar Association, *Kailua Kona, HI*  
*CLE Committee*, 2015, 2018

Explorations Foundation, *Kailua Kona, HI*  
*Board of Directors*, 2009-2011

Licensed Foster Parent, *DHS, State of Hawaii (currently inactive)*  
*Foster parent to teenager*, 2008

YMCA Teen Court, *Kailua Kona, HI*  
*Volunteer Judge*, 2006-2008

Maya Angelou Public Charter School, *Washington, D.C.*  
*Volunteer Tutor*, 2003-2005

St. Francis Xavier Elementary School, *Washington, D.C.*  
*Volunteer Tutor*, 2001-2003

The Camp Heartland Project (a summer camp for children with AIDS/HIV), *Milwaukee, WI*  
*Office Volunteer*, 1994-1999

## **PROFESSIONAL IMPROVEMENT/CONTINUING LEGAL EDUCATION**

Making Sense of Science: Forensic Science and the Law, NACDL, Las Vegas, NV, April 5-6, 2019  
Public Defender Trial Advocacy Seminar (one week per year), 2015, 2016, 2017, 2018, 2019  
Recent Developments in Hawaii Evidence Law, Kona, Hawaii, Nov. 30, 2018  
Family Law Update, HSBA Convention, Honolulu, HI, 2010, 2011, 2012, 2013, 2014, 2015  
Various Brown Bag CLE Seminars taught by Circuit Court Judges, 2015-2018  
Access to Justice Conference, Honolulu, HI, 2017  
Veterans Treatment Court & Drug Court National Conference, Anaheim, CA, June 2016  
Equal Justice Conference, Chicago, IL, May 2016  
BIMAC & KOMAC Training on 704 Procedures, Apr. 2016  
2015 Hawaii Evidence Law Update, Nov. 2015  
Evidence Based Best Practices-Smarter Sentencing, Sept. 2015  
Symposium on Lawyers Without Rights, Holualoa, HI, February 19, 2015  
National Legal Aid & Defender Association Annual Conference, November 2014  
Practical Ethics: A Judge's Panel Discussion, Sept. 2014  
Family Court-Domestic Violence Primer, Kona, HI, April 17, 2014  
HSBA Trial Academy, Honolulu, HI, March 17-21, 2014  
Family Court-Procedural Do's and Don'ts Revisited, Kona, HI, February 14, 2014  
Advanced Family Law (NBI), Honolulu, HI, October 24, 2013  
Working Effectively With Limited English Proficient Clients, Kona, HI, August 5, 2013  
Case, Client & Law Practice Management, Kona, HI, October 18, 2012  
NITA Basic Trial Skills Program, Honolulu, HI, March 13-16, 2012  
Symposium on Public Policy Implications of Poverty Trends, UH Law School, 2012  
Newly Proposed Hawaii Rules of Professional Conduct, Honolulu, HI, June 23, 2011  
Hawaii Conservatorship & Guardianship Manual, Honolulu, HI, September 17, 2010  
Partnership in Pro Bono-POA/AHCD, Honolulu, HI, August 26, 2010  
Partnership in Pro Bono-Child Support, Honolulu, HI, July 13, 2010  
Legal Ethics & Professionalism, Honolulu, HI, May 21, 2010  
25 Hour Domestic Violence Training, (HSCADV), Kona, HI, April 16, 17, 23, 24, 2009  
Ensuring Best Practice in Forensic Interviews of Children, Kona, HI, August 11, 2008  
The Drug-Exposed Child, Kamuela, HI, July 2008  
Trial Advocacy Skills (NITA), Honolulu, HI, March 31, 2007  
Understanding Sibling Incest, Kona, HI, March 9, 2007  
Public Benefits Overview Training, Honolulu, HI, January 10-11, 2007  
General Dynamics of Child Sexual Abuse, Kona, HI, November 2, 2006  
SSI/SSDI Outreach, Access and Recovery, Kona, HI, August 22-23, 2006

# Ramona Herlihy

## Personal Info

### Address

P.O. Box 480  
Honolulu, HI, 96776

### Phone

(808) 557-7802

### E-mail

ramonaherlihy@gmail.com

## Skills

Exceptional writer

Document preparation

Family, Poverty & Child  
Welfare Law

Proficient in MS Office

Document filing

Case management

Financial and estate  
planning

Confidentiality

Strong work ethic

Notary Public

## Software

Microsoft Office

Apple & PC Software

Proficient

Diligent Paralegal with background in poverty, family and child welfare law. Highly skilled in client relations and information gathering. Capable of managing complex scheduling, office administration and special project support.

## Work History

2018-10 -  
Current

### Paralegal

*The Children's Law Project Of Hawai'i, Hilo, Hawaii*

- Draft legal paperwork for adoptions and guardianships
- Assist managing attorneys with grant writing and reports for Guardian ad Litem cases
- Provide general office support such as filing, faxing, emailing, and correspondence with court & other law firms.
- Answer office calls and screen potential new client using open-ended questioning skills to attain applicable information.

2016-07 -  
2020-03

### Paralegal Office Manager

*Legal Aid Society Of Hawai'i, Hilo, Hawaii*

- Obtain and review medical records and work history from clients eligible for social security disability benefits
- Correspond with the Social Security Administration on behalf of clients via phone, mail and email
- Represent clients at social security disability administrative hearings
- Provide support to managing attorney as office manager

2015-08 -  
2016-06

### Paralegal

*Legal Aid Society Of Hawaii , Kailua-Kona, Hawaii*

- Serve clients ages 65 and older; represent clients in Medicaid administrative hearings
- Draft advance healthcare directives, wills, transfer on death deeds, and powers of attorney
- Provide support to managing attorney by drafting legal documents in family law and elder law cases
- Review & notarize documents

## Languages

French

2014-09 -  
2015-09

### **Ameri Corps Member**

*Legal Aid Society Of Hawai'i, Hilo, Hawaii*

- Manage the Self Help Center at Hale Kaulike, Hilo Judiciary Complex
- Coordinate volunteer attorneys, facilitate an efficient intake process, provide patrons with legal information, create and distribute monthly newsletter
- Provide community outreach and education at legal clinics and events

2012-06 -  
2014-09

### **Office Manager**

*Iris Integrative Health, Kamuela, Hawaii*

- Oversaw appointment scheduling and itinerary coordination for both clients and personnel.
- Liaised with patients and addressed inquiries, appointment requests and billing questions.
- Educate clients about HIPAA Privacy Law and maintain strict confidentiality with medical information

## **Education**

2019-01 -  
2019-04

### **Paralegal Certificate Course Graduate**

*The Center For Legal Studies - Online Program*

2009-01 -  
2009-05

### **Beginning Mandarin Chinese**

*University of Hawaii At Hilo - Hilo, HI*

2006-09 -  
2008-12

### **Bachelor of Arts: International Affairs**

*Lewis & Clark College - Portland, OR*

2004-09 -  
2006-06

### **International Relations**

*George Fox University - Newberg, OR*

## **Businesses**

*Lilinoe Farm & Fruit Stand - Owner/Operator*

*Honomu Haven Vacation Rental - Owner/Operator*

# Christy J. Peace

P.O. Box 2136  
Volcano, HI 96785  
(808) 557-7251  
lavarevolutionary@icloud.com

## Skills

General office experience with extensive knowledge about Elder Law, Poverty Law, and Children's Law. Ability to work in a high-pressure environment with basic knowledge of the court system and legal procedures. Ability to assist with confidential children-focused cases and provide empathy, sensitivity and support to both attorneys and those involved in each case.

## Experience

JUNE 2019 - PRESENT

### **Children's Law Project of Hawai'i, Hilo, HI - *Paralegal***

- Office tasks, such as computer, fax, printer and phone usage, as well as filing, organizing and maintaining attorney case files.
- Preparation of documents, maintain case calendar, file documents at court, receive intake for referrals, assist with preparation for court hearings and review documents.
- Misc. activities include: grant billing and assist with GAL Training series.

SEPTEMBER 2018 -PRESENT

### **Legal Aid Society of Hawai'i, Hilo, HI - *AmeriCorps Advocate***

- Office tasks, such as computer, printer and phone usage.
- Coordinate the Hilo Self Help Center at the State Judiciary building by assisting participants to help themselves navigate the legal system and assigning volunteer attorneys to help with providing legal information.
- Misc. activities include: contacting volunteer attorneys to donate time every week, yearly HCBA award luncheon, maintaining & printing free brochures for the general public.

FEBRUARY 2013 - APRIL 2017

### **Legal Aid Society of Hawai'i, Hilo, HI - *Title III (Elder Law) Paralegal***

- Office tasks, such as computer, fax, and phone usage, as well as filing, organizing and maintaining my own case files.
- Preparation of documents, receive intake for Office of Aging referrals, occasionally assist with preparation for adult guardianship hearings and review documents.
- Misc. activities included: attend various agency specific meetings, grant writing and various quarterly outreaches.

## **Education**

JANUARY 2012 -MAY 2012

**Hawai'i Community College, Hilo, HI - *Paralegal Certificate***

Paralegal course covering basic legal terms, information and general knowledge about all areas of the law. Training in looking up case law using the Westlaw online legal research service. Preparing basic legal documents such as an appellate brief.

## **Jamie Lee H. Keliikuli**

Address: 101 Aupuni St. #112 Hilo, HI 96720

Phone: 990-7181

Email: [jlhkeliikuli@gmail.com](mailto:jlhkeliikuli@gmail.com)

### **Work Experience:**

#### **\*Self Employed – Jamie Lee Keliikuli, Licensed Marriage and Family Therapist**

Address: 101 Aupuni St. Hilo #112, HI 96720

Phone: 808-937-4363

Employed from 04/2019 to Present (Full-time)

Position: Therapist

Duties and responsibilities: Provides mental health therapy for adults and children with variety of issues and disorders.

#### **\*Leiana Reyes, Licensed Marriage and Family Therapist**

Address: 101 Aupuni St. Hilo, HI 96720

Phone: 808-937-4363

Employed from 12/2015 to 04/2019 (Full-time)

Supervisor: Leiana Reyes

Position: Therapist

Duties and responsibilities: Provides mental health therapy for adults and children with variety of issues and disorders.

#### **\*Department of Health Hawaii Family Guidance Center**

Address: 88 Kanoelehua Ave. Ste A204 Hilo, HI 96720

Phone: 808-933-0610

Employed from 10/2012 to 07/2017 (Full-Time)

Supervisor: Charmaine Alameda, Mental Health Supervisor 1

Position: Mental Health Care Coordinator

Duties and responsibilities: The Mental Health Care Coordinator provides care coordination for children with mental health needs. The Care Coordinator works with a clinical team to assess the child's appropriate level of care regarding his/her mental health needs; makes the appropriate referrals for services; and continuously monitors the client's progress in services. Duties also require collaborating with other state agencies such as the Department of Education, Department of Human Services, and the Family Court. The Care Coordinator serves as the family court liaison for any client with legal involvement. This position requires regular communication with contracted service providers in order to monitor services such as intensive in home therapy, therapeutic foster care, residential program placement, hospitalization, etc.

**\*E.P.I.C. Ohana Conferencing**

Address: 101 Aupuni St. Hilo, HI 96720

Phone: 961-9880

Employed from 5/2007 to present (on-call)

(11/2011 to 10/2012 -Full-Time)

Supervisor: Katherine York, OC Manager

Position: Coordinator/Recorder/Facilitator

Duties and responsibilities: Responsible for coordinating meetings, recording meeting notes or facilitating conferences for families involved in Child Welfare Services (CWS). Helps to create a supportive environment to allow CWS Social Workers, service providers, and families come to a solution in regards to the future welfare and placement of the children.

**\*Child and Family Services – Internship**

Address: 1045 Kilauea Ave. Hilo, HI 96720

Employed from 8/2014 to 8/2015 (15-20 hours a week)

Supervisor: Denbi Tulsi, Program Coordinator

Position: Therapist

Duties and responsibilities: Provided therapeutic services for children who were sexually assaulted by family members. Also provided therapeutic services for women who were survivors of domestic violence.

**\*The Institute For Family Enrichment (T.I.F.F.E.)**

Address: 74 Mohouli St Hilo, HI 96720

Phone: 808-895-1535

Employed from 9/2009 to 8/2011 (Full-Time)

Supervisor: Rebekah Mraz, Multi-Systemic Therapy (MST) Supervisor

Position: Multi-Systemic Therapy Therapist (MSTT)

Duties and responsibilities: Provided therapeutic services for individuals (between the ages of 11 and 18 years old) and their families. Worked with clients in their home, school, and community. Primary goals were to 1) ensure safety and stability of the child and family and promote successful functioning in home, school, and community; 2) avert treatment in a residential or inpatient setting; 3) strengthen family functioning; and 4) assist students in achieving optimal benefits from their education. The means of achieving such goals included: family therapy, marital therapy, individual sessions with youth, individual sessions with parents, chemical dependency assessment and treatment, evaluation of peer network, arranging positive activities, consultation with schools, collaborating with probation officers, arranging psychiatric consultations, and being available 24 hours a day, 7 days a week for crisis intervention.

**\*Family Programs Hawaii, Voluntary Case Management**

Address: 120 Pauahi St. Suite 302 Hilo, HI 96720

Phone: 808-935-2876

Employed from 9/2008 to 9/2009 (Full-Time)

Supervisor: Emily Malate, Voluntary Case Management Clinical Supervisor

Position: Voluntary Case Management (VCM) Case Manager/Social Worker

Duties and responsibilities: Provided intensive case management for families reported to Child Welfare Services (CWS) who were assessed to be in the moderate to high risk for child abuse



and neglect. Assessed the strengths and risks of referred families; reduced the risk of abuse by linking families to appropriate services. Assessed the safety of children in their homes and monitored caregivers' progress in services. Engaged clients and encouraged them to participate in services that supported positive change for themselves and their children. Collaborated with community service providers such as school administrators, counselors, doctors, probation officers, therapists, Child Welfare Social Workers, etc in attempts to offer a holistic approach in servicing families.

**\*YWCA Enhanced Healthy Start**

Address: 1382 Kilauea Ave Hilo, HI 96720

Phone: 961-3877

Employed from 6/2006 to 9/2008

Supervisor: Michelle Teuber, Healthy Start supervisor

Position: Family Support Worker

Duties and responsibilities: Provided in home sessions to families in the Child Welfare System (CWS) who had a child/children five years old or younger. Taught caregivers healthy parenting strategies to decrease or eliminate the potential for future abuse and/or neglect. Generated referrals to necessary agencies for children with developmental delays or other special needs. Prepared for and facilitated Individualized Family Service Plan (IFSP) Meetings.

**Education**

**\*Argosy University**

Address: 1001 Bishop St #400, Honolulu, HI 96813

Masters of Arts in Marriage and Family Therapy

Received degree in 2/2016

**\*University of Hawaii at Hilo**

Address: 200 West Kawili Hilo, HI 96720

Major field of study: Psychology and Communication

Degrees awarded: Bachelor of Arts in Psychology and Bachelor of Arts in Communication received in 5/2003.

# Daiquiri Kamaile Miyasato

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37 Kauhane Avenue, Hilo, Hawai'i 96720, (808)990-6018, [daiquirimiyasato@yahoo.com](mailto:daiquirimiyasato@yahoo.com)

**OBJECTIVE:** To be a qualified candidate for the Guardian ad Litem position with Children's Law Project of Hawai'i

## **PROFESSIONAL EXPERIENCE in Social Services:**

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**EPIC 'Ohana Inc.** 06/2013-Present  
Big Island Operations Manager  
101 Aupuni Street  
Suite 140  
Hilo, Hawai'i 96720-1085

- 'Ohana Conference Facilitator
- Wrap Facilitator

**Hawai'i Community College** 08/2015-12/2017  
Lecturer  
200 West Kāwili Street  
Hilo, Hawai'i 96720-1085

- Interdisciplinary Studies 101
- Sociology of Family 251
- Psychology 100

**The Salvation Army-Family Intervention Services** 10/2007-05/2013  
Youth Development Specialist V  
1786 Kino'ole Street,  
Hilo, Hawai'i 96720-1085

**Queen Lili'uokalani Children's Center** 08/2012-05/2013  
Practicum Student: Social Worker  
919 Ululani Street,  
Hilo, Hawai'i 96720-1085

**Hope Services Hawai'i, Kihei Pua-Emergency Homeless Shelter** 08/2011-5/2012  
Practicum Student: Intake Worker  
115 Kapi'olani Street,  
Hilo, Hawai'i 96720-1085

## **EDUCATION:**

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- 2010- 2013                    **Masters in Social Work**  
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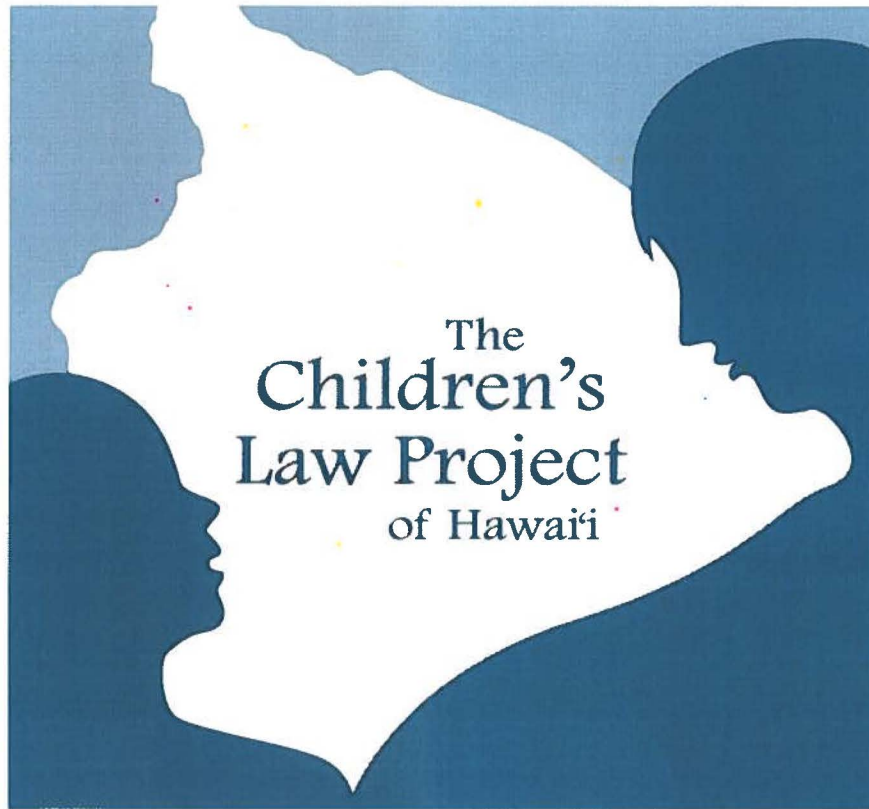
## **REFERENCES:**

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## **Attachment E**

### **Job Descriptions of Key Personnel**

# The Children's Law Project of Hawai'i

## *Job Descriptions of Key Personnel*

### **Executive Director**

The Executive Director is the key management leader of The Children's Law Project of Hawai'i. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

1. **Board Governance**: Works with board in order to fulfill the organization's mission.
  - Responsible for leading The Children's Law Project of Hawai'i in a manner that supports and guides the organization's mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
2. **Financial Performance and Viability**: Develops resources sufficient to ensure the financial health of the organization.
  - Responsible for the fiscal integrity of The Children's Law Project of Hawai'i, to include submission to the Board of a proposed annual budget and quarterly financial statements which accurately reflect the financial condition of the organization.
  - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
  - Responsible for fundraising and developing other resources necessary to support The Children's Law Project of Hawai'i's mission.
3. **Organization Mission and Strategy**: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
  - Responsible for implementation of The Children's Law Project of Hawai'i's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that The Children's Law Project of Hawai'i can successfully fulfill its mission into the future.
  - Responsible for the enhancement of The Children's Law Project of Hawai'i's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
4. **Organization Operations**: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for effective administration of The Children's Law Project of Hawai'i's operations.
  - Responsible for the hiring and retention of competent, qualified staff.
  - Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization.
5. **Legal Advocacy**: Responsible for leading The Children's Law Project of Hawai'i's litigation team.
  - Acts as court-appointed Guardian *ad Litem* in a variety of family court cases.

Investigates children's circumstances, reports to the court, and advocates and litigates on behalf of child clients.

- Provides holistic advocacy for Guardian *ad Litem* clients.
- Provides representation in permanency cases to establish adoptions and guardianships for children in or in danger of entering into the child welfare system.
- Provides other legal advocacy consistent with the organization's mission.

### **Managing Attorney**

The Managing Attorney is responsible for coordinating and supervising all operations of The Children's Law Project of Hawai'i. This position reports directly to the Executive Director.

1. **Staff Management**: Responsible for supervising all staff and volunteers of The Children's Law Project of Hawai'i.
  - Oversees all law office operations including case assignment, supervision, and professional development of The Children's Law Project of Hawai'i's staff.
  - Supports the Executive Director in hiring staff for the organization.
  - Manages subordinate staff in the day-to-day performance of their jobs.
  - Ensures that project milestones are met.
  - Acts as point of contact with employment administration company.
2. **Financial Management**: Responsible for supporting the Executive Director in ensuring the fiscal integrity of The Children's Law Project of Hawai'i.
  - Works with Certified Public Accountant to create proposed annual budget and quarterly financial statements which accurately reflect the financial condition of the organization.
  - Works with Certified Public Accountant to support the Executive Director in ensuring the organization operates within the approved budget, ensures maximum resource utilization, and maintains itself in a positive financial position.
  - Oversees the organization's accounting and cash flow.
3. **Legal Advocacy**: Responsible for supporting the Executive Director in the leadership of The Children's Law Project of Hawai'i's litigation team.
  - Acts as court-appointed Guardian *ad Litem* in a variety of family court cases. Investigates children's circumstances, report to the court, and advocate and litigate on behalf of child clients.
  - Provides holistic advocacy for Guardian *ad Litem* clients.
  - Provides representation in permanency cases to establish adoptions and guardianships for children in or in danger of entering into the child welfare system.
  - Provides other legal advocacy consistent with the organization's mission.

## **Staff Attorney**

Staff Attorneys shall carry a caseload of approximately 40 – 60 cases (depending on experience) and are primarily responsible for providing advocacy services as Guardians *ad litem*. In addition, Staff Attorneys are expected to participate in a wide variety of professional development and training opportunities to gain expertise in all aspects of child welfare advocacy. Finally, more senior Staff Attorneys also assist in training Guardian's *ad litem* in the community and supervising paralegals and volunteers of The Children's Law Project of Hawai'i. The following is required of a Staff Attorney:

### **Legal Advocacy:**

- Acts as court-appointed Guardian *ad Litem* in a variety of family court cases.
- Investigates children's circumstances, reports to the court, and advocates and litigates on behalf of child clients.
- Provides holistic advocacy for Guardian *ad Litem* clients.
- Provides representation in permanency cases to establish adoptions and guardianships for children in or in danger of entering into the child welfare system.
- Provides other legal advocacy consistent with the organization's mission.
- Supervises other staff/paralegals/volunteers in accomplishing such legal advocacy as appropriate.

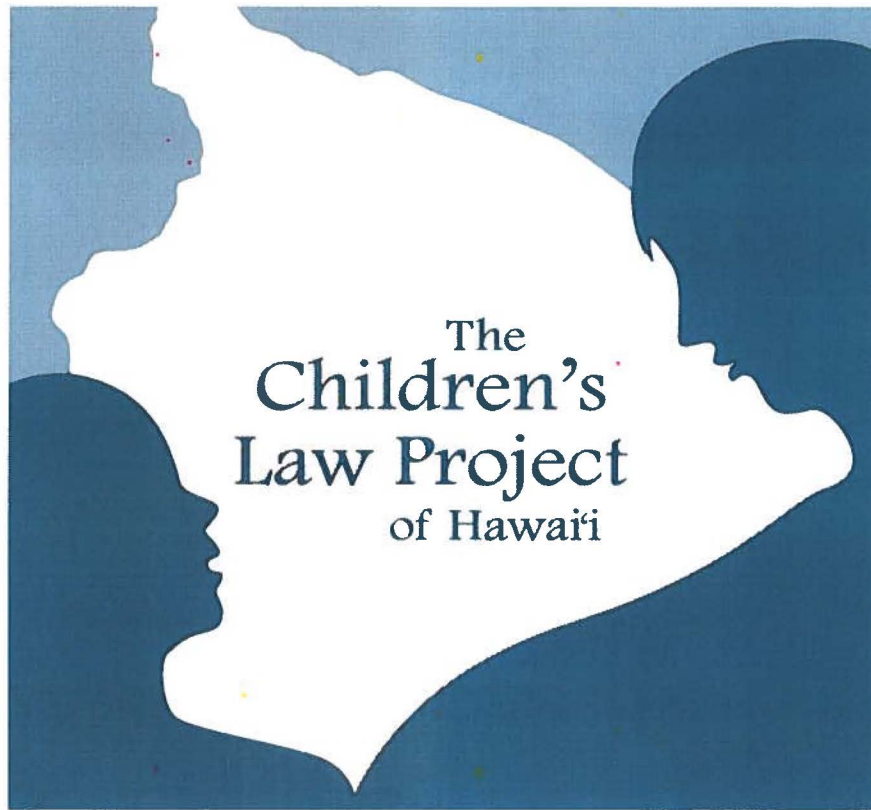
### **Professional Development:**

- Attends local and national conferences and training opportunities with respect to child welfare law, child abuse, domestic violence, child development and/or any other area related to gaining expertise necessary to be an effective Guardian *ad litem*.
- Participates in monthly case conferences with other staff and supervisors at The Children's Law Project of Hawai'i to review Guardian *ad litem* work with respect to case load.
- Assists in researching and developing trainings for Guardians *ad litem* in the community.
- Participates in regular evaluations regarding legal advocacy skills and professional growth.

## **Paralegal**

Paralegals are primarily responsible for providing support to The Children's Law Project of Hawai'i's Executive Director, Managing Attorney and Staff Attorneys. Specifically, a paralegal:

- Manages hard case files by creating and filing all case documents.
- Manages case database system including creating new cases, updating time and note entries, calendaring court dates and meetings, and closing cases.
- Makes document requests as required for Guardian *ad litem* advocacy, and ensures that all documents are received and appropriately filed.
- Assists in drafting court and progress reports and other client documents as requested.
- Attends client meetings as requested.
- Participates in monthly case conference meetings.
- Assists in organizing monthly Guardian *ad litem* trainings (including sign-in sheets, evaluations and MCLE credit certificates.)
- Participates in professional developmental opportunities.



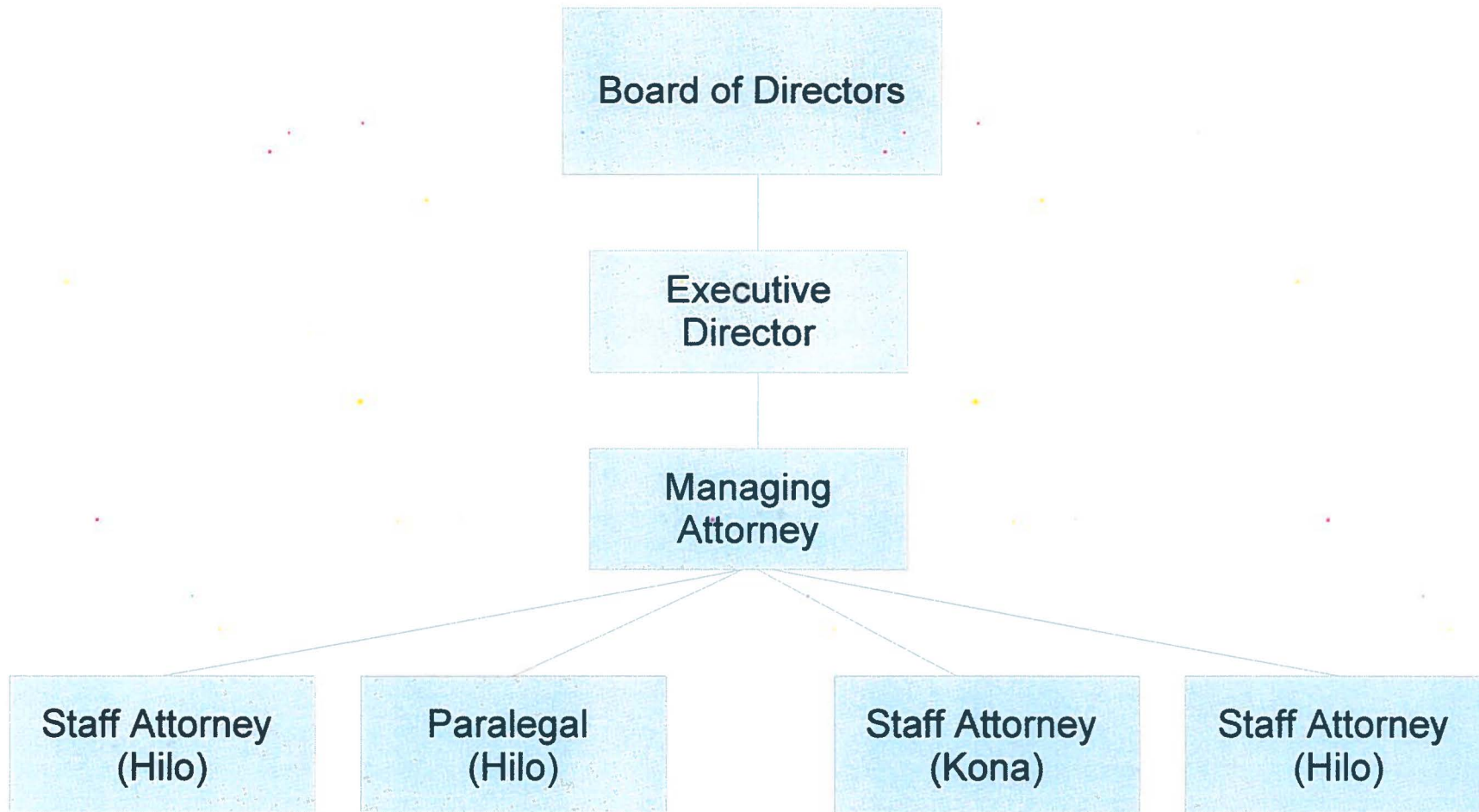
## **Attachment F**

### **Organization Charts**



# The Children's Law Project of Hawai'i

## Organization-wide Organization Chart



# The Children's Law Project of Hawai'i

Program Organization Chart

