

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Center for Pacific and Asian Communities

Amount of State Funds Requested: \$ 350,925

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

The Center for Pacific and Asian Communities is requesting funding for three staff positions, which will assist in achieving its purpose of providing supportive services to culturally specific constituencies in Hawaii, including, but not limited to, Asian/American, Native Hawaiian, and other Pacific Islanders (AANHPI) suffering from the harm of abuse (including family violence, domestic violence, dating violence, and sexual assault).

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ 572,683.19

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:

P. O. Box 2716

City:

Honolulu

State:

HI

Zip:

96803

Contact Person for Matters Involving this Application

Name:

Cristina Arias

Title:

Senior Technical Advisor

Email:

cristinaa@stoptheviolence.org

Phone:

(808) 534-0040

Federal Tax ID#:

██████████

State Tax ID#

██████████


Authorized Signature

Cristina Arias, Senior Technical Advisor
Name and Title


01/19/2023

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

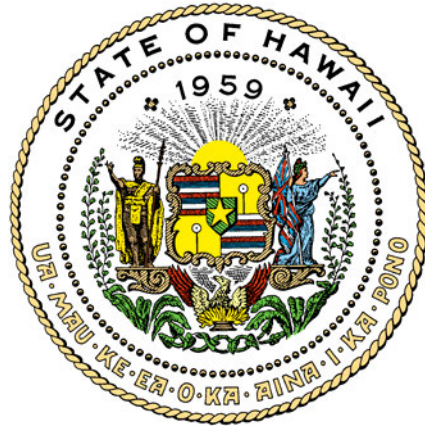


AUTHORIZED SIGNATURE

Cristina Arias, Senior Technical Advisor 1/19/23

PRINT NAME AND TITLE

DATE



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

CENTER FOR PACIFIC AND ASIAN COMMUNITIES

was incorporated under the laws of Hawaii on 12/09/2022 ; 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 13, 2023

Director of Commerce and Consumer Affairs

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

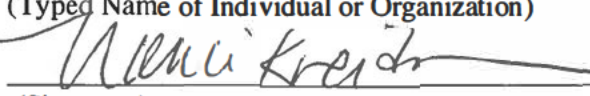
The undersigned authorized representative of the applicant certifies the following:

- 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Center for Pacific and Asian Communities
(Typed Name of Individual or Organization) 1/13/2023

 (Date)

(Signature) (Date)

Nanci Kreidman Chief Executive Officer

(Typed Name) (Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

The Certificate of Good Standing is attached to this application.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

The Declaration Statement is attached to this application.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The Domestic Violence Action Center (DVAC) confirms that this grant will be used for a public purpose, pursuant to Section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

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

The Center for Pacific and Asian Communities (CPAC) is a community-based organization conceived and designed to provide supportive services to culturally specific constituencies in Hawaii, including, but not limited to, Asian/American, Native Hawaiian, and other Pacific Islanders (AANHPI) suffering from the harm of abuse (including family violence, domestic violence, dating violence, and sexual assault). Located on the island of O‘ahu, CPAC’s primary mission and purpose are to provide services to those who are underserved and members of the AANHPI communities.

CPAC is guided by the following core values and guiding principles:

Justice & Equality: We advocate for the safety, well-being, and self-determination of AANHPI communities as the foundation of justice and equality in our society. We commit to challenging injustice and inequality because they are the root of domestic violence and all forms of harm.

Respect & Dignity: We see and embrace the life experiences of the AANHPI communities, meeting them where they are at, believing in them, honoring their strengths and expertise, speaking honestly about their challenges, and building trusting relationships that encourage their personal growth and development.

Collaboration: Experience, perspective and expertise are essential for system discourse and reform. We participate in all working groups and accept invitations to contribute to the discussion in order to raise awareness and motivate appropriate and effective responses to abuse and harm.

Compassion: We reach out with an open heart, understanding, and acceptance when we see suffering in the AANHPI communities, supporting them and meeting their needs to the greatest degree possible.

CPAC was conceived and founded by the Domestic Violence Action Center (DVAC) to address the gap in the availability of tailored and culturally specific support services for survivors of family violence, domestic violence (DV), dating violence, and sexual assault in the AANHPI communities. DVAC is a community-based organization located in O‘ahu, Hawai‘i, with over 30 years of experience addressing domestic violence and other forms of harm through leadership, unique services, legal representation, housing, survivor and system advocacy, community education, and social change work. DVAC’s staff is multilingual, with languages spoken by staff members including Ilocano, Tagalog, Spanish, Japanese, Korean, Marshallese, and other languages. DVAC is a 501(c)(3) community-based organization and the fiscal sponsor of CPAC. Founded in 1990 and incorporated in 1991, DVAC’s mission is a commitment to addressing domestic violence and other forms of harm through leadership, unique services, legal representation, housing, survivor and system advocacy, community education, technical assistance to businesses and government agencies, and social change work.

2. The goals and objectives related to the request;

CPAC is requesting funding for three staff positions for the Center. The goals of CPAC include the following:

1. Address family violence in AANHPI communities.
2. Engage in meaningful collaboration with other community-based organizations working in service to AANHPI communities.
3. Improve system response and compassion for survivors in the AANHPI communities.

4. Provide direct survivor-centered, inclusive, trauma-informed services to members of AANHPI communities.
5. Enhance the access to safety and healing for survivors of AANHPI communities.
6. Broaden the outreach, education and understanding of family violence in AANHPI communities.

The primary objective of this request is that survivors of family violence will receive legal services, which may include legal representation, consultation, or brief services.

3. The public purpose and need to be served;

The need for CPAC emerged from DVAC's history of working with the AANHPI communities in Hawai'i. While DVAC's services are available to any survivor of family violence on O'ahu, the majority of clients served are from AANHPI communities. In 2022, DVAC provided support services to at least 2,329 survivors of DV/SA (including legal services to 163 survivors, advocacy services to 292 survivors, and court outreach to at least 1,874 individuals). Of the total recorded cases, 44% of survivors were Asian and Pacific Islanders, including 16% Filipina, 12% Japanese, 9% from a country in the Compact of Freely Associated States (Palau, Micronesia, Marshall Islands) and other Pacific Islander, 3% Korean, and 4% other Asian (Chinese, Laotian, Vietnamese, Thai); and 24% were Native Hawaiian (including native Alaskan). DVAC clients were also 20% Caucasian (including from European countries); 6% Black; and 6% Hispanic. Given the high representation of members of the AANHPI communities among DVAC's clients, CPAC was established to meet the need for expanded culturally specific support services to this group of survivors. Singular attention and resources will be devoted to the needs of the AANHPI communities, particularly Filipino and Native Hawaiian communities.

Colonization, marginalization, and alienation of Native Hawaiians from their land, culture, and traditions have resulted in disproportionate poverty, substance abuse, incarceration, adverse health conditions, child abuse, family violence, and intimate partner homicide rates for the indigenous community. The incidence of IPV among Native Hawaiians and other Pacific Islanders is higher than any other ethnic group in Hawaii. While DVAC's caseload reflects the state's multi-ethnic population, Native Hawaiian survivors make up the majority of clients.

Family violence in Hawai'i's Filipino community has been a longstanding issue. Several years ago, DVAC (then the Domestic Violence Clearinghouse), received federal monies to initiate the Pilipino Rural Project on O'ahu and Maui. With this support, the agency conducted outreach and education, provided leadership skill-building, and offered support services for Filipina survivors. Attention to the issue has come recently as well: in May 2022, Hawaii's State Senate adopted a resolution calling for a coordinated effort between The State Commission on the Status of Women, DVAC, the Filipino Chamber of Commerce of Hawaii, and other Chambers of Commerce, to implement an outreach program for DV survivors in the Filipino community.

In surveys of Filipina women in Hawai'i, men's abusive conduct was referred to as "their anger, stress, and drunken behavior, rather than as "abuse" towards their spouse. Filipina survey respondents have stated that IPV brings shame to the family and reflects on the broader Filipino community and that it was "their responsibility to keep the family intact at all costs, particularly if they have children, regardless of IPV being present." Immigrant Filipina women disclosed that their families often expected them to remain in abusive situations, particularly if the family benefited financially or hoped to immigrate to the U.S. (API-GBV, 2018). Given the disproportionate impact of DV on the Filipino community in Hawaii, and the unique cultural challenges faced by survivors, there is a critical need for more supportive services to Filipino survivors.

For three decades, DVAC has built, strengthened, and sharpened its core client intervention services while focusing on outreach, education, community building, technical assistance and prevention in order to stop the continuing spiral of family violence. CPAC seeks to expand that service for Hawai'i's most vulnerable communities.

4. Describe the target population to be served; and

CPAC will provide support services to survivors of family violence from culturally-specific communities, including AANHPI communities, on the island of O'ahu.

According to the 2020 U.S. Census, Asians (alone or in combination) accounted for 56.6% of Hawai'i's 1,455,271 total residents. White (alone or in combination) accounted for 42.6%, Native Hawaiians and other Pacific Islanders (alone or in combination) accounted for 26.4%, Black or African American (alone or in combination) accounted for 3.6%, and Hispanic or Latino (of any race) accounted for 10.7% of Hawaii's population. Filipinos are the largest sub-group within the Asian category at 14.7%, followed by Japanese at 12.2%.

O'ahu is home to large numbers of immigrants from Asia and Pacific Island countries. In 2022, of the 163 total legal cases opened by DVAC, 55% were from immigrant communities. Family violence in Hawaii's immigrant communities occurs in the context of individual and societal bias experienced by immigrants on a daily basis. In Hawaii, almost 30% of fatal domestic violence cases over the last decade involved victims of Filipino ancestry.

5. Describe the geographic coverage.

CPAC's direct services, including legal representation and advocacy, are available to survivors on the island of O'ahu. CPAC clients will come from all areas of the island.

III. Service Summary and Outcomes

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

CPAC will adopt DVAC's triad model of service, which includes an attorney, paralegal, and advocate working in concert to serve survivors of family violence. DVAC has found this model highly effective in providing comprehensive support to address the multifaceted needs of survivors and their families. In a triad, the advocate's role is to support the survivor through crisis and transition, while legal staff (attorney and paralegal) provide a comprehensive suite of legal services (TROs, guardianship, divorce, paternity, post-decree, and child support).

CPAC will adapt the triad model and tailor its services to the culturally specific needs and experiences of the AANHPI communities – recognizing that in Hawai'i racial and ethnic identities can intersect with socioeconomic status, level of education, disability, sexual orientation, gender identity, immigration status, and limited English proficiency. Moreover, recognizing the shared cultural practice across Asia and the Pacific, and the strong connections to Ohana ("family"), oral storytelling, and nature-based imagery, CPAC has as its centerpiece linguistically and culturally specific outreach materials, outreach programs, and direct support services. CPAC is guided by a survivor-centered and trauma-informed approach – meeting survivors where they are and providing survivors with healing-driven support.

The CPAC Legal Team will provide legal representation, consultation, and brief services to 50 survivors in divorce, custody, post-decree, and restraining order cases. Many referrals for services will come from DVAC programs and services, including the telephone HELPLINE and EXPO Court Outreach Programs, as well as from community allies. The CPAC Attorney will carry a maximum caseload of 25 cases at any given time, increasing safety and providing trauma-informed legal representation, consultation, and brief services for 50 survivors in divorce, paternity, post-decree, and temporary restraining order cases. The CPAC Attorney will also offer free legal consultations to answer questions or concerns about issues that may arise from the divorce, paternity, post-decree, or restraining order procedure.

The CPAC attorney, along with the Center Manager, will review all referrals for legal services. Case acceptance priority will be given to cases where the client has limited English proficiency, has a criminal record, or is suffering from psychological symptoms that diminish their ability to effectively participate in the court process. All requests for assistance will be assessed for the presence of instrumental violence (the deliberate use of violence to maintain power) in their intimate relationship. If a client is eligible but attorney caseloads are full, further cases will be referred to the DVAC legal team. AAPI survivors of DV who require immigration assistance will be referred to DVAC's Immigration Attorney.

Once a case is assigned, the CPAC Attorney, CPAC Paralegal, and CPAC Advocate - or triad - will meet with the client during an intake meeting at Center offices. Childcare will be provided

in a separate room from the intake room for clients who are not able to pay or arrange for childcare. Interpreters will be present during intake and court hearings, as needed.

At intake, the survivor will receive a client packet containing information about the client grievance process, client rights, and other services. A Hawai‘i statute protects client-counselor privilege between advocate and client; CPAC clients will sign a release that permits the triad (attorney, advocate, and paralegal) to share information. The client and Triad also complete a safety plan, based on the same risk assessment used by CPAC’s fiscal sponsor. The time for each task is variable; client-triad relationships often last months, depending on the legal process and the client’s journey to safety and stability.

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

CPAC will achieve the following outcomes over the course of the grant period:

- 1 CPAC Attorney will be recruited and hired
- 1 CPAC Paralegal will be recruited and hired
- 1 Center Manager will be recruited and hired
- 1 support group will be developed
- 50 survivors of family violence will receive legal services, which may include legal representation, consultation, or brief services

The following timeline and target numbers reflect CPAC’s activities during the one-year grant period:

Activity	July 1, 2023 – June 30, 2024				
	Q1	Q2	Q3	Q4	Total
Recruit and onboard a CPAC Attorney, CPAC Paralegal, and Center Manager	X	X	X		N/A
Create a support group for AANHPI survivors		X			
Hold 21 support group sessions	3	6	6	6	21
Provide 50 survivors on O‘ahu with legal services, including divorce, custody, post-decree, and restraining order cases	5	15	15	15	50

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

CPAC will utilize the Quality Assurance (QA) Program of its fiscal sponsor, DVAC, in ensuring that all clients and stakeholders who seek and receive assistance (direct services, community education, personnel matters, and contract compliance) are provided with high-quality services. CPAC will use a database on DVAC's server to collect, track, and analyze client information. The database is on a separate server equipped with a firewall. The network is maintained by a contracted information technology vendor. CPAC will never distribute client information without prior written and dated consent and safety plans will not be stored in any databases.

CPAC will also utilize DVAC's contract with an external audit firm that conducts an annual audit with onsite review of accounts receivable and payable, grant contracts, client files, and reports to funders. The audit process helps to honor compliance with financial, program and personnel objectives. An Accounting Procedures Manual is in place to provide direction for use of agency funds, reimbursements, requests for approvals, reporting and oversight by the Board of Directors and Center Manager.

The QA Program addresses client satisfaction, agency outcomes, and delivery of services. Program Managers review service delivery monthly. Administrative review of client outcomes, record reviews, quality assurance, client complaints, and grievances and appeals is done quarterly. DVAC's executive management team, comprised of the Chief Executive Officer and Vice Presidents (VPs), will be responsible for the development, implementation, and administration of CPAC's QA Program. The QA Program, together with qualitative data and anecdotal feedback collected by direct services personnel, will inform CPAC's measures of successful outcomes for clients. The QA Program will include the following:

Statistics Grid: Quantitative information on program outputs and outcomes is entered into a statistical data grid every month. Information for the grid is pulled from case records, staff documentation, and client surveys. CPAC advocates will be responsible for inputting program data into the grid.

Quality Management Reports (QMR): QMRs include outputs and outcome measures, and, for each measure, who is affected, when the measure was taken, where the data comes from, who is responsible, and the targeted benchmark. The CPAC Manager will review the data compiled in accordance with measures established as a baseline and representative of the quality of program services.

Case File Reviews: The CPAC Manager will conduct a monthly case review through random sampling to ensure client contact is ongoing and maintained, actions taken are responsive to client needs, and efforts to promote safety are occurring. Case reviews will be included in both program evaluations and personnel performance evaluations.

Client Surveys: Clients will be invited to complete surveys throughout the course of their work with CPAC, as well as near their case closing and with their case closing letter. The survey will focus on areas of client satisfaction and ask for recommendations for improvements in services. Results are reviewed and reported, with recommendations discussed and implemented as appropriate. Surveys will be available in multiple languages.

Documentation & Analysis: CPAC will maintain a record of the services provided by each staff member to each client. Other documentation will include client grievance procedure forms, which are distributed to clients at the beginning of the relationship, enabling them to file grievances about services or staff; client retainer agreements; release of confidentiality forms and notice about the extent of services and expectations, which are provided to all clients who receive services; staff training records, which are maintained by each department; and attendance sheets and pre- and post-tests for agency training and presentations, maintained by the appropriate department.

The Center Manager and CPAC Advocate will review service delivery monthly, while an administrative review of client outcomes, record reviews, quality assurance, client complaints, and grievances and appeals will be done quarterly and reported in the QMR. The data captured in the QMRs as well as the feedback collected by CPAC advocates will inform the Center's measures of successful outcomes for clients.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Measures of effectiveness for CPAC that will be reported include the following:

Outputs

- Open divorce, paternity, and post-decree cases in O'ahu First Judicial Circuit
- Open temporary restraining order cases in O'ahu First Judicial Circuit
- Make court appearances on behalf of CPAC clients
- Provide services for ongoing divorce and post-decree cases
- Provide brief services and/or legal consultations
- Survivors will receive divorce decrees or custody orders
- Survivors will receive protective orders

The preceding output indicators will be populated using CPAC records, including the

statistics grid and QMRs.

Outcome measures

- Survivor surveys will report stability in their lives and rate legal services as good to excellent
- Survivors receiving brief or legal consultation will report satisfaction with DVAC services

These outcome indicators will be populated using QMRs, case reviews, and client surveys.

IV. Financial

Budget

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

The applicable budget forms are attached to this application.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$87,731.25	\$87,731.25	\$87,731.25	\$87,731.25	\$350,925

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Other sources of funding being pursued for FY 2024 include the following:

- Asian Pacific Institute on Gender-Based Violence – ARP Support for Survivors Program

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.

CPAC has not been granted any state or federal tax credits within the prior three years and does not anticipate applying for any.

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 2024 for program funding.

As CPAC is a new entity, it has not been granted any federal, state, or county government funding within the prior three years.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

As CPAC is a new entity, the balance of its unrestricted current assets as of December 31, 2022, is \$0.

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.

As a new community organization, CPAC will build its relationship with leaders and stakeholders in the AANHPI communities. CPAC's Board of Directors will leverage their skills, expertise, relationships, and experiences in overseeing CPAC's activities. Board President Joycelyn Jurek is a physician with The Queen's Health System. Board Vice President Barbara Yamashita has worked in community health for the State of Hawai'i for more than 4 decades. And Secretary Eva Repollo-Washburn is an Associate Professor of Communication at Chaminade University of Honolulu.

DVAC's Vice President of Survivor Advocacy Services, Cristina Arias, will serve as CPAC's Senior Technical Advisor. Ms. Arias has over 20 years of experience providing advocacy support services to survivors of DV/SA including direct service delivery, program design and management, and strategic leadership. She will draw on her established network in Hawai'i's Filipino community to initiate efforts to provide support services to Filipino survivors of DV. Ms. Arias will leverage past partnerships and collaborations with the Hawai'i Immigrant Justice Center, the Language Access Advisory Council, NAKEM Conferences, the Philippine Consulate in Honolulu, and Hawai'i Friends of Civil Rights (HFCR). CPAC has discussed collaboration with the Philippine Consulate in Honolulu, HFCR, and NAKEM Conferences, and has received written support, which it has uploaded under Section Five.

CPAC will leverage its fiscal sponsor DVAC's three decades of experience providing culturally specific, multi-lingual DV support services to AANHPI communities in Hawai'i. Since its inception, DVAC has offered an unduplicated and specialized array of client-centered services

for island families suffering the harm of abuse. Currently, these services include legal representation; long-term advocacy; crisis support; assistance over the phone, text, and web chat; support groups; housing; and onsite court outreach. DVAC's staff provides safety planning, crisis support, risk assessments, support group facilitation, referrals to other community agencies, and access to financial assistance to meet living expenses for survivors. DVAC is the only agency in Hawai'i prepared to accept complex, potentially lethal, contested divorce, restraining order, post-decree, and paternity cases.

DVAC serves the community's most vulnerable constituencies by developing custom interventions for teen survivors, children who have witnessed family violence, LGBTQ+ survivors, Native Hawaiian families who have suffered abuse, immigrant survivors, indigent survivors who cannot afford legal services, and other historically underserved communities. DVAC has specialized advocacy available by Korean, COFA, Japanese and Filipino advocates whose cultural and language proficiency is in direct service to overcoming social norms, linguistic challenges (LEP) and community expectations for maintaining silence and families, at any cost.

DVAC is a dynamic community presence, leading community education and public awareness campaigns in schools, colleges, on television, and on social media. DVAC regularly joins forces with civil society and government allies to closely examine the strengths, weaknesses, and opportunities for improvement of the current systems that respond to family violence in Hawai'i. DVAC continues to be a rallying advocate for government and community responses that are trauma-informed and culturally responsive for Hawai'i's diverse and multi-faceted population.

Over the past 30 years, DVAC has proven its incomparable value to the safety and well-being of the community by helping survivors and their families become safe and rebuild their lives without violence. Staff collects and records each client contact, tracking detailed information on each service provided. Data collected since 2000 illustrates the broad reach and unique program services in the community. The enormous impact in Hawai'i can be seen through this data:

- 328,880 telephone contacts
- 8,779 requests for legal representation received
- 7,705 legal cases opened
- 5,904 legal cases closed
- 9,682 advocacy cases opened
- 8,492 advocacy cases closed
- 10,565 court appearances by agency attorneys
- 41,260 hours working on document preparation and in court proceedings
- 26,987 accompaniments with clients to agencies, appointments, or in court
- 93,883 risk assessments conducted

- 103,431 safety plans completed

As CPAC is a new entity, the Center itself does not have related projects or contracts for the most recent three years.

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.

DVAC's headquarters are in downtown Honolulu, within walking distance of Circuit Court, District Court, the State Capitol, government and other agencies, and bus routes. DVAC's specific location is confidential for the safety of clients and staff. DVAC owns its office space, allowing money that would have been allocated to rent to go towards programs and direct services. The agency offices have 8,692 usable square feet consisting of 16 enclosed offices, 35 workstations, two intake rooms, 3 meeting/conference rooms, a server room, 3 kitchenettes, and a reception area. Each office and workstation is equipped with a computer and telephone.

Safety and security for staff and visitors are of utmost importance. Entry to the office space is by key fob access for staff, while visitors are screened via an intercom system. For added security, glass panels on the side of the entry door are tinted with a security film, and hallway security cameras make visitors visible to Reception. The DVAC-owned offices are ADA compliant; the building has an elevator and restrooms are equipped with handicapped stalls. Given the agency's confidential location, when appointments are made with a client and it is known the client has a disability, a staff member meets the client outside of the building and accompanies them to the office to facilitate a more comfortable entry.

DVAC also maintains offices at the Ronald T. Y. Moon Judiciary Complex in Kapolei and Circuit Court at Ka'ahumanu Hale in downtown Honolulu for the EXPO Court Outreach Program. The offices accommodate EXPO staff and are furnished to provide filing space (for forms and information for referrals) and access to the agency computer network and databases to conduct agency business. As both locations are government buildings, as mandated they are ADA-compliant and are equipped with handicapped stalls in the restrooms.

DVAC also has staff at three housing properties (Hale Maluhia, Hale Wahine and United Church of Christ Transition House) to assist program participants, residents, and tenants on site. Direct services offer support to survivors from all communities on the island, while HELPLINE (including text and chat), TAP808, outreach, education, technical assistance, and training opportunities are available statewide.

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.

The requested funding will support a CPAC Attorney, a CPAC Paralegal, and a CPAC Manager, as well as a Senior Technical Advisor and a percentage of administrative support. The proposed staffing pattern and staffing qualifications are as follows:

The *Center Manager* will oversee the development and management of the Center's various functions, including but not limited to programs/services, partnerships, fundraising, human resources, finance and accounting, data and information management, IT systems, operations and administration. The Center Manager will develop CPAC's strategic plans to achieve the Center's mission and goals; manage the recruitment, hiring, and supervision of all Center staff; and cultivate effective partnerships with appropriate partners, donors, and other stakeholders. The *Center Manager* should have at least five years' experience in program leadership, program development, and/or program delivery and at least 2 years prior experience in a staff supervisory or team leadership role. Prior experience with culturally specific programs/services or working with culturally specific communities is an important responsibility for this position.

The *CPAC Attorney* will provide legal representation to survivor clients. The CPAC Attorney will carry a caseload of 25 active cases, ensuring the movement and progression of all cases. The Attorney will interview and assess clients, draft pleadings, conduct legal research, appear in court on behalf of clients, and attend hearings and meetings. The Attorney will also oversee and direct the CPAC Paralegal and CPAC Advocate to ensure the delivery of legal representation and other services. The *CPAC Attorney* position requires a law degree from an accredited law school and a license to practice law in the state of Hawai'i. The position requires familiarity with substantive and procedural family law, domestic violence issues, and Family Court in Hawai'i or another jurisdiction. Candidates cannot have pending or prior Disciplinary Counsel complaints.

The *CPAC Paralegal* will assist with client cases under the supervision of the CPAC Attorney, facilitating communications between the attorney, client, and other community agencies. The Paralegal will prepare documentation for domestic violence, restraining order, divorce, custody and visitation, paternity, and post-decree matters. The CPAC Paralegal will have a caseload of no more than 40 active cases. The CPAC Paralegal will schedule and interview clients; draft pleadings; and perform research and follow-up. The *CPAC Paralegal* position will require a

bachelor's degree in social science, a paralegal degree or certificate, or the equivalent of two years of experience in the field. The ideal candidate will possess good interpersonal, written, and oral communication skills and be highly organized.

CPAC's *Senior Technical Advisor Cristina Arias* will contribute subject matter expertise and technical input to support the development of CPAC's programs and services, including program design, implementation, evaluation, and reporting, as well as community partnership development, donor relations, and fundraising. Ms. Arias will also represent the Center to a diverse group of stakeholders, including government officials, community leaders, other community organizations, and direct beneficiaries of the Center. Ms. Arias has been with DVAC since 2003 and currently serves as the Vice President of Survivor Advocacy Services. She has extensive experience working with survivors, and a sophisticated understanding of survivors' needs in relation to their escape, use of the community system, in court, and the restraining order process in Family Court.

The requested funding will also support a percentage of administrative support provided by fiscal sponsor DVAC, which will include the following:

Administrative Support

Vice President of Operations Pauline Ohlendorf-Chun oversees the Operations department, coordinating administrative and program functions. The VPO ensures the agency follows ethical business practices; supervises the administrative team; ensures contract reporting is submitted timely; facilitates payroll; and assists in contract negotiation and compliance. The VPO also serves as the point of contact with financial institutions and provides direction for personnel matters such as benefits administration and compliance with state and federal laws. The VPO will act as supervisor for Advance and the Stability Coordinator. Ms. Ohlendorf-Chun has been with DVAC since 1994 and has played a lead role in directing and managing the agency's growth from a nine-person, \$600,000/year legal services and community education organization to its current 50-person, \$4million+/year presence as one of the state's leading domestic violence agencies. She is responsible for the administration, coordination, and direction in the areas of finance, human resources, inventory control, vendor contracts, facilities, and risk management at the agency.

Operations Manager Rickie Esposito performs resource management and strategic planning tasks to ensure DVAC's facilities and operations are functioning and efficient. Management of DVAC's facilities and properties includes identifying needed repairs; maintaining communications with landlords, renters, and partners; representing DVAC on the AOA board; acting as the liaison with the property management company and organization vendors; and managing computer hardware, agency equipment, inventory, supplies and office/workstation assignments. Operations Manager Rickie Esposito's experience includes administrative or

supervisory roles at Bennet Group Strategic Communications, Kapiolani Community College, Honolulu MedSpa, Hale Kahala, and Irori Japanese Restaurant.

Finance Manager Monica Paet has responsibility for the financial and administrative accounting functions of the agency, following generally accepted accounting principles and in accordance with state and federal tax laws. The Finance Manager provides financial guidance, prepares the annual agency budget, prepares financial reports, and ensures compliance on forms and procedures. The position also manages DVAC's accounting and financial systems, oversees the annual audit, maintains the chart of accounts, monitors accounts payable practices, and updates the accounting manual. Ms. Paet has a bachelor's degree in business administration from California State University of Bakersfield. Her previous finance experience includes Finance Specialist-Accounts Payable then Finance/HR Manager at iHeartMedia and Staff Accountant at Pacific Historic Parks.

Human Resources Manager Jacque Kotarek manages the administration of DVAC's human resources policies, procedures, and programs. The HR Manager maintains personnel files, conducts new hire orientation for all staff, maintains employee training records, and tracks performance evaluation timelines and staff anniversary dates. The manager also administers workers' compensation claims, DVAC's 401(k) plan, and disability claims. The position also updates the employee handbook and job description bank. Ms. Kotarek has over 20 years of experience in human resources, leadership, and talent development. Before joining DVAC in 2016, she worked at Bloomingdale's, Whole Foods, and Crate & Barrel.

Accounting Clerk Patricia Low manages accounts payable and accounts receivable functions. The Accounting Clerk works with the Finance Manager to develop cost allocation for each expense type and funding source and provides clerical support to both the Finance Manager and the VP of Operations. The position also prepares aged accounts payable for storage and provides coverage of other administrative tasks. Ms. Low has been with DVAC since 2005. She has extensive experience in accounting functions, including accounts payable, accounts receivable, and accounting file storage.

Supervision and Training

CPAC will maintain frequent and regular supervision of all staff to promote fidelity to intervention and support and maintain program integrity while conforming to ethical standards of care. Supervision ensures that employees are properly implementing best practices, meeting program goals, and enhancing client participation or retention in services. Finally, supervision serves an important role in supporting staff members by addressing their professional development needs, well-being, and compassion fatigue.

DVAC Program Managers develop a position-specific supervision and training plan, which they review with their staff upon hire as well as during regular performance evaluations. Program Managers also provide guidance on cases and client issues with staff and case reviews once every quarter. They ensure that services provided to survivors are client-centered, trauma-informed, responsive, and offered in a timely manner. Program Managers also participate in trainings, outreach activities, and meetings with community allies on behalf of staff and DVAC. All staff are guided to work as strong collaborative team members, with training, supervision, and meetings designed to build and sustain teamwork.

The CPAC Paralegal will be supervised by the CPAC Attorney. Both the CPAC Attorney and CPAC Paralegal will receive regular supervision from the CPAC Manager.

DVAC's Executive Management team, consisting of the CEO and Vice Presidents, meets weekly to examine program development, personnel, budget, policy, and practice issues. Program Managers, as members of DVAC's Leadership Team, meet with program supervisors weekly and as a Team with the Executive Management team once a month. All pertinent issues, program or client challenges, community collaborations, budget, and practice content are reviewed and resolved. Case reviews are conducted by Program Managers regularly, performance evaluations are completed annually, and performance coaching is conducted when needed.

Training will be a high priority for the agency. New CPAC employees will be required to complete fiscal sponsor DVAC's DV101 training an intensive four-day training that covers the agency's mission, key issues in family violence, agency services, and community resources available to survivors and advocates. Additional modules will be included to enhance understanding, capacity, and competence for working specifically with cultural communities who face unique barriers. DV101 orients staff to the agency's definitions of advocacy, legal issues facing clients, and the "strength model" of survivor support, safety, risk, and readiness for service.

DV101 also covers the delivery of services for specific populations, such as LGBTQ+ survivors and immigrant survivors. CPAC is committed to culturally responsive services and works to increase access to its programs by diverse ethnic communities. DV101 includes information on challenges faced by historically marginalized groups and immigrant survivors in Hawai'i.

All staff members will be required to complete a minimum of one training every quarter, or four per year. Training can include in-person training or webinars and is focused on family violence education and delivery of services based on their position in the agency. In addition, CPAC staff will participate in DVAC's quarterly all-staff meetings, which include a training component. Examples include vicarious trauma, self-defense, technology, and stalking. Funds will be

included in the agency's overall budget to secure training from seasoned professionals in mental health, legal, and other content-based fields.

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.

CPAC's organizational chart is attached to this application.

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.

Vice President of Operations - \$97,034

Vice President of Survivor Advocacy Services - \$92,279

CPAC Attorney - \$65,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

CPAC is not a party to any pending litigation.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

There are no special qualifications, licensures, or accreditations relevant to this request.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

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 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

CPAC is a newly established entity and has not yet implemented funded programming. CPAC will benefit from the expertise and experience of its fiscal sponsor, DVAC. DVAC has served the unique and complex needs of survivors of family violence and their children for over three decades on O‘ahu. DVAC is anchored in the community and has collaborated and coordinated with many and varied community organizations, including other domestic violence agencies, legal services providers, law enforcement, government agencies, and other social service providers. DVAC is well-known among local community-based organizations and programs for its services to survivors of family violence and has leveraged that recognition to build its capacity and partnerships within the community.

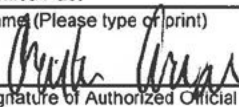
DVAC understands that innovative funding strategies are crucial to sustaining a vital, viable, and visible organization, especially in these perilous times. DVAC has worked to boost community support and diversify its revenue streams, while remaining steadfast to its mission, and maintaining quality unduplicated programs and services.

DVAC’s funding is derived from foundation grant awards, government grant contracts, special events, client fees, and donor gifts. DVAC’s special events traditionally include annual fundraisers such as Chipping Away at Domestic Violence Golf Tournament, Let Love Bloom (Valentine’s Day) and Be a Torch for Change Gala, and Poinsettias for Peace. The Board of Directors and management staff recognize the importance of visibility as it impacts fund development. Regular social media presence, e-blasts dissemination, and year-end solicitations are incorporated into the strategic commitment to organizational and issue visibility.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: Jul. 1, 2023 to June 30, 2024

Applicant: Center for Pacific & Asian Communities (CPAC).

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	224,882			
2. Payroll Taxes & Assessments	24,197			
3. Fringe Benefits	42,277			
TOTAL PERSONNEL COST	291,356			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	4,608			
4. Contractual Services - Administrative	1,020			
5. Contractual Services - Subcontracts	12,075			
6. Insurance	2,400			
7. Lease/Rental of Equipment	1,800			
8. Dues and Subscription	2,880			
9. Lease/Rental of Space	840			
10. Mileage & Parking	2,040			
11. Postage, Freight & Delivery	864			
12. Publication & Printing & Outreach	2,232			
13. Repair & Maintenance	3,300			
14. Staff Training	750			
15. Substance/Per Diem				
16. Supplies	1,800			
17. Telecommunication	2,940			
18. Transportation				
19. Utilities	19,920			
20. Recruitment Costs	100			
TOTAL OTHER CURRENT EXPENSES	59,569			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	350,925			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	350,925	Monica Paet	808-447-3557	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/13/23	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	350,925	Cristina Arias, SR. Technical Advisor		
		Name and Title (Please type or print)		

Applicant: Center for Pacific & Asian Communities (CPAC).

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Center Manager	1.00	\$60,000.00	100.00%	\$ 60,000
Staff Attorney	1.00	\$65,000.00	100.00%	\$ 65,000
Paralegal	1.00	\$46,000.00	100.00%	\$ 46,000
SR. Technical Advisor	0.20	\$95,047.37	20.00%	\$ 19,009
Operations Manager	0.10	\$53,045.00	10.00%	\$ 5,305
Finance Manager	0.10	\$74,263.00	10.00%	\$ 7,426
Accounting Clerk	0.10	\$48,801.40	10.00%	\$ 4,880
Human Resources Manager	0.10	\$72,671.65	10.00%	\$ 7,267
Vice President of Operations	0.10	\$99,945.02	10.00%	\$ 9,995
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				224,882
JUSTIFICATION/COMMENTS: Staff Salaries are base on today's current employment market rates in order to stay competitive				

Applicant: Center for Pacific & Asian Communities (CPAC).

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS (Federal Funds):			
Social Security	224882	7.65%	17,203
Unemployment Insurance (Federal)	224882	As required by law	-
Unemployment Insurance (State)	224882	1.61%	3,621
Worker's Compensation	224882	0.70%	1,574
Temporary Disability Insurance	224882	0.80%	1,799
	SUBTOTAL:		24,197
FRINGE BENEFITS (Federal Funds):			
Health Insurance	224882	14.80%	33,282
Retirement**	224882	4.00%	8,995
	SUBTOTAL:		42,277
PAYROLL TAXES & ASSESSMENTS (Matching Contribution):			
Social Security	0	7.65%	-
Unemployment Insurance (Federal)	0	As required by law	-
Unemployment Insurance (State)	0	1.20%	-
Worker's Compensation	0	0.70%	-
Temporary Disability Insurance	0	0.80%	-
	SUBTOTAL:		-
FRINGE BENEFITS (Matching Contribution):			
Health Insurance*	0	14.00%	-
Retirement**	0	4.00%	-
	SUBTOTAL:		-
Payroll Taxes, Assessments, and Fringe Benefits Total (Federal Funds)			\$ 66,474
Payroll Taxes, Assessments, and Fringe Benefits Total (Matching Contribution)			\$ -
JUSTIFICATION/COMMENTS: Health and Retirement is direct staff only			
** Retirement is based on 4.% of salary of eligible employees. Not All direct service employees are qualified.			

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Center for Pacific & Asian Communities (CPAC).

Contact Person: Cristina Arias Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/13/2023

Contract No. : _____
(As Applicable)

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Maxworks & One Point Payroll Services	876	Prepare and process agency's payroll and file payroll related taxes and a cloud based time tracking program to generate employee timesheets and track PTO. Cost estimated is (\$73/month x 12 months=876.00)
PIOPAC-Flex Plan Service	144	Admin. fees are paid to the flex plan provider for plan-related services for employees' flex spending plan. Cost estimated is(\$12/month x 12 months =144.00)
Total:	1,020	

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Center for Pacific & Asian Communities (CPAC).

Contact Person: Cristina Arias

Period: Jul. 1, 2023 to Jun. 30, 2024

Date Prepared: 1/13/2023

Contract No. : _____
(As Applicable)

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Facilitators-TBD	6,300	Facilitating group activities for children, and adult DV survivors. 150.00/2hrs session, 1 group x 21 sessions x 2 facilitators. (2hours*75=150*21session*2F=6,300.00)
Program Supplies	1,050	Provisions/supplies for group meetings. \$50 x 21 sessions x 1 groups=1,050.00
ChildCare Provider-TBD	2,100	Child Care will be provided during peer group meetings. \$50 per childcare x 21 sessions x 1 groups x 2 providers=2,100.00
Host Site-TBD	2,625	Session hosting site. \$125/Session X 21 Sessions x 1 groups=2,625.00
Total:	12,075	

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Center for Pacific & Asian Communities (CPAC).

Contact Person: Cristina Arias

Period: Jul. 1, 2023 to Jun. 30, 2024

Date Prepared: 1/13/2023

Contract No. : _____
(As Applicable)

INSURANCE DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
General Liability Ins.	2,400	Professional and General Liability Insurance for programs allocated to all supporting contracts based on total expenditures of the contract. Cost estimated is(\$200.00/month x 12 months=2,400.00)
Total:	2,400	

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Center for Pacific & Asian Communities (CPAC).

Contact Person: Cristina Arias

Period: Jul. 1, 2023 to Jun. 30, 2024

Date Prepared: 1/13/2023

Contract No. : _____
(As Applicable)

SUPPLY DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
General office supplies	1,800	General office supplies i.e. Paper, folders, printer cartridges, stationary, envelopes, etc.) are all necessary for the operation of the project. Estimated cost of supplies for program is based on historical costs of \$1,652 per month. Cost estimated is (\$150.00 /month x 12 months=1,800.00)
Total:	1,800	

BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Center for Pacific & Asian Communities (CPAC).

Contact Person: Cristina Arias Period: Jul. 1, 2023 to Jun. 30, 2024 Date Prepared: 1/13/2023

Contract No. : _____

(As Applicable)

PROGRAM ACTIVITIES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Audit Services	4,608	Agency audit and tax services - proportionate share of audit cost allocated to contract based on size and total expenditures of program. Annual Audit contracted out. Cost estimated is (\$384.00/month x 12 months=\$4,608.00)
Lease/Rental of Equipment	1,800	Monthly rental equipment total fee(Copier + postage machine) estimated at 150 per month.Cost estimated is (\$150/month x 12 months=\$1,800.00)
Dues and Subscription	2,880	Zoom-is a communications platform that allows users to connect with video, audio, phone, and chat, Canva-online graphic design tool, CAP 60-a case tracker data management system, MIP Fund Accounting program, etc.. The total cost projected at \$240 per month. Cost estimated is(\$240 per month x 12 months=2,880.00)
Lease/Rental of Space	840	Rental cost for storage to store and secure client records,ect. Cost estimated is (\$80/month x 12 months=\$840.00)
Mileage & Parking	2,040	Projected local travel costs for two staff, \$0.625/mile x 240 miles/mo. x 12 months=1,800.00 and Parking cost at court, client meeting sites, etc. Estimated \$20/month x 12 months=240.00
Postage, Frieght, and Delivery	864	Estimated postage cost for this program is based on historical cost and is charged directly to the contract based on usage. Postage for mailing reports, contract communications, and correspondence, legal messenger service is included in this category. Cost estimated is (\$72/month x 12 months=\$864.00)
Publication & Printing & Outreach	2,232	Printing and publication estimated cost includes the cost for printing agency letterhead, educational and outreach materials. Estimated at 46/month x 12 months =\$552.00). Program-specific outreach items for public presentations, Examples of outreach: program presentation items, logo items, brochures, business cards, etc.. Cost estimated is (\$140/month x12 months=\$1,680.00)
Repair & Maintenance	3,300	Subcontractor for agency daily IT repair and maintenance to keep agency's operating systems & software's operating effectively and secure. Cost estimated is (\$275/month x 12 months=\$3,300.00)
Staff Training	750	Registration costs to attend Oahu-based training to increase job skill & leadership capacity, \$250/registration x 3 direct staff =\$750.00
Telecommunication	2,940	Cost of telephone & internet service at CPAC is estimated at \$265.00 per month. Cost estimated is (\$265.00 monthly cost x 12 months=\$2,940.00)
Utilities	19,920	(CAM) expenses are fees paid to the property management to cover cost associated with operating expenses for the buildings common areas i.e. electricity, water, trash removal, landscaping and security systems. Estimated at \$1660.00/month x 12 months=\$19,920.00 charged to this program. (Monthly costs average: \$502(utilities) + \$1,039(CAM) + \$119(janitorial) = 1660.00 month)
Recruitment Costs	100	Cost of advertising to recruit funded personnel = \$50/ad x 2 ads
Total:	42,274	

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
Not applicable				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: _____

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Center for Pacific Asian Communities

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					



ORGANIZATION CHART

