

**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:

Domestic Violence Action Center

Amount of State Funds Requested: \$ 76,797

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

The Domestic Violence Action Center is requesting funding to improve its security measures and database capabilities. Project goals are to (1) secure the safety of survivors, staff, community visitors, board members, and vendors who have business with DVAC through the installation of a modern security system and (2) streamline DVAC operations through the improved design and efficient implementation of an agency-wide database.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 85,000

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

\$ 8,252,881

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 3198

City: State: Zip:

Honolulu HI 96801

Contact Person for Matters Involving this Application

Name:
Pauline Ohlendorf-Chun

Title:
Vice President of Operations

Email:
paulineo@stoptheviolence.org

Phone:
(808) 534-0040

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Pauline Ohlendorf-Chun, Vice President of Operations

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.

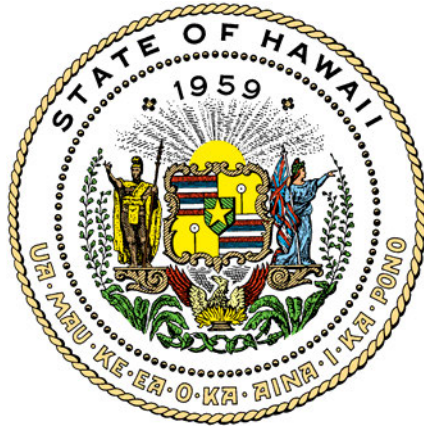
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries 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

Pauline Ohlen dort-Chun
PRINT NAME AND TITLE
VP operations

1/19/23
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

DOMESTIC VIOLENCE ACTION CENTER

was incorporated under the laws of Hawaii on 12/04/1990 ; 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 17, 2023

Director of Commerce and Consumer Affairs

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

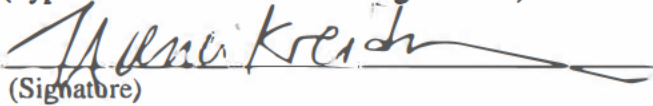
The undersigned authorized representative of the applicant certifies the following:

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

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

Domestic Violence Action Center
(Typed Name of Individual or Organization)

 1/13/2023
(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 Domestic Violence Action Center (DVAC) is a 501(c)(3) community organization dedicated exclusively to addressing the problem of family violence in Hawai'i. 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.

DVAC is the only agency of its kind on the island. While other local programs that serve survivors of domestic abuse are embedded in large social service agencies or are part of a larger

agency mission, DVAC's sole focus is to serve survivors and island families creating client and community programs uniquely suited to address their specific needs.

What began as a two-person part-time staff is now a full staff of approximately 50 committed professionals, deeply involved in client and system advocacy and outreach. DVAC serves survivors of family violence through a comprehensive array of inclusive, client-centered services, unduplicated in the community, including HELPLINE assistance; supportive housing; long-term advocacy; crisis support; court outreach and accompaniment; teen outreach; support groups; training opportunities; legal consultations and representation; and specific, specialized services for adolescents, immigrants, non-English speaking survivors, LGBTQ+ individuals, Native Hawaiian survivors, and child witnesses and their non-offending parent. Agency efforts are centered on a culturally responsive, inclusive, and trauma-informed approach to individuals and island families. Community building, community outreach, community organizing, professional training, media commentary, public awareness campaigns, and technical assistance are among the initiatives DVAC invests in for the community's best interests.

DVAC employs multilingual and multicultural staff members who are extensively trained and well-supervised. They are equipped to assist survivors to overcome barriers presented by economics, system weaknesses, lack of training, professional bias, limited resources, and relentless pursuit by perpetrators. DVAC staff is deeply involved in advocacy and outreach at the community level and has participated in various working committees coordinated by government agencies such as the Department of the Attorney General (VAWA Planning Committee), Honolulu City Council (Domestic Violence Task Force), Judiciary (Access to Justice Commission), and O'ahu First Judicial Circuit. DVAC has also collaborated with local agencies such as Hawai'i State Coalition Against Domestic Violence, Parents and Children Together, Legal Aid Society of Hawai'i, and Hawai'i Alliance of Nonprofit Organizations.

2. The goals and objectives related to the request;

DVAC is requesting capital funding to improve its security measures and database capabilities. Goals and objectives include the following:

Goal 1: Secure the safety of survivors, staff, community visitors, board members, and vendors who have business with DVAC.

Objective 1: DVAC's current security system covers its third-floor office space. DVAC recently purchased and renovated office space on the fourth floor. The agency will upgrade its current third-floor security system to the most recent technology and will expand coverage to the fourth floor.

Goal 2: Streamline DVAC operations through the improved design and efficient implementation of an agency-wide database.

Objective 2: DVAC has contracted with a local software design company to develop an agency-wide database. DVAC will work with the contractor in the design and installation of this specialized system for alignment with organization programs, community planning, and reporting obligations.

3. The public purpose and need to be served;

Safe families are at the core of a healthy community. Yet, family violence is a national and local crisis, rampant and largely underreported. It destroys families, scars children, puts lives at risk, results in adverse health effects, and interferes with learning. In communities, family violence contributes to substance abuse and homelessness, impacts employers, and creates a cost burden for law enforcement, courts, healthcare and other sectors. In Hawai‘i, 35% of women and 24% of men have experienced physical violence, sexual violence, and/or stalking perpetrated by an intimate partner. Further, almost half (43.5%) of Hawai‘i women have experienced psychological aggression by an intimate partner (NCADV, 2020).

The COVID-19 pandemic compounded an already-perilous public health crisis of family violence on O‘ahu. In 2019, pre-pandemic, the Honolulu Police Department (HPD) reported about 1,800 cases of assault of one intimate partner by another. In 2021, that number skyrocketed to 2,500.¹ Lockdown and stay-at-home directives created circumstances in which victims became prisoners of their abusive partners.

These increases in family violence led to a great surge in the need for DVAC services. Contacts to DVAC’s HELPLINE saw a 68% increase between February and May 2020, during the beginning of Hawai‘i’s COVID-19 stay-at-home orders. DVAC saw its HELPLINE calls skyrocket with each COVID surge in 2020 and 2021. As the pandemic went on, the number of domestic violence calls to HPD went up as well, with reports increasing by 16% from 2020 to 2021 (Hawai‘i News Now, 2021). Meanwhile, in fiscal year (FY) 2022, DVAC staff had 6,171 contacts with clients, compared to 5,387 in FY 2019.

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. DVAC services are a lifeline for survivors and their children. DVAC recognized that it was essential to increase the agency’s capacity to respond to survivors and their children.

¹ Hawai‘i National Incident-Based Reporting System Dashboard. Retrieved from <https://hawaii.nibrs.search.org/nibrs-dashboards/index.html>

As the demand for DVAC's advocacy and legal services has been unyielding, a unique opportunity arose to purchase office space contiguous to the agency's existing agency facilities, just as DVAC began outgrowing its current office space due to multi-year grant-funded program growth. The additional office space increases the agency's capacity to address the need of families harmed by abuse. The new office space will expand the capacity for programs and engagement with DVAC's Board of Directors, community working groups, relevant Committees, agency staff, and department meetings. With this additional space, DVAC will require an upgrade of its current security system. Security and safety for staff, clients, and visitors are of utmost importance to the agency.

The need to capture the work delivered to the community and the many requests for information about incidence, prevalence, and services provided during the pandemic made it clear that the agency's current database is not sufficient for providing the information needed to develop programs, contribute to community planning and advocate for community programs. The current database, called CAP60, is an off-the-shelf program that is not customizable to capture all services provided to clients and callers. Manual data collection is required to capture services that staff are not able to input in the current database. Staff have reported that this database is not user-friendly or intuitive and is unable to capture agency data in ways that are helpful to advocates and other staff. The database does not meet DVAC's needs for grant reporting, statistical data extraction, or program activities. Staff also frequently experience errors, bugs, glitches, and other technical barriers in entering information and compiling reports. Technical support from the database company is often unhelpful or unable to address DVAC's unique needs. These issues require additional time and resources spent on administrative matters for advocates, rather than critical direct support to survivors and their children. The importance of an efficient database cannot be overstated: capturing survivor experiences and demographics is crucial to offering lifesaving support that does not have a re-traumatizing effect on survivors who have contacted or begun working with DVAC. All contact with the survivor is captured in the database for use while the client is served, without the need to repeat stories about assaults and efforts to get free and safe. The database is essential for other purposes including reporting to funders, community planning, responding to media inquiries, and community advocacy.

4. Describe the target population to be served; and

DVAC's client population is racially, ethnically, and socioeconomically diverse, mirroring the makeup of Hawai'i's general population. During FY2022, survivors on DVAC's caseload were 24% Native Hawaiian (including native Alaskan); 16% Filipina, 12% Japanese, 9% Compact of Free Association and Pacific Islander, 20% Caucasian (including from European countries), 6% African American, 6% Latino/a, and 4% other/unknown. At least 30% of clients identified as immigrants. Family violence can happen to anyone--of any age, race, income level, sexual orientation, gender, gender identity or expression, religion, national origin, or immigration status. Yet, the vast majority of DVAC clients are mothers, between the ages of 22-40, with incomes

below \$31,000 annually. DVAC programs and systemic advocacy work seek to address the specific needs of all survivors, with special attention to those historically marginalized and excluded, including Native Hawaiian women, immigrant women, LGBTQ+ individuals, and survivors experiencing homelessness.

5. Describe the geographic coverage.

DVAC's direct services, including legal representation and advocacy, are available to survivors on the island of O'ahu. DVAC clients come from all areas of the island. DVAC's technical assistance, training, HELPLINE, and the Teen Alert Program are available to clients statewide, nationwide, and for general information purposes related to domestic violence resources.

III. Service Summary and Outcomes

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

Goal 1: Increase the capacity of DVAC headquarters to serve survivors and their children by upgrading the agency's security system.

Objective 1: DVAC's current security system covers its third-floor office space. DVAC recently purchased office space on the fourth floor, which is in the renovation process. The agency will upgrade its current third-floor security system to the most recent technology and will expand coverage to the fourth floor.

DVAC is currently sourcing quotes from local companies to upgrade its current security system and install additional security for the newly acquired office space. The upgraded system will modernize the agency's current 3rd floor FOB system to a biometric fingerprint system, integrating the most recent technology. The additional security for the 4th floor space will include a biometric fingerprint system, security cameras for the hallway and front door to be monitored by 3rd floor staff, and a doorbell with video so that 4th floor staff can view visitors before allowing them to enter the premises.

Goal 2: Streamline DVAC operations through the design and implementation of an agency-wide database.

DVAC has initiated the development of a new agency database with local software designer Wayland Kwock. The agency has collected a great deal of field data including demographic information and lists of services for each department. The software designer will incorporate this data in a customized software program.

DVAC’s executive management team, consisting of the CEO and the Vice Presidents, will assume responsibility for all capital projects, activities, and tasks.

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

The following timeline reflects the activities of this capital project during the one-year grant period:

Activity	July 1, 2023 – June 30, 2024			
	Q1	Q2	Q3	Q4
Purchase of the security system	X			
Installation of the security system		X		
Database programming	X	X	X	X
Database reporting module				X

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

DVAC will evaluate the success of this capital project through the fulfillment of project activities and tasks within the stated timeline. The agency will ensure that all project activities are completed according to the stated budget and timeline. The executive management team will have responsibility for monitoring, evaluating, and improving project activities and results.

DVAC contracts 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 organization and agency 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 Chief Executive Officer. DVAC also has a Conflict-of-Interest policy.

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.

DVAC has developed the following measures of effectiveness for this capital project:

Outputs

- # of security systems installed (Target: 1)
- # of databases developed and installed (Target: 1)

Outcomes

- % of DVAC staff who report satisfaction with the new agency-wide database (Target: 100%)
- % of DVAC staff who report feeling secure in DVAC headquarters (Target: 100%)
- % of clients who report good to excellent advocacy services (Target: 85%)

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
\$19,199.25	\$19,199.25	\$19,199.25	\$19,199.25	\$76,797

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

DVAC is not currently pursuing other funding for the capital project in FY 2024. The projected cost for design, programming, and reporting for the agency-wide database is \$140,000. DVAC received \$85,000 from the Weinberg Foundation and has started the design process with WayTech Hawai'i. The funds requested through this proposal will complete the database project.

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.

DVAC applied for and received a Payroll Protection Loan through Bank of Hawaii in 2020. The agency does not anticipate applying for any tax credits in FY 2024.

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.

The list is attached to this application.

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

The balance of DVAC's unrestricted current assets as of December 31, 2022, is \$572,683.19.

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.

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 for 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 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.

The growth of the organization highlights its reliable track record of achieving proposed outcomes. This includes the addition of culturally responsive services, adjusted staffing patterns, strengthening of infrastructure, and swift responsiveness to current events, such as the COVID 19 pandemic. Since the beginning of the pandemic, DVAC has been working with creativity and determination to ensure that survivors who are not safer at home have the support they need. In the first 19 months of the pandemic, DVAC staff had 65,854 contacts (including calls, texts, and emails) with clients.

DVAC understands that community agencies must be culturally responsive across programs—outreach, education, crisis support, housing, communications (HELPLINE, text, chat), legal, advocacy, and social change work. For example, family violence in Native Hawaiian communities is often considered “family business” and women have a strong desire to keep the family together, even after their partners are arrested and sent to jail. Also, for many communities, especially the large Filipino community on O‘ahu, faith plays an important role in shaping survivors’ decisions. Thus, DVAC’s staffing patterns and Board of Directors mirror the diverse cultures that comprise the island community.

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

DVAC’s core programs remain essential to the community’s response to domestic violence. DVAC’s level of expertise is a direct result of sustained service delivery, program development, and intentional focus spanning 30 years.

A listing of verifiable experience of projects and contracts related for the capital project for the most recent three years includes the following:

The Harry and Jeannette Weinberg Foundation: \$85,000; July 1, 2022 – 6/30/23

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, three meeting/conference rooms, a server room, three 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 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.

DVAC is not requesting funding for staff positions. DVAC's Operations Department will have primary responsibility for the project tasks and activities.

Chief Executive Officer (CEO) Nanci Kreidman provides overall leadership and vision of DVAC. The CEO demonstrates an ongoing commitment to addressing domestic violence and embraces DVAC's core values of justice and equality, respect and dignity, collaboration, and compassion. The CEO oversees all phases of budgeting and execution, works to diversify the agency's funding sources, and implements sustainable business models for the agency. Ms. Kreidman co-founded DVAC and has served as its leader since its inception. She is qualified as an expert witness in state and federal court and has served on many committees at the community level and through appointment by the Governor, Chief Justice, Mayor, and Attorney General. She has been invited to address local, national, and international audiences on topics related to families, women, and children.

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 managing 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.

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

The capital project will be overseen by the Vice President of Operations, Pauline Ohlendorf-Chun, whose role includes facilities and technology. Ms. Ohlendorf-Chun has been with DVAC since 1994 and assists in the leadership of security and database functions for safety and efficiency. The VPO is supervised by the CEO, Nanci Kreidman.

Operations Manager Rickie Esposito is taking a leadership role in managing communications, assessment, appropriateness, and efficiency of both aspects of these capital needs. She has convened a capital project committee, with representatives from each agency program and staff working to serve the community. The Committee under the Operations Manager will engage in discussion, determination and direction for database development. The Operations Manager is supervised by the VPO.

DVAC maintains frequent and regular supervision of all staff to promote fidelity of 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, as well as 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 members of a collaborative team, with training, supervision, and meetings designed to build and sustain teamwork.

The 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.

The Board of Directors is comprised of 15 members with experience in business, healthcare, education, media, legal, finance, government, and social work. The Board meets every other month to provide guidance and governance for organizational matters. All board members also serve on at least one committee: the Finance Committee works together to review monthly Income and Expense reports, Annual Audit, and the agency Budget. The Communications and Development Committee works together to sustain and enhance the agency's presence in the community, as well as design organizational events for raising funds. The work to diversify the organizational development initiatives is directly tied to its visibility.

Training is a high priority for the agency. Upon hire, each employee is given a two-week training outline that includes observing different members of their staff in different programs. All staff members are also required to attend DV101 training upon hiring, 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. 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. DVAC 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. DVAC's Inclusivity Training is designed to provide more accessible and trauma-informed training to LGBTQ+ survivors and is also mandatory for all DVAC staff. DVAC offers Inclusivity Training to other agencies and service providers across O'ahu.

All staff members are 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, DVAC conducts agency training at quarterly all-staff meetings. Examples include vicarious trauma, self-defense, technology, and stalking. In FY 2022 DVAC staff participated in 1,310 hours of training. Funds are included in the agency's overall budget to secure training from seasoned professionals in mental health, legal, and other content-based fields. Participation in webinars and travel to the continent are also arranged routinely.

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.

DVAC'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.

Chief Executive Officer - \$126,288

Vice President of Operations - \$97,034

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

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.

DVAC 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.

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.

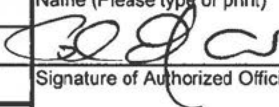
DVAC’s funding is derived from foundation grant awards, government grant contracts, special events, client fees, and donor gifts. DVAC’s special events traditionally include annual fundraisers such as Chipping Away at Domestic Violence Golf Tournament, Let Love Bloom

(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 Jun. 30, 2024

Applicant: Domestic Violence Action Center

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				
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	0			
4. Contractual Services - Administrative				
5. Contractual Services - Subcontracts	76,797			
6. Insurance				
7. Lease/Rental of Equipment	0			
8. Dues and Subscription	0			
9. Lease/Rental of Space	0			
10. Mileage & Parking	0			
11. Postage, Freight & Delivery	0			
12. Publication & Printing & Outreach	0			
13. Repair & Maintenance	0			
14. Staff Training	0			
15. Substance/Per Diem				
16. Supplies				
17. Telecommunication	0			
18. Transportation				
19. Utilities	0			
20. Recruitment Costs	0			
21. Client Assistance	0			
TOTAL OTHER CURRENT EXPENSES	76,797			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	76,797			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	76,797	Monica Paet	808-447-3557	
(b) Total Federal Funds Requested		Name (Please type or print)		Phone
(c) Total County Funds Requested				01/19/23
(d) Total Private/Other Funds Requested		Signature of Authorized Official		Date
TOTAL BUDGET	76,797	Pauline Ohlendorf-Chun, VP of Operations		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Domestic Violence Action Center

Contact Person: Monica Paet

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

Date Prepared: 1/19/2023

Contract No. : _____
(As Applicable)

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
Security System	21,797	DVAC's current security system covers its third-floor office space. DVAC recently purchased office space on the fourth floor, which is in the renovation process. The agency will upgrade its current third-floor security system to the most recent technology and will expand coverage to the fourth floor. Estimated cost for development and implementation is \$21,797.00. Allocating 100% of this cost to grant.
Database-Streamline DVAC operations through the design and implementation of an agency-wide database.	55,000	DVAC has contracted with a local software design company to develop an agency-wide database. DVAC will work with the contractor in the design, programming and reporting module of this specialized system for alignment with organization programs, community planning, and reporting obligations. Estimated cost for development and implementation is \$140,000.00. This has been partially funded. Allocation to this grant is only \$55,000.00(\$140000 x 39.286%)
Total:	76,797	

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Domestic Violence Action Center

Contracts Total: 6,614,468

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Safe, Strong, and Sober Project	10/1/2022 - 9/30/2023	DHHS (OWH)	Federal (U.S.)	500,000
2	Justice for Families	10/1/2021- 9/30/2024	DOJ (OVW)	Federal (U.S.)	549,996
3	2 Direct Legal Services	7/1/2022 - 6/30/2023	Judiciary	State	1,369,534
4	3 Covid Crisis Response Services	1/1/2022 - 12/31/2022	City & County (GIA)	Honolulu	200,000
5	Legal Assistance to Victims (Leeward)	9/30/2018 - 9/30/2022	DOJ (OVW)	Federal (U.S.)	600,000
6	Hooikaika Program	6/1/2020 - 5/31/2022	AG (VAWA)	State	297,088
7	Immigration Triad	7/1/2020 - 6/30/2022	AG (VOCA)	State	436,432
8	Pulama I Ka Ohana Program	7/1/2021 - 6/30/2022	AG (VOCA)	State	146,115
9	Teen Dating Violence & Support Services	7/1/2020 - 6/30/2021	DHS	State	289,118
10	DVAC Pride	5/21/2021 - 12/31/2021	DOH	State	44,822
11	Pacific Islander	5/21/2021 - 12/31/2021	DOH	State	48,976
12	Statewide	5/21/2021 - 12/31/2021	DOH	State	37,853
13	Direct Legal Services	7/1/2021 - 6/30/2022	Judiciary	State	1,369,534
14	Specialized Adovacy Services	1/1/2021 -12/31/2021	City & County (GIA)	Honolulu	125,000
15					600,000
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Domestic Violence Action Center
January 2023 Organizational Chart

