

**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: \$ 249,067

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

The Domestic Violence Action Center requests funding for its direct and supportive services for survivors of family violence. Funding will support three full-time positions (one HELPLINE Specialist, one Paralegal, and one Administrative Assistant for the legal and advocacy departments) and a percentage of operational support.

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:

\$ 9,402,260

Unrestricted Assets:

\$ 1,256,338.82

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:

Honolulu

State:

HI

Zip:

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

x ID#:


Authorized Signature

Monique Ibarra, CEO
Name and Title

January 18, 2024
Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: Domestic Violence Action Center

DBA/Trade Name: Domestic Violence Action Center

Issue Date: 01/16/2024

Status: Compliant

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX0389
UI#: XXXXXX5460
DCCA FILE#: 82373

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

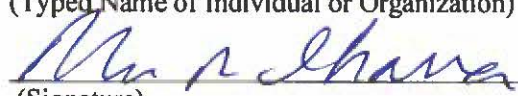
**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Domestic Violence Action Center	
<hr/> (Typed Name of Individual or Organization)	
	January 18, 2024
<hr/> (Signature)	<hr/> (Date)
Monique Ibarra	CEO
<hr/> (Typed Name)	<hr/> (Title)

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) Hawaii Compliance Express Certificate (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

MONIQUE IBARRA, CEO

PRINT NAME AND TITLE

JANUARY 18, 2024

DATE

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

The Hawai'i Compliance Express Certificate 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

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

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

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 in overcoming barriers presented by economics, system weaknesses, lack of training and professional bias of service providers, 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 requests funding for its direct and supportive services for survivors of family violence. Funding will support three full-time positions (one HELPLINE Specialist, one Paralegal, and one Administrative Assistant for the legal and advocacy departments) and a percentage of operational support.

The efficacy of DVAC's HELPLINE, legal, and advocacy services is critical to ensuring that survivors' needs for safety, stability, and support are met. HELPLINE is a primary access point to DVAC's core legal and advocacy services, allowing DVAC to provide immediate support and

resources to survivors during times of crisis. The HELPLINE Specialist will provide shift coverage to the HELPLINE phone, text, and chat lines.

Survivors with legal and/or advocacy needs who reach out through HELPLINE for services are connected to a DVAC Triad of Attorney, Paralegal, and Advocate, who provide further long-term support as survivors move toward escape, safety, and long-term stability for themselves and their children, free from violence and abuse. The Paralegal will provide critical support to DVAC's Legal Team, while the Administrative Assistant will provide secretarial support to the legal and advocacy departments.

The goal of this grant activity is to increase the safety and stability of individuals on O'ahu who are suffering the harm, risk, and uncertainty of family violence.

Objectives of this grant activity are as follows:

- 1) Provide **600** HELPLINE callers with trauma-informed support, referrals, family violence education, legal information, and safety planning.
- 2) Provide support for civil legal services to **25** survivors, including scheduling, drafting of legal documents, client interviews, and other assistance.
- 3) Provide administrative support to **5** members of the Legal Team and **10** members of the Advocacy Team.

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 (National Coalition Against Domestic Violence [NCADV], 2020).

The need for immediate crisis support, specialized legal representation, and long-term advocacy services for survivors on O'ahu is imperative—and growing. Several recent high-profile domestic violence homicides have shaken our community and shattered local families. The toll of family violence on families and the community is immense. Living in such a heightened and prolonged state of isolation and trauma has devastating impacts on survivors' mental and physical health. A litany of negative health effects has been linked with domestic violence, including depression, suicidal behavior, nutritional deficiency, chronic pain, anxiety, post-

traumatic stress disorder, and sexually transmitted infections, as well as a higher risk of substance and drug addictions (NCADV, 2020). Children exposed to domestic violence can become fearful, anxious, or depressed. They are more likely to be involved in an abusive intimate relationship as adults and are prone to health problems, including heart disease, substance abuse, and depression (NCADV, 2015).

Survivors who attempt to escape will often utilize the court system on their journey to safety, which brings another set of difficulties. Legal actions such as filing temporary restraining orders (TROs) and attending hearings to show cause for the order can be time-consuming and costly to survivors who may be taking time off work or paying for childcare to do so. In the courtroom, abusers often use intimidation tactics against survivors, who are heartbreakingly familiar with such maneuvers. Survivors who are already dealing with trauma and safety issues can easily become overwhelmed when attempting to navigate a court system that is unfamiliar, exacting, or unsympathetic.

DVAC's proposed project will address the multi-faceted challenges survivors face as they exit a violent relationship. The provision of immediate crisis support, support and referrals, and access to legal consultation and representation will increase survivors' safety and stability as they transition to a life free from violence.

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 FY2023, 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 particular 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. Certain agency programs, including Teen Alert Program services, technical assistance, professional training, HELPLINE, text, and chat, are available statewide.

III. Service Summary and Outcomes

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

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

HELPLINE Specialist

DVAC's HELPLINE is a crucial service to the community and a key point of entry to DVAC's legal, advocacy, and specialized services. HELPLINE operates from 8:30 am – 4:30 pm every business day. It is staffed by agency attorneys, paralegals, advocates, and a HELPLINE Specialist. Agency staff will answer 2,000 calls annually under this proposal. HELPLINE calls can last up to several minutes, depending on the level of assistance the caller needs and if the HELPLINE Specialist refers the call to the legal or advocacy team or needs language assistance.

The HELPLINE Specialist uses DVAC's risk assessment tool and provides appropriate safety planning, referrals to DVAC programs or community services, and information that helps survivors and their families before, during, and after a crisis. The HELPLINE Specialist records information about every call in the agency database and completes a caller sheet, which is reviewed by a member of the Leadership Team for quality assurance. A referral list of community resources is maintained and regularly updated for use by staff during calls. Staff members refer appropriate callers to the legal team for TRO and divorce/paternity representation, Alaka'i advocacy, and/or other pertinent program services.

When a call is received from a person with limited English proficiency (LEP) who cannot be served by DVAC multilingual staff, the staff arranges for a phone interview with an interpreter from the Bilingual Access Line (BAL). DVAC's current staff has fluent Tagalog, Ilocano, Hawaiian, Japanese, Chamorro, Mandarin, Spanish, Korean, and English speakers. DVAC has a Language Access Policy in place that guides staff response and services for LEP clients.

Paralegal

As part of the Legal Team, the Paralegal will provide support for legal representation, consultation, and brief services to **25** survivors in divorce, custody, post-decree, and restraining order cases. There are several points of entry for survivors to access DVAC legal services: DVAC's Legal Helpline, EXPO Court Outreach Program, specialized advocacy programs, and referrals from community partners.

The Vice President of Legal Services and the Advocacy Manager review all referrals for legal services. Case acceptance priority is 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 petitioners are 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, the applicant will be placed on the legal team waitlist.

Once a case is assigned, the Paralegal, Staff Attorney, and Alaka'i Advocate - or triad - meet with the client during an intake meeting at the DVAC office. Intakes are at minimum two hours. Childcare is provided in a separate room from the intake room for clients who are not able to pay or arrange childcare. Interpreters are also present during intake and court hearings, as needed.

At intake, the survivor receives a client packet containing information about the client grievance process, client rights, and DVAC services. A Hawai'i statute protects client-counselor privilege between advocate and client; DVAC clients sign a release that permits DVAC triads (attorney, advocate, and paralegal) to share information with one another. The client and triad also complete a safety plan based on the same risk assessment used by HELPLINE, EXPO, and other DVAC programs. 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.

The Paralegal serves as a liaison between clients, attorneys, case managers, advocates, and other agencies/resources to assist clients with their legal and other needs. The Paralegal conducts scheduling and interviewing of clients, drafts pleadings, and performs research, investigation, and follow-up for cases. The Paralegal also has responsibility for maintaining case files, ensuring that all documents are filed appropriately and in a timely manner and that all internal case/client-related deadlines are in the master calendar. The Paralegal also covers HELPLINE shifts.

Administrative Assistant

The **Administrative Assistant** will provide administrative and operational support to the Legal Team and Advocacy Team. The position will provide effective assistance in the coordination and implementation of Survivor Advocacy Services and Legal Services, including providing project support to Advocacy Services Program Managers, the Vice President (VP) of Legal Services, and the VP of Survivor Advocacy Services.

While the Administrative Assistant reports directly to the VP of Survivor Advocacy Services, the position assists in data compilation and preparation for both the VP of Survivor Advocacy Services and the VP of Legal Services. The Administrative Assistant also prepares the monthly Legal Team Progress Report to track TRO, Divorce and Paternity cases by each attorney. The Administrative Assistant supports DVAC's Operations Team in administrative and organizational initiatives, which includes assisting with front desk coverage on a rotation basis.

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

The estimated start date of this grant activity is July 2024. The grant project will achieve the following outcomes over the course of the one-year grant period:

- **600** HELPLINE callers will receive trauma-informed support, referrals, family violence education, legal information, and safety planning
- **25** legal services clients will receive support for civil legal services, including scheduling, drafting of legal documents, client interviews, and other assistance.
- DVAC’s Legal Team (**5** staff) and Advocacy Team (**10** staff) will receive administrative and operational support

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

Activity	July 1, 2024 – June 30, 2025				
	Q1	Q2	Q3	Q4	Total
Recruit and onboard a HELPLINE Specialist	X				N/A
Provide HELPLINE callers with trauma-informed support, referrals, family violence education, legal information, and safety planning	50	180	185	185	600
Provide survivors with civil legal support, including scheduling, drafting of legal documents, client interviews, and other assistance	6	6	7	6	25
Provide DVAC’s Legal and Advocacy Teams with administrative and data support.	X	X	X	X	N/A

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 uses two databases on the agency’s server to collect, track, and analyze client information. These databases are on a separate server equipped with a firewall. A contracted information technology vendor maintains the network. DVAC never distributes client information without prior written and dated consent. Safety plans are stored in client case files, not in any databases. DVAC’s mandatory training for new hires includes technology safety training.

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 the 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.

DVAC's agency-wide Quality Assurance (QA) Program is in place to ensure 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. 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. The executive management team, comprised of the Chief Executive Officer and Vice Presidents (VPs), is responsible for developing, implementing, and administering the QA Program. Results from the funded program are incorporated into the QA Program. The QA Program, together with qualitative data and anecdotal feedback collected by direct services personnel, informs the agency's measures of successful outcomes for clients. DVAC's QA Program includes:

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. Each funded position will be responsible for inputting the relevant 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. Each Program Manager reviews the data compiled in accordance with measures established as a baseline and representative of the quality of program services. The Vice President of Legal Services will track the QMR and supervise the HELPLINE Specialist and Paralegal. The Administrative Assistant will be supervised by the Vice President of Survivor Advocacy Services.

Case File Reviews: Each Program Manager overseeing direct services conducts 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 are included in both program evaluations and personnel performance evaluations. The Vice President of Legal Services, as supervisor of the Legal Team, will meet with the HELPLINE Specialist and Paralegal as needed and conduct quarterly reviews of case files. The Administrative Assistant will not have cases.

Client Surveys: Clients are invited to complete surveys throughout the course of their work with DVAC, as well as near their case closing and with their case closing letter. The survey focuses on areas of client satisfaction and asks for recommendations for service improvements. Results are reviewed and reported, with recommendations discussed and implemented as appropriate.

Documentation & Analysis: The agency maintains a record of the services each staff member provides to each client. Other documentation includes 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, the 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 each department maintains; and attendance sheets and pre- and post-tests for agency training and presentations, maintained by the appropriate department.

Program managers and advocates review service delivery monthly, while an administrative review of client outcomes, record reviews, quality assurance, client complaints, and grievances and appeals is done quarterly and reported in the QMR. The data captured in the QMRs, as well as the feedback collected by DVAC advocates, inform our measures of successful outcomes for clients: DVAC advocates support survivors from their first contact to their last, with relationships often lasting for several months.

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

The proposed project will benefit at least **625** survivors of family violence: **600** survivors through HELPLINE and **25** survivors through legal services.

The **HELPLINE Specialist** will provide support to survivors by covering HELPLINE, sharing information about family violence, creating safety plans and administering risk assessments with survivors, educating survivors about legal options, and making referrals to DVAC and other community resources.

Output measures for HELPLINE include the following:

- **600** HELPLINE contacts will receive support through calls, texts, and website chats
- **186** safety plans will be developed for survivors who contact HELPLINE
- **186** risk assessments will be completed for survivors who contact HELPLINE
- **250** referrals will be made to community services for HELPLINE contacts

Outcome measures for HELPLINE include the following:

- 80% of DVAC clients who utilize HELPLINE will report that contacting the HELPLINE increased their safety
- 80% of DVAC clients who utilize HELPLINE will report that they were taken seriously by the HELPLINE Specialist

The **Paralegal** will assist with client cases under the supervision of a licensed attorney, including preparing representation; scheduling and interviewing clients; drafting pleadings; and performing research, investigation, and follow-up. The Paralegal will have a caseload of no more than 40 active cases.

Output measures for legal services support include the following:

- **25** survivors will receive support for legal representation in divorce, custody, paternity, post-decree, and restraining order cases

Outcome measures for legal services support include the following:

- 80% of survivors who utilize DVAC's legal services will report that they have a better understanding of the legal processes by which to attain safety
- 80% of clients will report a positive legal outcome (increased safety, custody, etc.) because of DVAC's legal services

The **Administrative Assistant** will provide administrative support to the Legal and Advocacy Teams. While this position may not work directly with clients, the Administrative Assistant will prepare reports, coordinate logistics for community work, close and process legal cases, and assist with data compilation for both the Legal and Advocacy Teams.

Output measures for administrative support include the following:

- **5** Legal Team members will receive administrative support, including logistical tasks, report preparation, closing of legal cases, maintenance of filing systems, and preparation of the monthly Legal Team Process Report to track TROs, divorce, and paternity cases.
- **10** Advocacy Team members will receive administrative support, including logistical tasks, report preparation, maintenance of filing systems, and information dissemination.
- The Administrative Assistant will attend a minimum of **4** training sessions over the course of the grant period about issues related to domestic abuse.

Output indicators will be populated using DVAC records, including the statistics grid and QMRs. Outcome indicators will be populated using QMRs, case reviews, and client surveys. These measures of effectiveness will directly benefit survivors of family violence through direct legal services, legal consultations, advocacy, and education about family violence dynamics.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([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](#))

The applicable budget forms are attached to this application.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,267	\$62,267	\$62,267	\$62,266	\$249,067

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Currently pursued and anticipated sources of funding for legal and advocacy services in FY 2025 include the following:

- City and County of Honolulu Grants-in-Aid Program
 - State of Hawai‘i Attorney General’s Office VOCA Program
 - Department of Justice - Office on Violence Against Women
 - Hawai‘i Justice Foundation – ILAF
 - Hawai‘i Justice Foundation – IOLTA
 - Various local foundations, including Atherton Foundation, Alexander & Baldwin Foundation, Hawai‘i Women’s Legal Foundation, and others
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 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 2025 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, 2023.

As of December 31, 2023, the balance of DVAC's unrestricted current assets as of December 31, 2023, is \$1,256,338.82. DVAC's total net assets are \$6,407,869.97.

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, phone assistance, 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, contested divorce, restraining order, post-decree, and paternity cases that have potentially lethal outcomes for survivors.

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.

Since 1990, DVAC has helped survivors and their families find safety and rebuild their lives without violence. DVAC's diverse, multilingual, and multicultural staff mirrors the communities it serves. 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 response to current events, such as the COVID-19 pandemic. 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. 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 collect and record 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:

- 335,881 telephone contacts
- 107,300 safety plans completed
- 97,376 risk assessments conducted
- 7,855 legal cases opened
- 9,975 advocacy cases opened

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 to legal and advocacy services for the most recent three years includes the following:

Funder	Project	Dates
State of Hawai‘i Attorney General’s Office – VOCA	Legal and Advocacy Services for Survivors of Family Violence	7/1/2023 – 6/30/2025
City & County of Honolulu Grant-in-Aid	Legal, Advocacy & Helpline Services for Survivors	1/1/2023 – 12/31/2023
State of Hawai‘i Judiciary	Domestic Violence Intervention Services	7/1/2023 – 6/30/2025

State of Hawai‘i Judiciary	Direct Legal Services	7/1/2022 – 6/30/2023
State of Hawai‘i Attorney General’s Office – VOCA	Immigration Triad	7/1/2020 – 6/30/2022
Department of Justice – Office on Violence Against Women	Justice for Families	10/1/2021 – 9/30/2024
Hawai‘i Justice Foundation	ILAF	7/1/2023 – 6/30/2024
Hawai‘i Justice Foundation	IOLTA	7/1/2023 – 6/30/2024

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. The positions for which Grant-in-Aid funding is requested work at this main office.

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 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 three full-time positions: one HELPLINE Specialist, one Paralegal, and one Administrative Assistant, as well as a percentage of operational support.

The proposed staffing pattern and staffing qualifications are as follows:

HELPLINE Specialist (vacant) – The full-time HELPLINE Specialist will assist callers to HELPLINE in their attempt to obtain information about domestic violence services, resources, and referrals. The HELPLINE Specialist will assess the needs of callers; conduct risk assessments and safety planning for survivors; deliver referrals to the legal team for temporary restraining order (TRO) and divorce or paternity representation; deliver referrals to advocates for support services; and provide referrals and procedures for obtaining TROs and applying for child support. The HELPLINE Specialist will also track HELPLINE statistics and enter data into the QMR; manage the HELPLINE database, including periodic auditing of database entries for accuracy and comprehensiveness; and follow up with callers who received referrals to ensure their needs were met and if they need further assistance. The HELPLINE Specialist will work Monday through Friday during standard business hours, 8 AM to 5 PM, out of DVAC’s main office in downtown Honolulu.

The HELPLINE Specialist should have a bachelor's degree, at least one year of experience working on a telephone helpline/hotline with domestic violence clients, or other experience working within the domestic violence field. The position also requires experience in crisis counseling services, referrals, written and oral communications, and problem-solving. The HELPLINE Specialist should be highly organized and able to provide compassionate strength to callers.

Paralegal (Jennie Caraang) – The Paralegal will assist with client cases under the supervision of a licensed attorney, facilitating communications between the attorney, client, and other community agencies. The Paralegal will prepare representation for domestic violence, restraining

order, divorce, custody and visitation, paternity, and post-decree matters. The position will have a caseload of no more than 40 active cases. Duties will include scheduling and interviewing clients; drafting pleadings; and performing research, investigation, and follow-up.

Paralegal Jennie Caraang first joined DVAC in 2015 as a Family Assistance Counselor before moving into the Paralegal role. She has extensive experience in the field. She has a master's degree in education and is fluent in Tagalog and Ilocano, making her an asset in working with immigrant survivors from the Philippines. Jennie has excellent interpersonal, written, and oral communication skills.

Administrative Assistant (Bianca Lopez Castillo Vargas) – The Administrative Assistant will provide effective assistance in the coordination and implementation of Survivor Advocacy Services and Legal Services. The position will perform clerical and project support to Advocacy Services Program Managers, the Vice President of Legal Services, the Vice President of Survivor Advocacy Services, and Legal and Advocacy Team members. Responsibilities include coordinating logistical tasks for community work; coordinating transmission of information about community work, research, evaluation and grant requirements; assisting with data compilation for reports to funders; closing legal cases and processing for storage; and preparing the monthly Legal Team Progress Report to track TRO, Divorce and Paternity cases. The Administrative Assistant will also support administrative initiatives, assist with reception coverage on a rotating basis, manage the calendar, and maintain advocacy and legal administrative files.

Administrative Assistant Bianca Lopez Castillo Vargas is skilled in records management, file organization, accounting techniques, and data reporting and maintenance. She has a proven history of improving the effectiveness of workplace communication and coordination and adapts quickly to new or updated software and programs. Bianca has two associate degrees and a professional working fluency in Spanish.

Administrative Support

Chief Executive Officer Monique Ibarra provides overall leadership and vision for 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. Monique is passionate about domestic violence issues and previously worked at DVAC on Maui. She has been recognized for successfully collaborating with management teams to develop work plans, financials, and strategies. She has a master's in social work from the University of Hawai'i and previously served as Executive Director at Ka Hale A Ke Ola Homeless Resource Centers on Maui.

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. Pauline 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. The Operations Manager supervises the full-time Administrative Assistant and Receptionist, including conducting performance evaluations. Rickie attended Santa Monica College and California State University of Northridge. Her 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. Monica 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 Jacquie 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 HR 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. Jacque 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.

Executive Assistant Sarah Baylor supports DVAC's executive staff through administrative and organizational duties. This includes coordinating Board of Directors meetings, maintaining the donor database, generating thank you letters for donations received, and preparing materials for community dissemination, training, and publication. The position also meets executive team needs for correspondence, filing, and contacts with colleagues, partners, and funders, as well as managing calendars. Sarah joined DVAC in 2023 and has proven to be a dedicated and detail-oriented administrative professional. Her previous experience includes administrative and customer service roles in travel and tourism and retail.

Accounting Clerk Cynthia Gwinn 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. Cynthia is skilled in data entry, Microsoft Office, and administrative tasks. She has strong organizational skills and has extensive experience in administrative roles.

Supervision and Training

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 engagement with 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 training, 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 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 DVAC 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.

Both the HELPLINE Specialist and the Paralegal will cover HELPLINE shifts. All HELPLINE staff are trained in assessments, structured interviewing, safety planning and assessment, predominant aggressor screening, suicide intervention, and confidentiality issues.

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. 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 - \$140,000

Vice President of Operations - \$99,945

Vice President of Survivor Advocacy Services - \$95,048

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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, 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’s legal and advocacy programs are core services of the agency. The pandemic and its economic aftermath, as well as nationwide inflation and supply chain issues, have highlighted the great need for increased support services. Offering survivors support through legal representation, advocacy services, and HELPLINE, are the agency’s highest priorities.

DVAC understands that innovative funding strategies are crucial to sustaining a vital, viable, and visible organization, especially in these perilous times. If funding is received for fiscal year 2024-2025 but not thereafter, DVAC will continue 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), 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

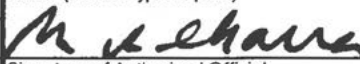
development. Regular social media presence, e-blast dissemination, and year-end solicitations are incorporated into the strategic commitment to organizational and issue visibility.

DVAC's current funding strategy includes soliciting funding from a variety of sources, including foundations, government contracts, virtual events, online auctions, private donations, in-kind support, and in-person events as the community moves into a post-pandemic world. DVAC's thirtieth-anniversary campaign in 2021 served dual roles of fundraising and raising awareness about the issue of domestic violence on O'ahu.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

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	154,775			
2. Payroll Taxes & Assessments	17,892			
3. Fringe Benefits	27,192			
TOTAL PERSONNEL COST	199,859			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Airfare, Out-of-State				
3. Audit Services	4,390			
4. Contractual Services - Administrative	1,328			
5. Contractual Services - Subcontracts				
6. Insurance	2,402			
7. Lease/Rental of Equipment	2,151			
8. Dues and Subscription	3,261			
9. Lease/Rental of Space	1,170			
10. Mileage & Parking	0			
11. Postage, Freight & Delivery	1,007			
12. Publication & Printing and Outreach	1,193			
13. Repair & Maintenance	3,652			
14. Staff Training	1,500			
15. Substance/Per Diem				
16. Supplies	1,265			
17. Telecommunication	3,592			
18. Transportation				
19. Utilities	21,998			
20. Recruitment Costs	300			
TOTAL OTHER CURRENT EXPENSES	49,208			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	249,067			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	249,067	Monica Paet	808-447-3557	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/16/24	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET		Monique R. Ibarra, Chief Executive Officer		
		Name and Title (Please type or print)		

Applicant: Domestic Violence Action Center

Period: 7/1/2024

to

6/30/2025

Date Prepared: 1/16/2024

Contract No. : _____

(As Applicable)

POSITION NO.	POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
1	Helpline Specialist	1.00	\$45,320.00	100.00%	\$ 45,320.00
2	Paralegal	1.00	\$53,045.00	100.00%	\$ 53,045.00
3	Administrative Assistant	1.00	\$37,595.00	100.00%	\$ 37,595.00
4	*Chief Executive Officer	1.00	\$144,200.00	2.00%	\$ 2,884.00
5	*VP of Operations	1.00	\$102,943.37	3.00%	\$ 3,088.30
6	*Operations Manager	1.00	\$54,636.35	5.00%	\$ 2,731.82
7	*Finance Manager	1.00	\$76,490.89	5.00%	\$ 3,824.54
8	*Human Resources Manager	1.00	\$74,851.80	5.00%	\$ 3,742.59
9	*Executive Assistant	1.00	\$48,410.00	1.00%	\$ 484.10
10	*Accounting Clerk	1.00	\$41,200.00	5.00%	\$ 2,060.00
TOTAL:					154,775.35

JUSTIFICATION/COMMENTS: Positions preceded by an * are administrative positions. Administrative costs are allocated among all programs administered by DVAC. The salaries charged are based on time study analysis, proportion to the amount of expenditures in each program.

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Domestic Violence Action Center

Period: 7/1/2024 to 6/30/2025 Date Prepared: 1/16/2024

Contract No. : _____
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security	\$ 154,775.35	7.65%	11,840
Unemployment Insurance (State)	\$ 154,775.35	2.41%	3,730
Worker's Compensation	\$ 154,775.35	0.70%	1,083
Temporary Disability Insurance	\$ 154,775.35	0.80%	1,238
SUBTOTAL:			17,892
FRINGE BENEFITS:			
Health Insurance	\$ 135,960.00	16.00%	21,754
Retirement	\$ 135,960.00	4.00%	5,438
SUBTOTAL:			27,192
TOTAL:			45,084

JUSTIFICATION/COMMENTS: Only requesting Health and Life Insurance & Retirement for 3 direct staffs
 Retirement: 4% of eligible employees (based on agency personnel policy, starting after one year of service)
 By the State law, the employer is required to provide full health insurance to employees working 20 hours+ per week.

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

CONTRACTUAL SERVICES DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS (Include costs, quantity, purpose, how it relates to the program.)
MaxWorks Payroll Services	745	Prepare and process agency's payroll and file payroll related taxes. Cost allocated to this contract is (\$973.44 monthly cost x 6.38% x 12 months=745.27)
One Point Timesheet Tracking and Generating Program	450	Cloud based Time tracking program to generate employee timesheets and track PTO. Cost allocated to this contract is (\$587.24 monthly cost x 6.38% x 12 months=449.59)
PIOPAC - Flex Plan Service	133	Administrative fees are paid to the flex plan administrator for plan-related services for employees' flex spending plan. Cost allocated to this contract is (\$174.16 monthly cost x 6.38% x 12 months= 133.34)
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 3.00 FTE direct staff represent 6.38% of agency average number of staff of 47.
Total:	1,328	

BUDGET JUSTIFICATION PROGRAM ACTIVITIES

Applicant/Provider: Domestic Violence Action Center

Period: 7/1/2024

to

6/30/2025

Date Prepared: 1/16/2024

Contract No. :
(As Applicable)

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
		Note: Please note that the allocation percentages are proper and do in fact represent the fair share allocation of joint costs allowable for this contract. The 3.00 FTE direct staff represent 6.38% of agency average number of staff of 47.
Auditing - Audit and Tax reporting services	4,390	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 allocated to this contract is $(\$68,803.55/\text{yr} \times 6.38\% = 4,389.67)$
Insurance - John H. Connors Insurance	2,402	Professional and General Liability Insurance for programs allocated to all supporting contracts based on total expenditures of the contract. Cost allocated to this contract is $(\$37,654.00/\text{yr} \times 6.38\% = 2,402.33)$
Lease Rental of Equipment	2,151	Copier & Postage Machine Rental - based on FTE and total expenditures of the contract, Monthly lease of rental equipment fee (Copier + postage machine = $2,549.00 + 260 = 2,809.00$) $2,809.00/\text{month} \times 6.38\% \times 12 \text{ months} = 2,150.57$ is allocated to project
Dues & Subscription	3,261	Zoom, CAP 60, MIP Fund Accounting program, ect. Usage is based on historical costs and is projected at $\$4,259.08$ per month $\times 12 \text{ months} \times 6.38\% = 3,260.75$
Lease/Rental of Space - Storage	1,170	Rental cost for storage to store and secure client records,. Cost allocated to this contract is $(\$1,528.52/\text{month} \times 6.38\% \times 12 \text{ months} = 1,170.23)$
Postage, Freight & Delivery	1,007	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 allocated to this contract is $(\$1,315.46 \text{ monthly cost} \times 6.38\% \times 12 \text{ months} = 1,007.12)$
Printing and publications	479	Printing and publication costs are allocated to all supporting contracts based on total expenditures of the contract. This includes the cost for printing agency letterhead, educational and outreach materials. Based on historical cost agency spent $\$10,000$. Cost allocated to this contract is $(\$625.00/\text{month} \times 6.38\% \times 12 \text{ months} = 478.50)$
Outreach (including social media)	715	Development of domestic violence related material for dissemination to clients at courts, community events and online posting, swag items, etc. Cost allocated to this contract is $(\$933.33 \text{ monthly cost} \times 6.38\% \times 12 \text{ months} = 714.56)$
Repairs & Maintenance -IT	3,652	Maintenance of agency-wide management information system & client database information, Accounting software & database license renewal. Cost allocated to this contract is $(\$4,770.00/\text{month} \times 6.38\% \times 12 \text{ months} = 3,651.91)$
Staff Training	1,500	Registration costs to attend Oahu-based training to increase job skill & leadership capacity, $\$500/\text{registration}$ per staff $\times 3 \text{ staffs} = \1500
Supplies	1,265	Estimated cost of supplies for program is based on historical costs of $\$1,652$ per month. Cost allocated to this contract is $(\$1,652 \text{ monthly cost} \times 6.38\% \times 12 \text{ months} = 1,264.77)$
Telecommunications	3,592	Estimated cost of telephone and internet service is, $\$4,691.37/\text{month} \times 12 \text{ months} \times 6.38\% = \$3,591.71$ is allocated to project.
CAM & Utilities & Janitorial Services	21,998	Based on historical cost and estimated at $\$28,732.71/\text{month} \times 12 \text{ months} \times 6.38\% = \$21,997.76$ charged to this program. (Monthly costs average: $\$8,250$ (utilities) + $\$18,682.71$ (CAM) + $\$1,800$ (janitorial) = $28,732.71$ month)
Recruitment Costs	300	Estimated cost of posting a online job ad is around $\$75 \times 4 \text{ ads} = 300.00$
Total:	47,880	

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Domestic Violence Action Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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, 2024 to June 30, 2025

Applicant: Domestic Violence Action Center

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Domestic Violence Action Center

Contracts Total: 9,402,260

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Legal, Advocacy & Helpline Services for Survivors	1/01/23 - 12/31/23	City & County (GIA)	Honolulu	200,000
2	Legal and Advocacy Services for Survivors of Family Violence	7/1/23 - 6/30/25	AG (VOCA)	State	449,992
3	Safe, Strong, and Sober Project	10/1/2022 - 9/30/2023	DHHS (OWH)	Federal (U.S.)	500,000
4	Justice for Families	10/1/2021- 9/30/2024	DOJ (OVW)	Federal (U.S.)	549,996
5	Direct Legal Services	7/1/2022 - 6/30/2023	Judiciary	State	1,369,534
6	Covid Crisis Response Services	1/1/2022 - 12/31/2022	City & County (GIA)	Honolulu	200,000
7	Legal Assistance to Victims (Leeward)	9/30/2018 - 9/30/2022	DOJ (OVW)	Federal (U.S.)	600,000
8	Hooikaika Program	6/1/2020 - 5/31/2022	AG (VAWA)	State	297,088
9	Immigration Triad	7/1/2020 - 6/30/2022	AG (VOCA)	State	436,432
10	Pulama I Ka Ohana Program	7/1/2021 - 6/30/2022	AG (VOCA)	State	146,115
11	Teen Dating Violence & Support Services	7/1/2020 - 6/30/2021	DHS	State	289,118
12	DVAC Pride	5/21/2021 - 12/31/2021	DOH	State	44,822
13	Pacific Islander	5/21/2021 - 12/31/2021	DOH	State	48,976
14	Statewide	5/21/2021 - 12/31/2021	DOH	State	37,853
15	Direct Legal Services	7/1/2021 - 6/30/2022	Judiciary	State	1,369,534
16	Specialized Adovacy Services	1/1/2021 -12/31/2021	City & County (GIA)	Honolulu	125,000
17	Domestic Violence Intervention Services	7/1/2023 - 6/30/2025	Judiciary	State	2,737,800
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Domestic Violence Action Center
Legislature GIA

