



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: FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU

DBA/Trade Name: FRIENDS OF THE CHILDREN'S JUSTICE CENTER OF OAHU

Issue Date: 04/24/2023

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-[REDACTED]

UI#: No record

DCCA FILE#: 230616

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

I. Verify that the grant shall be used for a public purpose

The Program Manager of the Friends of the Children's Justice Center of O'ahu can attest that the funds from this grant will be expended for public purposes. Any received grant funds from the GIA will be used towards expanding our Ho'ola Na Mana'o program which fulfills over 1,000 enhancement requests annually. Additionally, we are looking to upgrade our equipment and software systems so that we might be better able to serve and run the organization. We would also like to increase staff time as a reflection of an increase in the requests and children served each year. We currently have a staff of one full time, and two part time staff to field all thousand annual requests and need more manpower so that we can continue to aid children in need.

Target Group: Our 501c3 exists to serve children on Oahu between the ages of birth to 17 who have experienced sexual abuse, physical abuse, neglect, exposure to drugs, witnesses to crime, exploitation, and trafficking.

Cost of the Grant and Budget:
Requesting: \$24,250

Budget: see attached sheet

Through the utilization of grant funds, Friends ensures the provision of critical resources such as beds, computers, clothing, groceries, and support for extracurricular activities. The public purpose of this initiative is to address the trauma and hardships experienced by children and families affected by child abuse, fostering their healing journey beyond the forensic interview process.

By affirming our commitment to the public purpose of this grant, Friends seeks to reinforce the organization's dedication to making a positive impact on the lives of children in our community who have experienced severe trauma. The grant funds will be instrumental in furthering the mission of Friends and supporting the Children's Justice Center of Oahu in providing essential professional responses to child trauma.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: _____

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			71,400	43,800
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL			71,400	43,800
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				500
6. Supplies				1,000
7. Telecommunication				1,800
8. Utilities				2,000
9. Indirect Costs (5% of requested amount)				1,200
10. Internet				800
11. Office Phone Purchase				500
12. Consumable Office Supplies				1,000
13. Postage				500
14. Laptops (1 per staff member, 3 total)				9,000
15. Monitors (1 per staff member, 3 total)				4,500
16. Podcast Microphone				100
17. iPad Tablet				850
18. Shelves				500
19				
20				
TOTAL OTHER CURRENT EXPENSES				24,250
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	#VALUE!	#VALUE!	#VALUE!	68,050
SOURCES OF FUNDING	(a) Total State Funds Requested	Budget Prepared By:		
	(b) Total Federal Funds Requested	Hannah Chin	808-4451873	
	(c) Total County Funds Requested	Name (Please type or print)	Phone	
	(d) Total Private/Other Funds Requested	<i>Hannah Chin</i>	1/19/2024	
		Signature of Authorized Official	Date	
TOTAL BUDGET		Hannah Chin	Program Manager	
		Name and Title (Please type or print)		

Period: July 1, 2024 to June 30, 2025

Applicant: Hannah Chin

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1.00	\$60,000.00	100.00%	\$ 60,000.00
Program Coordinator	0.50	\$18,720.00	100.00%	\$ 18,720.00
Program Coordinator	0.50	\$18,720.00	100.00%	\$ 18,720.00
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TOTAL:				97,440.00
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hannah Chin

Contracts Total: 90,277

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	City and County of Honolulu 2022 Non-Profit Recovery Grant Program	4/13/2023	City and County	Honolulu	90,277
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II. Justification for Grant Funds

Expansion of Client Services:

The grant funds will enable us to expand our services to a greater number of child victims, witnesses, and their families, responding to the growing need for support in our community.

Training for Staff Members:

Investing in staff training is crucial for maintaining a high standard of care and response to child trauma. The grant will be utilized to provide specialized training for our staff members on the processes and procedures necessary to ensure efficiency in the continuation of our programs throughout the year.

Agency Operations Enhancement:

The grant funds will support the overall enhancement of agency operations, allowing us to streamline processes, improve efficiency, and maintain a safe and welcoming environment for the children undergoing forensic interviews.

Management Software Implementation:

We aim to expedite manual workload and improve data management by implementing specialized management software. This will enhance our ability to track program requests, manage resources and events, track donations, and maintain accurate records, ultimately contributing to more effective and streamlined operations.

New Tech Equipment for Staff:

Many staff members currently use personal laptops for work tasks. The grant funds will be allocated to provide new tech equipment, ensuring that our team has the necessary tools to carry out their responsibilities efficiently and securely.

The use of these unrestricted grant funds aligns with our mission to support children affected by abuse and complements our ongoing efforts to provide comprehensive and effective services. We are committed to maximizing the impact of these funds for the benefit of the children and families we serve, and we appreciate the support of our generous grantors in advancing our mission.

III. Background and Summary

The Program Manager of the Friends of the Children's Justice Center of Oahu is a trained Forensic Interviewer and has interviewed over 700 children over the course of their career, specifically regards to sexual and physical abuse, neglect, torture, exploitation, trafficking, drug exposure, and witnesses to crime.

Established in 2010, Friends was created as a community response to the needs of child victims, especially those seen at the Children's Justice Center of Oahu (Center). On Oahu, when there are allegations of child sexual abuse, physical abuse, sex trafficking, or a child is a witness to serious crime, the child may be brought to the Center for a forensic interview. These interviews are designed to gather information necessary for the child's well-being, and to develop evidence for possible proceedings against the alleged perpetrator. Friends is co-located with the Center and works closely with the Center's partner agencies to provide for the special needs of child victims.

Goals and Objectives:

The goal of the request is for funding for the Friends to be able to grow and innovate to be able to continue to meet the needs of the children who are interviewed at the CJC or are system involved due to abuse. We currently work with and receive referrals from schools, CWS/DHS, HPD, SATC, Hale Kipa, Big Brother Big Sister, PACT, GALs, DOH, Girls Court, Family Court, and Circuit Court, as well as other community agencies. As the Friends also services siblings of main victims, our numbers continue to increase each year. We need more staffing, and more equipment so that we can adequately, professionally, and efficiently run the operations of the Friends. We also support the Children's Justice Center in terms of center support, training costs, furniture expenditures, as well as replenishment items for the waiting room such as comfort items, snacks, and meals.

Friends would also benefit from staff being able to attend trainings in order to increase the quality-of-service delivery in a trauma-informed and effective manner to the client population. The Friends pays for CJC staff training related expenses, but since the COVID pandemic has been unable to attend trainings to continue to learn and network.

Public Purpose and Need to be Served:

Friends recognizes that children and families, affected by child abuse, experience different levels of trauma and hardship that continue after their interview at the Center. In response, Friends started the Ho'ola Na Mana'o (HNM) – the Hope and Healing Program – in 2013 to provide items or services which extend beyond the "basic needs" with the aim to enhance the healing process for these child victims after they leave the Center. The HNM Program is available to qualifying children all year long and receives needs requests from various agencies that partner with the Center. They include but are not limited to the Honolulu Police Department, Child Welfare Services, the Sex Abuse

Treatment Center, the Court Appointment Special Advocates Program, Catholic Charities, the Susannah Wesley Community Center, and other agencies, which provide therapeutic support to these children. Staff members and a committee of Friends' Board members review and assess each request.

Friends also helps by providing funds, resources, equipment, training, supplies and volunteers for the Center to facilitate the healing process for the child victims and to support the professionals who work with the children. Friends employs one full-time Executive Director and two part-time Program Coordinators who manage the daily operations and the programs sponsored by Friends. The three staff members are supported by a working Board of Directors and a core group of committed volunteers.

Target Population and Geographic Coverage:

We only serve verified victims of sexual abuse, physical abuse, neglect, drug exposure, witnesses to crime, domestic violence, exploitation, and trafficking. We serve **ANY** child survivor on the island of Oahu regardless of location on island.

IV. Service Summary and Outcomes

Approach to the Request:

Friends of the Children's Justice Center of Oahu (Friends) approaches this grant request with a comprehensive strategy to enhance and expand our Ho'ola Na Mana'o (HNM) – Hope and Healing Program, our Back to School Program, our Holiday Gift Project Program, and our staff operations. These programs serve child victims of abuse on Oahu by addressing a spectrum of needs beyond basic requirements. Our approach involves a holistic framework that includes provision of educational support, self-esteem and character-building activities, therapeutic interventions, transportation assistance, medical support, and provision of basic necessities.

Results, Outcomes, and Measures of Effectiveness:

The anticipated outcomes of this grant request are multi-faceted. We aim to increase the number of child victims served on Oahu through the HNM Program, providing essential support that significantly contributes to their healing journey. Specific outcomes include improved access to education, enhanced emotional well-being, strengthened family bonds, and an overall improvement in the quality of life for the children and families served.

We will provide consolidated results of our outcome evaluation surveys and annual surveys in addition to our request and fulfillment numbers and client satisfaction ratings will be submitted to the State. We will also submit the number of requests received and fulfilled, the number of unduplicated children that we have been able to assist throughout the year. We have seen about a 10% increase in service requests each year, and we will demonstrate our ability to efficiently meet those rising requests.

Scope of Work, Tasks, and Responsibilities:

Funding will go towards the operational costs of sustaining, and expanding existing programs; Ho'ola Na Mana'o, Back to School, and Holiday Gift Project.

Tasks related to these programs include receiving requests, checking each child according to the state database, assigning internal budget tiers, fulfilling the requests – which can include purchasing physical items, ordering items to the child's residence, making direct payments to vendors for activities or to schools for the requested activity. For Back to School, this also includes receiving requests, checking each child against the state database, physically purchasing, inventorying items, finding volunteer groups and space to be able to host the packing of the backpacks, and then coordinating the distribution of the backpacks to the requesting professionals. For Holiday Gift Project, this includes receiving requests, checking each child against the state database, assigning budget tiers, coordinating volunteer shoppers, coordinating various wrapping groups, organizing each gift according to child and professional and managing the

distribution of the gifts. We also administer an outcome evaluation as part of the HNM program. We catalog the data and implement any feedback into improving our programs. In addition to these programs, we also secure grants and donations, and organize our annual fundraiser through which we receive the majority of our unrestricted funds for operating costs.

Projected Annual Timeline:

Our HNM program runs from January 1st to December 31st, and GIA funds would be expended throughout the GIA time period. If awarded the funds, equipment and workplace enhancement purchases would be made as soon as the funds are received.

Quality Assurance and Evaluation Plans:

Friends issues an Outcome Evaluation upon the fulfillment of every enhancement request. Friends also sends out an annual survey asking professionals for both quantitative and qualitative data that gives us a good sense of how often our services are being used, if these professionals know of or utilize any similar programs in the community, how satisfied they are with the process, and if they have any ideas for improvement.

We collect data about how the enhancement items impact factors such as a child's self-esteem and confidence, their social behavior, as well as relationships with guardians, family stress, academic performance, physical and mental health, and coping abilities.

We consistently hear that we are the only agency offering survivor-led enhancement requests for the specific population of abused children. We also frequently hear back that our agency has a fast turnaround rate for fulfilling requests (typically we can offer approvals within 24 to 48 hours of a request being submitted).

Monitoring, Evaluation, and Improvement:

To ensure continuous improvement, Friends will actively monitor the implementation of services, gather feedback from professionals, and assess the program's effectiveness. Regular evaluations will inform adjustments and enhancements to address needs and challenges as they emerge.

Measures of Effectiveness:

We will provide consolidated results of our outcome evaluation surveys and annual surveys in addition to our request and fulfillment numbers, and client satisfaction ratings will be submitted to the State. We will also submit the number of requests received and fulfilled, the number of unduplicated children that we have been able to assist throughout the year.

We have seen about a 10% increase in service requests each year, and we will demonstrate our ability to efficiently meet those rising requests.

The measure of effectiveness will be reported to the State agency through which grant funds are appropriated. Key metrics include:

1. Number of child victims served annually.
3. Satisfaction indicators based on professional and beneficiary survey feedback.
5. Improved quality of life in restoration of normalcy.

These measures provide a standardized and objective basis for the State to assess the program's achievements, with flexibility to update as needed based on the level of appropriation. Friends is committed to transparent reporting, continuous improvement, and achieving meaningful outcomes for the children and families we serve.

Impact Testimonials:

The impact of Friends of the Children's Justice Center of Oahu's (Friends) Ho'ola Na Mana'o (HNM) – Hope and Healing Program extends beyond statistics, as evidenced by heartfelt testimonials from professionals directly benefiting from our services:

1. "Through the HNM program, you folks were able to purchase the much-needed furniture (beds and dressers) for the foster youth on our caseloads that were reunifying home. This is something that is SO HELPFUL to alleviate the stress on the parents reunifying with their children as an item such as a bed can be quite expensive when you have little to no income. That is something that cannot be done on other islands, which is why I always appreciate this service for the O'ahu youth."
2. "Countless tears, smiles and giggles were created because of these programs. If only I could've captured the moment on video when the beneficiaries received your kind and generous much-needed items."
3. "We appreciate your program and all that you have provided for these kiddos and their families. As our funding can be limited, we are grateful for the Friends to help fill the gap."
4. "I believe that your program is the best in the Islands because it is individualized according to the needs of the child."
5. "Overall, this program has provided much-needed assistance to so many children in need. The assistance has improved the quality of life for many, especially those families with limited resources."

V. Budget

- A. Budget Request by Source of Funds**
- B. Personnel salaries and wages**
- C. Equipment and motor vehicles**
- D. Capital project details**
- E. Government contracts, grants, and grants in aid**

Anticipated Quarterly Funding Requests for Fiscal Year 2025

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$55,000	\$10,000	\$5,000	\$100,000

All Other Sources of Funding Seeking for Fiscal Year 2025

1. Teresa F. Hughes Trust
2. Victoria S. and Bradley L. Geist Foundation
3. Freeman Foundation
4. Atherton Family Foundation
5. Cooke Foundation
6. Hawaii Women's Legal Foundation

State and Federal Tax Credits

N/A

All federal, State, and County Government Contracts, Grants, and Grants in Aid Grated within Prior Three Years and Receiving in Fiscal Year 2025

City and County of Honolulu 2022 Non-Profit Recovery Grant Program

VI. Experience and Capability

1. Necessary Skills and Experience

As an MSW, trauma-informed trained Forensic Interviewer and having been in this role as Program Manager with the Friends, I have a good grasp of the entire process and interaction that a child who has experienced abuse may have with legal and protective service entities. Having also worked with foster youth and adoptees, I can attest that reporting abuse and going through the legal process can be extremely disorienting and daunting. Oftentimes the road to justice is a long one, and a child is expected to still go to school and engage with peers and family as though the abuse and trauma has not occurred. The Friends exists to fill the gap with whatever basic material, and enhancement items to facilitate a sense of autonomy and healing to the survivor. Oftentimes we hear survivors say that they “just want to feel normal”, and our entire mission is to support the youth to heal and experience some hope amidst the trauma.

I feel uniquely positioned to be able to carry out our existing programs, but also to innovate and allow our program to be dynamic, shifting and responding to the changing landscape. Each year we run our Ho’ola Na Mana’o program which is a year-round enhancements program, we run a Back to School project in which we provide fully packed backpacks to hundreds of our clients. We also run a Holiday Gift Project at the end of each year, providing hundreds of children items for the holidays. Information regarding these programs can be found on our website (fcjcoahu.org), or on our social media platforms (Instagram: [@fcjcoahu](https://www.instagram.com/fcjcoahu)). We have over a decade of history in running, sustaining and growing these programs.

2. Facilities

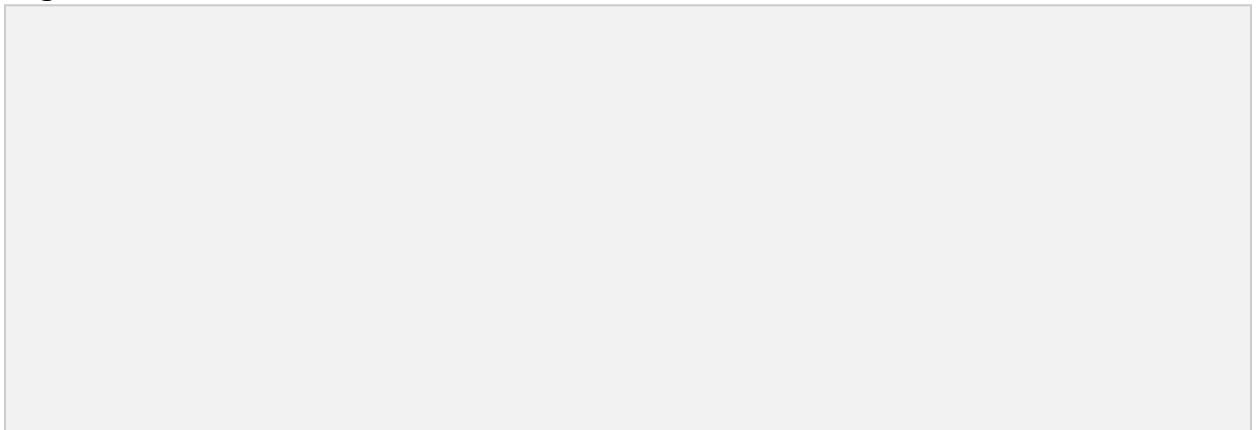
At present, we are co-located with in the Children’s Justice Center. Our staff of 3 shares one office in which we also store items for our various programs. Professionals will often pick up their requested items from our office. While our office is not big enough to host our large scale packing and storage needs, we have strong community partnerships and each year have been able to secure space for our larger scale projects. Ideally in the future, we would be able to be housed in an office that includes space for volunteers, donation drop offs, requested item storage, and project completion.

VII. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

At present, we have one full-time Program Manager, and two part-time (20 hours a week) Program Coordinators. If approved, we would like to move our part-time Program Coordinators to full-time positions to bolster the work of the Friends. Program Coordinators would continue to administer our Ho'ola Na Mana'o program as they have been trained, but we would have more capacity to receive and implement feedback so that our program can be a dynamic support for our partner professionals and ultimately to the children. We already all engage in different types of fundraising, primarily through our singular annual fundraiser, virtual donation drives, private donations, and grants. However, with increased staff time, we would have the increased capacity to be able to identify other sources of funding more strategically and effectively. We would have the manpower to host more tours, engage with more philanthropic groups, and apply to profit share fundraisers across the island.

2. Organization Chart



3. Compensation

- a. 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.

VII. Other

1. No pending litigation
2. No special licensure or accreditation
3. Grant will not be used to support private educational Institutions
4. Future Sustainability Plan
 - a. If Friends were to receive the GIA grant for the year 2024-2025, the added workplace equipment would not be needed for the following year. The hope is that with the funds secured from GIA 2024 – 2025, we can increase staff capacity to focus on sustaining funding efforts and the diversification of funding sources for the following fiscal year so that we would not be in need of the GIA moving forward. We could then have capacity to secure additional grant sources, and dedicate more time to our existing fundraising efforts and increase our donor pool and community connections. We would use the GIA funds to fill the gap between our existing program needs due to increased utilization by community partners, and also increase the programs capacity so that the Friends can strengthen its ability to self-sustain growth into the future.
5. Age Friendly Honolulu,

We are pleased to report that one of our project partners is Hale Ku'ike, a memory care facility for the elderly. We have been able to have their residents join in on helping to pack pencil cases that eventually go into the backpacks for children. We have also enlisted their help in helping to pack emergency foster care toiletry bags for children. Based on the feedback we have received from the residents and the activities director, we believe that this partnership has been incredibly mutually beneficial, we are grateful for the opportunity to have Hale Ku'ike residents engage in meaningful activities and get to hear about their life experiences as well. They were wonderful and engaged volunteers and we look forward to continuing our partnership with them.