



HELPLINE

Grant in Aid

**Hawai'i State Legislature
Application for Grants: FY 2026**

January 17, 2025

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 R. Ibarra, CEO
PRINT NAME AND TITLE

January 16, 2025
DATE

**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: \$157,207

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

The funds requested will support two full-time positions for Domestic Violence Action Center's HELPLINE. HELPLINE serves as the primary access point to DVAC's comprehensive legal and advocacy services. Helpline staff answer calls from victims of domestic violence and their friends, family or other members of the community. They provide trauma-informed crisis support, safety planning, risk assessment, referrals and critical procedural information about obtaining temporary restraining orders, child support, and navigating the justice system, along with answering other questions related to safety, personal choices and individual legal rights to live free from violence. HELPLINE operates during business hours with 24/7 text and chat capabilities, ensuring survivors can safely reach out for support through their preferred communication method.

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:

\$10,059,865

Unrestricted Assets:

\$1,394,324.10

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: 96801-3198

Contact Person for Matters Involving this Application

Name:
Terra LeMay

Title:
Grants Management Coordinator

Email:
grants@stoptheviolence.org

Phone:
808-534-0040



Authorized Signature

Monique R. Ibarra, Chief Executive Officer

Name and Title

January 16, 2025

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: 01/14/2025

Status: Compliant

Hawaii Tax#: 20444828-01
New Hawaii Tax#: GE-1010845696-01
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 REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Domestic Violence Action Center

(Typed Name of Individual or Organization)



(Signature)

01-16-2025

(Date)

Monique R. Ibarra, MSW

(Typed Name)

CEO

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2024.

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](#).

SECTION 42F-102: PUBLIC PURPOSE

(1) The name of the requesting organization or individual

Domestic Violence Action Center

(2) The public purpose for the grant

DVAC's HELPLINE serves public purposes through immediate crisis intervention for domestic violence survivors, reducing strain on emergency services, protecting children, and preventing escalation of violence. Early intervention creates safer communities while reducing public costs associated with domestic violence response.

(3) The services to be supported by the grant

This grant will support two full-time positions for **Domestic Violence Action Center's HELPLINE**. HELPLINE serves as the primary access point to DVAC's comprehensive legal and advocacy services. Helpline staff answer calls from victims of domestic violence and their friends, family or other members of the community. They provide trauma-informed crisis support, safety planning, risk assessment, referrals and critical procedural information about obtaining temporary restraining orders, child support, and navigating the justice system, along with answering other questions related to safety, personal choices and individual legal rights to live free from violence. HELPLINE operates during business hours with 24/7 text and chat capabilities, ensuring survivors can safely reach out for support through their preferred communication method.

(4) The target group

Through HELPLINE, DVAC serves survivors of domestic violence and their children across the entire state of Hawaii. The majority of DVAC clients are mothers between the ages of 22-40, with annual incomes below \$31,000. DVAC's client demographic data from FY 2023-24 reflects organizational reach across diverse communities: 25% Native Hawaiian, 35% AAPI, 13% Filipino, 7% Japanese, 7% COFA & Pacific Islander, 4% Korean, 4% Other Asian, 19% Caucasian, 6% African-American, and 4% Hispanic.

(5) The cost of the grant and the budget

DVAC's total organizational budget is \$4,979,631. The total budget requested from the State Grant in Aid to support HELPLINE is \$157,207.

II. Background and Summary

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

The Domestic Violence Action Center (DVAC) began in 1990 as a two-person helpline staffed by two part-time volunteers but has grown to nearly 50 staff who serve survivors of family violence through a comprehensive array of client-centered services that include 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.

In FY 2024, DVAC served an estimated 11,481 individuals through its combined services, including Helpline, court outreach, direct legal and advocacy services, youth services, and its supportive housing program.

Internal agency statistics collected from 2000 to 2024 show that Domestic Violence Action Center staff:

- Connected with 341,316 callers
- Closed 6,195 legal cases
- Closed 9,538 advocacy cases
- Made 11,225 court appearances
- Conducted 103,289 risk assessments
- Completed 113,746 safety plans
- Accompanied clients to agencies, appointments, or court 98,484 times
- Spent 45,079 hours on document preparation and court proceedings

Year after year, DVAC clients give high marks to agency staff for taking them seriously, sharing helpful information, and helping them increase their safety.

DVAC is also deeply involved in advocacy at the community level, investing in community organizing and outreach, professional training, media commentary, public awareness campaigns, and technical assistance initiatives, as well as participating 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;

The goal of this proposal is to provide immediate, trauma-informed crisis support for survivors of domestic violence on O'ahu.

DVAC respectfully requests funding in support of two full-time Helpline positions: One Helpline Coordinator and one Helpline Specialist. As the primary access point to DVAC's core legal and advocacy services, the Helpline is critical to ensuring that survivors' needs for safety, stability, and support are met.

The objectives of this project are as follows:

1. Provide 1200 Helpline callers with trauma-informed support, referrals, family violence education, legal information, and safety planning.
2. Improve standardized call documentation and ensure quality assurance protocols achieve a 95% compliance rate for all Helpline calls.
3. Provide administrative support and quarterly training to DVAC advocates, attorneys, and other staff who serve rotating shifts on DVAC's Helpline.

3. The public purpose and need to be served;

Family violence presents a life-threatening public health issue that destroys families, contributes to homelessness and substance abuse, and creates a cost burden on law enforcement, courts, social service agencies and nonprofit organizations in the state.

From data collected in 2024 by the National Network to End Domestic Violence, we know that on a single day in Hawai'i, over 500 adults and children seek support to escape domestic violence. 35% of women in Hawai'i (approximately 250,000) have experienced physical violence, sexual violence, and/or stalking perpetrated by an intimate partner, and 43.5% have experienced psychological aggression by an intimate partner (National Coalition Against Domestic Violence, 2020). Around 20% of children in the US (around 65,000 children in Hawaii) are affected by DV every year (DVChildWelfare.org, 2018).

Homicide is a leading cause of death for women under 40, with nearly half of all victims killed by a current or former male intimate partner. Survivors face heightened risks of poor health, substance abuse, and chronic mental illness, including depression, PTSD and suicidal ideation. Children who live with domestic violence in their homes are at higher risk for a slew of physical and mental health issues, both short-term and well into adulthood, and are more likely to be abused or abusers themselves.

For decades, studies have shown how early childhood adversity, such as witnessing violence between parents, can lead to impacts such as depression, Post-Traumatic Stress Disorder, unsafe sex practices, alcohol and drug abuse, chronic disease, poor maternal health, and other physical and mental health issues (Centers for Disease Control, 2020). Boys who witness IPV against their mother are ten times more likely to abuse their female partner, while girls who witness IPV between their parents are more than six times more likely to be sexually abused themselves (Office on Women's Health, 2019).

Survivors of family violence on O‘ahu contend with a myriad of barriers that block their access to safety and healing. DVAC’s internal data show a wide range of needs experienced by survivors and their children, including financial assistance (67%), housing (57%), childcare (51%), legal assistance (43%), employment (39%), and medical care (19%). Hawaii’s 2024 Point-in-Time Count of individuals experiencing homelessness found that 12% reported surviving domestic violence, a percentage that’s been steadily increasing since 2018 (Partners in Care, 2024).

4. Describe the target population to be served; and

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 22-45, with incomes below \$31,000. Survivors from historically marginalized communities, such as COFA and Pacific Islander communities, are especially vulnerable. The National Coalition Against Domestic Violence shares that Pacific Islander communities, of which Oahu has a large population, experience domestic violence at much higher rates than the general population. Native Hawaiian, COFA, and Pacific Islander women are at the intersection of different forms of oppression where abuse occurs in the invisible context of individual and societal bias.

While the range of clients that DVAC serves is from populations throughout the Pacific, a disproportionately dominant segment is Native Hawaiian survivors and their children. DVAC’s internal advocacy statistics show that from July 2023 through June 2024, 25% of long-term client cases were Native Hawaiian, 0.8% Alaska Native or Native American, 35% AAPI, 13% Filipino, 7% Japanese, 7% COFA & P.I., 4% Korean 4% Other Asians (Chinese, Vietnamese, Thai, Okinawan, Mongolian), 19% Caucasians, 6% African-Americans, 4% Hispanic, and 1% Mixed. At least 30% of clients identify as immigrants.

DVAC programs and systemic advocacy work seek to address the specific needs of all survivors, with special attention to those historically marginalized and overlooked, including Native Hawaiian women, COFA and immigrant women, LGBTQ+ individuals, and survivors experiencing homelessness.

5. Describe the geographic coverage.

DVAC’s Helpline, text and chat are available statewide. Technical assistance, professional training, and DVAC’s Teen Alert Program are also available statewide. DVAC’s direct services, including legal representation and long-term advocacy, are available to survivors on the island of O‘ahu. DVAC’s primary office is in Honolulu and staff are based in Honolulu and at Family Court in Kapolei, on O‘ahu.

III. Service Summary and Outcomes

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

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 a HELPLINE Coordinator and a HELPLINE Specialist, along with agency attorneys, paralegals, and advocates who provide rotating supplemental support. HELPLINE calls can last up to several minutes, depending on the level of assistance the caller needs.

Upon answering a call to HELPLINE, staff use DVAC's risk assessment tool and provide appropriate safety planning, referrals to DVAC programs or community services, and information that help survivors and their families before, during, and after a crisis. Staff record information about every call in the agency database and complete a caller sheet, which is reviewed by the HELPLINE Coordinator 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, Japanese, Spanish, Visayan, Marshallese, French, and English speakers. DVAC has a Language Access Policy in place that guides staff response and services for LEP clients

The HELPLINE Coordinator and HELPLINE Specialist funded by this proposal will answer 1200 calls annually.

Tasks and Responsibilities

The **HELPLINE Coordinator** will:

- Provide assessment, trauma-informed crisis support, essential information and referrals for HELPLINE callers
- Administer risk assessments and safety planning as necessary for callers
- Maintain accurate and comprehensive client information in the agency database
- Maintain updated community resources and referral information
- Create and oversee the HELPLINE staffing schedule
- Screen referrals for direct legal and advocacy services
- Provide leadership, training and mentoring to all staff serving HELPLINE
- Conduct quality control to ensure accurate data collection and ensure compliance with DVAC policies
- Generate regular reports on HELPLINE metrics and outcomes

The **HELPLINE Specialist** will:

- Provide assessment, trauma-informed crisis support, essential information and referrals for HELPLINE callers
- Administer risk assessments and safety planning as necessary for callers

- Maintain accurate and comprehensive client information in the agency database
- Assist the HELPLINE Coordinator to maintain updated community resources and referral information
- Provide administrative support to the HELPLINE Coordinator and other staff serving HELPLINE, at the direction of the HELPLINE Coordinator

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.

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

Activity/Outcome	Timeline
Recruit and onboard HELPLINE Coordinator	July-Sep 2025
Recruit and onboard HELPLINE Specialist	July-Sep 2025
Provide HELPLINE callers with trauma-informed crisis support, referrals, family-violence education, and safety planning	Continuous, upon completion of onboarding
Conduct HELPLINE training and mentoring	Quarterly (minimum) or as needed for staff who need additional support
Conduct Quality Control audits on HELPLINE caller database records	Weekly, upon completion of onboarding
Generate reports on HELPLINE metrics and outcomes	Monthly, upon completion of onboarding
Provide administrative support to HELPLINE Coordinator and other staff serving HELPLINE	Continuous, upon completion of onboarding

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 VP of Legal Services will track the QMR and supervise both the HELPLINE Coordinator and HELPLINE Specialist.

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 VP of Legal Services will meet with the HELPLINE Coordinator and HELPLINE Specialist as needed to conduct quarterly reviews of case files.

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.**

Program Activity	Reported Output	Tracking Method
HELPLINE contact support through calls, texts, and web chat	Target: 1200 contacts (calls answered or text response to text messages or web chats)	Agency database records
Risk assessments completed	Target: 400 risk assessments	Agency database records
Safety plans created	Target: 500 safety plans	Agency database records
Referrals to DVAC legal or advocacy services	Target: 200 referrals	Agency database records
Quality Assurance: HELPLINE Record Reviews Conducted	Target: 50 record reviews	Monthly HELPLINE reports
HELPLINE training sessions conducted	Target: 6 staff training sessions	Agency training records

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:** See attachment
 - b. **Personnel salaries and wages:** See attachment
 - c. **Equipment and motor vehicles:** Not applicable
 - d. **Capital project details:** Not applicable
 - e. **Government contracts, grants, and grants in aid:** See attachment
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$39,302.75	\$39,302.75	\$39,302.75	\$39,302.75	\$157,207

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.**

Domestic Violence Action Center (DVAC) continually seeks and applies for funding opportunities that align with the programs and services it provides. For FY 2026, DVAC is seeking or has received commitments for funding from Federal, State of Hawaii, and City and County of Honolulu governments, foundations, individual and corporate donors and other sources:

Federal Funding (either as a direct recipient or as a subrecipient through other agencies listed below)

- Asian Pacific Institute on Gender-Based Violence
- Office of Violence Against Women, Department of Justice
- Office of Victims of a Crime, Department of Justice
- Office of the Administration for Children & Families, Department of Health and Human Services
- Office of the Secretary, Department of Health and Human Services
- Department of Housing and Urban Development

State Funding

- The Judiciary
- Department of the Attorney General
- Department of Human Services
- The Hawaii State Legislature
- Office of Community Services, Department of Labor and Industrial Relations

City and County of Honolulu

- Department of Community Services

Foundation Grants

- American Association of University Women
- Alexander & Baldwin Foundation
- Aloha United Way
- First Hawaiian Bank Foundation
- Hawai'i Women's Legal Foundation
- Hawai'i Justice Foundation
- Hawai'i State Bar Foundation
- Healy Foundation
- Irwin Foundation
- Norris Foundation
- Pettus Foundation
- The Tony Robbins Foundation
- TJX Foundation

Other Donors

- Consulate of Japan
- Chamber of Commerce Hawai'i

In addition to these sources, DVAC also raises funds through its annual charity golf tournament and through revenue generated by similar fundraising activity. DVAC will also pursue other grants and funding sources as mission-aligned opportunities arise.

- 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 applied for or received any state or federal tax credits in the last three years.

- 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 2026 for program funding.**

The HELPLINE program and positions proposed here are new, and currently no funding is secured for this program.

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

As of December 31, 2024, the balance of DVAC's unrestricted current assets is \$1,394,324.10. DVAC's total net assets are \$6,802,946.86.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

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	119,917			
2. Payroll Taxes & Assessments	15,289			
3. Fringe Benefits	22,001			
TOTAL PERSONNEL COST	157,207			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	157,207			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	157,207	Monica Paet	808-534-0040	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/16/2025	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	157,207	Monique R. Ibarra, Chief Executive Officer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Domestic Violence Action Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
HELPLINE Coordinator	1	\$56,000.00	100.00%	\$ 56,000.00
HELPLINE Specialist	1	\$46,000.00	100.00%	\$ 46,000.00
Operations Manager	1	\$57,845.00	7.00%	\$ 4,049.15
Human Resources Manager	1	\$77,094.41	7.00%	\$ 5,396.61
Finance Manager	1	\$78,785.69	7.00%	\$ 5,515.00
Accounting Clerk	1	\$42,232.00	7.00%	\$ 2,956.24
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				119,917.00
JUSTIFICATION/COMMENTS: Salaries are based on today's current employment market rates in order to stay competitive.				

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID
(Period 7/1/2023 to 6/30/2026)**

Applicant: Domestic Violence Action Center

Contracts Total: 10,342,766

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Provide advocacy and legal services for survivors who utilize the court system	10/1/22-6/30/25	OVW, Justice for Families	U.S.	\$ 549,996
2	Provide advocacy and legal services for survivors who utilize the court system	10/1/24-9/30/27	OVW, Justice for Families	U.S.	\$ 600,000
3	Provide advocacy and legal services for survivors who utilize the court system	10/1/22-9/30/25	OVW, Legal Assistance for Victims	U.S.	\$ 600,000
	Provide advocacy and legal services for immigrant and Native Hawaiian survivors who utilize the court system	3/15/22-6/30/24	OVC, FY 2022 Invited to Apply — Byrne Discretionary	U.S.	\$ 367,000
4	Provide flexible financial assistance to underserved survivors of domestic violence	10/1/24-9/30/26	OVC, Meeting the Basic Needs of Underserved Crime Victims	U.S.	\$ 200,000
5	Center for Pacific and Asian Communities: 'Ohana Moving Forward	9/30/23-9/29/27	DHHS - Administration for Children & Families	U.S.	\$ 214,285
6	Safe, Strong, Sober	9/30/22-9/29/25	DHHS - Office of the Secretary	U.S.	\$ 729,379
	Center for Pacific and Asian Communities: The Gabay Project	4/1/23-6/30/25	Asian Pacific Institute on Gender-Based Violence (OVW)	US	\$ 250,000
7	Indigent Legal Assistance Fund to provide civil legal services to indigent survivors of IPV.	7/1/22 - 6/30/25	The Judiciary, State of Hawaii	State of Hawaii	\$ 455,218
9	Increase the safety and stability of adult survivors of IPV through Civil Legal Services, long term Advocacy, increase petitioners access to protective order and provide trauma-informed helpline support, referrals and safety planning.	7/1/22 - 6/30/25	The Judiciary, State of Hawaii	State of Hawaii	\$ 3,502,254
12	VAWA Hooikaika Program to provide advocacy services to native hawaiian clients and their children	1/1/25-9/30/25	State of Hawaii, Department of the Attorney General	U.S./State of Haw	\$ 113,192

13	Pulama I Ka 'Ohana (PIKO)	7/1/24 - 6/30/26	State of Hawaii, Department of the Attorney General	U.S./State of Haw	\$ 499,984
14	Legal and Advocacy services for survivors of family violence	7/1/23 - 6/30/25	State of Hawaii, Department of the Attorney General	U.S./State of Haw	\$ 499,992
15	TAP, Client Assistance	7/1/22-6/30-26	State of Hawaii, Department of Human Services	State of Hawaii	\$ 5,274
16	TAP, Youth Conference	7/1/22-6/30-26	State of Hawaii, Department of Human Services	State of Hawaii	\$ 37,473
17	TAP, Teen Dating Violence Prevention & Intervention Services	7/1/22-6/30-26	State of Hawaii, Department of Human Services	State of Hawaii	\$ 289,118
18	Advance - Financial assistance for survivors of family violence and their children	7/1/23-5/31/25	State of Hawaii - Office of Youth Services	State of Hawaii	\$ 75,000
19	Security System	11/1-2024- 10/31/2025	State of Hawaii - Office of Community Services - Dept of Labor and Industrial Relations	State of Hawaii	\$ 50,000
20	Pulama I Ka 'Ohana (PIKO)	4/1/23-3/31-25	State of Hawaii - Office of Community Services	State of Hawaii	\$ 175,000
21	Legal, Advocacy and Helpline services for Survivors	1/01/23 - 12/31/23	City and County, Department of Community Services	City and County o	\$ 200,000
22	Legal, Advocacy and Helpline services for Survivors	1/01/24 - 12/31/24	City and County, Department of Community Services	City and County o	\$ 200,000
23	Pulama I Ka 'Ohana (PIKO)	1/01/25 - 12/31/25	City and County, Department of Community Services	City and County o	\$ 150,000
24	Hale Maluhia / Housing First (Permanent	4/1/2023-3/12/2026	City and County,	U.S. / City and Co	\$ 579,600
25					
26					
27					
28					
29					
30		10			Application for Grants

V. Experience and Capability

1. Necessary Skills and Experience

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. 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 DVAC's services for the most recent three years includes the following:

Funder	Project	Dates
State of Hawai'i, Department of the Attorney General (VOCA)	PIKO	7/1/2024 – 6/30/2026
State of Hawai'i, Department of the Attorney General (VOCA)	Legal and Advocacy Services for Survivors of Family Violence	7/1/2023 – 6/30/2025
State of Hawai'i, Judiciary	Domestic Violence Intervention Services	7/1/2024 – 6/30/2025
Department of Justice, Office on Violence Against Women	Justice for Families	10/1/2022 – 6/30/2028
Department of Justice, Office of Victims of a Crime	Basic Needs (Financial Assistance for Underserved Victims)	10/1/2024 – 9/30/2026
Hawai'i Justice Foundation	Indigent Legal Assistance	7/1/2022 – 6/30/2025
City & County of Honolulu Grant in Aid	Legal and Advocacy Services for Survivors	1/1/2023 – 6/30/2025

2. 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 known to have 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 two full-time positions: one HELPLINE Coordinator and one HELPLINE Specialist.

The proposed staffing pattern and staffing qualifications are as follows:

HELPLINE Coordinator (vacant) – The full-time HELPLINE Coordinator will provide coordination of the HELPLINE program and provide responsive and efficient services for survivor and community callers to the HELPLINE in their attempt to obtain information about domestic violence services, resources, and referrals.

Based on caller's needs, the HELPLINE Coordinator will provide risk assessments, safety plans, referrals to service providers and provide other essential information, procedures for referrals in obtaining temporary restraining orders and applying for child support, reporting child abuse and using the justice system; will document and keep accurate call summary notes on each caller; provide referrals to advocates for longer-term support services; and will preserve client confidentiality and adhere to all DVAC policies regarding client confidentiality.

The HELPLINE Coordinator will train and mentor staff serving HELPLINE, will coordinate the monthly HELPLINE coverage schedule, will conduct periodic audits to entries for accuracy and determine any potential training issues, provide additional training (i.e. risk assessment, safety planning, etc.) to staff to strengthen their knowledge, and will screen all HELPLINE referrals for TRO and divorce/paternity representation before submission to the legal team.

The HELPLINE coordinator will be responsible for quality control to ensure accurate and complete data from calls is input into the agency database and will be responsible for Helpline data reports, tracking call statistics, and creating Quality Management Reports for the program in a timely manner.

The HELPLINE Coordinator 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; knowledge of domestic violence law and existing community resources and system practice; good written and verbal communication skills; and working knowledge of the criminal and civil justice systems.

The HELPLINE Coordinator should be highly organized and able to provide compassionate strength to emotionally distraught callers. The ideal candidate will have experience working directly with domestic violence victims, comprehensive knowledge of the dynamics of intimate partner abuse (IPA), knowledge of feminist philosophy of violence against women, and ability to assess primary aggressor, ability to assess readiness for change, willingness to learn, develop and train on language access issues, and will have familiarity with multi-cultural styles of communication.

HELPLINE Coordinator will keep up to date on current issues by attending four relevant trainings per year.

HELPLINE Specialist (vacant) – Under the supervision of the HELPLINE Coordinator, 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, 8:30 AM to 4:30 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.

The HELPLINE Specialist will keep up to date on current issues by attending four relevant trainings per year.

2. Organization Chart

See attachment.

3. Compensation

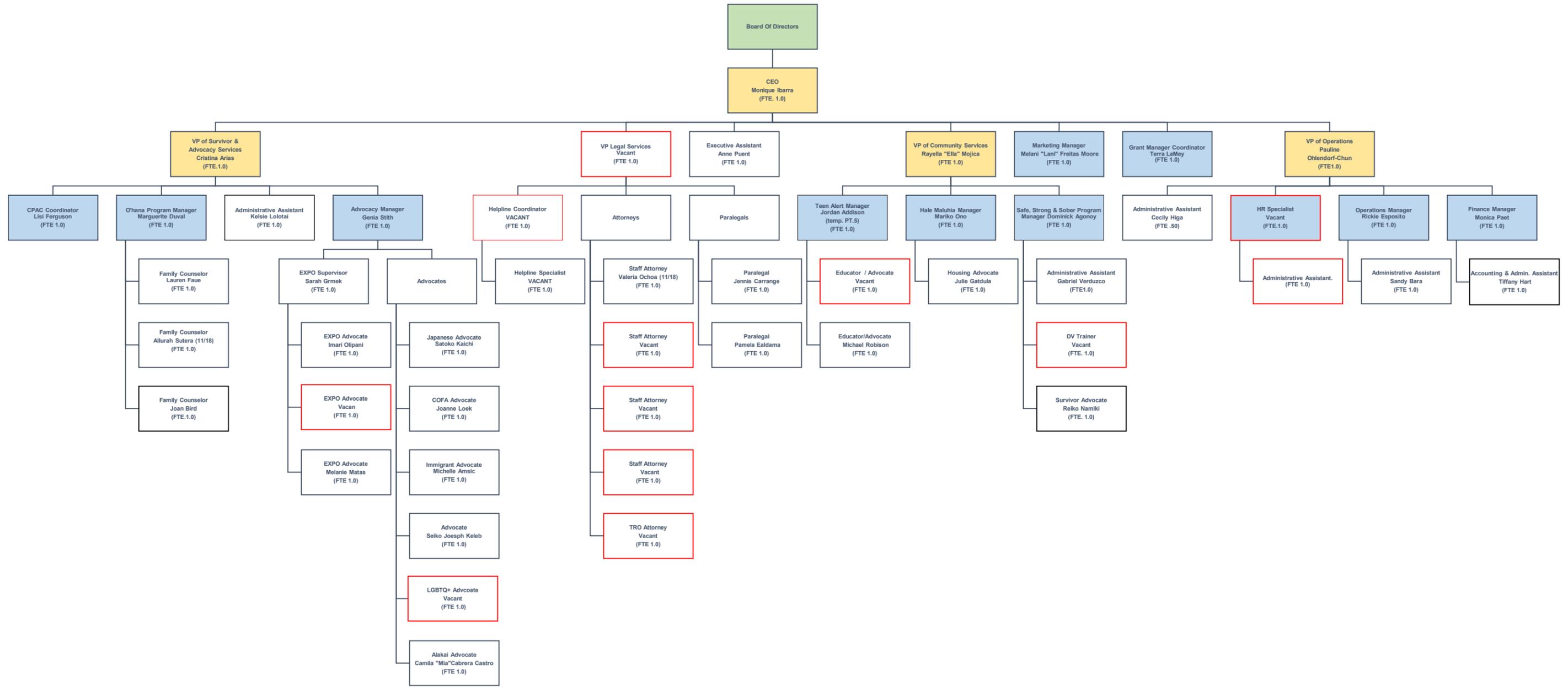
The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Chief Executive Officer - \$140,000

Vice President of Operations - \$102,943

Vice President of Survivor Advocacy Services - \$97,899

Domestic Violence Action Center
2024 Organizational Chart



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.

Domestic Violence Action Center is not a party to any pending litigation and is not subject to any outstanding judgement.

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 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, 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 2025-2026 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 that serve dual roles of fundraising and raising awareness about the issue of domestic violence on O'ahu.