

House District 1, 6 & 7

Senate District 3 & 4

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Big Island Mediation Center, Inc.

Dbas: West Hawaii Mediation Center

Street Address: 65-1291 Kawaihae Road, Ste. 202, Kamuela, HI 96743

Mailing Address: PO Box 7020, Kamuela, HI 96743

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ZAHEVA S. KNOWLES

Title Executive Director

Phone # (808) 885-5525

Fax # (808) 887-0525

E-mail zknowles@whmediation.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

COMMUNITY MEDIATION SERVICES, MARKETING AND OUTREACH, CONFLICT RESOLUTION TRAINING AND EDUCATION.

4. FEDERAL TAX ID #:

5. STATE TAX ID #:

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 100,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 24,465.00  
 FEDERAL \$ N/A  
 COUNTY \$ 7,500.00  
 PRIVATE/OTHER \$ 22,403.00

ZAHEVA S. KNOWLES  
NAME & TITLE

Jan. 20, 2014  
DATE SIGNED



RECEIVED  
1/21/14

## Application for Grants

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

### I. 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;

Founded in 1987, the West Hawaii Mediation Center (WHMC) is a 501(c)(3) nonprofit that has served the conflict resolution needs of the West Hawai'i community for more than 25 years. WHMC's mission is to empower individuals, organizations and communities to deal with conflict by providing mediation, facilitation and education services.

Working in partnership with the County of Hawai'i, the State Judiciary, the Attorney General's Office and the Department of Education, WHMC seeks to provide a safe, neutral environment where families, individuals, young people, business and community organizations can engage in productive discourse that results in lasting agreements. WHMC does this in three primary ways: 1) provide mediation and facilitation services to community members, businesses and organizations; 2) recruit and train volunteers who serve as community mediators in both self-referred and court-ordered mediation sessions; and 3) provide conflict resolution education and mediation training in 13 public and private schools for children in grades K-12 who then serve as peer mediators for their school community. All of WHMC's services are provided at little or no cost to participants.

2. The goals and objectives related to the request;

Through its mediation, education, and training services, WHMC strives to provide the people of West Hawai'i with the resources and skills that are needed to communicate effectively and peacefully resolve conflicts. In FY 2014-2015, WHMC provided mediation services in more than 400 self-referred and court-referred cases, trained 40 new community and family mediators, trained 257 peer mediators in grades K-12 and indirectly engaged 3,780 students in public and private schools throughout West Hawai'i as part of our peer mediation program.

WHMC is seeking funding to continue these essential services and expand our outreach, training and education efforts. To that end, WHMC's goals and objectives with respect to this request are as follows:

- Continue to provide essential mediation, training and education services to the people of West Hawai'i.
  - Objective: Sustain WHMC's ability to provide a safe, neutral environment where families, individuals, business and community organizations can engage in productive discourse that results in lasting agreements; further WHMC's efforts to engage school-aged youth in conflict resolution and mediation training through our school-based peer mediation program.
- Raise awareness about WHMC's services and the importance of mediation as an alternative to litigation.
  - Objective: Promote and facilitate WHMC's alternative dispute resolution services throughout the community using a multi-dimensional communications strategy that employs traditional outreach and marketing as well as new (social) media techniques.
- Expand opportunities for conflict resolution training for individuals, businesses, and organizations.
  - Objective: Increase frequency of basic mediation and other specialized trainings and workshops related to conflict resolution for individuals and families; develop specialized trainings in the areas of meeting facilitation and strategic planning for businesses and organizations, which are provided on a fee-for-service basis.
- Increase opportunities for youth to develop conflict resolution skills through peer mediation and expand opportunities for school-based conflict resolution through efforts such as restorative justice.
  - Objective: Improve self-esteem, build communication and problem solving skills, and reduce school-based disciplinary incidents by expanding our peer mediation program to include more schools and developing a restorative justice pilot program as an alternative to traditional school discipline methods.

3. The public purpose and need to be served;

WHMC's purpose is to help the people of West Hawai'i find peaceful, participatory solutions to the inevitable conflicts that arise in any community. We mediate many types of conflicts: neighbor/neighbor; divorce; landlord/tenant; consumer/merchant; foreclosure; community issues; small and regular claims; condominium cooperatives; homeowners associations; civil rights; and issues related to education and school discipline in school settings. We also provide facilitation services whereby a trained neutral facilitator assists a group with designing and conducting a meeting—or series of meetings—to realize the desired outcomes and objectives of the group.

Through our mediation programs, WHMC provides an alternative to the costly and often detrimental effects of litigation by providing resolutions that are faster, less expensive, more creative, and better tailored to all parties' underlying interests. Working in partnership with the

State Judiciary and the State Attorney General, WHMC's court-referred mediation program helps to reduce congested caseloads and expedites the resolution of individual cases that might otherwise languish in costly litigation.

The need for mediation and alternative dispute resolution in West Hawai'i is particularly acute given the challenging economic and social conditions faced by Hawai'i Island residents—challenges that impede equal access to the legal system. By providing our constituents with free or low-cost mediation services and conflict resolution training, WHMC creates opportunities for lasting, holistic solutions that address the underlying causal issues. Our client's high success rate—more than a third of our clients successfully resolved their disputes—helps to empower them to move ahead with their lives and, in turn, creates healthier communities.

4. Describe the target population to be served; and

Hawai'i Island has approximately 195,000 residents. There are two mediation centers on the Island: WHMC in Kamuela and Ku'ikahi Mediation Center in Hilo. WHMC's target population consists of the approximately 90,000 residents in our West Hawai'i service area, which extends from O'okala on the Hamakua Coast to Ka'u on the South Kona Coast and covers more than 150 road miles. Like most Hawaiian island communities, Hawai'i County is primarily a blend of seven diverse ethnic cultures: Hawaiian and Pacific Islander, Japanese, Filipino, Puerto Rican, Chinese, Portuguese, and Caucasian.

WHMC's service area includes some of the most economically challenged and under-resourced communities in Hawai'i. The median income in Hawai'i County for the years 2009 - 2013 was \$51,250 compared to \$67,402 for the entire State. Hawai'i County continues to have the highest child poverty rate in the state (30% in 2011) and over 17% of residents access food stamps. In 2012, Hawai'i County reported the highest foreclosure rate in the state. As economic and social conditions frustrate access to traditional legal services, mediation provides a critical venue for dispute resolution and community building.

5. Describe the geographic coverage.

WHMC's service area extends from O'okala on the Hamakua Coast to Ka'u on the South Kona Coast. This service area includes urban and rural communities, as well as the Kona-Kohala Coast, which consists primarily of luxury homes, hotels and condominiums. WHMC provides mediation and training services at our Kamuela office, at the Kona and Kamuela Circuit Courts, the Kona Family Court, in 13 public and private schools from Honokaa to Kealakehe, and at other venues throughout West Hawai'i.

## II. 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;

The scope of WHMC's work is to provide high-quality, effective, mediation, training and education services to West Hawai'i residents. Through our activities, WHMC strives to afford our community with the necessary skills and resources to communicate effectively and resolve conflicts in their daily lives. WHMC offers a wide variety of mediation services: neighbor/neighbor; family; landlord/tenant; consumer/merchant; employment; small and regular claims; condominium cooperatives; homeowners associations; community relations; civil rights; and youth peer mediation in the school setting. Mediation clients have a high success rate in creating lasting solutions to their immediate issues; they also leave mediation having been exposed to essential life skills that can be applied to the resolution of their future conflicts. Last year WHMC conducted approximately 500 mediations. WHMC's primary task is to continue to offer our essential services to the community and to expand our reach to better meet the needs of our constituents.

WHMC is seeking funding from the State of Hawai'i to insure the continued success of our efforts to promote and provide essential conflict resolution and education services to our community for FY 2017. Funding would support WHMC's on-going efforts to provide free and low-cost mediation services to our constituents—including self-referred, court-referred, and foreclosure mediations—and would assist us as we seek to: 1) continue to provide essential mediation training and education services to West Hawai'i residents; 2) raise awareness about WHMC's services and the importance of mediation as an alternative to litigation; 3) expand opportunities for mediation and other specialized training in the community, thereby increasing our pool of volunteer mediators; and 4) increase opportunities for youth to develop conflict resolution skills by expanding our school-based peer mediation program and developing a restorative justice pilot program in the schools.

A. Provide mediation training and conflict resolution services to West Hawai'i residents.

Task: Continue to provide high-quality mediation and conflict resolution services to the West Hawai'i community for little or no cost to participants and grow these services by increasing public (court-based) and private (community, individual, family and/or business) referrals.

Responsibility: WHMC Executive Director, Case Manager, other staff as necessary, are responsible for promotion, outreach, training, support and coordination of all mediation trainings, services and events. WHMC's volunteer mediators facilitate and conduct mediations in various locations throughout our service area and assist with data compilation and reporting. Working in conjunction with our public and private partners, WHMC plans to build upon our current mediation and conflict resolution training and services to provide our community with the additional resources and skills necessary to promote the peaceful resolution of conflicts.

B. Promote WHMC's mediation services as an alternative to the costly and often detrimental effects of litigation.

Task: Develop comprehensive marketing and outreach program designed to raise community awareness about WHMC's services and the importance of mediation as a viable and affordable alternative to litigation.

Responsibility: Utilizing a multi-dimensional communications approach that includes traditional marketing and outreach, as well as new (social) media platforms, WHMC's Executive Director and staff will expand efforts to promote its mediation services as a means for community members—of all ages—to create lasting solutions to immediate issues and develop essential life skills that can be applied to resolve future conflicts.

C. Increase frequency and availability of community trainings and grow our volunteer mediator pool.

Task: Expand opportunities for conflict resolution training in the community to include more basic mediation trainings, more specialized trainings, and more community information sessions, thereby increasing our pool of volunteer mediators and developing our business services component to promote our meeting facilitation and strategic planning.

Responsibility: WHMC Executive Director, staff, volunteers and our qualified mediation and facilitation trainers will work together to increase the frequency and availability of basic mediation trainings, specialized domestic mediation and other trainings. WHMC will also develop, coordinate, and implement specialized trainings in the areas of meeting facilitation and strategic planning as part of our plan to grow our business services component.

D. Expand school-based conflict resolution opportunities for West Hawai'i youth in partnership with the Department of Education and area private schools.

Task: Increase opportunities for youth to develop conflict resolution skills through the expansion of our school-based peer mediation program and the development of a restorative justice pilot program.

Responsibility: WHMC Executive Director, Youth Program Coordinator, and other WHMC staff as necessary. WHMC's Executive Director and Youth Program Coordinator will continue to develop our school-based peer mediation programs and will work with our partners in the Department of Education to develop a restorative justice pilot program to incorporate conflict resolution principles into school-based discipline programs.

Positive changes WHMC is trying to achieve:

- Offer an alternative to people who don't understand, are intimidated by, or can't afford the legal system;

- Reduce future conflict by providing a safe, non-biased setting for communication between community members;
- Respond to the growing number of families requesting mediation of cases involving custody, parenting plans, and divorce services;
- Improve outcomes for children of divorcing or separating couples by providing a safe, neutral environment where families work to create parenting plans that focus on meeting the needs of the children;
- Help community members deal with the spillover effects of family conflicts rooted in financial, employment and foreclosure issues;
- Reduce the frequency of disciplinary referrals and violence at 13 schools receiving our peer mediation and conflict resolution education programs; and
- Assist financially distressed homeowners facing foreclosure to mediate new mortgage terms or, if that fails, structuring an orderly process for them to leave their homes.

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

The following table highlights our anticipated timeline of activities:

<i>Tasks and Activities/July 2016-July 2017</i>	<i>J</i>	<i>A</i>	<i>S</i>	<i>O</i>	<i>N</i>	<i>D</i>	<i>J</i>	<i>F</i>	<i>M</i>	<i>A</i>	<i>M</i>	<i>J</i>	<i>J</i>
<b>Mediation and Conflict Resolution Services</b>	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Marketing and Outreach</b>	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Community Trainings</b>			X	X	X	X	X	X	X	X	X	X	X
<b>Peer Mediation and Development of Restorative Justice Pilot</b>	X	X	X	X	X	X	X	X	X	X	X	X	X

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

WHMC will use a number of techniques to monitor, evaluate and improve its services and programs including the compilation of quarterly and annual reports documenting statistical data about each mediation case, the age, ethnicity, and income level of the parties, referral method, resolution status, and hours of mediation, conducting client surveys to evaluate and improve our services, performing pre- and post-peer mediation surveys as part of our youth mediation program, and other methods as appropriate. See table below (No. 4).

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 activities described above will take 2-3 years for full implementation. Progress and effectiveness for Year 1 will be measured in the following ways:

<i>KEY OUTPUTS AND OUTCOMES</i>	<i>EVALUATION METHOD(S)</i>	<i>DATA COLLECTED</i>
Continue to provide high-quality mediation and conflict resolution services to the West Hawai'i community for little or no cost to participants; Increase public and private mediation referrals to the Center by 25% (100 new referrals).	Track and evaluate statistical data for participants and conduct client satisfaction surveys; track new referrals; conduct follow-up surveys of new referrals.	# of clients served; client demographics (including age, ethnicity, and income level of the parties); description of dispute, location, referral source and participants in mediation; outcome of mediation; number of sessions; length of session(s); mediator statistics; volunteer hours; client satisfaction surveys; all agreements and confidentiality forms; # of new referrals; % increase as compared to previous year.
Raise community awareness about WHMC's services and mediation as a viable and affordable alternative to litigation by adding 500 new constituents.	Track # of self-referred and court-referred cases; track # of participants in training, community outreach sessions and other events; track website traffic (# of clicks); track responses to our online publications and advertisements (newsletter, email blasts, etc.); track # of brochures, posters, and other traditional media distributed; track # of constituents added to mailing/email lists.	# of clients who choose mediation over litigation, % of increase in mediation clients quarter over quarter, # of referrals from private attorneys, # of referrals from Circuit, District and Family Courts, % of increase in referrals quarter over quarter; # of visitors to website; # of brochures and other media distributed; # of constituents participating/attending trainings and events.
Expand opportunities for conflict resolution training in the community by increasing number of basic mediation trainings from 1 to 2 per year, conduct 6, specialized/advanced trainings per year, and conduct 6 brown bag lunches or other information sessions with judges, attorneys, or other conflict resolution/mediation professionals.	Track participation and collect survey information from participants; track # of trainings and events; collect demographic information on participants;	# of trainings, both basic and specialized offered in calendar year as compared to previous year, # of participants in each training session, # of volunteer mediators and/or other stakeholders generated out of each training; # of businesses and/or organizations using our fee-for-service mediation and facilitation program.
Increase opportunities for youth through our school-based peer mediation program and develop restorative justice pilot program.	Track participation and analyze effectiveness; survey students, school counselors and administrators regarding overall program effectiveness, strategies for improvement, and desired targets/outcomes.	# of schools participating in peer mediation program, # of participants in each peer mediation program, # of peer mediators generated from each training, # of youth and others opting into restorative justice program, # of youth diverted from traditional disciplinary programs as a result of participation in restorative justice pilot program, % decrease in school discipline statistics.

### III. Financial

#### Budget

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



See attached budget forms. The cost to the State of this request is \$100,000.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

The Cades Foundation  
County of Hawai'i  
Family Foundations (Atherton, Cooke, Weinberg, etc.)  
Friends of Hawaii Charities  
Hawaii Community Foundation FLEX Grant  
Hawaii Justice Foundation--IOLTA  
Matson Foundation  
National Football Association  
The State Attorney General's Office  
The State Department of Education  
The State Judiciary  
The United Way  
Private donations  
Other

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.

Not applicable. West Hawaii Mediation Center is a non-profit 501(c)(3) organization.

5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

The State Judiciary  
The State Attorney General's Office  
The State Department of Education  
Hawaii Justice Foundation-IOLTA  
County of Hawai'i

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

\$233,091.00

#### **IV. Experience and Capability**

##### **A. 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.

The WHMC was founded in 1987 and has provided high-quality affordable mediation, education and conflict resolution training for more than 25 years to West Hawai'i residents, with an annual budget ranging between \$250,000 and \$400,000.

In 2011, WHMC began its foreclosure mediation program in response to the record number of foreclosures sweeping the nation and the state. To date, WHMC has assisted 407 homeowners to negotiate agreements to help keep them in their homes or facilitate non-retention options such as short sales. Unfortunately, the monies that currently fund our foreclosure program, which were distributed by the State Attorney General as part of a global settlement between the federal government and the banks, will not be available after September 2016. WHMC believes this project is vital to our community and we will work to find new funding to support these services.

In 2012, WHMC commenced its peer mediation pilot program in the public schools. Since then, WHMC's peer mediation program has grown to include 13 public and private elementary, middle and high schools throughout West Hawai'i. In 2014-2015, our peer mediation program trained 257 peer mediators and indirectly touched more than 3,780 students. With the success of our peer mediation program, WHMC now seeks to expand its school-based conflict resolution program to include a restorative justice component designed to help students, teachers and administrators create successful alternatives to traditional school discipline procedures.

This request for funding will allow us to build upon our existing programs and services in order to reach more constituents, train additional volunteers, expand our peer mediation program, and increase opportunities for community members and organizations to understand and utilize our conflict resolution and mediation services.

Mediation Services: WHMC has provided self-referred and court referred mediation services to the people of West Hawai'i for more than 25 years. Working in partnership with the County of Hawai'i, the State Judiciary, and the State Attorney General's Office, WHMC provides a safe, neutral environment where families, individuals, business and community organizations can engage in productive discourse that results in lasting agreements. Public and private funding has supported our mediation services.

Mediation & Conflict Resolution Training and Outreach: WHMC offers basic mediation trainings and specialized conflict resolution trainings to the community regularly throughout the year. As part of our training efforts WHMC offers a basic mediation training once a year, with a second training offered by our sister organization Ku'ikahi Mediation Center in Hilo. WHMC also offers specialized domestic mediation training to community members interested in understanding and mediating family conflicts. We also provide community trainings and services such as meeting facilitation and strategic planning for local businesses and community organizations, and specialized trainings in effective communication techniques, problem solving, domestic and family mediation, anger management and other areas. Most recently, WHMC has expanded our training and outreach activities to include brown bag lunches with members of the judiciary and attorneys.

School-based Peer Mediation: WHMC, with the support of our partners in the Department of Education and the private school sector, conducts peer mediation programs in 13 elementary, middle and high schools throughout West Hawai'i. Through this innovative program, WHMC empowers students to work with their peers to solve problems. Students trained as part of our peer mediation program learn critical problem solving and communication skills that help them both at home and beyond as they enter college and the workplace. Based on the success of our peer mediation program, WHMC is looking to develop a complimentary restorative justice component where students, staff and administrators can work together to develop meaningful mediation-based alternatives to traditional school discipline.

## **B. 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.

WHMC has a small suite of offices located in Kamuela, Hawaii. The offices were renovated in 2015 in order to create a more professional and work-friendly environment. In addition to our staff offices, we have a small conference room downstairs in the same office building that is used for mediations, board meetings, and other WHMC meetings or events. The

offices are wheel chair accessible and, while not large, are appropriate for our current staffing needs. Because WHMC serves all of West Hawai'i, we also use a small room in the law library at the Kona District Court for court-referred mediations, rent a small office in downtown Kona as needed for self-referred mediations on the west side, and use a conference room at the County building in Kona when necessary for trainings or mediations.

## **V. Personnel: Project Organization and Staffing**

### **A. 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.

WHMC currently provides mediation, conflict resolution and education services to the people of West Hawai'i in three primary ways: 1) provide mediation and facilitation services to community members, businesses and organizations; 2) recruit and train volunteers who serve as community mediators in both self-referred and court-ordered mediation sessions; and 3) provide conflict resolution education and mediation training in 13 public and private schools for children in grades K-12 through our peer mediation program. All of WHMC's services are provided at little or no cost to our constituents.

The expansion of our outreach, training and education programs in 2016-2017 will require our current staff to take on additional functions and will necessitate the hiring of additional trainers, facilitators and other professionals experienced in conflict resolution education to help staff our expanded training program. As part of our marketing and outreach efforts we anticipate using the services of a contract web designer to assist us in maximizing the effectiveness of our website and improve our online presence. This web design contractor will also train Ms. Tumasone on our staff in website marketing and maintenance. The WHMC Board, Executive Director and staff will work together to ensure that we have the strongest possible team in place for the successful implementation of the proposed activities.

#### *Zaheva S. Knowles, Esq., Executive Director*

As Executive Director of the West Hawaii Mediation Center, Zaheva is responsible for supervising all staff and ensuring the Center's overall success in partnership with the Board of Directors. Prior to joining West Hawaii Mediation Center, Zaheva worked as a litigation associate in Cades Schutte, LLP's Kailua-Kona office with senior partner Roy ("Randy") A. Vitousek III. Before returning to Hawai'i Island—where she was raised—in 2010, Zaheva served as Communications Director at the Time for Change Foundation, a small non-profit serving homeless women and children in Southern California. She previously worked as a staff attorney at the Disability Rights Legal Center at Loyola Law School in Los Angeles for two years, worked for several years as a litigation associate with Paul, Weiss, Rifkind, Wharton & Garrison, LLP, in New York City, and was a law clerk for the Honorable Julian Abele Cook, Jr. in the United

States District Court for the Eastern District of Michigan. Zaheva is a member of the Hawaii State Bar Association and the American Bar Association, and is admitted to practice before all Hawai'i courts and the United States District Court for the District of Hawaii, the United States District Court for the Central District of California, and the United States District Court for the Southern District of New York. Zaheva also serves as a member of the Kahilu Theatre Board of Directors. She lives with her family in Waimea.

*Robyn Skudlarek, Youth Programs Coordinator*

Robyn has lived on Hawai'i Island for almost 20 years. She is a certified teacher with the State Department of Education and holds a Master's degree in Human Development. Robyn has served as a K-8 classroom teacher both in the United States and abroad. She taught in Hawaii Community College's Early Childhood Education department and helped to bring college credit courses into under-served communities on the Big Island. Robyn also has a passion for non-profit work, having worked for Recycle Hawaii and North Kohala Community Resource Center, and - since 2012 - West Hawaii Mediation Center. Robyn coordinates youth programming for the Center and developed the pilot, middle and high school peer mediation program that is currently in thirteen schools in West Hawai'i. Robyn has a passion for education and believes that learning cannot take place when youth are affected by unresolved conflict.

*Gina Tumasone, Foreclosure Program Specialist (FPS)*

Being a young member of the Waimea community, Gina quickly found a home at the West Hawaii Mediation Center (WHMC) in 2014. With a background in the judicial system, the Foreclosure Program seemed like the right fit. As FPS for the Center, Gina's responsibilities include case management of approximately 20 currently open foreclosure cases, mediating all foreclosure cases, daily communication with attorneys, homeowners and the courts. Gina also provides assistance to the Executive Director, performing tasks such as grant reports, Special Projects, marketing and outreach, website design, social media campaigns, trainings and other gatherings.

*Chelsea LaFrance, Case Manager*

After living on Maui for many years, Chelsea returned to her home town of Waimea to provide case management for all general mediation cases for West Hawaii Mediation Center. With established roots in the community, an outgoing personality and an ease for conversation, daily communication with mediators and clients comes naturally for Chelsea. As Case Manager, Chelsea is responsible for conducting telephone intakes for all parties requesting mediation, coordinating mediation dates, assigning mediators and coordination mediation locations, assisting the Executive Director with preparing reports, and coordinating multiple trainings within the year. With a background in Early Childhood Education, Chelsea has also taken on the role of assisting the Peer Mediation Program with training elementary students in mediation.

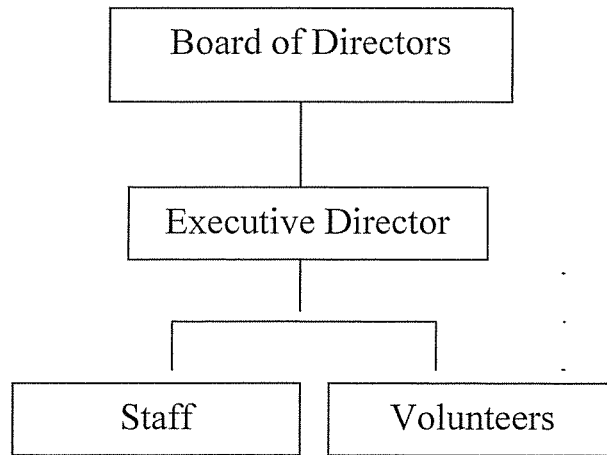
*Jennifer Halley, Part-time Bookkeeper*

Jennifer Halley has worked in various areas related to financial reporting and bookkeeping since 1985. Most notably with Price Club/Costco where she compiled all 15 of their ancillary businesses' financial reports for review by the company president and other top executives. She also worked as an auditor for Costco's warehouse operations and distribution centers where her

attention to detail and problem solving skills allowed her to implement successful loss prevention programs. She has been focusing on bookkeeping since the year 2000 with the last 10 years assisting clients on the Big Island.

**B. 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.



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**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director, \$55,000.00  
Youth Programs Coordinator, \$47,250.00  
Case Manager, \$43,680.00

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Appl

West Hawaii Mediation Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	48,471	0	5,850	156,089
2. Payroll Taxes & Assessments	5,817	0	900	18,731
3. Fringe Benefits	4,692	0	750	13,067
<b>TOTAL PERSONNEL COST</b>	<b>58,980</b>		<b>7,500</b>	<b>187,887</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Community Trainings	9,000	0	0	9,000
2. Lease/Rental of Space	1,500	0	6,500	11,750
3. Marketing, Technology & Outreach	5,000	0	1,000	4,000
4. Mediation Program Expense	10,520	0	10,000	80,000
5. Youth Training Restorative Justice	15,000	0	0	25,000
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>41,020</b>		<b>17,500</b>	<b>129,750</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>		
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>		
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>		
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>		<b>25,000</b>	<b>317,637</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Zaheva S. Knowles		
(b) Total Federal Funds Requested	0	808-885-5525 Phone		
(c) Total County Funds Requested	25,000	Jan. 20, 2016 Date		
(d) Total Private/Other Funds Requested	90,600			
<b>TOTAL BUDGET</b>	<b>215,600</b>	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2016 to June 30, 2017

Applicant: West Hawaii Mediation Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	100%	\$55,000.00	20.00%	\$ 11,000.00
Youth Programs Coordinator	100%	\$47,250.00	30.00%	\$ 14,175.00
Case Manager	100%	\$43,680.00	30.00%	\$ 13,104.00
Foreclosure Program Specialist	100%	\$37,440.00	20.00%	\$ 7,488.00
Bookkeeper	50%	\$27,040.00	10.00%	\$ 2,704.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 48,471.00
JUSTIFICATION/COMMENTS:				



**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: West Hawaii Mediation Center

Contracts Total: 1,077,509

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	IOLTA	3/25/01-4/6/15	HI Justice Foundation	State	77,000
2	Health & Human Services	9/15/03-12/29/15	Judiciary	State	540,990
3	Foreclosure Mediation Pilot Program	10/26/12-10/1/15	Attorney General	State	447,019
4	Peer Mediation	11/30/14-11/18/15	Dept. of Education	State	12,500
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## **VI. Other**

### **A. 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.

Not applicable.

### **B. 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.

Not applicable.

### **C. 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.

Not applicable.

### **D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

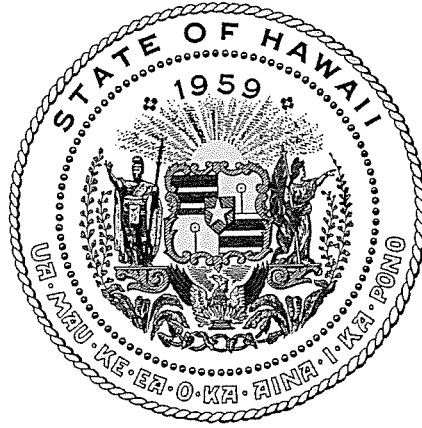
- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

WHMC is a 501(c)(3) non-profit organization whose current funding consists of state, county, and private grants, as well as private donations. In the event that WHMC receives funding from the State's Grant in Aid for Fiscal Year 2016-2017, but does not receive funds thereafter, WHMC will work with our partners in the public and private sectors, to sustain its program operations by seeking other grants and soliciting private donations. WHMC is also looking to generate some limited income from its business services, including meeting facilitation and strategic planning for businesses and organizations.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

See attached.



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BIG ISLAND MEDIATION, INC.

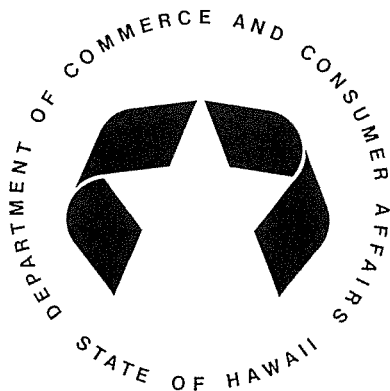
was incorporated under the laws of Hawaii on 06/17/1999 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 19, 2016



Director of Commerce and Consumer Affairs



**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, Hawaii'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, Hawaii'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.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'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.

Pursuant to Section 42F-103, Hawaii'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.

West Hawaii Medical Center  
(Typed Name) \_\_\_\_\_

\_\_\_\_\_  
(Signature) January 20, 2016  
(Date)

Zaheva S. Knowles  
(Typed Name) Executive Director  
(Title)