

House District 1, 6 & 7

Senate District 3 & 4

THE TWENTY-NINTH 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, Inc.

Dbn: West Hawaii Mediation Center

Street Address: 65-1291 Kawaihae Rd, Suite 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:

KUPUNA MEDIATION AND CONFLICT RESOLUTION SUPPORT SERVICES IN HAWAII COUNTY.

4. FEDERAL TAX ID #

5. STATE TAX ID #

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 50,000

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 \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

ZAHEVA S. KNOWLES, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 16, 2017
DATE SIGNED



RECEIVED

1/19/17 na

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 1988, West Hawaii Mediation Center ("WHMC") has served the conflict resolution needs of the West Hawaii community for almost 30 years. Our mission is to empower individuals, organizations and communities to deal with conflict by providing accessible and effective mediation, facilitation and education services. Similarly, Kuikahi Mediation Center ("KMC"), which was founded in 1983, has helped bring about peaceful resolutions to conflicts in the East Hawaii community. WHMC AND KMC (collectively, "the Mediation Centers" or "Centers") are part of the umbrella organization, the Mediation Centers of Hawaii, along with three other mediation centers (Maui, Oahu and Kauai), and work together to coordinate the provision of court referred mediation services and support on behalf of the Hawaii State Judiciary.

Both organizations also have a long history of working together to develop and implement the successful four-year Foreclosure Mediation Pilot Program in collaboration with the Hawaii Department of Attorney General's Office ("AG") and the Third Circuit Courts. Beginning in 2012, in response to the record number of foreclosures sweeping the state, WHMC began its foreclosure mediation pilot program in partnership with KMC, the AG and the Hawaii State Judiciary. To date, the foreclosure mediation pilot program mediated 535 court-referred foreclosure cases in the Hawaii County. Of these 535 cases, 74% reached an agreement through the mediation process with a 97% satisfaction rate among the clients we served. Working together, WHMC, KMC and our State partners helped more than 200 families in Hawaii County avoid foreclosure and stay in their homes. The success in the administration and implementation of the foreclosure mediation pilot program demonstrates that WHMC and KMC have the skills, abilities and knowledge to deliver the proposed program.

Based on our long-standing partnership, as well as our successful collaborations with other state and local agencies and organizations, the leadership and staff at WHMC and KMC have the necessary skills, knowledge, ability and expertise to deliver mediation and conflict resolution counseling and support to Hawaii Island kupuna and their caregivers.

2. The goals and objectives related to the request;

West Hawaii Mediation Center, as the primary applicant, in collaboration with Kuikahi Mediation Center, as a subcontractor, seeks to offer a Kupuna Mediation and Conflict Resolution Services Program to Hawaii Island low-income seniors (60 and older) and the family care-givers who support them.

The proposed program will provide mediation, conflict resolution counseling and support for older adults, their caregivers and their families to address the conflicts that often arise around issues like residence decisions, safety and health concerns, and the division of caregiving responsibilities. These types of conflicts often take an emotional, physical and financial toll on caregivers and diminish the quality of life that our kupuna and their families enjoy.

The program will help seniors, their caregivers and their families successfully deal with these important issues and improve their social and emotional well-being. In addition to providing one on one conflict resolution support, WHMC and KMC will provide training and community outreach opportunities designed to raise awareness about the program and the ways in which mediation and conflict resolution counseling and support can help protect the rights and integrity of older adults and their caregivers and keep their families working toward common goals.

3. The public purpose and need to be served;

Over the next 20 years, nearly a third of Hawaii's population will be over the age of 60. As our population ages, those who care for our seniors or "kupuna" will also face numerous challenges including increased stress, physical and mental health issues and conflict within families who are caring for an older adult.

According to a 2013 Report conducted by the Nonprofit Finance Fund, family and friends provide approximately 85% of all long-term care in Hawaii, amounting to 162 million hours. Approximately 40% of these family caregivers experience a major conflict with siblings over caregiving decisions. This growing segment of our community will require state, county, and community agencies to work together to develop comprehensive programs to help them live healthy, vibrant, independent lives, and support them as they confront some of the challenges of aging and caring for these older adults.

In response to this growing need, West Hawaii Mediation Center, as the primary applicant, in collaboration with Kuikahi Mediation Center, as a subcontractor, seeks to provide solutions to these conflicts and support our kupuna and their family caregivers by offering mediation, conflict resolution counseling and support services to low-income seniors age sixty (60) and older and the family caregivers for these older adults.

The public purpose of the program is to provide effective, high quality, mediation and conflict resolution counseling and support to aging adults and their caregivers in order to help resolve the

arguments that often arise in caregiving situations, which will in turn help reduce stress and improve the overall quality of life for our Hawaii kupuna and those who care for them.

4. Describe the target population to be served; and

Low-income seniors age sixty (60) and older and the family caregivers for these older adults, residing in the County of Hawaii.

5. Describe the geographic coverage.

County of Hawaii, State of Hawaii.

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 proposed program will provide mediation, conflict resolution counseling and support for older adults, their caregivers and their families to address the conflicts that often arise around issues like residence decisions, safety and health concerns, and the division of caregiving responsibilities. These types of conflicts often take an emotional, physical and financial toll on caregivers and diminish the quality of life that our kupuna and their families enjoy.

The program will help seniors, their caregivers and their families successfully deal with these important issues and improve their social and emotional well-being. In addition to providing one on one conflict resolution support, WHMC and KMC will provide training and community outreach opportunities designed to raise awareness about the program and the ways in which mediation and conflict resolution counseling and support can help protect the rights and integrity of older adults and their caregivers and keep their families working toward common goals.

Specifically, the Mediation Centers will provide person-centered conflict resolution support and services along three tracks:

- (1) mediation and conflict resolution services on critical issues affecting older adults, their caregivers and their families, including landlord/tenant disputes, neighbor/neighbor disputes, debt collection, and more;
- (2) conflict resolution counseling and family conferencing for older adults and their caregivers, including support for safe independent living; and

- (3) training and outreach for caregivers of older adults on topics including the caregivers role, communicating needs to family members and service providers and how to communicate more effectively in challenging situations related to aging and caring for our kupuna.

The goal is to develop a sustainable conflict resolution support and services program for kupuna and their caregivers in Hawaii County as part of a larger kupuna care support network made up of public, private, and non-profit organizations, which is designed to serve the diverse needs of our fast-growing senior population.

The tasks and responsibilities for implementation and operation of the program will be undertaken by WHMC and KMC staff. Specifically, WHMC Executive Director, Zaheva S. Knowles, Esq., and KMC Executive Director, Julie Mitchell, have current experience administering mediation and conflict resolution programs and contracts that serve older individuals, among others, in the community and both possess the necessary skills, ability and knowledge to successfully deliver the program. Each of the Centers' Case Managers, working closely with the Part-Time Program Specialists hired as part of the proposed program, will have the training and expertise necessary to deliver the program in both East and West Hawaii and insure that program volunteers and participants receive appropriate training and support.

Service Objectives:

In the first 12 months of the program, WHMC and KMC anticipate providing the following services:

(1) kupuna mediation and conflict resolution services:	200 cases	400 clients
(2) family conflict resolution counseling support and services for older adults and their care-givers	20 cases	60 clients
(3) training and for caregivers of older adults	4 sessions	40 participants
TOTAL:	224	500

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

<i>Tasks and Activities/June 2017-July 2018</i>	<i>J</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>
Kupuna Mediation and Conflict Resolution Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Marketing and Outreach	X	X	X	X	X	X	X	X	X	X	X	X	X
Care-Giver & Community Trainings	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 and KMC have extensive experience with collecting qualitative and quantitative data related to our programs and services. As part of the proposed program, WHMC and KMC will develop and utilize appropriate intake and screening forms, as well as post-mediation, post-counseling and training evaluations, and client satisfaction questionnaires in an effort to ensure program quality, effectiveness and efficiency. The Centers will also conduct an annual client survey.

Working with the State of Hawaii and other program funders, WHMC and KMC will provide on-going monitoring of the program and deliver outcome summaries relative to the three program tracks outlined above. Such data collection will enable us to continually evaluate the effectiveness of the program and, where appropriate, make any necessary changes to help us more effectively serve the older adults and their caregivers who are participating in the program.

Data Collection:

Both of the Mediation Centers have extensive experience with collecting qualitative and quantitative data related to our services. As part of the proposed program the Centers will utilize appropriate intake and screening forms, as well as post-mediation evaluations and client satisfaction questionnaires. Working with the State of Hawaii and other program funders, the Centers will provide on-going monitoring of the program and outcome summaries relative to the various mediation tracks outlined above. This data collection will enable us to continually evaluate the effectiveness of the program and, where appropriate, make any necessary changes to help us more effectively serve the seniors and the family caregivers participating in the program.

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 Mediation Centers believe that the program will have wide-reaching positive impacts—both short and long term.

Short Term Impact: (1) provide essential mediation and conflict resolution support and services to Hawaii County seniors and their family givers; (2) raise awareness about the important role that mediation can play in helping to address issues that seniors face; (3) help program partners understand the issues that seniors and caregivers in our community face and how we can best address them; and (4) support the on-going development of comprehensive “wrap-around” services for Hawaii Island seniors.

Intermediate Term Impact: (1) enable the Mediation Centers and its partners to emphasize and integrate mediation into the existing service framework for older adults and the family caregivers of these adults; (2) enable the Centers to evaluate and track outcomes to help us achieve program sustainability; and (3) based on the evaluative measures, provide the Centers and the State of Hawaii and other program funders with an opportunity to improve the delivery of mediation and other conflict resolution services to the Hawaii Island kupuna community and the community of caregivers who support these kupuna.

Long Term Impact: the program will create a framework for Hawaii Island seniors and their families to have purposeful, directed, confidential conversations in which caregivers and family members are encouraged to express their interests and concerns about the challenges of aging and caring for aging loved ones and, hopefully, develop win-win solutions, which allow us to better protect the rights and integrity of our kupuna, their caregivers and families and help them thrive.

Service Objectives:

In the first 12 months of the program, WHMC and KMC anticipate providing the following services:

(1) kupuna mediation and conflict resolution services:	200 cases	400 clients
(2) family conflict resolution counseling support and services for older adults and their care-givers	20 cases	60 clients
(3) training and for caregivers of older adults	<u>4 sessions</u>	<u>40 participants</u>
TOTAL:	224 cases	500 clients

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.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$50,000.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

Hawaii County Office of Aging

Private Donations

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 and Kuikahi Mediation Center are non-profit 510(c)(3) organizations.

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 Department of the Attorney General
The State Department of Education
Hawaii Justice Foundation- State IOLTA funds grant
County of Hawaii

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

West Hawaii Mediation Center: \$143,428.00

Kuikahi Mediation Center: \$166,303.00

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.

As indicated previously, WHMC and KMC have the necessary skills, abilities, knowledge of, and experience relating to the request.

Both Zaheva Knowles and Julie Mitchell have current experience administering mediation and conflict resolution programs and contracts that serve older individuals. Specifically, as Executive Directors at WHMC and KMC, respectively, they are experienced in administering mediation programs pursuant to their contracts with the Hawaii State Judiciary and the AG's office. Both Centers also have significant experience in administering a variety of grants from

Foundations and organizations including the Hawaii Community Foundation, the State Department of Education and the Hawaii Island United Way.

The case managers at WHMC and KMC also possess the skills necessary to deliver the program and ensure that program volunteers and participants receive the appropriate training and support. Specifically, WHMC's case manager has a degree in education and many years of experience in program implementation in the public schools and KMC's case manager formerly worked as a medical social worker.

Verifiable Experience of Related Contracts and/or Projects:

Since at least 2012, WHMC and KMC have or have had contracts and/or projects with the following agencies/organizations and are actively engaged in numerous collaborations and efforts to coordinate our services with other agencies and resources in our community.

WHMC contracts and/or projects:

- with the State Judiciary and the District and Family Courts to deliver mediation services and training;
- with KMC, the Department of the Attorney General, the Third Circuit Courts and the Legal Aid Society of Hawaii to provide foreclosure mediation support and services (four-year program);
- with the State Department of Education and school administrators to deliver our Peer Mediation Program in 14 schools throughout West Hawaii;
- with the Mediation Centers of Hawaii to deliver high-quality, affordable mediation services to our constituents;
- with the Department of Commerce and Consumer Affairs' Real Estate Branch to provide mediation services and support to various condominium and homeowners' associations throughout our service area;
- with individual judges and conflict resolution experts as part of a Free Brown Bag Lunch education series; and
- as a Partner Agency of the Hawaii Island United Way.

KMC contracts and/or projects:

- with the State Judiciary and the District and Family Courts to deliver mediation services and training;
- with WHMC, the Department of the Attorney General and the Third Circuit Courts to provide foreclosure mediation support and services (four-year program);
- with the State Department of Education and school administrators to deliver our Peer Mediation Program in East Hawaii;
- with the Mediation Centers of Hawaii to deliver high-quality, affordable mediation services to our constituents;

- with the Department of Commerce and Consumer Affairs' Real Estate Branch to provide mediation services and support to various condominium and homeowners' associations throughout our service area;
- with the County of Hawaii Prosecuting Attorney to provide Monthly Free Brown Bag Lunch Series; and
- with the Hawaii County Bar Association to partner in the Annual Conflict Resolution Day and Annual Recognition Dinner; and
- as a Partner Agency of the Hawaii Island United Way.

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 and KMC each have the facilities, equipment and vehicles necessary to provide the proposed services throughout Hawaii Island. Specifically, WHMC has its primary offices and conference room in Kamuela, Hawaii, with available office space in Kailua-Kona, Hawaii and KMC has its primary offices and conference room in Hilo, Hawaii. Both Centers have access to ADA compliant meeting and conferencing facilities in order to provide effective mediation, counseling support services and training to older adults and their caregivers. Both Centers also have the necessary transportation to travel off-site to provide counseling support, services and training.

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.

Proposed Staffing:

WHMC and KMC will utilize their trained case managers, part-time program specialists and volunteer mediators to deliver the program. The case managers, program specialists and mediators will be subject to oversight by the Executive Director at each Center. Each respective case manager has at least 100 hours of training and has been coordinating the delivery of mediation and conflict resolution support and services for more than two years, serving more than 2,000 clients combined. The case managers will supervise the volunteer mediators and trainers who will provide mediation, conflict resolution counseling services and training to program participants.

The program specialists will be responsible for the day-to-day operations and implementation of the program. Specifically, each part-time program specialist will work with the executive directors, case managers and volunteer mediators to schedule individual mediation and conflict resolutions sessions, organize and facilitate support sessions for family caregivers, and plan and implement program training and outreach activities under the supervision of the case managers.

The volunteer mediators assigned to the program have all received a minimum of 24 hours of training, 15 hours each of hands-on, evaluative, time as apprentice mediators, and will have participated in a Kupuna Mediation Training. Every volunteer mediator is vetted to ensure that they are of good character and integrity. All personnel performing duties related to the delivery of the program have a current criminal background check on file at WHMC and KMC.

Both WHMC and KMC have significant administrative experience in operating a program of this nature as evidenced by our on-going administration of successful programs and contracts with the State Judiciary, the Department of the Attorney General and the State Department of Education. Additionally, each Center maintains written policies and procedures that address the safeguarding of client confidentiality, documenting and responding to client concerns and unmet needs and managing incidents and/or adverse events in a timely manner.

The proposed client/staff ratio in the mediation context is two volunteer mediators per mediated session for two to four clients. The proposed training ratio is one trainer for ten participants, with additional staff support as necessary.

Staff Qualifications:

The staff and volunteers at WHMC and KMC are highly qualified in the field of mediation and conflict resolution services. Furthermore, all training described in this proposal will be provided by qualified, trained professionals. Moreover, each member of the administrative and service delivery team is qualified to work with older adults, is of good character and integrity, and is culturally sensitive and person-centered.

Supervision and Training:

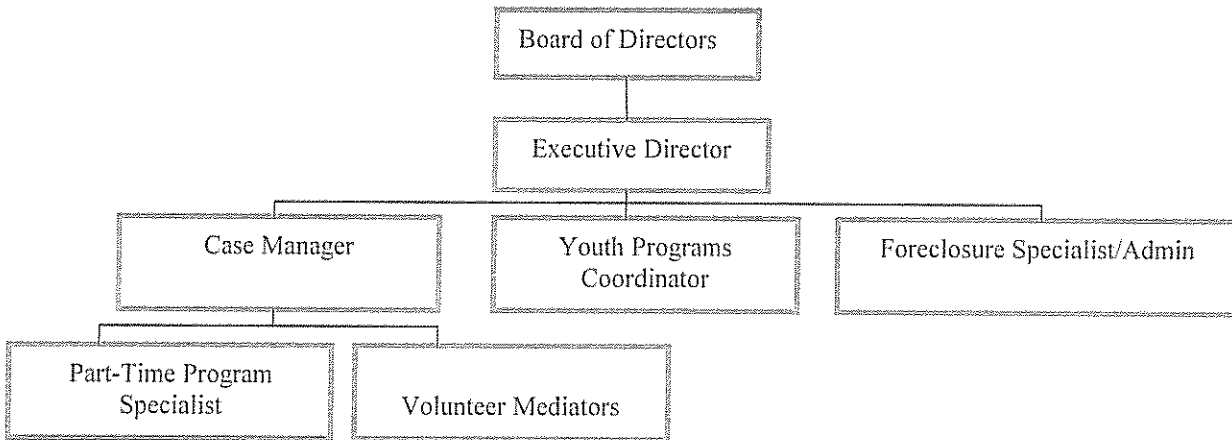
Based on our more than 50 years of combined experience delivering mediation and conflict resolution services, education and training in Hawaii County, both of the Mediation Centers are equipped to supervise, train and administer the proposed program. For example, both Centers have successfully administered and delivered the following programs:

- (1) a multi-year contract for the delivery of high-quality mediation services, training and outreach with the State Judiciary;
- (2) a multi-year contract for the delivery and oversight of the Foreclosure Mediation Pilot Program with the Third Circuit Courts and the Department of the Attorney General;
and
- (3) the administration and oversight of our peer mediation programs, in cooperation with the State Department of Education.

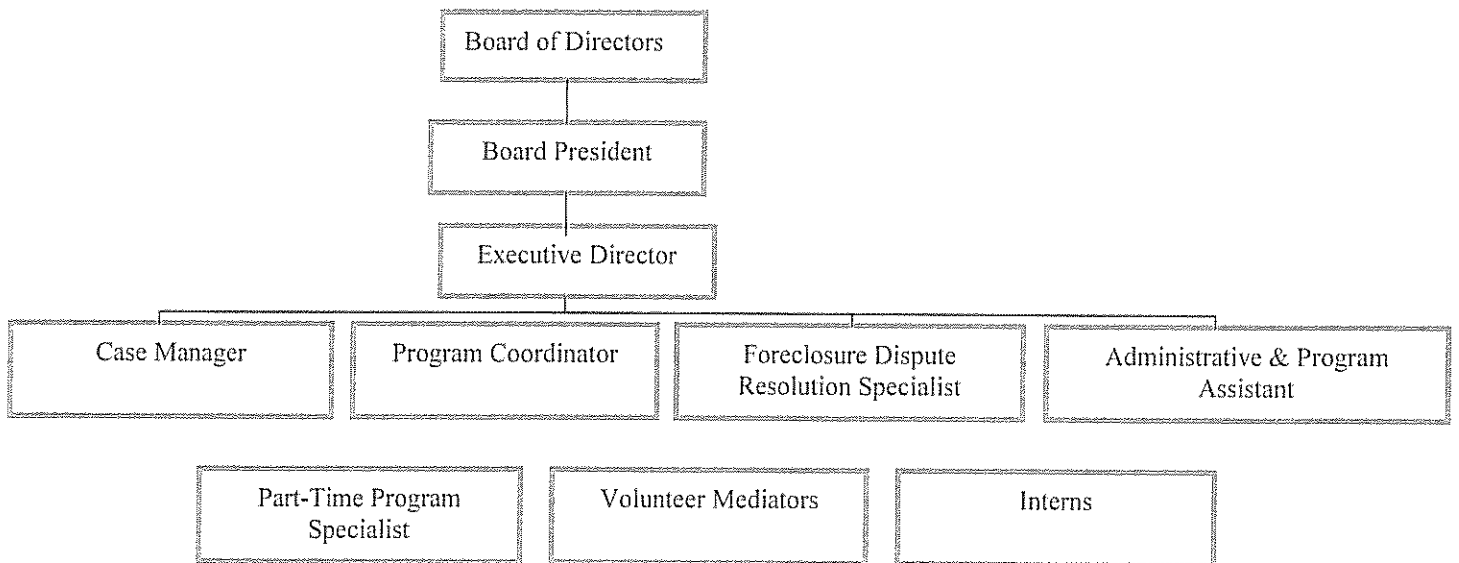
B. Organization Chart

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.

WHMC Organizational Chart:



Kuikahi Organizational Chart:



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.

WHMC:

Executive Director, \$55,000.00
Case Manager, \$43,680.00
Youth Programs Coordinator, \$37,806.00

KMC:

Executive Director \$50,000.00
Case Manager \$34,320.00
Program Coordinator \$31,200.00

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.

Neither WHMC nor KMC is party to any litigation nor are they subject to any outstanding judgments.

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.

Zaheva S. Knowles is admitted to the Bar in 3 states: CA (inactive); Hawaii (inactive); and NY (active).

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 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

Both WHMC and KMC are 501(c)(3) non-profit organizations whose current funding consists of state, county, and private grants, as well as private donations. In the event that the Centers receive funding from the State's Grant in Aid for Fiscal Year 2017-2018, but do not receive funds thereafter, the Centers will work together with our partners in the public and private sectors, to sustain its program operations by seeking other grants and soliciting private donations. WHMC and KMC are also looking to generate some limited income from related 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, 2016.

See attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Big Island Mediation, Inc. DBA 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)
A. PERSONNEL COST				
1. Salaries	\$ 34,560.00		\$ 23,760.00	
2. Payroll Taxes & Assessments	\$ 1,500.00		\$ 1,000.00	
3. Fringe Benefits	\$ 3,000.00		\$ 2,000.00	
TOTAL PERSONNEL COST	\$ 39,060.00		\$ 26,760.00	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$ -		\$ -	
2. Insurance	\$ 500.00		\$ 500.00	
3. Lease/Rental of Equipment	\$ -		\$ -	
4. Lease/Rental of Space	\$ 3,000.00		\$ 5,000.00	
5. Staff Training	\$ 3,300.00		\$ 2,250.00	
6. Supplies	\$ 240.00		\$ 1,260.00	
7. Telecommunication	\$ 1,500.00		\$ 1,000.00	
8. Utilities	\$ -		\$ 1,000.00	
9. Mileage	\$ 1,000.00		\$ 1,080.00	
10. Contractual Services	\$ 1,400.00		\$ 2,000.00	
11. Audit Services	\$ -		\$ -	
12. Postage, Freight & Delivery	\$ -		\$ 1,000.00	
13. Publication and Printing	\$ -		\$ 3,000.00	
14. Repair & Maintenance	\$ -		\$ -	
15. Subsistence/Per Diem	\$ -		\$ -	
16. Travel	\$ -		\$ -	
17. Transportation	\$ -		\$ 150.00	
18. Miscellaneous	\$ -		\$ 5,000	
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	10,940		23,240	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000	\$ -	50,000	\$ -
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$ 50,000.00	Zaheva S. Knowles	(808) 885-5525	
(b) Total Federal Funds Requested	\$ -		Phone	
(c) Total County Funds Requested	\$ 50,000.00		1/17/2017	
(d) Total Private/Other Funds Requested	\$ -		Date	
TOTAL BUDGET	\$ 100,000.00	Zaheva S. Knowles, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Big Island Mediation, Inc. DBA 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)
WHMC PT Program Specialist	PT	\$17,280.00	100.00%	\$ 17,280.00
KMC PT Program Specialist	PT	\$17,280.00	100.00%	\$ 17,280.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				34,560.00
JUSTIFICATION/COMMENTS: None.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Big Island Mediation, Inc. DBA West Hawaii Mediation Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS None.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS None.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Big Island Mediation, Inc. DBA West Hawaii Mediation

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS Not applicable						
LAND ACQUISITION Not applicable						
DESIGN Not applicable						
CONSTRUCTION Not applicable						
EQUIPMENT Not applicable						
TOTAL:						
JUSTIFICATION/COMMENT: None.						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Big Island Mediation, Inc. DBA West Hawaii Mediation Center

Contracts Total: 122,510

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Contract for Mediation Services	July 2016-June 2017	HI State Judiciary	State	\$ 42,138.00
2	Contract for Peer Mediation, Mediation & Training	July 2016-June 2017	County of Hawaii	Hawaii	\$ 7,500.00
3	Contract for Peer Mediation Services	July 2016-June 2017	Dept. of Education	State	\$ 5,000.00
4					
5	Kuikahi Mediation Center				
6	Contract for Mediation Services	July 2016-June 2017	HI State Judiciary	State	\$ 45,622.00
7	Business Training	July 2016-June 2017	County of Hawaii	Hawaii	\$ 15,000.00
8	Contract for Mediation & Peer Mediation	July 2016-June 2017	County of Hawaii	Hawaii	\$ 7,250.00
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**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 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.

- 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.

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.

Big Island Mediation, Inc. DBA West Hawaii Mediation Center

(organization)

01/17/2017

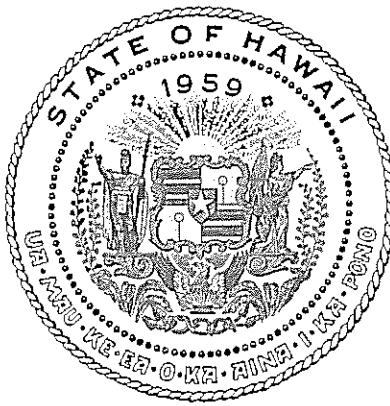
(Date)

Zaheva S. Knowles

(Typed Name)

Executive Director

(Title)



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

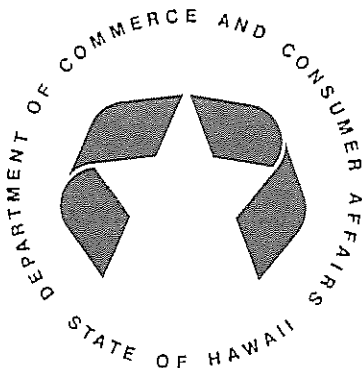
BIG ISLAND MEDIATION, INC.

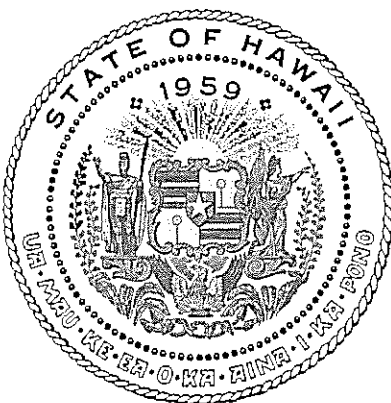
was incorporated under the laws of Hawaii on 06/17/1999 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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 16, 2017

Director of Commerce and Consumer Affairs





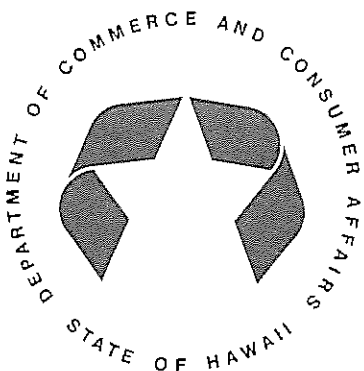
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

KU'IKAHI MEDIATION CENTER, INC.

was incorporated under the laws of Hawaii on 12/22/2005 ; 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 13, 2017

Director of Commerce and Consumer Affairs