

1 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. 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, 2021.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

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](#).

II. Background and Summary

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

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

III. Service Summary and Outcomes

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

1. Describe the scope of work, tasks and responsibilities;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - i. Not Applicable
 - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
18,100	18,100	18,100	18,100	\$ 72,400

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
 - a. Not Applicable

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

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 2023 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Total Unrestricted current assets as of Dec. 31, 2021: **\$114,138**

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

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.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

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.

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.

Not Applicable

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.

Not Applicable

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.

Not Applicable

4. Future Sustainability Plan

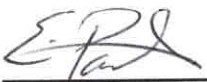
The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

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) Certificate of Good Standing (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 ()
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ()
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



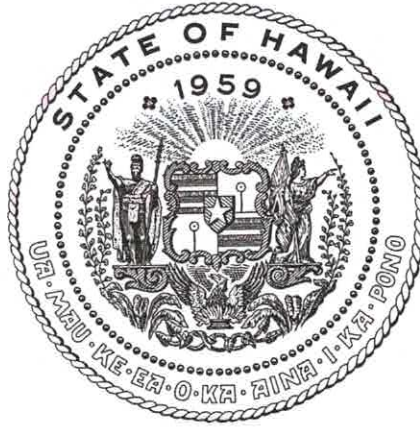
AUTHORIZED SIGNATURE

Eric Paul, Executive Director

PRINT NAME AND TITLE

1-10-22

DATE



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 06, 2022

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I 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, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

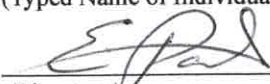
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Big Island Mediation, Inc. DBA West Hawai'i Mediation Center
(Typed Name of Individual or Organization)


(Signature)

1-10-22
(Date)

Eric Paul
(Typed Name)

Executive Director
(Title)



West Hawai'i
Mediation Center

Statement of Public Purpose

January 11, 2022

I verify that any and all funds award to West Hawaii Mediation Center via the 2022-23 Hawaii State Grant-in-Aid program will be used for the public purpose of offering Victim Offender Conferencing to the West Hawaii Community – pursuant Section 42F-102 of the Hawaii revised Statutes.

Eric Paul

Executive Director

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

P.O. Box 7020 Kamuela, Hawaii 96743
Waimea (808) 885-5525 Fax (808) 887-0525
www.whmediation.org

West Hawaii Mediation Center is a 501(c)3 non-profit organization, helping our community prevent and resolve conflicts since 1998.

Working it out – together.

II. Background and Summary:

1. A brief description of the applicant's background

West Hawaii Mediation Center (WHMC) is one of two non-profit mediation centers serving Hawai'i Island. WHMC has four employees: Executive Director, Conflict Resolution Coordinator, Case Manager, and bookkeeper. It has a volunteer Board of Directors composed of seven community members from Waimea, Kona, and South Kona, as well as trained volunteer mediators. Along with three other centers on the islands of Maui, Oahu, and Kaua'i, these five centers provide all mediation services to the State of Hawaii. WHMC serves the west side of Hawai'i Island, providing critical mediation and conflict resolution services to community residents who largely lack the resources necessary to access the legal system. WHMC has served the conflict needs of the west side of the County of Hawai'i since 1988. WHMC recognizes that conflict is an inevitable part of life and aims to provide clients that include individuals, families, students, organizations, juveniles, and the elderly, with resources necessary for creating lasting, holistic solutions that build bridges and community, not barriers and discord. During FY 2020-21, WHMC served 600 clients (unduplicated, in cases closed that year) in 318 total closed cases. To support these efforts, 37 professionally trained volunteer mediators donated over 1865 hours of mediation services.

2. The goals and objectives related to the request

WHMC is applying for GIA funding to extend Victim Offender Conferencing (VOC) to residents in West Hawaii in partnership with the Restorative Justice Program in the Office of the

Prosecuting Attorney. WHMC seeks consideration for servicing the rural County of Hawaii that extends from Hawi to Ocean View.

To date, Victim Offender Conferencing has only been implemented through the Victim Assistance Unit of the Hawaii County Prosecutor's Office. They created a Restorative Justice Manager position in November 2015, a second position in July 2018, with a third position in 2019. No other local agency has provided VOC services outside of the Prosecuting Attorney's Office in Hawaii County. WHMC has aided in recruiting volunteers to begin receiving VOC case referrals from the Victim Assistance Unit.

Overall, the Victim Assistance Unit's Restorative Justice Program reported in 2020 and 2021: 622 cases reviewed, 86 cases have been successfully completed, 15 in process. Cases involved 60% juvenile, 40 % adult. 100% of agreements were fulfilled including all restitution payments completed, totally over \$25,000 collected. Finally, 99% of offenders who have completed the VOC process have not re-offended, compared to a recidivism rate of 63% (2018 ICIS data) for traditional criminal justice proceedings. Overall, both victims and offenders report they are extremely satisfied with the process and outcomes.

2. Goals and objectives

The Victim Assistance Unit will funnel juvenile and adult VOC cases through WHMC and, therefore, aid more victims, broadening the scope of victim participation in the criminal justice system, and easing the case load for an overburdened court system. WHMC will provide victims

the opportunity to be participants in the justice process of repairing harm by meeting face to face with defendants in order to come to an agreement to make things right.

Goal One: Build the necessary infrastructure to manage and implement Victim Offender Conferencing through WHMC for the west side of the County of Hawaii.

Objective 1: Hire one VOC Program Coordinator for WHMC.

1. Job Description posted to online job boards by June 15, 2022 (or whenever notice is given of grant award).
2. Conduct interview process June 24- July 7, 2022.
3. Hire new VOC Program Coordinator July 15, 2022.

Objective 2: Recruit and train additional VOC mediator volunteers

Recruitment of volunteers is an ongoing process. Currently, we have three staff employees trained in VOC facilitation and six volunteers. WHMC conducts 2-3 outreach events per month in which volunteer needs are expressed. We also have 36 community mediation volunteers - some of whom have expressed interest in the VOC process. VOC trainings with Restorative Justice (RJ) Program Coordinator, Tim Hansen, from the Victims Assistance Unit, were conducted during the month of October 2019 and Nov. 2021. To date, there are six (6) community volunteers that have been trained as VOC mediators. Additional training will be provided by Tim Hansen in August/September 2022 to add eight (8) new volunteers for the VOC.

Objective 3: Establish an Advisory group to expand referral networks and victim assistance outreach.

Ongoing process initiated by the new VOC Program Coordinator. Target organization for potential members: police officers, probation officers, school campus administrators, Legal Aid, and other non-profit agencies. Inaugural projected advisory group meeting — February 28, 2023.

Goal Two: Initiate Victim Offender Conferencing process.

Objective 1: VOC Program Coordinator and volunteers will conduct 48 conferences in FY 2022-23.

With 14 volunteers and a part-time VOC Coordinator, we estimate conducting 4 conferences each month, for a total of 48 conferences. We estimate direct services to impact 200 individuals. Both referrals and agreements will be received from and move toward the Prosecutor's office for completion.

Goal Three: Educate and expand community awareness around Restorative Justice practices and opportunities for victims of crime.

Objective 1: VOC Program Coordinator and supporting staff of the VOC program will conduct 12 informational presentations on Restorative Justice (RJ) and the VOC process at key community locations. Restorative Justice is a framework that uses a collaborative decision-making process that identifies the harm that's been done and seeks to repair it.

3). The public purpose and need to be served

The criminal justice system often revolves around the rights and needs of the defendant. Judges assess the level to which an offender has broken the law. Victims, and the harm inflicted to them

and those around them, are often relegated to the sidelines of administering justice. Trauma, which can linger for months and years, and can manifest in emotional, physical, and psychological forms, affects victims regularly. Supporting victims and providing space for their needs in the process of seeking justice aids in healing the harm the criminal act instigates.

Here in Hawaii:

- Financial/economic instability drives conflict and discord. Not having basic economic needs met remains one of the principle drivers of violence in the country. In Hawaii, 56% of renters are considered cost-burdened. Only 38% of jobs pay a living wage, and 1 in 7 children are in families living beneath the federal poverty line.
- In assessing at-risk youth behavior, the CDC found that 9.3% of students have skipped school because they have felt unsafe.
- In a recent University of Hawaii study, it has been reported that Hawai'i leads the nation in the percentage of students arrested, and those students were disproportionately Native Hawaiian, other Pacific Islander, and black. Schools have utilized a discriminatory reliance on police to deal with status offenses like truancy, curfew violation, and running away. Sociologists at UH cite research that shows such offenses are better resolved in non-criminal proceedings. Young people do not need policing; they need relationships and the tools to strengthen them.
- Danielle Sered notes in her book *Until We Reckon*: "Being incarcerated is one of the most significant factors that increase the odds of 'negative outcomes' for youth as they transition to adulthood. For example, the majority of juveniles who are sixteen and older

never return to formal education once they leave the juvenile justice system, and being locked up as a juvenile is one of the strongest predictors of adult incarceration.” In Hawaii, incarceration negatively impacts Native Hawaiians and other people of color at significantly disproportionate rates. The Office of Hawaiian Affairs’ HCR85 report on Prison Reform notes that Native Hawaiians make up 18% of the general population but 37% of the incarcerated population. One recommendation is “to expand restorative justice programs.”

Victim Offender Conferences are a well-established restorative justice practice which allow a face-to-face encounter between a victim or victims, the offender(s), individuals who support each of them, and others who have been affected by the incident. Led by trained facilitators, this encounter seeks to identify, repair and prevent harm, and build meaningful accountability. It creates a space where both victim and offender can attempt to remedy an injustice that has occurred. Participation of the victim is completely voluntary, and participation by the offender is based on their willingness and readiness. Decisions are consensus-based and end in an agreement with which all participants must agree to.

Early research using VOC resulted in positive feedback. A team from Citizens Council Mediation Services in Minneapolis, MN and the School of Social Work at the University of Minnesota looked at four program sites that worked closely with juvenile courts. These programs were examined carefully and extensively: Albuquerque, NM, Austin, TX, Minneapolis and St.

Paul, MN, and the East Bay area of California. (Umbreit and Coates (1992, pp. 2-4)

Victim-offender Mediation: An Analysis of Programs in Four States of the U.S.: Executive

Summary Report.) Some of the conclusions are outlined below. (1) Victim-offender mediation

results in very high levels of client satisfaction with the mediation process for both victims and

offenders, consistent with a number of previous studies. (2) Participants experience mediation as

having a strong effect in humanizing the justice system response to crime, both for victims and

juvenile offenders, consistent with the findings of prior studies. (3) The process of

victim-offender mediation has a more significant positive effect upon crime victims (when

examining comparison groups), even though both victims and offenders indicate very high levels

of satisfaction and perceptions of fairness with mediation. (4) Victim-offender mediation makes a

significant contribution to reducing fear and anxiety among crime victims. Prior to mediation,

nearly 25% of victims were afraid of being victimized again by the same offender. After

mediation, only 10% were afraid of being re-victimized. (5) Victim-offender mediation has

strong support from court officials, both judges and probation staff, and is increasingly becoming

institutionalized into the juvenile court system. (6) Victim-offender mediation has a significant

impact on the likelihood of offenders successfully completing their restitution obligation (81%)

to the victim, when compared to similar offenders who completed their restitution (58%) in a

court-administered program without mediation.

The County of Hawai'i's Office of the Prosecuting Attorney recognized the need and importance

of restorative justice (RJ) as it aligns with the values that many indigenous cultures have

practiced for centuries; such as Native American Peacemaking Circles, Samoan Ifoga, Maori

Conferencing, and Hawaiian Ho'oponopono. The Aloha spirit and the vast history of ho'oponopono in Hawai'i creates amazing potential for RJ to flourish here in Hawaii, as the values are similar - though the practices vary. However, the Office of the Prosecuting Attorney has limited capacity to screen, interview, conduct, survey, and implement VOC sessions. Tim Hansen, the Restorative Justice Program Manager, estimates that referring VOC cases to WHMC would double the amount of cases utilizing this victim-oriented process of justice, thus aiding more victims in the process.

4. Target population to be served

Both youth, and adults referred by the Prosecuting Attorney's Office will be served. However, other diversionary programs and agencies involving youth and adults, that are harmed by an act, can also be referred to the VOC program. Victims of Crime in Hawaii County are the primary target population served.

5. Geographic coverage

WHMC serves residents from North Kohala (Hawi) to Ocean View in Kau District, which extends over a 100-mile corridor.

III. Service Summary and Outcomes

1 & 2. Scope of Work and Annual Timeline

WHMC will provide VOC services on the west side of the County of Hawai'i. VOC processes bring victims and offenders of crime together in a unique face-to-face meeting. These

conferences are led by trained volunteers that focus on victim needs and offender responsibilities. VOC represents a community driven restorative justice process in which those most harmed by an act may express their feelings, the impact, seek answers, and give input to a restitution and accountability process (the essential needs for victims to heal). VOC acts as a diversionary program that helps unclog an overflow of cases in the judicial system (thus aiding the courts), gives voice to victims who may not have a chance to be heard, and creates appropriate levels of accountability for offenders. For those offenders that are referred by the Prosecuting Attorney's Office and volunteer to take part in this program, a recommendation can be made to drop the charges if there is a signed restitution agreement with the victim, and the terms of the agreement are completed.

Tasks and Responsibilities

A. Coordination of Services

As a Community Mediation Center, WHMC plays an integral role in connecting community members, organizations, and victims of crime to needed services throughout the community. The VOC program will work closely with state and county officials. Our main source of referrals will come from the Office of the Prosecuting Attorney, particularly from the cases that are streamlined through the Victim's Assistance Unit and the Restorative Justice Program. The Victim's Assistance Unit will determine which specific cases will be referred, assess that the victim and offender are willing to participate in the VOC Program and the process is appropriate for participants (i.e., make

the determination that victim will not be further traumatized by meeting with the offender).

Projected Annual Timeline:

1. Initial referral base will be the Victim Assistance Unit. WHMC projects that this singular referral base will meet our capacity for the first year of programming.
2. VOC Program Coordinator solidifies referral process with Tim Hansen, the Restorative Justice (RJ) Program Manager by August 1, 2022.

B. Working Advisory Group: WHMC will create a working Advisory Group to grow our referral mechanisms and provide more opportunity for victims to access Victim Offender Conferencing. The VOC Program Coordinator will make a list of potential community stakeholders for an advisory role; potential members may come from the probation office, DOE, County Police Department, Victim Assistance Unit, public defenders, and Legal Aid.

Projected Annual Timeline:

1. VOC Program Coordinator outlines the goals and activities of the Advisory Group - September 2022.
2. Meets individually with each potential adviser: October - December 2022
3. Advisory Group's first meeting: February 28, 2023

C. Supervision and Training

WHMC has a long history of providing support training for staff and volunteers. For our Community Mediation program, we conduct five (5) advanced mediation trainings, 2 (two) refresher trainings, 4 (four) discussion roundtables, apprenticeships, and individual coaching annually. This same rigor toward training in mediation would be utilized in our facilitation of VOC trainings. With 6 trained volunteers and three trained staff (Executive Director, Case Manager, and the Conflict Resolution Coordinator), another training by Tim Hansen will add another 8 volunteers by August/September 2022. Volunteers are considered essential for restorative justice processes. Using volunteers reinforces the need for community involvement in issues of crime and are viewed by both victims and offenders as strengthening the bonds of community. Ongoing volunteer recruitment will be tied to Goal 3 (see below) of community outreach and education around Restorative Justice.

Projected Annual Timeline:

1. Share about VOC volunteer needs through social media and e-newsletter (800+ recipients). June 2022- August 30, 2022.
2. VOC Facilitator Training with Tim Hansen by August/September 2022 with goal to add 8 more VOC mediators.

D. Conduct VOC meetings: 48 for FY 2022-23

Restorative Justice emphasizes the harm that victims experience and their subsequent needs, how those harms create obligations and accountability for the offender, and promotes participatory engagement in the justice process. VOC

meetings are one practice, or tool, that fits within a Restorative Justice framework.

Projected Annual Timeline:

1. Upon hiring a VOC Program Coordinator and training volunteers, we plan to funnel referrals through the VOC Coordinator while increasing our capacity to hold conferences by August of 2022. Currently, VOC volunteers are organized by the Executive Director - which limits our ability to meet the needs of our community.

WHMC staff and mediators will be responsible for ensuring the following for victims through the VOC Program:

- A choice in how they want to proceed
- Opportunity to talk about what happened
- Voice in how to right the wrongs
- A path to feel some power, safety, and security
- A chance to have questions answered

WHMC staff and mediators will be responsible for ensuring that offender accountability can result in:

- Understanding better the harm done and those affected
- Being accountable to the victim

- Being accountable to the community

Through VOC, WHMC will ensure that community members can:

- Attend to victim wounds
- Participate in a resolution
- Provide opportunities for restitution
- Aid in identifying and addressing underlying causes

The responsibilities of WHMC staff in the referral process:

- 1) Referral is given to WHMC, which is logged into the data system, screened, and assigned to volunteers.
- 2) VOC Coordinator will provide the initial contact with each offender and victim to determine their willingness to participate and to give them information with which to decide about participating. Typically, this involves two steps, with an initial phone call that is followed by a face-to-face visit and their support person for both the offender and victim.
- 3) Facilitator and/or volunteers conduct the conference itself, including potentially helping participants to come to an agreement. The facilitator makes sure that any agreements are realistic and specific enough for the program staff to monitor.

4) Facilitator and/or volunteers report back to the VOC program director with signed restitution agreement (if applicable) and participant evaluation forms.

Volunteers debrief with program staff.

5) Appropriate follow-up is conducted, which could include completing documentation for the host/referral agency, reporting to the court or other agency, and monitoring the completion of the agreement.

6) Follow-up meeting: this is available to victims and offenders if a follow-up meeting is requested by the participants and is sometimes helpful to fulfill the stipulations of the agreement and bring a sense of closure to the process.

Projected Annual Timeline: July 1, 2022 to June 30, 2023

E. Conduct 12 information presentations

Much effort will go into building relationships and partnerships to build support for this VOC pilot. The VOC Program will strengthen relationships with Judges, Probation, County Attorney and Diversion offices, as well as other referral sources and stakeholders. In its early stage of development, WHMC recognizes the need for capacity building at all levels early on with planning and development in order to look at long-term sustainability.

Activities:

1) Compile a list of potential community spaces/forums to share. Potential venues include: Rotary Clubs, Hui Laulima, DOE administrative staff, Bar Associations,

civic events, Chamber of Commerce events, religious meetings, social service agencies, etc.

2). On average, schedule 1 (one) meeting per month for the duration of the grant period.

Projected Annual Timeline: This activity will begin as soon as the VOC Coordinator is hired and on-boarded as a staff employee. It will continue for the duration of the grant period.

3. Quality Assurance and Evaluation Plan – monitoring, evaluating, and improving results

The goal of this program is to provide an alternative resource to both victims and offenders alike to address crimes and harms done through crime. Evaluating this program must then include both victim and offender satisfaction with Victim Offender Conferencing. It must include measures that reflect how this conferencing process addressed a harm that was done. And it must also include measures that reflect how this conferencing process allowed for offender accountability. These outcomes will be assessed through surveys given to both victims and offenders after the conferencing process has concluded. With these surveys, we will collect data on the number of victims and offenders served through this process, the number of conferences held, and the number of agreements attained.

WHMC utilizes a Data Management System to track and record all of our mediation cases. Each case file tracks participants, demographic survey results, satisfaction results, agreements, and

comments. This system would be utilized for our VOC Program as well, though tracked separately from our Community Mediation case load.

The VOC Coordinator will assess the data monthly to review the measures of effectiveness and provide process feedback. Volunteers will be asked to complete an assessment survey after each VOC and address possible additional needs for coaching/mentoring such as handling unusual or unforeseen circumstances.

As appropriate, the staff will develop protocols, operational processes and additional forms based on best practices in service delivery, e.g., a protocol to ensure cases are handled in a timely manner with optimum outcomes for families, victims and communities.

4. Measures of Effectiveness: (reported to State agency)

Goal 1 Performance Indicators – Objective: Build the necessary infrastructure to manage and implement VOC through WHMC for the west side of the County of Hawaii.

Output 1: Three interviews conducted for VOC Program Coordinator

Outcome: Hire One VOC Program Coordinator

Output 2: # of participants engaged in volunteer opportunities

Outcome: # of volunteers trained

Output 3: # of community contact conversations held for Advisory Group

Outcome: # of contacts committed

Goal 2 Performance Indicators - Objective: conduct 48 VOC meetings FY 2022-23

Outcomes will primarily be measured by pre and post- meeting surveys.

OUTPUTS:

Output 1: # of clients served

Output 2: # of VOC held

Output 3: # of agreements reached

OUTCOMES:

Outcome 1: % of victims who fear being re-victimized post-conference as compared to pre-conference

Outcome 2: % of victims more confident in restorative justice program than traditional criminal justice system

Outcome 3: % of victims who feel a fair agreement was reached

Outcome 4: % of agreements being fulfilled in full

Goal 3 Performance Indicators - Objective: conduct 12 informational presentations

Output 1: # of outreach events

Outcome: % of participants reporting a greater understanding of restorative justice and VOC work

Output 2: # of outreach participants

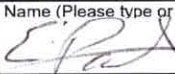
Applicant: West Hawaii Mediation Center

Outcome: % of participants interested in volunteering

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: 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	42,000			12,000
2. Payroll Taxes & Assessments	4,300			
3. Fringe Benefits	5,000			
TOTAL PERSONNEL COST	51,300			12,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,000			
3. Mileage	500			
4. Lease/Rental of Space	12,000			
5. Volunteer Training	1,400			
6. Supplies	500			
7. Telecommunication	800			
8. Utilities	3,500			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	19,700			
C. EQUIPMENT PURCHASES	1,400			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	72,400			12,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	71,900	Eric Paul	808-365-5444	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			1-11-22	
(d) Total Private/Other Funds Requested	12,000	Signature of Authorized Official Date		
TOTAL BUDGET	83,900	Eric Paul, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2022 to June 30, 2023

Applicant: __West Hawaii Mediation Center__

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	1.00	\$1,000.00	\$ 1,000.00	1000
Cell Phone	1	\$400.00	\$ 400.00	400
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 1,400.00	1,400
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: West Hawaii Mediation Center

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)
1	Provide Mediation for Judiciary cases	7-1-21 to 6-30-22	Mediation Center of Hawaii	State Judiciary
2	Support for Community Mediation	7-1-21 to 6-30-22	County of Hawaii	Hawaii County
3	Act 57 Landlord Tenant Mediations - shared	8-7-21 to 6-30-22	County of Hawaii	Hawaii County
4	Support for Peer Mediation	7-1-21 to 6-30-22	County of Hawaii	Hawaii County
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				



West Hawai'i
Mediation Center

Listing of Federal, State & County Government Contracts, Grants & Grants in Aid 2019 – 2021

2019:

6,832.00	County of Hawaii Community Mediation
4,525.00	County of Hawaii Peer Mediation
4,016.50	County of Hawaii Grant in Aid Community Mediation
5,025.00	County of Hawaii Grant in Aid Peer Mediation
7,500.00	State of Hawaii Dept. of Education Peer Mediation
39,138.00	State of Hawaii Judiciary Community Mediation
67,036.50	TOTAL

2020:

3,312.50	County of Hawaii Community Mediation
3,062.50	County of Hawaii Peer Mediation
4,016.50	County of Hawaii Grant in Aid Community Mediation
5,025.00	County of Hawaii Grant in Aid Peer Mediation
11,250.00	County of Hawaii Rapid Response Landlord Tenant
10,000.00	County of Hawaii Small Business Relief & Recovery
1,500.00	County of Hawaii Tim Richards Councilmember, Discretionary Funds
41,315.00	State of Hawaii Judiciary Community Mediation
79,481.50	TOTAL

2021:

3,312.50	County of Hawaii Community Mediation
3,062.50	County of Hawaii Peer Mediation
1,250.00	County of Hawaii Rapid Response Landlord Tenant
10,000.00	County of Hawaii Office of Housing
43,638.00	State of Hawaii Judiciary Community Mediation
61,263.00	TOTAL

207,781.00 GRAND TOTAL

P.O. Box 7020 Kamuela, Hawaii 96743
Waimea (808) 885-5525 Fax (808) 887-0525
www.whmediation.org

West Hawaii Mediation Center is a 501(c)3 non-profit organization, helping our community prevent and resolve conflicts since 1998.

Working it out – together.

5. Experience and Capability

Necessary Skills and Experience

WHMC has served the conflict needs of the west side of the County of Hawai'i since 1988. We recognize that conflict is an inevitable part of life and we aim to provide our clients — individuals, families, students, organizations, juveniles, and the elderly — with resources necessary for creating lasting, holistic solutions that build bridges and community, not barriers and discord. In FY 2020-21 we opened 279 cases and served 651 West Hawaii individuals. Our satisfaction rate hovered around 80%. To support these efforts, 37 professionally trained volunteer mediators donated over 1800 hours of mediation services.

WHMC has a long track record of facilitating difficult conversations in district and family courts. Our process in mediation includes an initial intake after a referral has been made, either from an individual, business, or the court system. Our case manager opens the case, shares the process of mediation with each party, and receives their voluntary participation in order to proceed. Two trained neutral mediators are then scheduled to facilitate a confidential conversation between the two parties to work toward a mutually satisfying agreement. After the mediation has been conducted, satisfaction surveys are dispensed and completed, and the agreement is sent to the Case Manager (and the judge if court referred). Each mediation is then given a follow up phone call 6-9 weeks after the mediation for a final review. WHMC employs an Executive Director and a Case Manager. We anticipate the need to hire one new staff member to act as the Program Manager for the VOC program.

Our Community Mediation program is similar in structure and format to Victim Offender Conferencing. Our successful history of conducting community based mediation and group facilitation has provided the necessary skills and components to implement an effective VOC program that supports victims of crime. Our work in civil claims court has prepared us well to transition to working with victims in criminal court. It allows us to enable victim oriented processes that aid in healing, it provides a space for victims to tell their story and express their needs, it allows a participatory role in holding offenders accountable, and it provides the possibility for a clear resolution to an injustice.

The Community Mediation program operated by WHMC is a low to no-cost option to work through conflict. Our mediation services are provided on a sliding scale, with no one turned away based on a lack of funds. 64% of those we serve have an annual income of less than \$42,000. 37% of respondents indicate making less than \$21,000 annually.

Facilities

Mediations and Facilitations of the kind used in VOC work require a space big enough to hold 4-10 people, either around a table or sitting in a circle on chairs. WHMC has a conference room

specifically utilized for mediations in Waimea, which can accommodate this arrangement. For Kona based mediations/conferences, conferencing can take place at the Prosecutor's office, renting adequate space, or holding the conference in a neutral agreed upon location by both parties (like a public park). Pre-Meetings necessary for VOC conferences can take place at the office or outside of it. Many feel most comfortable with a pre-meeting at their home, at a park, or some other public community space, which our facilitators can accommodate.

3. Proposed Staffing, Qualifications, and Supervision

Job Description

Title: Victim Offender Conferencing Program Coordinator

Reports to: Executive Director

Summary: The Victim Offender Conferencing (VOC) Program Coordinator will oversee, implement, facilitate, and evaluate West Hawaii Mediation Center's Victim Offender Conferencing program. The position will organize and coordinate Restorative Justice practices in West Hawaii. This position will work in conjunction with the Office of the Prosecuting Attorney, including the Restorative Justice Program of the Victim Assistance Unit; as well as other stakeholders, including: the Department of Education, the court system, probation officers, law enforcement, the Department of Human Services, and other community organizations. The VOC Program Coordinator works closely with the Executive Director to secure funding, develop programming, and hold to WHMC's mission and strategic plan.

Coordination includes a streamlined referral process, recruitment and training of volunteers, community education around Restorative Justice practices, victim assistance, appropriate evaluation procedures, facilitation of conferencing, and growing partner relationships.

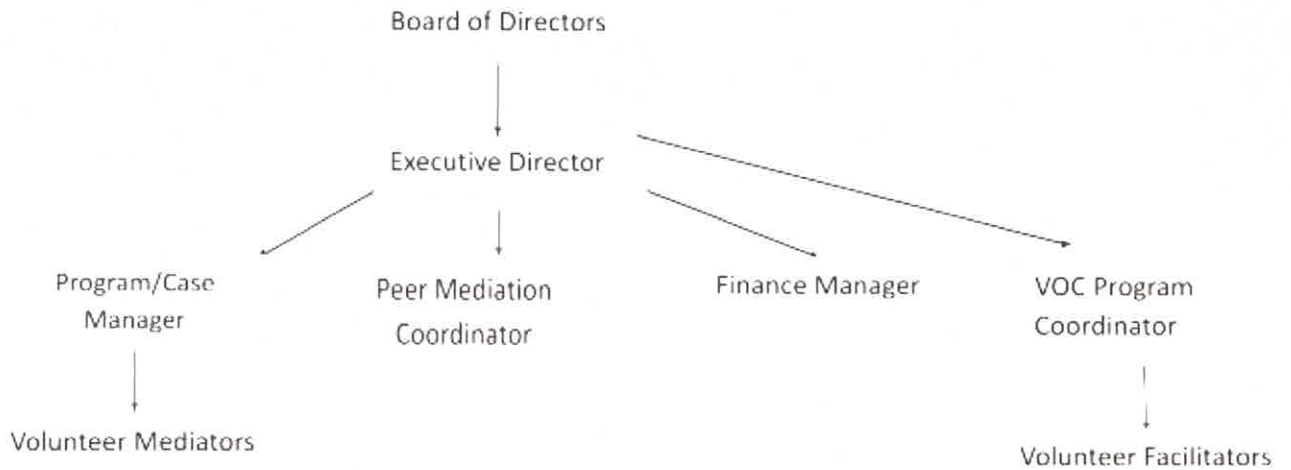
General Duties:

- Manage referrals from the Prosecutor's Office
- Educate victims and offenders on restorative justice options
- Streamline case management and data collection
- Recruit and train VOC community volunteers
- Work collaboratively with community organizations to assist victims of crime
- Coordinate and implement education events around restorative justice practices/opportunities
- Assess program effectiveness and stated goals
- Implement appropriate evaluation measures that are in line with program goals
- Facilitate pre-meetings and conferences for face-to-face meetings
- Develop and support a VOC Advisory Group
- Expand our referral base

The VOC Program Coordinator position requires a four year degree (preferably in sociology, psychology, law enforcement, paralegal or similar fields), or a two year degree and at least 5 years of experience in the Restorative Justice sphere. Restorative Group Conferencing training is required or must be willing to complete the trainings within the first two months of employment. A working knowledge of both the criminal justice system and restorative justice practices is expected. Strong applicants will exhibit experience in conflict resolution, victim services, building bridge partnerships, flexibility, and compassion.

6. Project Organization and Staffing

1. WHMC Organizational Chart



2. Compensation

Executive Director	\$56,052
Program/Case Manager	\$50,101
LandLord/Tenant Coordinator	\$47,200
VOC Program Coordinator	\$42,000

VII. Other

West Hawaii Mediation Center is not currently involved with any litigation, nor has need for licensure or accreditation. Nor will any awarded funds support or benefit private educational institutions.

Future Sustainability Plan

While WHMC would appreciate the continued support of the State of Hawaii for Victim Offender Conferencing, we do plan to sustain the program over time. WHMC has five basic income streams: service fees, fundraising events, grants, contracts, and individual donations.

After 2022-23 and our first year of program results, we intend to fundraise to sustain the program through both events and individual donor relationships. Furthermore, we intend to apply for future grants associated with victim-centered services, community safety, reduction in mass incarceration, and alternative justice oriented foundations. The JAMS mini-foundation grant for 2023 is one such grant.

As this is a volunteer oriented program, expenses can be kept low through the employment of one coordinator.