

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.

- X** 1) Certificate of Good Standing (If the Applicant is an Organization)
- X** 2) Declaration Statement
- X** 3) Verify that grant shall be used for a public purpose
- X** 4) Background and Summary
- X** 5) Service Summary and Outcomes
- X** 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c**) Equipment and motor vehicles ([Link](#)) **NA**
 - d) Capital project details ([Link](#)) **NA**
 - e) Government contracts, grants, and grants in aid ([Link](#))
- X** 7) Experience and Capability
- X** 8) Personnel: Project Organization and Staffing



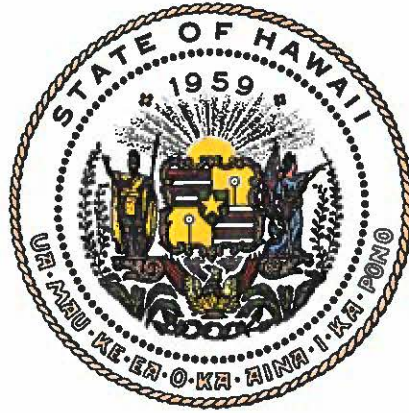
AUTHORIZED SIGNATURE

TRACEY S. WILTGEN, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

12/29/2021

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

THE MEDIATION CENTER OF THE PACIFIC, INC.

was incorporated under the laws of Hawaii on 08/15/1979 ;
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: December 29, 2021

Director of Commerce and Consumer Affairs

2022 GRANT APPLICATION
THE MEDIATION CENTER OF THE PACIFIC, INC.

I. CERTIFICATION OF GOOD STANDING

- 1. Certification of Good Standing is Attached**
- 2. Declaration Statement is Attached**
- 3. Public Purpose**

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. BACKGROUND & SUMMARY

1. Background

The Mediation Center of the Pacific (MCP) was founded in 1979 through a grass roots effort to provide a people-centered approach to resolving conflict among neighbors and others in Hawaii with ongoing relationships. MCP was the first mediation program in the State of Hawaii. It was initially modeled after community mediation centers developed across the country, until the founders created a "Hawaii" model of mediation that is culturally sensitive and grounded in the core value of empowering people to find their own creative solutions to the conflicts. The concept and the organization were quickly embraced by Hawaii's communities. Simultaneously the courts recognized that providing alternate processes to resolving conflict would benefit everyone in Hawaii. Thus, in a very short time, the courts began relying on MCP to address a broad array of issues from small claims matters to landlord-tenant disputes, divorce, custody, and more.

Over the past 43 years, MCP has steadily grown and developed a variety of processes that help participants work through disputes of all types and meet the unique needs of Hawaii's culturally diverse populations. Parties in conflict are assisted in resolving their immediate dispute, as well as in improving communication and strengthening their relationships for the future. As the courts embraced mediation and ordered more cases to MCP, it became clear that strengthening outreach and direct services to the community would encourage the early access of mediation, thereby increasing the likelihood of settlement, and help to keep people out of the courts altogether. MCP has therefore, methodically developed strategies to address community needs and issues at an early stage, while simultaneously strengthening programs that served the courts. Guided by its mission of providing high quality mediation and dispute resolution services that are affordable and accessible, today MCP assists thousands of people annually.

Last year in 2021, MCP served over 12,232 people through its mediation, dispute resolution, and training programs. Approximately 85% of the people who participated in the 1,444 mediations that were conducted, were in the low-income population. The cases involved divorcing couples, unmarried couples with children, landlords and tenants, consumers and merchants, families caring for elders, parents of children with special needs and schools, employees, and employers, and more. By participating in mediation, the individuals in dispute were empowered to resolve their differences by talking it out and negotiating customized agreements that met their specific needs and circumstances. As a result, they stopped fighting and moved on in their lives.

In addition to providing direct mediation and dispute resolution services, MCP has also developed an excellent training program. In addition to training volunteer mediators to provide the direct services, MCP offers people of every age and from all backgrounds, the opportunity to learn conflict resolution and mediation skills to prevent and resolve conflict quickly, civilly, and creatively. While the training was initially designed and created to ensure an adequate number of skilled mediators were available to support MCP's programs, requests for the training have grown to help managers, employees, caregivers, youth, and more. Last year, MCP conducted 162 hours of trainings/workshops and presentations involving 2,263 people from various agencies, businesses, and the community, including two 25-hour Basic Mediation trainings, a new 24-hour mediation training for 12 child welfare mediators, and a 16-hour landlord-tenant mediation training for 24 employees of Catholic Charities. As a result of participating in these trainings, workplace productivity was improved, families were strengthened, and community collaboration reinforced.

2. Goals and objectives

MCP is requesting a grant to support the efficient and timely coordination and management of mediation and dispute resolution services in the areas of domestic, family, and landlord-tenant matters. The following objectives will be achieved:

- Open and manage 1,500 cases in the areas of family, domestic, landlord-tenant within 2 business days
- Schedule 700 mediation sessions within 14 business days
- Conduct 800 mediation sessions in the areas of family, domestic, landlord-tenant

3. Public purpose and need to be served

Conflict is a fact of life that impacts everyone. The severity of the impact depends on how quickly the conflict is addressed and the approach for resolving it. When conflicts escalate, the damage can be great, particularly when people end up fighting in the court system. For example, the children of divorcing couples who continue to fight are shown to have difficulty in school, suffer from behavior and health issues, and more. Similarly, studies show that family conflict is generally a component of the caregiving experience. The conflicts result in poorer physical and mental health of the caregiver, as well as reduced quality of care for the elder family member. ¹

¹ Pinquart & Sorensen, 2007; Schulz & Beach, 1999; Schulz & Martire, 2004; Schulz, O'Brien, Bookwala, & Fleissner, 1995

Through mediation and family conferencing provided by MCP, couples and families are assisted in talking and negotiating customized agreements to address their issues, without fighting. As a result, families, and the communities in which they reside are strengthened. Strong families and communities enable the children and adults within those families and communities to live healthy successful lives, as well as require fewer social services or other types of support from the State. Additionally, when cases are mediated early, before lawsuits are filed, court backlogs are decreased, and judicial resources can be focused on the cases that must be decided by a Judge.

Because MCP's services are the only dispute resolution option for individuals in the low-income population on Oahu, requests for services have increased exponentially over the past two years, particularly in the areas of domestic, family, and landlord-tenant. Between January 1 and November 30, 2021, MCP opened 3,643 cases (an increase of 1,850 cases from the entire prior year) and conducted 1,444 mediations (an increase of 763 mediations from the entire prior year), with 810 mediations (56%) resulting in agreements. 85% of the people involved in the mediations managed by MCP were in the low-income population

Due to the hardships created by the coronavirus pandemic, the large volume of cases experienced by the courts in these areas, and the fact that mediation is the preferred process for helping people work through their differences, MCP anticipates a continued high volume of cases in the coming years. At the end of fiscal year 2020-2021 (FY20-21), there were 5,762 divorce cases, 950 paternity cases (unmarried couples with children), and 363 guardianship cases pending at the Family Court of the First Circuit (Family Court). MCP opened 817 domestic cases (divorce and paternity) between January 1 and November 30, 2021 (an increase of 222 cases from the same period in 2020), with 498 mediations conducted (an increase of 116 mediations from 2020), resulting in 212 or 43% agreements.

Like Family Court, at the end of FY20-21, there were 1,858 summary possession (eviction) and ejection cases pending in the District Court of the First Circuit (District Court). Between January 1 and November 30, 2021, MCP opened 2,343 landlord-tenant cases (an increase of 1,500 cases from 2020), with 706 mediations conducted (an increase of 595 mediations from 2020), resulting in 488 or 69% agreements.

4. Target population to be served

MCP's services are offered to everyone but are the only option for people in the low-income and vulnerable populations. Currently 85% of MCP's clients are in the low-income population and approximately 33% are indigent. The people who will be directly served and impacted by MCP include keiki to kupuna: divorcing couples and unmarried couples with children, families, elders, landlords and tenants. For many of the individuals, English is not their primary language, and therefore, they require an interpreter when coordinating the case, as well as during the mediation process.

Geographic coverage

MCP provides mediation services for all communities throughout Oahu. While services are currently provided on-site at MCP's building or remotely via Zoom, prior to the pandemic, services were also provided on-site at the District and Family Courts in Honolulu, Ewa, Kaneohe, Kapolei, and Wahiawa. When accommodation is needed, MCP provides services at other locations such as schools, assisted living facilities, healthcare facilities, and community centers. MCP continues to work with other organizations to use their sites and equipment to enable tenants and others to participate remotely in mediation, without having to come to MCP's office.

III. Service Summary and Outcomes

1. Scope of work, tasks, and responsibilities.

To promote mediation in the areas of domestic, family, and landlord-tenant, the MCP staff will work with the Family and District Courts of the First Circuit, as well as community partners such as Legal Aid Society of Hawaii, Catholic Charities, and various healthcare providers. Community outreach and education will also be regularly conducted to encourage the early access of mediation before cases enter the legal system.

Once referrals are received, the Client Services Specialists will work with the parties to assess the issues, and if appropriate for mediation, prepare the parties for mediation, schedule the session(s), assign the appropriate mediators, and collate closing data and outcomes as described below.

Scheduling and Coordinating the Mediations

The MCP client services staff receive all referrals and requests for mediations via phone, fax, and email, and perform the following:

- **Contact and Schedule.**
 - Call the parties to discuss expectations and confirm mediation is appropriate
 - Screen for domestic violence in domestic mediations
 - Review mediation process
 - Identify the issues to be mediated
 - Gather background information on the clients and the situation
 - If both parties agree to mediate, schedule a mediation session at a day, time, and location (MCP in-person or via Zoom, or offsite via Zoom) that works for both parties
 - Determine what accommodation, if any, is needed
 - Coordinate any accommodation needed, including interpreters

- **Prepare the Parties for Mediating.**
 - Refer the parties to potential legal, financial, and other resources
 - Identify documentation to be provided prior to the mediation session for mediator review
 - Review process and equipment needed for mediating via Zoom
 - Arrange for signing of the confidentiality agreement (electronically or in-person)
 - Send out mediation packet confirming day/time of mediation, tips for participating, and provide the Zoom link if the mediation will be conducted remotely or instructions to the MCP building
 - Assign the appropriate mediator(s)
 - Check for conflicts of interest
 - Provide mediator(s) with relevant background information
 - Upload documents provided by parties for mediator review

- **Conduct the Mediation.**
 - Conduct a three-hour mediation session involving private and joint sessions with the parties
 - Provide parties with assistance and support as needed with technology to successfully participate in the mediation process
 - Document any agreement reached between the parties
 - Schedule additional sessions as needed

- **Collect & Maintain Data**
 - Provide parties with a mediation status report if no agreement is reached in the mediation.
 - Provide exit surveys for completion by all participants
 - Review mediator report and follow up for consultation if needed
 - Promptly input all data and outcomes in electronic, cloud-based case management system

Mediator Recruitment, Training, Mentoring and Oversight

While MCP currently maintains a pool of approximately 90 experienced mediators, to ensure sufficient, appropriate mediators with the necessary training and background are available to mediate the cases in a timely manner, the Program Development Director will recruit, interview, and coordinate the oversight and training of 12 – 15 new mediators throughout the year. All potential new mediators will be required to complete a minimum 24-hour Basic Mediation training.

Upon acceptance into the Program, the new mediators will complete an apprenticeship involving the observation of at least one case, conduct 10 co-mediations with experienced mentor mediators, and participate in a 25-hour Advanced Mediation Training. Domestic mediators will be required to complete the apprenticeship requirements, as well as the 25-hour Divorce Mediation Training, and co-mediate with experienced domestic mediators.

Monthly domestic mediator Brown Bag gatherings, as well as other continuing education workshops will be coordinated and conducted for all of the mediators throughout the year.

Family mediators will also be required to complete a specialized 16-hour training, in addition to completing the apprenticeship requirements.

2. Projected annual timeline for accomplishing the results or outcomes of the service.

It is projected that 1,400 new domestic, family, and landlord-tenant cases will be opened and up to 700 cases in these areas mediated, during a one-year period. Twelve to fifteen new mediators will be recruited, trained, and mentored during that one-year period as well. The specific timeline will be as follows:

- Up to 120 new cases in the domestic, family, and landlord-tenant arenas will be opened by the Client Services Specialists monthly
- 60 cases or 50% of the new cases opened, will be scheduled to participate in mediation within 3 weeks from the date the participants agree to mediate
- Mediation sessions will be scheduled Monday through Friday, at 9:00 a.m. or 1:00 p.m., with some Saturday morning sessions as needed
- New mediators will be recruited in February and September, and will participate in Basic Mediation Trainings in either March or October
- The Program Development Director will assign the new apprentice mediators to co-mediate with appropriate mentor mediators who will provide feedback and support for the apprentice they are paired with
- The Advanced Mediation Training will be conducted in November for apprentice and other mediators who want to refresh their skills
- Monthly domestic mediator brown bag sessions will be coordinated and held for the domestic mediators
- Four continuing education domestic mediator sessions will be created and conducted quarterly for the domestic mediators
- Four continuing education sessions will be coordinated and conducted for the family and landlord-tenant mediators quarterly
- The Divorce Law in Hawaii presentation for the public will be conducted monthly
- Monthly outreach to various organizations and communities will be conducted to promote early access to mediation

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

MCP is committed to providing high quality mediation services that are accessible for all. MCP's Executive Director and Program Development Director will maintain regular oversight over all aspects of the Program.

At the end of every mediation session, all mediators are required to complete a mediator report, mentor mediators and apprentice mediators complete a report about the progress and training needs of the apprentice, and all participants are asked to complete a survey about their mediation experience. All mediator reports, apprentice reports, and mediation agreements, are promptly reviewed by staff.

Any questions, concerns, or complaints by mediators, participants, or others, will be promptly investigated and addressed by staff. In response to concerns, issues, or complaints, the appropriate follow-up action will be determined and taken such as: amending policies and procedures to improve processes; counseling individual mediators or staff; providing additional training or mentoring for mediators; and more.

MCP's Board of Directors also maintains a Program & Quality Assurance (P&QA) Committee that oversees all program development, as well as addresses quality assurance issues that may arise. Issues that cannot be addressed by staff are taken to the P&QA committee for their review and recommendations. Additionally, the P&QA committee will be kept informed about all aspects of the program.

4. **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.**

MCP will track all cases opened, managed, and mediated, via a cloud-based case management system. The outcomes of every mediation, agreement/no agreement, will be maintained in the case management system. The mediator reports and client satisfaction surveys will be collated to measure additional outcomes.

Outcomes

- 60% of the cases mediated will result in agreements
- 90% of the mediation participants will report that they will use mediation again
- 70% of the mediation participants will report that participating in mediation improved communication with the other party
- 70% of the mediation participants will report that participating in mediation improved their relationship with the other party

IV. Financial

Budget

- a. Budget request by source of funds- attached.
- b. Personnel salaries and wages - attached.
- c. Equipment and motor vehicles - not applicable.
- d. Capital project details – not applicable.
- e. Government contracts, grants, and grants in aid - attached.

2. Anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500.00	\$62,500.00	\$62,500.00	\$62,500.00	\$250,000.00

3. Sources of funding being sought for fiscal year 2023:
 - Individual donors: \$80,000.00
 - Hawaii-based corporations: \$25,000.00
 - Hawaii-based foundations: \$110,000.00
4. The Mediation Center does not apply for or receive state or federal tax credits.
5. State, and county government contracts, grants, granted to MCP within the prior three years include:
 - Hawaii State Judiciary (through the Mediation Centers of Hawaii): General Mediation and Small Claims Court Mediation programs) – 2019, 2020, & 2021
 - Indigent Legal Assistance Fund: 2019, 2020, & 2021
 - Department of Education (Special Education Mediation): 2019, 2020, & 2021
 - Family Court of the First Circuit (Paternity Mediation): 2019, 2020, & 2021
 - Department of Commerce & Consumer Affairs (Condominium Mediation): 2019, 2020, & 2021
 - City & County Cares Funds (Eviction Mediation Program): 2021
 - City & County Grant in Aid (Capital Campaign): 2020
 - State of Hawaii Grant in Aid (Capital Campaign): 2020

There are no contracts in place for 2023. MCP will apply for new contracts with the Hawaii State Judiciary through the Mediation Centers of Hawaii; Family Court of the First Circuit; Indigent Legal Assistance Fund; the Department of Commerce & Consumer Affairs; and the Department of Education.

6. The balance of MCP's unrestricted current assets as of December 31, 2021:
\$5,352,497.00

V. Experience and Capability

1. Necessary Skills and Experience

MCP has a 43-year proven track record of success in providing high quality mediation and dispute resolution services for Oahu's communities. Every year MCP re-evaluates client and community feedback to improve its operations and services. As a result, programs in the areas such as the domestic, family, and landlord-tenant mediation, have grown exponentially in the number of referrals received and cases mediated over the past few years.

MCP maintains a pool of dedicated, experienced mediators who provide the mediation services for the domestic, family, and landlord-tenant mediations. The mediators regularly volunteer their services. To maintain their skills and best practices, the mediators regularly attend workshops, trainings, and other continuing education opportunities.

The MCP staff and Board regularly work to improve efficiency by incorporate technology into its work and strengthening client support. In keeping with accessibility challenges for many, particularly during the pandemic, MCP offers mediation via phone, videoconference, in-person, and online through a secured chat-based system. Workshops and trainings for the mediators and staff are regularly updated and new materials created, to ensure that every client has the best possible opportunity for achieving success. The feedback from the surveys completed by every client shows the high value of MCP's services. 90% of the mediation participants report that they would use the services again irrespective of whether an agreement was reached.

MCP's quality programs and success at serving so many people in Oahu's communities have resulted in a solid reputation. As a result, MCP has become a key resource for designing and implementing new programs to address community needs. For example, in response to the ending of the moratorium on evictions and the creation of Act 57 that requires landlords to participate in mediation with tenants before they move forward with the eviction process, MCP was tasked with creating an effective eviction mediation program to meet the Act 57 requirements on Oahu. With the possibility of receiving over 6,000 mediation requests as indicated by an analysis of tenants behind on their rent, the MCP staff quickly recruited independent contractor mediators and instituted an electronic scheduling system to meet the demand. Thanks to MCP's solid foundation and quick preparation, in a little over four months from the start of Act 57 on August 7 through December 25th, over 1,209 eviction mediation cases were opened, and more than 442 mediations conducted with 89% resulting in agreement.

Other related projects and contracts MCP has maintained over the past three years include:

- An annual contract for the past three years with Mediation Centers of Hawaii to provide small claims, landlord-tenant, and other mediation services for cases referred from the Hawaii State Judiciary
- An annual contract for the past three years with the Department of Education to provide mediation services for special education matters between parents and schools
- A contract with the Hawaii State Judiciary over the past two years to create and pilot an online dispute resolution program for Small Claims matters
- An annual contract for the past three years with the Family Court of the First Circuit to provide paternity mediation
- An annual contract for the past three years with the Hawaii Real Estate Commission to provide mediation for condominium disputes between owners and boards of condominium associations

2. Facilities

MCP owns a three-story building located at 1301 Young Street. The building provides parking for clients, mediators, and staff on the ground floor, three large mediation rooms, a waiting room, and training room on the 2nd floor, and administrative offices for staffing, as well as a board room and two private mediation rooms on the 3rd floor. All mediation rooms and the training room are equipped with videoconference equipment to enable the mediators, as well as clients, to participate safely in a private room, in a remote mediation session.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision, and Training

MCP has strong leadership and dedicated staff who believe in its work and the valuable role MCP plays in the community. The active board of directors is comprised of diverse members, many of whom have played key roles in growing MCP's domestic, family, and landlord-tenant mediation programs. For example, William Darrah, a successful family law attorney for over 40 years, was instrumental in helping MCP strengthen and grow the domestic mediation program since 1999. He currently serves on the Program & Quality Assurance (P&QA) Committee and conducts regular workshops for MCP's domestic mediators. Similarly, Bruce McEwan, a long-time mediator, board member, and former President of the MCP Board of Directors, is currently the Chair of the P&QA Committee. The P&QA Committee will be kept apprised of the domestic, family, and landlord-tenant mediation programs, and will provide input and support as needed.

MCP also has a strong, dedicated staff who support the mission of MCP and have a combined history of supporting and managing the domestic, family, and landlord-tenant mediation programs. Executive Director Tracey Wiltgen is an attorney, mediator, and trainer, who has been part of the MCP staff for 27 years, first as the Director of Training and Mediator Development, and then as MCP's Executive Director for the last 23 years. She has been the key staff person responsible for creating and strengthening MCP's mediation programs and trainings. She will directly oversee all program activities and regularly confer with staff regarding what's working and what changes, if any, are needed.

Ariel Hylton, Deputy Director, has an MBA, and oversees MCP's operations. Ariel is responsible for daily operations, staff oversight, implementation of systems to ensure the programs are run efficiently, and data management. She will provide the staff with the training, support, and systems needed to effectively manage and schedule the mediations in a timely manner.

Katie Ranney, Program Development Director, holds an M.S. in Communication and Conflict Resolution. She is responsible for mediator recruitment and development, including identifying educational and training needs of the mediators, and coordinating workshops, presentations, and trainings to meet those needs; program development, including incorporating technology to increase efficiency of the domestic, family, and landlord-tenant mediation programs; and outreach to educate the community about the programs and the value of mediating early.

There are three dedicated Client Services Specialists who have a combined history of 13 years, and are responsible for opening and managing the cases, scheduling the mediation sessions, and preparing the clients for mediation. They also assist with the assignment of mediators.

The Office Administrator, Office Assistant, and Mediation Coordinator, assist with the providing information to clients, coordinating, and managing the electronic signing of confidentiality and mediation agreements, mediation preparation including uploading documents for the mediators, Zoom links, and technological assistance.

2. Organization Chart
Attached

3. Compensation

The annual salary range paid by MCP to the three highest paid officers, directors, or employees is \$40,000 - \$120,000.

VII. Other

1. Litigation

There is no pending litigation

2. Licensure or Accreditation
NA

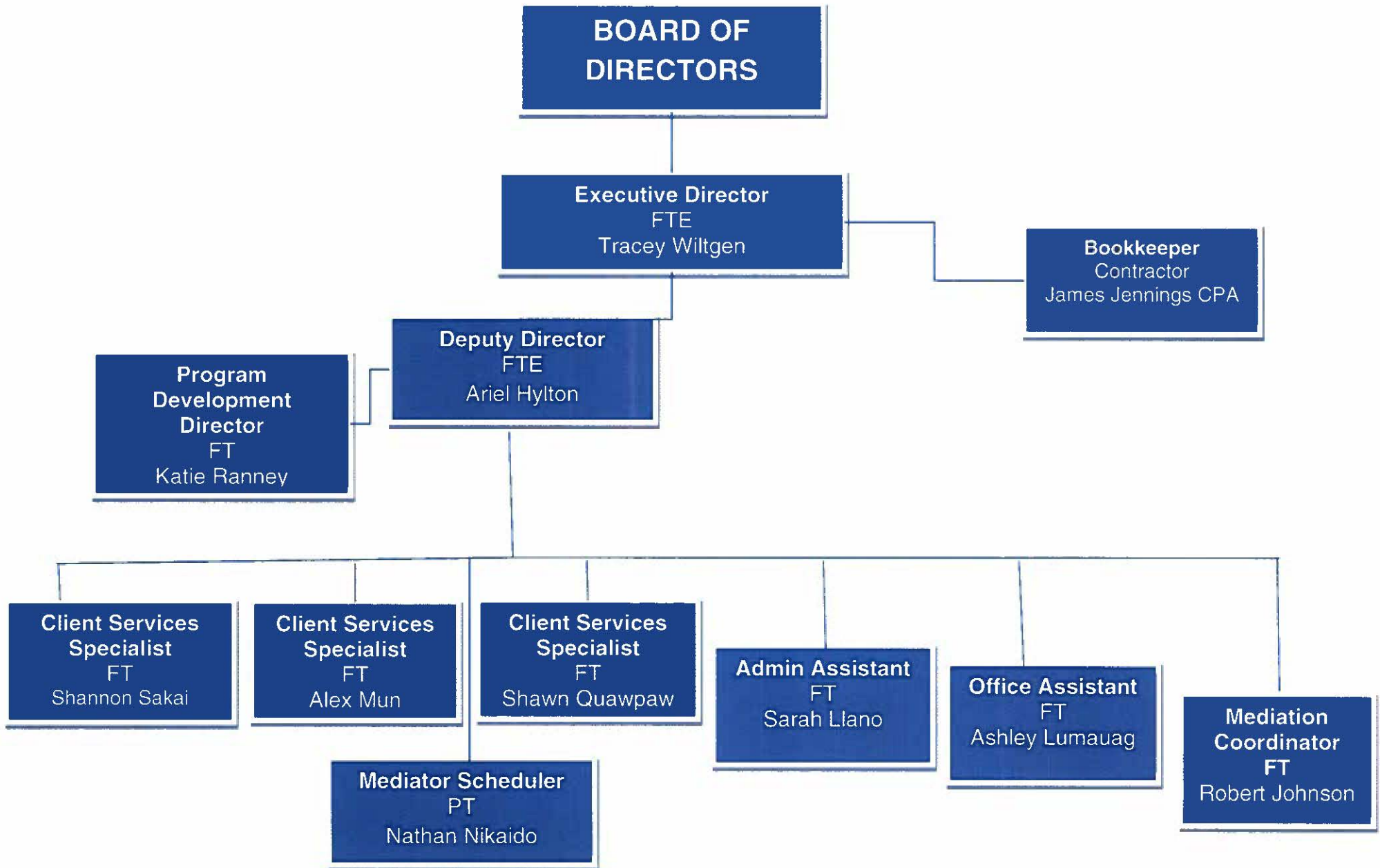
3. Private Educational Institutions
NA

4. Future Sustainability Plan

The MCP Board of Directors and staff will be engaging in strategic planning in late 2022 to develop action steps for fundraising, program development, and more, for the future of MCP and the programs which are the focus of this grant request. A variety of initiatives to raise the needed funding to maintain support for the high volume of requests for mediation in the areas of domestic, family, and landlord-tenant mediation will be discussed and implemented for the future. These include increased training for businesses and government agencies to generate more revenue; establishing family mediation as a covered service in the healthcare arena; and expanding MCP's ACCESS ADR panel to provide more mediation options for participants with financial resources, and thereby further increase revenue to support the domestic, family, and landlord-tenant mediation programs.

If MCP is not successful in increasing revenue and funding in the future to support the programs, then services may need to be limited or decreased.

The Mediation Center of the Pacific, Inc.
Organization Chart



BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

Applicant: The Mediation Center of the Pacific, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	FT	\$120,000.00	50.00%	\$ 60,000.00
Deputy Director	FT	\$75,000.00	80.00%	\$ 60,000.00
Program Development Director	FT	\$45,000.00	80.00%	\$ 36,000.00
Client Services Specialist -1	FT	\$37,580.00	80.00%	\$ 30,064.00
Client Services Specialist -2	FT	\$37,580.00	80.00%	\$ 30,064.00
Client Services Specialist -3	FT	\$37,580.00	80.00%	\$ 30,064.00
Mediator Scheduler	PT	\$30,000.00	80.00%	\$ 24,000.00
Administrative Assistant	FT	\$38,600.00	50.00%	\$ 19,300.00
Mediation Coordinator	FT	\$18,720.00	80.00%	\$ 14,976.00
Office Assistant	FT	\$28,892.00	80.00%	\$ 23,113.60
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				327,581.60
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: The Mediation Center of the Pacific, Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: The Mediation Center of the Pacifi

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS NA						
LAND ACQUISITION NA						
DESIGN NA						
CONSTRUCTION NA						
EQUIPMENT NA						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: The Mediation Center of the Pacific, Inc.

Contracts Total: 190,116

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	General Mediation & Small Claims Court	7/1/21-6/30/22	Mediation Centers of H State		162,391
2	Mediation for the Indigent Population	7/1/21-6/30/22	HI State Judiciary	State	17,725
3	Paternity Mediation	7/1/21-6/30/22	Family Ct., First Circuit	State	10,000
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