





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: **BIG ISLAND MEDIATION, INC.**

DBA/Trade Name: **West Hawaii Mediation Center**

Issue Date: **01/02/2024**

Status: **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: XX-XXX3488  
UI#: XXXXXX1426  
DCCA FILE#: 115844

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISSED STATUTES**

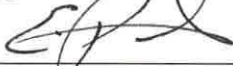
The undersigned authorized representative of the applicant certifies the following:

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

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

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

Big Island Mediation Inc. dba West Hawaii Mediation Center \_\_\_\_\_  
(Typed Name of Individual or Organization)

  
\_\_\_\_\_  
(Signature)

1-18-24  
\_\_\_\_\_  
(Date)

Eric Paul \_\_\_\_\_ Executive Director \_\_\_\_\_  
(Typed Name) (Title)



# West Hawai'i Mediation Center

## Statement of Public Purpose

January 18, 2024

I verify that any and all funds to West Hawai'i Mediation Center via the 2023-24 State of Hawai'i Grant-in-Aid program will be used for the public purpose of providing Victim Offender Conferencing to the West Hawai'i Community - pursuant Section 42F-102 of the Hawai'i Revised Statutes.

Eric Paul,

Executive Director

West Hawaii Mediation Center

**§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]

65-1291 Kawaihae Road, Suite 104b, Kamuela, Hawaii 96743

Waimea (808) 885-5525 Fax (808) 887-0525

[www.whmediation.org](http://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.**

# Application for Grants

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

## **I. Certification – Please attach immediately after cover page**

### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

### **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](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 17,940	\$ 17,940	\$ 17,940	\$ 17,940	\$ 71,760

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
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.

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 2025 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

## **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.

### **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.

### **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.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:


- (a) Received by the applicant for fiscal year 2024-25, 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) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

ERIC PAUL

PRINT NAME AND TITLE

1/19/24

DATE

## **II. Background and Summary:**

### **1. A brief description of the applicant's background**

West Hawai'i Mediation Center (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. 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. And, we are one of two non-profit mediation centers serving Hawai'i Island.

WHMC has six employees: Executive Director, Case Manager, Peer Mediation Coordinator, Mediation Coordinator, Finance Manager, and Restorative Justice Coordinator. It has a volunteer Board of Directors composed of seven community members from Waimea, Kona, and South Kona, as well as 42 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. During FY 2022-23, WHMC served 618 clients (unduplicated, in cases closed that year) in 315 total closed cases. To support these efforts, 44 professionally trained volunteer mediators donated over 2635 hours of mediation services.

WHMC is applying for State GIA funding to supplement our restorative justice programming; specifically: Victim Offender Conferencing (VOC) to residents in West Hawai'i in partnership

with the Restorative Justice Program in the Office of the Prosecuting Attorney. WHMC seeks consideration for servicing the rural County of Hawai'i that extends from Hawi to Ocean View.

We believe in the transformative power of restorative justice. WHMC's programmatic mission is to provide restorative justice as a viable alternative to prosecution in cases where an individual is harmed, the defendant is willing to participate in repairing that harm, and the harmed party is interested in a restorative process. Using restorative justice as a response to crime puts the victim first and promotes healing, while giving the offender the opportunity to take responsibility and make things right. A restorative response to crime reduces offender contact with the criminal justice system and reduces trauma for victims, building a safer and stronger community.

## **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 caseload for an overburdened court system. WHMC will provide victims the opportunity to be participants in the justice process by meeting face to face with defendants in order to come to an agreement that aims to repair harm, build accountability, and create steps to make sure it doesn't happen again.

**Goal One: Provide a restorative process for victims of harm that works alongside, and as an alternative to, the criminal legal system.**

***Objective 1: Restorative Justice Coordinator and trained volunteers will conduct 36 total conferences for FY2024-25.***

1. With 14 volunteers and a part-time VOC Coordinator, we estimate conducting 3 conferences each month, for a total of 36 conferences. We estimate direct services to impact 120 individuals. Both referrals and agreements will be received from and move toward the Prosecutor's office for completion. The point of Contact is the RJ Program Coordinator for the County of Hawai'i.

**Goal Two: Educate and expand community awareness around Restorative Justice practices and opportunities for victims of harm.**

***Objective 1: 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 1-3 outreach events per month in which volunteer needs are expressed. We also have 42 active community mediation volunteers - some of whom have expressed interest in the VOC process. We anticipate offering a 3-day training annually to recruit and sustain our volunteer base. To date, there are six (6) community volunteers that have been trained as VOC mediators. Additional training will be provided in August/September 2024 to add eight (8) new volunteers for the VOC program.

***Objective 2: Add 1 new referral source.***

In February of 2024, the inaugural meeting of our Restorative Justice Advisory Committee met. This committee is made up of a diverse cross-section of representatives in West Hawai'i. Participants include people from the Mayor's Office, Juvenile court, Department of Education,

Native Hawaiian Health Clinic, and Community Policing. In much of the country, VOC cases are referred from community organizations or professions tangentially connected to the criminal legal system. The purpose is to build a culture of restorative processes that can be used prior to cases be submitted to the Office of the Prosecuting Attorney. Only 50% of crime goes reported. we intend to create one more formal referral source in the FY2024-25, outside of the Prosecutor's Office.

***Objective 3: Provide 12 informational presentations on Restorative Justice.***

The RJ 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. We will tap into the community connections provided by the Advisory Committee, as well as other community relationships carried by West HI Mediation Center.

**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 that a criminal act instigates. In May of 2022, HR No. 143 was adopted by the 31st Legislative Session of the House of Representatives. The Resolution urges funding to be directed toward restorative justice

programs. West Hawaii Mediation Center is partnering with the Office of the Prosecuting Attorney in Hawaii County to do just that. HR 143 cites the following:

"Studies show that restorative justice programs reduce crime, reduce repeat offenses, divert individuals from the criminal justice system, reduce the costs of criminal justice, increase crime victims' healing and well-being, reduce the backlog of court cases, and provide victims and offenders with greater satisfaction than tradition criminal justice often allows...pilot projects in the State, such as...the Restorative Justice Program of the Office of the Prosecuting Attorney of the County of Hawaii, have offered positive results."

These positive results come in the midst of several statewide crises.

1). Our current jail system focuses on punitive measures, rather than rehabilitative or even restorative processes. The State of Hawai'i Statutes mandate that the State make efforts to transition our criminal legal system from punitive to rehabilitative corrections. Our current punitive correctional system produces outcomes that do not make our communities more safe; rather, they produce high rates of recidivism. Restorative Justice on the Big Island has shown a 100% restitution paid and a 2% recidivism rate.

2). The Hawai'i Correctional Oversight Commission continues to provide data of our broken incarceration system. Overcrowding and unsanitary conditions pervade our jails and prisons, in particular the Hawaii Community Correctional Center.

3). The HCR 85 Task Force for Prison Reform showed the racial and ethnic disparities inherent in our current criminal legal system. Native Hawaiians, Pacific Islanders, and African Americans are overrepresented in our penal system. One of the recommendations of the Task Force was to invest in Restorative Justice programs, including Victim Offender Conferencing.

4). The CDC shares that 1 in 9 students have skipped school because they feel unsafe. Furthermore, Hawai'i leads the nation in the number of students arrested; and again, those students are disproportionately Native Hawaiian and other Pacific Islander. Schools have utilized a discriminatory reliance on police, rather than on building systems of restorative accountability.

5). Being locked up as a juvenile is the biggest predictor of adult incarceration. Expanding VOC restorative justice work through West Hawai'i Mediation Center would increase the capacity for youth cases to be diverted away from criminal charges while building accountability and changed behavior.

6). Law360 notes at the beginning of 2024, that 92% of civil legal issues faced by low-income residents go unaddressed or receive inadequate assistance. These unmet civil needs lead toward a breakdown in social cohesion and correlate to an uptick in criminal activity.

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.

The County of Hawai'i 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. With this program fully funded, we can double the capacity to of restorative justice options in Hawaii County.

#### **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 Hawai'i County are the primary target population served, alongside the perpetrators of that crime.

### **5. Geographic coverage**

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

## **III. Service Summary and Outcomes**

### **1 & 2. Scope of Work and Annual Timeline**

WHMC provides 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. Last year, WHMC accepted a referral from the Prosecutor's office for a case involving four youth - the potential charge revolved around curfew violation, vandalism of a local school property, and trespassing. We know that youth who are arrested for a crime are three times more likely to be incarcerated as an adult. We also know their ability to finish education decreases significantly. WHMC volunteers created a conference where school administrators/teachers, the students, and their parents were able to talk through what happened, why, and how to build accountability. It was a difficult conversation - emotional at times. But the students learned about the impact of their actions, the fear and lack of safety is created for teachers and students, and how much this

group of administrators wanted to lend their support - they were compassionate. They wrote apologies, paid restitution, and agreed to volunteer at the school with a special reading program. As a result, the Prosecutor's Office dropped the charges. The harm that was done and the relationships hurt were being restored.

## **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 works closely with state and county officials. Our main source of referrals 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 determines which specific cases are referred, assesses whether 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 the victim will not be further traumatized by meeting with the offender).

### **Projected Annual Timeline:**

1. Initial referral base was the Victim Assistance Unit. During the 2023-24 Fiscal year, and first year of programming, we solidified this process, hired an RJ Coordinator, trained volunteers, and implemented VOC meetings for victims and offenders. We intend

to open up new referral sources during year 2 of funding (the request for funds for FY 2024-25). Timeline: Ongoing

2. RJ Program Coordinator solidifies referral process with a community organization in conjunction with the RJ Advisory Committee - we anticipate this referral source to be connected to community policing or the department of education, but not exclusively so. Timeline for alternative referral mechanism - November 2024.

3. The RJ Advisory Committee is scheduled to meet every other month.

### **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 is utilized in our facilitation of VOC trainings. With 6 trained volunteers and four trained staff (Executive Director, Case Manager, RJ Coordinator, and Mediation Coordinator), another training will add another 8 volunteers by September 2024. 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 2023- August 30, 2024.
2. VOC Facilitator Training by September 2024 with goal to add 8 more VOC mediators.

**D. Conduct VOC meetings: 36 for FY 2024-25**

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:**

**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 facilitators 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). RJ Program Manager at the Prosecutor's Office provides 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. Then, the referral is passed to WHMC.
- 2). Referral is given to WHMC, which is logged into the data system, screened, and assigned to volunteers.

3). Volunteer Facilitators then contact each participant to conduct a pre-meeting in preparation for the conference. Sometimes, there may be more than one in order to adequately prepare for a face-to-face conference.

3) Facilitators 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, 2024 to June 30, 2025

#### **E. Conduct 12 information presentations**

Much effort will go into building relationships and partnerships to build support for this VOC program - including educating the community on restorative justice processes. 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) Each year, we 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:** Ongoing from July 2, 2024 through June 30, 2025.

**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. Program evaluation includes both victim and offender satisfaction surveys with Victim Offender Conferencing; including measures that reflect how this conferencing process addressed a harm that was done, and held accountable offending parties. Outcomes are assessed through surveys given to both victims and offenders after the conferencing process has concluded. With these surveys, we 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 is utilized for our VOC Program as well, though tracked separately from our Community Mediation case load.

The VOC Coordinator will assess the data bi-monthly to review the measures of effectiveness and provide process feedback. Volunteers also 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: Provide a restorative process for victims of harm that works alongside, and as an alternative to, the criminal legal system.



**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

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: Educate and expand community awareness around Restorative Justice practices and opportunities for victims of harm.

**Outputs:**

Output 1: # of outreach events

Applicant: Big Island Mediation dba West Hawai'i  
Mediation Center

Output 2: # of outreach participants

**Outcomes:**

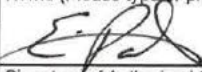
Outcome 1: % of participants reporting a greater understanding of restorative justice and VOC work

Outcome 2: % of participants interested in volunteering

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

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)
<b>A. PERSONNEL COST</b>				
1. Salaries	47,100			24,000
2. Payroll Taxes & Assessments	4,500			5,000
3. Fringe Benefits	2,500			2,500
<b>TOTAL PERSONNEL COST</b>	<b>54,100</b>			<b>31,500</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	1,000			
3. mileage	500			250
4. Lease/Rental of Space	12,000			3,000
5. Volunteer Training	500			
6. Supplies	500			
7. Telecommunication	160			
8. Utilities	3,000			1,000
9				
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>17,660</b>			<b>4,250</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>71,760</b>			<b>35,750</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	71,760	Eric Paul	808-885-5525	
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested			1-18-24 <del>2024</del>	
(d) Total Private/Other Funds Requested	36,750	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>108,510</b>	Eric Paul, Executive Director		
		Name and Title (Please type or print)		



Applicant: Big Island Mediation Inc. dba West Hawaii M

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

Applicant: Big Island Mediation Inc. dba West I

<b>FUNDING AMOUNT REQUESTED - NOT APPLICABLE</b>						
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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

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

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>
1	State Grant-in-Aid (VOC)	7/1/23 - 6/31/24	Attorney General	HI State
2	HI County Grant-in-Aid (Community Mediation)	7/1/23 - 6/31/24	County Finance	Hawaii County
3	Judiciary Contract (Mediation)	7/1/23 - 6/31/24	State Judiciary	State
4	Provide Mediation for Judiciary cases	7-1-22 to 6-30-23	Mediation Center of Haw	State Judiciary
5	Support for Community Mediation	7-1-22 to 6-30-23	County of Hawaii	Hawaii County
6	Act 57 Landlord Tenant Mediations - shared	8-7-22 to 6-30-23	County of Hawaii	Hawaii County
7	Support for Peer Mediation	7-1-22 to 6-30-23	County of Hawaii	Hawaii County
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West Hawai'i  
Mediation Center

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

P.O. Box 7020 Kamuela, Hawaii 96743  
Waimea (808) 885-5525 Fax (808) 887-0525  
[www.whmediation.org](http://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.**

10:49 AM

## West Hawai'i Mediation Center Balance Sheet

01/18/24

As of December 31, 2023

Accrual Basis

	Dec 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking - First Hawaiian Bank	39,501.63
Maximizer - First Hawaiian Bank	51,074.60
Savings - Finance Factors	105,262.36
Total Checking/Savings	195,838.59
Accounts Receivable	
Accounts Receivable	3,839.01
Total Accounts Receivable	3,839.01
Other Current Assets	
Prepaid Expenses	4,100.51
Undeposited Funds	-25.00
Total Other Current Assets	4,075.51
Total Current Assets	203,753.11
<b>Fixed Assets</b>	
Accum Depr - Furn and Equip	-1,702.65
Accum Depr - Leasehold Imps	-7,112.66
Leasehold Improvements	11,380.25
Total Fixed Assets	2,564.94
<b>Other Assets</b>	
Accum. Deprec. Furn. & Equip.	-18,476.10
Furniture & Equipment	24,836.18
Operating Lease ROU Assets	23,933.16
Total Other Assets	30,293.24
<b>TOTAL ASSETS</b>	<b>236,611.29</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,571.90
Total Accounts Payable	1,571.90
Other Current Liabilities	
Accrued Expenses	3,128.12
Accrued Vacations	9,741.00
Current Portion Op Lease Lblty	22,059.43
Payroll Liabilities	
Employee FICA Liability	1,782.07
Employee FWT Liability	1,534.00
Employee Medicare Liability	416.77
Employee SWT Liability	1,428.76
Employer Fica Liability	1,192.75
Employer Med. Liability	278.95
HI UI - Employer	2,047.57
Payroll Liabilities - Other	79.62
Total Payroll Liabilities	8,760.49
Total Other Current Liabilities	43,689.04
Total Current Liabilities	45,260.94
Long Term Liabilities	
Operating Lease Liabilities	1,873.73
Total Long Term Liabilities	1,873.73
Total Liabilities	47,134.67
<b>Equity</b>	
Opening Bal Equity	15,003.00
Retained Earnings	190,927.19
Temp Restricted Net Assets	5,000.00
Net Income	-21,453.57
Total Equity	189,476.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>236,611.29</b>

## **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 2022-23 we opened 415 cases and served 618 West Hawaii individuals. Our satisfaction rate hovered around 94%. To support these efforts, 42 professionally trained volunteer mediators donated over 2400 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.

Our Community Mediation program is similar in structure and format to Victim Offender Conferencing. Funding from the State GIA program for FY2023-24 has enabled us to hire a Restorative Justice Coordinator, train new volunteers, streamline our referral process, and build our RJ Advisory Committee. We have 4 staff and 6 volunteers currently trained, and have successfully facilitated 3 RJ conferences, with 4 more referrals received in the first few months.

The VOC program is run by our Restorative Justice Program Manager - a former Victim Witness Counselor at the Hawaii County Office of the Prosecuting Attorney. The Executive Director has been the E.D. for six years and holds a Graduate Certificate in Conflict Transformation, and trainings in mediation, Peace Circles, Restorative Justice, and Strategic Trauma Awareness and Resilience.

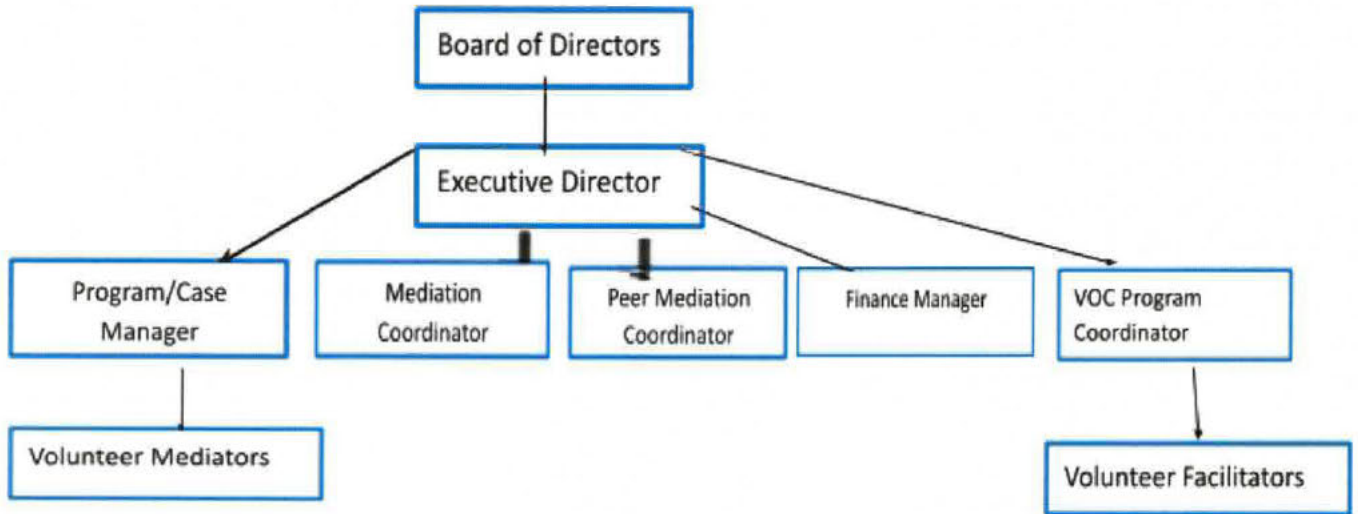
### Facilities

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. Many may also happen on the phone.

**6. Project Organization and Staffing**

**1. WHMC Organizational Chart**



**2. Compensation**

Executive Director	\$58,052
Program/Case Manager	\$51,800
Mediation Coordinator	\$23,920
Peer Mediation Coordinator	\$18,000
Finance Manager	\$41,400
VOC Program Coordinator	\$45,000

### 3. Proposed Staffing, Qualifications, and Supervision

#### Job Description

**Title: Restorative Justice Program Coordinator (HIRED September of 2023)**

Reports to: Executive Director (E.D. holds a Masters in Divinity, and a Graduate Certificate in Conflict Transformation).

**Summary:** The Restorative Justice 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 RJ 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 RJ 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.

## **VII. Other**

### Litigation:

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.

Licensure or Accreditation: Not Applicable

Private Educational Institutions: Not Applicable

### 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.

In 2024-25 and the years coming, we intend to fundraise to sustain the program through both events and individual donor relationships. We have secured through a private donor \$35,000 to aid this particular program for FY2024-25. Furthermore, we intend to apply for future grants associated with victim-centered services, community safety, reduction in mass incarceration, and alternative justice oriented foundations, including Annual State GIA funds.

As this is a volunteer oriented program, expenses can be kept low through the employment of one coordinator, with administrative oversight by the Executive Director and Finance Manager.