

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db:

The Mediation Center of the Pacific, Inc.

Amount of State Funds Requested: \$ \$250,000.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Mediation Center of the Pacific (MCP) is requesting \$250,000 to support the provision of mediation and dispute resolution services in the areas of domestic mediations between divorcing and unmarried couples with children who need to work out time-sharing, co-parenting arrangements, and property division; families in dispute regarding the care or property of an elder member; and District Court cases involving landlords and tenants, consumers and merchants, collection agencies and debtors, and disputing neighbors, co-workers, and students requesting restraining orders. The need for mediation in these areas has more than doubled over the past four years. To provide efficient, timely, and quality services for the high volume of cases, additional financial resources is needed.

Amount of Other Funds Available:

State: \$ 216,455.00

Federal: \$ _____

County: \$ _____

Private/Other: \$ 180,000.00

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ \$2,422,273.00

Unrestricted Assets:

\$ 5,829,150.00

New Service (Presently Does Not Exist): ☐ Existing Service (Presently in Operation): ☒

Type of Business Entity:



501(C)(3) Non Profit Corporation



Other Non Profit



Other

Mailing Address:

1301 Young Street

City:

Honolulu

State:

HI

Zip:

96814

Contact Person for Matters Involving this Application

Name:
Tracey Wiltgen

Title:
Executive Director

Email:
tracey@mediatehawaii.org

Phone:
808-521-6767



Authorized Signature

Tracey Wiltgen, Executive Director

Name and Title

11/15/25

Date Signed

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



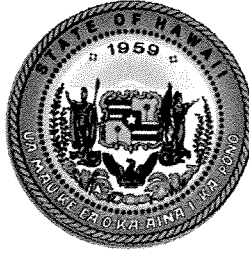
AUTHORIZED SIGNATURE

Tracey Wiltgen

PRINT NAME AND TITLE

1/15/25

DATE



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: THE MEDIATION CENTER OF THE PACIFIC, INC.

DBA/Trade Name: THE MEDIATION CENTER OF THE PACIFIC, INC.

Issue Date: 01/15/2025

Status: **Compliant**

Hawaii Tax#: 20322716-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2700

UI#: No record

DCCA FILE#: 40876

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 REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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; and
- 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.
- 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, 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.

The Mediation Center of the Pacific, Inc.

(Typed Name of Individual or Organization)



(Signature)

Tracey Wiltgen

(Typed Name)

1/15/25

(Date)

Executive Director

(Title)

2025 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 46, 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. 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 2024, MCP served over 12,000 people through its mediation, dispute resolution, and training programs. Approximately 85% of the people who participated in the 1,400 mediations that were conducted, were in the low-income and ALICE populations. 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 were able to move 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, business leaders, caregivers, youth, and more. Last year, MCP conducted over 197 hours of training, workshops, and presentations involving 1,488 people from various agencies, businesses, and the community. Training included two 25-hour Basic Mediation trainings, and a one-day Mediation Skills for Leaders training for Kamehameha Middle Schools, the Hawaii DOE Administrators, and the leadership team of Kapiolani Community College. MCP also conducted a half-day training in the Art of Conflict Resolution for businesses and the community. The outcomes from the training included improved productivity in workplaces, strengthened families, and increased community collaboration.

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, District Court, and landlord-tenant matters. The following objectives will be achieved:

- Open and manage 1,600 cases in the areas of family, domestic, District Court, and landlord-tenant within 2 business days
- Schedule 800 initial mediation sessions within 14 business days
- Conduct 850 mediation sessions in the areas of family, domestic, District Court, and 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

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

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

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 over the past four years, particularly in the areas of domestic, family, District Court, and landlord-tenant. Between January 1 and November 30, 2024, MCP opened 2,267 cases and conducted 1,322 mediations with 715 mediations (54%) resulting in agreements. 85% of the people involved in the mediations managed by MCP were in the low-income and ALICE populations.

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, and consumers. 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.

5. Geographic coverage

MCP provides mediation services for all communities throughout Oahu. Services are currently provided on-site at MCP's building or remotely via Zoom. MCP currently has a pilot eviction mediation program on-site at the Honolulu District Court on Friday mornings. When accommodation is needed, MCP provides services at other locations such as schools, assisted living facilities, healthcare facilities, and community centers. MCP also works with other organizations to create Kokua Hubs that enable tenants and others to use their sites and equipment 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, District Court, 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, Council for Native Hawaiian Advancement, and various healthcare providers. Community outreach and education will also be regularly conducted to encourage early access to 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), and collate closing data and outcomes as described below. The Mediator & Program Development Director will assign the appropriate mediator(s) for each case.

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 135 experienced mediators, to ensure sufficient, appropriate mediators with the necessary training and background are available to mediate the cases in a timely manner, the Mediator & Program Development Director will recruit, interview, and coordinate the oversight and training of 15 – 20 new mediators throughout the year. All potential new mediators will be required to complete a 24-hour Basic Mediation training prior to being accepted into the Program.

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. The District Court mediators will also be required to complete a five-hour workshop on the District Court mediation process which is typically shorter than other types of mediation. 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 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 1,600 new domestic, family, District Court, and landlord-tenant cases will be opened and up to 800 cases in these areas mediated, during a one-year period. Fifteen to twenty new mediators will be recruited, trained, and mentored during that one-year period as well. The specific timeline will be as follows:

- Up to 66 new cases in the domestic, family, District Court, and landlord-tenant arenas will be opened by the Client Services Specialists monthly
- 33 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.
- New mediators will be recruited in February and September, and will participate in Basic Mediation Trainings in either March or October
- The Mediator & 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
- Up to twelve apprentice evaluations will be conducted to certify them for status
- Monthly domestic mediator brown bag sessions will be coordinated and held for the domestic and District Court mediators

- Four continuing education sessions will be created and conducted quarterly for all mediators
- 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, Mediator & Program Development Director, and Special Programs Innovator will maintain regular oversight over all aspects of the Program.

To assess the quality of the Program, at the end of every mediation session, all mediators are required to complete a mediator report. Mentor mediators and apprentice mediators also complete a report about the progress and training needs of the apprentice. All mediation 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, are 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 2026:

- Individual donors: \$80,000.00
- Hawaii-based corporations: \$15,000.00
- Hawaii-based foundations: \$223,879.00
- C & C GIA: \$150,000.00

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) – 2023, 2024, & 2025
- Indigent Legal Assistance Fund: 2023, 2024, & 2025
- Department of Education (Special Education Mediation): 2023, 2024, & 2025
- Department of Commerce & Consumer Affairs (Condominium Mediation): 2023, 2024, & 2025
- State of Hawaii Grant in Aid: 2023

There are no contracts in place for 2026. MCP will apply for new contracts with the Hawaii State Judiciary through the Mediation Centers of Hawaii; 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, 2024:
\$5,824,934.00

V. Experience and Capability

1. Necessary Skills and Experience

MCP has a 46-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 incorporating 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 training 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 required landlords to participate in mediation with tenants before they moved 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, during the one-year period between August 7, 2021, through August 6, 2022, MCP opened 3,047 eviction mediation cases and conducted 1,379 mediations with 87% 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
- 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
- An early eviction mediation program for tenants and landlords to work out payment plans early, instead of going to court. MCP received a \$150,000 award in 2024 from the American College of Trial Lawyers to support this Program

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 30 years, first as the Director of Training and Mediator Development, and then as MCP's Executive Director for the last 27 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.

Katherine Li, Mediator & Program Development Director, holds a PhD. 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; and outreach to educate the community about the programs and the value of mediating early.

Roberta Gomez-Hickey, Special Programs Innovator, holds a JD from the William S. Richardson School of Law. Roberta is directly responsible for the Early Eviction Mediation Program, the Kupuna Pono Program, and the Special Education Mediation Program.

There are three dedicated Client Services Specialists who have a combined history of 7 years, and are responsible for opening and managing the cases, scheduling the mediation sessions, and preparing the clients for mediation.

The Office Administrator, Mediation Coordinator, and Training 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, technological assistance, and coordination of trainings and workshops.

2. Organization Chart

Attached

3. Compensation

The annual salary range paid by MCP to the three highest paid officers, directors, or employees is \$73,000 - \$130,000.

VII. Other

1. Litigation

There is no pending litigation

2. Licensure or Accreditation

NA

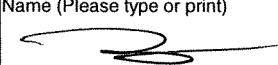
3. Private Educational Institutions

NA

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: The Mediaiton Center of the Pacific, Inc.

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	133,100		90,000	187,900
2. Payroll Taxes & Assessments	38,000		10,000	30,700
3. Fringe Benefits	41,000			15,110
TOTAL PERSONNEL COST	212,100		100,000	233,710
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	8,000		5,000	10,000
3. Lease/Rental of Equipment				4,000
4. Lease/Rental of Space				
5. Staff Training				2,000
6. Supplies				4,500
7. Telecommunication	10,000			7,600
8. Utilities	9,900			17,069
9. Sub-contractors (Interpreters)	10,000		5,000	
10 Sub-contractors (Mediators)			40,000	40,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	37,900		50,000	85,169
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000		150,000	318,879
SOURCES OF FUNDING		Budget Prepared By: Tracey Wiltgen 808-521-6767 Name (Please type or print) Phone <div style="display: flex; justify-content: space-between; align-items: center;"> <div> (a) Total State Funds Requested 250,000 (b) Total Federal Funds Requested (c) Total County Funds Requested 150,000 (d) Total Private/Other Funds Requested 318,879 </div> <div style="text-align: center;">  Signature of Authorized Official Executive Director Name and Title (Please type or print) </div> <div style="text-align: center;"> 1/15/25 Date </div> </div>		
TOTAL BUDGET	718,879			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

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)
Client Services Specialists		3	\$45,000.00	65.00%	\$ 29,250.00
Mediator & Program Development Director		1	\$73,000.00	50.00%	\$ 36,500.00
Special Programs Innovator		1	\$56,000.00	20.00%	\$ 11,200.00
Deputy Direcor		1	\$85,000.00	15.00%	\$ 12,750.00
Mediation Coordinator		1	\$40,000.00	80.00%	\$ 32,000.00
Mediation and Training Cooridinator		1	\$38,000.00	30.00%	\$ 11,400.00
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TOTAL:					133,100.00
JUSTIFICATION/COMMENTS:					

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: The Mediation Center of the Pacific, Inc.

Contracts Total: 232,828

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	General Mediation & Small Claims Court	7/1/24 - 6/30/25	Mediation Centers of H State		212,780
2	Mediation for the Indigent Population	7/1/24 - 6/30/25	HI State Judiciary	State	20,048
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