

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



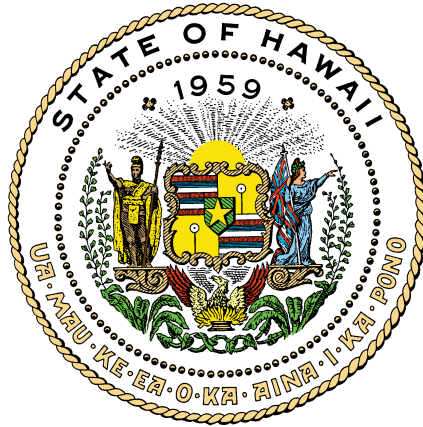
AUTHORIZED SIGNATURE

LORENN WALKER, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

01/17/2024

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

HAWAII FRIENDS OF RESTORATIVE JUSTICE

was incorporated under the laws of Hawaii on 11/26/1980 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 17, 2024

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

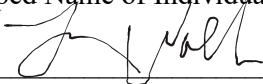
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; 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.

HAWAI'I FRIENDS OF RESTORATIVE JUSTICE

(Typed Name of Individual or Organization)



(Signature)

01/17/2023

(Date)

LORENN WALKER

(Typed Name)

Rev 8/30/23

EXECUTIVE DIRECTOR

(Title)



PO Box 3654, Honolulu, HI 96811

(808)218-3712

<https://hawaiifriends.org>

01/17/2024

Statement of Public Purpose

I, Lorenn Walker, assert on behalf of Hawai'i Friends of Restorative Justice that the grant for which we are applying will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

The funds from this grant in aid will increase access to HUIKAHI restorative justice circles across the Hawaiian Islands.

Mahalo,

Lorenn Walker

Executive Director of Hawai'i Friends of Restorative Justice

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;

Founded in 1980, Hawai'i Friends of Restorative Justice (HFRJ) is an educational entity that works to help individuals and organizations live cooperatively & peacefully. HFRJ provides education, training and program development for schools, courts, hospitals, prisons, government agencies, on-governmental organizations, and others based on a group's unique needs for peacemaking and conflict management skill building. HFRJ provides, researches, writes about, and publishes the outcomes of its innovative projects to contribute to best practices and evidence-based knowledge about what can help increase peace, civic engagement, healing and reconciliation for individuals and communities.

HFRJ created the "HUIKAHI" restorative and solution-focused reentry planning circle process in Hawai'i. Over the past eighteen (18) years HFRJ has provided this public health holistic approach to addressing harm and cultivating critical support for successful reentry of previously incarcerated individuals and their families. HUIKAHI Circles provide a safe opportunity for the families of the incarcerated and prison staff members to discuss and produce written transition plans before and after an individual leaves prison. The process emphasizes that incarcerated are responsible for their own choices and

helps them to develop realistic detailed plans for meeting their needs to maintain law abiding lives including obtaining housing, employment, and other necessities with critical support. The process helps to repair or establish familial or other close relationships and encourages individuals to make amends for their wrongdoings. Through the diligent development of the HUIKAHI Circles, years of program implementation and peer-reviewed process, HFRJ has received international recognition and has been sought-out to provide trainings for the HUIKAI circles to be offered by local community workers and supported by government, e.g., from 2015-2022, HUIKAHI Circles were part of a pilot program through the U.S. District Court for the District of Hawai'i. HUIKAHI Circles have been extensively evaluated and have been shown to be cost effective for providing healing for family members, increasing safety in family dynamics, and increasing successful reentry of the incarcerated into our community and significantly reducing recidivism.

2. The goals and objectives related to the request;

The goal of this request is to fund the training of HUIKAHI facilitators and hand-off the developed program to Hawai'i organizations that are best equipped to increase access to this reentry process. This program will address the demand for HUIKAHI Circles across the islands of Hawai'i with local community workers in a sustainable model that increases the number of HUIKAHI practitioners with fidelity to the proven model.

Through the goal of increasing the number of professionally trained HUIKAHI practitioners across the Hawaiian Islands, the following objectives will be achieved: 1) Increase the number of HUIKAHI Reentry Circles available across Hawai'i; 2) Ensure the sustainability of the HUIKAHI program model with established community workers best suited to implement the process with trainings provided as needed in the future; 3) Increase the safety of communities by decreasing recidivism (additional criminal activity) of individuals re-entering communities; 4) Provide healing for loved-ones harmed by the actions of previously incarcerated individuals; 5) Increase the successful reentry of previously incarcerated individuals by providing critical support and a safety net of resources to successfully reintegrate into community as a contributing law abiding member of society.

3. The public purpose and need to be served;

HFRJ is a small organization addressing a critical and overlooked reality of public safety. When the justice system incarcerates individuals, their family and loved ones are harmed by the isolation, and the financial and social impacts of losing that family member to the prison system. When individuals are released from prison, families and loved ones need to have a safe space to address the harm done and make a realistic reentry plan that is informed and supported by key support in the community. The HUIKAHI model has been proven to provide healing for loved ones as previously incarcerated individuals are guided through the process, taking accountability for their actions, and understanding a more honest assessment of their options for community reentry. This process goes far beyond what the Department of Corrections and Rehabilitation (DCR) currently offers (a checklist). In 2022 the Hawai'i Legislature requested that the HUIKAHI program be procured as described in Act 118 (SLH 2022), which recognized that "supportive relationships are vital for an inmate's successful reentry" into our communities. Due to the inability of DCR to successfully procure these services, HFRJ will increase the accessibility to their justice program by sharing the

specific model with individuals and community groups best suited to provide HUIKAHI Circles in their communities in the future.

4. Describe the target population to be served; and

The target population to be served is individuals (men, women, and youth) currently incarcerated in Hawai'i facilities and their families and loved ones. Because of the historical disproportionate percentage of Native Hawaiians in the adult and youth represented in the judicial systems, this program will specifically serve Native Hawaiian populations.

5. Describe the geographic coverage.

This program will cover the state of Hawai'i, by specifically offering trainings on each majorly populated island (Kauai, Oahu, Maui, and Hawai'i).

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;

HFRJ will design and implement trainings with one lead trainer and one co-trainer, working directly with individuals and community groups identified as ideal facilitators to carry-out HUIKAHI Circles in their communities. HFRJ will seek appropriate individuals and community organizations to be trained, and coordinate a training on each of the following islands:

- a) **Kaua'i Island.**
- b) **O'ahu Island.**
- c) **Maui County.**
- d) **Hawaii Island.**

Trainings will be three days of 10-20 trainees, with a goal of 7 certified facilitators and/or recorders on each island. During the training, trainees will receive detailed training instructions in the form of a bound book that describes the process. The Lead Trainer and Co-Trainer will go demonstrate the process and engage trainees in experiential learning exercises throughout the training. HFRJ will coordinate an actual HUIKAHI Circle for eligible incarcerated individuals (if possible, for trainees to enter a prison) and if not, for recently released individuals. The trainees will observe and engage in trainee follow-up debriefing. HFRJ will then supervise each eligible trainee to progress into leading another HUIKAHI Circle as either a facilitator or recorder until the trainee shows adequate proficiency to become "certified" by HFRJ. Once a HUIKAHI Circle facilitator or recorder is certified by HFRJ, they will become eligible to take HUIKAHI Circle cases on their own or through another community-based organization.

HFRJ will also handle the following tasks and responsibilities for the program:

- 1) Recruit, train, certify, and supervise HUIKAHI CIRCLE facilitators and recorders;
- 2) Contract with HUIKAHI CIRCLE facilitators and recorders;

- 3) Develop and maintain relationships and collaborations with all HUIKAHI CIRCLE stakeholders, including prison wardens, state government, reentry programs that accept furloughed prisoners e.g., substance abuse treatment providers, work furlough programs, etc., and community-based service providers;
- 4) Approve spending reimbursements for CIRCLE related expenses;
- 5) Organize and provide informational presentations at prisons and institutions as needed on the HUIKAHI CIRCLE program;
- 6) Maintaining ongoing collaboration and assistance with an experienced criminology researcher PhD, in Honolulu, with respect to data collection and distribution of data concerning this year long project and contract;
- 7) Respond to inquiries about HUIKAHI program;
- 8) Work with programs interested in replicating the HUIKAHI CIRCLE model;
- 9) Assist with community organization's development to create and maintain HUIKAHI program sustainability;
- 10) Provide necessary oversight and performance of contract reporting requirements as needed.

HFRJ will provide a three (3) day detailed training for prospective facilitators and/or recorders of HUIKAHI Circles, which will include learning about and observing a HUIKAHI Circle, then being supervised while conducting their own HUIKAHI Circle. The HUIKAHI reentry and transition planning process, which the trainees will be learning is outlined below with detailed tasks and responsibilities.

SUMMARY OF HUIKAHI CIRCLE PROCESS STEPS

STEP 1: INTRODUCTION OF REENTRY & TRANSITION PLANNING CIRCLE PROGRAM AT PRISONS

The process is introduced at a prison by providing information and seeking incarcerated applicants to participate voluntarily. Brochures are made available stating the two main purposes of the program are to:

- 1) Provide people harmed by an imprisoned person's crimes and incarceration the opportunity to address what they need to heal; and
- 2) Provide the imprisoned person with the opportunity to be genuinely accountable by finding ways to make amends with loved ones and unrelated crime victims, and to meet their other essential needs for a positive life.

STEP 2: APPLICATION FOR CIRCLE PROCESS

After the program is introduced at a prison, incarcerated individuals apply for a Circle. A simple one-page application is provided to the prison liaison who distributes them to the incarcerated. When the liaison receives a filled-out application, she reviews it, and if acceptable, transmits it to the sponsoring organization, which schedules a time to interview the applicant in prison.

STEP 3: SOLUTION-FOCUSED INTERVIEW OF CIRCLE APPLICANTS

After the coordinator receives the application, the assigned facilitator arranges to interview the incarcerated person in the prison through the prison liaison. The personal interview takes about thirty minutes, but time permitting, an interview can take an hour or more. The facilitator who will be convening and conducting the Circle, and who will also prepare the written Circle summary and transition plan that results from the Circle, interviews the applicant. The purpose of the interview is to ensure the applicant understands the nature of the Circle, which is to make amends with loved ones, and to make a plan for reentry back into the community. Another goal of the interview is to increase the incarcerated person's

confidence and their understanding that their efforts make a difference, and their behavior affects their futures. The objective is to help her recognize that she has succeeded in achieving goals in the past despite her current imprisonment. Having hope is important for incarcerated people to successfully transition back into the community (Howerton, et. al., 2009). Optimism is vital for health and happiness (Brantley, 2007; Seligman, 2006). During the interview the facilitator reviews the information on the one-page application. Age, education, anticipated prison release date, charges currently being held in prison for, a list of people who were harmed by prior offenses and incarceration, and the names of others who support them, including counselors and other professionals, are included on the application. During the interview the facilitator also tells the incarcerated person that at least one person not in prison must agree to come to her Circle have one. Applicants are also told if they are not provided a Circle while they are in prison, they could have one after their release.

STEP 4: CONVENING THE CIRCLE

A. Reaching Out

After interviewing the imprisoned applicant, the time-consuming task of arranging the Circle begins. Convening the Circle includes calling all the people the applicant listed on her application; explaining the process to them; describing what to expect and what specifically will be discussed at a Circle; asking if they want to attend; and finding a date and time that will work for all the people willing to come and coordinate with the prison. These arrangements the facilitator makes to convene a circle, take an average ten hours of time. Five people are the average number of participants at most Circles.

B. When Invited Participants Cannot be Physically Present

For the loved ones who would attend Circles if they could, but cannot, an opportunity for them to participate is provided. In this case, with prison permission, speakerphones and virtual means can be used during a Circle to connect family unable to attend personally. Additionally, when an invited person cannot attend by phone or virtually, they can participate asynchronously by providing information to the facilitator who "shuttles" it to the actual circle in prison.

STEP 5: CONDUCTING THE CIRCLE

Summary of The Circle Process

- | | |
|---------------------------------------|---|
| 1) Circle Opening | 7) Making Plans for Meeting Practical Needs |
| 2) Proudest Accomplishments in Prison | 8) Setting the Re-Circle Date |
| 3) Identifying Strengths | 9) Closing Circle |
| 4) Addressing Reconciliation Needs | 10) Surveys and Data Collection |
| 5) Break | |
| 6) Specifying Goals | |

Introduction & Set-up

The facilitator who convenes the Circle conducts it along with a trained recorder. The recorder will collect all the important information the group provides on large sheets of paper posted on walls, which will be given to the facilitator after the Circle for inclusion in the written Circle Summary and Transition Plan. The room is arranged with a circle of chairs, with the recorder standing outside the Circle writing with bright felt pens on the paper as people speak. An agenda of the process is printed on a large sheet of paper for the group to see during the process so everyone knows exactly what points will be covered, and when they

will be addressed. Before the process begins a sign in sheet is distributed for people to sign that includes a confidentiality provision.

1) Circle Opening

The Circle begins with the incarcerated person opening it in any way she chooses. This is one of the points she is prepared for during the initial interview. Circles have been opened with songs, playing a guitar or ukulele, prayers, poems, reading a written statement, giving a native Hawaiian chant, or asking someone else in the Circle to say a prayer, or something that sets a positive tone for reconciliation.

2) The Incarcerated Person's Proudest Accomplishments in Prison

After the Circle opening, and all the participants have introduced themselves, the incarcerated person describes her proudest accomplishments since she has been in prison. The list of accomplishments shows attending family members early in the process the positive things the incarcerated person has been doing in prison. This helps provide positive examples to the family instead of reinforcing the negative blaming and complaining that people tend to engage in when a family member has been incarcerated. This type of negative talk can lead to more dissension and problems. Beginning in a positive fashion sets the tone for the remainder of the Circle. For family who cannot attend, they can read about the accomplishments that will be included in the Circle Summary and Transition Plan that is sent to them after the Circle.

3) Identifying Strengths

After discussing what the incarcerated person has achieved in prison, her strengths, or "what people like about her," are identified next. If any children or young adults attend the Circle, their strengths are also identified as strengths for the incarcerated person. The group lists each young person's strengths, which is a moving experience for everyone. Next, each person identifies the incarcerated person's additional strengths. It can be a very emotional time for the incarcerated person since this may be the first time a group has ever acknowledged her positive attributes.

4) Addressing Reconciliation Needs

A. The Unique Needs of Incarcerated People

The Circles address the practical needs an incarcerated person has for a successful transition and reentry back into the community. For people coming out of prison, there is a need for reconciliation. While many consider reconciliation to be synonymous with restoration, which is the ultimate hope for restorative justice programs, reconciliation can mean something less. It can simply mean *the process of making consistent or compatible*. Loved ones who attend Circles have the need to address any pain they suffered by the incarcerated person's criminal behavior and imprisonment. Children especially benefit from discussing how the imprisonment of a parent has affected them. The Circles allow incarcerated people the opportunity to be accountable and make plans for how they might work toward repairing the harm they have caused their loved ones and others. The Circles provide incarcerated people with the opportunity "to confess" and express their shame. Circles help reintegrate people back into their families and community. This aspect of the process allows the incarcerated person to continue or regain status as an accepted member of the community after the group discusses what could be done to repair the harm. Continued membership in the group makes it more likely that the offender will conform to the community's standards in the future. This *communitarianism* element of the conference is necessary for

preventing repeat offenses (Braithwaite, 1989). Irrespective of repaired relationships, incarcerated people can plan how to make things right with the non-participating community at large, and Circle participants.

B. Reconciliation Stage of Circle

The facilitator introduces the reconciliation stage of the Circle by telling the group that the incarcerated person's desire for the Circle shows that she takes responsibility for herself, which is another one of her strengths. The reconciliation stage of the Circle is highly emotional, and many tears are usually shed. The reconciliation portion of the Circle ask three basic restorative justice questions: 1. Who was affected by the past misbehavior and incarceration? 2. How were they affected? and 3. What might be done to repair the harm? The incarcerated person answers the first two questions, "Who was affected, and how?"

C. Reconciliation with Unrelated People & the Community At Large

Most people who have Circles see that their prior behavior has not only hurt their loved ones, but recognize that it has also hurt unrelated people whose identity they may never know, e.g., theft victims, community members who suffered from drug dealing in their neighborhoods, taxpayers who paid the cost of incarceration, etc. At their Circles they agree to do things like "Pay back the community, by doing service and volunteer" work when they are released. But the most common way people having Circles say they will make amends to their unknown victims is by "walking the talk." They plan to remain substance free and law abiding in the future to reconcile with the community and with their loved ones. A few incarcerated people who had Circles, have listed "obeying prison rules" as one way to walk the talk, to make amends to the community while being incarcerated. Additionally, repairing harm caused to deceased people has also been addressed at Circles. Law abiding and clean and sober living, have been dedicated to late grandparents, parents, and others by some incarcerated people. As with meeting other needs addressed in the Circle, reconciliation also includes determining concrete actions and a timeline for when the actions will be completed.

D. Apologies, Gratitude & Forgiveness

Most people who have Circles openly apologize to their loved ones. Often it is agreed that the incarcerated person will prepare a written apology to others not at the Circle. During their interview for the Circle, facilitators may say, "Forgiveness is a gift, and you don't ask for gifts." An apology on the other hand is something that an incarcerated person can give to another person.

5) Circle Break after Reconciliation Stage of Circle

By the time the reconciliation stage is complete it has been about two hours since the Circle began. There has been a lot of emotional discussion, and people are tired. This is an ideal time for a short 5 - 10-minute break before the next steps in the Circle.

6) Specifying What the Incarcerated Person Wants Different in Their Future

After the reconciliation stage and break, the incarcerated person is asked: "How do you want your future to be different from your past?" This is to identify goals, but because some people get anxious about not having goals, the question is asked indirectly. All efforts are made to make goals concrete and precise. We want everyone to be clear about what exactly that the incarcerated person wants for himself or herself in their future, and what work s/he needs to do to achieve those goals.

7) Making Plans for Meeting Practical Needs

After identifying the incarcerated person's goals, other practical needs are addressed including housing, employment, transportation, necessary documents (i.e., social security card, birth certificate, etc.), maintaining emotional and physical health, listing their supporters, and deciding on a date for a follow up Circle. Also, any unique needs of the incarcerated person are addressed e.g., paying child support, obtaining a divorce, locating a missing child, etc.

A. Housing

Having a place to live is vital for everyone leaving prison. The Circles always ask the group to help generate at least three alternative housing choices. Some incarcerated people whose families offer their homes for them to live after release, prefer to live other places, and do not want to be dependent on their parents. The Transition Plan will also indicate if any housing plans are subject to parole board approval. As much detail as necessary to describe exactly what, and by when, the incarcerated person will do, is gathered by the facilitator. It is vital that the Transition Plan be as concrete as possible to establish what the expectations are, helping to ensure success in carrying out the plan.

B. Financial and Employment

Many incarcerated people are economically disadvantaged and struggle to make ends meet when they are back in the community. Money and employment needs must be met for most to successfully transition. Sometimes there will be a savings, but most often people will rely on family or welfare for a few months after being released while they look for jobs. In discussing employment and financial assistance, specifics and details are vital. The more specific the information discussed and included in the plan, the less likely there will be misunderstandings, or a need will not be met after release.

C. Transportation

Transportation is essential. Incarcerated people must be able to get to meetings for parole officers, job interviews, and meet their other obligations.

D. Documents

Incarcerated people in Hawai'i and most other state prisons are not allowed to have their personal documents in their possession while imprisoned. An original social security card is usually necessary to work at most places. If it is lost a new one must be ordered from the federal social security office. A picture identification and birth certificate are necessary to obtain a duplicate social security card. Sometimes all documents are lost when one is imprisoned and all need to be ordered. Whatever the situation it must be discussed and a plan for obtaining the documents needs to be made before release.

E. Lifelong Learning & Education

The need for continued learning is an important need for everyone. Some Circle observers have commented that it was helpful for them also to recognize their needs for continued learning. Meeting the need for lifelong learning can lead to meaningful work and positive use of leisure time. It can be anything that a person is interested in learning about. The goal is to get the incarcerated person to identify what they are interested in learning about to keep them engaged in a meaningful life.

F. Maintaining Physical Health

How one will maintain health is essential to successful reentry. Usually, a healthy diet and exercise are the two main areas addressed here. If someone

has a special medical need too, for example, asthma or diabetes, etc., those needs are also addressed.

G. Maintaining Emotional Health

This aspect of reentry is especially important for people who have the goal to remain clean and sober. Ways of maintaining emotional health mentioned in the Circles include, reading daily, writing in journals, getting a sponsor (e.g., AA or NA sponsor), listening to music, and doing exercise. Sometimes people mention counseling and therapy too. Identifying therapists is always necessary when this is mentioned or finding a way to find a good therapist if a specific one has not been identified should be explored.

- **Leisure Time.** How they spend their leisure time is an important consideration for incarcerated people to identify, discuss, and include in their reentry Plans.
- **Addressing Other Unique Needs.** Each incarcerated person may have unique needs, e.g., filing for a divorce, locating children whose custody was lost due to the imprisonment. These unique needs should be addressed and included in the Transition Plan.

8) Setting the Re-Circle Date

Plans change and people will have feedback about how their plans are carried out and what else they need to do for a successful reentry after their first Circle. The follow up *Re-Circle* is an important date to set.

9) Closing Circle

After each of the needs have been addressed, the Circle closes by asking each person starting with the prison staff person first to compliment them on anything learned about them today or on any changes you've noticed about them. Any compliments that identify new strengths not mentioned previously are included in the written Circle Summary and listed under the strengths section.

10) Surveys and Data Collection

After the Circle ends, individuals are asked to fill out a one-page survey documenting their Circle experience. Surveys and evaluations are important to learn from to improve the process, and to justify resources and future funding.

11) Breaking of Bread

Sharing food at the end of a restorative process between the participants is an important feature and an ancient human symbol for healing. Humans do not eat together if there is a lot of animosity and other negative emotions. If the prison allows it, refreshments of cookies and juice, tea and coffee are provided while surveys are being filled out.

STEP 6: CIRCLE SUMMARY AND TRANSITION PLAN PREPARATION AND DELIVERY TO PARTICIPANTS

The recorder is copying as much as possible during the Circle and the facilitator is also filling in a blank Circle Summary and Transition Plan. Within at least five working days after a Circle, the Summary is typed out on a computer and copies are sent to the incarcerated person, each household that participated in the Circle, and the prison staff representative. Normally, the Summary and Plan are about six pages in length. When the Summary and Plan are delivered to the prison staff person, usually by fax or emailed as a PDF file, it is asked that the Summary also be provided to the parole board representative who collects important documents at each Hawai'i state prison. Each jurisdiction can address which agencies need to receive a copy of the Summary and Plan.

STEP 7: RE-CIRCLES AND THE FOLLOW-UP CIRCLE PROCESS

During the first initial Circle, a date for a follow-up Re-Circle is discussed and coordinated if appropriate and possible. The Re-Circle process is much shorter than the original Circle. A copy of the original plan is copied for all the participants, who may include new supporters and may be held outside of prison. The agenda for the Re-Circle is modified. There can be as many Re-Circles as a providing organization has resources to provide which a group also desires. The Re-Circle Summary and Transition Plan can include all new information in addition to what was included on the original Summary. This would include all new strengths discovered, new things accomplished and any new plans for any of the areas addressed previously.

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

2024

JULY After funding is confirmed, plan program in detail with key staffing; Outreach to island community groups and facilitator/recorder trainees; HFRJ independent contractor vetting and onboarding with paperwork.

AUGUST Open registration for trainings on each island; Vet trainee registrants; Coordinate logistics for each training

SEPTEMBER – DECEMBER

Conduct 3-day trainings on each island

2025

JANUARY – MARCH

Conduct follow-up circles on each island

APRIL-MAY

Evaluation of program participation and impacts

JUNE

Report to Legislature on program impact

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

HFRJ will ensure that the HUIKAHI training and circles are provided with the highest standards of care by continuing to utilize best practices in restorative and solution focused processes and maintain oversight and responsibility for services throughout this project. Since HFRJ began involvement with restorative justice in 19965, they have prioritized accountability, transparency, and assurance of its programs by regularly providing, researching, and disseminating survey and recidivism tracking results of their activities for informed detailed program practices. HFRJ will continue to instill their high-efficacy standards with this request, by including evaluations from the trainees, trainers, and participants. They will continuously review and evaluate how the trainings are going, and contract with a professional un-biased evaluator to review and compile the quantitative and qualitative information into an independent report, which will be included in HFRJ's final report of the project.

- 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.**

Objective	Indicator	Measurement Tool
1) Increase the number of HUIKAHI Reentry Circles available across Hawai'i	# of individuals trained and certified as facilitators and/or recorders	<ul style="list-style-type: none"> • Sign-in sheets • Training evaluations
2) Ensure the sustainability of the HUIKAHI program model	# of individuals trained and certified as facilitators and/or recorders # community organizations willing to continue HUIKAHI for their communities	<ul style="list-style-type: none"> • Sign-in sheets • Training evaluations
3) Increase the safety of communities	# of inmates served with reentry plans	<ul style="list-style-type: none"> • Sign-in sheets • Participant evaluations
4) Provide healing for loved ones harmed	# of family members and/or loved ones served	<ul style="list-style-type: none"> • Sign-in sheets • Participant evaluations
5) Increase the successful re-entry	# of successful re-entry	<ul style="list-style-type: none"> • Recidivism numbers • Program evaluator

IV. Financial

Budget

- The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
Applicable Budget forms attached (no salaried or wage employees; no equipment or vehicle purchase; no CIP)
- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 50,000	\$ 50,000	\$ 50,000	\$ 39,100	\$ 189,100

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

HFRJ will be seeking private donations for programs and unrestricted operating support in fiscal year 2025. We will also continue to monitor other funding opportunities.

- 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.**

HFRJ has not received any tax credits in the past three years.

- 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.**

State of Hawaii Contracts and Grants:

- 1) Research Corporation of the University of Hawaii (RCUH) Contract
 - a) Dates: 06/16/2023 - .7/31/2024
 - b) Funding: \$ 140,000 total
 - c) Project: University of Hawaii, Windward Community College (Hawai'i Women's Community Correctional Center Education Project)
 - d) Agency: Research Corporation of University of Hawai'i (RCUH)
- 2) Governor's Emergency Education Relief (GEER) Grant
 - a) Dates: 08/23/2021 – 10/31/2022
 - b) Funding: \$ 250,000 total
 - c) Project: GEER Higher & Continuing Education Pilot Program for Imprisoned Women in Hawai'i at the Hawai'i Women's Community Correctional Center (WCCC)
 - d) Agency: Research Corporation of University of Hawai'i (RCUH)

Federal Contracts:

- 3) U.S. District Court for the District of Hawai'i Contract
 - a) Dates: 2019-2022
 - b) Funding: \$ 50,000
 - c) Project: Kapilipono to provide Solution-Focused Brief Therapy to defendants awaiting trials including providing them with HUIKAHI reentry circles.
 - d) Agency: U.S. District Court for the District of Hawai'i

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.**

UNRESTRICCTED CURRENT ASSETS 12/31/2023: \$27,592.85.

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.

HFRJ has the necessary skills, abilities and knowledge needed to successfully train facilitators and recorders to provide HUIKAHI Circles in Hawai'i, as exhibited in their extensive experience designing and providing HUIKAHI Circles for almost 20 years.

HFRJ's extensive experience and resulting expertise in providing circles and trainings exhibit the following necessary skills:

- 1) Responsible and responsive project management skills resulting from numerous successful projects and contracts, especially those in Hawai'i and those with DCR prisons;
- 2) Proven abilities to effectively explain and implement solution based and solution-focused processes in prisons, specifically with HUIKAHI Circles for the incarcerated, their families, their community support, and prison staff members;
- 3) Proven abilities to provide the foundation to set-up HUIKAHI Circles, facilitate and effectively engage Circle participants to develop and produce written transition plans for individuals leaving the prison, and provide follow-up on cases;
- 4) Proven ability to work with community partners and professionals to create effective project teams responsible and responsive to the needs of project agreements with agile sub-contractors adhering to program requirements and expectations;
- 5) Effective administrative capacity to secure a committed project team, adhere to program requirements such as confidentiality and compliance, while being fiscally responsible and respectful of inter-agency and contractual relationships;
- 6) Effective communication skills with state employees and case support teams (i.e., social workers), including the ability to navigate the bureaucratic requirements of working with state agencies, departments, and legislature, including taking accountability for HFRJ's own actions, constantly evaluating activities, being flexible, listening to criticism and adjusting accordingly to strengthen the process;
- 7) Effective communication skills to communicate and connect with incarcerated individuals and their families and outside support systems, ensuring a safe circle process for participants with empathy, positivity, problem solving and clear writing of reentry plans and reports;
- 8) Problem solving skills addressing the needs of the incarcerated persons, their social workers, their case managers, and DCR personnel with logistics and follow-through;
- 9) Specific knowledge of incarceration and community reentry culture of inmates, parolees, probationers, family members, employers, and communities;
- 10) Specific knowledge of DCR operations and protocols involving safety, communication requirements and expectations, in-person and remote access logistics, and facility resources at Waiawa Correctional Facility (WCF) and Hawai'i Women's Community Correctional Center (WCCC);
- 11) Cultural understandings, communication skills and abilities to navigate sensitive cultural perspectives relating respectfully and effectively to HUIKAHI CIRCLE cases

in Hawai'i with Native Hawaiian, Pacific Islander, continental and international cultural components;

- 12) Ability to manage and retain oversight of HFRJ agents, sub-contractors and volunteers engaging with HFRJ projects, including requiring all involved with Hawai'i prison programs such as HUIKAHI CIRCLES to sign agreements, participate in and adhere to:
- HFRJ's policies and procedures in place, including Safeguarding Policies;
 - Compliance with Federal, State and County laws applicable;
 - Background check;
 - Complete Department of Public Safety's Prison Volunteer Training.

Verifiable experience of related projects or contracts include the following HFRJ experience providing HUIKAHI CIRCLE services to offenders, parolees, and probationers in Hawai'i over the past eighteen (18) years, as well as extensive experience working with DCR in the prisons, training individuals to provide services in the prisons, and reporting to state departments, agencies, and legislature. A detailed list of specific relevant experiences and contact include the following:

A. EXPERIENCE TRAINING HUIKAHI CIRCLE FACILITATORS & RECORDERS:

HFRJ, through its director, has provided trainings, workshops, and presentations about HFRJ's HUIKAHI Circle model throughout Hawai'i and internationally, including the following:

- **REFERENCES:** *Additional photographs of trainings and presentations can be viewed as documentation for reference at <http://lorennwalker.com/gallery/>, additionally power point presentations, training agendas, and direct contacts for references of each listed experience will be provided upon request.*

- a) California Circles and trainings in California;
- b) Tokyo Circle and the training in Japan;
- c) Finland Circle and the training in Finland;
- d) Nepal Circle and the training in Nepal;
- e) Porto Alegre Circles and the training in Brazil;
- f) Māori facilitators from Aotearoa Circle and training;
- g) Rochester Circle and training in New York;
- h) Burlington Circle and training in Vermont;
- i) North Carolina, Vermont, and the Washington DC;
- j) First Circuit Court, Hawai'i District Court Circle and training;
- k) Waiawa Correctional Facility (WCF) Circles and training;
- l) Hawai'i Women's Community Correctional Center (WCCC) Circles and training;
- m) Zoom Circle trainings;

B. EXPERIENCE DESIGNING, RESEARCHING, PUBLISHING AND TRAINING FOR HUIKAHI CIRCLES:

HFRJ is the only organization that has developed the HUIKAHI Circle process, which this funding request is based on. HRFJ has further designed, researched, and has published directly on the HUIKAHI Circle process, resulting in successful government and private grants and contracts to perform HUIKAHI Circles, providing training for new HUIKAHI Circle facilitators, and peer-reviewed publications of about [20 academic papers](#) including [a book](#). HFRJ, through its director Loren Walker, has provided numerous additional trainings, workshops, and presentations about their developed HUIKAHI Circle throughout the world.

- C. EXPERIENCE PROVIDING PROGRAMS IN HAWAI'I PRISONS:** HFRJ has experience running numerous other programs in Hawai'i prisons, including the following in the last few years:
- a) Course at WCCC during COVID-Studied and Analyzed Pragmatism and Mindfulness Theories (2020-2021)
 - b) Higher and Continuing Education Pilot Project at WCCC (2021-present);
 - c) Family Law Pro Se Clinic at WCCC (2010-present);
 - d) "Solution-Focused Problem-Solving Training for WCF Inmates" and "Restorative Justice as a Solution Focused Approach to Conflict and Wrongdoing" cogitative behavioral treatment projects at WCF (2006-2008) and WCCC (2006-2021);
 - e) Course at WCCC during COVID – Studied and Analyzed Pragmatism and Mindfulness (2020-2021);
 - f) Higher and Continuing Education Pilot Project at WCCC (2021-present);
 - g) Family Law Pro Se Clinic at WCCC (2010-present);
 - h) Developed and provided Modified CIRCLES during other projects noted above that engaged project participants as supporters for individuals sharing a Modified Reentry Plan for the Parole Board;
 - i) Republic of Trinidad and Tobago, December 2022, keynote speaker & trainer [International Society of Family Law \(ISFL\) Caribbean Regional Conference](#), included a workshop on Reentry Planning CIRCLES;
 - j) Berlin, Germany, May 2022, provided a workshop on Reentry Planning CIRCLES to about 25 people;
 - k) Via zoom, April-May 2022, contracted by Drug Free Hawai'i for Office Youth Services outreach workers for Reentry Planning CIRCLE facilitation training;
 - l) Via zoom, April 2022, training on Reentry Planning CIRCLE facilitation by Restorative Encounters, Delaware for its staff;
 - m) Via zoom, May 2021, training on Reentry Planning CIRCLE facilitation for Hawai'i Adult Friends for Youth staff;
- D. EXPERIENCE CONDUCTING HUIKAHI CIRCLES:** HFRJ has provided **200 circles** between 2005 to the present through government contracts, grant funding, pro bono efforts and community partnerships with approximately **801 surveys from participants** in the circles. These Circles have been conducted throughout Hawai'i, the U.S.A., and internationally in various locations and situations (including 45 at Waiawa Correctional Facility, 108 at Women's Community Correctional Center in Kailua, one at Halawa Correctional Facility, 12 at Hawai'i Youth Correctional Facility, one for Hawai'i First Circuit Family Court, 29 at the Honolulu Federal Detention Center and U.S. District Court for the District of Hawai'i, in family homes on Kaua'i and O'ahu, at an O'ahu church, for HUIKAHI Circle trainings at Ali'iolani Hale, in California, Alaska, New York, Virginia, Vermont, Washington DC, North Carolina, Brazil, Japan, Finland, Nepal, Serbia, Spain, India, France, and Italy).
- E. TRAINING EXPERIENCE IN OTHER STATES & COUNTRIES.** See list directly above.
- F. EXPERIENCE MONITORING & EVALUATING PERFORMANCE & OUTCOMES:** HFRJ has successfully integrated surveys for project monitoring, evaluation of quality of services, and reporting. To date, HFRJ has collected **801 surveys** on 200 HUIKAHI Circles (by participants including and an estimated 35 completed by DCR employees who filled out surveys for each of their various incarcerated people).

G. EXPERIENCE WRITING TRANSITION PLANS: HFRJ worked with inmates, their families, community support and prison staff members to discuss and produce written transition plans for individuals leaving prison while incarcerated, as well as modifications during follow-up circles for released individuals. The 200 HUIKAHI Circle plans were shared with DCR staff and are available for inspection to authorized DCR staff upon written request.

Other similar contracts include receiving and successfully completing the Governor's Emergency Education Relief Grant (GEER) funding HFRJ's Higher and Continuing Education Pilot Program for Imprisoned Women in Hawai'i at the Hawai'i Women's Community Correctional Center (2021-2022).

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.

HFRJ has no established facilities itself, as it works in the community including prisons, which is essential for this type of program implementation. For the trainings, HFRJ will secure space at appropriate locations on each island to accommodate each group, as well as working with DCR to secure space in the prison or Hawai'i Youth Correctional Facility, as it has in the past.

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.

HFRJ will secure written independent contractor agreements and subcontractor agreements as necessary to staff the HUIKAHI Circle Training Program, as HFRJ has no employees and all HFRJ staffing for projects are independent contractors with written agreements. HFRJ will utilize existing staff and subcontractor partners as appropriate, with the following staffing structure:

A. PROGRAM DIRECTOR, LEAD TRAINER, LEAD FACILITATOR. The Lead Trainer is the main teacher/facilitator who leads the instruction for providing HUIKAHI Circles and ensures fidelity to the HUIKAHI model through the training and Circle process. She is responsible for the oversight and implementation of the program.

Qualifications for the Lead Trainer/Facilitator and Program Director include:

- a) Juris doctorate degree & experienced practicing law and working with the state of Hawai'i for at least five years;
- b) Master's degree or higher in a social science
- c) Training experience with designing and evaluating group processes and has demonstrated teaching competency ;
- d) Background in public health, social services, restorative justice, and expert knowledge in HUIKAHI CIRCLES;

- e) Professional writing ability as demonstrated with published papers in peer reviewed publications;
- f) Mediation, negotiation, and conflict resolution training and experience teaching others these skills;
- g) Knowledge and experience working with traumatized individuals and the criminal legal system including family law and training others on trauma informed care;
- h) Experience in supervising others;
- i) Ability to develop collaborations and cooperative engagements;
- j) Experience working with prison staff, people harmed by crime and incarceration, people who have engaged in wrongdoing, and loved ones affected by crime and incarceration;
- k) Experience designing, implementing, researching, and disseminating the results of innovative public health and restorative justice programs applying solution-focused brief therapy;
- l) Experienced trainer in restorative justice and solution-focused brief therapy;
- m) Meets requirements for HFRJ independent contractors and completes all required paperwork;
- n) Meets requirements for DCR's security clearance to gain access to Hawai'i state prisons and is a qualified Volincor graduate.

B. CO-TRAINER. The Co-Trainer is a fully qualified HUIKAHI Circle Facilitator who will assist with the training of new facilitator and recorder trainees, as well as conducting the HUIKAHI Circles with the Program Director pursuant to this proposed Grant in Aid. Qualifications for the Co-Trainer also include the ability to travel and supplement the work of the Lead Trainer with the following:

- a) Master's degree or higher in law or social science is preferred;
- b) Training experience for HUIKAHI Circle facilitators and recorders, evaluating group processes and has demonstrated teaching competency ;
- c) Background in social services, restorative justice, and expert knowledge in HUIKAHI CIRCLES;
- d) Professional writing ability;
- e) Mediation, negotiation, and conflict resolution training and experience teaching others these skills;
- f) Knowledge and experience working traumatized individuals and the criminal legal system including family law and training others on trauma informed care;
- g) Experience in supervising others;
- h) Ability to develop collaborations and work cooperatively;
- i) Experience working with prison staff, people harmed by crime and incarceration, people who have engaged in wrongdoing, and loved ones affected by crime and incarceration;
- j) Experienced trainer in restorative justice and solution-focused brief therapy;
- k) Meets requirements for HFRJ independent contractors and completes all required paperwork;
- l) Meets requirements for DCR's security clearance to gain access to Hawai'i state prisons and is a qualified Volincor graduate.

C. PROGRAM SUSTAINABILITY COORDINATOR. The Program Sustainability Coordinator will develop a plan for program sustainability with the Program Director through their own program capacity and community connections. Qualifications for the Program Sustainability Coordinator include:

- a) Extensive experience with program development, project management, and curriculum development focused on the field of corrections;

- b) Successful business manager with capacity to coordinate independent contractors and meet contractual obligations;
 - c) Experienced managing and reporting on federal, state, and county grants and contracts;
 - d) Bachelor's degree or higher;
 - e) Proficient in computer skills, wiring, training, and coordinating with government agencies, community individuals, and the incarcerated;
 - f) Knowledge and experience working with people convicted of felonies and the criminal legal system;
 - g) Experience in supervising others;
 - h) Ability to develop collaborations and work cooperatively;
 - i) Experience working with prison staff, people harmed by crime and incarceration, people who have engaged in wrongdoing, and loved ones affected by crime and incarceration;
 - j) Meets requirements for HFRJ independent contractors and completes all required paperwork;
 - k) Meets requirements for DCR's security clearance to gain access to Hawai'i state prisons and is a qualified Volincor graduate.
- D. ADMINISTRATIVE ASSISTANT.** The Administrative Assistant will assist the Program Director with program administrative tasks including but not limited to advertising the training opportunities, seeking appropriate individuals and organizations as trainees, and coordinating with community organizations to secure training logistics. The Administrative Assistant will ensure reporting and other grant requirements are met. Qualifications for the Administrative Assistant include the ability to work well with other staff, have competent experience in grant administration, meet the requirements for HFRJ independent contractors and complete all required paperwork.
- E. HUIKAHI CIRCLE TRAINEE FACILITATORS & RECORDERS (TBD).** The HUIKAHI Circle facilitators and recorders to be trained will be identified later in the process of this program. Qualifications for facilitator/recorder trainees include:
- a) Bachelor's degree or graduate degree, and/or background an abundance of experience, in Indigenous conflict resolution practices or other restorative practices that apply a solution-focused approach;
 - b) Be certified by HFRJ to facilitate HUIKAHI Reentry Planning CIRCLES;
 - c) State of Hawai'i GET (gross excise tax) number for independent contractor;
 - d) Experience with traumatized and people suffering serious stress;
 - e) Good communication skills including listening, writing, and speaking;
 - f) Access to computer and printer;
 - g) Meets requirements for HFRJ volunteers and completes all required paperwork;
 - h) Ability to pass a DCR security background check to gain access to Hawai'i prisons including willingness and ability to complete Volincor program for prison and jail volunteers.
- F. PROGRAM EVALUATOR.** The Program Evaluator will collect and review quantitative and qualitative information provided by the Program Director to produce an unbiased and independent evaluation of the program's impact on participants and measurable objectives. Qualifications for the Program Evaluator include a PhD or master's degree, and experienced proficiency evaluating social science programs.

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.

PROGRAM STAFFING STRUCTURE

HFRJ will be the primary contractor for services, with responsibility of governance oversight for this program.

- *See attached HFRJ Organization Chart*
- A. **PROGRAM MANAGER, LEAD FACILITATOR & TRAINER** will be subcontracted by HFRJ to provide overall program supervision and be the HFRJ agent responsible for the program.
- B. **CO-TRAINER** will be subcontracted by HFRJ to provide direct training assistance to the Lead Trainer and will report directly to the Lead Trainer/Program Manager.
- C. **PROGRAM SUSTAINABILITY COORDINATOR** will be subcontracted by HFRJ to collaborate with the Program Manager and will report directly to the Program Manager.
- D. **ADMINISTRATIVE ASSISTANT** will be subcontracted by HFRJ to provide direct training assistance to the Program Manager and will report directly to the Program Manager.
- E. **HUIKAHI CIRCLE TRAINEE FACILITATORS & RECORDERS** will be the beneficiaries of this training program and receive stipends for their roll. They will be required to adhere to HFRJ policies but will be considered volunteers while they are being trained in this program.
- F. **PROGRAM EVALUATOR** will be subcontracted by HFRJ to provide an evaluation of the program and will report directly to the Program Manager.

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.

As HFRJ does not pay their officers, directors, or employees, there is no compensation to report. However, HFRJ does compensate independent contractors for services rendered under contract from time to time. In the past year, the three highest paid contractors were:

Position/Title	Annual Compensation Range
1) Program Director	\$ 15,000
2) Program Administration	\$ 10,000
3) Grant Manager	\$ 7,900

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.

None

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.

N/A

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.

N/A

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.

The purpose of this funding request is to increase the capacity of individuals and other community organizations to provide the HUIKAHI Circles on their own. This sustainability plan for the HUIKAHI Circle programs will ensure increased access with qualified facilitators and recorders with good fidelity to the model in the foreseeable future. HFRJ will continue to work with those interested in additional HUIKAHI Circle trainings as needed and possible. The funding for such additional trainings should be provided by the organizations seeking to receive the training in the future or may be subsidized by individual donations or other training support funding.

HAWAI`I FRIENDS OF RESTORATIVE JUSTICE (HFRJ) ORGANIZATIONAL CHART

HFRJ BOARD OF DIRECTORS
 Leela Bilmes Goldstein, PhD; Ian Crabbe;
 Richard Turbin; Roger Epstein; Madona
 Castro Perez; Thomas Haia; Joelle Kane

EXECUTIVE DREICTOR
 Reports to the Board

- Develops and oversees programs
- Conducts Research and Publications furthering the mission of HFRJ
- Engages in Community Outreach
- Contracts for staff as needed for programs, research and collaborations
- Trains and oversees volunteers

ADMINISTRATIVE & PROGRAM SUPPORT
 ((Volunteers & Contractors))
 - Various independent contractors and volunteers are brought-onto projects as needed and funding is available

HFRJ BOARD OF DIRECTORS

- Responsible for Governance and Oversight of Organization

EXECUTIVE DIRECTOR
 (independent Contractor)

PROGRAMS

Programs are staffed by volunteers and independent contractors

RESEARCH & PUBLICATIONS

ED Directs Research with University of Hawai`i, community cultural members and international partners

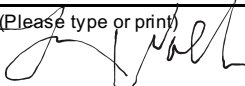
COMMUNITY OUTREACH & REPORTING TO STATE JUDICIAL & LEGISLATIVE BRANCH

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Hawai'i Friends of Restorative Justice

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,000			
2. Insurance	8,000			
3. Rental Car	1,000			
4. Rental of Space	600			
5. Training Supplies	3,500			
6. Professional Contractual Services	124,000			
7. Travel Expenses (lodging, per diem, etc.)	11,000			
8. Circle Participant Stipends	1,000			
9. Trainee Stipends	27,000			
10. Program Evaluation	10,000			
11. 10% Indirect Program Costs				18,910
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	189,100			18,910
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	189,100			18,910
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	189,100	Hawai'i Friends of Restorative Justice (808)218-3712		
(b) Total Federal Funds Requested	0	Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	19,410	Signature of Authorized Official _____ Date 1/17/24		
TOTAL BUDGET	208,510	Lorenn Walker, Executive Director Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Appr

Hawai'i Friends of Restorative Justice

Contracts Total: 440,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	RCUH - WINDWARD - WCCC EDUCATION	06/2023-07/2024	RCUH (PO Z10275308)	STATE	140,000
2	GEER GRANT - RCUH - WCCC EDUCATION	08/2021-10/2022	RCUH	STATE	250,000
3	KAPILIPONO - US DISTRICT COURT	10/2019-09/2022	US DISTRICT COURT	U.S.	50,000
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30		10			Application for Grants