

House District 14/15/16

Senate District 7

THE TWENTY-FIFTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 50-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS, OFFICE OF COMMUNITY SERVICES

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Kaua'i Economic Opportunity, Incorporated

Dba: KEO, Inc.

Street Address: 2804 Wehe Road, Lihue, HI 96766

Mailing Address: 2804 Wehe Road, Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ALFRED NEBRE, JR.

Title Mediation Program Director

Phone # (808) 245-4077 extension # 237

Fax # (808) 245-7476

e-mail keo@keoinc.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED
MEDIATION PROGRAM
MEDIATION INTAKE WORKER

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013 \$ 80,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$
FEDERAL \$
COUNTY \$
PRIVATE/OTHER

MABEL FERREIRO FUJIUCHI, CHIEF EXECUTIVE OFFICER

NAME & TITLE

DATE SIGNED

1/27/12

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Licensure or Accreditation

**KAUA'I ECONOMIC OPPORTUNITY, INC
MEDIATION PROGRAM**

PROPOSAL APPLICATION

I. Background and Summary

Kaua'i Economic Opportunity Incorporated (KEO) is a private non-profit community action agency, incorporated on March 16, 1965. KEO is governed by a Board of Directors, a tri-part board of dedicated volunteers Kaua'i residents who come from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life to "alleviate poverty and assist low-income families and individuals to attain social and economic self-sufficiency". KEO administers a variety of community service programs to mostly low and moderate income individuals and families, including: transitional housing, home weatherization, temporary food assistance program elderly nutrition (meals on wheels), emergency food pantry, employment core services for low-income people and immigrants, employment counseling, immigrant and refugees program, alcohol drug abuse division (ADAD) after- school youth program, early learning center, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture-training farm, a micro-enterprise small- business-incubator program and a Mediation Program for conflict resolution. The Mediation Program is an Alternative Dispute Resolution (ADR) program within KEO. The program provides an alternative to conflict resolution, instead of using the judiciary system. The participants are empowered to work out their disputes together with the aid of trained mediators. The mediation fee is waived to income qualifying individuals.

Kaua'i is a rural island community with about 60,000 residents. Few choices are available to those that need to solve a problem that involves legal consequences. KEO Mediation Program has been providing mediation services for the Kaua'i community since 1982 (28 years) and provides services for the District Court of the Fifth Circuit for the past fourteen (14) years, addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. However, the KEO Mediation Program is assigned complex cases from the District Court of the Fifth Circuit. These types of cases are Small Claims, Temporary Restraining Order, Landlord-Tenant, Automobile, Real Estate / Condominium -Association of Apartment Owners (AOAO) disputes and first time offenders in victim / offender restitution type cases. Additionally, the Mediation Program assists the District Court of the Fifth Circuit Family Court in contested and uncontested divorce cases or separating parents regarding child custody, visitation, property, and or any other disputed issues that may arise.

As stated above, the Mediation Program in the community has & continues to also

provide services for disputes such as; neighbor/neighbor, barking dogs, landlord-tenant, juvenile, juvenile restitution, condominium, real estate, civil rights, American Disability Act, automobile accident consumer–merchant, domestic, family, friends, Conflicts arising in the community, private and public sector employment may be effected. A disputed business contract, employee verses employee conflict, or job related circumstances could result in a furlough type situation.

As a Community Action Agency on Kaua`i, KEO, Inc. is held to high standard of Performance and Measures consisting of 6 National Goals and 12 National Performance Indicators. In addition, to program specific outcomes, KEO's performance is measured according to the National Indicators and Outcomes:

Goal 1. Low-income people become more self-sufficient. (Family)

National Performance Indicator 1.1 – Education

National Performance Indicator 1.2 – Employment Supports

National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

Goal 2. The conditions in which low-income people lives are improved. (Community)

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

Goal 3. Low-income people own a stake in their community. (Community)

National Performance Indicator 3.1 – Civic Investment

National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation

Goal 4. Partnerships among supporters and providers of services to low-income people are achieved. (Agency)

National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships

Goal 5. Agencies increase their capacity to achieve results. (Agency)

National Performance Indicator 5.1 – Broadening the Resource Base

Goal 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other support systems. (Family)

National Performance Indicator 6.1 – Independent Living

National Performance Indicator 6.2 – Emergency Assistance

National Performance Indicator 6.3 – Child and Family Development

For this project specifically, Mediation Program enables individuals to resolve their disputes and reach a mutual agreement thereby avoiding court intervention. The National Indicator Goals are Goal 2 or Goal 6 and Performance Indicators Outcomes are as follows:

KEO administers the Mediation Program under the direction of Program Director, Alfred Nebre, Jr. Funding through the State of Hawai`i – Judiciary allows the program to budget for this one staff member. Former Director Ms. Basquez has been able to obtain

funding through the Kaua'i United Way for a part-time Mediation Intake Worker the contract funding ends on June 30, 2012. However, we will continue to apply for more funding through the Kaua'i Untied Way.

Finally, we have been able to obtain partial funding from the Hawai'i Justice Foundation to support the student Peer Mediation program for KEO. Therefore, we are requesting for additional financial assistance for a full-time student Peer Coordinator, for the fiscal year 2011-2012.

Mediation Coordinator

Currently, the KEO Mediation Coordinator position is on a half-time status. The Intake Worker provides a crucial role in the KEO Mediation Program. Receiving initial contacts from individuals within the County of Kaua'i or the Mainland requesting information about the program or requiring assistance in resolving a dispute. During a phone call the Mediation Intake Worker completes an array of information to which is best suited for each case. An initial intake of demographics, needs assessment, i.e., assault, domestic, harassment type cases or, testing for readiness, to begin the mediation session i.e., divorce, child visitation (time sharing), coordinate the sites for the mediation session/s, referral to/from an outside agency, public or private, regarding mediation and/or any other related matters. These tasks assigned for the Mediation Intake Worker are imperative towards conducting Mediation.

Primary goals for the Mediation Coordinator:

- Word processing data such as, initial and follow-up intake reports.
- Daily case management reports for on going cases.
- Creating spreadsheets for regarding demographics for monthly, quarterly, and final reports.
- Documentation of steady influx of calls on a daily basis and schedule / rescheduling of mediation sessions.
- Providing referrals to legal services for individuals and families.
- Coordinating a peaceful and safe meeting location for disputants participating in a mediation session.
- Increasing program exposure through the use the schools, public service announcements, presentations and interacting with the community.
- Increasing public awareness about mediation as an alternative dispute resolution instead of the judiciary system.

- To expedite all intakes; walk-ins or the influx telephone calls and decrease intake wait time by 1½ half days, compared to 3 to 4 days providing the service without.
- Keeper of confidentiality case records,
- Inform the general public of services provided by the mediation program by continuously advertising the availability of these services generated by printed Public Service Announcement (PSA) creating/producing brochures and distributed in the community and the judiciary.
- Coordinate mediation session/s, for mediator/s and participating disputes.
- Increase on outreach and education through the use of general public service announcements, presentations and interacting with the community.

Therefore, the KEO Mediation Program would like to maintain the position of the KEO Mediation Coordinator position and increase the position to full-time status. This would provide a better response for services requested from the community, judiciary, private and public.

Student Peer Mediation Coordinator

Finally, the part-time student Peer Mediation Coordinator is necessary in order to assist the Director maintaining the daily operational office duties and conduct preliminary assessment of eligibility for services to promote and expand the KEO Mediation Program.

The KEO Mediation Program has provided a four (4) step, seven (7) hour student Peer Mediation Training for Kaua'i Middle and High Schools throughout the island. In the KEO Peer Mediation Training Program, the instructor will cover a basic understanding of student Peer Mediation process and provide hands-on training to practice skills and learn to facilitate communication between parties in conflict through specialized training addressing several different topics, including but not limited to;

Mediation a conflict resolution choice:

- A. Four Step Mediation Process;
 - Introduction to Peer Mediation;
 - Identifying the Problem;
 - Finding Solutions;
 - Wrapping Up.
- B. Responsibilities of a Peer Mediator;
 - Communication Skills;
 - Listening to Understand;
 - Restating important facts & feelings;
 - What a Mediator Is / Is Not;

- Mediation Vocabulary;
- Green Lights / Red Lights;
- Neutral questions & comments, being non-judgmental.

First of all, this grant would provide funds needed for us to provide student Peer Mediation service, conduct student Peer Mediation Training within the Schools and recruit new student Peer Mediators for students in Middle School and High School. As an Alternative Dispute Resolution (ADR) the students would learn the process of Peer Mediation which in return assist and educate the members of the School and provide awareness for conflict resolution. The student Peer Mediation Program provides an alternative to the court or law enforcement system. Students in dispute are empowered to work out their problems together with the aid of trained student Peer Mediators. All disputants are encouraged to participate in Mediation. Offering Mediation services to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism. Promoting the values of student Peer Mediation would instill human dignity and self-esteem, learning to deal with conflict providing the theoretical understanding and practical experience necessary for the youth to become more effective, balanced, and flexible adults having long learning.

Secondly, mediation is a conflict resolution strategy choice (technique / ritual) that can be used for resolving conflicts. Conflict is a part of an everyday life. As student Peer Mediators, it's helpful to think of conflict as something that's neither bad nor good; it's just a part of their lives. Mediation can provide a safe and respectful place for resolving conflicts because the very structure of the mediation process includes specific respect and empowerment characteristics and empowering them for life resolving conflicts peacefully.

We have Choices:

- choices is the key, how we choose to handle or resolve these differences.
- choices in the strategies we use to resolve our conflicts and
- choices in the specific solutions.

What choices do the students have to resolve conflicts? They can:

- turn away or run away from the conflict (cool off, forget about it, avoid)
- at an extreme, use violence
- talk it out and have someone else tell them how to solve it
- talk it out with the other person with the help of someone else (a friend, an adult, a Mediator)
- talk it out with the other person (negotiation)

Consequences (+ / - now and in the future)

Every choice a student makes has consequences; consequences both for themselves and for others.

Consequences can be

- terrific (+) or terrible (-) now and
- terrific (+) or terrible (-) in the future.

The student will be learning skills that will help him/her and their classmates solve conflicts by “talking it out”:

- listening
- talking and
- working to find a fair solution with the help of someone called a Mediator.

Student Peer Mediators:

- are trained to help solve conflicts between two or more people
- use a formal conflict resolution process called Mediation
- work with people who want to try Mediation (voluntary)
- try to help the people in conflict (disputants) figure out what the problem is, and help them think of fair ways to solve it themselves.

Student Peer Mediators:

- treat everyone and their problems with respect (no name calling, put-downs, threats, fighting, interrupting, blaming, judging, or scolding)
- help disputants understand each other's point of view (not necessarily agreeing with it)
- help disputants find solutions that they feel good about: fair solutions
- are not judges, lawyers, police officers, or therapists don't physically break-up fights
- don't try to mediate any conflict/problem that makes them uncomfortable.

Mediation involves certain skills which can be taught to most people:

- listening
- questioning
- problem solving.

Mediation also involves things that cannot be taught as easily:

- a student being able to put themselves in someone else's shoes
- a sense of timing
- a feeling of aloha (heal relationships).

Currently, the KEO Mediation Director has been coordinating and facilitating the student Peer Mediation program, from FY2011 through 2012. The Peer Coordinator's position ended June 30, 2008. However, we have been able to receive partial funding from the Hawai'i Justice Foundation which supports the student Peer Mediation program for KEO. Maintaining this position is vital and we are actively seeking funding throughout the fiscal year KEO will seek funds from trust foundations; private business and charitable organizations to supplement its operations. Therefore, this application request is for additional financial assistance for a full-time Peer Coordinator, for the fiscal year 2012-2013

The KEO Mediation Program is part of a collaborative statewide nonprofit organization known as the Mediation Centers of Hawai'i (MCH). KEO represents one of

the six community mediation centers serving the State of Hawai'i. MCH is partially funded by Centers for Dispute Resolution (CADR) a branch of the State of Hawai'i judiciary.

On October 1, 2009 MCH implemented the twenty percent (20%) budget cut from CADR State of Hawai'i judiciary. The KEO Mediation Program was affected by a reduction in funds by nine-thousand and one-hundred and two dollars \$9,102.

Mediation Director

Currently, the Mediation Director position is primarily funded by the judiciary and Hawai'i Justice Foundation. Funds granted to the KEO Mediation Program will be used to maintain and enhance the program by providing on-going education, training, and support for the staff and volunteers that translates to proficient, quality service for the members of the community. On-going recruitment increases the mediator pool and allows parties in conflict to meet and remedy specific problems expeditiously. Education and training will improve customer service and program effectiveness as staff and volunteers can knowledgeably address the various needs of a diverse community whether through prompt Mediation sessions, educational presentations for various community organizations and group, or referrals to other appropriate community agencies.

Therefore, a request of Fifty percent (50%) compensation for the KEO Mediation Director position is essential who effectively promotes, oversees, and enhances the KEO Mediation Program.

Ground travel (mileage) allowance

KEO mediators are trained volunteers of the community who donate their time to assist with the KEO Mediation Program. KEO mediators utilize his / her personal vehicle to conduct / facilitate schedule mediation sessions that are held at various locations throughout the Island of Kaua'i.

Currently, the KEO volunteer mediator submits a completed monthly mileage travel voucher to receive stipend for fuel. With the uncertainty of fuel cost and shortage of staff it is necessary to utilize mediators to support the KEO Mediation Program. At present, funding on mileage is provided from donated sources i.e., Hawai'i Justice Foundation, program fees, and judiciary.

Therefore, sufficient funding towards mileage stipend for KEO mediators participating in the KEO Mediation Program would assist these individuals who utilize their own private vehicle en-route to facilitate mediations or facilitations through out the island of Kaua'i.

Summary

Finally, the role of the Director is to oversee the KEO Mediation Program which is compromised of other necessary positions; the KEO volunteer Mediators; Mediation Intake Worker, and student Peer Mediation Coordinators are not sustained. If not, the Director must fill in the areas of deficiency. Subsequently, Mediation outreach, awareness, and educational presentations to organizations such as housing agencies, private agencies and other social service organizations are not provided.

Each position within the program, 1) Program Director 1) Student Peer Mediation Coordinator, 1) Program Coordinator will all play an important role in maintaining the integrity of the program and its ability to provide quality, efficient service to its clients.

II. Service Summary and Outcomes

KEO Mediation Intake Worker provides a crucial role for the Mediation Program by performing daily ongoing tasks such as daily telephone calls, and walk-ins requesting information about the program or conducting intakes. During the walk-in intake/phone call for mediation, the KEO Mediation Intake Worker completes an initial intake of demographics, needs assessment, and testing for readiness to mediate for divorce or domestic type cases in preparedness to begin the mediation session. The KEO Mediation Intake Worker schedules the actual mediation session, re-scheduling and follow-ups with second parties to determine willingness to mediate, legibly document all information which may be entered as evidence between parties or in the court of law if needed.

Secondly, other duties required by the KEO Mediation Coordinator is maintaining confidential case records, for new or pending cases, referrals to/from an outside agency, public or private, preparing, maintaining, filing reports, forms, and purchasing equipment and supplies or any other matters that would normally take the current director away from other needed ongoing / pending projects. Therefore, a full-time KEO Mediation Coordinator is very important to the KEO Mediation Program to assist and to service potential clients and fulfill their need which is necessary to complete and follow-up on all required documentation and correspondences.

The Mediation Program Scope of Work, Tasks and Responsibilities:

- Maintains peace in the community and provide, fair equal access for the general public, with an emphasis on low income individuals and families as well as the frail and elderly;
- Provides referrals for individuals and families that do not possess the financial means to acquire them and provided ADR method other than formal legal action;

- Request adequate staff to maintain / update the files on the mediation program client listing and the program in general.
- Educates the general public, especially low income persons and the needy on Kaua'i, of the services by continually advertising the availability of these services, to where and how to access them.
- Plans to decrease intake wait time by 1½ half days, compared to 3 to 4 days by providing an initial intake of demographics, and needs assessment from initial contact for individuals requiring a resolution to their disputes.

In our past experience, the KEO Mediation Program successfully assisted participating disputants, living or doing business on Kaua'i. At times this may extend to visitors from the mainland or residents throughout the State of Hawai'i which may involve a party/s residing on Kaua'i. The Fiscal Year July 1,2009 - June 30, 2010 the KEO Mediation Program expeditiously provided Mediation services for nine hundred and sixty-seven (967) individuals within the community in hopes to decrease the escalation of conflict.

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

The Mediation Program receives numerous phone calls on a daily basis and the staff completes an intake application, coordinates the sites, coordinates volunteers for mediations sessions, follow-ups, conducts a preliminary assessment of eligibility for services and other daily assignments completed on a scheduled time. It is necessary to service the daily inquires and conduct the day to day business activities in order for the director to promote the program and expand the program and volunteer pool.

The solution to this situation is to increase the part-time position and increase the KEO Mediation Intake Worker's hours to full-time status. If not, the Director must fill in the areas of deficiency. Subsequently, mediation outreach, educational, and awareness presentations to organizations such as schools, housing agencies, and other social service organizations are not provided.

PROGRAM ACTIVITIES WILL BE CONTINUOUS THROUGHOUT THE PROGRAM FY 2011-2012				
ACTIVITIES	JULY-SEPT	OCT-DEC	JAN-MARCH	APRIL-JUNE
OUTREACH, INFORMATION, AND REFERRALS	XX	XX	XX	XX
INTAKE / ASSESSMENT	XX	XX	XX	XX

COORDINATE WITH OTHER AGENCIES	X X	X X	X X	X X
SCHEDULING MEDIATION SESSIONS	X X	X X	X X	X X
PEER MEDIATION TRAINING	X X	X X	X X	X X
BASIC MEDIATION TRAINING	X X	X X	X X	X X
SMALL CLAIMS MEDIATION TRAINING	X X	X X	X X	X X

Quality Assurance

KEO Mediation Program has been providing services for the County of Kaua'i for twenty-eight (28) years and also the District Court of the Fifth Circuit for the past fourteen (14) years in addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing civil matters, e.g., small claims, temporary restraining order, landlord tenant, contracts, neighbor/neighbor Landlord-tenant or job-related.

The KEO Mediation Program is assigned complex criminal cases for first time offender, e.g., assault, or terroristic threatening, harassment, and victim / offender restorative justice type cases.

The District Court of the Fifth Circuit Family Court sector assigns contested or uncontested cases e.g., child custody, visitation, property, assets, or other domestic matters, for disputants unable to seek legal counsel due to. Mediation is not a replacement for any legal matter, Mediation is a process which empowers the disputants to communicate amicably together and reach a satisfactory agreement.

The KEO Mediation Program provides an Alternative Dispute Resolution (ADR) Mediation services for the Community. Disputes such as; barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, job related, e.g., small claims, temporary restraining order, landlord tenant, contracts, neighbor/neighbor, Landlord-tenant, Real Estate, condominium an Association of Apartment Owners (AOAO) disputes, civil rights, American Disability Act, and job related type of cases.

The KEO Mediation Program coordinates with various agencies such as, County of Kaua'i Office of the Mayor, Attorneys, Kaua'i Police Department (KPD), Kaua'i Office of Elderly Affairs, YWCA, Legal Aid Society of Hawai'i (LASH), Kaua'i Elder Care, Kaua'i Senior Centers, Housing Development Corporation of Hawai'i, Kaua'i Real Estate Board, Condominium Association, Special Education (SPED), Department of Education (DOE),

Child Family Services (CFS), and Centers for Alternative Dispute Resolution (CADR), and Kaua'i Humane Society.

The Fiscal Year July 1, 2011 - June 30, 2012 the KEO Mediation Program expeditiously provided mediation services for nine hundred and sixty-seven (967) clients and offering mediation as an alternative instead of a court hearing or trial to decrease the escalation of conflict within the community.

The KEO Mediation Program integrates directly with the KEO Mediation Advisory Board, *(See list attached #A)*. The KEO Advisory Board is comprised of eleven (11) members from the community. The Advisory Board is dedicated to the advancement of the principle of peaceful resolution of civil disputes on Kaua'i without resort to the judicial system through the encouragement of voluntary participation in mediation and conciliation programs by disputants. The KEO Advisory Board members provide oversight and guidance in the consultation with the Mediation Program staff in development and implementation of programs and special activities for the conciliation, facilitation and mediation of civil private individual and public community disputes on the Island of Kaua'i, and throughout the State of Hawai'i.

To further these goals, a representative of the KEO Mediation Advisory Board serve on the Board of Directors of the Mediation Centers of Hawai'i (MCH), a state wide organization dedicated the development of mediation services throughout the State of Hawai'i. Members of MCH are members represented by the individual (s) appointed by the member programs to serve on the Board of Directors of MCH. The purpose of MCH is to promote the growth and use of high quality community mediation services throughout the State of Hawai'i; to promulgate high standards of performance effectiveness, and efficiency and to ensure that member programs meet these standards; to provide training assistance and consultation to support member programs in delivering services consistent with statewide standards in support of community mediation services.

III. Financial

Budget: *(Please see attached)*

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 20,000	\$ 20,000	\$20,000	\$ 20,000	\$ 80,000

Other Funders:

KEO is receiving funds for the Kaua'i United Way for the FY July 2011-June 2012 to support the KEO Mediation Intake Worker position. Unfortunately the KEO Mediation Intake Worker position is only funded 33 percent (33 %). Throughout the fiscal year KEO will seek funds form trust foundations; private business and charitable organizations to supplement its operations.

Funding for the program is provided by:

1. Hawai'i Justice Foundation
2. The State of Judiciary of Hawai'i,
Center of Alternative Dispute
Resolution
3. Kaua'i United Way
4. Administration Fees collected for
program
5. Volunteer contributions

IV. Experience and Capability

A. Necessary Skills and Experience

The KEO Mediation Program has been operating for 28 years of the 45 years KEO has been in operation. KEO administers approximately 30 programs for low to moderate income individuals and families, including: KEO homeless shelter, transitional housing, and home weatherization, temporary food assistance program (TEFAP), elderly nutrition (Meals-on-Wheels), emergency food pantry, employment core services for low-income people and, immigrants, Alcohol Drug Abuse Division (ADAD) after-school youth program, early learning centers, group homes for mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled, diversified-horticulture- training farm, small business loans, a micro-enterprise small-business-incubator program and ADR Mediation Services, Peer Mediation Programs within the participating Schools.

B. Facilities

For mediations in the community sector the program utilizes the facilities at i.e., KEO conference rooms 2804 Wehe Road, Lihue, Kaua'i, Kaua'i neighborhood centers conference rooms, county housing recreational rooms, and Circuit Court of the Fifth District mediation/conference room. All of these facilities are ADA accessible meeting it's requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Mediation Program is headed by Alfred Nebre, Jr. as the Director. Nebre has been appointed to manage the program from October 2011. Ms. Amanda Smith has just been hired as Mediation Coordinator. Director Nebre continues to participate in the training process to enhance the program, and has the skills and intentions of continuing to lead the

Mediation Program at KEO. The community, private/ public sectors, local courts, and attorneys are well aware of the credibility the KEO Mediation Program and its staff holds and have come to depend and appreciate the value of a neutral third party and the Mediation process.

Secondly, Director Nebre believes that KEO Mediation Program provides “front line” assistance through direct Mediation services and referrals to the community, business and judiciary system. He recognizes the structured Mediation process is effective and that it is utilized nationwide and feels that Mediation empowers the participants to determine the solution or outcome to their unique and specific dispute. Although agreements are not always reached, participants frequently comment that the process helped them understand various perspectives, interests and needs of others that will benefit them in future interpersonal relationships. In short, Mediation fosters communication and problem solving with individuals in all aspects of their lives as an alternative to sometimes lengthy and costly court proceeding.

Director Nebre & Coordinator Smith are looking forward to receive training in several different types of conflict resolution such as: Basic, Divorce, Facilitation, Hawaii Civil Rights Commission (HCRC), Special Education (SPED), Condominium Association of Apartment Owners (AOAO), adult & juvenile victim / offender restorative justice, court and community mediation. KEO is a member of the National Association for Community Mediation (NAFCM), Association for Conflict Resolution (ACR). Centers for Alternative Dispute Resolution (CADR) and the Mediation Centers of Hawai'i (MCH).

Currently, assisting Nebre are fifteen (15) active KEO volunteer mediators, who provide direct Mediation services especially for those persons who are unable to help themselves in the judicial system and community for matters in, e.g., Landlord / Tenant, Temporary Restraining Order (TRO), Small Claims, Divorce, domestic issues, Business, Hawai'i Disability Civil Rights (HCRC), American Disability Association (ADA), Real Estate, Condominium, adult & juvenile victim / offender restorative justice, Special Education (SPED), and participating Schools throughout the Island on Kaua'i.

The KEO Mediation Program affords two (2) paid staff members, a part-time Mediation Director and half-time Mediation Program Coordinator. Because of this, the hours for one (1) Mediation Intake Worker are from 9:15 A.M. to 6:00 P.M. Monday through Friday. The position is primarily funded by an outside funding source. The Intake Worker provides the crucial role of initial contact from individuals requiring resolution to disputes. KEO would like to maintain the position of the Mediation Intake Worker and increase the position to full-time. This would provide a better response service to assist the community by maintaining the daily operational intake office duties and responsibilities.

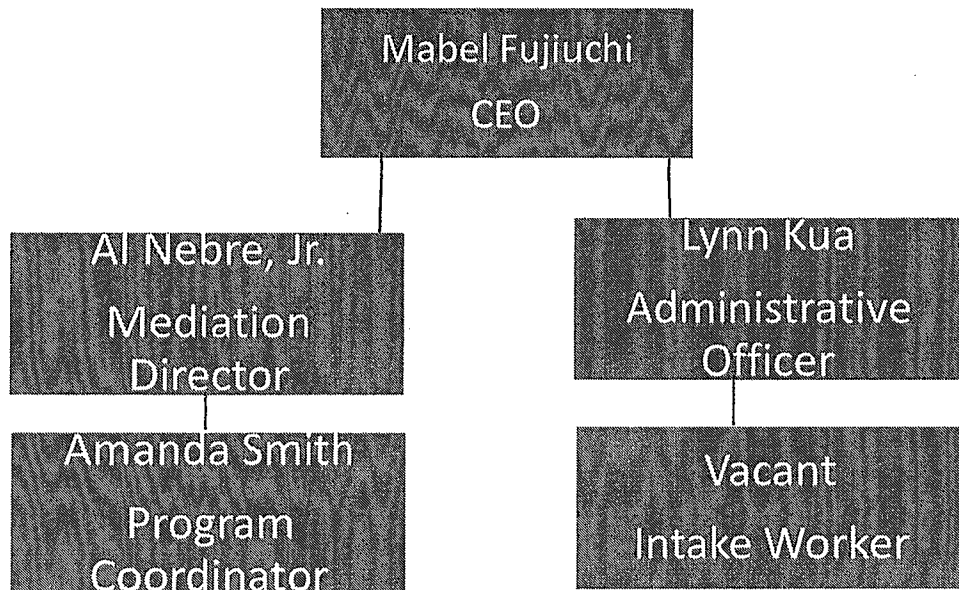
KEO is governed by a Board of Directors, a tri-partite board of dedicated volunteer Kaua'i residents who derive from the public, private, and low income sector. All of these groups of people interact by sharing ideas and concerns, and combine their efforts towards a better quality of life for the disadvantage. The professional staff is lead by Ms. MaBel Ferreiro-Fujiuchi, Chief Executive Officer (CEO), Ms. Lynn Kua, Administrative Officer,

Ferreiro-Fujiuchi, Chief Executive Officer (CEO), Ms. Lynn Kua, Administrative Officer, and Ms. Brigitte Correia, Fiscal Officer. The CEO has been leading KEO for the last twelve (12) years, and has been with the agency for over forty (40) years in various programmatic and administrative positions. The administrative staff (Fiscal Officer, Administrative Assistant/Personnel, Accountants, Clerical, Planner and Intake) has combined total of over thirty-eight (38) years of experience. The Mediation Program also has thirty (30) active volunteer mediators.

B. Organization Chart

Kaua'i Economic Opportunity, Inc

Mediation Program



KEO Board of Directors

Chief Executive Officer
MaBel Fujiuchi

Fiscal Officer
Brigitte Correia

Administrative Officer
Lynn Kua

Accountant (1)
Account Clerk (.5)

Administrative Clerk (.5)
Janitor (.375)

Intake Worker (1)

Youth & Mediation Services
Director
Al Nebre

Elderly Nutrition, Food Service, WAP & PIN
Director
Celia Melchor-Questin

Homeles & Housing
Director
Stephanie Fernandes

AFTER SCHOOL
Coordinator (2@.5)
Program Asst (2@.5)

CHILD CARE
Head Teacher (2)
Teacher (1)
Asst. Teacher (1)
Teachers Aide (3)

MEDIATION
Intake Worker (.5)

ELDERLY NUTRITION
Coordinator (1)
Meals Mgr (.875)
Meal Deliverers (8@.375)

FOOD SERVICE
Coordinator (1)
Cook (2)
Prep Cook (1)

WAP
Coordinator (.5)

HOMELESS OUTREACH
Case Manager (1)

EMERGENCY SHELTER & TRANSITIONAL HOUSING
Program Director (.5)
Coordinator (2@.80)
Maintenance Worker (.5)

TRANSITIONAL HOUSING & GROUP HOME
Coordinator (1)

HOMELESS PREVENTION & RAPID RE-HOUSING
Coordinator (.75)

BARRIER REMOVAL PROGRAM
Program Director (1)
Coordinator (2)

VI. Other

A. Litigation *(None)*

B. Licensure or Accreditation

(Please see attached)

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Kauai Economic Opportunity, Inc



(Signature)

(Date)

1/27/12

09

MaBel Fujiuchi

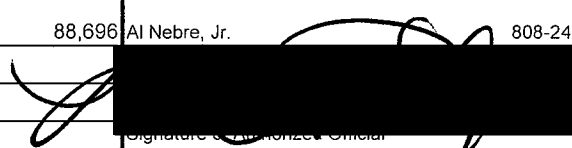
(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2012 to June 30, 2013)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	\$42,787			
2. Payroll Taxes & Assessments	\$5,549			
3. Fringe Benefits	\$12,395			
TOTAL PERSONNEL COST	\$60,731			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1200.00			
2. Insurance	1000.00			
3. Lease/Rental of Equipment	200.00			
4. Lease/Rental of Space				
5. Staff Training	2321.00			
6. Supplies	5000.00			
7. Telecommunication	1000.00			
8. Utilities	400.00			
9. Admin	\$11,844			
10. Mileage	1,000			
11. Transportation	120			
12. Pre Diem	80			
13. Pre Employment	500			
14. Audit	1,000			
15. Payroll Service	500			
16. Postage	100			
17. Repair & Maintenance	1,500			
18. Dues & subscription	200			
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	\$27,965			
C. EQUIPMENT PURCHASES				\$0.00
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				\$0.00
TOTAL (A+B+C+D+E)	\$88,696			\$88,696
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	88,696	AI Nebre, Jr. 808-245-4077		
(b)				
(c)		Date: 12/1/12		
(d)		MaBel Ferreiro-Fujiuchi/Chief Executive Officer		
TOTAL REVENUE	88,696	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL-SALARIES AND WAGES**

Applicant: Kauai Economic Opportunity, Incorporated

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Project Director	1	\$39,566	50.00%	19,783
Coordinator	1	\$23,004	100.00%	23,004
TOTAL:				42,787
JUSTIFICATION/COMMENTS:				

Applicant/Pr Kauai Economic Opportunity, Incorporated

RFP No.: _____ Period: July 1, 2012 to June 30, 2013

Date Prepared: January 22, 2012

Contract No.: _____
(As Applicable)

TYPE	ASSESSMENTS OR	OF	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security 7.65%	As required by law	As required by law	3273
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 2.02%	As required by law	As required by law	864
Worker's Compensation 2.50%	As required by law	As required by law	1070
Temporary Disability Insurance .80%	As required by law	As required by law	342
SUBTOTAL:			5,549
FRINGE BENEFITS:			
Health Insurance	546 x 12mo x 1.5		9828
Retirement		6%	2567
SUBTOTAL:			12,395
TOTAL:			17,944
JUSTIFICATION/COMMENTS:			

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant /Proider: Kauai Economic Opportunity, Inc.

RFP No.:

Period: July 1, 2012 to June 30, 2013

Contract No. (As Applicable):

POSITION TITLE	FULL TIME EQUIVALENT TO ORGANIZATION	ANNUAL SALARY	% OF TIME BUDGETED TO REQUEST	TOTAL SALARY BUDGETED IN REQUEST
		A	B	A x B
Chief Executive Officer	1	\$102,226.0	2.50%	\$ 2,555.65
Fiscal Officer	1	\$80,112.0	2.50%	\$ 2,002.80
Adminstrative Officer	1	\$60,291.0	2.00%	\$ 1,205.82
Planner	1	\$26,844.0	2.00%	\$ 536.88
Accountant	1	\$27,723.0	2.00%	\$ 554.46
Account/Administrative Clerk	1	\$38,442.0	2.00%	\$ 768.84
Adminstrative Clerk	1	\$17,628.0	2.00%	\$ 352.56
Janitor	62.5	\$27,540.0	2.00%	\$ 550.80
Intake Worker	1	\$19,020.0	2.00%	\$ 380.40
				\$ -
				\$ -
			19.00%	
TOTAL:				8,909.00
JUSTIFICATION/COMMENTS:				

Applicant/Pr Kauai Economic Opportunity, Incorporated

RFP No.: _____ Period: July 1, 2009 to June 30, 2010

Date Prepared: January 22, 2009

Contract No.: _____

(As Applicable)

TYPE	ASSESSMENTS OR	OF	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security 7.65%	As required by law	As required by law	681
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 2.02%	As required by law	As required by law	180
Worker's Compensation 2.50%	As required by law	As required by law	223
Temporary Disability Insurance .80%	As required by law	As required by law	72
SUBTOTAL:			1,156
FRINGE BENEFITS:			
Health Insurance	546 x 12mo x 19%		1245
Retirement		6%	534
SUBTOTAL:			1,779
TOTAL:			2,935

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2012 to June 30, 2013

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2008-2009	FY:2009-2010	FY:2011-2012	FY:2012-2013	FY:2013-2014	FY:2015-2016
Operational Budget				80,000		
TOTAL:				\$80,000.00		
JUSTIFICATION/COMMENTS:						