

House District 14/15/16

Senate District 7

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

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): JUDICIARY OR DLIR-OCS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kaua'i Economic Opportunity Incorporated

Dbas: KEO, Inc.

Street Address: 2840 Wehe Road, Lihue, Hawai'i 96766

Mailing Address: 2840 Wehe Road, Lihue, Hawai'i 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JESSIE M. BASQUEZ

Title Mediation Program Director

Phone # (808)245-4077 ext. 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:

SUPPLEMENTAL FOR MEDIATION PROGRAM

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID # [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 81,729

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 \$ 41,898

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 4000

[REDACTED]
MABEL FUGIUCHI / CHIEF EXECUTIVE OFFICER
NAME & TITLE

1/30/13
DATE SIGNED

COPY

TABLE OF CONTENTS

- I. Background and Summarypage 1-8
- II. Service Summary and Outcomes.....page 8-10
(See attached #A)
- III. Financial..... page 10-11
(Please see attached)
- IV. Experience and Capability.....page 11
 - a. Necessary Skills and Experience.....page 11
 - b. Facilities.....page 11
- V. Personnel: Projected Organization and Staffing.....page 11
 - a. Proposed Staffing, Staff Qualification, Supervision
and Training.....page 11-12
 - b. Organization Chart*(See attachment)*
- VI. Otherpage 13
 - a. Litigation *(None)*
 - b. Licensure or Accreditation *(None)*

ATTACHMENTS:

Budget
Mediation Advisory Board Members
Organizational Chart

APPLICATION FOR GRANTS-IN AID
July 1, 2013 to June 30, 2014

I. Background and Summary

Background

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, 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, 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 66,000 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 (30 years) and provides services for the District Court of the Fifth Circuit for the past sixteen (16) 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), adult and juvenile disputes for 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 (AOAO), real estate, Kaua`i police officers vs. community disputes, Hawai`i civil rights, American Disability Act, automobile accident, consumer–merchant, domestic, family, friends, conflicts arising in the community, and but not limited to the 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 live 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:

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

National Performance Indicator 2.1 – Community Improvement and Revitalization

National Performance Indicator 2.2 – Community Quality of Life and Assets

► *National Performance Indicator 6.3 – Child and Family Development*

The number and percentage of all infants, children, youth parents, other adults participating in development or enrichment programs that achieve program goals, as measured by one or more of the following:

B. Youth-

1. Youth improve social/emotional development.

2. Youth have reduced involvement with criminal justice system.

3. Youth increase academic, athletic or social skills for school success by participating in before or "after" school programs.

C. Parents and Other Adults-

1. Parents and other adults learn and exhibit improved family functioning skill.

KEO administers the Mediation Program under the direction of Program Director, Jessie M. Basquez. Funding through the State of Hawai'i – judiciary allows the program to budget for this one staff member. 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, 2013. However, we will continue to apply for more funding through the Kaua'i Untied Way.

The program has been able to obtain partial funding from the Hawai'i Justice Foundation to support the student Peer Mediation program for KEO. However, we are requesting for additional financial assistance to retain a full-time student Peer Coordinator for the fiscal year 2013-2014.

Mediation Intake Worker

Currently, the KEO Mediation Intake Worker 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 implementing and coordinating Mediation services.

Therefore, maintaining the KEO Mediation Intake Workers position and increase the status to full-time status is necessary in order to assist the Director to maintain the daily operational office duties and conduct preliminary assessment of eligibility for services to promote and expand the Mediation Program. This would provide a better response for services requested from the community, judiciary, private and public sector.

Primary goals for the Mediation Intake Worker

- Completes an intake application, conducts a preliminary assessment of eligibility for services:
- Daily case management reports for on-going cases.
- 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.

Objectives for the Mediation Intake Worker

- 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,
- Coordinate mediation session/s, for mediator/s and stakeholders.
- Input of confidential data for central files.
- Increase on outreach and education through the use of general public i.e., walk-ins, call-ins, and or interacting with the community.

Student Peer Mediation Coordinator

Throughout the School year on average each school handles at least 30-40 Student Peer Mediation cases. This shows that a constant need for an alternative to resolving conflict in the schools and promoting the student Peer Mediation program is a win-win situation for the judicial system and society as a whole.

As a preventive and proactive measure the student Peer Mediation program will educate the student to defuse potential school violence before it occurs. Students in dispute are encouraged to go through a student Peer Mediation session to work out their current problems together with the aid of trained student Peer Mediators. Students who participate in a Mediation session find the benefits in talking it out rather than resorting to physical violence. Students will learn essential skills that motivate them to move towards resolving their conflict which will empower them to negotiate a reasonable agreement and increase their self esteem especially at risk students.

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 student Peer Mediation Training Program, the Peer Mediation 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;
 - Tell your story;
 - Identifying the problem, how do you feel;
 - Finding solutions, what do you need;
 - Wrapping up, and get to a win-win solution.

- 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.

Program Mediation Director

The role of the Director is to oversee the KEO Mediation Program in coordination and implementation. If other positions are not sustained the director ensures its effectiveness and fills any areas of deficiency.

The program director consecutively promotes an Alternation for Dispute Resolution - Mediation services, educational and conflict resolution awareness presentations to organizations such as schools, housing agencies, other social service organizations for profit or non-profit, judiciary, public and private sectors. **On an ongoing basis the director continuously focuses on offering trainings, e.g., Basic Mediation, Divorce Mediation and various specialized trainings for new and seasoned mediators, and including educating the community on the alternatives to conflict resolution.**

In maintaining all the essential positions that of the volunteer Mediators, Intake Worker, and the Director is crucial in order to provide quality, efficient service for dispute resolutions towards the diverse conflicts of the members of this community.

The Program Director is responsible to assume the responsibilities as would be the normal protocol for the agency. In short, this may delay the “front line” assistance of direct Mediation services, referrals to community, business and judiciary system. More clients would need to use expensive court resources to solve their disputes.

Additionally, Mediation communication and problem solving with individuals in all aspects of their lives will yield to sometimes lengthy and costly court proceedings. The funds received will be used directly by the Mediation Program to serve the community.

- Supervise, train, evaluate, and interview program staff.
- Review and approve reports, forms, recommendations and activities.
- Prepare and analyze reports, forms, grants, budgets, contracts, and program manuals.
- **Creating spreadsheets for regarding demographics for monthly, quarterly, and final reports.**
- Coordinate with funding sources and community agencies and programs in achieving program goals and objectives.
- Assist, inform, and consult with Chief Executive Officer in developing, maintaining, and implementing program policies and procedures.
- **Increasing program exposure through the use the schools, public service announcements, presentations and interacting with the community.**
- Plan, organize, and attend training classes, workshops and meetings.
- Plan, search for, organize, and implement new programs and special grants.
- Establish, promote, and maintain good public and staff relation.
- Establish economic development activities to achieve program self-sufficiency.
- Perform other duties as required.
- **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.**

First of all, 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.

For a mediation to be successful, there are certain things that must be accomplished. It is vital that: (1) the parties to a mediation process make a voluntary and informed choice about agreeing to mediate their dispute: and (2) that the process is conducted fairly, impartially, and effectively.

Therefore, the KEO Mediation Program would like to maintain the position of the KEO Mediation Intake Worker position and increase the position to full-time status. The full-time Intake Worker is necessary in order to assist the Director to maintain the daily operational office duties and conduct preliminary assessment of eligibility for services to promote and expand the Mediation Program. This would provide a better response for services requested from the community, judiciary, private and public sector.

Secondly, this grant would provide funds needed for a student Peer Mediation Coordinator to facilitate student Peer Mediation trainings within the Middle School and High Schools, and recruit new student Peer Mediators. Students are encouraged to participating in Mediation. Offering Mediation services to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism.

We think possibly mediation can prevent some bullying and the effects of such, such as, retaliation, suicide, physical harm, etc. In the middle schools, bullying has been estimated as 41%, and 20% of high school students. Regarding cyber-bullying, it is up to one-half of Hawai'i's high school students, and one fourth of middle school students. (Reference: Mental Health America of Hawai'i, 2011).

A youth gaining knowledge in resolution to conflict would instill human dignity; self-esteem; learn to deal with disputes by way of mediation skills, prevention strategies, intervention skills, and understanding to become more effective in communicating their concerns with each other instead of their fists or insensitive words and actions.

Furthermore, 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.

Offering an Alternative for Dispute Resolution (ADR) training for students would 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.

Currently, the KEO Mediation Director has been coordinating and facilitating the student Peer Mediation program, from FY2008 through 2012. The Peer Coordinator's position ended June 30, 2012. Partial funding from the Hawai'i Justice Foundation has supported 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. This application request is for additional financial assistance for a full-time Peer Coordinator, for the fiscal year 2013-2014.

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 five 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.

In October 1, 2009 a twenty percent (20%) budget cut was implemented to MCH from CADR. KEO's Mediation Program was affected by a reduction of nine-thousand and one-hundred and two dollars \$9,102.

KEO Mediation Program has been receiving an increase on domestic type cases i.e., visitation, child custody, division of property assets from the Fifth District of Family Court sector; adult restitution in District Criminal Court; and in the community sector real estate; condominium AOAO Hawai'i Civil Rights and consumer merchant disputes.

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 knowledgeable 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%) funds for the KEO Mediation Director position is essential for the director to effectively promote, oversee, train, facilitate and enhance 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 throughout the island of Kaua'i.

This Grant-In-Aid request on activities as follows

- 1) Sufficient income to retain a full-time staff in the capacity as a Mediation Intake Worker. To assist in training, expanding, and maintaining the KEO volunteer mediator pool resulting in a higher quality provision service towards the KEO Mediation Program. Mediation Intake Worker will assist the Program Director in performing ongoing specialized Mediation trainings, i.e., divorce, basic, small claims, condominium AOA, and real estate but not limited to other conflicting type cases.
- 2) Sufficient income to retain a full-time staff as a student Peer Mediation Coordinator. The Peer Mediation Coordinator provides student Peer Mediation services, conduct student Peer Mediation Training within the Middle School and High School and recruit new student Peer Mediators.
- 3) Support of fifty percent (50%) funds for the Mediation Director, who effectively promotes, oversees, and enhances the KEO Mediation Program.

- 4) Sustaining mileage stipend for the KEO volunteer mediators and KEO staff for utilizing their private vehicle en-route to conduct to the sites of the Mediation session or Facilitation.

Summary

Finally, the role of the Director to oversee the KEO Mediation Program is compromised if the other necessary positions, the volunteer Mediators and Intake Worker, 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) Intake Worker, 2) Peer Mediation Coordinator, and 3) Program Director, all play an important role in maintaining the integrity of the program and its ability to provide quality, efficient service for all participating clients.

In conclusion, maintaining all the essential positions, the KEO volunteer mediators, Peer Mediation Coordinator, KEO Mediation Intake Worker, and KEO Mediation Director is essential in order to provide quality, efficient, and expedient services for an Alternative Dispute Resolution towards the diverse conflicts of the members of this community.

II. Service Summary and Outcomes

The Mediation Program Scope of Work, Tasks and Responsibilities

- Maintain peace in the community to provide, fair equal access for the general public, with an emphasis on low income individuals and families as well as the frail and elderly.
- Provide referrals for individuals and families that do not possess the financial means to acquire them or provided an Alternative for Dispute Resolution method other than formal legal action.
- Provide Mediation services for the District Court of the Fifth Circuit, i.e., small claims, temporary restraining order, consumer / merchant, real estate, condominium, juvenile, and landlord / tenant.
- Educate 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.
- Provide conflict resolution services for KEO's emergency shelter, group homes, and residence.
- To maintain an Alternative for Dispute Resolution with the judiciary and community sectors.

Mediation is recognized nationwide as an alternative to sometimes lengthy and costly court proceedings. For all members of the community, 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.

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

PROGRAM ACTIVITIES WILL BE CONTINUOUS THROUGHOUT THE PROGRAM FY 2013-2014				
ACTIVITIES	JULY-SEPT	OCT-DEC	JAN-MARCH	APRIL-JUNE
OUTREACH, INFORMATION, AND REFERRALS	X	X	X	X
INTAKE / ASSESSMENT	X	X	X	X
COORDINATE WITH OTHER AGENCIES	X	X	X	X
SCHEDULING MEDIATION SESSIONS	X	X	X	X
PEER MEDIATION TRAINING	X	X	X	X
BASIC MEDIATION TRAINING	X	X	X	X
SMALL CLAIMS MEDIATION TRAINING	X	X	X	X
FACILITATE MEDIATION SESSIONS	X	X	X	X
MEDIATION EDUCATION AND PRESENTATION	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 sixteen (16) 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, automobile, contracts, neighbor/neighbor, landlord-tenant and but not limited to job-related disputes.

The Program is assigned complex criminal cases for first time offender, e.g., assault, or terroristic threatening, harassment, and victim / offender restorative justice type cases in the District Court of the Fifth Circuit criminal sector. Additionally, in the District Court of the Fifth Circuit Family Court sector cases assigned are 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.

In the community sector the KEO Mediation Program provides an Alternative Dispute Resolution (ADR) in the form of Mediation services offered as an option for Community instead of resulting in the legal system. Conflicts such as; barking dogs, landlord-tenant, Real Estate, condominium disputes, Hawai'i civil rights, American Disability Act, consumer-merchant, e.g., small claims, temporary restraining order, landlord tenant, contracts, automobile, neighbor/neighbor, real estate, condominium an Association of Apartment Owners (AOAO) disputes, civil rights, American Disability Act, and or not limited to job related type of cases.

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. Documented information regarding client satisfaction and client evaluations are monitored through monthly and quarterly reports.

Within the community and District Court of the Fifth Circuit in hopes to decrease the escalation of conflict, KEO Mediation Program expeditiously provided mediation services. In the fiscal year July 1, 2011 - June 30, 2012, the program assisted with five hundred fifty seven (557) individuals; conducted four hundred fifty three hours (453); held two hundred eighteen two hundred and eighteen mediation sessions; and received two hundred and forty (240) responses from clients participating in mediation sessions. Clients responses regarding their experience participating in Mediation are as follows; ninety-five percent (95%) indicated very/somewhat satisfied, and five (5%) dissatisfied with the Mediation process.

Conflict is inevitable! People in conflict do not have the best frame of mind to consider their option. KEO has an Alternative for a dispute Resolution (ADR) Mediation Program. In a Mediation session, the process enables individuals to resolve their disputes and reach a mutual agreement thereby avoiding court intervention. Mediation is an informal private process offering the parties to discuss, define, explore their differences, have the ability to express their concerns, seek an agreement, not blame or revenge, look to the future, and not the past.

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(Young Women of America), 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 KEO Mediation Program integrates directly with the KEO Mediation Advisory Board, *(See list attached #A)*. The KEO Advisory Board is comprised of ten (10) 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
\$20,432.25	\$20,432.25	\$20,432.25	20,432.25	\$ 81,729.00

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 twenty-five percent (25 %). We are also receiving funds from the Hawai'i Justice Foundation to support the student Peer Mediation Coordinator. For this position these funds support only eighteen percent (18%).

Throughout the fiscal year KEO will seek funds form trust foundations; private business and charitable organizations to help 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. Kaua'i Chapter Visitor Industry Charity Walk
5. Administration Fees collected for program
6. Volunteer contributions

IV. Experience and Capability

A. Necessary Skills and Experience

The KEO Mediation Program has been operating for twenty-eight (28) years of the forty-five (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, group homes; home weatherization; temporary food assistance program (TEFAP), emergency food pantry; elderly nutrition (Meals-on-Wheels); employment core services for low-income people and, immigrants, early learning centers, group homes for the mentally and/or physically challenged adults, persons-in-need assistance, homeless outreach and medical services, and other programs for the disabled; Mediation services – an Alternative for Dispute Resolution, and student Peer Mediation Program in the participating Middle and High 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 its requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Mediation Program is headed by Jessie M. Basquez as the Director. Basquez has managed the program for eleven (11) years making improvements and expanding the program. She 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, she believes that KEO Mediation Program provides “front line” assistance through direct Mediation services and referrals to the community, business and judiciary system. She 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.

She has received 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, conducts continuous court and community mediations. She belongs to 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 Basquez are twenty-five (25) active KEO volunteer mediators. These individuals provide direct Mediation services especially for those persons who are unable to help themselves in the judicial system as well as issues regarding community disputed matters in, e.g., Landlord / Tenant, automobile, contracts, Temporary Restraining Order (TRO), small claims, divorce, domestic issues, Business, Hawai'i Civil Rights Commission (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 Intake Worker at twenty-five (25 %) and full-time Mediation Program Director at one-hundred (100) percent. 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-part 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, and Ms. Brigitte Correia, Fiscal Officer.

The CEO has been leading KEO for the last thirteen (13) 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-nine (39) years of experience. The Mediation Program also has twenty-five (25) active volunteer mediators.

B. Organization Chart *(See attached: Organization – Wide chart and Program chart)*

VI. Other

A. Litigation *(None)*

B. Licensure or Accreditation *(None)*



KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

2804 WEHE ROAD * LIHU'E, KAUAI, HAWAII 96766

TELEPHONE: 245-4077 ext 237 * FAX: 245-7476

E-MAIL: keo@keoinc.org

MR. ALTON AMIMOTO

Deputy Chief Court Administrator

5th District Circuit Court

3970 Ka'ana Street, Suite 210, Lihue, HI 96766

Office: 482-2347 * Fax: 482-2509 *

Alton.g.amimoto@courts.state.hi.us

MS. ANGELA ANDERSON, ESQ.

Vice President Mediation Advisory Board

326 Hunia St., Kapaa, HI 96746

Office: 245-4100 * Fax: 245-4101 * Cell: 635-4268

aanderson@kauaisite.com

MS. JESSIE BASQUEZ

Program Mediation Director

2840 Wehe Road, Lihue, HI 96766

Office: 245-4077 ext. 237* Fax: 245-7476

Cell: 635-2958

jbasquez@keoinc.org

MR. JOHN CALMA, ESQ.

Supervisor

Office of the Public Defender

3060 Eiwa Street, Room #206, Lihue, HI 96766

Office: 241-7128 Fax: 274-3422

John.c.calma@hawaii.gov

MR. CRAIG A. DE COSTA, ESQ.

Law Office of Craig A. De Costa, LLLC

Dynasty Court, Suite Q, 4773 Pahee Street, Lihue

Mail: 3-2600 Kaunualii Hwy., Suite B-18, PMB #343

Lihue, HI 96766

Office: 245-7376 * Cell: 634-3300

craig@craigdecostalaw.com

MS. STACEY JOROFF, ESQ.

Law Office of Stacey Joroff

PO Box 199 Kilauea, HI 96754

Office: 828-0985 * Cell: 652-0868

staceyj@hawaii.rr.com

MS. TERESA TUMBAGA

Office of the Prosecuting Attorney, County of Kauai

3990 Ka'ana Street, Suite 210, Lihue, HI 96766

Office: 241-1888 * Fax: 241-1758

t.tumbaga@kauai.gov

RET. JUDGE ALFRED LAURETA

2130 Kaneka Street, Lihue, HI 96766

Home: 245-1511 * Cell: 651-5733

alnevelyn@hawaiiintel.net

MS. EMIKO MEYERS, ESQ.

Manager

Legal Aid Society of Kauai

4334 Rice Street, Suite 204-A, Lihue, HI 96766

Office: 245-4728 x 225 * Fax: 246-8824

emmeyer@lashaw.org

MRS. EVELYN OLORES

KEO Mediation Advisory Board member

P.O. Box 464, Kekaha, HI 96752

Home: 337-1974 * 337-9118 * Cell: 635-3706

CPT. KALEO PEREZ

Kauai Police Department

3990 Kaana Street, Suite 200, Lihue, HI 96766

Office: 241-1692 * Fax: 241-1604

sperez@kauai.gov

Current as of: January 16, 2013

KAUAI ECONOMIC OPPORTUNITY,

INCORPORATED

MEDIATION PROGRAM

ADVISORY BOARD MEMBERS

January 16, 2013 through June 2014

ATTACHMENT A

Alexander & Baldwin Foundation* Aloha Care* Combined Federal Campaign* Community Services Block Grant* County of Kauai-CDBG, HOME, Agency on Elderly Affairs* Dept. of Housing & Urban Development* Gwenfreed Allen Fund* Hawaii Community Foundation* State of Hawaii- Dept. of Human Services, Dept. of Health Alcohol & Drug Abuse Division, Dept. of Labor Office of Community Services, Housing & Community Development Corporation of Hawaii, Judiciary* Hawaii Hotel Association Kauai Chapter* Teresa F. Hughes Trust Estate* Kauai United Way* Mutual Housing Corporation of Hawaii* Irving Singer Fund* Alice Soper Fund* Kitaro Watanabe Fund* Elsie Wilcox Foundation* G.N. Wilcox Foundation* Mabel Wilcox Foundation* S.W. Wilcox Foundation* United Way* USDA* and other private funding sources.



BUDGET REQUEST BY SOURCE OF FUNDS

(Period: July 1, 2013 to June 30, 2014)

Applicant: Kaua'i Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	49,784			
2. Payroll Taxes & Assessments	6,457			
3. Fringe Benefits	9,839			
TOTAL PERSONNEL COST	66,080			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	3,069			
3. Lease/Rental of Equipment	1,120			
4. Lease/Rental of Space				
5. Staff Training	3,200			
6. Supplies	500			
7. Telecommunication	550			
8. Utilities	650			
9. Repairs Maintenance	500			
10. Audit Services	1,000			
11. Mileage	1,000			
12. Dues & Subscription	400			
13. Advertising	200			
14. Contractual - Payroll Services	600			
15. Postage, Freight & Delivery	160			
16. Program Activities	2,700			
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	15,649			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	81,729			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	81,729	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">[REDACTED]</div>		
(b)				
(c)				
(d)				
TOTAL BUDGET	81,729	MaBei Fugiuchi / Chief Executive Officer Name and Title (Please type or print)		

Applicant: Kaua'i Economic Opportunity, Inc.

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
CEO	1	\$101,556.00	2.50%	\$ 2,538.90
Fiscal Officer	1	\$80,112.00	2.50%	\$ 2,002.80
Administrative Officer	1	\$62,703.00	2.50%	\$ 1,567.58
Account/Administrative Officer	1	\$38,628.00	2.50%	\$ 965.70
Janitor (50%)	0.375	\$28,640.00	2.50%	\$ 268.50
Intake Worker	1	\$19,650.00	2.50%	\$ 491.25
Mediation Director	1	\$40,656.00	50.00%	\$ 20,328.00
Mediation Intake Worker	1	\$20,238.00	50.00%	\$ 10,119.00
Peer Mediation Coordinator	1	\$23,004.00	50.00%	\$ 11,502.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				49,783.73
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION

PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRING BENEFITS

Applicant/Provider: KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED

Period: July 1, 2013 to June 30, 2014

48,783.73

TYPE	ASSESSMENTS OR	OF	TOTAL
PAYROLL TAXES & ASSESSMENTS:			
Social Security 7.65%	As required by law	As required by law	3,808
Unemployment Insurance (Federal)	As required by law	As required by law	
Unemployment Insurance (State) 2.02%	As required by law	As required by law	1,006
Worker's Compensation 2.50%	As required by law	As required by law	1,245
Temporary Disability Insurance 0.80%	As required by law	As required by law	398
			6,457
FRINGE BENEFITS:			
Health Insurance	571 x 12mo		6,852
Retirement 6%			2,987
			9,839
			16,296
JUSTIFICATION/COMMENTS:			
JUSTIFICATION/COMMENTS:			

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 Services
Director
Al Nebre**

**Mediation
Director
Jessie Basquez**

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

**Homeles & Housing
Director
Stephanie Fernandes**

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

Intake Worker (.5)

**After School
Program Coordinator (1)
Program Assistant(1)**

**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 EMERGENCY
SOLUTIONS
Coordinator (1)**

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII 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 and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy 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 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.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies 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, INCORPORATED



1/30/13

MABEL FERREIRO – FUJIUCHI
(Typed Name)

CHIEF EXECUTIVE OFFICER
(Title)