

House District 14/15/16

Senate District 7

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

Log No: 133-0

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): DLIR-OCS

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kauai Economic Opportunity, incorporated
Dbas:

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 JESSIE M. BASQUEZ

Title Mediation Director

Phone # (808) 245-4077 ext.229

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

**MEDIATION PROGRAM
OPERATIONAL SERVICES**
(Maximum 300 Characters)

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 82,477.00

9. 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 \$ _____

[REDACTED SIGNATURE]
AUTHORIZED SIGNATURE

MABEL FUJIUCHI, CHIEF EXECUTIVE OFFICER
NAME & TITLE

JANUARY 29, 2008
DATE SIGNED

ORIGINAL

APPLICATION FOR GRANTS AND SUBSIDIES

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Application for Grants and Subsidies

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 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, small business loans, a micro-enterprise small-business-incubator program, and the Mediation Program for conflict resolution an Alternative Dispute Resolution (ADR) program at KEO. The Mediation Program provides an alternative to conflict resolution, instead of using the judiciary system. Participants in dispute are empowered to work out their problems together with the aid of trained mediators. A mediation fee may be 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 services for the District Court of the Fifth Circuit for the past eleven (11) years, addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. The Mediation Program is assigned complex cases from the judiciary sector; District court, Family court, and first time offender adult restitution cases e.g., juvenile, juvenile restitution, small claims, temporary restraining order, landlord tenant disputes, child custody, visitation, assault, or terroristic threatening cases. In the community sector the Mediation Program also provides services for disputes such as; neighbor/neighbor, barking dogs, landlord-tenant, condominium, real estate, civil rights, American Disability Act, consumer-merchant, job related, domestic, child custody, visitation, property and divorce disputes.

As the Community Action Agency on Kaua'i, KEO, Inc. is held to high standard of National Performance Indicators and Direct Measures consisting of 6 National Goals and 12 National Performance Indicators.

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

The primary National Indicator Performance and Goals for the Mediation Program are as follows:

► *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 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 the Mediation intake Worker, the contract funding ends on

June 30, 2007. And a one-third (1/3) part-time Mediation Intake Worker funded through the Hawai'i Justice Foundation, the contract funding ends on March 31, 2007.

The KEO Peer Coordinator and staff continue to work with the Middle Schools Administration and staff, meeting with the peer mediators to assist with scheduled mediations on a weekly basis. A full-time Peer Coordinator is necessary in order to assist the Director to promote and expand the Mediation Program within the Middle Schools on Kaua'i.

This Grant-In-Aid focuses on activities as follows:

- 1) Training and maintaining the KEO volunteer Youth mentors and KEO Peer Mentorship Program in all the participating Middle Schools on the island of Kaua'i.
- 2) Sufficient income to retain full-time staffing in the capacity as a Peer Coordinator resulting in a higher quality provision service towards the KEO Peer Mentorship Program.
- 3) Fifty percent compensation for the Mediation Director, who effectively oversees and enhances the KEO Peer Mediation Program through the KEO Mediation Program.
- 3) Sustaining mileage stipend for the KEO mediators utilizing their private vehicle en-route to conduct a mediation or facilitation.
- 4) Perform ongoing specialized mediation trainings; youth conferencing, Special Education.

Youth Mediation (In Middle School's)

The KEO Mediation Program has assigned two (2) KEO mediators to each participating Middle School in the Peer Mediation Mentorship Program. These services would only be utilized under the supervision of the trained KEO Youth Mentors. The Youth Mediation Mentorship Program is currently in operation with several of the Middle Schools throughout the island. The Mentorship Program offers Peer Mediation to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism. Promoting the values of 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. The program envisions to extend the peer mediation services towards the other middle schools throughout the year on the island of Kaua'i to provide strength-based training and reaching challenging youth.

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 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.

Choices the key, is how we choose to handle or resolve these differences. We have Choices:

- choices in the strategies we use to resolve our conflicts and
- choices in the specific solutions.

First of all, 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.

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.

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).

In the KEO Peer Mediation Mentorship Training Program, the instructor will cover a basic understanding of 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.

Ground travel (mileage) allowance for volunteer mediators

KEO mediators are volunteers of the community who donate their time to assist in the KEO mediation program. The KEO mediators would utilize his / her personal vehicle to conduct / facilitate schedule mediations sessions within the KEO the Youth Mediation Mentorship Program. Some of these sites for mentorship may be located 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. The KEO Mediation Program has not confirmed funding for the volunteer mediators. With the increase of fuel and shortage of staff it is necessary to utilize mediators to support the KEO Mediation Program. At present, monies to cover mileage deficits are provided from outside donated sources.

Staffing

KEO administers the Mediation Program under the direction of Program Director, Ms. Jessie Basquez. The funding resource is through the State of Hawaii Judiciary and other funding resources, allowing the program to budget for this one full-time staff member. Ms. Basquez has been able to obtain funding through the Kauai United Way for a part-time Mediation Intake Worker, the contract funding ends on June 30, 2008.

The KEO Peer Coordinator position is funded by the State of Hawai'i Office of Community Services. The Peer Coordinator provides a crucial role to in the Peer Mediation Mentorship Program, maintain / organize and establish contact with each individual Middle School. The KEO Mediation Program would like to maintain the position of the Peer Coordinator full-time position, the contract funding ends on June 30, 2008. (Please see cart listed below).

POSITION	PERCENT OF BUDGET	HOURS WORKED
1. Full-time Mediation Director	One-hundred percent	7:45 am - 4:30 pm Eight hours
2. Full-time Peer Coordinator	One-hundred percent	7:45 am - 4:30 pm Eight hours
3. Part-time Mediation Intake Worker	Fifty percent	7:45 am - 12:30 pm Four hours

The primary goals for a Peer Coordinator:

- Provide continuum quality assurance in the Middle Schools and program effectiveness.
- Word processing data such as, initial and follow-up intake reports.
- Daily case management reports for on going youth mediation cases.
- Creating spreadsheets for monthly, quarterly, and final reports.
- Documentation of a daily basis and schedule / rescheduling of mediation sessions within the various Middle Schools.
- Prepare presentations and public service announcements (PSA) necessary for the daily operations of the program.
- Providing referrals to legal services for individuals and families.
- Facilitating a peaceful mediation for the youth participants.
- Innovatively expand services in new populations such as other Middle schools, youth programs, and youth organizations.

- Increasing program exposure through the use the schools, Public Service Announcements (PSA), presentations and interacting with the community.
- Increasing public awareness about mediation as an alternative dispute resolution instead of the Judiciary system.

Objectives:

- Ongoing mediation training within the Middle Schools for Youth Mediation in order to help reduce violence, vandalism, and absenteeism.
- A learning life skill that empowers students to solve their own problems through improved communication and understanding of differences.
- Inform the general public of services provided by the mediation program by continuously advertising the availability of these services generated by printed PSA creating / producing brochures and distributed in the community.
- Ultimately releasing faculty staff of being present for mediation session duties.
- Provide KEO Youth Mediation Mentors to actively work with and facilitate the mediation sessions together with Peer Mediators and students in conflict.
- Increase outreach and education through the awareness of Peer Mediation use of general PSA presentations and interacting with the community.
- Attend ongoing conferences held on the neighbor islands, to further educate / inform staff members on Peer Mediation.

Summary

Finally, the role of the Director to oversee the Mediation Program is compromised if the other necessary positions, the volunteer Mediators and Peer Coordinator, 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 other Middle Schools, housing agencies, private agencies and other social service organizations are not provided.

Each position within the program, 1) Peer Coordinator 2) Intake Worker, 3) Volunteer Mediators, 4) Program Director, all play an important role in maintaining the integrity of the program and its ability to provide quality, efficient service to its clients.

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

provide a better response service to all participating Middle Schools and assist the Director by maintaining the daily operational office duties.

II. Service Summary and Outcomes

A. Scope of work, Tasks and Responsibilities

First of all, the Peer Coordinator provides a crucial role for the Mediation Program by performing a continuum quality assurance in the Middle Schools and program effectiveness. KEO Mediation Program would like to increase the public awareness about Peer Mediation as an alternative dispute resolution instead of the Judiciary system. The Peer Coordinator duty requires daily word processing data, intake reports, and case management reports creating spreadsheets for monthly reports.

The KEO Mediation Program offers Peer Mediation to every student in a constructive way of means to resolving conflict; help reduce violence, vandalism and absenteeism. Promoting the values of 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. The program envisions to extend the Peer Mediation services towards the other middle schools throughout the year on the island of Kaua'i to provide strength-based training and reaching challenging youth.

Therefore, these duties required by the Peer Coordinator are important for the Middle Schools to continue for any ongoing Peer Mediation Training within the Middle Schools. With these continued Peer Mediation Trainings, this would help reduce violence, vandalism, and absenteeism. Also a learning life skill that empowers students to solve their own problems through improved communication and understanding of differences. Ultimately the presence of the Peer Coordinator would release faculty staff of being present for any existing youth mediation session duties.

Inform the general public of services provided by the mediation program by continuously advertising the availability of these services generated by printed PSA creating / producing brochures and distributed in the community. Increased outreach and education through the awareness of use of Peer Mediation to the general public via PSA presentations and interacting with the community.

Finally, with a full-time Peer Coordinator, this position would assist and maintain the KEO Peer Mediation Program with the participating DOE Middle Schools staff and KEO Youth Mentors throughout the Island of Kaua'i. This position allows the director to recruit and train more volunteer mediators to effectively support in the community, court sectors and the Middle Schools in the Peer Mediation Program.

The KEO Mediation Program Scope of work, Tasks and Responsibilities is as follows:

- **Maintain and promote the Peer Mediation Program;**

- Encourage interested peer mediators to develop a positive approach to conflict resolution;
- To maintain 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;
- To maintain the Peer Mediation status to full-time.
- To have adequate staff to maintain / update the files on the mediation program client listing and the program in general.
- To 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.
- Provide the crucial role of initial contact from individuals requiring resolution to disputes.

The KEO Mediation Program respectfully would maintain and facilitate the Peer Mediation training and extend the Peer Mediation services towards the other middle schools throughout the year on the island of Kaua'i to provide strength-based training, reaching a challenging youth, not to look at children as problems but as individuals with potentials. Peer Mediators are also introduced to understanding violence in the schools and the steps required addressing the issues in cases where violence is involved. As trained peer mediators who assist their peers in disputed matters, the parties in conflict will feel more empowered and apt to resolve their problems when they have a better communication and direction to a mutual understanding.

KEO Mediation Program is available to provide a four step, six (6) hour Peer Mediation Training for Kaua'i Middle Schools throughout the island. The training will cover basic understanding of the peer mediation process and provide hands-on training to practice skills and learn to facilitate communication between parties in conflict through:

Topics that covered in the training:

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

Presently sustain sufficient sustainability towards mileage stipend for KEO mentors participating in the KEO Peer Mediation Program. These individuals utilize their own private vehicle en-route to facilitate mediations or facilitations throughout the island of Kaua'i.

The KEO Mediation Program has successfully assisted all participating students in disputant at the Middle Schools. The presence of Peer Mediators on the school grounds reduces the chances of disputes escalating. Therefore, with ongoing Peer Mediation training within the Middle Schools this would lessen the amount of violence, vandalism, and absenteeism. I turn gaining a life learning skill that empowers students to solve their own problems through improved communication and understanding of differences.

The Fiscal Year July 2006 - June 2007 the Mediation Program expeditiously provided mediation services for eight-hundred and sixty (860) individuals within the community in hopes to decrease the escalation of conflict.

B. 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 at Middle Schools, 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 in order to expand the program and volunteer pool.

The solution to this situation is to maintain the Peer Coordinators position keep to continue the 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 2008-2009				
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	XX	XX	XX	XX
COORDINATE WITH DOE MIDDLE SCHOOLS	XX	XX	XX	XX
SCHEDULING MEDIATION SESSIONS	XX	XX	XX	XX
MEDIATION EDUCATION AND PRESENTATION	XX	XX	XX	XX

III. Financial

Budget: (Please see attached #B)

For the Fiscal Year 2008-2009:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
20,619.25	20,619.25	20,619.25	20,619.25	82,477.00

IV. Experience and Capability

A. Necessary Skills and Experience

The KEO Mediation Program has been operating for 25 years of the 42 years KEO has been in operation. KEO administers approximately 32 programs for low to moderate income individuals and families, including: 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, Mediation Services for conflict resolutions within the judiciary, community and Middle Schools sectors.

KEO mediation program has been providing services for the District Court of the Fifth Circuit for the past ten (10) years. The Mediation Program is assigned complex District court civil matters, e.g., small claims, temporary restraining order, landlord

tenant, neighbor/neighbor, barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, and job related. Secondly, the Family court sector may assign disputed cases, e.g., child custody, visitation, property, assets, or other domestic matters. Lastly, criminal cases for first time offender are mandated by the court to participate in mediation, e.g., assault, or terroristic threatening, harassment, juvenile restitution, and adult restitution.

Additionally, the Mediation Program assists the District Court of the Fifth Circuit in addressing judicial efficiency concerns by resolving cases without the need for a formal adversarial court hearing. The Mediation Program also provides services for Community disputes such as; neighbor, barking dogs, landlord-tenant, Real Estate, condominium disputes, civil rights, American Disability Act, consumer-merchant, job related, domestic, and divorce are just a few of the many disputes the Mediation Program encounters.

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, 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, Regulated Industries Complaints Office (RICO), 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 #C*). The KEO Advisory Board is comprised of ten (10) members from the community. The Advisory Board will invite a community member to be a participant on the Mediation Advisory Board; a teacher, principal, parent and or participant. These members are 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 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, State of Hawai'i.

To further these goals, representatives of the Mediation Advisory Board serve on the Board of Directors of the Mediation Centers of Hawai'i (MCH), an 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.

For the Years April 2007 - January 2007, the KEO Mediation Program provided mediation services for Waimea Canyon and Kapa`a Middle Schools. During this School year, one-hundred and eight (108) cases were mediated on site at the Middle Schools.

B. Facilities

All Peer mediation cases to be conducted at each designated respected Middle School site.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Mediation Program is headed by Jessie M. Basquez. Basquez has managed the program for seven (7) years making improvements and expanding the program. She continues to participate in the training process to enhance the program, and has the skills and has intentions of continuing to lead the Mediation Program at KEO. She is well aware of the credibility the Mediation Program and its staff holds, for the community, private/ public sectors, local courts, and attorneys have come to depend and appreciate the value of a neutral third party in mediation process.

She has received training in several different types of conflict resolution such as: Basic, Divorce, Peer Mediation, Facilitation, Hawaii Civil Rights Commission (HCRC), Special Education (SPED), Condominium, Adult Diversion, Juvenile Diversion, 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).

Assisting Basquez are thirty-two (32) 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 Diversion, Juvenile Diversion, Victim Offender, Special Education (SPED), and the Middle Schools throughout the Island on Kaua`i.

The Program affords three (3) paid staff members: one (1) full-time Peer Coordinator, the second is fifty (50) percent Mediation Intake Worker, and a one (1) full-time one-hundred (100) percent, Mediation Program Director. Because of this, the hours for the Peer Coordinator are from 7:45 AM to 4:30 PM Monday through Friday and the Mediation Intake Workers hours are from 7:45 AM to 12:30 PM. The position is determined annually primarily by outside funding sources. The Peer Coordinators position provides a crucial role for initial contact with all the participating Middle

Schools around the Island of Kaua'i, assisting students to maintain ways to resolve to disputes. KEO would like to maintain the position for the Peer Coordinator's position. This would provide a better response service to assist the Director by maintaining the daily operational office duties.

KEO is governed by a Board of Directors, a tri-part board of dedicated volunteer Kaua'i residents who visit 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 ten years, and has been with the agency for over thirty-three 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 (30) years of experience. The mediation program also has thirty-two (32) active volunteer mediators.

In the KEO Peer Mediation Mentorship Training Program, the instructor will cover a basic understanding of 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

- C. 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.

B. Organization Chart

(See attached #A-: Organization – Wide chart and Program chart)

VI. Other

- A. **Litigation (None)**
- B. **Licensure or Accreditation (Please see attached)**

12/19/07
M: [unclear]
- Mary
a. [unclear]
c. [unclear]
Medicals

MEDIATION CENTERS OF HAWAII, INC.
AGREEMENT FOR THE PROVISION OF SERVICE

July 1, 2007 Through June 30, 2008

This agreement is made this first day of July, 2007 by and between the MEDIATION CENTERS OF HAWAII, INC., P.O. Box 1708, Kaunakakai, Hawaii 96748, hereinafter called "MCH", and KAUAI ECONOMIC OPPORTUNITY, hereinafter called the "SERVICE PROVIDER".

WITNESSETH

WHEREAS, MCH wishes to purchase certain services pertaining to mediation and dispute resolution to fulfill its Agreement with the JUDICIARY set forth in Purchase of Service Contract No. J08126;

WHEREAS, SERVICE PROVIDER is able and desires to provide such services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, the parties agree as follows:

1. Scope of Services: SERVICE PROVIDER shall, in a proper and satisfactory manner as determined by MCH, help provide the Required Services as set forth in Exhibit "A" of MCH's Agreement with the Judiciary, which is attached, and made a part of this Agreement.

2. Term of Agreement: The term of this Agreement shall be for one year commencing July 1, 2007 through June 30, 2008.

3. Compensation: The SERVICE PROVIDER shall be compensated in a total amount for all Required Services not to exceed FIFTY TWO THOUSAND AND ONE HUNDRED AND FOUR DOLLARS (\$52,104) in twelve equal payments.

4. Reporting Requirements: In addition to whatever other reports may be required elsewhere in MCH's Agreement with the JUDICIARY, which is made a part of this Agreement, the SERVICE PROVIDER shall submit legible, complete, timely and accurate reports to the JUDICIARY to MCH, according to the following schedule:

Quarterly Activity Reports

First Quarter, ending September 30
Second Quarter, ending December 31
Third Quarter, ending March 31
Fourth Quarter, ending June 30
Annual Report
Fiscal Year, ending June 30

Due Dates

October 21
January 21
April 21
July 21
Due Date
July 31

5. Financial Requirements: The SERVICE PROVIDER shall ensure that at least fifteen percent (15%) of the total budget for providing local mediation services comes from non-JUDICIARY funds, and the SERVICE PROVIDER shall submit to the JUDICIARY, through MCH, an Audit for the last full fiscal year before November 1, 2007 by November 1, 2008.

6. Standards of Conduct Declaration: The Standards of Conduct Declaration of the SERVICE PROVIDER is attached as Exhibit "C" of MCH's Agreement with the JUDICIARY, and is made a part of this Agreement.

7. General Conditions: The General Conditions Governing Contracts with the Judiciary (the "General Conditions") are attached as Exhibit "D" of MCH's Agreement with the JUDICIARY, and are made a part of this Agreement.

8. Special Conditions: The Special Conditions are attached as Exhibit "E" of MCH's Agreement with the JUDICIARY, and are made part of this Agreement. In addition, the SERVICE PROVIDER shall chose a member of its Board of Directors to act as its representative on the MCH Board of Directors.

9. Notices: Any notice, communication of information required to be given by any party to this Agreement shall be made in writing, and shall be (a) delivered personally, or (b) sent by United States first class mail. Notice required to be given to MCH shall be sent to the MCH Contract Administrator at P.O. Box 1708, Kaunakakai, HI 96748. Notice to the SERVICE PROVIDER shall be sent to it at the SERVICE PROVIDER's address. The SERVICE PROVIDER is responsible for notifying MCH in writing of any change in address.

IN VIEW OF THE ABOVE, the parties execute this Agreement by their signatures, on the dates below, to be effective as of the date first above written.

MEDIATION CENTERS OF HAWAII, INC.

By Bruce Barnes

Bruce Barnes, Chair
Board of Directors
Mediation Centers of Hawaii

KAUAI ECONOMIC OPPORTUNITY

By [Redacted Signature]

Brenda Viado, President
Board of Directors
Kauai Economic Opportunity

On this 20th day of September, 2009, before me appeared Brenda Viado, to me personally known, who, being by me duly sworn, did say that she is the President of the Board of Directors of Kauai Economic Opportunity and that said instrument was signed on behalf of said corporation by authority of its Board of Directors, and the said President acknowledged said instrument to be the free act and deed of said corporation.


ALFREDO NEBRE JR.

L.S

NOTARY PUBLIC, STATE OF HAWAII
My Commission Expires: March 14, 2011

LINDA LINGLE
GOVERNOR

JAMES R. AIONA, JR.
LIEUTENANT GOVERNOR

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Junio

LAWRENCE M. REIFURTH
DIRECTOR

NOE NOE TOM
LICENSING ADMINISTRATOR

KAUAI ECONOMIC
OPPORTUNITY INCORPORATED

STATE OF HAWAII

REAL ESTATE BRANCH

PROFESSIONAL AND VOCATIONAL LICENSING DIVISION
DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS

KING KALAKAUJA BUILDING

335 MERCHANT STREET, ROOM 333

HONOLULU, HAWAII 96813

<http://www.hawaii.gov/hirec>

hirec@dcca.hawaii.gov

July 12, 2007

Ms. MaBel Fujiuchi
Chief Executive Officer
Kauai Economic Opportunity, Inc.
2804 Wehe Road
Lihue, HI 96766

Dear Ms. Fujiuchi:

RE: Renewal of Contract with the Real Estate Commission dated March 16, 2006
Kauai Economic Opportunity, Inc

After a review of the information presented at its June 29, 2007 monthly meeting, the Real Estate Commission (Commission) approved a one-year extension (July 1, 2007 through June 30, 2008) of the existing contract agreement pursuant to the States option to renew for another fiscal year for the same compensation schedule as set forth in Attachment 2, subject to the Special Provisions of Attachment 4 of the Contract for Goods and Services dated March 16, 2006

Should you have any questions, please contact the undersigned toll free from the island of Kauai at 274-3141 ext. 62643 or directly at (808) 586-2643.

Very truly yours,

Trudy Nishihara, Chair
Broker / Honolulu Commissioner

By:


David J. Grupen
Condominium Specialist

cc: /Jessie Basquez, Mediation Director

DJG:tn

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KAUAI ECONOMIC
OPPORTUNITY INCORPORATED

**MEMORANDUM
OF
AGREEMENT**
(KEO Mediation Program)

*M. M. M. M.
~~Mediation~~
d - Mediat
d - M. M. M.*

REGULATED

INDUSTRIES

COMPLAINTS

OFFICE

July 2007 to June 2008

Kauai Economic Opportunity, Incorporated
2804 Wehe Road
Lihue, Kauai, HI 96766
Phone: (808) 245-4077 Fax: (808) 245-747

MEMORANDUM OF AGREEMENT

between

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

and

REGULATED INDUSTRIES COMPLAINTS OFFICE

KAUAI ECONOMIC OPPORTUNITY INCORPORATED, and REGULATED INDUSTRIES COMPLAINTS OFFICE agree to the following:

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED will:

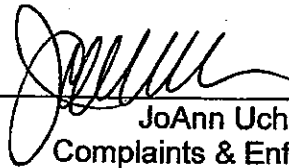
1. Provide mediation services for disputes referred by Regulated Industries complaints Office (RICO).
2. Coordinate and schedule all mediation (parties and mediators) within ten (10) days from the date of the initial referral and receipt of the case information (Attachment A).
3. Provide a safe and neutral site for all mediation sessions.
4. Provide a Disposition of each case within forty-eight (48) hours from the time the case is closed (Attachment B).
5. Charge RICO no more than \$100.00 per mediated case.
6. Maintain all records supported by the case information, dispositions, invoices or other evidence that RICO office may need to meet its responsibilities.
7. Present an invoice to RICO within ten (10) working days following the end of the preceding month for services received. RICO will submit payment to KEO, Inc. within ten (10) working days of receipt of the invoice.
8. Participate in phone conferences with RICO as needed.
9. Reserve the right to temporarily cancel services in the event of an emergency preventing such service (disaster, strike, etc.).

REGULATED INDUSTRIES COMPLAINTS OFFICE will:

1. Screen all cases and determine which candidates are appropriate for mediation.
2. Refer all mediation cases by completing an Intake Form (Attachment A) with all relevant case information and fax the form to KEO, Inc.
3. Pay KEO, Inc. the amount of \$100.00 per mediated case.

This agreement will be in effect from July 1, 2007 through June 30, 2008 and may be amended or terminated at any time by the mutual consent of KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED and REGULATED INDUSTRIES COMPLAINTS OFFICE.

REGULATED INDUSTRIES COMPLAINTS OFFICE

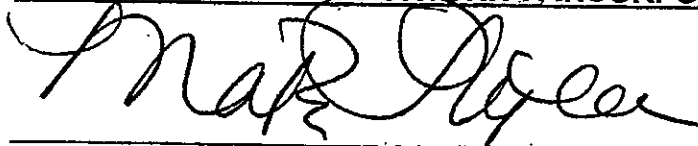


JoAnn Uchida
Complaints & Enforcement Officer

Dated: _____

6/16/07

KAUA'I ECONOMIC OPPORTUNITY, INCORPORATED



MaBel Ferreiro Fujiuchi
Chief Executive Officer

Dated: _____

June 08, 2007



KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

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

TELEPHONE 245-4077 * FAX 245-7476

e-mail keo@keoinc.org

Date: _____

To: _____

Concerning: _____

Our Case number _____

Your Case number _____

Between: _____ and _____

This is to inform you of the action by the Mediation Program and the status of the case between the above named parties.

A conciliation between the parties was facilitated through our office (no session held).

The parties appeared for a mediation session on _____.

An agreement was reached.

No agreement was reached.

When contacted _____ agreed to mediate.

When contacted _____ chose not to mediate.

The Mediation Center was unable to contact _____ by mail or telephone.

This situation was inappropriate for mediation and was referred to _____.

We have closed our file on this case.

Other _____

The Kauai Economic Opportunity, Incorporated appreciated your attempt to find a solution to this situation through mediation.

Jessie M. Basquez
Mediation Director

ATTACHMENT B



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. EDMUND ACOBA, ESQ.

Office of the Public Defender, State of Hawaii
3060 Eiwa Street, Room #206, Lihu'e, HI 96766
1-(808) 274-3418 * FAX: 1-(808) 274-3422
edmund.d.acoba.hawaii.gov

MR. GLENN IKEMOTO

Regulated Industries Complaint Office
3060 Eiwa Street, Lihu'e, HI 96766
1-(808) 274-3203 * FAX: 1-(808) 274-3202
glenn.y.ikemoto@dcca.hawaii.gov

MS. ANGELA ANDERSON, ESQ.

KEO Mediator
Hal & Goldberg Law Firm
Lihu'e, HI 96766
1-(808) 245-4100
aanderson@kauaisite.com

RET. HONORABLE JUDGE ALFRED LAURETA

KEO Mediator
2130 Kaneka Street
Lihu'e, HI 96766
1-(808) 245-1511 * Cell: 1-(808) 651-5733
alnelvelyn@hawaiiintel.net

MR. ERNEST BARREIRA

Deputy Chief Court Administrator
5th District Circuit Court
3970 Ka'ana Street, Suite 210, Lihu'e, HI 96766
1-(808) 482-2347 * FAX: 1-(808) 482-2509
1 (808) 652-7918 Cell
Ernest.W.Barreira@courts.state.hi.us

MR. PAUL MATSUNAGA

Advisory Board President Representative
P.O. Box 85, Hanapepe, HI 96717
1-(808) 335-3310 * FAX: 1-(808) 335-3310
ptmatsunaga@hawaiiintel.net

MR. CRAIG A. DE COSTA, ESQ.

Office of the Prosecuting Attorney, County of Kauai
3990 Ka'ana Street, Suite 210, Lihu'e, HI 96766
1-(808) 241-1888 * FAX: 1-(808) 241-1758
cdcosta@kauai.gov

MS. EMIKO MEYERS, ESQ.

Manager Legal Aid Society of Kauai
4334 Rice Street, Suite 204-A, Lihu'e, HI 96766
1-(808) 245-4728 Ext. 225 * 1 (808) 246-8824
emmeyer@lashaw.org

MS. JANICE EFHAN

Supervisor Operational Support
5th District Circuit Court
3970 Ka'ana Street, Suite 207
Lihu'e, HI 96766
1-(808) 482-2337 * FAX: 1-(808) 482-2553
janis.n.efhan@courts.state.hi.us

CAPT. AL QUIBILAN

Kauai Police Department
3990 Ka'ana Street Suite 200
Lihu'e, HI 96766
1-(808) 241-1633
aquibilan@kauai.gov

ATTACHMENT C

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* Gwenfread 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, 2008 to June 30, 2009)

Applicant: Kauai Economic Opportunity, Incorporated

BUDGET CATEGORIES	Total State Funds Requested (a)	2008 (b)	2009 (c)	(d)
A. PERSONNEL COST				
1. Salaries	41,075			
2. Payroll Taxes & Assessments	4,995			
3. Fringe Benefits	8,477			
TOTAL PERSONNEL COST	54,547			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-island	1,200			
2. Pre Diem	80			
3. Lease / Rental of Equipment	400			
4. Lease / Rental of Space	0			
5. Staff Training	10,000			
6. Supplies	2,000			
7. Telecommunication	500			
8. Utilities	400			
9. Mileage	3,000			
10. Administration	10,230			
11. Transportation				
12	120			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	27,930	0	0	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	82,477	0	0	
SOURCES OF FUNDING		BUDGET PREPARED BY:		
(a) Total State Funds Requested	82,477	<i>Miguel Correa</i> 1/29/08 Name: (Please type or print) _____ (Phone) _____ _____ Signature of Authorized Official Date		
(b)				
(c)				
(d)				
TOTAL REVENUE:	\$82,477.00	MaBel Ferreiro-Fujiuchi - Chief Executive Officer Name and Title (Please type or print)		

KAUAI ECONOMIC OPPORTUNITY, INCORPORATED

Board of Directors

Chief Executive Officer
MaBel Fujituchi

Fiscal Officer
Biggitte Correia

-Accountant (1)
-Account Clerk (1/2)

Administrative Officer
Lynn Kua

-Administrative Clerks (1 1/2)
-Janitor (1)

Afterschool Program

Director
Alfred Nebre

-PT Coordinator (2)
-PT Program Asst. (2)

Employment Core Services for Low-Income

Director
Kerrilyn Villa

-Coordinator (1/2)

Case Management & Barrier Removal

Director
Kerrilyn Villa

-Coordinator (1)

Mediation

Director
Jessie Basquez

-FT Peer Coordinator (1)
-PT Intake Worker (1)

Elderly Nutrition & Food Service

Director
Fred Maximo

-Food Service Coordinator (1)
-Case Manager (1)
-Meals Manager (1)
-Cooks (2)
-Prep Cooks (2)
-Meal Deliverer (9)

Homeless/Housing Programs

Director
Stephanie Fernandes

-CHDO Coordinator (1/2)
-Homeless Coordinator (1)
-Housing Coordinator (3)
-Homeless Case Mgr. (2)
-Transitional Coordinator (1)

Planning

Director
Leo Trinidad

Multi-Services
Intake, WAP, PIN LIHEAP, Child Care, Horticulture Training

Director
Celia Melchor-Questin

-Intake Worker (1)
-Coordinator (1)

Child Care
Teacher/Directors
Irene Tuzon
Kalaheo ELC
Lorraine Shimauchi
Lihue ELC

-Teacher Assistants (3)
-Teacher Aides (2)

**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 assuring 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.

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



(Signature)

1/30/08

(Date)

MaBel Ferreiro- Fujiuchi

(Typed Name)

Chief Executive Officer

(Title)