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DISPUTE RESOLUTION CENTER KITSAP COUN

File Location

Vendor Name

Document Type: Interlocal New

Vendor Name: DISPUTE RESOLUTION CENTER KITSAP COUNTY

PO# Location: INTRLOC-000

Effect Date: 9/28/2009

Term Date: 6/30/2011

CR#: 48004

Related CR#: _____

Ordinance: _____

Resolution: _____

Leg Date: _____

Vendor #: 93377

Description: GRANT FUNDS FOR DISPUTE CENTER CAPACITY
PO GR 910836-000

DISPUTE RESOLUTION
6/30/2011

Notes:

INTRLOC_00
INTERLOCAL AGREEMENTS
12/31/2009
500176854

CR# 48004 DATE 10-12-11 LOC INTL LOC

COPY

CR #910836-000

DISPUTE RESOLUTION CENTER CAPACITY IMPROVEMENT

Sub-Recipient contract for CTED-Kitsap DRC Capacity Improvement Contract No. S10-34016-001 covering contract years July 1, 2009 through June 30, 2010, and July 1, 2010 through June 30, 2011. All the terms and conditions of the CTED-Kitsap Sub-Recipient contract number S08-66208-401 for the period of July 1, 2007-June 30, 2009 shall apply to the period of this contract unless modified by the terms and conditions cited below.

FUNDING SOURCE

Funding for this contract is provided to the Department of Community, Trade and Economic Development by the Washington State Legislature. The total state funds to be passed through Kitsap DRC shall not exceed \$500,000 (less CTED's management fee) per fiscal year.

PERIOD OF OBLIGATION

The Contract period for which financial assistance may be provided is as stated above. The effective date of this contract shall be the date the last party signs this Contract.

STATEMENT OF WORK

The Sub-Recipient, Bellevue Neighborhood Mediation Program of the City of Bellevue, shall provide to Kitsap DRC a Statement of Work (SOW) for each of the fiscal years of the contract. The Statement of Work shall include planned objectives, activities and performance measurements.

BUDGET

The Sub-Recipient shall provide to Kitsap DRC a budget for each of the fiscal years of the contract. The total state funds to be reimbursed to SUBRECIPIENT for Year 1 shall not exceed \$22,730, except as determined through the reallocation of unexpended funds process in "Reimbursement Provisions" below. These funds shall be used in performance of the previously agreed Statement of Work. Funding for Year 2 will be determined in consultation with RW based on the number of eligible DRCs and funding level for State wide programs. Proposed funding levels for Year 2 will be published no later than April 1, 2010.

REIMBURSEMENT PROVISIONS

At the beginning of the fourth quarter of each fiscal year of the contract the RES WA Executive Committee, with the help of Kitsap, will review the level and trend of spending by each DRC. The Executive Committee will reallocate funds as needed to enable full spending of the reimbursement funds within each fiscal year. An additional Budget and Statement of Work must be provided to Kitsap by any DRC receiving an additional allocation.

DRC-Kitsap, acting as agent for RW, may withhold payment if Sub-Recipient fails to submit required documents for the contract, or required reports. Required documents include Statement of Work,

STATEMENT OF WORK

We will use the Washington State Funds for the 2009-2011 for the following purposes:

1) Part time Administrative Assistant. This position was made possible by State DRC funding in the previous biennium. Our additional staff person has and will continue to increase our capacity to market and provide services as well as our ability to meet emerging dispute resolution needs. Specifically, this additional staff person will increase our:

- telephone coverage so that we can respond to public inquiries
- ability to orient and monitor volunteer conciliators
- ability to enter data so that we track our cases
- ability to provide trainings (by providing administrative support to program managers) to our volunteers and the general public
- ability to provide trainings by outside trainers in new service areas (by providing administrative support) for our volunteers
- coordination of office operations
- ability to provide outreach programs by providing administrative support to program managers (especially to reach diverse populations, see #2 below)
- ability to develop marketing materials
- ability to schedule mediations

2) Develop major initiative to better serve Bellevue's increasingly diverse population.

Bellevue has become an increasingly diverse community. According to census data the percentage of Bellevue households identifying as Caucasian has dropped dramatically in the last few years, from approximately 85% in 1990 to 65% in 2005. During that period there has been a rapid expansion in the number of families from diverse backgrounds, particularly those identifying as Asian or Hispanic.

In the mediation program, an increasing number of cases involve individuals from culturally diverse backgrounds. Our ability to provide appropriate dispute resolutions services in these cases is limited by several factors: insufficient diversity in our own mediator pool, insufficient understanding in the diverse communities of what mediation is and how it works, insufficient understanding on the part of our program regarding what these communities may be needing from a dispute resolution service, and insufficient understanding of the best practices for mediators working on cross cultural disputes.

Elements of project:

- Recruiting culturally diverse volunteers that reflect the composition of Bellevue, and utilizing those volunteers as cultural "ambassadors" to the diverse communities. The purpose of this outreach would be to both explain the mediation model to the organizations as well as to get

more guidance about how we can better meet the needs of these culturally diverse communities.

- Organize outreach events for organization that represent the diverse cultural groups.
- Translate brochure into the various principal languages of the non-English speaking communities in Bellevue (including Chinese, Korean, Russian, and Spanish, and Vietnamese)
- Continuing and deepening our training of volunteers in cross cultural mediation
- Drawing on the training and on our own experience in mediating cross cultural dispute, develop a set of best practices for convening and mediating cross-cultural disputes.

Outcomes:

- Designated cultural ambassador volunteers for at least 4 major cultural groups in Bellevue.
- Training events
- Outreach events
- Translated documents
- Best practices for cross cultural mediation manual which could be publish for other Washington State Dispute Resolution Centers

Possible Outcomes:

- Increase in # of cross cultural cases
- Increase in rate of successful outcomes for cross cultural cases

Budget for 2009-2010 Kitsap contract (DRC capacity improvement)

Budget for CTED Capacity Funds 2009-2010

Personnel Expense	19,900.00
Professional Services	2,000.00
Travel & Training	350.00
Translation of material	480.00
Miscellaneous	
Total Expense	22,730.00

Kitsap County signatures required, 9/10/09

CR #: 48004 Date: 10-12-11 Loc: INTRIDCBR# 910836-000



City of Bellevue
Finance - Contracting Services
425-452-7876

ORIGINAL

Grant Agreement Routing Form

Current Agreement Information

Agreement Title:
Dispute Resolution Center Capacity Improvement
Agreement Description:
COB to receive Washington State funds to be used for salary, benefits, costs & contracted services, goods, services, other costs to support statement of work
Agreement Form:
Custom Agreement Document

Agreement Type: Grant
Document Type: Other
Agreement Manager: Andrew Kidde
Agreement Amount: \$22,730.00
Total Aggregate Value:

Revenue

Project Information:

Project Name: Dispute Resolution Center Capacity
Department: Planning & Community Development

Project Manager: Andrew Kidde
Are matching funds required on this project? No

Granting Organization Information:

Funding Agency: Washington State Legislature
Administrative Agency: Dispute Resolution Center of Kitsap County-vendor
Administrative Agency JDE Vendor #: 93377
Funding Program Name: Dispute Resolution Center Capacity Improvement

Agreement Terms:

Original Effective Date: 07/01/2009 (actual date) **End Date:** 06/30/2011 (actual date)

Related Agreement Information:

Is this a renewal/amendment? No

Amendment #:
Amendment Effective Date:
Original PO #:

Original Agreement Amount:
Total Value of Previous Amendments:

Council Approval:

Council Award Date: **Ordinance #:** **Resolution #:**

Received

Route:

	In	Out
Contracting Services:	<u>Chris Kelly</u>	<u>8/27/09</u>
Accounting:	<u>V. Doherty</u>	<u>8/27/09</u>
Information Technology:	<u>Not Required</u>	
Legal:	<u>James Hunter</u>	<u>8/31/09</u>
Insurance Reviewed By:	<u>James Hunter</u>	<u>9/2/09</u>
Department Director:	<u>Matthew Lewis</u>	<u>9/9/09</u>
Contracting Services:	<u>Chris Kelly</u>	<u>10/6/09</u>
Return To:	<u>10-12-11</u>	<u>10-12-11</u>

Joanne Nicday

GR # 910836-000

Document Management Information:

CIP Plan #:
Budget Fund:
Funding Source:

JDE Project Number:
Explanation:

Budget Information:

There is no budget requirement for this agreement.

Year	Description	JDE Account Number	Amount
	<i>[Handwritten scribble]</i>		\$22,730.00

Additional Comments:

Received

AUG 21 2009

Contracting Services

Received

SEP 2 2009

Contracting Services

*to Janice Steedman
for dept. signatures
CK.*

Received

SEP 10 2009

Contracting Services

Rcvd. dept. signatures -

[Handwritten notes and scribbles]