

RD Mediation Procedures

- _____ A. Program Manager receives a request for mediation.
- _____ B. Program Manager sends the applicant a letter and a blank Agreement to Mediate Form.
- _____ C. Applicant signs Agreement to Mediate Form and returns the form to the Program Manager. **If the applicant does not return the signed form within 14 days from the date of the notification letter, the Program Manager will contact the applicant and give him/her seven more days to return the signed form. If the applicant fails to return the signed form by the end of the seven day extension, the mediation option is terminated.**
- _____ D. After the Agreement to Mediate Form is received, the Program Manager will contact a mediator to conduct the mediation.
- _____ E. Once the mediator has agreed to mediate, the Program Manager will: 1) Ask the Director to ask the finance officer to reserve funds for the mediator; 2) send the applicant and the RD representative information to the mediator. The mediator will then contact RD and the applicant and schedule the mediation. Please send RD and the applicant a letter confirming the time and location for the mediation.
- _____ F. Please copy the letter (from Item E.) to the Program Manager and Ms Barbara Davis, Rural Development, PO Box 147010, Gainesville, FL, 32614-7010.
- _____ G. On the completion of the mediation, if the mediation results in an impasse, please make sure that each of the parties receives a copy of the Results Form, stating Impasse, as quickly as possible.
- _____ H. Also, as soon as possible after the mediation, mail a letter to the Parties, stating that the mediation is at Impasse as of the date of the mediation.
- _____ I. Make sure that each party receives a copy of the Mediation Result Form after it has been signed by all of the parties. This may involve faxing or mailing the Result Form around to all parties.
- _____ J. On completion of the mediation, the mediator will send a completed Mediation Report Form to the Program Manager as well as an invoice for services. AMS pays \$50.00 per hour for mediation and \$25.00 per hour for preparation and travel time. If the mediation is continued, the mediator may invoice for time for the one session, or may wait and send an invoice for the entire amount of time spent...this will include the session and may follow up time spent because of the continuation.

