



VOLUNTEER LEGAL
SERVICES HAWAII

January 31, 2013

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Via Hand Delivery

House Committee on Finance
State Capitol, Room 306
Honolulu, HI 96813
Attn: Susan Fernandez

Re Volunteer Legal Services Hawaii
Application for Grants & Subsidies – Fiscal Year 2014

Aloha,

With this letter, Volunteer Legal Services Hawaii submits its grant application for Grants-in-Aid for Fiscal Year 2014 (July 01, 2013 – June 30, 2014).

Sidney K. Ayabe, Esq.

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Ruth I. Tsujimura, Esq.

1. Coveragepage
2. Application for Grants and Subsidies
3. Declaration Statement of Applicants for Grants and Subsidies Pursuant to Chapter 42F, Hawaii Revised Statutes
4. Attachments
 - A. Budget Request by Source of Funds
 - B. Budget Justification: Personnel – Salaries and Wages
 - C. Budget Justification: Equipment and Motor Vehicles
 - D. Organization Chart

We greatly appreciate this opportunity to apply for funding. If you have any questions, please do not hesitate to contact me at 528-7059 or dew@vlsh.org.

Sincerely,

L. Dew Kaneshiro, JD
Executive Director

Jan M. Tamura, Esq.
Legal Director

Executive Director

Encs.

c: Senate Committee on Ways and Means (via hand delivery, w/ encs.)



Volunteer Legal Services Hawai`i
Grants-in-Aid
Fiscal Year 2014
(July 01, 2013 – June 30, 2014)

**Volunteer Legal Services Hawai`i
Grants-in-Aid
Fiscal Year 2014
(July 01, 2013 – June 30, 2014)**



COPY

**Senate Committee on Ways and
Means
State Capitol, Room 208
Honolulu, HI 96813
Attn: Rod Becker**

**Volunteer Legal Services
Hawai`i**

545 Queen Street, Suite 100
Honolulu, Hawai`i 96813
(808) 522-0674

House District _____

Senate District _____

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): _____

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

VOLUNTEER LEGAL SERVICES HAWAII
545 Queen St., Suite 100, Honolulu, HI 96813

Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name: L. DEW KANESHIRO

Title: Executive Director

Phone #: 528-7059

Fax #: 524-2147

e-mail: dew@vlsh.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:

TO FUND CORE STAFF AND EXPAND VOLUNTEER LEGAL SERVICES FOR THE LOW-INCOME, HOMELESS, AND UNSERVED COMMUNITY IN HAWAII.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$425,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 225,000
 FEDERAL \$ 18,000
 COUNTY \$ 0
 PRIVATE/OTHER \$ 19,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

L. DEW KANESHIRO, EXECUTIVE DIRECTOR
NAME & TITLE

1/31/13
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

Volunteer Legal Services Hawaii ("Volunteer Legal") provides volunteer attorneys to low-income individuals and families with civil legal matters. Collectively, Volunteer Legal's pool of attorneys encompass many areas of legal expertise, allowing the organization to respond to the community's needs through various service options that include in-person advice and counsel, phone consultations, brief services (e.g., assistance with court forms), self help workshops, and full representation. Because of its ability to handle a wide range of civil cases, Volunteer Legal is often the legal service provider of last resort for those who are turned away by other providers. Approximately 60% of applicants for services are referred by the Legal Aid Society of Hawaii.

2. The goals and objectives related to the request;

Volunteer Legal is requesting this grant in aid to accomplish three goals, all related to improving and expanding services and maximizing resources.

Restore array of basic core services. Volunteer Legal's grant and fundraising revenue plummeted at the end of 2010 and, if not for a FY2012 grant-in-aid, the organization would have closed its doors last year. Salaries and benefits constitute more than 80% of Volunteer Legal's expenses, and continuing deficits compelled action that included layoffs, pay reductions, conversion of full-time positions to part-time, furloughs, and unfilled vacancies. With a remaining staff of 6.4 FTEs – half the number of employees in 2010 – Volunteer Legal had to reduce services, including holding fewer clinics and instituting a moratorium on placement of cases for full representation. In addition, intake staff could not keep up with incoming calls, and thousands of messages went into the electronic call-back log. With GIA funding, Volunteer Legal is seeking to restore staffing to 10.5FTE in order to restore the core services and fundraising.

Resume services to the neighbor islands and to target-group communities on Oahu. In 2012, Volunteer Legal suspended satellite Neighborhood Legal Clinics (NLC) in Waimanalo and Waipahu as well as in Kona and Wailuku. The Hilo NLC was reduced from twice monthly to once a month. Instead of in-person assistance, telephone consultations were used to provide services to neighbor island residents. Volunteer Legal's goals are to reinstate the satellite clinics on Oahu in Wailuku and Kona.

Improve information technology capacity and modernize computerized case management system. Staff productivity is severely hampered by aging, inoperable computers and a server that frequently malfunctions. In addition, Volunteer Legal's case management system is obsolete and cumbersome. With GIA funds, the organization will be able to purchase new computer equipment and implement a case management system that would allow Volunteer Legal and the Legal Aid Society of Hawaii to integrate operations.

3. The public purpose and need to be served;

In addition to furnishing desperately-needed legal services to low-income individuals and families, Volunteer Legal offers licensed attorneys a variety of opportunities to fulfill their professional obligation to engage in *pro bono* activities. Using this service model, two part-time staff attorneys and three full-time direct services staff – the equivalent of 4.5 full-time employees – delivered nearly 1,500 services through *pro bono* attorneys in 2012.

- 203 attorneys donated 3,000 *pro bono* hours to assist Volunteer Legal clients.
- A total of 1,070 clients received in-person advice and counsel at 271 Neighborhood Legal Clinics in Honolulu and 22 Clinics on the neighbor islands -- 15 in Hilo, four in Kona, and three in Wailuku. Another 225 clients were given phone consultations with attorneys.
- Statewide, 42 cases were placed with volunteer attorneys for full representation.

The Direct Services Division responded to 1,012 callers and walk-ins on Oahu; 292 callers from Hawaii County; 155 callers from Maui; 56 from Kauai; seven from Molokai; and one from Lanai. Still, they missed over 50 calls each day. In the course of the year, callers left close to 8,000 voicemail messages.

4. Describe the target population to be served; and

Volunteer Legal primarily targets individuals and families at 200% or less of the Federal Poverty Guidelines for Hawaii. The cut-off for most legal service providers is 125% of the Guidelines.

The organization continuously expands and adapts its core activities to meet the pressing legal needs of the changing service population. In 2012, Volunteer Legal implemented guardianship workshops targeting Pacific Islanders and clinics for immigrants with civil legal problems.

5. Describe the geographic coverage.

As described in § I-3, above, Volunteer Legal operates across the state.

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

As discussed in § I-2, Volunteer Legal's goals are to: (1) restore the array of basic core services; (2) resume services to the neighbor islands and to target-group communities on Oahu; and (3) improve information technology capacity and modernize computerized case management system.

Volunteer Legal's basic services include Intake Services, Advice and Counsel Clinic, Pro Bono Referral Program and Specialized Self Help Workshops.

Intake and Referral Services. An individual who either calls or walks into the office is greeted by an Intake Specialist. During Intake, the Specialist obtains basic information, determines whether the matter is appropriate for Volunteer Legal, and assesses whether the individual meets Volunteer Legal's income eligibility requirement. Eligible individuals are offered a clinic date for advice and counsel with an attorney and/or referred to other appropriate agencies. All intakes are reviewed by the Legal Services Division, which recruits volunteer attorneys with the expertise to handle a client's legal issue.

Advice and Counsel – Neighborhood Legal Clinics (NLC) and Telephone Consultations. At Neighborhood Legal Clinics, each clinic participant meets for 30

to 45 minutes with a volunteer attorney. The attorney reviews the case with the client and provides advice regarding legal issues. If a client has a pressing, time-sensitive matter (e.g., court hearing or filing deadline), the client is offered a telephone consultation with an attorney for advice and counsel.

Brief Services: Volunteer attorneys assist clients with drafting uncomplicated legal documents such as a petition for guardianship, a simple will or trust, a power of attorney, an answer to a complaint, or write a letter to an administrative agency.

Pro Bono Referral: If a clinic participant qualifies for a referral to the Volunteer Legal Pro Bono Referral Program, a Staff Attorney will attempt to recruit a volunteer attorney to represent the participant. The Legal Services Division monitors the status of the matter from placement through closing.

Specialized Self Help Workshops. Clinic participants and other eligible individuals may be referred to one of the self help workshops:

- Uncontested Divorce With Children;
- Uncontested Divorce Without Children;
- Bankruptcy; and
- Guardianship.

As a result of reduced funding and staffing, Volunteer Legal is processing fewer intakes while the number of voicemail messages increases. The organization limited Neighborhood Legal Clinics to Honolulu and Hilo. Because recruiting attorneys for full representation is labor-intensive, a moratorium on placement of *pro bono* cases has been in effect since May 2012. With the GIA funds, Volunteer Legal will:

- reinstate all Clinics and improve client service by expanding the role of the Neighbor Island Coordinators;
- hire one full-time and one part-time Intake Specialist to process intakes;
- employ an additional Staff Attorney/Pro Bono Coordinator to assist with attorney recruitment and case review;
- increase the Special Assistant to full-time status to monitor the daily activities of the Direct Services Division and integrate their work with the Legal Services Division; and
- hire a Clerk/Volunteer Coordinator to perform clerical duties and coordinate non-attorney volunteers and interns.

With regard to information technology improvements, Volunteer Legal will purchase new computers and upgrade its server. More importantly, in collaboration with Legal Aid Society of Hawaii, Volunteer Legal will replace its

antiquated and obsolete case management system with an integrated system that will allow the two organizations to efficiently refer cases.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

July-December 2013

- Return staffing level to the minimum needed to provide quality core services.
 - Increase Special Assistant position to full-time.
 - Hire a full-time and a part-time Intake Specialist; a Staff Attorney/Pro Bono Coordinator; and a Clerk/Volunteer Coordinator.
- Restart Waimanalo and Waipahu Clinics
 - Recruit attorneys to staff the Clinics
 - Conduct community outreach to publicize the Clinics
- Resume Neighbor Island Clinics
 - Redefine role of neighbor island coordinators and, if necessary, hire and train new coordinators.
 - Recruit neighbor island attorneys to staff the Clinics.
 - Work with Hilo courts to coordinate the services of the court-based Self Help Center and the Hilo Neighborhood Legal Clinic.
- Purchase and install computer and IT equipment.
- Begin implementing new case management system
 - Adapt existing Legal Aid system for use by Volunteer Legal
 - Work with Legal Aid on procedures for case referrals
 - Test system
- Continue aggressive recruitment of qualified volunteer attorneys
- Train staff and *pro bono* attorneys to increase Volunteer Legal's capacity to serve its target population
- Develop assessment tools and strategies to gauge the overall quality and efficiency of Volunteer Legal's services and outreach

January-June 2014

- Fully implement new case management system
- Continue building Volunteer Legal's capacity to provide basic array of services on all islands.

- Evaluate staffing needs and operations
 - Continue to recruit and train volunteer attorneys.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Volunteer Legal has in place procedures to promote quality legal services, including review of all intakes and case assessments by a Staff Attorney, client satisfaction surveys, volunteer attorney interviews, Legal Service Division monitoring of full-representation cases, and weekly statistics reports from the Direct Services Division and the Legal Services Division. Management will continuously assess these quality assurance steps and evaluation tools and will determine whether additional measures should be implemented.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Performance Measure\	Goal
Number of calls and walk-in inquiries	2,750
No. of intakes completed (eligible applicants)	2,500
No. of services provided (excluding intake)	2,250
No. of Neighborhood Legal Clinics held	325
No. of cases placed for full representation	60
No. of attorney volunteer hours	4,000
Value of attorney volunteer hours	\$920,000
Client satisfaction survey results (average rating, scale of 1-5, with 5 being the high)	4.0
<i>Pro bono</i> attorney survey results (average rating, scale of 1-5, with 5 being the high)	4.0

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See Budget Request by Source of Funds (Attachment A); Budget Justification: Personnel—Salaries and Wages (Attachment B); and Budget Justification (Attachment C). No other budget forms are applicable.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
125,000	125,000	100,000	100,000	425,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.
 - a. Indigent Legal Assistance Fund
 - b. Hawaii Justice Foundation’s Interest on Lawyer Trust Accounts (IOLTA) Fund
 - c. Hawaii State Bar Association
 - d. County of Hawaii Non-Profit Grant
 - e. State Office of Community Services Immigrant Legal Services Grant
 - f. City & County of Honolulu Community Development Block Grant
 - g. Various private foundations for targeted programs
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Volunteer Legal received the Credit for Small Employer Health Insurance Premiums for calendar year 2011.

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Volunteer Legal has been serving Hawaii's low-income population since 1981. All other staff members, including the Executive Director and Special Assistant, have extensive experience working with Volunteer Legal's target population. Volunteer Legal will provide subject matter workshops for staff and volunteers as well as policy and procedures training for employees.

Over the past three years, Volunteer Legal has contracted with a variety of agencies and foundations to serve low-income, homeless, and immigrant populations. These include:

- County of Hawaii for legal services to Hawaii island residents (2010-2012)
- City & County of Honolulu CDBG grant (2011) to provide legal education workshops and assistance at homeless and transitional shelters.
- IRS Taxpayer Advocate's Low Income Tax Clinic (2010-2012) to assist taxpayers with IRS issues and to provide tax education and outreach to limited-English proficient groups. (2011)
- Atherton Foundation grant for Volunteer Legal's Re-Employment and Community Service Program, which helps clients convert outstanding bench warrants for traffic-related misdemeanors into community service (2011-2012)
- Hawaii Women's Legal Foundation grant (2012) to provide interpreter services to LEP and Deaf clients.
- Beta Beta Gamma Foundation grant to conduct guardianship workshops in low-income and immigrant communities (2012).

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

Volunteer Legal is based in a storefront located at 545 Queen Street in Kaka'aoko, Honolulu. Intake, Neighborhood Legal Clinics, and workshops are conducted at the Queen Street location. The conference room, office space, equipment, and supplies are used by attorneys holding workshops or consulting with clients. Although outdated, the organization has adequate information technology equipment, including desktop and laptop computers, printers, and an internal server. Funds from the GIA will be used to upgrade old computer equipment and IT systems and replace an antiquated computerized case management system.

The facility is American with Disabilities Act (ADA) compliant. The main entrance is equipped with double door access and workspace and conference room areas provide ample width for entry. The agency makes reasonable accommodations for persons with disabilities, including providing sign language interpreters for Deaf clients.

Satellite clinic sites include Waipahu and Waimanalo on Oahu; Kahului, Maui; and Hilo and Kona on Hawaii Island. If a satellite site cannot accommodate a client's physical disability, alternative arrangements – such as phone consultations or appropriate services in the main office – are made.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Volunteer Legal's current staff of seven includes a full-time Executive Director, a part-time Special Assistant, a bookkeeper who also handles administrative matters; an Intake Supervisor; a Clinic/Workshop Supervisor; a Senior Attorney; and a Staff Attorney/Pro Bono Coordinator.

Executive Director Dew Kaneshiro manages Volunteer Legal's operations and financial management and will be able to ensure compliance with grant-in-aid requirements. With the Special Assistant, she oversees the work of the Direct Services Division. Ms. Kaneshiro holds a law degree from New York University School of Law. She served as the Director of the Hawaii Judiciary's Office on Equality and Access to the Courts, where she developed programs for self-represented litigants and limited-English proficient court users. She advised the courts and provided training on employment discrimination and ADA matter. With funds from two federal grants, Ms. Kaneshiro implemented the Ho`okele Court Navigation Project's Court Service Centers and Court Concierge Program. She also served as President of a small private foundation in New York and as evaluator for a federal grant to the California courts.

Special Assistant Jeanilou Maschhoff recently joined Volunteer Legal in an executive administrative capacity after serving for 2 years as the Pro Bono Program Manager at Legal Aid Society of Hawaii. Ms. Maschhoff holds a law degree from Concord Law School and graduated from Hawaii Pacific University with a Bachelors degree in

Justice Administration. She has previously worked as an intern at the Honolulu Prosecuting Attorney's office and has been volunteering with the Judiciary's Kids First Program since 2008. She will monitor the daily activities of the Direct Services Division and coordinate responsibilities with the Senior Staff Attorney.

The Direct Services Division, which handles all intakes and coordinates workshops and clinics, currently has just two employees. With GIA funds, Volunteer Legal intends to fill vacant intake specialist positions.

Intake Supervisor Katrina Malae has been with Volunteer Legal since January, 2007. She has a Bachelors degree in Human Services from University of Phoenix. Mrs. Malae's primary responsibility is processing intake calls and walk-ins. She also coordinates the Re-employment and Community Service Program, supervising volunteer paralegals and law students and drafting motions. With GIA funds, Volunteer Legal intends to fill vacant intake specialist positions that will be under Mrs. Malae.

Clinic Supervisor Beverlyn Simina has been employed by Volunteer Legal for five years and is fluent in Chuukese, her native language. She holds a Bachelors degree in Philosophy from UH-Hilo. In addition to coordinating the Neighborhood Legal Clinics statewide and Self Help Workshops on Oahu, she handles intake calls and walk-ins. Ms. Simina performs paralegal duties for Uncontested Divorce Workshops, where she prepares and files documents for Workshop participants.

The Legal Services Division reviews intakes and attorney case assessments and recruits *pro bono* attorneys for workshops, clinics, phone consultations, brief services, and full representation. The Division consists of Senior Staff Attorney Michelle Acosta, a graduate of Northwestern School of Law of Lewis and Clark College, and Staff Attorney/Pro Bono Coordinator Aphirak Bamrungruan, who studied and practiced law in his native Thailand before obtaining a law degree from the William S. Richardson School of Law. Both attorneys are admitted to practice in Hawaii. They were co-workers at the Domestic Violence Action Center and, as solo practitioners, specialized in family law, which constitutes 49% of Volunteer Legal's cases. Together, they also have expertise in wills and trusts, real estate, immigration law, employment discrimination, and District Court civil matters.

Bookkeeper Wendy Kojima holds a BA degree in Management Information Systems (MIS) from the University of Hawaii at Manoa. She has been employed by Volunteer Legal for 3 years and is knowledgeable about grants and proficient in Sage, the non-profit accounting system. In addition to her bookkeeping duties, Ms. Kojima assists with administrative and operational matters.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

See Organization Chart, Attachment D.

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There is no pending or threatened litigation to which the applicant is a party.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Volunteer Legal's two staff attorneys and all *pro bono* lawyers are licensed to practice law in the State of Hawaii.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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.

Volunteer Legal Services Hawaii
(Typed Name of Individual or Organization)

(Signature)

7/30/13
(Date)

L. Dew Kaneshiro
(Typed Name)

Executive Director
(Title)

Attachment A

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Volunteer Legal Services Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Grants (b)	Donations (c)	Client Fees (d)
A. PERSONNEL COST				
1. Salaries	237,000	182,500	0	36,700
2. Payroll Taxes & Assessments	40,300	31,000	0	6,300
3. Fringe Benefits	26,000	19,800		4,000
TOTAL PERSONNEL COST	303,300	233,300	0	47,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,500	1,000	1,500	
2. Insurance	2,200	1,650	1,650	
3. Lease/Rental of Equipment	3,400	2,600	2,700	
4. Lease/Rental of Space	25,300	12,750	4,450	
5. Staff Training	0	1,000		2,500
6. Supplies	0	2,100	3,900	
7. Telecommunication: telephone, fax, internet	4,300	2,850	2,350	
8. Utilities	3,600	2,700	2,700	
9. Auditor/Accounting Services	14,600	5,250	1,150	
10. IT subscription services/software	2,400	1,000	600	
11. IT services	3,900	1,600	1,000	
12. Integrated case management system				
12a. System software modification	25,000	0		
12b. Subscription (\$3,000/mo)	18,000	9,000	9,000	
12c. Professional Services - IT Services	8,000	0		
TOTAL OTHER CURRENT EXPENSES	112,200	43,500	31,000	2,500
C. EQUIPMENT PURCHASES	9,500	0	0	
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	425,000	276,800	31,000	49,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	425,000	L. Dew Kaneshiro 528-7059		
(b) Grants (including ILAF and IOLTA)	276,800			
(c) Donations	31,000			
(d) Fees	49,500			
		Signature of Authorized Official Date		
TOTAL BUDGET	782,300	L. Dew Kaneshiro, Executive Director		
		Name and Title (Please type or print)		

Attachment B
BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES

Applicant: Volunteer Legal Services Hawaii

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)
Executive Director	1	\$68,700.00	40.00%	\$ 27,480.00
Special Assistant/Deputy (currently .6 FTE)	1	\$52,000.00	65.00%	\$ 33,800.00
Senior Staff Attorney	1	\$52,000.00	40.00%	\$ 20,800.00
Staff Attorney II/Pro Bono Recruiter	1	\$48,000.00	40.00%	\$ 19,200.00
Staff Attorney I/Pro Bono Recruiter (vacant)	1	\$44,000.00	75.00%	\$ 33,000.00
Clinic/Workshop Supervisor	1	\$38,000.00	40.00%	\$ 15,200.00
Intake Supervisor	1	\$38,000.00	40.00%	\$ 15,200.00
Intake Specialist (vacant)	1	\$30,000.00	75.00%	\$ 22,500.00
Intake Specialist (vacant)	0.4	\$12,000.00	75.00%	\$ 9,000.00
Bookkeeper/Office Administrator	1	\$41,000.00	40.00%	\$ 16,400.00
Clerk/Volunteer coordinator (vacant)	1	\$27,000.00	75.00%	\$ 20,250.00
Maui Coordinator	0.03	\$1,000.00	75.00%	\$ 750.00
Hawaii County Coordinator	0.1	\$3,800.00	75.00%	\$ 2,850.00
Kauai Coordinator	0.02	\$700.00	75.00%	\$ 525.00
TOTAL:				236,955.00
JUSTIFICATION/COMMENTS:				
Volunteer Legal is requesting funds to maintain existing staff and restore positions lost as a result of funding cutbacks. The agency is requesting 40% of salary for filled positions and 75% for vacant positions and neighbor island coordinators. Full funding will allow Volunteer Legal to reinstate basic core services as well as resume and extend services to the neighbor islands.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Attachment C

Applicant: Volunteer Legal Services Hawaii

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Desktops/Workstations w/ monitors	8	\$1,000.00	\$ 8,000.00	4000
Network Equipment (Wireless AP and Switch)	1	\$800.00	\$ 800.00	400
Network Equipment Power Protection (UPS)	1	\$300.00	\$ 300.00	150
Additional Office Licenses	2	\$200.00	\$ 400.00	
			\$ -	
TOTAL:	12		\$ 9,500.00	4,550

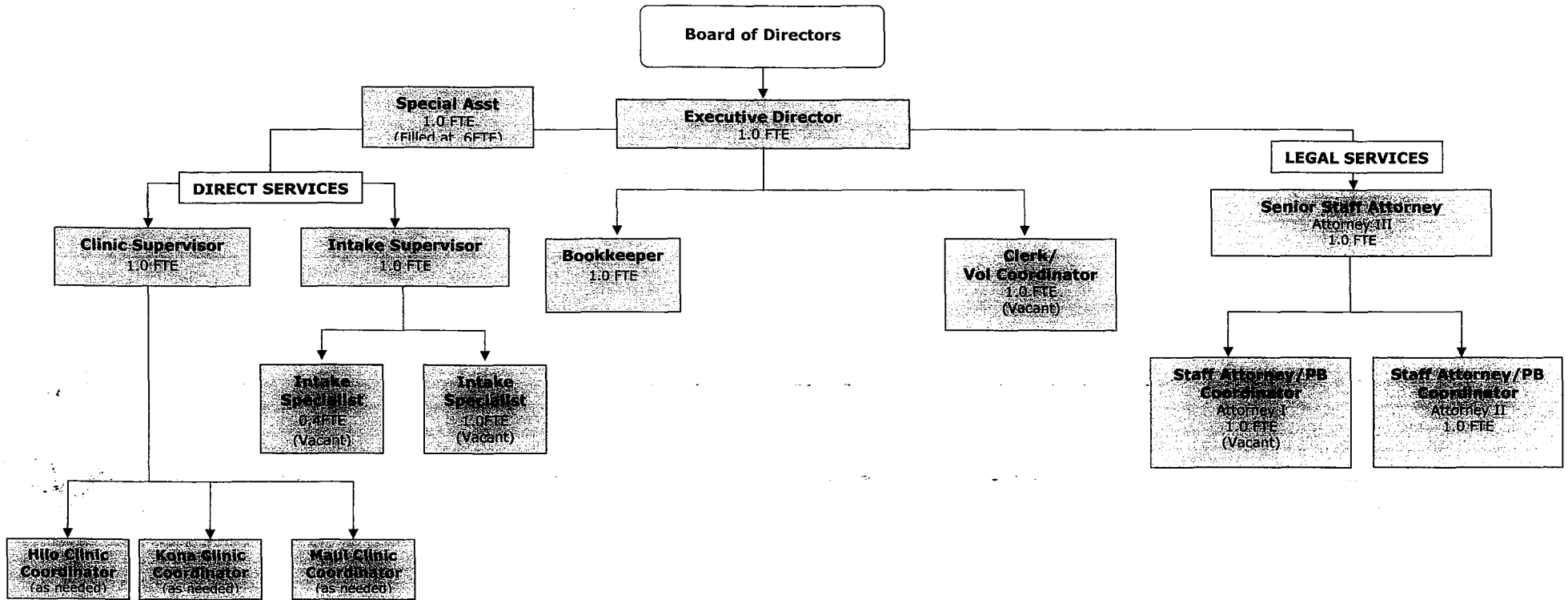
JUSTIFICATION/COMMENTS: Volunteer Legal is seeking GIA funds to purchase new computer equipment to replace aging and inoperable computers as well as a frequently malfunctioning server. In addition, funds will be used to implement a new case management system that would allow for a collaborative integration with Legal Aid Society of Hawai'i.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

ATTACHMENT D

**VOLUNTEER LEGAL SERVICES HAWAII
Organizational Chart
(01/31/13)**



BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: _____

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						