



LEGAL AID
SOCIETY OF HAWAI'I

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President, Board of Directors

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Executive Director

Legal Aid Society of Hawai'i

LETTER OF TRANSMITTAL

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

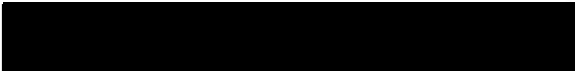
Date: January 31, 2013

RE. Legal Aid Society of Hawaii's application for GIA funding, FY 2014-2015

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| <input type="checkbox"/> For Signature | <input type="checkbox"/> Per Your Request |
| <input type="checkbox"/> Returned To You | <input type="checkbox"/> For Filing |
| <input checked="" type="checkbox"/> See Remarks Below | <input type="checkbox"/> Please Call For Pick-up |

REMARKS: Enclosed is a copy of our application.

Please do not hesitate to contact me if you have any questions at 527-8076.


Elise von Dohlen
Director of Grants Management
Legal Aid Society of Hawai'i

Enclosures

Legal Aid Society of Hawai‘i

Grants-in-Aid Application

Fiscal Year 2015

House District _____

Senate District _____

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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:
Legal Aid Society of Hawaii

Db:

Street Address:
924 Bethel Street, Honolulu, HI 96813

Mailing Address:
924 Bethel Street, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name M. NALANI FUJIMORI KAINA, ESQ.

Title Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

e-mail nafujim@lashaw.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:

CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME THROUGHOUT THE STATE OF HAWAII.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ 300,000.00

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 \$3,757,000.00
 FEDERAL \$2,155,461.00
 COUNTY \$369,203.00
 PRIVATE/OTHER \$1,441,652.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 31, 2014
DATE SIGNED

I. BACKGROUND AND SUMMARY

1. Brief description of the applicant's background.

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 60 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices, from Lana'i to urban Honolulu. It provides assistance to clients facing family, housing, consumer, public benefits, tax, child welfare, elder law, and immigration issues.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. In January 2010, due to major cuts in funding for legal services, the Hawai'i Immigrant Justice Center became a part of Legal Aid, expanding Legal Aid's practice areas to include immigration legal assistance.

Legal Aid's primary clients are individuals and families with incomes up to 125% of the federal poverty level. Legal Aid also helps working low-income families and individuals whose incomes are below 250% of the federal poverty level.

Annually, Legal Aid receives over 20,000 requests for services. In FY 13, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 9,590 cases, impacting over 19,200 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

2. The goals and objectives related to the request.

The availability of having civil legal questions answered and the ability to access attorneys for the poor is critical to meet the expectations of the community in accessing justice. For over 60 years, Hawai'i residents have looked to Legal Aid to answer their civil legal questions, represent them, and to point them in the right direction when representation was not available. For eligible clients, civil legal questions in family, consumer, public benefits, housing, elder, and most recently in immigration, are able to be answered and basic assistance provided with the support of the general legal services funding from the state through this Grant-in-Aid and the Indigent Legal Assistance Fund; and through the federal Legal Services Corporation. This funding has been critical to keep in place Legal Aid's statewide coverage through ten office on each of the six major Hawaiian Islands and allowing Legal Aid the flexibility to address legal issues as they arise, not only those cases which fit into specific limited categories.

This year, Legal Aid is requesting funding for civil legal services through a \$300,000 grant from the legislature to maintain these statewide services.¹ Funding under this grant would continue the state's almost forty year commitment to funding civil legal services to the poor.²

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY00 the award decreased to \$810,000 for four years, and in FY04

In 2011, the legislature passed significant legislation for legal service funding by increasing the indigent legal assistance surcharge. In 2013, to facilitate the distribution of the collected funds to the legal service providers, the ceiling for the fund was increased to \$1.5 million. This new source of funding has helped to increase stability for Legal Aid's basic legal services, however, it alone at the current ceiling with Legal Aid's expected share is not able to replace the historic levels of funding for Legal Aid's legal services especially given inflation.

At our current estimates, we expect to receive approximately \$825,000 from ILAF in FY15 to provide general legal services. Prior to the recession, we received on average \$2.3 million from the federal and state government to provide general legal services.³ This Grant-in-Aid request would help to maintain the funding available at this historic level.

With the support of this grant, legal services will continue to be provided statewide through Legal Aid's ten offices (Oahu – Honolulu,⁴ Windward and Leeward; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i) and satellite sites. Through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to over 9,500 families and individuals and positively affect the lives of over 19,000 people. This grant-in-aid would provide approximately, 4.5% of Legal Aid's funding which will fund approximately 430 cases at an average rate of \$719 per case.

Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**
- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**

dropped to \$647,000. In both FY06 and FY07, funding was \$649,000. Funding increased to \$810,000 for FY08, dropped to \$800,000 for FY09 and while TANF funds were allocated for FY10, no funds were released. Rainy Day funds in the amount of \$720,000 were allocated for FY11, but not released until May 2011 and were used in FY12. The \$800,000 allocation for FY13 was released in December 2012. For FY14, \$400,000 was allocated.

² State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding currently does not have a funding home and as such has had to seek funding through the grant-in-aid process.

³ In the five years prior to the start of major funding cuts by the state in 2010, Legal Aid's average funding was \$2.3 million for general legal services – this included grant-in-aid, ILAF, Interest on Lawyer Trust Account (IOLTA) funds, and Legal Services Corporation (LSC) funding. In 2009, just prior to the recession, Legal Aid received almost \$2.8 million for general legal services. This includes an \$800,000 grant-in-aid, \$161,000 in ILAF, \$100,000 from IOLTA, and \$1.7 million from LSC. In the following year, TANF funds were allocated for the Grant-in-Aid, but were not released, and interest rates began their rapid decline.

⁴ In addition to its main branch at 924 Bethel Street, Legal Aid has an office in Chinatown for the Hawai'i Immigrant Justice Center at the Legal Aid Society of Hawai'i.

- **Protect families and individuals from a consumer problem such as mortgage “rescue” scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**
- **Provide critical legal services to assist immigrants and those in need of language access.**

3. State the public purpose and need to be served.

The Bill of Rights of the Hawai'i State Constitution provides in Section 5, that “No person shall be deprived of life, liberty or property without due process of law, nor be denied the equal protection of the laws, nor be denied the enjoyment of the person's civil rights or be discriminated against in the exercise thereof because of race, religion, sex or ancestry.” To effectuate due process, however, all citizens must have equal access to legal assistance. Author Deborah L. Rhode says, “No issue presents a more dispiriting distance between America’s core principles and actual practices than access to justice. We embrace equal justice as a social ideal, but fail to make even minimal access a social priority.”⁵

In a 2007 report, Achieving Access to Justice for Hawai'i's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai'i,⁶ key findings discovered that:

- Only 1 in 5 low and moderate-income Hawai'i residents have their legal needs met Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney includes language and cultural barriers, lack of knowledge of one's legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.
- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

However, currently, Legal Aid cannot meet the demand for services. We are only able to assign an attorney or paralegal in 14.7% of all cases. As such, we must triage our assistance and work to maximize services in an effort to meet the demand with our limited resources. Through a simple phone call, all eligible clients receive a full interview to understand the client's legal challenges and

⁵ Rhode, Deborah, L. *Access to Justice*. New York; Oxford University Press, 2004. Print.

⁶ http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf.

priorities followed by an explanation of the law, and a discussion of the client's legal options. Approximately, 22.2% of clients receive brief services which go one step further by providing additional, but limited, assistance such as writing a simple letter or making a telephone call on behalf of a client, teaching a class to multiple clients with similar legal issues or assisting a client in completing their own court forms.

For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter, being able to visit and ensure the safety of their children and be protected from fraud and predatory consumer practices. Legal Aid's services act as a safety net to ensure that those most disenfranchised have access to the legal system and help to achieve access to justice for Hawai'i's low-income individuals and families.

4. Describe the target population to be served.

Legal Aid will provide free legal services to the low-income population with incomes less than 200% of the poverty level. Since the 2007 Assessment, the number of people living below 200% of the federal poverty guidelines has increased by 21.19% according to the 2012 American Community Survey 1 year estimates.

Hawai'i Poverty and Low-Income Population

	2007	2012	2012 % Change from 2007
Below 125%	156,321	204,395	32.33%
125-150%	38,499	45,016	16.93%
151-200%	105,378	114,413	8.57%
Total	300,198	363,824	21.19%

These statistics show that the number of people living below 125% of the federal poverty guidelines has increased dramatically and according to the most recent American Community Survey, more than 15.06% of Hawai'i's population lives below 125% of the federal poverty guidelines. The survey also estimates that more than 26.81% of Hawai'i's population lives below 200% of the federal poverty guidelines. As the population of low-income individuals and families increases, so too does the need and demand for civil legal services.

The 2012 Census and American Community Survey estimates the percentage of population below the poverty level by county:

County	Percent Below Poverty Level (estimates)		
	2006 - 2010	2011	2012
Hawaii	14.40%	21.50%	19.20%
Honolulu	8.80%	10.10%	10.30%
Kauai	8.80%	12.30%	11.00%
Maui	8.90%	12.30%	10.30%

Based on these estimations Hawaii County has the highest level of poverty. It is evident that throughout Hawaii there was an increase in poverty from 2010 to 2012, emphasizing the continued growth in Legal Aid's client population.

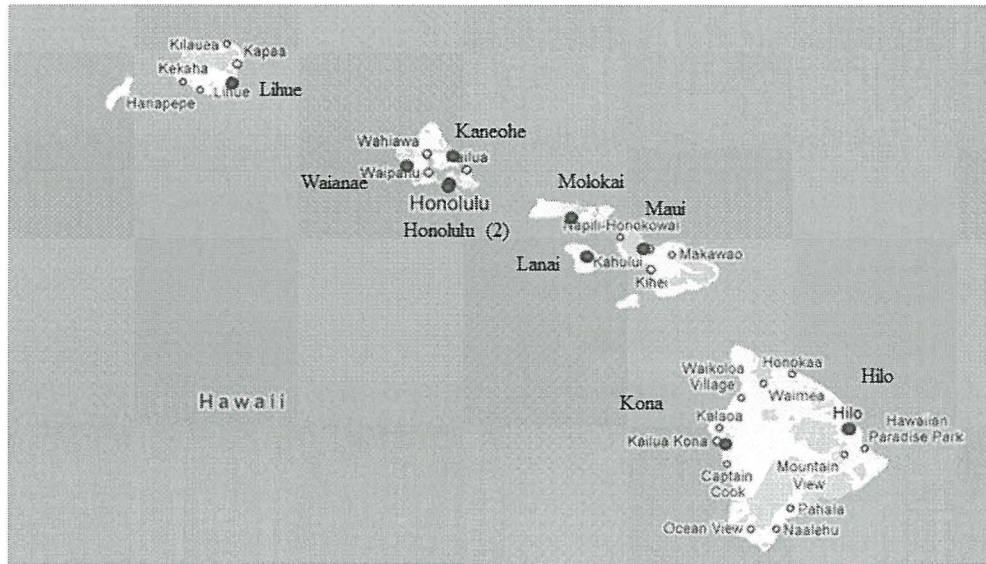
Legal Aid intends to provide civil legal services to those in need of assistance in the areas of housing, family (including protective orders), consumer, public benefit, child welfare, tax, elder, and immigration cases.

In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawai'i living in poverty.

5. Describe the geographic coverage.

Legal Aid will provide services throughout the state. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – two offices in Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional twenty-six locations on Oahu, six on Maui and four on Kauai. Legal Aid staff also performs outreach and intake services at local domestic violence shelters in Hilo, Kona, Kauai and Molokai. Legal Aid continues to be dedicated to these communities.

The following map shows the extensive reach of Legal Aid's services illustrating the locations of Legal Aid's 10 offices statewide:



We have also compiled the number of cases that were closed in FY13 per office. These values illustrate the continuing demand for services throughout Legal Aid’s offices statewide.

	FY 11		FY 12		FY 13	
Honolulu	4239	40.87%	5263	56.05%	4672	49.76%
Leeward	1127	10.87%	598	6.37%	668	7.11%
Windward	750	7.23%	464	4.94%	659	7.02%
Kauai	698	6.73%	569	6.06%	562	5.99%
Maui	1442	13.90%	989	10.53%	868	9.24%
Molokai	144	1.39%	282	3.00%	289	3.08%
Lanai	35	0.34%	50	0.53%	42	0.45%
Hilo	1227	11.83%	783	8.34%	934	9.95%
Kona	709	6.84 %	392	4.17%	539	5.74%

II. Service Summary and Outcomes

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

Under this grant, in each island and branch office, Legal Aid staff can provide civil legal services in the following priority case areas:

- **Support for families:** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. A domestic violence victim may require assistance in obtaining a temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to

determine custody, visitation, and child support rights and obligations. This work is approximately 37% of the cases Legal Aid handles.

- **Keeping children safe and secure:** Provide guardians ad litem services for abused and neglected children; assist with guardianships and adoptions; and advise family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters. Children's work represents 2% of the cases handled.
- **Preserving the home (non-foreclosure):** Issues include private landlord eviction defense or negotiation; housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff. Fourteen (14%) percent of cases are in this area.
- **Foreclosure prevention:** This area includes foreclosure assistance and prevention; and mortgage predatory lending practices. Five (5%) of cases are handled in this area.
- **Maintaining economic stability:** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General Assistance, Temporary Assistance for Needy Families (TANF), SNAP (fka Food Stamps) and other public benefit programs. Unemployment and Veteran's benefits are also areas in which assistance is provided. Cases in this area represent 23% of Legal Aid's work.
- **Protecting consumers:** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, tax, and unfair or deceptive practices. Of the total number of cases, 4% of Legal Aid's work is in this area.
- **Promoting safety, stability and health:** These include program denials of services or eligibility as well as terminations from the health insurance programs, district court restraining orders, individual rights, immigration, powers of attorney and advance health care directives. This work is approximately 9% of the cases Legal Aid handles.
- **Assisting culturally and linguistically isolated populations:** With the addition of the Hawai'i Immigrant Justice Center in 2010, Legal Aid expanded its services to culturally and linguistically isolated populations. These services include assistance to immigrant crime victims, family reunification, human trafficking cases, and language access. This work is equal to approximately 2% of Legal Aid's total cases.
- **Assisting populations with special vulnerabilities:** Legal Aid focuses many of its services toward populations with special vulnerabilities, including the homeless, immigrants and seniors. For example in FY13, Legal Aid assisted more than 567 homeless individuals and families throughout Hawaii. This number is not inclusive of individuals who were at

risk of homelessness and through Legal Aid's services were prevented from becoming homeless.

Through this grant, Legal Aid will provide screening; referrals; intake; legal assessment and legal advice; brief services; full representation; and outreach. Each of Legal Aid's offices is prepared to carryout these activities.

- **Screening** an applicant for services begins with our streamlined intake hotline which provides accurate information and advice to the greatest number of clients possible. Legal Aid opens over 31 dockets per day on the hotline. The hotline, Legal Aid's primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.⁷ There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick four-step process.
 - First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.
 - Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 200% of the current federal poverty guideline⁸ or if their assets⁹ exceed Legal Aid guidelines, he/she is considered to be over income or to have excess assets and not qualify for free Legal Aid services. The intake worker further accesses if the applicant is over-income but may be qualified for assistance through our Affordable Lawyers Program¹⁰ or another program which may have higher income qualifications like our Fair Housing Enforcement Program.
 - Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States, legal resident aliens or immigrant victims of crime. If an applicant does not fall into either of these categories, they are disqualified from services.
 - Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal case or personal injury case, they are informed that Legal Aid is not able to assist with criminal matters or on personal injury cases. Other examples include if an applicant is calling about a legal

⁷ On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at their local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

⁸ For example currently an applicant's monthly income must be under \$2,975 for a household of two, \$4,515 for a household of four, and \$6,055 for a household of six.

⁹ Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member. Subject to some exclusions, for example one car and a home used as a primary residence are not counted as assets.

¹⁰ To be qualified for the Affordable Lawyers Program which is a reduced fee program, an applicant must have income below 250% of the Federal Poverty Guidelines. For example currently an applicant's monthly income must be under \$3,719 for a household of two, \$5,644 for a household of four, and \$7,569 for a household of six.

issue in another state, or calling for another party which would preclude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral for an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them receive the necessary services from the most appropriate agency. In 2013, 1,700 referrals to other agencies were made. Common referrals include partner agencies including:
 - Domestic Violence Action Center
 - Volunteer Legal Services Hawai'i
 - UH Elder Law Project
 - Hawai'i Disability Rights Center
 - Native Hawaiian Legal Corporation
 - Judiciary Ho`okele Project
 - Lawyers Referral Service

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot about an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).¹¹ After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients. In 2013, over 8,500 brochures were distributed to individuals seeking more information about their legal and non-legal issues. All information generated during this intake is documented in a computer "docket."
- **Limited Action** is extended to those clients who need some extra assistance in solving their legal problems. These services include, assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the expanded Court Assistance Project at the Family Court of the First Circuit to provide additional assistance to clients.

¹¹ Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid most often represents disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.

- **Outreach** efforts include a variety of activities. Each year, Legal Aid participates in over 750 outreach activities serving all the islands. Some examples include:
 - Community fairs
 - Outreach presentations
 - Trainings to Community
 - Brown Bags presentations at Legal Aid
 - Annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 9,000 families and individuals and positively affect the lives of over 19,000 people. This grant-in-aid would provide approximately, 4.5% of Legal Aid's funding which will fund approximately 430 cases at an average rate of \$719 per case.

In FY13, we closed the following number of cases, listed by office and type of case:

	Support for Families	Keeping Children Safe and Secure	Preserving the Home	Foreclosure Prevention	Maintaining Economic Security	Protecting Consumers	Promoting Safety, Stability and Health	Misc.	Total
Honolulu	1,511	136	991	476	982	324	326	180	4,926
Leeward	368	12	67		193	11	15	5	671
Windward	262	12	41		349	6	13	2	685
Kauai	331	1	53	4	122	15	53	14	593
Maui	386	22	88	2	124	24	224	3	873
Molokai	89	7	12	1	45	9	127	4	294
Lanai	13	1	2		7	1	18		42
Hilo	342	20	68	3	223	22	270	12	960
Kona	271	19	55	14	145	7	29	5	545
Total	3,573	230	1,377	500	2,190	419	1,075	225	9,589

2. Timeline

Services shall be provided during the next fiscal year from July 1, 2014 to June 30, 2015.

3. Quality Assurance and Evaluation

Legal Aid is dedicated to providing high quality legal services. Legal Aid's manuals and policies set forth the organization's rules and protocols to establish the standards of quality assurance. There are evaluation procedures to assure that Legal Aid's high standards are met and problems and client grievances are addressed by due process. These manuals present protocols and standards in compliance with all federal, state, and county requirements.

They are:

The Legal Aid Case Management Manual. Revised in December 2007 and most recently amended in September 2012, to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling protocols; closing cases; appeals; and timekeeping and reporting. This manual also presents established evaluation procedures that include:

- Case review with the attorney's manager before a case is accepted,
- Monthly reviews of open cases between the manager and attorney,
- Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,
- Comprehensive annual reviews of each staff person's performance culminating in a dialog of the staff person's strengths and weaknesses and a written evaluation report,
- Clear protocols on intake, case assessment, file maintenance, etc., and

Client Grievance Process. This procedure identifies how a client can have any grievance addressed regarding services by Legal Aid. The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the executive director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.

Employee Handbook presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes employee disciplinary procedures. The Employee Handbook was most recently revised in January 2012.

The Legal Aid Accounting Manual documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound matter that meets general accounting guidelines. This was most recently revised in November 2013.

Copies of the above referenced manuals and polices are available for review upon request.

Evaluation. In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- A sample of clients is surveyed each quarter seeking information about their experience with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- Annually, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies, from across the state, which provide services to the low income community. The current Board President is Susan Ichinose.
- The Board has a standing Client Grievance Committee that addresses client complaints.

- The full board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board periodically conducts a complete periodic evaluation of the Executive Director and program performance. To complete its most recent comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.
- An annual financial audit by the accounting firm N&K CPAs, Inc. evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board as well as its standing Audit and Finance Committee review this audit.
- In the last decade, Legal Aid has been monitored and audited extensively by the State’s Office of Community Services, the Federal Housing and Urban Development Department (HUD), the Federal Internal Revenue Service (IRS), and the Federal Legal Services Corporation (LSC). Legal Aid has always met and often exceeded the standards set for its operation by these agencies and organizations.

4. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated

Legal Aid will report the number of cases opened and number of cases closed during FY15. Demographics for each client will also be reported. In addition, we will report the outcome of each case, utilizing closing case codes that we use for other funders, including the federal government.

III. FINANCIAL

Legal Aid is seeking \$300,000 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty-seven years and is a critical need to ensure justice in our community. Legal Aid’s funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

1. Budget Forms

The budget forms detailing the cost of the request are attached as Attachment “A.”

2. Quarterly Funding Requests

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75,000	\$75,000	\$75,000	\$75,000	\$300,000

3. Funding Sought for Fiscal Year 2014-2015

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of these limitations not all critical legal needs can be met without general funds provided under this grant.

Legal Aid has received funding notification for FY15 from the following sources:

Source	Amount	Period During FY 15
AmeriCorps, Corporation for National & Community Service	\$24,923.600	07/14– 08/14
Aloha United Way – Emergency and Crisis Services	\$11,715.00	07/14 – 12/14
Department of Human Services - DV Grant	\$110,000.00	07/14 – 06/15
Department of Human Services - Legal Services in Domestic Violence Shelters	\$100,000.00	07/14 – 06/15
Department of Human Services - Legal Services for Immigrants Experiencing Domestic Violence	\$150,000.00	07/14 – 06/15
Foreclosure Assistance Program – Attorney General	\$263,200.00	07/14 – 06/15
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$135,416.00	07/14 – 11/14
Department of Housing and Urban Development – Continuum of Care	\$62,514.00	07/14 – 06/15
Department of Justice - Legal Assistance to Victims	\$105,172.67	07/14 – 06/15
Department of the Attorney General - STOP Violence Against Women	\$23,360.00	07/14 – 09/14
Hawaii Justice Foundation - IOLTA	\$2,500.00	07/14 - 12/14
Hawaii Teamsters & Allied Workers Local 996 - Teamsters Legal Services Project	Fee for Service	07/14 – 06/15
Judiciary - Guardian ad Litem/Legal Counsel Services, Maui	Fee for Service	07/14 – 06/15
Legal Services Corporation - General	\$594,236.00	07/14 - 12/14
Legal Services Corporation - Native American	\$112,321.00	07/14 - 12/14

Source	Amount	Period During FY 15
Low Income Taxpayer Clinic	\$34,000.00	07/14 - 12/14
Office of Community Services - Child and Family	\$282,000.00	07/14 - 06/15
Office of Community Services – Victims of Human Trafficking	\$19,688.00	07/14 - 06/15
Kauai County Office of Aging - Title III	\$98,760.00	07/14 - 06/15
Hawaii County Office of Aging - Title III-E, Big Island	\$72,500.00	07/14 - 06/15

Legal Aid will also be seeking funding from the following sources for FY15:

Source	Amount	Period During FY 15
AmeriCorps, Corporation for National & Community Service	\$124,618.00	09/14 – 06/15
Aloha United Way - Emergency and Crisis Services	\$11,715.00	01/15 – 06/15
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$189,584.00	12/14 – 06/15
Department of the Attorney General - STOP Violence Against Women	\$67,883.00	07/14 – 09/14
Department of Human Services - Social Security Advocacy Project Services	\$550,000.00	07/14 - 06/15
Judiciary - ILAF	\$825,000.00	07/14 - 06/15
Hawaii Justice Foundation - IOLTA	\$2,500.00	01/15 – 06/15
Legal Services Corporation - General	\$594,236.00	01/15 – 06/15
Legal Services Corporation - Native American	\$112,321.00	01/15 – 06/15
Low Income Taxpayer Clinic	\$34,000.00	01/15 – 06/15
Department of Housing and Human Concerns - Holistic Legal Services for Maui County's Most Vulnerable	\$75,000.00	07/14 – 06/15
Hawaii Island United Way	\$18,000.00	07/14 – 06/15
Hawaii County Nonprofit Grant	\$40,000.00	07/14 - 06/15

Source	Amount	Period During FY 15
Maui County Office of Aging - Title III and Kupuna Care	\$57,200.00	07/14 - 06/15

4. State and Federal Tax Credits

Legal Aid has not received any state or federal tax credits in the past three years. Legal Aid has not applied for and does not anticipate applying for tax credits pertaining to any capital project.

5. Balance of unrestricted current assets as of December 31, 2013

Legal Aid completes a financial audit on a fiscal year; therefore we do not have the balance of unrestricted current assets as of December 31, 2013. As of June 30, 2013, the balance of Legal Aid’s unrestricted current assets was \$5,390,251.

This unrestricted current assets, includes approximately \$1.5 million in accounts receivable from the state, federal, and local government funders. It also includes approximately \$490,000 that is restricted for maintenance and upkeep of Legal Aid’s Bethel Street office which is owned by the organization, for client trust funds, and for the purpose of providing immigration and immigration-related services as part of the merger between Legal Aid and the Hawaii Immigrant Justice Center in 2010.

Most significantly, these funds include approximately \$2.5 million received from the State Attorney General’s Office for Foreclosure Mitigation Assistance. Legal Aid is the lead agency for this three year grant paid out from funds received in the national foreclosure settlement and paid in advanced in FY13. In addition to Legal Aid, Consumer Credit Counseling of Hawaii, the Hawaii Homeownership Center, Hawaiian Community Assets, and Hale Mahaolu all provide foreclosure mitigation services under this grant. The total amount available to Legal Aid for these services is approximately \$600,000. The remaining amount is for the other partners.

The remaining balance is to help maintain services without borrowing funds when payments are delayed from funders.

IV. EXPERIENCE AND CAPABILITY

A. Necessary Skills and Experience

The Skill, Ability and Knowledge. Legal Aid, a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout the state of Hawaii since 1950. Legal Aid is the only legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices on each of the islands, from rural Lana’i to urban Honolulu. Since its founding Legal Aid has utilized its skill, ability and knowledge to bring high quality legal

services to children and families throughout the state. Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

Legal Aid is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawai'i residents using its extensive network of partnerships and its dedicated staff to assist Hawai'i's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 20,000 requests for services. In FY 13, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 9,590 cases, impacting over 19,269 children, adults and seniors in critical civil legal matters. Legal Aid is the only provider in the state with the ability to handle this significant volume of requests.

Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawai'i's disadvantaged:

- Legal Aid's staff is knowledgeable and experienced in addressing each and every area of civil law challenges that affect low-income residents, including housing, public assistance, health, consumer transactions, taxes, family matters, immigration, and other civil matters.
- Legal Aid staff generally come from and live within the communities they serve. This community presence lends credibility and builds trust, making residents in need of assistance more receptive to using their local Legal Aid services. It also makes Legal Aid staff more attune to the unique needs of the area that they serve.
- Currently Legal Aid has over 50 paralegals and 33 attorneys that specialize in providing high quality legal services to meet the needs of low income children and families throughout Hawai'i. Legal Aid has a high retention rate of staff at an average of 6.89 years. Legal Aid's managing attorneys have over 150 years of combined experience at Legal Aid providing legal services to low-income children and families.

Legal services provided through this grant-in-aid grant are completed statewide by Legal Aid paralegals and attorneys in a range of civil litigation areas. Resumes for all staff members are held in the Honolulu Office and can be made available upon request. All staff members provide integral assistance on this grant and their bios are provided as an example to reflect the high proficiency of staff who provide assistance to families throughout Hawai'i (see Section V.A. Proposed Staffing, Staff Qualifications, Supervision and Training).

As a result of the extensive skills, ability and knowledge of Legal Aid staff it is able to:

- Provide legal services to meet the specific needs of this target population with the goal of stabilizing families, ensuring the safety and stability of children and ensuring children's access to education. The highest demand for services by the target population for this project is within family law. Family legal services provided include assistance with restraining orders, guardianships and adoptions and child support. In FY13, Legal Aid staff assisted in more than 3,650 cases and impacted over 9,147 children and adults with family law issues throughout Hawai'i.
- Provide quality general legal services to children and families experiencing dysfunction who are having difficulty becoming self-sufficient, in the civil areas of housing, public assistance, health, consumer transactions, employment, taxes, special education, family matters, immigration, and other civil matters.
- Serve this community through outreach, screening, referral, intake, case assessment, legal advice, legal advocacy, and legal representation activities.
- Reach families and children throughout the state via its ten offices statewide, its hotline, partnerships, and technology capabilities. Through our advanced use of technology, our substantive law experts in each substantive area are available statewide, no matter where a client lives.
- Record and report in an accurate and timely manner the services that it provides over the life of this contract.

Legal Aid's experience and impact within the community are best measured in the words of Legal Aid's clients from 2013:

- Your organization is very well run! You provide a wonderful service for the state of Hawaii, and its people! Thank you!
- Everyone was so kind & helpful, nice people to work with. Thank you so much for the service.
- I was very grateful for the support and guidance I received in filing for my divorce. The process was easy with your help. Thank you!
- Sheila was very helpful and very nice. She really helped me a lot and saved my place w/ me in it. I give Sheila high praises and a golden star for helping me in a short time frame. She came out fighting for me! Thank you.
- Very helpful. Hospitality they always solve the problem. It is good we have Legal Aid in Hawaii.
- May God Bless your "Entire Staff" for all the "good" work you're all doing. Thank you so much.

- No need for improvement everything went very well & I don't know what I would have done without her. She always called me right back & was very compassionate.

The stories of Legal Aid clients illustrate the great effect services have upon their lives:

- Guadalupe, a 74 year old widow from the Philippines who spoke limited English. Guadalupe, came to Legal Aid because her house was in foreclosure after she fell behind in her mortgage payments when her husband died. At the time she was also going through chemotherapy for stage 3 breast cancer. Legal Aid contacted the bank on her behalf to reduce her loan payments and helped her apply for senior housing in case she lost her home. Instead, the bank agreed to permanently reduce her loan payments and drop the foreclosure case against her. Guadalupe wrote, "I was really worried that I was going to be homeless on the streets at 74 years old. Legal Aid helped to save my home!"
- Anthony shares his story: "Before I came to Legal Aid I was living on the beaches for 14 years. Because of my health I was not able to work on cars like I used to. Eventually I lost my job and the only income I had was from recycling on the days I felt good. I was only able to make about \$60 a month. I didn't have contact with family or friends because I didn't want to be a burden to them. Due to Legal Aid's help I am back on my feet. I was at my last stop when I met Legal Aid in Kapolei Park. I was prepared to finish my life—everything was so hopeless—I was alone, my health was bad, and I couldn't work. Now, I am feeling better, living in a shelter, and getting my life back!"
- Debbie shares her story: "Before I came to Legal Aid I was shattered, broken-down, afraid and lost. I never thought my voice, my child or I mattered. I was too afraid to run, too afraid to sit still and beyond afraid to speak. Due to Legal Aid's help I can breathe, feel protected. Even dance. I have full physical and legal custody of my daughter. We do matter!!! My words were heard. Now we can work on healing."

Verifiable Experience with Providing Advocacy Services. Legal Aid's long history, statewide presence, and reputation make it among the most well known organizations working toward achieving justice in Hawai'i. In the "Access to Justice Hui" Report published in November 2007, it was reported that out of 17 non-profit legal service organizations in the state, Legal Aid was the agency which social service providers, legal service providers and judges were most familiar.

In a letter of support in 2011 Stuart Okumura the Acting Administrator of the Crime Prevention and Justice Assistance Division of the Department of Attorney General wrote, "I have worked with this agency for more than 30 years. HIJC at Legal Aid is an active member of the Hawaii State Coalition Against Domestic Violence, which plays a large role in developing policies relating to domestic violence in Hawaii. Its staff is qualified, professional, knowledgeable and dedicated to effectively serving the needs of crime victims."

One of the Legal Aid's most pertinent and relevant grants is from the **Legal Services Corporation**. The additional support that we receive from the state of Hawai'i has allowed Legal Aid to outperform the national median among Legal Services Corporation funding recipient in services to the low- for the last six years.

Since 2000, Legal Aid has provided anti-housing discrimination advocacy for people in Hawai'i under a grant from the federal Department of Housing and Urban Development. The **Fair Housing Enforcement Project** conducts discrimination testing, advocacy and representation to those who have been discriminated in housing. The program has resulted in numerous accommodations being made for those living with disabilities and settlements for families with children who have been discriminated against. For the last 14 years, Legal Aid has received a perfect score on the program evaluation conducted by HUD.

Through the **Domestic Violence Legal Services for TANF Recipients grant** from the State of Hawai'i, Legal Aid provides legal services to individuals receiving TANF and TAONF, who are qualified victims of domestic abuse (victims), in order to assist these individuals to move towards employability and self sufficiency. Legal Aid has received this grant since 2002 and the continued receipt of this grant exemplifies Legal Aid's provision of high quality services that meet the needs of low-income families in Hawai'i.

Legal Aid is the only agency in the state providing **Guardian ad Litem** services in each of the judicial circuits. Over the last fifteen years, Legal Aid increased its capacity to provide representation to children in need and has provided guardian ad litem services to over 2,800 children on every island in the state. Legal Aid guardian ad litem are known for their high quality work, effective advocacy and dedication and commitment to representing children in need. Legal Aid guardian ad litem go beyond their primary responsibility and ensure that public benefits or other financial assistance is being provided to the child, advocate for special education services through an administrative hearing, or file for an adoption if it is in the best interest of the child. Thus Legal Aid has extensive experience in providing services that ensure safety and stability of children.

Legal Assistance for Victims (LAV) Grant. In October 2011, Legal Aid was awarded a grant from the Office of Violence Against Women to provide statewide legal and support services for victims throughout Hawaii. This program is a collaborative initiative and Legal Aid serves as the lead agency. The Domestic Violence Action Center provides legal advocacy and representation of victims. Partners Child and Family Services ("CFS"), Women Helping Women ("WHW"), and YWCA – Kauai provide crisis intervention, advocacy and case management in Hawaii County, Maui County and Kauai Counties, and the Sex Abuse Treatment Center ("SATC") provides sexual abuse support and counseling in Honolulu County. This is a prime example of Legal Aid's participation and leadership of collaborative initiatives to serve the holistic needs of our clients.

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 30 grants from various federal, state, county and private sources

on an annual basis. Attachment "B" contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

B. Facilities

Legal Aid maintains a total of ten offices, located in Honolulu,¹² Wai'anae, Kaneohe, Hilo, Kona, Kaunakakai, Lana'i City, Lihue, and Wailuku staffed by experienced attorneys and paralegals. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way to comprehensively respond to client needs. A list of each office by location is included as Attachment "C."

All of our offices are ADA compliant and Legal Aid makes reasonable accommodations to ensure services for those with disabilities, including conducting home visits when needed.

Each of Legal Aid's ten (10) offices has access to an electronic legal library through Lexis-Nexis and a computer system which is integrated statewide. Legal Aid acquired a new case management system in June 2013. This new system has greatly increased the efficiency of Legal Aid's operations and provision of services by decreasing administrative time throughout the organization.

V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing and Proposed Service Capacity. This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawai'i on every major island in the state. In FY 13, Legal Aid's attorneys and paralegals closed over 9,638 cases and served over 19,400 children, adults and seniors.

¹² Legal Aid has two offices in Honolulu, the main branch at 924 Bethel Street and Legal Aid's Hawaii Immigrant Justice Center in Chinatown.

The state funding provided under this grant in aid will ensure the following staffing:

Office	Attys	Paras	Admin	Clerical	Total FTEs	Cases Closed in FY13	Cases Opened in FY13
Honolulu	19.2	25.25	9.1	2.0	55.55	4,926	4,340
Leeward	2.6	2	0	0	4.6	671	625
Windward	2	2	0	0	4	685	582
Kauai	2	3.85	0	0	5.85	593	635
Molokai	0	1.0	0	.27	1.27	294	288
Lanai	0	0.5	0	0	0.5	42	52
Maui	3	2.25	0	1	6.25	873	922
Kona	2	2.25	0	0	4.25	545	518
Hilo	2.6	3.85	0	0	6.45	960	996
Total	33.4	42.95	9.1	3.27	88.72	9,589	8,958

Cases shall be assigned to attorneys and paralegals according to the caseload guidelines as established by the Board of Directors and dictated in the Case Management & Litigation Manual. That manual presents these recommendations:

- **Attorneys with more than three years of experience:** The caseload should range from 40-80 simple cases which are open and active, and five significant cases that have been certified as significant advocacy, or activities such as impact litigation, management of a Legal Aid program or project, or outreach and community legal education.
- **Attorneys with two to three years of experience:** Caseloads should range from 40-60 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities such as management of a Legal Aid program or project, outreach and community legal education.
- **Attorneys with less than two years of experience:** Caseloads should range from 30-40 simple cases which are open and active, and two to three significant cases that have been certified as significant advocacy or activities. For new attorneys, the simple caseload can include activities such as outreach and community legal education; and the significant litigation may include co-counseling with other attorneys.
- **Paralegal with more than three years experience:** Caseloads should range from 40 - 60 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.
- **Paralegal with less than three years experience:** Caseload should average 25 open and active cases. Paralegals focusing solely in the GA-SSI or Title III program should have a

caseload of 90 - 110. Paralegals are encouraged to participate in significant cases and activities, but are not required to do so.

Staff Qualifications and Experience. Legal Aid has an experienced and dedicated staff that are committed to serving the legal needs of Hawai'i's disadvantaged. Legal Aid shall utilize attorneys and paralegals currently employed by the organization to provide high quality legal services to eligible clients. Legal Aid attorneys are required to be duly licensed and remain in good standing with the Hawai'i State Bar. Legal Aid attorneys and paralegals are either generalists or specialists in the areas of family, housing, fair housing, consumer, public assistance and immigration law. For example, a generalist attorney in the housing and consumer unit will practice both housing law and consumer law while an attorney specialist focuses on one specific area. All paralegals are required by Hawai'i Rules of Professional Conduct to be closely supervised by Legal Aid attorneys.

A large majority of staff at Legal Aid provide assistance through this grant. The resumes for all staff members are held in the Honolulu Office and can be made available upon request. The sixteen staff members described below is an example of the high caliber of attorneys and paralegals that provide assistance with the assistance of this grant-in-aid. Their resumes are included as Attachment "D":

Russ Awakuni, Managing Attorney of the Leeward Office, joined Legal Aid in 2008 as a Staff Attorney in the Housing Unit. He currently supervises Legal Aid's staff that provides services on the Leeward Coast and most recently worked on a high profile case involved mortgage foreclosure fraud.

Bow Mun Chin, Staff Attorney Specialist for Immigration brings close to 30 years of immigration experience to Legal Aid. Mr. Chin has worked closely with immigrant trafficking victims in the past and currently teaches immigration law at the University of Hawai'i's Richardson School of Law.

Calleen Ching, Managing Attorney for the Immigration and Public Benefits Unit in the Honolulu Office brings over 30 years of legal services experience. Ms. Ching's concentration over the last ten years has been on immigration and immigration-related matters and is well-known throughout the state as an expert in these issues. Ms. Ching also brings past experience in working on foreclosure, domestic violence, civil rights, and disability to Legal Aid.

Nicole Forelli, Managing Attorney of the Maui, Molokai and Lanai Offices, joined Legal Aid in 2004 and has practice law for twenty-one (21) years. Before coming to Legal Aid, Ms. Forelli was the Supervising Attorney and the Domestic Violence Clearinghouse and Legal Hotline. Thus Ms. Forelli has extensive knowledge and experience working with victims of domestic violence and has extensive experience with the *Legal Advocacy for Children and Families* project.

Valerie Grab, Managing Attorney at the Hilo office, provides legal services to indigent clients in matters involving domestic violence, child custody, visitation, child support, public benefits and housing. Ms. Grab also conducts legal clinics for *pro se* litigants with respect to divorce

and child custody matters. Ms. Grab was previously a senior staff attorney with the Legal Aid Society of the District of Columbia in Washington, D.C.

Desiree Hikida, Staff Attorney at the Windward office, joined Legal Aid in 2006. She is a graduate of the University of Hawai'i's Richardson School of Law. Ms. Hikida practices family, housing, consumer and public benefits law and also serves as a guardian ad litem for children in foster care.

Janet Kelly, Staff Attorney for the Homeless Outreach project, provides holistic legal services to individuals and families experiencing homelessness. Ms. Kelly has been with Legal Aid since 2001 and is well respected within the homeless provider community in Hawai'i. She performs outreach at local shelters, partner organizations and at beaches and parks to provide direct access to legal services for Oahu's homeless.

Shelia Lippolt, Staff Attorney Specializing in Housing provides representation to those facing eviction or other housing problems. She has worked closely over the last few years in expanding Legal Aid's education and outreach efforts to COFA residents. She was previously employed as a public defender.

Makia Minerbi, Staff Attorney at the Waianae office, joined Legal Aid in September 2009 as a fellow from the University of Hawai'i's Richardson School of Law. Mr. Minerbi is active within the social justice community in Hawai'i.

Rob Palin, Intake Managing Attorney, supervises Legal Aid's Intake Hotline which is the gateway to all Legal Aid services. He also supervises Legal Aid's Center for Equal Justice which provides limited assistance through filling out forms, calling for information or drafting simple documents. Mr. Palin joined Legal Aid in 1996 and became the Managing Attorney in 1999. He is a graduate of the University of Cincinnati School of Law.

Daniel Pollard, Managing Attorney of the Honolulu Office's Family/GAL unit, has extensive family law experience and has worked at Legal Aid for over 11 years. Mr. Pollard has served as an adjunct faculty member for Chaminade University's Criminal Justice Program since 2000. Prior to working at Legal Aid, Mr. Pollard worked as a Deputy Prosecuting Attorney with the City and County of Honolulu.

Stacia Silva, Managing Attorney of the Windward office, joined Legal Aid in 1997 and practices family, public benefits, housing, and consumer law. She previously supervised Legal Aid's Social Security Advocacy Project. She is a graduate of the University of Hawai'i's Richardson School of Law.

Joanna Sokolow, Managing Attorney of the Kona office, provides direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law. Prior to working at Legal Aid Ms. Sokolow represented juvenile clients in delinquency cases in Washington D.C.'s Superior Court.

Ryker Wada, Managing Attorney of the Honolulu Office's Asset Protection unit has worked with Legal Aid for ten (10) years. He specializes in consumer protection issues and has extensive experience in housing discrimination. Mr. Wada also supervises Legal Aid's Fair Housing unit.

Linda Vass, Managing Attorney of the Kauai office, has worked at Legal Aid for over six (6) years and practices Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem and Special Education. Ms. Vass works closely with community stakeholders and maintains relationships with community social service providers and agencies.

Job descriptions of administrative and program staff, including minimum qualifications necessary for the positions, can be found in Attachment "E".¹³ Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective manner. Many, if not most of our staff who work on this project exceed these minimum requirements.

Supervision and Training. Legal Aid has established a clear line of supervision throughout the program to ensure high quality of client services. Legal Aid's Executive Director directly supervises all managers.

Legal Aid's Executive Director **M. Nalani Fujimori Kaina** brings her experience as an attorney on Molokai and Maui from 1999 to 2004 and experience in grant implementation and management to the overall. Appointed as the Executive Director in 2009, Ms. Kaina has worked hard to maintain Legal Aid's critical services across the state despite the recession. As a testament to her leadership, Ms. Kaina received a 2013 Ho'okele Award from the Hawai'i Community Foundation, the 2011 Hawai'i Women's Legal Foundation's Rhoda Lewis Award, and the 2008 Hawaii State Bar Association's Schutte Award.

Legal Aid's Honolulu Office has four Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing and Immigration/Public Benefits. The Windward and Leeward offices each have a Managing Attorney. The Neighbor Island Offices in Hilo, Kona, Lihue, Kailua-Kona and Wailuku are each supervised by a Managing Attorney with the Managing Attorney in Wailuku supervising staff in Legal Aid's offices in Kaunakakai and Lana'i City.

The Managing Attorney at each office location is responsible for all supervision, case maintenance, community outreach, and compliance with all contract requirements. As required by the Hawai'i Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about 1.5 lawyers for each paralegal.

¹³ The job descriptions attached are currently in the process of being revised and finalized.

Close supervision is provided to all staff to ensure that high quality services are provided:

- Staff are evaluated on a regular basis and all staff has development plans. Staff are expected to meet with their supervisors on a bi-monthly basis to review their progress on their development plans and to discuss any issues that may have arisen in their performance.
- Managing Attorneys conduct regular case reviews and case conferences to discuss cases. Monthly case reviews are ongoing learning opportunities for Legal Aid staff. The periodic review of each offices open cases also gives staff an opportunity to learn from peers in other offices. Staff also has an annual evaluation that includes creating and revising staff's development plans.

Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within Hawaii, participation in selected mainland trainings and events, and mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also assigned a managing attorney to provide initial guidance on program etiquettes, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others. In 2013, Legal Aid staff attended over 13 family law related trainings including Institute on Violence Abuse and Trauma training, Hawaii State Coalition Against Domestic Violence Conference, Dynamics of Child Sex Abuse, Hawaii State Bar Association Family Law Update, and Litigating Domestic Violence Cases.
- Legal Aid uses national opportunities to train staff. In 2013, 21 staff members attended national trainings and conferences covering topics including, language access, litigating domestic violence cases, fair housing, poverty law best practices, federal taxes, national housing issues, and more.

- Brown bag workshops are offered in the Honolulu Office to continue to education Legal Aid staff and pro bono attorneys about legal issues and to keep Legal Aid and partner social service agencies abreast of developing legal issues. These training workshops are available to staff and pro bono attorneys throughout the state using Legal Aid's teleconferencing system. In 2013, several leading Family Law attorneys practicing in Hawai'i provided trainings in the areas of Divorce, Adoptions/Guardianships of a Minor, Simple Wills and Adult Guardianships.
- Each year Legal Aid staff attends external training and almost all Legal Aid staff attends internal training and conferences such as public benefits training, internal task force training, management training, etc. On a regular basis, Legal Aid holds a statewide staff training to bring the staff together in one place and to provide opportunities for training and networking. In 2013, training tracks included: litigation, substantive law, and client services. Volunteer attorney trainers from around the community assist with this annual training.

Legal Aid's clear established line of supervision and extensive training requirements for staff create an internal infrastructure system that ensures efficient and effective staff performance and staff development. These systems are in place to ensure the provision of high quality legal services to our client populations.

B. Organizational Chart

An organizational chart is attached as Attachment "F".

C. Compensation

The following are the annual salaries paid by Legal Aid to the three highest paid officers, directors or employees of the organization by positions:

Name	Position	Annual Salary, 2014
M. Nalani Fujimori Kaina	Executive Director	\$105,000.00
Calleen Ching	Managing Attorney	\$87,770.00
Wayne Keawe	Comptroller	\$74,335.00

VI. OTHER

A. Litigation

There is no pending litigation against Legal Aid.

B. Licensure or Accreditation

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai'i. Specific licensure or accreditation for the agency is not required to provide services.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Legal Aid Society of Hawai'i
(Typed Name of Individual or Organization)



January 31, 2014
(Date)

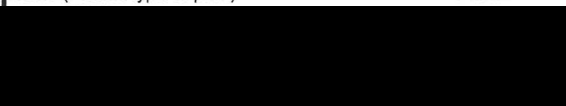
M. Nalani Fujimori Kaina Executive Director
(Typed Name) (Title)

Attachment “A”

Proposed Budget Forms

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: LEGAL AID SOCIETY OF HAWAII

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	162,684			
2. Payroll Taxes & Assessments	18,969			
3. Fringe Benefits	27,656			
TOTAL PERSONNEL COST	209,309			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	6,750			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	27,000			
5. Staff Training				
6. Supplies	6,750			
7. Telecommunication	18,000			
8. Utilities				
9. Audit Services	5,250			
10. Postage, Freight and Delivery	4,500			
11. Repair and Maintenance	4,500			
12. Litigation	6,750			
13. Subscriptions	11,191			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	90,691			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	Wayne Keawe	527-8060	
(b)		Name (Please type or print)	Phone	
(c)				
(d)				
TOTAL BUDGET	300,000	M. Nalani Fujimori Kaina, Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: LEGAL AID SOCIETY OF HAWAII

Period: July 1, 2014 to June 30, 2015

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	\$100,000.00	11.25%	\$ 11,250.00
COMPTROLLER	1	\$73,300.00	11.25%	\$ 8,246.25
BOOKKEEPER	1	\$53,500.00	11.25%	\$ 6,018.75
GRANTS MANAGER	1	\$40,000.00	11.25%	\$ 4,500.00
IT MANAGER	1	\$42,000.00	11.25%	\$ 4,725.00
DIRECTOR OF EXTERNAL RELATIONS, FUNDRAISING, PAI	1	\$25,000.00	11.25%	\$ 2,812.50
DIRECTOR OF TRAINING AND DEVELOPMENT	1	\$60,200.00	11.25%	\$ 6,772.50
OFFICE MANAGER	1	\$36,400.00	11.25%	\$ 4,095.00
OFFICE CLERKS	3	\$69,680.00	11.25%	\$ 7,839.00
HIJC ATTORNEY	1	\$73,500.00	11.25%	\$ 8,268.75
HIJC PARALEGAL	1	\$39,800.00	11.25%	\$ 4,477.50
HILO ATTORNEY	1	\$84,800.00	11.25%	\$ 9,540.00
HILO PARALEGAL	1	\$33,600.00	11.25%	\$ 3,780.00
HONOLULU HOUSING ATTORNEY	1	\$58,600.00	11.25%	\$ 6,592.50
HONOLULU CONSUMER ATTORNEY	1	\$55,100.00	11.25%	\$ 6,198.75
HONOLULU FAMILY ATTORNEY	1	\$48,900.00	11.25%	\$ 5,501.25
HONOLULU PUBLIC BENEFITS ATTORNEY	1	\$51,000.00	11.25%	\$ 5,737.50
HONOLULU ADOPTIONS PARALEGAL	1	\$39,400.00	11.25%	\$ 4,432.50
HONOLULU FAMILY PARALEGAL	1	\$23,900.00	11.25%	\$ 2,688.75
KAUAI ATTORNEY	1	\$52,500.00	11.25%	\$ 5,906.25
KAUAI PARALEGAL	1	\$22,000.00	11.25%	\$ 2,475.00
KONA ATTORNEY	1	\$51,000.00	11.25%	\$ 5,737.50
LANAI PARALEGAL	1	\$22,900.00	11.25%	\$ 2,576.25
WAIANAЕ ATTORNEY	1	\$71,700.00	11.25%	\$ 8,066.25
MAUI ATTORNEY	1	\$73,800.00	11.25%	\$ 8,302.50
MAUI CLERK	1	\$30,100.00	11.25%	\$ 3,386.25
MOLOKAI PARALEGAL	1	\$42,400.00	11.25%	\$ 4,770.00
WINDWARD ATTORNEY	1	\$71,000.00	11.25%	\$ 7,987.50
				\$ -
TOTAL:				162,684.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2014 to June 30, 2015

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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS	\$0.00	\$0.00	\$0.00	\$0.00		
LAND ACQUISITION	\$0.00	\$0.00	\$0.00	\$0.00		
DESIGN	\$0.00	\$0.00	\$0.00	\$0.00		
CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00		
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00		
JUSTIFICATION/COMMENTS:						

Attachment “B”

Contracts and Projects

Legal Aid Society of Hawaii
Grants and Contracts

Grant Title	Sub-Grant Title	Administering Agency	Funding Source	Current Period	Grant Amount	Contact	Telephone	E-Mail
Statewide								
Americorps, Project Laulima		Research Corporation at UH	Corporation for National & Community Service	9/1/2013 - 8/30/2014	\$149,542.00	Gerry Yahata	808-956-7071	gyahata@hawaii.edu
DHS - DV Grant	Domestic Violence Legal Services for TANF Recipients	DHS-BESSD	State	7/1/2013 - 6/30/2014	\$110,000.00	Iva Cain	808-586-7068	icain@dhs.hawaii.gov
DHS - DV Immigrant	Legal Services for Immigrants Experiencing Domestic Violence	Department of Human Services	State	5/15/2013 - 6/30/2014	\$200,000.00	Kenwyn Kaahaaina	808-586-5706	KKaahaaina@dhs.hawaii.gov
DHS - DV Neighbor Island	Legal Services in Domestic Violence Shelters	Department of Human Services	State	5/15/2013 - 6/30/2014	\$100,000.00	Kenwyn Kaahaaina	808-586-5706	KKaahaaina@dhs.hawaii.gov
DHS - GA-SSI	Social Security Advocacy Project Services	Department of Human Services	State	2/14/2010 - 6/30/2014	\$1,500,000.00	Sandy Morishige	808-586-5729	smorishige@dhs.hawaii.gov
Foreclosure Assistance Program		Hawaii Department of the Attorney General	State	10/1/2012 - 9/30/2013 (2 additional years)	\$3,000,000.00 (over course of 3 years with 4 partner agencies)	David Louie	808-586-1180	
Grant-In-Aid	State	Judiciary	State	7/1/2013 - 6/30/2014	\$400,000.00	Karen Takahashi		
HUD - Fair Housing Enforcement Program	Fair Housing Enforcement Program	Department of Housing and Urban Development	Federal	12/1/2011 - 11/30/2015	\$325,000 (per year for 3 years)	Vicki A. Gums	(415) 489-6534	vicki.a.gums@hud.gov
HUD - Homeless Assistance Program	Continuum of Care	Department of Housing and Urban Development	Federal	10/1/2013 - 9/30/2014	\$63,594.00	Rebecca Borja	808-522-8180 x265	Rebecca.C.Borja@hud.gov
Indigent Legal Assistance Fund	ILAF	Hawaii Justice Foundation	Judiciary	7/1/2013 - 6/30/2014	\$572,900.00	Karen Takahashi	808-539-4896	
IOLTA	IOLTA	Hawaii Justice Foundation	Foundation	1/1/2014 - 12/31/2014	\$5,000.00	Bob LeClair	808-537-3886	hjff@hawaii.rr.com
Legal Assistance for Victims	Legal Assistance to Victims	Office of Violence Against Women	Federal	10/1/2010 - 9/30/2015	\$500,000.00 (Legal Aid share \$315,518) for three years	Neelam Patel	202.353.4338	Neelam.J.Patel@usdoj.gov
Legal Services - HI-1	HI-1	Legal Services Corporation	Federal	1/1/2014 - 12/31/2014	\$1,188,471	John Meyer	202-295-1505	meyerj@lsc.gov
Legal Services - NH-1	Native Hawaiian	Legal Services Corporation	Federal	1/1/2013 - 12/31/2013	\$224,642	John Meyer	202-295-1505	meyerj@lsc.gov
Low Income Tax Assistance Program	Low-Income Taxpayer Clinic	Internal Revenue Service	Federal	1/1/2014 - 12/31/2014	\$68,000.00	Jan Alexander	503-415-7025	Jan.Alexander@irs.gov
OCS Child and Family	Legal Advocacy, Outreach, & Referral Services to Protect the Rights of Children & Their Families	Office of Community Services	State	8/23/2013 - 6/30/2014	\$282,000.00	Denise M. Pierson	808-586-8675	Denise.M.Pierson@hawaii.gov
SOH - STOP VAWA	Victim Services for Adult Female Victims of Domestic Violence	Department of the Attorney General	State	05/1/2012 - 04/30/2013 ext to 9/30/13	\$84,780.00	Helena Manzano	808-586-1164	Helena.Y.Manzano@hawaii.gov
SOH - STOP VAWA	Outreach to, Legal Services for and Training about Immigrant Victims	Department of the Attorney General	State	10/1/2012-6/30/2013, ext to 3/31/14	\$90,511.00	Helena Manzano	808-586-1164	Helena.Y.Manzano@hawaii.gov

Legal Aid Society of Hawaii
Grants and Contracts

Grant Title	Sub-Grant Title	Administering Agency	Funding Source	Current Period	Grant Amount	Contact	Telephone	E-Mail
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Oahu

AUW - Combined Federal Campaign		Aloha United Way	Foundation	2013	varies	Norm Baker	808-543-2202	norm@auw.org
AUW - Donor Choice		Aloha United Way	Foundation	2013	varies	Norm Baker	808-543-2202	norm@auw.org
AUW - Emergency and Crisis Services	Impact Funding	Aloha United Way	Foundation	1/1/2014-12/31/2014	\$23,430.00	Norm Baker	808-543-2201	norm@auw.org
Catholic Charities	MOA	Catholic Charities	Nonprofit	10/1/2013 - 9/30/2014	\$19,500.00	Rona Fukumoto	808-527-4765	rfukumoto@catholiccharitieshawaii.org
County GIA- Homeless	Homeless Civil Legal Services Project	Department of Community Services, City and County of Honolulu	City and County of Honolulu	7/15/2013 - 6/30/2014	\$41,947.00	Leinaala Nakamura	808-768-5788	lnakamura@honolulu.gov
Hawaii Health Connector		Hawaii Health Connector	Federal	7/1/2013 - 6/30/2014	\$100,000.00	Ānela McAfee-Torco	808-445-1502	anela@hawaiihealthconnector.com
JUD - GAL	Guardian ad Litem/Legal Counsel Services	Judiciary	Judiciary	07/01/2013 - 06/30/2015	\$410,700 (per year)	Sandra Kato	808-539-4429	Sandie.H.Kato@courts.state.hi.us
Teamsters Legal Services Project		Hawaii Teamsters & Allied Workers Local 996	Contract	ongoing	Fee for Service	Lisa Otsuka	808-672-2010	Lisa.Otsuka@brmsonline.com
U.S. Veterans Initiative	MOA	U.S. Veterans Initiative	Contract	10/1/2013 - 9/30/2014	\$20,000.00	Lisa Mantooth	808-672-2987	lmantooth@usvetsinc.org
Victims of Human Trafficking		Office of Community Services	State	5/9/2013 - 5/9/2015	\$39,375.00	Denise M. Pierson	586-8675	Denise.M.Pierson@hawaii.gov

Maui

GAL and Legal Counsel Services, Maui	Guardian ad Litem/Legal Counsel Services	Judiciary	Judiciary	7/1/2011 - 6/30/2013 (poss. 2 more year renewal)	Fee for Service	Kim Cuadro	808-244-2779	Kim.S.Cuadro@courts.state.hi.us
Holistic Legal Services for Maui County's Most Vulnerable		Department of Housing and Human Concerns	County	7/1/2012 - 6/30/2013 (plus 1 more year)	\$75,000.00	Sue Fukushima	808-270-7178	sue.fukushima@co.maui.hi.us
Title III and Kupuna Care Home and Community Based Services		Maui County Office of Aging	State	10/1/2011 - 6/30/2013 (ext. another year to 6/2014)	\$57,200.00	Norma Circle	808-270-7774	norma.circle@co.maui.hi.us

Kauai

Kauai Island United Way		Kauai Island United Way	Foundation	2014	\$7,360.00			
Kauai Title III		Kauai County Office of Aging	State	9/30/2013 - 9/30/2014	\$98,760.00	Hope Stern		
HCF		Hawaii Community Foundation	Private	12/8/2010-12/7/2011ext. 6/7/2012	\$25,000.00			

Big Island

GAL and Legal Counsel Services, Big Island	Guardian ad Litem/Legal Counsel Services	Judiciary, Circuit Court of the Third Circuit	Judiciary	7/1/2013 - 6/30/2014	Fee for Service	Christin Kefford, Program Specialist	961-7624	christine.m.kefford@courts.state.hi.us
Grants-In-Aid, Hawaii County Nonprofit Grant	State	Hawaii County	State	7/1/2013 - 6/30/2014	\$15,000.00			
Hawaii Island United Way		Aloha United Way	Foundation	7/1/2013-6/30/2014	\$5,000.00	Darla DeVille	935-6393	
Title III-E, Big Island	The Hawaii County Senior Citizen Program (SCP)	Hawaii County Office of Aging	County	10/1/2013 - 9/30/2014	\$72,500.00	Vicki Belluomini	808-961-8597	vicki.hcoa@hawaiiantel.net

Attachment “C”

Legal Aid Office Locations

Legal Aid's Office Locations Statewide

HONOLULU

924 Bethel Street
Honolulu HI 96813
PH: 536-4302
FAX: 527-8088

LEEWARD

85-670 Farrington Hwy
Waianae HI 96792-2354
PH: 696-6322
FAX: 696-5809

WINDWARD

45-773 Kamehameha Hwy, Unit 2
Kaneohe HI 96744
PH: 235-5343
FAX: 235-5292

HAWAII IMMIGRANT JUSTICE CENTER at LEGAL AID (HIJC)

245 N. Kukui Street, Suite 104
Honolulu, HI 96817
PH: 536-8826
FAX: 537-4644

HILO

305 Wailuku Drive
Hilo HI 96720-2488
PH: 961-2851
FAX: 969-3983

KONA

75-5656 Kuakini Hwy, Ste. 202
Kailua-Kona HI 96740
PH: 329-3910
FAX: 334-9650

KAUAI

3016 Umi St., Ste. 208
Lihue HI 96766
PH: 245-4728
FAX: 246-8824

MAUI

24 N. Church St., Ste. 401
Wailuku HI 96793
PH: 244-3731
FAX: 244-5856

LANAI

730 Lanai Ave #129
Lanai City HI 96763
PH: 565-6089
FAX: 565-6089

MOLOKAI

40 Ala Malama Ave
Kaunakakai HI 96748-0427
PH: 553-3251
FAX: 553-5809

Attachment “D”

Staff Resumes

RUSS S. AWAKUNI

EDUCATION:

1990 - 1993

Loyola Law School: Los Angeles, California

- Juris-Doctor
- Recipient, Faculty Minority Scholarship (1992-93)
- Member, Asian Pacific American Law Student Association

1986 - 1990

University of Hawaii at Manoa: Honolulu, Hawaii

- College of Business Administration
- Bachelor of Business Administration (Finance)
- Senator, Associated Students of the University of Hawaii (1988-90)

WORK EXPERIENCE:

Jun.2008 – Present

Legal Aid Society of Hawaii, Leeward office

- Managing Attorney/Staff Attorney
Represent low income individuals in matters regarding summary possession defense, foreclosure defense, public housing/section 8 administrative hearings, home equity theft claims, divorce, and other family court matters. As of April 2009, supervise staff, manage branch office, and minor grant mgt.

Jul.2005 – Jun.2008

Emblazon Hawaii

- Chairman & CEO
Manage a wholesale/retail business in Honolulu that specialized in products and apparel designs that change color in sunlight. Closed its retail operation at Ward Warehouse and Maui.

Feb.2004 - Jul.2005

Oliver, Lau, Lawhn, Ogawa & Nakamura

- Associate Attorney
Litigation practice with an emphasis on collection and commercial litigation matters representing lending institutions, associations of apartment owners, and property management companies.

Jan.2002 - Jan.2003

Honolulu City Council, Council Member Jon C. Yoshimura

- Senior Advisor
Supervise staff and advise the Council member regarding constituent requests and inquiries, legislation formation, and community relations.

Mar.2000 - Jan.2004

The Law Office of Russ S. Awakuni

- Collection Attorney
Collection practice with an emphasis on assumpsit collection, foreclosure and bankruptcy matters representing lending institutions and property management companies.

Jul.1997 - Feb.2000

Tam, O'Connor, Henderson, Taira & Yamauchi

- Associate Attorney
Litigation practice with an emphasis on collection, foreclosure and bankruptcy matters representing lending institutions and union trust funds. Assisted partners on other litigation matters.

Sep.1996 - Jul.1997

Dwyer Imanaka Schraff Kudo Meyer & Fujimoto

- Associate Attorney
Commercial litigation practice with an emphasis on bankruptcy and foreclosure representing financial creditors. Assisted partners on arbitration, construction, contract, and securities tasks.

Aug.1994 - Sep.1996

Department of the Prosecuting Attorney

- Deputy Prosecuting Attorney
Individually tried scores of criminal and traffic bench trials in the District and Family Courts of the First Circuit and twelve felony and misdemeanor jury trials in the First Circuit Courts.

Dec.1993 - Aug.1994

First Circuit Court, Twelfth and Nineteenth Divisions

- Law Clerk, Criminal Motions
Drafted judicial determinations, decisions, letters, and memoranda, recommended action on matters taken under advisement and reviewed in-camera, and advised the Court on motions to be heard.

SERVICE:

Vice-Chair, Nuuanu/Punchbowl Neighborhood Board, C&C of Hon. (2003 - 2005)

Resume of CALLEEN J. CHING

DATES: January 2010 – present

TITLE: Co-Managing Attorney

DUTIES Supervise Immigration and Public Benefits units, represent abused immigrants in immigration and immigration related civil issues, conduct community education and training on abused immigrant issues, collaborate with other community agencies to improve services to abused immigrants

Hawaii Immigrant Justice Center (formerly Na-Loio), P. O. Box 3950, Honolulu, Hawaii 96812

DATES: April 2001 – December 2009

TITLE: Senior Attorney; Projects Director

DUTIES: Represent abused immigrants in immigration and related civil legal issues; conduct community education and training on abused immigrant issues; advocate for public policy reform for abused immigrants; collaborate with other community agencies to improve services to abused immigrants; manage abused immigrant projects and supervise staff; perform fundraising activities

OTHER LEGAL EXPERIENCE:

Corporation Counsel, City & County
of Honolulu
AmeriCorps Students &
Advocates for Victims of
Domestic Violence, Volunteer
Legal Services

Hawaii Civil Rights Commission
Disability Rights Project
Legal Aid Society of Hawaii
Legal Aid Society of Hawaii
Family Court
Senate Judiciary Committee
Hawaii Legislature

Deputy Corporation Counsel
Personnel Division
Program Director, Supervising Attorney

Enforcement Attorney
Supervising Attorney

Supervising Attorney; Managing Attorney
Per Diem Judge
Chief Attorney

Other Legal and Community Activities

Co-editor, Our Right, Our Lives,
Hawaii Women Lawyers 2001

RESUME FOR BOW MUN CHIN

LEGAL EXPERIENCE

Staff Attorney
Hawaii Immigrant Justice Center (“HIJC”) at LASH
(Formerly HIJC; Na Loio-IRPILC)
10/2007 – Present

Attorney (Self-Employed)
Bow Mun Chin, AAL
07/2006 – present (To complete pre-HIJC cases)

Staff Attorney (Emergency Hire)
Na Loio-Immigrant Rights and Public Interest Legal Center
10/2006 – 02/2007

Adjunct Professor for Immigration Law
William S. Richardson School of Law
2001 - Present

Associate Attorney
Law Offices of Alan W.C. Ma
2005 - 2005

Attorney (Partner)
Hawaii Immigrant Lawyers
2000 - 2005

Associate Attorney
Law Offices of Benjamin V. Chen
1999 - 2000

Staff Attorney
Na Loio-Immigrant Rights and Public Interest Legal Center
1989 – 1999

Associate Attorney
Law Offices of David W. Lo
1988 - 1989

Attorney
Self-employed
June 1987 - October 1987

Law Clerk
Lee Henderson Chipchase & Wong
January 1987 - May 1987

LICENSES

Hawaii State Bar Association - October 1986
Attorney No.: 4208-0

LEGAL EDUCATION

William S. Richardson School of Law
Juris Doctor - May 1986

Updated March 4, 2010

NICOLE C. FORELLI



Admitted: Hawaii State Bar, California State Bar and Commonwealth of the Northern Mariana Islands Bar

EXPERIENCE

- | | |
|--|--|
| June 2004-present | <p>Managing Attorney
Legal Aid Society of Hawaii
Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none">▪ Manage-Maui-County offices (Maui, Molokai and Lanai)▪ Supervise staff attorneys and paralegal▪ Write and monitor grants and oversee budget▪ Represent clients in various matters, including family law, public benefits, housing law, consumer law and elder law▪ Provide Guardian Ad Litem (GAL) and Parent Counsel services in Child Protective Service (CPS) cases▪ Work with community service providers to help clients▪ Conduct trainings and outreach to the community and other service providers |
| Mar. 2003-June 2004
Mar. 2002-Mar. 2003 | <p>Supervising Attorney
Staff Attorney
Domestic Violence Clearinghouse and Legal Hotline
Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none">▪ Supervised staff attorney, paralegal and legal secretary▪ Represented victims of domestic violence in family law matters (divorce, paternity and restraining order hearings)▪ Handled hotline calls from victims of domestic violence▪ Educated police officers/community on issues of domestic violence |
| Nov. 2000-March 2002 | <p>Deputy Prosecuting Attorney
Department of the Prosecuting Attorney
County of Maui
Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none">▪ Prosecuted domestic violence and juvenile case▪ Trained police officers on investigation of domestic violence cases |
| Oct. 1993-Nov. 2000 | <p>Assistant Attorney General, Criminal Division
Office of the Attorney General
Saipan, Commonwealth of the Northern Mariana Islands</p> <ul style="list-style-type: none">▪ Prosecuted felonies and misdemeanors, focusing primarily on domestic violence and child abuse/neglect (vertical prosecution)▪ Member of the Family Violence Task Force (FVTF)▪ Member of the Multi-Disciplinary Response Team (MDRT)▪ Trained police officers on investigation of domestic violence cases▪ Handled appeals to the CNMI Supreme Court and Ninth Circuit Court of Appeals▪ Testified before the Legislature regarding legality of proposed legislation |

- Oct. 1992-Oct. 1993 Assistant Attorney General, Civil Division
Office of the Attorney General
Saipan, Commonwealth of the Northern Mariana Islands
- Served as legal counsel for numerous government agencies, including the Division of Youth Services, the Commonwealth Health Center, the Department of Public Safety, the Board of Parole, the Office of Personnel Management and the Coastal Resources Management Office
 - Wrote legal opinions
- Oct. 1990-Sept. 1992
Oct. 1988-Oct. 1989 Attorney (Environmental Group)
Pillsbury, Madison & Sutro
San Francisco, California
- Advised clients on all aspects of compliance with local, state and federal environmental laws
 - Created environmental compliance manuals for clients
 - Assisted in environmental litigation and conducted audits
- Oct. 1989-Oct. 1990 Staff Attorney
United States Court of Appeals for the Ninth Circuit
San Francisco, California
- Researched criminal motions filed by prisoners
 - Presented recommendations on motions to panel of judges
 - Wrote memorandums of disposition for the Court
- June 1987-Sept. 1987 Summer Associate
Sonnenschein Carlin Nath & Rosenthal
Chicago, Illinois
- Legal research, writing and document production
- Aug. 1986-Mar. 1987 Law Clerk
Tanick and Heins
Minneapolis, Minnesota
- Legal research and brief writing for small civil litigation firm

EDUCATION

- Law School: University of Minnesota, J.D., Cum Laude, 1988
Minneapolis, Minnesota
Honors: Dean's List
Activities: Managing Director of ABA Moot Court, Moot Court Board, Legal Writing Instructor, International Law Society, Minnesota Justice Foundation
- Institute on International and Comparative Law, Summer 1986
Paris, France
International Law Classes
- Undergraduate: University of Minnesota, B.A. 1985
Minneapolis, Minnesota
Majors: Journalism and French Literature
Honors: Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor Society
- Universite de Haute Bretagne, 1984
Rennes, France
French Classes

Valerie J. Grab

EDUCATION

UCLA School of Law, Los Angeles, California

J.D., May 2003

Enrolled in Program in Public Interest Law and Policy

Journals: *Women's Law Journal*, Articles Editor

Activities: Moot Court Honors Program, Member

El Centro Legal, Board Member, Treasurer

El Centro Legal, Special Education Clinic, Founder/Supervisor

El Centro Legal, Juvenile Hall Advocacy Clinic, Supervisor

El Centro Legal, Landlord/Tenant Clinic, Volunteer

Program in Public Interest Law and Policy, Admissions Committee Member

Awards: Volunteer of the Year, Public Counsel Law Center's Children's Rights Project

Reed College, Portland, Oregon

B.A., History, May 1997

EXPERIENCE

Legal Aid Society of Hawaii, Hilo, Hawaii.

February 2011 –Present

Staff Attorney

Provide legal services to indigent clients in matters involving domestic violence, child custody, visitation, child support, public benefits and housing. Responsible for drafting pleadings and motions, participating in settlement negotiations, and once admitted to the State Bar of Hawaii, will regularly appear in court on status hearings, motions hearings and trials. Review applications for legal assistance and provide legal counsel and advice. Conduct legal clinics for *pro se* litigants with respect to divorce and child custody matters.

Legal Aid Society of the District of Columbia, Washington, D.C.

February 2007 –September 2010

Senior Staff Attorney, Family Law Unit

Provided representation to indigent clients in all phases of litigation involving domestic violence, child custody, visitation and child support matters. Such representation included preparing initial filings, participating in mediation sessions and other alternative dispute resolution meetings, drafting motions and pleadings, and regularly appearing before the family court on status hearings, motions hearings and trials. Conducted weekly intake sessions for low-income persons in need of legal advice and representation. Collaborated with other Legal Aid staff in regards to policy and court reform efforts. Represented Legal Aid in numerous case handlers and family court reform committees, including a Council for Court Excellence committee charged with developing and implementing standards for attorneys assigned to minors as Guardians *ad litem* in domestic relations proceedings. Supervised junior attorneys and law clerks as well as deferred and loaned associates.

Superior Court of California, County of Los Angeles, Los Angeles, California

April 2005 – February 2007

Research Attorney, Juvenile Division

Researched and wrote memoranda regarding a variety of juvenile law issues as requested by dependency and delinquency judicial officers. Analyzed, made recommendations and prepared orders for petitions filed with the Presiding Judge of the Juvenile Court. These included research petitions, media requests and petitions for juvenile case file disclosures. Compiled case summaries and developed legislative updates on current juvenile law. Contributed to the Juvenile Court newsletter "Partners." Organized MCLE trainings for Juvenile Court attorneys. Trained and supervised judicial externs. Administered the Los Angeles Juvenile Court Special Education Referral process. Such administration included reviewing special education referrals from delinquency and dependency attorneys, referring to and placing cases with special education panel attorneys and monitoring and tracking case progress. Participated in numerous Juvenile Court committees, including, but not limited to: Education Committee, Visitation Committee, Resource Guidelines Work Groups

(Dependency and Delinquency), Grief and Mourning Committee, and the Coordinating Health Services Committee. Drafted Juvenile Court protocols and policies.

Public Counsel Law Center, Los Angeles, California

August 2003 – April 2005

Staff Attorney, Homelessness-Prevention Law Project

Represented and advocated for individuals, youths and families who were homeless or who were at risk of homelessness with respect to their mental health, health care, housing, educational and public benefits needs. Supervised attorneys, law students and graduate students in Public Counsel's emergency food and shelter advocacy project, a legal advocacy program wherein volunteers assist public benefit recipients in multiple offices of the Los Angeles County Department of Social Services ("DPSS"). Crafted policy affecting the homeless and other impoverished populations through participation in dialogue with DPSS officials and collaboration with community service providers and governmental entities. Directed walk-in legal clinics for homeless, runaway and at-risk youth at community-based youth services organizations. Participated in legal clinics for youth detained in juvenile hall. Conducted legal education workshops for homeless youth case management staff. Directed legal clinics for homeless families residing in homeless shelters.

National Center for Youth Law, Oakland, California

June 2002 – August 2002

Summer Law Clerk

Provided legal support to a team of attorneys engaged in impact litigation on behalf of indigent youth and children in foster care. Researched and wrote memoranda on a variety of substantive issues, including issues regarding social security benefits afforded foster care children with disabilities, minor consent health program access for impoverished minors with mental health needs, and confidentiality standards required of foster care parents.

Lozano Smith, Los Angeles, California

April 2002 – June 2002

Summer Law Clerk

Researched and wrote memoranda on a variety of education issues. Drafted opening statements and briefs for school district employee termination hearings. Prepared and organized supporting documentation, drafted timelines, prepared witnesses and witness examinations, wrote memoranda evaluating viability of claims and recommending courses of action for special education cases.

Edmund D. Edelman Children's Court, Monterey Park, California

January 2002 – April 2002

Chambers of the Honorable Judge Nash, Presiding Judge of the Juvenile Court

Judicial Extern

Researched and wrote memoranda regarding a variety of issues, including appropriate tort tolling standards pursuant to the *Crystal B.* decision and confidentiality standards governing release of a dependent minor's health records. Reviewed delinquency and dependency case files, drafted brief memoranda, and discussed relevant issues with research attorneys.

University of California, Los Angeles, Los Angeles, California

August 2001 – December 2001

Educational Justice Research Assistant (for Professor Gary Blasi)

Evaluated models of school accountability with respect to district and state provision of equal educational opportunities.

Public Counsel Law Center, Los Angeles, California

October 2000 - August 2001

Intern / Summer Law Clerk, Children's Rights Project

Researched variety of legal issues, including issues regarding special education rights, sibling visitation, school zero-tolerance policies and foster care tort policy. Conducted fact investigation for pending cases, communicated with clients, and advocated for special education students and youths detained in juvenile hall.

Long Beach Unified School District, Long Beach, California

September 1997 - June 2000

Bilingual Teacher

Facilitated and managed self-contained third-grade bilingual classroom; developed curriculum; assessed student progress.

Teacher Coach

Assisted and mentored new teachers in curriculum implementation and classroom management.

SPECIALIZED TRAINING

Mediator Training
Ku'ihaki Mediation Center
Training Period – 1 day
November 2010

Representing Parents in Interstate Child Custody Cases
Training Period – 1 day
April 2010

National Institute for Trial Advocacy
Training Period – 7 days
June 2008

Representing Survivors of Domestic Violence in Civil Protection Order Cases
Training Period – 2 days
April 2007

Washington Council of Lawyers Advocacy Training
Training Period – 4 days
May 2007

Beyond the Bench
Training Period – 2 days
Attended seminars focusing on providing services for and
representing children in abuse/neglect and delinquency
proceedings.
October 2006

Representing Children with Fetal Alcohol Syndrome
Training Period – 1 day
July 2005

COMMITTEES AND ORGANIZATIONS

Council for Court Excellence, Children in the Courts, *Member*
Washington, D.C.
January 2009 – September 2011

Family Law Case Handlers, *Member*
Washington, D.C.
April 2009 – September 2011

Juvenile Court Committees, *Member*
Los Angeles, CA
Education Committee
Visitation Committee
Resource Guidelines Work Groups (Dependency and Delinquency)
Grief and Mourning Committee
Coordinating Health Services Committee
April 2005 – February 2007

PROFESSIONAL AFFILIATIONS

State Bar of California, Member
Admitted April 2004

District of Columbia Bar, Member
Admitted July 2007

LANGUAGE

Conversant in Spanish

SHEILA P. LIPPOT

The Legal Aid Society of Hawaii, Honolulu, Hawaii March 2008 – present

Supervising Attorney, Housing Unit: assist low-income tenants to achieve housing justice. Provide a variety of services to include legal representation, advocacy, outreach, self-help and community participation. Services include: prevent eviction from public housing through administrative hearings and judicial appeals; prevent eviction from private housing through the judicial and mediation process; seek money damages for tenants who have encountered illegal lockouts and illegal utility shut offs; assist clients attain and keep Section 8 benefits. Provide other services as requested by LASH. Supervise three attorneys in Housing Unit. Provide legal services to the LASH Fair Housing Enforcement Program to include administrative hearings, Chapter 91 appeals and civil suits.

Mediation Center of Hawaii, Honolulu, Hawaii March 2005 – June 2008

Mediating various forms of disputes: landlord/tenant, consumer/merchant, divorce/custody/child support, civil rights, temporary restraining orders and Small Claims Court. Facilitator in mediation training. Mediation Center uses facilitative mediation which focuses on the parties themselves working out an agreement. This is a volunteer position.

Honolulu Art Academy: Sept. 2006 – June 2007

Trained to become a docent. Led Nativity tours at Christmas. This is a volunteer position.

Office of the Public Defender: Honolulu Hawaii. February 2001 – April 2005

Public Defender I, II and III: Managed large case load with full service defense work. Assigned to various departments. In the Appeal Section I wrote briefs after analyzing trial transcripts for possible issues. These included, in part, rules of evidence, search and seizure, and jury instructions. Also did civil commitment hearings, probation and parole/parole violation hearings. Practiced in Family Court Division (both juvenile and criminal), District Court, DUI Court, Traffic Court and Felonies. The work included defendant interviews, locating and interviewing witnesses, visiting the crime scene, taking photographs and other investigation needed for my cases. Main focus was preparing and trying cases.

Whiteman Air Force Base Thrift Shop: Warrensburg MO. June 1998 – August 2000

Recruited, supervised and trained 30 volunteer and 2 employees, wrote policies and procedures, solicited donations, wrote monthly report and newsletter. Volunteer position.

American Red Cross: Kansas City MO. January 1999 – August 2000

Evaluated programs receiving United Way funds. Visited the facilities, questioned the leaders and made recommendations for improvement. Volunteer position

South Bay Literacy Society: Torrance CA. September 1991 – June 1998

Tutored private students and trained volunteers in the Laubach Method for teaching reading to adults. Volunteer position.

Office of the Public Defender: Honolulu, Hawaii October 1986 – June 1990

EDUCATION:

Radford high School, Honolulu, Hawaii

University of Hawaii at Manoa, Bachelor of Science with Distinction

William S. Richards School of Law, University of Hawaii at Manoa

TRAINING

Hawaii State Bar Association sponsored Landlord-Tenant Code Training October 2008

Fair Housing School, Fundamentals of Fair Housing, November 2008

National Housing Law Project Conference and Training, December 2008

MAKIA MINERBI

EDUCATION

JD, University of Hawaii, William S. Richardson School of Law, 2008

- Writer, University of Hawaii Law Review
- Certificate, Environmental Law Program

MA, Italian, Middlebury College, 2002

- Study abroad, Università di Firenze, Florence, Italy, 2001-2002

BA, Spanish (with Distinction), University of Hawaii at Manoa, 2000

- Study abroad, Universidad de Sevilla, Seville, Spain, 1998
- Honors: Phi Beta Kappa, Golden Key International, and Sigma Delta Pi (National Collegiate Hispanic)
- Scholarships: Tuition-Waiver, 2000; Associated Students University of Hawaii Scholarship, 2000

PROFESSIONAL EXPERIENCE

Staff Attorney, Legal Aid Society of Hawai'i, Honolulu, HI, September 2009 – **Present**

- Advised and represented clients, researched legal and factual issues, drafted memoranda and court documents.

Law Clerk, Honorable Michael Wilson, Circuit Court, State of Hawai'i, Honolulu, HI, August 2008 – August 2009

- Researched legal issues, drafted memoranda, orders, and letters, briefed Judge Wilson on cases, served as bailiff, scheduled hearings, and served as intermediary between the court and attorneys and the public.

Summer Clerk and Extern, Earthjustice, Honolulu, HI, June 2007 – Dec 2007

- Researched legal issues regarding water law and standards of review, researched water needs of clients and crops, drafted memoranda, interviewed clients, and drafted witness declarations.

Extern, Honorable Richard Clifton, US Court of Appeals for the Ninth Circuit, Honolulu, HI, Jan 2007 – May 2007

- Analyzed trial court records, analyzed legal issues relating to immigration and criminal appeals, drafted bench memoranda, and discussed cases with Judge Clifton and law clerks.

Research Assistant, Debi Tulang-De Silva, Esq., Hawaii State Judiciary, Honolulu, HI, June 2006 – May 2007

- Drafted memoranda, researched statutes and case law, attended Supreme Court committee meetings, and compiled materials in the Office on Equality and Access to the Courts.

TEACHING EXPERIENCE

Lecturer, Department of Lang. Lit. & Ling. University of Hawaii at Manoa, HI, Aug. 2002 – Dec. 2003

- Developed curriculum and taught introductory Italian classes at the undergraduate level. Advised Italian club.

Lecturer, Department of Continuing Education, Kapi'olani Community College, HI, Feb 2000 – Dec 2006

- Developed curriculum and taught introductory Italian classes and introductory Spanish class.

Lecturer, Kaimuki School for Adults, HI, Oct 2000 – Dec 2002

- Developed curriculum and taught introductory Italian classes.

TRANSLATING AND INTERPRETING

Honorary Italian Consulate, Honolulu, HI, Jan. 2003 – Dec. 2003

- Interpreted and translated for the Consul and Foreign Nationals; drafted legal documents in Italian

Rezents & Crowley, LLP, Honolulu, HI, Dec. 2004

- Interpreted Italian for witness in the Family Court, Second Circuit

Ethnomathematics Digital Library, Honolulu, HI, Aug. 2004

- Translated scholarly articles from Italian to English and created synopses for online publication.

Lynch Ichida Thompson & Kim, Honolulu, HI, Oct. 1999

- Translated legal and consular documents from Italian to English.

LANGUAGE SKILLS

Italian: "Near-native" fluency in comprehension, speaking, reading, and writing

Spanish: "Advanced" fluency in comprehension, speaking, reading, and writing

SERVICE

Board Member, secretary, treasurer, Advocates for Public Interest Law, Honolulu, HI, Sept. 2006 – Present

Robert D. Palin

Education

- 1973** Juris Doctorate
University of Cincinnati, Cincinnati, OH
1970 Bachelor of Science, psychology
University of Pittsburgh, Pittsburgh, PA

Professional

- 1988** Admitted to the Hawaii State Bar Association
1976 Passed the Hawaii State Bar examination
1973 Admitted to the Ohio State Bar Association

Experience

2004-present Legal Aid Society of Hawaii, Honolulu Hawaii

Managing attorney for brief services unit.

Duties include: supervising a staff of approximately 6 paralegals and attorneys. The brief services unit is responsible for making phone calls or writing on behalf of the client, teaching the client how to fill out and file his/her own legal papers, interpretation of legal documents and any other services that would help a client negotiate the legal system without full representation.

1999-present Legal Aid Society of Hawaii, Honolulu, Hawaii

Managing attorney for intake unit.

Duties consist of: supervising a staff of approximately 20 attorneys and paralegals that determine if applicants are eligible for service, evaluate the applicant's legal situation and give immediate counsel and advice. Additional responsibilities include compliance with rules and regulations of the Legal Services Corporation, the largest source of funding to the Legal Aid Society of Hawaii.

1996-1999 Legal Aid Society of Hawaii, Honolulu, Hawaii

Contract attorney for intake unit

1988-1998 Down Under, Honolulu, Hawaii

Owner of specialty retail shop

1986-1988 Surf Line Hawaii, Ltd. Honolulu, Hawaii

Vice President of Sales and Marketing

1981-1985 McInerny, Honolulu, Hawaii

Merchandise manager for men's division of chain of clothing stores.

1975-1981

Liberty House Hawaii, Honolulu, Hawaii

Buyer of men's sportswear for 42 stores.

1973-1975

Belmont County, Ohio

Public Defender, concurrent with private practice in probate and real estate law, with J.C. Heinlein, Jr.

DANIEL E. POLLARD

EXPERIENCE

July 2012 to the present

Co Managing Attorney, Legal Aid Society of Hawaii

- Guardian ad Litem Unit head
- Family Unit head
- Co-Manage Honolulu Office

February 2001 to July 2012

Staff Attorney, Legal-Aid Society of Hawaii

- Guardian Ad Litem unit head.
- Divorce, Paternity, Adoption, Guardianship, Child Support.

August 2000 to the present

Adjunct Faculty Member for Chaminade University, Criminal Justice Program

November 1996 to February 2001

Deputy Prosecuting Attorney, City and County of Honolulu

EDUCATION

1993-1996 *Seattle University Law School* Tacoma, WA

- Juris Doctor.
- 3rd Year at the University of Hawaii Richardson School of Law

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

1985-1990 *University of New Mexico* Albuquerque, NM

- Dean's List.
- Athletic/Academic Honor Roll

1980-1985 *Punahou School* Honolulu, HI

INTERESTS

Surfing, Fishing, Boating, Biking, Organic Gardening, Family Activities

STACIA MARIE SILVA

EDUCATION:

William S. Richardson School of Law, University of Hawaii at Manoa

Honolulu, Hawaii

J.D. May 1996

- Law Alumni/Friends Golf Tournament Scholarship Award

University of Hawaii at Manoa, Honolulu, Hawaii

B.A. in English, May 1993

- Golden Key Honor Society
- College of Arts and Sciences Dean's List
- Phi Eta Sigma Freshman Honor Society

WORK EXPERIENCE:

Legal Aid Society of Hawaii, Kaneohe, Hawaii

Managing Attorney

November 2006-Present

Practice family, public benefits, housing, and consumer law; advocate for children in foster care as a guardian ad litem, including advocacy for special education services for those children; supervise staff attorneys, paralegals, law clerks, and other personnel; daily management of a small legal office.

Legal Aid Society of Hawaii, Honolulu, Hawaii

Staff Attorney/Unit Head

January 1997 – October 2006

Practice Social Security disability law; supervise paralegals, law clerks and other personnel with regard to Social Security disability cases; manage all aspects of Advocacy Project.

Hawaii Lawyers Care, Honolulu, Hawaii

Clinic Volunteer

January 1996 – December 1996

Taught underprivileged clients how to prepare and file pro se divorce actions; advised individual clients regarding a variety of legal problems.

Legal Aid Society of Hawaii – Windward Branch, Kahaluu, Hawaii

Law Clerk

January 1995 – January 1996

Drafted memoranda, motions and conducted legal research; represented clients at Social Security disability and unemployment compensation administrative hearings (winning all cases); handled family, welfare, housing and consumer cases.

Office of Consumer Protection, State of Hawaii, Honolulu, Hawaii

Law Clerk

Summer, 1994

Drafted memoranda, motions and conducted legal research; organized an informational pamphlet and display educating consumers regarding deceptive trade practices by jewelry merchants.

Hawaii Review, University of Hawaii at Manoa, Honolulu, Hawaii

Managing Editor

May 1992 – May 1993

Handled journal subscriptions; managed journal distribution; organized literary readings; Answered incoming correspondence.

Office of the Attorney General, State of Hawaii, Honolulu, Hawaii

Executive Intern Summer 1992

Drafted a handbook for Commerce and Economic Development Division; conducted research for antitrust legislation addressing improper practices of the local petroleum industry.

ORGANIZATIONS & COMMUNITY SERVICE:

Advocates for Public Interest Law. *Board of Directors* 1995-1996, 2004 – 2006

Apil is the primary organization at the William S. Richardson School of Law devoted to the advancement of public interest law. The Board is the main governing body.

Hui Po`okela Mortar Board Honor Society, *Executive Board.* 1992 - 1993

Participated in various community service projects; organized annual alumni banquet.

Joanna Elizabeth Sokolow

BAR ADMISSION: STATE OF HAWAII

EDUCATION

Georgetown University Law Center, Washington, D.C.

J.D., May 2006

Georgetown Juvenile Justice Clinic, 2005-2006

University of Wisconsin–Madison, Madison, WI

B.A., August 1999

Double Major, International Relations & French

Honors: Honors in French Major

Distinction, School of Letters & Science

Trewartha Research Grant for senior honors thesis on Challenges to Democracy in Algeria

WORK EXPERIENCE

Legal Aid Society of Hawaii, Kailua Kona, HI

Managing Attorney, Oct. 2008-present

- Supervise staff., Manage office operations
- Ensure compliance with Legal Services Corporation and Legal Aid Society of Hawaii policy.
- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law

Staff Attorney, Oct. 2007-2008, *Americorps Attorney*, Oct. 2006-2007

- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law
- Work closely with other social service agencies to ensure a continuum of services for our clients
- Act as court-appointed Guardian Ad Litem for children in abuse/neglect or delinquency cases

Georgetown Juvenile Justice Clinic, Washington, D.C.

Student Attorney, 2005-2006

- Represent juvenile clients in delinquency cases in D.C. Superior Court
- Investigate cases, conduct probable cause hearings, prepare and defend motions, advocate at trial and disposition
- Liaise with providers to obtain variety of social services for clients including mental and physical health, mentoring, tutoring, and drug education
- Advocate in educational context for school placement and special education services; represent students at school hearings

Georgetown University Law Center, Washington, D.C.

Editorial Assistant, 2000–2006

- Research and prepare memoranda on international law subjects
- Edit manuscripts for Professor John H. Jackson and for *Journal of International Economic Law*
- Prepare student materials for courses in international law

Justice Policy Institute, Juvenile Death Penalty Project, Washington, D.C.

Legal Intern, Summer 2003

- Prepared legal memoranda on international law surrounding juvenile death penalty

- Researched scholarship and commentary on trial of sniper suspect John Lee Malvo and its potential implications on issue of juvenile death penalty
- Developed press packet about juvenile death penalty

VOLUNTEER AND OTHER EXPERIENCE

State Licensed Foster Parent, Hawai'i
August 2008-present

YMCA Teen Court, Kailua Kona, HI
Judge, 2006-present

- Preside over cases diverted from Family Court for first-time offenders. Teens are sentenced by other teens for offenses such as runaways, trancies, curfew violations, shoplifting, theft, criminal property, vandalism, certain drug violations.

Maya Angelou Public Charter School, Washington, D.C.
Tutor, 2003-2005

- Tutored at-risk high school students in all subjects

St. Francis Xavier Elementary School, Washington, D.C.
Tutor, 2001–2003

- Tutored at-risk elementary school children in all subjects

The Camp Heartland Project, Milwaukee, WI
Volunteer, 1994–1999

- Coordinated student fund-raising and awareness activities for summer camp for children with HIV or AIDS
- Designed publicity materials
- Recruited private and corporate donors

Russell Feingold Senate Campaign, Madison, WI
Intern, Fall 1998

- Coordinated University campus events
- Recruited student volunteers
- Promoted voter registration
- Traveled across state answering constituent questions about Senator Feingold's platform

Ryker Jonathan Wada

EDUCATION

University of California, Hastings College of the Law, San Francisco, CA

Juris Doctor, 2000

University of Washington, Seattle, WA

Bachelor of Arts, Political Science Major, History Minor 1997

MEMBERSHIP

Hawaii State Bar Association

EXPERIENCE

Legal Aid Society of Hawaii, Honolulu, HI

Consumer Unit Head, Staff Attorney, Housing Counselor, Fair Housing consultant - March 2003 – Present

Evaluated cases and counseled individuals regarding predatory lending. Evaluated potential defenses to and counseled clients regarding foreclosures. Drafted testimony regarding predatory lending for the Hawaii State Legislature. Provide counseling and advice to home-seekers and housing providers regarding their rights and responsibilities under fair housing laws. Represented individuals and families in the areas of chapter 7 bankruptcy, debt collection defense, credit reporting violations, auto sales and other consumer issues.

Supervised attorneys and paralegals in Consumer Unit. Interview all potential complainants. Draft and assist in filing complaints. Counsel victims of housing discrimination. Conduct Education and Outreach related to predatory lending, Section 8 Homeownership Voucher Program and the Fair Housing Enforcement Program.

Department of Commerce and Consumer Affairs, Honolulu, HI

Legislative Specialist, Business Registration Division, September 2001 – July 2002

Researched and drafted Decision and Orders for the Commissioner of Securities. Drafted Hawaii Rules and Regulations amendments after examining current Rules. Drafted legislation for the 2002 Legislative Session. Organized training manual for Securities Enforcement Branch of Department. Edited Business Registration Website.

Wong Oshima, Attorneys at Law, Honolulu HI

Law Clerk, 2001

Researched, analyzed and drafted memoranda of law regarding issues of insurance defense and workers compensation under the Hawaii Revised Statutes, Hawaii Administrative Rules and the Labor Appeals board decisions. Assisted Partners in preparing for trials, and depositions.

House of Representatives, Honolulu, HI

Staff Attorney, Consumer Protection and Commerce Committee, Legislative Session 2001

Conducted research on, and evaluated state statutes. Prepared and drafted agreements, legislation and legal briefs. Coordinated legislative research. Drafted floor speeches, interviewed lobbyists and assisted in the preparation for the legislative session.

INTERESTS

Surfing, Music, Auto Mechanics, University of Washington Athletics

JANET KELLY

LEGAL EXPERIENCE

PROJECT MANAGING ATTORNEY

STAFF ATTORNEY

CONTRACT ATTORNEY

Legal Aid Society of Hawaii

07/01 - current

Duties Include: Managing a federal grant to provide holistic legal service to individuals and families experiencing homelessness; writing renewal grant and annual progress reports; supervising staff attorney and public benefits advocate; advising clients of their legal rights and responsibilities; conducting legal research and examination of legal data; drafting legal documents and correspondence.

LAW CLERK

Bruce Gould, Attorney At Law

2/99 - 03/01

Duties Included: Researching and summarizing various trends in federal and state laws. Areas of research included intellectual property, contracts, federal constitutional law, state and federal crimes, securities fraud, and class action proceedings.

CORPORATE LEGAL COUNSEL

Loveland Academy, LLC

11/99 - 10/00

Duties included: Advising the corporation of legal rights, obligations, and privileges; conducting extensive legal research and examination of legal data; assisting in the development, drafting and implementation of corporate policies and procedures; overseeing employee relations and affairs including the administration of employee rights & benefits, investigation of misconduct, and implementation of disciplinary action; managing Quality Assurance programs; collection of overdue accounts receivables; assisting in the development of new corporate programs; maintaining clear lines of communication between staff, management, clients, state agencies, federal agencies, and other public and private institutions; and drafting legal documents and correspondence.

LAW CLERK

Office of the Attorney General, State of Hawaii

06/98 - 08/98

Duties included: Researching case law and legislative histories on Native Hawaiian Water and Land Rights; completing practice manuals; standardization of Land Board submittals; attending hearings, pre-trial motions, and arbitration hearings; organizing files and handling other administrative tasks.

NON-LEGAL EXPERIENCE

SENIOR SERVICE AGENT

COURIER

HAZARDOUS MATERIAL SPECIALIST

Federal Express Corporation

09/89 - 11/90 & 01/92 - 07/96

Duties included: Serving as interim customer services manager; training and supervising new service agents; extensive customer contact; application of DOT and IATA Regulation for hazardous goods transport; processing non-hazardous packages for transport; timely pickup and delivery of shipments.

EDUCATION

Juris Doctor	Seattle University School of Law	05/1999
Bachelors of Arts in Business Administration	Chaminade University	12/1989
High School Diploma	La Pietra Hawaii School for Girls	05/1984

COMPUTER SKILLS

WESTLAW, Lexis-Nexis, Microsoft Office, Legal Trac, CDLaw, Intranet, & Internet.

COMMUNITY ACTIVITIES

World Turtle Trust Board Member, Legal Aid Society of Hawaii, Washington State Unemployment Law Project.

REFERENCES

Available Upon Request.

EDUCATION

Seattle University School of Law, Seattle, WA

Juris Doctor, May 2004

Co-President - Hispanic Organization for Legal Advancement (HOLA)

San Francisco State University, San Francisco, CA

BA in Political Science, June 1999

Dean's List

LICENSES

Washington State Bar Association, Admitted November 2004

Hawaii State Bar Association, Admitted October 2007

EXPERIENCE

Legal Aid Society of Hawaii, Lihue, HI

Managing Attorney January 2014 – Present

Staff Attorney, December 2006 – December 2013

Represent low income clients in civil legal issues and in claims for public benefits with a focus on claims for Social Security benefits based on disability (SSI and SSDI). Interview clients, assess case for merits; make requests for medical records or other necessary documents, prepare for administrative hearings, represent clients at administrative hearings. Represent client with various disabilities including mental disabilities, bodily injuries, hepatitis C, and lupus, among others. Successfully completed approximately 50 claims for disability benefits, of those 15 were favorably decided at the administrative hearing level. Also represent clients in family law cases such as custody, visitation, paternity, restraining orders, also represent parents in child protective proceedings and children as a Guardian Ad Litem. Conduct Custody and Visitation Clinics which teach parents process of filing for a preparing for custody claims as a pro se plaintiff.

Greater Bakersfield Legal Assistance, Bakersfield, CA

Attorney, Domestic Violence Unit, August 2005 – December 2006

Represented rural and immigrant victims of domestic violence as a Registered Legal Services Attorney. Represented clients in obtaining domestic violence restraining orders, also represented clients in ancillary issues, such as immigration, child custody and visitation, and dissolution of marriage. Managed a high volume of cases, supervised unit support staff, trained volunteers and interns, conducted weekly meetings and prepared bi-annual reports.

King County Housing Justice Project, Kent, WA

Volunteer Attorney, April 2005 – July 2005

Assist low income tenants facing eviction or other housing matters with legal counsel and advice, assist clients in filling out court forms, and negotiating with landlord attorneys.

R.A. Peterson Law Clinic, Seattle, WA

Immigration Clinic Intern, Spring 2004

Represented an undocumented victim of domestic violence in Violence Against Women Act (VAWA) petition. Under supervision, conducted interviews with the client, drafted the client's declaration and attorney cover-letter in support of the client's petition. Collected witness declarations, compiled and organized case exhibits.

Rule 9 Legal Intern, Youth Advocacy Clinic, Fall 2003

Represented a juvenile accused of committing a criminal offense. Under supervision conducted interviews with the juvenile and other witnesses to gather information in preparation for trial. Determined case theory and trial strategy. Researched and drafted legal memorandum, client letters, and file status reports. Also represented the parents of a juvenile with special education needs. Participated in an Individual Education Plan meeting on behalf of the parents. Researched special education issues such as the application of the Individuals with Disabilities Act and Attention Deficit Disorder.

Trainings

Public Benefits Overview Training, January 2007 and January 2008

Examining Vocational Experts in Social Security Hearing Training, January 2009

SSI/SSDI Outreach, Access and Recovery (SOAR) Training, January 2007

Desiree Hikida

Education **University of Hawaii**, William S. Richardson School of Law
Juris Doctor, May 2002

Activities: Admissions Committee 2001-2002
Hispanic Moot Court Team 2001 and 2002
Student Bar Association, Vice President 2000-2001
Ete Bowl 1999
American Bar Association—Law Student Division
Volunteer Legal Services of Hawaii

Brigham-Young University, Provo, Utah
Bachelors of Science, Business Management, June 1996

License Hawaii State Bar Association, 2002

Experience **Legal Aid Society of Hawaii** **2006-Present**
Staff Attorney

- Represent clients in Family Court of the First Circuit regarding divorce, paternity, adoption, guardianship and TROs, and child custody
- Guardian Ad Litem for children in foster care
- Represent clients in State District Court for housing and consumer law issues
- Assist pro-se clients in drafting orders at Family Court

Chee & Markham **2006**
Associate Attorney

- Practiced general civil litigation including insurance defense, personal injury, debt collection and landlord-tenant cases
- Represented clients in State District Court and Federal Court

Legal Aid Society of Hawaii, Windward Office **2004-2006**
Attorney, Co-Unit Head

- Represented clients in State Circuit Court regarding divorce, paternity, guardianship, adoption, TROs, child support, and custody
- Represented clients in State District Court regarding landlord/tenant disputes; Section 8 hearings; public housing evictions
- Guardian Ad Litem for children in foster care
- Co-Unit head of the Legal Aid Society of Hawaii, Windward Office
- Set up and managed Legal Aid Society's Waimanalo satellite office

William S. Richardson School of Law **2002-2003**
Public Relations, Alumni Relations and Development

- Managed public relations and assisted with development
- Maintained and organized alumni relations
- Wrote press releases, flyers, mailers, and correspondences

Attachment “E”

Job Descriptions

Job Title: Executive Director

Department: Administration
Reports to: Board of Directors

1. General Responsibilities

The Executive Director will act as the chief executive of the Corporation and will be appointed by and be accountable to the Board of Directors, Legal Aid Society of Hawaii. The Executive Director will be specifically responsible for ensuring the economical and effective delivery of legal services and the maintenance of the highest quality of services and professional standards.

2. Duties

- a. Supervision and direction of the day-to-day affairs of the Corporation.
- b. Hiring and firing of all staff attorneys and all personnel consistent with the personnel procedures to be established by the Board of Directors. Responsible for coordinating evaluation of all employees
- c. Responsibility for the efficient management of the local offices, divisions and other components of the Corporation. This responsibility includes, but is not limited to, coordination of staff work product, training, fundraising, technical assistance, fiscal management, including but not limited to the cash receipt log unless otherwise delegated, compliance with applicable regulations of funding sources, and expansion of services, program budget and resource allocations.
- d. Responsible for maintenance of data and issuance of authorizations to payroll to effect changes to payroll.
- e. Oversees management and accounting for fiscal matters including: approval of all purchases over \$100.00; bank statements, bank reconciliation and general journal entries. These duties may be delegated when in writing.
- f. Perform and coordinate Private Bar Attorney Involvement work and assignments as appropriate.

3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.

Executive Director (cont'd.)

- b. Admitted to the practice of law in the State of Hawaii or willingness to take the next bar examination.
 - c. At least two years of experience as a managing attorney or director of a legal services program or similar experience.
4. Salary
- Commensurate with experience and approval of the Board of Directors

Director

Department: Grants Management, Training and Special Projects, Technology
Reports to: Executive Director

- I. General Responsibilities. A Director is responsible for an area of administrative function for the organization and participates as a member of the Corporation's management team.
- II. Duties. Each Director is responsible for a key area of administrative function for the organization. These functions include, but are not limited to grant oversight, technology, and training.
 - A. Director of Grants Management:
 1. Have primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations;
 2. Have implementation and reporting responsibility for statewide grants in area of responsibility
 3. Participate actively in overall program management and assist in charting program direction;
 4. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
 5. Attend monthly management team meetings;
 6. Participate in management retreats.
 - 7.
 - B. Director of Training and Special Projects:
 1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted by staff in geographic area of responsibility, including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
 2. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups;
 3. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility.
 4. Participate actively in overall program management and assist in charting program direction;
 5. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
 6. Attend monthly management team meetings;
 7. Participate in management retreats.
 - C. Director of Technology:
 1. Participate actively in overall program management and assist in charting program direction;
 2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
 3. Attend monthly management team meetings;
 4. Participate in management retreats.
 - 5.

- D. Accepts additional management responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when the Executive Directors deem it necessary.

III. Specifications

- A. Have a college degree or other equivalent experience.
- B. Have specialized skills related to job responsibilities.
- C. Demonstrate attitudes and behavior which benefit the Corporation, such as:
 - 1. Initiative, organization, cooperation, and creativity;
 - 2. Able to think strategically and create a vision for the area of administrative responsibility;
 - 3. Leadership and setting good examples for other staff to follow;
 - 4. Sensitivity to resource limitations;
 - 5. Ability to work with low-income and disadvantaged populations;
 - 6. Strong written and oral communication skills;
 - 7. Demonstrates maturity and is able to troubleshoot and resolve problems.
- D. Have management experience.
- E. Understands demographics, politics and culture of geographic area of services provided by the Corporation;
- F. Have access to an automobile or other means of transportation.

- IV. Salary. Based upon the Corporation salary schedule with an additional annual Managing Attorney stipend of \$4,000.

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Managing Attorney**

Date:

FLSA Status: **Exempt**

Reports to: **Executive Director**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

Job Summary

A Managing Attorney renders civil legal services to eligible persons and groups as well as provides supervision for staff and projects. This supervision includes: direction and manpower for projects, ensuring compliance with organization policies, implementing program changes, and overseeing day to day office or unit operations. A Managing Attorney also participates as a member of the Corporation's management team, providing input on operations when requested.

Essential Functions

The Corporation recognizes that each geographic area assigned to a Managing Attorney is unique. Demographics as well as staff size will require different levels of responsibility. It is expected that Managing Attorneys with less responsibility in particular areas will take on more responsibility and leadership in statewide efforts, including, but not limited to the development of litigation skills, administrative hearing skills, and self-help services.

A. Legal Practice:

1. Carry a caseload and conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Has general knowledge in all areas of law with specialty in at least one field of law within the Corporation priorities.
3. Participate with other staff in conducting complex litigation and appeals when opportunities exist;
4. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems;
5. Acquire and disseminate to Corporation staff specialized knowledge in at least one field of poverty law. Delivery of such specialized knowledge should include leading a substantive law task force in the specialized field, as well as preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

B. Staff Supervision:

1. Supervise the legal work of attorneys and paralegals in geographic area of responsibility to ensure high quality and effective representation of clients in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and

- procedures;
2. Routinely hold office case conferences to discuss existing and emerging legal issues;
 3. Ensures staff participation in statewide training opportunities and routine subject matter case conferences;
 4. Review and recommend substantive law training for staff as necessary for skill development;
 5. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, to set skill development goals and discuss working relationships;
 6. Meet regularly with attorneys and paralegals to provide feedback on performance and assistance in achieving development goals;
 7. Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing.
- C. Grant Management:
1. Have primary responsibility for developing, writing, management and reporting of locally-based or subject matter grants, including, but not limited to grants from local counties and foundations;
 2. Have implementation and reporting responsibility for statewide grants in area of responsibility.
- D. Community Outreach:
1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups;
 2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility.
- E. Administrative Compliance:
1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted by staff in geographic area of responsibility, including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
 2. Review closed cases to ensure compliance with LSC regulations and Corporation policies;
 3. Ensure timely submission of timesheets and reimbursement requests.
- F. Office Fiscal Management:
1. Primary responsibility for management of client trust fund;
 2. Ensure timely transfer of funds received to Honolulu office or for deposit;
 3. Approval of reimbursement requests for staff;
 4. Approval of office expenditures.
- G. Office Management:
1. Ensure upkeep and maintenance of physical office;
 2. Maintain primary conduct with landlord, if rented space, on any problems that arise with notification to Executive Director.
- H. Corporation Program Management:
1. Participate actively in overall program management and assist in charting program direction;
 2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;

3. Attend monthly management team meetings;
4. Participate in management retreats.

I. Regular attendance is required for the position

Other Functions

- A. Accepts additional litigation and management responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when the Executive Directors deem it necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which benefit the Corporation, such as:
 1. Initiative, organization, cooperation, and creativity;
 2. Leadership and setting good examples for other staff to follow;
 3. Sensitivity to resource limitations;
 4. Ability to work with low-income and disadvantaged populations;
 5. Strong written and oral communication skills;
 6. Demonstrates maturity and ability to troubleshoot and resolve problems.
- B. Have specialized experience in at least one area of law in which Legal Aid practices and a basic understanding of all of the areas of law in which Legal Aid practices or a willingness to develop this experience.
- C. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- D. Must be able to type, have good knowledge of computers, including Microsoft Office.
- E. Must be people-oriented and able to work well with others.
- F. Must be prompt and dependable.
- G. Must project a professional demeanor.

Education, Training and/or Experience

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Management and/or supervisory experience.
- D. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

Mental Demands

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.

- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X				X X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X			X	X

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions			X		
13. Training and/or giving written instructions			X		
14. Receiving verbal instructions			X		
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials

normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary schedule with an additional annual Managing Attorney stipend of \$4,000.

Additional Information

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid’s needs.

DRAFT

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Staff Attorney**

Date:

FLSA Status: **Exempt**

Reports to: **Managing Attorney**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

Job Summary

A Staff Attorney renders civil legal services to eligible persons and groups as a Generalist or Specialist.

Essential Functions

The Corporation recognizes that a Staff Attorney will be assigned to cover a variety of areas of law depending on his/her location. Staff Attorneys in branch offices are expected to practice as Generalists, having knowledge in all areas of law. Staff Attorneys in the Honolulu Office shall be divided into two categories, Generalists and Specialists. Generalists will be assigned to a practice area and will handle all cases in that practice area as assigned by the Managing Attorney. Specialists will be expected to develop specialized knowledge in one area of law, but will also be expected to handle all cases in that practice area as assigned by the Managing Attorney.

A. Legal Practice:

1. Carry a caseload and conduct competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Participate with other staff in conducting complex litigation and appeals when opportunities exist;
3. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems;
4. Practice areas and responsibilities will depend on whether the Staff Attorney is assigned as Generalist or Specialist:
 - a) Generalists shall have knowledge in all areas of law practiced by the Corporation;
 - b) Specialist shall have general knowledge in all areas of law within their practice area, but will also be specialist in at least one field of law within the Corporation priorities. Specialist will also be expected to assist their Managing Attorney with the acquisition and distribution to Corporation staff specialized knowledge in their area of specialty. Delivery of such specialized knowledge should include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

B. Staff Supervision:

1. Assist Managing Attorney with the supervision of the legal work of paralegals to ensure high quality and effective representation of clients in accordance with all applicable laws,

including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures;

C. Community Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.

D. Administrative Compliance:

1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted including, but not limited to—semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
2. Timely cases to ensure compliance with LSC regulations and Corporation policies;
3. Timely submit timesheets and reimbursement requests.
4. Timely respond to request for information required for grant reporting.

E. Office Fiscal Management:

1. Have understanding of client trust fund and process required for deposits and recordkeeping;
2. Assist Managing Attorney with fiscal management upon request.

F. Regular attendance is required for the position

Other Functions

- A. Accepts additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which benefit the Corporation, such as:
1. Initiative, organization, cooperation, and creativity;
 2. Sensitivity to resource limitations;
 3. Ability to work with low-income and disadvantaged populations;
 4. Strong written and oral communication skills;
 5. Demonstrates maturity and is able to troubleshoot and resolve problems.
- B. Specialist should have experience in the area of law in which they would like to specialize in or at least a basic understanding of the area and a willingness to learn.
- C. Generalist should have a basic understanding of all of the areas of law in which they will practice or a willingness to develop this experience.
- D. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- E. Must be able to type, have good knowledge of computers, including Microsoft Office.
- F. Must be people-oriented and able to work well with others.

- G. Must be prompt and dependable.
- H. Must project a professional demeanor.

Education, Training and/or Experience

- A. Graduate of an ABA Accredited law school.
- B. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- C. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

Mental Demands

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X				X X

12. Carrying:					
• Less than 25 lbs.	X			X	
• 25-50 lbs.					
• More than 50 lbs.					X

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions				X	
13. Training and/or giving written instructions				X	
14. Receiving verbal instructions			X		

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
15. Receiving written instructions			X		
16. Reading	X				
17. Visiting and/or working at other work sites		X			

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary schedule.

Additional Information

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid's needs.

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Paralegal**

Date:

FLSA Status: **Non-Exempt**

Reports to: **Managing Attorney**

Department: Honolulu: Intake/Center for Equal Justice; Honolulu: Family/GAL, Honolulu: Consumer/Housing, Honolulu: Immigration/Public Benefits, Leeward, Kauai, Maui County, Kona, and Hilo

Job Summary

A Paralegal renders civil legal services to eligible persons and groups as a Generalist or Specialist.

Essential Functions

The Corporation recognizes that a Paralegal will be assigned to cover a variety of areas of law depending on his/her location. Paralegals will be assigned as either Generalists or Specialists. Generalists will handle all cases in a practice area as assigned by the Managing Attorney. Specialists will be expected to develop specialized knowledge in one area of law, but may also be expected to handle other cases as assigned by the Managing Attorney.

A. Legal Practice:

1. Carry a caseload and conduct competent and effective practice of law under the supervising of the Managing Attorney and in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
2. Practice areas and responsibilities will depend on whether the Paralegal is assigned as Generalist or Specialist:
 - a) Generalists shall have knowledge in different areas of law practiced by the Corporation as assigned by the Managing Attorney;
 - b) Specialist shall have general knowledge in all areas of law within their practice area, but will also be specialist in at least one field of law within the Corporation priorities.

B. Community Outreach:

1. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups as assigned by Managing Attorney;
2. Conduct or cause to be conducted community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.

C. Administrative Compliance:

1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
2. Timely close cases to ensure compliance with LSC regulations and Corporation policies;

3. Timely submit timesheets and reimbursement requests;
4. Timely respond to request for information required for grant reporting.

D. Regular attendance is required for the position

Other Functions

- A. Accepts additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which benefit the Corporation, such-as:-
 1. Initiative, organization, cooperation, and creativity;
 2. Sensitivity to resource limitations;
 3. Ability to work with low-income and disadvantaged populations;
 4. Strong written and oral communication skills;
 5. Demonstrates maturity and is able to troubleshoot and resolve problems.
- B. Specialist should have experience in the area of law in which they would like to specialize in or at least a basic understanding of the area and a willingness to learn.
- C. Generalist should have a basic understanding of all of the areas of law in which they will work or a willingness to develop this experience.
- D. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- E. Must be able to type, have good knowledge of computers, including Microsoft Office.
- F. Must be people-oriented and able to work well with others.
- G. Must be prompt and dependable.
- H. Must project a professional demeanor.

Education, Training and/or Experience

- A. Have a college degree or other equivalent experience.
- B. Familiarity with basic computer programs (Excel, Outlook, Microsoft Word preferred).

Mental Demands

- A. Must be able to coordinate and organize a large volume and wide variety of different operations and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to exercise discretion and independent judgment.
- D. Must be able to perform under stressful conditions.

Physical Demands

Physical Demands	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of the time	Seldom or Never
1. Sitting	X				
2. Climbing				X	
3. Stooping, kneeling, crouching and/or crawling				X	
4. Standing			X		
5. Walking			X		
6. Handling or fingering	X				
7. Eye-hand-foot coordination	X				
8. Use of vision	X				
9. Pushing				X	
10. Pulling: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 			X		X X
11. Lifting: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X				X X
12. Carrying: <ul style="list-style-type: none"> • Less than 25 lbs. • 25-50 lbs. • More than 50 lbs. 	X			X	X

Communication Demands

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
1. Talking (in person) to coworkers	X				
2. Talking (in person) to business associates (outside contractors, government officials, etc.)	X				
3. Talking (in person) to the public (including clients)	X				
4. Talking on the telephone	X				
5. Written communication to coworkers		X			
6. Written communication to business associates (outside contractors, government officials, etc.)		X			

Activity	Over 2/3 of the time	About 2/3 of the time	About 1/3 of the time	Less than 1/3 of time	Seldom or Never
7. Written communication to the public (including clients)		X			
8. Supervising employees or monitoring services provided by outside consultants, vendors and suppliers		X			
9. Responding to written or verbal requests from coworkers	X				
10. Responding to written or verbal requests from business associates (outside contractors, government officials, etc.)		X			
11. Responding to written or verbal requests from the public (including clients)		X			
12. Training and/or giving verbal instructions					X
13. Training and/or giving written instructions					X
14. Receiving verbal instructions		X			
15. Receiving written instructions		X			
16. Reading	X				
17. Visiting and/or working at other work sites			X		

Equipment, Machines, Tool, Vehicles Used

- A. Computer, calculator, typewriter, telephone, copy machine, fax machine, and other office equipment as required.
- B. Have access to an automobile or other means of transportation.

Description of Work Environment

Work is performed primarily indoors, although employees are expected to attend meetings, hearings and other events outside of the office. Employee will be in contact with chemicals and materials normally found in office environments. Employee will be exposed to low to moderate levels of noise.

Salary

Based upon the Corporation salary schedule.

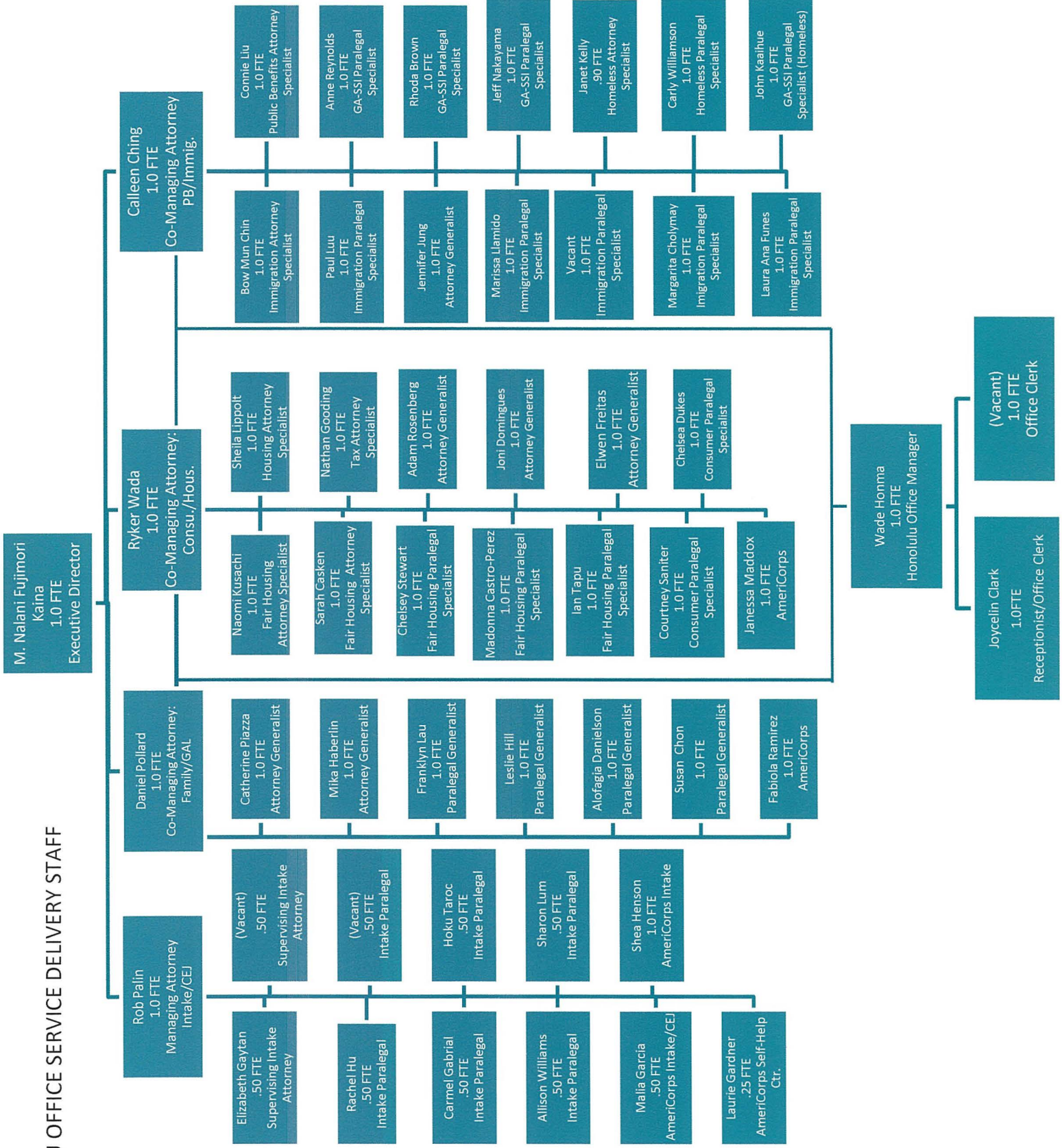
Additional Information

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

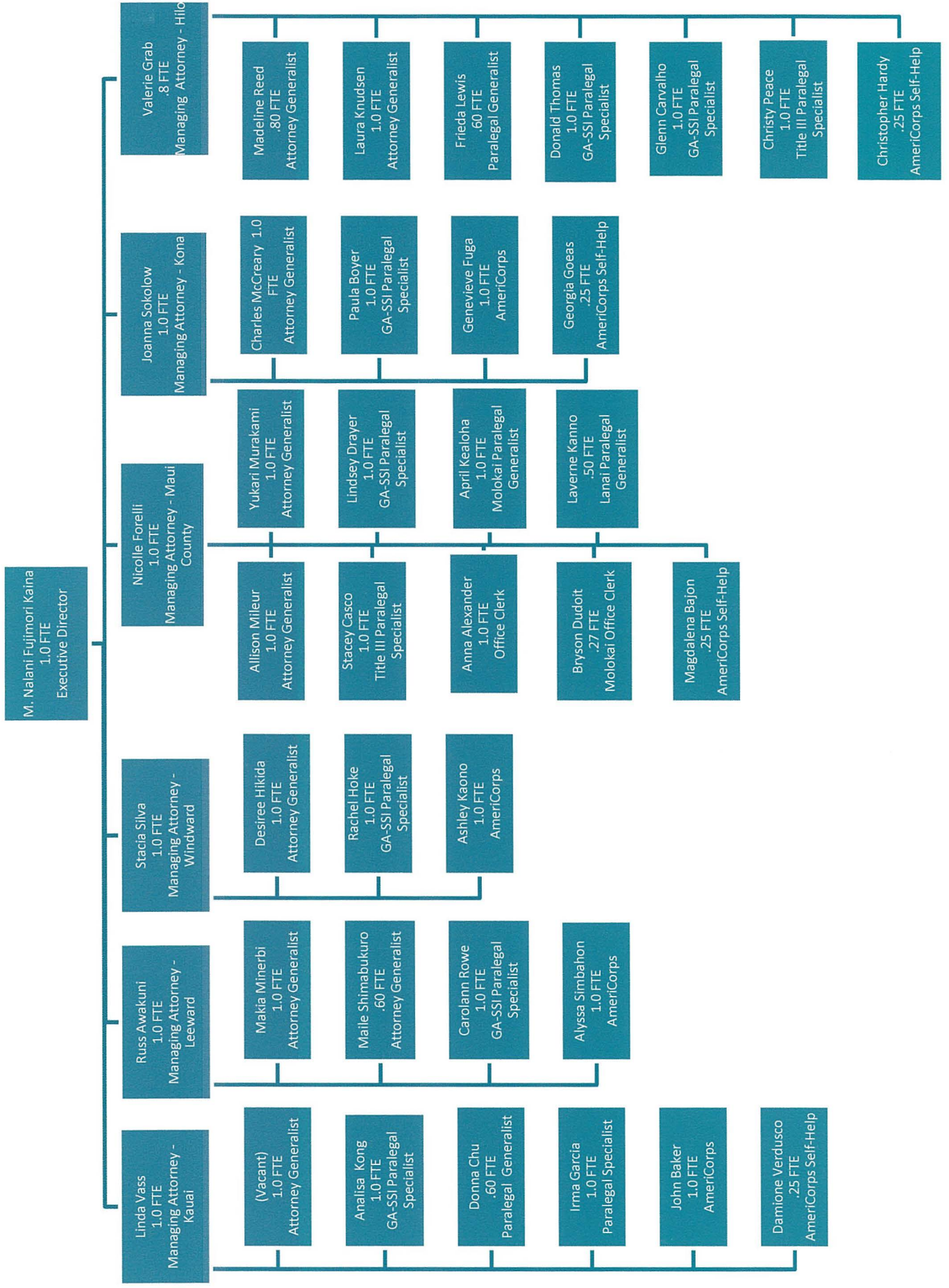
This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Executive Director has the authority to amend this job description to meet Legal Aid’s needs.

Attachment “F”
Organizational Chart

HONOLULU OFFICE SERVICE DELIVERY STAFF



BRANCH OFFICE STAFF



ADMINISTRATION STAFF

