

House District _____
Senate District _____

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

"Recipient" means any organization or person receiving a grant.

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

Dba:

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

Title Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

E-mail nalani.kaina@legalaidhawaii.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
 FOR PROFIT CORPORATION INCORPORATED IN HAWAII
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL
 OTHER

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 2017: \$1,232,496

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 \$2,712,939
FEDERAL \$3,268,311
COUNTY \$429,139
PRIVATE/OTHER \$542,901

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 22, 2016
DATE SIGNED





Telephone: (808) 536-4302 • Fax: (808) 527-8088
Mailing Address: P.O. Box 37375 • Honolulu, Hawaii 96837-0375
924 Bethel Street • Honolulu, Hawaii 96813

Jodi Shin Yamamoto, Esq.
President, Board of Directors

M. Nalani Fujimori Kaina, Esq.
Executive Director

LETTER OF TRANSMITTAL

TO: Senate Committee on Ways and Means
State Capitol Room 207
Honolulu, HI 96813
Attn: GIA

DATE: January 22, 2016

RE: *Grant in Aid FY2017*

Please find enclosed the following:

<u>No. of Copies</u>	<u>Date</u>	<u>Description</u>
1 (one)	N/A	Application for GIA funding, FY 2017

<input type="checkbox"/>	For Your Information/Files	<input type="checkbox"/>	Per our Conversation
<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 Forward to:

REMARKS:

Aloha,

Please find included the Legal Aid Society of Hawaii’s application for Grant-in-Aid funding for fiscal year 2017.

Should you have any questions or concerns, please do not hesitate to contact me.

Thank you



Grants Management Specialist
Legal Aid Society of Hawaii
(808)527-8051
maggie.tran@legalaidhawaii.org



LEGAL AID
SOCIETY OF HAWAI'I



Application for Grants
Fiscal Year 2017

I. BACKGROUND AND SUMMARY

1. Brief description of the applicant's background.

The **Legal Aid Society of Hawaii** (Legal Aid), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 65 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 Hawaii. In January 2010, due to major cuts in funding for legal services, the Hawaii Immigrant Justice Center (“HIJC at Legal Aid”) became a part of Legal Aid, expanding Legal Aid’s practice areas to include immigration legal assistance. The merger has greatly improved Legal Aid’s ability to serve culturally and linguistically isolated populations that require legal interventions and face barriers to accessing the justice system.

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 18,000 requests for services. In FY15, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 8,300 cases, impacting over 16,100 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.

Hawaii’s economically disadvantaged lack the necessary resources and knowledge to gain meaningful access to the civil justice system. The availability to have 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 65 years, Hawaii 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 requests funding for civil legal services through a \$1,232,496 grant from the legislature to maintain these statewide services.¹ Funding under this grant would continue the state's over forty year commitment to funding civil legal services to the poor.²

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 and the expectations of the community that Legal Aid be providing increased services because of this perceived additional funding.

Prior to the merger and the recession, the Hawaii Immigrant Justice Center (formerly known as Na Loio) was a recipient of Grant-in-Aid funding and received \$422,496 in FY2008. However upon its merger, Legal Aid experienced a continued decrease in funding. With the end of several funding sources, HIJC again faces an uncertain future and Legal Aid seeks an increase in Grant-in-Aid to support the needed work of HIJC to serve Hawaii's immigrants which include domestic violence victims, homeless, victims of human trafficking, and ensuring language access.

This Grant-in-Aid request will return state general funding support of general civil legal services to pre-recession levels.

With the support of this grant, Legal Aid can continue to be provide statewide legal assistance, outreach and education, through Legal Aid's ten offices (Oahu – Honolulu,³ 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 7,950 families and individuals whose income was under 200% and positively affect the lives of over 15,400 people. This grant-in-aid will also allow Legal Aid to hire four additional staff attorneys and significantly expand its community outreach efforts through the employment of community

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawaii 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 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 and FY15, \$150,000 was allocated. For FY16, the Legislature allocated \$600,000 to the Judiciary for one year purchase of service contracts for civil legal services. Legal Aid received \$400,000 of this amount for its civil legal services.

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 was provided on a non-recurring basis in the Judiciary's budget for FY16 and while recurring funding as a line item in the Judiciary budget is being sought this legislative session, this grant-in-aid is being submitted to provide options to the legislature for funding.

³ In addition to its main branch at 924 Bethel Street, Legal Aid has an office in Chinatown for the Hawaii Immigrant Justice Center at the Legal Aid Society of Hawaii.

navigators focused on reaching out to those who are culturally and linguistically isolated in the community. This grant-in-aid would provide approximately, 15.92% of Legal Aid's funding which will fund approximately 1321 cases at an average rate of \$933 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**
- **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. 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." Establishing Justice is a citizen's fundamental right to secure prosperity. However we are failing to provide low-income and working poor with an accessible and just legal system. The issue of Access to Justice is a priority of Hawaii's Chief Justice Mark Recktenwald who said, "The number of individuals representing themselves in civil proceedings because they cannot afford an attorney has been increasing. Many self-represented parties struggle with the judicial system because they don't understand the process and what is expected of them."

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](#),⁴ 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.

⁴ http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf.

- 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 15.40% 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 priorities followed by an immediate explanation of the law, and a discussion of the client’s legal options. Approximately, 28.73% 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 Hawaii’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 17.65% according to the 2014 American Community Survey 1 year estimates.

Hawaii Poverty and Low-Income Population

	2007	2014	2014 % Change from 2007
Below 125%	156,321	209,439	33.98%
125-150%	38,499	42,840	11.28%
151-200%	105,378	100,897	-4.25%
Total	300,198	353,176	17.65%

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 15.18% of Hawaii’s population lives below 125% of the federal poverty guidelines. The survey also estimates that more than 25.60% of Hawaii’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 2013 Census and American Community Survey estimates the percentage of population below the poverty level by county:

Percent Below Poverty Level			
County	2006 - 2010	2013	2014
Hawaii	14.40%	19.50%	17.90%
Honolulu	8.80%	9.40%	9.70%
Kauai	8.80%	10.10%	11.90%
Maui	8.90%	9.50%	13.20%

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 2014, emphasizing the continued growth in Legal Aid's client population.

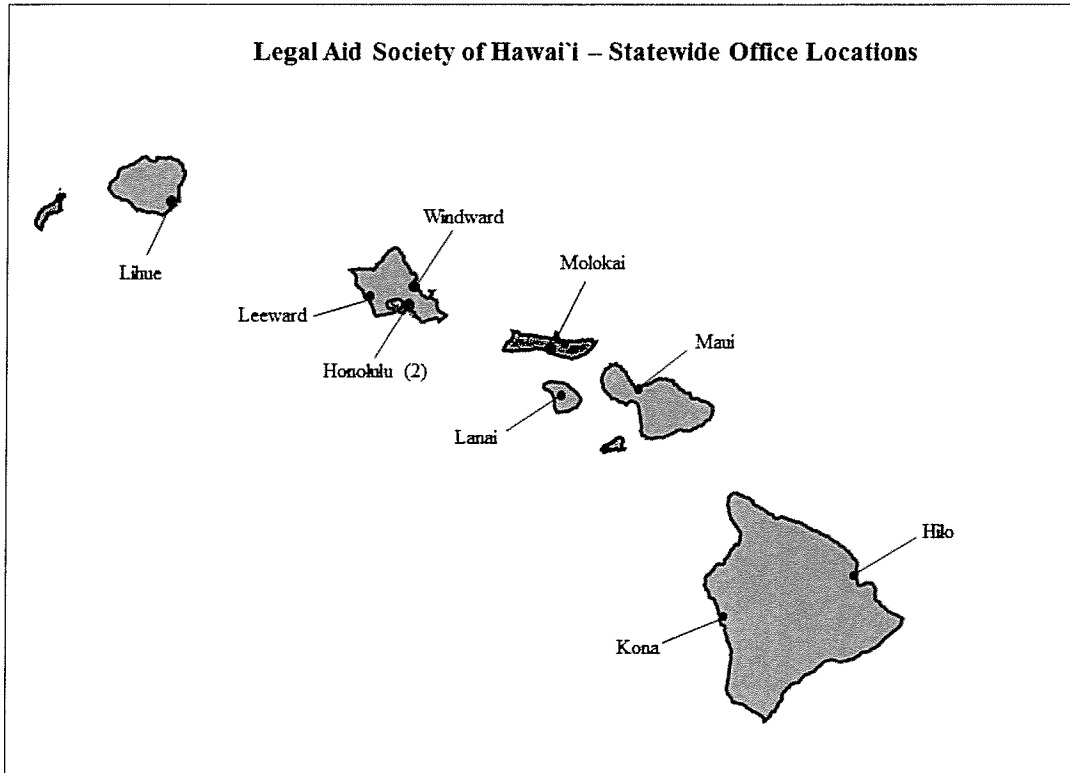
Legal Aid intends to provide civil legal services to those in need of assistance in the areas of housing, family (including protective orders), consumer, public benefit, child welfare, tax, elder, and immigration cases.

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. According to the latest United States Census, immigrants constitute about 18.7% of Hawaii's population compared to the national average of 13%. Further since 1965, each year Hawaii remains the state with the highest rate of immigration nationwide. The Hawaii State Judiciary's 2014 Language Access Plan states Hawaii has one of the highest relative proportions of non-English speakers in the nation. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawaii 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 thirty-five 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 FY15 per office. These values illustrate the continuing demand for services throughout Legal Aid's offices statewide.

	FY 13		FY 14		FY 15	
Honolulu	4672	49.76%	3727	47.99%	4,400	49.57%
Leeward	668	7.11%	474	6.10%	564	6.35%
Windward	659	7.02%	465	5.99%	363	4.09%
Kauai	562	5.99%	676	8.70%	806	9.08%
Maui	868	9.24%	892	11.49%	901	10.15%
Molokai	289	3.08%	231	2.97%	282	3.18%
Lanai	42	0.45%	33	0.42%	50	0.56%
Hilo	934	9.95%	744	9.58%	998	11.24%
Kona	539	5.74%	524	6.75%	512	5.77%

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 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 35% 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 4% 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. Three (%) 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 (formerly known as 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 the work.
- **Protecting consumers (not home related):** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, and unfair or deceptive practices. Of the total number of cases, 4% of Legal Aid's work is in this area.
- **Improving health outcomes:** These include program denials of services or eligibility, terminations or assistance with applying to health insurance programs including federal and private. Three (3%) percent of the work is in this area.
- **Protecting seniors:** These services target individuals who are 60 and older and include assistance with advanced health care directive and simple. Eleven (11%) percent of the work is in this area.
- **Promoting safety:** These include district court restraining orders, powers of attorney and civil rights issues. No cases were served in this area in FY15.
- **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. In FY15, HIJC provided assistance in over 362 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 FY15, Legal Aid assisted more than 529 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 carry out 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.⁵ 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 guideline⁶ or if their assets⁷ 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 Program⁸ 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

⁵ 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.

⁶ For example currently an applicant's monthly income must be under \$3,054 for a household of two, \$4,648 for a household of four, and \$6,241 for a household of six.

⁷ 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.

⁸ 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 \$3,818 for a household of two, \$5,810 for a household of four, and \$7,802 for a household of six.

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 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 FY15, Legal Aid made 2,768 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).⁹ 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 FY15, over 6,672 brochures were distributed by Legal Aid staff to individuals seeking more information about their legal and non-legal issues. All information generated during this intake is documented in a computer "docket."

⁹ Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

- **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. Further in recognition of the gap between demand and supply of legal assistance, Legal Aid continues to develop self-help resources including online interactive court forms and legal information brochures which empower self-represented litigants to learn about their legal issue and utilize resources to decrease barriers and enable people to meaningfully access the justice system.

- **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. In FY15, Legal Aid participated in over 1,214 outreach activities serving all the islands. Some examples include:
 - Community based intake
 - Community fairs
 - Outreach presentations
 - Trainings to Community
 - Cultural events by HIJC cultural and bilingual advocates
 - 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 7,600 families and individuals whose income was under 200% of the federal poverty level and positively affect the lives of over 15,400 people. This grant-in-aid would provide approximately, 15.92% of Legal Aid's funding which will fund approximately 1321 cases at an average rate of \$933 per case.

In FY15, 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	Improving Health Outcomes	Protecting Seniors	Promoting Safety	Assisting culturally and linguistically isolated populations	Miscellaneous	Total
Honolulu	1277	168	782	198	866	224	224	42	0	254	2	4,035
Leeward	277	9	58	0	185	8	2	8	0	0	0	547
Windward	191	16	32	0	99	2	2	7	0	0	1	349
Kauai	348	19	69	3	105	25	11	179	0	4	1	763
Maui	347	49	83	1	110	26	8	235	0	1	0	860
Molokai	59	5	5	0	33	1	3	170	0	0	0	276
Lanai	16	2	3	0	3	1	0	24	0	0	0	49
Hilo	195	11	52	3	388	11	2	229	0	1	0	892
Kona	214	17	56	4	124	7	3	66	0	1	0	492
Total	2,924	296	1,140	209	1,913	305	255	960	0	261	4	8,263

2. Projected Annual Timeline

Legal Aid is fully equipped to provide services without interruption during the next fiscal year from July 1, 2016 to June 30, 2017.

3. Quality Assurance and Evaluation Plans

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 2014, 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 July 2015.

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 July 2015.

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 Jodi Shin Yamamoto.
- 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 quarterly the number of cases opened and number of cases closed during FY16. 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 \$1,232,496.00 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty-eight 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
\$308,124	\$308,124	\$308,124	\$308,124	\$1,232,496

3. Funding Sought for Fiscal Year 2017

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 FY17 from the following sources:

Source	Amount	Period During FY 17
Aloha United Way – Emergency and Crisis Services	\$35,541.00	07/16– 06/17
AmeriCorps, Corporation for National & Community Service	\$36,149.25	07/16– 08/16
Catholic Charities	\$7,500.00	07/16 – 09/16
Department of Housing and Urban Development – Continuum of Care	\$62,155.00	07/16 – 06/17
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$350,00.00	07/16 – 06/17
Department of Human Services - DV Grant	\$110,000.00	07/16 – 06/17
Department of Human Services - Legal Services for Immigrants Experiencing Domestic Violence	\$150,000.00	07/16– 06/17
Department of Human Services - Legal Services in Domestic Violence Shelters	\$100,000.00	07/16– 06/17
Department of Human Services via Cyrca - Social Security Advocacy Project Services	\$450,000.00	07/16 – 06/17
Department of Justice - Legal Assistance to Victims	\$200,000.00	07/15 – 09/15
Department of the Attorney General - STOP Violence Against Women	\$91,613.00	07/16 – 06/17
Foreclosure Assistance Program – Attorney General	\$84,375.00	07/16 – 09/16
Grant in Aid City and County of Honolulu	\$32,633.85	07/16 – 09/16
Hawaii County Office of Aging - Title III and Title IIIIE	\$82,320	07/16 – 06/17
Hawaii Justice Foundation - IOLTA	\$7,500.00	07/16 – 06/17
Judiciary - Guardian ad Litem/Legal Counsel Services	\$531,000.00	07/16 – 06/17

Source	Amount	Period During FY 17
Kauai County Office of Aging - Title III	\$20,208.00	07/16 - 09/16
Legal Services Corporation - General	\$642,334.00	07/15 - 12/15
Legal Services Corporation - Native American	\$117,776.00	07/15 - 12/15
Legal Services Corporation – Technology Grant	\$64,507.00	07/16 – 06/17
Low Income Taxpayer Clinic	\$70,000.00	07/16 – 06/17
Office of Community Services - Child and Family	\$282,000.00	07/16 – 06/17
Office of Community Services – Victims of Human Trafficking	\$25,390.50	07/16 – 06/17
OSHA Susan Harwood Grant	\$20,000.00	07/16 - 09/16
Weinberg Foundation Grant for Hawaii County Senior Legal Services	\$50,000.00	07/16 – 06/17

Legal Aid will also be seeking funding from the following sources for FY17:

Source	Amount	Period During FY 17
AmeriCorps, Corporation for National & Community Service	\$108,447.75	09/16 – 06/17
Catholic Charities	\$72,500.00	07/16 – 06/17
Department of Housing and Human Concerns - Holistic Legal Services for Maui County's Most Vulnerable	\$75,000.00	07/16 – 06/17
Hawaii County Nonprofit Grant	\$15,000.00	07/16 – 06/17
Hawaii Island United Way	\$4,500.00	07/16 – 06/17
Hawaii Justice Foundation - IOLTA	\$7,500.00	01/17 – 06/17
Judiciary - ILAF	\$765,031.00	07/16 – 06/17
Kauai County Office of Aging - Title III	\$60,625.00	10/16 – 06/17
Legal Services Corporation - General	\$642,334.00	01/17 – 06/17

Source	Amount	Period During FY 17
Legal Services Corporation - Native American	\$117,776.00	01/17 – 06/17
Maui County Office of Aging - Title III and Kupuna Care	\$48,200.00	07/16 - 06/17
OSHA Susan Harwood Grant	\$60,000.00	10/16 - 06/17

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. Government contracts receiving

Attachment “B” contains a list of Legal Aid’s federal, state and county government contracts and grants it has been and will be receiving for program funding.

6. Balance of unrestricted current assets as of December 31, 2015

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, 2015. As of June 30, 2015, the balance of Legal Aid’s unrestricted current assets was \$2,470,475.

This unrestricted current assets, includes approximately \$1.2 million in accounts receivable from the state, federal, and local government funders. It also includes approximately \$130,000 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 Hawai’i Immigrant Justice Center in 2010.

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 Hawai’i 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 18,000 requests for services. In FY15, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 8,300 cases, impacting over 16,100 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 49 paralegals and 29 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 6.88 years for non-AmeriCorps staff, an average of 8.1 years for staff attorneys and an average of 10.23 years for Management Team members. 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 FY15, Legal Aid staff assisted in more than 8,300 cases and impacted over 16,100 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 2015:

- Before I came to Legal Aid I was sick, tired, and overwhelmed with the system and people who didn't seem to care. Three months in a shelter was a nightmare and I was ready to end it all. Legal Aid helped me understand the legal process and guide me through complex appeals. They gave me hope in humanity and people caring about justice and decent treatment of the poor, vulnerable, and disenfranchised. Now, I am in my own apartment with income I get from my SSI benefits. Paula and Genevieve (Hilo Legal Aid staff) were both the rare bright spots whose kindness, compassion, and commitment to their job, gave me hope that I could get through it and wasn't alone. They are people who do work they love and believe in.
- Before I came to Legal Aid, I was scared and confused. Legal Aid helped me obtain an order of protection against my ex-husband and helped me getting him ordered to take DV, parenting, and anger management classes. I believe my children will benefit from having

parents who are more effective in their parenting skills. I want people to know that Legal Aid has qualified lawyers who get the job done!

- A client's letter to the Windward Legal Aid office: Some people just shine a little brighter in this world and make life better for everyone around them. That's how you are – your spirit lights the way for the rest of us to follow. Your kind heart and generous soul shows us how a life should be lived. Don't ever forget how important you are and how loved. Thank you.
- Before I can to Legal Aid I was lost and clueless. Our mom passed away, leaving my twin siblings without parents/guardian. As a result of Legal Aid's help I was able to obtain guardianship of my twin brothers (six years old) which was delayed for months because I was at my wits end. Thank you.
- Before I came to Legal Aid I was married but separated. I was left with no money, struggling to pay bills, and doing my best to cope with this loss and help the kids through this loss. I would not have been able to do this without Legal Aid and my amazing advocate. Due to Legal Aid's help I was able to get my divorce, child support will start soon and I know everything was done properly which gives me a huge piece of mind.

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

- "S", a citizen from Central American, entered the United States more than 15 years ago with her two daughters to reunite with her husband. But after they were reunited, the relationship changed. S's husband became very controlling and abused her verbally, emotionally, and physically. He even threatened to kill her. She eventually separated from her abuser and contacted Legal Aid for assistance. Legal Aid assisted S with three legal issues: 1) immigration; 2) family law; and 3) public assistance. Legal Aid informed S that she was eligible to receive public assistance for her U.S. citizen children; she applied for assistance for the children. She then received news which shocked her from the her eligibility worker; he informed S that he denied her children's assistance, and was required to report her to Department of Homeland Security because of her non-immigrant status, stating that she would probably be deported. S frantically called Legal Aid. After we intervened and advocated for her rights, the Administrator issued an apology notice, confirmed they would train the workers on correct policies impacting immigrants, and issued assistance to S's children.
- Mayone shares her story: "Before I came to Legal Aid I was the victim of legal fraud by a law firm that said they could help me navigate the maze of applying for a modification of my mortgage loan. They required payment upfront and I being inexperienced and desperate paid them and at the end of two years I was in a worse position than I was before. Due to Legal Aid's help I was able to get a modification. Not the ideal

modification that we tried for, but one that gives me 24 months to regroup, consider alternatives and look for something better.”

- “John” share his story: “I cry in writing this out... the only people to help me was Legal Aid! I had problems with people believing my heart condition. It was so hard to keep working as a dishwasher, I was so scared – I was afraid of falling from being so tired from work. You gave me hope in order to carry on. Due to Legal Aid’s help, I can make it through hardship. Legal Aid has been an oasis in the desert... people you can trust with your hardships, the make life better.” John was suffering from various medical conditions and needed a pacemaker for his heart. Despite his disabilities he continued to work in order to pay his rent. When the toll of his condition made working impossible, he fell behind on his rent. Legal Aid helped John get the necessary SSDI benefits so he could focus on his health and still have a place to live.

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 Hawaii. 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 Hawaii 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 Hawaii 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 16 years, Legal Aid has received a perfect score on the program evaluation conducted by HUD. Legal Aid is currently received in the second year of a three year grant from HUD to continue to provide Fair Housing education, outreach and representation throughout Hawaii.

Through the **Domestic Violence Legal Services for TANF Recipients grant** from the State of Hawaii, 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 seventeen years, Legal Aid increased its capacity to provide representation to children in need and has provided guardian ad litem services to over 3,300 children on every island in the state. Legal Aid guardian ad litem services are known for their high quality work, effective advocacy and dedication and commitment to representing children in need. Legal Aid guardian ad litem services 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 40 grants from various federal, state, county and private sources on an annual basis.

B. Facilities

Legal Aid maintains a total of ten offices, located in Honolulu,¹⁰ 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.

¹⁰ Legal Aid has two offices in Honolulu, the main branch at 924 Bethel Street and Legal Aid's Hawaii Immigrant Justice Center in Chinatown.

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 FY15, Legal Aid's attorneys and paralegals closed over 8,300 cases and served over 16,100 children, adults and seniors.

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

Office	Attys	Paras	Admin	Clerical	Total FTEs	Cases Closed in FY15	Cases Opened in FY15
Honolulu	15.9	30	8	1.5	55.4	4,129	4,510
Leeward	2.6	2	0	0	4.6	549	673
Windward	1	2	0	0	3	353	399
Kauai	2	3.85	0	0	5.85	779	775
Molokai	0	1	0	0.27	1.27	282	288
Lanai	0	0.5	0	0	0.5	50	46
Maui	3	3.25	0	0	6.25	875	898
Kona	2	2.75	0	0	4.75	505	608
Hilo	2	4.25	0	0	6.25	897	1116
Total	28.5	49.6	8	1.77	87.87	8,419	9,313

In FY08, Legal Aid had 33 attorneys and 4 AmeriCorps attorneys providing direct legal services to clients. In FY16, the number of attorneys has dropped to 25.3. With restored funding from the state, Legal Aid intends to add four staff attorneys in critical areas of need. These areas include, adding three attorneys in the Honolulu Office to provide additional legal services in Family, Housing and Immigration and one attorney in the Hilo Office. Each of these areas is critically understaffed at the current time. An additional staff attorney in each of these areas will enable Legal Aid to better meet the demand of services.

With restored funding, Legal Aid will also invest in expanding its Community Outreach program. Legal Aid will add a Managing Attorney to oversee this statewide project which will include Community Navigators in Hilo, Kona, Kauai and Oahu including Chukese, Marshallese and

Ilocano/Tagalog navigators. This project focuses on providing outreach, education and legal services within the community to access hard to reach populations who need legal assistance.

Cases shall be assigned to attorneys and paralegals according to the caseload guidelines 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 of 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 of 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 fourteen 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 of 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.

Dawn Henry, 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. Henry was a Law Clerk to the Honorable Ronald Ibarra in the Third Circuit Court.

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.

Daniel O'Meara, Managing Attorney of the Asset Protection unit in the Honolulu Office, oversees the provision of civil legal services to clients in the areas of housing, fair housing and consumer. Prior to working at Legal Aid, Mr. O'Meara worked at a private firm litigating in state district court, circuit court, U.S. Bankruptcy Court in the areas of foreclosure defense, consumer protection, bankruptcy and landlord-tenant law.

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.

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".¹¹ 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

¹¹ The job descriptions attached are currently in the process of being revised and finalized.

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 was a finalist for the 2014 Pacific Business News American Savings Bank Business Leader of the Year award, 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 is 1:2.

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 FY15, Legal Aid staff attended family law related trainings including Child Welfare Law Update, Ohana is Forever, and in FY14 attended the Institute on Violence Abuse and Trauma training, Hawaii State Coalition Against Domestic Violence Conference, LEP DV Survivors, Child Sex Trafficking, Hawaii State Bar Association Family Law Update, and NBI Advanced Family Law.
- Legal Aid uses national opportunities to train staff. Each year, an average of 9 to 12 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. In 2015, Hawaii Immigrant Justice Center at Legal Aid worked with several organizations including the Hawaii State Commission on the Status of Women and William S. Richardson School of Law to host Ai Jen Poo, a nationally recognized domestic workers expert. Ms. Jen Poo shared her experiences on a Domestic Workers and Human Trafficking in Hawaii panel.
- Brown bag workshops are offered in the Honolulu Office to continue to educate 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.
- 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 2014, 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, FY16
M. Nalani Fujimori Kaina	Executive Director	\$110,000.00
Calleen Ching	Managing Attorney	\$88,648.00
Nicole Forelli	Managing Attorney	\$76,195.00

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.

C. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

In the future, Legal Aid will remain committed to fulfilling its mission to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice. Legal Aid continues to respond to the changing needs of the community and seeks funding to support innovative delivery service models that are cost effective and to improve efficiency. Legal Aid collaborates with other service providers to increase its impact. Additionally Legal Aid is investing in technology through its websites and development of interactive interviews to empower individuals to access legal information and to complete court documents easily and properly.

Legal Aid believes that access to justice is a fundamental right and ensuring the protection of law for all requires a continued investment by the State and to this end, Legal Aid worked in the off-session with representatives from a variety of government agencies, including the Judiciary, in an effort to restore civil legal services funding into the state budget as it had been from 1975 to 2004. The current recommendation is for a recurring budget line item in the Judiciary budget for civil legal services in order to maintain these critical legal services in the community.

E. Certificate of Good Standing

Legal Aid's Certificate of Good Standing is attached as Attachment "G".

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS 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 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 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 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.

- 2) If the applicant is an organization, 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 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 used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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 Hawaii

(Typed Name of Individual or Organization)



January 22, 2016

(Date)

M. Nalani Fujimori Kaina

(Typed Name)

Executive Director

(Title)

Attachment “A”

Budget Request Forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Legal Aid Society of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	674,021			
2. Payroll Taxes & Assessments	67,402			
3. Fringe Benefits	121,324			
TOTAL PERSONNEL COST	862,747			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	18,880			
3. Lease/Rental of Equipment	15,040			
4. Lease/Rental of Space	112,960			
5. Staff Training	0			
6. Supplies	16,640			
7. Telecommunication	51,520			
8. Utilities	0			
9. Audit Services	12,160			
10. Mileage	9,109			
11. Postage, Freight & Delivery	16,640			
12. Repair & Maintenance	30,080			
13. Litigation (including Translation Costs)	31,360			
14. Subscriptions	11,200			
15. Travel	22,720			
16. Consultants	13,760			
17. Miscellaneous	7,680			
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	369,749			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,232,496			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,232,496	Elise A. von Dohlen 808-527-8076		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/22/2016		
(d) Total Private/Other Funds Requested		Date		
TOTAL BUDGET	1,232,496	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, 2016 to June 30, 2017

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
EXECUTIVE DIRECTOR	1.00	\$ 110,000.00	9.45%	\$ 10,390.54
COMPTROLLER	1.00	\$ 75,426.00	10.00%	\$ 7,542.60
SENIOR ACCOUNTING CLERK	1.00	\$ 43,998.73	10.00%	\$ 4,399.87
GRANTS MANAGER	1.00	\$ 66,395.00	10.00%	\$ 6,639.50
IT MANAGER	1.00	\$ 66,395.00	10.00%	\$ 6,639.50
DIRECTOR OF EXTERNAL RELATIONS	1.00	\$ 60,895.00	10.00%	\$ 6,089.50
DIRECTOR OF TRAINING & DEVELOPMENT	1.00	\$ 66,677.40	10.00%	\$ 6,667.74
OFFICE MANAGER	1.00	\$ 41,387.64	10.00%	\$ 4,138.76
OFFICE CLERK	1.00	\$ 30,985.50	10.00%	\$ 3,098.55
ADMINISTRATIVE ASSISTANCE, RECEPTIONIST	1.00	\$ 30,517.50	50.00%	\$ 15,258.75
HIJC ATTORNEY	1.00	\$ 88,648.00	10.00%	\$ 8,864.80
HIJC ATTORNEY	1.00	\$ 74,342.00	10.00%	\$ 7,434.20
HIJC ATTORNEY	1.00	\$ 54,860.00	100.00%	\$ 54,860.00
HIJC PARALEGAL	1.00	\$ 41,999.69	10.00%	\$ 4,199.97
HILO ATTORNEY	1.00	\$ 66,944.38	5.00%	\$ 3,347.22
HILO ATTORNEY	1.00	\$ 49,360.00	5.00%	\$ 2,468.00
HILO ATTORNEY	1.00	\$ 54,860.00	100.00%	\$ 54,860.00
HONOLULU HOUSING ATTORNEY	1.00	\$ 64,247.31	5.00%	\$ 3,212.37
HONOLULU HOUSING ATTORNEY	1.00	\$ 54,860.00	100.00%	\$ 54,860.00
HONOLULU CONSUMER ATTORNEY	1.00	\$ 54,860.00	5.00%	\$ 2,743.00
HONOLULU FAMILY ATTORNEY	1.00	\$ 74,086.00	5.00%	\$ 3,704.30
HONOLULU FAMILY ATTORNEY	1.00	\$ 54,860.00	100.00%	\$ 54,860.00
HONOLULU PUBLIC BENEFITS ATTY	1.00	\$ 59,860.00	10.00%	\$ 5,986.00
HONOLULU ADOPTIONS PARALEGAL	1.00	\$ 35,373.00	10.00%	\$ 3,537.30
HONOLULU FAMILY PARALEGAL	1.00	\$ 36,080.46	10.00%	\$ 3,608.05
KAUAI ATTORNEY	1.00	\$ 66,395.00	10.00%	\$ 6,639.50
KONA ATTORNEY	1.00	\$ 64,082.25	10.00%	\$ 6,408.23
LANAI PARALEGAL	1.00	\$ 24,488.39	10.00%	\$ 2,448.84
WAIANAE ATTORNEY	1.00	\$ 74,421.00	10.00%	\$ 7,442.10
WAIANAE ATTORNEY	0.80	\$ 55,239.60	10.00%	\$ 5,523.96
MAUI ATTORNEY	1.00	\$ 76,243.95	10.00%	\$ 7,624.39
MAUI PARALEGAL	1.00	\$ 40,189.50	20.00%	\$ 8,037.90
MAUI CLERK	1.00	\$ 32,619.60	50.00%	\$ 16,309.80
MOLOKAI PARALEGAL	1.00	\$ 44,137.28	10.00%	\$ 4,413.73

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2016 to June 30, 2017

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
MOLOKAI PARALEGAL	1.00	\$ 35,373.00	100.00%	\$ 35,373.00
WINDWARD ATTORNEY	1.00	\$ 72,631.38	10.00%	\$ 7,263.14
OUTREACH MANAGING ATTORNEY	1.00	\$ 66,395.00	100.00%	\$ 66,395.00
HILO COMMUNITY NAVIGATOR	1.00	\$ 31,765.00	100.00%	\$ 31,765.00
KONA COMMUNITY NAVIGATOR	1.00	\$ 33,670.90	50.00%	\$ 16,835.45
KAUAI COMMUNITY NAVIGATOR	1.00	\$ 33,670.90	50.00%	\$ 16,835.45
CHUUKESE COMMUNITY NAVIGATOR	1.00	\$ 31,765.00	100.00%	\$ 31,765.00
MARSHALLESE COMMUNITY NAVIGATOR	1.00	\$ 31,765.00	100.00%	\$ 31,765.00
TAGALOG/ILOCANO COMMUNITY NAVIGATOR	1.00	\$ 31,765.00	100.00%	\$ 31,765.00
TOTAL:				674,021.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Legal Aid Society of Hawaii

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

Period: July 1, 2016 to June 30, 2017

Applicant: Legal Aid Society of Hawaii

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0	0	0	0	0	0
JUSTIFICATION/COMMENTS:						

Attachment “B”

Government Contracts and/or Grants

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Legal Aid Society of Hawaii

Contracts Total: 6,515,207

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1 AmeriCorps Project Kaulike - Competitive Grant	9/1/2015 - 8/31/2016	Corporation for National & Community Service	U.S. Federal	\$ 144,597.00
2 Fair Housing Enforcement Program	1/1/2016 -12/31/2016	Department of Housing & Urban Development	U.S. Federal	\$ 350,000.00
3 Continuum of Care	10/1/2015 - 9/30/2016	Department of Housing & Urban Development	U.S. Federal	\$ 60,912.00
4 Hawaii Health Connector, Navigator	12/1/2015 - 6/30/2016	Department of Human Services	U.S. Federal	\$ 131,233.00
5 Hawaii Health Connector, MAO	12/1/2015 - 6/30/2016	Office of Community Services	U.S. Federal	\$ 60,452.00
6 Indigent Legal Assistance Fund	7/1/2015 - 6/30/2016	Hawaii Justice Foundation	State	\$ 765,031.00
7 IOLTA	1/1/2016 - 12/31/2016	Hawaii Justice Foundation	State	\$ 15,000.00
8 Legal Assistance for Victims	10/1/2015 - 9/30/2017	Office of Violence Against Women	U.S. Federal	\$ 400,000.00
9 Legal Services - HI-1	1/1/2016 - 12/31/2016	Legal Services Corporation	U.S. Federal	\$ 1,284,668.00
10 Legal Services - NH-1, Native Hawaiian	1/1/2016 - 12/31/2016	Legal Services Corporation	U.S. Federal	\$ 235,552.00
11 Legal Services - TIG Portal	10/1/2015 - 3/31/2018	Legal Services Corporation	U.S. Federal	\$ 52,200.00
12 Legal Services - TIG Mobile	10/1/2015 - 3/31/2018	Legal Services Corporation	U.S. Federal	\$ 88,469.00
13 Legal Services - TIG A2J	10/1/2014 - 3/31/2017	Legal Services Corporation	U.S. Federal	\$ 51,400.00
14 Legal Services - TIG Videos	10/1/2014 - 9/30/2016	Legal Services Corporation	U.S. Federal	\$ 41,517.00
15 Low-Income Tax Payer Clinic	1/1/2016 - 12/31/2016	Internal Revenue Service	U.S. Federal	\$ 70,000.00
16 Cyrca SSA, Social Security Advocacy Project Services	7/1/2015 - 6/30/2016	DHS via Cyrca	State	\$ 450,000.00
17 Domestic Violence Legal Services for TANF Recipients	7/1/2015 - 6/30/2016	Department of Human Services BESSD	State	\$ 110,000.00
18 Legal Services for Immigrants Experiencing Domestic Violence	7/1/2015 - 6/30/2016	Department of Human Services	State	\$ 200,000.00
19 Legal Services in Domestic Violence Shelters	7/1/2015 - 6/30/2016	Department of Human Services	State	\$ 100,000.00

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Legal Aid Society of Hawaii

Contracts Total: 6,515,207

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
			Department of the Attorney		
20	Foreclosure Assistance Program	10/1/2015 - 9/30/2016	General	State	\$ 337,500.00
21	Civil Legal Services Grant	10/1/2015 - 6/30/2016	Judiciary	State	\$ 400,000.00
	Legal Advocacy, Outreach & Referral Services to Protect the Rights of Children & Their Families	10/1/2015 - 6/30/2016	Office of Community Services	State	\$ 282,000.00
22	Victim Services for Adult Female Victims of Domestic Violence	4/1/2015 - 3/31/2016	Department of the Attorney General	State	\$ 31,908.00
23	GIA Pacific Islander Legal Services Project	10/1/2015 - 9/30/2016	Department of Community Services	Honolulu City & County	\$ 130,535.00
24	Guardian ad Litem/Legal Counsel Services	7/1/2015 - 6/30/2017	Judiciary	State	\$ 410,700.00
25	GAL & Legal Counsel Services, Maui	7/1/2015 - 6/30/2016	Judiciary	Judiciary	Fee for Service
26	Holistic Legal Services for Maui County's Most Vulnerable	7/1/2015 - 6/30/2016	Department of Housing & Human Concerns	Maui County	\$ 75,000.00
27	Title III Kupuna Care Home & Community Based Services	3/4/2014 - 6/30/2016	Maui County Office of Aging	Maui County	\$ 73,200.00
28	Kauai Title III	12/9/2014 - 9/30/2016	Kauai County Office of Aging	Kauai County	\$ 80,833.00
29	Guardian ad Litem/Legal Counsel Services, Big Island	7/1/2015 - 6/30/2016	Judiciary, Circuit Court of the Third Circuit	Hawaii County	Fee for Service
30	Grants-in-Aid, Hawaii County	7/1/2015 - 6/30/2016	Hawaii County	Hawaii County	\$ 10,000.00
31	Nonprofit Grant	7/1/2015 - 6/30/2016	Hawaii County Office of Aging	Hawaii County	\$ 72,500.00
32	The Hawaii County Senior Citizen Program (SCP)	10/1/2015 - 9/30/2016	Hawaii County Office of Aging	Hawaii County	\$ 72,500.00

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: 446-7849

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

Attachment “E”

Job Descriptions

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Managing Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Executive Director**

Job Summary

A Managing Attorney renders civil legal services to eligible persons and groups and provides supervision for staff and projects. A Managing Attorney is responsible for an office or function of the Corporation. A Managing Attorney participates as a member of the Corporation's management team, providing input on operations when requested. A Managing Attorney address the legal needs of Hawaii's low income population by engaging in and supervising activities which may include but are not limited to:

- ❖ Advice and counsel
- ❖ Limited action
- ❖ Individual full representation
- ❖ Holistic services
- ❖ Complex advocacy
- ❖ Policy advocacy
- ❖ Community education and outreach
- ❖ Social service provider education and outreach
- ❖ Pursuing options to increase funding to expand access to justice
- ❖ Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

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. Maintain current and active caseload commensurate with experience and area of practice.
2. 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, applicable grant requirements, and all court policies, rules and procedures.
3. Supervise and conduct complex litigation and appeals when opportunities exist.
4. Participate in strategic planning regarding the identification of 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. Primary responsibility for the acquisition of and distribution to Corporation staff knowledge in at least one field of poverty law.

6. Primary responsibility for the development, assignment, supervision and final approval of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents.
7. Conduct home or hospital visits with clients when necessary.

B. Staff Supervision:

1. Supervise and train attorneys, paralegals, and other non-attorney staff and volunteers 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, applicable grant requirements, and all court policies, rules and procedures.
2. Routinely hold case conferences to discuss existing and emerging legal issues.
3. Meet regularly with attorneys and paralegals to provide feedback on performance and assistance in achieving development goals.
4. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, set annual goals and development strategies and discuss working relationships.
5. Primary responsibility for on-boarding of new staff including but not limited to assessing skills and development needs, creating and implementing training plans, introduction to community members, court personnel, and fellow staff members.
6. Ensure staff participation in statewide training opportunities and routine subject matter case conferences.
7. Review and submit substantive law training requests for staff as necessary for skill development.
8. Recommend personnel changes including promotions, demotions, compensation level, hiring, discipline and firing
9. Primary responsibility for documenting performance successes, failures, misconduct and discipline and communicating with Executive Director regarding potential issues.
10. Responsible for exiting staff in accordance with Corporation procedures.

C. Community Engagement & Outreach:

1. Primary responsibility for identifying, developing opportunities for community outreach and engagement for self and staff members.
2. Establish self as leader in geographic and/or subject matter area(s).
3. Communicate with and establish on-going contacts and relationships with local government, community organizations and low-income groups. Facilitate and monitor such contacts and relationships of staff members.
4. Conduct community outreach and education to client community in geographic area of responsibility and ensure all staff do the same.
5. Serve in a leadership role in and make significant contributions to task forces, Bar Association committees, Access to Justice Commission committees and other similar professional activities. Able to make decisions and speak on behalf of the Corporation in such committees and/or task force decisions in consultation with Executive Director.
6. May be expected to teach or co-teach law school course depending on experience and other responsibilities.

D. Grant & Project Management:

1. 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, in consultation with Executive Director and Director of Grants Management.
2. In coordination with Director of Grants Management, implement statewide grants in geographic or subject matter area.

3. Ensure completion and transmission of grant documents, application materials, billing documents and all other relevant materials to Director of Grants Management.
- E. Administrative Compliance:
1. Timely submit and ensure that staff timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedure.
 2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
 3. Timely review office/units closed cases to ensure compliance with LSC regulations, grant requirements and Corporation policies.
 4. Timely complete and submit timesheets, leave requests and reimbursement requests.
 5. Review, approve, and ensure timely submission of timesheets, leave requests and reimbursement requests for all office/unit staff.
- F. 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 (where applicable):
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.
 5. Leadership and oversight of statewide projects as developed with Executive Director.
- I. Regular attendance is required for the position.
- J. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Executive Director deems necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.

- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
- Justice
 - Equality
 - Integrity
 - Respect
 - Compassion
 - Excellence.
- C. Demonstrate attitudes and behaviors 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. Maturity and ability to troubleshoot and resolve problems both independently and in collaboration.
 5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
 6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.
- D. Possess an advanced understanding of, the area of law which is the primary focus of his/her practice. In addition, all attorneys are expected to have a basic understanding of all the areas of law in which the organization practices or a willingness to develop this experience.
- E. Ability to effectively complete written communications including but not limited to negotiation letters, settlement agreements, motions, pleadings, and court briefs.
- F. Ability to plan and deliver effective oral communications including but not limited to negotiations, court presentations (arguments, direct examination, cross examination), formal and informal presentations.
- G. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- H. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- I. Must be people-oriented and able to work well with others.
- J. Must be prompt and dependable.
- K. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- L. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

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. Supervisory and/or management experience required.
- D. At least five (5) years of litigation experience and at least three (3) years of practice in relevant legal subject matter areas strongly preferred.
- E. Demonstrable commitment to or experience with low-income population or issues affecting low-income population required.
- F. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

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 while maintaining a professional demeanor.

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

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	

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
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. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

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 grades.

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. Corporation Management has the authority to amend this job description to meet Legal Aid's needs.

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: **Staff Attorney**

Date: July 1, 2014

FLSA Status: **Exempt**

Reports to: **Managing Attorney**

Job Summary

A Staff Attorney renders civil legal services to eligible persons and groups. A Staff Attorney addresses the legal needs of Hawaii's low income population by engaging in activities which may include but are not limited to:

- ❖ Advice and counsel
- ❖ Limited action
- ❖ Individual full representation
- ❖ Holistic services
- ❖ Complex advocacy
- ❖ Policy advocacy
- ❖ Community education and outreach
- ❖ Social service provider education and outreach
- ❖ Pursuing options to increase funding to expand access to justice
- ❖ Expanding legal resources for clients and building capacity to respond to critical legal needs through work with the private bar, judiciary, other legal service providers, client groups and other interested partners

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 may focus on one areas of law, but should be prepared to either shift focus or become generalists depending on the needs of the organization.

A. Legal Practice:

1. Maintain current and active caseload commensurate with experience and area of practice.
2. 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, applicable grant requirements, and all court policies, rules and procedures.
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. Assist Managing and/or Senior Attorney(s) with the acquisition and distribution to Corporation staff, knowledge in their primary area of practice. Delivery of such specialized knowledge could include preparation of intake scripts, brochures, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

6. Conduct home or hospital visits with clients when necessary.
 7. Practice areas and responsibilities will depend on the needs of the office and organization.
- B. Staff Supervision:
1. Assist Managing Attorney with the supervision of the day-to-day legal work of non-attorney staff and volunteers 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, grant/funder requirements, and all court policies, rules and procedures.
 2. Assist Managing and Senior Attorneys as needed with review of closed cases for LSC, Code of Professional Responsibility, and Case Management Manual compliance.
- C. Community Engagement & 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 community outreach and education to client community in geographic area of responsibility as assigned by Managing Attorney.
 3. Encouraged to contribute to committees, task forces and bar association committees in consultation with Senior and/or Managing Attorney.
- D. Administrative Compliance:
1. Timely submit all reports and forms required by law, LSC regulations, and Corporation policies and procedures.
 2. Process and close cases in manner necessary to ensure compliance with LSC regulations and Corporation policies.
 3. Timely complete and submit timesheets, leave requests and reimbursement requests.
 4. Timely submit and respond to request for information required for grant reporting and billing.
- 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.
- G. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing and/or Senior Attorney deems necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which reflect the mission of the Corporation to address critical legal needs through high quality legal advocacy, outreach and education, in the pursuit of fairness and justice.
- B. Demonstrate attitudes and behaviors in his/her work with clients, co-workers and in the community that exemplify the Commitments of the Corporation to:
 - Justice
 - Equality

- Integrity
 - Respect
 - Compassion
 - Excellence.
- C. Demonstrate attitudes and behaviors 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. Maturity and ability to troubleshoot and resolve problems both independently and in collaboration.
 5. Ability to interact and engage in collaboration with tact, diplomacy and integrity.
 6. Understanding of individual role as part of larger Corporation whole and impact of individual role on the Corporation.
- D. Possess at least a basic understanding of the area of law which is the primary focus of his/her practice. In addition, all attorneys are expected to have or to obtain a basic understanding of all the areas of law in which the organization practices.
- E. Ability to effectively complete written communications including but not limited to negotiation letters, settlement agreements, motions, pleadings, and court briefs.
- F. Ability to plan and deliver effective oral communications including but not limited to negotiations, court presentations (arguments, direct examination, cross examination), formal and informal presentations.
- G. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- H. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- I. Must be people-oriented and able to work well with others.
- J. Must be prompt and dependable.
- K. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- L. Ability to travel to home visits and other community meetings may be necessary depending on duties and geographic assignment.

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. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

- D. Must pass criminal, sex offender, and child abuse and neglect background checks as required by applicable funding sources and/or where rationally related to job responsibilities.

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 while maintaining a professional demeanor.

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			
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. Daily and/or regular access to an automobile, possession of a valid driver's license and compliance with all other requirements for vehicle operation specified in the Legal Aid Society of Hawaii Employee handbook may be required depending on duties and geographic location.

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 grades.

Additional Information

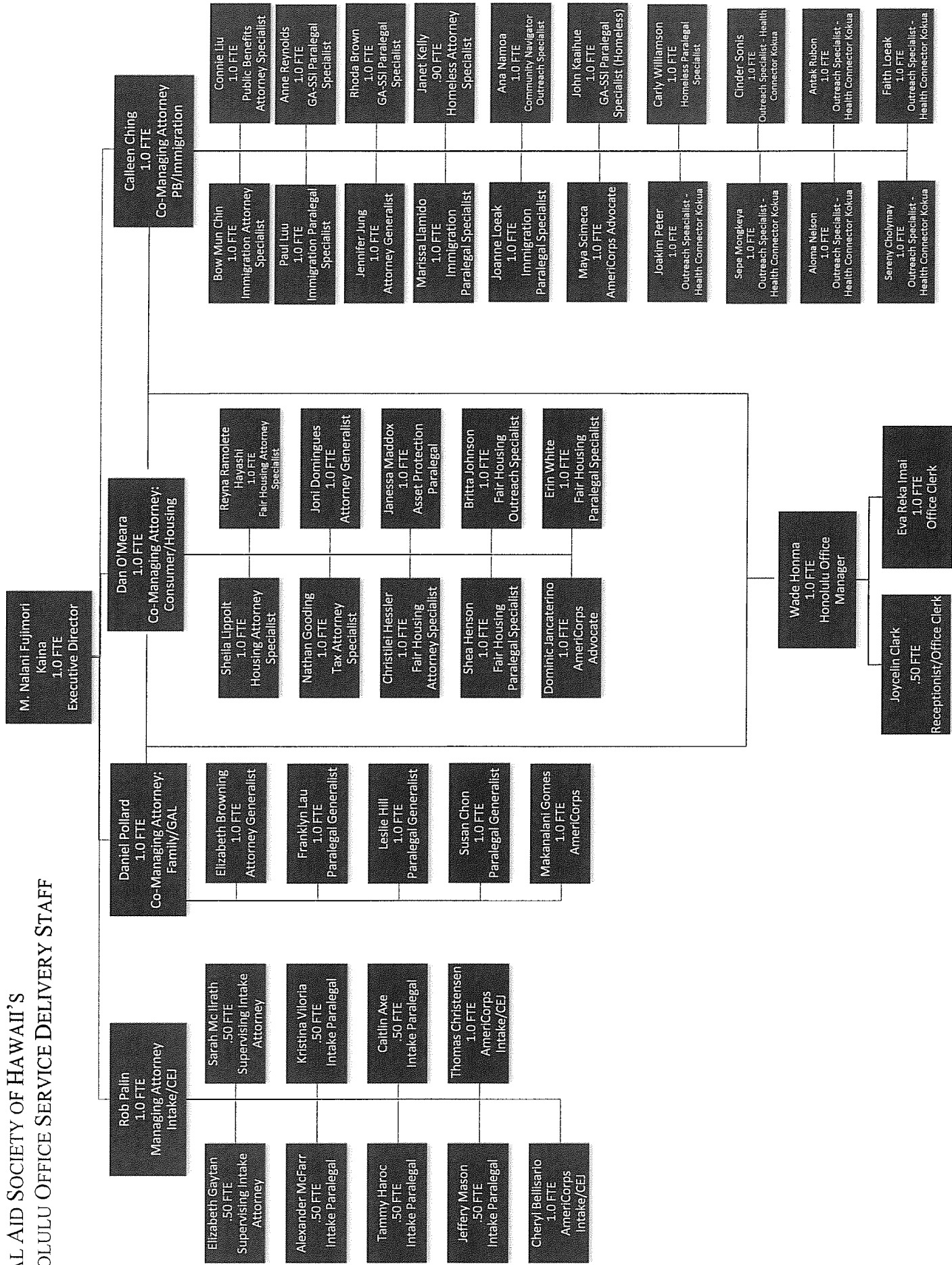
This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management.

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

Attachment “F”

Organizational Chart

**LEGAL AID SOCIETY OF HAWAII'S
HONOLULU OFFICE SERVICE DELIVERY STAFF**

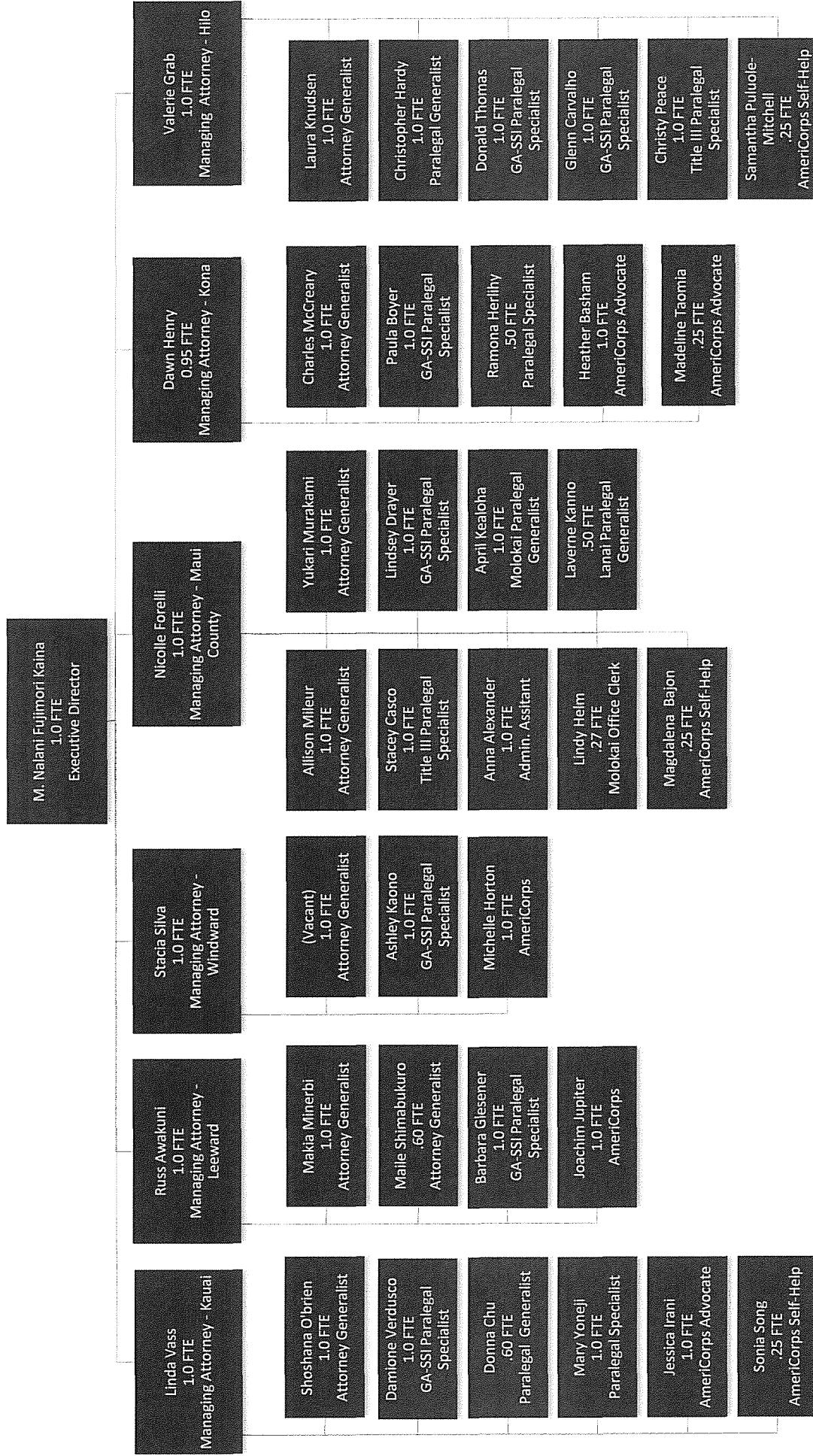


Wade Houma
1.0 FTE
Honolulu Office Manager

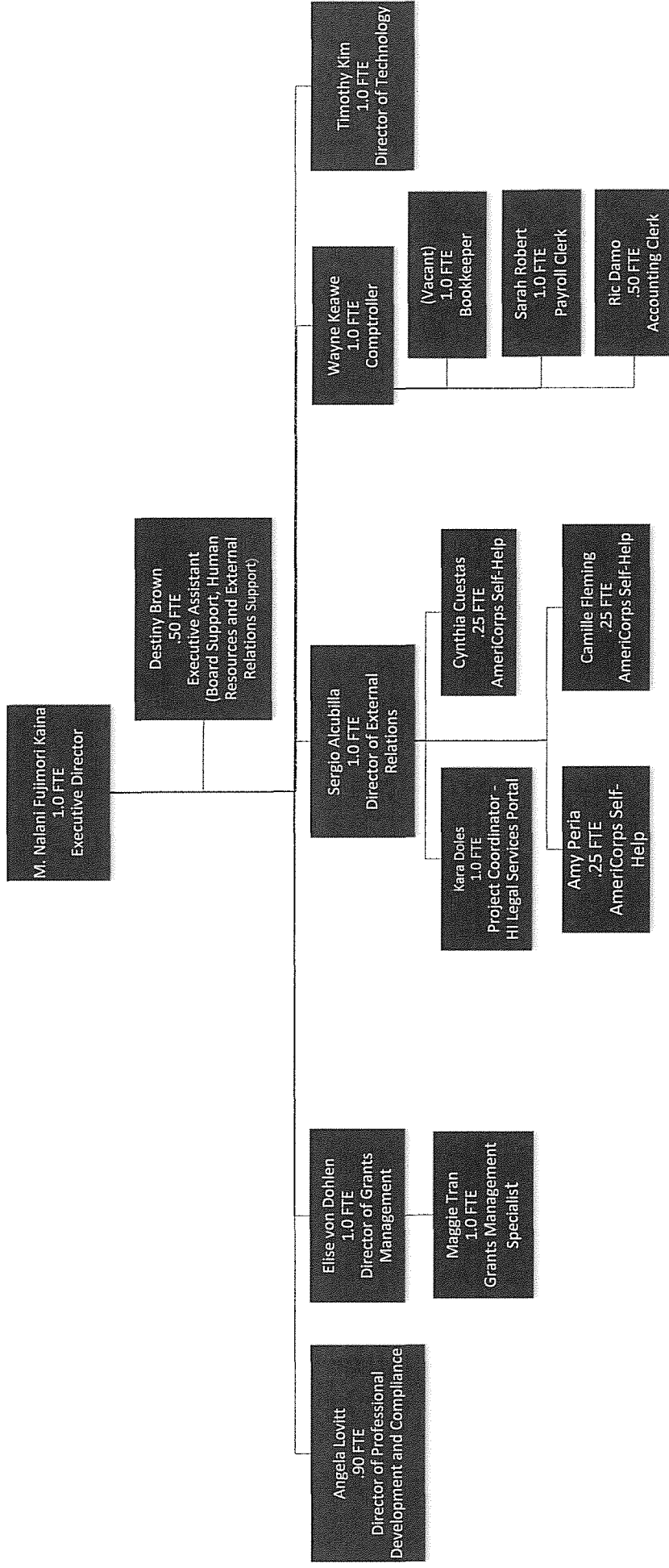
Joycelin Clark
.50 FTE
Receptionist/Office Clerk

Eva Reka Imai
1.0 FTE
Office Clerk

**LEGAL AID SOCIETY OF HAWAII'S
BRANCH OFFICE STAFF**

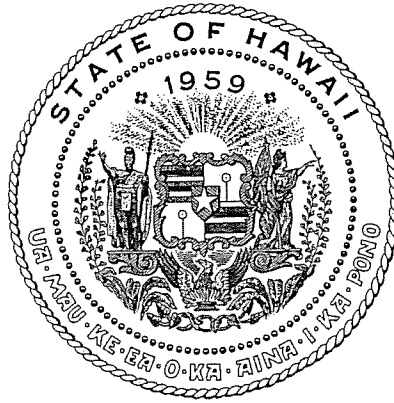


LEGAL AID SOCIETY OF HAWAII'S
ADMINISTRATION STAFF



Attachment “G”

Certificate of Good Standing



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

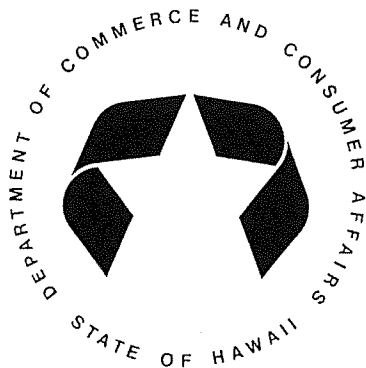
I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

LEGAL AID SOCIETY OF HAWAII

was incorporated under the laws of Hawaii on 12/01/1950 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 05, 2016



Director of Commerce and Consumer Affairs