

House District _____
Senate District _____

THE TWENTY-NINTH 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

Dbn:

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:

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 900,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$2,418,622
FEDERAL \$2,951,413
COUNTY \$335,720
PRIVATE/OTHER \$1,228,770

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR
NAME & TITLE

JANUARY 20, 2017
DATE SIGNED

RECEIVED
1/20/17
[Signature]



LETTER OF TRANSMITTAL

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

DATE: January 20, 2017

RE: *Grant in Aid FY2018*

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 2018

<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,

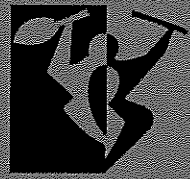
Please find included the Legal Aid Society of Hawaii's application for Grant-in-Aid funding for fiscal year 2018.

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

Thank you,



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



LEGAL AID
SOCIETY OF HAWAII



Application for Grants
Fiscal Year 2018

I. BACKGROUND AND SUMMARY

1. Brief description of the applicant's background.

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm, has empowered low-income and disadvantaged people throughout our state for over 65 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through eleven offices, from Lanai 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 FY16, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 8,633 cases, impacting over 16,955 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 eleven 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 \$900,000 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 FY08. 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 eleven offices (Oahu – Honolulu,³ Windward and Leeward; Maui⁴; Big Island - Hilo, Kona; Kauai; Lanai and Molokai) and satellite sites. Through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to over 8,024 families and individuals whose income was under 200% and positively affect the lives of over

¹ In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY00 the award decreased to \$810,000 for four years, and in FY04 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. In FY17, \$750,000 was allocated to the Judiciary for civil legal services purchase of service contracts. Legal Aid was granted \$454,891 along with Volunteer Legal Services Hawaii and Domestic Violence Action Center which received the remaining amount.

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 Hawai'i Immigrant Justice Center at the Legal Aid Society of Hawai'i.

⁴ Legal Aid has two offices in Maui including the main office at 24 N. Church Street in Wailuku and [insert office].

15,869 people. This grant-in-aid would provide approximately, 16.56% of Legal Aid's funding which will fund approximately 1,118 cases at an average rate of \$805.12 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 Hawaii 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 Hawaii's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawaii,⁵ key findings discovered that:

- Only 1 in 5 low and moderate-income Hawaii 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.

⁵ 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 15.57% 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, 30.39% 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 8.61% according to the 2015 American Community Survey 1 year estimates.

Hawaii Poverty and Low-Income Population

	2007	2015	2015 % Change from 2007
Below 125%	156,321	184,671	18.14%
125-150%	38,499	41,281	7.23%
151-200%	105,378	100,104	-5.00%
Total	300,198	326,056	8.61%

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 18.14% of Hawaii’s population lives below 125% of the federal poverty guidelines. The survey also estimates that more than 23.39% 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 2015 Census and American Community Survey estimates the percentage of population below the poverty level by county:

County	2006 - 2010	2014	2015
Hawaii	14.40%	17.90%	18.80%
Honolulu	8.80%	9.70%	9.20%
Kauai	8.80%	11.90%	10.20%
Maui	8.90%	13.20%	9.70%

Based on these estimations Hawaii County has the highest level of poverty. It is evident that throughout Hawaii there has been an increase in poverty from 2006-2010 to 2015, 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.

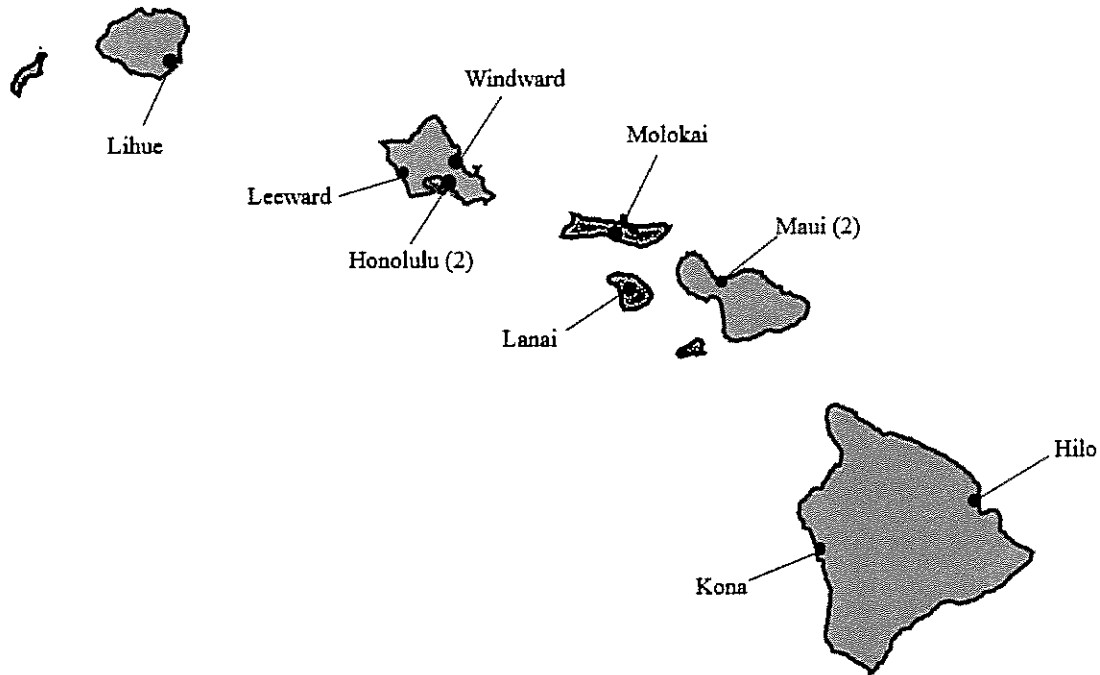
In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. According to the latest United States Census, immigrants constitute about 35.46% 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 FY2015-2016 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 Hawai'i living in poverty.

5. Describe the geographic coverage.

Legal Aid will provide services throughout the state. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – two offices in Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional 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 11 offices statewide:

Legal Aid Society of Hawai‘i – Statewide Office Locations



We have also compiled the number of cases that were closed in FY16 per office. These values illustrate the continuing demand for services throughout Legal Aid’s offices statewide.

	FY 14		FY 15		FY 16	
Honolulu	3,727	47.99%	4,103	49.01%	4,566	52.89%
Leeward	474	6.10%	547	6.53%	555	6.43%
Windward	465	5.99%	350	4.18%	333	3.86%
Kauai	676	8.70%	777	9.28%	637	7.38%
Maui	892	11.49%	871	10.40%	894	10.36%
Molokai	231	2.97%	280	3.34%	190	2.20%
Lanai	33	0.42%	50	0.60%	53	0.61%
Hilo	744	9.58%	896	10.70%	914	10.59%
Kona	524	6.75%	498	5.95%	491	5.69%

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 34% 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. Thirteen (13%) percent of cases are in this area.
- **Foreclosure prevention:** This area includes foreclosure assistance and prevention; and mortgage predatory lending practices. One (1%) 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 21% 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, 3% 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. Seven (7%) 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. These cases consisted of .3% of Legal Aid's total cases.
- **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 FY16, HIJC provided assistance in over 230 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 FY16, Legal Aid assisted more than 586 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.⁶ 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 guideline⁷ or if their assets⁸ 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 Program⁹ 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

⁶ 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.

⁷ For example currently an applicant's monthly income must be under \$3,071 for a household of two, \$4,658 for a household of four, and \$6,245 for a household of six.

⁸ 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.

⁹ 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 \$3,838 for a household of two, \$5,822 for a household of four, and \$7,806 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 FY16, Legal Aid made 2,665 referrals to other agencies were made. Common referrals include partner agencies including:
 - Domestic Violence Action Center
 - Volunteer Legal Services Hawai'i
 - Women Helping Women
 - Helping Hands
 - Lawyers Referral Service
 - Hawaii Civil Rights Commission
 - Mediation Center of the Pacific

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).¹⁰ 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 FY16, over 14,170 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."

¹⁰ 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 FY16, Legal Aid participated in over 2,248 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
 - Every two years, Legal Aid provides a 2-day Public Benefits training on the topic of public benefits law. Social service agencies are invited to attend.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 6,700 families and individuals whose income was under 200% of the federal poverty level and positively affect the lives of over 13,000 people. This grant-in-aid would provide approximately, 16.56% of Legal Aid's funding which will fund approximately 1,118 cases at an average rate of \$805.12 per case.

In FY16, 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	1288	236	817	127	946	221	591	31	21	222	66	4,566
Leeward	332	17	63	1	125	7	1	7	0	0	2	555
Windward	179	18	31	0	97	2	4	1	0	0	1	333
Kauai	255	23	62	0	104	23	6	139	0	4	21	637
Maui	349	35	70	1	149	13	5	259	1	2	10	894
Molokai	64	1	7	0	20	2	2	93	1	0	0	190
Lanai	13	1	1	0	5	1	0	31	0	0	1	53
Hilo	283	14	50	2	243	14	7	292	0	1	8	914
Kona	211	22	33	4	100	4	5	101	0	1	10	491
Total	2,974	367	1,134	135	1,789	287	621	954	23	230	119	8,633

2. Projected Annual Timeline

Legal Aid is fully equipped to provide services without interruption during the next fiscal year from July 1, 2017 to June 30, 2018.

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 FY18. 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 \$900,000.00 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty-nine 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
\$225,000	\$225,000	\$225,000	\$225,000	\$900,000

3. Funding Sought for Fiscal Year 2018

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 FY18 from the following sources:

Source	Amount	Period During FY 18
Aloha United Way – Emergency and Crisis Services	\$17,770.50	07/17– 12/17
AmeriCorps, Corporation for National & Community Service	\$36,149.25	07/17– 08/17
Center for Medicare and Medicaid Services – Health Navigator Project	\$75,000.00	07/17 – 08/17
Department of Housing and Urban Development – Continuum of Care	\$15,228.00	07/17 – 09/17
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$175,000.00	07/16 – 12/17
Department of Human Services - DV Grant	\$110,000.00	07/17 – 06/18
Department of Human Services – Homeless Legal Services Project	\$360,000.00	07/17 – 06/18
Department of Human Services - Legal Services for Immigrants Experiencing Domestic Violence	\$150,000.00	07/17– 06/18
Department of Human Services - Legal Services in Domestic Violence Shelters	\$100,000.00	07/17– 06/18
Department of Human Services via Cyrca - Social Security Advocacy Project Services	\$349,800.00	07/17– 06/18
Department of Justice - Legal Assistance to Victims	\$25,000.00	07/17 – 09/17
Department of the Attorney General - STOP Violence Against Women	\$89,673.00	07/17– 06/18
Department of the Attorney General – Victims of Crime Act Victim Assistance Program	\$249,560.00	07/16 – 06/18
Foreclosure Assistance Program – Attorney General	\$20,578.50	07/17 – 09/17
Hawaii County Office of Aging - Title III and Title IIIE	\$50,000.00	07/17 – 06/18
Hawaii Justice Foundation – Foreclosure Assistance Project	\$101,950.00	07/17 – 12/17

Source	Amount	Period During FY 18
Hawaii Justice Foundation - IOLTA	\$7,500.00	07/17 – 12/17
Judiciary - Guardian ad Litem/Legal Counsel Services	\$565,000.00	07/17 – 06/18
Kauai County Office of Aging - Title III	\$80,833.00	07/17 – 06/18
Legal Services Corporation - General	\$641,113.50	07/17 - 12/17
Legal Services Corporation - Native American	\$117,552.00	07/17 - 12/17
Legal Services Corporation – Technology Grant	\$27,300.00	07/17 – 06/18
Low Income Taxpayer Clinic	\$35,000.00	07/17 - 12/17
Maui County Office of Aging - Title III and Kupuna Care	\$15,075.00	07/17 – 09/17
Office of Community Services - Child and Family	\$282,000.00	07/17 – 06/18
Office of Community Services – Victims of Human Trafficking	\$40,354.00	07/17 – 06/18

Legal Aid will also be seeking funding from the following sources for FY18:

Source	Amount	Period During FY 18
Aloha United Way – Emergency and Crisis Services	\$17,770.50	01/18 – 06/18
AmeriCorps, Corporation for National & Community Service	\$108,447.75	10/18 – 06/18
Center for Medicare and Medicaid Services – Health Navigator Project	\$375,000.00	09/17 – 06/18
Department of Housing and Human Concerns - Holistic Legal Services for Maui County's Most Vulnerable	\$60,000.00	07/17 – 06/18
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$175,000.00	01/18 – 06/18
Department of Justice - Legal Assistance to Victims	\$75,000.00	10/17 – 06/18
Hawaii County Nonprofit Grant	\$15,000.00	07/17 – 06/18
Hawaii Island United Way	\$4,500.00	07/17 – 06/18

Source	Amount	Period During FY 18
Hawaii Justice Foundation – Foreclosure Assistance Project	\$101,950.00	07/18 – 12/18
Hawaii Justice Foundation - IOLTA	\$7,500.00	01/18 – 06/18
Judiciary - ILAF	\$532,777.00	07/17 – 06/18
Legal Services Corporation - General	\$641,113.50	01/18 - 06/18
Legal Services Corporation - Native American	\$117,552.00	01/18 - 06/18
Low Income Taxpayer Clinic	\$35,000.00	01/18 - 06/18
Maui County Office of Aging - Title III and Kupuna Care	\$45,255.00	10/17 - 06/18
Weinberg Foundation Grant for Hawaii County Senior Legal Services	\$50,000.00	07/17 – 06/18

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, 2016. As of June 30, 2016, the balance of Legal Aid’s unrestricted current assets was \$2,655,737.

This unrestricted current assets, includes approximately \$1.3 million in accounts receivable from the state, federal, and local government funders. It also includes approximately \$300,000 that is restricted for maintenance and upkeep of Legal Aid’s Bethel Street office which is owned by the organization and client trust funds.

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 eleven 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 Hawaii residents using its extensive network of partnerships and its dedicated staff to assist Hawaii'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 FY16, Legal Aid provided legal advice and counsel, brief services, and full representation in approximately 8,633 cases, impacting over 16,955 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 55 paralegals and 34 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 7.3 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 Hawaii (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 FY16, Legal Aid staff assisted in more than 8,633 cases and impacted over 16,955 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 eleven 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 2016:

- Valerie Grab represented me and prevented myself and my 12 year old son from being evicted from low-income public housing. Before Legal Aid I did not know my rights. I was completely unaware of the process of eviction and public housing did not tell me anything about the process or what to expect. I was facing eviction and I was so afraid

for my family. Because of Legal Aid representing me, I was not evicted. Due to Legal Aid's help I was able to remain in my apartment and continue to provide the shelter my son and I need.

- Before I came to Legal Aid I was terrified and scared with no help to turn to. I had no understanding about the law. I was dealing with domestic violence issues and I had so many questions to ask. I was being threatened by my baby's father that he would make me get arrested for kidnapping our baby if I would leave him. The issues at home became unbearable and unsafe for my children and I was forced to leave the house. We were very lucky and received a support and housing from a domestic violence shelter. However the threats from my ex-boyfriend did not end. I needed urgently legal help. Legal Aid helped to go through custody trial which I would never be able to go by myself. The amount of stress already put on me, living in the domestic violence shelter, and taking care of two children as a single mom including a one year old baby at the time it was way too much for me to deal with legal issues on my own. Due to legal Aid's help I was going through one and half year custody battle with successful outcome but the most I appreciated that I was not getting only a legal help but the whole complex of support including an emotional encouragement. The most I value is Stacia Silva who was the one who managed the majority of my case. I truly appreciate this service. As a single mother and domestic violence victim, especially when a child is really small my choices were very limited. Legal Aid gave me equal opportunity to stand for my rights. During this difficult time and especially financially I was able to go through the trial and continue to raise my children in nurturing and safe environment. I'm still very grateful to Legal Aid for everything they had done for me during my challenging times with special thanks to Stacia Silva and her Kaneohe team.
- Before I came to Legal Aid I was assigned by the State, but very glad and thankful for Legal Aid's help. Legal Aid helped me tremendously. The Hilo office has a fantastic crew, very helpful, real professionals. It was a privilege to have Valerie and Lauren as my attorneys. They were always there for me, answered all my questions and when in court, were both outstanding. Words cannot express the help they assisted me with in my case. I am so very grateful. As a result of Legal Aid's help, I was able to have success in my case. Valerie and Lauren were always positive, gave me good advice, knew what they were doing and showed real passion in the work they were doing with me and that's why, I believe, made it successful in my outcome. Thank you very much!
- Before I can to Legal Aid I was at a loss as how to proceed with the guardianship for my mentally incapacitated adult cousin. They guided me through the legal paperwork and were instrumental in filing the correct papers so I could proceed in gaining guardianship to help my cousin make decisions in his life pertaining to his health. As a result of Legal Aid's help I have been successful in this process and can continue to help my cousin and see that his life continues to be a quality life with care and respect. Chris Hardy was very

helpful and I am extremely grateful to everyone that has helped my cousin Robert. A huge Mahalo to Legal Aid!!

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

- “H” shares her story: “Before I came to Legal Aid I was kicked out of my home by my husband. I had no money, no job and no car. So I filed for divorce and he got himself a lawyer. His lawyer drew up the decree for the both of us to sign and then submitted it to court. My divorce was denied due to the child support guidelines. His lawyer revised the decree and stapled my signature from the previous decree to the revised one. I took it to the courthouse and they told me to fill out more forms and bring it back but I was clueless, I left the courthouse anxious and scared. I wasn’t only fighting my husband in court, I was fighting his lawyer too. I had no knowledge of a contested divorce. That’s when I decided to call Legal Aid to help me. Legal Aid helped me fill out all the necessary forms I needed for court. Assisted me while I was at the courthouse when I didn’t know what was going on with my husband’s lawyer. Makia answered all my phone calls and walked me through whatever I needed to do. It was literally like I had an angel by my side. I have been served several times with the documents from my husband’s lawyer and he caught every single mistake that would’ve costed me everything. Legal gave me the knowledge, the courage and the confidence that I needed to fight this divorce case. Due to Legal Aid’s help I am no longer afraid or alone. I now have the knowledge and confidence to do what I have to do with the best support that I really needed. I was so lost before Legal Aid, I had no idea how badly I would have messed up my case without their help. I know now thanks to Legal Aid. What I want people to know about Legal Aid is that you are not alone. They will help and guide you the best they can. I am extremely lucky and grateful to have had Legal Aid by my side. They are honest, fair and they know the law.”
- “H” shares her story: “Before I came to Legal Aid I went through a domestic violence relationship filled with threats and broken promises. After an incident that led to gun pointing, life threats towards my family and head injuries, I had to finally put my foot down for the safety of my two daughters. Legal Aid helped me to be strong and fight against him (the father of my children) and his family to get the protection I needed. TRO’s were filed and court dates were set. An attorney was provided for me to represent me and support me. Due to Legal Aid’s help I gained my TRO to be served and attended court hearings that were a success. I obtained my order of protection and got temporary custody of my two daughters for 3 years. I know now that my attorney will help me through the third phase of getting full custody of my children.”
- “L” shares her story: “Due to Legal Aid’s help, I completed the process of my divorce without great expense or stress. What I want people to know about Legal Aid is that the Legal Aid staff are truly amazing people. They are patient, understanding and gentle guides through the complicated and daunting legal process.”

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

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

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

Since 2000, Legal Aid has provided anti-housing discrimination advocacy for people in Hawai‘i under a grant from the federal Department of Housing and Urban Development. The **Fair Housing Enforcement Project** conducts discrimination testing, advocacy and representation to those who have been discriminated in housing. The program has resulted in numerous accommodations being made for those living with disabilities and settlements for families with children who have been discriminated against. For the last 17 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 Hawai‘i, Legal Aid provides legal services to individuals receiving TANF and TAONF, who are qualified victims of domestic abuse (victims), in order to assist these individuals to move towards employability and self-sufficiency. Legal Aid has received this grant since 2002 and the continued receipt of this grant exemplifies Legal Aid’s provision of high quality services that meet the needs of low-income families in Hawai‘i.

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

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

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 40 grants from various federal, state, county and private sources on an annual basis.

B. Facilities

Legal Aid maintains a total of eleven offices, located in Honolulu,¹¹ Leeward, Kaneohe, Hilo, Kona, Kaunakakai, Lanai City, Lihue, and Wailuku¹² staffed by experienced attorneys and paralegals. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way to comprehensively respond to client needs. A list of each office by location is included as Attachment “C”.

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

Each of Legal Aid’s eleven (11) 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.

¹¹ Legal Aid has two offices in Honolulu, the main branch at 924 Bethel Street and Legal Aid’s Hawaii Immigrant Justice Center in Chinatown.

¹² Legal Aid has two offices in Wailuku, Maui.

In FY16, Legal Aid’s attorneys and paralegals closed over 8,633 cases and served over 16,955 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 FY16	Cases Opened in FY16
Honolulu	17.4	28.05	10.26	2.0	57.71	4,566	5,136
Leeward	2.6	1	0	0	3.6	555	567
Windward	2	1	0	0	3	333	311
Kauai	2	2.25	0	0	4.25	637	714
Molokai	0	1	0	0.27	1.27	190	214
Lanai	0	0.5	0	0	0.5	53	81
Maui	3	4.25	0	0	7.25	894	948
Kona	2	3.25	0	0	5.25	491	516
Hilo	3	4.25	0	0	7.25	914	988
Total	32	45.55	10.26	2.27	90.08	8,633	9,475

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 Hawaii'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 Hawaii 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.

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.

Connie Liu, Managing Attorney of Community Engagement, Ms. Liu had worked for Legal Aid as an attorney since September 2006. Ms. Liu has extensive knowledge about public benefits law and has supervised Legal Aid's Health Navigator Project to provide health insurance enrollment assistance since 2013.

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

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

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

Legal Aid's Honolulu Office has five Managing Attorneys who are responsible for the Intake/Center for Equal Justice, Family/Guardian Ad Litem, Consumer/Housing, Immigration/Public Benefits and Community Engagement. 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 about 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 FY16, Legal Aid staff attended family law related trainings including Child Welfare Law Update, Child Trauma training, Ohana is Forever, FASD and Trauma training, Hawaii State Coalition Against Domestic Violence Conference, Assessing Sexual Assault Victim's Needs, 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 2016, 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 Hawaii. 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".


Attachment “A”

Budget Request Forms

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

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	492,187			
2. Payroll Taxes & Assessments	49,219			
3. Fringe Benefits	88,594			
TOTAL PERSONNEL COST	630,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	13,787			
3. Lease/Rental of Equipment	10,983			
4. Lease/Rental of Space	82,486			
5. Staff Training	0			
6. Supplies	12,151			
7. Telecommunication	37,621			
8. Utilities	0			
9. Audit Services	8,880			
10. Mileage	6,652			
11. Postage, Freight & Delivery	12,151			
12. Repair & Maintenance	21,965			
13. Litigation (including Translation Costs)	22,900			
14. Subscriptions	8,179			
15. Travel	16,591			
16. Consultants	10,048			
17. Miscellaneous	5,606			
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	270,000			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	900,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Elise A. von Dohlen	808-527-8076	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/20/2017	
(d) Total Private/Other Funds Requested			Date	
TOTAL BUDGET		M. Nalani Fujimori Kaina, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Legal Aid Society of Hawaii

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	\$ 111,650.00	18.12%	\$ 20,229.77
COMPTROLLER	1.00	\$ 76,204.17	20.00%	\$ 15,240.83
SENIOR ACCOUNTING CLERK	1.00	\$ 45,551.88	20.00%	\$ 9,110.38
ACCOUNTANT	1.00	\$ 42,747.74	20.00%	\$ 8,549.55
DIRECTOR OF GRANTS MANAGEMENT	1.00	\$ 65,006.69	20.00%	\$ 13,001.34
DIRECTOR OF TECHNOLOGY	1.00	\$ 65,006.69	20.00%	\$ 13,001.34
DIRECTOR OF EXTERNAL RELATIONS	1.00	\$ 59,424.19	20.00%	\$ 11,884.84
DIRECTOR OF TRAINING & DEVELOPMENT	1.00	\$ 68,383.97	20.00%	\$ 13,676.79
OFFICE MANAGER	1.00	\$ 42,008.45	50.00%	\$ 21,004.23
OFFICE CLERK	1.00	\$ 31,450.28	50.00%	\$ 15,725.14
ADMINISTRATIVE ASSISTANCE, RECEPTIONIST	0.50	\$ 16,772.44	50.00%	\$ 8,386.22
INTAKE PARALEGAL	1.00	\$ 17,194.65	35.00%	\$ 6,018.13
INTAKE ATTORNEY	1.00	\$ 26,652.23	40.00%	\$ 10,660.89
MANAGING ATTORNEY INTAKE	1.00	\$ 75,601.00	40.00%	\$ 30,240.40
HIJC/PUBLIC BENEFITS MANAGING ATTORNEY	1.00	\$ 65,006.69	40.00%	\$ 26,002.68
HIJC ATTORNEY	1.00	\$ 75,457.13	20.00%	\$ 15,091.43
HIJC PARALEGAL	1.00	\$ 42,629.68	20.00%	\$ 8,525.94
HILO ATTORNEY	1.00	\$ 68,908.66	15.00%	\$ 10,336.30
HILO ATTORNEY	1.00	\$ 48,212.50	15.00%	\$ 7,231.88
HONOLULU HOUSING ATTORNEY	1.00	\$ 65,032.07	20.00%	\$ 13,006.41
HONOLULU CONSUMER ATTORNEY	1.00	\$ 55,398.07	15.00%	\$ 8,309.71
MANAGING ATTORNEY HONOLULU FAMILY	1.00	\$ 75,982.18	15.00%	\$ 11,397.33
HONOLULU PUBLIC BENEFITS ATTY	1.00	\$ 44,152.50	50.00%	\$ 22,076.25
HONOLULU ADOPTIONS PARALEGAL	1.00	\$ 36,262.63	15.00%	\$ 5,439.39
HONOLULU FAMILY PARALEGAL	1.00	\$ 36,980.70	30.00%	\$ 11,094.21
MANAGING ATTORNEY KAUAI	1.00	\$ 62,317.73	25.00%	\$ 15,579.43
MANAGING ATTORNEY KONA	1.00	\$ 69,150.76	30.00%	\$ 20,745.23
LANAI PARALEGAL	1.00	\$ 24,855.72	30.00%	\$ 7,456.71
MANAGING ATTORNEY LEEWARD	1.00	\$ 76,171.69	30.00%	\$ 22,851.51
LEEWARD ATTORNEY	0.80	\$ 29,373.52	30.00%	\$ 8,812.06
MANAGING ATTORNEY MAUI	1.00	\$ 77,337.93	20.00%	\$ 15,467.59
MAUI PARALEGAL	1.00	\$ 33,108.89	20.00%	\$ 6,621.78
MAUI CLERK	1.00	\$ 36,621.67	50.00%	\$ 18,310.83
MOLOKAI PARALEGAL	1.00	\$ 44,799.33	20.00%	\$ 8,959.87
WINDWARD ATTORNEY	1.00	\$ 53,795.00	25.00%	\$ 13,448.75
MANAGING ATTORNEY WINDWARD	1.00	\$ 74,767.55	25.00%	\$ 18,691.89
TOTAL:				492,187.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

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, 2017 to June 30, 2018

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
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: 7,252,556

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	AmeriCorps Project Kaulike - Competitive Grant	9/1/2016 - 8/31/2017	Corporation for National & Community Service	U.S. Federal	\$ 144,597.00
2	Continuum of Care	10/1/2016 - 9/30/2017	Department of Housing & Urban Development	U.S. Federal	\$ 60,912.00
3	Fair Housing Enforcement Program	1/1/2017 -12/31/2017	Department of Housing & Urban Development	U.S. Federal	\$ 350,000.00
4	Health Navigator Project	9/2/2016 - 9/1/2017	Center for Medicare & Medicaid Services	U.S. Federal	\$ 450,000.00
5	Legal Assistance for Victims	10/1/2015 - 9/30/2017	Office of Violence Against Women	U.S. Federal	\$ 400,000.00
6	Legal Services - HI-1	1/1/2017 -12/31/2017	Legal Services Corporation	U.S. Federal	\$ 1,282,227.00
7	Legal Services - NH-1, Native Hawaiian	1/1/2017 -12/31/2017	Legal Services Corporation	U.S. Federal	\$ 235,104.00
8	Legal Services - TIG A2J	10/1/2014 - 3/31/2017	Legal Services Corporation	U.S. Federal	\$ 51,400.00
9	Legal Services - TIG Mobile	10/1/2015 - 3/31/2018	Legal Services Corporation	U.S. Federal	\$ 88,469.00
10	Legal Services - TIG Portal	10/1/2015 - 3/31/2018	Legal Services Corporation	U.S. Federal	\$ 52,200.00
11	Low-Income Tax Payer Clinic	1/1/2017 -12/31/2017	Internal Revenue Service	U.S. Federal	\$ 70,000.00
12	Civil Legal Services Grant	9/1/2016 - 6/30/2017	Judiciary	State	\$ 454,891.00
13	Cyrca SSA, Social Security Advocacy Project Services	7/1/2016 - 6/30/2017	DHS via Cyrca	State	\$ 349,800.00
14	Domestic Violence Legal Services for TANF Recipients	7/1/2016 - 6/30/2017	Department of Human Services BESSD	State	\$ 35,000.00
15	Foreclosure Assistance Program	10/1/2015 - 9/30/2017	Department of the Attorney General	State	\$ 337,500.00
16	Guardian ad Litem/Legal Counsel Services	7/1/2015 - 6/30/2017	Judiciary	State	\$ 410,700.00
17	Hawaii Health Connector, MAO	10/1/2015 - 2/28/2017	Department of Human Services	State	\$ 318,733.00
18	Indigent Legal Assistance Fund	7/1/2016 - 6/30/2017	Hawaii Justice Foundation	State	\$ 532,777.00
19	IOLTA	1/1/2017 - 12/31/2017	Hawaii Justice Foundation	State	\$ 15,000.00
20	Legal Advocacy, Outreach & Referral Services to Protect the Rights of Children & Their Families	8/1/2016 - 6/30/2017	Office of Community Services	State	\$ 282,000.00
21	Legal Services for Immigrants Experiencing Domestic Violence	7/1/2016 - 6/30/2017	Department of Human Services	State	\$ 200,000.00
22	Legal Services in Domestic Violence Shelters	7/1/2016 - 6/30/2017	Department of Human Services	State	\$ 100,000.00
23	Victim Services for Adult Female Victims of Domestic Violence	3/1/2016 - 5/31/2017	Department of the Attorney General	State	\$ 183,226.00
24	Victims of Crime Act Victim Assistance Program	7/1/2016 - 6/30/2017	Department of the Attorney General	State	\$ 249,317.00
25	Victims of Human Trafficking	2/15/2016 - 9/30/2018	Office of Community Services	State	\$ 60,531.00
26	Holistic Legal Services for Maui County's Most Vulnerable	7/1/2016 - 6/30/2017	Department of Housing & Human Concerns	Maui County	\$ 60,000.00
27	Title III Kupuna Care Home & Community Based Services	1/1/2016 - 9/30/2017	Maui County Office of Aging	Maui County	\$ 60,300.00
28	Kauai Title III	10/15/2015 - 9/30/2017	Kauai County Office of Aging	Kauai County	\$ 138,767.00
29	GIA Pacific Islander Legal Services Project	10/1/2015 - 3/30/2017	Department of Honolulu City & Community Services	County	\$ 130,535.00
30	Grants-in-Aid, Hawaii County Nonprofit Grant	7/1/2016 - 6/30/2017	Hawaii County Hawaii County Office	Hawaii County	\$ 16,250.00
31	Hawaii Title III	10/1/2015 - 9/30/2017	of Aging	Hawaii County	\$ 132,320.00

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

75-170 Hualalai Rd., Suite B303A
Kailua-Kona HI 96740
PH: 329-3910
FAX: 334-9650

KAUAI

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

MAUI

24 N. Church St., Suite 401
Wailuku HI 96793
PH: 244-3731
FAX: 446-7849

MAUI

95 Mahalani Street, Suite 6
Wailuku, HI 96793

LANAI

730 Lanai Ave Suite 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

M. NALANI FUJIMORI KAINA

924 Bethel Street ▪ Honolulu, Hawaii 96813 ▪ (808) 527-8014

EXPERIENCE

- 5/2009 – present **Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Provides Executive leadership and stability for \$7 million non-profit organization providing direct legal services throughout the state of Hawai'i.
 - Sits as a Commissioner for the Hawai'i Access to Justice Commission.
 - Oversaw the development of five of the six Self Help Centers which utilize pro bono attorneys to provide legal advice or legal information to self-represented litigants in the Hawaii courts.
 - Coordinated the merger of the organization with the Hawai'i Immigrant Justice Center.
 - Participated as member of child welfare task force asked by the Judiciary to help clarify and re-write the law for federal compliance.
- 1/2009 – 5/2009 **Interim Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Acted as Executive Director during period of transition for organization.
- 4/2004 – 5/2009 **Deputy Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Supervised substantive law units and provides guidance on complex litigation issues, including tax-credit rent-to-own housing, birth parent visitation appeal and child welfare issues.
 - Led the effort and was the primary author of the 2007 Assessment of Civil Legal Needs and Barriers of Low- and Moderate-Income People in Hawai'i resulting in the creation of the Access to Justice Commission.
 - Wrote and executed complex \$300,000 per year statewide Legal Advocacy for Families and Children grant, negotiated an additional \$170,000 allocation due to effective service delivery.
 - Designed and wrote grants for potential new initiatives in special education, pro se court assistance, and litigation support.
 - Increased Legal Aid's visibility in the legislature through facilitation of and direct testimony upon request on issues affecting social justice for the low-income population.
 - Participates as a member of the Financial Advisory Assistance Council and has participated on the Family Court Interventions and Grandparent Caregivers Task Forces.
 - Directed LSC required priority setting process to provide critical information to the Board through over 100 one-on-one interviews with community partners, and surveys.
 - Increased camaraderie and facilitated team work in Honolulu Office through monthly program manager meetings and on-going mentoring of managers and staff.
 - Facilitated Legal Services Provider Network aimed at increasing communication and partnerships between non-profit legal service agencies in the state.
 - Initiated staff and manager evaluation process to provide feedback.
 - Conducted national trainings on diversification of funding, entrepreneurship and nationally recognized fee-for-service program.
- 12/2005 – 5/2006 **Interim Executive Director**
Legal Aid Society of Hawai'i, Honolulu, HI
- Provided Executive leadership and stability during time of transition.
 - Secured \$645,000 grant-in-aid to continue state funding of civil legal services and \$25,000, one month contract to provide assistance to Medicaid clients with Medicare Part D enrollment.
 - Initiated bi-weekly "Tidbits and Thoughts" to update staff on program developments and directions, clarify policies and regulations, and deadlines and events.
 - Planned with relevant staff for expansion by building strategic partnerships for innovative grants in food stamp outreach, health law and legal services to foster youth.
 - Worked in partnership with Volunteer Legal Services Hawaii to address detrimental HSBA changes to the definitions of pro bono services.
 - Facilitated evaluation of Center for Equal Justice to expand brief service delivery.

8/2001 - 6/2004

Managing Attorney

Legal Aid Society of Hawai'i, Wailuku, HI

- Managed Maui County offices and provided direct oversight of a \$600,000 budget. Raised over \$100,000 in additional funds.
- Mentored and coached new attorneys to develop self-confidence, litigation skills and substantive law knowledge to provide quality representation to clients.
- Directed \$100,000 federally funded Fair Housing Education and Outreach Project that reached over 20,000 individuals through trainings, outreach and creation of a Fair Housing manual.
- Represented parents and children in CPS cases on Maui, Moloka'i and Lana'i, including rare overturn resulting in the immediate return of a child to her mother.
- Provided leadership on elder law issues for County.
- Assist with the design and finalization of improved pro se divorce forms for the Second Circuit.
- Helped produce Legal Aid's first Consumer Law Manual.
- Assisted with design of national MIE Managers in the Middle conference and trained managing attorneys on diversity, fundraising and teamwork.

3/1999 - 7/2001

Staff Attorney

Legal Aid Society of Hawai'i, Kaunakakai, HI

- Represented clients in areas of family, consumer, public benefits, housing, child welfare and elder law. Successfully negotiated settlement in illegal garnishment, maintained custody in heavily litigated divorce, and counseled parents resulting in return of their children from child welfare.
- Supervised and developed the capacity of paralegal staff to handle supplemental social security income cases, conduct divorce clinic and handle consumer debt collection cases.

EDUCATION

1995-1998

Juris Doctorate, New York University School of Law, New York, NY

1990-1994

Bachelor of Arts, *magna cum laude*, *Phi Beta Kappa*, Macalester College, St. Paul, MN

1977-1990

Honors Diploma, Kamehameha Schools, Honolulu, HI

AWARDS/RECOGNITION

- 2016 Hawaii Business News 20 for the Next 20
- 2014 Pacific Business News Business Leadership Hawai'i Award Finalist
- 2014 Where Health Meets Justice Fellow
- 2013 Ho'okele Award from the Hawai'i Community Foundation for non-profit leadership
- 2011 Hawai'i Women's Legal Foundation Rhoda Lewis Award for extraordinary public service by a woman attorney.
- 2008 Hawai'i State Bar Association's C. Frederick Shutte Award for outstanding and meritorious service to the legal community and profession.
- 2007 American Bar Association Young Lawyers Division National Outstanding Young Lawyer Nominee

COMMUNITY INVOLVEMENT

- 2/2010 – present **Secretary** (2014 – 2016), Rural Community Assistance Corporation
- 9/2005 - present **Chair** (2013 – 2016), Hawai'i State Advisory Council, United States Civil Rights Commission
- 7/2004 - present **Director**, and past President, Hawai'i Women Lawyers
- 7/2004 - present **Member**, Litigation Committee, American Civil Liberties Union
- 2/2004 – 9/2009 **Director and Former Chair**, Envision Hawai'i
- 12/2002 - 6/2004 **Director**, Maui County Bar Association
- 2003 **Fellow**, Discovering Leadership, Asian Pacific American Women's Leadership Institute
- 2002 **Member**, Hawaiian Canoe Club
- 1999 - 2001 **Member**, Moana's Hula Halau
- 1999 - 2001 **Director**, Molokai Occupational Center
- 1999 - 2000 **Director**, Hale Ho'okupa'a Outpatient Residential Treatment Center

LICENSES

5/1999 Admitted into the Hawaii State Bar

RESUME FOR BOW MUN CHIN

LEGAL EXPERIENCE

Adjunct Professor for Immigration Law Clinic
William S. Richardson School of Law
Spring 2014

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

Attorney (Self-Employed)
Bow Mun Chin, AAL
07/2006 – 12/2012 (To complete pre-HIJC cases)

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

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

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

Attorney (Partner)
Hawaii Immigrant Lawyers
2000 - 2005

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

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

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

Attorney
Self-employed
June 1987 - October 1987

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

LICENSES

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

LEGAL EDUCATION

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

AWARDS

2014 Hawaii State Bar Association
Champion for Social Justice Award

Updated January 16, 2014

NICOLE C. FORELLI
24 N. Church St., Ste. 401
Wailuku, HI 96793
(808) 244-3731
e-mail: nicole.forelli@legalaidhawaii.org

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

EXPERIENCE

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

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

EDUCATION

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

JANET KELLY

LEGAL EXPERIENCE

PROJECT MANAGING ATTORNEY

STAFF ATTORNEY

CONTRACT ATTORNEY

Legal Aid Society of Hawaii

07/01 - current

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

LAW CLERK

Bruce Gould, Attorney At Law

2/99 - 03/01

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

CORPORATE LEGAL COUNSEL

Loveland Academy, LLC

11/99 - 10/00

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

LAW CLERK

Office of the Attorney General, State of Hawaii

06/98 - 08/98

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

NON-LEGAL EXPERIENCE

SENIOR SERVICE AGENT

COURIER

HAZARDOUS MATERIAL SPECIALIST

Federal Express Corporation

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

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

EDUCATION

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

COMPUTER SKILLS

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

COMMUNITY ACTIVITIES

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

REFERENCES

Available Upon Request.

SHEILA P. LIPPOT

The Legal Aid Society of Hawaii, Honolulu, Hawaii March 2008 – present
Supervising Attorney, Housing Unit: assist low-income tenants to achieve housing justice. Provide a variety of services to include legal representation, advocacy, outreach, self-help and community participation. Services include: prevent eviction from public housing through administrative hearings and judicial appeals; prevent eviction from private housing through the judicial and mediation process; seek money damages for tenants who have encountered illegal lockouts and illegal utility shut offs; assist clients attain and keep Section 8 benefits. Provide other services as requested by LASH. Supervise three attorneys in Housing Unit. Provide legal services to the LASH Fair Housing Enforcement Program to include administrative hearings, Chapter 91 appeals and civil suits.

Mediation Center of Hawaii, Honolulu, Hawaii March 2005 – June 2008
Mediating various forms of disputes: landlord/tenant, consumer/merchant, divorce/custody/child support, civil rights, temporary restraining orders and Small Claims Court. Facilitator in mediation training. Mediation Center uses facilitative mediation which focuses on the parties themselves working out an agreement. This is a volunteer position.

Honolulu Art Academy: Sept. 2006 – June 2007
Trained to become a docent. Led Nativity tours at Christmas. This is a volunteer position.

Office of the Public Defender: Honolulu Hawaii. February 2001 – April 2005
Public Defender I, II and III: Managed large case load with full service defense work. Assigned to various departments. In the Appeal Section I wrote briefs after analyzing trial transcripts for possible issues. These included, in part, rules of evidence, search and seizure, and jury instructions. Also did civil commitment hearings, probation and parole/parole violation hearings. Practiced in Family Court Division (both juvenile and criminal), District Court, DUI Court, Traffic Court and Felonies. The work included defendant interviews, locating and interviewing witnesses, visiting the crime scene, taking photographs and other investigation needed for my cases. Main focus was preparing and trying cases.

Whiteman Air Force Base Thrift Shop: Warrensburg MO. June 1998 – August 2000
Recruited, supervised and trained 30 volunteer and 2 employees, wrote policies and procedures, solicited donations, wrote monthly report and newsletter. Volunteer position.

American Red Cross: Kansas City MO. January 1999 – August 2000
Evaluated programs receiving United Way funds. Visited the facilities, questioned the leaders and made recommendations for improvement. Volunteer position

South Bay Literacy Society: Torrance CA. September 1991 – June 1998
Tutored private students and trained volunteers in the Laubach Method for teaching reading to adults. Volunteer position.

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

EDUCATION:

Radford high School, Honolulu, Hawaii

University of Hawaii at Manoa, Bachelor of Science with Distinction

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

TRAINING

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

Fair Housing School, Fundamentals of Fair Housing, November 2008

National Housing Law Project Conference and Training, December 2008

Help callers with various problems involving public benefits (SSDI, SSI, GA, Medicaid, Med-QUEST, Medicare) and consumer matters (garnishment). Attend administrative hearings on public benefits issues. Counsel callers on reverse mortgages. Negotiate with lenders on foreclosure cases. Conduct intake calls for other units. Organize and lead session at the yearly Public Benefits Overview Training.

June - Aug. 2005

Family Court, Honolulu, HI

Parent Facilitator/Project Developer (intern)

Assisted parents involved with Child Protective Services by counseling and providing information. Researched and prepared memo for parent's consulting counsel. Drafted proposal and made recommendations for creating pre-hearing conferences for CPS cases. Acquired insight into CPS process.

June 2004-
April 2005

Legal Aid Society of Hawai'i, Honolulu, HI

Public Benefits Advocate

Investigated cases and developed facts, interviewed clients, researched legal issues, prepared exhibits, and represented client at welfare administrative hearing. Acquired client counseling and advocacy skills.

Jan.- July 2003

Hawai'i Intermediate Court of Appeals, Honolulu, HI

Legal Research Aide

Assisted Chief Judge James Burns by researching, preparing bench memos, meeting regularly, and recommending opinions. Developed good research and writing skills.

HONORS:

2005	James T. Koshiha Scholarship (public interest scholarship)
2004	Nancy Stivers' Scholarship (public interest scholarship)
2004	Hawai'i Veterans Memorial Scholarship
2004	Advocates for Public Interest Law (APIL) Grant
2003	Cades Schutte Fleming & Wright Scholarship
2002	Highest honors for senior thesis

MAKIA MINERBI

EDUCATION

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

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

MA, Italian, Middlebury College, 2002

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

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

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

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

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

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

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

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

TEACHING EXPERIENCE

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

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

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

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

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

- Developed curriculum and taught introductory Italian classes.

TRANSLATING AND INTERPRETING

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

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

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

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

Ethnomathematics Digital Library, Honolulu, HI, Aug. 2004

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

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

- Translated legal and consular documents from Italian to English.

LANGUAGE SKILLS

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

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

SERVICE

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

Associate Attorney
Boulder, Colorado

DIETZE DAVIS - Full Service General Law Practice

1 year

Practiced in real estate and title insurance law, representing national title insurance carriers in coverage disputes, and counseling clients with respect to coverage issues of claims involving real property. Represented policy holders, owners of commercial properties, homeowners, farmers and ranchers, and commercial lending institutions with respect to real estate claims, land use matters (rezoning, planned unit developments, special use permits) and litigation. Also did litigation with the City of Boulder pro bono legal services group.

EDUCATION

Juris Doctor, UNIVERSITY OF COLORADO SCHOOL OF LAW - Boulder, Colorado

Master of Science in Natural Resources, OHIO STATE UNIVERSITY - Columbus, Ohio

Bachelor of Science in Environmental & Natural Resources, OHIO STATE UNIVERSITY - Columbus, Ohio

BAR ADMISSIONS

Admitted to: Colorado Bar #11453; Hawaii Bar #9890; District of Hawaii, United States District Court; and United States Court of Appeals for the Ninth Circuit

Robert D. Palin

Education

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

Professional

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

Experience

2004-present Legal Aid Society of Hawaii, Honolulu Hawaii

Managing attorney for brief services unit.

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

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

Managing attorney for intake unit.

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

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

Contract attorney for intake unit

1988-1998 Down Under, Honolulu, Hawaii

Owner of specialty retail shop

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

Vice President of Sales and Marketing

1981-1985 McInerny, Honolulu, Hawaii

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

1975-1981 Liberty House Hawaii, Honolulu, Hawaii

Buyer of men's sportswear for 42 stores.

1973-1975

Belmont County, Ohio

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

DANIEL E. POLLARD

EXPERIENCE

July 2012 to the present

Co Managing Attorney, Legal Aid Society of Hawaii

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

February 2001 to July 2012

Staff Attorney, Legal Aid Society of Hawaii

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

August 2000 to the present

Adjunct Faculty Member for Chaminade University, Criminal Justice Program

November 1996 to February 2001

Deputy Prosecuting Attorney, City and County of Honolulu

EDUCATION

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

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

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

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

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

1980-1985 *Punahou School* Honolulu, HI

INTERESTS

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

STACIA MARIE SILVA

EDUCATION:

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

Honolulu, Hawaii

J.D. May 1996

- Law Alumni/Friends Golf Tournament Scholarship Award

University of Hawaii at Manoa, Honolulu, Hawaii

B.A. in English, May 1993

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

WORK EXPERIENCE:

Legal Aid Society of Hawaii, Kaneohe, Hawaii

Managing Attorney

November 2006-Present

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

Legal Aid Society of Hawaii, Honolulu, Hawaii

Staff Attorney/Unit Head

January 1997 – October 2006

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

Hawaii Lawyers Care, Honolulu, Hawaii

Clinic Volunteer

January 1996 – December 1996

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

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

Law Clerk

January 1995 – January 1996

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

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

Law Clerk

Summer, 1994

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

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

Managing Editor

May 1992 – May 1993

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

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

Executive Intern

Summer 1992

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

ORGANIZATIONS & COMMUNITY SERVICE:

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

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

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

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

EDUCATION LICENSES

Seattle University School of Law, Seattle, WA

Juris Doctor, May 2004

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

San Francisco State University, San Francisco, CA

BA in Political Science, June 1999

Dean's List

LICENCES

Hawaii State Bar Association, Admitted October 2007

Washington State Bar Association, Admitted November 2004 (Inactive)

EXPERIENCE

Legal Aid Society of Hawaii, Lihue, HI

Managing Attorney, January 2014 – Present

Manage day to day operations of Kauai office, supervise staff in providing quality legal assistance to Clients, assign and maintain oversight over cases assigned to Kauai Office, also provide representation and legal assistance to low to moderate income clients. Areas of experience: Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem. Interview clients, assess cases for merit, conduct legal research, and draft legal documents. Work closely with community stakeholders, conduct community outreach and community presentations. Travel to the West side of Kauai on a monthly basis to provide legal services to travel restricted residents. Work closely with the judiciary through staffing the former Court Assistance Project (CAP) desk and now at the Self Help Center twice a month. Provide secondary supervision when Managing Attorney is unavailable such as reviewing legal documents prepared by non attorney staff members, answering questions regarding substantive law and provide assistance with case direction during case conferences.

Legal Aid Society of Hawaii, Lihue, HI

Staff Attorney, December 2006 – December 2013

Greater Bakersfield Legal Assistance, Bakersfield, CA

Attorney, Domestic Violence Unit, August 2005 – December 2006

Represented rural and immigrant victims of domestic violence as a Registered Legal Services Attorney. Supervised unit support staff while also managing a high volume of cases, trained volunteers and interns, conducted weekly meetings and prepared bi-annual reports. Represented clients in various family law matters such as child custody, child support, spousal support, divorce, with a focus on representation in domestic violence restraining orders, also represented clients in ancillary issues, such as representing immigrant victims of domestic violence in VAWA and U-Visa petitions.

King County Housing Justice Project, Kent, WA

Volunteer Attorney, April 2005 – July 2005

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

R.A. Peterson Law Clinic, Seattle, WA

Immigration Clinic Intern, Spring 2004

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

Rule 9 Legal Intern, Youth Advocacy Clinic, Fall 2003

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

COMMUNITY INVOLVEMENT AND MEMBERSHIPS

Kauai Economic Opportunity, Inc., Lihue, HI

Mediation Advisory Board, Member 2012-present

Participated in discussions and decision making regarding the Mediation Program. The program is an integral function of the judicial system, particularly in district court. Helped to develop forms and fee structure as well as purpose of the program.

Young Women's Christian Association (YWCA), Lihue, HI

Secretary – Board of Directors, March 2012-present

Work closely with the Executive Director and other board members to ensure the organizations stays true to its mission and stays fiscally sound. Encourage the development of projects and programs that meet the qualifications for YWCA Hallmark programs. Support the agency in its endeavor to promote safety for women and children. Support the agency in its many fundraising efforts. Take notes and Prepare minutes for monthly board meetings.

Kauai Domestic Violence Task Force, Lihue, HI

Member, August 2009-Present

DVTF is a project based task force with an emphasis on educating the community about ending and preventing domestic violence. Attend meetings and participate in discussion on ending domestic violence in the community.

Kauai Outrigger Association (KOA),

Vice President, January 2015 -present

Attend meetings regarding Outrigger Canoe Paddling on Kauai, participate in association oversight and decision making, chair of the discipline committee.

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.

LEGAL AID SOCIETY OF HAWAII

JOB DESCRIPTION

Position Title: Paralegal (Including Non-Attorney Guardian Ad Litem) Date: July 1, 2014

FLSA Status: Non-Exempt

Reports to: Managing Attorney

Job Summary

A Paralegal renders civil legal services under the supervision of an attorney to eligible persons. A Paralegal 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 Paralegal will be assigned to cover a variety of areas of law depending on his/her location. While some paralegals may focus primarily on one areas of law, all paralegals should be prepared to either shift subject matter focus or become generalists, depending on the needs of the organization.

A. Legal Practice:

1. Maintain a current and active caseload commensurate with experience and area of practice.
2. Provide competent and effective services, under the supervision of a licensed attorney, 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. Practice areas and responsibilities will depend on the needs of the office and organization.
4. Provide assistance to attorneys when needed and requested.
5. Conduct home or hospital visits with clients when necessary.
6. Appear in administrative or court hearings when necessary.

B. Community Engagement and 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 or subject matter area of responsibility as assigned by Managing and/or Senior Attorney.

- C. Administrative Compliance:
1. Timely submit all reports or referrals 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 submit timesheets, leave requests, and reimbursement requests.
- D. Grant & Project Management:
1. Timely submit and respond to request for information required for grant reporting and billing.
 2. Where applicable and in consultation with Managing or Senior Attorney, assist in the writing and reporting of locally-based or subject matter grants.
 3. Where applicable, assist Managing or Senior Attorney in transmitting documents, application materials, billing documents and all other relevant materials to Director of Grants Management.
- E. Office Fiscal Management:
1. Where applicable, basic understanding of client trust fund and process required for deposits and recordkeeping;
 2. Assist Managing Attorney with fiscal management upon request.
- F. Participation in training as directed and as mandated by funder(s) required.
- G. Regular attendance is required for the position
- H. Accept additional responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when Managing Attorney deems it necessary.

Knowledge, Skills and Abilities

- A. Demonstrate attitudes and behavior which 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 in collaboration with supervisor.
 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 paralegals 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. Understands demographics, politics and culture of geographic area to which he/she is responsible.
- F. Ability to recognize when assistance or guidance is needed and willingness to seek such guidance.
- G. Strong computer skills and familiarity with basic computer programs (Excel, Outlook, Microsoft Word) preferred.
- H. Must be people-oriented and able to work well with others.
- I. Must be prompt, dependable, and responsible.
- J. 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. Associate's degree or equivalent from two-year college or technical school or equivalent experience required.
- B. Demonstrable commitment to or experience with low-income population or issues affecting low-income population preferred.

Mental Demands

- A. Must be able to organize a significant volume and variety of different cases and tasks within time limitations.
- B. Requires concentration, alertness and attention to detail.
- C. Must be able to work under the direction of Supervisor, Staff, Senior and/or Managing Attorney and within the limits of the Hawaii Rules of Professional Conduct and Corporation rules and procedures.
- D. Must be able to perform under potentially stressful conditions while maintaining a professional demeanor.
- E. 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.

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			

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
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.

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Attachment “F”
Organizational Chart

Legal Aid Society of Hawaii's Honolulu Office Service Delivery Staff

M. Natani Fujimori Kaina
1.0 FTE
Executive Director

Rob Palin
1.0 FTE
Managing Attorney
Intake/CEJ

Daniel Pollard
1.0 FTE
Managing Attorney
Family/GAL

Dan O'Meara
1.0 FTE
Managing Attorney
Asset Protection

(Vacant)
1.0 FTE
Managing Attorney
PB/Immigration

Connie Liu
1.0 FTE
Managing Attorney
Community Engagement

Elizabeth Gaytan
.50 FTE
Supervising Intake
Attorney

Elizabeth Browning
1.0 FTE
Attorney Generalist

Sheila Lippoit
1.0 FTE
Housing Attorney
Specialist

Nathan Gooding
1.0 FTE
Tax Attorney Specialist

Bow Mun Chin
1.0 FTE
Immigration Senior
Attorney Specialist

Janet Kelly
.90 FTE
Homeless Attorney
Specialist

John Kaaihue
1.0 FTE
GA-SSI Paralegal Specialist
(Homeless)

Caroline Conlan
.50 FTE
Supervising Intake
Attorney

Amanda Gino
1.0 FTE
Attorney (VOCA)

Joni Domingues
1.0 FTE
Attorney Generalist

Reyna Ramolete Hayashi
1.0 FTE
Fair Housing Attorney
Specialist/Worker's Rights

Melissa Wong
1.0 FTE
Public Benefits Attorney
Specialist

(Vacant)
1.0 FTE
Homeless Paralegal
Specialist

Angela Hwang
1.0 FTE
AmeriCorps Advocate

Thomas Christensen
.50 FTE
Intake Paralegal

Franklyn Lau
1.0 FTE
Paralegal Generalist

Christlier Hessler
1.0 FTE
Fair Housing Attorney
Specialist

Madonna Castro-Perez
1.0 FTE
Fair Housing Paralegal
Specialist

Jennifer Jung
.50 FTE
Attorney Generalist

Joanne Loeak
1.0 FTE
Community Navigator
Outreach Specialist

Ana Namoa
1.0 FTE
Community Navigator
Outreach Specialist

Maya Scimeca
.50 FTE
Intake Paralegal

Leslie Hill
1.0 FTE
Paralegal Generalist

Shea Henson
1.0 FTE
Fair Housing Civil Rights
Advocate

(Vacant)
1.0 FTE
Asset Protection Paralegal

Ashlee Berry
1.0 FTE
Attorney Generalist

Joakim Peter
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Sepe Mongkaya
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Tammy Taroc
.50 FTE
Intake Paralegal

Susan Chon
1.0 FTE
Paralegal Generalist

Britta Johnson
1.0 FTE
Fair Housing Investigations
Coordinator

Marissa Okazaki
1.0 FTE
Fair Housing Investigations
Coordinator

Paul Luu
1.0 FTE
Immigration Paralegal
Specialist

Chider Sonls
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Aloma Nelson
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Caitlin Axe
.50 FTE
Intake Paralegal

Emily Rivera
1.0 FTE
AmeriCorps Advocate

(Vacant)
1.0 FTE
Fair Housing Outreach
Specialist

Sophia Henager
1.0 FTE
AmeriCorps Advocate

Marissa Llamido
1.0 FTE
Immigration Paralegal
Specialist

Julie Johannes
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Sereny Cholymay
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Scott Honjiyo
.50 FTE
Intake Paralegal

Wade Honma
1.0 FTE
Honolulu Office
Manager

Eva Reka Imai
1.0 FTE
Office Clerk

Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

Anya McClenton
.50 FTE
Community Engagement
Administrative Assistant

Anya McClenton
.50 FTE
Community Engagement
Administrative Assistant

Sereny Cholymay
1.0 FTE
Outreach Specialist -
Health Connector Kokua

Caitlin Hatakeyama
1.0 FTE
AmeriCorps Intake/CEJ

Joycelin Clark
.50 FTE
Receptionist/Office
Clerk

Eva Reka Imai
1.0 FTE
Office Clerk

Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

Rhoda Brown
1.0 FTE
GA-SSI Paralegal Specialist

Jane Lee
1.0 FTE
AmeriCorps Intake/CEJ

Joycelin Clark
.50 FTE
Receptionist/Office
Clerk

Eva Reka Imai
1.0 FTE
Office Clerk

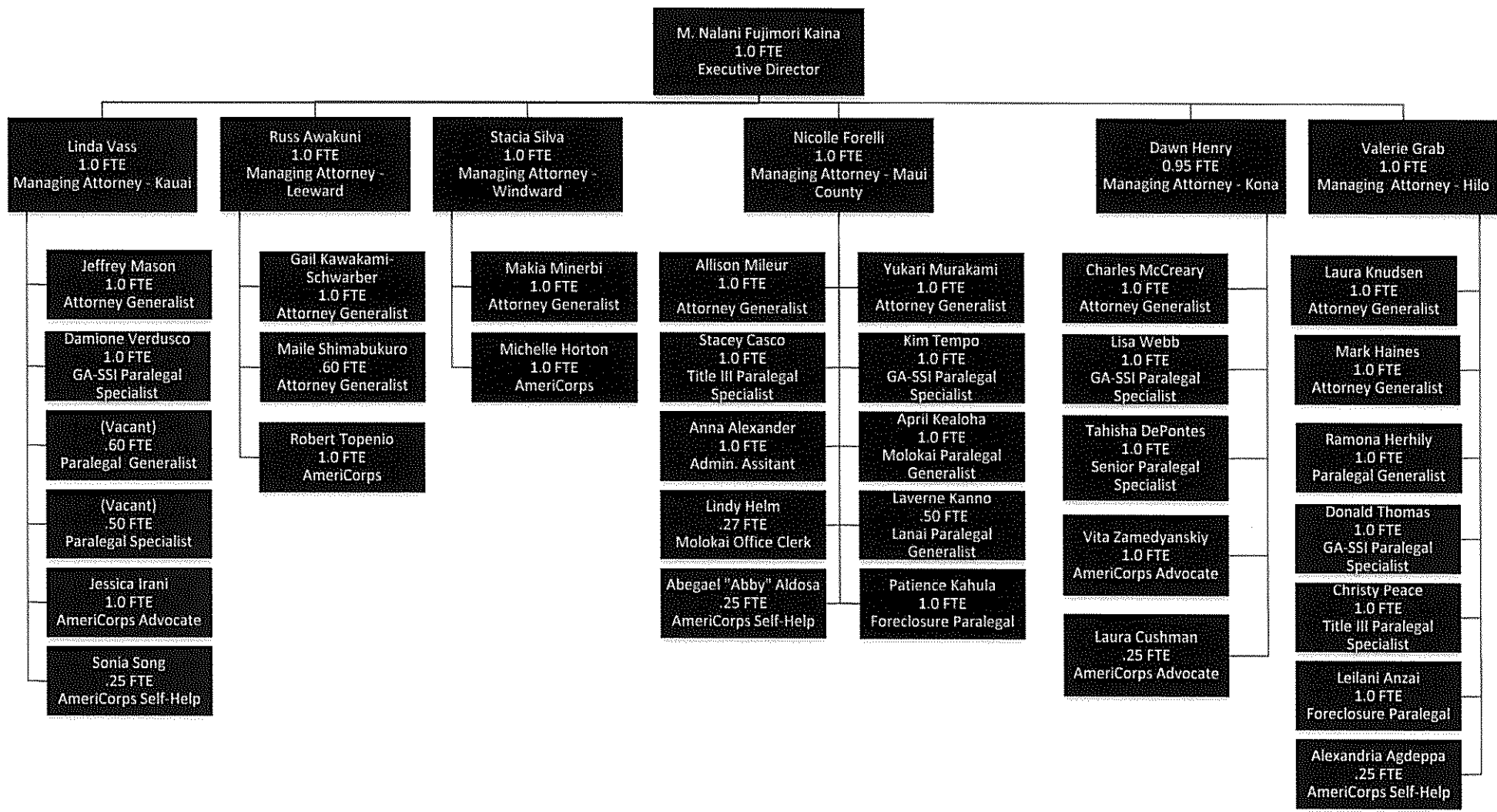
Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

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1.0 FTE
GA-SSI Paralegal Specialist

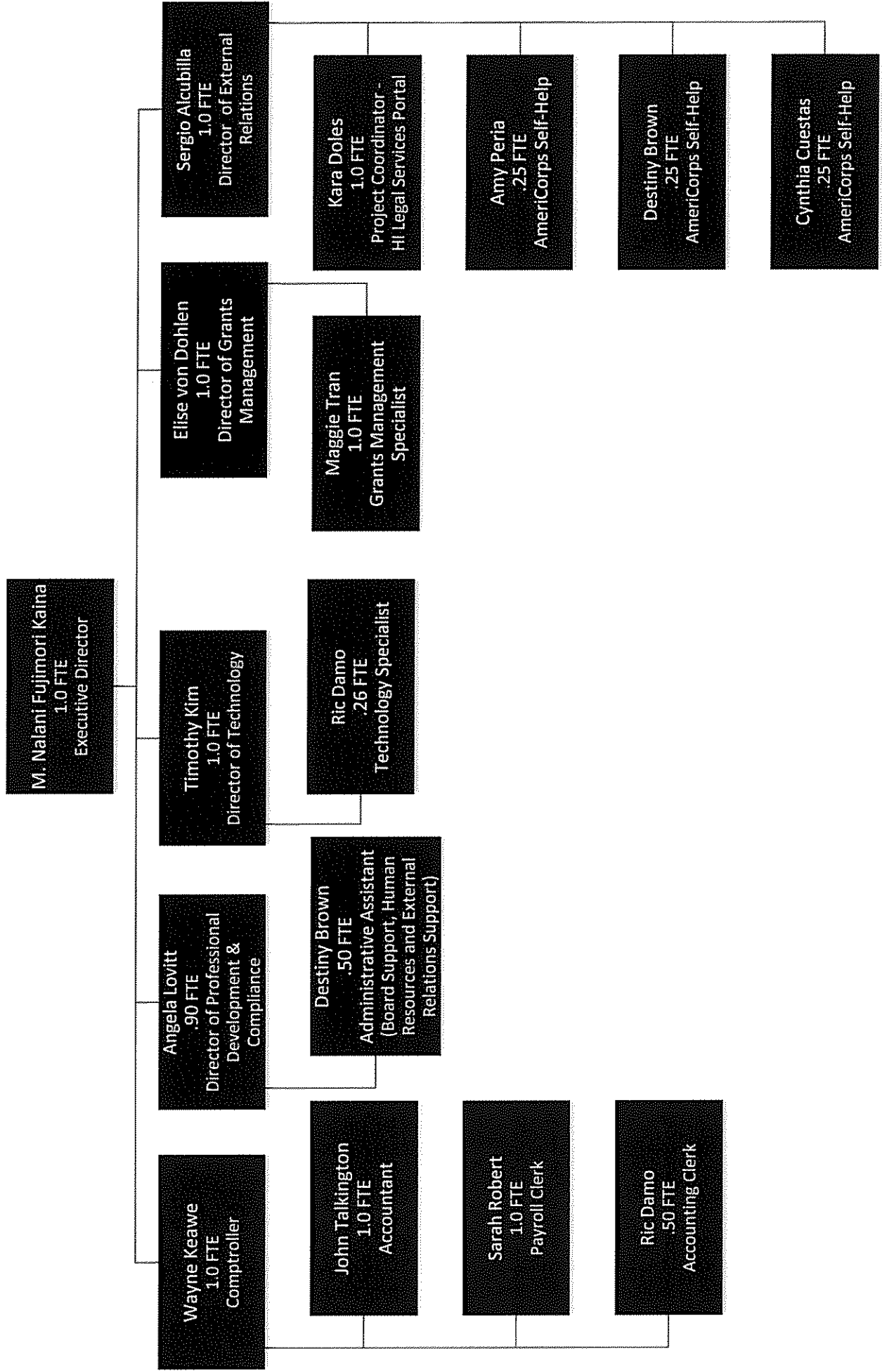
Anne Reynolds
1.0 FTE
GA-SSI Paralegal Specialist

Rhoda Brown
1.0 FTE
GA-SSI Paralegal Specialist

Legal Aid Society of Hawaii's
Branch Office Staff

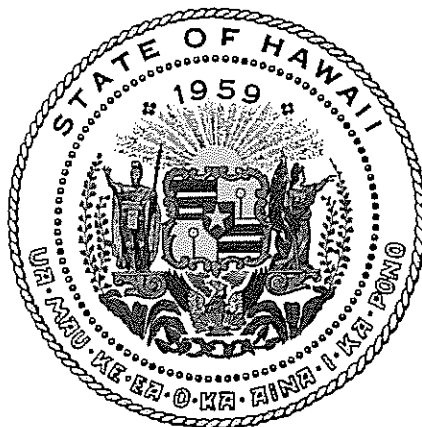


Legal Aid Society of Hawaii's
Administration Staff



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 09, 2017

Director of Commerce and Consumer Affairs

