

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db a:

The Legal Clinic

Amount of State Funds Requested: \$ 145,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

The Legal Clinic (TLC) requests a \$145,000 GIA award to deliver free and low-cost immigration legal services to low-income Hawaii residents, and to provide community education on immigrant rights matters. Funds would be spent on related staffing, communications planning, outreach materials, language interpretation/translation services, other consultant support, printing, ads/marketing, transportation/travel, insurance, leased copier equipment, training, and supplies. TLC is actively fundraising to ensure long-term sustainability and a diverse funding base.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 125,000
Private/Other: \$ 77,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 299,553

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

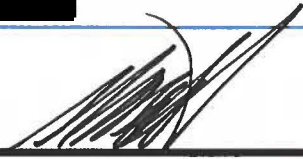
Mailing Address:

1020 S. Beretania St.
City: Honolulu State: HI Zip: 96814

Contact Person for Matters Involving this Application

Name: Bettina Mok	Title: Executive Director
Email: admin@thelegalclinchawaii.org	Phone: 808-425-2405

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Akram Khalil, Board Treasurer

Name and Title

1/17/2020

Date Signed

received
1/17/20 12:03pm

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



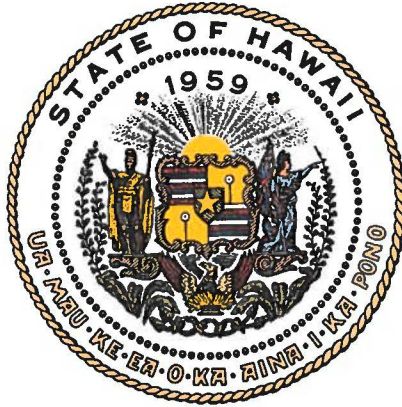
AUTHORIZED SIGNATURE

Bettina Mok, Executive Director

PRINT NAME AND TITLE

January 17, 2020

DATE



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

THE LEGAL CLINIC

was incorporated under the laws of Hawaii on 08/21/2017 ; 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 12, 2020

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

The Legal Clinic

(Typed Name of Individual or Organization)


(Signature)

1/17/20
(Date)

Bettina Mok

Executive Director

Use of Funds for Public Purpose

If awarded a grant from the State of Hawai'i, The Legal Clinic will use the grant funds only for public purpose, pursuant to Section 42F-102 of the Hawai'i Revised Statutes.

(1) The name of the requesting organization or individual:

The Legal Clinic, an independent 501c3 non-profit organization as of June 2019.

(2) The public purpose for the grant:

The Legal Clinic's mission is to restore hope, dignity, and justice for low-income immigrants through high-quality immigration legal services, education and advocacy. The public purpose of this grant would to plan and deliver services and other activities in pursuit of this mission. TLC provides free or affordable immigration legal services to low-income immigrants in Hawai'i; organizes clinics and workshops on immigrant rights, needs, and pathways to citizenship; and works to raise public awareness of the immigrant experience and immigrant contributions.

(3) The services to be supported by the grant:

With this grant, The Legal Clinic (TLC) would provide 1000+ hours of free or low-cost immigration legal services and representation to at least 250 qualified individuals in Hawai'i who are applying for a US Green Card or naturalized citizenship. TLC and partners will also engage over 200 individuals in educational events such as "know your rights" workshops, films, speaker panels, etc., to highlight resources for immigrants, and raise public awareness of the culture, needs, challenges, and contributions of immigrants. This award would also allow TLC to engage volunteers, language interpreters, and other consultants in support of the organization's work. TLC will use funds to help develop a communications and marketing strategy and related materials; develop community partnerships; and do marketing/promotion and outreach activities to reach low-income immigrants in the state.

(4) The target group:

Low-income immigrants in the state of Hawai'i (legal service recipients) and members of the public (through educational outreach).

(5) The cost of the grant and the budget.

Grant request amount: \$145,000

Budget amount: \$403,330

Please see budget details on "Budget Request by Source of Funds" page.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

The Legal Clinic

(Typed Name of Individual or Organization)

Bettina Mok

(Signature)

1/17/20

(Date)

Bettina Mok

(Typed Name)

Executive Director

(Title)

II. Background and Summary

1. Applicant's Background

The Legal Clinic (TLC) is a new and vibrant non-profit organization formed to provide immigration related services to Hawai'i's low-income immigrant community. The agency was founded in 2017 by a group of local immigration attorneys, civil rights advocates, community-based and faith-based activists who recognized the dire need for low-cost or no-cost legal services and immigration information to assist Hawai'i residents seeking asylum, permanent residency, citizenship, and family reunification. TLC was awarded 501(c)3 status as a non-profit charitable organization in June of 2019. Though the TLC office is located inside the First United Methodist Church of Honolulu, The Legal Clinic is an entirely independent and secular organization.

Hawai'i is built on the efforts of both its native Hawaiian host community and diverse immigrant communities, and today immigrants continue to contribute significantly to the economic, cultural and social wellbeing of our state. Nearly one in five Hawai'i residents is an immigrant (a total of almost 260,000 individuals, according to the U.S. Census). While over half of the state's immigrants are naturalized U.S. citizens, many tens of thousands are eligible to become naturalized, but may not actually apply due to a lack of resources and information. Thousands of others who fear return to their home countries due to persecution may be entitled to asylum or other legal protections.

Hawai'i has not been spared the crisis that has enveloped immigration issues and immigrants themselves throughout the U.S. and indeed globally. With our nation's challenging political situation, and policies and public proclamations that are increasingly hostile to immigrants, the need becomes more and more critical for quality services to assist low-income immigrants to navigate the convoluted pathways toward citizenship and other legal status. Thousands have problems with their documents and immigration status. Securing legal status enables immigrant residents to become more civically engaged and to contribute more fully to Hawai'i's economic, cultural and social vitality.

TLC has been formed to help fill the gap that exists between the critical need for affordable or free immigration services in Hawai'i and their extremely limited availability. **Our stated mission is to restore hope, dignity, and justice for low-income immigrants through high-quality immigration legal services, education and advocacy.** Funding through the State Grants-in-Aid program would provide for significant and much needed services to Hawai'i residents.

TLC is an affiliate of National Justice For Our Neighbors (NJFON), a national network of immigration law clinics serving low-income immigrants across the US. NJFON offers legal guidance, funding, training, and other invaluable resources to TLC.

2. Goals and Objectives

TLC will provide public education on immigration issues, will advocate for just public policies, will provide legal services and will assist residents in navigating a legal path to citizenship. The grant related goals and objectives are to:

- a) Implement a **communications strategy** to reach low-income immigrants in Hawai'i with messages that promote pathways to citizenship and resources for immigration legal support.
 - Create multi-lingual outreach materials and translate web pages with immigrant resource information, with emphasis on the languages most commonly spoken by prospective immigrant clients, such as Tagalog, Ilocano, Chuukese, Tongan, and Spanish.
 - Offer interpretive services for immigrant clients.
 - Promote naturalization (citizenship) via ethnic and English-language radio broadcasts, social media, news articles, and fliers/brochures.
 - Develop relationships with immigrant-serving secular and faith-based organizations in the community to offer resources on immigration legal services.
- b) **Raise public awareness** of the needs, challenges and contributions of immigrants; of regional and national immigrant justice matters; and of immigrants' legal and civil rights.
 - Actively involve 200 or more participants in immigration-related educational events such as films, workshops, and speaker panels.
 - Engage and inform Hawai'i residents on immigration matters through social media, traditional media, and school- or university-related opportunities.
 - Develop and nurture strong community relationships.
 - Monitor and advocate for just immigration policies and practices.
- c) **Provide free or low-cost immigration legal services** to low-income immigrants in Hawai'i .
 - Provide immigrants with year-round access to free legal services.
 - Recruit and train interns, volunteers, and pro bono attorneys to assist with intake, screening, legal services, and referrals.
 - Assist at least 250 individuals with expert legal counsel and/or support in applying for naturalized citizenship or a U.S. green card.

3. Public Purpose and Need to be Served

There is an urgent need in Hawai'i for accessible and affordable legal counsel and related services for low-income immigrant residents seeking assistance on immigration matters. Procedures such as applying for naturalization/citizenship or permanent legal residency ("Green Cards"), and petitioning for asylum, removal defense, or family reunification can be complex and expensive. Legal actions often require a detailed understanding of immigration law and petitioners' rights. Naturalization, for which an estimated 54,000 Hawai'i residents are currently eligible to apply, is at best a challenging process, with lengthy forms, document requirements, and costs that can be prohibitive. For those whose English proficiency is limited, lack of access to interpreters or translated documents can also be a barrier. Awareness of immigrant rights and protections is limited, and the need for public education is essential.

According to U.S. Census figures for 2014-2018, over 18% of Hawai'i's population consists of first-generation foreign-born immigrants (nearly 260,000 in total). A sizable minority (42%) of those are not U.S. citizens. Without the rights and protections of full citizenship, this population is vulnerable to

potential abuse, discrimination, and uncertainty, particularly in the face of recent restrictions added to federal immigration policies and practices. Immigrants who seek legal status—to which they may be entitled—frequently lack the financial means or English language proficiency needed to secure legal assistance and to tackle complex application procedures. Legal counsel is not only expensive, but also hard to come by, as there are few practicing immigration attorneys in Hawai'i.

Moreover, the few non-profit organizations that provide immigration legal services in the states (such as the Hawai'i Immigration Justice Center of the Legal Aid Society) are generally unable to serve undocumented persons due to federal funding restrictions (unless those individuals are victims of crime). A few private immigration attorneys provide a limited amount of assistance to low-income immigrants, but their regular caseloads are generally overloaded.

A stark indication of the lack of affordable immigration legal services is revealed by the requirement that the U.S. Department of Justice Executive Office of Immigration Review furnish a list of *pro bono* legal service providers to all immigrants with removal orders who are awaiting immigration court hearings. Sadly, the *Pro Bono* Legal Service Providers List for Hawai'i's immigration court jurisdiction is *blank*. There are no such attorneys listed. As a result, most petitioners are left without options for affordable legal counsel.

Such representation, however, can be crucial in protecting immigrant rights and securing a positive outcome. Nationwide, according to the American Immigration Council, immigrants who are petitioning for U.S. legal status and who have an attorney are five times more likely to obtain relief from deportation than those without counsel. In 2016, 90% of those who were denied asylum had no legal representation, vs. 48% denied with legal counsel (Center for American Progress). In 2017, the Immigration Court in Honolulu completed 241 immigration cases with 83 resulting in removal or voluntary departure. Only 37% of all respondents had legal counsel. On the flip side, studies have shown that successful petitions for permanent residency or naturalization lead to immigrants being better able to secure good employment (including an increase in personal earnings of as much as 11%), and to become more civically engaged — significantly boosting economic and social opportunity for them and for our community as a whole.

Hawai'i benefits enormously from our immigrant residents. With its rich immigrant history and unparalleled diversity, Hawai'i ranks sixth highest among U.S. states in percentage of foreign-born residents (but fourth lowest in naturalization rates). A study by WalletHub, a financial services site, found that Hawai'i ranks tenth in the nation for overall economic benefit from immigrants. The American Immigration Council and the U.S. Bureau of Labor Statistics report that one in four self-employed business owners in Hawai'i is an immigrant, along with one third of all workers in the hotel and food service industries. Hawai'i's immigrants contribute over a billion dollars in yearly federal taxes, \$668.5 million in state and local taxes, and \$5 billion in spending power (2014).

The Legal Clinic's work is rooted in the fundamental belief in the human rights and respect that should be accorded to every individual. TLC believes that immigrants seeking assistance with naturalization (citizenship) applications, asylum petitions, family reunification, and other issues are entitled to high-quality, specialized legal counsel and logistical support. As a matter of human rights, no person should be denied the help of a lawyer due to inability to pay or due to immigration status. The high representation of low-income immigrants in Hawai'i's population makes this an urgent need.

The State of Hawai'i and the City of Honolulu (particularly with adoption in 2017 of Resolution 17-50, "Haven of Aloha" or Ho'okipa) have taken a principled stand against xenophobic federal practices, take pride in a long history of welcoming immigrants, and consistently affirm a commitment to equal rights and non-discrimination. Now we must protect our immigrant families by providing accessible and affordable access to legal representation, assistance with naturalization procedures, and increased public awareness of immigration issues. TLC is helping to fill this critical need in Hawai'i,

and is committed to serving immigrants regardless of ability to pay, immigration status, religion, nationality, or language.

4. Target Population to be Served

The American Immigration Council reports that over 21% of Hawai'i's labor force and almost one in five members of the overall population is comprised of immigrants (2015). Many native-born U.S. citizens in Hawai'i have at least one immigrant parent. A majority (58%) of immigrants have become naturalized citizens. However, many tens of thousands (an estimated 54,000) are lawful permanent residents ("Green Card" holders) and eligible to apply for naturalized citizenship, but may need assistance in completing lengthy and complex forms and securing needed documentation to proceed. Furthermore, recent and ongoing changes to immigration policy or enforcement practices greatly increases the demand for immigrant legal services, is extremely costly to taxpayers, and sends anxious immigrants into hiding.

Within the population of immigrants, some 45,000 (18%) are believed to be undocumented or under-documented. These include residents who are seeking asylum, individuals who have overstayed their visas, and those with so-called DACA (Deferred Action for Childhood Arrivals) status. These folks may be entitled to legal protections, but are vulnerable and may be reluctant to seek help.

Hawai'i has another immigrant community which has long been ignored. These are the residents from the states comprising the Compact of Free Association (COFA) — the Federated States of Micronesia, the Republic of the Marshall Islands, and Palau. The Compact entitles citizens of these states to migrate to the U.S., and it is estimated that there are some 18,000 COFA residents in Hawai'i. They are possibly the fastest growing migrant group here, and the unique difficulties they face are only beginning to be recognized.

TLC's focus is on helping the most vulnerable immigrants—those with few financial resources and English as a second language—who often do not have access to affordable legal or translation services to pursue a legal path to citizenship, and who struggle against a tide of dehumanizing, anti-immigrant rhetoric and policies in the Aloha State. Most of TLC's clients qualify as low-income (at or below 200% of federal poverty levels). TLC may use additional guidelines to prioritize clients or when unusual circumstances warrant.

While a high majority of immigrants (77%) report speaking English "well" or "very well," there remains a large number for whom English proficiency will present a potential obstacle. According to the Hawai'i Department of Business, Economic Development and Tourism (DBEDT), more than 130 different languages are spoken among Hawai'i's immigrants, and one in four residents of the State speak a language other than English at home. A 2016 Hawai'i State report found that speakers of a non-English language typically earn 10% to 34% less than English-only speakers for all proficiency levels. In Waipahu nearly half (49%) of the population age 5 and older speaks a language other than English at home, and 31% speak English "less than very well." In urban Honolulu, over one third (37%) of the age 5+ population speaks a non-English language at home, and 21% speak English "less than very well." (Hawai'i DBEDT, April 2016).

Most commonly spoken statewide are Tagalog (>58,000), Japanese (>54,000), Ilocano (>45,000), Spanish (>25,000), and Hawai'i an (>18,000). The next most used, in decreasing order, are Chinese, Korean, Samoan, Vietnamese, and Cantonese. (2016 DBEDT Report). Among recent lower-income immigrants, primary languages may also include Tongan, Chuukese, and Marshallese, among others.

TLC will do outreach to a wide range of communities and ethnic groups, drawing on our board members', volunteers' and activists' deep roots in the community. Among the communities with which

we have direct ties are Tongan, Filipino, Chinese, Korean, Muslim and COFA populations. TLC is keen to engage younger people who are coming of age in Hawai'i, and we will work closely with law students and others at the University of Hawai'i to recruit interns and volunteers and to promote awareness of immigration justice and our agency's services.

5. Geographic Coverage

The public information, application assistance and legal services offered by The Legal Clinic will be extended initially to eligible residents of O'ahu. Visits to serve our neighbor islands are possible during this year and expansion is intended for future years as the agency develops and grows. TLC plans to partner with non-profit organizations on neighbor islands to be able to offer services statewide.

TLC outreach will particularly target neighborhoods and population sectors with a high percentage of non-English-speakers. As noted, Honolulu County houses nearly 28% of the state's non-English language speakers, and in many of O'ahu's communities, large portions of the population primarily speak another language at home. Their facility with English is often "poor" or "very poor," adding substantially to the barriers to moving along the path toward citizenship.

III. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

TLC's services for urban and rural O'ahu will consist of public outreach, education and advocacy on immigration issues and services, as well as providing affordable legal counsel, advice and representation to immigrants in need, including those with complex cases of asylum and deportation.

- TLC's attorney, legal interns, and trained volunteers will provide **immigration legal services and/or representation for at least 250 immigrants in Hawai'i**. Services will be available at the TLC office, and at immigration workshops hosted by TLC and its collaborators at other sites. Clinics can take place at churches or other convenient, safe and accessible venues. Participants will be recruited by TLC staff, volunteers, community partners, via social- and other media, and by tabling at events. Participants may be pre-screened, or complete registration forms upon arrival.
- The TLC attorney will log **1000+ hours of providing high quality immigration legal services/consultation** for individuals in Hawai'i through the above-mentioned activities. Duties will include: meetings with clients; managing case data; representing cases in courts and federal facilities; supervising legal volunteers; and offering continuing education.
- TLC and partners will **engage over 200 individuals in educational events** such as "know your rights" workshops, films, speaker panels, etc., to highlight resources for immigrants, and raise public awareness of the culture, needs, challenges, and contributions of immigrants. The TLC coordinator and director will collaborate with immigrant communities, ethnic media, churches, community associations, labor groups, businesses, schools, universities, and local/federal agencies to plan these events.
- TLC's executive director will work with a consultant to **develop a communications plan and related materials**.
- With the help of consultants and volunteers, TLC will **translate some of our primary written materials into at least three other languages** within the grant period.
- The TLC Coordinator and volunteers will manage **social media communications**.

2. *Projected Annual Timeline for Accomplishing the Results or Outcomes of the Service*

- **Year-round:** in office client services (Immigration law); social media posts; media engagement; community partner development; identify venues for upcoming workshops/outreach.
- **July - August 2020:** Coordinate citizenship/naturalization workshop #1 in conjunction with community partners. Follow up with participants to track their progress toward obtaining citizenship. Work with communications consultant to plan outreach campaign to promote naturalization to a broader audience. Meet with Muslim Community Association and COFA community leaders/organizations. Identify interpreters and translators to work with.
- **September - October 2020:** workshop planning committee meetings, volunteer recruitment and training for Fall 2020 citizenship workshop. Contract translation services. Outreach and tabling at events and churches. Media (incl. ethnic media) outreach.
- **November -December 2020:** Coordinate citizenship workshop #2 in Honolulu. Applicant follow up. Brochure translated into at least 3 languages. Outreach and tabling at events. Participate in Interfaith Thanksgiving outreach event. Plan ahead for community educational event.
- **January - February 2021:** Translate resources online (website) and brochures into two additional languages; recruit and train workshop volunteers; plan next citizenship workshop and educational event. Table at Palama Settlement or other community organization.
- **March - April 2021:** Coordinate citizenship workshop #3. Applicant follow-up. Community education event. Media engagement. Meet with community service providers such as Legal Aid and Catholic Charities to consider joint clinics on neighbor islands. Meet with UH Mānoa William S. Richardson School of Law to explore joint volunteer and service provider trainings.
- **May - June 2021:** Coordinate citizenship workshop #4. Applicant follow up. Begin targeted outreach/education in select neighbor island communities/groups.

3. *Quality Assurance and Evaluation*

TLC will institute the following to monitor activities and outcomes, to evaluate impact and results, and to improve future work/services:

- Using case management software, timesheet and spreadsheet, TLC lawyer will track hours spent on client services and document number of clients and type of services provided. TLC will use National Justice for Our Neighbors assessment forms to assure quality of legal services.
- Clients complete registration and/or intake forms during in-office visits or at public workshops.
- After each citizenship workshop, TLC will conduct debriefing sessions with planners and partners to evaluate the event and discuss improvements for the next one. Partner organizations will be asked to evaluate volunteer recruitment activities, clarity of communication, effectiveness of outreach activities, and logistics.
- TLC will track the number of participants at all events, and take photos of the events.
- Follow up calls to workshop participants will assess whether they completed their citizenship application, and where they are in the process of obtaining their citizenship since the workshop. Calls will also include one or more questions about their experience at the workshop.

4. *Measures of Effectiveness*

- TLC will provide over 1000 hours of high-quality immigration legal assistance to at least 250 unique individuals during the grant term, at no- or low-cost.
- TLC will host or participate in one or more community education events that engage at least 200 members of the public in learning about immigration matters.
- TLC will have developed a written communications plan and translated outreach materials by the end of the grant period.
- TLC will have promoted naturalization and/or other immigration related matters via at least four media outlets (print, radio, tv) and on social media.

IV. Financial

Budget

1. Detail cost of request - See forms (1-a, 1-b, 1-c, 1-d, 1-e) on the following five pages.
2. Anticipated quarterly funding requests for FY 2021

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$35,000	\$35,000	\$37,500	\$37,500	\$145,000

3. All other sources of funding being sought for FY 2021:

City & County of Honolulu Grant in Aid:	\$125,000 (requested)
Hawai'i Justice Foundation:	\$ 60,000 (requested)
National Partnership for New Americans	\$ 40,000 (will request renewal funding)
Atherton Family Foundation:	\$ 25,000 (will request renewal funding)
Faith-based Funding	\$ 10,000 (to raise)
Corporate Sponsorships:	\$ 10,000 (to raise)
Individual Donations:	\$ 15,000 (to raise)

4. All state and federal tax credits granted to the applicant within the prior three years, or to which the applicant has applied for or anticipates applying for pertaining to any capital project.

None N/A

5. All federal, state, and county government contracts, grants, and grants in aid granted within the prior 3 years and for FY 2021 for program funding.

TLC was awarded a \$125,000 City & County of Honolulu GIA that is effective as of October 2019 and ends in September 2020. TLC applied for renewal City GIA funding for FY2021, but has not yet received notice of FY2021 funding as decisions are made in summer 2020.

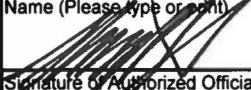
6. Balance of applicant's unrestricted current assets as of Dec. 31, 2019

\$263,024

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: The Legal Clinic

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	97,500		96,780	55,580
2. Payroll Taxes & Assessments	10,725		10,646	6,100
3. Fringe Benefits	10,925		5,374	4,500
TOTAL PERSONNEL COST	119,150	0	112,800	66,180
B. OTHER CURRENT EXPENSES				
1. Travel, Airfare, Transportation	3,000	0	1,700	8,000
2. Insurance	1,000			1,000
3. Lease/Rental of Equipment	1,000			2,800
4. Lease/Rental of Space				1,000
5. Staff & Board Training	1,000			3,500
6. Supplies	3,000			12,000
7. Telecommunication			2,000	1,000
8. Utilities				1,500
9. Consultants/Contractors	10,000		6,500	10,100
10. Marketing/Ads/Promotion	4,850			1,250
11. Printing	2,000			8,000
12. Memberships/Subscriptions /Publications			1,000	4,000
13. Admin other			1,000	9,500
14. Legal Fees				3,500
15				100
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	25,850	0	12,200	67,250
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	145,000	0	125,000	133,430
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	145,000	Bettina Mok, Executive Director 808-777-7071		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	125,000	 01-17-2020		
(d) Total Private/Other Funds Requested	133,430	Signature of Authorized Official Date		
TOTAL BUDGET	403,430	Akram Khalil, Treasurer (Board of Directors) Name and Title (Please type or print)		

1-b. BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: The Legal Clinic

POSITION TITLE	FUL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$78,000.00	38.46%	\$ 30,000.00
Staff Attorney	1	\$74,120.00	18.21%	\$ 13,500.00
Legal Assistant	1	\$45,000.00	50.00%	\$ 22,500.00
Coordinator	1	\$45,000.00	70.00%	\$ 31,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				97,500.00
JUSTIFICATION/COMMENTS:				
More of the staff attorney's time will be spent on this project however we have requested City & County GIA funds to pay for most of her time.				

1-c. BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: The Legal Clinic

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Leased photocopiers	4	\$500.00	\$2,000.00	\$2,500
Laptop and accessories	1	\$1,700.00	\$1,700.00	\$1,700
Misc office equipment (e.g. laminator)	1	\$100.00	\$100.00	\$200
			\$ -	
			\$ -	
TOTAL:	6			\$3,800.00

JUSTIFICATION/COMMENTS:

We process several hundred pages of documents/copies at each public citizenship workshop. For that we lease commercial photocopiers for events. We are requesting \$1,000 of the equipment expenses from State GIA.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	0
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

1-d. BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: The Legal Clinic

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN	\$18,898	\$7,042				
CONSTRUCTION		\$92,666				
EQUIPMENT		\$2,000				
TOTAL:	\$18,898	\$101,708	\$0	\$0		
JUSTIFICATION/COMMENTS:						
TLC is not requesting capital funds in 2020-2021.						

1-e. GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: The Legal Clinic

Contracts Total: 125,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	City & County Grants in Aid award	10/1/19-4/01/21	City & County of Honolulu	Honolulu	125,000
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V. EXPERIENCE AND CAPABILITY

1. Necessary Skills and Experience

- TLC is led by an experienced staff attorney (UCLA law degree, Harvard University undergrad degree), and a seasoned executive director with several decades of nonprofit management experience. See section VI-1. Additionally, TLC has two part-time support staff and a contracted bookkeeper.
- Relevant projects or contracts for the most recent three years: TLC has been putting on public citizenship workshops for over a year (3 in 2019) in collaboration with UNITE HERE Local 5 and John Egan at the UH Refugee & Immigration Clinic. In summer 2019, TLC was awarded a Grants-in-Aid contract from City & County of Honolulu, to continue delivering immigration legal services.
- TLC's board includes veteran lawyers, nonprofit professionals, a retired bank president, and faith-based leaders. It is a very ethnically-diverse board that has been very involved in the organization's start-up and fundraising efforts.
- TLC is fortunate to be an affiliate of "National Justice for Our Neighbors" (NJFON), which supports 18 organizations like TLC across the country that together operate over 50 clinics providing immigration legal and educational services. NJFON provides support to TLC through a pro-bono legal advisor and fundraising consultant, shared advocacy and educational resources, and a wide range of other peer network resources.
- TLC is a proud member of the Hawai'i Association of Nonprofit Organizations (HANO), and is HANO's next door neighbor.
- A founding TLC advisory board member, John Egan, is a well-respected immigration attorney in Hawai'i, who is now also serving as Director of UH Mānoa's Refugee and Immigration Law Clinic at the William S. Richardson School of Law.

2. Facilities

The Legal Clinic office is inside the First United Methodist Church, at 1020 S. Beretania St. in Honolulu. It is very centrally located, across the street from the Honolulu Museum of Art, two blocks from Blaisdell Center, and easily accessible by car, public transit and on foot. The church is leasing the space to TLC for \$1/year. An anonymous donor contributed funds to renovate the one-room space so that there is a separate office for the attorney to hold confidential client meetings and store files securely.

TLC holds legal clinics and workshops in other borrowed spaces -such as in community centers, schools, and at other churches- in order to be accessible to residents across O'ahu and eventually also on neighbor islands.

VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The Legal Clinic's staff is composed of an executive director (reporting to the Board of Directors), an immigration attorney, a part-time legal assistant, and a part-time program coordinator. TLC retains a contracted bookkeeper (Paul Harleman, Precision Accounting Hawai'i) who handles the accounting and provides compliance support.

- TLC's **executive director** (ED) has worked in nonprofit management for over 20 years, as a foundation officer, and as an independent consultant to other nonprofit directors. She has significant experience and training in fundraising, employee supervision, volunteer and board recruitment and management, event coordination, program development and non-profit administration. She has a Masters of Arts degree in International Management.
 - The ED is tasked with day-to-day administration and fiscal management of TLC, as well as with hiring and staff support, fundraising, partnership development, public outreach, event management, and communications.
 - She will oversee implementation of the grant activities, and documentation/tracking of related activities and progress. She will also hire and work with a communications consultant to fulfill the proposed grant activities, oversee media and social media development, and work with the contracted bookkeeper on the financial reporting of a grant award.

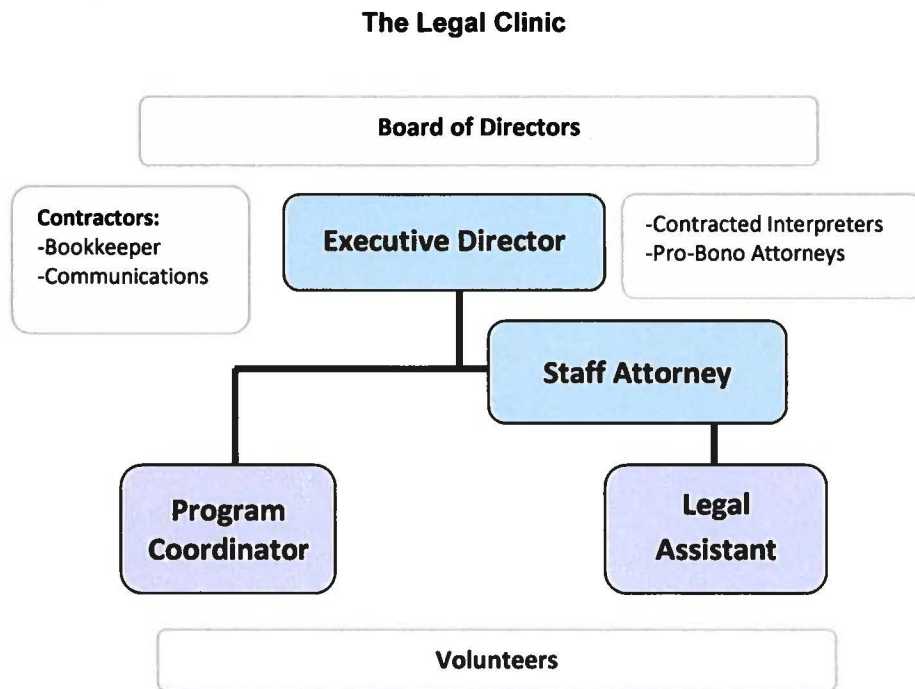
- TLC hired its first **staff attorney** in August 2019, and has been serving clients out of TLC's Honolulu (Ward area) office since early September of 2019. She provides direct legal counsel to clients on immigration matters, as well as legal education and training for staff, volunteers and the public. She represents TLC clients in federal immigration court, and is registered with the Executive Office for Immigration Review (EOIR). She received her A.B. from Harvard University, and her law degree from UCLA School of Law where she was an editor of the UCLA Law Review and graduated Order of the Coif (top 10% of her class). She is barred in California and Maine. Immigration law does not require in-state Bar status as it is federal law.

Prior to her work at TLC, the attorney served as a litigator in private practice and an adjunct law professor, and did a range of community-based work. She represented pro bono asylum clients and assisted other clients in preparing their applications for naturalization and Deferred Action for Childhood Arrivals (DACA) status. Early in her career, she served as a law clerk for the Honorable Dolly M. Gee of the U.S. District Court for the Central District of California (who decided two landmark cases involving the rights of immigrant detainees.)

- The TLC attorney supervises TLC's part-time **legal assistant**, and together they provide the primary in-office legal services to our low-income immigrant clients. They will bring in paid or volunteer interpreters as needed, to serve their limited-English-speaking clients. Should this grant request be fully funded, we would be able to increase the half-time legal assistant position to full-time in order to serve the numbers of clients proposed, with high quality legal services.
- The attorney will also provide legal oversight at public naturalization workshops where volunteers assist citizenship applicants complete their paperwork. She will engage pro bono attorneys, law students and others in this type of work whenever possible.
- The attorney also collaborates with public interest lawyers at the University of Hawai'i at Mānoa, community groups and others to promote fair policy and good working relationships among those working in the immigrant justice arena in Hawai'i.
- TLC is in the process of hiring a part-time **program coordinator** who will help do community outreach/recruiting, organize the public citizenship workshops (in conjunction with community and municipal partners), assist with other community education and fundraising events, and provide administrative support to the executive director and staff attorney. The coordinator will report to the executive director. Should this grant be awarded, we will be able to increase this role from part-time to full time (and this will free up the ED to focus more on fundraising and partnership development for long-term organizational sustainability).
- Other volunteers, including bilingual speakers, law students, community partner representatives, and pro-bono attorneys have already supported TLC's activities and will continue offering help at events, clinics, and at the TLC office.

- All staff participate in training or continued education opportunities at various points throughout the year. Currently our legal assistant and interim program coordinator are taking an intensive 8-week online class on immigration law. The ED and attorney attend annual national conferences, to learn from other immigration organizations, coalitions, attorneys, and other experts in the field.

2. Organization Chart



3. Compensation

Executive Director	\$78,000
Staff Attorney	\$74,200
Legal Assistant	\$21/hour

VII. OTHER

1. Litigation

There is no pending litigation for The Legal Clinic.

2. Licensure or Accreditation

The Legal Clinic's staff attorney, and any contracted lawyers representing clients on immigration cases, shall have a law degree, and membership in a state Bar.

TLC's staff attorney is also authorized to represent cases and clients before the US Citizenship and Immigration Service Executive Office for Immigration Review (US Department of Justice).

3. Private Educational Institutions

This award/grant would not support a private educational institution (neither sectarian or non-sectarian) – as referenced in Article X, Section 1, of the State Constitution.

4. Future Sustainability Plan

TLC is fortunate to be able to rely on the guidance and resources of the National Justice for Our Neighbors Network over the long-term, as well as the generous support of the First United Methodist Church of Honolulu, which is providing in-kind support of its facilities for the TLC office (at \$1/year lease), and has pledged to contribute funding for at least the initial years of TLC operations. TLC is also a proud member of the Hawai'i Association of Nonprofit Organizations, which provides training and support in fundraising among other nonprofit management resources.

TLC has an active fundraising committee, spearheaded by board members Susan Wong and Amy Agbayani, who have vast experience generating support for grassroots causes in Hawai'i. Together with the Executive Director—who has over 20 years of nonprofit fundraising experience, the committee will pursue an array of fundraising opportunities, from private foundation grants, to individual donor contributions, as well as government funding. TLC will also collect a limited amount of fees from certain clients, depending on the type of legal services are needed, while still keeping services free/low-cost for TLC's target populations.

In 2020-21, TLC is planning to host several events, to raise community awareness of our services and to attract the attention of prospective donors. TLC will hold at least one annual fundraising event in the fall and continues to build its mailing list of supporters.

TLC is also engaging many volunteers in various aspects of our work. Several attorneys have offered limited pro-bono support. Currently, two volunteers are participating in a specialized training in basic immigration law, to be eligible to apply for the US Department of Justice Recognition and Accreditation program, which in turn would enable them to assist with clients' paperwork and represent clients in cases before federal immigration (US Citizenship and Immigration Services). This would increase the bandwidth of the immigration lawyer, and thereby provide support to more low-income immigrants.

Lastly, TLC plans to continue strengthening its community partnerships with other immigrant-serving organizations, and with students and faculty at the Refugee and Immigration Clinic at the University of Hawai'i Mānoa William S. Richardson School of Law.

~ Thank you for the opportunity to apply for State GIA funding. ~



UNIVERSITY
of HAWAII
MĀNOA

Re: The Legal Clinic's GIA 2020 Proposal

Dear Chair and Members of the GIA Commission:

My name is John Robert Egan and I am an immigration lawyer, and have recently been appointed Director of the new Refugee & Immigration Law Clinic at the Wm. S. Richardson School of Law here in Honolulu. I am writing in support of the 2020 Grant in Aid application for The Legal Clinic, TLC, and I want to disclose that I serve on that organization's Advisory Board.

TLC is an affiliate of the Justice For Our Neighbors network of immigration services organizations nationwide, of which there are now twenty. These organizations are providing good quality legal services to underserved immigrant communities, mostly for free and sometimes at sliding scale rates. Without services of this type many immigrants are left to face their legal issues on their own, *pro se*.

Although there are some existing organizations serving immigrants here in Hawaii, there is a distinct gap in representation in Immigration Court, as well as in services for the "employed poor" who, despite their difficult financial situation, may fail to meet agency guidelines. Our local non-profit immigrant services community has a history of doing its best to provide support to this community, but the gaps have persisted, and these have been exacerbated by the current anti-immigration policies emerging at the national level.

Studies have shown that the lack of low-cost representation for immigrants in legal proceedings has a pronounced negative impact on case outcomes. In some situations, having a lawyer improves outcomes by 2 to 3 times, and since there is no right to counsel in civil immigration proceedings, establishing a community-based organization (CBO) with no- and low-cost representation as a central part of its mission will have a real and positive effect. TLC will be filling a gap in the network of providers with a needed service.

I foresee positive opportunities for capacity-building collaborations connecting TLC with existing CBOs and our Law School Clinic, linking the education and training function with legal services and social support that will bring significant benefit to our immigrant community.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Robert Egan', written over a horizontal line.

John Robert Egan

2515 Dole Street
Honolulu, Hawai'i 96822
www.law.hawaii.edu

An Equal Opportunity/Affirmative Action Institution



An Affiliate of
National Justice
for Our Neighbors

January 16, 2019

Dear Members of the House Committee on Finance and Senate Committee on Ways and Means:

I am an emeritus University of Hawai'i Manoa Assistant Vice Chancellor for Student Diversity, civil rights advocate, and immigrant from the Philippines. I am also a member of the board of The Legal Clinic, on behalf of which I am submitting this letter of support.

The Legal Clinic was founded in 2017 to provide free and low-cost legal immigration legal services to vulnerable Hawai'i residents, to educate the public on immigration matters and the immigrant experience, and to advocate for fair immigration policies. One in five workers in Hawai'i are immigrants, and one in four self-employed business owners in the state are immigrants. All told, they contribute over \$668 million dollars in state and local taxes, and generate \$385 million in revenues. Despite their many valuable contributions to our state, immigrants with few financial resources often struggle against a national tide of dehumanizing, anti-immigrant rhetoric and policies.

There is a growing immigration policy crisis in the United States, with a backlog of 700,000 immigration court cases and families enduring long periods of separation. Most claimants cannot afford a lawyer or translation services to pursue a legal path to citizenship, despite the fact that having legal counsel would greatly increase their chances of success. While Hawai'i has been on the forefront of advocating for just policies, there is a critical service gap for an estimated 46,000 immigrants at-risk in our state. There are few immigration lawyers in Hawai'i, and all carry heavy caseloads. Existing services, such as Legal Aid, are doing tremendous work, but are restricted by law from offering legal services to undocumented immigrants—except under certain circumstances—due to federal funding restrictions.

The Legal Clinic fills a critical void in Hawai'i, offering affordable high-quality legal assistance to—among others—those who were brought to the US as children without legal papers (DACA) and to asylum seekers fleeing persecution and torture in their home countries. With support from GIA, The Legal Clinic will offer free immigration legal services year-round and organize public immigration-related events to educate, equip, inform, and engage over 200 members of the public in immigration matters.

Please support the important efforts of The Legal Clinic. GIA support is critical in these start-up years. We are committed to raising funds from diversified sources, so that we are not reliant on GIA as a primary funder over the long-term.

Sincerely Yours,

Amy Agbayani, PhD
Board Member
amy_agbayani@yahoo.com

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School of Law
Univ. of Hawai'i at Mānoa

TO: Grants in Aid Advisory Commission
RE: The Legal Clinic (TLC): A GIA 2020 Proposal

Dear Members of the Commission:

As a former immigration attorney with more than thirty years of experience and knowledge of the legal needs of immigrants in Hawai'i, I sincerely appreciate this opportunity to write in support of **The Legal Clinic (TLC)**, an Applicant seeking funding from the Grants In Aid Program.

I am a founding member of TLC and have served on its Board of Directors for more than a year. In late spring of 2017 I was part of a group made up of twelve community social advocates, lawyers, social workers, and representatives from Hawai'i's faith-based community. We came together to discuss our grave concerns about the immigration crisis in the United States, and particularly, in Hawai'i. Uppermost was our awareness of the lack of services in our community to help poor immigrants in need of advice and information and legal counsel.

We learned that undocumented immigrants were especially at risk — families with children, young adults who had legally entered the U.S. as babies or young children but their parents overstayed their visitor status, sexually abused victims, imported farm laborers abandoned by their unscrupulous employers, and asylum seekers fleeing persecution and torture in their home countries. In Hawai'i it was estimated that more than 40,000 immigrants need access to legal services.

The Legal Clinic was created to respond to this need. Our Mission is "to provide caring, compassionate, and highly skilled legal services to immigrants regardless of their ability to pay." We have secured 501(c)(3) status, joined forces with a national group — Justice For Our Neighbors—to obtain start-up aid and training, hired a director and an attorney, opened a new office, participated in outreach programs to inform the public about immigration issues, and started a campaign for funding. Already, the public is eagerly seeking out our services. And volunteers are eager to work with TLC.

For the past few years it has been my joy to work with the dedicated and committed supporters of TLC who have worked tirelessly to establish a clinic to help immigrants through education and advocacy. ***We need financial help.***

Thank you for allowing me to express my passionate support for TLC! As a retired lawyer, I continue to believe we must work tirelessly to help those living marginalized lives to find access to justice through education, advice, and legal representation.

Sincerely,

Esther Kwon Arinaga

Esther Kwon Arinaga
1434 Punahou Street, Apt. 701
Honolulu, HI 96822
(808) 591-6662

For Hawaii residents seeking US citizenship, national immigration debate a concern

<https://www.hawaiinewsnow.com/2019/03/31/local-union-helps-legal-permanent-residents-become-us-citizens/>

By **Casey Lund** | March 31, 2019

HONOLULU (HawaiiNewsNow) - As the immigration debate heats up on the national stage, immigrants in Hawaii are speaking out about the current climate.

Many of them are working to become legal U.S. citizens.

On Saturday morning, around 60 legal permanent residents started the long and difficult road to citizenship.

It's a daunting, paperwork-filled task that can take years. But they will have help and some of it is coming from people who have walked in their shoes.

"Lately, it's been scary here because of the news," said Glesie Enriquez as she waited in line at a citizenship workshop at Harris United Methodist Church. "I feel excited and nervous at the same time because this is the first time I'm going to apply for citizenship."

Enriquez came to Honolulu from the Philippines in 2011 and dedicated eight years of service to the Royal Hawaiian Hotel.

"What I thought is if I'm a citizen here, a U.S. citizen, I will feel much safer," said Enriquez.



Photo Credit: UniteHere/Local5

The workshop is being hosted by volunteers with the Unite HERE Local Five Union along with their community partners like the Legal Clinic and The Pacific Gateway Center.

"We estimate that Hawaii has around 55,000 legal permanent residents. So, the need is definitely there," said Unite Here Local Five Spokesperson Paola Rodelas who is an immigrant herself and at one point, was here illegally. "Growing up, my biggest fear wasn't monsters under my bed it was that I.C.E. was going to come in and split my family apart."

Rodelas has been through the process that begins with Saturday's first step: a 20 page application. Then, in 6-8 months (if you're lucky) an interview including a civics and english test. At the end of it all she says it was well worth it.

"I finally became a U.S. citizen when I was 16 years old and all of those fears just finally went out the window and I didn't have to worry about that anymore," said Rodelas.

On that personal level, she's motivated to help people like Glesie Enriquez to achieve the same goal.

"I'm so thankful to everyone that helped me fill out the form. I'm so excited for them and for me too and I hope I will pass," said Eneiquez.

This is the second Citizenship workshop Unite Here Local 5 union has hosted. Last year, they helped more than 100 people start their path to becoming U.S. citizens. They do intend to have more workshops in the future and say they are open to the public not just their union members.



Photo Credit: UniteHere/Local5

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