

House District 27

Senate District 13

**THE TWENTY- FOURTH LEGISLATURE
HAWAI'I STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: 187-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Na Loio
Dba:
Na Loio – Immigrant Rights and Public Interest Legal
Street Address: Center
810 N. Vineyard Blvd., Honolulu, Hawaii 96817
Mailing Address:
Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name PATRICIA MCMANAMAN
Title Chief Executive Officer
Phone # 847-8828
Fax # 842-0055
e-mail pmcmanaman@naloio.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
CIVIL LEGAL SERVICES FOR IMMIGRANTS**

(Maximum 300 Characters)

- 4. FEDERAL TAX ID # [REDACTED]
- 5. STATE TAX ID # [REDACTED]
- 6. SSN (IF AN INDIVIDUAL): [REDACTED]

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 478,000

9. 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 \$ 422,496.00
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 106,795

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

PATRICIA MCMANAMAN, CEO
NAME & TITLE

1/23/2008
DATE SIGNED

GRANT-IN-AID APPLICATION

I. Background and Summary

The Hawai'i Legislature has a demonstrated, long standing commitment to funding programs that provide critical civil legal services for the poor. That commitment stems from a recognition embodied in three simple words, "We the people." It is this phrase that gives rise to the notion that justice exists for all and that it is accessible and applicable to all equally, without regard to wealth, power, position, class, religion, or race.

Founded in 1983, Na Loio is a 501 (c) (3) non-profit agency governed by the Internal Revenue Code. Na Loio's mission is to provide legal services to and advocacy in the public interest for people living in Hawai'i with particular emphasis on serving poor and low-income immigrants and their families. Since its inception twenty-five years ago, Na Loio has provided free, statewide services for thousands of indigent immigrants and citizens including: full legal representation, advice and counsel, referral, and community education. Na Loio's services provide real and tangible help for low-income immigrants and their families in matters important to daily life: employment authorization, family unification, naturalization, language access, and legal status and safety for immigrant victims of domestic violence, human trafficking, and other serious crimes.

Significantly, immigrants make up 17.5 % of Hawai'i's population with an average of 5,525 immigrants arriving at our shores annually. Importantly, census data reveals that 18.6 % of Hawai'i's immigrant population lives at or below the Federal Poverty Guidelines. This stands in stark contrast to the 10.7% of Hawai'i's citizen population that lives at or below the federal poverty level. In addition to poverty, immigrants face other significant barriers including: language access, lack of familiarity with community services and programs, cultural barriers, immigration status, and access to legal services.

To help overcome the barriers faced by immigrants throughout Hawai'i and to ensure access to justice, Na Loio proposes to provide statewide services as follows: 1) full legal representation for a minimum of 60 income qualified persons in the areas of immigration law, public benefits, and civil rights/discrimination; 2) assistance for a minimum of 75 income qualified persons in completing immigration petitions and applications for matters such as naturalization and adjustment of status; 3) simple advice, counsel, and referral for a minimum of 750 persons, government agencies, and community organizations; 4) advocacy services for a minimum of 10 income qualified immigrant crime victims and other vulnerable immigrants in need; and 4) a minimum of 25 community information and educational forums reaching 800 or more persons.

With over twenty-five years of experience in providing legal services, advice and referral, community education and advocacy in the public interest, Na Loio is well positioned to implement the proposed project and to coordinate services with its community partners. Na Loio's staff is eminently qualified to perform all aspects of the project including services, management, evaluation, and fiscal oversight.

II. Service Summary and Outcomes

A. The Need

Na Loio proposes to serve income-qualified immigrants at or below 150% of the Federal Poverty Guidelines residing in Hawai'i, Honolulu, Kauai, and Maui Counties. The need for immigration legal services throughout the state is supported by both statistical data and anecdotal information.

Hawai'i has the fourth highest percentage immigrant population in the nation with 17.5% of its population being foreign born. Of these newcomers to our community, 34% percent have arrived in Hawai'i since 1990. See, Federation for Immigration Reform: *Immigration Impact – Hawai'i*, <http://www.fairus.org>. In raw numbers, 66,750 newly arrived immigrants declared Hawai'i as their home state between 1993 and 2003. On average, this translates to 5,525 newly arrived immigrants each year. Most immigrants arriving in Hawai'i during this time period were from the Philippines (37,589), followed by China (7,493), Japan (3,513), Korea (3,138), Vietnam (2,591), and Canada (1,194). See, FAIR at www.fairus.org. The population of undocumented persons is also rising in Hawai'i, and a recent study reveals that between 20,000 and 35,000 undocumented persons call Hawai'i home. Jeffrey S. Passel, *Estimates of the Size and Characteristics of the Undocumented Population*, Pew Hispanic Center (2006). With respect to the individual counties, immigrants compose approximately 10% of the Hawai'i County population, 10% of the Kauai County population, 16% of the Maui County population, and 18% of the Honolulu County population. See, 2000 U.S. Census.

Of particular note, the 2000 U.S. Census also reveals that 18.6% of Hawai'i's immigrant population lives below the federal poverty level as compared to 10.7 percent of the non-immigrant population. See, 2000 U.S. Census. Collectively, this data reveals what we know intuitively: Hawai'i has a large immigrant population, which is disproportionately poor when compared to non-immigrants residing in Hawai'i.

The existing demand for immigration legal services has been further compounded by a surge in deportation/removal proceedings. In 1986, the United States deported just under 2,000 persons from the United States. In 2003, deportations rose to 79,000. See, Department of Homeland Security, www.dhs.gov. Hawai'i did not escape the surging tide of deportations. In 2002, 897 persons were placed in deportation/removal proceedings in Hawai'i. In 2003, however, the numbers escalated to 1,142 or a 27% increase in the number of removal proceedings. See, Statistical Yearbook Executive Office for Immigration Review, www.usdoj.gov/eoir/statspub. Many of those individuals placed in deportation/removal proceedings are long-term Hawai'i residents who arrived at our shores as infants and young children. Most of Na Loio's deportation clients have strong ties to Hawai'i such that deportation will have a devastating impact on their families and loved ones. Indeed, many of Na Loio's clients in deportation have never seen their home country and do not speak their native language. Justice Brandeis once

said that deportation is the loss of all that makes life worth living. This certainly rings true for many of Na Loio's clients who have nowhere else to turn to for free statewide legal services.

While a small number of Na Loio's clients are in removal proceedings, a striking number are seeking affirmative legal relief as victims of human trafficking, domestic violence, sexual assault, and other serious crimes. Recent changes in immigration law, including the Trafficking Act of 2000, now make it possible for trafficking victims and certain crime victims to obtain legal residency in the United States. The same is also true for battered, abused, and neglected immigrant juveniles. In the past fiscal year, Na Loio provided full legal representation for 128 indigent persons. 86 of these individuals were served under a Judiciary POS contract with the balance of clients served under a federal grant for victims of domestic violence and sex assault. Notably 5 of the newly opened cases involved human trafficking, 16 of the cases involved victims of serious crime, 5 of the cases were opened for special immigrant juveniles who were the victims of abuse or neglect, and 13 cases were opened in complex naturalization matters.

In addition to poverty, the surge in deportation hearings, and the critical need for education in the area of immigrant crime victim rights, immigrants face another formidable barrier – language access. As reported by the 2000 U.S. Census, 26.6% of Hawai'i's population speaks a language other than English at home. For many immigrants language differences result in exclusion from programs, delays and denials in service, and inadequate services. See, Department of Health and Human Services, www.hhs.gov/ocr/lep/guide. Services denied, delayed or provided under adverse circumstances have serious and sometimes life threatening consequences for limited English proficient (LEP) persons, and may constitute a violation of Title VI of the Civil Rights Act of 1964. Although optimistic that Act 290, creating the Office of Language Access, passed by the 2006 Hawai'i Legislature will ensure full language access for all of Hawai'i's residents, Na Loio continues to aid and assist those denied their civil right to language accessible services.

Other advocacy and educational needs abound including: remedies for special immigrant juveniles, access to health care, food stamps, cash assistance for legal permanent residents with less than five year's residency in the United States, access to state institutions of higher education by undocumented state residents, and aid in the naturalization process. As a recognized statewide leader, Na Loio is poised to address the legal, educational, and advocacy needs of Hawai'i's immigrants.

B. Targeted Populations

Na Loio proposes to provide statewide immigration law services for immigrants at or below the 150% federal poverty guidelines for Hawai'i. Similarly, legal assistance on matters related to public assistance, discrimination, and/or civil rights shall be made available as resources permit to individuals who are at or below the 150% federal poverty guidelines for Hawai'i with a strong preference for providing these services to qualified immigrants and refugees.

In providing legal services for immigrants and refugees, Na Loio does not discriminate against any ethnic group or give preference to one ethnic group over another.

C. Scope of Work

Under the proposal, Na Loio will provide competent and professional legal advice, counsel, advocacy, community education, case advocacy, and full legal representation for and on behalf of immigrants in matters involving immigration, discrimination, and public benefits.

Specific legal services will include, but are not limited to: outreach, screening, referral, intake, case assessment, legal advice, appearances before courts and administrative bodies, legal research and writing, and preparation and filing of required immigration documents and forms. These services will be fully operational and in place effective July 1, 2008 and will continue for the duration of the contract period on a statewide basis.

Key annual milestones for the legal services program and projects include:

- A minimum of 60 indigent immigrants/refugees will receive full legal representation in each year of the contract;
- A minimum of 75 indigent immigrants will receive legal assistance in completing immigration applications and forms such as naturalization and adjustment of status applications; and
- A minimum of 750 persons, government agencies, community organizations, and others will receive advice, counsel and referral in each year of the contract.
- A minimum of 10 persons will receive case advocacy services over the half-year funding for the contract position.

In addition to legal and case advocacy services, Na Loio will also develop and present community information and educational forums on issues related to immigration law, civil rights/discrimination, and public assistance, earned legalization, and other timely topics of interest to the community. Forums will be held in Honolulu, Hawai'i, Kauai, and Maui Counties. Community information and educational forums will be ongoing throughout the contract period. Key milestones for the community and educational forums include:

- A minimum of 25 community information and educational presentations will be held each year of the contract as follows: a minimum of 9 forums in Honolulu County; 2 forums in Hawai'i County; 1 forum in Maui County; and 1 forum in Kauai County. Locations for the remaining forums will be determined on an as-needed basis.
- Collectively, community information and educational forums will reach over 800 persons per year

D. Tasks and Responsibilities

Na Loio's overall approach and methodology to the delivery of services is sound, methodical, and informed by twenty-five years of experience delivering legal services, community education, and advocacy in the public interest.

Na Loio's step-by-step progression of tasks is designed to deliver services to clients in a manner that reaches desirable outcomes. At the threshold, Na Loio will conduct outreach throughout the contract period for the purpose of informing the statewide community about our services. Na Loio will also distribute its agency brochures and other relevant print material throughout the community including: multilingual brochures on immigration legal remedies for battered spouses, multilingual brochures providing safety tips to stalking victims and immigration remedies, multilingual brochures describing the full faith & credit rights attaching to restraining orders, multilingual safety plans, and a newly published multilingual brochure on the U visa and crime victim eligibility. Additionally, Na Loio will also distribute multilingual handouts on public benefits, naturalization, and other information relevant to the immigrant community. Throughout the contract year, Na Loio may also be called upon to participate in community television and radio educational programming and the same is important to Na Loio's efforts to publicize its services and inform the community.

With respect to the legal services component of the program, incoming telephone calls are accepted daily during normal business hours. Callers seeking full legal services are screened for income qualification and are referred to the private bar or other agencies if over income. The Federal Poverty Guidelines are used to establish income eligibility. Where a client is determined to be eligible for full legal representation, additional information about their immigrant, public benefits, or civil rights/discrimination case is solicited. After this initial screening, callers are referred to the project attorneys. Project attorneys initially engage in an in-depth telephone intake and assessment. Where appropriate, they ask the caller to fax, mail, or deliver legal documents to the office for further review. After evaluating the merits of the case, the nature of the legal problem, and staff resources, the case will either be accepted or rejected. If rejected, the caller will be referred to other resources in the community, including non-profit organizations and the private bar. Cases are rejected where there is no relief or remedy at law, where the likelihood of success is low and the case presents no significant questions of law, where the caller is uncooperative, or where the existing staff caseload is so high as to prevent the competent delivery of legal services to additional clients.

If a case is accepted for further review, the caller will be provided an interview date with a staff attorney. At the interview the staff attorney will conduct an in-depth assessment of the client's legal problem and verify income qualification. Favorable factors militating towards case acceptance include: the availability of legal defenses or remedies, a significant legal issue impacting important civil rights, due process provisions, law reform, or compelling individual or family circumstances.

Upon acceptance, the client is asked to sign a retainer agreement which documents rights and responsibilities and specifies the exact nature of services to be provided. Where the case is an immigration matter, the client will also be asked to sign representation forms which are then routinely filed with the Department of Homeland Security or the Honolulu Immigration Court. A case file is then opened and basic demographic information on the client is recorded in Na Loio's database program.

Following acceptance, the legal services provided to each client will be dependant upon the precise nature of the case. Services may include: legal research, drafting and filing legal documents, submission of written memorandum of law, client preparation for trials or administrative interviews, locating witnesses and discovering evidence, conferencing with opposing counsel, settlement negotiations or appearances before the Honolulu Immigration Court, the Department of Homeland Security, or state and federal courts as appropriate to each case.

Na Loio provides full legal services throughout the life of the case. Na Loio reserves the right to withdraw as counsel, however, where the client is uncooperative, moves out of the state, fails to keep appointments or court appearances, or where the client's income rises above 150% of the federal poverty level.

On matters of simple advice and referral, all calls are initially screened by the full staff as described above. Where the caller is seeking referral or his/her request is outside the scope of Na Loio's services or expertise, the caller will be given an appropriate referral to an existing community resource or the private bar. Where appropriate, other callers will be referred to Na Loio attorneys. Frequently, advice/referral matters require substantial research time, conferencing with government or private persons, or document review in order to appropriately advise the caller or to make a proper referral. Data from these calls, including caller identification, county residence, country of origin, language spoken, age, and sex, is maintained on Na Loio's database program. Additional information including whether the caller is detained, disabled, or elderly is also maintained as is basic information describing the nature of the question and organizations to which the individual was referred.

As discussed previously, in addition to direct legal services Na Loio also sponsors and leads community education forums. Over the course of the contract period, Na Loio staff will identify timely topics on matters involving immigration law, discrimination/civil rights, and public assistance. Na Loio will then target neighborhoods, organizations, and community groups that may be assisted through community education forums. Special outreach efforts and consideration are given to areas in the community where there is a significant immigrant population coexisting with high unemployment and/or poverty. Additionally, Na Loio's outreach efforts on the Neighbor Islands will include the establishment of cooperative working arrangements with agencies and groups serving immigrants.

Na Loio is prepared to provide its clients with services in a manner that are language accessible in accordance with Title VI of the Civil Rights Act of 1964. Language

assistance including interpretation and translation are available to Na Loio's clients through volunteers, in-house capacity, and via contract. In house, Na Loio can provide Mandarin, Cantonese, Vietnamese, and Tagalog translation and interpretation. Volunteers include professional interpreters, bi-lingual attorney volunteers and law students, and other trained and qualified community volunteers. Contract interpreters/translators are those individuals retained and paid by Na Loio to provide language interpretation and translation.

When a caller is limited English proficient, Na Loio will make every effort to immediately secure an interpreter and to initiate a conference call between the attorney, client, and interpreter. To this end, Na Loio contracts with a national provider for telephonic interpretation. Interpreters will also be made available at office meetings or other functions as appropriate to our services.

On the Neighbor Islands, Na Loio will communicate with limited English proficient persons through qualified volunteers, telephonic interpreters, and paid professional interpreters as is necessary to provide competent services.

To further ensure access to our services by limited English proficient persons, Na Loio publishes and distributes multilingual brochures and handouts on a diverse array of topics including: remedies for battered immigrants, access to public benefits, naturalization materials, domestic violence safety plans, stalking brochures, information on full faith and credit for restraining orders, public housing, and general immigration legal remedies such as cancellation of removal.

With respect to program management, the CEO will be responsible for compiling and filing all required program and financial reports as required under the contract including: quarterly reports due thirty calendar days following the close of the quarter and year-end reports due sixty days following the close of the contract year. The CEO will also be responsible, subject to Board approval, for the selection of a duly qualified and licensed accountant or accounting firm to perform the required annual audit, which will be filed no later than the last day of December, following the close of the calendar year.

E. Timeline

By the end of the first quarter Na Loio will: open a minimum of 15 new full legal representation cases and 15 paralegal immigration formwork cases; provide advice, counsel and referral for 185 persons, and completed 9 presentations reaching 100 persons.

By the end of the second quarter Na Loio will: open a minimum of 17 additional new full legal representation cases and 20 paralegal immigration form cases; provide advice, counsel and referral for 190 persons, and complete 6 presentations reaching 300 persons.

By the end of the third quarter Na Loio will: open a minimum of 17 additional new full legal representation cases and 20 paralegal immigration form cases; provide advice, counsel and referral for 190 persons, and complete 9 presentations reaching 300 persons.

By the end of the fourth quarter Na Loio will: open a minimum of 11 additional new full legal representation cases and 20 paralegal immigration form cases; provide advice, counsel and referral for 185 persons, and complete 3 presentations reaching 100 persons.

F. Quality Assurance and Evaluation

Na Loio will provide all of its services in a manner that conforms to all federal, state, and county requirements, the requirements of Grant-in-Aid, and in accordance with Na Loio's written Quality Assurance Plan, Personnel Standards and Operating Procedures, Evaluation Plan, and Client Fee Schedule.

Na Loio assesses its program performance using qualitative and quantitative measures. Qualitative measures used to evaluate services include client satisfaction surveys and peer agency evaluations. Na Loio distributes client satisfaction surveys to all of its full legal representation clients at the completion of services by mailing each client a satisfaction survey together with a stamped, self-addressed return envelope. The survey assesses client satisfaction relative to the quality of services received, courtesy from staff, and overall satisfaction with the agency. Peer agency evaluations are also mailed annually to a minimum of five private, state, or federal agencies with which Na Loio interacts.

Na Loio's Chief Executive Officer (CEO) reviews the client satisfaction surveys and peer agency evaluations to assure compliance with all relevant laws and contracts and to assure the provision of quality services to clients and the community. Additionally, where appropriate, Na Loio also seeks feedback and evaluation from participants in Na Loio's community education programs.

Program performance is also measured quantitatively. Na Loio maintains standardized, relevant client data for all full legal service clients and callers seeking services, simple advice, counsel, case assessment, or referral, on its FileMakerPro™ database. Information captured includes: country of origin, county of residence, language spoken, age, sex, nature of the problem, referral information, if applicable, and other relevant data including whether the client is detained, mentally ill, disabled, or elderly.

Every Na Loio staff member participates in collecting and inputting the above described data. Typically, the information is input into the FileMakerPro database contemporaneously with a telephone inquiry or upon opening and closing of a full legal services case. The FileMakerPro database is reviewed regularly by the CEO to assure contract objectives, accuracy, and completeness of any simple advice or referral information.

In addition to the above described program measurement tools, Na Loio's staff meets on a regular basis to discuss case status. Case status review meetings present an opportunity

for staff to discuss novel issues, seek peer to peer input and advice, review workloads and client-staff ratios, and are an additional means of monitoring compliance with the requirements of all grants and contracts.

Na Loio's CEO is responsible for assuring compliance with the reporting requirements of all contracts and grants. The CEO gathers relevant data and assesses the same in light of contract obligations, best practices, outputs and outcomes, adequacy of resources, and other factors necessary to assure delivery of meaningful, relevant services. The CEO is also responsible for submitting timely program progress and fiscal reports as required by all funders.

With respect to fiscal compliance, Na Loio maintains its fiscal records on QuickBooks™ and applies its written Fiscal Policies in all transactions. The Office Administrator is responsible for recording income and expenses and balancing the books on a monthly basis. Each month the CEO reviews the same. The Board Treasurer submits a quarterly profit and loss statement and report to the Board for their review. Financial accountability is further assured by the CEO's quarterly and final reports to the State and other funders. The quarterly report structure requires the CEO to compare actual expenditures with budgeted expenditures and identify and explain the variances for the same in her quarterly and final reports.

It is the responsibility of the CEO to evaluate the programmatic, administrative and fiscal performance of the agency. The CEO's performance findings are reported to the Board of Directors on a regular basis. The CEO also points out major problem areas that are specifically identified in the everyday operations of the agency. The CEO, at the advice of the Board of Directors, or a duly appointed committee determines appropriate solutions to particular problems. Subsequently, the CEO corrects the matters and reports periodically to the Board on agency improvements.

Na Loio's staff has the necessary experience to fulfill the program objectives detailed in the proposal and to properly manage and evaluate the program. With respect to legal services, education, and advocacy, Na Loio's staff has in excess of 70 years of legal experience in the areas of immigration law, public assistance, and civil rights/discrimination. Given the staff's breadth of experience, it is clearly able to plan, monitor, and evaluate the delivery of the proposed services. Additionally, the Na Loio staff has the necessary experience to monitor and evaluate the needs of the target population, not only because of their involvement with immigrant issues, but also because of their local and national commitment to improve the conditions under which newly arrived low-income immigrants live. Na Loio's staff and, in particular, its CEO are fully prepared to plan, monitor and evaluate the needs of the target population, and thereby improve services based on the performance and needs of the immigrant population.

G. Measures of Effectiveness

Na Loio proposes to report the following measures of effectiveness:

1. Number and type of new income qualified complex, full legal representation cases;
2. Number of persons receiving advice, counsel, or referral;
3. Number of persons receiving assistance in the preparation of non-complex immigration forms by type;
4. Number of persons receiving case advocacy;
5. Number of community presentations and number of persons attending community presentations.

III. Financial

1. Budget Justification

Under the present proposal Na Loio seeks one-year funding in the amount of \$478,698.00. This reflects a \$56,202.00 annual increase over Na Loio's present Grant-in-Aid. Increased funding will allow Na Loio to: 1) add a full-time multilingual social worker to provide case advocacy and targeted outreach and education on domestic violence, sexual assault, and human trafficking; and 2) offset increased lease rental rates associated with Na Loio's July 2008 relocation to the Harry and Jeanette Weinberg Kukui Children's Foundation building located at 245 N. Kukui Street, Honolulu Hawaii.

Over the past year, Na Loio has engaged in extensive work in the Chinese immigrant community on issues related to domestic violence and sexual assault. We targeted the Chinese immigrant community, the second largest immigrant group in Hawaii, because the community underreported domestic violence when compared to other immigrant groups and also underutilized services across-the-board. As a direct result of our work which included targeted outreach, facilitated community focus groups, and community conferences, the need for individualized case advocacy emerged as the number one need of the community. Community members repeatedly advised Na Loio that without assistance in navigating the system and coordinating services, the Chinese immigrant community would not come forward to report domestic violence and sexual assault as the barriers to services were too high and too steep. Funding for Na Loio's current project lapses in December 2008, but because the need is so great, Na Loio proposes to continue the project and to address the wider immigrant community with funding from the State.

In July 2008, Na Loio will relocate its offices to the Kukui Children's Foundation's (KCF) newly renovated building. The KCF building will serve as a model of integrated services for children who have been abused, neglected, disabled, left homeless, or are in long term foster placement. Na Loio is pleased to be a partner in this collaborative endeavor and believes its role in providing legal services for abused immigrant children and its expertise in domestic violence, human trafficking, and in working with immigrant victims of serious crime will compliment and contribute to services provided by the other tenants. The new location is close to all major transportation lines, handicap accessible, and located in the heart of Chinatown, one of Honolulu's largest low-income communities.

2. Budget Forms

The following budget forms are submitted with the Grant-in-Aid Application and may be found at **Attachment A**. Na Loio's proposed budget is in conformance with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services.

1. Budget Request by Source of Funds
2. Budget Justification – Personnel: Salaries and Wages
3. Budget Justification – Equipment and Motor Vehicles

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
119,500	119,500	119,500	119,500	478,000

IV. Experience and Capability

A. Necessary Skills And Experience

Na Loio is a 501 (c) (3) non-profit corporation dedicated to providing legal services, community education, and advocacy in the public interest for low-income persons living in Hawai'i with a special emphasis on serving low-income immigrants and their families. Na Loio holds all licenses, permits, and accreditations, and meets all standards required by applicable federal, state, and county laws, ordinances, codes, and rules to provide services under this proposal.

Na Loio has provided legal services, community education, and advocacy for twenty-five years and is a recognized expert in the delivery of legal services for indigent immigrants. Na Loio's legal services program is presently in operation and will provide services for the duration of the grant period.

In the arena of legal services, Na Loio is the only agency in the state providing full legal representation for indigent immigrants in the areas of asylum, naturalization, adjustment of status, special immigrant juvenile petitions, trafficking and crime victim visas, self-petitions under the Violence Against Women Act, I-751 waivers for battered conditional residents, removal, and deferred action status. In addition to immigration legal services, Na Loio takes on a limited number of public benefit cases and/or discrimination and civil rights cases each year. This past year, for example, Na Loio provided legal services for a human trafficking victim denied language accessible services under Title VI of the Civil Rights Act of 1964. Na Loio has also successfully intervened in several matters where clients were wrongfully denied access to public benefits. This past calendar year, Na Loio provided full legal representation for 128 income qualified individuals. Eighty-six of these individuals were provided full legal representation services under the State funded Grant-in-Aid administered by the State of Hawai'i Judiciary. The balance of clients were served under a federal grant from the Department of Justice, Office on Violence Against Women which funds immigration legal services and family law services for immigrant victims of domestic violence and sexual assault on the islands of

Hawai'i, Maui, and Oahu. Services under the federal grant have expanded to Kauai County effective January 2008, as the result of additional funding received from the Department of Justice.

Since its inception, the community has relied on Na Loio to provide simple advice and/or referral on immigration law and other civil matters affecting immigrants. Na Loio regularly provides over-the-telephone consultation and advice to individuals, state and federal agencies, and other non-profit or community organizations. Many of the questions received require legal research and, not infrequently, Na Loio's staff will spend several hours researching a matter in order to provide a complete and accurate response. Neighbor Island clients may access Na Loio through our toll free Neighbor Island number. Na Loio's simple advice and referral service has assisted thousands of residents over the years and helped to answer questions involving family law, consumer protection, immigration, public assistance, civil rights, and other varied issues. In the past calendar year alone, Na Loio responded to over 962 telephone requests for simple advice and referral.

With a goal of improving the community's knowledge of relevant laws and the legal system, Na Loio has engaged in extensive community education over the past twenty-three years, reaching thousands of immigrants and citizens alike. Topics are timely and diverse and have included presentations on immigrant rights, civil rights, immigration law reform, public benefits, voting rights, eligibility for jury duty, legalization, adjustment of status, special immigrant juvenile status, and the rights of battered immigrant women. These education forums and training workshops are developed and presented to a wide range of the community including: church groups, state agencies, the Judiciary, federal agencies, community organizations, and the community at large. Over 1,000 residents, statewide, benefited from Na Loio's community education programs this past year.

Na Loio is also frequently asked to participate on boards and commissions to formulate policy recommendations of benefit to the community. For example, Na Loio is a member of the State Violence Against Women State Planning Commission, the Hawai'i Anti Trafficking Task Force I (to establish a protocol for case referral and management between law enforcement and service providers) and the Hawai'i Anti Trafficking Task Force II (established by the 2006 Legislature to submit a report on human trafficking in Hawai'i with recommendations). We are also members of the Hawai'i State Coalition for Domestic Violence, the Advocates for Immigrant Women, the Inter Agency Council for Immigrants and Refugees, and a founding member of the National Network to End Human Trafficking.

Over the past 10 years Na Loio and its staff have received numerous state and national awards attesting to its services and programs including: YWCA Luncheon Leaders Award, Foundation for Improvement of Justice Award (Atlanta, Georgia), Organization of Chinese Americans, Ho'okele Leadership Award, Kalo Award, President's Award from Hawai'i Women Lawyers, and the Rhoda Lewis Award for Public Service,

Given the breadth of Na Loio's programs, its substantive experience in field, and its ability to effectively manage its services as demonstrated by its varied successes, Na Loio has the necessary skills, abilities, knowledge, and experience in the delivery of the proposed services.

A-1. Particularized Experience

For twenty-five years Na Loio has successfully provided free legal services for low income immigrants in the areas of immigration law, discrimination/civil rights, and public benefits by providing clients and the community with competent legal advice, counsel, education, advocacy and full legal representation. These services have ensured equal and open access to the immigration legal system, the public benefits process, and reaffirmed fundamental civil liberties for all of Hawai'i's people. Significantly, Na Loio's expertise in these areas is reaffirmed by its successful history as a grant recipient of numerous state, federal, national, and local grants. Over the past twenty-five years, Na Loio has received funding from the following entities:

- **State of Hawai'i, Grant & Aid**
(July 1, 2005 – June 30, 2006 and July 1, 2007-June 30, 2008))

Contact: Karen Takahashi, Special Projects Coordinator
Supreme Court of Hawai'i
417 S. King Street
Honolulu, Hawai'i 96813
Telephone: (808) 539-4896

- **Judiciary, State of Hawai'i**
(Purchase of Service Contract July 1, 2006 through June 30, 2007)

Contact: Karen Takahashi, Special Projects Coordinator
Supreme Court of Hawai'i
417 S. King Street
Honolulu, Hawai'i 96813
Telephone: (808) 539-4896

- **Office of Community Services, State of Hawai'i**
(Purchase of Service Contract from the late 1980s through 2005)

Contact: Sam Aiona
830 Punchbowl Street, Suite 420
Honolulu, Hawai'i 96813
Telephone: (808) 586-8675

- **Department of Justice, Office On Violence Against Women**
October 2003 – Present

(Competitive 2 year federal grant to provide civil legal services, with an emphasis on immigration law, for income qualified victims of domestic violence in Hawai'i, Maui, and Oahu Counties)

Contact: Neelam Patel
810 Seventh Street, N.W.
Washington D.C.
Telephone No.: (202) 307-6015

- **Indigent Legal Assistance Fund**
1996 – Present
(A formula driven program which appropriates funds to non-profit legal services providers from court filing fee charges.)

Contact: Thomas R. Keller, Administrative Director
Hawai'i State Judiciary
417 South King Street
Honolulu, Hawai'i 96813
Telephone: (808) 539-4900

- **Hawai'i Justice Foundation**
1992 – Present
(A competitive annual grant to provide civil legal services)

Contact: Robert Le Clair, Administrator
P.O. Box 1230
Honolulu, Hawai'i 96807
Telephone: (808) 537-3886

- **Lutheran Immigrant and Refugee Services & Presbyterian Disaster Relief**
1999 – Present
(A competitive annual grant to provide immigration legal services)

Contact: Joyce Hoebing
LIRS
700 Light Street
Baltimore, Maryland 21230
Telephone: (410) 230-2755

B. Facilities

Administratively and programmatically, Na Loio operates out of an eight-room office at Palama Settlement, a community center located in the Kalihi-Palama neighborhood on the island of Oahu. The office's estimated footage is approximately 1,800 square feet and is adequate for the delivery of services under the proposal. Conference room facilities are also available for use at Palama Settlement.

In late summer 2008, Na Loio will relocate its offices to the Kukui Building, located at 245 N. Kukui Street, Honolulu, Hawaii. The new facility is located in a high density immigrant neighborhood and on all major bus lines that pass through downtown Honolulu. The building is undergoing renovation and will be handicap accessible including accessible elevator service to the second floor, ADA compliant restrooms, entrances and doorways, and parking. The estimated footage is approximately 2,500 square feet and will be adequate for the delivery of services under the proposal.

With respect to Neighbor Island facilities, Na Loio has established an informal relationship with the International Longshoremen's & Warehousemen's Union, Local 142 and domestic violence shelters on all of the Neighbor Islands to access their facilities as may be necessary to facilitate outreach, screening, intake, case assessment, legal advice and counsel, and direct legal representation. These informal partnerships are of a long-standing nature and reflect an ongoing partnership in excess of nine years. In addition, Neighbor Islanders may access Na Loio's services free of charge via our toll-free telephone number.

All facilities used by Na Loio are readily accessible and useable by individuals with disabilities. Should appropriate auxiliary aids and services be required, Na Loio will provide the same including services and devices such as qualified interpreters, assisted listening devices, note takers, and written materials for individuals with hearing impairments. Qualified readers, taped texts, or large print materials will be provided, as necessary, for individuals with visual impairments. Additionally, all facilities adequately ensure client confidentiality as is necessary under ethical standards governing attorney-client communications.

In all aspects, the facilities comply with federal, state, local laws, and professional standards as are necessary for the purpose and scope of the proposed services.

V. Project Organization and Staffing

A. Staffing

Na Loio is a small and dynamic legal services program. Its employees possess multidisciplinary talents necessary for the effective administration, management, evaluation, supervision, and provision of services under this proposal.

Na Loio's CEO/Attorney will be responsible for assuring that the project meets all of its grant-funded objectives including the submission of timely program and financial reports. The CEO will be responsible for the implementation and evaluation of the project, attend meetings with community partners, exercise financial oversight of the project budget, and carry out those administrative and management duties that are necessary to the successful delivery of services under the project including administrative directives to the staff relative to the delivery of services. The day-to-day management of the project, program evaluation, and employee evaluation will also be within the scope of her position. Additionally, the CEO/Attorney will provide legal advice, counsel, and direct legal representation on matters involving immigration law, public benefits, and discrimination/civil rights as needed, and play a lead role in advocacy

and community education efforts under the project. The CEO/attorney will be employed at 95% time under the project.

Four Staff Attorneys will be hired under the project to provide legal advice, counsel, and direct representation for Na Loio's income qualified clients. They will also organize, facilitate, and present at community education programs focusing on immigration, civil rights, and public assistance and, as appropriate, participate in advocacy efforts. The Staff Attorneys will be supervised by Na Loio's CEO/Attorney. Two Staff Attorneys will be employed at 95% time under the Grant-in-Aid, and two other Staff Attorneys will be employed 10% time and 5% time respectively under the Grant-in-Aid. The later two attorneys will devote the balance of their time to providing services under the federal Department of Justice grant for immigrant victims of domestic violence, sexual assault, and stalking.

An Office Administrator/ Secretary will be hired at 9/10 time under the project to provide for the overall, smooth coordination of office functions. Ninety-five percent of the funding for her position will fall under the Grant-in-Aid. Her job duties include: inputting financial and statistical data, coordinating staff schedules as necessary, answering telephones, relaying messages, recording calls, assisting in client intake and screening, providing general information, typing legal documents, letters, reports, and other papers, operating general office equipment, ordering supplies, and coordinating and ensuring the smooth administration of the office.

The project Clerk will assist in client intake, screening, and simple referral, and also provide general office support including: word processing, filing, and reception. 95% of the Clerk's salary will be funded under the Grant-in-Aid.

Na Loio's multilingual paralegal/legal assistant will assist persons wishing to complete and file basic immigration forms such as the naturalization application or adjustment of status forms and, as time permits, assist staff attorneys with legal research and other office related activities. The paralegal/legal assistant will not undertake complex legal cases that require full legal analysis or that raise significant or novel legal issues. For example, naturalization cases filed on behalf on individuals requiring a disability waiver, or adjustment of status cases involving public charge, health or HIV waivers will be handled by staff attorneys. Nevertheless, there are a compelling number of indigent immigrants who wish to naturalize, renew their green cards, or file visa petitions for children or spouses who can be helped with the assistance of a paralegal.

In addition to these services, Na Loio also seeks funding to employ a licensed bi-lingual social worker to provide advocacy and community outreach and education. Over the past decade, immigration laws have been expanded to provide legal status in the United States for immigrant victims of human trafficking, domestic violence, sexual assault, and other serious crimes. All too often, these immigrant victims arrive on Na Loio's doorstep without shelter, food, clothing, or the ability to access employment. The problems presented by these victims are often complex and transcend the "legal fix" our staff attorneys are able to provide. For example, we are often called upon to immigrant victims find housing and food, secure needed mental health counseling, help register their children in new school districts, open bank

accounts, and a myriad of other core issues that address both safety and stabilization in the community. Without our assistance, these victims frequently encounter cultural, linguistic, and social barriers at every turn. As noted in *Achieving Access to Justice for Hawai'i's People*, Access to Justice Hui, November 2008, "[s]ocial, language, and cultural issues disproportionately impact the poverty community in its attempt at access to justice. Of the top three barriers identified by those surveyed, 9.63% had to do with language and cultural barriers or client barriers." Na Loio intends to reduce the barriers facing immigrant victims by employing a bi-lingual, bi-cultural licensed social worker who will work directly with victims and engage in targeted outreach and education.

Law student volunteers and lay volunteers also contribute, in-kind, to the services provided by Na Loio. For example, law students conduct client interviews, screen applicants for services, perform legal research, draft memoranda, and make limited appearances in immigration court. In exchange for their volunteer work, student interns receive academic credit or are credited with hours towards their pro bono graduation requirement. Intern credit ranges from one to three hours credit per semester. Lay volunteers assist with filing and perform other office related tasks necessary to the smooth operation of Na Loio.

All students are closely supervised by a Na Loio staff attorney. The assigned attorney accompanies the law student to all court appearances, sits in on all client and witness meetings, reviews and edits all assigned written work, and otherwise closely supervises the law student. Performance is monitored by the supervising attorney and, in consultation with the CEO/Attorney, interim and final reports, if required, are submitted to the law school for academic credit. All law student volunteers are held to the same ethical and performance standards as a licensed attorney. Lay volunteers are monitored and supervised by the CEO and the office Secretary.

As a general rule, Na Loio has found its law students to be reliable and qualified to perform the assigned work. Where a student's performance level is marginal, Na Loio will reassign that student to tasks of lesser magnitude and work with the student to develop legal research, writing, and client interview skills necessary to becoming a proficient attorney.

All employees will be fully qualified to engage in the proposed activities and to perform the required services. Additionally, all attorneys will be duly licensed to practice in Hawai'i, required to remain in good standing with professional and ethical licensing bodies, and to meet all standards as required by applicable federal, state, or county laws and regulations.

The CEO will be responsible for verifying that all attorneys are appropriately licensed and in good standing with relevant professional and ethical licensing bodies. The CEO will also ensure that all newly hired employees are fully qualified by education and experience to engage in the activities and perform the services required, and will verify the credentials and work history of newly hired employees, as needed.

With its configuration of an experienced CEO, veteran attorneys, and an able support staff, Na Loio is fully qualified to meet the project goals and objectives.

A-2. Staff Qualifications

All legal services will be provided by attorneys licensed to practice law who are and remain in good professional standing with the licensing and disciplinary authorities for the State of Hawai'i or any other jurisdiction in which the attorney may be licensed to practice, or by paralegals or law students under the supervision of licensed attorneys. Every effort will be made to ensure that staff attorneys possess a minimum of 2 years experience in the arenas of immigration, public benefits, and discrimination/civil rights law. Fluency in a second language is a desirable qualification for all attorneys. If a position becomes vacant and Na Loio is unable to secure the services of an experienced attorney, Na Loio will provide adequate training and supervision to ensure that clients receive the highest quality of legal services. The legal assistant/paralegal position will similarly be staffed by a competent, qualified individual and closely supervised by the attorney staff. Fluency in a second language will be a desirable qualification.

The CEO/Attorney shall have a minimum of 5 to 8 years experience in the arenas of immigration, public benefits, and discrimination/civil rights law together with demonstrated experience in the administration and financial management of a non-profit agency.

In addition, all attorneys and staff members will hold all licenses, permits, accreditations and meet all standards required by applicable federal, state and county laws, ordinances, codes and rules as required to provide services under the project and in conformance with Na Loio's written position descriptions and minimum qualification standards.

The program will be staffed by the following key members of Na Loio's staff:

Patricia McManaman, Na Loio's Chief Executive Officer (CEO) since 1997, will be the Project Administrator. As Na Loio's CEO, Ms. McManaman has gained extensive administrative experience relevant to the proposed project over the past eleven years. She is also licensed to practice law in the State of Hawai'i where, over the past twenty-seven years, she has accrued significant experience in immigration law, public benefits, civil rights, and criminal law. See Resume at **Attachment C**. Ms. McManaman's actual qualifications, as evidenced by her experience and performance, assure the proper administration and performance of all proposed contract services.

Bow Mun Chin, Aubrey Wood, Calleen Ching, and Cheryl Tokunaga will be employed as staff attorneys under the project. Collectively, they bring over 50 years of legal experience to their positions and are well versed in immigration, public benefits, and civil right law. Both Mr. Chin and Mr. Wood will be employed at 95% full time under the project, while Ms. Ching and Ms. Tokunaga will devote 10% and 5% of their time respectively to the project. Ms. Tokunaga is fluent in Mandarin. Each attorney funded under the Grant-in-Aid will perform the following activities: screening, referral, intake, case assessment, legal advice, counsel, and direct legal representation for and on behalf of immigrants in cases involving immigration, civil rights, and public assistance matters. Each attorney will also engage in outreach, community education and advocacy efforts. Notably, Na Loio's attorneys are extremely well-qualified and evidenced by their resumes at **Attachment C**.

Paul Luu is Na Loio's paralegal. Mr. Luu has worked with the immigrant and refugee community for many years and possesses the experience and knowledge to process simple immigration forms, under the supervision of an attorney, including naturalization applications, requests for replacement green cards, and family based visa petitions. Mr. Luu is fluent in both Vietnamese and Cantonese.

Bonny Ngai holds a Masters in Social Work and has five plus years of experience in case management, advocacy, community outreach and education, as well as program management. Fluent in Cantonese, Ms. Ngai has provided community outreach and education, community building, and limited case advocacy for the Chinese immigration community over the past year. Through a series of focus groups and conferences sponsored by Na Loio, the Chinese immigrant community has identified case advocacy as the foremost community need for immigrant victims of domestic violence, sexual assault, human trafficking, and other serious crime. See **Attachment C**.

Ms. Kamaile Brown is Na Loio's Office Administrator/Legal Secretary. Ms. Brown is a graduate of Kamehameha Schools and has been employed at Na Loio since 1988 in the capacity of Office Administrator/Legal Secretary. She is extraordinarily capable. Ms. Brown's experience and familiarity with the project will contribute significantly to Na Loio's ability to meet all project goals and objectives. Ms. Brown's actual qualifications, as evidenced by her experience and performance, assure the performance of all proposed contract services.

Ms. Elaine Costa is Na Loio's Clerk. Ms. Costa has been employed at Na Loio since January 2006. She is adept at taking calls from the public and has efficiently learned to conduct Na Loio's intake and screening. Often the first voice of Na Loio, our clients appreciate her sincerity and tact in eliciting needed information for the attorney staff.

A-3. Supervision and Training

Na Loio is fully capable of providing adequate supervision, training, and administrative direction relative to the delivery of the proposed services. Because it is a small and intimate program, Na Loio staff interacts on a daily basis keeping each other informed of cases, workload, and other issues as they arise. Regular staff meetings also present an opportunity for supervision and administrative direction and are an additional means of monitoring compliance with the requirements of all grants and contracts. Na Loio's CEO/Attorney provides for the day-to-day management of the program, including staff supervision. She also provides administrative directives to the staff, as needed, relative to the delivery of services. The CEO/Attorney evaluates all employees on an annual basis or more frequently, if needed, and, in turn, the Board of Directors evaluates the CEO/Attorney on an annual basis or more frequently, if needed.

Na Loio's program organization and assignment of personnel is sufficient for the effective administration, management, supervision, and provision of services. Job descriptions are maintained and assigned tasks are clearly delegated and defined; management is centralized;

and caseloads are appropriate and mirror caseload standards at other comparable legal services organizations serving immigrants. Moreover, protocols for supervision are in place including: staff meetings, peer-to-peer contacts, and annual performance evaluations. The professional code of ethics governing attorneys also guides the attorneys and persons under their employment in the delivery of their services binding them to highest standards of advocacy and professionalism.

All legal staff will be provided with resources, information, training, and continuing education necessary to maintain the highest levels of competency and to properly and adequately provide the required services. To achieve this end, Na Loio maintains a regularly updated and current legal library, is a member of the American Immigration Lawyers Association (AILA), the Freedom Trafficking Network, National Asian American and Pacific Islander Consortium (NAPALC), and the Immigrant Law Project of the National Lawyers Guild. As members of these national organizations, Na Loio receives regular updates on law, policy, and advocacy efforts as they affect immigrants. Additionally, as funding and resources permit, Na Loio attorneys attend national and local conferences in the areas of immigration law, domestic violence, trafficking, grant writing, and management to maintain capability and to assure competency in the provision of services and management oversight. By way of example, during the most recent fiscal year Na Loio's attorneys and CEO have attended seminars on: domestic violence in the immigrant community, human trafficking, general immigration law, fiscal grant management, and effective Board management.

B. Organization Chart

An organization-wide and program chart may be found at **Attachment B**. Given the relatively small size of Na Loio's program, the organizational structure of Na Loio is very straightforward and follows a linear structural model.

Na Loio offers two main programs – the Immigrant Domestic Abuse Project (IDAP) and Immigration Law Project (ILP). ILP has been supported by the Hawai'i Legislature for approximately 21 years through either purchase of service contracts or Grant-in-Aid funding. ILP is Na Loio's core legal services program reaching out to and providing services for human trafficking victims, immigrant crime victims, abused and neglected immigrant children, disabled naturalization applicants, asylum seekers, and other vulnerable members of our statewide community in need of immigration related legal services.

The IDAP focuses exclusively on battered immigrants. Its funding originates with the Department of Justice, Office on Violence Against Women and is supplemented by additional funding from private grants and donations. IDAP is staffed by the equivalent of 1.8 attorneys and a full-time administrative assistant. IDAP provides statewide immigration and public assistance legal services for battered immigrants. To provide wrap-around services for its clients, Na Loio partners with domestic violence shelters on Hawai'i, Kauai, Maui, and Oahu and family law attorneys, also statewide, under the grant and provides modest remuneration for these services. Additionally, IDAP also provides statewide outreach, training, and community education on domestic violence.

V. Other

A. Litigation

No litigation is pending against Na Loio nor is Na Loio aware of any impending litigation to which it may be a party. No judgments are outstanding against Na Loio.

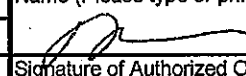
B. Licensure or Accreditation

Na Loio maintains all appropriate licensures, permits, and authorizations required under existing federal, state and county laws. Each of Na Loio's staff attorneys is appropriately licensed in the State of Hawai'i and authorized to practice law in all relevant state and federal forums.

Attachment A

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Na Loio

BUDGET CATEGORIES	Total State Funds Requested (a)	Federal Funds (b)	Other (c)	(d)
A. PERSONNEL COST				
1. Salaries	329,612	140,817	52,453	
2. Payroll Taxes & Assessments	31,122	14,137	3,629	
3. Fringe Benefits	47,016	20,964	4,094	
TOTAL PERSONNEL COST	407,750	175,918	60,176	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	800	1,400		
2. Insurance	5,102	3,500	698	
3. Lease/Rental of Equipment			2,865	
4. Lease/Rental of Space	28,000	5,508		
5. Staff Training	1,000			
6. Supplies	6,000	1,800	750	
7. Telecommunication	3,328	1,200		
8. Postage	3,520	1,980		
9. Interpreters/Translation	1,200	4,600		
10. Duplication	1,500	900		
11. Professional Fees	2,500		2,700	
12. Dues/Fees/Subscriptions	2,500		1,300	
13. Audit	6,000		1,300	
14. Airfare, Intrastate	1,800	2,800		
15. Per Diem	500	1,040		
16. Ground Transportation	300	581		
17. Lodging	1,200	2,160		
18. Library	5,000		1,000	
19. Other		54,887	36,006	
20				
TOTAL OTHER CURRENT EXPENSES	70,250	82,356	46,619	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	478,000	258,274	106,795	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	478,000	Patricia McManaman	847-8828	
(b)	258,274	Name (Please type or print)	Phone	
(c)	106,097		1/23/2008	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	842,371	Patricia McManaman, CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Na Loio

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

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

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Na Lolo

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS	Not Applicable					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						



**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

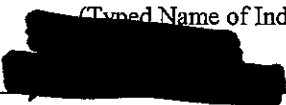
Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Na Loio

(Typed Name of Individual or Organization)



(Signature)

11/22/2008

(Date)

Patricia McManaman

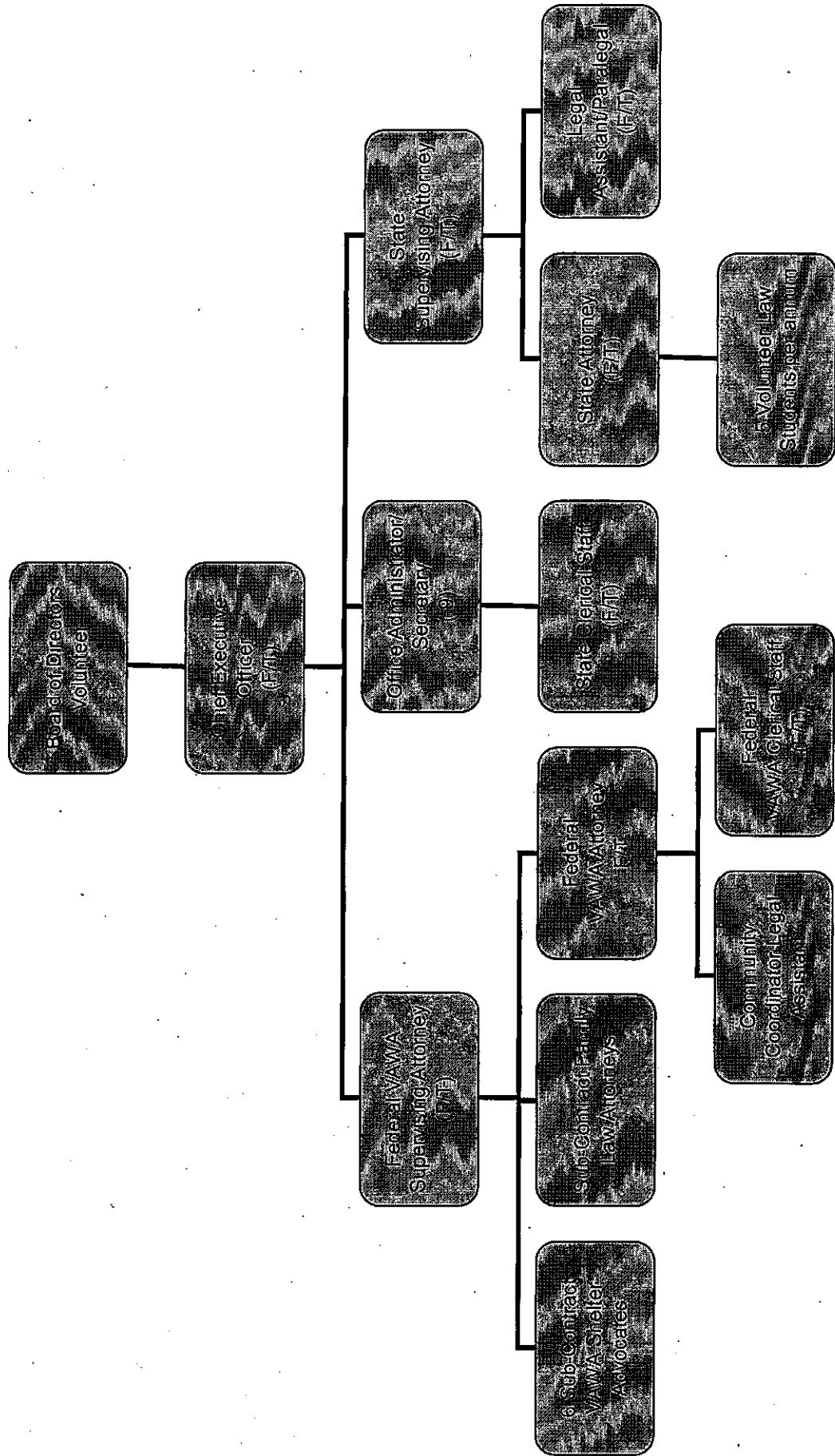
(Typed Name)

Chief Executive Officer

(Title)

Attachment B

Na Loio Organization Chart



Attachment C

PATRICIA McMANAMAN
757 KALANIPUU STREET
HONOLULU, HAWAII 96825
TELEPHONE: 396-9449

EDUCATION

Lewis University College of Law, Glen Ellyn, Illinois. J.D. 1978.
Honors: Presidential Scholarship, 1976-1977.
Member of the Dean's Advisory Committee.

University of Colorado, Boulder, Colorado. B.A. in Biology, 1973.

EMPLOYMENT

Chief Executive Officer, Na Loio – Immigrant Rights and Public Interest Legal Center
February 1997 – Present

I am responsible for the day-to-day operations of Na Loio including fiscal management, staff supervision, grant writing, program and fiscal reports, community and legislative education, and press relations. Additionally, I carry an active caseload on matters involving immigration, public benefits, and civil rights.

Adjunct Professor, William S. Richardson School of Law, Honolulu, Hawaii
January 2002- May 2002

I co-taught the Immigration Law Clinic and supervised clinical students in client interviews, court appearances, and in all other aspects of their cases.

Per Diem Judge, District Court of the First Circuit.
January 1994 – Present

I preside over traffic, criminal and civil proceedings on an as-needed basis.

Attorney, Law Office of Eric A. Seitz, Honolulu, Hawaii.
March 1995 – February 1997

I provided litigation support, drafted complaints, prepared pretrial motions and memoranda, assisted in discovery related matters, and drafted appellate briefs.

Per Diem Judge, Family Court of the First Circuit.
August 1991 – January 1994

I presided over juvenile and adult criminal cases, divorce, paternity, and custody proceedings, guardianship matters and protective proceedings on an as-needed basis.

Attorney, Na Loio No Na Kanaka, Honolulu, Hawaii.
July 1987 – September 1990

I represented indigent clients in immigration matters including deportation, exclusion, asylum, and adjustment of status proceedings.

Attorney, Law Office of Michael A. Weight, Honolulu, Hawaii.
May 1987 – May 1988

I prepared motions and supporting memoranda for criminal proceedings.

Attorney, Office of Consumer Protection, State of Hawaii, Honolulu, Hawaii.
May 1985 – May 1987

I represented the State of Hawaii in civil actions brought to enforce consumer laws.

Legislative Assistant, Representative David Hagino.
January 1985 – April 1985

I assisted Representative Hagino during the legislative session. I worked with constituents directing them to appropriate community resources and responded to inquiries regarding pending legislation.

Attorney, Law Firm of King and Nakamura, Honolulu, Hawaii.
November 1982 – October 1984

I represented clients in the areas of family, labor, criminal, landlord-tenant and probate law.

Deputy Public Defender, Office of the Public Defender, Honolulu, Hawaii.
August 1979 – June 1981
December 1981 – October 1982

I represented indigent clients in misdemeanor, felony jury trials and civil commitment hearings. I prepared appellate briefs and argued before the Hawaii Supreme Court.

Supervising Attorney, Legal Aid Society of Hawaii, Honolulu, Hawaii.
August 1981 – December 1981

I supervised attorneys and paralegals in the housing division and represented clients in the areas of housing, employment and social security law.

HONORS

Rhoda Lewis Award for Public Service, presented by Hawaii Women's Legal Foundation, May 1999.

President's Award, Hawaii Women Lawyers, December 2001.

Ho'okele Leadership Award, Hawaii Community Foundation and Gerbode Foundation, August 2004.

Kalo Award, presented by the Hawaii Public Health Association, June 2006.

PROFESSIONAL AND CIVIC ORGANIZATIONS

Officer, Inter Agency Council for Immigrants, 1997 – present.

Secretary/Director, Kalihi Palama Health Center, 1999 – present.

Member, Per Diem Education Committee, Judiciary, State of Hawaii, 1998 – 2003

Member, Grants To Encourage Arrest Policies Planning Committee (Victim Safety), Department of Attorney General, State of Hawaii, 2002 – 2005.

Member, Violence Against Women State Planning Committee, Department of Attorney General, State of Hawaii, 2002 – present.

Member, Hawaii Statewide Strategic Plan for Victim Services, Department of Attorney General, State of Hawaii, 2004 – 2006.

CALLEEN J. CHING

4910 Waa St.

Honolulu, Hawaii 96821

Na Loio Immigrant Rights
And Public Interest
Legal Center
810 N. Vineyard Blvd.
Honolulu, Hawaii 96817
(808)847-8828
January 2001 – Present

Senior Attorney
Duties: Represent immigrants before U. S.
Citizenship & Immigration Service and
Immigration Court, with special emphasis
on abused adults and abused and neglected
children; conduct community outreach and
education on abused immigrant issues;
collaborate with other community agencies
to improve services to abused immigrants;
manage abused immigrant project

Corporation Counsel
530 S. King St., Rm. 110
Honolulu, Hawaii 96813
(808)523-4115
April 2000 – January 2001

Deputy Corporation Counsel
Personnel Division
Duties: Represent City & County in
employment matters, including
discrimination and labor issues

AmeriCorps Students &
Advocates for
Victims of Domestic
Violence
Volunteer Legal Services
545 Queen St.
Honolulu, Hawaii 96813
(808)566-0661
January 1995 – December 1999

Program Director
Duties: Manage program, recruit, hire and
discipline 20 – 30 members; train and
supervise members; represent victims of
domestic violence in Family Court matters;
conduct community outreach and education
on domestic violence issues; perform
fundraising activities

Hawaii Civil Rights Commission
830 Punchbowl St., Rm. 411
Honolulu, Hawaii 96813
(808)586-8636
September 1990 – January 1995

Enforcement Attorney
Duties: Represent Executive Director
in discrimination cases in State and Federal
court and administrative hearings; train
investigators; research and review proposed
agency rules

Other Legal Positions

Disability Rights Project
Legal Aid Society of Hawaii
1985 – 1990

Supervising Attorney
Duties: Represent disabled clients
in class action and individual cases in State
and Federal courts and administrative
hearings in civil rights, special education,

guardianships and other issues; supervise office of attorney, paralegal and secretary, conduct community outreach and education on disability issues; statewide resource for office

Legal Aid Society of Hawaii
1976 – 1985

Supervising Attorney
Managing Attorney
Duties: Represent indigent clients in class actions and individual cases in State and Federal courts and administrative hearings on family law, including divorce for spouse abuse cases and welfare issues; supervise and manage units, conduct community outreach and education; statewide resource for office

Per Diem Judge, Family Court
1991- 1992

Chief Attorney
Senate Judiciary Committee
1982 – 1985

Other Legal and Community Activities

- Hawaii Women Lawyers
1997 – 2000

Board of Directors, Secretary, Vice President
Helped develop free air transportation program for victims of domestic violence fleeing the island or state;
Edited and responsible for publication of
Hawaii Women Lawyer's book

Our Rights, Our Lives
Women and Family Violence (2000)

- Quarterly trainer for
Child and Family Service
Domestic Violence Division
Volunteer Training on
TROs, Divorce, and Immigration Law
- Co-presenter for presentation on
Collaboration between Immigration and
Family Law, National Network for To End Violence
Against Immigrant Women, November 2005;
International Matchingmaking and Abused Immigrants
National Network to End Violence Against Immigrant Women,
November 2007

Bow Mun Chin
91-1512 Ka'aimalu Place
Ewa Beach, Hawaii 96706
(808) 685-0700

LEGAL EXPERIENCE

Senior Staff Attorney

Na Loio-Immigrant Rights and Public Interest Legal Center
810 North Vineyard Boulevard
Honolulu, Hawaii 96817
(808) 847-8828

10/2007 - present

Duties: Supervises attorneys and paralegals. Represent clients in removal proceedings before the Immigration Court. Representing clients for administrative immigration matters before the United States Citizenship and Immigration Service. Providing telephone advice to persons in the community with immigration related questions.

Contact: Patricia McManaman, Esq.

Attorney (Self-Employed)

Bow Mun Chin, AAL
33 South King Street, Suite 212
Honolulu, Hawaii 96813
(808) 381-8717

07/2006 - present

Duties: Specializing in Immigration Law: Including but not limited to Visa Processing and denial appeals (Immigrant and Nonimmigrant); Adjustment of Status and Change of Status (Immigrant and Nonimmigrant); Representation in removal proceedings; Naturalization cases before USCIS; BIA appeals.

Staff Attorney (Emergency Hire)

Na Loio-Immigrant Rights and Public Interest Legal Center
810 North Vineyard Boulevard
Honolulu, Hawaii 96817
(808) 847-8828

10/2006 - 02/2007

Duties: Represent clients in removal proceedings before the Immigration Court. Representing clients for administrative immigration matters before the United States Citizenship and Immigration Service. Providing telephone advice to persons in the community with immigration related questions.

Contact: Patricia McManaman, Esq.

Adjunct Professor

William S. Richardson School of Law
2515 Dole Street
Honolulu, Hawaii 96822
(808) 956-8636

Duties: Adjunct Professor for Immigration Law-William S. Richardson School of Law. Also initiated Immigration Law Clinic in Spring 1999-last taught in Spring 2005 to have law students represent indigent clients in removal proceedings. 2001 - present

Contact: Dale Lee, Associate Dean

Associate Attorney
Law Offices of Alan W.C. Ma
1600 Kapiolani Boulevard, Suite 1030
Honolulu, Hawaii 96814
(808) 944-1188
2005 - 2005

Duties: Representing clients for adjustment of status, naturalization, EB-1 appeal with CSC, visa processing and denials, E-3, IMFA, some labor certification and H-1B cases.
Contact: Alan W.C. Ma, Esq.

Attorney (Partner)
Hawaii Immigrant Lawyers
550 Halekauwila Street, Suite 310
Honolulu, Hawaii 96813
(808) 524-0800
2000 - 2005

Duties: Representing clients: in removal proceedings; for adjustment of status, change of status (E-2, H-1B, P-1, P-3, F-1), IMFA, VAWA, and naturalization cases before USCIS; BIA & AAU appeals; immigrant/nonimmigrant visa processing and visa denial cases.
Contact: Dennis W. Jung, Esq.

Associate Attorney
Law Offices of Benjamin V. Chen
1188 Bishop Street, Suite 2802
Honolulu, Hawaii 96813
(808) 599-6632
1999 - 2000

Duties: Representing clients: in removal proceedings; for adjustment of status and naturalization cases before USCIS; BIA & AAU appeals; asylum, and visa processing cases. Also represented clients in landlord-tenant cases, business, and personal matters.
Contact: Benjamin V. Chen, Esq.

Staff Attorney
Na Loio-Immigrant Rights and Public Interest Legal Center
810 North Vineyard Boulevard
Honolulu, Hawaii 96817
(808) 847-8828
1989 - 1999

Duties: Represent clients in deportation, exclusion and removal proceedings. Coordinator for Advocates for Immigrant Women (a domestic violence/immigration rights group). Make presentations to various groups in the State of Hawaii concerning immigration law related issues. Representing abused clients for VAWA, IMFA, and Special Immigrant

Juvenile related filings. Providing telephone advice to persons in the community with immigration related questions.
Contact: Patricia McManaman, Esq.

Associate Attorney
Law Offices of David W. Lo
Davies Pacific Center, Suite 1515
Honolulu, Hawaii 96813
(808) 528-1212
1988 - 1989

Duties included: Representing both defendants and plaintiffs in civil suits and Worker's Compensation matters. Representing clients in contract matters which included lobbying before the Honolulu City Council.
Contact: David W. Lo, Esq.

Contract Specialist
United States Air Force
Hickam AFB, Hawaii
December 1987 - April 1988
Duties: Reviewing and drafting DOD contracts for the USAF
Contact: Capt. David Gray

Attorney
Self-employed
June 1987 - October 1987
Duties: Representing plaintiffs in collections and summary possession cases.

Law Clerk
Lee Henderson Chipchase & Wong
Honolulu, Hawaii
January 1987 - May 1987
Duties: Legal research
Contact: Ed Yee, Esq.

LICENSES

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

EDUCATION

Legal: William S. Richardson School of Law
Honolulu, Hawaii
Juris Doctor - May 1986

Undergraduate: University of Hawaii at Manoa
Honolulu, Hawaii
Bachelor of Arts (Mathematics) - May 1983

High School: St. Louis High School
Honolulu, Hawaii
May 1978

VOLUNTEER ACTIVITIES

Native Hawaiian Advisory Council
(1989)

Na Loio-Immigrant Rights and Public Interest Legal Center
(1986-1989; 2006-present)

Blood Bank of Hawaii
(Donor: 1981 - present)

Rehabilitation Hospital of the Pacific
(Volleyball Coach: 1993)
Lee Henderson Chipchase & Wong
(Volleyball Coach: 1987 - 1989)

National Honor Society; Math Club; Chess Club
(High School)

REFERENCES

John Robert Egan, Esq.
Immigration Law Clinic
William S. Richardson School of Law
2515 Dole St., Room 252
Honolulu, HI 96822
(808) 927-0836

Ronald T. Oldenburg, Esq.
94-229 Waipahu Depot Road #204
Waipahu, Hawaii 96797
(808) 676-7694

KahBo Dye-Chiew, Esq.
Goodsill Anderson Quinn & Stifel LLP
1099 Alakea Street, suite 1800
Honolulu, Hawaii 96813
(808) 547-5600

Updated January 23, 2008

CHERYL W. TOKUNAGA
2232 Halekoa Drive
Honolulu, Hawaii 96821

**PROFESSIONAL
EXPERIENCE**

Staff Attorney, Na Loio Immigrant Rights and Public Interest Center (January 2004 – present)

Handles abused immigrant and other related cases.

Program Supervisor, Innovative Employment Training, Immigrant and Refugee Programs, Child and Family Service (Sept. 2001 – Jan. 2004)

Managed programs that provide immigrants and refugees employment training, job placement, case management and English language training.

- Developed and monitored program goals
- Provided supervision to staff in the compliance of policies and procedures

Grievance Specialist, Child and Adolescent Mental Health Division, Department of Health (June 2000 - Aug. 2001)

Resolved complaints relating to the delivery of service, quality of care, provider service and fiscal issues.

- Coordinated appeal of decisions and prepared written response

Complaints Resolution Specialist, Felix Complaints Resolution Office (Sept. 1999 - May 2000)

Researched and investigated matters relating to the provision of a free appropriate public education under federal and state laws.

- Conducted fact-finding with Department of Health, Department of Education, complainants, and other relevant parties
- Drafted Notice of Decisions

Legislative Analyst, Hawaii State Judiciary (Feb. - May 1999)

Tracked, reviewed and analyzed bills of interest to the Judiciary.

Court Access Specialist, Hawaii State Judiciary (Dec. 1997- Feb. 1999)

Responsible for the development and implementation of projects to increase statewide court access.

- Planned and implemented a multilingual LawLine project (7 languages) to provide legal information to non-English speakers

(continued)

CHERYL W. TOKUNAGA

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Analyst, Office of the State Auditor

(June 1994 - May 1997)

Planned and conducted performance audits of state agencies.

- Interviewed agency staff and examined internal controls to identify areas of concern
- Drafted reports with findings and recommendations

Attorney, Law Offices of Alan W.C. Ma

(Aug. 1990 - Oct. 1993)

Represented clients in immigration and family law proceedings.

- Secured family unification, labor certification, and political asylum for clients

Child Support Hearings Officer, Department of the Attorney General

(Aug. 1988 - Aug. 1990)

- Adjudicated matters relating to child support
- Assisted in researching and drafting of proposed legislation and administrative rules

Attorney, Davis, Reid & Richards

(June 1986 - Aug. 1987)

Represented insurance carriers in workers compensation cases.

Legal Assistant, Labor Appeals Board, Department of Labor and Industrial Relations

(Nov. 1984 - May 1986)

Assisted in drafting appellate workers compensation decisions.

LANGUAGE SKILLS

Written and spoken Chinese (Cantonese and Mandarin)

EDUCATION

J.D., University of California, Davis (1984)

M.A., University of California, Los Angeles (1974)

B.A., University of California, Los Angeles (1972)

Aubrey Wood

4846-2 Kilauea Avenue
Honolulu, Hawaii 96816
808-230-9944
aubreyfwood@yahoo.com

EDUCATION

UNIVERSITY OF HAWAII, WILLIAM S. RICHARDSON SCHOOL OF LAW, Honolulu, Hawai'i
Juris Doctor, May 2007

- ◆ Highest grade in Appellate Advocacy class
- ◆ Best oralist in Appellate Advocacy class
- ◆ Pacific-Asian Legal Studies Program Certificate Recipient
- ◆ Environmental Law Program Certificate Recipient
- ◆ *Member* Phi Delta Phi, Environmental Law Society, Ahahui O' Hawai'i Pacific-Asian Legal Studies Organization

UNIVERSITY OF CALIFORNIA, LOS ANGELES, Los Angeles, California
Bachelor of Arts in Philosophy, 2000

SANTA MONICA COLLEGE, Santa Monica, California
Four Undergraduate Semesters, Dean's List Status every semester, 1996 – 1998

- ◆ Served as Field Events Captain for Track & Field Team (Discus, Shot Put & Javelin).

LEGAL EXPERIENCE

NATIVE HAWAIIAN EDUCATION COUNCIL, Honolulu, Hawaii 2007
Student Extern

Duties Included: Researching and drafting memos to the director on specific legal and educational issues and providing input on proposed strategic action.

PROFESSOR JON VAN DYKE, Honolulu, Hawai'i 2006
Research Assistant

Responsible for researching, writing and editing an article on maritime boundary delimitation in the Caribbean Sea for use at an international conference.

INTERNATIONAL ENVIRONMENTAL LAW MOOT COURT TEAM, Honolulu, Hawai'i 2005 – 2006
Team Member

Participated in international competitions requiring team members to write an appellate brief and present oral argument, exploring issues of international environmental law in the context of a dispute before the International Court of Justice.

- Reached the quarterfinal round in both the National and international competition in 2005.

THE NATURE CONSERVANCY, Honolulu, Hawai'i 2005 - 2006
Pro Bono Intern

Responsible for editing an article on invasive alien species and the applicable international law regimes so as to create an executive summary for publication and distribution at international conferences on trade and the environment.

ENVIRONMENTAL LAW SOCIETY, Honolulu, Hawai'i

2005 – 2006

Co-Director

- Planned and lead group activities, fundraising events, and educational experiences.
- Organized a well-attended speaking engagement for Mike Williams, an indigenous Alaskan tribal leader.
- Revitalized and expanded the law school's recycling program, increasing the number of recycling bins by 30%.
- Instituted a weekly movie night that student organizations used for fundraising or education.
- Raised \$1500 to provide one Richardson Law student with a summer grant to subsidize summer employment.

PROFESSIONAL & VOLUNTEER EXPERIENCE

NĀ LOIO – Immigrant Rights and Public Interest Legal Center, Honolulu, Hawai'i, USA

2007 - Present

Staff Attorney

Representing clients before the Immigration Court and the United States Citizenship and Immigration Service.

LE BISTRO, Honolulu, Hawaii, USA

2005 – Present

Server

Waiting tables at a high-end restaurant two nights per week while attending law school.

CITYBANK, Honolulu, Hawai'i, USA

2004

Customer Service and Sales Representative

Created accounts and managed business portfolios at the corporate headquarters branch.

ANANDA MARGA FARMA, Lake Hughes, California, USA

2002

Volunteer

Led operations in Farm Manager's absence, and superintended the most complex and crucial tasks.

PEACE CORPS, Les Cayes, Haiti

2000 – 2001

Agricultural Volunteer

Organized and motivated a variety of rural community groups, and planned and executed project. Fostered relationships with leaders of other community groups to facilitate collaborative projects.

- Initiated Potable Water & Irrigation project, including identifying anticipated \$10,000 in grant funding, hiring engineers to survey site, and coordinating 15 to 20 local volunteers.

WELLS FARGO BANK, Los Angeles, California, USA

1998 – 2000

Bank Teller

Recognized as most efficient, error-free Teller while balancing 20-hour workweek with UCLA program.

REFERENCES

Colin Kippen
Executive Director
Native Hawaiian Educational Council
735 Bishop Street, Suite 218
Honolulu, Hawaii 96813
Tel: (808) 523-6432
Fax: (808) 523-6464
Email: ckippen@nhec.org

Jon M. Van Dyke
Professor of Law
2515 Dole Street
Honolulu, Hawaii 96822
Office 239
Tel: (808) 956-8509
Email: jvandyke@hawaii.edu

Denise Antolini
Professor of Law
Richardson School of Law
2515 Dole Street
Honolulu, Hawaii 96822
Office 207
Tel: (808) 956-6238
Email: antolini@hawaii.edu

Douglas A. Codiga, Esq.
Schlack Ito Lockwood Piper & Elkind
A Limited Liability Law Company
Topa Financial Center
Fort Street Tower Suite 1500
Honolulu, Hawaii 96813
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Fax: (808) 523-6030
Email: dcodiga@sil-law.com

Bonny Ngai, LSW, MSW

2488 Kapiolani Boulevard, #603
Honolulu, HI 96826
542-5575 (cellular)
b.ngai@hawaiiantel.net

Experience

January 2007 – current

Na Loio
Honolulu, HI

Chinese Community Coordinator

- Coordinate and plan outreach activities of the Chinese Family Violence Awareness Project including community presentations, tabling events, and radio public service announcements to expand the Chinese immigrant community's knowledge of domestic violence, sex assault, and stalking
- Develop alliances with community leaders and domestic violence and sexual assault service providers to evaluate and plan how to best reach and serve the Chinese immigrant victims of domestic violence, sex assault, and stalking
- Assist in intake and screenings and provide legal assistance to staff attorneys in the area of immigration law and other immigration-related issues

July 2003 – January 2007

Hawaii State Hospital
Kaneohe, HI

PSR Clinician I

- Advocate, assess, and provide supportive counseling for more than 25 ethnically diverse clients diagnosed with a severe and persistent mental illness during the course of their hospitalization. Advocacy includes coordination with the legal system, case management services and discharge planning (setting up finances, medical and psychiatric follow-up treatment and care, and housing)
- Complete timely documentation and actively participate within an interdisciplinary treatment team. Mentor treatment teams in the use of new documentation forms
- Active member of the cultural task force which planned three successful cultural fairs to enhance staff development and educate about culturally competent services
- Create and utilize learning materials to facilitate GED-level math and reading groups to more than 50 clients in the Adult Literacy Program. In addition, provide one-on-one English as a Second Language instruction to Limited English Proficient clients.

August 2002 – May 2003

Pulama I Ke Ola Project, Hawaii State Hospital
Kaneohe, HI

Practicum Student

- Conducted assessment interviews, implemented best-practices interventions, analyzed and documented progress, evaluated client's strengths and weaknesses, and facilitated individual and group classes
- Assisted in hospital-based case management services that included, but was not limited to, contacting family and service providers, and advocating on behalf of clients
- Provided interpretation, advocacy, and support services for a vulnerable Cantonese-speaking female client

May 2002 – June 2002

Susannah Wesley Community Center
Honolulu, HI

Case Manager/Employment Specialist

- Hired for short-term employment after successful completion of a practicum experience (Sept. 2001 – Apr. 2002)
- Designed and implemented cultural orientation training for 15 -20 new immigrants through short-term, intensive classes focusing on adjustment, assimilation, acculturation, and job readiness
- Updated a comprehensive acculturation and welcome manual for new immigrants to access a variety of services on Oahu

Bonny Ngai, cont.

May 2001 – August 2001

Foreign Born Information & Referral Network (FIRN)

Summer Youth Program Manager

Columbia, MD

- Hired for a summer term after successful implementation of a pilot reading program and internship experience the year before (June 2000 – Sept. 2000)
- Expanded, designed, and organized three 7-week summer reading programs for 20-25 immigrant and refugee children aged 7 – 12
- Supervised and mentored 5 high school and college students who carried out the curriculum and staffed the reading programs

June 2000 – May 2001

Maryland Office for New Americans (MONA)

Administrative Specialist Trainee

Baltimore, MD

- Improved office communications with immigrant and refugee service providers in the greater Baltimore and Washington D.C. area by assisting in the development and production of New Americans, MONA's quarterly newsletter, and the MONA Memo
- Researched the growing needs and resources of the immigrant and refugee population and referred inquiries to appropriate community service providers
- Assisted with the logistics and participated in meetings for two state-level boards that work with immigrant and refugee issues, the Maryland Advisory Council for New Americans and the Maryland Coalition for Refugee and Immigrants

Education

August 2001 – May 2003

University of Hawaii at Manoa

- **Masters Degree in Social Work**
- Concentration: Mental Health

Honolulu, HI

August 1997 – May 2001

Goucher College

- **Bachelors of Arts Degree**
- Major: Psychology

Baltimore, MD

Community Involvement and Volunteer Experience

March 2007 – present

- Member, Chinese Community Action Coalition

October 2001 – present

- Member, Inter-Agency Council for Immigrants and Refugees

February 2003 – May 2003

- Treasurer, University of Hawaii School of Social Work Graduate Student Organization

February 2002 – August 2002

- Interdisciplinary Team Member, Quentin M. Burdick Interdisciplinary Training Rural Health Community Capacity Building Program

September 2001 – March 2002

- Volunteer, AmeriCorps HELP Program

February 1999 – April 2000

- Team Leader, Community Auxiliary for Service, Hamilton Police Athletic League

September 1998 – May 2001

- Treasurer, Lotus Club (Asian Pacific Enrichment)

Professional Licensing and Membership

- November 10, 2004
- May 2003 – present

State of Hawaii, Social Work License

Member, National Association of Social Workers (NASW)

