

House District _____

Senate District _____

THE TWENTY-SIXTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 96-0

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: Volunteer Legal Services Hawaii

Db/a:

Street Address: 545 Queen Street, Suite 100, Honolulu, Hawaii, 96813

Mailing Address: 545 Queen Street, Suite 100, Honolulu, Hawaii, 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name L. DEW KANESHIRO

Title EXECUTIVE DIRECTOR

Phone # (808) 528-7059

Fax # (808) 524-2147

e-mail dew@vlsh.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

TO FUND CORE STAFF AND EXPAND VOLUNTEER LEGAL SERVICES FOR THE LOW-INCOME, HOMELESS AND UNSERVED COMMUNITY IN HAWAII

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013: \$300,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 20,000
 FEDERAL \$ 35,000
 COUNTY \$ 35,000
 PRIVATE/OTHER \$ 150,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

L. DEW KANESHIRO

NAME & TITLE

JANUARY 31, 2012

DATE SIGNED

Volunteer Legal Services Hawaii
2012-2013 GRANT IN AID APPLICATION

SECTION I. BACKGROUND AND SUMMARY

1. Applicant's Background

Volunteer Legal Services Hawai'i ("Volunteer Legal") was established in 1981 to provide Hawaii's low-income population with free legal assistance through volunteer attorneys. Today, the organization continues to use a volunteer service delivery model to assist the indigent, the working poor, the homeless, and other vulnerable groups who do not have access to legal representation.

While other legal services organizations deliver services through staff attorneys, Volunteer Legal administers a variety of programs that draw upon pro bono attorneys. This service delivery model has been effective at reducing costs significantly while delivering high quality, civil legal assistance throughout the State. Collectively, Volunteer Legal's pool of attorneys encompasses many areas of legal expertise, allowing the organization to address clients' unique needs through service options that include advice and counsel clinics, telephone consultations, "brief services" sessions, workshops, and full representation.

Because of its ability and commitment to handle a wide range of civil cases, Volunteer Legal is the legal service provider of last resort for many individuals and families who have been turned away by other providers. Volunteer Legal also receives referrals from other non-profit organizations, private attorneys as well as the Hawaii State Bar Association. More than 40% of Volunteer Legal Services Hawaii's intakes have been referred or declined by other legal service organizations such as LASH, Hawaii Immigrant Justice Center, and Domestic Violence Action Center.

In recent years, the Hawai'i State Bar Association and the Hawai'i Supreme Court have strongly encouraged attorneys to engage in pro bono services for the poor. The Supreme Court's adoption of Rule 6.1 of the Hawai'i Rules of Professional Conduct urges all attorneys to donate 50 pro bono hours per year, and Rule 17.d requires all lawyers to report their hours of pro bono service. The effort to strengthen and expand pro bono delivery of essential legal services coincided with an exponential growth in demand for free services as the economic downturn pushed many of Hawaii's residents into poverty. The needs of Volunteer Legal's service population continue to be immense and the potential for pro bono service opportune. Yet, Volunteer Legal has not been able to seize the opportunity because of overwhelming financial and other constraints.

such as a petition for guardianship, a simple will or trust, a power of attorney or an answer to a complaint or with a letter to an administrative agency.

Pro Bono Referral: If a clinic participant qualifies for a referral to the Volunteer Legal Pro Bono Referral Program, Volunteer Legal attempts to recruit a volunteer attorney to represent the participant. Volunteer Legal monitors the status of the matter from placement through closing.

Follow-up Services: Clinic participants and other eligible individuals may be referred to one or more of Volunteer Legal's programs, including:

- Uncontested Divorce Workshop;
- Bankruptcy Workshop;
- Community Tax Assistance Program; or
- Homeless Bench Warrant Recall Program.

3. Public Purpose and the Needs Served

Volunteer Legal provides access to justice for Hawai'i's economically disadvantaged, un-served, and underserved populations. At the same time, it provides many opportunities for licensed attorneys to fulfill their obligation to serve their community through pro bono services. Each staff member is leveraged with attorneys' pro bono hours, providing public services that significantly exceed the cost.

In 2011, Volunteer Legal served a total of 1,855 clients and provided 2,925 services. Intake Services assisted 1,620 callers and walk-ins on Oahu; 460 callers from the Big Island; 235 callers from Maui; 77 from Kauai; 4 from Lanai; and six from Molokai. At Neighborhood Legal Clinics in Honolulu, Waipahu, Waimanalo, Kona, Hilo, and Kahului, 1,593 individuals received legal advice and counsel.

These activities were accomplished, despite reduced funding, by a small staff of direct service employees on Oahu, part-time (casual-hire) coordinators on Maui and the Big Island, 235 volunteer attorneys who donated over 3,000 hours of legal services.

The unmet legal need is well-documented. In 2005, the Access to Justice Hui conducted an assessment of civil legal needs and barriers of low and moderate-income people in Hawaii. The Report noted that approximately one in four Hawai'i residents belong to Volunteer Legal's service group – i.e., those living below 200% of the federal poverty guidelines. The Report also noted that existing legal service providers are only able to assist 1 in 3 of those who actually contact them for assistance.

4. Target Population

Volunteer Legal's target population includes all the groups mentioned in the previous section. Volunteer Legal also provides workshops and advice and counsel to non-profit organizations that serve the same populations as Volunteer Legal.

5. Geographic Coverage

As the statistics in Section I-3 show, Volunteer Legal operates across the state. Intake is available in person and by telephone *via* a toll free call. Clinics and workshops have been provided at facilities located in downtown Honolulu, Leeward Oahu, Windward Oahu, Wailuku, Hilo, and Kona. Virtual clinics (phone or video consultations) are often used to provide services to neighbor island residents.

SECTION II. SERVICE SUMMARY AND OUTCOMES

1. Scope of work, tasks, and responsibilities

Volunteer Legal services are summarized in Section I. Additional staff and resources will allow Volunteer Legal to:

- Efficiently process individuals who seek services from Volunteer Legal;
- Provide its basic array of services to all eligible persons in need of those services;
- Effectively meet the needs of currently un-served or underserved populations;
- Implement a formal quality assurance program to track the efficiency and effectiveness of its programs;
- Build collaborative relationships with other service agencies.

2. Projected annual timeline

July-December 2012

- Return staffing level to the minimum needed to provide quality core services
- Continue to modify operational procedures to deliver services to Volunteer Legal's target populations more effectively and efficiently

- Increase in the number of individuals who receive specialized services;
- Increase in the number of attorneys and non-attorneys who volunteer their time to the organization;
- Increase in the number of collaborative relationships established over the course of the year;
- Increase, over time, in the overall satisfaction with the services received as well as the attorneys' volunteer experience; and
- Increase in the volume of financial donations from attorneys and others in the community.

SECTION III. FINANCIAL

1. Budget

See attached Budget Sheet. Volunteer Legal operated at a deficit in 2010 and 2011. The organization minimized its losses by instituting drastic cuts in staff and other non-fixed expenses. However, the organization cannot continue to operate even at the current level without additional funding. Volunteer Legal is therefore requesting \$300,000 to fund direct service personnel.

2. Anticipated quarterly funding requirements for Fiscal Year 2012

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
\$100,000	\$ 80,000	\$ 70,000	\$ 50,000	\$ 300,000

3. Other sources of funding for 2012-2013

Volunteer Legal's only stable source of funding is the attorney bar dues renewal check-off, where attorneys may voluntarily contribute \$75 to Volunteer Legal. The amount of the bar dues check-off has decreased over the years and currently provides about \$100,000 annually.

In 2012-2013, Volunteer Legal anticipates receiving approximately:

- \$25,000 from the Indigent Legal Assistance Fund;
- \$15,000 from the Hawaii Justice Foundation's IOLTA fund; and
- \$10,000 from the Hawaii State Bar Association.

Volunteer Legal has also increased the administration fees it charges clients and anticipates revenue of \$50,000 from those fees. The organization also plans to

B. Facilities

Volunteer Legal's main office is located at 545 Queen Street in downtown Honolulu. This 1,338 square foot facility houses all of Volunteer Legal's Oahu staff and most of its volunteers. Although this facility is much too small to adequately support Volunteer Legal's staff and volunteers and to serve its clients, Volunteer Legal continues to operate in cramped quarters so that Volunteer Legal's extremely limited resources can be dedicated to client services. The facility meets ADA standards, and Volunteer Legal has internal policies regarding accommodations for individuals with physical disabilities.

Services are also provided at clinics and workshops throughout Oahu in areas with significant numbers of people living in poverty. These satellite facilities have included:

- Filipino Community Center in Waipahu, Oahu;
- Waimanalo Comprehensive Health Center in Waimanalo, Oahu;
- Aupuni Center, Hilo, Hawaii;
- Family Support Services of West Hawaii, Kona, Hawaii;
- Family Support Services in Wailuku, Maui

SECTION V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

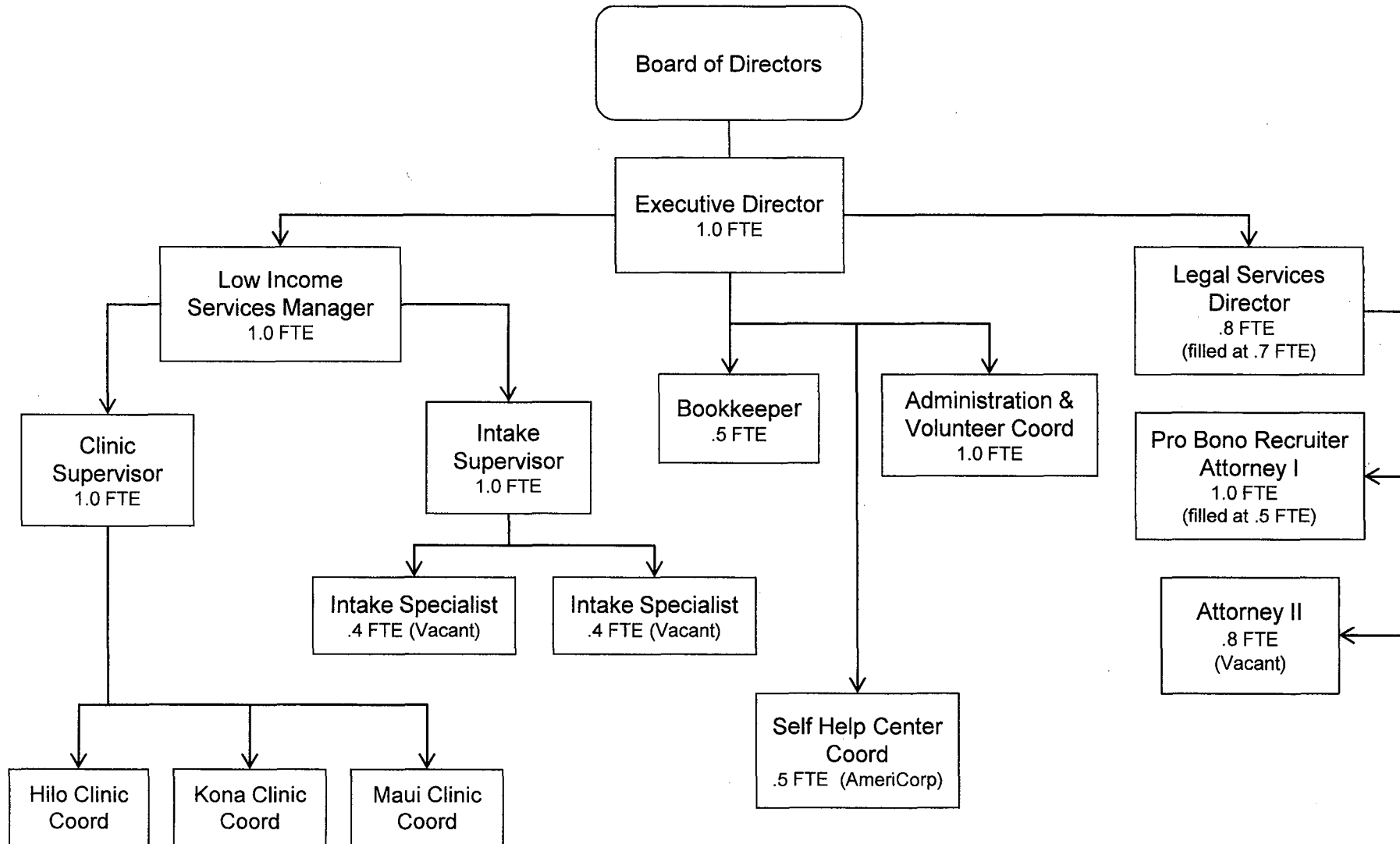
A. Proposed Staffing, Staff Qualifications, Supervision, and Training

Volunteer Legal is requesting funding of positions that are key to its core services. The Services Manager has been with the organization for eight years; and the Clinic Supervisor and Intake Supervisor for more than three years. The attorneys will be new hires supervised and trained by the Deputy Director/Legal Services Director and the Executive Director. The Intake Specialists will be supervised and trained by the Services Manager and Intake Supervisor.

Proposed Staffing

Deputy Director/Legal Services Director	90% of .8 FTE
Services Manager	80% of 1.0 FTE
Attorney I: Pro Bono Recruiter	90% of 1.0 FTE
Attorney II (mid-level)	90% of .8 FTE
Clinic Supervisor	90% of 1.0 FTE
Intake Supervisor	90% of 1.0 FTE
Intake Specialist (law student)	100% of .4 FTE
Intake Specialist (law student)	100% of .4 FTE

Volunteer Legal Services Hawaii Organizational Chart



BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2012 to June 30, 2013)

Applicant: Volunteer Legal Services Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Donations (b)	Grants (c)	Client Fees (d)	Total
A. PERSONNEL COST					
1. Salaries	228,488	23,612	80,000	50,000	382,100.00
2. Payroll Taxes & Assessments	37,770	10,953	12,952	0	61,675.00
3. Fringe Benefits	21,165	6,762	7,424	0	35,350.00
TOTAL PERSONNEL COST	287,423	41,327	100,375	50,000	479,125.00
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island	0	500	2,500	0	3,000.00
2. Insurance	0	4,800	0	0	4,800.00
3. Lease/Rental of Equipment	0	9,500	0	0	9,500.00
4. Lease/Rental of Space	0	18,000	0	0	18,000.00
5. Staff Training	0	0	500	0	500.00
6. Supplies	0	1,000	2,000	0	3,000.00
7. Telecommunication	11,077	12,623	9,000	0	32,700.00
8. Utilities	0	9,000	0	0	9,000.00
9. Office Services (janitorial, shredder)	0	4,300	0	0	4,300.00
10 IT Services & IT subscription services	0	5,425	4,375	0	9,800.00
11 Postage & Delivery	0	750	750	0	1,500.00
12 Consultant (brochure & web design)	0	3,675	0	0	3,675.00
13 Accountant professional fees	0	11,500	3,000	0	14,500.00
14 Volunteer Development	0	1,000	500	0	1,500.00
15 Translation & Interpretation services	1,500	0	0	0	1,500.00
16 Dues & Membership	0	1,600	0	0	1,600.00
17 Printing & Reproduction	0	1,000	1,000	0	2,000.00
18 Volunteer Attorney Orientation/Training	0	0	2,000	0	2,000.00
19 Advertising & Promotion	0	1,000	0	0	1,000.00
20 Misc Expenses	0	4,000	4,000	0	8,000.00
TOTAL OTHER CURRENT EXPENSES	12,577	89,673	29,625	0	131,875.00
C. EQUIPMENT PURCHASES					0.00
D. MOTOR VEHICLE PURCHASES					0.00
E. CAPITAL					0.00
TOTAL (A+B+C+D+E)	300,000	131,000	130,000	50,000	611,000.00
SOURCES OF FUNDING		Budget Prepared By:			
(a) Total State Funds Requested	300,000	L. Dew Kaneshiro 528-7059			
(b) Donations	131,000	Name (Please type or print) [REDACTED] Phone			
(c) Grants	130,000	[REDACTED] 7/31/12			
(d) Client fees	50,000	Signature of Authorized Official Date			
TOTAL BUDGET	611,000	L. Dew Kaneshiro, Executive Director			
		Name and Title (Please type or print)			

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Volunteer Legal Services Hawaii

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Legal Services (currently at .6FTE)	0.8	\$49,920.00	90.00%	\$ 44,928.00
Services Manager	1	\$47,840.00	80.00%	\$ 38,272.00
Attorney:Pro bono recruiter (currently at .5FTE)	1	\$35,000.00	90.00%	\$ 31,500.00
Clinic Supervisor	1	\$35,360.00	90.00%	\$ 31,824.00
Intake Supervisor	1	\$35,360.00	90.00%	\$ 31,824.00
Intake Specialist (currently vacant)	0.4	\$10,400.00	100.00%	\$ 10,400.00
Intake Specialist (currently vacant)	0.4	\$10,400.00	100.00%	\$ 10,400.00
Attorney II (Mid-level)	0.8	\$32,600.00	90.00%	\$ 29,340.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				228,488.00
JUSTIFICATION/COMMENTS: Volunteer Legal has experienced a nearly 50% decrease in revenue since 2008, including a 20% decrease between 2010 and 2011. Staff costs account for 80% of Volunteer Legal's operating costs. The organization has had to cut staff and, as a result, core services. Therefore, the organization's request focuses on filling currently-vacant positions.				

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

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

Volunteer Legal Services Hawaii
(Typed Name of Individual or Organization)


(Signature)

1/31/2012
(Date)

L. Dew Kaneshiro
(Typed Name)

Executive Director
(Title)